



Nymphenburger Gymnasium Academic Honesty Policy



Rationale

Nymphenburger Schools (Gymnasium and Realschule) support and promote the principles of properly conducted academic research and the respect for integrity in all forms of assessment. As an International Baccalaureate school, Nymphenburger Schools acknowledge the International Baccalaureate Organisation's advocacy of ethical behaviour as an essential part of the IB Diploma Program in conducting academic research and submission of authentic work. We value the concept of intellectual property and the need to hold students accountable for the ethical use of the ideas and words of others.

Purpose

The maintenance of a Nymphenburger culture of honesty and integrity is integral to our purpose of developing 'ethical future path makers' and is underpinned by the schools' character ideals of honesty, trustworthiness, respect and responsibility. The presentation of authentic work is essential to good scholarship and practice. This policy explains our expectations for honest academic practice on the part of students. It sets out the responsibilities of our staff in developing and promoting academic honesty, and penalising plagiarism and other forms of dishonesty.

Principles

Elements of Academic Honesty

An authentic piece of work is based on the candidate's individual and original ideas with the ideas and work of others fully acknowledged. Therefore, all assignments, whether written or oral, completed by a candidate for assessment must wholly and authentically use that candidate's own language and expression. Where sources are used or referred to, whether in the form of direct quotation or paraphrase, such sources must be fully and appropriately acknowledged. Candidates must acknowledge:

- All ideas and work of other persons.
- Rendition of another person's words presented in a new style and integrated grammatically into the writing.
- CD ROM, email messages, Web sites.
- Electronic media.
- Sources of all photographs, maps, illustrations, computer programs, data, graphs, audio-visual.
- Verbatim (word for word) quotes.
- Works of art including music, film, dance, theatre arts, visual arts.

Definitions

Malpractice

Candidates are required to act in a responsible and ethical manner throughout their participation in the Diploma Program and examinations. In particular candidates must avoid any form of malpractice. The IBO 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.’ Malpractice most commonly involves collusion or plagiarism.

Examples of malpractice include but are not confined to:

- **Intentional plagiarism:** Representing the ideas or work of another person as one’s own.
- **Unintentional plagiarism:** Careless paraphrasing and citing of source material such that improper or misleading credit is given.
- **Collusion:** Supporting malpractice by another student – allowing work to be copied, or submitted for assessment by someone else.
- **Duplication of work:** Presenting the same work for different assessment components in the IB.
- **Other Misconduct:** Any other behaviour that gains an unfair advantage e.g. cheating in an exam, falsifying a CAS record. Additionally Teachers and Coordinators must not engage in the following actions:
 - The unauthorised rescheduling of an examination.
 - Failing to keep exam papers secure prior to an examination.
 - Providing undue assistance in the production of any work that contributes to the assessment requirements of the IB Diploma.
 - Leaving candidates unsupervised during an examination.
 - Allowing additional time in examinations without IBO approval.
 - Releasing an examination paper, or disclosing information about the paper, within 24 hours after the examination.
- Further elaboration is provided regarding collaboration and collusion to provide clarity regarding commonly confused concepts.

Collaboration

Collaboration includes working in groups to achieve a shared goal and is a common form of assessment in which all members of the group are expected to participate equally. Group work may be face to face, in discussion boards, blogs and wikis for example. The protocols of acknowledging sources still apply.

Permissible collaboration includes the following:

- Discussion with other students regarding issues raised by the assessment item.
- Discussion with other students regarding means by which to address the issues raised by the assessment item.
- Collaborate in the location of, and sharing, sources of information relevant to the item of assessment.

Impermissible collaboration includes the following:

- Collaborate with other students or persons in the writing of all or part of the student’s submissions for the assessment item.

- Collaborate with other students or persons in the writing of all or part of any other student's submissions for the assessment item.
- Provide a copy of his or her work in respect of that item of assessment to another student.

