

## School Academic Integrity Policy

at II Liceum Ogólnokształcącym im. Mikołaja Kopernika w Lesznie

z Oddziałami Dwujęzycznymi i Międzynarodowymi/ IB World School 4464

for International Baccalaureate Diploma Programme classes

### *School mission*

*The aim of the school is to prepare its students to be active and responsible members of local and global communities. KOPERNIK provides the highest level of education, encouraging the development of cognitive skills, critical reflection, and independent thinking. The school strives to instill in its students self-confidence, empathy, the willingness to help others, and the need for cooperation.*

### **Academic Integrity and the IB Learner Profile**

The IBO defines academic integrity as “a set of values that promote honesty and good practices in teaching, learning, and assessment.” Academic integrity is at the core of the IB programme and is directly linked to the IB learner profile. It states that “each member of the IB community strives to act with integrity and fairness, and respects the dignity of individuals, groups, and communities.” Throughout their participation in the IB programme, students are expected to demonstrate academic integrity and avoid all forms of academic misconduct.

The IBO emphasizes promoting behaviors aligned with Academic Integrity and requires IB schools to define their own Academic Integrity Policy, which expands and clarifies the principles outlined in IB documents for the two years of high school education.

This document outlines what the IB and IB World School 4464 consider academic misconduct and the consequences thereof. These principles have been developed in accordance with the documents *Academic Honesty in the Diploma Programme* and *Academic Integrity (2019)*.

Students of the IB classes at II Liceum Ogólnokształcące im. Mikołaja Kopernika w Lesznie z Oddziałami Dwujęzycznymi i Międzynarodowymi commit to adhering to the principles of Academic Integrity in all forms of work they undertake during their studies and in all forms of knowledge assessment (e.g. projects, portfolios, laboratory work, essays, presentations, quizzes, tests, oral and written exams).

The IB publications *Academic Honesty in the Diploma Programme* and *Academic Integrity (2019)* together with this document are provided to students and their parents/legal guardians at the

beginning of the first year of the Diploma Programme (Grade 3). These documents contain the principles and regulations related to student work that forms part of their final examinations in the exam session. They also specify the consequences that the IB will impose in case of a breach of academic integrity by a student.

Compliance with the principles of Academic Integrity means that all work subject to internal or external assessment:

- must be original and independently produced by the student,
- must be properly cited and include a bibliography
- falsifying and manipulating data is prohibited

### **What Constitutes Academic Integrity and Intellectual Property?**

1. Intellectual Property: the result of creative work, which includes written and practical work, as well as participation in discussions.

2. Independent/Authentic Work: the outcome of an individual's creative effort, aligned with reality and not a copy, falsification, or modification. It can be expressed through words, symbols, or graphics, and other means of human communication.

### **What is Considered Academic Misconduct?**

Misconduct is any behavior during an assessment that results in (or could result in) an unfair advantage for one or more students over others.

The IB penalty matrices, which detail student violations and the severity of penalties that the IB may impose, are specified in Appendix 2 to *Academic Integrity (2019)*.

Academic misconduct includes the following:

Regarding violations related to written and oral assessments and examinations.

- **Plagiarism**: Copying material from various sources (e.g., textbooks, the internet, or another student) and presenting it as one's own.
- **Collusion**: Allowing one's work to be copied or submitting someone else's work as one's own.
- **Duplication**: Submitting the same work for different subjects or components.

- Other behaviors: Actions that provide an unfair advantage, such as forging CAS certificates, etc.

**During exams:**

- using materials containing content related to the test, quiz, or mock exam during the assessment, using electronic devices, mobile phones, or other devices containing data or content subject to the student's assessment.
- engaging in inappropriate or disruptive behavior during an exam, including sharing, obtaining, or receiving verbal or written information from other students during the exam.
- communicating with other students during the test or exam.
- bringing unauthorized materials into the examination room (e.g., mobile phones and other electronic devices used for communication or storing pre-recorded data, unauthorized calculators, notes, books, textbooks, or rough work), regardless of whether the student intends to use them or whether the materials contain content related to the exam.
- behaving improperly during the exam, such as failing to follow the instructions of supervising teachers, leaving the examination room without permission before the exam ends, removing exam materials from the room, or engaging in any actions aimed at disrupting the order or communication among other examinees.
- impersonating another student.
- stealing exam papers.
- failing to report an incident of academic misconduct (when a student is aware of the violation but chooses not to inform the school authorities).

