



APEEJAY SCHOOL
INTERNATIONAL

South Delhi

**APEEJAY SCHOOL INTERNATIONAL,
SOUTH DELHI**

ACADEMIC INTEGRITY POLICY

*(Primary Years, Middle Years &
Diploma Programme(s))*

ACADEMIC INTEGRITY POLICY AT ASI

Table of Contents

| | |
|--|----|
| RATIONALE | 3 |
| ACADEMIC INTEGRITY CONSTITUTING IB LEARNER PROFILES | 3 |
| Principled | 3 |
| Knowledgeable..... | 3 |
| Reflective | 3 |
| ACADEMIC INTEGRITY POLICY (AHP) IN SEGMENTS..... | 4 |
| AHP in Primary Years Programme (PYP) | 4 |
| Ownership of the work done | 4 |
| Encouraging Academic Integrity in PYP | 4 |
| Learning Outcomes | 5 |
| Plagiarism or Malpractice | 5 |
| Disciplinary Consequences of Plagiarism..... | 5 |
| AHP in Middle Years Programme (MYP)..... | 5 |
| Policy..... | 5 |
| Academic disIntegrity and Malpractice | 6 |
| Disciplinary Consequences..... | 6 |
| AHP in Diploma Programme (DP) | 7 |
| Academic Misconduct in DP | 7 |
| Guidelines for effective citations and referencing for teachers & students | 8 |
| Prevention & Detection of Academic Misconduct..... | 8 |
| ALIGNMENT WITH OTHER POLICIES | 9 |
| Alignment with Admission Policy (Diploma Programme Specific): | 9 |
| Alignment with Assessment Policy: | 9 |
| ASI COMMUNITY INVOLVEMENT..... | 10 |
| COMMUNICATION OF THE POLICY | 11 |
| POLICY REVIEW TIMELINE..... | 11 |
| BIBLIOGRAPHY | 12 |

ACADEMIC INTEGRITY POLICY AT ASI

RATIONALE

Academic integrity is an essential principle of the IB's academic programmes that enhances the organization's credibility and position as a leader in international education¹. At Apeejay International School(ASI) we consider it to be a vital component of a holistic learning process and as a member of the school community we believe, it is the responsibility of each one of us to maintain the needed standards at all times.

ACADEMIC INTEGRITY CONSTITUTING IB LEARNER PROFILES

At ASI we believe in being academically honest. The Learner Profile and the IB attitudes are followed as the basis for the development of academic integrity in our students. Following learner profiles contribute to the policy framed at School.

Principled

Continuous approach towards being practising Academic Integrity at School is our prime target. Here students strive to act with honesty and integrity. Academic staff at school, supports them throughout in order to understand the worthiness of the same, resulting in becoming the ideal members of our global community.

Knowledgeable

Understanding the gist of the Academic Integrity brings in the awareness regarding the ownership and making someone acknowledged for their own thoughts or work. Students become knowledgeable through the exploration and referencing the work done at all the times.

Reflective

Academic Integrity being an essential aspect of teaching and learning makes them reflect upon the inquiry done. At ASI, teachers ensures that the students learn how to cite someone else's work as their own through, making them inherit reflective learner's profile.

¹ file:///C:/Users/PDV/Desktop/IBDP-ASI/ACADEMIC%20HONESTY%20POLICY/academic%20honesty%20in%20the%20DP.pdf

ACADEMIC INTEGRITY POLICY AT ASI

ACADEMIC INTEGRITY POLICY (AIP) IN SEGMENTS

Each segment religiously follows the Academic Integrity Policy framed by the policy committee members at school. Students from primary to senior segment contribute themselves through the inquiry and reflection made by them in the entire teaching & learning process. The segmented methodologies mentioned below outlines the extent to which the Academic Integrity is dealt at school.

AIP in Primary Years Programme (PYP)

ASI ensures that each and every practice laid by IBO is met and is regularly practiced. The PYP attributes and attitudes are followed through the standard practices including class room or home work practices, group work or any creativity for students. These practices are also communicated to all stakeholders through the parent-student handbook of the school. The significance and the consequences of the Policy are laid down categorically and are also communicated to the entire school stakeholders on a regular basis.

Ownership of the work done

- Students are trained to work independently.
- Students are able to differentiate between their own work and the work done in groups.
- Giving credits to someone else's work is initiated and is practiced regularly at school.
- "NO to Copy" motto is imbibed amongst students.
- Age appropriate citations/referencing formats are formularised in the segment.
- Agreements –related to the responsible use of technology is also practiced in all PYP form rooms, ICT labs & resource centres at school.
- Updating the community about the consequences in-case the parameters are not met purposely or accidentally.

Encouraging Academic Integrity in PYP

- Bringing in the parent body will help the school community grow and encourage the Academic Integrity to be followed at all times.
- Spreading awareness among all stakeholders at regular intervals.

