



Manchester Global School Hyderabad

Academic Integrity Policy 2024 - 2025

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Our motto, **Vidyā Jñānam Prajñā** (Education. Knowledge. Wisdom), encapsulates our philosophy of empowering students with a well-rounded education that goes beyond academics.

Vision

To be a world-class institution of excellence through the creation and dissemination of knowledge by educators with a core commitment to learning and the holistic growth of students.

Mission

Growing leaders for society and industry

We achieve this by imparting a holistic education that develops value-based pioneers in an environment of research, innovation, and entrepreneurship through state-of-the-art learning infrastructure and committed educators.

Our team of highly successful global professionals, led by Dr. Kondal Reddy Kandadi, PhD MBE, will bring a wealth of expertise in education, technology, and infrastructure development. To create a truly international learning environment, we believe it is important to hire the best people from around the world.

Objective:

"The objective of the IB Academic Integrity policy is to uphold the highest standards of academic honesty and integrity within the IB community. The policy aims to educate students, teachers, and staff about the importance of academic integrity, define academic misconduct, and outline the consequences of dishonest behavior. By providing clear guidelines, resources, and support, the policy seeks to promote a culture of honesty, fairness, and ethical behavior among all members of the IB community."



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1. AIM :

Academic integrity is a crucial aspect and of prime importance at MGS. The school strives to cultivate and maintain the habit of academic integrity in all scholarly activities. Ensuring this responsibility is a duty that lies on the shoulders of every member of the school community, including the parents, the students, and the teachers.

The vision of MGS is to grow its students into responsible and empathetic human beings. A part of this vision is to instill values of integrity by respecting and providing due acknowledgement of the effort of others.

This document is our mutual agreement and commitment towards maintaining academic integrity at our school. In addition, it endeavors to develop a mutual understanding of academic dishonesty and consequences with the identification of the roles and responsibilities of the concerned parties.

This policy shall be used in conjunction with our Inclusion, Assessment, and Language Policy. International Baccalaureate Programme Standards and Practices Standard: Culture through policy implementation (0301)

The schools develop, implement, communicate and review a set of effective policies that help to create a school culture in which IB philosophy can thrive.

The following excerpt is taken from IB Standards and Practices and outlines the key expectations related to academic integrity:

- Culture 3: The school implements, communicates, and regularly reviews an academic integrity policy that creates cultures of ethical academic practice. (0301-03)
- Culture 3.1: The school implements and reviews an academic integrity policy that makes the school's philosophy clear and is aligned with IB guidelines. (301-03-0100)
- Culture 3.2: The school clearly describes in its academic policy the rights and responsibilities of all members of the school community, what constitutes good practice and misconduct, and the actions that are to be taken if there are transgressions. (00301-03-0200)
- Culture 3.3: The school articulates responsibilities for teaching a variety of practices related to academic integrity, and reflects its five fundamentals: honesty, trust, fairness, respect, and responsibility. (0301-03-0300)



- Culture 3.4: The school ensures relevant support materials, resources, and structures related to the academic integrity policy are implemented. (0301-03-0400)
- Culture 3.5: The school monitors and evaluates the impact of the academic integrity policy to ensure that it regularly informs learning and teaching across the curriculum and that the school's procedures are transparent, fair, and consistent. (0301-03-0500) (Source: IB Standards and Practices, 2020)

2. How do we measure academic success, why great value is placed and connection with LPs

We at MGS highly value both moral uprightness and a commitment to educational integrity. There is a unanimous consensus among the management and faculty that integrity must be a crucial element in the academic achievements of our students thus, during their academic years at MGS, we foresee academic integrity by promoting the qualities laid out in the IB Learner Profile, which are particularly based on:

Principled: We strive to be honest and genuine, with a strong commitment to humanity and equity, as well as the global virtues and individual rights. We take ownership of our actions and the consequences that may arise from them.

Reflective: We thoughtfully consider our own experiences and learning journeys. By evaluating our actions and being mindful of our abilities and challenges, we foster learning and personal improvement.

Thinkers: We leverage our creative and critical thinking abilities to dissect and thoughtfully navigate intricate problems. We are committed to making deliberate, ethical, and moral choices.

Academic integrity is in accordance with the IBO Approaches to learning. Through:

- Self-Management
- Social
- Communication
- Thinking
- Research

Students will build the above five skills that enable them to learn and be cognizant of their learning.

