

Academic integrity Policy

Hagagymnasiet

The main purpose of this section is to inform guardians, students, teachers, and administrators of the importance of maintaining an ethical culture for the IB candidates as per needed by the IB Programme. This document is posted to be made available for candidates of the IB programme to apprise you about the Academic Integrity standards. All candidates will be shown how to access the information, both verbally and in writing.

In accordance with our schools Mission and Philosophy and the IB Programme's Learner Profile the students are to feel that the school is a fair environment, where you do not get a head by illicit shortcuts. Students at Hagagymnasiet are encouraged to search for new knowledge, and to know that their education and competence is valued. The only way to adhere to this is to make sure we all uphold our academic integrity.

The IB Learners Profile emphasises that students are to be principled and take responsibilities for their actions even if there are consequences. We should as risk-takers explore new ideas and innovative strategies. Students should also be resilient in the face of challenges and change. (IBO 2023)

The responsibility of the school and the teachers

The purpose of the Academic integrity policy is to assure us that the candidate's work is their own. Hence all assignments are to be original, whether written or oral, and have been written using the candidate's own language. The students will be taught how to use quotations, paraphrasing or references to acknowledge the author's work.

The teacher make sure the students have been given enough time to finish the work given. If the student has any specific needs that requires more time to finish the assignment that should be accounted for. The Theory of Knowledge course should also be able to help the student find a solid study technique that does not waste time. Finally, there should be help given how to overcome procrastination using sources such as Cris Bailey's (2017) article from the Harvard Business Review and help the student on their way to become honest, respected, and trustworthy researchers. The teachers are to remind the student about academic integrity and what sort of consequences comes with academic misconduct and remind the students about:

1. The students should not be allowed to edit their work multiple times.
2. Make sure that the work is labelled and saved properly so no misunderstanding happens while submitting their work to the IB.
3. Encourage student to cross-reference their work to avoid collusion.



4. Take part in an honest manner regarding students' academic misconduct, and school maladministration, and support the IB's investigation to the best of their knowledge. (Academic integrity policy, 2023)

The school also has the duty of informing the guardians, teachers, and students regarding the Academic Integrity policy. Both guardians and students will sign a document that they have taken part of this information, it will then be given to the IB Coordinator. The teachers will be informed during meetings throughout the school year.

The responsibilities of students

1. The student should be familiar with the school's and the IB's policies about academic misconduct.
2. The students have the integrity to report student misconduct or school maladministration to either the IB Coordinator, the Principal, or directly to the IB.
3. Avoid using relatives, tutors, online services, or downloading finished work to hand in on their own.
4. Try to their greatest extent not to gain an unfair advantage by asking their peers.
5. The students are also responsible for how they interact with internet platforms. (Academic integrity policy, 2023)

What is considered cheating?

1. Plagiarism: Using words, ideas, or pictures from an external source as if they were your own, without referring to where you got the information from.
2. Facilitating Plagiarism: When a student makes their work available to third parties such as peers, essay mills, or forums to use and copy.
3. Collusion: Students are expected to turn in individual work for IB assessments, even if the guide allowed the students to gather information as a team. Collusion is when a group used the same work for a turn-in instead of writing their own or allowing another student to copy their work.
4. Duplication of work: When students use the same work, but for different diploma requirements, or assessments.
5. Cheating: When students are using materials that are not allowed during tests, such as mobile phones, books, notes, or other IT equipment. Misleading by copying another person's text, both in whole and in parts, without a source to make it look like your own is considered cheating.
6. A student is caught cheating during an assignment or examination: If a student is caught using illicit aids the student will be informed and their test or writing will be cancelled. The assignment will be exempted from the grade of the course. The IB Coordinator and the principal will be informed, and a written warning can be given. The teacher and the principal will then determine how the student will be assessed; students can be given a retest.

Students partaking in academic misconduct

1. When it is shown that academic misconduct has taken place, the work cannot be graded.



2. If the student is caught cheating a second time, there will be a private meeting with the subject teacher, the mentor should be informed after. The meeting is to be documented by the subject teacher.
3. The third time a student is determined to have cheated a private meeting with the subject teacher, mentor, and student.
4. If cheating happens a fourth time or at a greater scale, the assistant principal will be included with the parents / guardians. If a suspension is to happen the principal will make that decision. Before a suspension other penalty needs to have been tried.

Library

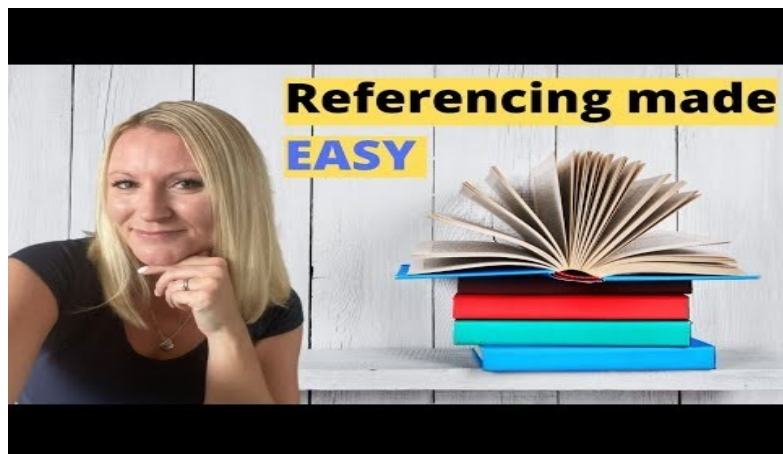
The school's library is well stocked with both classical books to more contemporary titles, there are also listening books in the library. There is also an online catalogue that covers everything from listening books, podcasts, and movies. The library is overseen by our librarian who takes care of the students, answer questions, and guide them in their day-to-day work. The librarian will take the IB course, so he or she can become an even more integral part of our school's development and help students with their academic writing. The total amount of books the students have access to is 1 464 669 books, this also through the college and the city library.

Reference system used in the school is the Harvard style, more information here:

[Your reference list and bibliography | Administration and support services | Imperial College London](#)

Video

[Harvard Referencing Made Easy | Simple Harvard Referencing Tutorial - YouTube](#)



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