

## ACADEMIC HONESTY POLICY

(For academic year 2022/2023)

**A.** Lémania College takes academic honesty and integrity seriously. It is very important in all your study to develop your own responses, thoughts and reflections on the theories, ideas and texts of all types that you study.

Central to your learning is the ability to express these responses, thoughts and reflections clearly, coherently and with academic integrity.

Academic integrity is when you are honest in all of your study about from where, when and whom the information, theories, or ideas come in your work. We believe that academic integrity is not only crucial for the pursuit of knowledge and personal growth but also for fostering a culture of trust, fairness, and intellectual honesty among our students, faculty, and staff.

**B.** The International Baccalaureate (IB) defines malpractice as behavior that results in, or may result in, the candidate or any other candidate gaining an unfair advantage in one or more assessment component. Malpractice includes:

- Plagiarism: this is defined as the representation, intentionally or unwittingly, of the ideas, words or work of another person without proper, clear and explicit acknowledgment.
- Collusion: this is defined as supporting malpractice by another candidate, as in allowing one's work to be copied or submitted for assessment by another
- Duplication of work: this is defined as the presentation of the same work for different assessment components and/or diploma requirements
- Use of fabricated data claimed to be obtained by experimental work, or data copied or obtained by unfair means
- Any other behavior that gains an unfair advantage for a candidate or that affects the results of another candidate (for example, taking unauthorized material into an examination room, misconduct during an examination, falsifying a CAS record).

### **C. Responsibilities and support within the school community**

*Responsibilities of the school:*

According to the IB, the DP **coordinator** must ensure that all candidates:

- understand what constitutes academic honesty, an authentic piece of work and intellectual property

- receive guidance on study skills, academic writing, how to conduct research and how to acknowledge sources
- understand what constitutes malpractice (particularly plagiarism, collusion and misconduct during an examination)
- Know the consequences of being found guilty of malpractice.

Lémania College provides the students with appropriate resources for their subjects of study. Students have free access to the school library and its book collections (encyclopedia, dictionaries, classics, annotated editions, references, etc.). Our school also collaborates with local universities and their library to offer our students access to all the resources that they may need for their assessments. An introductory sessions is organized every year by the CAS Coordinator (who acts as librarian in this specific case) in collaboration with the local universities. In addition, our students have access to several online databases such as Kognity and the Inthinking subject sites .

The school has the responsibility to promote and establish this policy document and reserves the rights to modify the present document without any notification at all moment.

*Your responsibilities as a **student**:*

As a student, you should always make your best effort to carry out your studies and create work that adheres to these ideas of academic honesty. It is always up to the student to *demonstrate good academic practice*, and not simply intentionality. This means you must make sure you are familiar with the concepts in this policy, and that you are conscious of them in all areas of your study. Give yourself the opportunity to feel happy with your studies, to be proud of what you have achieved in your classes and become critical thinkers.

*Your **teachers**' responsibilities:*

The **teachers of the school** should collaborate, cooperate and communicate with the librarian. Teachers have the responsibility of monitoring and supporting the students to make sure that the students are the authors of the work they submit. The teachers should also support and act on the school's policy for good academic practice and prevent any form of malpractice as stated earlier in this document.

Your teachers are responsible for supporting you in your studies. In this respect teachers must act as a good role model for the students. For instance, teachers should provide students with handouts, power point presentations or documents with all the appropriate references. Your teachers will help you learn how to undertake your research, how to make citations, to paraphrase, and to make a bibliography or list of references in all your subjects. They will also check your work to make sure you are referencing properly and that you are the author of the work which you are submitting. They should be able to detect and report any malpractice to the head of the school or the DP coordinator. The sanction will then be determined by the head of the school or the DP coordinator together with the teachers. In

case of components submitted for IB assessment or moderation, the IB may investigate the case and then communicate its decision.

*Your parent/guardian/family members' responsibilities:*

Your parents, guardians and family members also share the responsibility for promoting academic honesty.

