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1. Statement of Intent

“**Academic integrity** is a guiding principle in education and a choice to act in a responsible way whereby others can have trust in us as individuals. It is the foundation for ethical decision-making and behaviour in the production of legitimate, authentic and honest scholarly work.” (IBO, Academic Integrity, 2019)

GESM mission aims to provide “our students with an excellent education in German and English, following the internationally accepted standards”. Two of the five core values that the school embraces, are integrity and respect. As such, the community uses **academic integrity** in all steps of the process of inquiry, action and reflection. It is also clear that the IB Learner Profile attribute “principled” combines IB and school philosophy by saying “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.”

The aim of this policy is to

- define key terms
- clarify responsibilities
- outline consequences of academic misconduct (procedures)
- ensure “fairness”, “trust” and “credibility” (IBO Academic Integrity, 2019)

2. Application Policy (and related documents)

This policy applies to all members of the IBDP/CP, i.e., students, staff and parents. It must be read in conjunction with the Assessment Policy, The Conflict Resolution Procedure, and the school’s Code of Conduct.

3. Definition of Key Terms

The following definitions are directly taken from the IBO Academic Integrity Policy (IBO, 2019)

3.1 Academic Integrity

“**Academic integrity** is a guiding principle in education and a choice to act in a responsible way whereby others can have trust in us as individuals. It is the foundation for ethical decision-making and behaviour in the production of legitimate, authentic and honest scholarly work.” (IBO 2019).

3.2 School Maladministration

“The IB defines school maladministration as an action by an IB World School or an individual associate with an IB World School that infringes IB rules and regulations, and potentially threatens the integrity of examinations and assessment. It can happen before, during or after the completion of an assessment component or completion of an examination.” (IBO, 2019).

For IB set coursework, this includes but is not limited to providing unfair assistance, editing of student’s work, granting extensions of deadlines without approval.

Consequences are outlined in 7.2.2

3.3 Student Academic Misconduct

"The IB defines student academic misconduct as deliberate or inadvertent behaviour that has the potential to result in the student, or anyone else, gaining an unfair advantage in one or more components of assessment." (IBO, 2019)

"Behaviour that may disadvantage another student is also regarded as academic misconduct. It also includes any act that potentially threatens the integrity of IB examinations and assessment that happens before, during or after the completion of the assessment or examination, paper-based or on-screen." (IBO, 2019)

3.4 Plagiarism

The IB defines plagiarism "As the representation, intentionally or unintentionally, of the ideas, words or work of another person without proper, clear and explicit acknowledgment" (IBO ((2018)), *Assessment principles and practices—Quality assessments in a digital age*). This includes the use of translated materials." (IBO Academic Integrity Policy 2019, updated 2023)

Peer plagiarism: "Copying work from another student", "Student lending or facilitating their work" (IBO, 2019)

3.5 Collusion

"Coursework only and when working collaboratively", "show close similarity" (IBO, 2019). This includes cooperative work, but collusion aims to benefit or advantage one person, whereas collaboration aims to benefit a common goal. In collusion, the work of others is used, and collaboration was not part of the assignment.

3.6 Falsification of Data

It is a breach of academic honesty to invent, modify or change research and results. This is especially true for all data driven assessment e.g., in the Natural and Human Sciences.

3.7 ChatGPT and other AI

"Students should also be taught that AI-generated work included in a piece of assessment **must** be credited in the body of the text and appropriately referenced in the bibliography." (IBO, 2022: Artificial Intelligence (AI) in learning, teaching and assessment)

"The goal of **academic integrity** is to make knowledge, understanding and thinking transparent. Students must also master the technical components of academic integrity, which includes learning how to correctly reference and ethically use information, opinions and artificial intelligence (AI) tools."

