

The logo for Pierce, featuring a red outline of a house above the word "Pierce" in a bold, red, sans-serif font.

ACADEMIC HONESTY POLICY

The policy is annually reviewed and revised – current version October 2022

International Baccalaureate Organization (IBO) Mission Statement

“The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect. To this end the organization works with schools, governments and international organizations to develop challenging programs of international education and rigorous assessment. These programs encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.”

Pierce - The American College of Greece Mission Statement

“The mission of Pierce is to provide a holistic education to form intellectually independent, morally responsible, socially engaged global citizens. “Non ministrari sed ministrare” (“Not to be served but to serve”) defines our institutional character and our aspiration for our students.”

Academic Honesty Policy

I. Purpose and Rationale:

The purpose of this document is to promote an academic honesty *ethos* among Pierce students, administrators, teachers, parents, and legal guardians with regard to the use, production, and dissemination of academic material in teaching, learning, and assessment processes. In particular, the academic honesty policy aims to minimize incidents of academic misconduct such as **plagiarism, collusion, duplication of work, and misrepresentation**, or any other malpractice, guaranteeing the validity and credibility of the IB grades.

Different groups of stakeholders need to understand that reasons – expectations and responsibilities – for academic honesty in scholarly work and assimilate good academic practices are integral and fundamental parts of the teaching and learning process, and the overall culture of the school.

II. Academic Misconduct:

Academic misconduct is a “behavior that results in, or may result in, the student or any other student gaining an unfair advantage (or a behavior that disadvantages other students) in one or more assessment components” (*Academic Integrity*). The following forms of misconduct are defined:

- **Plagiarism:** The representation of the ideas or work of another person as the candidate’s own. Examples of plagiarism include the using the language, structure, ideas, pattern of thought, sequence of ideas, programming or computer code of another person or source as one’s own without giving credit. Plagiarism does not include statements of common knowledge and information in the public domain such as “Athens is the capital of Greece.” Plagiarism does not include the use of frequently used collocations (commonly found sequences of words) such as “Once upon a time....”
- **Collusion:** supporting malpractice by another candidate, as in allowing one’s work to be copied or submitted for assessment by another.
- **Duplication of work:** the presentation of the same work for different assessment components and/or diploma requirements.
- **Misrepresentation:** false reporting of results (as in scientific experimentation, surveys, etc.).
- **Other:** any other breach of ethical misconduct, such as dishonesty on an exam or the disruption of an exam through misbehavior.

With the aim of preparing Pierce graduates for university, Pierce recognizes that Academic Honesty Policy must be aligned with international university standards, policies, and best practices regarding **plagiarism, collusion, duplication of work, misrepresentation, and other**. The following, including the attachments in the appendix, are examples of international education standards in this area:

Harvard College Writing Program: (last access: 01/10/22)

<http://usingsources.fas.harvard.edu/icb/icb.do?keyword=k70847&pageid=icb.page355322>

University of Oxford: (last access: 01/10/22)

<http://www.ox.ac.uk/students/academic/guidance/skills/plagiarism>

Yale College Writing Center, Addressing Academic Integrity and Plagiarism: (last access: 01/10/22)

<http://ctl.yale.edu/writing/wr-instructor-resources/addressing-academic-integrity-and-plagiarism>

III. How to Avoid Academic Misconduct/Responsibilities/Roles:

A common understanding of academic honesty culture requires the school's leadership to ensure that the whole community considers this endeavor as a major achievement of the strategy, with long-term effects.

Academic misconduct may be avoided by making students understand what unacceptable behavior is. Moreover, it must be ensured that they have the skills to meet the required expectations and be aware of the problem by offering the necessary teaching and learning procedures and tools of reference and citation.

