

Academic Integrity Policy

Date: 15.03.2024

Glossary of Terms

<i>Term</i>	<i>Brief explanation</i>
Academic Honesty	A set of intrinsic values and skills that promote the learner profile trait of principled, as well as integrity in teaching, learning and assessment.
Accomplice to Cheating	Someone who helps another in their choice to gain an unfair advantage in the assessment situation.
Academic Misconduct	The practice of presenting work which is not fully one's own, and/or which has been completed using resources which were not meant to be accessed. Academic Misconduct may result in someone gaining an unfair advantage, such as in assessments, grades, recognition, respect, university admissions, and/or awards.
Attribution	Explicitly indicating the source of any words, ideas and materials which are not original.
Authentic Authorship	A scholar's piece of work based on his/her individual or original ideas along with any ideas and work of others that are fully acknowledged.
Cheating	Any attempt in gaining unauthorized assistance or resources related to an assessment.
Citation	An attribution provided in a recognized, technical format, such as prescribed by the Modern Language Association (MLA).
Collaboration	Involves students working with others, openly and honestly with the knowledge and approval of their teacher. When approached in a positive and cooperative way, it is a valuable tool for developing a range of ATL skills.
Collusion	Supporting another student's Academic Misconduct, e.g. by allowing one's work to be copied or submitted for assessment by another student, or supporting another student's efforts to hide their Academic Misconduct.
Duplication	Presentation of the same work for different assessments and/or course requirements, without explicit permission from all relevant teachers.
Deception	Providing false information concerning an academic exercise, e.g. by giving a false excuse for missing a deadline, falsely claiming to have submitted work, or falsely claiming work as one's own.
Intellectual Property	Ideas or work of another person, including professionals and scholars.
Malpractice	Any act of academic dishonesty including plagiarism, cheating, and accomplice to cheating.
Misrepresentation	Deliberate fabrication or falsification of data or information.
MLA	MLA is one of several agencies which publish style manuals guiding the use of the English language in academic settings. ITA teachers and expects MLA style for student work.
Paraphrasing	A representation of someone else's ideas, expressed in different words. A paraphrase requires attribution and/or citation.

Plagiarism	The representation of the ideas or work of another person, without proper, clear and explicit acknowledgment.
Quotation	A representation of someone else's exact words. A quotation requires attribution and/or citation. It is also required to clearly indicate the full and exact extent of all quoted material.
Sabotage	Deliberately destroying, damaging or hindering another student's work.
Summary	A representation of key points, leaving out less-important material. If the summary is of someone else's words, ideas or materials, it requires attribution and/or citation. A summary may consist of paraphrases, quotations, or a mixture of the two.

1. General provision

1.1 This Academic Integrity Policy at International Talent Academy has been developed following the requirements of the International Baccalaureate and the School's Charter.

1.2 International Talent Academy places great importance on integrity and academic honesty. The School's administration, academic departments, and all staff members share the vision that integrity and high personal qualities are important components of a student's academic success.

1.3 All participants in the educational process at the School agree that adherence to the principle of academic integrity should be accepted by students as an integral part of the educational process and should be part of their academic learning in and out of the classroom.

1.4 The intra-school Academic Integrity Policy promotes the formation of personal qualities of the learner, stated in the International Baccalaureate Learner Profile, namely:

PRINCIPLED

We live and act with integrity and honesty, with a deep sense of fairness and honesty, a sense of recognition and respect for the dignity and rights of every human being. We take responsibility for our actions, deeds and their consequences.

THINKER

We use critical and creative thinking skills to analyze complex problems and take responsible action to solve them.

Academic Integrity is consistent with the International Baccalaureate Organization's Approaches to learning. Students work to develop skills that will support them in their learning and promote personal responsibility for their education. These skills are:

- the ability to self-manage their own activities (self-management);
- social skills;
- communication skills;
- critical thinking skills;
- research skills.

2. Definition of "Academic Integrity" and "Malpractice"

2.1 **Academic Integrity** means:

- Honesty in conducting research activities;
- Creation of academic works by one's labor;
- Respect for intellectual property by expressing appreciation for any references to the ideas

and work of others. Sources of possible borrowings may include: written texts, video and audio material, graphic resources, artwork, letters, lecture material, interview notes, broadcast material, maps. Forms of intellectual property are expressed through patents trademarks, moral and copyright;

- Demonstrating appropriate behavior on exams and during testing.

