



HASSERIS GYMNASIUM & SCHOOL



THE WORLD UNFOLDS

ACADEMIC INTEGRITY POLICY

Hasseris Gymnasium & IB World School

Updated: July 2020
Next review: Spring 2021

Academic Integrity at Hasseris Gymnasium & IB World School

In our approaches to teaching and learning, academic integrity is a core value of Hasseris Gymnasium & IB World School. We acknowledge that teaching our students this value is a continuous process inherent in the teaching of all subjects and the core requirements throughout the IB Diploma Programme.

Academic Integrity is the skill of learning how to carry out research and recognizing and using other people's work in an appropriate way. It is a matter of all research skills and practices being authentic, from the first notetaking to the final submitted assignment. This means expressing yourself in your own words while acknowledging the sources you use, whether they are direct quotations or paraphrase.

The IB Learner profile attribute for 'principled' states that the IB learners "act with integrity and integrity, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. They take responsibility for their actions and their consequences" (Principled, *IB Learner Profile*).

The academic integrity at Hasseris Gymnasium & IB World School is implemented through the school's policies and the practices of the school. This happens through the development of research skills and by a firm commitment to academic integrity from the school's leadership, its teachers, students and parents, and everyone involved with the IB Diploma Programme, who are all responsible for following the school's codes of conduct and all the IB rules, regulations and practices.

Academic Integrity Policy for the IB Diploma programme

Teachers and students at Hasseris Gymnasium & IB World School adhere to the principles stated in the Academic Integrity publication made by the International Baccalaurate Organization:

“Academic integrity is a guiding principle in education and a choice to act in a responsible way whereby others can have trust in us as individuals. It is the foundation for ethical decision-making and behaviour in the production of legitimate, authentic and honest scholarly work.” (*Academic Integrity*, p 3).

Furthermore, it states:

“Educators supporting IB students in their learning should understand their own central role in developing the approaches to learning and reinforce the principle of academic integrity through all teaching, learning and assessment practices.” (*Academic Integrity*, p 3) Therefore, information about academic disintegrity and the consequences is given to the students when starting their programme at Hasseris Gymnasium & IB World School and during the programme, when starting assignments and projects. The policy applies to students in the IB Diploma programme.

Students in the IB Diploma programme will receive instructions according to the two following documents which they receive and are instructed to adhere to:

- *Academic Integrity* (Assessment Procedures)
- *Effective Citing and Referencing* (in addition to the EE Guide for Hasseris Gymnasium & IB World School)
- *Permitted use of calculators at the IB exams*

Teachers are responsible for monitoring the academic integrity of the students and informing the IB coordinator in cases of suspected misconduct. They do so through normal regular contact with the individual students about their work, but also through scheduled reflection sessions and the written reflections submitted by the students outlining thoughts on their learning processes.

If there is any doubt about the academic integrity of student work, an electronic version of the assignment/essay will be scanned using a web-based plagiarism prevention service, or concerning oral work the student may have a subsequent conversation with the teacher, and if necessary after the first interview, with the IB coordinator about the academic integrity of the work presented.

Individual subject teachers regularly demonstrate and remind students of appropriate ways to carry out research and acknowledge sources in the daily lessons, as well as in preparing for assignments submitted for official assessment, such as the Extended Essay, IA assignments and the ToK essay.

As part of the introduction to the Extended Essay for students, the librarian and the EE coordinator instruct all students how to use school library resources, internet resources and the local library system. Subject teachers organize their assignments and tests so that making misconduct is difficult, and they ensure students are made aware is not permitted and not permitted. They also stress the need for a balance of sources.

Definitions of Academic Misconduct

Academic misconduct is behavior which results in, or may result in, the student or another student gaining an unfair advantage or disadvantage in their daily schoolwork, as well as one or more components of assessment in all subjects and elements of the IB Diploma programme.

The definitions used are based on official IBO publications (*General regulations: Diploma Programme*, pp 12-13; *The conduct of IB Diploma Programme examinations*, p 26) Thus, academic misconduct is a breach of regulations and includes, but is not restricted to:

- Collusion - where more than one person has contributed to an assignment, which should be the student's own work.
- Plagiarism - where the student attempts to pass off the ideas of someone else as their own, instead of acknowledging sources in the recognized way.
- Copying other students' work in tests or assignments.
- Duplicating work to fulfil the requirements of one of more components.
- Fabricating data for a subject assignment or the CAS portfolio.
- Taking unauthorized material into an exam room.
- Misconduct in the examinations' room in relation to the rules stated by the IB.
- Disclosing or discussing the content of an exam paper with a person outside the immediate school community within 24 hours after the examination.