"However, students need to be aware that the IB does not regard any work produced—even only in part—by such tools to be their own. Therefore, as with any quote or material from another source, it must be clear that any AI-generated text, image or graph included in a piece of work has been copied from such software. The software must be credited in the body of the text and appropriately referenced in the bibliography. If this is not done, the student would be misrepresenting content—as it was not originally written by them—which is a form of academic misconduct."

IBO Academic Integrity Policy (2019, updated 2023)

4. Responsibilities Regarding Academic Integrity

4.1 School

As an institution where students learn to act with integrity, GESM uses a spiral curriculum model to introduce, and practise means and procedures of academic integrity to produce authentic and original work.

The school provides training for teachers as well as materials and time to allow the implementation of their responsibilities as listed in 4.2.

4.1.1 Style guide

- all members follow and use the APA (7th edition) style guide
- all publications and presentations follow guidelines of academic referencing
- the librarian supports students in their search and appropriate use of primary and secondary sources
- all sections teach explicitly and age-appropriately the importance of academic honesty and referencing.

4.1.2 Calendar and Support Structure to Prevent Academic Misconduct

- in the IBDP/CP programs, an assessment calendar outlines dates for IB related coursework. They are spaced out to avoid undue stress that could also lead to plagiarism
- teachers create several checkpoints for conversation and handing in drafts (e.g., research/topic question, outline, parts of an assignment, full draft). These drafts are mandatory for the students and necessary for the teacher to certify that it is the student's own coursework
- handing in a full draft without preliminary steps will automatically flag this work for signs of malpractice that may result in a re-do of the assignment with a new topic

4.2 Teachers

- role model the use of **APA referencing style guide** in their lessons
- teach and practice explicitly the importance and use of referencing
- teach and practise the use of ChatGPT or AI for a better understanding and correct ethical use
- provide opportunities to practise and learn the use of style guide, note-taking, paraphrasing, summarizing, and using direct quotes
- clearly communicate expectations to the students when it comes to citing and referencing ideas
- set tasks that include an appropriate level of research and that require references
- enable students and guide them to follow all steps of academic research independently, including using citations, referencing, and compiling a bibliography
- engage in conversation about the progression of work, especially coursework to follow the work and thinking process of the student
- apply criteria fairly
- record any incidents of malpractice

4.3 Students

- understand the importance of academic honesty and integrity and giving credit to original ideas. This includes any work that is used in translation
- follow strategies to research, keeping track and citing sources (“cite while you write”)
- ensure, that they submit their own ideas and produce original work and that any ideas, images, words taken from any source are appropriately cited
- if at any time a student is unclear about how to ensure work is authentic, the student should seek out the help of the subject teacher and/or the school level heads.
- accept feedback and consequences on incidents of malpractice

4.4 Parents

- understand the importance of academic integrity and giving credit to other people’s ideas.
- encourage their children to use appropriate referencing and to keep track of their sources for a longer assignment
- support the school in any effort to promote **academic integrity** and in taking measures to check and ensure the authenticity of their child’s work
- accept consequences set by school when malpractice is detected

5. Procedures: School-Initiated

All investigations must be conducted in a fair and unbiased manner. The investigation is based on observation and/or evidence. Steps should be clear to everyone. Every party must provide a written statement related to the incident. Possible consequences should be made clear early in the process of investigation.

Any penalty needs to be proportional to the incident and age appropriate.

5.1 Incidents Related to Assignments

- When teachers suspect malpractice, they will first talk to the student. If the student admits malpractice (intentionally or unwittingly), a chance will be given to re-do the assignment on a new topic of similar scope and with a tight time frame, set by the teacher. If supervision is needed, the student will sit the second assignment in the DP/CP coordinator’s office.
- If a student is caught cheating during a class test, teacher will use their discretion to exclude the student from the rest of the test, to disregard the first part or to annul the entire test for the student. If more than one student is involved (passing of notes, holding up answer sheets etc), this applies to all involved parties. Student(s) will have the opportunity to state their side of the incident, ideally in writing, after the test. It is at the teacher’s discretion to provide the student with a new test at a different time similar in scope and challenge level but with different data so that the student(s) can show understanding of the topic. A record of this incident is sent by the subject teacher to the Homeroom teacher and the IBDP/CP coordinator.
- If malpractice is detected during any exam, an incident report must be filled in by all relevant parties following the IB guidelines.

