



# ASPEE NUTAN<sup>TM</sup> ACADEMY

**International Baccalaureate  
Career-related Programme**

## **Academic Integrity Policy**

The Academic Integrity policy for students at Aspee Nutan Academy- International Baccalaureate (IB) aims to ensure academic integrity, ethical behavior, and a fair learning environment. This policy includes guidelines, expectations, and consequences for dishonest actions, such as plagiarism, cheating, or academic misconduct. It is expected that students, parents, and college staff will follow the rules and refrain from committing acts of academic dishonesty. Our integrity policy is designed to guide students in maintaining these values throughout their academic journey and beyond.

The Academic Integrity Policy of Aspee Nutan Academy is grounded by the Academic Honesty Policy guidelines provided by the International Baccalaureate Organization (IBO), as outlined in the Handbook of Procedures and Practices. These serve as guiding lights to ensure that academic integrity is maintained and upheld within the educational institution. This approach aims to create a well-rounded and ethical educational experience for our students while ensuring that academic honesty is upheld and nurtured in the school's culture.

The guiding principle of academic integrity as outlined by the IB focuses on expectations which should be clearly communicated and modeled at an age-appropriate level so that all IB students understand:

- Their responsibility for producing authentic and genuine individual and group work
- How to correctly attribute sources, acknowledging the work and ideas of others
- The responsible use of information technology and social media
- How to observe and adhere to ethical and honest practice during examinations.



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## **Need for Academic Integrity**

During the learning journey, students need support in understanding that academic integrity is fundamental in their development into responsible and caring world citizens of the future. By supporting learners, a culture of self-respect and respect for others can be nurtured and developed.

The key educational reasons to take such a strong line on academic integrity are the following.

**To maintain fairness:** IB assessments can only be fair if all students are provided with an equal opportunity; and to be valid, they need to provide an accurate reflection of a student's achievement. Any act that undermines this fairness by students engaging in academic misconduct or schools committing maladministration will create a disadvantage for those who have complied with the rules.

**To maintain trust and credibility :** Trust in academic qualifications is fundamental. When a student or a school contravenes the principle of academic integrity, that trust pact is broken with the IB as an awarding body accountable for the validity of the assessment process.

**To develop respect for others:** Students who understand how knowledge is built will understand that it is acceptable to use the ideas, words or work of others. However, following good academic practice it is expected that information is appropriately acknowledged.

## **Rights and responsibilities of the school community: -**

Every member of the school community is expected to embody the IB learner profile and demonstrate a commitment to academic honesty, serving as a role model for all students. Aspee Nutan Academy is responsible for implementing and ensuring the school's academic integrity policy in accordance with the IB's guidelines. They work to strengthen confidence in the school's system for upholding the values of the academic integrity policy and are prepared to take the required actions as specified in the policy, as expected by the IB. The IB and Aspee Nutan Academy are partners in maintaining the reliability of the well-respected grades awarded by the IB which are used by students to advance into further education and employment.



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## **Teacher Responsibilities**

To effectively prevent plagiarism, the key lies in educating students on proper research methods, citation, quotation, and the creation of unique and original academic work.

At Aspee Nutan Academy, the role of teachers and pedagogical staff is pivotal in upholding and promoting academic integrity. Teachers bear the responsibility of guiding students to become responsible citizens, distinguishing right from wrong. This involves providing guidance on ethical practices, implementing strategies to prevent students from engaging in unethical conduct, and ensuring that no work tainted by unethical practices is submitted for assessment. Teachers, being the primary point of contact for students, are entrusted with endorsing academic integrity as a fundamental principle of the IB curriculum. Their duty is to equip students adequately and prepare them to meet the requirements of IB assessments.

In terms of managing academic integrity incidents, IB teachers have the additional responsibility of supporting school and program coordinators. They must:

- Ensure that students have a comprehensive understanding of the expectations and guidelines for all subjects.
- Help students comprehend what constitutes academic misconduct and its potential consequences.
- Plan workloads that are manageable, allowing students to allocate their time effectively to meet the IB's expectations.
- Provide feedback without indulging in multiple rounds of editing, as per the instructions outlined in the relevant subject guides.
- Ensure that all student work is properly labeled and saved to prevent errors during submission to the IB.
- Develop a plan for cross-referencing work across multiple groups of students when they are preparing to submit final pieces of work for assessment, preventing collusion.



