

Academic Honesty

You are ultimately responsible for ensuring that your Extended Essay is authentic, with the work or ideas of others fully and correctly acknowledged.

It is the responsibility of a supervisor to confirm that, for each student he or she has supervised, to the best of his or her knowledge, the version of the Extended Essay submitted for assessment is the authentic work of the student.

Both plagiarism and collusion are forms of academic misconduct that incur a penalty. The same piece of work, or two versions of the same work, cannot be submitted to meet the requirements of both the Extended Essay and another assessment component of a subject contributing to the Diploma or an additional certificate. You must ensure that have read and understood the school's Academic Honesty Policy before you embark on the Extended Essay.

This is a summary of CIS's Academic Honesty Policy

It is the policy of IB Helsinki Suomalainen Yhteiskoulu that:

- All students understand what we mean by academic honesty and why this is important.
- All work produced by students is their own, authentic work and all such authentic work has the ideas and words of others fully acknowledged
- Students understand and obey the rules relating to proper conduct of examinations

The aim of this policy is to:

- Promote good academic practice and a school culture that actively encourages academic honesty
- Enable students to understand what constitutes academic honesty and dishonesty
- Encourage students to look to their teachers for support when completing work and coursework in order to prevent any possible form of malpractice
- Ensure that students understand the importance of acknowledging accurately and honestly all ideas and work of others
- Explain to students that they have an important role in ensuring that their work is 'academically honest'
- Impart to students that plagiarism is a serious academic offence for which CIS and the IB show no tolerance
- Explain to students precisely what penalties will be imposed should they be found guilty of malpractice

What is 'Academic Honesty'?

Academic honesty refers to:

- Proper conduct in relation to the conduct of examinations
- The full acknowledgement of the original authorship and ownership of creative material
- The production of 'authentic' pieces of work
- The protection of all forms of intellectual property – which include forms of intellectual and creative expression, as well as patents, registered designs, trademarks, moral rights and copyright

Academic Dishonesty/Misconduct therefore, involves:

- Cheating
- Collusion
- Plagiarism
- All forms of malpractice

What is ‘Academic Misconduct’?

Misconduct may include:

- Plagiarism: Presenting the ideas or work of another as the student’s own, whether deliberately or inadvertently
- Collusion: Allowing one’s work to be copied or submitted for assessment by another student. This is supporting misconduct
- Duplication of work: The presentation of the same work for different subjects or parts of a course.
- Any other behaviour which gains an unfair advantage for a candidate or that affects the results of another candidate. This could include taking unauthorised material into the exam room, misconduct during an exam and falsifying Internal Assessments, CAS records, or any other material required to complete the Diploma
- Making up data for an assignment
- Exchanging or in any way supporting or attempting to support the passing on of information that is related to the examination
- Copying the work of another candidate
- Failing to obey the instructions of the invigilator or other member of the school’s staff responsible for the conduct of an examination
- Including offensive material in a script
- Stealing examination papers
- Using an unauthorised calculator during an examination

DEFINING FORMS OF ACADEMIC MISCONDUCT

Collusion/Collaboration

Collaboration involves working together with other students. There are occasions where collaboration with other candidates is permitted or actively encouraged. Nevertheless, if the teacher is not looking for a group product, the final work must be produced independently, despite the fact that it may be based on similar data.

Working together is collaboration. Copying someone else’s work is collusion. Even if you have ‘collaborated’ with another student, the work you present must be your own.

Plagiarism

Plagiarism is passing off someone else’s work, writing, thoughts, visuals, graphics, music and ideas as your own whether inadvertently or deliberately. Plagiarised work is work which fails to acknowledge the sources which it uses or upon which it is based.

Plagiarism is a clear breach of academic honesty. It is also a criminal offence in some countries.

THE RESPONSIBILITY OF EACH STUDENT

- Students are responsible for making sure that all work handed in is their own work and for fully and correctly acknowledging the work and ideas of others

THE RESPONSIBILITY OF EACH TEACHER

- Subject teachers are in the best position to identify work which may not be the authentic work of the student
- If a teacher suspects that a student's work is not his/her own, then, particularly if this relates to internally assessed work for external assessments, the teacher has a duty to warn the student of his/her suspicions, and has the right to ask students to redo the work, under teacher supervision.

CONSEQUENCES OF ACADEMIC MISCONDUCT AT CIS

The school has the right to apply its own sanctions when dealing with malpractice internally including internal exams, tests, coursework (internal assessments) and homework procedures. Such sanctions will include:

- **1st Offence:** The student is required to re-do the work and reminded of CIS's academic policy. Parents are notified by the teacher and the malpractice is noted in school records.
- **2nd Offence:** The student is given zero for the work, parents are notified by the Principal, and the student receives disciplinary consequences. This second malpractice offense is noted in school records.
- **3rd Offence:** If a student is found guilty of a 3rd breach of academic honesty, they will receive no credit for the relevant course, and may be recommended for withdrawal.

Additional sanctions for the most serious form of dishonesty may include suspension, expulsion, refusal to allow the student to attend the Graduation Ceremony, or to receive the school's High School Diploma.

CONSEQUENCES OF ACADEMIC MISCONDUCT (as outlined by the IBO)

- If the amount of plagiarism is minimal, zero marks will be awarded for the assessment component, but a grade will still be awarded for the subject. This is referred to as 'Academic Infringement'
- If a candidate is found to have plagiarized all or part of any assignment then no grade will be awarded for the subject. This automatically means that no Diploma can be awarded.
- Misconduct during an examination will result in no grade being awarded for the specific subject involved, which means no Diploma.
- If a candidate falsifies a CAS record, no Diploma will be issued until 12 months after the examination session has passed. The CAS record will need to be correctly completed.
- If the case of malpractice is very serious, the candidate may not be allowed to re-register for examinations in any future session
- An IB Diploma may be withdrawn from a candidate at any time if misconduct is subsequently established