



ACADEMIC INTEGRITY POLICY

Súkromné gymnázium Česká



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What is Academic Integrity?

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 goes beyond a definition and a well-structured school policy; it should also be part of an “ethical culture” of any educational institution, be that a primary school or a university. It is an obligation which must be embraced and fostered by the entire school community, so students continue their future life, whether in higher education or in the workplace, in strict adherence to this principle.¹

The School’s Academic Integrity Policy

Academic honesty is an integral part of [the school’s internal policy \(4.10\)](#)

Evidence of unfair behavior during monitoring work or cheating on homework affects final academic results and behavioral grading.

Specific assignments, such as “junior thesis” (a component of our bilingual programme), for example, have the developed marking criteria bearing in mind the likely plagiarism and insufficient citing.

Each teacher has to inform the students about his/her requirements including the consequences of academic dishonesty, the implications and the punishments that may result from it.

The Academic Integrity Policy of the IBDP department is designed to be in harmony with the school’s pre-existing policy in all areas of its activities, taking into account the new realities and characteristics of the IB program.

Academic honesty is ingrained in the IB learner profile and in the Diploma programme. Within the school context, it means that the academic honesty should be nurtured in a learning environment *based on honesty, trust, fairness, respect, and responsibility.*²

All features are anchored in a constructive relationship between school and student, just as academic honesty requires certain obligations from school, students, and parents.

¹ International Baccalaureate Organization. (2019). Academic integrity.

² International Baccalaureate Organization. (2014). The IB programme continuum of international education
Academic honesty in the IB educational context

Roles and Responsibilities to promote and implement the policy

The school's leadership team must ensure that all teachers have the same level of understanding of academic integrity as a first step to ensuring their engagement and commitment.

Teachers should be given guidance and support on when to take the necessary actions if confronted by a case of academic misconduct, otherwise the school's goal of promoting an academic integrity culture can be negatively impacted.³

DP Coordinator' and leadership team responsibilities

- Ensure that the school's Academic Integrity Policy is applied fairly and consistently.
- Ensure that teachers, learners and parents can access and understand the school's Academic Integrity Policy.
- Report suspected instances of learner academic misconduct and school maladministration to the school administration and/or the IB.
- Supervise all activities related to the investigation of student academic misconduct and school maladministration cases according to the school and/or IB policy.
- Ensure compliance with secure storage of confidential IB material policy and the conduct of IB examinations.
- Inform and implement the standards of academic honesty and formalities
- Ensure all students are aware of source criticism
- Communicate how academic dishonesty is detected
- Clearly communicate the consequences of academic dishonesty
- Ensure that all teachers apply the same referencing system (APA)
- Be aware of discrepancy in quality of class work and drafts
- Use drafts and deadlines to monitor progress and avoid dishonesty/plagiarism

³ International Baccalaureate Organization. (2019). Academic integrity. p.8

The Academic Integrity Policy will be available on the school's intranet. Students will furthermore be informed about the various elements of academic integrity in all subjects, but especially during tutor time and academic writing workshops.

Students' rights and responsibilities

- Right to be thoroughly informed about academic dishonesty and the consequences.
- Right to give an explanation if accused of academic dishonesty
- Understand the different types of academic dishonesty
- Does not take credit for the work of others
- Does not pass on own work to other students
- Apply the rules for referencing and acknowledgement
- Source referencing whenever it is required

Parents' responsibilities

- parents are expected to familiarize themselves with the relevant policies
- understand IB policies, procedures and subject guidelines
- understand what constitutes student academic misconduct and its consequences
- support their children in planning a manageable workload
- report any potential cases of student misconduct or school maladministration to the school's directorate and/or the IB
- abstain from giving or obtaining assistance in the completion of work to their children⁴

Definition of Misconduct and Dishonesty in Academic Work

The IB defines 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.⁵

⁴ IBO. Academic integrity. (2019). p. 17 Ibid, p.17-18

⁵ IBO. Academic integrity. (2019). p. 23

Academic honesty at SGČ refers to:

- Undertaking research honestly and producing authentic pieces of work
- Always respecting intellectual property by acknowledging all ideas and work of others. Source materials may include along with written texts, visual, audio, graphics, artistic, letters, lectures, interviews, broadcasts, maps. Forms of intellectual property include patents, trademarks, moral right, copyrights
- Showing proper conduct during examinations

Examples of malpractice:

- Fabrication of data: this is defined as manufacturing data for an experiment and for mathematical exploration/project
- Disregarding the IB DP Examination Code of Conduct: this is defined as an infraction or disregard of guidelines as established by the IBO with respect to examination conduct
- Disclosing information to another candidate, or receiving information from another candidate, about the content of an examination paper within 24 hours after the examination
- Communication about the content of an examination 24 hours before or after the examination with others outside their school community is also considered a breach of IB regulations.
- Misconduct during an IB examination includes taking unauthorized material into an examination room, disruptive behaviour and communicating with others during the examination.
- Submitting to IBO someone else's work
- Copying the work of another candidate
- Allowing a peer to copy your work
- Not acknowledging sources
- Asking another person to write your work
- Falsifying data used in an assignment
- Falsifying CAS records and journals
- Stealing examination material and/or exam papers



- Bringing unauthorized material into the examining room. Examples: notes, unauthorized software on a graphic calculator, cell phones
- Disrupting behaviour during exams
- Impersonating another candidate

Understanding the forms of malpractice

Plagiarism

- The representation, intentionally or unwittingly, of the ideas, words, or work of another person without proper, clear, and explicit acknowledgment.⁶
- The use of translated materials, unless indicated and acknowledged, is also considered plagiarism.

