

## Stars College High School - Academic Integrity Policy

### Academic Year: 2025–2026



Name of Policy	Academic Integrity Policy
Reviewed by	DP staff and coordinator, MYP coordinator, PYP coordinator, Head of School
Established Date	Oct.31, 2025
Date of next review	June,01,2026

## I. Mission & Vision

### Mission

Stars College aims to contribute to the formation of distinguished national personalities, equipped with administrative, scientific, social, historical, media, and educational capabilities. The school emphasizes equipping students with modern language and scientific skills, fostering lifelong learning, and instilling values of ethical citizenship so that graduates contribute positively to society.

### Vision

To cultivate a dynamic learning environment that empowers students to become innovative, ethical leaders and engaged citizens, equipped to navigate and contribute positively to a diverse and rapidly changing world.

## II. Introduction

Academic integrity is fundamental to fostering honest scholarship, ethical decision-making, and responsible learning. It aligns directly with Stars College's mission to shape ethical, influential graduates and its vision of nurturing principled global leaders. This policy is also grounded in the IB Learner Profile, particularly the attribute of being

principled—acting with integrity and honesty, with a strong sense of fairness, justice, and respect for the dignity of others.

At Stars College High School, academic integrity means:

- Producing authentic work that genuinely reflects student effort and learning.
- Crediting all sources ethically, including proper use of AI and digital tools.
- Acting with honesty, responsibility, and respect in all academic contexts.

This policy applies to all students, staff, administrators, and families involved in the Diploma Programme.

### III. Guiding Principles

- **Fairness** – Equal expectations and accountability for every student.
- **Authenticity** – Work must reflect original thinking and effort.
- **Responsibility** – Students, educators, and families share ownership of integrity.
- **Transparency** – Clear, accessible guidelines and consequences.
- **Respect** – For peers, teachers, and intellectual property.
- **Ethical Innovation** – Embrace technology responsibly, enhancing—not replacing—student learning.

### IV. Rights & Responsibilities

Academic integrity is a shared responsibility across the school community.

#### Leadership Team

- Builds and sustains a culture of integrity.
- Ensures community-wide understanding of expectations.
- Provides ongoing training for teachers.
- Applies restorative strategies when breaches occur.
- Maintains transparent communication with all stakeholders.
- Reviews and updates the policy regularly, including AI challenges.

## Coordinators / IB Coordinator

- Builds a shared understanding among teachers, students, and parents of IB's expectations regarding honesty.
- Organizes professional development and orientation sessions for teachers and students on academic integrity, citation conventions (APA/MLA), and the use of plagiarism-detection tools such as *Turnitin*.
- Ensures that all DP subjects, core components (TOK, EE, CAS), and assessments adhere to the policy's standards, and that teachers apply consistent procedures when verifying student work.
- Updates the school leadership and IB community on any changes in IB policies or regulations related to integrity, and facilitates periodic review and revision of the school policy.

## Librarian:

- collaborates with teachers to provide **training sessions on citation conventions** (APA and MLA) and **how to acknowledge sources properly**.
- Assists students in locating credible sources and differentiating between authentic and unreliable information.
- Works with teachers and the DP Coordinator to ensure all research-based assignments (Extended Essay, internal assessments, etc.) are checked using the school's **plagiarism detection software (Turnitin)**.
- Promotes academic integrity across the school through library workshops, digital displays, and support materials that teach students about plagiarism, collusion, and intellectual property.
- Keeps a record of student training attendance, citation workshops, and resource lists as **documented evidence** for IB evaluation.

## Teachers and Staff

- Clearly explain academic integrity requirements to students.
- Plan realistic workloads to reduce temptation to cheat.
- Give feedback that supports authenticity in student work.

- Teach research, citation, and ethical use of AI tools, Teachers will introduce students to citation conventions (APA (7<sup>th</sup> edition) for sciences, mathematics, and social sciences, while MLA (9<sup>th</sup> edition) is applied in literature, humanities, and language courses) and provide clear models of how to acknowledge original authorship across media.
- Report malpractice and guide students toward corrective action.

### **Students**

- Produce genuine and original work.
- Attribute all sources correctly, including AI, images, or data.
- Act ethically in tests and assessments.
- Avoid collusion, duplication, plagiarism, or cheating.
- Take responsibility for their own learning.
- Recognize that academic integrity builds lifelong values, not just grades.

