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## Academic Honesty Policy

Prva gimnazija Varaždin  
International Baccalaureate  
Diploma Programme







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# Academic Honesty Policy

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## Diploma Programme

### Academic Honesty Policy

Last revised, February 2016

### Team for revision of this document

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## IB Mission statement

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The international Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect. ¶ To this end the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment. ¶ These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

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## PGV Mission statement

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We aim to provide students with the opportunity to develop their knowledge and skills according to contemporary educational practice. ¶ We want to develop curious, inquiring and knowledgeable young people who will understand, respect and care about others. ¶ Our goal is to produce future citizens of the world who will know how to accept challenges, how to act in global reality, be active lifelong learners and competitive collaborators within international society.



# IB Learner profile

The aim of all IB programmes is to develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet help to create a better and more peaceful world.

<p><b>INQUIRERS</b> We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.</p>	<p><b>OPEN-MINDED</b> We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.</p>
<p><b>KNOWLEDGEABLE</b> We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.</p>	<p><b>CARING</b> We show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.</p>
<p><b>THINKERS</b> We use critical and creative thinking skills to analyse and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.</p>	<p><b>RISK-TAKERS</b> We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.</p>
<p><b>COMMUNICATORS</b> We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.</p>	<p><b>BALANCED</b> We understand the importance of balancing different aspects of our lives-intellectual, physical and emotional-to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.</p>
<p><b>PRINCIPLED</b> We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and right of people everywhere. We take responsibility for our actions and their consequences.</p>	<p><b>REFLECTIVE</b> We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.</p>



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# 1. Introduction

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Academic honesty is an essential aspect of teaching and learning in IB programmes where action is based on inquiry and reflection. Understanding academic honesty is part of learning and teaching. It has become increasingly important as access to information through technological innovation has increased, and ideas about learning and how knowledge is constructed have changed (IBO: Academic honesty in the IB educational context). ¶ Students are expected, at all times, to adhere to guidelines on academic honesty and always acknowledge others' intellectual property. Early in the school year, IBDP coordinator holds meetings with first year Diploma students, where they discuss the consequences of malpractice. Each academic year, our students also receive a workshop on citing sources from EE coordinator, how to do this properly, and on the importance of proper academic referencing in one's work.

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## 2. Purpose of this document

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- ☞ to help in understanding all vital concepts related to academic honesty
- ☞ to set out the principles underpinning approach of Prva gimnazija Varaždin to academic honesty;
- ☞ provide definitions and examples of conduct which violates academic honesty principles, as well as measures and consequences in such cases;



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## 3. Academic honesty

### – general terms

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#### **Intellectual property**

There is a wide range of intellectual property rights, such as patents, registered designs, trademarks, moral rights and copyright. Students must be aware that forms of intellectual and creative expression must be respected and are protected by law. Prva gimnazija Varaždin respects and promotes these principles.

#### **Authenticity**

According to IBO, an authentic piece of work is one that is based on the student's individual and original ideas with the ideas and work of others fully acknowledged. Therefore, all assignments for assessment, regardless of their format, must wholly and authentically use that student's own language, expression and ideas. Where the ideas or work of another person are represented within a student's work, whether in the form of direct quotation or paraphrase, the source(s) of those ideas or the work must be fully and appropriately acknowledged.

#### **Proper conduct**

Proper conduct refers to following the rules and standards of Academic Honesty Policy, treating other students and teachers with respect and making sure that one doesn't behave in a way to gain an unfair advantage or that would affect the results of another student.



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## 4. Malpractice – definitions and examples

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The IBO regulations define malpractice as behaviour that results in, or may result in, the student gaining an unfair advantage in one or more assessment component. (IBO: Academic Honesty)

These include:

- ☞ **PLAGIARISM** representation of the ideas or work of another person as the student's own

Many students believe incorrectly that because the internet is in the public domain, information can be taken from websites without acknowledgement. All ideas and works of another person, which may include photographs, maps, diagrams, illustrations and data, must be acknowledged in the same way as a quotation from a book. Students must clearly define the limit between their own work and that of others. Handing in someone else's work as your own is intellectual property theft. This is considered malpractice by the IBO and can result in not obtaining the Diploma.

- ☞ **COLLUSION** supporting malpractice of another student or assisting another student's academic dishonesty

Students are expected to work independently and produce work in their own words. If two students produce internal assessment, essays or coursework for external assessment which contain, for example, identical paragraphs of interpretation, collusion has occurred. It is collusion when a student knowingly allows another student to use his/her work or who knowingly uses another student's work.

- ☞ **DUPLICATION OF WORK** presenting the same work for different assessment components and/or diploma requirements

If student, for example, submits the same or very similar piece of work for internal assessment and for an extended essay; submits one paper or project in more than one course for a grade, or submits a lab report for more than one course without discussing it with both teachers involved, this would be viewed as malpractice.

- ☞ **CHEATING** the use or attempted use of unauthorized assistance during an examination, on a writing assignment, homework assignment, or other project.

