



44, Partizanskii pr., Vladivostok, 690106, Russia
Phone: +7 (423) 240-42-84; 240-42-83
e-mail: mlsh@vvsu.ru; www.mlsh.ru

Academic Honesty

The ILS mission is to create for our students an educational environment that encourages an intelligent, inquisitive approach to learning and a proactive approach to life; that teaches children how to help create a better, safer world; and that fosters love and respect for one's own culture and history as well as the history and culture of other nations.

In keeping with our slogan "Education for Life", ILS uses the International Baccalaureate programme as an instrument for students' cognitive motivation and a means of encouraging them to be responsible, active people with a thirst for knowledge that will carry them successfully through life.

It is important for our graduates to be skilled decision makers and problem solvers, guided by proper personal values, critical, creative thinking, and effective action in a wide range of situations and in cooperation with others and with due care for people's health and safety. (ILS Mission Statement)

The School community believes that the best results can be achieved only in the environment where everybody's contribution is rightfully acknowledged.

In line with the IB Learner Profile that states IB learners strive to be "principled - acting with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere, taking responsibility for the actions and their consequences" ILS community places high value on the work done honestly.

The IB publication *Academic Integrity* is the guide in defining the key principles concerning academic honesty policy in ILS. The purpose of this document is to help all members of the School community in understanding and applying these principles in their work.

Policy Review Process

The policies and procedures in this document are subject to change as new circumstances arise, and all stakeholders are invited to provide feedback. The Academic Honesty Policy is subject to a full review as part of the IB self-study process, or more frequently as needed. The policy was last updated November, 2022.

What is academic misconduct?

Academic misconduct is a behavior that results in, or may result in, the student or any other student gaining an unfair advantage (or a behavior that disadvantages other students) in one or more assessment components.

Categories of “academic misconduct” in the IB:

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

Collusion is defined as supporting academic misconduct by another student, for example allowing one’s work to be copied or submitted for assessment by another.

Misconduct during an IB examination includes taking unauthorized material into an examination room, disruptive behavior and communicating with others during 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 to IB regulations.

Duplication of work is defined as the presentation of the same work for different assessment components and/or Diploma Programme requirements.

ILS Expectations and stakeholder responsibilities

Responsibility of the student

The school encourages a classroom environment in which the ideas of students are valued both by the teacher and by fellow students. Most classwork is intended by the teacher to be completed independently by the student. Students who duplicate the work of another student, or who in any way present work or ideas as their own when the work is not theirs have violated the code of academic honesty. Therefore, students must:

- Make clear which words, ideas, images and works are not your own (including maps, charts, musical compositions, movies, computer source codes and any other material).
- Give credit for copied, adapted and paraphrased material (including credit to your teacher, parent, friend, online source, etc.).
- Cite sources so that readers can find them; if the origin of the source is unknown, it is probably better not to use it.
- Make clear when using texts where the borrowed material starts and finishes.
- Must list all sources in the bibliography (or reference list/ list of works cited) and all sources listed in the bibliography (or reference list/list of works cited) must be cited in the text. Follow the recommendations given in the IB publication *Effective citing and referencing*.
- Follow all exam and test rules.
- Ask your teacher for advice if you have any questions about academically honest behavior.

Examples of academic misconduct:

- Copying another student’s work or giving them your work to copy.
- Using materials or gadgets during a test or examination without the teacher’s permission.
- Having another person work on the assignment for you.
- Fabricating or altering research and experimental data.

- Working with someone else on an individual assignment.
- Disclosing or discussing the content of an examination paper with a person outside the immediate school community within 24 hours after the examination.

Responsibility of subject teachers

Ensure that all tasks, whether submitted to the IB or assessed internally, including but not limited to External or Internal Assessments and the Extended Essays, are authenticated through both a plagiarism detector such as Turnitin.com and appropriate professional practice.

- Speak to the students about the principles of academic honesty outlined in this document. Explain what role academic honesty plays in constructing knowledge.
- Model the principles of academic honesty in daily work (always cite the material that you use in class)
- Explain how the principles of academic honesty apply to each specific kind of assignment you are giving the students.
- Provide clear guidance to students on subject specific academic writing and use of the most recent subject specific style guide.
- Provide clear guidelines for group and collaborative work, so that students avoid collusion, ensuring fair assessment.
- Confirm that all work accepted for assessment is the authentic work of that student.
- Teach the students to appropriately cite the sources and list them in the bibliography using the information in the IB publication *Effective citing and referencing*.
- Do not neglect the cases of academic misconduct in daily work. Report all cases to the IB DP coordinator.
- Be ready to give the students advice on the ways to maintain academic honesty.
- Ensure that every course taught includes a minimum of one assessment task per year that requires effective use of research skills and/or source citation.
- Act in manner that is consistent with the ILS Academic Honesty Policy and corresponding guidelines.
- Make effective use of tools to check for originality, such as reviewing originality reports from a plagiarism detector such as Turnitin.com.