ACADEMIC INTEGRITY POLICY AT ASI

Learning Outcomes

- Students distinguish between their work and someone else's work independently and are able to mention the same in their work done as a regular practice.
- Students are motivated and feel responsible in citing the reference at all times.

Plagiarism or Malpractice

Taking credit of someone else's work is categorized as a plagiarized work. This work can be from any source like web links, books, journals or even your class mate's work. Students are educated to take care of citing someone's work at all times and the staff at school ensures this is followed religiously as a regular practice.

Disciplinary Consequences of Plagiarism

ASI takes Academic Integrity very seriously and to keep up the standards laid, students may have to face serious consequences in case of any breach of regulations takes place at school. Student reported with a plagiarized work is taken up to the up-line manager by the staff and have to follow the disciplinary actions:

- **Resubmission** - Student/s will have to resubmit the paper again. The revised document needs to be submitted by the student in the stipulated time period.

AIP in Middle Years Programme (MYP)

Policy

Students in the middle years are able to comprehend the worthiness of representing their own work as their own. The intellectual property's context is understandable by them and can be imbibed in their learning outcomes. Apeejay School International ensures that each student is clear in his/her thoughts and understands clearly that there is a freedom to use someone's else work unless or until the work has been supported by the required citations. This kind of environment brings in the sense of responsibility amongst them and helps them grow as an international minded person as a whole.

ACADEMIC INTEGRITY POLICY AT ASI

Academic dishonesty and Malpractice

With continuous word spread of the policy at school, students here in MYP are equipped enough to work both independently as well as in a group. Authenticity of the work to be submitted through portfolios/projects is valued by them. The agreements taught to them are very clearly defined and instructed to be followed at all times. Students are also aware of not acceptable situations to be adhered to. These include:

- **Plagiarism**- Quoting someone else's data as yours is categorized as a plagiarized work.
- **Cheating in the examinations**-Taking unauthorized items into the examination room. Having access to the Electronic gadget/Mobile Phones, Found with not approved use of calculators, not obeying the academic misconduct rules for the on-screen examinations.
- **Copying**-Copying from someone else's work without the owner's consent.
- **Duplication**- Submitting the same work for two different submissions.
- **Collusion**- presentation of someone's work as ours including both individual and group work. This might include plagiarized work, working in collaboration without the supervisor's consent.
- **Forgery**- Forging the signature of a staff member or a parent on an official document.

Disciplinary Consequences

Repercussions are expected and imposed directly onto the students, faulting the protocols to be followed at school. Students disrespecting the rules are bound to face the laid down consequences:

- **Resubmission** – In case of a class assignment, student/s will have to resubmit the paper again. The revised document needs to be submitted by the student in the stipulated time period to the teacher concerned.
- **Impact on grades**-Student will not be graded for the specific component. Zero mark will be awarded for the particular component as well as the subject.
- **Academic Probation**-Student will be on academic probation for a given time frame. This will be reviewed by the AHP members and time period can be extended in case the situation remains the same.

ACADEMIC INTEGRITY POLICY AT ASI

- **Undertaking**-Please refer to the *Appendix* for the Undertaking to be signed by both parents & the students.

AIP in Diploma Programme (DP)

Academic Misconduct in DP

Diploma Programme students at Apeejay International School abide by the rules and regulations laid by the IBO. All DP teachers here at school closely observe the behaviour of the student, in case of gaining any unfair advantage in their ongoing progression of work. The various categories of Academic misconduct are communicated to all students on a regular basis and we ensure that the school meets up high standards of the same. The numerous categories to be dealt in this segment of students include:

- a. **Plagiarism**- is defined as the representation, intentionally or unwittingly, of the ideas, words or work of another person without proper, clear and explicit acknowledgment. The use of translated materials, unless indicated and acknowledged, is also considered plagiarism.
- b. **Collusion**- Collusion is defined as supporting academic misconduct by another student, for example allowing one's work to be copied or submitted for assessment by another student.
- c. **Duplication of work** — This is defined as the presentation of the same work for different assessment components and/or DP core requirements.
- d. **Misconduct** during an IB examination (for example, taking unauthorized material into an examination room, behaviour that disrupts the examination or distracts other candidates, or communicating with another candidate).
- e. **Communication about the content of an examination**-Communication about the content of an examination 24 hours before or after the examination with others outside their school community is also considered a breach to IB regulations. Duplication of work is defined as the presentation of the same work for different assessment components and/or Diploma Programme requirements.²

² IBDP-ASI/ACADEMIC%20HONESTY%20POLICY/academic%20honesty%20in%20the%20DP.pdf

ACADEMIC INTEGRITY POLICY AT ASI

Guidelines for effective citations and referencing for teachers & students

Entire school community is apprised about the methodologies to be followed for research and referencing on a regular basis. Multiple skill developing workshops are conducted in the school, in order to support students for submitting the needed content. Students are encouraged to follow the same practice in their each and every draft of work submitted to their concerned teachers. DP teachers also ensure that the standards are maintained and followed as a Mandate requisition of the assignment to be submitted by the students at school. Here at ASI we practice **MLA** conventions for citations and references in all sorts of assignments to be submitted by the students.

