



IB Diploma Programme Academic Integrity Policy

II Liceum Ogólnokształcące im. Tadeusza Kościuszki w Kaliszu

IB WORLD SCHOOL 049645



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IB Mission Statement

The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

To this end the organization works with schools, governments, and international organizations to develop challenging programmes of international education and rigorous assessment.

These programmes encourage students across the world to become active, compassionate, and lifelong learners who understand that other people, with their differences, can also be right.

IB Learner Profile

The aim of all IB programmes is to develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world. IB learners strive to be:

- **Inquirers**
They develop their natural curiosity. They acquire the skills necessary to conduct inquiry and research and show independence in learning. They actively enjoy learning, and this love of learning will be sustained throughout their lives.
- **Knowledgeable**
They explore concepts, ideas and issues that have local and global significance. In so doing, they acquire in-depth knowledge and develop understanding across a broad and balanced range of disciplines.
- **Thinkers**
They exercise initiative in applying thinking skills critically and creatively to recognize and approach complex problems, and make reasoned, ethical decisions.
- **Communicators**
They understand and express ideas and information confidently and creatively in more than one language and in a variety of modes of communication. They work effectively and willingly in collaboration with others.
- **Principled**
They act with integrity and honesty, with a strong sense of fairness, justice and respect for the dignity of the individual, groups and communities. They take responsibility for their own actions and the consequences that accompany them.
- **Open-minded**
They understand and appreciate their own cultures and personal histories, and are open to the perspectives, values and traditions of other individuals and communities. They are accustomed to seeking and evaluating a range of points of view and are willing to grow from the experience.

- **Caring**
They show empathy, compassion and respect towards the needs and feelings of others. They have a personal commitment to service, and act to make a positive difference to the lives of others and to the environment.
- **Risk-takers**
They approach unfamiliar situations and uncertainty with courage and forethought and have the independence of spirit to explore new roles, ideas and strategies. They are brave and articulate in defending their beliefs.
- **Balanced**
They understand the importance of intellectual, physical and emotional balance to achieve personal well-being for themselves and others.
- **Reflective**
They give thoughtful consideration to their own learning and experience. They are able to assess and understand their strengths and limitations in order to support their learning and personal development.

The mission statement of II Liceum Ogólnokształcące im. Tadeusza Kościuszki

Our mission is to create safe and supportive environment allowing for the comprehensive education of our students. We create a friendly atmosphere in which students appreciate education and develop their life-long curiosity about the world.

Through combined effort of our staff and through cooperation with other schools and organizations, we will help the students develop the attitudes and skills essential for life-long learning so that they can become responsible and compassionate citizens.

We offer every student at our school the chance for holistic and well-rounded growth across three dimensions: intellectual, physical, and emotional. Within our educational environment, students will cultivate the skills to become imaginative, open-minded, and courageous individuals, striving to contribute to the creation of a more positive world.

We want our students to be independent, learn how to show respect to people representing different cultures, how to effectively cooperate with other people and how to solve problems.

The students in II Liceum Ogólnokształcące im. Tadeusza Kościuszki:

- aim to be responsible for their own process of education,
- are curious about the world and learn how to use various sources of information,
- make efforts to speak at least two languages to communicate in the contemporary world,

- are ready to take up new challenges,
- develop their interests and passions,
- respect themselves and other people, including those from other cultural background.

Introduction

This document has been produced in alignment with the following IB publications:

- Programme Standards and Practices (published October 2018, updated March 2019, April 2020, April 2022)
- Academic Integrity Policy (published October 2019)
- Academic honesty in the IB educational context (published August 2014; updated November 2016)

The purpose of this document is to:

- promote good academic practice.
- help students to understand what academic integrity involves and why it is essential.
- help students understand what is meant by academic misconduct and suggest ways to avoid malpractice.
- encourage students to look for support from teachers, supervisors and coordinator when completing their essays, reports, or any other written assignments.

Our school is committed to fostering a culture of academic integrity that upholds the highest standards of honesty, trust, fairness, respect, and responsibility. We believe that academic integrity is vital to the development of ethical individuals who contribute positively to society. Therefore, it is essential that IB DP students in II Liceum Ogólnokształcące im. Tadeusza Kościuszki act in a responsible way and produce authentic and legitimate work.

