



RUSSIAN INTERNATIONAL SCHOOL « GALAXY »

INQUIRY ★ DISCOVERY ★ MODERNITY

ACADEMIC INTEGRITY POLICY

Philosophy

RISS-Galaxy has its philosophy that provides a set of values, skills, and experiences that encourages individual integrity likewise good practices for learning, teaching and assessment. We believe that academic honesty is founded on honesty, trust, fairness, respect and responsibility. We also believe that results cannot be fair if some students have had an unreasonable advantage over others.

Our academic integrity policy is aligned with IB standards and practices and it is expected that, our school community respects and implements personal integrity and academic honesty.

We are guided in our expectations and practices by the following attributes of the IB learner profile:

- **Principled:** 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.
- **Knowledgeable:** We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.
- **Inquirers:** We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.

Why an Academic Integrity Policy?

The aim of this academic policy is to:

- promote good academic practice and a good school culture that actively encourages academic honesty.
- explain to students their responsibilities in ensuring their works are authentic and devoid of unacknowledged resources.

- enable student to understand what constitutes academic honesty and dishonesty.
- give examples of plagiarism, collusion and duplication.
- ensure that students understand the importance of acknowledging accurately and honestly all ideas and works of others.
- explain to students precisely what penalty will be imposed by the school should they be found guilty of malpractice.
- make known the possible consequences of academic dishonesty and the actions that will be taken by IB when a candidate is suspected.

WHAT IS ACADEMIC INTEGRITY?

- It is a guiding principle in education and choice to act in a responsible way.
- It is the production of authentic piece of work.
- The responsible use of information technology and social media.
- Acknowledging the ideas and works of others.
- Proper conduct in relation to the conduct of examinations.

Academic Dishonesty Acts

It includes all forms of malpractice such as:

- Plagiarism
- Collusion
- Duplication of work

The IB defines malpractice as behavior that results in, or may result in, the candidate or any other candidate gaining an unfair advantage in one or more assessment component. Malpractice includes:

- **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 acknowledgement”.

- **Collusion:** It is defined as supporting malpractice by another candidate as in allowing one's work to be copied or submitted for assessment by another.
- **Duplication of work:** This is defined as the presentation of the same work for different assessment component.

Examples of Malpractice

- Use of apparatus like phones during assessments when they are not allowed.
- A student plagiarizes and presents an existing piece of work as his.
- A student pays online services or someone else to complete an assignment for him/her.
- Students share the questions on an assessment with students who have not yet taken it.
- Students copy from another student's work during an assessment.
- A student communicates with another student in any manner during an assessment.
- A teacher or administrator exposing questions of the exam before the exam session.
- Paying someone to help you write your papers such as written assignments, IAs, EEs and TOK essays.
- Falsifying CAS records and journals.
- Referring to or attempting to refer to unauthorized material that is related to the examination.
- Using own rough papers and notes during exams.
- Allowing the teacher responsible for the subject being examined to enter the examination hall and assist their students.
- Not resetting calculators and/or monitoring approved devices.
- Allowing unapproved devices in to the examination room.
- Working together on graded course work without permission from the instructor.
- Misrepresenting yourself to your teacher in regard to the work you have done, such as saying you have turned in an assignment when you did not.
- A teacher completing the work of a student and attributing a pass mark.

At RISS-Galaxy any suspected instance of academic dishonesty will result in:

The teacher

- identifies the student(s) in question,
- Investigates if other students are involved,
- Questions the student(s) on why and how it happened,
- Writes a report on the incident,

The student(s)

- Acknowledge(s) or disclaim(s),
- Accept(s) the consequences or penalty attributed to such misconduct,
- writes a report on what transpired

The reports from the teacher and student(s) are submitted to the DP coordinator.

- The coordinator reads the reports and if any student(s) is/are found guilty, attributes sanctions as prescribed by the policy.

First offence

An automatic zero for the work in the case of a first offence. No opportunity is given to make up the zero grade. An incident form is filled by the teacher and handed to the principal. The parents of the student are notified.

Second offence:

An automatic zero for the work with the same above specified notification and qualification for a second offence. Additionally, a two-day out of school suspension is to be assigned and a meeting of the parents, student, teacher and guidance counselor called by the principal. All work undertaken during the out of school suspension shall be given a grade of zero.

Third offence:

Indefinite suspension pending a recommendation for expulsion for a third offence with a grade zero being assigned to all work.

In case of malpractice in work for an external diploma or certificate, the school shall notify the IBO in addition to the above. Given that

the potential of discrediting RISS Galaxy under such circumstances the student may also face expulsion.

