



LISA Academic Honesty Policy

Purpose: This curriculum policy document serves as a framework for Lemania International School Altdorf (LISA) and is consistent with the stated principles and practices of the IB.

School Mission Statement:

Lemania International School Altdorf believes in the curious nature of every child and our mission is to develop students as competent, curious, and engaged global citizens who help to create a more caring and peaceful world.

We are convinced that curiosity of other cultures fosters intercultural respect and understanding in an international environment.

We believe that curiosity together with open-mindedness and compassion leads to excellence in achievement and every students' realization of his or her true potential.

We believe that curiosity, in combination with a principled framework, encourages students in their learning process in key ways:

Core Values and Guiding Principles

Innovation. We lead in *innovative and creative* problem solving, across local and global settings.

Respect. We endeavour to understand ourselves and our unique perspectives whilst respecting the perspectives, values and culture of others.

Accountability. We take personal ownership of our actions and take responsibility as citizens of the world.

Communication. We understand the importance of multilingual communication, audience adaptation, and the virtue of listening in cooperating with others.

Reflective. We learn to understand our strengths and weaknesses through a guided process of self-reflection and personal development.

Academics. We strive for academic excellence and support our students to develop their individual abilities to the highest level of their potential. We provide a high quality international education, leading in pedagogy, innovation and global citizenship, within an intercultural environment.

Vision

We are committed to becoming an outstanding International Baccalaureate educational institution providing a challenging and well-rounded education to students from across the globe that imparts critical thinking skills, knowledge and a lifelong love of learning necessary for them to thrive as global citizens. We are committed to developing future generations of leaders prepared to tackle global challenges with confidence. We are committed to openness, inclusiveness, diversity, environmental sustainability, and excellence in achievement.



A. Lemania International School Altdorf takes academic honesty and integrity seriously. It is essential for a student to develop his or her own responses, thoughts and reflections on the theories, ideas and texts of all types that he or she studies.

Central to learning is the ability to express these responses, thoughts and reflections clearly, coherently and with academic integrity.

Academic integrity is when one is honest in all of his or her studies about from where, when and whom the information, theories, or ideas come in your work.

It is also essential for another reason that is intricately linked to the IB philosophy. The IB puts a lot of emphasis on research. It is primordial to develop a sense and a feel of the research process within the curriculum as it will help you prepare for university. It is also intricately linked to the learner profile.

Research implies:

- To be aware of the abundance of available sources: Inquirers, Risk-takers, Open-minded;
- To evaluate the quality of the sources: Thinkers, Principled, Reflective;
- To be aware of the question at stake: Caring, Balanced,
- To present the results: Communicators;
- To acquire knowledge through results: Knowledgeable

Research develops the Learner Profile and is also permanently linked to questions related to TOK. Indeed, not only students need to acquire knowledge, they must also be conscious of its consequences and the point of view in which it is acquired. In this context, notions such as Personal and Shared knowledge provide a useful frame of reflection.

Research should begin with the possibility to evaluate the situation. In this context it is utterly important to provide students with sufficient resources and with ways for them to read what has already been published on a topic.

1. LISA's library

The Library at Lemania Campus Altdorf grants free access to books (encyclopediae, dictionaries, classics, annotated editions, references, etc) and periodicals related to the subjects taught. We try to offer access to primary and secondary sources.

- Group 1
 - English Literature
 - French Literature
 - German Literature
 - Chinese Literature
- Group 2
 - FLE (français langue étrangère)
 - ESL (English as a second language)
 - German as a second language
- Group 3



- Economics and Business Management
- Business Management
- ITGS
- History
- Group 4
 - Biology
 - Chemistry
 - Physics
- Group 5
 - Mathematics
- Group 6
 - The arts
- Core
 - TOK
 - International-Mindedness
 - Extended Essays (Books and sample essays)
 - CAS
- Various resources
 - Guide to colleges
 - Dictionaries
 - Politics

Please refer to the library regulations for more information on borrowing books.

Computers are available at the library and are mainly used to research documents online.

2. Public libraries

The Swiss library system is very good and allows students to borrow a book from any library in Switzerland. They can order these resources from any library and have them delivered if they are not directly available. All resources of Swiss public libraries are available through the RERO catalogue

<https://www.ero.ch/page.php?section=infos&pageid=plansite>

The Cantonal library in Altdorf is quite small and mainly possesses resources in German. However, students all possess a library card and contacts have been established with it. The local library is open to acquiring more resources in English depending on the general interest of the population.