Collusion

- Is a form of plagiarism that can occur as a result of inappropriate collaboration during group work.
- Occurs when two or more people work secretly for the purpose of deliberately misleading others.
- It involves working with someone with the deliberate intention to mislead. This could involve working with someone else to produce work which is presented as your own when, in fact, it was the result of secretly working with someone else.
- Can be avoided by taking own personal notes of what is happening during group work sessions.
- It is collusion if a student allows another to copy an assignment even if that student changes the words to make it look like his own before submission.
- For further examples of malpractice refer to the **IB Guidelines for Academic Conventions for citing and acknowledging original authorship**.
- Where subject areas have specific guidelines for acknowledging sources in addition to those outlined in this text, these guidelines must be clearly outlined and published to students. For example, Art may have particular requirements for paintings, pictures and drawings.

Roles and Responsibilities

IB Coordinator

- Understand what constitutes academic honesty and an authentic piece of work.
- Know the consequences of being found guilty of malpractice.
- Establish a school culture that actively encourages academic honesty.
- Support the IBO fully in the prevention, detection and investigation of malpractice.
- Understand additional responsibilities in the event of a candidate being investigated for malpractice.

Teachers

- Provide instruction and scaffolding necessary for students to use ethical research practices including opportunities for feedback during the drafting process.
- Provide students with consistent advice on good academic practice whenever necessary.
- Support the Nymphenburger Academic Honesty Policy and comply with it.
- Stick to the standard for acknowledging sources.
- Confirm, to the best of his or her knowledge, all students' work accepted or submitted for assessment is the authentic work of the student.
- Provide students clear guidelines on academic writing and referencing styles required in each subject.

- Provide clear information on assessment requirements in each Unit Outline, especially concerning aspects involving individual and/or collective assessment.
- Provide clear guidelines on group work, especially concerning assessment and division of tasks among group members and monitoring of group work to ensure fair assessment.

Students

- Have ultimate responsibility for ensuring that all work submitted for assessment is authentic, with the work or ideas of others fully and correctly acknowledged.
- Are responsible for meeting deadlines and absences.
- Should seek clarity from Teachers and Teacher Librarian during the assignment process and regarding any aspect of Academic Honesty guidelines.

Academy Processes and Procedures

- The Academic Honesty Policy has been developed in accordance with the IB Diploma Program general regulations.
- *All students and teachers will receive a copy and explanation of the policy at the beginning of the course.*
- All teachers will receive training on implementation and monitoring of the policy.
- Students and parents will sign the Assignment Ethical Practice Code attached to each assignment.
- Teachers will provide further advice and guidance to students on implementation of the Nymphenburger Academic Honesty Policy and the development of good academic research practices.
- We believe that through proactive teaching and learning and consistent monitoring that any behaviour which may lead to malpractice will be identified early and rectified before an incident occurs.

Investigation of Intentional Malpractice

The IB Coordinator will investigate any suspected malpractice. The situation must be resolved within Nymphenburger Schools.

1. The teacher will notify the IB Coordinator with supporting documentation if malpractice is suspected. The teacher will not make an open allegation to the student and any suspicion of malpractice will be kept confidential to the process.
2. The IB Coordinator will determine whether malpractice has taken place based on information gathered through the investigation. The investigation will include interviewing the student and allowing the student to provide explanation.
3. The IB Coordinator will inform the parents of the process irrespective of the outcome.
4. If evidence of malpractice is confirmed, the student and parents will be notified in writing and informed of the consequences. Appeal provisions will accompany this correspondence.
5. An appeal must be submitted within 7 school days of the date of the letter. The Principal will consider the appeal. The Principal's decision will be final and will be communicated to the student and parents in writing.

6. Copies of all records of investigation, correspondence and the assessment item will be kept on the student's subject file.

Consequences of malpractice

A. Summative externally assessed assignments

If any part or whole of the student's work is suspected of not being authentic, that work must not be submitted to the IBO. One of the following courses of action may be followed:

1. If malpractice is identified prior to the formal submission date to Nymphenburger Schools but prior to IB submission, then the work will be required to be revised and resubmitted in time to meet the formal assessment due date. If the student fails to resubmit by the formal date, an F will be recorded.
2. If malpractice is detected, once the assessment has been formally submitted on the due date and confirmed following investigation, an F will be recorded on the appropriate mark sheet and no grade will be awarded for the subject concerned. This may seriously impact on the student's eligibility for the Diploma under IB rules.
3. If teachers detect malpractice after work has been formally submitted and accepted for assessment to the IB, the IBCA must be informed. The IB Diploma or a Certificate may be withdrawn from a candidate at any time if malpractice is subsequently established.

