



REPUBLIKA HRVATSKA

XV. GIMNAZIJA

Program međunarodne mature  
International Baccalaureate Department  
Zagreb, Jordanovac 8, Croatia  
tel: +385 1 230 2255  
e-mail: [ibzagreb-myp@hi.htnet.hr](mailto:ibzagreb-myp@hi.htnet.hr)



## ACADEMIC HONESTY POLICY

The school expects from all students to maintain the highest standards of academic conduct. Most students conduct themselves with integrity and are disturbed when they observe others cheating so the cheating and plagiarism will be penalized/punished.

### *What is academic misconduct/dishonesty?*

Using the work of others, their ideas, words or art work (regardless of the length or quantity – it can be one sentence only, or a single photograph) as your own without acknowledging the source, and submitting it for assessment. Since such bad practice may give a student unfair advantage over others in one or more assessment components, academic dishonesty results in significant consequences.

### *Plagiarism:*

Presentation of words and/or ideas of another person as student's own. It can come in many different forms, such as:

- **copying** material from a source without proper acknowledgement
- **copying and pasting** material from a source without proper acknowledgement
- **translating** material from a source without proper acknowledgement
- **paraphrasing** material from a source without proper acknowledgement
- **getting help from another person** to the extent that the work is no longer authentic work of the student
- **buying material** (essays, presentations, written assignments, projects, etc.) and submitting them for assessment as student's own
- **fabricating data** for an assignment.

### *Collusion:*

- Supporting malpractice by another student – intentionally or not, as in allowing one's work or part of the work to be copied or submitted for assessment by another student.
- Helping another student to complete an assignment to the extent that the work is almost a copy of another student's assignment.
- Working together with another student to produce only one version of an assignment and submitting it as two authentic and original pieces.
- In all cases **both students** are guilty of collusion.

### ***Duplication of work is:***

- presentation of the same work for different assessment components
- presentation of the same work to satisfy assessment requirements in different subjects, or different subject groups.

### ***Unfair gain is:***

- taking unauthorised material into an examination
- misconduct during an examination
- cheating in an examination
- falsifying another student's record
- theft of another student's work.

Students should learn that **taking material from a public domain like the Internet should also be always properly acknowledged.**

Students should also learn that submitting work that is not authentic, that is not their own - whether done on purpose or as a result of procrastination, negligence or sloppiness - **constitutes malpractice** whether it was **intentional or not.**

### ***Disciplinary consequences of plagiarism***

Plagiarism is regarded as academic theft and results in a zero grade award.

If a student performs any act of cheating or plagiarism mentioned above the consequences will be also based on the school's Book of regulations.

The subject teacher will inform the homeroom teacher and the MYP coordinator. The student will be summoned to a conference with the subject teacher, homeroom teacher and the MYP coordinator on the assignment in question. The homeroom teacher will notify the parents in writing of the incident.

The following disciplinary actions will be undertaken:

1. Resubmit the paper/assignment to be completed within 48 hours. The student will revise and resubmit a properly documented paper/assignment.
2. No credit on the paper/assignment: The student will receive a zero on the paper/assignment.

In addition to the above mentioned the following disciplinary actions could be undertaken : warning, a written reprimand, warning before expulsion or expulsion.

After a student's work has been determined to be plagiarised, one or more of the following consequences will be administered:

### ***Offences and penalties***

Should a student, despite all received guidance, be found guilty of malpractice within the school, the following penalties will be applied:

<b>Violations</b>	<b>Grading consequences</b>	<b>Sanctions</b>
Academic infringement (others' ideas are not properly	Reduced grade on the work	Work should be corrected and resubmitted within 48 hours

acknowledged but the source is cited)		
Collusion (improper collaboration on an assignment)	A failing grade or zero points on the work ( all the students involved)	Work should be corrected and resubmitted within 48 hours Parents will be informed Written warning issued
Plagiarism (using others' words or ideas, source is not cited, copying and pasting other student's work, duplication of work))	A failing grade or zero points on the work	Work should be corrected and resubmitted within 48 hours Parents will be informed Written warning issued Noted in the student's record
Unfair gain in the class  (copying from a student, electronic device, paper)	A failing grade or zero points on the work	Parents will be informed  Written warning issued  Noted in the student's record

## TO AVOID PLAGIARISM

1. Acknowledge borrowed materials within the text by introducing the quotation or paraphrase with the name of the authority from whom it was taken. At the end of the borrowed material, use parentheses to enclose the citation.
2. Use quotation marks for all quoted material.
3. Revise all paraphrased material so that it is presented in one's own style and language. The simple rearrangement of vocabulary and/or sentence patterns is not acceptable.
4. Provide specific documentation for each borrowed item. Others may need to know your sources.
5. Provide a bibliography for every source used in your paper.
6. When in doubt, cite sources. Seek clarification from teachers and/or librarians.

In order to prevent various forms of plagiarism the school has been using Turnitin software for the past few years . The school librarian is in charge of Turnitin updates, provides students with the accounts, explains to them how to use it,etc.

Also there is a section on Academic honesty policy in the handbook that each student is provided with when they arrive at the school. It includes the information on what is academic honesty, various forms of plagiarism as well as consequences of breaking the rules. Students also sign the so called Academic honesty honour code statement complying with the values of academic honesty and all the rules and regulations regarding it.

Furthermore, all students are provided with a copy of Citation style guide that they are obliged to follow especially when working on the personal project.

In addition to all this subject teachers constantly remind students to reference their sources, write bibliography at the end of their assignments and even more stress is made on the academic honesty when the students work on their personal project.