Responsibilities: The following roles and responsibilities are identified:

School's Directorship: Focusing on processes for managing academic integrity incidents, program Coordinators must support all the tasks listed in the Responsibilities in the "School leadership team" section and are also responsible for:

- ensuring that all school and IB policies are applied fairly and consistently
- ensuring compliance with secure storage of confidential IB material policy and the conduct of IB examinations
- ensuring that teachers, students and parents and legal guardians have a copy, read and understand the school's academic integrity policy and the program-relevant IB regulations
- reporting suspected instances of student academic misconduct and school maladministration to the school administration and/or the IB
- supervising all activities related to the investigation of student academic misconduct and school maladministration cases according to the school and/or IB policy.

(Adapted from IBDP *Academic Integrity Policy*, pp. 11-12)

The IB Coordinator's office is responsible for informing and explaining to teachers, students, and their parents or legal guardians the school's expectations regarding academic honesty. It is also expected to maintain all records and consequences for all IBDP-related academic honesty infractions.

The coordinator along with the leadership team must make sure that teachers are sufficiently equipped with the essential teaching and complementary material, according to the IB educational philosophy.

The coordinator along with the teachers must observe that all academic purposes, class schedules, and calendars are well suited and the program's demands are met. In addition, by keeping an open communication, with the students and their parents or legal guardians, it should be assured that all parties are aware and understand both the school's and IB rules and regulations

Teachers:

Having been thoroughly informed about the policies and regulations, teachers will be in the position to fairly and adequately support students during the cultivation of good academic practice and ethos in their studies, and prepare them to successfully conclude the journey of the IB sphere.

Therefore, it is essential for the teachers to carefully observe the reasons students refer to solutions inconsistent with academic integrity and integrity overall, and help them improve with the use of assessment tools, any personal weak points.

Focusing on processes for managing academic integrity incidents, IB teachers must support their school and program coordinators and are also responsible for:

- ensuring that students have a full understanding of the expectations and guidelines of all subjects
- ensuring that students understand what constitutes academic misconduct and its possible consequences
- planning a manageable workload so students can allocate time effectively to produce work according to IB's expectations

- giving feedback and ensuring students are not provided with multiple rounds of editing, which would be contrary to instructions described in the relevant subject guides
- ensuring that all student work is appropriately labelled and saved to avoid any error when submitting assessment to the IB
- developing a plan to cross-reference work across multiple groups of students when they are preparing to submit final pieces of work for assessment in order to prevent collusion
- responding to student academic misconduct and supporting the school's and IB's investigations
- responding to school maladministration and supporting the school's and IB's investigations.

(Adapted from *IBDP Academic Integrity Policy*, pp.14)

Students:

Students need assistance from the program coordinator, teachers, parents, or legal guardians to help them grasp the principle of academic integrity and its importance in the IB sphere.

They are urged to act against any incident that compromises academic integrity, fairness, and honesty, in order to be aligned with IB rules and regulations; furthermore they must acknowledge all sources, or any other assistance, through the process of referencing with the MLA referencing style..

A well-adjusted view is required from the team members, in order to guarantee a fair recognition of the contribution in a team project. In addition, through their vital implication on their own learning, they are responsible for any work produced which is a reflection of their genuine effort, and will be graded accordingly.

However, the employment of practices against the school's and the IB rules and regulations may lead to unfair outcomes and distance students from the realization of any personal advantages and disadvantages.

Plagiarism is the most common form of student academic misconduct. For more information on plagiarism, see Appendix 3.

Focusing on processes for managing academic integrity incidents, IB students must support their school, program coordinators and teachers and are expected to:

- have a full understanding of their school's and the IB's policies
- respond to acts of student academic misconduct and report them to their teachers and/or program coordinators
- respond to acts of school maladministration and report them to their teachers and/or program coordinators
- complete all assignments, tasks, examinations and quizzes in an honest manner and to the best of their abilities
- give credit to used sources in all work submitted to the IB for assessment in written and oral materials and/or artistic products
- abstain from receiving non-permitted assistance in the completion or editing of work, such as from friends, relatives, other students, private tutors, essay writing or copy-editing services, pre-written essay banks or file sharing websites
- abstain from giving undue assistance to peers in the completion of their work
- show a responsible use of the internet and associated social media platforms.

