

Rahn Schulen Kairo IB World School

IBDP Academic Integrity Policy

Last reviewed: [01.04.2026]

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Approved by: School Leadership & IB Coordination Team

This policy aligns with the IB Programme Standards and Practices, the IB Academic Integrity Policy (2019) and DP Assessment procedures and supports the ethical development of students in the IB Diploma Programme.

The RSK's mission statement reflects the kind of individuals we would like our students to be. The mission is to create lifelong principled learners that "act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere", who "take responsibility for their actions and their consequences".

Understanding academic integrity

Academic integrity at RSK is understood as a teaching and learning process. Students are explicitly taught ethical research, correct citation, authentic authorship, and responsible use of artificial intelligence throughout the Diploma Programme.

Academic integrity also includes ensuring the authenticity of student work in digital environments and the responsible and transparent use of technologies, including artificial intelligence tools.

The IB Organization defines academic integrity as "a guiding principle in education and a choice to act in a responsible way whereby others can have trust in us as individuals. It is the foundation for ethical decision-making and behaviour in the production of legitimate, authentic and honest scholarly work". (IBO, Academic integrity) RSK and IB do the utmost to foster academic honesty and authentic authorship by discouraging plagiarism, the duplication of work and collusion. The school will use its best endeavors to ensure that all students and their legal guardian(s) receive a copy of the *General Regulations: Diploma Programme* and understand its content". (IBO, Academic honesty 15)

Rahn Schulen Kairo promotes the IB Learner Profile by developing principled learners who act with integrity and honesty, take responsibility for their actions, and demonstrate respect for the work of others.

The Five Fundamentals of Academic Integrity

Rahn Schulen Kairo's academic integrity practices are built on the IB's five fundamentals:

- Honesty — producing work that is genuinely one's own and accurately representing one's understanding and effort.
- Trust — maintaining confidence between students, teachers, and the wider school community that submitted work is authentic.
- Fairness — ensuring no student gains an unfair advantage over others through misconduct.
- Respect — acknowledging the ideas, words, and intellectual property of others.
- Responsibility — taking ownership of one's own learning, choices, and their consequences.

These five fundamentals are taught explicitly and reinforced across all DP subjects.

Definition of Malpractice

The IBO defines malpractice as behavior that results in, or may result in, the candidate or any other candidate gaining an unfair advantage in one or more assessment components. (IBO, Academic honesty)

Definition of Student academic misconduct

The IB defines student academic misconduct as deliberate or inadvertent behaviour that has the potential to result in the student, or anyone else, gaining an unfair advantage in one or more components of assessment.

Behaviour that may disadvantage another student is also regarded as academic misconduct. It also includes any act that potentially threatens the integrity of IB examinations and assessments that happens before, during or after the completion of the assessment or examination, paper-based or on-screen. (IBO, Academic integrity)

Definition of Plagiarism

The IBO defines plagiarism as the presentation, intentionally or unwittingly, of the ideas, words or work of another person without proper, clear and explicit acknowledgment. (IBO, Academic honesty)

Definition of duplication of work

Duplication of work is defined as the submission of the same work for different assessment components without authorization (IBO, Academic honesty)

Definition of collusion

The IBO defines collusion as the secret agreement or cooperation especially for an illegal or deceitful purpose. By this, collusion occurs when a work is commissioned, with or without the consent of the source. (IBO, Academic honesty)

Examples are but are not exclusive to:

- Ghostwriting
- Cheating on exams
- Copying homework

Other Malpractice:

The following lists are illustrative but not exhaustive:

- Fabrication of data.
- Cheating.
- Taking unauthorized material into an examination room (such as cell/mobile phone, written notes) (IBO, Academic honesty 5).
- Failing to comply with the instruction of the invigilator for the conduct of the examination.

This policy aims to:

- support students in developing ethical research skills and ensure academic integrity is embedded across all formative and summative assessments.
- ensure that students understand the importance of acknowledging sources, work of others and all ideas accurately and honestly.
- promote good academic practice and a school culture that actively encourages academic honesty.
- explain to students precisely what penalties will be imposed should they be found guilty of malpractice.
- clarify rights and responsibilities of the students. (IBO, Academic honesty 15)
- All students have the right to learn in a safe environment without fear that other have an unfair advantage. Any other point refer to *the rights of the candidate* (IBO, Academic honesty). (IBO, Academic honesty)
- The school promotes a culture of academic integrity through explicit teaching, consistent reinforcement, and the design of authentic and meaningful assessment tasks.