A set of rules for the conduct of IB examinations, the Conduct of Examination – Notice to Candidates, is published in advance and displayed throughout the school as well as in examination room. It prohibits the following: copying, taking of unauthorized materials into the examination, and communication between students during the examination.

- ☞ **FABRICATION** creation of false data or citations

This may involve inventing or falsifying the data of a laboratory experiment, CAS activity, or any other project; or falsifying a citation for a research paper or other project.

- ☞ **OTHER CASES OF MALPRACTICE**

- falsifying CAS records
- misconduct during an examination or test, including any attempt to disrupt the examination or distract another student
- disclosing or discussing the content of an examination paper with a person outside the immediate school community within 24 hours after the examination
- impersonating another student
- stealing examination or test papers
- using an unauthorized calculator during an examination or test, or using a calculator when one is not permitted for the examination or test paper
- including offensive material in a script

A further matter of academic honesty is completion of the CAS requirements and necessary documentation as well as regular attendance at classes. Students who fail to attend classes or CAS activities on a regular basis are not fulfilling their obligations to the IB Diploma Programme and the Learner Profile.



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# 5. Maintaining academic honesty

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## Responsibilities

### IB Coordinator's responsibilities

- ☞ must ensure that all students, parents and teachers understand what constitutes academic honesty, authentic piece of work, and malpractice by providing verbal instruction, printed instruction and additional resources when needed
- ☞ must ensure that all students are offered clear guidance on the skills of academic writing and acknowledging sources, and that they are fully aware of the penalties for committing malpractice
- ☞ must ensure that students and their parents are provided with a copy of the school's Academic Honesty Policy

### Students' responsibilities

- ☞ to read and sign Academic Honesty Policy
- ☞ to read and sign Student Declaration of Academic Honesty (Appendix 1)
- ☞ to ensure that all work submitted for assessment, whether for class work or IBO requirements, is their authentic work
- ☞ to accurately acknowledge all sources used
- ☞ to sign IB DP coversheets and therefore to state that the work is authentically their. If such work piece is later found to be plagiarised, there is no possibility of handing in new work or retracting the coversheet.
- ☞ if malpractice is suspected, to prove that the work is their authentic, independent work
- ☞ to restrain from any behaviour that could be interpreted as malpractice
- ☞ to comply with all internal school deadlines and official IBO deadlines. All deadlines are provided by IBDP Coordinator and are clearly communicated to students at the beginning of each school year. Thus, students have enough time to plan their work appropriately and must respect these in a very strict manner.

If students submit any work for assessment that is not their own, regardless of whether the plagiarism was deliberate or the result of poor research skills, students themselves must bear the consequences!

### **Parents' responsibilities**

- ☞ to read and sign Academic Honesty Policy
- ☞ to read and sign Student Declaration of Academic Honesty (Appendix 1)
- ☞ to encourage their student to practice academic honesty
- ☞ to encourage their student to help cultivate a culture of academic honesty at their school

### **Teachers' responsibilities**

- ☞ each teacher should highlight the importance of academic honesty and explain the risks of violating it in the context of their subject
- ☞ the teacher should support students in preparing work for assessment to ensure they comply with relevant requirements
- ☞ if in the process of preparing work for assessment the teacher suspects plagiarism or collusion, they must draw students' attention to the risk of violating academic honesty.
- ☞ the teacher is expected to read and check students' work for authenticity before submission for assessment
- ☞ the teacher has the right to refuse to sign the cover sheet if they suspect the work is not the authentic work of the student and the student is unable to prove it is
- ☞ if teacher suspects malpractice, they must report it to the IB coordinator
- ☞ each teacher is expected to abide by the examination code of conduct.

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## 6. Monitoring, investigation and consequences of malpractice

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Prva gimnazija Varaždin is highly committed to promote Academic Honesty principles at all times, making sure that the risk of malpractice is avoided completely. However, if such case does occur, specific measures (hereinafter referred to as internal and external measures) will be taken.

**INTERNAL MEASURES** are those used by Prva gimnazija Varaždin and generally refer to assignments, classwork and internal school deadlines, which do not count towards the award of the final IB Diploma.

**EXTERNAL MEASURES** are those applied by the IB, and relate specifically to all pieces of work, „final versions“ (internal assessments, final exams, TOK essay, CAS, EE) which do count towards the final IB Diploma.