The school is dedicated to teaching and promoting a variety of good practices related to academic integrity. These practices include but is not limited to:

- Proper citation methods
- Understanding and avoiding plagiarism
- Acknowledging collaboration boundaries
- Ethical conduct during examinations

- Responsible use of technology and academic resources

We promote academic integrity by fostering the traits outlined in the IB Learner Profile, and in particular the following ones:

- **principled**
Students act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. Students take responsibility for their actions and for the consequences of those actions.
- **thinkers**
Students use critical and creative thinking skills to analyse and take responsible action on complex problems. They exercise initiative in making reasoned and ethical decisions.
- **reflective**
Students give thoughtful consideration to their own learning and experience. They are able to assess and understand their strengths and limitations in order to support their learning and personal development.

What is academic integrity

As the International Baccalaureate Organisation's Academic Integrity Policy states: *"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"*. (International Baccalaureate, 2019) In practical terms, it means students acknowledge that all the work they present for assessment is their own or is properly cited. Students also understand that obtaining any unauthorized information is against the IB standards.

Following the IBO: "All IB students must be aware that all forms of intellectual and creative expression, for example, works of literature, art, or music, must be respected, and are normally protected by law (concepts of patents, registered designs, trademarks, moral rights, and copyright). All assignments for assessment, regardless of their format must wholly and authentically use the candidate's own language, expression, and ideas. Where the ideas or work of another person are represented within a candidate's work, whether in the form of a direct quotation or paraphrase, the source(s) of those ideas or the work must be fully and appropriately acknowledged." (International Baccalaureate, 2019)

In conclusion, when integrating another person's words into their work, it is crucial for students to use quotation marks, indentation, or any other established method to indicate that the language is not their own. The source of the quote or paraphrased

material must be clearly attributed within the text and should not be solely confined to the bibliography.

What is student academic misconduct

The IBO defines student academic misconduct as: “deliberate or inadvertent behaviour that has the potential to result in the student, or anyone else, gaining an unfair advantage in one or more components of assessment. Behaviour that may disadvantage another student is also regarded as academic misconduct. It also includes any act that potentially threatens the integrity of IB examinations and assessments that happens before, during or after the completion of the assessment or examination, paper-based or on-screen.” (*Academic Integrity Policy, published October 2019*)

A properly conducted academic research and respect for the integrity of all forms of assessment in the Diploma Programme means avoiding plagiarism, collusion and cheating in examinations. Nevertheless, cooperation during the work creation process stands as a fundamental principle in the IB Programme. Consequently, the following conduct is permissible:

- Engaging in discussions with peers or colleagues regarding the work or assignment, to enhance comprehension or clarify ideas.
- Sharing drafts of papers for constructive peer review.

Academic misconduct may involve the following:

- **misconduct related to IB examinations** (bringing unauthorised items such as smartphones, smart watches, notes, laptops, tablets, or any electronic devices other than those allowed in the examination room, engaging in disruptive behaviour, communicating with others during the examination or stealing the examination papers are all prohibited actions)
- **plagiarism** involves the intentional or unintentional presentation of another person's ideas, words, or work without appropriate, clear, and explicit acknowledgment. This may include copying from diverse sources without using proper quotations and footnotes, translating works originally written in another language and presenting them as one's own, or acquiring and submitting pieces written by someone else, such as through essay banks or file sharing websites. It is important to emphasize that while paraphrasing is often permitted and necessary, it should always be done with proper acknowledgment of the original sources.
- **collusion** – supporting academic misconduct by another student, for example, allowing one's work to be copied or submitted for assessment by another student. It may also involve failing to disclose an observed act of academic misconduct.

- **discussing the content of an examination** with individuals outside the school community within a 24-hour time frame before or after the examination.
- **duplication of work** – presenting the same work for different assessment components and/or IB diploma requirements.
- **unethical behaviour** involves incorporating inappropriate materials into the assessment components or conducting the research in an unethical way.

