



# *Schiller*schule

H A N N O V E R

School Code 006174  
IB Diploma Programme

Academic honesty policy



## **General notes and definitions on Academic Honesty at Schillerschule**

Academic honesty is an issue not only for the IB Diploma Programme students but for all students at Schillerschule. Therefore, the matter academic honesty is continuously treated throughout the time students spent at Schillerschule.



## Academic Honesty Policy

In accordance with the school's mission statement, the ethical practices manifested in the IB Diploma Programme and the regulations given by Lower Saxony's ministry of education, we believe that academic honesty and integrity are essential to the learning process at our school. It is our aim that students at Schillerschule will accept the following practices:

*Students will exercise academic honesty in all aspects of their work. They will acknowledge the work of others, including material taken from other sources.*

*They will not claim as their own the work of others. They will not give their work to others to pass off as their own. They will observe the integrity of the examination room.*

*(Ethical practice poster, © International Baccalaureate Organization 2006)*

## Malpractice

Schillerschule uses the IBO's definitions of malpractice:

- plagiarism: this is defined as the representation of the ideas or work of another person as the candidate's own
- 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/Abitur requirements
- 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).

## Consequences of malpractice

- Class teacher/Tutor and legal guardians will be notified of the incident.
- Malpractice may lead to downgrading or failure of the assessment component concerned.
- The school is obliged to inform the examination board of the IBO or the school's board of examiners ( "Prüfungskommission" ) for the Abitur if malpractice occurs during external examinations. The consequences may include disqualification of the component affected or even of the full Abitur or IB Diploma.



Schillerschule sees its academic honesty policy in strong relation with the school's ongoing process to further implement the IB learner profile. With regard to academic honesty, it is important to stress the item "Principled" in the IB learner profile, addressing students striving to act "with integrity and honesty, with a strong sense of fairness, justice and respect for the dignity of the individual, groups and communities."

### **Implementation of Academic Honesty at Schillerschule – matters in existence for all students**

In year 5 all students attend a 3-month course on how to work with their own and the school's computer equipment. This course includes a variety of student's activities not only based on the technological aspect but on the use of technologies for homework, presentation and so forth. One mandatory focus of this course is academic honesty. On an age-based level students learn the basic concepts relating to academic honesty, especially intellectual property and authenticity.

All students regularly have written examinations in almost all subjects taught at Schillerschule. Matters as not allowing one's work to be copied by another student, taking unauthorized material into an examination room or misconduct during an examination are discussed in class every year.

There is a policy on the introduction of new methods of learning at Schillerschule. This includes a compulsory list of methods to be taught and used by each subject in a given year. Additionally, there is a new compulsory subject introduced for years 8 – 10 compulsory subjects ("Profilunterricht") which sets a focus on new ways of learning and new ways of presenting results. During these lessons, there is a clear focus on academic honesty/dishonesty regarding plagiarism and collusion.

In year 11 students have a 2-week practical placement in a company. They have to write a report on their placement including an investigation into general aspects of the field of work they were experiencing. As preparation during class, matters concerning intellectual property and plagiarism are dealt with. Students are given examples of conventions for citing and acknowledging original authorship. Students have to sign a declaration stating that all work they submit in the report will be their own authentic work. The examining teacher checks candidates' work for plagiarism. Malpractice is leading to downgrading or failure of this assessment component.

For years 11-13 students are provided with a detailed list of regulations for the German sixth form given by Lower Saxony's ministry of education. This list also includes a list of malpractice and consequences. Students have to sign that they have read all the regulations given by the Ministry of Education.



In year 12 all students have to write an extended essay for the German Abitur (or the IB Diploma Programme). For one term, two lessons per week are assigned to the preparation of this task. The matters treated in year 11 as described above (intellectual property and plagiarism, examples of conventions for citing and acknowledging original authorship) are reviewed and deepened in these lessons. Students have to sign a declaration stating that all work they submit in the essay will be their own authentic work. Students are warned that the examining teacher checks candidates' work for plagiarism for instance with a software owned by the school. Students are informed that malpractice will lead to downgrading or failure of this assessment component and may lead to failure in the Abitur and IB Diploma.

Before the final examinations for the Abitur take place, all students are informed by the coordinator on the conduct of the examinations including malpractice and consequences. Students receive a written copy of the regulation and have to sign that they have read and understood all regulations.

### **Implementation of Academic Honesty at Schillerschule – specific aspects for the IB Diploma Programme**

The introduction of the IB Diploma Programme and the requirements on academic honesty provided a good opportunity to develop the school's academic honesty policy further in general. New aspects were implemented and older traditions on teaching awareness for academic honesty were reviewed. Some of the following points are IB-specific and therefore addressed to our IB Diploma Programme students only (for instance references to some specific regulations as stated in the "General Regulations: Diploma Programme"). However, all aspects of academic honesty stated in this paragraph that are sensible for the school in general are translated into German and implemented for the entire school community.

- There is a written academic honesty policy in English and in German that is published and copied to all students, legal guardians and teachers at Schillerschule (this policy is stated above).
- In year 11 and 12 the approach to teaching the areas citing and referencing are unified throughout the courses involved. There are worked out student activities for this field.
- Student activities on plagiarism are used in years 11 and 12.
- In the first week of the first year of the Diploma Programme, all students and their legal guardians will be provided with a link to the IBO document "General Regulations: Diploma Programme". A parent-student evening will be held right afterwards. One important topic will be issues related to academic honesty and



malpractice as stated in the General Regulations and the school's academic honesty policy. Consequences of malpractice are clearly stated.

- All students sign an academic honesty contract. On this contract they have to declare that they have read, understood and approved the regulations on academic honesty, understand the consequences of malpractice and that all work they submit for assessment during the Programme is their own authentic work.
- Teachers provide students with examples for academic honesty in their subject (this includes acknowledgement of sources, treatment of legitimate collaboration and unacceptable collusion or plagiarism and the relevant requirements stated in the relevant subject guides). The topic academic honesty is treated in the subjects throughout the duration of the two-year programme.

### **Review cycle**

This policy will be reviewed at least every two years.