

# Academic Honesty Policy

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Liceum Ogólnokształcące Nr V recognizes and very much adheres to the IB principles of academic honesty, whose teaching is strictly connected with the IB learner and profile and seen as a vital part of the student's education.

Examples of malpractice, as defined by International Baccalaureate Organization, include:

- **Plagiarism:** this is defined as the representation of the ideas or work of another person as the candidate's own.
- **Collusion:** this is defined as supporting malpractice by another candidate, as in allowing one's work to be copied or submitted for assessment by another.
- **Duplication of work:** this is defined as the presentation of the same work for different assessment components and/or IB diploma requirements.
- Any **other behaviour** that gains an unfair advantage for a candidate or that affects the results of another candidate (for example, taking unauthorized material into an examination room, misconduct during an examination, falsifying a CAS record, disclosure of information to and receipt of information from candidates about the content of an examination paper within 24 hours after a written examination."<sup>1</sup>

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<sup>1</sup> General Regulations: Diploma Programme, IBO 2008

Great care is taken to ensure that both candidates and their parents are aware of what is defined as malpractice and understand the importance and respect the principles of academic honesty.

This is done in numerous ways:

## 1. Meetings.

The teachers organize meetings with the students and their parents in which they defined and give examples of malpractice. The concepts discussed include for example original authorship, ownership of material and conduct during examinations and written in-class assignments. The use of sources is by no means discouraged. However, it is insisted that they are fully acknowledged and that the students understand the importance of such practice. Both the students and the parents are made aware of the different ways of acknowledging the ideas and work of others.

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## **2. Special lessons.**

Since all teachers' policy on academic honesty is uniform, they all make sure individually, in their classrooms that students know what types of assessment will be used during the course (e.g. project, essay, presentation, written test) and what is considered breach of conduct in each type. They provide examples of academic work which complies with the rules of honest conduct and which does not. During special lessons, the teacher shows the students authentic examples of academic work that was considered dishonest and thus unacceptable, points out common mistakes that relate to academic honesty and offers advice on how to use intellectual property wisely with the emphasis on the practice of paraphrasing. It is considered vital that all students know and follow the rules of acknowledging sources.

## **3. Continuous reinforcement of the rules.**

In accordance with the school's ATL skills, the teacher at all times emphasises authenticity and individualism and constantly reminds the students of the significance of academic integrity as well as the sanctions that follow when deceitful behaviour occurs.

## **4. Contract of academic conduct.**

The students sign a contract at the start of the academic year in which they once again familiarize themselves with, recognize and promise to adhere to the rules of honest academic behaviour.

### **Sanctions**

A student found guilty of displaying deceitful behaviour for the first time during their IB education will be given a stern warning but will still be given the opportunity to submit a new assignment. Additionally, the student's parents will be notified of the incident and the candidate must talk to the ATL tutor to be reminded of the rules.

The procedure that follows when the rules of honest behaviour are not conformed to after the initial warning depends on the type of assignment the student has submitted. In the case of either fully or partially plagiarised written assignments completed at home, the students receive zero points in the criteria assessed. With regard to in-class assignments, the students also receive zero points from the criteria assessed and must talk to the ATL tutor and be reminded about the principles.

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**Liceum Ogólnokształcące nr V**  
**im. Generała Jakuba Jasińskiego**

**Academic Honesty**

As an International Baccalaureate School, the Liceum Ogólnokształcące nr V supports and promotes the principles of properly conducted academic research and the respect for integrity in all forms of assessment. This means that all candidates' work should be based on their own "individual and original ideas with the ideas and work of others fully acknowledged".<sup>1</sup>

The IBO defines malpractice as "behaviour that results in, or may result in, the candidate or any other candidate gaining an unfair advantage in one or more assessment components. Malpractice includes the following:

- **Plagiarism:** this is defined as the representation of the ideas or work of another person as the candidate's own.
- **Collusion:** this is defined as supporting malpractice by another candidate, as in allowing one's work to be copied or submitted for assessment by another.
- **Duplication of work:** this is defined as the presentation of the same work for different assessment components and/or IB diploma requirements.
- Any **other behaviour** that gains an unfair advantage for a candidate or that affects the results of another candidate (for example, taking unauthorized material into an examination room, misconduct during an examination, falsifying a CAS record, disclosure of information to and receipt of information from candidates about the content of an examination paper within 24 hours after a written examination."<sup>2</sup>

Any student who has been found to be academically dishonest in any of the above ways, will have a record of this put into his or her student file, and this will be communicated to the student's parents. If the work has been submitted as an official piece of IB coursework, it will not be accepted, but, if there is time for him or her to do so before the school's internal deadline for this work, the student will be allowed one chance to resubmit another piece of work in its place. If there is no time for the student to produce new work, he or she will normally not receive a grade for that subject and will therefore not receive an IB Diploma.

<sup>1</sup> Diploma Programme Academic honesty, IBO 2007

<sup>2</sup> General Regulations: Diploma Programme, IBO 2008

If in doubt about acknowledging sources, please consult a teacher, supervisor or the IB Coordinator.

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I confirm that I have read, understand and agree to abide by the Liceum Ogólnokształcące nr V Academic Honesty Policy.

Student's name: .....

Signature: ..... Date: .....