Regarding actions that threaten the integrity of the exam:

- gaining access to IB exam papers before the scheduled exam time.
- disclosing exam content before 24 hours have passed since the exam's completion (applicable to IB examination sessions).
- assisting another student in committing academic misconduct.

Regarding obstruction of school misconduct investigations

- failing to cooperate during an investigation (e.g., refusing to provide a statement).
- misleading or providing false information.
- attempting to influence witnesses.
- exhibiting threatening behavior towards the investigator or witnesses.

Regarding falsification of grades or IB certificates

- attempting to alter the results of certificates in electronic or paper format.

### **Distinction Between Legitimate Collaboration and Collusion/Plagiarism:**

In certain situations, group work is required (e.g., group oral exercises for Group B languages, Collaborative Science Project, geography fieldwork, etc.). These situations are referred to as *legitimate collaboration*.

In such cases, each student participating in group work has a distinct role to fulfill, allowing the teacher to assess the individual contributions of each student and their impact on the final group outcome. Written reports from such work must be the individual creation of each student. One person cannot write the report for the entire group. This means that despite identical tasks, results, or data, each student must independently write their report and formulate conclusions in their own words. It is not permissible for one person to write a report for another or to use the work of a peer with their consent.

### **How to Avoid Unintentional Plagiarism**

To foster a culture of academic integrity and develop good research practices, the school provides comprehensive explanations of the following concepts: academic integrity, academic misconduct, independent student work, copyright, and individual responsibility.

Citing is a fundamental aspect of academic integrity. Students are encouraged to explore and utilize various sources to construct arguments based on scholarly works. Citing is an integral part of all academic disciplines and demonstrates the range of sources used to form opinions and assess the relevance of data. Students are required to reference ideas or words authored by others. For this purpose, students are obligated to consistently and accurately cite and reference external texts.

Students must follow referencing systems such as the Harvard or Vancouver citation styles. At the beginning of their first year in the Diploma Programme (Grade 3 - the first year of the Diploma Programme), students are introduced to the following resources:

- *Effective Citing and Referencing* (IB, 2022),
- *References/Bibliography Harvard Style* (Snooks & Co., 2002),
- *Guide to the Harvard Style of Referencing* (Anglia Ruskin University Library, 2011).

Students are not required to use citations during exams or assessments conducted in class. However, citations remain mandatory when paraphrasing ideas authored by others. If an idea is paraphrased without proper citation, the work will be considered plagiarized.

The school supports students in the responsible use of various sources, such as: the internet, data storage devices, graphic works (e.g., photographs, maps, illustrations, figures), computer programs,

statistical data, charts, as well as films, animations, and others. Students are also encouraged to take full responsibility for any work presented as their own.

### **Responsibilities of Teachers**

Teachers are responsible for familiarizing students with the methodology and academic standards relevant to their subject and providing necessary guidance and support. It is essential for teachers to monitor the process of writing coursework and ensure, to the greatest extent possible, that all work submitted for assessment is authentic and created by the students themselves. This applies to both internal assessments and information entered into the IB Information System (IBIS). Teachers are expected to uphold and promote the academic integrity policy, ensuring that students understand and comply with the established principles. Additionally, supervisors of Extended Essays (EE) support students during the research process (e.g., conducting experiments or fieldwork) and the writing of their essays. They provide appropriate advice and guidance on conducting research properly and documenting findings accurately. Supervisors also monitor the completion of three reflections and ensure that the Reflections on Planning and Progress (RPP) form is correctly filled out.

