



Grenaa Gymnasium's Academic Integrity Policy

Academic integrity at Grenaa Gymnasium:

Academic Integrity is the skill of learning how to carry out research and recognising and using other people's work in an appropriate way.

It is a matter of all research skills and practices being authentic, from the first notetaking to the final submitted assignment. This means expressing yourself in your own words while acknowledging the sources you use, whether they are direct quotations or paraphrase.

Grenaa Gymnasium's concern with promoting academic integrity is in full accord with our core values: competence, reflection and mutual respect.

The IB Learner profile attribute for 'principled' states that the IB learners: "act with integrity and integrity, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. They take responsibility for their actions and their consequences" (Principled, IB Learner Profile).

The academic integrity at Grenaa Gymnasium is implemented through the school's policies and the practices of the school. This happens through the development of research skills and by a firm commitment to academic integrity from the school's leadership, its teachers, students and parents, and everyone involved with the IB Diploma Programme, who are all responsible for following the school codes of conduct and all the IB rules, regulations and practices.

Academic integrity policy for Grenaa Gymnasium's IB Diploma programme:

Teachers and students at Grenaa Gymnasium adhere to the principles stated in the Academic Integrity publication made by the International Baccalaureate Organization:

"Academic integrity is a guiding principle in education and a choice to act in a responsible way whereby others can have trust in us as individuals. It is the foundation for ethical decision-making and behaviour in the production of legitimate, authentic and honest scholarly work." (Academic Integrity, p.3).

Furthermore, it states:

"Educators supporting IB students in their learning should understand their own central role in developing the approaches to learning and reinforce the principle of academic integrity through all teaching, learning and assessment practices." (Academic Integrity, p.3)



Therefore, Information about academic disintegrity and the consequences is given to the students when starting their programme at Grenaa Gymnasium and during the programme, when starting assignments and projects. The policy applies to students in the IB Diploma programme.

Students in the IB Diploma programme will receive instructions according to the two following documents which they receive and are instructed to adhere to:

- Academic integrity (Assessment Procedures)
- Effective Citing and Referencing (In EE Handbook)
- Permitted use of calculators at the IB exams

Teachers are responsible for monitoring the academic integrity of the students and informing the IB coordinator in cases of suspected misconduct. They do so through normal regular contact with the individual students about their work, but also through scheduled reflection sessions and the written reflections submitted by the students outlining thoughts on their learning processes.

If there is any doubt about the academic integrity of student work, an electronic version of the assignment/essay will be scanned using a web-based plagiarism prevention service, or concerning oral work the student may have a subsequent conversation with the teacher, and maybe IB coordinator or IB counsellor about the academic integrity of the work presented.

Individual subject teachers regularly demonstrate and remind students of appropriate ways to carry out research and acknowledge sources in the daily lessons, as well as in preparing for assignments submitted for official assessment, such as the Extended Essay, IA assignments and the TOK essay.

As part of the introduction to the Extended Essay for students, the Librarian and the EE coordinator instruct all students how to use school library resources, internet resources and the local library system.

Subject teachers organize their assignments and tests so that students are aware of what is not allowed, and making misconduct difficult. They also stress the need for a balance of sources; internet sources alone are often not acceptable on their own.

Each student is given a copy of the IB Extended Essay guidelines and an Extended Essay handbook, which treat the subject of documenting sources and the potential for plagiarism, as an integrated part of the EE writing process.



Definitions of academic misconduct:

Academic misconduct is behaviour, which results in, or may result in, the student or another student gaining an unfair advantage or disadvantage in their daily schoolwork, as well as one or more components of assessment in all subjects and elements of the IB Diploma programme.

