

IB World School No. 0971
IB-MYP and IB-DP

ACADEMIC INTEGRITY POLICY

All the stakeholders at Liceum Ogólnokształcące nr V – the leadership team, teachers, students, their parents – are fully aware of and dedicated to the idea of academic integrity as presented in the *IB Academic integrity* document.

By the term of academic integrity, we understand the life-long commitment to the principles of honesty, fairness, responsibility, accuracy, respect and self-respect, reaching far beyond the framework of school life and thus promoting the ethical culture.

1. **Honesty** – not infringing on the accepted moral norms of conduct; adhering to the notion of transparency in all actions.
2. **Fairness** – not putting oneself in a privileged position in relation to other students by engaging in actions considered morally unacceptable.
3. **Responsibility** – being prepared to answer for one’s actions and being able to make informed decisions which do not harm the others.
4. **Accuracy** – paying attention to details; readiness to record and acknowledge all the used materials.
5. **Respect** – showing regard, recognition and appreciation for the work of others.
6. **Self-respect** – having in mind that ethical norms define you as a person of dignity and honour.

All of the above are directly linked to the ‘principled’ aspect in the IB learner profile. Raising a person principled for life is the aim that we, as the school community, have set for ourselves.

To this end, the stakeholders at Liceum Ogólnokształcące nr V have decided to reinforce the importance of academic integrity by:

1. Organizing meetings. These are conducted in groups involving various parties:
 - a. meetings for the teachers aiming at the codification of their approach to academic integrity;
 - b. meetings for the students aiming at familiarizing them with pillars of our policy, its importance for their self-development, definitions of malpractice and sanctions for the violation of the rules;
 - c. meetings for the parents aiming at raising their awareness concerning academic integrity.
2. Counselling service. Establishing an advisory panel consisting of academic teachers working at the school whose role is to disperse doubts concerning cases of potential malpractice.
3. Series of tutorials and practical case studies for the students on the issue of academic integrity.
4. Involving the librarians – preparation and propagation of the set of exercises specifying the correct usage of sources.
5. Engagement of all the school community – students following the national curriculum – in the process of spreading the integrity policy.
6. Signing contract of academic conduct by all the students joining the IB programmes, which is preceded by an introductory meeting with the programme coordinators.
7. Curbing the academic misbehavior by means of anti-plagiarism detection programme and purpose-designed stickers confirming originality of the work, in a mandatory way pinned to each piece of work produced in unsupervised conditions, such as homework, Internal Assessment work, TOK exhibition, Extended Essay, etc.

The above actions are meant to decrease/eliminate the following examples of malpractice:

1. **Plagiarism:** this is defined as the representation of the ideas or work of another person as the candidate's own.
2. **Collusion:** this is defined as supporting malpractice by another candidate, as in allowing one's work to be copied or submitted for assessment by another.
3. **Duplication of work:** this is defined as the presentation of the same work for different assessment components and/or IB Diploma requirements.
4. Any **other behaviour** that gains an unfair advantage for a candidate or that affects the results of another candidate (for example, cheating, taking unauthorized material into an examination room, misconduct during an examination, falsifying a CAS record, disclosure of information to and receipt of information from candidates about the content of an examination paper within 24 hours after a written examination).

The school has designed a set of sanctions in case of the violation of any academic integrity rules:

1. A student found guilty of academic misconduct for the first time during their IB education will be given a stern warning by the programme coordinator. He will be made to talk to one of the members of the counselling panel in order to be reminded about the principles, made to reflect on his misconduct and apologize for it. Still, he/she will be given the opportunity to submit a new assignment/re-take a test.
2. In case of the incident being repetitive in nature/the above measures do not work, a student will be referred to the Head of the school, who will give him an official written reprimand. Additionally, the grade for conduct will be maximally lowered. If the above measures do not work, a student will be removed from the programme.
3. In case of either fully or partially plagiarised written assignments completed at home, a student receives no points in the criteria assessed. With regard to in-class assignments, a student also receives no points from the criteria assessed and must talk to one of the members of the counselling panel in order to be reminded about the principles.