



RYAN GLOBAL SCHOOL, KHARGHAR ACADEMIC HONESTY POLICY

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IB 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.

IB LEARNER PROFILE

As is the aim of IB, IB learners strive to be

INQUIRERS: We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.

KNOWLEDGEABLE: We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.

THINKERS: We use critical and creative thinking skills to analyse and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.

COMMUNICATORS: We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.

PRINCIPLED: We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.

OPEN-MINDED: We critically appreciate our own cultures and personal histories as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.

CARING: We show empathy, compassion, and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.

RISK-TAKERS: We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.

BALANCED: We understand the importance of balancing different aspects of our lives-intellectual, physical, and emotional-to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.

REFLECTIVE: We thoughtfully consider the world and our own ideas and experiences. We work to understand our strengths and weaknesses in order to support our learning and personal development. (REF: academic integrity, ibo.org, October 2012)

OUR PHILOSOPHY

Ryan Global Mission:

The School has a broad interest in the field of quality education and excellence committed to enabling the holistic development of young minds. The school empowers students to reach their academic and personal potential in a dynamic environment that values analysis, dedication, and observation. Our School is built to create a 21st-century learner who will emerge as a national and global citizen through an innovative learner-centred pedagogy delivered by inspiring educators. We aim to develop open-minded lifelong learners with intercultural understanding, contributing towards a better world as ethical citizens.

Our offering is structured around

- **12-point vision** (Human Resource Development, Art and Culture, Environment, Philanthropy, Values, Education, Sports, Healthy Living, Finance, Entrepreneurship, Media, Leadership)
- **KASSM** approach (Knowledge, Attitude, Skills, Social, Moral Values)

INTRODUCTION

At Ryan Global School, we ensure that all academic procedures and practices are fair and balanced. Academic honesty is always highlighted as the essential feature of IB's mission and education policy. Honesty, trust, fairness, respect, and responsibility are considered the highest quality and standard to be adhered to by all the school community members.

All components of the IB career-programme are interconnected to form an academic framework that consists of the of the four elements of the IBCP core and a career-related study and the IB diploma programme subjects.

The assignment submitted by the students should be their original work. As per the IB learner profile, IB students endeavour to be "principled" and must act with honesty, integrity, fairness and justice. IB learners must be responsible for their actions and consequences. Students must be inquisitive, become "inquirers," and do their research on their own. This should be thoughtful and do innovative and independent work. They can be considered "thinkers" for their original work. The main goal of creating this policy is to ensure a general understanding of the IB's academic integrity principles. This document will emphasize the expectations and responsibilities of all the stakeholders across the IB community.

All students will be treated equally, and the result will not be considered fair if any student has an unreasonable advantage over others.

This policy also elaborates on how the School will manage the academic misconduct of the students and maladministration cases. This will increase the conviction among the learners and other stakeholders in the credibility and values of IB grades.

These actions will be considered academic misconduct or malpractice and should be avoided.

- **Plagiarism:** Submission of assignments by the students using someone else's ideas, information, and research work as their original work.
- **Collusion:** Supporting the malpractices of another candidate by allowing them to copy and submit their assignments as their original work.
- **Duplication of work:** all the IBCP components are considered as individual components and evaluated separately, even if they function together. Therefore, the same work couldn't be submitted for different assessment components. It will not be allowed and will be penalized.
- **Misconduct during an examination:** Examinations in IB are very seriously conducted and expect students to do the same. Using any sources of communication, knowledge or media platforms during the examination is prohibited and strict action will be taken for such incidents. Stealing of examination resources will be strictly penalized. Cheating and unusual behaviour during examinations is not acceptable and taking unauthorized material into the examination room is prohibited.
- **Fabricating:** altering of research outcomes, records, information and signatures will be taken; strict action against.

OBJECTIVE OF THIS POLICY

- To guide the students on academic honesty and list the course of action to attain academic integrity.
- To list the plan of action to ensure all stakeholders are responsible and do not indulge in any unethical behaviour.
- To describe the role and responsibilities of all stakeholders
- To ensure fairness in all the subjects and projects submitted.
- To list the actions, the School took in case of transgressions/misconduct.
- To link the academic honesty policy with the assessment,
- To guide students in producing authentic and genuine individual and group work

WHAT IS ACADEMIC HONESTY?

