



المدرسة الهندية النموذجية الجديدة NEW INDIAN MODEL SCHOOL

رقم التصريح التعليمي ٢٠١٨٦، هيئة المعرفة والتنمية البشرية، دبي، ا.ع.م.
Educational Permit No. 20186, Knowledge & Human Development Authority, Dubai, UNITED ARAB EMIRATES
Affiliation Nos. CBSE: 6630009, Kerala Board: 43092 (Grade 8 to 10): 15004 (Grade 11 & 12)



Intellectual Integrity Policy

2023-2024



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INTELLECTUAL INTEGRITY POLICY

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Related Policies	Teaching & Learning Policy, Marking Policy

Principal: Ms. Karen Robinson



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Intellectual Integrity Policy

Notes for Guidance of students regarding Intellectual Integrity

A person of integrity behaves in an ethical manner at NIMS; this should always be your focus.

This document is an opportunity for you to learn more about intellectual integrity and how the School promotes it. If you start acquiring the knowledge required for developing impeccable ethics from now, you will increase your chances of succeeding academically, and thereby showcasing your skills and professionalism.

Honest students only use authorized documentation during an exam, and they properly cite their sources in an assignment, for example. They avoid passing off another person's efforts and ideas as their own. Thus, they adopt attitudes expected from the best managers.

In an academic context, unethical behaviour can take three forms: plagiarism, cheating, and fraud. They are considered violations.

All work submitted is expected to have been completed only by the individual student.

Students are responsible for observing appropriate behaviour especially in relation to plagiarism and cheating and to properly credit all sources used during the composition of work. Students who fail to abide by these standards will be reported to the appropriate Head of Department.

Cheating: The use of another person's work in an attempt to gain an unfair advantage

Examples of violation of the Academic Integrity Policy include, but are not limited to, the following:

- Copying a classmate's work. This may be an answer to an essay question, any written assignment, or an entire test.
- Copying from feedback provided by the teacher.
- Copying answers to tests/quizzes found in other sources (such as entering the question into a search engine and copying the response found online).
- Collaboration between two students which results in the



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submitting of identical answers on assignments.

- Using online translators for assignments in language subjects.
- Parents completing or having a significant input to complete tasks on behalf of the student.

Cheating occurs when you knowingly submit the work of another individual and claim the work as your own. When you submit an exam or assessment, this signifies the desire to claim the contents as your own original work.

Plagiarism: The use of an author's work with a lack of acknowledgement of the source of that work.

Examples of plagiarism include, but are not limited to, the following:

- Quoting work from an outside source without proper citation and attribution.
- Improper paraphrasing of another person's work – maintaining the original text with little alteration or rewording and/or not citing the source.
- Copying information from a book, play, speech, article, website or other written or spoken work without proper citation.

Plagiarism may occur unknowingly. It is important to understand that simply acknowledging a source through quotation marks or comments is not the same as citing it.

Expectations

What is expected of students?

Students should aim to behave honestly and with integrity. If students are unclear about whether or not what they are doing is appropriate, they should ask a teacher or teaching assistant.

What is expected of teachers?

Teachers at NIMS are expected to model best practice and to be proactive in preventing academic dishonesty at as early a stage as possible. If appropriate, they use this process as a learning opportunity for all students. Through units of inquiry and the personal development program, teachers integrate academic honesty into the curriculum.

What is expected of parents?

Parents are asked to encourage consistency by supporting the application of this



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guidance at home. Where they are aware that students have received help or have used sources to improve their work, they ensure that referencing is appropriate. If parents have concerns, they should encourage their children to contact their teachers and follow up that this has happened.

What is expected of the school?

The school commits to ensuring that practice with regard to academic honesty is internally consistent, and aligned with that of other Schools in the Group, by providing regular and rigorous professional development as well as a safe environment in which barriers to communication between students, parents, teachers and leadership are removed.

Academic Integrity Incidents

Important! NIMS imposes sanctions based on the severity of the academic violations. These sanctions range from a simple warning to permanent expulsion. They are systematically inserted in the student's file.

At the discretion of the teacher / MLT / SLT, depending on the nature of the offence, the student's grade may be affected. All students who violate the principles of academic integrity will be reprimanded according to the following guidelines:

The first incident will be handled between the teacher and the student; the teacher will provide additional instruction as to what constitutes plagiarism and/or cheating via phone and school email. The student will be asked to fill in a student Feedback Sheet. Once this is completed, the student will have an opportunity to make up the assignment or assessment in question.

A second incident will result in a phone call to parents/guardians from the teacher providing additional instruction and feedback regarding the incident. The student will receive a zero on the test/quiz, with no opportunity to make up the work.

A third incident will result in a meeting with the Head of Section. Students will have no opportunity to make up the work. Further action may be taken as needed following the discipline policy.

In the case of a fourth incident, the Head of Section will convene a meeting with the Principal, student and family. Further action may be taken as needed following the discipline policy.