

## **ACADEMIC HONESTY POLICY**

### **School Mission Statement:**

Committed to the highest standards of pedagogy and education to keep the flames of learning ignited for life, Knowledgeum Academy ensures that all students achieve their highest potential to join the global community of learners and contribute proactively towards creating a better world through intercultural understanding and respect.

### **The Objectives of the Policy:**

The academic honesty policy ensures that the school community is aware of and adheres to the ethical standards and globally accepted honesty practices in academia. The institution must uphold the policy for smooth, fair, and consistent academic developments. In addition to an outlook that appreciates the collaborative learning outcome without prejudice, Knowledgeum Academy envisages adequate knowledge and ethical values for its learners to rightfully acknowledge the source of information. It helps the learner understand the possible academic misconduct and eradicate the possibility of unawareness of collusion and collusion. To summarise, every learner must be aware that nothing is unique unless it is thoughtfully studied, developed, and produced with the commitment of acknowledging and appreciating the source of knowledge.

Knowledgeum Academy mandatorily requires all its stakeholders to understand the policy document completely and pledge their commitment to academic ethics. The policy draft is a guiding document to enable its learners to become knowledgeable, balanced, reflective, caring, and open-minded.

### **Academic Honesty:**

Academic honesty is the moral code followed in academia to ensure ethical practices by students and teachers. It prohibits a learner from resorting to unfair means such as showcasing copied, borrowed, and paraphrased work as an individual piece of knowledge or claiming credit for others' original work without giving them their due acknowledgement. For academic integrity, the below-mentioned aspects must be adhered to:

- Individual commitment to completing all assignments, unless suggested a group activity
- Fair assessment process
- Inquisitive, action-oriented, and reflective mind set
- Learners must individualise their work and take pride in it
- Acknowledging the source of information
- Upholding the serenity and objective of all assessments

### **Academic Dishonesty:**

Academic dishonesty is any form of unfair practice or disrupting the smooth conduct of the programme. Academic integrity is violated when a candidate produces unethical documents or resorts to unfair means for any internal or external evaluation component. The below-mentioned aspects cover all the practices that constitute academic dishonesty:

- Claiming ownership of an established fact/knowledge/information/work without acknowledging the source
- Taking ideas, pictures, information, or anything produced by someone else and submitting it as your own work
- Copying from another student during an assessment
- Sharing or borrowing exam-related information during an ongoing assessment
- Carrying unauthorised materials such as electronic devices and printed or handwritten material to the exam hall
- Duplicating the same content for different assessment components within the programme
- False data collection or made-up data for projects, extended essays, and assessments
- Stealing or accessing exam papers or any other material/relevant information
- Non-compliance with instructions or disrupting the examination procedure

### **Unethical Terminologies Explained**

Plagiarism:

The act of presenting someone else's ideas or work as your own, with or without that person's consent, by incorporating it into your work without giving it due credit is known as plagiarism. This definition applies to all works, both published and unpublished, whether they are in manuscript, print, or electronic form. Plagiarism practices include:

- Producing any readymade literary or creative content, both in text and pictorial form, is a violation of intellectual property rights and patent rights
- Failure to acknowledge the source of information, data collected, quotes, statements, or any other content during a project or assignment; the source must be acknowledged, either as a footnote or bibliography
- Failure to give credit or acknowledgement to any person or source that has influenced the thought process carried out

Duplication of work:

In academia, duplication of work is an unethical practice in which the same work gets submitted for multiple assessment components within the same programme, or an element of copying is involved. The below-mentioned points render more clarity to the topic:

- A candidate may refer to already existing sources or previously submitted assessments but is prohibited from submitting the same work
- Refrain from submitting any literary work already available in a different language just by translating it. Even post-translation, it is regarded as a work of copy
- Do not copy from fellow learners

**Collusion:** Collusion happens when a candidate falsely pretends to be the brain behind an idea that originated from someone else for a group activity or assessment. During a group project, each candidate should work independently and contribute to the group task assigned to ensure the amalgamation of ideas.

**Collision:** In an assessment, when two or more candidates work on the same concept with a similar approach and procedure, it leads to a collision. The project topic must be chosen and announced before the entire class in time to avoid confusion.