The school uses [plagiarism detection software](#) on the assumption that it acts as a deterrent and decrease plagiarism cases.

However, these systems become redundant if the students truly understand what the purpose of their education is. Plagiarism detection software should not be a substitution for responsible and purposeful teaching.⁷

Collusion

- Supporting academic misconduct by another student, for example allowing one's work to be copied or submitted for assessment by another.

Duplication of work

- Presentation of the same work for different assessment components and/or Diploma Programme requirements.⁸

⁶ Dr. Celina Garza – IB Academic honesty manager IB Assessment Centre. (2014). – Cardiff, p.5

⁷ IBO. Academic integrity. (2019). P.46

⁸ IBO. General regulations: Diploma Programme. (2016). p.12

Other

- Inclusion of inappropriate, offensive, or obscene material.
- Falsification of data⁹

Detection of dishonest work and procedure

If the quality of a student's work diverges significantly from previous work or if the academic level raises concerns an inquiry will be initiated by the teacher.

For detecting plagiarism, the school uses various online search engines for plagiarism.

By suspicion of dishonesty, a meeting with the teacher and the DP Coordinator will give the student the opportunity to explain him/herself. The meeting must explore if any breach with academic honesty has taken place and whether it has been done deliberately.

Consequences of Misconduct and Malpractice

Students need to understand the negative effects on their learning of copying ideas or words from other sources including

- lack of confidence in their own ability
- inability to work independently and solve problems
- lack of understanding of the work
- failure in exam conditions when the sources of information are not available.
- overreliance on their friendship group for academic knowledge
- disappointment of teachers and parents who catch them plagiarizing
- Dishonesty with themselves about their own academic progress
- Slower academic progress

⁹ IBO. Academic integrity. (2019). p.33

Sanctions

At SGČ, any instance of academic dishonesty is to result in:

Consequences of Academic Misconduct examples		
Offence/ misconduct	1st offence	2nd (repeated) offence
Lying to a member of the professional or support staff	Documented and investigated. Conference with student, parent, and staff member. Counseling.	2nd – student is put on probation; counseling 3rd – recommended expulsion
Cheating on tests or exams	Documentation is to be collected by the teachers and sent to the Head of School and DP Coordinator An automatic zero for the work. No opportunity is to be given to make up the zero grade. Parents are to be notified	2nd -Additionally to 1 st offence, student is put on probation, counseling 3rd - recommendation for expulsion
Forging signatures	Documented and investigated. Conference with student, parent, and staff member. Counseling.	2nd – student is put on probation; counseling 3rd – recommended expulsion
Plagiarism /Copying homework/ class assignments from colleagues	Documented and investigated. Conference with student, parent, and staff member. Counseling.	2nd – student is put on probation; counseling 3rd – recommended expulsion
Submitting assignments or coursework that are not one's own	Documentation is to be collected by the teachers and sent to the Head of School and DP Coordinator An automatic zero for the work. No opportunity is to be given to make up the zero grade. Parents are to be notified. Counselling recommended.	2nd -Additionally to 1 st offence, student is put on probation; counseling 3rd - recommendation for expulsion
Stealing	Documented and investigated. Probation. Replace stolen goods. Parent/Principal/Student conference. Possible Police involvement. Principal consulted – depending on seriousness, possible expulsion.	2nd – probation, counseling. Depending on seriousness, possible expulsion. 3rd – recommended expulsion

Communication with IBO

- If the subject teacher detects any malpractice in work for external assessment, the work will not be accepted for uploading.
- If the malpractice is detected after upload, IBO will be informed and procedures will be applied accordingly.
- In any other case, the IB regulations on academic honesty will be applied.¹⁰

Citing and Referencing

Accompanying any written assignment where another's work is referenced implicitly or explicitly, learners must include a works cited page giving credit to the sources consulted. The Works Cited Page must be included with all assignments, tasks, projects, or assessments. Whenever a source is referenced explicitly or implicitly in an assignment, it must be cited properly. At SGČ, we use the APA citing format for all citations. Students are permitted to use citation generators such as:

https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/

<https://apastyle.apa.org/>

For more information, see **SGČ Extended essay guide**

Externally assessed IBDP assessment tasks

How to conduct in all forms of assessment related to the programme, please, see [Academic Honesty in the IB educational context](#), p.18-19 for frequently asked questions and case studies that show academic honesty in a variety of Diploma Programme courses.

Policy Steering Committee (2022-2023)

1. Svetlana Veselová, DP Coordinator –Committee leader
2. Katarina Nagy, IB Head of School/English teacher
3. Juraj Babic, CAS Coordinator
4. Simona Latková, EE Coordinator
5. Brooks Guetschow, IB Librarian

¹⁰ IBO, Academic integrity, 2019, p. 25-26.



This policy will be revised annually.

References

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