**MAY 2016 DIPLOMA CANDIDATES – EXTENDED ESSAY CONTRACT**

Name of Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Proposed Subject: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*My signature below signifies all of the following:*

* I have received, read and understand the latest version of the general guidelines regarding the extended essay, including the assessment criteria, as well as the guidelines specific to the subject I have chosen.
* I agree to abide by the deadlines as established by the school and to keep my personal Extended Essay journal up-to-date with appropriate annotations.
* I understand and will abide by I.S.G. and I.B. policies with regard to academic honesty, and will scrupulously 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.
* I understand that my EE Supervisor’s responsibilities include requirements that he/she:
	+ provides the student with advice and guidance in the skills of undertaking research
	+ encourages and supports the student throughout the research and writing of the extended essay
	+ discusses the choice of topic with the student and, in particular, helps to formulate a well-focused research question
	+ ensures that the chosen research question satisfies appropriate legal and ethical standards with regard to health and safety, confidentiality, human rights, animal welfare and environmental issues
	+ is familiar with the regulations governing the extended essay and the assessment criteria, and gives copies of these to the student
	+ monitors the progress of the extended essay to offer guidance and to ensure that the essay is the student’s own work (this may include presenting a section of the essay for supervisor comment)
	+ reads and comments on one completed draft only of the extended essay (but does **not** edit the draft)
	+ reads the final version to confirm its authenticity
	+ completes the supervisor’s report (if the extended essay cover is not signed by both the student and the supervisor, the essay will not be accepted for assessment and may be returned to the school)
	+ writes a report and presents it to the school’s Diploma Programme coordinator if malpractice, such as plagiarism, is suspected in the final draft.
* I also fully understand that my EE Supervisor’s responsibility does NOT extend to
	+ getting me started and/or telling me what to do,
	+ giving me a research question,
	+ giving me the source material,
	+ editing and proof-reading my work,
	+ checking calculations and correcting errors, or
	+ guaranteeing success.

**I understand that my Extended Essay Supervisor can declare this agreement void if I fail to fulfill its conditions. In particular, I understand and agree that I.S.G. will not submit my Extended Essay to the I.B. and that I will not receive the I.B. Diploma if I am unable to satisfy my Supervisor and/or IB DP Coordinator about the authenticity of my Extended Essay.**

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Student’s Signature and Date Parent Signature and Date

Name of EE Supervisor appointed by the school: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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EE Supervisor’s Signature and Date IB DP Coordinator’s Signature and Date

Copy for: \_\_\_\_\_ IB Coordinator \_\_\_\_\_ EE Supervisor \_\_\_\_\_ Student