2.2 The International Baccalaureate Organization defines "**unfair practices (malpractice/academic misconduct)**" as follows: "is behavior that results in a graded candidate (or any other student) gaining or likely to gain an unfair advantage in obtaining an evaluation of his or her work or works".

2.3 Types of malpractice:

A. CHEATING AND ACCOMPLICE TO CHEATING

Cheating is defined as behavior that results in a student making a deliberate choice to gain an unfair advantage in an assessment situation. An accomplice to cheating is someone who makes the deliberate choice to help another individual cheat. Cheating includes but is not limited to:

1. copying another student's work (with or without his/her knowledge);
2. copying assessment tasks;
3. forgery;
4. using unauthorized notes or other study aids during an assessment;
5. submitting work as his/her own that has been copied; and/or
6. communicating with other students during assessment.

To Avoid Cheating:

Leave all electronic devices in your locker when taking an assessment. Avoid talking to or looking at classmates during an assessment. Be a principled human being and tell the truth.

B. COLLUSION

At ITA, collusion is defined as behavior that provides another student with help in cheating. This help includes but is not limited to:

1. giving intellectual property (their own or others) to student with intent to cheat;
2. providing information on how to obtain another student's intellectual property;
3. providing information on how to obtain assessment tasks (prior to examination);
4. forging documents for another student;
5. helping copy documents for another student;
6. providing unauthorized notes to another student during an assessment; and/or
7. taking an online assessment or assignment under another student's identity.

To Avoid Collusion:

Always do your own work. If you are unsure, ask your teacher before you ask a classmate. During an exam or other assessment, avoid talking or looking at classmates. Raise your hand to make a request to the teacher.

C. COLLABORATION

Collaboration is a necessary 21st century skill. Therefore, ITA desires that all our students learn to collaborate ethically on academic projects. However, students must understand the difference between honest and dishonest collaboration. Collaboration is defined as cooperative work with other students on academic tasks. In collaborative work, students are assigned individual responsibilities to create independence and group accountability.

Students are not allowed to collaborate unless the teacher has assigned a collaborative task or has approved a student request for collaboration. Any behavior during collaboration that falls under the definition of cheating or accomplice of cheating will be reported and addressed according to the terms of this policy. In addition, if a student is believed to have allowed fellow students (during collaborative work) to perform most/all of the required tasks, this will be considered a form of cheating.

D. AUTHENTIC AUTHORSHIP

Authentic authorship is defined as a student's piece of work based on his/her "individual and ordinal ideas with the ideas and work of others fully acknowledged" (Academic Honesty). It is important to note that students may use resources that support their ideas, but they must also correctly cite the source using MLA format.

E. DUPLICATION

Duplication is defined as the student turning in the same work for different assessment tasks or different subject areas. For example, a student cannot use his/her own summative work from a unit in Language and Literature about environmentalism for a summative task in Sciences (unless an interdisciplinary unit has been established by the teachers and they have created a singular assessment task). Also, a student cannot use a summative task that he/she completed for Language and Literature Year 1 as a task in Language and Literature Year 3, even if the task is similar. In other words, students must produce new work (meeting requirements for authentic authorship) for each assessment task assigned throughout their academic careers.

To Avoid Duplication:

Start a new document whenever you start a new assignment, and avoid copying anything from earlier work. Ask your teacher when you are unsure if you can borrow an idea from a previous piece of work.

F. INTELLECTUAL PROPERTY

Intellectual property is defined as ideas or work of another person, including professionals and students.

G. PARAPHRASING

Paraphrasing is defined as using different words to restate another person's ideas. Paraphrased ideas usually have a sentence structure, style, and vocabulary different from the original author. Paraphrasing is an acceptable way to use a source. However, because paraphrasing still uses the ideas of another person, the source must be properly acknowledged through using MLA format.

H. PLAGIARISM

Plagiarism is defined as "using words, ideas, or products which belong to another person or source, without giving credit to the source from which it was taken" (atd. in Carroll 3).

Plagiarism can occur when a person tries to represent another person's work as his/her own in order to obtain some benefit, credit, or gain. However, plagiarism can also occur unintentionally if a person does not acknowledge the work of others that helped him/her to complete the assessment task. Regardless of the motivation, plagiarism is unacceptable and can be avoided with proper teaching and learning.