3. Promotion and awareness of Academic Integrity

Academic integrity is supposed to inspire intellectual expressions of novel thoughts but also ensure the acknowledgment of others' work. Honesty and academic integrity could be described as the fundamental foundations of educational systems. The IB maintains standards of academic integrity, which are considered skills and values that enhance individual integrity and positively contribute to teaching, learning, and assessment practices. Academic integrity is important because, without it, the philosophy of any educational program is compromised. Those who commit academic dishonesty lose out on critical "learning opportunities." In addition, offenders of academic codes may readily neglect or ignore expectations in other realms as well. All members of the MGS community understand that students should approach academic integrity as both a learning experience and an integral part of their academic process during and after any IB program. Intellectual property rights include patents, trademarks, moral rights, and copyrights that reflect proper behavior in an examination setting. MGS prioritizes intellectual integrity and must make certain that all IB students understand the consequences involved. Academic integrity stands as a fundamental principle of education, signifying a commitment to responsible behavior that fosters trust among individuals. It forms the basis of ethical decision-making and action in producing original, valid, and fair scholarly work.

Guidelines for Academic integrity Nursery - EY2

Do's	Don't
Seek guidance from guardians, passed out pupils, friends and group members. Acknowledge facts collected from books Communicate new knowledge in their own words. Absorb knowledge over different sources into free thoughts and understanding.	Allow others to submit your work as a calming or doing peers' assignment.

PYP 1- 2: Guidelines for students and parents

<u>Do's</u>	<u>Don't</u>
<ul style="list-style-type: none"> • Seek assistance from guardians, classmates, friends, and group members - Acknowledging information from books and the internet. • Present fresh information in their own words. • Convert knowledge from various sources into free thought and understanding. 	<ul style="list-style-type: none"> • Copy peer's tasks. • Allow others to submit your work as part of a group or peer assignment. • Do not replicate words or ideas without crediting the original source.

PYP 3-5: Guidelines for Students and Parents

<u>Do's</u>	<u>Don't</u>
<ul style="list-style-type: none"> • Look to parents, students, friends, and group mates for help. • Acknowledge all information taken from books and the internet • Share new information in his or her own vocabulary • Implement all of the basic assessment concepts. • Summarize his or her comprehension of audio visual materials in his or her own words • Include a reference index to give credit to their sources • Understand that it is cheating to download or create from electronic sources without authorization. 	<ul style="list-style-type: none"> • Unless instructed otherwise by an instructor, take notes during any assessments. • Copy others' work without permission. • Pass off another group member's work as one's own work while operating in a group. • Copying another student's work or permitting another student to copy it without permission.

Exhibition:

Exhibition work should demonstrate compliance with the academic integrity standards established in the primary years as evidence of the PYP. Students' work should show that they can work independently while maintaining academic integrity.

Academic Integrity Policy



MANCHESTER
GLOBAL SCHOOL

EDUCATION AND KNOWLEDGE WITH WISDOM

The time of exhibition students who commit academic integrity.

<u>Do's</u>	<u>Don'ts</u>
<ul style="list-style-type: none"> Seeking assistance from their guide. Conduct independent research collaborate with group members to share and contribute data. 	<ul style="list-style-type: none"> Present mentor sources as original without providing citations misrepresent other people's sources Depend totally on mentors, parents, and other group members to gather information or present a presentation.

MYP 1 - 3: Students who commit academic integrity

<u>Do's</u>	<u>Don'ts</u>
<ul style="list-style-type: none"> Seek guidance from guardians, passed out students, friends and group members Acknowledge data taken from books and the internet. Mentions the source of quotations used. Includes acknowledgement of reference materials in bibliography Abides by the rules, is aware of what is acceptable and avoids misconduct Follows all the rules of assessments and examinations 	<ul style="list-style-type: none"> Seek assistance from parents, ex-students, friends, and group members Acknowledging information obtained from books and the internet Citing the sources of quotes used including citations to reference materials in the bibliography Abiding by the rules, understanding what is appropriate, and refraining from misconduct. Adhering to all assessment and examination guidelines

MYP 4- 5: Students who commit academic integrity

<u>Do's</u>	<u>Don'ts</u>
<ul style="list-style-type: none"> Keeps accurate and organized personal course notes. Understands and follows the school's academic integrity policies. Seeks clarification in advance about allowed external assistance. Uses proper citation and referencing methods to credit sources and paraphrase information appropriately. Adheres to established rules and regulations during assessments and examinations. 	<ul style="list-style-type: none"> Submitting work that is not their own. Allowing others to copy their work for submission. Completing or significantly contributing to another student's work. Presenting an assignment written by someone else. The possession of unauthorized materials, devices, and notes during summative assessments.

