

# Academic Honesty Policy of the IB Diploma Programme of Karinthy Frigyes Gimnázium

## Academic Honesty

According to the IB Academic Honesty publication “Academic honesty is a set of values and skills that promote personal integrity and good practice in teaching, learning and assessment.”

### Academic honesty includes:

- The full acknowledgement of the original authorship and ownership of creative material
- The production of ‘authentic’ pieces of work, that is, works that reflect the student’s individual and original ideas with the ideas and work of others fully acknowledged. Where sources are used or referred to, whether in the form of direct quotation or paraphrase, such sources must be fully and appropriately acknowledged.
- 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
- Proper conduct in relation to the conduct of examinations

## 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
- Copying the work of another candidate
- 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, e.g. as internal assessment and as an extended essay. However, it is perfectly acceptable for a candidate to study one aspect of a topic for internal assessment and another aspect of the same topic for an extended essay.
- Making up data for an assignment
- Falsifying a CAS record
- Taking unauthorised material into the examination room, including a mobile phone, an electronic device, wearable technology, smart watches or other form of smart technology, own rough paper, notes etc.
- Referring to or attempting to refer to, unauthorised material that is related to the examination
- Misbehaving during an exam, including any attempt to disrupt the examination or distract another candidate
- Failing to comply with the instructions of the invigilator or other member of the school’s staff responsible for the conduct of an examination
- Impersonating another candidate
- Including offensive material in a script

- Disclosing or discussing the content of an examination paper with a person outside the immediate community within 24 hours after the examination
- Using an unauthorised calculator during an examination
- Concealing and/or using unauthorised software on a graphic calculator, particularly, but not only, during examinations

## Collusion and Collaboration

- Collaboration involves working together with other students. There are occasions where collaboration with other candidates is permitted or actively encouraged. Nevertheless, the final work must be produced independently, despite the fact that it may be based on similar data. This means that the abstract, introduction, content, conclusion or summary of a piece of work must be written in each candidate's own words and cannot therefore be the same as another candidate's.
- Working together is collaboration. Copying someone else's work is collusion. Even if you have collaborated with another student, the work you present must be your own. Collusion is academic misconduct and will be penalised.

## 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. Plagiarism is a clear breach of academic honesty.

### How to avoid plagiarising material?

- 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 other persons, regardless of their source, must be acknowledged
- Information located in email messages, on internet web sites, social networks and any other electronic media must be treated in the same way as information found in books and journals
- The sources of all photographs, maps, illustrations, computer programmes, data, graphs, audio-visual and similar material must be acknowledged
- Passages that are quoted verbatim must be enclosed within quotation marks and references provided
- Source of paraphrased material must be acknowledged
- References must be given whenever someone else's work is quoted or summarized.
- All works of art, film, dance, music, theatre arts or visual arts must have their source/origin acknowledged
- Use a documentation style that is appropriate for your work. It is important to remember that, whatever style is chosen, it must be applied consistently. The documentation style should be applied in both the final draft of your works and in the initial research stages of taking notes. This is good practice, not only for producing a high-quality final product, but also for reducing the opportunities and temptation to plagiarize. The following are examples of acceptable documentation styles:
  - American Political Science Association (APSA)
  - American Psychological Association (APA)
  - Chicago/Turabian

- o Council of Biology Editors (CBE)
- o Harvard citation and referencing guide
- o Modern Language Association (MLA)
- o Numbered references

## Monitoring and sanctions

Both students and their teachers are responsible for the formation of academically honest practices and for monitoring the work they submit to ensure it complies with IBDP regulations. This includes homework and tests as well as internal assessments and extended essays. There are internal and external sanctions in place to respond consistently if issues related to academic misconduct arise. Internal sanctions are those used by KFG, and generally refer to tests, homework and classwork, which do not count towards the award of the final IB Diploma. External sanctions are those applied by the IB, and relate specifically to all pieces of work, usually "final versions" (internal assessments, final exams, TOK assessment, CAS folders, EE) which count towards the final IB Diploma.

### Internal Sanctions

- **1<sup>st</sup> Offence:** The student receives a fail (1) mark for his or her work, is required to redo the work and reminded of KFG's academic honesty policy. Parents are notified by the teacher and/or the form master/mistress and the misconduct is noted in school records. In the case of a grave (multiple) offence this step and even step 2 can be omitted.
- **2<sup>nd</sup> Offence:** The student receives a fail (1) mark for his or her work, parents are notified by the Principal, and the student receives disciplinary consequences. This second misconduct offence is noted in school records.
- **3<sup>rd</sup> Offence:** If a student is found guilty of a 3<sup>rd</sup> breach of academic honesty, they may be withdrawn from the Diploma Programme. The student receives disciplinary consequences and may be suspended or expelled from the school (these latter sanctions can be applied only in the case of students above the compulsory school age).

### External 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.

**Sources:**

- IB Academic Honesty, 2007
- IB Extended Essay Guide, 2007