Support and help can be given by discussing ideas with you or even helping to explain difficult concepts you are learning about in class. However, family members should only help you develop your ideas and knowledge, they should not provide the actual answers, or write parts of a piece of work of which you would then no longer be the author.

**D. Criteria for dealing with and consequences for academic misconduct**

All incidences of suspected academic misconduct are treated on a case-by-case basis in a manner that ensures equity, consistency, procedural fairness, timely resolution and further learning. Practical steps taken by Lémania College in each case of suspected misconduct include the following:

- Investigation of misconduct
- Student(s) conference with the teacher regarding the incident
- Referral of the infraction to the DP coordinator and/or Head of the school
- Parent(s) contacted by the teacher and/or Head of the school
- Meeting with the student, parent(s), teacher and DP coordinator and/or Head of the school
- Incident documented and included in the students file

Students who are deemed to be responsible for academic malpractice may be subject to the following sanctions: academic probation and disciplinary letter, a failing grade for the assignment or assessment, the semester, or the year. In addition, a student may be suspended. In severe cases, the student may be dismissed from the School.

Misconduct on major school assessments:

- First infraction: Failing grade for the assessments, suspension and disciplinary letter
- Second infraction: Failing grade for the school year; suspension,
- Third infraction : Dismissal from school

Any student who has been found, after having signed the official IB cover sheet, to have committed academic malpractice on an official IB assessment component will be reported to the IB by the DP Coordinator. The IB will investigate the circumstances, and this may involve other students, the DP Coordinator, the student concerned and the teacher. Procedures and

potential consequences, as presented in the *General Regulations : IB Diploma Programme*, include exclusion from eligibility to earn the full IB Diploma or course certificate in the subject concerned.

### **E. Student guidance.**

Under no circumstances should a student copy work from someone else, or cheat in an exam or test by looking for instance at another student’s work, or by taking notes in any form into a test or exam room.

When you write an essay or report, or give a presentation, you clearly state if an idea, theory or image is not your own by referencing it. Referencing includes making citations, and writing a bibliography or list of references.

Any text, material or assets produced by an AI tool must be clearly referenced in the body of your work and the bibliography. In-text citation should contain quotation marks using the following referencing style: “text taken from [name of the AI tool], date“. Bibliography references should contain the prompt that you provided to the AI tool and the date it generated the text (*IB AI Guidance for Citation, 2023*) .

Should you have engaged in such behavior during your studies, it is considered as plagiarism, a very serious mistake to have made in your studies.

It is also seen by many as ‘intellectual stealing’ or as cheating, and is taken very seriously by this college, by examination boards, including the IB and by all universities. Be aware that teachers are often able to detect plagiarism, and can check your work online. The school will use the detection software Turnitin.

### **How to avoid plagiarism**

Plagiarism can happen for many different reasons, but there are solutions!

Below is a list of possible situations when plagiarism might occur, and solutions to help avoid it.

<i>example</i>	<i>solution</i>
You can’t remember from where you got an idea. You were cutting and pasting from electronic sources and now you don’t remember where it came from.	Always record what you read. You must make clear notes about what you read and where you find it, as you read it. This means writing down page numbers and authors of books and articles, and noting down websites, so you can find the information again later. Every time you cut and paste you must also include from where you got this information.
You forget that the idea wasn’t yours in the first	It shouldn’t happen that you forget the idea wasn’t yours if you do what is suggested above when taking notes and preparing