IB students strive to be "principled": They act with honesty, integrity, and a strong sense of justice. The dignity and rights of people are valued at the highest in every aspect of life. Students are taught to take full responsibility for their actions and consequences.

Academic integrity is the guiding principle in education and the responsibility whereby others can trust us as individuals. It is the fundamental factor in decision-making and producing authentic and honest work.

Academic honesty means that there is no plagiarism in students' work. They maintain their integrity by submitting original work without indulging in any unfair means.

At RGS, utmost importance is given to a consistent, transparent, and positive environment by giving equal opportunities to all learners to be principled thinkers and reflective communicators.

WHAT IS ACADEMIC MISCONDUCT?

The conditions of academic misconduct are not always intentional, and we also want to create awareness in the community about the factors that can be considered as 'misconduct' in academic life.

The following list of unfair practices is considered academic misconduct in general:

- Students copying others' work
- Taking information from the Internet as it is
- Submitting others' work without giving proper citations and references.
- Students cheating in exams/communicating during exams
- Taking official exam documents out of the class for any misconduct.
- External help for the project
- Falsifying CAS records
- Use of improper calculator

ROLES AND RESPONSIBILITIES

PEDAGOGICAL LEADERSHIP RESPONSIBILITIES:

The pedagogical leadership team is responsible for:

- Ensuring that the policy is communicated to the entire school community, especially the students & parents.
- Ensuring the Assessment Policy and other policies are in agreement with the Academic Honesty Policy.
- Providing a conducive environment that promotes academic honesty within the School.
- Assigning and stating the responsibilities to various stakeholders and ensuring they understand academic honesty and academic misconduct. Also, they know the significance of academic honesty and the consequences of academic misconduct.
- Records of any violations of the Academic Honesty Policy will be maintained, and requisite action will be taken against the students/teachers indulging in unfair means.
- School will provide plagiarism detection software (TURNITIN) to teachers to ensure no copying/ malpractice and make students accountable and responsible for producing original work.
- Orientation program to educate students about the need of honesty in academic work, different techniques of writing research papers, citing sources, and completing their work with responsibility and honesty
- Sessions will be held to inform students on the issues related to misconduct, plagiarism, and unethical behaviour and enforce the belief amongst students that their original efforts will be valued and appreciated.
- Appropriate training will be provided to the teachers to empower them.

TEACHER RESPONSIBILITIES

At Ryan Global School, the teachers and the pedagogical staff play an integral part in ensuring that academic honesty is practiced and implemented.

Teachers must ensure that students adhere to the IB assessments' demands and are well equipped and prepared. Academic honesty policy should be conveyed to parents through MCB (My Class Board), orientation, and available on school websites.

A teacher is not only a mentor but also an exemplar for students and should imbibe the following attributes to promote academic honesty.

