



Academic Honesty Policy

IB Diploma Programme

Sannarpsgymnasiet

Purpose of this policy

This policy, grounded in the IBO's documents on academic honesty, intends to create an understanding among our students about what good practice and academic writing is and develop their research skills to prepare them for higher education and employment.

This policy also intends to explain our school's expectations of students, staff and parents/guardians so that everyone is familiar with what academic honesty is, how it is taught, implemented, and the procedures and consequences if the school's expectations are not met.

School philosophy

At Sannarpsgymnasiet, we are committed to prepare you for the future. Academic honesty, ethical qualities, and integrity are all attributes that are expected at both universities and in the workplace. Academic honesty is expected of all members of the school community: students, faculty, administration, and parents.

Academic honesty in the IB is a principle informed by the attributes of the IB Learner Profile. In teaching, learning, and assessment, academic honesty serves to promote personal integrity as well as engender respect for others and the integrity of their work. Upholding academic honesty helps to ensure that all students have an equal opportunity to demonstrate the knowledge and skills they acquire during their studies.

The *IB Learner profile*¹ stresses, among other things, that students should be....

“PRINCIPLED: We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences

REFLECTIVE: 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.”

What is Academic Honesty?

Academic honesty is to only submit work that is your original work and to acknowledge sources (citing and referencing) in an appropriate way, when you are using other people's (or organisations') words, ideas, thoughts, pictures, and other materials. Sources you use when

¹ "The IB learner profile"

building your argument or illustrating a point made. In that way you take part in the academic conversation by building on what is known².

Also, it includes never trying to gain unfair advantages by cheating in exams, to falsify CAS records or to give or try to get more help than is allowed from teachers, parents, friends, or any other person during any assignment.

Other forms of academic misconduct³

Academic misconduct refers to if you:

- Do not acknowledge all of your sources in a consistent way – which might cause suspicion of plagiarism.
- Give or get "too much assistance and collusion"
- "Duplicating work to meet the requirements of more than one assessment component"
- "Falsification or inventing fictitious data for an assignment"
- "Taking unauthorized material into an examination room"
- "Disruption of an examination by an act of misconduct, such as distracting another candidate or creating a disturbance"
- "Exchanging, supporting, or attempting to support the passing on of information that is or could be related to the examination"
- "Failing to comply with the instructions of the invigilator or other member of the school's staff responsible for the conduct of the examination"
- "Impersonating another candidate"
- "Theft of examination papers"
- "Obtaining or seeking to obtain, disclosing, sharing or discussing the content of an examination paper with a person outside the immediate school community within 24 hours after the examination."
- "Use of essay-writing services (ghost-written or purchased essays) offering assistance in writing essays or other assessment materials."

² Royce, "Managing the Extended Essay"

³ *Diploma Programme assessment procedures 2019*, 35-37

Responsibilities

This section about responsibilities is inspired by the Academic Honesty Policies from Copenhagen International School⁴, and Moshi International School⁵ and, official documents from IB.

Responsibilities of students

You are, as a student, always responsible for your actions.

You must:

- Only hand in work that is authentically yours, with your used sources properly acknowledged.
- Not try to get more help with your assignments than is allowed - your work must be **your work**.
- Comply with the internal and external deadlines - so you have time to revise your work if needed.
- Attend the lessons given on academic honesty.
- Talk to your teachers and/or the coordinator if you are experiencing problems with your studies
- Talk to the librarian, if you are having problems with referencing and citing.

Responsibilities of teachers

As a teacher, you should always be a role model when it comes to academic honesty and discuss it with your students.

You should:

- Give your students opportunity to learn the research skills: planning an investigation, evaluation of sources, formulating good research questions, using another person's work. IBO suggests that "it is also important that students be given the opportunity to make mistakes, and to learn from their mistakes, in safety."⁶
- Respect internal deadlines - to help your students structure their work.

You must be observant if you notice obvious changes in your students' style of writing or if their work is too error-free or on a too mature level⁷.

