

Academic Integrity Policy of the Nazareth High School

1. Rationale:

The Nazareth High School in Warsaw's aim is the upbringing and education complementary to a full and integral development of a person (School's mission). The School is trying to accomplish that aim by students' and teachers' cooperation, based on following values: truthfulness, honesty, respect, trust, abiding by what one has committed to and acknowledgement of the intellectual property. The School promotes honesty and instils valid ethical norms and academic integrity into the students.

2. IB DP Learner's Profile

Right system of values, good habits and high academic integrity standards emphasize the need to constantly shape and guide students' attitude into the right direction. The profile of a Nazareth High School graduate and an IB student describes people that act according to these rules: „We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences” (IB Learner Profile).

3. Definitions:

3.1. Academic honesty

Academic honesty is a set of values and skills that promote personal integrity and good practice in teaching, learning and assessment. The requirement of academic honesty concerns every piece of student's work, described as their own and authentic.

3.2. Intellectual property

Intellectual property is a result of an intellectual effort taken in order to achieve certain goals in different subjects. It regards written works, practical ones as well as taking part in a discussion.

3.3. Authentic authorship

Authentic authorship is a result of every individual, creative activity regardless of its value, worth, intended goal etc. It can be expressed with words, a mathematical symbol, a graphic sign or in any other way of human communication.

4. Malpractice

According to the International Baccalaureate Organization malpractice is behaviour that results in, or may result in, a student gaining an unfair advantage in one or more assessment components. Malpractice includes:

4.1. Plagiarism: this is defined as the presentation of the ideas or work of another person as the student's own

4.2. Collusion: this is defined as supporting malpractice by another student, as in allowing one's work to be copied or submitted for assessment by another

- 4.3. Duplication of work: this is defined as the presentation of the same work for different assessment components and/or diploma requirements
- 4.4. Fabrication of data: this is defined as making up research findings and presenting them as real and true
- 4.5. Falsification: this is defined as changing and/or not including some of the data, which leads to the outcome being unrealistically presented
- 4.6. Unfair behaviour during written examinations, such as:
 - 4.6.1. Using unauthorized materials during the examination (e.g. mobile phone, notes)
 - 4.6.2. Leaving and/or using unauthorized materials in the toilet assigned for student use during the examination
 - 4.6.3. Misconduct during the examination (e.g. trying to disrupt the examination, distracting other students)
 - 4.6.4. Exchanging/passing to the other students information about examination papers content
 - 4.6.5. Refusing to cooperate with the examiner or any other member of the examination committee
 - 4.6.6. Purporting to be another student
 - 4.6.7. Stealing the examination papers
 - 4.6.8. Using an unauthorized calculator or using a calculator during examinations when it is forbidden to use them
 - 4.6.9. Revealing or discussing examination papers content with people from outside the school up to 24 hours after the examination
- 4.7. Any other behaviour that gains an unfair advantage for a student or that affects the results of another student
 - 4.7.1. Falsifying a CAS record
 - 4.7.2. Copying texts written in other languages, translating them and using them as one's own theories
 - 4.7.3. Collaboration with other student during examinations, passing or consulting answers to the examination questions

5. Difference between justified collaboration and illicit collusion

IB students are permitted to collaborate when working on certain assessments, including some of the examinations. Nevertheless, the final work must be produced and assessed independently. Therefore if the same work is presented by two or more students it will be constituted as malpractice. To avoid "collusion" students should prepare their work individually, using their own words in every description.

