

# Deutsche Schule Hurghada - Red Sea

## Preliminary academic honesty policy



### 1. Principled Students and Academic Honesty

“We act with integrity and honesty, with a strong sense of fairness and justice and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.” (IB Learner Profile)

This includes the respect for other people’s work, precisely the strict acknowledgement of authorship and the ability to take the consequences for one’s own inappropriate behaviour.

#### 1.1. Duties for students

To avoid misconduct, the school must be quite clear about what consequences are taken, if students do not follow the given rules. That is why students as well as legal guardians need to be informed by academic honesty practices at our school. In addition, students and teachers have to sign a contract about academic honesty. Furthermore, before submission for assessment, the students have to sign the “declaration of authenticity for their work”.<sup>1</sup>

#### 1.2. Duties for teachers

All teachers of IB classes are aware that students have to work according to this policy. They all pay attention to academic honesty concerning all tasks students have to deal with, such as e.g. homework, presentations, assessments, etc. They further regularly check students’ work concerning malpractice. To ensure that students actually have the skills to be academically honest, teachers of all classes teach common tools how to deal with sources in each subject. In the extended essay preparation class the teacher introduces thoroughly all common practises of citing and using resources.

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<sup>1</sup> DP General Regulations, Article 21, p. 13

## 2. Academic Honesty at DS Hurghada and in the future IB programme

To ensure, that teachers know how to act and students know what to expect in case of malpractice, the following table gives an overview about most common malpractice and their consequences.

Academic malpractice and misconduct <sup>2</sup>	DS Hurghada school policy from class 5-10	DS Hurghada school policy for the DP-programme
<p><b>Plagiarism</b>—this is defined as the representation, intentionally or unintentionally, of the ideas, words or work of another person without proper, clear and explicit acknowledgment</p>	<p><b>How to avoid malpractice and misconduct:</b></p> <p><b>Class 5/6:</b> Obligatory book report with research on the author; sources have to be given</p> <p><b>Class 5-10:</b> Presentations on various topics in different subject; focus on giving the sources at the end of the presentation</p> <p><b>Class 8/9:</b> practical placement in a company; students have to write a report; one part is based on research on the profession; this is the first time that they get into contact with citing methods and bibliography</p> <p><b>Class 10:</b> All future IB subjects introduce their student to methods of academic research and give appropriate advice for conventions of citation and acknowledging original authorship</p> <p><b>Consequences of misconduct and malpractice:</b></p>	<p><b>How to avoid malpractice and misconduct:</b></p> <p>For all subjects in the IB Diploma Programme the <i>MLA Handbook for Writers of Research Papers</i> (2016) will apply. A few samples of the handbook are in the IB library and can be taken out by the students.</p> <p>The school community (learners, teachers and the IB coordinator) are responsible for following the given rules. The students should have access to the <i>Plagscan</i> website (<a href="http://www.plagscan.com/de">http://www.plagscan.com/de</a>) to check their works before handing them in.</p> <p>If malpractice<sup>3</sup> or misconduct<sup>4</sup> occur, the school strictly follows the rules in the DP General Regulations, Article 21: Investigating cases of suspected academic misconduct, p. 13/14</p> <p>Only in the case „if questions (...) about the authenticity of a candidate's work (arise) <b>before submission for assessment</b>, the situation must be resolved within the school.“<sup>5</sup></p> <p><b>Consequences of misconduct and malpractice:</b></p>

<sup>2</sup> DP General Regulations; Article 20, p. 13

<sup>3</sup> Malpractice: The IB Organization defines malpractice as behaviour that results in, or may result in, the candidate or any other candidate gaining an unfair advantage in one or more assessment components. (Academic Honesty – principles to practice, Dr. Celina Garza, Rome 2014)

<sup>4</sup> Misconduct: The IB organization defines academic misconduct as behaviour (whether deliberate or inadvertent) that results in, or may result in, the candidate or any other candidate gaining an unfair advantage in one or more components of assessment. (s.a.)

<sup>5</sup> DP General Regulations, Article 21.1: Investigating cases of suspected academic misconduct, p. 13