5.2 Incidents related to Coursework

- Students are encouraged to document their research process under teacher supervision. Through frequent formal and informal conversations and meetings, the progression of ideas and arguments can be authenticated as the student's own work.
- If students fail to adhere to the above procedure, a written warning will be issued by the teacher to the student to comply with procedures and timeline. If the behaviour is repeated or compliance with the academic honesty standards are not adhered to, the teacher will inform the IBDP/CP coordinator and the parents.
- If the student presents work without showing steps leading up to submitted draft, teachers will meet to give the student the chance to prove their work authenticity, e.g., by asking specific questions or handing a piece of their work with blanks to fill in. A student is expected to explain the submitted work confidently.
- If malpractice is proven, the draft coursework will be rejected. The student will get the chance to work on a new topic and to produce a new response. This needs to be within a reasonable time determined by school to allow the teachers to standardize the class work. If a final draft is proven to be academically dishonest, the student will not be given the chance for a re-do. The information to IBIS will result in an "F" or "non-submission". As "a consequence the student would not be eligible for a final grade in the subject concerned." (IBO Academic Integrity, 2019)
- The use of software that improves language and grammar is not permitted for coursework where language is an assessment criterion
- Teachers and IBDP/CP coordinator will take utmost care that no work with suspected malpractice will be submitted to IB. In case of wilful submission to school by students of plagiarized and unauthentic coursework see *Appendix 7.1*.

5.3 Incidents Related to Examinations

Misconduct includes but is not limited to bringing unauthorized material into the exam room, displaying disruptive behaviour, communicating with the outside during the exam and leaking exam information within 24 hours.

To familiarize students with the severity of such misconduct, End-of-year and Mock Exams are conducted following IB examination procedures.

In case of misconduct, the invigilator will inform the student and take possession of any unauthorized material and fill in an incident form. An Assessment Review Committee will make appropriate suggestions for moving forward.

Procedures will follow the incident guidelines of the IB as outlined in appendix 7.2.1.

6. Procedures: IB-Initiated

If the IB suspects malpractice for any submitted work (e.g., similarities in IA, EA work), the procedure as outlined in the IBO Academic Integrity Policy (2019) will apply. This involves an investigation, written

statements and ultimately consequences for candidates, teachers and coordinators as outlined in the IBO Academic Integrity Policy (2019; updated March 2023).

For details see *Appendix 7.1*.