An introductory session to RERO is conducted by the Librarian. The session includes a visit of the public library and the library university in Zürich.

3. Online Sources

Students have access to various online databases and mainly the London Library. They also have access to some online magazines. The London Library provides a partial access to JSTOR.

- Kognity: Students have access to Kognity for most of the subjects available on the platform: Physics, Chemistry, Biology, Economics, Business Management, Mathematics

- Googlebooks: Students can have access to books if it is out of copyright or if the copyright owner has given permission. Books in the public domain are available in “full view” and free for download.

For in-print books where permission has been granted, the number of viewable pages is limited to a “preview” set by a variety of access restrictions and security measures, some base on user-tracking.

For books where permission for a “preview” has been refused, only permission for “snippets” (two to three lines of text) may be permitted, but the full text of the book is searchable on this limited basis.

Academic honesty

Academic honesty has been the milestone of scientific reflection.

Lemania Campus Altdorf acknowledges the importance of defining and supporting a comprehensive policy on academic honesty.

Per se, academic honesty is based on very simple principles: if one copies work done by someone else and mentions his/her source, one proves that he/she knows how to research information; if one copies work done by someone else without mentioning his/her source, one commits plagiarism.

Respecting these principles proves complex in everyday activities. Students will receive extensive information on academic honesty.

3 best practices must always be applied:

1. Always mention the source, including the author’s name, the title of the text and the year of publication.
2. A quotation should be a short extract (a few lines only, not a complete page);
3. When you find the same idea in various sources, a synthesis is recommended, based on these sources, by reformulating the ideas. Reformulating an idea with your own words is not a violation of copyrights, but make sure to mention the main sources.

All paper works submitted by students are checked on Turnitin.

Non-respect of academic honesty may be considered as unacceptable practices and consequences.



Referencing

Lemania Campus Altdorf uses the MLA system for referencing, which recommends to cite as follows:

For books:

1. The title of the book
2. The author or editor's name (or names)
3. If it's an edition other than the first
4. The name of the publisher
5. The year the book was published

For journal articles

1. The title of the article
2. The author's name or names
3. The title of the journal
4. The page number/s of the article in the journal
5. The year in which the journal was published
6. As much other information as you can find about the journal, for example the volume and issue numbers

For electronic resources

1. The name of the website
2. The title of the article if possible
3. The weblink or email
4. The date you accessed the resource

For additional information on the other formats please refer to the MLA system. Multiple quotation generators exist and can help you learn how to cite correctly. See for example:

<http://www.citationmachine.net/mla/cite-a-website>

Extended Essay

Students will be demanded to show thorough research skills when working on their Extended Essay. A specific procedure, described in the Extended Essay Individual Logbook, has been established to coordinate the work of all the actors sharing the responsibility to conduct the Extended Essay, namely:

- school
- supervisors
- students

The Extended Essay Individual Logbook provides students with a precise description of the responsibilities of each of the actors, as well as the time line of the major deadlines to develop their Extended Essay.

In addition, the Extended Essay Individual Logbook contains the Extended Essay Contract, in which the DP Coordinator checks all the deadlines.



Where to begin

Research is a long process and it is essential to get started early. The sources listed here below are very useful places to launch a research project. Students are welcome to add to this list and suggest addition sources. This is done in relation with the librarian and the student in charge of the library.

B. The International Baccalaureate (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: this is defined as the representation, intentionally or unwittingly, of the ideas, words or work of another person without proper, clear and explicit acknowledgment.
- Collusion: this 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 components and/or diploma requirements
- Use of fabricated data claimed to be obtained by experimental work, or data copied or obtained by unfair means
- Any other behavior that gains an unfair advantage for a candidate or that affects the results of another candidate (for example, taking unauthorized material into an examination room, misconduct during an examination, falsifying a CAS record).

C. Responsibilities and support within the school community

Responsibilities of the **school** :

According to the IB, the **DP coordinator** must ensure that all candidates:

- understand what constitutes academic honesty, an authentic piece of work and intellectual property
- receive guidance on study skills, academic writing, how to conduct research and how to acknowledge sources
- understand what constitutes malpractice (particularly plagiarism, collusion and misconduct during an examination)
- know the consequences of being found guilty of malpractice.

Lemania International School Altdorf provides the students with appropriate resources for their subjects of study. Students have free access to the school library and its book collections (encyclopedia, dictionaries, classics, annotated editions, references, etc.). Our school also collaborates with local universities and their library to offer our students access to all the resources that they may need for their assessments. An introductory session is organized every year by the DP Coordinator or librarian in collaboration with the local universities. In addition, our students have access to several online databases such as Kognity and the Inthinking subject sites.