### **Parents and Guardians**

- Support children in managing workloads and deadlines.
- Refrain from providing unauthorized assistance.
- Understand and reinforce school policies.
- Communicate openly with the school to address concerns.
- Emphasize effort, honesty, and growth over grades alone.

## **V. Academic Malpractice**

Malpractice includes any behavior that compromises the fairness of assessment before, during, or after submission.

- **Plagiarism** – Using words, ideas, or AI-generated content without credit.
  - Writing about concepts, not from personal experience or common knowledge.
  - Using words and ideas of another person or organisation (including artificial intelligence) or without giving that person credit.
  - Copying text, images, or data from any source—such as books, websites, or other students—without citation.

- Misusing digital tools, like artificial intelligence, to produce work without personal effort, original thought or genuine understanding, and passing it off as one's own creation.

**To avoid plagiarism, the student should always cite the sources when:**

- **Quoting a person or source (including artificial intelligence) directly.**
- **Paraphrasing a person or source (including artificial intelligence).**
- **Summarizing or rewording someone else's ideas.**

To ensure originality, Stars College High School uses plagiarism detection software such as Turnitin. This tool supports teachers and students in maintaining transparency and accountability while reinforcing ethical research and writing practices.

- **Collusion** – Sharing or copying work improperly between students.

At Stars College High School, legitimate collaboration includes cooperative discussions, brainstorming sessions, group research, and peer feedback where each student is still responsible for producing their own work. Collusion, by contrast, refers to presenting shared or copied work as individual work, or providing/receiving unauthorized help, which undermines fairness and the IB standards of academic integrity.

- **Duplication** – Submitting the same work for multiple subjects.
- **Cheating** – Using unauthorized notes, devices, or AI in exams.
  - Copying from another student's test and assignments.
  - Allowing another student to copy a test or assignment.
  - Using unauthorized ('crib notes') materials during exams.
  - Looking at another student's paper during exams.
  - Exchanging test answers – oral or written – during exams without the teacher's approval.
  - The use of all unauthorized material, information, or study aids.
  - Any other behavior that gains an unfair advantage for a student or affects the results of another student.

- **Fabrication** – Inventing or falsifying data, citations, or sources.
- **Improper AI Use** – Submitting AI-generated work as original, or using AI in restricted contexts.

Examples of academic malpractice include copying from online or printed sources without acknowledgment, submitting another person's work as one's own, or relying on unauthorized digital or AI tools. Authentic authorship means that each student's work reflects their personal analysis, ideas, and expression. Intellectual property refers to the rightful ownership of creative and academic products—including written work, artistic projects, scientific research, coding, or media content—that must be respected in line with Lebanese laws and international standards.

## VI. Prevention & Monitoring

In case of suspected academic malpractice, the supervising teacher must prepare a **detailed report** outlining the incident.

The **student will be informed** of the concern and presented with the **evidence**. They are given the **opportunity to respond** and explain their actions.

If the malpractice is **confirmed after investigation**, the appropriate **consequences are applied** as outlined in the Student Handbook under the supervision of the direct floor supervisor.

### Types of Malpractice and internal consequences of school:

Type of Malpractice	Examples	Possible Consequences
<b>Minor Malpractice</b>	<ul style="list-style-type: none"> <li>- Forgetting to cite a source correctly in a written task.</li> <li>- Working too closely with a classmate on an individual assignment (unintentional collaboration).</li> <li>- Copying a few sentences or phrases from a website without quotation marks or citation.</li> <li>- Accidentally submitting a draft instead of a final version.</li> </ul>	Verbal or written warning, re-teaching session on integrity, re-submission of task under supervision
<b>Major Malpractice</b>	<ul style="list-style-type: none"> <li>- Submitting work that contains copied material without proper acknowledgment.</li> <li>- Allowing another student to copy one's work.</li> </ul>	Grade penalty (zero on task), parental notification, record

	<ul style="list-style-type: none"> <li>- Using unauthorized notes, calculators, or devices during an assessment.</li> <li>- Submitting the same work for more than one subject (self-plagiarism).</li> <li>- Purchasing or downloading essays, lab reports, or projects from online sources.</li> </ul>	entry in academic file
<b>Severe or Repeated Malpractice</b>	<ul style="list-style-type: none"> <li>- Fabricating data or results in a science investigation, EE, or IA.</li> <li>- Submitting work completed by another person or AI tool as one's own.</li> <li>- Cheating or using communication devices during exams.</li> <li>- Repeating a serious violation after prior warning.</li> <li>- Falsifying CAS records, supervisor signatures, or project evidence.</li> </ul>	parental notification, Suspension for 2 days, report to the IB coordinator.

