



NVIS Academic Integrity Policy

Updated Academic Year 2024/2025

Philosophy

At NVIS, academic integrity is a core value that reflects our belief in the IB Learner Profile attributes—being principled, reflective, and open-minded. All students are guided to act ethically and honestly in their learning journey. We believe that developing integrity is part of becoming a responsible, lifelong learner.

In line with this, we teach students how to produce authentic work, acknowledge others' ideas, and make ethical choices in their academic efforts. This applies to all learners, with differentiated expectations for each program.

What is Academic Integrity?

Academic integrity involves producing one's own work, recognizing the ideas of others through citation, and showing personal responsibility for learning.

To support both the IB Learner Profile and the NVIS Mission, students are expected to:

- Understand that the purpose of any assessment is to demonstrate their own knowledge, understanding, and skills.
- Acknowledge others' ideas through proper citation.
- Collaborate ethically in group work, ensuring equal contributions.
- Value well-conducted research and evidence-based inquiry.
- Consistently reference all consulted sources, whether visual, written, oral, or digital.

School-wide Citation Practice

To promote academic honesty from early stages:

- All students, including younger grade levels, will engage in lessons on how to cite sources appropriately.
- A unified citation style will be adopted across the school (APA, MLA, or Chicago).
- Proper citation and referencing will be explicitly taught and practiced during research and inquiry tasks.

Programme-Specific Expectations





Primary Years Programme (PYP - Grades 1–5)

- Learn the difference between original ideas and sourced information.
- Observe teachers modeling citation using visuals, read-alouds, and shared research.
- Use sentence starters, graphic organizers, and simple tools to credit sources.
- Understand that mistakes may occur due to unfamiliarity, not dishonesty.
- Reflect on their work and redo tasks with teacher guidance if needed.

Middle Years Programme (MYP) & Diploma Programme (DP)

- Produce fully original work that reflects individual thinking and effort.
- Acknowledge sources using school-adopted citation styles (APA, MLA, or Chicago).
- Understand the serious implications of academic dishonesty.
- Submit electronic copies of assignments upon request.
- Use research and thinking skills to synthesize, not copy.

Roles and Responsibilities

Students

- Are ultimately accountable for ensuring their work is authentic.
- Must engage with their teachers throughout the process of producing work, sharing drafts and seeking citation support when needed.
- Are responsible for maintaining records of their drafts, notes, and reflections as evidence of the learning journey.

Teachers and Coordinators

- Design tasks that emphasize critical thinking over rote copying.
- Explicitly teach and model citation skills across the curriculum.
- Communicate and reinforce this policy consistently with students.
- Guide students to understand proper AI usage when applicable.
- Use appropriate tools to detect plagiarism and ensure the authenticity of student work.



Parents

- Support the values of academic honesty at home.
- Encourage ethical behavior and integrity in their child's academic tasks.

Use of AI and Plagiarism Detection

- NVIS acknowledges the evolving role of AI in academic research. The use of AI is permitted under specific conditions:
 - Students must clearly cite any AI tools or content they use.
 - DP students must keep AI-generated content and similarity below 20%.
- NVIS now uses **Quetext** and the **IA Detector** in place of Turnitin for plagiarism and academic integrity checks.
- Teachers may request digital copies of work at any stage to assess authenticity.

Breaches of Academic Honesty

Examples include:

- **Plagiarism** – Using others' work (text, images, graphs) without proper referencing.
- **Copying** – Submitting a peer's work as one's own.
- **Cheating** – Gaining or sharing unauthorized information during assessments.
- **Collusion** – Assisting others in dishonest academic acts.
- **Fabrication** – Inventing data or research findings.
- **Duplication** – Submitting the same work for different assignments without approval.
- **Exam Theft** – Accessing exam content without authorization.



Consequences of Academic Dishonesty

PYP

- **First Instance:** Guided discussion and reteaching. No grade penalty. Resubmission encouraged.
- **Second Instance:** Student meets with the teacher and coordinator for reflection. Simple honesty contract may be introduced.
- **Repeated Instances:** Meeting with parents and homeroom teacher. Collaborative plan to build student understanding.

MYP/DP

Instance	Consequence
First instance	• The assignment will not be graded • Student/Teacher conference to ensure that the student understands his/her mistake and what needs to be done to avoid this being repeated • The teacher may ask the student to repeat the assignment • The teacher will communicate the instance to the parents of the student and an incidental report will be sent home with a copy kept on file.
Second Instance	• The assignment will not be graded • Student/Teacher conference to ensure that the student understands his/her mistake and what needs to be done to avoid this being repeated • The teacher will ask the student to repeat the assignment • The teacher will report the incident to the IB MYP Coordinator • An incidental report will be sent to parents with a copy kept on file.



	Parents will be called in to discuss the matter with the Principal/Head of School
	The student may be suspended
Third or any additional Instance	- This will result in a meeting between the school, student and parents in order to sign a commitment to following the guidelines of the academic honesty policy. - No work will be graded until the agreement is in place and followed through

Ongoing Monitoring and Support

- The school may request student work for verification or external moderation.
- Students should maintain all evidence of the research and drafting process.
- Reflection journals, rough notes, and annotated drafts serve as proof of authenticity.

Declaration Section

For PYP (simplified):

- ☒ I did this work myself.
- ☒ I got help from: _____
- ☒ I used a book or website and told my teacher about it.

MYP/ DP I confirm that this work is my own and that all sources are appropriately cited. To be signed by students and supervisors when applicable (e.g., Personal Projects, Extended Essays).