DP 1 - 2: Students who commit academic integrity

<u>Do's</u>	<u>Don'ts</u>
<ul style="list-style-type: none"> Identify those words, ideas, pictures, and creations not their own-which include maps, graphs, music, movies, computer source codes, among other materials. When it is copied, modified or paraphrased, give credit. When using content, be sure to indicate the beginning and finish of the borrowed information. Ensure all sources listed within the paper and cited throughout were included in a bibliography or a work cited. 	<ul style="list-style-type: none"> Copy or reproduce another student's work by loaning their work to another student. Complete assignments for other students; submit work done by a third party; or submit work done by another person who claims ownership. Possession of notes, devices, etc., unless otherwise instructed during tests or assessments. Communicate in any way with peers while the test is being administered; use unapproved content while taking the test;

4. Key Terms

The following are some of the key terms used in this policy

Academic integrity: Academic integrity is the guiding principle of education and choice to act in a responsible manner whereby others can have trust in us as persons. It serves as the base for ethical judgment and conduct during the creation of legitimate, authentic and honest scholarship.

School maladministration: IB has defined maladministration of a school as an activity conducted by a school authorized to provide the IB programs, or a member of staff in an authorized IB World Schools school that breach IB regulations and rules that can invalidate IB assessments and examinations. It could be prior to, during, or subsequent to the completion of an assessment component or subsequent to the completion of an examination.

Student academic misconduct: IB student academic misconduct, is an intentional or unintentional act likely to provide an unfair advantage to a student or another person in order to achieve an unjustified advantage in one or more aspects of the assessment. Also regarded as academic misconduct is behaviour likely to prejudice another student. Furthermore, it encompasses any actions that could compromise the integrity of IB exams and assessments administered before, during, or after the completion of the paper-based or online exam. This covers conduct in and out of the classroom as well as online.

5. Forms of Malpractice, examples

5.A Malpractice: Malpractice is an act which results or may result in an individual gaining an unfair advantage.

"The IBO defines conducting malpractice that results in, or may result in, the candidate or any other candidate gaining an unfair advantage in one or more assessment components" (General Regulation, IBO).

Misrepresentation or written falsification which means that it is direct copy-pasting from any resource such as - peer's work, article from the Internet, reference books and many more, and submission of it as its own. Literary theft is honored truthfully and there are notable disciplinary consequences for such behavior It includes:

- **Plagiarism:** the representation, either deliberately or unintentionally, of ideas, words or work of another person without proper, clear and explicit acknowledgement. The use of translated materials, unless indicated and acknowledged, is also plagiarism.
- **Collusion:** as supporting academic misconduct by another student, for example allowing one's work to be copied or submitted for assessment by another.
- **Duplication:** the submission of the same work for different assessment components and/or Diploma Programme requirements.
- **Unfair practice:** any action that gives an unfair advantage to the student or disadvantages another student
- **Falsification of data:** creating or altering data which have not been collected in an appropriate way
- **Exam cheating:** communicating with other students, bringing unauthorized material (mobile phones, iPad, iPod etc.) or consulting material (books, referencing material, book reader etc.) to gain unfair advantage during examination .
- **Hitchhiking:** Hitchhiking is said to be that when a student "hitchhikes" in class, he or she is letting a partner or group members do a off-centered measure of work in a collective.
- **Fabrication of Data:** Composing data for an analysis/evaluation and for scientific or mathematical investigation/enterprise.

Communication concerning the content of an examination 24 hours prior to or after the examination with others out of their school community is also a breach according to IB regulation.



5.B Procedure to ensure Academic Integrity

Teachers should regularly communicate important announcements, including revised due dates, examination preparation instructions, and new tasks or assignments. Clear and timely communication ensures that all stakeholders remain informed and prepared.

Before beginning any assignment, all individuals involved in the learning process should ensure they understand the instructions provided. If clarification is needed, it is advisable to seek guidance from the appropriate teacher or supervisor. Understanding expectations helps in effective preparation and adherence to deadlines.

A structured approach to academic planning benefits everyone. Maintaining a centralized calendar that includes deadlines for assignments, assessments, and examinations can improve organization and time management. Establishing a routine and working ahead on assignments allows for maximum effort while minimizing stress.

Familiarity with available academic resources enhances learning and performance. Library staff, teachers, and coordinators serve as valuable support systems for study, note-taking, and assessment preparation. Utilizing these resources promotes a productive academic environment.

Adhering to assignment and examination guidelines is essential for academic integrity. Teachers and coordinators carefully design instructions to ensure clarity and fairness. Following these guidelines reduces the likelihood of misunderstandings regarding originality and compliance with academic policies.

The safest course of action is to decline any help from classmates on assignments, projects, or tests unless your teacher or substitute teacher has given you explicit permission.