### Academic Honesty Committee members

- ☞ IBDP Coordinator
- ☞ Principal
- ☞ CAS coordinator
- ☞ School Counselor
- ☞ Homeroom teacher
- ☞ Teacher involved in the case

<b>Level</b>	<b>Examples</b>	<b>Measure</b>	<b>Resp.</b>
<b>Minor offence</b>	<ul style="list-style-type: none"> <li>▶ use of mobile phones in the classroom for non-educational purposes</li> <li>▶ forms of disrespect to others</li> <li>▶ failing to follow classroom rules</li> <li>▶ poor attendance</li> <li>▶ failing to participate in classroom activities</li> <li>▶ failing to turn in homeworks</li> <li>▶ missed deadlines for class homeworks, projects, assignments and drafts</li> <li>▶ any sign of malpractice listed above in very early stage</li> </ul>	In the event of malpractice being suspected, the teacher will raise their concern with the student in question and the student is reminded of the Academic Honesty policy of Prva gimnazija Varaždin.	<b>Teacher</b>
<b>Medium offence</b>	<ul style="list-style-type: none"> <li>▶ repeated use of offensive language in the classroom and/or in written assignments and other pieces of work</li> <li>▶ serious forms of disrespect to students and teachers</li> <li>▶ misuse of school property</li> <li>▶ repeated case of plagiarism,</li> <li>▶ fabrication, duplication of work or any other case of malpractice listed above after verbal warning by a teacher</li> <li>▶ repeatedly committing minor offences</li> </ul>	In the event of malpractice being suspected, the teacher will raise their concern with the student in question and the student is reminded of the Academic Honesty policy of Prva gimnazija Varaždin.	<b>IBDP Coordinator</b>
<b>Serious offence</b>	<ul style="list-style-type: none"> <li>▶ repeatedly committing medium offence</li> </ul>	The teacher notifies the IBDP Coordinator, IBDP Coordinator then calls a meeting with the Academic Honesty Committee, student involved and parents. ¶ Academic Honesty Committee will discuss and make a decision on the outcome. The decision made will be final and obligatory, and may include informing the IB organization on the case of malpractice, assigning grade N, no teacher signature on cover sheet, and other appropriate measures that may lead to IB Diploma not being awarded.	<b>Academic Honesty Committee</b>

## **Internal measures – Term or Mock examinations**

If plagiarism or cheating in any form is discovered during a test/examination, a student will be asked to leave the examination/test and will not receive a grade for this. The student will be invited to a meeting with the IBDP Coordinator to discuss the situation.

## **Internal consequences**

Internal consequences after committing offences at different levels may include the following:

- ☞ verbal/written warnings
- ☞ notifying students' parents
- ☞ daily report system
- ☞ service to the school
- ☞ replacement or compensation of damaged/stolen property
- ☞ suspension from one or more school activities and privileges
- ☞ activity of disciplinary or educational nature such as projects, training, actions, assignments, etc, intended to correct or improve performance

## **External measures - Final IB examinations**

Any and all cases of malpractice during final IB examinations will be immediately reported to the IBO in accordance with the Handbook of Procedures for the IB Diploma Programme and the Conduct of IB Diploma Programme examinations (2016). According to these documents, the coordinator/invigilator has the right to expel from the examination room any candidate whose behaviour is deliberately interfering with the proper conduct of the examinations.

## **External consequences resulting from malpractice**

- ☞ in the case of 'academic infringement', when the amount of plagiarism is minimal, zero marks will be awarded for the assessment component, but a grade will still be awarded for the subject
- ☞ if a work or a piece of work has been plagiarized, no grade will be awarded in the subject concerned, which results in no diploma being awarded to the candidate
- ☞ if a case of malpractice is very serious, either because of its nature or because the candidate has already been found guilty of malpractice in a previous session, the candidate may not be permitted to register for examinations in any future session
- ☞ misconduct during an examination will result in no grade being awarded in the subject

- ☞ concerned, which results in no diploma being awarded to the candidate
- ☞ if a student falsifies a CAS record, the CAS requirements will need to be completed within 12 months, but the diploma will not be issued until one year after the diploma session
- ☞ if after the award of the diploma (eg. during an enquiry upon results), it is established that the candidate is guilty of malpractice, an IB diploma, or a certificate, may be withdrawn from that candidate

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## 7. References

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- ☞ Academic honesty in the IB educational context (IBO, 2014)
- ☞ Academic Honesty – principles to practice (IBO, Regional conference presentation in Rome, 2014)
- ☞ Handbook of procedures for the Diploma Programme (IBO, 2015)
- ☞ Approaches to teaching and learning in the Diploma Programme (IBO, 2015)
- ☞ The conduct of IB Diploma Programme examinations (IBO, 2016)



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# Appendix 1:

## Prva gimnazija Varaždin

### – Student Declaration of Academic Honesty

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I, \_\_\_\_\_, declare that I have read and that I understand Academic Honesty Policy of Prva gimnazija Varaždin and that I am clear on all the forms of malpractice, internal and external measures that may be taken, as well as the associated consequences.

I declare that any work I submit will be my own authentic work. This includes all class assignments, homework assignments and work undertaken for IB assessments. In the DP, I understand that I will also be required to sign the candidate declaration on coversheets submitted with work for assessment or moderation. I also declare that I will appropriately cite any references that I will be using to produce my work or any part of it. I am aware that any violation of the above would constitute plagiarism and carry serious penalties.

I declare that I will take all deadlines, both school internal and external, very seriously, and that I will fully respect them.

Student Signature

Date

\_\_\_\_\_

\_\_\_\_\_

Parent Signature

Date

\_\_\_\_\_

\_\_\_\_\_

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