6. To promote academic integrity and good practice in academic work, the School provides:
 - 6.1. Academic writing course as part of English A LAL/English B in IB 1, consisting of:
 - 6.1.1. Planning and organizing a written work (selected aspects of grammar, register, paragraph organization, thesis statement, planning, paraphrasing, evaluating sources, referencing)
 - 6.1.2. Preparing sources (critical reading of the sources, taking notes, searching the Internet)

- 6.1.3. Appropriate usage of the sources (avoiding plagiarism, familiarizing oneself with the quoting conventions used in school, learning how to quote, paraphrase, summarise; writing footnotes and bibliography)
- 6.1.4. Introduction to different written forms (justification, abstract, plan; individual requirements in every subject group: history, literature, sciences, mathematics; writing personal statements)
- 6.1.5. Preparing speeches
- 6.1.6. Text-editing skills (eliminating grammar and language mistakes, using objective and appropriate language)
- 6.1.7. Writing in English as a second language (getting to know the appropriate vocabulary used in quoting sources, advanced forms of written work).
- 6.2. Treatment of the following documents: “General regulations”, “Academic Integrity” and “School’s Academic Integrity Policy”, ensuring that each of the following expressions are explained to the students:
 - 6.2.1. Academic honesty
 - 6.2.2. Malpractice
 - 6.2.3. Student’s authentic work
 - 6.2.4. Copyright
 - 6.2.5. Individual responsibility.
- 6.3. Treatment of the referencing styles used in school.
- 6.4. Treatment of the “Conduct of examination” document and implementing it
- 6.5. Supporting students in regular and consistent application of the following rules into daily practice:
 - 6.5.1. Honest, exact and clear confirmation of every used source, in both in footnotes and bibliography
 - 6.5.2. Appropriate usage of quotes and paraphrase
 - 6.5.3. Appropriate usage of sources such as Internet, CD drives, electronic media, photographs, maps, illustrations, computer programs, data, charts, audio-visual materials etc.
 - 6.5.4. Taking responsibility for every work presented as one’s own.
7. Student’s responsibility is expressed in the following ways:
 - 7.1. Confirming that work has been done individually by signing an ‘Academic Honesty Statement’ – a compulsory document signed by every student at the beginning of year 1 (Appendix A)
 - 7.2. Preparing a full and proper bibliography
 - 7.3. Checking bibliography and any other formal requirements before submitting one’s work for assessment
 - 7.4. Doing assignments according to the school’s calendar of deadlines
 - 7.5. Submitting one’s work in both electronic and paper form, as required
 - 7.6. Being able to prove that the work has been done individually e.g. by storing consecutive versions of student’s work .

8. Teacher's responsibility is expressed in the following ways:
 - 8.1. Promoting good intellectual work practice
 - 8.2. Acting in accordance with school regulations
 - 8.3. Introducing students to the specific methodology of academic work in the field of the subject taught by the teacher and supporting them through every help and advice that is necessary
 - 8.4. Monitor the process of writing any assignments (both current and internally assessed) by:
 - 8.4.1. Setting mid-deadlines for longer assignments
 - 8.4.2. Assessing mid-year works methodology
 - 8.4.3. Paying attention to any changes in the style of written works (adequateness to student's level of knowledge and skills; number of mistakes) over time
 - 8.4.4. Verifying authentic authorship of student's work by asking questions concerning the content of the work
 - 8.4.5. Collecting evidence of students' individual work (e.g. copying mid-stages of internally assessed components/extended essays)
 - 8.4.6. Supervising the collection of data (if applicable and possible)
 - 8.4.7. Making sure that every quotation is properly referenced in bibliography
 - 8.4.8. Checking every written assignments in a plagiarism detection system
 - 8.5. Additionally, every EE supervisor should:
 - 8.5.1. Support the student during their research and writing
 - 8.5.2. Provide necessary guidance and advice about skills needed to do the research properly
 - 8.5.3. Confirm the authentic authorship of the work done.
 - 8.5.4. Monitor the write-up of three reflections and the completion of RPP form
 - 8.5.5. Provide a comment on the RPP form upon the completion of EE by the student