To Avoid Plagiarism:

If you ever use someone else's words or ideas, give them credit. In the same sentence where you copied their ideas or words, you must mention the author or location where you found the information. Using outside sources makes a better argument and gives your work greater credibility.

3. Consequences of various forms of academic misconduct

3.1. First offense

- In the case of a violation of the learner for the first time, his work automatically receives a "0";
- The student may resubmit the work with a decrease in the level of achievement by -1 if the violation is primary;
- Documentation is prepared by the teacher and submitted to the School Director;
- The violation is recorded by the coordinator in the Academic Honesty notes;
- The tutor and the student's parents (legal representatives) are notified;

3.2. Second offense

- If you commit a second offense, the work is automatically not graded (automatically receives a "0");
- There is no opportunity to retake the work and raise the grade for this work;
- The violation is recorded by the coordinator in the Honesty notes;
- In addition, the offender is subject to a two-day suspension from school with the class, but will attend school and complete assignments with the Principal or Vice Principal;
- The School Principal will summon the parents (legal representatives) and the student to meet with the teacher and mentor;
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3.3. Third offense


- When committing a violation for the third time, the student is suspended from school for a week, all works of the student do not receive assessment (automatically receive a "0");
- The possibility to retake the work and increase the score for these works is excluded;
- The violation is recorded by the coordinator in the notes on violations of academic honesty (Honesty notes);

3.3. Fourth offense

- If the violation is committed for the fourth time, the student is reported for expulsion from the School.

Consequences of Academic Misconduct

First offense	Second offense	Third offense	Fourth offense
<ul style="list-style-type: none">• Work reset (the work gets "0")• Mandatory retake of the work, the level of achievement lowered• Tutor, principal, parents are informed• Record of the offense is made (Honesty Notes)	<ul style="list-style-type: none">• Work reset (the work gets "0")• Unable to retake the assignment• Two-day suspension from the class - special visit to the school• Parents and a student are called to the principal's office <p>Record of the offense is made (Honesty Notes)</p>	<ul style="list-style-type: none">• One week suspension• Total resetting of the week's grades with no opportunity to retake• Parents and a student are called to the principal's office• Record of the offense is made (Honesty Notes)	<ul style="list-style-type: none">• A student is put on expulsion



3.4 In case of unfair practice in the performance of the final work for an external diploma or certificate (such as the International Baccalaureate Diploma or certificate of passing various kinds of tests and examinations), in addition to the above, the School shall notify the external organization of the fact of unfair practice. Given the potential for discrediting the reputation of the School under the circumstances, the learner may be subject to expulsion from the School.

4. Responsibilities of the school stakeholders

4.1. Student responsibilities

- Students are familiarized with the Academic Integrity Policy;
- All of the learner's academic work is completed independently by the learner;
- Resources used are recorded in full;
- All resources taken from websites, books, articles, photos, audio, video, e-mails, etc. are acknowledged with an attribution citation;
- Students format source citations using MLA Style;
- Students complete a declaration of the authenticity of their work before submitting it to the International Baccalaureate Organization (IBO).

Students are responsible for their own learning and academic performance: they are expected to demonstrate utmost academic integrity and to complete any academic work independently.

4.2. Head of MYP and IB Coordinator are responsible for:

- creating an Academic Integrity Policy;
- providing opportunities for teachers to receive effective instruction;
- ensuring that the provisions of the School's Academic Integrity Policy are adhered to by teachers and learners;

- ensuring that all participants understand academic honesty issues and the consequences of unfair academic practices committed by a learner of the School.

4.3. Librarian responsibility

The library plays a key role in helping students familiarize themselves with the rules of research and basic issues of academic integrity. The librarian helps students navigate their academic path and is the primary source of educating students about the specific conventions and rules of interaction within the student body.

4.4. Teacher responsibility

Teacher is responsible for:

- discussing with learners issues of plagiarism and integrity when writing a research paper or preparing oral presentations;
- setting clear expectations for the writing assignment and provide guidance on the correct use of sources;
- monitoring changes in authoring style and bring to the attention of learners when their work becomes overly complex and academic and beyond the learner's capabilities;
- while the ultimate responsibility for the independent completion of all summative work, as well as the correct use of sources and respect for copyright, rests with the learners, the teacher should make every effort to ensure and confirm that his/her students' work is independently completed, properly formatted, and submitted for grading;
- leading by example in matters of academic honesty and integrity, follow the Academic Integrity Policy, and act in accordance with the regulations when violations of the policy are discovered, without exception.

