



# ACADEMIC HONESTY POLICY 2018

(Revised)



## ***The IBO mission statement***

The International Baccalaureate Organization aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

To this end the IBO works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment.

These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

### ***School Vision***

“To develop local actions to create global options”

### ***School Mission Statement***

We are committed to provide a holistic education based on new-generation academics that create not just powerful career options for our students, but which empowers them to become key contributors to the global community and the environment in which they live. We strive to achieve nation-building through character-building and we do so through an approach of mentoring.

**One of our major aims is to prepare students to be Global citizens.**

**The Core Values at Dr Pillai Global Academy are**

**F**uturistic Vision

**R**esilience

**E**thical understanding

**S**piritual strength

**H**olistic Development



## *School Philosophy*

“Education is not a quest but a journey”: Dr. K.M.V. Pillai

This journey of life encompassing the entire world has its base in our educational institution, Dr. Pillai Global Academy.

The two different poles, even though contrary not only intersect the knowledge & skills but also overlap different ways of thinking. Globalization leaves its footprints in every arena/area of the student development. Teaching & Learning are now equipped with new techniques involving interacting learning environment. These skills involve multicultural influences, inclusive societal structures & a pattern of interdependency. A student in this new world must grapple with 2 core facts of life: One, where he encounters immense competition & the other where he has access to infinite opportunities. These students must be equipped well to deal with the competition efficiently. Skills required for competing & critical analysis help them in their choices.

Dr. Pillai Global Academy employs a unique approach to address this need, by making a paradigm shift from the textbook to the real world & labs. While skills & facts are important; the reasoning behind the facts makes for a subject of analysis. Thus, the ‘how’ & the ‘why’ gather much weight than the ‘what’. Dr. Pillai Global Academy focuses on developing the right attitude to face the challenges, learning & applying contemporary knowledge & cultivating a spirit of enterprise. As stated in the mission, Dr. Pillai Global Academy believes in an education that concentrates on a holistic development. An education that helps students imbibe, not only diversified knowledge, but also teaches them how to harness this knowledge to the new world.

The school fosters critical thinking while at the same time emphasizing creativity. A positive environment is developed to complement the students’ positive attitude. Right values & morals are instilled amongst the student at the same time as self-confidence & self-esteem. To this end the school strongly believes in going beyond academic development by conducting numerous extra-curricular and co-curricular activities as well as field trips. The Philosophy is made operational through the implementation of different curricula & boards as they help in developing & cultivating the skills necessary for the 21<sup>st</sup> century.



## *Introduction*

At Dr.Pillai Global Academy, the academic honesty policy is planned keeping in mind the attributes of learner profile such as ‘Principled’ which means that learner perform with integrity and honesty, with a solid nous of, justice, and respect for the self-esteem of the individual and communities. They take responsibility for their own activities and the consequences.

The values of the school are concentrating on the honesty expected from the learners in detailed and the school community in general in the field of academic research. It also ensures that the student community respect the integrity of all forms of assessment in DP. The expectations and practices of DPGA community are directed by its values.

One of the hallmarks of the IB diploma programme is the premium that the International Baccalaureate places on its Academic Honesty Policy and its uncompromising stance vis-à-vis its implementation by IB authorised schools. DPGA on its part has not only recognised the validity of such a policy, but also the necessity of such a policy being implemented and is serious about it given the backdrop of the Indian education scenario.

DPGA seeks to maintain and promote the highest standard of academic integrity amongst its faculty and students and hence the following policy has been designed and revised to developed an awareness of the importance of academic honesty within the Diploma Programme (DP). Additionally, it seeks to provide guidance to educators and students to enable them to adhere to the academic honesty principles and discourage any sort of malpractice in order to optimize the teaching – learning outcomes, thereby ensuring that students do not knowingly or unknowingly jeopardize their diploma.

### **Rationale behind developing the Academic Honesty Policy**

Apart from instilling life skills, DPGA endeavours to instil values and ethics in the students. This includes, apart from the others, academic integrity in all the pedagogical areas and of assessment. This honour code may not only help prevent dishonesty but may also reduce unhealthy practices, if any. Moreover, the proactive measures on the 1<sup>st</sup>, 2<sup>nd</sup> and the 3<sup>rd</sup> infractions will establish a discipline against unethical academic practices. DPGA aims to instil a sense of pride in turning



in one's own work and being truthful whilst producing the work. Establishing an academic environment of pride and joy, reaps good results in assessments and excitement ensues.