B. Academy formative assessment

Following investigation of an allegation of malpractice, if on the balance of probabilities a student has committed malpractice then the following consequences will be applied:

Intentional malpractice

1. If malpractice is identified prior to the formal submission date, then the work will be required to be revised and resubmitted in time to meet the formal assessment due date. If the student fails to resubmit by the formal date, an F will be recorded.
2. If malpractice is detected, once the assessment has been formally submitted on the due date and confirmed following investigation, an F will be recorded on the appropriate mark sheet and no grade will be awarded for the subject concerned. The end of term/semester report will reflect the student has failed to fulfil the course requirements for the period.
3. The student will be required to resubmit the assignment which will be marked for diagnostic purposes and in order for the student to complete IB course fulfilment requirements.

Unintentional malpractice

The item will be marked with the result taking into account the malpractice. This result will be used in the term/semester report.

Supplement

The following are the General Regulations of the IBO concerning Malpractice:

Article 29: Definition of 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. Malpractice includes the following.

- a. Plagiarism: this is defined as the representation of the ideas or work of another person as the candidate's own.
- b. 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.
- c. Duplication of work: this is defined as the presentation of the same work for different assessment components and/or IB diploma requirements.
- d. Any other behaviour 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, disclosure of information to and receipt of information from candidates about the content of an examination paper within 24 hours after a written examination).

Article 30: Applicable procedure

30.1 The school's Diploma Programme coordinator must inform the IB Organization if he or she identifies any malpractice (for example, plagiarism) in relation to a candidate's work after the candidate has signed the cover sheet to the effect that it is his or her own work and constitutes the final version of that work. In such cases, or when an examiner or the IB Organization suspects malpractice, the school will be required to conduct an investigation and provide the IB Organization with relevant documentation concerning the case. If questions arise about the authenticity of a candidate's work before the cover sheet has been signed, that is, before the work has reached its final stage, the situation must be resolved within the school.

30.2 Candidates suspected of malpractice will be invited, through the coordinator, to present a written explanation or defence.

30.3 Cases of suspected malpractice will be presented to the final award committee. After reviewing all evidence collected during the investigation, the committee will decide whether to dismiss the allegation, uphold it, or ask for further investigations to be made.

30.4 If the final award committee deems evidence of malpractice insufficient, the allegation will be dismissed and a grade will be awarded in the normal way.

30.5 If the final award committee decides that a case of malpractice has been established, no grade will be awarded in the subject(s) concerned. No IB diploma will be awarded to the candidate, but a certificate will be awarded for other subject(s) in which no malpractice has occurred. The candidate will be permitted to register for future examinations at least one year after the session in which malpractice was established.

30.6 If a case of malpractice is very serious, the final award committee is entitled to decide that the candidate will not be permitted to register for any future examination session.

30.7 If the candidate has already been found guilty of malpractice in a previous session this will normally lead to disqualification from participation in any future examination session.

30.8 An IB diploma, or a certificate, may be withdrawn from a candidate at any time if malpractice is subsequently established.

Article 31: Reconsideration

31.1 The reconsideration of final award committee decisions does not include the review of the assessment of candidates' work, such process being regulated by the

enquiry upon results procedure defined in article 19. General regulations: Diploma Programme

31.2 Final award committee decisions are only open to reconsideration if the candidate establishes the existence of facts that were unknown to the final award committee when making its original decision. To be admissible the request for reconsideration must:

- a. be filed by the candidate or his/her representative via the school's Diploma Programme coordinator, who must inform the head of school
- b. be received by IB Cardiff from the school within three months from the date of the original decision by the final award committee
- c. contain a full description of the new facts invoked and of the reasons for which a reconsideration is being requested
- d. contain the name and address of the candidate or his/her representative to whom IB Cardiff may send all communications and decisions concerning the request.

