

Academic Honesty Policy



This handbook can be found:

School Website

School Library

Teachers' Offices

IB DP Coordinator's Office

School Portal

Discussed during Orientations and Meeting



“Integrity is doing the right thing when no one else is watching.”

Honesty, Trust, Fairness, Respect, and Responsibility

LWIS-AiS Academic Honesty Policy benefits your child's education in several ways:

- **Ethical Responsibility:** It fosters a sense of ethics, boosting their confidence in tackling challenges.
- **Innovative Thinking:** It encourages original research and promotes creativity and critical analysis.
- **Responsible Leadership:** It teaches values like “Honesty, Trust, Fairness, Respect, and Responsibility” shaping them as ethical decision-makers.
- **Life Skills:** It equips them with lifelong skills and integrity for meaningful achievements.

Therefore, the academic honesty policy aims to promote social, emotional, and moral academic growth in order to build ethical youths. Learners need to form their own ideas and opinions and will be expected to produce these in their work. They will be researching the work of others and will need to ensure they do not give the impression that these ideas are solely their own. In fact, dishonesty and the consequences can be life changing.

Academic misconduct occurs and can be grouped under plagiarism, collusion, and duplication in several ways. Plagiarism corresponds to “the representation of the ideas or work of another person as the student's own” while collusion is defined as “supporting malpractice by another student, as in allowing one's work to be copied or submitted for assessment by another.” Duplication of work is when a student submits the same piece of work for different assessment components. The academic misconducts are outlined below.

Other forms of academic misconduct include:

- falsification or inventing fictitious data for an assignment.
- taking unauthorized material into an examination room.
- disruption of an examination by an act of misconduct, such as distracting another candidate or creating a disturbance.
- exchanging, supporting, or attempting to support, the passing on of information that is or could be related to the examination.
- failing to comply with the instructions of the invigilator or other member of the school's staff responsible for the conduct of the examination.
- impersonating another candidate.
- theft of examination papers.
- disclosure or discussion of the content of an examination paper with a person outside the immediate school community within 24 hours after the examination.
- use of essay-writing services (ghost-written or purchased essays) offering assistance in writing essays or other assessment materials.

The school promotes good academic practice through encouraging and urging the students to:

- ensure that all sources consulted have been acknowledged in the work using the referencing style as suggested by the IB.
- make sure that information used is acknowledged in the body of the text and is fully listed in the bibliography.
- use quotation marks or indentation to show all text that is someone else's exact words and should not forget to show whose words they are.
- paraphrase the text by formulating someone else's ideas in your own words. To paraphrase a source, you have to rewrite a passage without changing the meaning of the original text. Paraphrasing is an alternative to quoting, where you copy someone's exact words and put them in quotation marks.
- cite their sources so that readers can find them; if they cannot state the origin of the source it is probably better not to use it.
- submit their work on Turnitin in order to check the similarity report.
- reference any work taken from any Artificial Intelligence (AI) website.

Collusion and collaboration are not identical, and it is important to understand the difference between them.

Collusion suggests willful engagement and cooperation by knowingly participating or "assisting another person in an act of academic dishonesty." By distinction, collaboration suggests working in unison with others to better address or understand an intellectual problem.

• **Teachers**

Teachers should:

- determine whether students' work meets the IB's standards concerning academic honesty and use appropriate means to ensure its authenticity.
- apply teaching and learning methodologies that are defined in the school guiding statements and that reflect the IB requirements.
- apply the assessment policy.
- be on time to class and duty.
- maintain an ethical approach when dealing with plagiarism, collusion, and academic misconduct of students.

• **Librarian**

The librarian should guide and help students in:

- finding and providing resources.
- using citation managers.
- creating and maintaining a bibliography list.
- remaining honest and citing all sources.

• Administration

The administration should:

- make sure that the students and teachers comply with the academic honesty policy.
- implement internal and external examination regulations.
- be transparent in cooperating with external examination agencies.

The IB coordinator will inform the Assessment Division, IB Global Centre, Cardiff, that academic misconduct may have taken place during examination, and a penalty may be imposed by the IB Diploma Programme final award committee after an investigation process.

• Students

Students should:

- use a standard style of referencing (MLA or APA) while using the ideas/work of others.
- present assessments in their own words and acknowledge the ideas of others where collaboration has occurred.
- respect the academic honesty policy.

Failure of a student to respect the academic honesty policy may result in one or in all of the following consequences:

• First Time Offense

- Parents will be called in for a conference with the teacher and/or IB Coordinator or Principal, as deemed necessary.
- A documentation outlining the offense will go into the student's file.
- The student will receive an automatic zero (failing grade) on the assignment, exam, test, or assessment. No make-up work will be offered to compensate for the zero.

• Second Time Offense

- The student may face an in-school suspension or out of school suspension and letter in student file.
- The student will be dropped from the IB Diploma Program.
- The student will receive an automatic zero (failing grade) on the assignment, exam, test, or assessment. No make-up work will be offered to compensate for the zero.

