



Riga State Gymnasium No. 1 is an educational establishment committed to the highest standards both in teaching and learning thus offering the best possible education so that every student can develop into a self-aware, responsible and promising citizen. This can be achieved by contributing to continuous learning experiences of our students and providing future oriented professional development of its staff.

Academic integrity is defined by IBO as: “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 behaviour in the production of legitimate, authentic and honest scholarly work.” *Academic integrity policy (IBO, 2023)*

Academic integrity fundamentally means **always** acting in ways that make our actions and statements trustworthy and reliable. It obliges individuals to ensure that their work transparently acknowledges and credits the contributions of others whenever their own output is enhanced by such. This commitment to honesty, fairness and responsibility enables trust and respect, and this policy must be read in light of these fundamentals. **Academic integrity applies to anyone in the school, including but not limited to students and their parents, teachers and the administrative staff.**

Academic integrity principles are exceptionally important for International Baccalaureate Diploma program students as they are preparing for the future as IB learners striving to be inquirers, thinkers, communicators, risk-takers, balanced, caring, reflective, knowledgeable, principled, open-minded. *Learner's Profile (IBO, 2013)*. All students are expected to demonstrate personal integrity and honesty in any activity where scholarly output is produced, including **but not limited to:**

- Homework and class assignments,
- Tests, quizzes, examinations,
- All written or oral, Internally and Externally assessed work,
- CAS activities (along with documentation and reflection blogs),
- Extended Essays and Theory of Knowledge essays,
- Submitting applications and statements for higher education.

Academic integrity is key to maintaining fairness, trust and credibility (*Academic integrity policy (IBO, 2023)*); essentially, it allows others to trust that your IB results show your true

ability, it allows us to develop respect for each other. Such misconduct can occur both in physical and in virtual spaces, so students must maintain integrity at all times, including when communicating in unofficial class chats and when working with their peers abroad. Teachers must be aware that students come from a variety of backgrounds, including international, where there may be much less expectation of academic integrity, and thus must be strict when misconduct is suspected while remaining positive and fostering with such students.

Student academic misconduct: student academic misconduct is “**deliberate or inadvertent behaviour that has the potential to result in the student, or anyone else, gaining an unfair advantage in one or more components of assessment.** Behaviour that may disadvantage another student is also regarded as academic misconduct. It also includes any act that potentially threatens the integrity of IB examinations and assessments that happens before, during or after the completion of the assessment or examination, paper-based or on-screen. This includes behaviour in school, out of school and online.” *Academic integrity policy (IBO, 2023)*

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.” *Academic integrity policy (IBO, 2023)*

One must remain aware that while trust is placed in individuals, there are cases where “evidence beyond a reasonable doubt” is not required for trust to be broken:

Conflict of interest “occurs where an individual’s ability to exercise judgement or act in one role is, or could be, impaired or otherwise influenced by their involvement in another role or relationship. The individual does not need to exploit their position or obtain an actual benefit, financial or otherwise, a potential for competing interests and/or a perception of impaired judgement or undue influence can also be a conflict of interest.” *Academic integrity policy (IBO, 2023)* **Therefore, everyone in school must at all times act so that conflict of interest does not occur, and if one arises, you must inform the programme coordinator immediately.**

When evaluating cases of possible academic integrity violations, the IB may take a “balance of probabilities” approach: “Balance of probability” means that the decision-maker(s) with appropriate subject-matter expertise is satisfied an event or account is more likely than not to have occurred. It is used when deciding on a penalty for an alleged case of student academic misconduct or school maladministration where evidence beyond reasonable doubt is not available”.

Infringements by students include but are not limited to (list sourced from (*Academic integrity policy (IBO, 2023)*)):

- Plagiarism: “copying from external sources or peers” (*Academic integrity policy (IBO, 2023)*) (misrepresenting others’ work as one’s own; even if paraphrased or otherwise adapted)
- Facilitating plagiarism: “Student facilitating the sharing or copying of their work, or the work of third parties, to peers and/or forums/essay mills” (*Academic integrity policy (IBO, 2023)*)
- Collusion: “All students must submit individual and unique work for IB assessment, even when data collection etc. is permitted by the subject guide to be done as part of a team. Collusion covers those cases where students have used a common write-up for a group rather than written their own.” (*Academic integrity policy (IBO, 2023)*)
- “Submitting work commissioned, edited by, or obtained from a third party” (*Academic integrity policy (IBO, 2023)*)
- “Inclusion of inappropriate, offensive, or obscene material” (*Academic integrity policy (IBO, 2023)*)
- Duplication of work: “Presentation of the same work for different assessment components or subjects.” (*Academic integrity policy (IBO, 2023)*)
- **Falsification of data**

To prevent academic misconduct, students upon beginning IB are introduced to the motivation for academic integrity and are provided guidance on how to acknowledge the original authorship of ideas and statements used in their entire body of work.