### **Objectives of Academic honesty policy at DPGA**

- To instil a sense of pride amongst students in producing their own work.
- To acknowledge the significance of academic integrity
- To establish an academic environment of pride and joy amongst staff and students.
- To instil values and ethics of academic integrity in all the academic practices
- To prevent academic dishonesty
- To prevent unhealthy and unethical academic practices
- To establish a discipline against unhealthy academic practices
- To guide the students in conducting research and citing references
- To explain to the students, the meaning and penalties of malpractice and its different types

### **Conceptual Understanding**

Academic honesty means ensuring that a candidate's work is authentic based on their own ideas, language and expression. Malpractice is defined by the IBO as a behaviour that results in, or may result in the candidate gaining an unfair advantage. This could take the form of anyone or a combination of the following:

- Plagiarism,
- Conspiracy and Collusion,
- Misrepresentation of collaborative projects,
- Cheating,
- Impersonation,
- Dubious research practices,
- Dissemination of information without permission.
- Abuse of confidentiality
- Falsification or unauthorized modification of academic documents/records



- Obstruction of the academic activities of another.
- Bribery
- Repetitive Submission
- Unauthorised utilisation/tampering
- Fabrication

## **Plagiarism**

Plagiarism according to the IBO is by far the most common type of malpractice. It is the misappropriation of the work of another by representing another person's ideas, writing or other intellectual property as one's own. This includes the presentation of all or part of another person's work as something one has written, paraphrasing another's writing without proper acknowledgement, or representing another's artistic or technical work or creation as one's own. Submitting a paper purchased from a term paper service as one's own work. Failing to accurately document information or wording obtained on the World Wide Web. Any use of the work of others, whether published, unpublished or posted electronically, attributed or anonymous, must include proper acknowledgement.

In some cases, plagiarism is not always a deliberate attempt by a candidate to present ideas as their own but rather candidates are unaware of how or when to acknowledge sources. In general, cases that involve only negligence on the part of the candidate will result in no grade being issued for the assessment component concerned. It is crucial that students are taught in all grade levels the importance of citing sources correctly. Special classes on the method of citing sources are allocated particularly for the higher grades to train them in the acceptable and appropriate method. Besides, teachers are required to confirm that, to the best of their knowledge, all work submitted by the candidates for assessment is the authentic work of a candidate. The teachers should ensure that subject-specific skills required for good academic practice are developed in their respective subject areas throughout the programme. To aid teachers and students in assessing the percentage of their original thinking in their assignments, it is mandatory here at DPGA to upload all assignments particularly of the higher grades onto the "Turnitin" software. The report generated would help both teachers and students make the necessary changes in their document.



## **Conspiracy and Collusion**

The planning or acting with one or more persons to commit any form of academic dishonesty to gain academic advantage for yourself or another.

## **Misrepresentation of collaborative projects**

Any act with intent to deceive an instructor for academic advantage. It may also include using computer programs generated by another and handing it in as your own work; lying to an instructor to increase your grade; lying or misrepresenting facts when confronted with an allegation of academic dishonesty.

Failure to give appropriate credit to collaborators, or the listing of others as collaborators who have not contributed to the work, shall constitute a breach of academic honesty.

In the creation and presentation of all studio and performance work, and all other artistic and technical works, students who use the work of others must clearly state the extent and nature of the appropriation to their instructor. Failure to do so constitutes a breach of academic honesty. This comes as an affirmation and clarification for the faculty members of Visual Arts of the general obligation to maintain the highest standards of academic honesty.

Since a clear sense of academic honesty policy fundamentally leads to good scholarship, this policy recognizes the general responsibility of all faculty members to foster standards of academic conduct and of the student to be mindful of and abide by such standards. This apparently requires that no candidate may be allowed to falsely claim credit for the ideas, writings or other intellectual property of others.

