

Academic Honesty Policy

for the IB Diploma Programme®

state: May 2015

The German International School Doha's mission statement reflects the kind of individuals we would like our students to be.

We also aim to develop **principled** students that “act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere”, who “take responsibility for [their] actions and their consequences.”¹

A) DEFINING ACADEMIC HONESTY

The IB program defines academic *honesty* “as a set of values and skills that promote personal integrity and good practice in teaching, learning and assessment.”²

Both the International Baccalaureate and our school do the utmost to foster academic honesty and authentic authorship by discouraging **plagiarism**, the **duplication** of work and **collusion**.

Within the IB, *Plagiarism* has a new definition:

- Plagiarism: the representation, intentionally or unwittingly, of the ideas, words or work of another person without proper, clear and explicit acknowledgment. . The use of translated materials, unless indicated and acknowledged, is also considered plagiarism.³

¹ IB, *IB Learner profile*, 2013, [Online] Available from: <http://www.ibo.org/globalassets/digital-toolkit/flyers-and-artworks/learner-profile-en.pdf> . Accessed 17 May 2015.

² Dr. Celina Garza, *Academic honesty – principles to practice*, 2014, [Online] Available from: <http://www.ibo.org/contentassets/71f2f66b529f48a8a61223070887373a/academic-honesty-principles-into-practice---celina-garza.pdf> . Accessed 17 May 2015.

³ IB, *Academic Honesty Pamphlet*, 2014, [Online] Available from: http://www.unis.org/uploaded/02_ACA-DEMICS/2014-15/Files_PDFs_%28Academics%29/IB_General_Files/Academic_Honesty_Pamphlet.pdf. Accessed 17 May 2015.

According to the Merriam-Webster dictionary,

Duplication means:

- The act or process of copying something

Collusion means:

- Secret agreement or cooperation especially for an illegal or deceitful purpose

During the duration of the IB, there will be times where group work is requested. Working in partnership is necessary and acceptable, as long as the personal contribution from each student into the final piece of work can be clearly identified.

Other types of **academic misconduct** included in the IB Academic Honesty Pamphlet are:

- Taking unauthorized material into an examination room
- Disruptive behavior during examination or communicating with another student during the examination

Stealing examination materials or disclosure of information about the content of an examination paper within 24 hours after a written examination is also mentioned by Dr. Gaza as examples of misconduct.

B) WHY CITE? ⁴

Proper citation is a key element in academic scholarship and intellectual exchange. When we cite we:

- 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 the opportunity to check the validity of our use of other people's work
- give the reader the opportunity to follow up our references, out of interest
- show and receive proper credit for our research process
- demonstrate that we are able to use reliable sources and critically assess them to support our work
- establish the credibility and authority of our knowledge and ideas
- demonstrate that we are able to draw our own conclusions
- share the blame (if we get it wrong).

⁴ Extracted from *Effective citing and referencing*, 2014, [Online] Available from: <http://www.ibo.org/globalassets/digital-toolkit/brochures/effective-citing-and-referencing-en.pdf>. Accessed 17 May 2015.

C) CONVENTIONS FOR CITING: ⁵

DISD will accept any format for referencing that is recognized within the IB⁶ but will encourage the use of the *Harvard Referencing guidelines* when giving credit to sources. The main format for citing would follow this structure:

Type of resource: Book (in the case of 1 author)

Format for Bibliography: FAMILY/SURNAME, Initials. (Publication year in brackets)
Book title – italicized or underlined. Series title and volume if applicable. Edition – if not the first. Place of publication: publisher.

Example: NEVILLE, C. (2010) *The Complete Guide to Referencing and Avoiding Plagiarism*. 2nd Ed. Maidenhead: Open University Press.

In text example: Neville (2010) argues that... or “Quotation” (Neville, 2010, p.76)

D) CONSEQUENCES AND REGULATIONS RELATING TO MALPRACTICE AND ACADEMIC MISCONDUCT

Although all the effort goes towards prevention and avoidance of malpractice, there will be consequences if a candidate is found guilty of dishonesty. However, there will be no hard consequences the first time, since we have students coming from very different school systems and cultural backgrounds and it might take time at the beginning to embed the habit of honesty in the students.

We will encourage the use of tools like *turnitin* as a self-check for plagiarism. This is the best way to detect plagiarism in their papers, so that they are aware of areas missing citation and it will give them an opportunity to correct those before assignment grading.

1. First Infraction: Parents are notified by the teacher. The student is required to re-do the work and to read the IB academic policy⁷ with his/her parents. Malpractice is noted in the student's records.
2. Second Infraction: The student is given a zero mark for the assignment without a chance to re-do the work. Parents are notified by the teacher and the second infraction is noted in the student's records. Parents are called in to meet with the DP coordinator, the School director and the teacher to discuss about the consequences of further academic dishonesty.
3. After a third Infraction the Principal, on the evidence provided by the Subject teacher/DP Coordinator, will make a decision about the sanction that is shared with the student and parents (which might involve but is not limited to internal suspension from school, completing an academic honesty course,

⁵ A quick guide can be found here: https://www.staffs.ac.uk/assets/harvard_quick_guide_tcm44-47797.pdf

⁶ See examples under <http://www.ibo.org/globalassets/digital-toolkit/brochures/effective-citing-and-referencing-en.pdf>

⁷ Available at <http://www.hcis.edu.sg/assets/Uploads/IBO-Academic-Honesty-Policy.pdf>

academic supervision for future assessment tasks, exclusion from the Diploma Programme and/or termination of the schooling agreement).

DISD HONOUR CODE

STUDENT to sign and date:

I certify that ALL of the following are true:

I have read and understand the Deutsche Internationale Schule Doha IB Academic Honesty Policy and I will always follow the DISD Academic Honesty Policy including, but not limited to:

1. I promise to acknowledge any help from another person, any quotations and/or information paraphrased or translated from any source. I will document all source material in an agreed manner. I will not hand in work that has been produced by someone else.
2. I know what constitutes plagiarism, duplication of work and collusion and the consequences regarding them. If unsure about whether something constitutes plagiarism, duplication or collusion I will ask my teacher before submitting any work. I will abide by IB rules.
3. I will not take material into an examination room unless authorized by the teacher.
4. I will not copy information or communicate with another student during examinations.
5. I will not behave disruptively during examinations.
6. I will not steal examination materials or disclose of information about the content of an examination paper within 24 hours after a written examination.
7. In case of occurrence, I know these incidents will be recorded in my student file.

Student Name (printed)

Student Signature

Date

As the parent/guardian(s) of an IB student I have read and agree to the student Honour code listed above.

Parent/Guardian(s) Signature(s)

Date