



KLOSTERNEUBURG
INTERNATIONAL
SCHOOL

Academic honesty policy

PHILOSOPHY

Klosterneuburg International School, guided by the philosophy of the IB, places great value on the ethical qualities of personal integrity and academic honesty. Academic honesty is expected of all members of the school community; students, teachers, administration and parents. Academic malpractice is viewed as a serious transgression of the values which KIS seeks to impart and uphold. There can be no tolerance of deliberate academic dishonesty. We are guided in our expectations and practices by attributes which describe students as:

- Honest
- Fair
- Respectful
- Responsible

It is the policy of Klosterneuburg International School that:

- All Diploma Programme students understand the basic meaning and significance of academic honesty
- All work produced by Diploma Programme students is their own, authentic work
- All such authentic work is properly referenced
- Students understand and obey the rules relating to proper conduct of examinations
- Students understand the difference between collaboration (working together) and collusion (copying someone else's work), and that it is unacceptable to present work arrived at through a process of collusion
- This policy refers to all assignments set and completed in school or at home, ranging from basic pieces of homework to formal assessments required by the IB

The aim of this policy is to:

Promote the students' understanding that

- 1) Good academic practice and academic honesty is absolutely essential
- 2) Plagiarism (and all forms of academic misconduct) is a serious academic offence for which Klosterneuburg International School shows no tolerance
- 3) Any form of misconduct will be penalised

WHAT IS 'ACADEMIC HONESTY'?

Academic honesty refers to:

- Proper conduct in relation to the conduct of examinations
- The full acknowledgement of the original authorship and ownership of creative material
- The production of 'authentic' pieces of work

- The protection of all forms of intellectual property – which include forms of intellectual and creative expression, as well as patents, registered designs, trademarks, moral rights and copyright

ACADEMIC MISCONDUCT

What is Academic Misconduct?

Academic misconduct is defined as behaviour, whether deliberate or inadvertent, that results in or may result in the candidate or any other candidate gaining an unfair advantage in one or more components.

Misconduct may include:

- Plagiarism: the representation, intentionally or unwittingly, of the ideas, words or work of another person without proper, clear, and explicit referencing
- Collusion: Supporting academic misconduct by another candidate – allowing one's work to be copied or submitted for assessment by another
- Duplication of work: The presentation of the same work for different parts of the Diploma. (An example would involve submitting the same piece of work for a History Extended Essay and the History Internal Assessment)
- Falsifying a CAS record and data
- Violating exam rules
- Disclosing or discussing the content of an examination paper with a person outside the immediate community within 24 hours after the examination

ACKNOWLEDGING SOURCES

Plagiarism

Plagiarism is passing off someone else's work, writing, thoughts, visuals, graphics, music and ideas as your own, inadvertently or intentionally. Plagiarised work is work which fails to acknowledge the sources which it uses or upon which it is based. The simplest method of avoiding plagiarism is to honestly, accurately and clearly acknowledge, by references in the body of your work, and/or in a bibliography at the end, each and every piece of material you used in the production of your work. All ideas and work of others, regardless of their source, must be acknowledged. How to properly reference and avoid plagiarism is taught in a one-year course of academic writing at KIS.

Plagiarism is a clear breach of academic honesty. It is also a criminal offence.

The Use of Turnitin

Teachers and supervisors submit the final version of most internally and externally assessed work through Turnitin before it is passed on to the IB which randomly double checks. It is possible that the school may refuse to submit student work to the IB on the basis of a Turnitin search outcome.

THE RESPONSIBILITY OF EACH STUDENT

As students, your responsibilities in respect of academic honesty include the following:

- You are responsible for ensuring that all work submitted for assessment is authentically yours
- You are responsible for fully and correctly acknowledging the work and ideas of others
- You are expected to review your own work before submission for assessment to identify any passages, computer programmes, data, photographs and other material which require acknowledgement
- You are expected to comply with all internal school deadlines
- You should be aware that teachers have the right to refuse to sign your cover sheet if they do not believe you completed the work, and if you cannot prove your ownership to their satisfaction, or the satisfaction of the IB DP Coordinator. The IB will accept the teacher's decision in this case
- It is the student's responsibility, if academic dishonesty is suspected, to prove that all pieces of work are his/her own, and have not been plagiarised
- Once a student has 'signed off' the official IB DP coversheet, there is no opportunity to re-submit different work

WHAT SUPPORT CAN STUDENTS EXPECT FROM TEACHERS/THE COORDINATOR?