1. When writing a paper, take detailed notes from books, articles, websites, and journals, ensuring you record essential details such as page numbers, full names of authors, and publication dates. Avoid copying and pasting information directly from internet sources into your own files. If you are quoting or borrowing ideas, use quotation marks in your notes to clearly distinguish sourced content. In your final paper, properly cite all references using footnotes, endnotes, or in-text citations as required. To simplify citation formatting and ensure accuracy, utilize referencing tools such as MyBib.com, which supports MLA 9.
2. Identify your choices. Discuss your lab experiment that went unsatisfactory, your family crisis, or your three tests scheduled on the same date with your instructors right away. The further ahead of time you present these challenges to your instructors, the more likely they are to offer a cure in the form of extensions or incompletes.

1. Unless you take a dishonorable or careless approach towards completing the assignment, you cannot expect their sympathy.
2. Consider your motivation for taking the course. Consider the importance of your education, the importance of reading, writing, and studying, as well as the importance of doing your work honestly.

5.C Intellectual Property Rights:

Intellectual property comprises brain-related indicators such as manifestations; conceptual and amazing works like music, artwork, records, structures and images, names and photos, graphs used for different purposes. Licenses, enrolled trademarks, plans, ownership, and tremendous rights are just a few of the protected innovation rights. The constitution routinely protects these rights.

Once learned and set up by the constitution conditions, educators and students should adhere to them and make use of the rights established. One method to give proper credit to the inventor is accurate referencing and owning acknowledgement. A student should understand that illegal activities involve downloading components, making copies without authorization, trading files or documents with others without proper authority, and also downloading audio or video files without proper authority.

5.D Misconduct during an IB examination: This refers to bringing unauthorized items into the assessment or examination room or communicating with another participant. The use of internet-enabled devices, including smartwatches, AirPods, glasses, rings, and similar gadgets, is strictly prohibited during the examination.

5.E Examples of Malpractice : Failing to acknowledge sources, copying examination materials, stealing another student's work, or permitting others to copy one's work constitutes academic misconduct. This also includes requesting someone else to complete assignments, falsifying information in written work, forging CAS records and journals, carrying unauthorized or prohibited items into the examination room (such as graphic calculators, mobile phones, or notes), and obtaining access to examination materials before the exam (e.g., leaked exam papers).

5.F Conduct that creates an unreasonable advantage for a candidate or that affects the consequences of another student (such as falsification of a CAS report, disclosure of information to and receipt of information from students about the content of an examination paper within 24 hours after a written examination through any form of communication)



6. Detection of malpractice:

The teacher should be cautious while checking or reading the submission of students to notice any variation in the patterns of handwriting, vocabulary, and phrases of students. The research idea should be checked against the presentation standard of the students.

Teachers must know various ways of delineating academic integrity, which should include electronic services such as 'turnitin.com'. Teachers can prepare themselves in the straightforward use of procedures while cross checking any source entries given by the student through searchers such as google or Yahoo, etc.

Early detection of unintentional plagiarism will discourage students from making deliberate offence due to the fact that they would learn their work is subject to examination for written falsification.

7. Consequences of Malpractice

7.A Homework or Class Assignment

The teacher will evaluate and counsel the student regarding the misbehavior. If it is deemed accidental and is a first offence the teacher will educate the student about possible means of preventing such errors. The teacher is required to have a detailed record about the wrongdoing of that student recorded on the school behaviour tracking portal.

The teacher will present evidence of the student's transgression (such as a Turnitin report) if it is repeated, purposeful or deliberate. The assignment or task will be rewritten by the student. The instructor will notify the Programme Coordinator and maintain the record.

The Coordinator is tasked with weekly checking of the behaviour tracker to ensure students are not guilty of malpractice across different subject areas. A mistake addressed in one subject area, should lead to learning and avoidance of the same mistake in other subjects.

7.B While Internal Written Assessments

In case a student commits misconduct in internal written assessments, the Programme Coordinator, the head of school, and the student's guardians shall formally meet. The student will be given a formal written warning, which will be put in the student documentation file. No grade or evaluation will be issued for the student.

If the student commits the same infractions again, the school has the right to prevent them from taking the written test and to temporarily suspend them.