Engaging in any conduct that provides an unfair advantage to a candidate or impacts another candidate's results is considered a violation of academic integrity. Examples include: manipulating CAS records, plagiarizing from peers or copying their assignments, completing assignments on behalf of another student, sharing one's work for copying, submitting work done by another student, parent, friend, or private tutor, copying internal assessment work from other students, using unauthorized notes during a test (unless permitted by the teacher or examination rules), writing essays for others, disregarding invigilator instructions during exams, and using a calculator not permitted by the IBO. Falsification of documents and/or signatures is also treated as academic dishonesty.

Actions taken by the school in case of malpractice

First offence

- The teacher will investigate the matter and talk to the student(s) involved.
- The teacher will communicate the outcome of his/her investigation to the school's IB DP coordinator.
- The coordinator will discuss the matter with the student(s) involved and will secure their written commitment to refrain from repeating the offence.
- Failing mark for the work will be given and no opportunity will be provided to make up for the work.

Second offence

- The coordinator will inform the Head of School and the student's parents.
- Failing mark for the work will be given and no opportunity will be provided to make up for the work.

Third offence

- The coordinator and the Head of School, in consultation with the teacher, will decide on the expulsion of the student involved, with a failing grade for the whole course.

When a candidate has signed the declaration of authenticity and the candidate's work has been uploaded to IBIS, the IBO will be informed immediately about this fact.

Responsibilities of the students

Students should:

- familiarise themselves with the school Academic Integrity Policy and the IB Academic Integrity Policy and make sure they understand their implications.
- report the acts of academic misconduct to their teachers and/or the DP Coordinator
- acknowledge the sources in all work submitted to the IB for assessment.
- practise self-management and planning skills (this will relieve the unnecessary time-pressure which might result in resorting to plagiarism)
- use the Internet and social media platforms in a responsible way.
- comply with the calendar of deadlines provided by the school.
- be willing to seek help from the school teaching staff and /or coordinator if they are not sure whether a particular action will be a breach of regulations.
- submit their work to anti-plagiarism services.

Responsibilities of the DP coordinator

- Ensure that students, parents, or legal guardians clearly understand the IBO expectations regarding academic integrity.
- Ensure that the school Academic Integrity Policy is communicated to all stakeholders.
- Ensure that Academic Integrity Policy is reviewed periodically.
- Ensure that candidates and invigilators are provided with relevant information about examination regulations.

Responsibilities of teachers

- Provide students with a convention for acknowledging the sources and teach the students how to cite and paraphrase.
- Talk to the students about plagiarism and teach them how to properly write a research paper or prepare a presentation.
- Be vigilant if you notice that the student's work is too complex and/or academic and goes beyond the student's ability.
- Read and check the students' work for authenticity and before uploading the students' assignments to IBIS.
- Ensure that you yourself are fully aware of referencing conventions and are actively using them when providing students with reference material.
- Authenticate the students' work submitted for assessment.
- Report to the DP coordinator cases of academic misconduct.

Responsibilities of the librarian

- Give students instructions and guidance on how to write a research paper or any other assignment without committing a malpractice.
- Support the students in acknowledging sources.
- Check the students' final assessment tasks and exam components using anti-plagiarism software and/or platforms.

The role of parents

Parents and/or legal guardians play a crucial role in supporting their children to act with honesty and integrity. Therefore, it is important that they:

- read and understand the school's Academic Integrity Policy
- support teachers, supervisors, and the coordinator in their pursuit to maintain academic integrity.
- talk to their children about the importance of being honest.
- cooperate with the school in case their child is found guilty of academic misconduct.

Citing and acknowledging original authorship

Students can use the following source:

- International Baccalaureate Organisation, 2022. *Effective Citing and Referencing*

Communication of Academic Integrity Policy

This document is available and communicated through many channels, also through the school website. It is presented during parent and student meetings. It is available in the school library and in the coordinator's office.

Academic Integrity Policy Review

Unless new or revised IBO policies are published, this policy will be reviewed bi-annually. It is the responsibility of all staff to implement and monitor the Academic Integrity Policy.

Last review: September 2023

