



KŐRÖSI CSOMA SÁNDOR

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Academic Honesty Policy

of

Kőrösi Csoma Sándor
Két Tanítási Nyelvű Baptista Gimnázium

Academic honesty

Academic honesty is an essential part of any successful educational programme, but we, at Kőrösi asl believe that it is a process. Students need time and guidance to become the principled learners they strive to be. By following a few simple guidelines described below, students therefore must learn to show respect by acknowledging other people's work and also to be proud of their own work, as we believe these two can really only exist together.

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. Behaviour that may disadvantage another candidate is also regarded as academic misconduct. Academic misconduct is a breach of these regulations and includes, but is not restricted to, the following:

- Plagiarism — this is defined as the representation, intentionally or unintentionally, of the ideas, words or work of another person without proper, clear and explicit acknowledgment.
- Collusion — 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.
- Duplication of work — this is defined as the presentation of the same work for different assessment components and/or DP core requirements.
- Misconduct during an IB examination (for example, taking unauthorized material into an examination, behaviour that disrupts the examination or distracts other candidates, or communicating with another candidate).
- Any other behaviour that gains an unfair advantage 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).

Misconduct during DP1 and DP2

In the first week of Year 1 of the Diploma Programme, students are required to complete workshops on citing and referencing, which includes a detailed description of what constitutes misconduct in the IB programme and advice on how to avoid malpractice, with examples. During these workshops, students are also informed about the consequences of misconduct, as follows:

- If a student presents a work (homework, essay, test) that is plagiarised (intentionally or not) or the student is suspected of collusion for the first time, (s)he will be asked to rewrite the work in question, and the student receives a warning.

- If a student presents a work (homework, essay, test) that is plagiarised (intentionally or not) or the student is suspected of collusion for the second time, (s)he will be given a 1 for that work, and the incident will be recorded on the student's permanent IB record.
- If a student presents a work (homework, essay, test) that is plagiarised (intentionally or not) or the student is suspected of collusion for the third time, the IB coordinator will be informed immediately, and a disciplinary meeting will be held with the student and his/her parents present.
- If a student is found cheating during a test, (s)he will be given a 1 for that test without a warning.

At the end of the first week of Year 1 of the Diploma Programme, students and parents will be asked to sign an academic honesty declaration stating that they understand the requirements, and that all the work they submit for assessment will be their own work.

Misconduct during an examination or assessment requirement

If a candidate is suspected of misconduct during an examination, the school is required to report this to the IB. The report of the incident will be sent to the IB Assessment Centre with a full account of the incident, a statement from the candidate(s) involved, the statement from the invigilator(s) present, the seating plan of the examination room and any unauthorized material brought into the examination room by the candidate(s) (if applicable).

If a candidate is suspected of plagiarism or collusion in any assessment material (internal assessments, extended essay), the IB Assessment Centre will initiate an investigation. The coordinator and the head of school will be informed about the investigation, and asked to provide statements from the coordinator, the candidate(s) and the teacher for the subject involved or the supervisor in case of an extended essay.

The IB will then investigate the case and present all evidence to the final award committee, who will then decide whether a breach of regulations was committed. If the committee finds the candidate(s) guilty of academic misconduct, (s)he will get an „N” in the subject or diploma requirement concerned. The IB coordinator and the head of the school will be informed by the IB about the decision prior to the issue of the results.

Review

This Academic Honesty Policy is reviewed annually by the end of August by a committee comprising the following members:

Headmaster

Deputy Heads

IB Team

Parent Council members

Student Council members