



ACADEMIC INTEGRITY POLICY

FOR

PYP & MYP

Rupani Academy is a candidate school for the Middle Year Program (MYP). The school is pursuing authorization for MYP as an IB World school. Only schools authorized by the IB Organization can offer any of its four academic programmes: the Primary Programme(PYP), the Middle Years Programme(MYP), the Diploma Programme, or the Career – related Programme(CP). Candidate status gives no guarantee that authorization will be granted. For further information about the IB and its Programmes, visit <http://www.ibo.org>



The aim of all IB programmes is to develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world.

INQUIRERS

The IB learner profile represents 10 attributes valued by IB World Schools. We believe these attributes, and others like them, can help individuals and groups become responsible members of local, national and global communities.

International Baccalaureate Mission Statement

The International Baccalaureate® 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 organization 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. (IBO)

Rupani Academy Mission Statement

To provide quality education focusing on life skills and personality development for the upbringing of a generation of productive and contributing global citizens.

Philosophy of Academic Honesty and Integrity at Rupani Academy

The purposes of this academic honesty policy are to

- Define academic honesty and dishonesty in the context of the Academy’s curriculum.
- Maintain the integrity of academic achievement at the Academy.
- Fairly and consistently deal with matters related to academic dishonesty

(Ref. MYP: Academic honesty 2011)

Rupani Academy believes in promoting a strong set of values and ethical behaviors that promote personal integrity in teaching, learning and assessment. We believe in upholding academic honesty to ensure that all students have an equal opportunity to demonstrate the knowledge and skills they acquire during their studies. Our Academic Honesty Policy focuses on educating our students to be **principled**; acting with “integrity and honesty, practicing sense of fairness and justice, and respect for the dignity and rights of people.

The Academic Honesty Policy is dynamic and designed to ensure the production of students' own work and recognition of the work of others. This means they will act with integrity and are ultimately responsible for the authenticity of their work and acknowledgement of their sources. In order to understand and intervene appropriate academic integrity and honesty practice, the common understanding of malpractice is defined and elaborated. Moreover, the responsibilities of all parties in preventing malpractice, and encourage principled behavior in the learning environment of our schools.

Importance of Academic Honesty:

- Lack of academic integrity undermines the philosophy of any educational programme.
- Intellectual property borders have blurred and students are not clear who owns the information available on the internet.
- Students engaging in academic misconduct miss the “learning opportunity”.

For PYP:

- Understand and learn how to be principled in their research and inquiry cycles
- Explore and learn different types of reliable information sources to be used during learning processes.
- Begin to understand simplest ways of citing sources and reference their work.
- Learn about plagiarism in (Grade 4 & 5) and ways to avoid it.
- Learn the importance of producing original work specifically for PYP Exhibition in final year

For MYP:

Definitions and Examples of Academic Dishonesty/Misconduct

Academic misconduct includes:

Violation	IB Definition	Examples of Misconduct
Plagiarism	The representation, intentionally or unwittingly, of the ideas, words or work of another person without proper, clear and explicit acknowledgement	You read a text from (google, social media site, Chat GPT, reference books etc) and substitute synonyms for certain words, claiming the work as your own without citing the source and providing documentation in the form of a bibliography/works cited. Copying and pasting information from a website into your work, and then failing to give the website credit. You copy sentences, phrases, paragraphs, or pages from books, websites or other sources without citing the source. You use Chat GPT for doing your assignments and pretend that it is your own work. You use ideas, concepts, and designs, from other sources: websites, music, youtube, etc. and pretend it is your own. Copying answers from a classmate's quiz or test paper, using a cheat sheet, or sharing answers during a testing situation.
Collusion	Supporting academic misconduct by another student, as in allowing one's work to be copied or submitted for assessment by another	There is a clear difference between collusion and collaboration. Collaboration is sharing ideas, concepts and resources in order to complete the given task usually in groups. Whereas, Collusion is allowing another student to copy answers from your homework, assignment or any other individual task. Following are some of the examples of collusion: You knowingly let another student see your answers, or whisper answers/hints to him/her, during a test/exam or any other activity. You share work electronically with another student (your Google doc, Whatsapp, Instagram etc)