- The subject instructor will notify the Programme Coordinator if they believe there was plagiarism or collusion in the preliminary draft.
- The Programme Coordinator will determine the proper consequence after the type of violation has been confirmed. which comes after asThe student will receive zero points for the IA component if the plagiarism is between 40 and 50 words long and the sources are not fully acknowledged.
- The student will not receive any grades for the topic or subjects in question if they plagiarize more than 51 words in a row without citing their sources.
- If there's collaboration and student-submitted work looks less like that of peers (less than 30 percent similarities), it shall be scored a zero. Agree to possess robust vocabulary.pieces for part in IA if the submissions by students consist of many similar points greater than 31 percent &/or whole sections copied from others are submitted, that means no credits in subject or subjects will be given to student.
- If the supervising teacher is doubtful about the final work of student coursework, which is to be submitted to IB, not being the student's original work, the teacher will not put the authentication signature on the cover sheet or on the IBIS.
- There will be a parent notification also from the side of the Programme Coordinator for the involvement of the child. The incident will be probed in detail and because of which concerned students will meet the Principal along with the Programme Coordinator and their teacher and then the decision will be communicated to the parents.
- The Programme Coordinator is responsible for informing the relevant student that the work cannot be submitted since IB does not accept coursework unless signed by the supervisor.
- The Programme Coordinator shall present the consequences to the concerned student and his parents/guardians in the presence of the Principal if plagiarism is detected in any of the submitted work to the IB.
- The Programme Coordinator will report the misconduct confirmed by him/her to the appropriate Examination body (IB), who will then follow through with his/her subsequent misconduct procedure.

7.D During External Written Examinations:

The school strictly follows the procedures provided by the Examination Body (IB).

- Students who behave inappropriately will be informed of the occurrence, and the procedures and reasonable consequences of such behavior will be sanctioned according to the Examination Body's policy.
- The school will take further disciplinary action if it deems it necessary.

8. When academic integrity is connected to the rights of a student

Students who are suspected of academic dishonesty will be given the opportunity to explain themselves in person to the Principal, to the DP coordinator, and to the teacher. Students who are sanctioned severely for academic misbehavior that includes failing the whole course or expulsion from DP or expulsion from school have a right to take a parent/adviser before discussing their problem. Students will be allowed an adult advocate during any inquiry, but the school's decision on matters of submission of questionable work, is final.

9. Roles and responsibilities:

9.A Teachers- subject and teacher-librarian

All educators have a duty of care for the support of students in preparing their work for moderation and ensuring that all work submitted is meeting the IB requirement. Discuss academic policy with students and encourage learners to adopt practices. Should model required practices and be proactive in the management of all issues of malpractice in a timely fashion.

Teach the correct way to cite any source used for the work and make students understand what is plagiarism.

Talk to students regularly at the time of work drafting and ask them questions about their work to ensure authenticity of work.

Explain the drawback of copied work and stress acknowledgement of work. Take the students through referencing practice with examples at the beginning of the first week of teaching to assist in developing an understanding of the referencing and citation.

The task sheets should have clear instructions on referencing and citation and the consequences of the plagiarized work.

9.B Students

Students are responsible to behave and act according to the guidance of the policy. Get familiar with various citation and referencing formats and practice MLA9 referencing in all work.

- Ensure integrity of all work and not indulge in any malpractice.
- Understand and distinguish academic dishonesty, intellectual property, plagiarism and genuine authorship.
- Create original work, credit collaborators and acknowledge wherever using work/word/ideas/pictures/information created by others.
- Students may be given the opportunity to redo and resubmit a piece of work, if it is a first offence. This may be done under restricted conditions of supervision and time if the Coordinator sees fit.

- For all e Portfolio/coursework/IAs, PP and EE, students must sign academic honesty forms where necessary to verify proof of the work submitted.
- Students are advised to create and work continuously on Google Docs, Google Sheets, Google Slides using their school email address linked account, this is in order for the teacher to be able to review the history of the document in order to verify the development over time. This will help students provide evidence of their **own work if doubts are raised.**

9.C Parents

To ensure that parents are informed about the academic integrity policy, we will conduct a workshop and share relevant documents at the start of the academic year for all MYP and DP parents. Parents should also sit down with their children to discuss academic dishonesty and malpractice, reinforcing the importance of ethical academic practices at home.

- Understand the importance of acknowledgement.
- They should discuss from time to time about the importance of academic honesty to their children.
- Ensure and discourage the child from plagiarizing other students' work.
- They should be careful while guiding their child in with homework and should ensure that they do not complete the work on their behalf.
- Ensure the child can approach teacher/s for any help at any time.

9.D IB Coordinator / School Management

The role of the administration of the school entails deep responsibility towards developing the methodology and strategies that support and strengthen academic integrity.

The MGS coordinators and administrators are expected to depend on the following:

- To be highly aware of the guidelines set by the IBO that administers the conduction of every examination session.
- To advise teachers and students through different methods of containing negligence and how it can be forestalled.
- Support the IBO fully in the counteraction, identification and examination of negligence.
- Try to fulfill all other duties as imposed by the IBO, shared staff and student responsibility.