7. Appendix

7.1 The Investigation Flowchart for Student Academic Misconduct (IB coursework and examinations only)

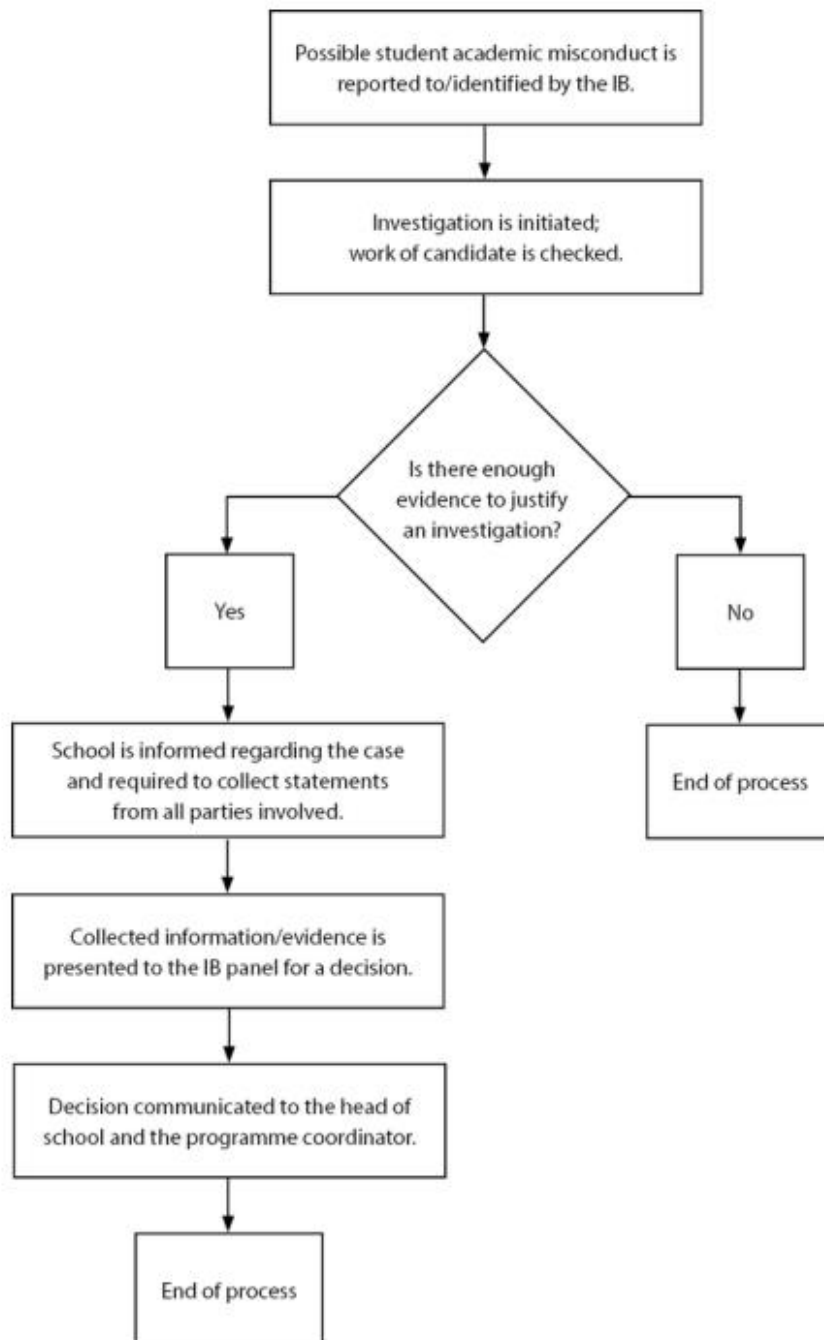


Figure 1: IBO Academic Integrity Policy (2019; updated 2023)

7.2 Matrix of Consequences

7.2.1 Student-related

All incidents include a conversation with the student. Students also can appeal any allegations, following the Complaints Procedure. Note, that the numbers (first, second) refer to both years of the IBDP/CP program.