Whether this is stated by presenting others' works as their own or through impersonation, or even cheating, no candidate may attempt to gain an improper advantage in an academic evaluation. The above also applies to modifying, restraining, forging or formulating any research data or results, official academic record, application or document. In other words, academic honesty requires that persons do not aid or abet others to commit an offence of academic dishonesty, including intentional acts to disrupt academic activities.



## **Cheating**

The improper taking or tendering of any information or material which shall be used to determine academic credit. Examples include but are not limited to the following:

- Copying from another student's test or homework paper.
- Allowing another student to copy from a test or homework assignment.
- Using unauthorized materials during a test, such as the course textbook, notebook, formula lists, notes or crib sheets, including those stored in a calculator.
- Having another individual write or plan a paper, including those bought from research paper services.
- Submitting the same paper/project in more than one class.
- Obtaining a copy of an examination question paper before it is officially available,
- Disruption of an academic evaluation by any means;
- Obtaining assistance by means of documentary, electronic or other aids which are not approved by the instructor;
- Changing a score or a record of an examination result;
- Submitting work prepared in collaboration with another or other member(s) of a class when collaborative work on a project has not been authorized by the instructor;
- Submitting work prepared in whole or in part by another person and representing that work as one's own;
- Submitting work prepared in collaboration with another or other member(s)
- Offering for sale essays or other assignments, in whole or in part, with the expectation that these works will be submitted by a student for appraisal;
- Preparing work in whole or in part, with the expectation that this work will be submitted by a student for appraisal.

## **Impersonation**

Impersonation is to have someone impersonate one's self in class, in a test, examination or interview, or in connection with any other type of assignment or placement associated with a





course or academic program. Both the impersonator and the individual impersonated will be charged.

### **Dubious research practices**

Academic research includes the collection, analysis, interpretation and publication of information or data obtained in the scientific laboratory or in the field. Forms of improper research practices include:

- Dishonest reporting of investigative results, either through fabrication or falsification of data;
- Taking or using the research results of others without permission or due acknowledgement
- Misrepresentation or selective reporting of research results or the methods used.

### **Dissemination of information without permission.**

Information or experimental data that was collected with a member of the faculty or another student, and other works that involved the participation of a faculty member or another student, should not be submitted for publication or otherwise disseminated without their prior permission.

### **Abuse of confidentiality**

Taking or releasing the ideas or data of others that were given with the expectation that they are confidential is inappropriate. This includes the ideas or data obtained via the evaluation of confidential grant proposals, award applications or manuscripts that will be or may have been submitted for possible funding or publication. Unless one is authorized to do so in writing, it is improper to obtain a password assigned to another or to copy or modify a data file or program belonging to someone else. Proper authorization means being granted permission either by the owner or originator of that material, or by an appropriate faculty member or administrator.



## **Falsification or unauthorized modification of an academic document/record**

This would refer to the use of invented or fabricated information, or the falsification of research or other findings with the intent to deceive for academic advantage; also the falsification or misrepresentation of experimental data, and violating the professional ethics that are established in science labs, research projects.

It is a breach of academic honesty to falsify, fabricate or in any way modify, either through omission or commission, an application to the university or a program, course, student examination or test, transcript, grade, letter of recommendation or related document, a physician's letter/form or any other document used in support of an academic application, record, petition/appeal or endeavor.

## **Obstruction of the academic activities of another.**

- Teachers should report any misappropriation in academics to the academic head and a record should be maintained to the same. Repeated instances will be noted and an action taken on 3<sup>rd</sup> violation. On 1<sup>st</sup> & 2<sup>nd</sup> infraction the student should be counselled and matter to be resolved between the teacher and students.

**First Offence:**-The 1<sup>st</sup> violation calls for re-submission of the assignment with proper academic conduct.

**Second Offence:**-The second course of action includes failing the candidate, warning-verbal and written and/or dismissal from that assignment depending upon the severity of misconduct/dishonesty.

**Third Offence:**-The third infraction includes a penalty by the school management and other members along with the academic head the school administrator, the teachers associated with the subjects, the section heads and school leaders.

- The students' infraction will be reviewed and the past history taken into consideration.

It is a violation of academic honesty to interfere with the scholarly activities of another in order to harass or gain unfair academic advantage. This includes interference or tampering with experimental data, with a written or other creation (e.g., a painting, sculpture or film), with a chemical used for scientific study, or with any other object of study.