4.5 Family responsibility

Parents and guardians are expected to understand and support the ITA Academic Integrity Policy. It is crucial that they attend meetings and gatherings regarding student academic integrity. Parents and guardians should assist their children in complying with the requirements of the Policy, as well as foster an understanding of what constitutes authentic work and proper citation of sources.

4.6 Responsibility of the school staff

Support staff members who witness acts of academic dishonesty should immediately report it to the administration. It is not the responsibility of support staff to confront potential perpetrators.

4.7 School administrators' responsibility

The administration is responsible for ensuring that all stakeholders are familiar with and understand the Academic Integrity Policy. Through written and electronic communications, as well as face-to-face briefings, the administration is committed to ensuring that all stakeholders adhere to and support this policy. In addition, members of the administration serve on the Academic Integrity Committee.

4.8 Responsibilities of the Academic Integrity Committee

Members of the Academic Integrity Committee are solely responsible for ensuring that the Academic Integrity Policy is faithfully and strictly enforced. The administration will impose appropriate penalties in accordance with Administrative Discipline. In taking action, members of the administration must ensure that students who violate the policy understand the nature of their violation and its consequences.

QUOTING AND FORMATTING

All Middle School Program (MYP) grades and subject groups at ITA will use the citation format established by the MLA. Below are examples and websites to help you understand MLA citation and formatting standards: ALL ITA students can use both libraries during class time.

1. Citation Machine
2. Easy Bib
3. Purdue English
4. Bibme

Citation and attribution in accordance with **MLA** (*Modern Language Association*) style requires special rules for different types of sources. The following are examples:

1. Books:

- In-text citation: (Author's last name and page number). Examples:

- One author (Schroeder 45).
- Two authors (Kennedy and Cohen 59).
- Three and more authors (Smith et al. 23).
- One of few used books of an author (Schroeder, *Fractals, Chaos, Stepping Laws* 45).

Note 1: If the name of the author was mentioned in the sentence (for instance, "Schroeder 45 finds that...), you should not put it in parentheses again. In this case, only the page is indicated in the parenthesis.

Note 2: When citing multiple works by the same author, include a shortened version of the title.

- In the List of works cited:

- One author: Last name, first name. *Book Title*. Edition and/or editor (if information is available). Publisher, year of publication. Example: Schroeder, Manfred. *Fractals, Chaos, Stepping Laws. Miniatures from an Infinite Paradise*. Izhensk: SIC "Regular Chaotic Dynamics", 2001.
- Two authors: Last name of first author, First name of first author, and First and Last name of second author. *Title of Book*. Edition (if any), Publisher, year of publication. Example: Kennedy, David M., and Lizabeth Cohen. *The American Pageant*. 16th ed., Cengage Learning, 2016.
- Three or more authors: Last name of first author, First name of first author, et al. *Title of Book*. Edition (if any), Publisher, year of publication. Example: Smith, Thomas, et al. *The Citation Manual for Students: A Quick Guide*. 2nd ed., München, Germany, Wiley, 2020.

2. Scientific articles:

- In-text citation: (Author's last name and page number). Examples:

- One author (Andreff 260).
- Two authors (Shevtsov and Samoilov 60).
- Three or more authors (Sommer et al. 90).
- No author ("List of requirements" 142).

- In the List of works cited:

- One author: Last name of author, First name of author. "Title of Article." *Title of Journal/Magazine*, Volume, no., Date, Page(s). Example: Andreff, Wladimir. "The Evolving European Model of Professional Sports Finance." *Journal of Sports Economics*, vol. 1, no. 3, Sept. 2000, pp. 257–276.
- Two authors: Last name of first author, First name of first author, and First and Last name of second author. "Title of Article." *Title of Journal/Magazine*, Volume, no., Date, Page(s). Example: Shevtsov, Alexey and Leonid Samoilov. "From synesthesia to the problem of creative self-expression in art". *Norwegian Journal of Development of the International Science*, no. 29-3, 2019, pp. 60-62.
- Three or more authors: Last name of first author, First name of first author et al. "Title of Article." *Title of Journal/Magazine*, Volume, no., Date, Page(s). Example: Sommer, Rolf et al. "Impact of climate change on wheat productivity in Central Asia". *Agriculture, Ecosystems & Environment*, vol. 178, 2013, pp. 78-99.
- No author: "Title of Article". *Title of Journal/Magazine*, Volume, no., Date, Page(s). Example: "List of requirements and conditions for submitting articles for publication in the journal". *Environmental management*, no. 1, 2021, pp. 142.

