

## International Baccalaureate

### Academic Honesty Policy

All administrators, faculty and students of the International Baccalaureate Project of the Bertolt Brecht Gymnasium will strive to uphold the highest standards of intellectual and personal integrity and to support each other in doing so. This includes seeking to embody the goals of the IB Learner Profile to be a principled and reflective thinker whose work and actions respect the cultures, needs and work of others. The instruction in proper academic integrity is intended to be a learning process in which students come to understand:

- What academic honesty is
- Why it is important, both now and later in life
- The consequences for a failure to observe academic honesty principles.

All administrators, faculty and students will practice academic honesty. The goal of this policy is to ensure that academic work will not be plagiarized but will be produced independently and will be an honest reflection of the author's language, expression and ideas. Academic honesty requires proper citations so that the work of others is fully acknowledged and that collaboration on academic work does not lead to an act of collusion. Finally, academic honesty also means avoiding any behavior which would result in an unfair advantage over another. These and other terms are defined by the IBO in its *Academic Honesty* publication as follows:

- *Plagiarism*: the representation of the ideas or work of another person as the candidate's own
- *Collusion*: supporting malpractice by another candidate, as in allowing one's work to be copied or submitted for assessment by another
- *Duplication of work*: the presentation of the same work for different assessment components and/or diploma requirements
- *An unfair advantage*: any behavior that gains an 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).
- *Academic misconduct*: the failure to acknowledge the work or ideas of another that leads or may lead to gaining an unfair advantage over another
- *Academic infringement*: some attempt has been made to acknowledge the source of information or ideas

## International Baccalaureate

### Student Integrity Policy

All IB students are required to complete the following form:

**Integrity:** *the quality of being honest and fair.*<sup>1</sup>

- I will behave with integrity with my teachers, my fellow students and myself.
- The work I submit will be produced independently and will be an expression of my own language, expression and ideas.
- I will not pass off the work of another as my own.
- I will fully acknowledge the work of others.
- I will not allow my work to be copied by another nor copy that of another.
- I will not submit the same work for different assignments.
- I will not seek an unfair advantage over another by cheating, falsifying data or otherwise failing to act with integrity.
- I will seek the assistance of my teachers and fellow students when needed to ensure my integrity.
- I have read, considered and understood the complete Academic Honesty Policy.

Dresden, \_\_\_\_\_, 20\_\_\_\_\_:

---

Signature

---

<sup>1</sup> "Integrity." *Merriam-Webster*. Merriam-Webster, n.d. Web. 06 Aug. 2014.

## International Baccalaureate

### Conduct of Assessment

Students are assessed both internally (by their teachers) and externally (by IBO examiners). Internally assessed work includes any assignments given in class as well as the prescribed IB Internal Assessments, including the Historical Investigation, the Individual Exploration in the natural sciences and the Math Exploration. External Assessments include the Musical Links Investigation and the Visual Arts Process Portfolio and Comparative Study. For all work, students are required to confirm upon submission that the work they submit is their own.

Students must follow all rules for the proper conduct of examinations as provided by the IBO and presented to students prior to examinations by the Coordinator, Head of School or other responsible staff member. Improper conduct during examinations includes bringing unauthorized materials (such as cell phones or notes) into the room, even if these materials are not used by the student. Students who do not follow these rules will be reported to the IBO. See “Consequences of Academic Malpractice” below.

*For further details, please see the Assessment Policy.*

### Monitoring of academic honesty

Teachers will continually monitor the integrity of student work by reviewing written and oral work and through regular meetings and conversations with students. All internally and externally assessed work with the exception of hand-written examinations will be checked on the software Plagscan.

### Consequences of academic malpractice

#### **School Internal Review Process**

- Should the teacher or DP Coordinator have grounds to believe that a student has violated the academic honesty policy because:
  - Conversations with the student or the review of submitted assignments reveal academic malpractice or
  - The results from the Plagscan review reveal plagiarism

The teacher will report the potential violation to the IBDP Coordinator, who will review the evidence and speak with the student to determine the existence and extent of infringement or malpractice.

- Should the Coordinator determine that the student has engaged in academic infringement or malpractice, s/he will determine the appropriate sanctions based on the severity of the problem, taking into consideration whether the student has been warned previously. As stated above, the goal of this policy is not only to acknowledge the work of others but to teach the student why observance of academic honesty is important both now and later in life. Therefore, these sanctions may include but are not limited to:
  - An opportunity to correct the malpractice, for example, by adding appropriate citations
  - Expulsion from a particular IB course or from the IB Diploma Programme. Should this severe sanction be considered, either another teacher or the Head of School will be present for the discussion with the student and Coordinator.

