

# Academic Integrity 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 learners achieve their highest potential to join the global community of learners and contribute proactively towards creating a better world through intercultural understanding and respect.

**Purpose of the Policy:**

The academic integrity policy ensures that the school community is aware of and adheres to the ethical standards and globally accepted integrity practices in academia. The Academy upholds the policy for smooth, fair, and consistent academic development. 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 learners to 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 to 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 Integrity:**

Academic integrity is the moral code followed in academia to ensure ethical practices by learners and educators. 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 as a group activity.
- Fair assessment process.
- Inquisitive, action-oriented, and reflective mindset.
- 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 points 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.

**Academic Guidelines:****Assignment, Home Work and Formative Assessments:**

To maintain healthy academic behaviour, follow the educators' guidelines for all submissions. In case of any delay in the submission of work or assessments, promptly inform the concerned educator. The educators at the academy have the ultimate authority in assigning penalties and grades for assessments and homework. Formative assessments are scheduled exams and cannot be rescheduled for any learner unless supported by a medical certificate for valid medical reasons.

**Class Test and Summative Assessments:**

Class tests and summative assessments are written examinations scheduled every quarter and will be recorded in school transcripts. Learners must give due importance to such assessments and follow all assessment guidelines. In the event of missing exams for personal reasons other than medical, re-examination will not be allowed.

**Good Classroom Practice:**

- Be actively engaged and participative, but refrain from being disruptive with irrelevant discussions that divert from the focused teaching and learning.
- Express your queries politely, and make your observations, opinions or required clarifications confidently.
- Engage in group projects, debates, discussions or any other collaborative learning platform available to you.
- Be an inquirer and learner – make sure that every class is fulfilling and enriching.

**Plagiarism:**

Academic integrity must be upheld in all your submissions.

**Academic Dishonesty:**

Academic dishonesty is any form of cheating or disrupting the smooth conduct of the programme. Academic honesty is compromised if any learner submits an unauthentic document or utilises an inappropriate approach in any assessment component, be it internal or external.

- Claiming ownership of an established fact/knowledge/information without acknowledging the source.
- Taking ideas, pictures, information or anything that has been produced by someone else and submitting it as his/her own work.
- Copying from another learner, sharing or borrowing ideas, information or any other communication during assessments.
- Carrying unauthorised materials such as electronic devices, and any printed or handwritten material to the exam hall.
- Duplicating the same content for different assessment components within the programme.
- False data collection or making up data for any projects, extended essays or internal assessments.
- Stealing or accessing exam papers or any other material/relevant information through unfair means.
- Noncompliance with instructions or disrupting the examination procedure.

**Consequences of Academic Dishonesty:**

If a learner 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 copy	Warning and no grade awarded
Copying in an assessment/project	No grade awarded, and the parents are informed accordingly.
Producing any content/information already established without proper referencing	No grade awarded. The learner may produce alternate work within the deadline.
Copying in a term-end examination.	No grade will be assigned in the subject; this information will be recorded in the term-end transcript.
Disrupting the conduct of any assessment or examination.	Suspension from participating in the assessment or examinations in that particular series.
Failure to acknowledge the source of information received/gathered.	Work submitted will be rejected without awarding a grade.

**Second Offence:**

If any learner is found guilty a second time in any kind of academic dishonesty, the parent along with the learner will be summoned to the school office, and both parent and learner must produce a written explanation. Depending on the severity of the case, the learner may be suspended from school for a particular period of time.

**Repeated Offence:**

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

**Use of Mobile Phone, Tab and Laptop:**

- All mobile phones must be switched off and placed in the bag during class hours. You may use your mobile during the short break (10.30 AM – 10.45 AM) and lunch break (13.00 PM – 13.30 PM).
- If anyone is found using a mobile other than the above specified time,  
1<sup>st</sup> Incident – Mobile will be confiscated and given back at the end of the day after submitting a written apology.  
2<sup>nd</sup> Incident – Mobile must be submitted at the school office everyday morning and collected after class for a period of 30 days.  
3<sup>rd</sup> Incident – The learner must present before the disciplinary committee, and sign up for a counselling session by the school counsellor. The disciplinary committee would decide the nature of punishment and inform parents.
- Laptops must not be connected with any messaging platforms like WhatsApp, Instagram, Facebook etc. during class hours.

**Zero Tolerance:**

Academy has zero tolerance for the following offences. If anyone is found suspicious of any such offence, they will be suspended from the academy, and investigation proceedings will be initiated. If such a case is proven against any learner, he/she will be dismissed, and legal procedures will be carried out in accordance with the law of the land.

1. Use / Possession of Drugs
2. Sexual Abuse
3. Physical Violence
4. Ragging/Bullying/Causing physical or Mental stress to any learner

**Use of AI Tool:**

AI tools such as ChatGPT could be used only as reference resources; producing AI-generated content as the learner's own work or incorporating it into submitted work without proper referencing constitutes academic dishonesty.

**Ethical Use of AI:**

- AI tools serve purposes like translation, grammar checks, and research procedures.
- Learners are expected to actively engage in the learning process, avoiding excessive dependence on AI tools.
- The use of AI tools for submissions (assignments, worksheets, and extended essays) is strictly prohibited, and proper citation is mandatory to maintain academic integrity.

**Role of Knowledgeum Academy:**

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

- Organising academic integrity sessions/workshops at the beginning of every academic year.
- Making academic integrity 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 integrity.

**Role of Educators in Knowledgeum Academy:**

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

- Ensuring a systematic approach in all assessments, 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 in case of any academic misconduct.
- Authenticating learner's 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 learner's holistic development, so the role of parents becomes vital to be defined. Here's what's expected from parents to ensure the smooth function of the process without dishonest practices:

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

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

- Conduct sessions on academic integrity.
- Guide the learners with appropriate research methodology and appropriate referencing methods.
- Get the plagiarism check done as required by the educators.

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

On the occurrence of any academic misconduct/dishonesty by a learner, the educator/supervisor/invigilator will report the matter to the programme coordinator. The constituted committee will conduct a detailed inquiry 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 the 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 the 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 issue will be reported 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 examination	No grade awarded in the subject and the issue 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.

## **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 a learner's 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 term:

- A learner 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.

**Academic Integrity Acknowledgement:**

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

## Appendix

### Knowledgeum Academy, Jayanagar Academic Integrity Acknowledgement Declaration

I ....., a learner of Knowledgeum Academy, Jayanagar, have completely read and understood the academic integrity 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 integrity 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 integrity policy of the school and the examination authority.

**Learner Name:**

**Date:**

**Signature:**

---

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

**Parent/Guardian Name:**

**Date:**

**Signature:**

## **Bibliography**

<https://www.ibo.org/programmes/about-assessment/academic-integrity/#:~:text=Academic%20integrity%20is%20a%20principle,that%20represent%20the%20own%20abilities.>

### **Reviewed and Edited By:**

Ms. Anusha G

Ms. Janet Ramya

Ms. Shirley Miranda