3. Websites:

- In-text citation: .

- Website with an Author's/Contributor's Name: (Author's Last Name). Example: (Slat).
- Website with no Author's/Contributor's Name: ("Title of Page"). Example: ("A Brief Guide...").

- In the List of works cited:

- Website with an Author's/Contributor's Name: Last Name, First Name. " Title of the page". *Title of the Site*, Publisher, Date, URL. Example: Slat, Boyan. "Whales Likely Impacted by Great Pacific Garbage Patch." *The Ocean Cleanup*, 10 Apr. 2019, www.theoceancleanup.com/updates/whales-likely-impacted-by-great-pacific-garbage-patch.
- Website with no Author's/Contributor's Name: "Title of Page". *Title of Site*, Publisher, Date, URL. Example: "A Brief Guide to Slam Poetry." *Poets.org*, Academy of American Poets, 28 May 2004, poets.org/text/brief-guide-slam-poetry.

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4. Newspapers:

- In-text citation: (Author's last name page number). Example: (Wilford C1).
- In the List of works cited: Фамилия, имя автора. Last name of author, First name of author. "Title of Article." *Title of Newspaper* [City where the newspaper is published, if the title does not include it], Date, Page(s). Example: Wilford, John Noble. "Fully Assembled at Last, Neanderthal Strides Onstage." *New York Times*, 31 Dec. 2002, pp. C1-C2.

5. Encyclopaedias and dictionaries:

- In-text citation:
 - With an Author's/Contributor's Name (Author's last name and page number). Example: (Marquis 277).
 - With no Author's/Contributor's Name («Entry title»). Example: («Perfect and amicable numbers»).
- In the List of works cited:
 - With an Author's/Contributor's Name: Author last name, First name. «Entry title». *Name of the enciclopedia or dictionary*, edited by First name Last name, Edition, Publisher, Year, p. Page numbers. Example: Marquis, Jean-Pierre. "Category Theory." *The Stanford Encyclopedia of Philosophy*. Edited by Edward N. Zalta, winter 2018 ed., Stanford U, 2018, pp. 277-278.
 - With no Author's/Contributor's Name: «Entry title». *Name of the enciclopedia or dictionary*, edited by First name Last name, Edition, Publisher, Year, p. Page numbers. Example: «Perfect and amicable numbers». *Encyclopedia for children, Mathematics*, edited by Maria Aksenova , v. 11, M: Avanta+, 2011. pp. 572-573.

6. **Video - DVD:**

- In-text citation: (*Title of the Film*). Example: (*A Clockwork Orange*)
- In the List of works cited: *Title of the Film*. Role by First and Last Names, Production Studio, Date. Example: *A Clockwork Orange*. Directed by Stanley Kubrick, performances by Malcolm McDowell and Patrick Magee, Warner Bros. Pictures, 2011.

7. Interview:

- In-text citation: (Subject's Last Name). Example: (Fedoseev)
- In the List of works cited:
 - An interview that you conducted: Subject's Last Name, First Name. Personal interview. Day Month Year. Example: Fedoseev, Pavel. Personal interview. 14 Feb. 2024.
 - Published interview: Subject's Last Name, First Name. Title of Interview (if available). Conducted by First Name Last Name, *Publication*. Edition, no., Date. Example: Turdiev, Davronbek. "Remember everything". Conducted by Valeriya Vaade. *Uzbekistan Airways*, Summer 2019.
 - Interview published on Web-site: Subject's Last Name, First Name. Title of Interview (if available). Conducted by First Name Last Name. *Title of the site*, Date, URL. Example: Spark, Muriel. "Unsentimental Voyager." Interview by Stephanie Merritt. *The Guardian*, 10 Sep. 2000, www.theguardian.com/books/2000/sep/10/fiction.murielspark.

8. Social media:

- In-text citation: (@Username). Example: (@iqmena)
- In the List of works cited: Last name, first name of the author. "Post or Tweet". *Name of social network platform*, Date, URL.

Note: In case the user's name is the same as his/her real name, you can specify the real name without entering a nickname if the URL is included. If the username and real name are different, write the username in parentheses after the real name.

