INTERNATIONAL GYMNASIUM OF THE SKOLKOVO INNOVATION CENTER

## ACADEMIC HONESTY POLICY

In accordance with the IB Learner Profile, the aim of the IB Programmes is to develop principled people who act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of other people. Based on this, all participants of the educational process shall demonstrate academic honesty both within and outside the educational setting and avoid any forms of academic dishonesty.

The adoption of and compliance with the Policy contributes to the implementation of the IB mission, which is to develop multicultural identity and internationally minded people who recognize their common humanity and personal responsibility for the creation of a better and more peaceful world for the global community.

The school community considers academic honesty policy to be one of the sufficient tools to ensure that all the works created and presented by  a student is student's own work. Furthermore, the works should be properly referenced and all the requirements to the exam organization in particular and all the learning process organization in general must be met.

Consistent implementation of the Academic Policy will enable all participants of the educational process to contribute to developing students into individuals who have curiosity, know how to learn, learn with enthusiasm, use critical and creative thinking skills, are capable of self- reflection and can become responsible members of the global community.

The Policy is intended to develop in all participants of the educational process respect for their own and others' work, recognize the learning outcome as the intellectual property of the one who created it, and develop a proper attitude towards intellectual property.

The Policy is equally applicable to all participants of the educational process, including the School's Administration, teachers, students and their parents. The provisions of this Policy will be consistently implemented throughout the educational process as part of the development of relevant meta-subject skills and a proper attitude towards intellectual property of participants of the educational process, in particular, and to the learning process, in general.

**For the purposes of this Policy, intellectual property shall be understood as the exclusive right of the author to the result of their intellectual and creative activities as enshrined herein.**

There are two concepts that are related to academic honesty:

**Authenticity** – refers to work that is based on the student's own ideas and which properly acknowledges others' authorship and ideas. Therefore, in all work (whether written, verbal, visual, or audio-visual) that is submitted by a student, his/her original language and expression must be used. When other sources are used or reference to the work of others is made, whether directly or by paraphrasing, sources must be documented appropriately (IB, 2011. P.2).

**Intellectual property** – the World Intellectual Property Organization considers intellectual property as the "legal rights which result from intellectual activity in the industrial, scientific, literary and artistic fields" (WIPO, 2004). Students must understand that both creative and intellectual forms of expression must be respected and are normally protected by national and international law.

Consistent development of relevant Approaches to Learning and continuous implementation of the Academic Honesty Policy in the early stages of studying in the IB Programmes will help students to develop the skills necessary to successfully and flawlessly complete their final project which will be evaluated by independent experts.

## GENERAL

**This Academic Honesty Policy is an integral part of the educational process in the International Baccalaureate Programmes (MYP, DP). It is consistent with the IG Skolkovo Mission, the IB Mission and other policies, such as the Language Policy, the Assessment Policy, and the Special Educational Needs Policy.**

The IG Skolkovo administration and teaching staff undertake to provide all necessary facilities for the implementation of the Policy in the IB Programmes, including control over compliance with the Policy during training and summative assessments.

The Policy has been developed by the the MYP Coordinator, Librarian, ATL Leader, Personal Project Coordinator,

The Academic Honesty Policy is to be revised annually to optimize the educational process and incorporate any developments in IB and IG Skolkovo teaching and learning practices.

This Policy ensures that every student is given an equal opportunity to demonstrate their abilities.

## CITING BASIC PRINCIPLES

**In the IG Skolkovo community we accept that citing rules should be followed to:**

- » show respect for the work of others;

- » help a reader to distinguish our work from the work of others who have contributed to our work;
- » give the reader an opportunity to check the validity of our use of other people's work;
- » show that our research is within academic conventions and deserves respect;
- » demonstrate that we are able to use reliable sources and critically assess them;

- » establish the credibility and authority of our knowledge and ideas;

- » demonstrate that we are able to draw our own conclusions.

**MAIN CONCEPTS:**

1. **Quoting and citing**

**Citation** —an indication (signal) in the text that this material is not ours; we have "borrowed" it from someone or somewhere else. It can be used either at the beginning or at the end of the phrase.

**The name of the author must be indicated in the text!**

Example:

In John Koch's opinion, .... According to John Koch.... Citation is used in the form of a paraphrase or a summary.

**Quotation** — word for word reproduction of the part of the text or one's words. The size of the quotation should not exceed 50 words. The beginning and the end of the phrase are indicated with quotation marks "....."

**Forms of quoting:**

A) **Direct Speech**

Marthin Lither said, "Every true Christian, whether living or dead, has a share in all the benefits of Christ and the Church, given by him by God, even without letters of pardon".

B) **Indirect Speech**

Machiavelly said that "it is much safer to be feared than loved".

