

ACADEMIC HONESTY POLICY

1. Academic honesty is a rule obligatory to students of all grades, teachers and parents of The Romanov School.
2. Academic honesty means:
 - 2.1. Respect to someone's intellectual labour and refusal from appropriation of somebody else's intellectual ownership;
 - 2.2. Honest and conscientious attitude towards own intellectual labour and refusal from unprincipled practice.
3. Unprincipled practice is any forms of fraud. Some examples are:
 - 3.1. Plagiarism or appropriation of the results of somebody else's intellectual labour, deliberate use of other's work or its parts without any indication of the authorship and adoptions; purposeful use of somebody else's ideas as his/her own; lack of references to the source in written work (a text or illustrations) in the form of references, footnotes, indication of quotations and bibliography in accordance with the adopted rules, which are that: all the work of others included in the Student's work should be set within quotation marks and referenced¹;
 - 3.2. Copy off or use of crib sheets at the examinations, during tests or any kind of routine knowledge control, i.e. written notes, textbooks, school reference books, Internet through any electronic devices²;
 - 3.3. Oral prompting;
 - 3.4. Fulfillment of other student's work and further handing in the work by this student as his/her own
 - 3.5. Spread and use of information about tasks for examinations, tests, routine knowledge control;
 - 3.6. Copy of work: handing in the same work for different assessments;
 - 3.7. Submission of inauthentic data (falsification): filling in any statistic tables and forms based on inauthentic data, unfair filling in questionnaires and inquiries;
 - 3.8. Purposeful non-fulfillment home tasks and any individual tasks;
 - 3.9. Substitution of individual work for self-dependent fulfillment by a collective work;
 - 3.10. Deliberate non-participation in collective work while carrying out joint tasks;
 - 3.11. Forgery of marks and documents: certificates, notes, records in registers;
 - 3.12. Non-observance of agreements, terms of work with the purpose to get advantages;
 - 3.13. Larceny and change of examination materials and works aimed at routine knowledge control;
 - 3.14. Hiding information about cases of breakage the Academic Honesty principles from the part of participants of the school process.

¹ It is permissible to copy several sentences from a book, a magazine, a site without indication that this is a quotation, but the sources of information should be indicated in a footnote or bibliography by all means

² Should a teacher announced the opposite (eg. an official permission is given for using information sources during the knowledge control)

4. Prevention of unfair practice by teachers:
 - 4.1. Teachers use all possible and admissible ways for acceptance of Academic Honesty values by students, remind students regularly of Academic Honesty principles. Teachers observe these principles undeviatingly, too;
 - 4.2. Teachers help students realize the meaning and value of academic honesty (share their understanding, give examples, answer questions, initiate and supports discussions);
 - 4.3. Teachers manage and use present norms of writing references, footnotes, bibliography, abstracting. Teachers consult students and work with them on developing skills to execute correctly written papers with observance of all norms and rules of adoption;
 - 4.4. Teachers develop students' skills to search and make analysis of sources;
 - 4.5. Teachers explain clearly requirements to the task relating to principles of academic honesty;
 - 4.6. Teachers check up works for observance of academic honesty principles (check up creative works for plagiarism);
 - 4.7. Teachers show consistency and adherence to principle in assessment of unfair works, inform parents of each case of breakage of academic honesty rules.

5. Prevention of unfair practice by students:
 - 5.1. Students know, understand and accept Academic Honesty principles;
 - 5.2. Students ask for explanations should Academic Honesty principles are not clear to them or seem unrealizable;
 - 5.3. Students prevent if possible demonstration of academic dishonesty from the part of other students;

6. Prevention of unfair practice by parents:
 - 6.1. Parents know, understand and accept Academic Honesty principles, address teachers for explanations should any questions arise on understanding Academic Honesty rules and their observance;
 - 6.2. Parents use all possible and admissible ways for acceptance of Academic Honesty values by their child, parents observe these principles themselves;
 - 6.3. Parents explain to their child the meaning of Academic Honesty principles;
 - 6.4. Parents render assistance to their child in his/her school studies observing Academic Honesty principles;
 - 6.5. Parents do not permit violation of Academic Honesty while carrying out school work at home.

7. Responsibility for violation of Academic Honesty.
 - 7.1. Work carried out with violation of the Academic Honesty principles cannot be assessed and should be made over (or a new similar task should be taken and fulfilled) within the terms fixed by the teacher. The mark for a new-made work is 1 point less. Should the new-made work be handed in late without good reason the marks for this work will be down graded.

is untimely handed in and the delay has no good reason, an unsatisfactory mark. In case of violation of Academic Honesty for the second time and more no possibility is given to this student to rewrite the work.

7.2. In each fixed case of violation of Academic Honesty during examination or fulfillment of routine knowledge control tasks a teacher makes notes on the margins of the paper. The mark is lowered by 20% for each note: 1 point less with a 5-point scale, 1,4 point less with a 7-point scale, 2 points less with a 10-point scale.

7.3. Parents are informed of each case of Academic Honesty violence.

8. Concluding statements:

8.1. Academic Honesty is a norm and a rule for each free, responsible and progressive person.

8.2. Fostering Academic Honesty is an obligatory component of the school's life and activity.

8.3. Obey of Academic Honesty principles contributes to forming important qualities of a present-day person:

- Honest and principled
- Respectful to other people, their interests and labour
- Having and using knowledge how to use information
- Critically thinking and reflective