		If the teacher gives work to be completed individually, you should not work with other students or give friends your work. This is known as <i>unacceptable collusion</i>. In an exam, test or quiz, you share your answers with other students taking the same exam, test or quiz. You are allowed to take an exam, test or quiz earlier than your peers and you share the material with them.
Duplication of work	The presentation of the same work for different assessment components	You are assigned a project in class that is very similar to something that you've done in earlier years or in another class. You turn this old project in for the new assignment. Submission of the same work, for different assessment components or curriculum components. The teacher gives a lab to be completed individually and you work with other students but submit the work with only your name on it.
Cheating	Behavior that gives an unfair advantage e.g. saying you have turned in an assignment when you did not, using cheat sheets, electronic devices,	Misrepresenting yourself on a summative task such as saying you have turned in an assignment when you didn't Using restricted material during assessment task/E-assessment, such as cheat sheets, or electronic devices. Leaving the room during an assessment making excuses Fabricating (Making-up or misrepresenting information) to try to earn more time or credit on an assignment, project, or exam.
Unfair Practice	This is defined as any action that gains a student an unfair academic advantage.	Falsifying data and records, Sharing passwords Disclosing information about assessments Altering grades, points Multiple Submissions Breach of examination rules

		Taking unauthorized material into an examination room (for example, an electronic device other than a permitted calculator, own rough paper, notes, a mobile phone) regardless of whether this material is used or potentially contains information pertinent to the examination. Misconduct during an examination, including any attempt to disrupt the examination or distract another candidate. Stealing examination papers/answer sheet Disclosing or discussing the content of an examination paper with a person outside the immediate school community within 24 hours of the end of the examination
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Why Cite :

- To show admiration and respect for the work of others.
- To give the reader the opportunity to follow up references.
- To help a reader to distinguish between the original work and the work of others.
- To establish credibility and authority of own knowledge and ideas.
- To inculcate research protocols in students and teachers

What to Cite

Both teachers and students are expected to acknowledge any source materials or ideas which are not their own and have been used in their documents. Any sort of written or electronic source needs to be cited as per MLA guidelines.

Citation Procedure MLA:

Rupani Academy prescribe MLA style citations which is typically used in two main sections of paper

1. In-text citations:

Paragraph with in-text citation

MLA in-text citation style uses the **author's last name** and the **page number** from which the quotation or paraphrase is taken, for example: (Jan,112). If the source does not use page numbers, do not include a number in the parenthetical citation: (Jan).

2. Works Cited:

At the end of your paper, provide a full reference for every source that is cited, alphabetized by the author's last name.

For further details regarding MLA Citation, refer MLA Handbook (9th Edition, 2021)

<https://www.pearson.com/content/dam/one-dot-com/one-dot-com/us/en/files/PearsonGuide-MLA-final.pdf>

How to check Plagiarism:

Plagiarism will be checked using free online Plagiarism Checker such as by Grammarly, Dupli Checker, Easybib, Editpad etc. Additionally, Turnitin software will be used to identify occurrences of copied or unoriginal content in academic documents. More than 15% of plagiarized content will not be accepted

Roles and Responsibility in Supporting Academic Honesty

Responsibilities of Institutions/Administration:

- Establish and enforce policies and procedures related to academic honesty.
- Conduct regular training and workshops for faculty and staff on promoting academic integrity.
- Develop and maintain an academic integrity code that outlines expectations and consequences for academic misconduct.
- Provide resources and support systems for students to understand and adhere to ethical practices.
- Implement technology-based solutions, such as plagiarism detection software, to identify instances of plagiarism.
- Teach students the use of Modern Language Association style of referencing and in-citation in their work.
- Provide tutoring, writing assistance, and research guidance to help students develop necessary skills.
- Offer workshops and seminars on academic integrity and proper citation practices.
- Teach students how to use reference materials and avoid plagiarism.
- Collaborate with faculty and instructors to develop strategies to prevent cheating.
- Investigate and address reported cases of academic dishonesty promptly and fairly.