Encouraging, enabling or causing others to do or attempt any of the above with the intent to mislead an instructor, academic unit, program, office or committee as to a student's academic status, qualifications, actions or preparation, or knowingly aiding or abetting anyone in a breach of academic honesty shall in itself be considered a misconduct. Taking any action which can reasonably be interpreted as intending to encourage or enable others to commit an offence of academic honesty will also be considered a misconduct.

### **Bribery**

The offering, giving, receiving, or soliciting of any materials, items or services of value to gain academic advantage for yourself or another will invite sanctions pertaining to the breach of academic honesty.

### **Repetitive submission**

Submitting or trying to submit a work that has been previously submitted for either the same or any other assignment. Submitting the work without the knowledge or permission of the subject teacher or coordinator

### **Unauthorised utilisation/ tampering**

Making alterations in documents, accessing other person's work without permission for personal use, sharing information gathered through others' work, misrepresentation etc. constitutes malpractice

### **Fabrication**

Distorting others' work that has been either turned in or has been published, copying bibliography, manipulating data to suit one's academic need, constitutes fabrication

**Malpractices that could occur across the spectrum of DP** course requirements. These could range from plagiarism in languages written assignments to fabricating data in the chemistry labs, to copying works of art in visual arts, to cheating in a maths exam.

Visual arts students' work covered by rules regarding academic honesty includes papers, research, tests, examinations and all forms of studio and production work as practiced within the



institution. They should be mindful of the dangers of misappropriation and misrepresentation which are breaches of academic honesty. In the creation and presentation of all studio and performance work, and all other artistic and technical works, students who use the work of others must clearly state the extent and nature of the appropriation to their instructor. Failure to do so shall constitute a breach of academic honesty.

### **Pre-emptive Measures**

Rather than rely on punitive measures, DPGA has recourse to pre-emptive measures. The salient ones are mentioned below.

- For (Teachers & Students) Education / Awareness on:
  - “Intellectual Property Rights” / “Copy rights”
  - Rules & Regulations in the conduct of and during examinations
  - Consequences of engaging in malpractices be it in exams or academic assignments
- Motivate / encourage good practices among students:
  - Bibliography at end of written assignment
  - Proper punctuations marks for quotes
  - Referencing and acknowledgement of sources
  - Classes on acceptable manner of acknowledging sources (APA style of referencing)

### **In the event of a breach of academic honesty**

While each case of breach of academic honesty will be reviewed and assessed individually, the institution views any offence against the standards of academic honesty to be a very serious matter.

Action that may be taken for the violation of academic honesty could be one or other or a combination of the following.



- Refusal of teacher authentication of assignment.
- Failure in the course.
- Suspension/ rustication from the institution.
- Withholding the diploma/report

However, if a student is suspected of a breach in any subject group and involves the respective boards, the procedure prescribed by the boards will be followed, which includes that the student be questioned and asked to give her/his explanation in writing, the teacher concerned will also be questioned and their statement recorded, the parents will be informed and their observations recorded. All these reports/evidences, along with the observations of the Coordinators and the Principal will be forwarded to the board for final decision. Pending the final decision the school will initiate suitable action against the student or the teacher or both.

#### **Role of Students:-**

- Knowledge about Academic Honesty and the policy.
- Follow the school code of conduct and the practices implied by the teacher for misconduct.
- In case of any information on academic misconduct report to the teacher.
- Avoid copying or letting anyone else copy.
- Avoid online study aids.
- Group work or any other outside help should be done only with the permission of teacher and coordinator.
- Follow the APA referencing method followed by the school.
- Timely completion and submission of work.

#### **Teachers' Responsibility:-**

- Explain Academic Honesty policy clearly to the students and parents.
- Clear communication about the consequences of Academic violation.
- Inform about the inappropriateness of taking online help from different websites.
- Clear communication on group work/collaboration.
- Regular checking of students work in application to Academic Honesty Policy.
- In case of any violation with the students report to the academic head/management.



- Knowledge about any other teachers' or students' violation to be reported to the academic head.
- Follow staff guidelines given by management, especially in relation to the Academic Honesty Policy.
- Guide the students time and again in using references while completing projects.

