

Academic Honesty Policy

Academic honesty and integrity is an indispensable part of the International Baccalaureate Organization and an essential part of Choithram International. Academic Honesty Policy of CI closely follows the IB publication, Academic Honesty: Guidance for Schools. The purpose of this policy is to clearly state the expectations that the faculty has from the students and role and responsibilities of the teachers and parents, to ensure that the learners present authentic work. Academic Honesty should be viewed positively by all the stakeholders and act with integrity and honesty taking responsibility of our actions and their consequences. Thus striving to be “Principled”.

Academic Misconduct includes the following:

1. Plagiarism
 - Not acknowledging the original source of information or ideas
 - Not using Proper In-text citations
 - Closely Paraphrased material that is too similar to original source should also be in-text cited
2. Collusion
3. Duplication of work
4. Faking websites in citations

Academic Misconduct also includes any other behavior that gains an unfair advantage for a candidate or that affects the results of another candidate like taking unauthorized material into an exam room or misconduct during an examination or taking undue advantage from external tutor while performing home assignments.

Responsibilities of students:

Candidate must bear the consequences if he/she submits any work that is not his/her own, regardless of whether the plagiarism was unintentional or deliberate.

Students are expected

- ✓ Not to indulge in any kind of academic collusion, plagiarism, duplication of work and all other forms of cheating.
- ✓ Inform the staff when any other student has committed any of the above mentioned academic dishonesty.
- ✓ Present authentic work by ensuring that they have used proper citations and using authentic websites by evaluating the resources.
- ✓ Present work that acknowledges all the sources used in the work submitted without faking the websites or missing any references.
- ✓ Submit all the work/ tasks along with the checklist to ensure proficient research skills practiced and academic honesty policy implemented as signed. The candidate is ultimately responsible for

ensuring that all work submitted for assessment is authentic, with work or ideas of others fully and correctly acknowledged.

Responsibilities of parents:

- ✓ To develop a sense of academic honesty in their child and be viewed positively.
- ✓ To guide their child to an extent rather than helping beyond limit.
- ✓ To always ensure and encourage their child to present authentic work.
- ✓ To encourage their child to acknowledge all the sources referred to for the completion of the work and to use proper in-text citations.
- ✓ To guide their child in evaluating authentic resources or identifying quality resources.
- ✓ To support the school staff in developing a sense of responsibility in their child to become principled.

Enforcement of the policy

The school reserves all rights to check the student-submitted work for authenticity. The method of checking can range from use of external websites to other methods which the teacher deems fit in order to verify the originality of student work.

Consequences of violation of academic honesty policy:

The students need to be principled and maintain the norms of Academic honesty. Incidents of Academic Misconduct will be discussed with the student and then reported to parents, counselors, and Coordinators.

The action against Academic Misconduct will be taken in three phases from MYP1 onwards:

1. First violation of norms will call for no grades(0) in the assignment / assessment under consideration. Parents would be called to the school and intimated verbally about the same.
2. Second violation of norms will call for no grades(0) in the assignment / assessment under consideration. Parents would be called to the school and intimated about written warning issued to their wards.
3. Third violation of norms calls for expulsion from school.