BHA Academic Honesty Agreement for the Extended Essay

Adapted from the full version of the BHA Academic Honesty Policy

Principles of Academic Honesty

Academic Honesty within the Branksome Hall Asia community means being principled in all that we do. We act with a strong sense of fairness, justice and respect for the dignity of the individual, groups and communities, taking responsibility for our own actions and the consequences that accompany them (IB Learner Profile.) We stress the benefits of properly conducted academic research and a respect for the integrity of all forms of assessment for the IB Programme, (IBO Academic Honesty, 1.1) modelled through academics, sportsmanship, co-curricular engagements and in our interpersonal relationships to create a community of reflective learners, ready to shape the world.

Definitions of Academic Honesty

Academic Honesty: To be truthful in one’s work in both authorship and content.
1. Authenticity: To provide sources and produce work which is genuine and trustworthy.
2. Ethical Practice: Behaviour which conforms to the principles of right conduct.
3. Fairness: To exercise judgment which is sound and upright.
4. Individual Ideas and Voice: To develop and express one’s own thoughts, beliefs and perspective.
5. Inquiry: Pursue educational endeavours as a quest for knowledge and deep understanding.
6. Intellectual Property: To recognize and sight the author of all material and communicable results of intellectual activity or scholarly inquiry and all products of research and scientific practice.
7. Justice: To render what is due to merited. To be just in one’s behaviours.
8. Respect: To honour and treat with esteem.

Definitions of Academic Malpractice

Academic Malpractice: The behaviour that results in, or may result in, the student or any other student gaining an unfair advantage in one or more assessment components.

Types of Academic Malpractice:

Plagiarism: The representation of the ideas or work of another person as the student’s own. This could include copying someone else’s work, using material from a published,
including online, source without acknowledging that source or cutting and pasting someone else’s words in a document. Plagiarism is a serious breach of academic honesty and is unacceptable (IBO 4.7).

Examples:
- Copying someone else’s work and turning it in.
- Using material from a published source, including online, without acknowledging that source.
- Allowing your work to be copied or submitted for assessment by another student.
- Cutting and pasting someone else’s words into the essay.
- Fabricating data for an experiment, survey or other data collection.
- Paying someone else to write your essay.
- Asking a relative to write your essay.

Cheating: The possession, giving or receiving, of information or assistance on experiments, data collection and essays when unauthorized by the teacher or any other behaviour that gains an unfair advantage for a student or that affects the results of another student.

Collusion: Allowing a student’s work to be copied or submitted for extended essay by another student.

Duplication of Work: The presentation of the same work for different assessment components i.e. “recycling an IA” into an extended essay.

Policies of Academic Honesty

The purpose of Branksome Hall Asia’s Academic Integrity Policy is to promote personal integrity and good practice in teaching, learning and assessment (IBO 1.1).

Students are expected to create authentic pieces of work, based upon their individual and original ideas with the ideas and work of others fully acknowledged. All assignments, written or oral, must wholly and authentically use the student’s own ideas, language, and expression. Where sources are used or referred to, whether in the form of direct quotation or paraphrase, such sources must be fully and appropriately acknowledged (IBO Academic Honesty 1.4).
Practices of Academic Honesty

The **final work must be produced independently**, and in each student’s own words (IBO, 2.5) so that all authentic work that demonstrates student learning and personal achievement may be assessed.

Documentation

An accepted method of quoting and documenting sources must be used consistently in your essay. All BHA Extended Essays will use the MLA 8 style of documentation unless your supervisor requires and approves a different style. MLA 8 is published by the Modern Language Association. Links to the style guide are available on the BHA DP 2018 Extended Essay Guidebook. BHA students are encouraged to create an account with EasyBib, the online citation and bibliography generator.

There are two key parts of documentation, **in-text citation**, and the list of sources, the **Works Cited** page:

- In-text citation, known also as parenthetical citation, is a brief reference in the body of the essay acknowledging the source of the information or idea or quotation. Using MLA 8, this can take the form of a bracketed reference following the section to be acknowledged which directs the reader to the end of the essay (Works Cited). Or, less commonly, it can be the insertion of a number which directs the reader to the reference at the bottom of the page (footnote). The bracketed reference will provide the author and page number (if available) and the reader will consult the Works Cited page at the end of the essay for complete bibliographic details.

- The Works Cited is placed at the end of the essay and includes all sources referenced in your essay. All entries in the Works Cited page must correspond to the works actually referred to in your essay.

For more information: [https://owl.english.purdue.edu/owl/resource/747/05/](https://owl.english.purdue.edu/owl/resource/747/05/)

I have read, understand and will abide by BHA and IB policies with regard to academic honesty. As a principled learner, I will carefully cite all references and sources of ideas, quotations, data, diagrams, illustrations and other information that I use in my extended essay. I also agree that I will be solely responsible for any breaches of academic integrity in the writing of my essay.

Name___________________ Signature ________________________ Date __________