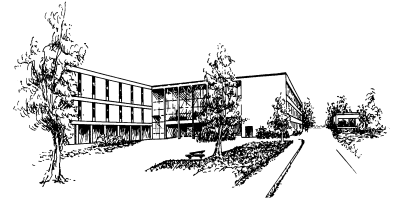


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Schule der Stadt Bonn



## Academic Honesty Policy

### 1. Principles of Academic Honesty at Helmholtz-Gymnasium

Academic honesty is essential in at least three different ways:

- It is a prerequisite of the scientific quest for knowledge.
- Scientific progress often relies on referring to and further developing information and results from previous work. However, it is important that these are acknowledged.
- In the context of the IB Diploma Programme, academic honesty is the foundation of the value of the IB Diploma.

According to the principles stated above academic honesty is more than observing a set of rules. In fact, it is an attitude of personal integrity, which is revealed in good practice that rests on a set of certain skills, which have to be acquired during the IB diploma course and the years preceding it.

At Helmholtz-Gymnasium the expectations on the personal integrity and acceptance of rules of our students are defined in the school's mission statement:

*„Unser Bildungsverständnis ist geprägt durch Erziehung zur Leistungsbereitschaft und Teamfähigkeit und der Ermöglichung von selbstständigem Lernen. Wir unterstützen die Schülerinnen und Schüler in ihrer Entwicklung, damit sie zu selbstständigen und mündigen Persönlichkeiten heranwachsen, die Verantwortung für sich selbst und ihr Umfeld übernehmen und sich in die Schulgemeinschaft sowie in die Gesellschaft einbringen.“*

Responsibility for others corresponds with the category "principled" within the IB learner profile. If a student acts "with a strong sense of fairness, justice and respect for the dignity of the individual" (IB Learner Profile) he/she will recognize the intellectual property of others in his work e.g. presentations, essays, lab reports, portfolios, reading logs.

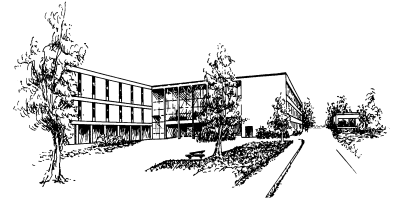
### 2. Definition of Academic Honesty

The following categories constitute malpractice:

- 1) **plagiarism**, i.e. "the representation of the ideas or work of another person as the candidate's own"
- 2) **collusion**, i.e. "supporting malpractice by another candidate, as in allowing one's work to be copied or submitted for assessment by another"

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**3) duplication**, i.e. “the presentation of the same work for different assessment components and/or diploma requirements”

**4) any other behaviour** “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).”<sup>1</sup>

### **3. School practices to avoid malpractice**

**The basic principle of academic honesty is made an integral part of teaching and learning from Year 5 onwards.**

Ideas and visuals taken from books, documents whether in print or digital must be acknowledged and included in an obligatory list of sources, e.g. at the end of a handout or a set of slides for a presentation. Examples must be provided which are suitable for the students' age.

Guidance on the boundaries between "collaboration" and "collusion" e.g. in experimental subjects such as Biology, Chemistry can be found in the appropriate subject guides and are explained to students.

#### **Preparation for more advanced research work in the senior school:**

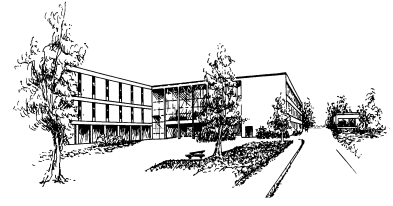
- 1) In all German and English courses students are taught the rules for academic writing, especially how to quote sources, how to use and apply footnotes and how to create a bibliography.
- 2) Workshops and tutorials are conducted on a separate day (“Methodentag”) in November of year 1 of the DP/ year 11 of the German Abitur for all students in preparation for their Extended Essay/Facharbeit. They are run by teachers of the subjects that are most popular with pupils for Extended Essay writing. Furthermore, courses run by the school’s qualified librarian are offered on this day. The librarian is continuously assisted by a German teacher who, likewise, is in charge of ordering and administering the required books as well as of supporting students in their individual research questions.
- 3) In addition to this IB students will be taken on an excursion to the Bonn University Library where they will be given an introduction to academic research, before they take up work for the Extended Essay.
- 4) Apart from helping students to find suitable print media they are also made aware of the importance of avoiding less reliable sources such as Wikipedia.

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<sup>1</sup> **Quoted from: IB Guidelines on academic honesty, 2009, updated 2011, p.3**

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- 5) Students are offered suitable support document to which students can refer while writing their Extended Essay which offers appropriate guidelines for the subject in question e.g. MLA
- 6) Information and guidance on the consequences of malpractice.

To underline the importance of the principles of academic honesty the students sign the declaration on the IB DP internal assessment cover sheet and a corresponding declaration for the German “Facharbeit” and attach it to any work e.g. presentation, essay which is handed in for marking.

### **Class tests, papers, exams**

The main principles outlined above play a central role in assessment in a supervised environment. Students are shown the importance of doing their own work on such occasions. Teachers / the school should encourage good practice and should aim to prevent malpractice by

- preparing students effectively
- setting tasks that can be successfully completed
- ensuring enough space between tables as far as this is possible
- if necessary using A/B tasks
- reminding students to place all electronic devices (mobile phones, I-phones,...) on the teacher's desk or in their bags at the front of the exam room and warning them of the consequences if they do not
- not allowing students to leave the exam room during the first 60 minutes of working time
- 

## **4. Procedures in the case of malpractice**

### **Procedures in the case of malpractice under supervised conditions**

Guidelines: ASchO /APOGOST<sup>2</sup>  
IB *academic honesty guidelines*

Where cases of malpractice are suspected

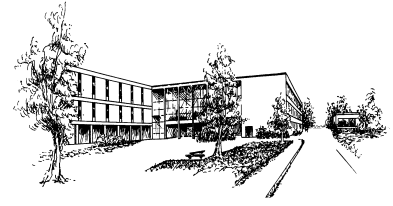
- 1) during exams

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<sup>2</sup> *Allgemeine Schulordnung / Ausbildungs- und Prüfungsordnung für die gymnasiale Oberstufe*: These are official documents which among other things provide regulations for handling cases of academic dishonesty.

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- appropriate measures are taken according to national curriculum regulations / IB exam regulations
- appropriate authority (form teacher / subject teacher / head of school / IBCA) is informed

2) during marking

- appropriate measures are taken according to national curriculum regulations / IB exam regulations
- appropriate authority (form teacher / subject teacher / head of school / IBCA) is informed

In all cases, form teachers, Year tutors, the IB coordinator are to be informed about students who have copied, used cribs, electronic help... and of the measures taken so that if this occurs again, further sanctions can be implemented.

**Procedures in other cases of suspected malpractice**

3) assessment of work such as Extended Essay, Historical Investigation

- a. IB-Coordinator is informed
- b. Suspicion is discussed
- c. Candidate is interviewed
- d. Depending on the seriousness of the case / the extent of the malpractice
  - the work is (not) accepted
  - resubmission for first-time offenders is allowed within the deadlines set by the school / IB