

# ACADEMIC HONESTY – Student Guidelines

**Approver: Board**

**Owner: Principal**

**Last Reviewed By: Board**

**Next Review Date: June 2019**

**The School Academic Honesty Policy states that all students from Year 4 to Year 12 are responsible for:**

1. Availing themselves fully of all opportunities provided at school to develop the knowledge, skills and attitudes that promote the practice of academic honesty
2. Ensuring that the work they submit is their own and a result of their own industry, creativity and thinking
3. Acknowledging sources of information correctly.
4. Reviewing their work prior to submission to check that all sources of information are acknowledged.

**Year 10 and DP/CP students are additionally responsible for:**

1. keeping a research diary that shows how all information has been located and collected.
2. where required, submitting their work through school approved plagiarism- checking software eg. Turnitin.
3. meeting interim and final deadlines for a piece of work to allow the teacher to check authorship.
4. signing the Academic Honesty Declaration
5. signing IB coversheets attesting that the work being submitted is original.
6. providing evidence, if requested, that their work is original.

## **1. What do we mean by 'your own work'?**

Your own work reflects your understanding and your original thought. Work that relies too much on the words or the style of one or more sources is unoriginal, even if it is not copied directly.

## **2. Acknowledging sources**

When sources are used to provide facts, ideas, or supporting evidence that is not common knowledge, they must be acknowledged with an in-text citation. This citation is linked to an entry in your bibliography, allowing readers to verify the information and/or explore the topic further.

## **3. Using research diaries**

When undertaking major projects, it is necessary to keep a process journal or research diary that documents all the research that you undertook and lists the sources found in the information gathering stage of your work. This research diary can be referred to, should your teacher question you about the authenticity of your work.

## **4. Reviewing your work**

It is a student's responsibility to review their work before submitting it. Take advantage of any drafting process that is available, as teachers will give important feedback regarding referencing and bibliographies. Where possible, use Turnitin to check your work.

**5. Submission of work**

Students are expected to follow all assessment deadlines given to them by their teachers. If there is a problem in meeting a deadline this should be discussed with the teacher and/or IB Coordinator before the deadline. This includes interim deadlines.

If students are required to submit work via Turnitin, they must comply.

IB Diploma/Careers students must sign all formal IB coversheets declaring that the submitted work is their own before marks can be entered and work sent to IB examiners for moderation.

**\*\*Consequences of Malpractice for IB Diploma students, as outlined by the IB:**

1. If the amount of plagiarism is minimal, for example sources have been cited in the bibliography but the candidate has not used some means of indicating a quotation, this is referred to as 'Academic Infringement'. Zero marks will be awarded for the assessment component where the malpractice has occurred. However, the candidate may still be awarded a grade for the subject based on other assessment components.
2. If a candidate is found to be guilty of malpractice, then no grade will be awarded for the subject. This automatically means that no Diploma can be awarded. The candidate will be permitted to register for future examinations at least one year after the session in which malpractice was established.
3. If a candidate falsifies a CAS record, no Diploma will be issued until 12 months after the examination session have passed. The CAS record will need to be correctly completed.
4. Misconduct during an examination will result in no grade being awarded for the specific subject involved.
5. If the case of malpractice is considered very serious either because of what it entails or the candidate has already been found guilty of previous malpractice, the candidate may be refused the right to re-register for IB examinations in any future session.
6. If a student / former student is found guilty of malpractice at any time after the IB Diploma is awarded, the IB Diploma may be withdrawn.

Within three months of the original decision, an appeal may be made to the Academic Honesty Review Panel in light of new factual evidence.

**Linked with the IB publications:**

The Diploma Programme: From Principles to Practice  
Diploma Programme Academic Honesty  
Effective Citing and Referencing

**APPENDIX**

**ACADEMIC HONESTY DECLARATION**

**Student Name:** \_\_\_\_\_

**Program of Study:** (please circle)      **Cycle 3**      **Cycle 4**      **Cycle 5**      **IB DP**

**Student Acceptance**

I have received, read, understood and accepted the Academic Honesty expectations as outlined in the Melbourne Montessori School Academic Honesty Policy.

I understand that these expectations apply to all MMS students regardless of their program of study.

Full Name: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Parents/Relative/Guardian Acceptance**

I have received, read, understood and accepted the Academic Honesty expectations as outlined in the Melbourne Montessori School Academic Honesty Policy.

I understand that these expectations apply to all MMS students regardless of their program of study.

Full Name: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**School Witness**

An Advisor/IB Coordinator/School Principal/Deputy Principal must sight and approve this Agreement.

Full Name: \_\_\_\_\_

Position: \_\_\_\_\_

Campus: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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Inspiring our children  
to create a better world  
with their *own* two hands