

Academic Honesty Policy

1. Academic Honesty philosophy.

Kaunas Jesuit High School (KJHS) does not justify cheating in any circumstances and any forms. Aiming to instill in its students the principles of ethical behavior, respect for intellectual property and the value of one's unique ideas and words, KHGS, alongside with IB DP promoted aspects of Academic Honesty, emphasizes the importance of the culture of honesty and integrity.

2. Academic Honesty aims.

Academic Honesty involves values and skills which promote the integrity of student development, processes of quality teaching, learning and evaluation. Therefore, IB Diploma Programme students are expected to provide their own authentic work or research, as plagiarizing or cheating is regarded as **Academic Malpractice** and thus is **not tolerated**. As a consequence, students may be dropped from the IB or denied the Diploma. For this reason, students are constantly reminded of Academic Honesty principles and forms of Malpractice.

3. Academic Honesty principles.

A student must present a teacher with a piece of work which is totally authentic; that is, the ideas and the wording are individual and original. The sources and material used or referred to in the work must be appropriately handled (quoting or paraphrasing) and indicated in the section of references. Students are required to acknowledge other people's ideas and works, electronic media, sources of photographs, maps, graphical design, illustrations, word for word quotations and works of different forms of arts.

4. Academic Malpractice.

Cases of Academic Malpractice are registered when a student:

- uses others' ideas or works as his/her own;
- inappropriately paraphrases or cites the source material;
- permits another student to use his/her work as his/her own;
- provides two different teachers and examiners with the same work;
- brings forbidden material or equipment to examinations;
- disturbs an examination procedure by ,e.g., distracting another candidate;
- pretends being another candidate;
- does not follow an examiner's requirements;
- discusses with an outsider about the examination content in the running 24 hours after the end of an examination;
- uses a forbidden calculator during examinations.

Academic Honesty requirements are provided *General regulations: Diploma Programme*.

5. Teacher Role and Responsibility.

1. Teachers provide students and their parents with clearly defined Academic Honesty principles and cases of malpractice.
2. Teachers encourage students to use different sources ethically thus during the process of writing and creating they constantly give appropriate feedback on their work to promote honesty.
3. Teachers confirm with their signature the authenticity of student's work.
4. Teachers clarify and explain to which extent students can use such study aids as books, Web sites, data, electronic media and other forms of information to fulfill assignment requirements.
5. Teacher provides guidelines on what makes plagiarism and includes the requirements how to cite sources correctly and ethically.

6. Student role and responsibility

1. Students and their parents are expected to get familiarize with and acknowledge the principles of Academic Honesty and IB Diploma Programme general regulations.
2. Students are expected to demonstrate ethical academic behavior and treatment.
3. In the process of rough draft writing or when asked a student is expected to present a teacher his/her sources of information used in his/her work (either written or oral).
4. Students must consult a teacher whenever he/she is not sure whether the usage of source material is appropriate.
5. By signing a piece of work a student guarantees the authenticity of the work handed in.

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