

# **ACADEMIC HONESTY POLICY OF THE XXXV BOLESŁAW PRUS HIGH SCHOOL WITH BILINGUAL DIVISIONS IN WARSAW**

## **PRINCIPLES**

The goal of the XXXV Boleslaw Prus High School is to ensure its graduates are honest, responsible, trustworthy and act in an ethical way. Because of that students who partake in the IB programme have been introduced to IBO's *Academic Honesty Guide*. The *Guide* defines the "set of values that promote honesty and good practices in the processes of teaching, learning and assessing."

Students fully understand the meaning of academic honesty. They accept the concepts of copyright and intellectual property. They declare that they will follow the rules and procedures in all of their works and during tests. They are aware of the consequences of breaking those rules.

## **THE AUTHENTICITY OF ACADEMIC WORK**

Students' works have to be original, written without assistance and in the student's own words. Students are obliged to include the relevant quotes and bibliography when citing intellectual property. Forging and manipulating data is forbidden.

## **VIOLATION**

IBO defines violation as "behaviour which results or can result in a candidate gaining unfair advantage in one or more aspects of a grade" (IBO *Academic Honesty Policy*, 2007).

According to the IBO, violations include:

1. Plagiarism: presenting an idea or a whole work of another person as the candidate's own.
2. Conspiracy: sharing one's work to be copied or presented as their own by another candidate.
3. Work duplication: presenting the same work for the purpose of different grades or fulfilling different Diploma Programme requirements.
4. Any behaviour which provides unfair advantage or influences other candidate's results, eg. by using unauthorised research material, research negligence, falsifying the CAS register and sharing information with other candidates about the exam tasks within 24 hours of the written exam.

## **JUSTIFIED COOPERATION VERSUS PLAGIARISM AND CONSPIRACY**

1. An IB student utilises a variety of scientific sources to construct arguments. Quoting them is an integral, key part of all fields of study. It shows the range of used sources and the ability to determine the veracity of the data. The student is obliged to include footnotes and bibliography in accordance with the MLA quoting system, which is being taught during the

writing course.

The students do not have to adhere to the MLA during exams and class work, unless they are allowed to use their coursebooks. Quotations are also required when paraphrasing. The lack of a proper quotation accompanying a paraphrased section results in the work being treated as plagiarism.

2. Class and group work is considered justified cooperation. Each student participating in group work has their role to fulfil. Based on that the teacher determines the amount of work done and the particular student's contribution to the whole project.

It is allowed to:

- a) discuss with other students the issues connected to the project,
- b) discuss the problems that the project addresses and ways to solve them,
- c) share the sources of information relevant to the grade.

It is not allowed to:

- a) do another student's work,
- b) copy the work of other group members, regardless of their permission,
- c) compile a report in the name of the whole group.

Thus, despite having the same task and same results or data, each student has to write their own report and conclusions from the project.

## **ACADEMIC DISHONESTY DURING THE EXAM SESSION**

Academic dishonesty during the exam session includes:

1. Using materials that include contents of tests and mock exams, using electronic devices that contain data or contents relating to the exam being taken,
2. Bringing unauthorised materials to the exam hall,
3. Communicating with other students during the exam,
4. Copying other students' works,
5. Not abiding by the supervisor's instructions,
6. Sharing the contents of the exam less than 24 hours after the end of the exam,
7. Posing as a different student,
8. Stealing exam papers.

## **THE HEADMASTER'S AND COORDINATOR'S DUTIES**

1. The school's headmaster and IB coordinator create the atmosphere intended to support academic honesty among the students and support the IBO in preventing, detecting and examining abuse.

2. The headmaster is responsible for ensuring that all students:
  - 1) know and understand the requirements necessary for the work to be considered authentic,
  - 2) understand what abuse of academic honesty is and how to avoid it,
  - 3) are aware of the consequences of violating the academic honesty policy.

## **THE TEACHER'S DUTIES**

The teacher's duties include:

1. Instructing the students about the rules of academic honesty,
2. Providing instructions regarding ethical research habits,
3. Providing clear rules about the procedures and the assessment of group work, with special emphasis being put on the differences between cooperation and conspiracy,
4. Providing reliable feedback that supports the learning process,
5. Acting in accordance with the school's academic honesty policy,
6. Confirming (as much as it is possible) that all the student's works have been written by that student,
7. Helping in detecting plagiarism.

## **THE STUDENT'S DUTIES**

The student's duties cover:

1. Ensuring that the submitted works are consistent with the requirements of academic honesty policy and have the correct and relevant quotations,
2. Asking teachers and/or librarians for advice when facing problems regarding compliance with academic honesty rules (eg. when citing sources),
3. Adhering to the requirements of academic honesty in all written and oral works, as well as during the examination session.

## **THE SCHOOL'S AND IBO'S REACTIONS TO BREAKING THE RULES OF ACADEMIC HONESTY**

The IB rules of academic honesty should be respected throughout the whole course of the IB programme. The consequences of violating the policy are as follows:

First violation	Examples: 1. The student includes a copied paragraph in his homework essay without quoting its source.	The task has to be redone, the student is reminded of the rules of academic honesty.
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	2. Two students submit identical or very similar works.	The teacher informs the students' parents or legal guardians.
Second violation	Examples: 1. A repetition of the violations described above. 2. The student copies a paragraph without quoting its source in his Internal Assessment essay.	The parents, the coordinator and the headmaster are notified by the teacher. The student receives a written warning from the headmaster.
Third violation	Examples: 1. The student copies the answers from another student or uses unauthorized materials during an internal exam.	The student receives a "1" grade from the subject. The student receives a final warning from the headmaster.
Fourth violation or a serious violation	Examples: 1. The student commits plagiarism in his Extended Essay or in any essay assessed externally. 2. The student has brought unauthorized materials or objects to the exam room. 3. The student has been caught performing dishonest behaviour described under 2nd and 3rd violation more than once.	The student is expelled from the school.

This document was prepared in response to students' needs and expectation analysis by all teachers involved in the IB DP and drafted by Katarzyna Krajewska, Anna Kulesza- Jeleń and Aleksandra Mroczkowska.

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Should the need arise, the document will be modified in an collaborative effort by all IB DP teachers.

This document was created on the basis of the practices used in IB schools, as well as the following publications: International Baccalaureate Organisation, *Academic Honesty: Guidance for Schools* (Cardiff Peterson House, 2007), International Baccalaureate Organisation, *General regulations: Diploma Programme* (Cardiff Peterson House, 2011)