9. If the coordinator or a teacher has any reason to believe that the work or a part of it is not the particular student's own work, it cannot be accepted and submitted for assessment. In such a situation:
 - 9.1. A teacher is supposed to inform the student about their doubts concerning student's work
 - 9.2. If the student confirms teacher's doubts and the work has not been submitted to e-coursework, the work may be reviewed and then submitted again in a time given by teacher
 - 9.3. If the student doesn't confirm teacher's doubts, she has to present a written justification of her stance and evidence of the authentic authorship of her work (e.g. notes)
 - 9.4. A teacher may check if the work has been done individually through making a short test or oral examination and make their decision afterwards
 - 9.5. A teacher presents his stance, student's justification and evidence to the coordinator
 - 9.6. If the student doesn't convince the teacher about the authentic authorship of her work, or if there is no time left to review the assignment, it is marked with letter "F"

- 9.7. If the teacher marks a work with an “F”, the assignment cannot be submitted for assessment
- 9.8. If the plagiarism was proven after the assignment has been submitted for assessment, the coordinator is required to report this to the IB.
10. An official malpractice investigation takes place if:
 - 10.1. The coordinator informs the IB about their suspicions that an assignment submitted to the IB for assessment or moderation isn't student's own authentic work
 - 10.2. The coordinator informs the IB about a misconduct that took place during examinations
 - 10.3. The examiner suspects malpractice and reports this to the IB, providing evidence
 - 10.4. A member of IB central examination committee points out some works that may contain plagiarism.
11. Investigating plagiarism reported by an external examiner:
 - 11.1. The head of the examination centre informs the coordinator about the start of an investigation process
 - 11.2. The coordinator informs the head teacher
 - 11.3. The coordinator informs the student and her parents/legal guardians about the situation
 - 11.4. The coordinator conducts the investigation and prepares the following documents for the IB Organisation:
 - 11.4.1. Student's statement
 - 11.4.2. Teacher's/supervisor's statement
 - 11.4.3. Coordinator's statement
 - 11.4.4. Documentation of the explanatory interview with the student.
12. Investigation in the case of malpractice which takes place during examinations:
 - 12.1. A student can finish writing the exam without disrupting it
 - 12.2. A member of the examination committee informs the coordinator immediately
 - 12.3. The coordinator starts to explain the situation directly after the examination, conducts an explanatory interview with the student and collects both student's and examiner's written explanations
 - 12.4. The coordinator informs the head teacher and student's parents/legal guardians
 - 12.5. The coordinator sends a full, written explanation of the situation to the IB Organisation along with the following documentation:
 - 12.5.1. Students' seating scheme during the examination
 - 12.5.2. Every examination committee member's statement
 - 12.5.3. Student's statement
 - 12.5.4. Unauthorized materials that the student had in her possession during the examination.
 - 12.6. The student can sit every exam during the session
 - 12.7. The IB makes the final decision and determines the consequences.
13. Investigation in the case of suspected/proved malpractice during IA (internal assessments) or in the EE (extended essay):

- 13.1. The IB informs the coordinator about the start of an investigation and obliges them to collect proper documentation
- 13.2. The coordinator informs the head teacher, the student, her parents/legal guardians and the supervisor about the situation
- 13.3. The student is allowed to see the suspicion evidence
- 13.4. The student is encouraged to explain the situation both orally and in writing; she can make it known to the IB only and withhold it from everybody else
- 13.5. If the student refuses to explain herself in writing, the coordinator should include that information in their report
- 13.6. The coordinator asks the supervisor to explain their stance
- 13.7. The IB can ask the coordinator to attach student's first sketches, her written works, tests and homework to the documentation
- 13.8. The IB makes the final decision.

14. Sanctions of malpractice

- 14.1. In the context of examination papers:
 - 14.1.1. If the IB Committee decides that an accidental academic infringement has taken place, the particular component or a part of it is not being assessed and the student can still seek to acquire a grade in the subject
 - 14.1.2. If the student is guilty of an academic infringement in her whole work or a part of it, she doesn't receive a grade in the particular subject, nor an IB DP Diploma, but only a transcript of her other grades
 - 14.1.3. In the case of an extreme academic infringement a student can be forbidden to participate in another examination session
 - 14.1.4. The IB can nullify a Diploma in any time, if an academic infringement is proved after the results are announced.
- 14.2. In the context of current school assignments, depending on the weight of the violation:
 - 14.2.1. The grade 1 or no credit
 - 14.2.2. A warning for the form teacher or the head teacher
 - 14.2.3. A lower mark for the conduct
 - 14.2.4. A suspension.