Responsibilities of Students, Teachers, Parents:

Students:

- Students are expected to apply academic integrity principles in both formative and summative work and to seek guidance when unsure.
- Students know how to use Artificial Intelligence for their research and are aware of the limitations and restrictions of AI with regards to their work.
- Students are expected to read and sign this policy before completing all school-related tests, quizzes, projects, reports, homework assignments, or in-class assignments.

- Students are responsible for ensuring that all work submitted by them for assessment is authentic, and the work or ideas of others are fully and correctly acknowledged.
- Students are expected to submit all of their assignments and assessments at the allocated time.
- Students must clearly acknowledge any use of artificial intelligence tools and ensure that such use complies with IB regulations regarding authenticity of work and Students must clearly indicate how artificial intelligence tools were used (e.g., idea generation, editing support) and must not submit AI-generated content as their own work.
- Mistakes related to academic integrity in formative work are treated as learning opportunities. Academic misconduct in summative work is addressed according to school procedures and IB regulations.
- All students are entitled to their own intellectual property.

Teachers:

The English language teacher and EE coordinator will introduce the MLA citing method and train the students to use citing correctly and will teach paraphrasing and collaboration boundaries.

At the start of the Diploma Programme (DP), the Extended Essay (EE) Coordinator will give a presentation to students. This presentation is part of the DP introduction and aims to:

- Clearly explain the purpose of the Academic Integrity Policy and what students are expected to produce in their work, especially for the Extended Essay. (Workshop about plagiarism)
- Model good academic practices and ensure that any cases of academic misconduct are identified and addressed promptly.
- Teach students about academic integrity in the IB Diploma Programme, including how to avoid academic misconduct in coursework and examinations.
- Provide students with opportunities to practice proper research skills, including how to correctly use, reference, and cite the work of others to support their own ideas.
- Explain the different types of academic misconduct (such as plagiarism, collusion, and duplication of work) and the consequences or penalties associated with them.
- Teachers design assessment tasks that reduce opportunities for academic misconduct and promote authentic student voice and original work.

- Teachers ensure that all students have the right to learn in a safe environment without fear that others have an unfair advantage.
- All DP subject teachers, not only the English/EE Coordinator, are responsible for reinforcing academic integrity expectations specific to their subject area — for example, correct citation of data sources in Sciences, proper acknowledgment of collaborative lab work, and appropriate use of AI tools in subject-specific research tasks. Subject teachers address academic integrity explicitly within their course outlines.
- Teachers are responsible for verifying the authenticity of student work through processes such as drafting stages, reflections, discussions, and use of plagiarism detection tools (Turnitin).

Parents:

- Ensure that the student(s) submit their own work.
- Collaborate with the school to promote the honest and principled behavior for the student(s).

Citing Sources

Although the IB does not prescribe which style(s) of referencing should be used by candidates; this is left to the discretion of the school. RSK teaches and standardizes on MLA format as its default citation method across the DP, taught explicitly by the English Language teacher and EE Coordinator. RSK will accept any consistent format for referencing and citation.

Consequences and regulations relating to malpractice and academic misconduct

As per the before mentioned, students are provided adequate guidance and methods to provide an academically honest piece of work, however in case the student intentionally breached these procedures certain measures apply, as will be listed below in addition to the rules and regulations of the IBO.

The school distinguishes clearly between internal academic misconduct and cases that must be reported to the IB. The IB Coordinator is responsible for determining when an incident must be formally reported in accordance with IB regulations.

Students have the right to be informed of any suspected misconduct, to respond to allegations, and to have decisions reviewed fairly and transparently.

General measures for misconduct during examinations and assessment

During assessments any misconduct trial will lead to the instant cancellation of the assessment. The affected assessment will receive a failing Grade 1. Parents will be informed.

All procedures during IB examinations follow the IB Conduct of Examinations guidelines and are supervised by trained invigilators. Any misconduct during the IB final exam will be handled according to the IBO Conduct of Examination Rules. The IBO will be informed.

General measures for misconduct during submissions preparation and e- course work

To ensure consistency and fairness when mistakes are made, the school keeps central records of each situation and the consequences. Repeated offences are documented.