The definitions used are based on official IBO publications (General regulations: Diploma Programme p.p.12-13; The conduct of IB Diploma Programme examinations 26)

Thus, academic misconduct is a breach of regulations and includes, but is not restricted to:

- Collusion - where more than one person has contributed to an assignment, which should be the student's own work.
- Plagiarism - where the student attempts to pass off the ideas of someone else as their own, instead of acknowledging sources in the recognized way.
- Copying other students' work in tests or assignments.
- Duplicating work to fulfil the requirements of one of more components.
- Fabricating data for a subject assignment or the CAS portfolio.
- Taking unauthorized material into an exam room.
- Misconduct in the examinations' room in relation to the rules stated by the IB.
- Disclosing or discussing the content of an exam paper with a person outside the immediate school community within 24 hours after the examination.

If students need guidance on whether they are academically honest, it is their responsibility to consult their teacher, supervisor or IB coordinator well in advance of a deadline for submission of work.

Responsibility of parents and guardians:

Parents and guardians must be aware of Grenaa Gymnasium's Academic integrity policy which is made available on the school website. The IB Diploma students are individually responsible for meeting deadlines and following Grenaa Gymnasium's Academic integrity policy, but parents are encouraged to support their children in managing time for their schoolwork and in adhering to the rules for academic integrity.

Consequences of academic misconduct:

When academic misconduct is suspected, students will be interviewed by the subject teacher and the IB coordinator in an attempt to determine whether the misconduct deliberately



undertaken. If the student was unaware of the misconduct and acting in good faith, the student may be allowed to revise the work and advised on how to comply with the rules and expectations.

If it was deliberate misconduct, the consequence of the action, i.e. plagiarism or cheating on a test, is that the assignment/test will be given no credit, and the student will be given an oral warning by the IB coordinator. Generally, the first time that an IB student's academic behavior is inappropriate, it will be possible, if time permits, for him or her to submit a new piece of work.

If there is a reoccurrence of misconduct from a student, the sanction against this will be severe, and the consequence could be that the student will then not be eligible to register for an exam in the given subject, or be expelled from Grenaa Gymnasium.

Any student found guilty of misconduct in work submitted for formal assessment as part of the final Diploma will not be allowed to take the IB exams and gain an IB Diploma.

Formal assessments (IB Diploma exams):

If academic misconduct is suspected during an IB examination, the IB coordinator must inform the IB without delay.

In this case, the following IB regulations (in accordance with official IB publications - General regulations: Diploma Programme 13-14; The conduct of IB Diploma Programme examinations 26-27) apply:

“When the school, an examiner or the IB establishes evidence to suspect academic misconduct by a candidate, the school will be required to conduct an investigation and provide the IB with statements and other relevant documentation concerning the case.”

“Students suspected of academic misconduct will be invited by the DP/CP coordinator to present a written statement that addresses the suspicion of academic misconduct. If a student declines to present a statement, the investigation and decision on whether the candidate is in breach of regulations will still proceed.”

“Academic misconduct constitutes a breach of regulations that, if confirmed by the final award committee, will result in no grade being awarded in the subject and level concerned. If no grade is issued for a subject that contributes to a candidate's IB Diploma, no IB Diploma will be awarded to the candidate. For IB Diploma candidates, DP Course Results will be awarded for other subjects in which no academic misconduct has occurred.”

“An IB diploma, or a certificate, may be withdrawn from a candidate at any time if misconduct is subsequently established. Except in cases of serious or repeated misconduct, the student



will be permitted to register for future examination sessions, which may include the session that follows six months later, if the relevant registration deadlines are met.”

“If the student has already been found in breach of regulations in any previous session, this will normally lead to disqualification from participation in any future examination session.”

Policy review cycle:

Last reviewed: October 2019 – next major review in November/December 2020, when the new IB standards and practices are implemented.

Grenaa Gymnasium’s academic integrity policy will be reviewed each year in October to comply with any changes in the assessment procedures. A full review will take place, if the IB introduces new rules or standards, regulations or advice on academic integrity, or at least with every five-year review of the school. The review will be undertaken by the IB Coordinator and IB council, and presented to the school community.

Bibliography:

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General Regulations: Diploma Programme. International Baccalaureate Organization, September 2016 (updated May 2019).