The teacher will be responsible for

- Guiding students about ethical practices and telling them right from wrong.
- Conveying to the students the repercussions of using unethical practices and clearly mentioning the consequences in case of any misconduct or dishonest practices during the project.
- Planning the strategies to ensure students don't get involved in any unethical practices or misconduct.
- They are encouraging students to be principled, and fair in all their submissions for assessment.
- Students will be made aware of the importance of producing original and authentic work.
- The difference between collaboration and Collusion should be made clear to the students through examples.
 - Collaboration is a peer-to-peer learning technique involving sharing thoughts/ideas and working to resolve a problem. Students cooperate and work together to understand a topic. But if students wilfully engage or cooperate in the act of academic misconduct (and have a strong resemblance to someone else's work), it becomes Collusion.
 - How to avoid Collusion will be explained?
 - Collusion can be accidental; the teacher will explain through examples. Students will be made to understand the consequences of illegitimate cooperation.
- Significance of appropriate reference, citation and acknowledgment of other work will be conveyed to the students.
- Conducting sessions to guide students to add reference /citations in their work, search for reliable information on the Internet, gauge correct information, and filter out accurate facts.
- In case, if the teacher has any doubts about the originality of the work submitted by the student, it should be discussed with the concerned student as the top priority.
- Be updated and apprised about the referencing styles (School will use MLA referencing convention)
- Support and implement the School's Academic Honesty Policy.
- Should be watchful about possible malpractice/ plagiarism /copyright infringement/copying from the Internet or any published resource.
- Teachers should regularly remind students about the significance of maintaining integrity in all their work and not simply taking reactive actions in case of misconduct.
- Ensure parents are informed about the academic honesty policy.
- A teacher must be a role model for students.
- The teacher should use different software to detect plagiarism (the School will use TURNITIN) and submit a required document along with a report to the IBO regarding any malpractice, as per the Guidelines provided by IBO.
- Teachers should be cooperative in the investigation process.
- Teachers should build a repo with students, provide a conducive environment to produce honest work, and make students comfortable enough to acknowledge if they indulge in unethical practices.
- The teacher should teach students to reflect on their work, to realise if they have been dishonest in their work.
- PPS and RP teachers will collaborate and conduct lectures to make students understand the term plagiarism, the importance of maintaining integrity in their work, and steps taken for the same. Students should be able to understand the difference between collaboration and Collusion, along with how to use citations for research to avoid plagiarism. Teachers will also be given details of reliable websites to prevent academic misconduct.

LIBRARIAN'S RESPONSIBILITIES

- The Librarian must be fully conscious of plagiarism issues and help students become familiar with the do's and don'ts of academic integrity.
- The Librarian should organize sessions for students to guide them on appropriate citations.
- The Librarian should be aware of his/her role as teacher, instructional partner, information specialist, and program administrator.
- The Librarian should be able to trace the sources of the suspicious work submitted by the student.
- The Librarian should provide student work samples available in the library for reference in the library.
- The Librarian should promote good academic practices for documenting sources used by the students. The Librarian must guard against any "academic negligence" and warn students about the consequences.
- The Librarian can even assist students in identifying genuine sources of information during research work.
- The Librarian should have a good understanding of academic honesty. She should be able to provide ethical advice and information on the most appropriate citation system for each assignment and project work for the IBCP.

PARENTS RESPONSIBILITIES

- The role of parents is very crucial in encouraging academic honesty. They should explain to their ward the importance of honest work and discuss the Academic Honesty Policy with them.
- Parents should be thorough with the academic honesty policy, its expectations, and its consequences.
- Regular interaction and discussion with teachers and administrators on academic honesty policy and ways to promote it.
- Annually; Review the Academic Honesty Policy with the ward
- Reinforcing their child to adhere to the policy while working at home;
- Guide and help the child to manage their schedule with academics and extracurricular activities;
- Should be cooperative in the investigation process and support the consequences if the Academic Honesty Policy has been violated.

STUDENTS RESPONSIBILITIES

Student must

- Understand the nuances of Academic policy from parents and teachers
- Collaborating with all the stakeholders to promote academic honesty policy.
- Aware of the consequences of any misconduct or dishonest work.
- Comply with the rules and standards of academic integrity/honesty policy and follow IB guidelines for individual and group work.
- Imbibe the principles of IB philosophy and should value integrity, open-mindedness, and balanced and principled lifelong learners.

- Use the Internet correctly and know how to add citations and bibliography for reference to work and acknowledge correctly.
- Students should be responsible and not indulge in any unethical behaviours involving academic misconduct
- Students should strictly follow the agreements related to information technology and media resources.
- Students should know the difference between ‘collaboration’ and ‘Collusion’ and avoid sharing work with others.
- Ask for help in finding any difficulties with the academic workload
- To plan and make a schedule to have sufficient time for academic work;
- consulting teachers in case of any confusion about proper citation and required procedures for an assignment before turning in a final draft;

VIOLATIONS OF ACADEMIC HONESTY INCLUDE:

- Cheating, copying, or helping others during exams.
- Students should do assignments as their original work and not the copied ones.
- Carrying cheats, formulas, codes, or key terms during a test, copying information from marking schemes or other answer keys.
- Carrying unauthorized electronic devices during exams.
- Submitting someone else’s assignment, paper, project, report as their own work.
- Submission of projects without proper citation, credits and reference.
- Using Google translators for languages.
- Without contributing to group projects or assignments, taking credit for a group project or lab work.
- Violation of any rule during a test or exam and report writing.
- Reading the summary of a work in place of reading the work itself.