Examples:

- Facebook: Nikolenko, Liliya [@iqmena]. "Karakalpak boursak". *Facebook*, 20 Sep. 2021, <https://m.facebook.com/iqmena/posts/4660135884019489>.
- Instagram: Chernigovskaya Tatiana [@tv_chernigovskaya]. "About creativity as the intended purpose of the brain". *Instagram*, 12 Jan. 2023, <https://www.instagram.com/p/CnTriffOwfr>.

Academic Integrity and Artificial Intelligence

IB allows students to use artificial intelligence tools such as Chat GPT to develop critical thinking and independent learning skills. The organization recognizes that it is important to find ways to integrate these tools into the classroom so that they complement educational goals. Academic integrity in the use of AI becomes an ethical choice for students who must understand how to properly cite and utilize external sources, including materials derived from AI technologies. Transparency and trust in the materials used are key principles of academic integrity policies in the IB organization.

HOW DO STUDENTS PROPERLY REFER TO ARTIFICIAL INTELLIGENCE TOOLS?

- In any type of work where an external source has been used, it is necessary to provide a reference to it at the point of use.
- The reference in the text must refer to the full reference in the bibliography, the inclusion of a reference at the end of the paper is not sufficient.
- If students use text or an image created by an artificial intelligence tool, they should clearly refer to it in the text of their paper and add a reference in the bibliography.
- In-text citations should contain quotation marks and the citation style adopted by the school.
- The reference in the bibliography should include the citation given to the AI tool and the date the text was created.

Identification of academic integrity violations

The following are examples of resources that support the Academic Integrity Policy.

Plagiarism Detection Software:

Example: ITA provides access to plagiarism detection software, specifically the Grammarly antiplagiat checker, which allows students and teachers to check papers for unoriginal content.

Academic Integrity Guidelines for Students:

Example: ITA has activities dedicated to explaining the principles of academic integrity, proper citation, and examples of avoiding plagiarism. These guides are available to students in school and on the Edupage portal.

Special training programs:

Example: ITA provides academic integrity workshops and trainings for students.

Professional development workshops for teaching staff:

Example: ITA provides workshops and trainings for faculty to help them learn the Academic Integrity Policy and how to promote a culture of integrity and ethical behavior in their classrooms.

These resources promote the Academic Integrity Policy by informing students, teachers, and other staff about the importance of honesty, as well as providing tools to check papers for plagiarism and guidance on how to maintain high academic standards and ethical behavior.

The policy creation process

The Academic Integrity Policy was developed by a committee consisting of the IB Coordinator, teachers, and representatives of the administration represented by the Head of School and the Head of MYP. In developing the Academic Integrity Policy, the IB publications "From Principles to Practice" and "Authorization Guidelines" were used, as well as examples of Academic Integrity Policies from IB schools around the world.

The Academic Integrity Committee members are:

Maria Glazyrina - math teacher
Pavel Fedoseev - math and science teacher
Nodira Kenisarina - English teacher
Khumora Kholmatova - Uzbek language teacher
Elvina Nazifova - IB MYP Coordinator

Process of informing the policy

The Academic Integrity Policy is made available to all stakeholders through various means of communication. ITA utilizes the Edupage portal, which allows families to be regularly informed on all IB related issues as well as provide all related documents. As determined by the Academic Integrity Committee, the Policy will be reviewed at least once per school year. The Academic Integrity Policy Committee will review the Policy at the end of the school year.

Policy review:

Last review: March 2024
Next review: August 2024

Policy development team:
The Academic Integrity Committee
School Administration
IB MYP Coordinator

Appendix A: Middle School Student

Academic Integrity Statement

As a school with strong principles, we at ITA expect all members of our school community to be guided by the school's stated values through the study and practice of academic integrity.

By signing this declaration, I affirm that I understand the definitions of "unfair practices" of the Academic Integrity and Citation Policy and guarantee that all research I conduct will be properly cited in accordance with MLA guidelines. Also, I affirm my agreement and awareness of the consequences of violating the rules of this policy.

Definitions of "unfair practices" and citation rules are provided in the Academic Integrity (Honesty) policy.

I, _____ confirm that::

- I am familiar with and agree to abide by the Academic Integrity policy;
- I will not copy information from the work of others or sources without proper attribution;
- I will put in my own words ideas borrowed from other sources and appropriately and clearly attribute authorship;
- I will appropriately attribute authorship for those sources from which I extract ideas and information.

Student's signature: _____ Date: _____

Tutor's signature: _____ Date: _____