



SCUOLA  
RUDOLF STEINER  
DI LUGANO ORIGLIO



Scuola Rudolf Steiner di Origlio

# Academic Integrity Policy

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## Table of contents

Introduction	3
Definition of Academic Integrity	3
Objectives of the Academic Honesty Integrity	3
Forms of Academic Misconduct	4
Responsibilities of Stakeholders	6
Procedures for Handling Academic Misconduct	7
Strategies to Promote Academic Integrity	8
Conclusion	9



## 1. Introduction

Academic honesty is a fundamental principle of education and intellectual development. It guarantees fairness and an authentic learning process, which are fundamental values within the International Baccalaureate Diploma Programme (IBDP). The purpose of this policy is to provide a clear framework for understanding academic honesty, identifying instances of misconduct, and outlining the consequences for violations.

This document applies to all students enrolled in the IBDP at Scuola Rudolf Steiner di Lugano Origlio and outlines the school's expectations regarding academic honesty, the roles and responsibilities of all stakeholders and the procedures to be followed in case of violations.

## 2. Definition of Academic Integrity

The IB defines academic integrity as “*a set of values and skills that promote personal integrity and good practices in teaching, learning and assessment.*”

Academic honesty is the ethical practice of producing original work and giving due credit to others for their ideas, expressions, and contributions. It involves demonstrating integrity in research, assignments and assessments, avoiding dishonest practices such as plagiarism, collusion and cheating.

## 3. Objectives of the Academic Integrity Policy

- *Promote ethical behavior:* Encourage students to take pride in producing original work and to respect the intellectual property of others.
- *Ensure equity:* Create an environment in which all students are judged on the merit of their efforts and knowledge.
- *Support skill development:* Help students understand the importance of proper citation, research ethics and responsible academic practices.
- *Develop global citizenship:* Foster students understanding of ethical behavior and its importance not only in academic contexts, but also in their role as global citizens.
- *Prevent academic misconduct:* Provide clear guidelines to prevent academic dishonesty and establish transparent procedures for dealing with violations.



## 4. Forms of Academic Misconduct

The IB has identified the following major forms of academic misconduct:

### 1. Plagiarism

Plagiarism involves presenting another person's work, ideas, words, or creations as one's own, without proper acknowledgment. This includes copying text, images, or data from sources such as books, journals, websites, or other students' work without proper citation.

Examples of plagiarism include:

- Submitting an essay or project that contains sections of text copied from an online source without citation.
- Paraphrasing someone else's ideas without giving credit.
- Using data from another researcher without proper acknowledgment.

### 2. Collusion

Collusion occurs when a student works with another person to produce work that is submitted as an individual's own, or when a student allows their work to be copied by others. Collaboration, where permitted by the teacher, is distinct from collusion, as it involves group work that is appropriately acknowledged by all participants.

Examples of collusion include:

- Allowing a classmate to copy answers during an exam.
- Sharing completed coursework with another student for them to submit as their own.

### 3. Duplication of Work

Duplication of work refers to the submission of the same piece of work for different assessments or different components of the same assessment. Each assessment in the IB DP is expected to be original and specifically made for the task at hand.

Examples of duplication include:

- Submitting the same extended essay for two different subjects.
- Reusing a lab report for multiple science courses.

### 4. Cheating

Cheating refers to the use of unauthorized materials, information, or devices during assessments or other academic tasks. This includes, but is not limited to, using notes during an exam, obtaining exam questions beforehand, or using an electronic device to look up answers.

during an assessment.

Examples of cheating include:

- Using a calculator with unauthorized functions during a mathematics exam.
- Secretly accessing notes stored on a phone during a test.
- Communicating with others to gain unfair advantage during an exam.

## 5. Fabrication of Data

Fabrication involves inventing or altering data or results to support one's academic work, such as in laboratory reports, research projects, or essays. Falsifying data undermines the research process and compromises the integrity of academic work.

Examples of fabrication include:

- Inventing survey results for an Internal Assessment (IA) that was never conducted.
- Altering laboratory results to make them fit a desired conclusion.

## 6. Disruptive Behavior in Examinations

Any behavior that disrupts or compromises the fairness of the examination process is considered academic misconduct. This can range from talking during an exam to tampering with exam materials.

