

25/08/2022

Document 029_22

Code of Academic Integrity

Version History					
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	Director for Quality and Curriculum	Director for Quality and Curriculum	Principal	25/08/2022	25/08/2022
	Details of Change	The name ILMI has been changed to IDEA Academy.			

<p>Instructions for Document Users</p> <p>All IDEA Academy employees can access current, controlled and approved documents related to the Quality Management System via the IDEA Academy's website link: https://ideaeducation.com/</p>
<p>Continuous Improvement</p> <p>Procedures are meant to be 'living' documents that need to be applied, executed, and maintained. If the procedure does not reflect the current, correct work practice, it needs to be updated. Please contact us on: +356 2145 6310</p>

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1. Aim and Scope of Document

The purpose of this document is to spread an awareness about Idea Academy's philosophy about academic honesty and integrity and also to inform its community of learners about non-acceptable behaviours which violate the IDEA Academy Code of Academic Honesty and Integrity.

2. Definition

Academic Honesty and Integrity - academic integrity means acting with the values of honesty, trust, fairness, respect and responsibility in learning, teaching, and research. It is important for students to act in an honest way, be responsible for their actions, and show fairness in every part of their work.

All students should be an example to others of how to act with integrity in their study and work. Academic integrity is important for an individual's and IDEA Academy's reputation.

3. Principles

- IDEA Academy core values include honesty and academic integrity.
- IDEA Academy students agree to follow Code of Academic Honesty and Integrity and declare to do their own academic work.

4. Behaviours violating the Code of Academic Honesty and Integrity

List of examples is not exhaustive.

Cheating

- Stealing, reproducing, circulating, or otherwise gaining access to exam/assignment questions prior to the time authorized by a lecturer.
- Ignoring the guidelines specified by the lecturer for an assignment.
- Using notes, books, web sites, social media, or other aids during an assignment without crediting the source.
- Forging the signature of a lecturer, supervisor, or another student without proper authorization.
- Creating false official correspondences (such as medical documentation).

Unauthorized Collaboration

- Receiving help with homework, reports, paper, data collection, or other activities when not allowed by the lecturer.
- Accepting credit for an assignment which was written by you.
- Helping others with their assignments and/or allowing others to view and copy part of your work when not allowed by the lecturer.

Plagiarism

- Failing to use quotation marks properly or when needed.
- Failing to give a source for quoted materials.
- Failing to give a source for paraphrases
- Failing to cite sources correctly and completely
- Using the words, sentences, arguments, rhetorical structures, and ideas of another without proper citation and acknowledgment.
- Copying data, facts, graphs, computer programmes, spreadsheets, images, photos, film/video, or other materials and using them without proper citation or acknowledgment.
- Copying a solution manual, textbook, web site, or other items from another students and sources and presenting another's work as their own.

Misinterpretation of Data

- Fabricating sources.
- Fabricating, dishonestly adjusting, omitting, or otherwise misrepresenting research results and records, including information, data, statistics, research facts, and its analysis.
- Engaging in selective reporting or omission of conflicting data for deceptive purposes
- Submitting the same paper in more than one class without the approval of the instructors involved
- Providing false information to others about academic performance, leadership activities, or membership in student/professional organisations.

Facilitating Academic Dishonesty of Others

- Writing a paper for another student.
- Sharing homework/assignment with another student when told collaboration is not allowed.
- Providing any materials, information, or assistance to another person with the knowledge or reasonable expectation that such would be used for dishonest purposes.

5. Appeals

All students have the right to file an appeal about IDEA Academy decision related to academic misconduct. Student rights and responsibilities are in relevant documentation highlighted below.

6. Supporting Documents

- Doc_008_22 Grievance Policy and Procedure
- Doc_017_22 Recognising and Avoiding Plagiarism Policy and Procedure
- Doc_009_22 The Student Disciplinary Procedure
- Doc_100_22 Assessment Policy and Procedure
- Doc_031_22 Student Rights and Responsibilities

Appendix 1 Honesty Declaration Form

I, hereunder signed, commit to do my own academic work and to excel to the best of my abilities and to follow IDEA ACADEMY Code of Academic Honesty and Integrity at all times.

I promise not to lie about my academic work, to cheat, or to steal the words or ideas of others, nor will I help fellow students to violate the Code of Academic Honesty and Integrity.

I certify that the assignments are my own work. Information drawn from different sources has been appropriately referenced and fully acknowledged in the relevant section. Referencing throughout all of my assignments follow Harvard Referencing Style.

Student Name: _____

Student Surname: _____

Programme Title: _____

Date: _____

Signature: _____

IDEA Academy Limited

The Business Centre, 1, Triq Nikol, Mosta MST 1870

Tel: +356 2145 6310

<https://ideaeducation.com.mt/> | www.ideamalta.com

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