

November 2019

## Academic Integrity Policy

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Esbjerg Gymnasium STX- HF- IB is committed to academic honesty and will ensure that all students in the IB Diploma Programme as well as students following the National systems STX and HF are aware of what this entails. While we trust that all students enrolled in the school will submit work of *their own* that is *appropriately referenced*, we find it necessary to present guidelines as to what this means and what the consequences will be if any work fails to meet the standards.

According to the IB guide-lines on academic integrity, the term is defined as “a set of values and skills that promote personal integrity and good practice in teaching, learning and assessment”. Academic *dishonesty* or malpractice is therefore defined as:

- Plagiarism
- Collusion
- Duplication of work
- Any other behavior that gains an unfair advantage for a student or that affects the results of another student<sup>1</sup>

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<sup>1</sup> International Baccalaureate Organization, [https://resources.ibo.org/ib/topic/Academic-honesty/resource/11162-occ-file-g\\_0\\_malpr\\_sup\\_1408\\_1a\\_e/?lang=en&pdf=g\\_0\\_malpr\\_sup\\_1408\\_2a\\_e.pdf](https://resources.ibo.org/ib/topic/Academic-honesty/resource/11162-occ-file-g_0_malpr_sup_1408_1a_e/?lang=en&pdf=g_0_malpr_sup_1408_2a_e.pdf) *Academic Honesty in the diploma programme (2014 updated 2016)* [https://resources.ibo.org/ib/topic/Academic-honesty/resource/11162-occ-file-g\\_0\\_malpr\\_sup\\_1410\\_1f\\_e/data/g\\_0\\_malpr\\_sup\\_1601\\_1\\_e.pdf](https://resources.ibo.org/ib/topic/Academic-honesty/resource/11162-occ-file-g_0_malpr_sup_1410_1f_e/data/g_0_malpr_sup_1601_1_e.pdf) and [https://resources.ibo.org/dp/resource/11162-occ-file-d\\_0\\_dpyyy\\_reg\\_1404\\_1g\\_e/](https://resources.ibo.org/dp/resource/11162-occ-file-d_0_dpyyy_reg_1404_1g_e/) *General regulations: Diploma Programme* (September 2016, updated may 2019) pp 12-14



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### **The school does the following to promote academic integrity:**

- At the beginning of the Diploma Programme, all students are informed by the DP coordinator about the benefits of academic honesty in relation to the IB Learner Profile, and during the first semester they will be introduced to different types of exercises and tasks related to ensuring academic honesty and avoiding malpractice.<sup>2</sup>
- Each subject teacher will be constantly working with and reminding the students of the academic dishonesty risks most relevant to their subject.
- The school librarian informs every new IB-DP student about academic honesty early in the Diploma Programme, and is always ready to provide advice and support in terms of research and referencing.<sup>3</sup>
- The teachers have the option of using the internet-based plagiarism-prevention services *Urkund*, the *plagiarism control function in Lectio* or “*turnitin.com*.” at their discretion.
- Teachers keep first drafts of assignments for external assessment and employ individual continual supervision of the working process of the students.

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<sup>2</sup> Good inspiration on how to train students to avoid malpractice and be academically honest can be found in the new publication: *Academic honesty in the IB educational context, Cardiff 201, p2-7 & 16-19*

<sup>3</sup> The IB publication: *Effective citing and referencing, IBO, Cardiff 2014* offers instructive examples of proper referencing on a large variety of sources. This publication will be considered the basic “canon” on referencing at Esbjerg Gymnasium & HF.

[https://ibpublishing.ibo.org/server2/rest/app/tsm.xml?doc=g\\_0\\_malpr\\_sup\\_1408\\_2b\\_e&part=1&chapter=1](https://ibpublishing.ibo.org/server2/rest/app/tsm.xml?doc=g_0_malpr_sup_1408_2b_e&part=1&chapter=1)



## Procedures and Practices

- When malpractice is suspected or has been confirmed, the IB team discusses the situation and decides how to handle it.
- If the malpractice is considered unintentional, the teacher discusses the matter with the student, and offers advice on how the student can improve his or her conduct. The DP coordinator also talks to the student about the importance of academic honesty.
- If the malpractice is considered intentional, the student is informed by the DP coordinator about the importance of academic honesty and issued a written warning. The student may also have to talk to the principal depending on the severity of the matter. On all occasions the student must redo/do another assignment.
- If the malpractice is repeated the principal decides on the consequences for the student.<sup>4</sup>
- If the malpractice is discovered or suspected at a late stage/final draft or during an exam, the student must be reported to the IBO according to the general regulations.

### **The International Baccalaureate Organization (IBO) may impose sanctions.**

These sanctions include:

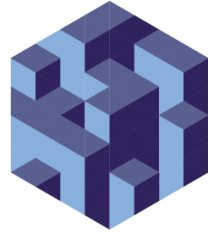
- Issuing a warning.
- Awarding no marks and Diploma.
- Disqualification from one or all courses.
- Prevention from entering examinations for up to five years and informing other examination bodies of the malpractice.

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<sup>4</sup> In accordance with the Code of Conduct of Esbjerg Gymnasium & HF.



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### **Communication of the Academic Integrity Policy**

The Academic Honesty Policy is easily accessible at the school website, which is open to the public. <https://www.esbjerggymnasium.com/academic-honesty-policy>. Besides, future potential students and parents will be informed during “open house” arrangements and future students will have the option of participating in “Pre-IB or IB student for 3 days” arrangements before enrollment.

Representatives from

Esbjerg Gymnasium also inform and introduce the language policy to partner schools as preparation to collaborative projects. (for instance “Go Global”: a collaborative project with 9<sup>th</sup> graders from an Esbjerg Community school)

### **Revision of the policy**

The Academic Integrity Policy will be reviewed ad hoc when required by major changes and periodically within the range of the next upcoming 5-year self-evaluation.

Revised November 2019