Examples include:

- Communicating with another student during an exam.
- Attempting to view another student's answers during a test.

# 5. Responsibilities of Stakeholders

## 1. Students

Students are responsible for ensuring the integrity of their own academic work. They must:

- Produce original work for all assessments, citing all sources accurately.
- Avoid any behavior that may constitute academic misconduct, including plagiarism, collusion, cheating, and fabrication of data.
- Seek guidance from teachers or the school librarian if unsure about citation practices or academic integrity.
- Report any incidents of academic misconduct they witness.



## 2. Teachers

Teachers play a pivotal role in promoting academic honesty by:

- Educating students on the importance of academic integrity and the appropriate use of citations.
- Clearly outlining expectations for assessments and academic tasks.
- Monitoring student work for signs of academic misconduct.
- Providing feedback and support to students on proper research and citation techniques.
- Reporting any suspected cases of academic misconduct to the appropriate school authorities.

## 3. School Administration

The school administration is responsible for creating an environment that supports academic honesty by:

- Ensuring that all students and teachers are familiar with this policy.
- Providing resources and training for both staff and students on academic integrity.
- Implementing a consistent and fair process for investigating and addressing cases of academic misconduct.

## 4. Parents/Guardians

Parents and guardians should support the school's academic honesty policy by:

- Encouraging their children to practice ethical behavior in all academic endeavors.
- Understanding the importance of academic integrity and discussing its relevance beyond the academic setting.
- Supporting the school in upholding consequences for academic misconduct when necessary.

# 6. Procedures for Handling Academic Misconduct

## 1. Investigation Process

When a case of suspected academic misconduct arises, the following steps will be taken:

- The teacher will document the incident and report it to the IBDP Coordinator.
- The student will be informed of the suspicion and given the opportunity to explain or clarify their actions.
- The IBDP Coordinator will gather evidence, which may include copies of the student's



work, exam scripts, or other relevant materials.

- An investigation committee, composed of the IBDP Coordinator, IBDP teachers and eventually the Head of School will review the case.

## 2. Consequences of Academic Misconduct

Consequences for academic misconduct will be determined based on the severity of the violation, the student's intent, and whether it is a first or repeat offense. Possible consequences include:

- First Offense: For minor infractions, students may receive a warning and an opportunity to redo the assignment with proper citations. In more severe cases, the student may receive a failing grade for the assignment in question.

- Repeat Offenses: For repeated violations, students may face more serious penalties, including a failing grade for the subject, removal from the IBDP, or suspension from school.

- Final Assessment Offenses: Academic misconduct on official IB assessments (e.g., examinations, extended essays, internal assessments) will be reported to the IB. This may result in the student being ineligible for the IB Diploma.

In all cases, the school will notify parents/guardians of the misconduct and the subsequent actions taken.

## 3. Appeal Process

Students who believe they have been unfairly accused of academic misconduct have the right to appeal. The appeal must be submitted in writing to the IBDP Coordinator within 7 days of the incident. The appeal must be submitted in accordance with the complaint policy. It will also be reviewed by staff members who are not part of the initial investigation.

# 7. Strategies to Promote Academic Integrity

To prevent academic misconduct and promote a culture of integrity, the school will implement the following strategies:

### 1. Education on Academic Integrity

- Students will receive instruction on the importance of academic honesty, proper citation techniques, and how to avoid plagiarism at the beginning of each academic year.

- Workshops on research skills, time management, and ethical use of technology will be conducted throughout the year to help students develop the skills necessary for independent and





honest work.

## **2. Use of Plagiarism/AI Detection Software**

- The school will employ plagiarism and AI detection software to review students' work for potential instances of plagiarism. This software will be used for major assignments such as the extended essay and internal assessments.

## **3. Clear Assessment Guidelines**

- Teachers will provide clear guidelines for all assessments, including information on what constitutes academic misconduct and how students can avoid it.

- Group work will be monitored to ensure collaboration is legitimate and properly acknowledged.

# **8. Conclusion**

This policy provides a clear framework for understanding academic misconduct and the consequences for violations, as well as the strategies for promoting integrity. The school is committed to working collaboratively with students, teachers, parents, and the IB to create an environment in which academic honesty is sustained and rooted in every aspect of the educational experience.