

UWC Robert Bosch College Academic Honesty Policy

The following is based on the Academic Integrity Policy adopted at UWC Waterford Kamhlaba in June 2012, used with the permission of that College, with amendments and additions.

Introduction

“UWC makes education a force to unite people, nations and cultures for peace and a sustainable future.” (UWC Mission Statement, 2006)

All UWC schools and colleges share the same basic values as outlined in the UWC mission statement and core values, including personal responsibility and integrity, personal challenge and action through personal example. Although individual UWCs may have different codes of conduct reflecting local laws and social norms, all share a set of clear expectations regarding matters such as attendance and academic integrity. UWC views academic honesty as a necessary consequence of academic integrity. In addition, the International Baccalaureate (IB) has clear expectations on academic honesty. The IB, for instance, aspires to develop “principled” students, who “act with integrity and honesty, with a strong sense of fairness, justice and respect” and who “take responsibility for their own actions and the consequences that accompany them.” (IB Learner Profile) The aim of this document is to explicate the notion of academic integrity and to define what constitutes academic malpractice. It also sets out how UWCRCB tries to maintain its academic integrity standards and how cases of (possible) malpractice are investigated.

What is academic integrity?

Academic integrity can best be seen as a set of values and skills to promote ethical practice in teaching, learning and assessment. It is influenced and shaped by a variety of factors, including taught skills, parental example and expectations, and role modelling by teachers and peers. Academic integrity is closely related to personal accountability: the principle that academic work presented under someone’s name is indeed the authentic work of that person, and that a person identifies those elements that have been inspired by the work of others. Using the work of others to inform and develop your own work is of course encouraged, but ideas and data inspired or collected by others should always be explicitly acknowledged through referencing and footnoting. This ensures that a person can be held personally accountable for the work submitted in his or her name, and that the grade awarded is a genuine reflection of the person’s academic ability.

What constitutes malpractice?

The IB defines Malpractice in Article 27 of the General Regulations (http://ibo.org/become/guidance/documents/DPGeneralregulations_e_FINALFILE.pdf as on 11 November 2013)

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, 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).

It is the responsibility of the student and his or her legal guardian(s) to be familiar with the General Regulations.

Maintaining academic integrity

It is the responsibility of the student and his or her legal guardian(s)

http://ibo.org/become/guidance/documents/DPGeneralregulations_e_FINALFILE.pdf

It is the responsibility of the **student** to:

- (1) Comply with all internal school deadlines;
- (2) Ensure that all work submitted to a teacher or the IB is authentic, with the work or ideas of others fully acknowledged;
- (3) Realize that the overall responsibility for academic integrity and proper conduct lies with the student, and that UWCRBC or the IB cannot be held responsible for the consequences of malpractice.

It is the responsibility of the **College** to ensure that:

- (1) All students understand the basic meaning and significance of academic integrity as a fundamental element of a UWC education, and parents/guardians are made aware of the Academic Integrity Policy;
- (2) Under the leadership of the Director of Studies, all students receive appropriate guidance on study skills, academic writing and how to acknowledge sources. This includes the Librarian working with teachers and students in establishing appropriate research techniques, the use of resources including appropriate referencing methodology;
- (3) All students are familiar with the consequences of malpractice, both when dealt with internally at the College and in correspondence with the IB,

including the potential of expulsion from the College and/or disqualification from being awarded a Diploma;

- (4) Full cooperation is given to investigations of malpractice conducted by the IB.

It is the responsibility of every **teacher** to:

- (1) Support the College's academic integrity policy to the best of their ability including through being a role model (for instance in work handed out to students, in assignments and in teacher presentations to class), and provide guidance to their students when appropriate;
- (2) Review subject-specific forms of malpractice at the beginning of every school year in all classes;
- (3) Explain the level of support permitted by the IB and to conform to this. In particular, a teacher may only give detailed feedback, either verbally or on a separate piece of paper, for one draft on any piece of work to be submitted for assessment;
- (4) Confirm that all student work submitted to the IB is, to the best of their knowledge, the authentic work of the student;
- (5) Report suspicion or detection of malpractice to the Director of Studies.