If students need guidance on whether they are academically honest, it is their responsibility to consult their teacher, supervisor or the IB coordinator well in advance of a deadline for submission of work.

Responsibility of Parents and Guardians

Parents and guardians must be aware of Hasseris Gymnasium & IB World School's Academic Integrity Policy which is made available on the school website. The IB Diploma students are individually responsible for meeting deadlines and following Hasseris Gymnasium & IB World School's Academic Integrity Policy, but parents are encouraged to support their children in managing time for their school-work and in adhering to the rules for academic integrity.

Consequences of Academic Misconduct

When academic misconduct is suspected, students will be interviewed firstly by the subject teacher and, if necessary after the first interview, by the IB coordinator in an attempt to determine whether the misconduct is deliberately undertaken. If the student was unaware of the misconduct and acting in good faith, the student may be allowed to revise the work and advised on how to comply with the rules and expectations.

If it was deliberate misconduct, the consequence of the action, that is, plagiarism or cheating on a test, is that the assignment/test will be given no credit, and the student will be given an oral warning by the IB coordinator. Generally, the first time that an IB student's academic behavior is inappropriate, it will be possible, if time permits, for him or her to submit a new piece of work.

If there is a reoccurrence of misconduct from a student, the sanction against this will be severe. The student will receive a written warning, and depending on the gravity of the misconduct the student may then not be eligible to register for an exam in the given subject, or may be permanently expelled from Hasseris Gymnasium & IB World School.

Any student found guilty of misconduct in work submitted for formal assessment as part of the final Diploma will not be allowed to take the IB exams and gain an IB Diploma.

Formal assessments (IB Diploma exams)

If academic misconduct is suspected during an IB examination, the IB coordinator must inform the IB without delay.

In this case, the following IB regulations (in accordance with official IB publications – *General regulations: Diploma Programme*, pp 13-14; *The conduct of IB Diploma Programme examinations*, pp 26-27) apply:

“When the school, an examiner or the IB establishes evidence to suspect academic misconduct by a candidate, the school will be required to conduct an investigation and provide the IB with statements and other relevant documentation concerning the case.”

“Students suspected of academic misconduct will be invited by the DP/CP coordinator to present a written statement that addresses the suspicion of academic misconduct. If a student declines to present a statement, the investigation and decision on whether the candidate is in breach of regulations will still proceed.”

“Academic misconduct constitutes a breach of regulations that, if confirmed by the final award committee, will result in no grade being awarded in the subject and level concerned. If no grade is issued for a subject that contributes to a candidate’s IB Diploma, no IB Diploma will be awarded to the candidate. For IB Diploma candidates, DP Course Results will be awarded for other subjects in which no academic misconduct has occurred.”

“An IB diploma, or a certificate, may be withdrawn from a candidate at any time if misconduct is subsequently established. Except in cases of serious or repeated misconduct, the student will be permitted to register for future examination sessions, which may include the session that follows six months later, if the relevant registration deadlines are met.”

“If the student has already been found in breach of regulations in any previous session, this will normally lead to disqualification from participation in any future examination session.”

Policy Review Cycle

Last reviewed: June 2020 – next review in November/December 2020, when the new IB standards and practices are implemented. The Academic Integrity Policy of Hasseris Gymnasium & IB World School will be reviewed each year in June to comply with any changes in the assessment procedures. A full review will take place, if the IB introduces new rules or standards, regulations or advice on academic integrity, or at least with every five-year review of the school. The review will be undertaken by the IB Coordinator Team and presented to the school community.

Bibliography

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IB Learner Profile. International Baccalaureate Organization, 2013.

General Regulations: Diploma Programme. International Baccalaureate Organization, September 2016 (updated May 2019).

The text of the Academic Integrity Policy of Hasseris Gymnasium and IB World School follows largely the wording and policy of Grenaa Gymnasium on agreement as a shared approach.