Responsibilities of Teachers:

- Educate students about academic honesty, plagiarism, and the importance of ethical research and writing.
- Clearly communicate the expectations and requirements for assignments, exams, etc.
- Provide guidance on proper citation methods and referencing techniques.
- Create a supportive and inclusive learning environment where students feel comfortable seeking clarification or assistance.
- Develop diverse assessment methods to discourage cheating and promote critical thinking
- Teach students content creation and not content imitation.
- Use plagiarism detection tools to identify potential instances of academic misconduct.
- Implement consequences for academic dishonesty, such as penalties or disciplinary actions, as per institutional policies.

Responsibilities of Students:

- Understand and adhere to the institution's academic integrity policies.
- Complete assignments and assessments with honesty and integrity.
- Cite and reference sources properly, giving credit to the original authors.
- Seek help and clarification from instructors when unsure about the expectations.
- Encourage their peers to uphold academic integrity standards.

Responsibilities of Parents and Guardians:

- Reinforce the importance of academic honesty and ethical behavior.
- Encourage their children to develop good study habits and time management skills.
- Monitor and guide their children's academic progress and assignments.
- Communicate with teachers and administrators if they suspect academic misconduct
- Discourage unfair practices of their children regarding academic dishonesty
- Share school's enforcement of the academic honesty policy, especially with regard to work done outside of school.
- Help and encourage students with schoolwork, but never do it for them

Investigating Malpractice at School

The following steps will be taken when malpractice occurs:

- The IB Coordinator will be informed about the malpractice
- IB Coordinator will inform the Principal/Head of Section

- An Academic Integrity Committee will hold a hearing and investigate the charges of malpractice which will include the CEO, Principal, and the IB Coordinators.
- The committee will decide on the disciplinary action
- The parents or legal guardians of the student(s) will be notified by the administration of the incident and the disciplinary action
- A copy of report would be kept in the student's file and school's record.

Academic Dishonesty Consequences:

If a student does not follow Honesty policy, the following actions will occur:

First Offense:

For first-time or minor offenses, a student may receive a warning or reprimand. This serves as a formal notification that their behavior was unacceptable and serves as a deterrent against future misconduct. Students have to fill the *Action Reflection Think Sheet*

Second Offense:

When a student is caught for a second time, student will be asked to redo the given task, but the nature of task will be modified. In addition, students will *fill Action Reflection Think Sheet*. MYP coordinator will share the incident with parents along with *Action Reflection Think Sheet* and how it has been dealt with.

Third Offense:

When a student is caught for a third time, an interview process will be held with the student, parents, MYP Coordinator and with the CEO. Parents will also be informed and minutes of this interview will be retained on the student's file. The student will be ineligible for participation in sports and other school activities for the remainder of the school year. And the student will receive a ZERO for the assignment/task/activity/ assessment.

Misconduct in the e- Assessments

Rupani Academy does not currently participate in e- Assessments. Upon registering the candidates for the e-Assessments the school will follow the procedures regarding academic misconduct as set forth in the following IB publications:

POLICY DISTRIBUTION & REVIEW

- ✓ All Rupani Academy IB policies will be shared with all stakeholders via school official webpage and in whatsapp groups
- ✓ All Rupani Academy IB policies will be reviewed annually during IB Pre-planning workshops

Policy Review Committee

1. Miss Salma Jan- MYPC
2. Miss Najmi Khatoon -PYPC
3. Miss Menail-PPC

This policy will be reviewed at the beginning of each school year by the team.

Last reviewed: January, 2024