



Grand-Duché de Luxembourg  
**ATHÉNÉE DE Luxembourg**

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## Academic Honesty Policy

Academic honesty and integrity play a central role in national evaluation and assessment policy. Luxembourg legislation demands that every attempt at fraud be sanctioned: During tests, the teacher and/or invigilator ensure strict invigilation and monitoring to avoid fraud. Should a fraud be witnessed, the teacher decides, upon judging the unlawful benefit the student attempted to obtain for themselves, to rate the entire test or a section of the test as 0 (or 01 in the non-DP international classes).

All fraud brings about disciplinary measures laid down by the current disciplinary regulations, as per Ministerial Direction of 6th June 2008. The new law on secondary education that came into effect on 28th August 2017 moreover adds forgery of documents to the catalogue of offenses susceptible to leading to a student's definitive expulsion:

Art. 43. La mesure disciplinaire du renvoi

Le conseil de discipline peut prononcer la sanction du renvoi à l'encontre d'un élève. Au cas où le conseil de discipline ne prononcerait pas le renvoi, il peut décider une des mesures éducatives prévues à l'article 42. Lors de cette décision, il est tenu compte de la gravité du manquement, de l'âge de l'élève, de sa maturité, de son comportement général ainsi que, le cas échéant, de la récidive des faits reprochés.

Le conseil de discipline peut prononcer la sanction du renvoi pour les faits suivants :

.....

10° le faux en écriture, la falsification de documents ;

.....

La décision du conseil de discipline est motivée et arrêtée par écrit. Elle est notifiée à l'élève majeur ou aux parents de l'élève mineur ainsi que, le cas échéant, au patron formateur et aux chambres professionnelles concernées, par lettre recommandée. La décision du renvoi mentionne les voies de recours.

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Academic honesty being one of our core values at the Athénée, we inform and react from the lower level classes onward concerning fraud and plagiarism and maintain a zero-tolerance policy. The students are clear about the rules pertaining to academic honesty and intellectual integrity and that any attempt at cheating is severely punished. Parents are informed of any such violation of the rules. This is true for the DP and international classes, but of course also the Luxembourgish system, as the policy and the attached values are school-wide – although there is less need for emphasis in the latter as these students do much less independent and research-based work.

In the international section and DP classes, we adhere not only to national law but also the IBO guidelines. The IB defines student academic misconduct as

'deliberate or inadvertent behaviour that has the potential to result in the student, or anyone else, gaining an unfair advantage in one or more components of assessment.

Behaviour that may disadvantage another student is also regarded as academic misconduct. It also includes any act that potentially threatens the integrity of IB examinations and assessments that happens before, during or after the completion of the assessment or examination, paper-based or on-screen' (*Diploma Programme Assessment Procedures 2020*, p 24).

Such academic fraud and/or misconduct includes:

Plagiarism:

'the representation, intentionally or unintentionally, of the ideas, words or work of another person without proper, clear and explicit acknowledgment'. (*Diploma Programme Assessment Procedures 2020*, p 24).

Collusion:

'candidates are expected to present assessments in their own words and acknowledge the words or ideas of others where collaboration has occurred. While group working is a key element in certain subjects, for example, sciences, collusion occurs when this goes beyond collaboration, for example, when a single (or very similar) version of a report is presented by a number of candidates as their own individual work.' (*Diploma Programme Assessment Procedures 2020*, p 24).

Other forms of academic misconduct, which include:

- duplicating work to meet the requirements of more than one assessment component
- falsification or inventing fictitious data for an assignment
- taking unauthorized material into an examination room
- disruption of an examination by an act of misconduct, such as distracting another candidate or creating a disturbance
- exchanging, supporting, or attempting to support, the passing on of information that is or could be related to the examination
- failing to comply with the instructions of the invigilator or other member of the school's staff responsible for the conduct of the examination
- impersonating another candidate
- theft of examination papers
- obtaining or seeking to obtain, disclosing, sharing or discussing the content of an examination paper with a person outside the immediate school community either at any time before the start of an examination or within 24 hours after the examination has ended
- use of essay-writing services (ghost-written or purchased essays) offering assistance in writing essays or other assessment materials. (*Diploma Programme Assessment Procedures 2020*, p 24-25).

Teachers and IA and EE supervisors are all well aware of the guidelines (of the IBO and the school) and their responsibilities concerning academic honesty and brief students on the importance of acknowledging all sources and motivate them to produce authentic work, as well as leading by example. They also use their personal experience to form their own strategies of control and detection of eventual attempts at dishonesty. Teachers and the DP Coordinator are always in support if students need advice or are unsure about this.

All our international classes/DP students are also required to sign our code of conduct (please see appendix 2 below) which contains all school rules and expected behaviour, including those related to academic honesty and which they thereby pledge to uphold. In addition, DP candidates also sign the 'Declaration of Compliance with IB Regulations on Malpractice' (please refer to appendix 1 below).