CONSEQUENCES OF ACADEMIC MISCONDUCT

Any student found doing any academic misconduct will be subjected to investigation by school authorities to determine the student's intention. Each misconduct will be treated on a case- by case basis as per the school Policy and the warning letter will be issued, and also a copy of the warning letter will be maintained in the student’s personal file for future reference.

Students will get zero / no grades/suspension/ probation in case of any misconduct. The student will be accountable for any misconduct and will have to submit a written explanation for the same. After investigation, the school authority will decide whether a second opportunity should be granted to complete the assignment or, in serious cases, disqualification or permanent exclusion from school should be considered.

The following steps will be carried out when a teacher suspects any malpractice:

- Discussing the matter in detail with the student and checking its seriousness.
- Incident details will be reported to the IBCP coordinator.
- As per the Academic Honesty Policy rule, the teacher will look at the case, including any prior violations and consider possible consequences if needed.

- The teacher and coordinator will inform the student about the teacher's concerns, giving him/her an opportunity to explain or reply to the accusations and further discuss the consequences with the student to understand the situation and next step.
- The teacher or coordinator will further notify the parents regarding the incidence, consequences, and action.
- The teacher/coordinator will enter the incident in the student's discipline folder if the student is found guilty.
- Any violations in of the Honesty policy will influence any future consideration for school council/leadership positions, awards etc.
- In most cases, the student will receive a zero, and he/she will not have a make-up opportunity in cases of serious misconduct as per the honesty Policy.
- If an assignment is found to be cheated or copied, students will have their work disqualified (if deliberate) or students will have to resubmit their original work as per the teacher's specification.
- She is guiding the student on what is lacking.
- Guiding students to rephrase the points and add more information
- Factors that will be monitored seriously in deciding whether a student will submit the assignment include the extent of the plagiarism/cheating and any other prior violations of academic honesty.
- The work submitted by students who did misconduct of any type will be evaluated and will receive a maximum grade of 70%. (Note that a Cornerstone assessment will receive a maximum grade of 80 %.)

Misconduct during Internal Written Assessments

1st Instance

- A formal written warning will be issued to the student, which will stay on the student school records.
- Grades will not be awarded to the student in such cases.

2nd Instance

- In such cases, the report along with evidence will be submitted to the coordinator, and a meeting will be held between the parent and school head.
- The in-charge teachers or counsellors will constantly monitor the student for a specific duration.
- The student may be restrained from appearing for written assessment
- May be given a temporary suspension from the School depending on the seriousness of the violation of integrity.

Misconduct during External Assessments

1st Instance

In case of an early draft of culminating projects

- The student will have to redo the project
- Students will be constantly monitored by the in-charge teachers or counsellors and will be asked to submit everyday progress work for a specific time.

2nd Instance

- If a student repeats the misconduct for project final submission, a report along with evidence will be submitted to the coordinator, and a meeting will be held between the parent and school head.
- The student work will be withheld
- May be given a temporary suspension from the School depending on the seriousness of the violation of integrity.
- IB coordinator reports the incident to the IBO

RIGHT OF STUDENTS

An impartial committee will be formed involving the administrative and academic bodies to ensure fair and unbiased action in case of any breach in academic honesty.

A student can approach this committee if he/she feels unduly pressured or humiliated.

ACADEMIC HONESTY POLICY AND ASSESSMENT POLICY:

Academic honesty policy and assessment policy are interrelated as assessment policy focuses on different forms of misconduct related to formative and summative assessment. The students will sign undertaking if he/she is found guilty of misconduct confirmation and Students will be provided with feedback on the first draft as per the IB assessment guidelines.