2. **Referencing** — the process in which the author does not reproduce the text word for word but refers to other ideas or information.

A) **Reference** — full details of the source cited in the work. If the source is not cited in the work, there is no need to refer to it. The format of the references depends on the style guides used.The forms of referencing in the text:

— **Indication of the authorship and the publishing date of the work.** (Author and the publishing date are indicated at the end of the sentence in the brackets.)

Example: Over 200 surging glaciers have been identified in North America. (Bradshaw, 1993)

— **Indication of the URL.** It is indicated at the end of the sentence.

In 2013, a total of 1.087 billion people travelled to another country as tourists. (http://www.bbc.co.uk/education/guides/zqk7hyc/revision)

— URL is indicated if visual sources are used. (videos, pictures). The URL should be put under the source.

The URL of the concrete resource should be presented which the material was borrowed from. The URL of the web search query entered in the web search engines such as Google, Yandex etc. is not enough.

The neccessity to refer to the visual sources is at discretion of the teacher.

Example:

http://www.bbc.co.uk/staticarchive/00519a63d07519f249b4a 89e12ae90eee8bb2c35.jpg



B) **Bibliography** — the list of the sources used in the work which should be presented at the end of the work in the alphabetical order.

**Requirements:**

Printed sources and e-books take the first place (sources in the Russian language, then sources in the foreign languages) and then the websites. The websites should be presented in the alphabetical order according to the title of the website.

Examples:

**Printed source** Last Name, First Name (initial letter), Title. (Place of publication, Copyright Date)Example: Colley, L., Captives: Britain, Empire and the World, 1600- 1850 (London, 2002). pp. 150-160.

**E-book**

Last Name, First Name (initial letter), Title. URL (Date accessed) Example: Klaus, V., The Threats to Liberty in the 21st Century, http://www.hrad.cz/cms/en/prezident_cr/klaus_projevy/3485.sht ml (08. 03. 2006).

**Website:**

Title of Website. URL (Date accessed)Example: Flannery O'Connor Collection. Georgia College and State University. http://library.gcsu.edu/~sc/foc.html (31.08. 2006)

**The example of the bibliography**:

1.Белинский В. О русской повести и повестях г. Гоголя ("Арабески" и "Миргород"). http://az.lib.ru/b/belinskij_w_g/text_0320.shtml (30.10. 2014)

2.Согрин В.В. Центральные проблемы истории США (Москва, 2013). с. 150-152.

3.Шимов Я. Австро-Венгерская империя (Москва, 2003). с. 38.

4.Colley, Linda, Captives: Britain, Empire and the World, 1600-1850 (London, 2002). pp. 150-160.

5.Klaus,V., The Threats to Liberty in the 21$^{st}$ Century, http://www.hrad.cz/cms/en/prezident_cr/klaus_projevy/3485.shtml (08.05.2006).

6.Flannery O'Connor Collection. Georgia College and State University. http://library.gcsu.edu/~sc/foc.html (31.08. 2006)

Academic Honesty Policy Violations:

Forms and Examples

The IB Regulations define malpractice as any "behaviour that results in, or may result in, the [student] or any other [student] gaining unfair advantage in one or more assessment component." (IB, 2011. P. 3).

**It includes:**

» **Plagiarism**: Intentional or accidental adoption of someone else's ideas or words without crediting the author;

» **Collusion** between participants of the educational process (students) aimed at unauthorized sharing of materials for copying;

» **Duplication**: Submission of the same work for a formative or summative assessment on different assessment components;

» **Other forms of academic dishonesty** that give one student an illegitimate advantage over another as defined by the IG Skolkovo administration and listed in this Academic Honesty Policy include the following:

**copying** in an exam or test (and obtaining unauthorized assistance, including during an oral presentation);

**falsification**, including manipulation of experimental data and different uses of forged documents and signatures;

**unauthorized use of audio and/or video equipment** in the classroom in order to record a demo task completed by another student or to record a class in its entirety; **assistance from third parties outside the school** (friends, parents or a tutor) in completing homework without indicating this to the teacher in writing or orally during homework submission;

**deliberate avoidance of participation in collaboration** in order to avoid responsibility in the event of failure and/or to obtain an unearned grade with the help of others;

**non-attendance on the day of summative assessment** without a valid reason in order to obtain any advantage.


**Examples of Academic Honesty Policy violations**

Examples of **plagiarism** include:

» intentional or accidental use of someone else's work without crediting the original author;

» copying without referencing;

» failure to reference appropriately or include a source in the reference list.

Examples of collusion between participants of the educational process include:

copying classwork or homework;

providing work for copying;

completing work for another student;

» submitting work completed by another person (another student, parent or tutor) as your own;

» distributing information about a test to other students without authorization from the teacher;

» various forms of collective cheating in order to mislead other participants of the educational process (students, parents or the teacher).