10. Procedure to follow:

10. A-Reporting

Each MYP-DP teacher will need to pass all assignments into Turnitin. For work that a teacher finds contains plagiarism, it should be identified to the child and the chance given to recreate the work. In the subsequent instance, both the Leadership Team & parents notified.

10. B-Recording

The teacher must record how many times the child has submitted plagiarized work. All incidents should be recorded on the behaviour portal.

(<https://pastoral.manchester.global/>)

10. C-Monitoring

Originality of the work done is assessed based on Turnitin feedback studio. All students undertaking MYP-DP are supposed to upload summative work, particularly research work, using Toddle. Exemption only holds for tests done under test conditions in class. Any complaints arising should be escalated to the Coordinators or the Principal for further screening.

11. Academic Integrity in the Diploma Programme

The IB maintains specific protocols for addressing issues of academic integrity in the Diploma Programme. In practice, this is supported by the MGS DP Code of Academic Integrity, which is distributed through Theory of Knowledge courses annually and makes clear the expectations and consequences of academic misconduct in regard to the requirements of the IB Diploma. In addition, the IB document Academic Integrity (2023) outlines the expectations for investigations into academic misconduct in the DP and the relevant forms, reporting requirements and consequences regarding internal and external assessments.

12. Disciplinary Action:

When an Academic Integrity code violation is confirmed, disciplinary action may take the form of a warning or a referral, depending on how serious the infraction was: Within two school days of learning about the violation and the resulting classroom consequences, the teacher notifies the student and parent/guardian. If the student cannot prove sufficient evidence to authenticate the work as their own, the assignment will receive a zero.

The teacher reports the violation to the Coordinator who will align the consequences using the MGS Rewards and Behaviour Matrix. If the offence is deemed serious enough, The Coordinator and Principal meet with the student to discuss the violation and administer relevant sanctions. All incidents are recorded on the Behaviour Portal. All MYP-DP assignments submitted must be checked for plagiarism using Turnitin feedback studio; it is integrated with Toddle.

If the work is found plagiarized then in the first place, teachers have to warn and give a chance to redo the plagiarized work to the student if he/she found submitting plagiarized work, admin and parents are to be informed.



- After the first offense zero is given to the work without providing the opportunity to re-do the assignment. Parents and admin are to be notified of every case. For all ePortfolio/course work/ IAs, PP and EE, teachers will have to sign the academic honesty form where applicable in order to prove authentication of the work submitted.
- All Teachers are obliged to check the authenticity of a students' work. Authentication is a guarantee by the teacher that to the best of his/her knowledge and belief, work being submitted was undertaken by the candidate." IB DP Assessment Procedures 2019, pg. 38). If a teacher has any doubt, they should discuss with the coordinator before proceeding to upload. It is a teachers responsibility to raise concerns with enough time to take action before any deadlines set by the Coordinator regardless of IB upload deadlines.

13. Citation format & examples

The citation is a method of informing the reader that the particular information within your work did not originate with you, but was instead copied from another source. It is accompanied by a bibliography on the source such as the author, the title, the name and address of the company that printed the source copy, the date the copy was released, and the page numbers of the data you are using. If necessary, it provides your reader with a clue as to where to get the material.

Referencing Style used in MGS: Modern Language Association (MLA 9) for all subjects in MYP and DP.

Students need to use Parenthetical citation: In this case, students must include the source's reference in () directly in the text. This contains the author's last name and the page number.

Example of In-Text Citation: MLA 9

To cite directly from a source, the quotation should be in double or single quote marks depending on individual preference. At the end of the quotation place the author's name and page number, such as "Here's a direct quote" (Brown 15).

When restating information or ideas from a source in your own words, you should end the paraphrased paragraph with a citation, like this:

"Challenge" 20 is paraphrased below:.

It is not necessary to repeat the author in the in-text citation if they appear in context. If available include the page number in parenthesis.

According to Brown, "here's a direct quote" (15). The word "challenge" is introduced using a signal phrase (20).



Works Cited Entry:

Tarafdar, Monideepa, et al. "The Impact of Technostress on Role Stress and Productivity." *Journal of Management Information Systems*, vol. 24, no. 1, Taylor & Francis, Ltd., 2007, pp. 301-28, <https://doi.org/10.2307/40398890>. JSTOR.

Multiple Works by Same Author: If you have two or more works by the same author, in the in-text citation include, separated by a comma, the title of the work. Example: (Smith, *The Eelam Endgame?*)

Multiple Authors with Same Last Name: In case there are many authors who share the same last name on the Works Cited list, use the author's first name initials abbreviation in the in-text citation (C. Smith 52).