To support academic integrity, Rahn Schulen Kairo uses Turnitin to check student work for originality. Turnitin similarity reports are reviewed by teachers and the IB Coordinator and are not considered evidence of academic misconduct on their own and are used as an educational tool to support students in developing proper citation, paraphrasing, and ethical academic writing skills.

1. Teachers inform student of the malpractice and-or discuss the infringement.
2. Case is reported to the administration for a final decision to be made.
3. Parents are informed of the incident and the measures applied.

The school distinguishes between mistakes in formative work (treated as learning opportunities) and misconduct in summative assessment (subject to sanctions).

Penalty of malpractice:

The purpose of sanctions is educational as well as disciplinary, aiming to develop students' understanding of academic integrity.

Sanctions are applied progressively and proportionately, taking into account intent, prior instruction, and recurrence.

1st Offense

- Sanctions are applied progressively and proportionately, taking into account intent, prior instruction, and recurrence.
- The teacher will conference with the student about academic dishonesty.
- Verbal warning.
- Student will redo the assignment and read the IB academic policy with his/her parents.

2nd Offense

- The teacher will inform the student and their parents about academic dishonesty in an email.
- Written warning that the whole submission will not be accepted should this behaviour continue.
- The student will redo the assignment.

3rd Offense

- The student will receive an automatic zero (failing grade) on the assignment.
- The teacher will inform the student and their parents about academic dishonesty in an email.
- The principal, on the evidence provided by the subject teacher/DP coordinator, will make a decision about the sanction that is shared with the student and parents (which might involve but is not limited to internal suspension from school, completing an academic honesty course, academic supervision for future assignment tasks)
- All these measures are applied on account that the student has acknowledged and understood all terms and received guidance on plagiarism.

Students that show evidence of plagiarism in their work, however the case seems to be unintentional, sit for a meeting with the teacher involved, and adequate guidance is provided.

This policy is shared annually with students, parents, and staff and is discussed during IB Diploma Programme induction sessions. The policy is reviewed annually to ensure continued alignment with IB regulations and best practice.

This policy is connected to the Assessment Policy, Access and Inclusion Policy, and Language Policy, particularly regarding citation practices, accommodations for students with additional needs, and academic integrity expectations for multilingual learners.

The effectiveness of this policy is evaluated through student performance data, teacher feedback, and review of academic misconduct cases. Findings are used to improve teaching practices and strengthen the culture of academic integrity. These findings are also used to inform school development planning and guide professional development priorities.

Bibliography

Carroll, Jude. *Academic honesty in the IB : IB Position Paper*. Cardiff: International Baccalaureate Organization, 2012. Print.

IBO. *Academic honesty*. Wales: IBO, 2009,2011.

—. *General regulations: Diploma Programme*. Wales: IBO, 2011.

IBO. *Academic integrity*. IBO,2019.

Rahn Schulen Kairo Academic Honesty Policy

I certify that ALL of the following are true:

This declaration confirms understanding of IB regulations and RSK procedures regarding academic integrity.

I have read and understand the Rahn Schulen Kairo IB DP Academic Honesty Policy and I will always follow the RSK Academic Integrity Policy including, but not limited to:

1. I promise to acknowledge any help from another person, any quotations and/or information paraphrased or translated from any source. I will document all source material in an agreed manner. I will not hand in work that has been produced by someone else including Artificial Intelligence.
2. I know what constitutes plagiarism, duplication of work and collusion and the consequences regarding them. If unsure about whether something constitutes plagiarism, duplication or collusion I will ask my teacher before submitting any work. I will abide by IB rules.
3. I will not take material into an examination room unless authorized by the teacher.
4. I will not copy information or communicate with another student during examinations.
5. I will not behave disruptively during examinations.
6. I will not steal examination materials or disclose information about the content of an examination paper within 24 hours of a written examination.
7. In case of occurrence, I know these incidents of misconduct will be recorded in my student file.
8. I understand that I am accountable for my actions, and I will accept responsibility and consequences for my actions.
9. I will clearly acknowledge any use of artificial intelligence tools and ensure compliance with IB regulations.
10. Furthermore, I read and understand *General regulations: Diploma Programme, and Academic Integrity: published October 2019*).

Student name (printed)

Student signature

Date

As the parent/guardian(s) of an IB student, I have read and agree to the student honor code listed above.

Parent/Guardian(s) Signature(s)

Date