

Ilmesters Academy

Academic Policy

Ilmesters Academy will ensure practice of academic honesty in all nature of work. The responsibility of this lies on all the stake holders of the school community i.e teachers, students and parents.

This document reflects our understanding and commitment towards observing academic honesty in our environment.

Definition of Academic Honesty/ Malpractice

Malpractice is an act which results or may result in an individual gaining an unfair advantage.

- **Plagiarism:** this defines an act of intentionally submitting work of others as one's own.
- **Collusions:** this defines an act of encouraging malpractice by another student as in allowing your work to be copied or submitted by someone else.
- **Duplication** of work: this defines an act of presenting same work for different assessment components.

Cits:

Academic honesty guidance for schools, September 2003, IBO 2003

Roles and Responsibilities

Teachers:

Teachers must discuss the academic policy with students and promote learners to adopt practices. They themselves should model required practices and be observant in managing all issues of malpractice in a timely manner.

The responsibility of teachers also include teaching the proper way to cite any source used for the work and also make students aware of what constitutes plagiarism. Teachers should speak to students regularly at the time of drafting of work and question them about their work to ensure originality of work.

Students:

Students are responsible to behave and act according to the guidance of the policy. They are required to ensure integrity of all work and not get involved in any malpractice.

They need to understand and differentiate between academic dishonesty, intellectual property, plagiarism and authentic authorship.

Students are required to produce original work mention collaborators and cite whenever using work/word/ideas/pictures/information produced by someone else.

Parent:

Parent should be aware of the academic policy and should speak to their children regarding academic dishonesty and malpractice. Parents should also explain regularly about the importance of the same.

Coordinator/ Administration:

Leadership team should ensure that academic policy is understood by all stakeholders of the school. The importance should be explained time to time.

Any malpractice or academic dishonesty should be dealt in an open and fair way.