A Single Work by Several Authors: If there are three or fewer authors, include all of them in your in-text citation; if there are four or more, list only the first author and then the abbreviation "et al."

For three authors:

(Smith, Johnson, and Lee 215)

For more than three authors:

(Smith, et al, 215)

Indirect or Quoted Material: If possible try to find the original source. Use the abbreviation "qtd. in" for "quoted in" if you couldn't find it.

(qtd. in Liu 392)

E-Books: Citation Guidelines

When the e-book has consistent pagination and page numbers do not shift for devices or font size, the citation is done identically to a paper book and page numbers are included. In the case of reflowable text, which changes with every device and setting, page numbers are not used; instead, when the information is available, use the chapter or section (Miller, ch. 5).

For an e-book with no fixed page numbers, sections, or chapters, one cites the whole book (Miller).

Example of a Citation from a Database

Smith, John. *The Digital Revolution in Libraries*. Springer, 2022. EBSCOhost, <https://search.ebscohost.com/login.aspx?direct=true&db=30h&AN=12456789&site=ehost-live>.

Works Cited Entries: Format Examples

The MLA citation format is used in English, as well as many other humanities disciplines. Here are some formatting examples for the Works Cited page.

Academic Integrity Policy



**MANCHESTER
GLOBAL SCHOOL**

EDUCATION AND KNOWLEDGE WITH WISDOM

Book, Single Author	Adichie, Chimamanda Ngozi. <i>Americanah</i> . Anchor, 2013.
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Book,
Casell, Kay Ann, and Uma Hiremath. *Reference and Information Services in the Dweck*, Carol S., and Lisa S. Blackwell. *Mindset: The New Psychology of Success*. Random House, 2006.

Book, Three or More Authors	<p>Work Cited Bennett, Tony, et al. <i>New Keywords: A Revised Vocabulary of Culture and Society</i>. Blackwell, 2005. in-Text: (Bennett et al. 303) NOTE: If there are more than three authors or editors, you are also permitted to include all of the authors' or editors' names in the in-text parenthetical reference and works cited entry, if you decide to do so. Whichever you choose, be consistent.</p>
Book, with Translator or other contributors	<p>Homer. <i>The Iliad</i>. Translated by Robert Fagles, Penguin, 1990. In-Text: (Homer 595-614)</p>
A work (e.g., essay, short story) in an anthology or compilation.	<p>Morrison, Toni. "The Site of Memory." <i>Inventing the Truth: The Art and Craft of Memoir</i>, edited by William Zinsser, Mariner, 1998, pp. 83-102.</p>
Book, Later Edition	<p>Turabian, Kate L. <i>A Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Style for Students and Researchers</i>. 9th ed., U of Chicago P, 2018.</p>
Article in an Online Database	<p>Johansson, Sara. "A Participle Account of Blackfoot Relative Clauses." <i>The Canadian Journal of Linguistics</i>, vol. 58, no.2, July 2013, pp. 217-38. <i>Project Muse</i>, muse.jhu.edu/article/527942.</p>
Article in Print Journal	<p>Hinrichsen, Lisa. "A Defensive Eye: Anxiety, Fear and Form in the Poetry of Robert Frost." <i>Journal of Modern Literature</i>, vol. 31, no.3, 2008, pp. 44-57.</p>

Article on a Website

Harris, John. "The Future of Libraries in a Digital World." *Library Insights*, 15 Mar. 2022, libraryinsights.com/articles/future-of-libraries-digital-age.

(Note: When citing a URL, omit <http://> or <https://>.)

Entire Website	Harris, John. <i>Library Insights</i> . Apr. 2023, libraryinsights.com .
YouTube Video	"How AI is Changing Education." <i>YouTube</i> , uploaded by EdTechExplained, 10 Jan. 2024, youtube.com/watch?v=abc123xyz .
Podcast (a digital audio files or series of spoken words)	"Episode 1: The Power of Storytelling." <i>Narrative Voices</i> , hosted by Emily Carter, 4 May 2023, narrativevoicespodcast.com/episodes/1 . (Note: In MLA 9, the access date is optional unless no publication date is available. If the original publication date were listed, it would appear after the podcast title.)
Post on X	@BillGates. "Books have always been my greatest teachers. Here are my top five recommendations for the year." <i>X (formerly Twitter)</i> , 8 Dec. 2023, 2:15 p.m., x.com/BillGates/status/987654321123456789 .
TV Show on Streaming Platform	"The Code Breakers." <i>The Science of Everything</i> , season 2, episode 5, National Geographic, 14 Nov. 2021. Disney+, disneyplus.com/watch/xyz456abc .