### **Responsibilities of the IB-DP Coordinator**

The IB-DP Coordinator is responsible for ensuring that students:

- Are aware of the requirements necessary for their work to be considered authentic.
- Understand what constitutes academic misconduct.
- Receive guidance on academic standards and proper referencing practices.
- Are aware of the consequences of violating the school's academic integrity policy.

Additionally, the IB-DP Coordinator is responsible for:

- Ensuring that the school's and IB's policies are applied fairly and consistently.
- Providing access to an electronic version of the *Academic Integrity* document for teachers, students, and parents or legal guardians.
- Reporting suspected cases of academic misconduct by students or incidents of maladministration by the school to the IB administration.
- Overseeing all activities related to investigations into breaches of academic integrity.

## Responsibilities of IB-DP Students

Students are responsible for:

- Producing authentic and original individual and group work by confirming the independent execution of their work through signing the Academic Integrity Statement at the beginning of the first year of the IB.
- Providing accurate citations and references and ensuring that the bibliography in their original work is checked before submission for assessment, along with meeting other formal requirements.
- Completing components of research work in accordance with the school calendar of deadlines.
- Submitting the final version of their research work to the teacher by the designated deadline stated in the school calendar for the given academic year, along with signing a declaration that the work is not plagiarized, and accepting full responsibility for any consequences arising from academic misconduct.
- Using information technology and social media responsibly (e.g., Facebook, subject forums, websites), including refraining from sharing their work or parts of it with others.
- Adhering to ethical and honest practices during exams.
- Responding to any incidents of academic misconduct and reporting them to teachers and/or the program coordinator.

## General Rules Regarding the Assessment of IB Students

- a) A student is required to meet all deadlines and requirements specified by the nature of the IB programme. These deadlines are outlined in the School Calendar of Deadlines and Events, published at the beginning of each academic year.
- b) According to IB procedures, written work subject to IB assessment (including Internal Assessment components, the HL Essay, and the Extended Essay) must be submitted to the teacher twice: as a “first draft” and as a “final draft.” For the TOK essay, the work must be submitted in the form of a “full draft” (a completed draft version).
- c) If a student fails to meet the deadline for the submission of the “first draft,” the teacher will notify the student’s parents in the presence of the IB-DP Coordinator. During the meeting, the parents will be informed about the consequences of breaching IB procedures, and a new, final deadline for

submitting the “first draft” will be set. If the student fails to meet this final deadline, they lose the opportunity to submit the overdue component for assessment, which will result in the absence of a grade for the relevant IB subject on their diploma.

d) If a student fails to meet the deadline for the submission of the “final draft” or the “full draft,” the procedure outlined in point c) will apply.

### **Responsibilities of Parents/Legal Guardians**

In supporting students’ academic integrity, parents/legal guardians are expected to:

- Familiarize themselves with the IB policies, procedures, and subject-specific guidelines implemented during lessons, as well as with the procedures for conducting exams.
- Reinforce among their children the principles, procedures, and IB guidelines related to academic integrity.
- Be aware of the school’s internal rules and procedures regarding the authenticity of their children’s work and understand what constitutes a violation of these principles.
- Support their children in planning and organizing their time for preparing research work and studying for exams to enable effective time management.
- Understand what constitutes academic misconduct by a student and the consequences it entails.
- Report to the program coordinator any potential instances of improper behavior by a student related to a lack of independence in producing their work.
- Provide authentic evidence of their children’s academic integrity in the case of suspicion or proceedings related to violations of academic integrity by their children.
- Refrain from providing or obtaining unjustified assistance in the writing or editing of their children’s research work.
- Cooperate with the teaching staff and the IB Coordinator during investigations into breaches of academic integrity, including participating in explanatory meetings and providing support to the student.

## **Actions Taken by the School and the IBO in Cases of Violations of Academic Integrity by IB Students**

The school places a strong emphasis on preventive actions. Students will be sensitized to the principles of Academic Integrity and taught appropriate habits. However, this does not imply that plagiarism will be tolerated.