Students are to have a clear understanding on distinction between legitimate collaboration and unacceptable collusion. Every teacher is required to instruct of the expectations for a particular task (or group work assignment) to help avoid collusion, the presentation by a student of an assessment task as his or her own. Students **must seek guidance where they have any doubt on academic integrity** issues and report both student academic misconduct and school maladministration if such is observed.

If student (or group of students) is suspected of being in breach with IB regulations, the internal investigation is taking place as soon as possible and giving it the highest attention and priority. In case, student academic misconduct subsequently is confirmed and the student found guilty, the actions, appropriate to the level of misconduct, will take place.

To maintain the good level of academic honesty at the school – all stakeholders are involved.

Head of the school – ensures that all students, parents, are given instructions by IB Coordinator and/or teachers and are informed of:

- what constitutes academic honesty and authentic work,
- what constitutes malpractice (plagiarism and collusion),
- guidance on the writing skills and acknowledging sources,
- consequences of being found guilty of malpractice.

IB DP Coordinator with class – organizes parent-student meetings, regular parents only meetings and student guidance sessions – providing necessary information and access to resources explaining academic integrity in detail. IB DP Coordinator ensures, that all students and parents are aware of the consequences in case of the offence.

IB DP subject teachers – allocate a time in the beginning of their course to explain the specifics of possible academic misconduct in their subject, give detailed instructions on the citing and referencing convention they expect to see in students' submitted work **and provide instruction on what tools can be used, for example, referencing features in word processing software**. If necessary, those sessions may need to be repeated each semester. **Teachers are expected to set an example in their own material used in class** and must adhere to subject requirements for how much support is provided to students. If misconduct occurs, teachers must look for root causes of any misconduct and develop an approach to address this, especially where the cause is unfair (unequal) treatment of students, poor support by the teacher or unevenly spiking workload (overworked students). If such issues, such as possibly overworked students, are identified, they must be brought to the attention of the coordinator.

All parents/legal guardians and students are supplied with appropriate booklets and information materials:

- Academic integrity policy (IBO, 2023)
- Effective citing and referencing (IBO, 2022)
- Learner's Profile (IBO, 2013)

which are considered to be age-appropriate for the current IB DP cohorts

Parents and legal guardians must inform school in a timely manner of overworked students, as that often leads to violations of academic integrity and must not provide unfair assistance to their children.

Students have access to wider range on IBO publications through the local cloud storage, being updated with materials along the course of IB Diploma program years. All students are to agree the requirements and regulations by signing appropriate forms, e.g., Extended Essay Agreement Form, throughout the IB Diploma program course.

If academic misconduct or school maladministration is suspected, the case is brought in attention to IB DP Coordinator for further investigation. **If a case student academic misconduct or school maladministration is confirmed, it is brought to the Head's attention for further disciplinary actions taken:**

- from a warning (delivered in electronic form)

- a warning delivered in electronic form to the parents (in case of students)

- a permanent note placed in the students/teachers file (that may then result in more severe consequences after other incidents)

- a conference with the parents, the student and the IB coordinator on why the misconduct has occurred and how to prevent further misconduct

- to expulsion from the school (termination in the case of a teacher)

- in any incident, the specific assignment must be redone without any basis in the existing submission

If misconduct/malpractice occurs in an official assessment (internal or external) and sent to the IB, the IB DP Coordinator informs the IB and gives available evidence along with explanation the circumstances. In any and all investigations, the students have the right to have a parent present in any discussion with the school and written explanations are required.

Academic Honesty Policy by the school is to be reviewed annually, involving collaborative discussion on recent results and experiences; necessary adjustments are to be made accordingly. The review committee includes the Head, IB DP Coordinator, Department Heads, representatives from Parents' Committee.

Resources:

- Learner's Profile (IBO 2013)

- Academic integrity policy (IBO, 2023)

- Effective citing and referencing (IBO, 2022)

- Poster:* Be a content creator (IBO, 2022)

- Poster:* Ten tips for acting with integrity (IBO, 2022)

- Crossing the line: Collusion or collaboration in university group work?

(Wendy Sutherland-Smith, 2013)