Identifying Academic Misconduct:

Teachers use professional discretion to identify work of concern and must provide evidence in supporting that concern. Such evidence might include:

- Inconsistencies between knowing, understanding, and skills demonstrated in daily learning activities and on assessment tasks.
- Examples of student work showing marked inconsistencies in quality.
- Lack of notes, plans, process journals, drafts, or other evidence of the student's academic process.
- Reports from a plagiarism detector such as Turnitin.com.

Responsibilities of the school

Devote time to specific activities that promote student awareness of academic honesty, specifically by allowing students to create scenarios, principles, and punishments appropriate for grade level understanding.

- Promote and publicize the ILS Academic Honesty Policy Guidelines.
- Address academic honesty every semester. These will cover grade and subject level appropriate information regarding correct documentation of the ideas of others, attribution, respect, and learner understanding regarding ILS policies.
- Require that all teachers incorporate the explicit teaching of appropriate academic conduct and practices for any/all reports, projects, and written work by students.
- Offer professional development for all teachers (new and returning) with respect to ILS Policies regarding academic honesty during annual teacher orientation.
- Hold a seminar for parents on academic honesty to promote awareness and the need to reinforce behaviors and values with their children.
- Provide ongoing training for teachers in the use of Turnitin.com and similar tools to promote their effective use.

Responsibilities of the parent

Guardians and students should realize that the purpose of homework is to reinforce what the child has been doing in the class and to solidify understanding. Therefore, guardians who help children with homework should ensure that the student is able, after receiving help, to solve the problems or do the work independently. Students must have full ownership of their own work and be confident in explaining every aspect of their process.

Appropriate guardian support may include:

- Collaborating with the students to find and identify appropriate sources of information and ideas.
- Understanding and support the ILS Academic Honesty Policy Guidelines.
- Assisting students in identifying and citing sources of ideas and information.
- Discussing sources with students and helping to identify key information and ideas.
- Asking open-ended questions to encourage students to go further in their critical thinking.

- Working with students on the self-management of schedules and organization of ideas.

The following types of support are NOT acceptable:

- Completing a project or task on behalf of the student.
- Revising a student draft to correct/change content, usage, and style.
- Providing students with additional information or ideas without an appropriate academic source.
- Selecting and using content from sources without collaborating with the student.
- Purchasing writing from a consultant.

Consequences of academically dishonest behavior:

All instances of academically dishonest behavior are reported to the IB DP coordinator and the student's parents are informed. The student receives zero as a grade for the work which is found to be academically dishonest. Documentation of all the cases of academic misconduct are kept in the student's school file and this information can be the reason to decline the request to write a recommendation letter for college admission. The School retains the right to mention the cases of academic misconduct if the college or university sends the application papers directly to the IB Coordinator.

In the case of work that is subject to external assessment by the IB, such as the DP Extended Essays, and Internal and External Assessments, the work will not be submitted to the IBO. The student will not receive credit for the missing component.

If malpractice is suspected after work has been submitted to the IBO, the organization will be informed, which will normally result in the withdrawal of an IB Diploma or Certificate.

The IB has no means of knowing whether an act of academic misconduct was deliberate or not. For this reason, a student's intent cannot be taken into account if the IB investigates an alleged breach of the General regulations: Diploma Programme.

Bibliography:

Academic Integrity Policy. IBO Org. 2019

Effective Citing and Referencing. IBO Org. 2022

Diploma Programme: From principles into practice. IBO Org. 2015

The students sign the School “Academic Honesty Policy” to confirm that:

- They fully understand the principles explained in this document.
- They have received guidance on the skills of academic writing and acknowledging sources.
- They know what plagiarism, collusion and other types of academic misconduct are.
- They know the consequences of being found guilty of academic misconduct and are aware of the consequences.

I have read and fully understand the ILS Academic Honesty Policy and agree to comply with it.

Student’s Name: _____

Student’s Signature: _____ Date: ____ / ____ / 20 ____

Parent’s Name: _____

Parent’s Signature: _____ Date: ____ / ____ / 20 ____