



# Academic Honesty

## 1 Basic principle

Students of the Gymnasium should act correctly, fairly and take responsibility for their behavior. It is expected that they abide by the guidelines set by Stiftsschule Engelberg with regard to academic honesty. Academic honesty means carrying out all academic work and tasks with integrity.

## 2 Dishonesty

Dishonesty is defined as deception or fraudulent behavior with the intended aim of obtaining a higher grade or not having to perform a required task. This definition is not limited to performance assessments such as exams, projects etc., but encompasses any tasks assigned to the student.

Deception or dishonesty includes, but is not limited to: the use of unauthorized assistance (e.g. ghost writing), the use of unauthorized tools such as notes, mobile phones, smart watches etc., the unauthorized procurement of examination documents, plagiarism (use, imitation and citation of a work created by another without noting the source). This last form of dishonesty will be defined in more detail below.

In addition to trying to gain an advantage for oneself, we also strictly reject any attempts to aid deception and sanction fraudulent assistance accordingly.

## 3 Plagiarism

Committing plagiarism entails pretending to have authored documents containing written excerpts, material or thoughts that actually originate from another person. Indeed it is permissible to use the words and thoughts of others, but they must be unconditionally credited and properly cited.

Plagiarism can take the following forms: pretending that the writing or thoughts of another are one's own, taking credit for another person's original and unique work, representing someone else's intellectual argument as one's own, giving the impression that the development of a thesis is solely one's own work, though it has originated from a foreign source.

Plagiarism can be avoided by practicing correct documentation. Stiftsschule Engelberg requires documentation following the specifications set by the Modern Language Association (MLA). Our students are gradually but consistently taught the rules and practices of correct bibliographical citation, so that they have the necessary knowledge and practice when they begin the Diploma program. A detailed guide to MLA-style documentation is available on the School's intranet.

#### **4 Responsibilities of the teachers**

The subject teacher must take all necessary precautions to prevent cheating and fraudulent practices.

In order to determine possible violations of academic honesty, the teacher closely monitors the students in the process of completing such comprehensive tasks as Internal Assessments or the Matura Thesis/ Extended Essay, and stays informed about the student's progress.

The Matura Thesis /Extended essay is customarily screened using plagiarism detection software. In all other tasks or assignments, it is up to the subject teacher to decide whether to carry out such a verification or not.

#### **5 Violation procedures**

The subject teacher will decide whether, according to the regulations, a violation has occurred. It is at the teacher's discretion to evaluate the work in question with a grade of 1 or 0 points, or to allow the student to complete an equal task or assignment during a supervised penalty session.

Any breach of academic honesty will be reported to the Deputy Head of School with a brief written description of the incident. In the case of a repeat infringement within the same semester, the student will receive a written warning from the Deputy Head of School.

A special set of rules apply to the final examinations.

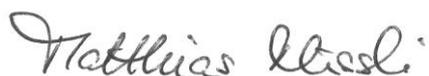
#### **6 Informing the students**

The class teacher informs new students about the definition and rules of academic honesty, the procedures and possible consequences in cases of violation, as laid out in the regulatory paragraphs.

Upon transfer to the upper secondary school (Obergymnasium), the students will again receive detailed information from the IB coordinator about the rules regarding academic honesty. The students will acknowledge these regulations by signing a Statement of Academic Honesty.

The above regulations go into effect as of 1 March 2018, replacing all former versions.

Engelberg, 1 February 2018



Matthias Nüssli

Head of School