| Incident | Consequence | Parties involved |
|---|---|---|
| First instance of plagiarism, school assignment | Oral warning, chance to re-do if less than 50 words are lifted or copied; chance to re-do under supervision | Teacher keeps record, IBDP/CP coordinator to supervise re-do |
| Second occurrence of plagiarism, school assignment <u>in the same</u> subject | Written warning to student, parents and coordinator, no chance for re-do the assignment, resulting in a numeric grade "0" for that assignment | Teacher keeps record and informs parents and IB/DP coordinator |
| Second occurrence of plagiarism, school assignment <u>in a different</u> subject | Written warning to student, parents and coordinator | Central record is kept and updated by DP/CP coordinator |
| First instance, coursework related | Oral warning | Teacher informs DP/CP coordinator, and all teachers are informed orally |
| Second instance coursework related – independent of subject | Letter home, re-do of entire assessment on new topic. | DP/CP coordinator informs parents |
| Handing in final coursework without submitting any prior steps (e.g., presenting data, an outline, bullet points, a draft) | Teacher will question the student's knowledge of the topic; if any doubt persists, course work is rejected, and student will get the chance to produce new work based on a new topic | Teacher and DP/CP coordinator, letter home |
| Possession of unauthorized material during a class test | Continuation of test is at discretion of the teacher; Annuling of test result or not counting the first part (until detection of material) up to discretion of teacher | Teacher informs parents and DP/CP coordinator |
| Possession of unauthorized material during end-of-year exams and mock exams | IB regulations will be applied (i.e., confiscation of unauthorized material, verbal warning to student, continuation of exam, written report from both parties to Assessment Review Committee; see <i>Appendix 7.3</i>). | |
| Possession of unauthorized material during an IB exam | IB procedures (<i>Appendix 7.1</i>) apply, including official incident form within 24 hours | Invigilator, DP/CP coordinator, IBO |
| Any form of (academic) misconduct during IB exam | IB procedures (<i>Appendix 7.1</i>) apply, including official incident form within 24 hours. Student might be excluded from the exam | Invigilator, DP/CP coordinator, IBO |
| CP: SCAD-related misconduct | SCAD rules apply, related to a chance for resubmission. Any consequence that results in an exclusion of the student also includes a pro rata pay back of the semester fees. | SCAD will submit an incident report |

7.2.2 School Maladministration Matrix

Categories of School Maladministration are defined as follows:

- Excessive and/or unfair assistance to students during coursework creation and school assessments by any teachers.
- Electronic editing by subject teachers of written schoolwork submitted by students to their subject teachers for final evaluation and grading.
- Any breach of the official IB Conduct of Diploma Program Examinations

In case any form of maladministration has been detected by a teacher, student or administrator, an incident report will be submitted to the following people:

| PERSON REPORTING MALPRACTICE | PERSON SUSPECTED OF MALPRACTICE | PERSON NOTIFIED |
|--|--|--|
| Teacher | Teacher | Head of Department, Head of School |
| | Head of Department | Head of School Teacher Reps |
| | Head of School / Management (incl. Office Staff) | Board Head of Department Teacher Reps |
| Student/Parent | Teacher | Head of Department Teacher of choice |
| | Head of Department | Head of School Teacher of choice |
| | Head of School / Management (incl. Office Staff) | Board Head of Department Teacher Reps Teacher of choice |
| Head of Department | Teacher | Head of School Teacher Reps |
| | Head of School / Management (incl. Office Staff) | Board Teacher Reps |
| Management (incl. Office Staff) | Teacher | Head of Department |
| | Head of Department | Head of School Teacher Reps |
| | Head of School / Management (incl. Office Staff) | Board Teacher Reps |

7.3 Assessment Review Committee

At GESM colleagues volunteer at the beginning of the academic year to be members of an Assessment Review Committee. This committee only assembles on needs base. The purpose of this group is to ensure a fair and objective analysis of the reported incident.

In case of suspected or reported malpractise especially during exams, the Head of IBDP/IBCP will submit all the documents and supporting evidence (if any) to the Assessment Review Committee. The Assessment

Review Committee will analyse the evidence, schedule interviews as needed and submit their recommendation to the IBDP/IBCP Coordinator.

In case the Assessment Review Committee finds gross negligence of Academic Integrity Policy and or proof of deliberate attempt of academic misconduct, the committee should recommend sanctions as per the guidelines in IB's Academic Integrity Policy (page-23 to 26, Published in Oct 2019, updated March 2023). The Head of IBDP/IBCP will review the recommendations made by the Assessment Review Committee and take a final decision.

7.4 Incident Forms

[Incident form students](#)

[Incident form teacher](#)

[Incident form invigilator](#)

[Incident form DP/CP coordinator](#)

8. Bibliography

IBO (2019) Academic Integrity,

IBO (2023) Academic Integrity, 2019, updated 2023

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Review cycle two years, next revision 2025