**EXTENDED ESSAY CONTRACT – MAY 2019 DIPLOMA CANDIDATES**

Name of Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Requested Subject: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***My signature below signifies all of the following:***

* I understand that my request to write an EE in the above-indicated subject is subject to approval and confirmation by the school, and that once my subject is confirmed, the school will appoint my EE supervisor for me (I do not get to request any given supervisor).
* I have received, read and understand the latest version of the general guidelines regarding the extended essay, including the assessment criteria and the ethical guidelines, as well as the subject-specific requirements for my requested subject.
* I agree to abide by the deadlines as established by the school.
* I understand that I must record my reflections on the Reflections on planning and progress form for submission as part of the assessment of criterion E (engagement).
* I understand that I must attend three mandatory reflection sessions with my supervisor, the last of which is the *viva voce*.
* I will develop my *Researcher’s Reflection Space* (RRS) to help prepare for my reflection sessions with my supervisor and to record my reflections on what I am reading, writing, and thinking. I understand that insights and information recorded in the RRS are expected to form the basis for and find direct expression in the essay, reflection sessions and *Reflections on planning and progress form*. I am expected to share excerpts from the RRS in discussions with my supervisor.
* I understand and will abide by ISG and IB policies with regard to academic honesty, and will scrupulously acknowledge, in a consistent manner, 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 honesty in the writing of my essay, and I understand the implications of the *General regulations: Diploma Programme* if there should be a breach of these. I will refer to the IB’s documents “*Academic honesty in the IB educational context*” and “*Effective citing and referencing*” and follow their guidelines in the writing of my EE.
* I understand that my EE Supervisor is required to:
  + Undertake three mandatory reflection sessions with me
  + Sign and date each reflection summarized on the Reflections on planning and progress form and provide comments at the end of the process
  + Provide me with advice and guidance in the skills of undertaking research
  + Encourage and support me throughout the research and writing of the extended essay
  + Discuss the choice of topic with me and, in particular, help to formulate a well-focused research question which is suitable to the subject of registration and ensure 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
  + Be familiar with the regulations governing the extended essay and the assessment criteria, and give me copies of these
  + Monitor the progress of the extended essay to offer guidance and to ensure that the essay is my own work (this may include presenting a section of the essay for supervisor comment)
  + Read and comment on one draft only of the extended essay (but not edit the draft); this will take place after the [interim reflection session](https://ibpublishing.ibo.org/extendedessay/apps/dpapp/guide.html?doc=d_0_eeyyy_gui_1602_1_e&part=4&chapter=9), but before the [final reflection session](https://ibpublishing.ibo.org/extendedessay/apps/dpapp/guide.html?doc=d_0_eeyyy_gui_1602_1_e&part=4&chapter=14), the viva voce
  + Ensure that the final version of the essay is handed in before the final reflection session (*viva voce*) takes place, and that no changes are made to it subsequently
  + Read the final version and, in conjunction with the *viva voce*, confirm its authenticity.
* 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 ISG will not submit my Extended Essay to the IB and that I will not receive the IB 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

**THIS SECTION RESERVED FOR THE SCHOOL:**

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| --- | --- |
| Subject for the EE confirmed by the school: |  |
| EE Supervisor appointed by the school: |  |
| EE Supervisor’s signature and date: |  |
| IB DP Coordinator’s signature and date: |  |

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