**Collaboration** is not treated as a form of **collusion**, but it is one of the main forms of IB educational process management. Collaboration is understood as working in a group to solve the same educational problem. Collaboration involves open interactions between students within a group. The outcome of collaboration is the same for all group members, which shall be indicated when documenting the outcome in any form (oral or written presentation) by listing all group members.

Examples of copying include:

» using crib sheets, pre-filled answer sheets, textbooks, sources (source materials, maps, charts, tables), a computer, tablet, phone and/or other hardware/printed matters when completing a formative or summative assessment task without authorization from the teacher;

» copying the work of another student;

» oral assistance.

Examples of falsification include:

» manipulating experimental data;
» inventing data of experiments, surveys and reports without actually completing them;
» including sources that were not actually used in the reference list;
» submitting forged documents, including medical certificates;
» forging parents signatures in the student diary.

## DISCIPLINARY ACTIONS AND PROCEDURES

The IG Skolkovo teaching staff and administration are responsible for discovering, preventing and disciplining incidents of academic dishonesty on a case-by-case basis. Discovering and documenting academic dishonesty is solely the right and responsibility of the teacher.

Students are not allowed to identify academic dishonesty in any form (report, complaint, etc.).

**In case of academic dishonesty, the IG Skolkovo administration undertakes to take the following actions:**

**In case of initial discovery** (meaning an ACCIDENTAL, non-systematic violation):

The teacher will invalidate works of all the students failing to comply with the Academic Honesty Policy.

**Each student** failing to comply with the Academic Honesty Policy will be asked for an individual talk with the teacher in order to prevent similar behaviour in the future.

All the students will be granted the right to resubmit the invalidated work within a period of time prescribed by the teacher.

The teacher will document the occurrence and nature of the violation in the student diary and his/her register and notify IB Coordinator accordingly.

**In case of repeated violations of the Academic Honesty Policy** (three and more incidents discovered by the teacher or administration):

The teacher will invalidate works of all the students failing to comply with the Academic Honesty Policy and each of them will receive a zero grade for all assessment criteria.

All the students involved in the academic dishonesty incident will have no right to resubmit the work.

The teacher will document the occurrence and nature of the violation in the student diary and his/her register.

The teacher will notify MYP Coordinator and IG Skolkovo administration.

The IG Skolkovo administration, acting through MYP Coordinator or the teacher,

will document the academic dishonesty incident in the student's personal file.

The IG Skolkovo administration, acting through MYP Coordinator or another designated person, will arrange for the parents to meet with the teacher and MYP Coordinator for a discussion of the incident between three parties (the teacher/MYP Coordinator, the student and his/her parent).

**In case of persistent and continuous violation of the Academic Honesty Policy**, the IG Skolkovo administration reserves the right to impose other disciplinary actions, to the extent of expulsion. Each flagrant violation of the Policy will be investigated by a designated committee comprised of IG Skolkovo Head of school, MYP Coordinator, heads of subject departments and the teacher.

**In cases of academic malpractice, students may not be given a mark for the assignment; nor may the assignment be submitted to the IB for assessment. Revised assignments may be marked and/or submitted assuming that all external deadlines are met.**

**IB's RESPONSE TO ACADEMIC MALPRACTICE:**

IB expects that all incidents of academic malpractice will be handled at the school site. The school's response is outlined above. In addition to an individual school's policy, candidates' work is also subject to random checks for plagiarism using a web-based plagiarism prevention service. In cases where IB examiners suspect malpractice, the following may and/or will occur:

1.IB will ask the coordinator to investigate the circumstances and report to the IB assessment centre.

2.IB reserves the right to withhold candidate (or group of candidates) results until the investigation is completed.

3.Cases of suspected malpractice are presented to the final award committee which assesses the evidence and renders a decision.

4.Penalties are imposed in accordance with the nature of the offense, never considering the consequences of imposing a penalty, and may include:

> 1) Not awarding a grade in a subject, thus not awarding an IB MYP certificate or IB diploma; students may retake the exam in a future session, assuming malpractice is not repeated.
> 2) Preventing a student from registering for future exams (in cases of

serious malpractice).

3) Withdrawing an IB MYP certificate or IB diploma if malpractice is established subsequently.

4) No form of documentation sent to any school, college, or admissions centre shows that a candidate has been found guilty of malpractice. Universities will see, however, that no grade has been awarded for a subject.

## REFERENCES AND RESOURCES

MYP: From Principles into practice (2014)

Academic honesty in the IB educational context (2014)

IB position paper: Academic honesty in the IB (2012)

Effective citing and referencing,

General regulations: Middle Years Programme, Academic honesty in the MYP

**Reviewed by the Pedagogical leadership team in August, 2017**