The school has the responsibility to promote and establish this policy document and reserves the rights to modify the present document without any notification at all moment.

Your responsibilities as a **student**:

As a student, you should always make your best effort to carry out your studies and create work that adheres to these ideas of academic honesty. It is always up to the student to *demonstrate good academic practice*, and not simply intentionality. This means you must make sure you are familiar with the concepts in this policy, and that you are conscious of them in all



areas of your study. Give yourself the opportunity to feel happy with your studies, to be proud of what you have achieved in your classes and become critical thinkers.

Your **teachers'** responsibilities:

The **teachers of the school** have the responsibility of monitoring and supporting the students to make sure that the students are the authors of the work they submit. The teachers should also support and act on the school's policy for good academic practice and prevent any form of malpractice as stated earlier in this document.

Your teachers are responsible for supporting you in your studies. In this respect teachers must act as a good role model for the students. For instance, teachers should provide students with handouts, power point presentations or documents with all the appropriate references. Your teachers will help you learn how to undertake your research, how to make citations, to paraphrase, and to make a bibliography or list of references in all your subjects. They will also check your work to make sure you are referencing properly and that you are the author of the work which you are submitting. They should be able to detect and report any malpractice to the head of the school or the DP coordinator. The sanction will then be determined by the head of the school together with the teachers. In case of components submitted for IB assessment or moderation, the IB may investigate the case and then communicate its decision.

Your **parent/guardian/family** members' responsibilities:

Your parents, guardians and family members also share the responsibility for promoting academic honesty.

Support and help can be given by discussing ideas with you or even helping to explain difficult concepts you are learning about in class. However, family members should only help you develop your ideas and knowledge, they should not provide the actual answers, or write parts of a piece of work of which you would then no longer be the author.

D. Criteria for dealing with and consequences for academic misconduct

All incidences of suspected academic misconduct are treated on a case-by-case basis in a manner that ensures equity, consistency, procedural fairness, timely resolution and further learning. Practical steps taken by Lemania International School Altdorf in each case of suspected misconduct include the following:

- Investigation of misconduct
- Student(s) conference with the teacher regarding the incident
- Referral of the infraction to the DP coordinator and/or Head of the school
- Parent(s) contacted by the teacher and/or Head of the school
- Meeting with the student, parent(s), teacher and DP coordinator and/or Head of the school
- Incident documented and included in the students file

Students who are deemed to be responsible for academic malpractice may be subject to the following sanctions: academic probation and disciplinary letter, a failing grade for the assignment or assessment, the semester, or the year. In addition, a student may be suspended. In severe cases, the student may be dismissed from the School.

Misconduct on major school assessments:

- First infraction: Failing grade for the assessments, suspension and disciplinary letter
- Second infraction: Failing grade for the school year; suspension,
- Third infraction Dismissal from school

Any student who has been found, after having signed the official IB cover sheet, to have committed academic malpractice on an official IB assessment component will be reported to



the IB by the DP Coordinator. The IB will investigate the circumstances, and this may involve other students, the DP Coordinator, the student concerned and the teacher. Procedures and potential consequences, as presented in the *General Regulations: IB Diploma Programme*, include exclusion from eligibility to earn the full IB Diploma or course certificate in the subject concerned.

E. Student guidance.

Under no circumstances should a student copy work from someone else, or cheat in an exam or test by looking for instance at another student's work, or by taking notes in any form into a test or exam room.

When you write an essay or report, or give a presentation, you clearly state if an idea or theory is not your own by referencing it. Referencing includes making citations, and writing a bibliography or list of references. Should you have engaged in such behavior during your studies, it is considered as plagiarism, a very serious mistake to have made in your studies. It is also seen by many as 'intellectual stealing' or as cheating, and is taken very seriously by this college, by examination boards, including the IB and by all universities. Be aware that teachers are often able to detect plagiarism, and can check your work online. The school will use the detection software Turnitin.

How to avoid plagiarism

Plagiarism can happen for many different reasons, but there are solutions!