(Adapted from *IB DP Academic Integrity Policy*, pp.16)

These are for their own benefit and may allow time for revising work that is of doubtful authorship before the submission of the final version.

In the first year, **students** and their parents or legal guardians will sign a statement indicating they have read and understood the Pierce IBDP Academic Honesty Policy.

Parents and legal guardians:

Parents and legal guardians' role is fundamental in supporting the values of academic integrity. They need to comprehend regulations and policies, become supportive to their children's' essential needs.

Parents and legal guardians should participate in the group responsible for revising the school's academic integrity policy and spreading widely the idea, explaining the expectations of the school and the IBDP to their children, guaranteeing that policies and sanctions are implemented when needed.

Parents and legal guardians is expected to collaborate with the school's team if they realise that their children have been deviated from the rules and eventually from their goals.

Focusing on processes for managing academic integrity incidents, parents and legal guardians of IB students are expected to:

- understand IB policies, procedures and subject guidelines in the completion of coursework or examination papers by their children
- support their children's understanding of IB policies, procedures and subject guidelines
- understand school internal policies and procedures that safeguard the authenticity of their children's work
- support their children in planning a manageable workload so they can allocate time effectively
- understand what constitutes student academic misconduct and its consequences
- understand what constitutes school maladministration and its consequences
- report any potential cases of student misconduct or school maladministration to the school's directorate and/or the IB
- submit only genuine and/or authentic evidence to support a request for inclusive access arrangements or adverse circumstances considerations for their children
- abstain from giving or obtaining assistance in the completion of work to their children

(Adapted from *IB DP Academic Integrity Policy*, pp.17-18)

In the first year, Pierce IBDP students, their **parents or legal guardians** will sign a statement indicating they have read and understood the Pierce IBDP Academic Honesty Policy.

IV. Practices and Procedures:

Academic Integrity

Academic integrity is fundamental to our school's values; teachers, students, parents or legal guardians and staff are part of an informed community that supports credibility and ethical values, on and off campus.

The six fundamental values must be embraced by instructors, students and staff to build communities where

- honesty (to be honest, give credits, keep promises, provide actual evidence, aspire to objectivity)
- trust (clearly stated expectations, trust others, give credence, be genuine, encourage mutual understanding)
- fairness (apply rules, engage with others, be open-minded, be objective, take responsibility)
- respect (be active listener, receive feedback, accept ideas, show empathy, seek open communication)
- responsibility (be accountable for actions, engage in conversations, follow rules, respect boundaries), and
- courage (be brave, be willing to take risk)

in order to promote a civil culture and morality.

Therefore, Pierce IBDP ensures that Academic Integrity Policy is shared and explained to students, parents, and teachers before students begin the program. Then, the school shares the values and practices that support

intellectual property, the importance of referencing and the system adopted (Modern Language Association (MLA), and how to cultivate research skills and acquire knowledge from a wide range of online and printed resources.

Academic misconduct

The most common practices of academic misconduct are described below:

Lack of referencing in IBDP assessments that include texts of any sort, visual materials, audio materials, graphics, artistic materials, lectures, interviews, conversations, letters, broadcasts, maps, charts, diagrams, tweets, blogs, advertisements, photographs.

If a student uses the work or ideas of another person, the student must refer to the source, using the MLA referencing style.

Students are expected to present assessments in their own words and acknowledge the words or ideas of others. However, there are other ways in which a student may be in breach of regulations. For example, the student

- uses own past work to produce a new one
- alters documents, data, or citation for an assignment
- uses unlicensed material in an exam
- disrupts or distracts another student
- exchanges, supports, the passing on of information related to the examination
- does not comply with the instructions of the invigilator
- impersonates another student
- uses translation application
- uses an idea overheard in a discussion
- downloads a paper and claim that is his/hers
- steals examination papers
- pays for help

Student responsibilities

The student is accountable for submitting genuine and academically honest work, recognizing the work of others using the MLA referencing system in all school and IBDP assessments, texts of any sort, visual materials, audio materials, graphics, artistic materials, lectures, interviews, conversations, letters, broadcasts, maps, charts, diagrams, tweets, blogs, advertisements, photographs.