At the start of the DP, students attend an in-house presentation for the EE where again attention is raised concerning plagiarism and the importance of correct and complete referencing. Furthermore, all students are issued with a copy of the IB effective citing and referencing guide as well as attending a workshop on research and referencing and bibliographical skills in a variety of media that includes audio/visual material, written text, graphs, images and/or data published in print or electronic sources.

Notably, we link academic honesty to the IB Learner Profile and this is explained to students: they need to strive to be *principled* by conducting their research with integrity and honesty, respectful of the work done by others and taking responsibility for the authenticity of their own work, by aiming to be *knowledgeable* and true *inquirers* who want to acquire their own knowledge and understanding and be curious, thus developing their own skills and being enthusiastic and honest about personal achievement. This also ties in with being *thinkers*, using and developing their own creative and critical thinking skills as well as making ethical decisions which is also integral to academic honesty. In the same vein, the tenet of being *caring* is relevant, in the respect of research done by other people which should be duly acknowledged, as well as being *reflective* by evaluating different points of view and growing from this rather than simply stealing others' work without acknowledgement, understanding or reflection.

As we have smaller research projects in 10<sup>th</sup> and 11<sup>th</sup> grade, students are already briefed by the English teacher and/or form teacher about academic honesty in detail here, and the respective student guides also contain information about this. This information is also included in our EE student guide. At every level, students are told about forms of malpractice and warned about the consequences.

The academic honesty policy can also be found on our website to ensure dissemination among current and prospective students as well as parents.

Examples of cases of student policy breaches within the school:

In terms of this preventive approach, we identified a case of blatant plagiarism in a candidate for the May 2021 session's Chemistry IA final version and awarded an 'F'. We also refuse to register the candidate for any future session in this subject at our school.

Similarly, students guilty of collusion on a Maths IA first draft in 2020 were disciplined in the form of detention and had to redo the assignment in question.

In 2017, a student who falsified a parental signature on an excuse of absence she had written herself received detention for every lesson missed without permission.

## Appendix 1:

### DECLARATION OF COMPLIANCE WITH IB REGULATIONS ON MALPRACTICE

All pupils taking the IB Diploma are subject to the **Diploma Programme General Regulations**, which state:

#### **Article 9: Responsible and ethical behaviour**

Candidates are required to act in a responsible and ethical manner throughout their participation in the Diploma Programme and examinations. In particular candidates must avoid any form of malpractice.

The definition of malpractice appears in article 24:

The IBO defines malpractice as behaviour that results in, or may result in, the candidate or any other candidate gaining an unfair advantage in one or more assessment components. Malpractice includes:

- (a) **Plagiarism:** this is defined as the representation of the ideas or work of another person as the candidate's own
- (b) **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

The consequence of malpractice is presented in article 25, item 5:

If the final award committee decides that a case of malpractice has been established, no grade will be awarded in the subject(s) concerned. ***No diploma will be awarded to the candidate. (Vade Mecum, 2003)***

Plagiarism is recognized worldwide as a serious academic offense. Ignorance of the working definition of plagiarism is not a valid excuse for lapses and does not prevent a penalty from being applied to work submitted as original. In order to prevent any misunderstandings about what constitutes plagiarism, information is being provided to you that not only defines plagiarism, but also outlines strategies to prevent it.

Please read the following statements and, if you agree, write your name, sign and date in the spaces provided.

**I certify that ALL of the following are true:**

- o I have read and fully understand the definition and consequences of malpractice as presented in this document.
- o I fully understand the definition of plagiarism and fabrication and recognise specifically that it includes copying of assignments, paraphrasing, reusing other students' work and related acts.
- o If I am unsure about whether something constitutes plagiarism I will consult my teacher **before** I turn in the assignment.

## Appendix 2:

### INTERNATIONAL CLASSES AT THE ATHÉNÉE - CODE OF CONDUCT

#### a) Promoting good behaviour

All the pupils in a school benefit from positive behaviour. High standards are important to help them feel safe and achieve their goals. Parents and guardians play a key part in this context.

#### b) Learning and Studying

As a student at the Athénée you are expected to:

1. Aim for excellence in all your undertakings;
2. Attend all lessons [100% attendance is necessary to achieve outstanding results];
3. Report any absence by sending an email to [ib@al.lu](mailto:ib@al.lu) before 10 a.m. on each day of absence and handing in a written excuse by one of your parents/guardians three working days after the first day of your absence at the latest;

Students are reminded (Art. 10. and 11. of the RGD of 23 December 2004 concerning the rules of conduct in secondary schools, amended by the RGD of 9 May 2018) that they are strictly forbidden to leave the school grounds during school periods between 8:05 and 12:40 and between 13:55 and 15:40, unless previously authorised. If a student, for health or another serious reason, needs to leave our school, he or she must notify the teacher, form teacher or the Deputy Head in advance. At the Athénée, the student will be registered with the Social and Educational Service (SSE), where the student must present him/herself before departure. The SSE will then make every effort to inform parents or legal guardian immediately. The student will wait at the infirmary or at the reception where he will wait until an authorized person comes to pick him up. Upon returning to school, the student will give a duly motivated written excuse to the form teacher.