Below is a list of possible situations when plagiarism might occur, and solutions to help avoid it.

example	solution
You can't remember from where you got an idea. You were cutting and pasting from electronic sources and now you don't remember where it came from.	Always record what you read. You must make clear notes about what you read and where you find it, as you read it. This means writing down page numbers and authors of books and articles, and noting down websites, so you can find the information again later. Every time you cut and paste you must also include from where you got this information.
You forget that the idea wasn't yours in the first place OR simply make a mistake	It shouldn't happen that you forget the idea wasn't yours if you do what is suggested above when taking notes and preparing for an assignment. , and You must always proof read your work before you hand it in, to make sure you minimize mistakes.
You actually have exactly the same idea	It is okay to say that you agree with what someone has said, or even say that you have the idea, and it is also supported by what so-and-so says in a book or article. This actually shows how intelligent you are, because you have the same idea as some important academic who has written and published books on the subject!
You don't know how to put an idea into your own words so you use someone else's	Learn how to paraphrase, and get good at it by practicing. It is lazy to use other people's words, especially when you would never normally use the words yourself. Your teacher will notice, and you actually learn a lot more by learning how to translate a complicated idea into a simpler one that you can explain in your own words.
You don't know what you think about the topic and so you just use other	Take your time with an assignment. Read what other people think, ask other students, talk about it in class, and think about it yourself. Develop your own thoughts. All of us can do this, if



people's ideas, OR it's so much quicker and easier, and you are late with your assignment	we give ourselves enough time to understand what we are studying. Plan ahead to allow enough time for your assignments. Avoiding plagiarism can seem time consuming, but once you have practiced using quotations, paraphrasing, citing and writing bibliographies, your assignments will greatly improve, and you don't risk being accused of this serious offence, and losing marks for the assignment altogether. You will also have genuinely learnt a lot about the topic you are studying!
You are working with someone else and talking about an assignment, and end up writing the same thing, or something very similar	It is always good to share ideas and discuss your studies with other students. Therefore, the above situation might be an honest mistake. However, you should make sure you do not work so closely with another student on a final piece of independent work that you end up writing the same thing, and DO NOT COPY work from other students. You will be found out.

Always tell your teacher or mentor if you don't understand aspects of your studies or are behind with work, instead of taking short cuts, which could result in your getting no mark at all. Your teacher can usually find a way to help you!

Good academic practice – an example

Being a good student means that you read around your subject, using other books, newspapers, magazines, and the internet for example. It is important that you look at what other people have said or written about what you study, but you must be careful about how you do this.

An example:

If you are writing an assignment in English on the use of sexist language in Jay-Z lyrics, you not only need to quote some of his lyrics, but you should also read and respond to what other people have said and think about his lyrics, even Jay-Z himself! You might look at newspaper articles or blog entries online. This is essential to help you develop your ideas, and is part of good academic practice, but it is inevitable that some of your ideas will be similar to those you read, you change your view in light of what you read, or the article says something you wish to examine closely and explore in your assignment. Therefore, you must either quote or paraphrase the idea presented, and reference it, by writing a citation.

For example:

The following is a paragraph from an article you might read on this topic from a newspaper available on the internet: «Sure, hip-hop didn't invent sexism, nor has it been the only musical genre to profit from promoting it. The vast territory that is popular music is a treasure trove of sexist ideas and images. And it is also true that racist, rightwing critics have targeted hip-hop as a way to continue the demonization of black men while remaining silent on countless other sexist images, sounds and stories that define US culture.»

<http://www.theguardian.com/commentisfree/2012/jan/17/jay-z-bitch-rapper-hip-hop>

Poor academic practice would be to use the ideas from the article, but without saying that you did not think of the ideas, or even the words, yourself. Like this example of plagiarism: 'Lots of music is sexist. In fact, popular music is a treasure trove of sexism. Hip hop is targeted so that rightwing people can be racist against black men in US culture.'

It might be easy and quick to write the sentences above, but it is plagiarism. Instead you could write something like this, containing a quotation, paraphrasing and a citation: 'Hip- hop is not



the only genre of music that can be seen as sexist. Indeed, popular music is a 'treasure trove of sexist ideas and images' (T. Rose; 2012). Furthermore, as Tricia Rose of The Guardian states, criticism of hip-hop is often used to perpetuate negative, racist attitudes against black men, whilst ignoring sexism in other music genre, and therefore in other parts of society (T. Rose; 2012).'

At the end of the assignment you would also include the full name of Tricia Rose's article in your Bibliography/References list, like this:

T. Rose; 2012, 'Jay-Z – dropping the word 'bitch' doesn't begin to cover it', The Guardian, 17 January 2012, accessed 11 July 2014, (<http://www.theguardian.com/commentisfree/2012/jan/17/jay-z-bitch-rapper-hip-hop>).

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Lemania International School Altdorf Academic Honesty Policy
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Please note that according to quality management standards,
our policies are reviewed on a regular basis.