A student who submits work containing copied text fragments without proper citation will be required to correct the deficiencies and resubmit the work. A second violation by the same student will result in a failing grade and the need to rewrite the work. In the case of a third violation, the student will not only receive a failing grade but will also be required to submit a written explanation of the incident. Additionally, the student will not be allowed to improve the grade for the given assignment. Each incident is reported to the IB-DP Coordinator. Parents/guardians are informed of the incident via a message sent through the electronic diary system, Librus. In the event of further violations by the same student, they will be summoned by the program coordinator for a disciplinary meeting attended by the parents and the school principal. A decision will then be made regarding the student's continuation in the IB Diploma Programme.

The IB penalty matrices, which provide detailed descriptions of student violations and the severity of penalties that may be imposed by the IBO, are outlined in Annex 2 to *Academic Integrity (2019)*.

### **Graduated Penalties for Cases of Academic Misconduct:**

#### **Examples of Behaviors and Penalties:**

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| 1. A student includes a copied fragment from the Internet or another source in an essay or assignment, which is considered homework. | <ul style="list-style-type: none"><li>• The student will receive a verbal reprimand from the teacher and must submit a revised assignment within a specified deadline.</li><li>• This incident will be reported to the IB-DP Coordinator.</li></ul>                |
| 2. Two students submit identical or significantly similar work.  | <ul style="list-style-type: none"><li>• The students will receive a reprimand.</li><li>• This incident will be reported to the IB-DP Coordinator.</li><li>• The students must submit independently created, new assignments within a specified deadline.</li></ul> |



3. A student copies a paragraph from a book or the Internet and includes it in an essay that is part of an Internal Assessment.

  - This incident will be reported to the IB-DP Coordinator.
  - The student will be required to write a new essay.
  - The student's name will be added to the list of students suspected of academic misconduct.
  
4. A student copies answers from another student or uses unauthorized materials during an internal test.

  - The incident will be reported to the IB-DP Coordinator.
  - The student will receive a failing grade for the test.
  - The student's name will be added to the list of students suspected of academic misconduct.
  
5. A student commits plagiarism in their Extended Essay or any other work submitted for external assessment.

  - The incident will be reported to the IB-DP Coordinator.
  - The student will provide a written explanation of the situation.
  - The student's name will be added to the list of students suspected of academic misconduct.
  - The student must rewrite the work within the remaining time allowed by the internal calendar (*School Calendar of Deadlines and Events*).
  
6. A student brings unauthorized materials or items into the IB final exam room.

  - This incident must be reported to the IB-DP Coordinator.
  - The Coordinator must prepare a report to be submitted to the IB.

The IB will respond to all reports of suspected academic misconduct occurring at any stage of the assessment process. In such cases, the IB will initiate an investigation to gather the necessary

evidence to determine a verdict. All individuals involved in the investigation will have the opportunity to provide a written statement documenting their version of events.

### Issues of Maladministration in Schools

Violations of IB academic integrity policies also include instances of maladministration within the school. Maladministration is defined as actions by the school or individuals formally associated with the school that violate IB policies and regulations, thereby jeopardizing the integrity of IB examinations and assessments. These violations may occur before, during, or after the assessment or examination process. Any instance of maladministration that compromises exam integrity must be reported to the IB by individuals such as examiners, program coordinators, or teachers, or it may be identified by the IB during the evaluation of sample work, exam responses, or inspections.

Examples of maladministration include, but are not limited to:

- Repeated editing of a student's work beyond the guidance outlined in the subject guide, where such additional assistance compromises academic integrity and unfairly benefits the student.
- Conducting exams in violation of IB policies and regulations, including breaches related to timing, supervision, unauthorized access to the examination room by unapproved individuals, handling of electronic equipment, materials provided during the exam, and storage of exam-related resources.

Based on:

*Academic Integrity in the Diploma Programme and Academic Honesty in the IB Educational Context*

*Reviewed and updated, June 2024*