## International Baccalaureate

### IBO Review Process

- Should the IBO have cause to believe that a case of academic malpractice has occurred, the IBO will notify the Coordinator, who will investigate the accusation, interview the student/s and faculty involved and issue a report of his/her findings. This report will include a statement from the Coordinator, the teacher, and the student/s involved.
- The IBO Final Award Committee will review this report and make a decision as to whether the student is guilty of academic malpractice, academic infringement or is not guilty.
- If the student is found guilty of academic malpractice, the student will receive no mark for that subject and Diploma candidates will not be eligible for a Diploma. The student may be permitted to retake the subject in the following term.
- In the case of academic infringement, the student will receive no mark for that component but will otherwise be eligible for the IB Diploma or Certificates in any subject.
- These and other relevant IBO Malpractice Regulations can be found in the following IBO publications Regulations for the *Handbook of procedures for the Diploma Programme* and *Academic Honesty*.

### Responsibility for observance of academic honesty

The **International Baccalaureate** is to:

- provide the regulations and instructions that govern the conduct of each examination session
- offer guidance to schools on what constitutes malpractice and how it can be prevented
- investigate cases of alleged malpractice, in liaison with the school concerned
- review all available statements and evidence collected during an investigation and decide whether to dismiss or uphold the allegation
- notify the head of school of the decision of the final award committee
- if requested, reconsider a decision made by the final award committee on submission of new factual evidence
- if requested, implement the appeals procedure on decisions made by the final award committee.<sup>2</sup>

The **head of school** and/or the IB Coordinator will establish a policy and culture which encourage academic honesty and ensure that all candidates:

- understand what constitutes academic honesty, an authentic piece of work and intellectual property
- receive guidance on study skills, academic writing, how to conduct research and how to acknowledge sources
- understand what constitutes malpractice (particularly plagiarism, collusion and misconduct during an examination)

---

<sup>2</sup> International Baccalaureate, Academic Honesty, p. 7.

## International Baccalaureate

- know the consequences of being found guilty of malpractice.<sup>3</sup>

### Teachers will:

- confirm to the best of his or her knowledge that all candidates' work accepted or submitted for assessment is the authentic work of each candidate and is free of plagiarism, collusion or duplication of work.
- instruct and advise students on good academic practice and act as good role models.<sup>4</sup>
- report any cases of suspected plagiarism to the DP Coordinator.

### Students will:

- unless otherwise instructed, produce all academic work independently and using his or her own language, expression and ideas.
- not pass off the work of another as his or her own.
- fully acknowledge the work of others using proper citation formatting.
- not allow his or her work to be copied by another nor copy that of another.
- not submit the same work for different assignments.
- not seek an unfair advantage over another by cheating, falsifying data or otherwise failing to act with integrity.
- seek the assistance of teachers, fellow students and/or the IBDP Coordinator when needed to ensure his or her personal and academic integrity.
- comply with internal deadlines for their own benefit and to allow time for revising work (including but not limited to that which is of doubtful authorship) before the submission of the final version.<sup>5</sup>
- Read and sign the school integrity policy

### Methods for Proper Citations

All writing or other expression of ideas from others must be acknowledged. Modern Language Association citation style, unless otherwise advised by the teacher, should be used.<sup>6</sup> A complete guide to proper citations can be found in our Citation Guide.

- For books:  
Last name, First name. *Title of Book*. City of Publication: Publisher, Year of Publication.  
Print.
- For newspapers :

---

<sup>3</sup> Ibid.

<sup>4</sup> Ibid.

<sup>5</sup> Ibid., p. 8.

<sup>6</sup> Russell, Tony et al. OWL Purdue Online Writing Lab. Purdue University 2012-02-09. Web. 7 September 2013.



## International Baccalaureate

Last name, first name of author. "Title of Article." *Name of Newspaper/Magazine* Date of publication: section and page number (ex: A23). Print.

- For electronic (online) sources:

Editor, author, or compiler name (if available). *Name of Site*. Version number. Name of institution/organization affiliated with the site (sponsor or publisher), date of resource creation (if available). Medium of publication. Date of access (the date you looked at the site).

- Use 'n.p.' if there is no publisher, use 'n.d.' if there is no date of resource creation
- If you are using an **image** (photo, painting) that you accessed online:  
Last name, first name of artist. *Name of painting/photo*. Date created. Museum, city. Web. Date of access.

- For interviews:

Last name, first name of person interviewed. Personal interview. Date of interview.

- For ideas and other inspiration, provide as much information as possible. For example: "The basis of this idea was originally expressed by a fellow student during a theory of knowledge seminar."

Created in 2014, undated January 2018 by Laura Protector. Sources: *IBO Handbook of procedures for the Diploma Programme* and *Academic Honesty*.