



# Katedraliskolan Skara, 003301 IB Diploma Programme



## Academic Honesty Policy

### School Mission

*At Katedraliskolan, Skara, we celebrate our traditions while fostering students for the demands of the future.*

*Learning from our rich cultured past we educate curious, critical thinkers equipped for a fast-changing world as global, digital entrepreneurs. Our mission is to empower self-reliant students to become responsible leaders of society and environmental sustainability.*

Our aim is to develop self-reliant, motivated learners through inquiry-based instruction and student agency. As a learning community, we strive to ensure that students are equipped with the resources they need to successfully compete in a 21st-century community so that they are prepared to change the world for the better.

As an International Baccalaureate (IB) World School, we are also aligned with the IB Organization's mission and Learner Profile.

### **The International Baccalaureate Organization (IBO) mission statement:**

*"The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.*

*To this end the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment.*

*These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right."*<sup>1</sup>

### **The IB Learner Profile:**

*The profile aims to develop learners who are:*

*inquirers, knowledgeable, thinkers, communicators, principled, open-minded, caring, risk-takers, balanced, reflective.*<sup>2</sup>

To live up to the values and standards of The IB Mission Statement and the IB Learner Profile it is necessary to know and show academic honesty in every respect, in every subject and in every detail of the IB studies.

---

<sup>1</sup> International Baccalaureate Organisation (2017, Updated May 2018), *What is an IB education?*, [https://resources.ibo.org/ib/topic/What-is-an-IB-education/resource/11162-occ-file-g\\_0\\_iboxx\\_amo\\_1308\\_1\\_c/data/g\\_0\\_iboxx\\_amo\\_1308\\_3b\\_e.pdf](https://resources.ibo.org/ib/topic/What-is-an-IB-education/resource/11162-occ-file-g_0_iboxx_amo_1308_1_c/data/g_0_iboxx_amo_1308_3b_e.pdf), p 1. [Accessed 21 September 2018]

<sup>2</sup> International Baccalaureate Organisation, *IB Learner profile*, <http://www.ibo.org/benefits/learner-profile/>. [Accessed 21 September 2018]



# Katedraliskolan Skara, 003301

## IB Diploma Programme



### What is academic honesty?

Academic honesty is defined by the IBO as “*is a set of values and behaviours informed by the attributes of the learner profile. In teaching, learning and assessment, academic honesty serves to promote personal integrity, engender respect for the integrity of others and their work, and ensure that all students have an equal opportunity to demonstrate the knowledge and skills they acquire during their studies*”<sup>3</sup>.

Students must understand what academic integrity is and what the most common violations are. A strong policy on academic honesty is also necessary to maintain the integrity of the IB’s assessment. It is the responsibility of each student, staff member and administrator to understand these policies. A lack of understanding is not an adequate defence against a charge of academic dishonesty.

Good practice of academic honesty includes:

- **Legitimate collaboration:** you collaborate when carrying out experiments. The report/lab report reflecting the group work has to be written by the individual student though.
- **Intellectual property:** every individual owns the right to his/ her ideas. You are free to use them, but you have to acknowledge whose ideas you use.
- **Acknowledging original authorship:** when citing you use footnotes and reference indicators in an appropriate way. If you unsure, always ask your teacher/supervisor.

### What is academic dishonesty?

Academic dishonesty can be many things. The IB defines “*Academic misconduct 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 of assessment.*”<sup>4</sup>

Malpractice includes:

- **Plagiarism:** this is defined as the representation of the ideas or work of another person as the candidate’s own
- **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
- **Duplication of work:** this is defined as the presentation of the same work for different assessment components and/or diploma requirements
- **Any other behaviour that gains an unfair advantage** for a candidate or that affects the results of another candidate (for example, taking unauthorized material into an examination room, misconduct during an examination, falsifying a CAS record).

<sup>3</sup> International Baccalaureate Organisation, (2015), *Diploma Programme: From principles into practice*, [https://resources.ibo.org/dp/resource/11162-33702/data/d\\_0\\_dpvy\\_mon\\_1504\\_1\\_e.pdf](https://resources.ibo.org/dp/resource/11162-33702/data/d_0_dpvy_mon_1504_1_e.pdf), p 33. [Accessed 21 September 2018]

<sup>4</sup> International Baccalaureate Organisation, (2016), *General Regulations: Diploma Programme*, [https://resources.ibo.org/dp/resource/11162-43057/?c=81c78ef4&pdf=d\\_0\\_dpvy\\_reg\\_1505\\_1\\_e.pdf](https://resources.ibo.org/dp/resource/11162-43057/?c=81c78ef4&pdf=d_0_dpvy_reg_1505_1_e.pdf), [Accessed 21 September 2018]



# Katedraliskolan Skara, 003301

## IB Diploma Programme



### Responsibility

Both the candidate and the teacher have the responsibility to authenticate IB assessed work. For all externally assessed material a document must be signed by the student confirming that the work is all their own.

*“All coursework—including work submitted for assessment—is to be authentic, based on the student’s individual and original ideas with the ideas and work of others fully acknowledged.”<sup>5</sup>*

*“If we give the impression that these words or ideas are our own when they are not, this is not good scholarship and, deliberate or unintentional, may be deemed as academic misconduct.”<sup>6</sup>*

*“The IB expects teachers to use appropriate means to ensure that work is, to the best of their knowledge, the candidate’s authentic work.”<sup>7</sup>*

To avoid problems and to make it possible for the teachers to detect and deal with possible plagiarism all candidates will post their work via the learning platform so it can be checked for plagiarism to ensure authenticity.