Responsibilities of our school

Our school is responsible for making sure that students, staff and parents/guardians are informed about academic honesty and academic misconduct and to act if misconduct is suspected.

The school is also responsible for creating possibilities for students to learn and practice academic honesty and to create deadlines, plans and schedules to help students structure their work.

⁴ *Academic honesty policy: The IB Diploma Programme*

⁵ *International School Moshi: Academic Honesty Policy*

⁶ *Academic honesty in the IB educational context, 6*

⁷ *Academic honesty policy: The IB Diploma Programme*

The school must give the student enough time to prepare an answer to accusations of misconduct. He or she has also the right to have guardian/parent/friend present when discussing the matter with the Head of School and the Coordinator.

The school is responsible for checking and authenticating all candidates' work before submission to the IB.

Responsibilities of parents/guardians

You, as a parent/guardian, can support your son/daughter:

- By helping them plan their assignments
- By helping them schedule their work
- By always encourage them to seek help from teachers or the DP coordinator if they have problems with their studies⁸

You must let them do the work themselves, but you may show them how to plan and structure their work.⁹

Support and education for students

This policy is published on the school's website and all students, staff and parents/guardians will be informed of its contents by the DP coordinator.

Students are offered different sets of lessons:

- writing a mini-Extended essay in PreDP (a project run by teacher and librarian together)
- several cohort lessons in DP1 (run by the librarian, together with the DP coordinator) on academic writing and on the "hows and whys" of academic honesty
- guidance/lessons (by the librarian) on acknowledging sources by using a few, but well-known, reference systems (APA, Oxford or Chicago footnote)

Procedures - reporting, recording and monitoring¹⁰

If a teacher, or another member of staff, suspects a student of any academic misconduct, he or she will inform the coordinator. Together they will investigate the matter and inform the student of the concerns, giving the student the chance to reply to the accusations.

If it can be shown that the student has submitted an inappropriate work, or done any other kind of academic misconduct, it will be reported to the head of school. The Head of school and the Coordinator will discuss the outcome of the case, which will depend on:

1. How many times has the student been caught in misconduct?
2. In case of plagiarism: How much of the work is plagiarized?
3. How far along is the student in school?
4. How important was the assignment in terms of the student's final result?
5. If the misconduct was intentional or unintentional, and other miscellaneous factors.

⁸ *Academic honesty in the Diploma Programme*

⁹ *Academic honesty policy: The IB Diploma Programme*

¹⁰ Inspired by John Royse

Consequences of academic misconduct¹¹

Behaviour that results in, or may result in, any candidate gaining an unfair advantage, eg plagiarism, collusion, duplication, or misconduct during exam will lead to an investigation by IB. IB may decide to not issue a grade and additionally prohibit the candidate from being registered in any future examination sessions.¹²

1st offence: If the misconduct occurred during a non-graded test during the Diploma Programme, the test will not be marked, and no feedback will be given.

If the misconduct was plagiarism, the student must re-do the work, without chance of being given feedback from the teacher. The teacher will clarify for the student how to cite a source correctly.

Also, parents are notified by the teacher and the misconduct is noted in school records.

2nd offence: The student is given zero for the work, parents are notified by the Head of the school and the misconduct is noted in the school records.

3rd offence: If a student is found guilty of a third breach of academic misconduct, he or she will receive no credit for the relevant course. The misconduct will be reported to IB and he or she will be recommended withdrawal.

If academic misconduct is done by the student during the May examinations, for instance bringing any unauthorized material into the examination room, it will immediately be reported to IB and the student will not receive any grade or Diploma.

¹¹ Inspired by the Academic Honesty Policies from Copenhagen International School. *Academic honesty policy: The IB Diploma Programme*

¹² General Regulations: Diploma Programme

Sources quoted or used for inspiration

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NES International School Mumbai : [Academic Honesty Policy](#)

UWCSEA [Academic Honesty Policy](#)

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