



**I Liceum Ogólnokształcące Dwujęzyczne  
im. E. Dembowskiego in Gliwice  
IBWS School 006264**

## **Academic Integrity Policy**

### **Reference to IB Learner Profile**

I Liceum Ogólnokształcące Dwujęzyczne in Gliwice also bases its Academic Integrity Policy on the IB Learner profile where focus on knowledge, skills, independent and critical thinking prevail. The attributes of the profile represent a set of key values, ideals and principles promoting international education. The successful implementation of the IB learner profile helps students to:

- develop their natural curiosity,
- acquire, as well as enhance key competences,
- show independence in learning,
- explore concepts, ideas and issues of local and global significance,
- exercise initiative in applying critical thinking skills and creatively to identify and approach complex problems,
- approach unfamiliar situations with courage and forethought,
- evaluate a range of points of view,
- act with integrity as far as time management, respect to oneself and others are concerned,
- take responsibility for their own actions and acknowledge possible consequences that accompany them.

### **Understanding academic integrity**

The IB defines academic integrity as “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, p.3).

The school’s Academic Integrity is at the heart of the entire IB community. With academic integrity, all members of the community can base their cooperation on honesty, authenticity, dignity and mutual trust to make decisions as well as take action. While studying, students can count on the support of teachers and parents, for whom academic integrity is fundamental. Students are responsible for ensuring that their work is authentic. If they use sources, they must describe them properly. Ethical conduct, both during study and during examinations - is a fundamental responsibility. Promoting the principles of academic integrity is therefore a fundamental task of the school. If students understand this, they will follow these principles. The learning process must not be compromised by dishonest actions. Therefore, everyone (teachers, students, parents) must support the principle of academic honesty.

## **Definition of the key terms and types of Academic Integrity violation**

**School maladministration** – The IB defines school maladministration as an action by an IB World School or an individual associated with an IB World School that infringes IB rules and regulations, and potentially threatens the integrity of IB examinations and assessments. It can happen before, during or after the completion of an assessment component or completion of an examination.

School maladministration includes, for example:

- providing a candidate with undue assistance in the production of any work,
- concealing information about a student's breach of academic integrity
- failing to keep the examination papers secure prior to an examination,
- opening examination paper packets prior to an examination,
- leaving a candidate unsupervised during an examination,
- allowing additional time in examinations,

**Student academic misconduct** – The IB defines student 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. It also includes any act that potentially threatens the integrity of IB examinations and assessments that happens before, during or after the completion of the assessment or examination.

Academic misconduct of a student includes, for example:

- plagiarism: the representation of the ideas or work of another person as the candidate's own,
- collusion: supporting malpractice by another candidate, as in allowing one's work to be copied or submitted for assessment by another, unauthorized collaborative work on individual assignments,
- copying the work of another student,
- fabricating data for assessment,
- falsifying a CAS record,
- taking unauthorized material into an examination room,
- misconduct during an examination,
- impersonating another student,
- stealing examination papers,
- using an unauthorized calculator during an examination,

## **Responsibilities:**

### **A . Teachers and librarian**

Teachers are particularly responsible for adhering to the principles of academic integrity. Honesty, fairness, responsibility, respect for the intellectual value of others - these are ethical principles that are inscribed in the teaching profession and oblige them to observe in accordance with the law in force in Poland (Karta Nauczyciela).

All teachers working at the school are responsible for promoting academic integrity.

The program coordinator is responsible for familiarizing students with the rules of the examinations. It is also his responsibility to coordinate the activities of other teachers and constantly promote the principles of academic honesty.

Subject teachers provide students with information on the principles of academic honesty during students' assignments, offer them assistance in following and understanding these principles.

The librarian assists students in the use of information technology and provides basic information related to indicating the source used in the preparation of works.

The school also appoints a person (teacher) responsible for adhering to the principles of academic integrity (academic integrity coordinator). This coordinator is in charge of an anti-plagiarism system and providing students with information on the principles of academic integrity.

For the understanding of academic integrity to be complete, teachers should point out to students that the ultimate goal of education is not the grades, but knowledge and skills resulting from it.

### **B. Parents/legal guardians**

Parents should understand the importance of the concept of academic integrity. Their support in promoting this principle is crucial because in this way their children will become honest and responsible citizens in the future. With this understanding, parents/legal guardians will support their children in being conscientious about their studies, and in the event that attempts at dishonesty are found, they will be able to expect appropriate support from the school.

### **C. Students**

Students should strive to develop in line with the IB student profile. And this means that adhering to the principle of academic integrity is a priority for students.

Students should also know that academic integrity is not only adhering to it themselves, but also knowing how to act when they witness an incident of violating the principle. Students need to know that they can obtain adequate support from the school and parents should they find themselves in such a situation. That is why it is imperative that students know and distinguish between the terms: plagiarism, collusion, theft of intellectual property, etc.

The school expects that the grade a student receives reflects his or her true level of knowledge and skills and is not obtained through dishonest practices.

## **Procedures regarding academic integrity violations by the student**

- notification of the incident to the coordinator,
- investigation of the incident: questioning of the perpetrator,
- notification of the incident to parents/legal guardians,
- decision on consequences,
- notifying the student and his/her parents in writing of the consequences,
- filing the letter in the student's file,

If the student does not admit guilt - the case is taken over by the Head of School. In the situation of violation of the law in an examination situation - the IB is informed about the case.

## **Sanctions applied to students who violate the principle of honesty**

The principle of Academic Integrity should be of highest value for the entire school community. However, when students fail to abide by it, they must face the consequences that the school will impose on them.

- work found to be fraudulent receives zero points and the student must write a new paper,
- for violating the rules of honesty, the student will have a reduced behaviour grade,
- information about the incident will appear in the student's file,
- if the dishonesty incident is not an isolated incident, but is repeated, the student may face expulsion for the MYP and be banned from being admitted to the DP,
- if the incident is related to the exam, such information will be forwarded to the IB.

**The document is available:**

- in the school library,
- in the staff room,
- at the form tutor,
- at the coordinators (MYP and DP)

**References:**

1. Academic integrity policy, published October 2019, updated March 2023
2. Academic honesty in the IB educational context, published August 2014, updated November 2016

The policy is reviewed: every year - at the first staff meeting starting a new school year and after each change or update of national and/or IB documents/policies.

Date of last review: August 30, 2024