It is the responsibility of the **parents/guardians** to:

- (1) Support the school's academic integrity policy to the best of their ability, and provide guidance to their children when appropriate;
- (2) Understand and accept that the school must report any suspicion or detection of malpractice in officially submitted components to the IB.

Investigating malpractice

The following circumstances are those that most commonly give rise to an investigation:

- (1) The Diploma Coordinator informs the IB that he or she suspects that work submitted by a student for assessment may not be an authentic piece of work;
- (2) The Diploma Coordinator informs the IB that malpractice may have taken place during an examination;
- (3) The IB notifies the College that an examiner suspects malpractice in the work of a College student and provides evidence to justify his or her suspicion.

In each of the above cases, UWCRBC will comply with the procedures set by the IB, and will inform the student of this process.

- (4) A teacher informs the Director of Studies that he or she suspects that work submitted by a student for assessment may not be an authentic piece of work.

Examples of this include in the Extended Essay, guided coursework, presentations and internal assignments.

The investigation and its outcome will be treated as confidential, and only the Rektor and those directly involved in the investigation and potential subsequent Academic Review or Disciplinary Hearing (for instance Director of Studies, teacher, personal tutor) will be informed about the process and its outcome.

First offence – The teacher will first approach the student involved, and discuss the suspicion or detection of malpractice with the student. If the teacher remains convinced of the malpractice, he or she will then complete an **Investigation of malpractice** form (appendix I). He or she will give the student involved the opportunity and a minimum of 24 hours to write a written statement concerning the alleged malpractice, attach the written statement to the *Investigation of malpractice form*, and present this to the Director of Studies with (a copy of) the piece under investigation attached.

If the malpractice is confirmed by the Director of Studies, the student will:

- (1) Receive a “zero” for the piece submitted. In addition, the teacher may ask the student to redo the piece, whether for grading or not, to be submitted at a date set by the teacher;
- (2) Receive a written warning from the Director of Studies if the malpractice was accompanied by intent. If the malpractice arose out of inadequate understanding, the Director of Studies will ensure further appropriate guidance on study skills, academic writing and how to acknowledge sources;
- (3) Be informed about the consequences of a second offence, and be told that the *Investigation of malpractice* form and (if applicable) the written warning will be kept in his or her student file.

Second offence – A second offence constitutes a similar offence taking place while the student is enrolled at the College. A second offence investigation follows the same route as a first offence investigation. Once suspicion of malpractice and intent is confirmed by the Director of Studies, he or she will convene a formal Academic Review. If the Academic Review Committee confirms the malpractice and intent, the student is likely to be suspended from school for the duration of one week and put on a Rektor’s Warning. A Rektor’s Warning specifically states that a further breach of the Academic Integrity Policy will result in the student being required to leave the College. In the case where the malpractice arose again out of inadequate understanding, the Director of Studies will again ensure further appropriate guidance on study skills, academic writing and how to acknowledge sources. Following this further appropriate guidance, any subsequent confirmed malpractice will be regarded as intentional.

All queries relating to UWC Robert Bosch College’s Academic Integrity Policy should be directed to the Director of Studies.

11th November 2013
For review: March 2015

All UWC Robert Bosch College policies are to be published on the College website.

Investigation of Malpractice

Date: _____ Teacher: _____ Subject: _____

Student name: _____ Year Group: _____

Description of suspicion (to be completed by the teacher)

Please include a description of the work to be completed by the student, the evidence used to support the malpractice suspicion, and a summary of the conversation with the student. Please attach the evidence to this form as well as any written statement by the student in this regard. A student is to be afforded 24 hours to submit a written statement, if he or she wishes to make such a submission.

Director of Studies' comment:

Please include whether malpractice is confirmed or not, if it's a first or second offence and the action taken.