place OR simply make a mistake	for an assignment. , and You must always proof read your work before you hand it in, to make sure you minimize mistakes.
You actually have exactly the same idea	It is okay to say that you agree with what someone has said, or even say that you have the idea, and it is also supported by what so-and-so says in a book or article. This actually shows how intelligent you are, because you have the same idea as some important academic who has written and published books on the subject!
You don't know how to put an idea into your own words so you use someone else's	Learn how to paraphrase, and get good at it by practicing. It is lazy to use other people's words, especially when you would never normally use the words yourself. Your teacher will notice, and you actually learn a lot more by learning how to translate a complicated idea into a simpler one that you can explain in your own words.
You don't know what you think about the topic and so you just use other people's ideas, OR it's so much quicker and easier, and you are late with your assignment	Take your time with an assignment. Read what other people think, ask other students, talk about it in class, and think about it yourself. Develop your own thoughts. All of us can do this, if we give ourselves enough time to understand what we are studying. Plan ahead to allow enough time for your assignments. Avoiding plagiarism can seem time consuming, but once you have practiced using quotations, paraphrasing, citing and writing bibliographies, your assignments will greatly improve, and you don't risk being accused of this serious offence, and losing marks for the assignment altogether. You will also have genuinely learnt a lot about the topic you are studying!
You are working with someone else and talking about an assignment, and end up writing the same thing, or something very similar	It is always good to share ideas and discuss your studies with other students. Therefore the above situation might be an honest mistake. However, you should make sure you do not work so closely with another student on a final piece of independent work that you end up writing the same thing, and <b>DO NOT COPY</b> work from other students. You will be found out.

Always tell your teacher if you don't understand aspects of your studies or are behind with work, instead of taking short cuts, which could result in your getting no mark at all. Your teacher can usually find a way to help you!



### Good academic practice – an example

Being a good student means that you read around your subject, using other books, newspapers, magazines, and the internet for example. It is important that you look at what other people have said or written about what you study, but you must be careful about how you do this.

An example:

If you are writing an assignment in English on the use of sexist language in Jay-Z lyrics, you not only need to quote some of his lyrics, but you should also read and respond to what other people have said and think about his lyrics, even Jay-Z himself! You might look at newspaper articles or blog entries online. This is essential to help you develop your ideas, and is part of good academic practice, but it is inevitable that some of your ideas will be similar to those you read, you change your view in light of what you read, or the article says something you wish to examine closely and explore in your assignment. Therefore, you must either quote or paraphrase the idea presented, and reference it, by writing a citation.

For example:

The following is a paragraph from an article you might read on this topic from a newspaper available on the internet: «Sure, hip-hop didn't invent sexism, nor has it been the only musical genre to profit from promoting it. The vast territory that is popular music is a treasure trove of sexist ideas and images. And it is also true that racist, rightwing critics have targeted hip-hop as a way to continue the demonization of black men while remaining silent on countless other sexist images, sounds and stories that define US culture.» (<http://www.theguardian.com/commentisfree/2012/jan/17/jay-z-bitch-rapper-hip-hop>)

Poor academic practice would be to use the ideas from the article, but without saying that you did not think of the ideas, or even the words, yourself. Like this example of plagiarism: 'Lots of music is sexist. In fact, popular music is a treasure trove of sexism. Hip hop is targeted so that rightwing people can be racist against black men in US culture.'

It might be easy and quick to write the sentences above, but it is plagiarism. Instead you could write something like this, containing a quotation, paraphrasing and a citation: 'Hip-hop is not the only genre of music that can be seen as sexist. Indeed, popular music is a 'treasure trove of sexist ideas and images' (*T. Rose; 2012*). Furthermore, as Tricia Rose of The Guardian states, criticism of hip-hop is often used to perpetuate negative, racist attitudes against black men, whilst ignoring sexism in other music genre, and therefore in other parts of society (*T. Rose; 2012*).'

At the end of the assignment you would also include the full name of Tricia Rose's article in your Bibliography/References list, like this:

T. Rose; 2012, 'Jay-Z – dropping the word 'bitch' doesn't begin to cover it', The Guardian, 17 January 2012, accessed 11 July 2014, (<http://www.theguardian.com/commentisfree/2012/jan/17/jay-z-bitch-rapper-hip-hop>).

### **Bibliography :**

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- *Academic Honesty in the Diploma Programme*,  
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Lemania College Academic Honesty Policy  
Revision 2023

Please note that according to quality management standards,  
our policies are reviewed on a regular basis.