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- Equip students with the necessary tools, resources, and knowledge to recognize plagiarism, including staying updated on the IB documents for their subjects and understanding specific subject requirements.
- Familiarize themselves with students' writing styles and notice any changes, especially in extended essays.
- Engage in detailed discussions with students about their written work, particularly for the extended essay, to assess its authenticity.
- Utilize search engines whenever possible to identify plagiarized work.
- Authenticate students' work when required, as per the IBO's expectation that "each teacher confirms, to the best of their knowledge, the authenticity of candidates' work submitted for assessment."
- Teach students to differentiate between collaboration and collusion and guide them in the right direction when necessary.
- Thoroughly acquaint themselves with the IBO publication "Academic Honesty: Guide for Schools."
- Respond to instances of student academic misconduct and support the school's and IB's investigations.
- Address cases of school maladministration and assist in the school's and IB's investigations.
- Ensure that sources are cited appropriately and teach students how to do this, covering language, words, ideas, and works.

*(Ref: Academic Honesty in the Diploma program, IB Resource Centre)*



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## **Student Responsibilities**

When it comes to managing academic integrity incidents, IB students are expected to collaborate with their school, coordinator and teachers. In the process of creating authentic academic work, students should:

- Conduct thorough research to understand existing knowledge.
- Analyze the research within the context of the work they are producing.
- Compare or contrast existing knowledge with their own findings, thoughts, and opinions.
- Synthesize and present their work in a manner suitable for the intended audience.
- Properly acknowledge all sources that contributed to their work.
- Demonstrate a comprehensive understanding of their school's and the IB's policies.
- Complete all assignments, tasks, examinations, and quizzes honestly and to the best of their abilities.
- Refrain from seeking unauthorized assistance in the completion or editing of their work, such as from friends, relatives, other students, private tutors, essay writing services, copy-editing services, pre-written essay banks, or file-sharing websites.
- Avoid providing excessive assistance to peers in the completion of their work.
- Demonstrate responsible use of the internet and related social media platforms.



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## **Parent Responsibilities**

Parents play a crucial role in promoting and upholding academic integrity within the school community. Alongside their children, parents are expected to comprehend the principles and significance of academic honesty.

Parental or legal guardianship roles involve supporting their children by:

- Encouraging students to plan each assignment effectively.
- Providing assistance in organizing their work schedules, especially when they have multiple assignments to complete.
- Establishing open and effective communication with the school to gain a comprehensive understanding of the requirements of the Diploma Programme and what is expected from students.
- Encourage students to seek advice from their teachers if they encounter difficulties with their academic work.



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## Expectations:-

1. **Original Work:** All students are expected to submit original work in all assignments, assessments, and projects. Plagiarism, copying, or submitting work completed by others is strictly prohibited. Students, parents/guardians, staff and administrators shall be responsible for creating and maintaining a positive college climate that encourages honesty. The college will not accept work submitted that is not the original work of the student. When a resource is being cited, care must be given to give credit to the originator of the work. That credit should be stated in a format that is appropriate to the developmental age of the student. The following should be avoided:-

**Plagiarism:** using the ideas or works of someone else as your own.

**Collusion:** supporting malpractice by another candidate, as in allowing your work to be copied or submitted by another.

**Duplication of work:** presentation of the same work for different assessment components or curriculum requirements.

**Misconduct during an examination:** using any sources of any communication, knowledge, or media platforms, which assist with the assessment or exam, including stealing tests.

**Fabricating:** Altering research, records, information and signatures.

2. **Honest Collaboration:** Collaboration with peers is encouraged, but all collaborative work must be appropriately acknowledged, and each student must contribute meaningfully to the project. Unauthorized collaboration that results in the submission of identical or substantially similar work is considered dishonest.

3. **Respect for Intellectual Property:** Students must respect intellectual property rights and properly cite all sources of information, ideas, and materials used in their work. This includes text, images, graphs, and any other form of content.

4. **Use of Technology:** Students are expected to use technology responsibly and ethically. Unauthorized use of electronic devices or unauthorized access to online resources during assessments is prohibited.



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- **Consequences:**

Violation of the honesty policy may result in the following consequences:

- 1. Warning:** A first offense may result in a formal warning and a discussion with the student about the importance of academic integrity.
- 2. Grade Penalty:** Depending on the severity of the offense, a grade penalty may be applied to the assignment or assessment in question.
- 3. Reassessment:** Students may be required to resubmit the assignment or take an alternative assessment as a consequence of dishonesty.
- 4. Parent/Guardian Notification:** In some cases, parents or guardians may be notified of the dishonesty and the consequences imposed.
- 5. Academic Disciplinary Action:** Repeated or serious violations of the honesty policy may result in more severe disciplinary actions, including suspension or expulsion from the college.

Additionally, for all offenses: the lowest possible grade will be issued for the assessment, project, paper, or assignment; and permanent documentation will be placed on the student's record.

Kindly note that all IB colleges are required to report any malpractice or incidents of dishonesty in relation to a candidate's work to the IB Organization. All written work that is submitted as part of the IB programme is subject to being uploaded to an internet site used to detect plagiarized text namely Turnitin, Scribbr, Ithenticate etc. The college will also invest in some good apps or software to check duplication or plagiarism if any at the college level itself.