	<p>In all cases it is the responsibility of the teacher to make possible misconduct transparent before giving the task to the students; Intended misconduct is unacceptable → depending on how severe the case is, the teacher can either downgrade parts of the work or the full work</p>	<p>Here the school has various possibilities to deal with the misconduct, depending on the severity of the case:</p> <ul style="list-style-type: none"> <li>- Notice in the student's school records</li> <li>- Teacher's conference with possible exclusion from lessons</li> <li>- Downgrading parts of the work or the complete work</li> <li>- The work is registered as 'not submitted'</li> <li>- Teacher's conference with possible exclusion from complete diploma programme</li> </ul> <p>In all cases the teacher, IB coordinator and the head decide on the consequences. Repeated abuse can lead to an exclusion from the DP Programme.</p>
<p><b>Collusion</b>—this is defined as supporting academic misconduct by another candidate, for example, allowing one's work to be copied or submitted for assessment by another</p>	<p><b>How to avoid malpractice and misconduct:</b></p> <p>Students are regularly told about the consequences of collusion.</p> <p><b>Consequences of misconduct and malpractice:</b></p> <p>the work of both students can be taken away and either the two are downgraded or given a failure.</p>	<p><b>How to avoid malpractice and misconduct:</b></p> <p>Students are regularly (i.e. before assessments) told about the consequences of collusion.</p> <p><b>Consequences of misconduct and malpractice:</b></p> <p>the work of both students can be downgraded or the work is registered as 'not submitted' / zero points .</p>
<p><b>Duplication of work</b>—this is defined as the presentation of the same work for different assessment components and/or DP core requirements</p>	<p><b>How to avoid malpractice and misconduct:</b></p> <p>Students told that each of their works can only be submitted once.</p> <p><b>Consequences of misconduct and malpractice:</b></p> <p>One of the works cannot not be assessed and has to be redone.</p>	<p><b>How to avoid malpractice and misconduct:</b></p> <p>Students told that each of their works can only be submitted once.</p> <p><b>Consequences of misconduct and malpractice:</b></p> <p>One of the works cannot not be assessed and will be registered as 'not submitted' / zero points .</p>
<p>Misconduct during an IB examination (for example, taking unauthorized material into an examination, behaviour that disrupts the examination or distracts other candidates,</p>	<p><b>How to avoid malpractice and misconduct:</b></p> <p>Students are regularly told about the consequences of e.g. taking unauthorized material to a test.</p>	<p><b>How to avoid malpractice and misconduct:</b></p> <p>Students are regularly (e.g. before class tests) told about the consequences of e.g. taking unauthorized material to a test.</p>

<p>or communicating with another candidate)</p>	<p><b>Consequences of misconduct and malpractice:</b></p> <p>When teachers find out about this, the test will be taken away and either downgrade or graded with zero points.</p>	<p><b>Consequences of misconduct and malpractice:</b></p> <p>Again, the school has various possibilities to deal with the misconduct, depending on the severity of the case:</p> <ul style="list-style-type: none"> <li>- Notice in the student's school records</li> <li>- Teacher's conference with possible exclusion from lessons</li> <li>- Downgrading parts of the work or the complete work</li> <li>- The work is registered as 'not submitted' / zero points</li> <li>- Teacher's conference with possible exclusion from complete diploma programme</li> </ul> <p>In all cases the teacher, IB coordinator and the head decide on the consequences. Repeated abuse can lead to an exclusion from the DP Programme.</p>
<p>Any other behaviour that gains an unfair <b>advantage</b> for a candidate or that affects the results of another candidate (for example, falsifying a CAS record, disclosure of information to and receipt of information from candidates about the content of an examination paper within 24 hours after a written examination via any form of communication/media).</p>	<p>-</p>	<p><b>How to avoid malpractice and misconduct:</b></p> <p>Students are informed that also further activities that give them an advantage are an example of academic misconduct, although not all of these aspects can be listed here. If students are unsure if certain practices are allowed, they need to ask the teacher of the subject if the help is acceptable or not <i>before</i> they make use of the help.</p> <p>Depending on the severity of the case:</p> <ul style="list-style-type: none"> <li>- Notice in the student's school records</li> <li>- Teacher's conference with possible exclusion from lessons</li> <li>- Downgrading parts of the work or the complete work</li> <li>- The work is registered as 'not submitted'</li> <li>- Teacher's conference with possible exclusion from complete diploma programme</li> </ul> <p>In all cases the teacher, IB coordinator and the head decide on the consequences. Repeated abuse can lead to an exclusion from the DP Programme.</p>

### 3. Implementation

Students sign on first day of school that they have read and understood the academic honesty policy. Legal guardians are also informed about the consequences of misconduct. Both, students and legal guardians, have access to the school's intranet to access the policy and to be informed about changes.

Regular revision of the academic honesty policy has to take place each academic year.

Also, teachers not teaching in the IB Diploma Programme must be informed about these policies, as they might witness possible misconduct.

### 4. Further information for students and legal guardians

International Baccalaureate Organization. Editor. *Handbook of procedures for the Diploma Programme*, published every year.

International Baccalaureate Organization. Editor. *General Regulations: Diploma Programme for Students and Their Legal Guardians*. International Baccalaureate Organization, 2016.

#### Sources:

*Academic Honesty –principles to practice*, Dr. Celina Garza, Rome 2014;  
<http://www.ibo.org/contentassets/71f2f66b529f48a8a61223070887373a/academic-honesty.-principles-into-practice---celina-garza.pdf>

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Modern Language Association of America. *MLA Handbook*. 8<sup>th</sup> ed., The Modern Language Association of America, 2016.

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