



## **ACADEMIC HONESTY POLICY**

### **AT THE XXXV LICEUM OGÓLNOKSZTAŁCĄCE Z ODDZIAŁAMI DWUJĘZYCZNYMI IM. BOLESŁAWA PRUSA IN WARSAW**

#### **OBJECTIVES**

The goal of XXXV Liceum Ogólnokształcące z Oddziałami Dwujęzycznymi im. Bolesława Prusa is to ensure its graduates are honest, responsible, trustworthy and act in an ethical way. In order to achieve that the students have been introduced to IBO's *Academic honesty in the IB educational context* and *Academic integrity* which define the "set of values that promote honesty and good practices in the processes of teaching, learning and assessing" (Academic honesty in the IB educational context).

The school's mission is to ensure that students fully understand the importance of academic honesty, accept the concept of copyright and intellectual property, undertake to adhere to policies and procedures in all their works as well as during tests and are aware of the consequences of violating rules of academic conduct.

#### **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.

In order to avoid any violations of intellectual property rights the works of students will be checked by anti-plagiarism software.

#### **VIOLATION**

International Baccalaureate Organisation defines violation as "behaviour which results or can result in a candidate gaining unfair advantage in one or more aspects of a grade". (*Academic integrity*, 2019).

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, e.g. 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 fulfill. 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:

- d) do another student's work,
- e) copy the work of other group members, regardless of their permission,
- f) 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:
  - a) know and understand the requirements necessary for the work to be considered authentic,
  - b) understand what abuse of academic honesty is and how to avoid it,
  - c) are aware of the consequences of violating the academic honesty policy.

## **THE TEACHERS' DUTIES**



The teachers' 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. Teachers are allowed to use the antiplagiarism system. Recommended system at school is Urkund.
8. Checking the IA, EE and any form of essays in antiplagiarism system (Urkund).

### THE STUDENTS' DUTIES

The students' 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.
4. Students are expected to use the AI (ChatGPT) as a part of our everyday lives.
5. Using the AI may help students to improve their writing skills, translation, spelling.

### 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	<p>Examples:</p> <ul style="list-style-type: none"> <li>• The student includes a copied paragraph in his homework essay without quoting its source.</li> <li>• Two students submit identical or very similar works.</li> </ul>	<p>The task has to be redone, the student is reminded of the rules of academic honesty. The teacher informs the students' parents or legal guardians.</p>
Second violation	<p>Examples:</p> <ul style="list-style-type: none"> <li>• A repetition of the violations described above.</li> <li>• The student copies a paragraph without quoting its source in his Internal Assessment essay.</li> </ul>	<p>The parents, the coordinator and the headmaster are notified by the teacher. The student receives a written warning from the headmaster.</p>



Third violation	Examples: <ul style="list-style-type: none"><li>The student copies the answers from another student or uses unauthorized materials during an internal exam.</li></ul>	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: <ul style="list-style-type: none"><li>The student commits plagiarism in his Extended Essay or in any essay assessed externally.</li><li>The student has brought unauthorized materials or objects to the exam room.</li><li>The student has been caught performing dishonest behaviour described under 2nd and 3rd violation more than once.</li></ul>	In exceptional circumstances the IBO considers expelling the student from the School.

This document has been prepared and modified as a result of the analysis of students' needs and expectations by a team of teachers involved in the IB DP.

In the preparation of this document good practices of IB schools and the following IBO publications have been used: International Baccalaureate Organisation, General regulations: Diploma Programme (Cardiff Peterson House, 2016, updated 2019), Academic honesty in the IB educational context (Cardiff Peterson House, 2014), Academic integrity (Cardiff Peterson House, 2019).

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