Whenever possible, **corrective strategies** are implemented to help the student **learn from the mistake** and improve future performance.

### Disciplinary Procedures

Disciplinary actions depend on the **nature, level, and frequency** of the malpractice.

**Note:** Students have the right to **appeal** the decision within **five school days** of notification.

### VII. Procedures for Malpractice

All projects, papers, and assignments must represent the student's own original work. Cheating, receiving or sharing unauthorized information, or assisting others in doing so is considered a serious violation of academic integrity. Such actions will be addressed firmly in accordance with the levels of disciplinary infractions outlined in the Student Handbook.

To uphold integrity, teachers carefully review submitted work and may use authorized plagiarism detection software when necessary (Turnitin).

- From the lower school onwards, students are explicitly taught how to cite sources and are introduced to the principles of academic integrity.
- At Stars College High School (Lebanon), students are required to use APA (7th edition) for sciences, mathematics, and social sciences, while MLA (9th edition) is applied in literature, humanities, and language courses.
- Librarian and subject teachers model these conventions consistently, using examples from assignments and class projects, so that students gain confidence in correctly acknowledging authorship. This prepares them for IB Diploma Programme expectations as well as higher education contexts in Lebanon and abroad.
- At Stars College High School, students are expected to adhere to the academic integrity policy at all times. Instances of malpractice will result in consequences as specified in the Student Handbook, with details provided on the types of malpractice, their associated penalties, and the use of restorative practices to help students take responsibility and learn from their mistakes.

**Consequences are proportional and educational, following IB and school guidelines:**

By joining the IB Diploma Programme, each student acknowledges that the **International Baccalaureate (IB)** has the right to take appropriate action if **academic malpractice** is suspected or confirmed.

This may include the application of **penalties** or, in serious cases, **withdrawal of IB services**.

If a student's work for any IB-assessed component (such as an Internal Assessment, Extended Essay, or TOK essay) is found to involve academic malpractice, the IB may review the case and determine the appropriate outcome.

The IB reserves the right to **investigate any situation** that may involve academic malpractice, even if it is not specifically listed in this policy. During such an investigation, the IB will collect **all relevant evidence and statements** from the parties involved.

Each case will be **reviewed fairly and individually**, based on the available evidence. If the evidence is not fully conclusive, the IB will seek guidance from **subject experts** and make a decision using a “**balance of probabilities**” approach — meaning that sanctions are applied only when it is more likely than not that malpractice occurred.

## **VIII- IB Monitoring and Sanctions to Support Academic Integrity**

### **1. IB Monitoring Practices**

The International Baccalaureate (IB) maintains strict procedures to uphold the integrity of all assessments. Monitoring ensures that both schools and students adhere to the IB’s standards of fairness, honesty, and transparency.

The IB undertakes the following measures:

- **Authorization and Inspection:** Schools are authorized as IB World Schools only when they demonstrate a clear understanding of IB expectations regarding integrity. The IB may conduct **unannounced inspections** during examination sessions to verify compliance.
- **Quality Assurance Checks:** The IB performs **plagiarism and collusion checks** on submitted student work using recognized software and analysis of response patterns.
- **Examination Security:** All examination content is handled according to secure storage and distribution protocols. The IB monitors access logs and may deploy **independent invigilators** or reroute exams to alternate venues if security is compromised.
- **Curriculum and Assessment Review:** Regular reviews of assessment instruments are conducted to minimize risks of unfair advantage.

- **Professional Development:** IB workshops for teachers, coordinators, and administrators include mandatory training on academic integrity and malpractice prevention.
- **Investigation Procedures:** When academic malpractice is suspected, the IB requires schools to conduct internal investigations and submit documentation. The IB reviews evidence through a formal process overseen by the **Academic Integrity Subcommittee**, which includes external experts to ensure fairness and transparency.

## 2. IB Sanctions and Penalties

When a breach of academic integrity or malpractice is confirmed, the IB applies penalties based on the severity of the infraction:

Level	Description	Possible IB Action
<b>Level 1</b>	Minor malpractice or first-time offense (e.g., improper citation, unauthorized collaboration)	Official warning letter to the student
<b>Level 2</b>	Moderate malpractice (e.g., partial plagiarism, possession of unauthorized material during an assessment)	Zero marks for the specific component concerned
<b>Level 3a</b>	Serious malpractice (e.g., full plagiarism, falsification of data)	No grade for the subject(s) concerned; may affect multiple subjects depending on severity
<b>Level 3b</b>	Severe malpractice benefiting another student or deliberate falsification (e.g., forgery of results, impersonation)	No grade for “parallel” subjects; withdrawal of results or cancellation of diploma

Additional sanctions may apply if the same student commits repeated offenses or if the act involves multiple subjects or sessions.