E-Book

Smith, Laura. *The Future of Learning: AI and Education*. Oxford UP, 2021. ProQuest Ebook Central, ebookcentral.proquest.com/lib/samplelibrary/detail.action?docID=654321.

Use of Artificial Intelligence (AI) Tools

Students are allowed to use AI tools responsibly and ethically. In case students employ a generative AI tool, they should credit it whenever they paraphrase, quote, or incorporate any content (such as text, images, data, or other materials) produced by the AI in their work.

Training is given within subject courses and through digital literacy sessions with the library and coordinators from as early as PYP, in order to develop a healthy respect for the power and usability of AI as a tool to enrich the learning journey, without students using it as a shortcut to complete tasks without developing their own skills and knowledge.

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Example for citing AI tools:

“Describe the symbolism of the green light in the book *The Great Gatsby* by F. Scott Fitzgerald” prompt. ChatGPT, 13 Feb. version, OpenAI, 8 Mar. 2023, chat.openai.com/chat.

Whenever students include external content in their work, they should cite it appropriately in the document and include an appropriate reference to the Works Cited or Reference page to avoid plagiarism.

14. Links to Related Policies

Language Policy: It's essential for students to receive guidance on their assignments, essays, and projects, ensuring they have accurate citations and sources for all their work. ([MGS Language Policy](#))

Admission Policy: Students and their families must understand the significance of academic integrity from the outset, starting with the admission process. As part of the school's standards, students are required to sign an academic integrity form when they join. ([MGS Admission Policy](#))

Assessment Policy: This policy aligns with the school's academic integrity framework that governs formal and informal assessments. Academic integrity forms the basis of all assessments ([MGS Assessment Policy](#)).

Inclusive Education (SEN) Policy: The students with SEN should be made aware of the importance of academic integrity and consequences of academic misconduct. The concerned stakeholders should also be aware of the considerations that are available to them and options for support available. ([MGS Inclusion Policy](#))

15. Academic Integrity Policy as a Living Document

This policy is developed with other school policies. The latest IB reports and state government guidelines have been taken into consideration during its development. The policy will be reviewed as part of the curriculum review process and the broader school improvement strategy. The assessment process will also include how it has been implemented throughout the school by the leadership team.

16. Review Cycle

Every year, Manchester Global School revisits its policies. The Steering Committee, comprising the Head of School, Programme Coordinators, Department Heads, Librarian, Parent Representatives, and Administrators, will evaluate the policy's progress.

Discussions will include feedback from all stakeholders, ensuring the policy is up-to-date and reflects both the school's needs and any significant changes in the IB or state educational guidelines. After considering input from all parties, the policy is finalized and sent to the Head of School for approval. Once approved, the policy will guide the school year until the next review.



The review and distribution of this policy

This policy was drafted in 2024. It is published continuously and is available on the school website.

The Policy Review Committee:

Mr. Anthony (HOS), Mr. Saikrishna(DPC), Mr. Mahesh(MYPC), Ms. Kiran(PYPC), Mr. Pravin, Ms. Kashish, Ms. Priyanka, Mr. Shaktivel, Mr. Deepak.



MANCHESTER GLOBAL SCHOOL UNDERTAKING FORM FOR ACADEMIC INTEGRITY

At Manchester Global School Hyderabad, academic honesty and integrity are core values that every student is expected to uphold. As a member of this academic community, I understand the importance of maintaining these principles in all aspects of my learning.

As a student of Manchester Global School, Grade _____, I acknowledge that any form of academic misconduct—such as cheating, plagiarism, or unauthorized assistance on exams, assignments, or projects—is strictly prohibited.

I, _____, solemnly pledge to uphold the school's academic integrity policies by adhering to all rules, guidelines, and ethical standards. I commit to following exam requirements with honesty and ensuring that all work submitted is my own.

I certify that I will neither seek nor accept unauthorized assistance during this examination and will conduct myself with integrity at all times.

Students' signature

I, parent of _____ certify that my son/daughter will follow all the rules and regulations concerning academic honesty.

Parents' signature



Works Cited

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South Hill Education Centre. *Academic Honesty and Integrity*. Vancouver School Board, 2024, <https://media.vsb.bc.ca/media/Default/fgg/5/SHEC%20Plagiarism%20Academic%20Integrity%20Poster%202024-1.pdf>.

Sand Creek International School. *Academic Integrity Policy*. Harrison School District 2, 2023, <https://resources.finalsite.net/images/v1697663623/hsd2org/bernfpbabywa1ynbotp3/SCIS-Academic-Integrity-Policy.pdf>.