Shared Responsibility

While we understand that academic dishonesty is not a new issue, nor is it confined within the school walls, we do believe that it is important to create culture of academic integrity and expose students to high standards. Our goal reaches beyond reducing cheating: our goal is to ultimately guide students to a path that leads them to become productive citizens, and the most effective way to be successful in that endeavor is to share the responsibility for that task.

Students' Responsibilities

- Read and understand the RISS-GALAXY's Academic Integrity policy and the IBO's policies.
- Report academic misconduct and acts of school maladministration to the teachers and programme coordinator.
- Timely completion of all assignments, tasks, examinations, and quizzes, in an honest manner.
- Give credit to used sources in all work submitted for assessment in written, oral materials and artistic products.
- Cite sources by clarifying which words, ideas, images, and works are from others, including maps, charts, musical compositions, films, computer source codes and any other material.
- Abstain from receiving non-permitted assistance in completing or editing 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.
- Use the internet and social media platforms responsibly.
- Before submitting your work to the IBO, you must sign a student consent form.
- Follow IBO. guidelines on acceptable use of translation applications.

Parents' Responsibilities

- Understand IBO policies, procedures, and subject guidelines in completing coursework or examination papers by their children.
- Support the students' efforts but do not complete the assignments for them.
- Support the school's response to Academic Integrity violation.
- Support their children in planning a manageable workload.
- Submit only genuine and/or authentic evidence to support a request for inclusive access, arrangements or adverse circumstances and considerations for their children.
- Refrain from placing undue pressure for high grades at any cost- keep the priority for learning over the grades.
- Beware of a students' need for a quiet time and place to study.
- Encourage time management skills.

Teachers' Responsibilities

- Be familiar with the RISS-Galaxy and IBO Academic Integrity policies.
- Teach students about Academic Misconduct at the beginning of the year and review various examples and forms of academic dishonesty.
- Be specific as to whether work is to be cooperative or individual: clarify the expectations of group work and collaborative work.
- Prevent misconduct by modeling effective citations and referencing.
- Plan manageable workload so students can allocate time effectively to produce work according to IB's expectations.
- Give feedback and ensure students are not provided with excessive template or multiple rounds of editing that would be contrary to instructions described in the relevant subject guides.
- Ensure that all student work is appropriately labeled and saved to avoid any error when submitting assessment to the IBO.
- Carrying out the appropriate disciplinary procedures if any violation of the Academic Integrity Policy occurs.
- Report any incident of academic misconduct and subsequent sanctions to parents.
- Be role models of Academic Honesty and Integrity.
- Inform the DP students about the use of [turnitin.com](https://www.turnitin.com) to check plagiarism.

Responsibilities of the Librarian:

- Teach age-appropriate library lessons on the meaning and importance of Academic Integrity to students.
- Share library resources with students and teachers.
- Ensure that the library web page is updated with the most current information for the wider RISS-GALAXY community, including access to the school's subscriptions as well as library accounts for various resources and databases.
- Collaborate with teachers to introduce and practice academic integrity in their classes.
- Be familiar with current topics in library-related academic honesty.
- Inform and reinforce the use of **American Psychological Association (APA) citation** in the school community.

The responsibilities of the Administration

- Organize regular meetings with teachers, students and their parents or legal guardians to explain the academic integrity policy and respond to any questions that may arise.
- Take responsibility for ensuring that class schedules and calendars are appropriate, allowing students to meet the demands of the programme.
- Make the Academic Integrity policy available to the school community.
- Ensure that students understand clearly the IBO expectations regarding academic honesty.
- Support consistent consequences for offences and maintain records of academic honesty offences.
- Agree with IB teachers on an internal calendar of all due dates for the receipt/submission of candidates assessment material.
- Ensure candidates and invigilators have provided with relevant information about examination regulations.

Circulation and Review

This policy will be reviewed annually in June by the IBDP team, with input from teaching heads and other staff.

This policy will be posted on the school's website and hard copies will be shared with parents.

Students will be asked to sign a pledge of commitment stating that they understand and agree to comply with this Policy at the start of each year. They will also sign a consent form (as required by the IB)

when submitting all academic work declaring that all work submitted is their own. This declaration will cover all pieces of work produced and provided by the IB candidate , including all internally and externally assessed work.

References:

- Guideline to inclusion policy, IB, 2016
- Developing and aligning a school inclusion policy with the Program Standards and Practices, IB, 2023
- Access and inclusion policy, IB, 2022

References

- Academic Integrity Policy, IB, 2019, Updated 2023
- Diploma Programme from Principles to Practice, IB,2015.