

## ACADEMIC INTEGRITY POLICY

### §1 GENERAL PROVISIONS

1. All authorized IB World Schools, including the International School of Poznan, are firmly committed to adhering strictly to the regulations outlined in IB publications, specifically with regard to preventing academic misconduct and school maladministration. At the International School of Poznan, academic integrity is not merely a component of the Diploma Programme, but a core value integrated into education at all levels.
2. The responsibility of upholding academic integrity extends to the entire school community, including teachers, students, parents, administrators, and school management. We expect every student at the International School of Poznan to consistently demonstrate academic integrity in all their academic pursuits.
3. The school strongly emphasizes honesty and fairness in academic work. We maintain a robust policy that supports ethical academic practices and cherishes the principles of academic credibility and fairness across all educational levels. As educators, we believe that nurturing a culture of academic integrity is crucial in developing respect for both the work of others and one's own contributions.
4. The School outlined and adopted the guidelines for ensuring academic integrity within the IB publication of the [Academic Integrity Policy](#) (published 2019, updated 2023).

### §2 KEY TERMS REFERRING TO ACADEMIC INTEGRITY SCOPE, AS DEFINED BY THE IB

1. **Academic Integrity:**  
'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 behavior in the production of legitimate, authentic and honest scholarly work.'
2. **School Maladministration:**  
'An action by an IB World School or an individual associated with an IB World School that infringes IB rules and regulations, and potentially threatens the integrity of IB examinations and assessments. It can

*happen before, during or after the completion of an assessment component or completion of an examination.'*

3. **Student Academic Misconduct:**

*'Deliberate or inadvertent behavior that has the potential to result in the student, or anyone else, gaining an unfair advantage in one or more components of assessment.'*

### **§3 PROMOTING ACADEMIC INTEGRITY**

1. Upon entering the Diploma Programme (DP), all students at the International School of Poznan are introduced to the 'Academic Integrity Policy' by the IB DP Coordinator. They are required to acknowledge, in writing, their complete understanding of what constitutes a violation of academic honesty.
2. Parents or legal guardians of the students must familiarize themselves with all regulations related to the DP principles, as outlined in both IB and school documents, and confirm their understanding with a signature.
3. The school employs the Turnitin program, and DP students are obligated to submit an electronic version of their assessment materials upon the teacher's request.
4. In line with the school's strong advocacy for academic honesty, students in the Primary Years Programme (PYP) and Middle School are also educated about the rules of academic integrity. For these younger students, homeroom and subject teachers provide clear explanations of the academic integrity policy, along with the procedures for handling potential cases of academic dishonesty. Individual subject teachers actively discuss and review the topic of academic dishonesty in their classrooms, placing special emphasis on the importance of avoiding plagiarism and other forms of academic misconduct.

### **§4 RESPONSIBILITIES AND ROLES RELATED TO THE ACADEMIC INTEGRITY WITHIN SCHOOL**

1. The DP Coordinator's responsibility is to:
  - a. ensure all students and teaching staff fully understand school and IB policies regarding academic integrity,
  - b. provide secure storage of IB exam materials and oversee IB examinations in compliance with IB policy,
  - c. familiarize students and exam invigilators with exam conduct rules,
  - d. support students in developing time management and organizational skills to adhere to academic integrity,

- e. oversee cases of student academic misconduct and school maladministration in line with school and IB policies.
2. Teaching staff responsibility is to support the School and programme coordinators in upholding academic integrity by:
    - a. helping students understand academic misconduct and its consequences,
    - b. planning manageable workloads and deadlines for students,
    - c. educating students on citing and referencing rules,
    - d. keeping electronic copies of students' past work for plagiarism checks,
    - e. verifying assignments for plagiarism detection using "Turnitin" or other similar programs,
    - f. responding to cases of academic misconduct and supporting the School's and IB's investigations.
  3. Students' responsibility is to:
    - a. familiarize themselves with all school and IB policies on academic integrity,
    - b. use the Internet and social platforms responsibly,
    - c. avoid unethical or misleading methods in obtaining research data,
    - d. understand and apply proper crediting of intellectual property (citing, referencing) in coursework,
    - e. refrain from receiving unauthorized assistance in making or editing assessment work,
    - f. ensure data used in assessments is not knowingly distorted, altered, or falsified,
    - g. not discuss IB examination content within 24 hours post-exam,
    - h. use AI ethically in assessments, avoiding unpermitted assistance and properly citing AI-generated content in line with academic integrity and IB standards.

## **§5 VIOLATIONS AGAINST ACADEMIC INTEGRITY STANDARDS**

1. In school administration:
  - a. subject teachers are prohibited from providing undue assistance or help to a student's work that contradicts established guidelines, resulting in an unfair advantage,
  - b. granting additional examination time to students without prior authorization from the IB is not allowed,
  - c. unauthorized calculators, materials, or items are forbidden in the examination room,



- d. invigilators must strictly adhere to IB examination conduct rules; deviations are not permitted,
  - e. failing to securely store and protect examination scripts is a violation of established protocols.
2. In student conduct:
- a. students are prohibited from violating examination conduct rules, which include possessing unauthorized materials or items, or exhibiting disruptive behavior,
  - b. engaging in plagiarism, collusion, or duplicating assessment components in coursework is forbidden,
  - c. discussing or sharing exam-related information within 24 hours after the examination is a breach of academic integrity,
  - d. falsifying data in assessment tasks is not allowed and is considered a serious offense,
  - e. submitting work for external assessment that has been created by a third party is strictly prohibited,
  - f. unauthorized removal of secure materials from the examination room is not permitted and will be treated as a serious violation.

### **§6 SANCTIONS FOR ACADEMIC MISCONDUCT**

1. Acts of malpractice and unethical behavior, including but not limited to plagiarism, duplicating work, and various forms of cheating, are strictly prohibited at all educational levels of the school.
2. Any detected violation will result in appropriate sanctions. Each case of suspected unethical behavior will be thoroughly investigated and addressed on an individual basis. Potential consequences may include:
  - a. a confrontation with the student regarding the incident,
  - b. notification to parents or legal guardians,
  - c. issuance of a letter of reprimand,
  - d. assignment of a reduced or failing grade for the involved work,
  - e. a defined probation period,
  - f. in severe cases, exclusion from the school program
3. In each instance, the relevant programme coordinator will be informed of the student's alleged breach of academic honesty.
4. Detailed descriptions of possible violations to the academic integrity rules are described in the '*Academic Integrity Policy*' – see *Appendix*, along with investigation procedures and possible sanctions.



**BIBLIOGRAPHY:**

"Academic integrity policy", published Oct.2019, updated March 2023

"Assessment principles and practices",

"Programme standards and practices", published 2020

"Effective citing and referencing", published Aug.2014, updated 2022

"Secure storage of confidential IB examinations", revised annually

"Conduct of examinations", revised annually

"Rules for IB World Schools"

"Guidelines for the use of animals in IB World Schools"

"Ethical guidelines for EEs research and fieldwork"

Ethical practice poster