### **Role of Knowledgeum Academy:**

The Knowledgeum Academy is committed to carrying ethical standards and globally accepted honesty practices in academia through the following measures:

- Organising academic honesty sessions/workshops at the beginning of every academic year
- Making academic honesty policy available to all learners and school administration
- Educating the faculty on the importance of right referencing and appropriate guidance to learners on ethical and unethical practices
- Assisting in monitoring and checking the possible breach of academic honesty

### **Role of Teachers in Knowledgeum Academy:**

The teachers will play a crucial role in ensuring that the honesty policy is well-understood and adhered to by all learners. Some of their primary responsibilities include:

- Ensuring a systematic approach in all assessments, the group tasks, projects, classwork, and homework right from the beginning of the programme
- Insistence of best academic practices in their regular classes
- Being vigilant and reporting promptly to the school authorities the occurrence of any academic misconduct
- Authenticating students' work before submitting it for final assessment
- Insisting on the importance of formal citations
- Identifying individual strengths and interest areas of each learner to ensure originality
- Adopting an inquiry-based and research-oriented teaching strategy to promote research skills in learners

**Role of Parents:**

At Knowledgeum, we believe that parental guidance and supervision are of utmost significance in a child's holistic development, so the role of parents becomes vital to be defined. Here's what's expected from parents to ensure smooth function of the process without dishonest practices:

- Discourage external help in homework and motivate kids to be self-reliant
- Be updated on the honesty policy and its importance and assist the school in the fair implementation of the policy
- Appreciate the individual talent and originality

**Role of the Librarian in Knowledgeum Academy:**

- Conduct sessions on academic honesty
- Guide the learners with appropriate research methodology and appropriate referencing method
- Get the plagiarism check done as required by the teachers

**Procedure for Handling Academic Dishonesty in Knowledgeum Academy:**

On the occurrence of any academic misconduct/dishonesty by a candidate, the teacher/supervisor/invigilator will report the matter to the program coordinator. The constituted committee will conduct a detailed enquiry about the instance. It will also give the candidate a fair chance to explain his/her point. If the committee finds the complaint to be true, it will provide a detailed report along with the suggested disciplinary action to the head of the school. The head of school will then have a session with the candidate and parents to counsel and inform them of the school's decision. The candidate is exempted from any note of the incident in his/her personal profile, provided there is no evidence of academic misconduct/dishonesty.

**Consequences of Academic Dishonesty:**

If a candidate is found guilty of academic dishonesty, depending on the severity of its nature, corrective measures or disciplinary actions will be initiated.

**First Offence:**

<b>Nature of offence</b>	<b>Disciplinary Action</b>
Copying homework or allowing to copy	Warning and no grade awarded
Copying in an assessment/project	No grade awarded and the matter informed to the parents
Producing any content/information already established without proper referencing	No grade awarded and the candidate may produce alternate work within the deadline
Copying in a term-end examinations	No grade awarded in the subject and the matter will be noted in the term-end transcript

Disrupting the conduct of any assessment or examinations.	Suspension from participating in the assessment or exam for that particular term
Failure to acknowledge the source of information received/gathered.	Work submitted to be rejected without awarding a grade

**Second Offence:**

If any candidate is found guilty the second time of any academic dishonesty, the candidate and his/her parents shall be summoned to the school office. Furthermore, the parents and the candidate must produce a written explanation for the conduct. Depending on the severity of the scenario, the authorities may consider suspending the candidate from school for a particular period.

**Repeated Offence:**

The candidate may face expulsion from school for repeated academic dishonesty practices.

**Academic Dishonesty and IGCSE Assessments:**

If an examiner suspects academic dishonesty in any document submitted to IGCSE by the candidate, the school will conduct a thorough inquiry and provide a detailed report on the matter. Furthermore, the programme coordinator will seek a written or verbal explanation from the candidate. The grade award committee will review the case based on the coordinator's report and the candidate's explanation. If the evidence is insufficient to confirm academic dishonesty, the candidate will receive the appropriate grade, otherwise, no grade will be awarded for that particular component or subject. Depending on the severity of the case, the final award committee may or may not permit the candidate to take the assessment for the particular component/subject in the subsequent assessment session.

**Academic Honesty Acknowledgement:**

All candidates of Knowledgeum academy must read and understand the policy document completely. The signed academic honesty policy document is to be considered a formal acknowledgement that the honesty policy is well-understood and shall be strictly complied with. Read and sign the declaration attached in the appendix of the document.

Appendix

**Knowledgegeum Academy, Jayanagar  
Academic Honesty Acknowledgement Declaration**

I ....., a student of Knowledgegeum Academy, Jayanagar, have completely read and understood the academic honesty policy of the school. I will never try any inappropriate practice which demeans my academic integrity and fair academic practices. I understand the consequences of resorting to academic dishonesty in internal/external examinations, assessments, and school. I will abide by intellectual property rights and patent rights whenever I gather data or information for my research.

I, hereby, agree to uphold the academic honesty policy of the school and refrain from practising any academic dishonesty. If found guilty of academic dishonesty, I will face disciplinary action based on the rules and regulations prescribed in the honesty policy of the school and the examination authority.

**Student Name:**

**Date:**

**Signature:**

I ....., parent/guardian of ..... studying in Knowledgegeum Academy, have read and understood the academic honesty policy of the school, and discussed it with ..... I agree on strict compliance with the rules and regulations stated in the document, and I will support the school in the strong implementation of the policy for best academic practices.

**Parent/Guardian Name:**

**Date:**

**Signature:**

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