Any student who does not comply with these instructions will be sanctioned and his absence will be considered as not excused.

4. If you request a special leave of absence, it is imperative that you ask permission well in advance from the subject teacher concerned (for an absence of one lesson), from the form teacher (for an entire day) or the Head of School (for more than one day or any absence immediately before / after holidays).

Doctors' appointments are to be fixed outside of regular school-hours (except for emergencies); the same applies to driving lessons;

5. Be on time for all lessons;  
Bring the required coursebooks, copy books, stationery, etc., to all lessons;  
Complete all your homework on time and meet all deadlines;  
Try to make progress against any targets agreed and set;  
Collaborate with other students to achieve your goals if necessary or stipulated;  
Attend all examinations/tests you are registered for<sup>[1]</sup>;

Aim to become **"inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect"** (IB Mission statement);  
Meet the deadlines set by your teachers. Students are required to assume responsibility for their own work and organization as well as respect the deadlines. **No exceptions will be made to the deadlines**, as they are known well in advance and constitute the latest possible date for submission. Extenuating circumstances such as a protracted period of illness may be considered if notification well in advance has taken place. Short-term illness, computer problems, time management issues or personal problems, for example, will not be taken into consideration.

Failure to meet the set deadlines can include following consequences:

- o No feedback on the work handed in after the deadline.
- o A mark of zero on the work.
- o Disciplinary measures.
- o Non-admission to the IB DP final exams

Reject all forms of academic dishonesty. These include:

- o **Plagiarism**: The adoption or reproduction of original creations of another author (person, collective, organization, community or other type of author, including anonymous authors) without due acknowledgment;
- o **Fabrication**: The falsification of data, information, or **citations** in any formal academic exercise
- o **Deception**: Providing false information to an instructor concerning a formal academic exercise—e.g. giving a false excuse for missing a deadline or falsely claiming to have submitted work;
- o **Cheating**: Any attempt to give or obtain assistance in a formal academic exercise (like an **examination**) without due acknowledgment;
- o **Bribery**: or paid services. Giving certain test answers for money, or paying to obtain such answers;
- o **Sabotage**: Acting to prevent others from completing their work. This includes cutting pages out of library books or wilfully disrupting the experiments of others.<sup>[2]</sup>

### c) Behaviour

You are expected to:

- Treat and talk to all staff, students and the local community with respect and courtesy, and behave appropriately and reasonably in all circumstances. The use of inappropriate language in and outside of the classroom will not be tolerated;
1. Respect your environment by not littering, damaging school equipment and facilities and not smoking on the school premises;

1. Appreciate the school's multicultural community and heritage;
1. Switch off all mobile phones in study areas [i.e. classroom or learning resource centres] and only use them appropriately in student common areas;
1. Leave the classroom during the breaks.

#### **d) Sanctions**

The Athénée de Luxembourg focuses on promoting positive behaviour, self-discipline and respect for others, but may also resort to sanctions for also sanctions misbehaviour to deter pupils.

The Athénée has the legal right to impose reasonable sanctions. These might include:

1. An oral or written reprimand;
1. Extra work given by the responsible teacher or the form teacher;
1. A letter to parents or guardians;
1. Confiscating inappropriate possessions (for example, mobile phones or music players used during school hours despite prohibitions, items susceptible of causing injury etc.);
1. Detention (e.g. three inscriptions in the register for inappropriate behaviour involve a two-hour detention; if the sum of late arrivals (VTT) reaches 20 minutes, a one-hour detention will follow; any non-excused absences will be registered on term reports);
1. A teachers' council formed by class teachers, the form teacher and the Head of School can decide to remove a student from a class or group.

#### **e) Discipline and physical contact**

Teachers are not allowed to enforce corporal punishment but can physically restrain pupils when necessary to stop them from injuring themselves or anyone else, from damaging property or causing serious disruption.

Members of the school staff can search a pupil and their locker suspected of carrying a weapon, with or without their consent, or carry out a breathalyzer test.

#### **f) Your child and detention**

Detentions can be set during school hours or after school. Failure to attend without a legitimate excuse will lead to extremely severe punishment.

The school administration notifies parents or guardians of detentions taking place outside normal school hours at least 24 hours in advance, so that arrangements for transport or childcare can be made. Detentions are registered in students' databases, as stipulated by the MEN. The notification specifies the reason and length of the detention and also the set work to be carried out. In exceptional cases, rescheduling may be possible.

The undersigned student and the parent(s)/legal guardian(s) acknowledge that they have read this code of conduct and that they understand its meaning and effect.

Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of parent or legal guardian: \_\_\_\_\_

Printed Name: \_\_\_\_\_

<sup>[1]</sup> In case of absence on the day of a test, you are requested to contact the teacher in question in advance and discuss an alternative solution/test with him.

<sup>[2]</sup> Source : [http://en.wikipedia.org/wiki/Academic\\_honesty](http://en.wikipedia.org/wiki/Academic_honesty)