

International Baccalaureate

Academic Integrity Policy

The ultimate goal of this policy and the program in general is to help all of us to treat others and their work with honesty, trust, fairness, respect and responsibility. 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. In particular, the goals in this endeavor are honesty, trust, fairness, respect and responsibility. Failure to uphold these principles may be grounds for dismissal from the program (see

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 (Honesty!). Academic honesty requires proper citations so that the work of others is fully acknowledged and that collaboration (Trust!) on academic work does not lead to an act of collusion (Fairness!). Finally, academic honesty also means avoiding any behavior which would result in an unfair advantage over another (Respect!). These and other terms are defined by the IBO in its *Academic Integrity* 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

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Student Integrity Policy

All IB students are required to complete the following form:

Integrity: *the quality of being honest and fair.*¹

- 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. If I am stressing out as a deadline approaches I will seek help before I start to cut and paste.

Dresden, Date: _____ Signature _____

Responsibility for observance of academic honesty

The **International Baccalaureate** is to:²

- Responsibly authorize IB schools
- provide and regularly review: curricula, subject guidelines, professional development opportunities
- provide and regularly review assessment materials and tools, including examinations and the regulations which support them
- support schools in preventing, identifying and investigating academic malpractice

The **head of school** and the **IB Coordinator** will establish a policy and culture which encourage academic honesty and:³

- ensure that all staff and candidates understand what constitutes academic honesty, receive guidance on academic writing, understand what constitutes malpractice (particularly plagiarism, collusion and misconduct during an examination) and know the consequences of being found guilty of malpractice.
- Notify and cooperate with the IB Organization in resolving issues of malpractice

¹ "Integrity." *Merriam-Webster*. Merriam-Webster, n.d. Web. 06 Aug. 2014.

² *Academic Integrity*, International Baccalaureate Organization, 2019, p. 6.

³ *Ibid*, pp. 9-12.

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- Ensure that IB policies are fairly enacted and enforced, including the proper storage of examinations and assessment materials

Teachers will: ⁴

- Work with students to ensure that despite pressure and temptation they understand how and seek to complete their own academic and artistic work with honesty, fairness and respect
- confirm to the best of their 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 and inform the DP Coordinator of any malpractice concerns
- instruct and advise students on good academic practice, act as good role models and assist the school and the IBO with any investigation into academic misconduct

Students will: ⁵

- read, understand and sign the school integrity policy
- produce all academic work independently and using their own language, expression and ideas and fully acknowledging the work of others using proper citation formatting.
- not pass off the work of another as their own or allow their work to be copied by another nor copy that of another.
- not submit the same work for different assignments nor seek an unfair advantage over another by cheating, falsifying data or otherwise failing to act with integrity.
- seek the assistance of teachers and fellow students when needed to ensure his or her personal and academic integrity and consult a teacher or the IB Coordinator with any concerns about malpractice, their own or others
- comply with internal deadlines for their own benefit and to allow time for revising work

Consequences of malpractice

- 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 Assessment Division 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 may receive no mark for that subject or examination in question and Diploma candidates may not be eligible for a Diploma. Depending on the finding of the extent of the malpractice, the student may be permitted to retake the subject or examination in the following term.

⁴ Ibid., p. 14

⁵ Ibid., pp. 15-16.

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- In the case of academic infringement, the student will receive no mark for that component but may 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 *Programme Standards and Practics* and *Academic Integrity*.
- Academic infringement is, in addition, grounds for removal from the Program.
- Violation of school rules, including attendance, respectful interaction with teachers and peers and rules intended to protect the safety and welfare of students and staff, are also grounds for dismissal from the program (see *Admissions 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.⁶

- For books:
Lastname, Firstname. *Title of Book*. City of Publication: Publisher, Year of Publication. Print.
- For newspapers :
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 August 2014 by Laura Protextor, last revised September 2021. Sources: IBO *Programme Standards and Practices* (2019) and *Academic Integrity* (2019).

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