



Academic Honesty Policy

(Oct 2019)

1. The IB Learner Profile

“The learner profile is the IB’s mission in action. It requires IB learners to strive to become inquirers, knowledgeable, thinkers, communicators, principled, open-minded, caring, risk-takers (courageous), balanced and reflective. These attributes of internationally minded people represent a broad range of human capacities and responsibilities that go beyond a concern for intellectual development and academic content. They imply a commitment to implement standards and practices that help all members of the school community learn to respect themselves, others and the world around them.” (The Diploma Programme: From Principles to Practice 2015)

We are referencing the learner profile to highlight that IB students are required to maintain integrity and honesty as well as to foster a strong sense of fairness, justice and respect for the dignity of the individual, groups and communities. Thus, they are encouraged to take responsibility for their own actions and face the consequences that might accompany them.



2. The IB definitions of plagiarism, collusion and the duplication of work

The development of creativity and individual thinking is one of the top priorities we wish to instill in our students here at IGS. We are living in a rapidly changing world, teeming with new ideas and thoughts; therefore, the need to be innovative and utilise our own knowledge and skills is fundamental. Herein lies the importance of academic honesty and the means by which we can strive to avoid academic malpractice, and thus preserve the student's personal integrity and veracity. Students need to be made aware that their own work must be authentic and genuine; any work(s) not of their making (own creation) must be clearly acknowledged and referenced. Infringement upon these policies will result in disciplinary action.

Academic malpractice as defined by the *IB General Regulations: Diploma Programme* is "a behaviour that results in, or may result in, the student or any other student gaining an unfair advantage (or a behaviour that disadvantages other students) in one or more assessment components."

Plagiarism is defined as the representation, intentionally or unwittingly, of the ideas, words or work of another person without proper, clear and explicit acknowledgment. The use of translated materials, unless indicated and acknowledged, is also considered plagiarism.

Collusion is defined as supporting academic misconduct by another student; for example allowing one's work to be copied or submitted for assessment by another.

Misconduct during an IB examination includes: taking unauthorized material into an examination room, disruptive behaviour and communicating with others during the examination.

Communication about the content of an examination 24 hours before or after the examination with others outside the school community is also considered a breach of regulations.

Duplication of work is defined as the presentation of the same work for different assessment components and/or Diploma Programme requirements.



3. Roles and Responsibilities

To promote good academic practice IGS allocates the following responsibilities¹:

Teachers

- **are role models for good academic practice**
- provide citation convention for a variety of sources
- structure assignments for students to develop their own thoughts
- give examples of conventions for citing and acknowledging original authorship
- remind students of academic honesty throughout the program
- take suitable measures to ensure that all candidates' work accepted or submitted for assessment (including internal assessment) is the authentic work of each candidate

DP Candidates

- are responsible for ensuring that all work they have submitted is authentic
- are expected to comply with all internal school deadlines which may allow time for revising work that is of doubtful authorship before submission of the final version

DP Coordinator/ Head of School/ Administration

- ensures that all candidates and teachers understand what constitutes academic honesty as well as malpractice and its consequences
- promotes a school culture that actively encourages academic honesty
- provides information on what action will be taken by the IB if a candidate is suspected of malpractice and subsequently found guilty

Parents

- students and their legal guardian(s) receive and carefully read a copy of the General Regulations: Diploma Programme.
- understand and hand in the signed form: Declaration of Compliance with IB and School Regulations

The IB

- IB takes a random sample of candidates' work and submits it to a web-based plagiarism prevention service
- investigates cases of alleged malpractice, in liaison with the school

¹ In conjunction with: International Baccalaureate Organization. *Academic honesty Diploma Programme*. First published August 2009, updated July 2011.

4. Consequences

Any incidents of misconduct will be dealt with on a case by case basis in an equal, consistent and fair manner, with timely resolution.

After academic misconduct, the following actions are available to IGS:

- Investigation of the incident
- Student(s) meet with the subject teacher regarding the incident
- Referral of the misconduct to the Managing Principal
- Parent(s) contacted by the class teacher and/or Managing Principal
- Meeting with the student, parent(s), class teacher and Managing Principal
- Incident documented and included in the student's file and appropriate parties notified (i.e. IB, and prospective universities/colleges)

In all cases, the subject teacher will inform the class teacher / year coordinator. A class conference will be held to decide on what action is to be taken.

Incidents of academic misconduct at IGS will be subject to penalties depending on severity:

- (1) failing grade for the assignment or assessment
- (2) failing the semester
- (3) failing the year
- (4) suspension from school
- (5) dismissal from school

For repeat offenders, stronger measures will be taken regardless of the severity of the case.

Prevention of further incidents

In cases of plagiarism, students will receive additional instruction on the rationale behind conventions of scholarship and the need for absolute honesty in the presentation of written work.

In cases of collusion, misconduct during exams or duplication of work, students may receive additional support to address learning (i.e. study habits, time management) or to address mitigating issues that may have disrupted preparation.

According to the severity of a student's academic misconduct, the sanctions may range from a failing grade for the assessment, semester, exam, school year, to dismissal from school. In each case it will result in a disciplinary letter.

Moreover, the regulations of the IBO apply for all IB related assessments.



5. Policy review

The IGS Academic Honesty policy is periodically reviewed and evaluated.

Works cited

International Baccalaureate Organization. *Diploma Programme: From principles into practice*.
Published April 2015.

International Baccalaureate Organization. *Academic honesty in the IB educational context*.
Published August 2014.

International Baccalaureate Organization. General regulations: Diploma Programme.
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