31.3 All requests for reconsideration will be examined and decided by a subcommittee of the final award committee. The subcommittee will be composed of at least the chair or vicechair of the final award committee, a member of the examining board and the assessment director or academic director, all of whom must have served on the final award committee that made the original decision.

31.4 The subcommittee is entitled to refuse to reconsider the matter if it deems that the request is not based on new facts. If the subcommittee refuses to reconsider the matter it will inform the candidate or his/her representative at the address indicated in the request, with a copy to the Diploma Programme coordinator.

31.5 If the subcommittee accepts to reconsider the matter it may ask the candidate and/or the school for whatever additional explanations and evidence it deems useful but will not be obliged to accept further written submissions by the candidate and will not hear the candidate orally. The subcommittee will render its decision upon reconsideration, in principle within one month from the date IB Cardiff receives the request for reconsideration.

31.6 The subcommittee's decision upon reconsideration will contain summary reasons and be notified by IB Cardiff to the candidate or his/her representative at the address indicated in the request, with a copy to the Diploma Programme coordinator.

Article 32: Appeals

32.1 In cases where a request for reconsideration is possible, as defined under article 31, the reconsideration must precede any appeal.

32.2 Subject to article 32.1, appeals are possible against any decision of the final award committee and against any decision of the assessment director upon review of the re-marking of a candidate's externally assessed material as defined under article 19.3, but only on the grounds that the procedures defined in these general regulations, and which led to the decision of the final award committee being appealed, were not respected.

32.3 The appeals panel is formed of three members: one member independent from the IB Organization, the chair or vicechair of the IB examining board and a chief examiner who was not on the final award committee that made the decision being appealed. The head of examinations administration will act as the secretary of the appeals panel, without being involved in making any decision.

32.4 The independent member is appointed on an annual basis and will not have been a Diploma Programme teacher or examiner, or an employee of the IB Organization at any time during the past five years.

32.5 The panel makes its decisions based on the views of the majority of the three members. The independent member will act as chairperson of the panel and will make the decision alone if a majority decision cannot be reached.

32.6 The appeal must be lodged using a form of recorded delivery and be addressed to the head of examinations administration at IB Cardiff. It must be lodged within one month from the date the candidate received the decision being appealed.

32.7 The appeal must contain the following information in English:

a. the name, postal address, telephone number, facsimile number and email address of the appellant

b. a statement of all the facts and the reasons for the appeal

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c. the appellant's request for relief

d. a copy of the decision being appealed

e. all written evidence on which the appellant intends to rely

f. any request for the holding of a hearing and for the examination of (a) witness(es).

32.8 Upon receiving the appeal the IB Organization will request a non-reimbursable handling fee that must be paid before the appeal procedure begins.

32.9 The appeals panel will begin by issuing directions regarding how the procedure will be run. Subject to the panel respecting due process and to it holding a hearing if so requested by the appellant, the panel will be free to determine how the procedure is to be run. The panel may ask both the appellant and the final award committee to submit clarifications and information. Any hearing that takes place is held in the premises of IB Cardiff on a date fixed by the panel after consultation with the appellant.

32.10 The procedure is in English. The appellant may, at his/her own expense, be represented by legal counsel.

32.11 In making its determinations on issues in dispute the appeals panel will base itself on what it deems most probable in light of the evidence (balance of probabilities) and it will make its decision on the basis of these general regulations and principles of fairness without applying any rules of law.

32.12 The panel will issue a written, dated and signed final decision with summary reasons, in principle within three months from the date IB Cardiff received the appeal. The IB Organization will notify the final decision to the appellant, with a copy to the head of school.



**Nymphenburger Gymnasium
Academic Honesty Policy**



I herewith confirm that I have read the “Academic Honesty Policy” of Nymphenburger Gymnasium and that I agree on it:

.....
student's name

.....
student's signature

Munich,
date