- Through its 'Academic Honesty Policy', the school makes it clear what constitutes academic honesty and an authentic piece of work. All IBDP year 1 students will be informed about KIS' Academic Honesty Policy, by the IB DP Deputy Coordinator, in the first Quarter including consequences of malpractice
- Teachers must also actively use correct citing conventions when providing candidates with reference material
- Candidates will be advised at all times to act as honestly and as accurately as possible to acknowledge the ideas and work of others

MONITORING AND SANCTIONS

Teachers both help students with academic honest practices and ensure all the work complies with IB DP regulations. In case of any breach of the regulations there will be sanctions:

- Internal sanctions are those used by KIS, and generally refer to assignments and classwork (general homework and 'drafts') which do not count towards the award of the final IB Diploma.

Internal sanctions may be imposed by the school for incidences of academic misconduct relating to homework, classwork, and internal exams which do not involve internally and externally assessed final pieces of official IB examination work, and will include:

- 1st Offense: The student is required to re-do the work and reminded of KIS' academic honesty policy. Parents are notified by the subject teacher.
 - 2nd Offense: The student is given zero points for the work, parents are notified by the IB DP Coordinator, and the student receives disciplinary consequences. This second misconduct offense is noted in school records.
 - 3rd Offense: If a student is found guilty of a 3rd breach of academic honesty, the Principal is informed, they will receive no credit for the relevant course, and may be recommended for withdrawal.
- External sanctions are those applied by the IB, and relate specifically to all pieces of work, usually 'final version' (internal assessments, final exams, TOK assessment, CAS folders, the EE...) which count towards the final IB Diploma. However, there is some overlap to be expected between the application of these sanctions, so they should not be seen as acting in isolation from each other.

External sanctions are those assigned by the IB, or by the school, in compliance with IB regulations, and relate specifically to the perception that academic misconduct has taken place in work which counts towards the award of the final Diploma. Should such academic dishonesty be suspected in the first draft of an IA, the EE or the TOK essay, it is likely that the internal sanctions above will apply. However, if the suspected malpractice occurs at a later stage, either once work has been submitted to the IB, or when final versions of IAs are handed in with little or no time before the final submission date, misconduct investigation and sanctions will take place as detailed in the section below.

The school retains the right to apply other sanctions when dealing with malpractice internally including internal exams, tests, coursework (internal assessments) and homework procedures. When the misconduct involves official IB examination procedures, these sanctions could also be enlarged to include suspension, expulsion, refusal to allow the student to attend the Graduation Ceremony.

In case of any suspected academic malpractice investigations will take place on various levels, ranging from informing the coordinator to an external investigation carried out by the IB Assessment Centre.

CONSEQUENCES OF ACADEMIC MISCONDUCT (SANCTIONS) (as outlined by the IB)

- If the academic malpractice is deemed to be minimal, zero marks will be awarded for the assessment component, but a grade will still be awarded for the subject. This is referred to as 'Academic Infringement'
- If a candidate is found to have plagiarized all or part of any assignment then no grade will be awarded for the subject. This automatically means that no Diploma can be awarded
- Misconduct during an examination will result in no grade being awarded for the specific subject involved – which means no Diploma can be awarded
- If a candidate falsifies a CAS record, no Diploma will be issued until 12 months after the examination session have passed. The CAS record will need to be correctly completed
- If the case of academic misconduct is very serious, the candidate may not be allowed to re-register for examinations in any future session
- An IB Diploma may be withdrawn from a candidate at any time if malpractice is subsequently established

An appeal may be made to the final award committee in the light of new factual evidence, within three months of the original decision.

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Next review:

September 2017

Contents based on:

Academic Honesty (2009, 2011), IBO, Geneva Switzerland

Academic Honesty in the Educational Context, (2014), IBO, Geneva, Switzerland