The OWL Purdue website

https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_formatting_and_style_guide.html (last access: 01/10/22), is a good source to assist with MLA referencing.

Cite all electronic sources with the URL and the Date Accessed.

In order to comply with the principle of academic integrity, Pierce students are expected to review the Academic Integrity Policy regularly.

The Pierce IBDP Academic Honesty Policy is shared and explained to students, parents or legal guardians, and teachers before students begin the program. All assignments are checked by the teachers for originality through plagiarism detection software such as <http://turnitin.com/> (last access: 01/10/22)

This IBO-recommended service allows for a comparison of student papers to documents in a reference database, the Internet, and other sources.

The Internal Process for Disciplinary Action: Pierce follows all rules and regulations of the Greek Ministry of Education for secondary schools. Examples of infractions which may fall under the internal discipline process may be homework, an Internal Assessment, the Extended Essay or any other academic work, e.g. tests. Students should be aware that consequences for a student's involvement in an act of academic dishonesty will vary based upon the severity, intent, and repeated dishonesty. The process whereby a student is penalized for an infraction of the Pierce Academic Honesty Policy shall include the following steps:

- The teacher will also provide appropriate documentation of the incident to the Lyceum Director, the IB Coordinator and Lyceum Dean of Students who will then meet with the student, and document the incident/follow-up action.
- The teacher of the class will confer with the student and contact the parent/guardian by phone or e-mail. **The student will receive an automatic zero (failing grade) on the assignment or test; no make-up work will be offered to compensate for the zero.**

If the frequency and severity of the academic dishonesty incidences increase, the school may additionally consider the following:

- The student may be dropped from consideration for Pierce-specific Honors or Awards.
- The student may face suspension from Pierce-specific extra-curricular activities including sports programs and schools excursions.
- The DP subject area teacher has the right to refuse to serve as a reference for the student for the international university application process.
- The administration may recommend a student leave the IBDP for infractions of the Pierce IBDP Academic Honesty Policy.
- If deemed necessary, the school's administration in conjunction with the university counselor will verify the authenticity of all college/university application essays and other application documents.
- The university counselor and the school administration have the obligation to withdraw the school's support for any college/university applicant who has been academically dishonest.

The External Process for Disciplinary Action: The DP Coordinator must inform the IBO if there is suspected malpractice in relation to a candidate's work **after the work or an internal assessment mark has been submitted to the IBO**. When an external examiner suspects malpractice during marking, the school will be required by the IBO to conduct an investigation and provide the IBO with any relevant documentation concerning the case. If Pierce IBDP students are suspected of malpractice or academic misconduct, they will be invited, through the school's IB Coordinator, to present written explanation and/or defense.

Student Rights: In all cases regarding a suspected violation, the student will be accorded, at minimum, the following rights:

- Confidentiality within the school.
- Receive both a fair hearing and fair application of the Pierce IBDP Academic Honesty Policy by teachers and administrators.

Works Cited:

International Baccalaureate Organization, *Effective Citing and Referencing*, 2022

International Baccalaureate Organization, *Academic Integrity for IA*, 2020

International Baccalaureate Organization, *Academic Integrity Policy*, 2019

International Baccalaureate Organization, *DP Assessment Procedures 2022*

International Baccalaureate Organization, *General Regulations*, 2019

International Baccalaureate Organization, *DP from Principles into Practice*, 2015

International Center for Academic Integrity. *The fundamental values of Academic Integrity*, 2021,
https://academicintegrity.org/images/pdfs/20019_ICAI-Fundamental-Values_R12.pdf.

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Pierce IBDP Academic Honesty Policy

Parent/Guardian and Student Acknowledgement Form:

I have received and reviewed the **Pierce IBDP Academic Honesty Policy** for both my child and myself and understand our roles and responsibilities within the Pierce IBDP.

Name of Pierce IBDP Student

Signature of Pierce IBDP Student Date

Signature of Parent/Guardian Date

Please return the signed page to the IBDP office.