15. Acknowledging sources

- 15.1. The student is the only person responsible for full and appropriate quoting and bibliographical description of the sources she used.
- 15.2. The School uses three referencing styles:
 - 15.2.1. The Polish Language system called *Konwencja Literaturoznawcza*.
 - 15.2.2. American Psychological Association Referencing Style (APA) – a system used in subjects such as Biology, Chemistry, Physics, Mathematics, Geography, Business and Management
 - 15.2.3. Chicago Referencing Style – the system used in History
- 15.3. Each of the above-mentioned referencing styles allows the appropriate usage of:

- 15.3.1. Footnotes – an in-text reference to another author’s work through paraphrasing a thought or a full quotation, providing a name, date of publication and page number (only in case of a direct quotation) in parenthesis; footnotes are in reference to bibliography
- 15.3.2. A bibliographical description – a developed bibliographical address of a work that one took some thoughts from
- 15.3.3. A bibliography – a list of all of the sources used, arranged in alphabetical order, placed at the end of every work (APA uses the term “reference list”, Polish language: “bibliografia” – The Bibliography).
- 15.3.4. Detailed instructions of using APA, and CHICAGO are available here: <https://owl.english.purdue.edu/>

16. Resources that support the policy

- 16.1. The School’s Charter
- 16.2. Written curriculum for IB students (updated each year)
- 16.3. Language policy at the Nazareth High School in Warsaw
- 16.4. Academic Honesty Statement (Appendix A)
- 16.5. IB “Academic Integrity”
- 16.6. Plagiat.pl – plagiarism prevention software

17. Copyrights of students’ works submitted to the IB Organisation for assessment

The School cooperates with the IB Organisation in this matter:

Candidates retain copyright in all materials submitted for assessment purposes, but by submitting those materials, subject to article 6.4, candidates and their legal guardians thereby grant the IB a non-exclusive, charge-free, worldwide licence, for the duration of the applicable jurisdiction’s copyright protection, to reproduce submitted materials, to use the image and voice of the candidate where they appear on audio or video materials and to reproduce any musical performances in any medium for assessment, educational, training, commercial and/or promotional purposes relating to the IB’s activities, or to related activities of which it approves. Such licences become effective from the date of submission to the IB. (General Regulations, art. 6, p. 6.2)

Bibliography:

General

1. International Baccalaureate Organization. 2019. *Academic integrity*, Cardiff: Peterson House.
2. International Baccalaureate Organization. 2016 (updated 2019). *General regulations: Diploma Programme*. Cardiff: Peterson House.
3. International Baccalaureate Organization. 2014 (updated 2016). *Academic honesty in the IB educational context*, Cardiff: Peterson House.
4. International Baccalaureate Organization. 2014. *Effective citing and referencing*. Cardiff: Peterson House.

Specific

1. Committee on Ethics in Science Research of the Polish Academy of Sciences. Annex to Resolution 10/2012 of the General Assembly of the Polish Academy of Sciences. *Ethics Code of a Research Scientist*. 13th Dec 2012.
2. <https://owl.english.purdue.edu/>. Accessed on: 1st Dec 2014.

APPENDIX A

Academic Honesty Statement

I,, signed below, hereby declare that I am fully aware of the rules governing the Internal part of IB Assessment as well as the Extended Essay. Therefore, I commit to obey the rules described in the Academic Honesty Policy and, if asked to, provide evidence of my independent work. I am also aware of the fact that any malpractice (plagiarism, collusion, duplication, fabrication or falsification of data) is a breach of regulations and may result in me not obtaining the diploma. Unless I am able to provide sufficient evidence of my work, the teacher may reject the work and ask me to conduct a study or even award 0 points for IA/EE, which results in failing the diploma.

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date and student's signature

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date and parents' signature

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date and IB coordinator's signature