Prevention & Detection of Academic Misconduct

We at ASI ensure to be Academically Honest School by all means. Principal, Coordinators and other staff members puts their prime focus on keeping the schools standards met at all times. Examinations & Assessments at school are followed as per the code of conduct provided by IBO. Students and Parents are apprised about the same through various platforms on a regular basis.

In continuation, the school will also purchase anti-plagiarism software called **Turnitin** to detect academic misconduct. All DP teachers will provide regular feedback to the students via emails in order to know the quantity and quality of work provided by the students. As per DP subject /core components, viva –voce will also be conducted as a mandate requirement and as a preventive measure for the Academic Misconduct at school.

ACADEMIC INTEGRITY POLICY AT ASI

ALIGNMENT WITH OTHER POLICIES

Alignment with Admission Policy (Diploma Programme Specific):

Academic Integrity Policy is aligned with the School's DP Admission Policy. Students seeking for an admission here at Apeejay, undergo an entrance examination and need to ensure that the tests are taken with utmost Integrity and integrity.

In addition to this, during admission time the admission team cross checks all the documents and ensures that the candidate is not indulged into any sort of malpractice in his/her previous institution. ASI may at their sole discretion decide not to grant admission to the candidate, in case identified with any sort of academic dishonesty. Also parents and students sign an undertaking as a mandate protocol followed at school during their ward's admission into the school.

Alignment with Assessment Policy:

Assessments are an integral part of Diploma Programme. Quantum of work is submitted including internal assessments and core components by each student every year. Both AIP and Assessment Policy are aligned with each other, as students sign a consent form stating that each internal assessment submitted by them is their own piece of work. They also acknowledge an undertaking while uploading their final work to the IBO assuring that the work submitted is their own work. All subject teachers maintain the records of the student's work progress on a regular basis. This mandate practice helps them to keep a track on the malpractice done by the student instantaneously.

ACADEMIC INTEGRITY POLICY AT ASI

ASI COMMUNITY INVOLVEMENT

ASI believes in collaboration and involves all stakeholders for the well being of the organization. AIP committee members ensures that all stakeholders are aware of what “Academic Integrity” is and makes sure that this is practiced at all the times. Committee meetings are held on a regular basis and updates are incorporated instantly if any. The responsibilities of various stakeholders at ASI are as follows:

- **Students**

- ✓ Students are encouraged to practice Academic Integrity at all the times.
- ✓ Students need to ensure the work done and submitted is either their own work or has been acknowledged.
- ✓ Students need to sign an undertaking ensuring NO MALPRACTICE will take place at their end.
- ✓ If working in groups, students need to take care of their contribution into the work submitted and need to cite the work done by the other members of the group.

- **Teachers**

- ✓ All Subject Teachers need to educate the students under their care on a regular basis.
- ✓ They need to keep a record of their students work progress all the times and need to update the up-line manager in case of any delays in submission.
- ✓ Need to educate students about the seriousness of the internal deadlines set within the school. This will help all stakeholders for the smooth submission and completion of the required tasks.
- ✓ They need to check the work through the plagiarism detecting softwares and ensure that the work submitted by the students is accurate by all means.
- ✓ They also need to inform the parents in case of any malpractice detected or a delay in submission takes place. Prompt feedback from the teacher’s end ensures the corrective measure towards the submission to take place.

- **Coordinators**

- ✓ Coordinators at school are responsible for upholding the spirit of Academic Integrity in school.
- ✓ They need to conduct various Academic Integrity Workshops in order to educate the entire community about the seriousness and consequences of the same.

ACADEMIC INTEGRITY POLICY AT ASI

- ✓ In case any student is found guilty of malpractice, coordinators need to inform the Principal and student's parents instantly.
- ✓ Must investigate the case and takes the necessary actions needed.
- **Parents**
 - ✓ Parents should be aware of what academic Integrity is.
 - ✓ They should attend the meets scheduled at school for the same purpose on a regular basis.
 - ✓ They should educate their wards about the merits and de-merits of the same.
 - ✓ They should ensure that their wards should not seek any help or support from external sources.
 - ✓ They should ensure that they help their ward in completing the assigned work instead of doing the same for them.

COMMUNICATION OF THE POLICY

ASI believes in a strong communication between all its stakeholders. All Policies at school are shared with governing body, administrators, staff, students and parents on a regular basis. Any updates if any that takes place after the review cycle are approved by the governing body and is released to the entire community thereafter for their consumption.

POLICY REVIEW TIMELINE

All Policies at ASI are reviewed on an annual basis. The timeline for the same is as follows:

| Policies at ASI | Timeline |
|------------------------------------|------------|
| Policy Framed | March 2019 |
| Policy Review done in the month of | July 2019 |
| Policy Review due in the month of | July 2020 |

ACADEMIC INTEGRITY POLICY AT ASI

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