### **Parents' Responsibility:-**

- Know the Academic Honesty Policy of school
- Value the policy as an example for your ward to value it as well.
- Support the consequences of violation.
- Encourage students into research and doing their own work.

### **Role of Coordinator:-**

- Met out the information on Academic Honesty Policy to the students, teachers and parents in detail. Examples of this include issuing relevant documents of 'Conduct of examination' by the IBO etc.
- Support the discussion of leaders in implementing the policy.
- Support fair trial for first, second and third violations.
- Maintain records of every offence and its consequences

### **Role of Librarian:-**

- Librarians discuss the procedures of Academic Honesty Policy with the students.
- Orient the students and parents about Academic Honesty Policy and its consequences.
- Orient the teachers about Academic Honesty Policy and the actions applicable.
- Conduct a presentation on APA referencing style and the need and importance of it.
- Check the Turnitin reports of core subjects for any misappropriation in students' assignments and inform them about the same.
- Check all the footnotes & bibliography of all the assignments before they are uploaded on Turnitin.
- Help the students in referencing & citations while completing assignments.

Dr. Pillai Global Academy - Gorai affirms that all members of the institution have the obligation to maintain the highest standards of academic honesty. It is the responsibility of members of faculty and staff to follow acceptable standards of academic conduct and to foster it in others, and of students to be mindful of and abide by such standards.



Appendices:

## Declaration of Originality Form

This form **must** be completed, signed and submitted with all assignments.

Please complete the information below (using BLOCK CAPITALS).

Name .....

Student IB Candidate Number .....

Assignment Name.....

**Please read carefully THEN read and sign the declaration below**

**I confirm that this assignment is my own work and that I have:**

Read and understood the rule on plagiarism in the DPGA Handbook

Noticeably referenced, in both the text and the bibliography or references, **all sources** used in the work is according to Academic Honesty Policy requirements

In addition, I understand that any false statement in respect of this work will result in penalizing action in accordance with DPGA regulations

If you are still unclear about what plagiarism is or need guidance on how to avoid it,

You can contact any one of the following for assistance:

**Course Co-ordinator**  
**Academic Counsellor**



## Appendix 1.2 : Candidate consent form for eCoursework upload

Candidate Consent (Aneesh already has this form, which Jasmine had refused to sign)

## Appendix 1.3

PI prepare the **Workshop calendar** of DPGA

This includes

- Arti's & Hemangini's workshop on Bibliography
- Roshni's presentation on Academic Honesty.
- Priya's session
- Valentina's session
- Renu's session
- Yvette's session
- Rutuja's and Vidya's session
- Aneesh's Conduct of examination
- Dr. Sharda's session on evaluation / link between mission statements/TOK etc.(pl jot down a few which I should take)
- Janaki's gallery walk
- Janaki's & Manisha's CAS session
- Roshni's EE session
- Renu and Farhana's session on waste management – wet waste and dry waste/ group 4 project etc.
- Research papers by different teachers





## Members involved in conscripting the policy:

- Dy. CEO & Director of Dr. Pillai Global Academy
- Principal
- Board of Governors (DPGA)
- IBDP Coordinator,
- CAIE coordinator
- Academic counsellor
- Academic head
- Heads of academic departments
- Section Heads (Pre-Primary, Primary, Checkpoint, IGCSE)
- Librarians
- Staff (through questions included in different surveys)

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## Bibliography

### The following documents were used in the conception of the Academic Honesty Policy

Handbook of procedures for the Diploma Program 2017

Academic Honesty policy, IBO

Effective citing and referencing, IBO, 2014

Position Paper: **Academic Honesty in the IB by Jude Carroll, October 2012**

MES documents pertaining to malpractices.

International Baccalaureate Organisation, "General Regulations.", Diploma Programme, Wales, United Kingdom: IBO (UK) Ltd., March 2011, accessed via [www.ibo.org](http://www.ibo.org). Web.

International Baccalaureate Organisation, "Academic Honesty", Diploma Programme, Wales, United Kingdom: IBO(UK) Ltd., March 2011, accessed via [www.ibo.org](http://www.ibo.org). Web.