Teachers should make sure all candidates are under strict supervision throughout the examinations.

According to IBO guidelines, it's crucial that teachers or students not disclose an examination paper's contents within 24 hours after the exam.

- Examiners should ensure that examination must not start before the scheduled time and students should adhere to the time schedule.
- No undue assistance should be given to any candidate and should follow the IB programme guidelines.
- Assessment tasks should be inquiry-based, focusing on a child's creativity and application of skills rather than mere fact collection.
- Assessment criteria will be designed to value and reward the original sincere work, rather than only the result
- In case of any misconduct, the assessment process is distorted leading to the legality of the entire learning process at risk.
- Academic honesty policy should be promoted to ensure all students and stakeholders follow the principle and guidelines.

GENERAL GUIDELINES FOR CITATION

The students must acknowledge any ideas, words, or works of others used in their research and create genuine work. To ensure authentic work, students are expected to

- carry out research on what is already known and gather data/information
- analyse the data gathered through the research in the context of the work to be produced
- collate and contrast the existing knowledge against our own discoveries/views
- synthesize and present the information in an appropriate format in accordance with the expected audience
- acknowledge all contributing sources accurately and appropriately.

Why cite: it is important to cite and reference the work of others so as to

- To acknowledge, and show respect for others, work
- To enable the reader to follow up on the references
- To distinguish between the work of the creator and that of others.
- To enable the reader to check the validity of the creator's work and to cross-reference
- To receive proper acknowledgment for the research process
- To help establish credibility and authority for their own knowledge and ideas.
- To establish ownership of the authors work
- To help others interpret and draw a conclusion about a work.

What to cite: Students are expected to acknowledge all the source materials or ideas which are not their own work, used as quotations, paraphrases, or summary. Written or electronic source materials may include:

- Visual
- Audio
- Graphic
- Lectures
- Journals
- Websites
- Interviews
- Broadcasts
- Maps/Graphs

When to cite: In order to distinctly distinguish a student's work from those taken from others, it is important to cite the source. Work should be authentic, demonstrating student's integrity and simultaneously helping the audience to get more information on any external sources used¹

How to cite: What is being cited should be exactly clear in order to distinctly distinguish a student's work from those taken from others. We prefer the MLA (Modern Language Association) referencing style at Ryan Global School.

More information on examples of how to cite can be seen in the IB guide for 'effective citing and referencing', April 2022, available at the IB resource centre.

REVIEWING THE RGS ACADEMIC HONESTY POLICY

The policy strictly follows best academic practices, values of respect and academic integrity.

The policy is planned for all the stakeholders by considering the current situation.

The policy's purpose is to ensure that it positively supports academic honesty. The academic honesty policy is a dynamic document, i.e., developed and briefed by the research, outstanding practice, requirements, and consulting within the school.

A group of teachers are involved in making the academic honesty policy, which will be reviewed annually under the guidance of the principal. The policy is a complete school policy that is written collaboratively and reviewed every year. The school must share the required documents with the stakeholders and the pedagogical team.

Appendix-1

DECLARATION FORM



**RYAN GLOBAL SCHOOL KHARGHAR
UNDERTAKING FORM FOR ACADEMIC HONESTY**

Academic honesty and integrity are fundamental Principles at Ryan Global School Kharghar. All students are expected to be honest and responsible members of our academic community.

In order to maintain the highest level of academic honesty and integrity, as a student of Ryan Global School, Grade _____, I understand that academic misconduct will not be tolerated. Cheating during exams, assignments, or projects, plagiarizing, or any other form of academic misconduct are clear violations of these principles.

I _____ solemnly pledge to follow the policies, principles, rules, and guidelines concerning Academic honesty and promise to adhere to exam requirements and maintain the highest level of ethical principles during the exam period.

I affirm that I will not give or receive any unauthorized help on this exam and that all work will be my own.

Signature of students

I, parent of _____ ensure that my son/daughter will follow all the rules and regulations related to academic honesty.

Signature of Parents

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Appendix-1

Declaration Form