### 3. Reporting and Cooperation

- When academic malpractice is suspected, the **DP Coordinator** must report the incident to the IB **within 24 hours** of discovery.
- Students under investigation have the right to submit a written statement; if they decline, the investigation proceeds without prejudice.
- Failure of a school to cooperate with an IB investigation may result in **withholding of student grades** for the affected subjects.
- The IB's **Academic Integrity Subcommittee** makes the final decision on sanctions to ensure fairness and consistency across all IB World Schools.

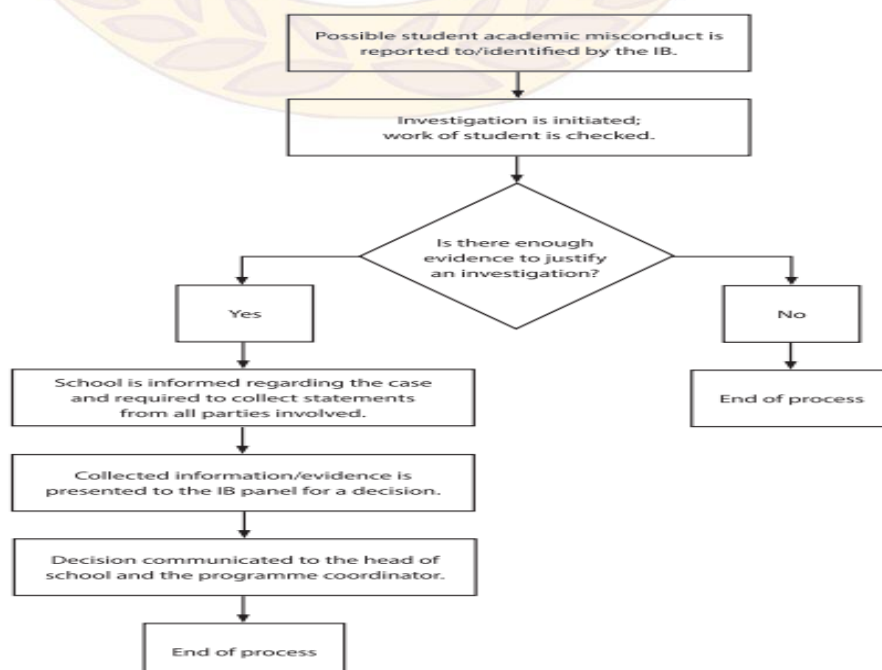
### 4. School-Level Alignment

Stars College High School aligns its internal procedures with IB global standards by:

- Maintaining transparent reporting channels for suspected malpractice.
- Conducting annual awareness sessions for students, parents, and teachers.
- Using Turnitin for originality and authenticity checks.
- Training all staff on IB monitoring expectations, preventive strategies, and sanctions related to academic malpractice.

#### Investigation flowchart:

[https://resources.ibo.org/data/academic-integrity-policy\\_9798d3b2-b75b-4940-9bb1-e33c6d541add/academic-integrity-policy-en\\_237ee4dd-b989-426d-b031-d032f5bc8a08.pdf](https://resources.ibo.org/data/academic-integrity-policy_9798d3b2-b75b-4940-9bb1-e33c6d541add/academic-integrity-policy-en_237ee4dd-b989-426d-b031-d032f5bc8a08.pdf)



### **Retaking examinations or resubmitting coursework:**

The IB will decide if the student found in breach of regulations will be allowed to retake their examinations or coursework, and when such a retake could take place.

Typically, the IB would allow one of the following for students penalized for academic misconduct.

- Retake in six months, depending on subject availability
- Retake in 12 months
- No retake allowed, but award of grades in subjects not affected by the incident.

### **IX. Support and Education**

Stars College prioritizes teaching integrity over punishment. Through workshops, reflection, and restorative practices, students learn from mistakes, repair harm, and develop stronger ethical standards.

### **X. Policy Review**

This policy is reviewed annually by the Academic Integrity Committee to ensure continued alignment with:

- IB Diploma Programme requirements,
- Best practices in education, and
- Evolving challenges in technology and AI.