Third Time Offense

- A pattern has been established; the third offense is considered as repeated intentional plagiarism.

- An out-of-school suspension and a letter will be added to the student file.
- An automatic drop from the IB Diploma Programme will be implied.
- The student will not be invited back to LWIS-AIS the following academic year.
- Student may face automatic expulsion during the current school year.

• **Action that the IB may take in cases of alleged academic misconduct**

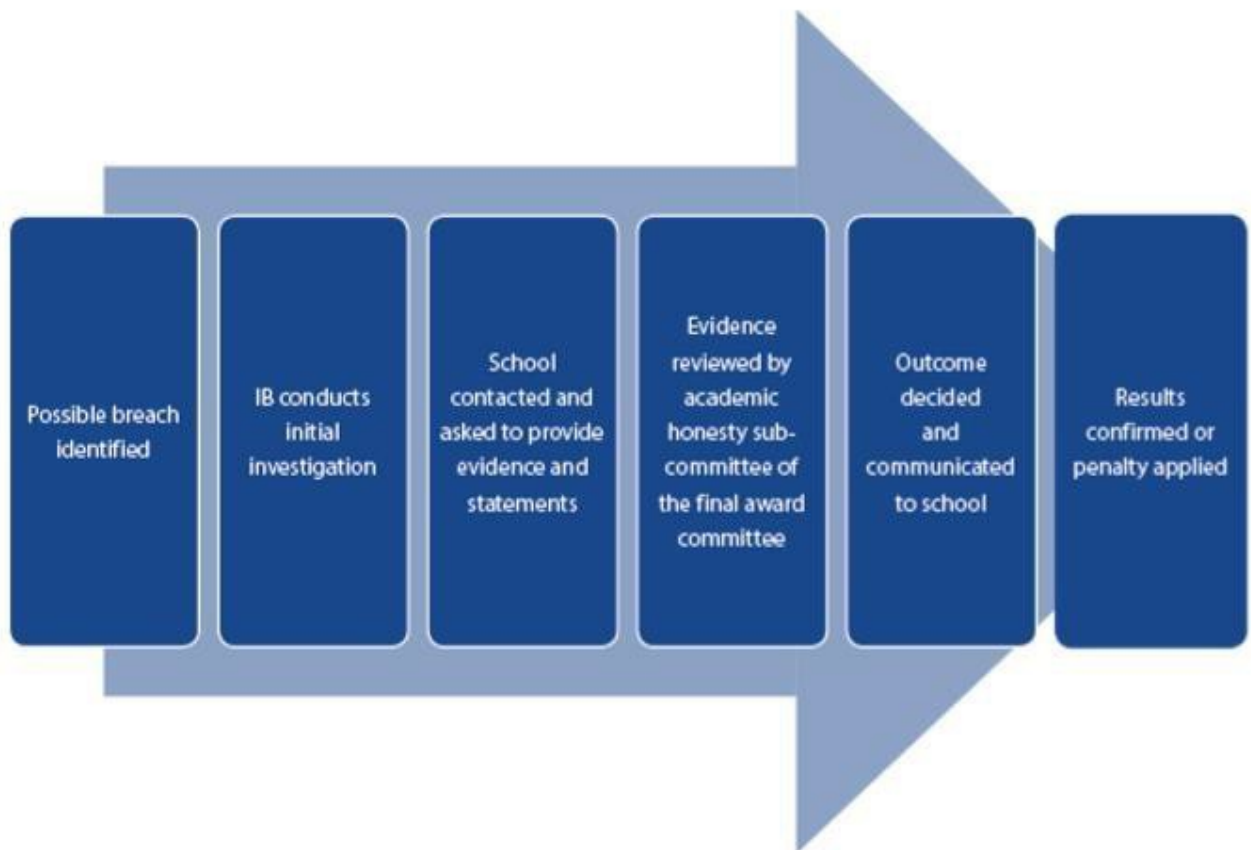
These are some of the most common circumstances that will trigger an investigation.

- A coordinator informs the Assessment Division, IB Global Centre, Cardiff, that academic misconduct may have taken place during an examination.
- An examiner reports possible plagiarism or collusion.
- A sample of assessment material randomly submitted to plagiarism detection software(s) (by the Assessment Division, IB Global Centre, Cardiff) reveals that the work of a candidate may not be entirely authentic.

Before the IB will investigate a case of suspected academic misconduct, there must be clear evidence to justify a suspicion of wrongdoing.

- In the case of plagiarism, the evidence must be in the form of a source that appears to have been copied by a candidate.
- In cases of collusion, an investigation will only be pursued if the candidates' work shows clear similarities.

The process is illustrated in the following figure:



- **References**

- American International School of Cyprus. “*Academic Honesty Policy.*” IB Diploma Programme. Plagiarism and Collusion page 3.
- International Baccalaureate Organization. “Diploma Programme Assessment procedures.” International Baccalaureate. A5 Academic Honesty pages 53-54-55.
- Sangam School of Excellence. “Academic Honesty Policy.” IB Diploma Programme. Good Practice - Recommendations for Students page 6.