Monnet International School: Prywatne Gimnazjum nr 33 in Warsaw (IB School 1483)

Academic Honesty Policy

MIS expects all students and teachers to abide by ethical academic standards. Academic dishonesty - including plagiarism, cheating or copying the work of another, using technology for illegal purposes, or any unauthorized communication between students for the purpose of gaining advantage during an examination - is strictly prohibited.

Definitions

The IBO defines **academic honesty** as “a set of values that promote personal integrity and good practice in teaching, learning and assessment”.

Academic integrity is at the heart of the IB programme and has direct links to the IB learner profile. This policy outlines what is constituted as a breach of academic honesty by the IBO and the Monnet International School and what the consequences of breaching it are. These policies were developed in accordance with the Academic Honesty: Guidance for Schools publication, The General regulations: Middle Years Programme, MYP: From principles into practice: “Understanding academic misconduct”.
The IB defines academic misconduct as “a behavior that results in, or may result in, the student or any other student gaining an unfair advantage in one or more assessment component”.

Academic dishonesty can, in general, take several forms:

- **Plagiarism** – the representation, intentionally or unwittingly, of the ideas, words or work of another person without proper, clear and explicit acknowledgement (using any material from the Internet without proper citation and appropriate credit; using any unauthorized piece of writing on a quiz/test)

- **Copying** – taking work of another student, with or without his or her knowledge and submitting it as one’s own

- **Duplication of work**- submitting work that is substantially the same for assessment in different courses or for different assessment components

- **Collusion** – helping another student to be academically dishonest (allowing another student to copy or submit your work or class assignment)

- **Any other behavior** that gives unfair advantage to a student or that affects the results of another student (falsifying data, misconduct during examination: communicate with another student during exam and giving another student help; bringing unauthorized material into an exam room; stealing and/or selling quizzes/exams; tampering with the teacher's grade records or tests;)
Prevention of Academic Dishonesty

How do we avoid the accidental plagiarism?
Referencing is a key part of academic honesty. Students are encouraged to read widely and to use a range of sources to construct arguments based on academic works. Students are obliged to reference any ideas or words that are not your own. In order to do this students must reference consistently and thoroughly.

Students' responsibilities
It is the responsibility of the student to assure that they are submitting work that conforms to the requirements of the academic honesty policy and that all work is correctly and appropriately referenced.

Teacher's responsibilities
- MYP coordinator and teachers are expected to review with the students the policy of academic honesty at the beginning of each semester and other times during the year
- MYP coordinator is expected to provide the workshops for parents explaining the policy of academic honesty
- Each teacher must ensure, as far as possible, that all work submitted for assessment is authentic and is the work of the candidate who has submitted it. Teachers are also expected to uphold the academic honesty policy and ensure that students understand and conform to the mentioned practices. Each
teacher is expected to inform students about what is considered as plagiarism and explain consequences of such proceedings.

The consequences of being dishonest

The consequences of malpractice during coursework are:

- **First Offence:** The work must be completed again and students will be reminded of the School’s Academic Policy. The student will be confronted by the teacher of the class where the infraction occurs. The form teacher will be notified by the teacher.

- **Second Offence:** Grade 1 will be given. The work must be completed again. The parents, coordinator and Head of School will be notified by the teacher. The teacher or administrator will contact the parent to state the issue, review this policy, and explain disciplinary consequences. The student will get a written warning from a form teacher (upomnienie wychowawcy).

- **Third Offence:** Submission of plagiarised work results in negative mark and no possibility of correction. The student will get a written warning from the Head of school. (pisemne upomnienie dyrektora)

- **Fourth Offence:** The student will get the final warning of the Head of School (nagana dyrektora). The MYP coordinator may not recommend the student to continue his/her education in the Diploma Programme.
- **For fifth or for serious offences**: Expulsion from school.