### Consequences

*“If questions arise about the authenticity of a candidate’s work before submission for assessment, the situation must be resolved within the school. If possible academic misconduct (for example, plagiarism, collusion) is identified after a candidate’s work has been submitted to the IB for assessment, the school’s DP coordinator must inform the IB as soon as possible.”<sup>8</sup>*

If academic dishonesty is detected or suspected the teacher should report to the IB Coordinator immediately. A meeting will be held where evidence is presented. The candidate can bring one person for support. Together with the IB Head and the Subject Teacher a sanction will be decided. All subject teachers will be informed.

These could be possible sanctions:

#### **First occasion:**

A written warning will be sent home to be signed by the candidate and his/her parents. The work will not be assessed, marked or considered as an assessment component. The students may be allowed to redo the component or the work.

<sup>5</sup> International Baccalaureate Organisation, (2015), *Diploma Programme: From principles into practice*, [https://resources.ibo.org/dp/resource/11162-33702/data/d\\_0\\_dpyyy\\_mon\\_1504\\_1\\_e.pdf](https://resources.ibo.org/dp/resource/11162-33702/data/d_0_dpyyy_mon_1504_1_e.pdf), p33. [Accessed 21 September 2018]

<sup>6</sup> International Baccalaureate Organisation, (2014), *Effective citing and referencing*, [https://resources.ibo.org/ib/topic/Academic-honesty/resource/11162-33700/?c=3f875024&lang=en&pdf=g\\_0\\_malpr\\_sup\\_1408\\_2b\\_e.pdf](https://resources.ibo.org/ib/topic/Academic-honesty/resource/11162-33700/?c=3f875024&lang=en&pdf=g_0_malpr_sup_1408_2b_e.pdf), p 9. [Accessed 21 September 2018]

<sup>7</sup> International Baccalaureate Organisation, (2018), *Diploma Programme Assessment procedures*, <https://resources.ibo.org/dp/ap/dp-2018?lang=en>, p 50. [Accessed 26 September 2018]

<sup>8</sup> International Baccalaureate Organisation, (2016), *General Regulations: Diploma Programme*, [https://resources.ibo.org/dp/resource/11162-43057/?c=81c78ef4&pdf=d\\_0\\_dpyyy\\_reg\\_1505\\_1\\_e.pdf](https://resources.ibo.org/dp/resource/11162-43057/?c=81c78ef4&pdf=d_0_dpyyy_reg_1505_1_e.pdf), p 13. [Accessed 21 September 2018]



# Katedralskolan Skara, 003301 IB Diploma Programme



## Second occasion:

The candidate will not be registered in the subject concerned resulting in a failing grade. Consequently a full Diploma cannot be awarded.

## Already submitted work:

If malpractice is detected after submission, the IBO will start an investigation and decide the consequences. If malpractice is detected after the Diploma has been awarded or marks have been given the Diploma can be withdrawn.

Further information can be found on the IBO webpage in documents concerning academic honesty and ethical practice.

## References

- International Baccalaureate Organisation, (2014), *Effective citing and referencing*, [https://resources.ibo.org/ib/topic/Academic-honesty/resource/11162-33700/?c=3f875024&lang=en&pdf=g\\_0\\_malpr\\_sup\\_1408\\_2b\\_e.pdf](https://resources.ibo.org/ib/topic/Academic-honesty/resource/11162-33700/?c=3f875024&lang=en&pdf=g_0_malpr_sup_1408_2b_e.pdf), [Accessed 21 September 2018]
- International Baccalaureate Organisation, (2018), *Diploma Programme Assessment procedures*, <https://resources.ibo.org/dp/ap/dp-2018?lang=en>, [Accessed 26 September 2018]
- International Baccalaureate Organisation, (2015), *Diploma Programme: From principles into practice*, [https://resources.ibo.org/dp/resource/11162-33702/data/d\\_0\\_dpyyy\\_mon\\_1504\\_1\\_e.pdf](https://resources.ibo.org/dp/resource/11162-33702/data/d_0_dpyyy_mon_1504_1_e.pdf), [Accessed 21 September 2018]
- International Baccalaureate Organisation, (2016), *General Regulations: Diploma Programme*, [https://resources.ibo.org/dp/resource/11162-43057/?c=81c78ef4&pdf=d\\_0\\_dpyyy\\_reg\\_1505\\_1\\_e.pdf](https://resources.ibo.org/dp/resource/11162-43057/?c=81c78ef4&pdf=d_0_dpyyy_reg_1505_1_e.pdf), [Accessed 21 September 2018]
- International Baccalaureate Organisation, *IB Learner profile*, <http://www.ibo.org/benefits/learner-profile/>, [Accessed 21 September 2018]
- International Baccalaureate Organisation (2017, Updated May 2018), *What is an IB education?*, [https://resources.ibo.org/ib/topic/What-is-an-IB-education/resource/11162-occ-file-g\\_0\\_iboxx\\_amo\\_1308\\_1\\_c/data/g\\_0\\_iboxx\\_amo\\_1308\\_3b\\_e.pdf](https://resources.ibo.org/ib/topic/What-is-an-IB-education/resource/11162-occ-file-g_0_iboxx_amo_1308_1_c/data/g_0_iboxx_amo_1308_3b_e.pdf), [Accessed 21 September 2018]

I confirm that I have read and understood the Academic Honesty policy of Katedralskolan in Skara

Date: \_\_\_\_\_ Name (texted): \_\_\_\_\_

\_\_\_\_\_  
Student's signature

\_\_\_\_\_  
Legal guardian's signature

This form should be signed and handed in to your mentor within 5 days.