

## Code on Academic Honesty

St John's College is an academic institution and community. Honesty is fundamental to all aspects of academic work. Maintaining academic integrity is the responsibility of all members of a scholastic community, and students at St John's College are held to the highest standards of conduct in this regard. In addition, the Independent Examinations Board demands of Matriculation candidates the very highest standard of integrity in all aspects of internally and externally assessed work.

The College also recognises its responsibility to prepare students for university and to develop in them the habits and personal standards of academic honesty. All universities consider academic dishonesty to be a serious disciplinary matter; the commission of an offence against academic honesty at university will always compromise a student's good standing.

At St John's College, cheating, plagiarism and all forms of academic dishonesty are serious violations which undermine and compromise both the student's education and the integrity of this learning community.

An offence against academic honesty is judged to have been committed knowingly if the student(s) ought reasonably to have known that the conduct was an offence.

### CHEATING

Any deceit in academic work is cheating. At St John's College, it is an offence for a student to knowingly, for example:

- Use unauthorised notes or other aids, or to copy from or be influenced by someone else's work, during a homework exercise, test or examination;
- give unauthorised aid to someone else; and allow someone else to copy or use his/her quiz, test, or examination or assignment, essay or homework;
- use help on homework or take-home tests beyond the limits specified by the teacher;
- submit the same work for credit to more than one teacher, unless both teachers have given their permission in advance;
- use translations of texts studied in class without the permission of the teacher.

### PLAGIARISM

Plagiarism, a specific form of cheating, is the theft of someone else's work. To use another's words, ideas, arguments, or research without proper acknowledgement is to plagiarise.

At St John's College, it is an offence for a student to knowingly, for example:

- Submit work as his/her own, any part of which was written or created by anyone else;
- submit work as his/her own, any part of which was copied directly from a source without being placed in quotation marks and without due acknowledgement, or paraphrased from a source without due acknowledgement;
- submit work as his/her own, any part of which was based on notes or research unique to a particular source without due acknowledgement.

### STUDENT RESPONSIBILITY

It is the student's responsibility to be honest in all aspects of academic work, and to be familiar with the St John's Code of Academic Honesty.

**Homework:** Homework is to be completed by the student himself/herself - never completed or copied in whole or in part from another person, student or source. While it may be permissible to discuss homework assignments with other students, such discussion is a preliminary stage only, to be followed carefully at all times by individual effort, research and answering.

In presenting homework, the student is in effect declaring, "This/her is my own work."

**Assignments:** Assignments prepared out of class, including lab reports, written responses, creative work, homework, and take-home tests or components of tests, must be completed by the student and be the student's own work - never in part or in whole copied from another person, student or source and never presenting the words, research, or ideas of another person, student or source without proper acknowledgement. The student is expected to follow the instructions for preparing and submitting the assignment. When submitting an assignment, the student is in effect declaring, "This is my own work".

**Essays:** Essays must be completed by the student and be the student's own work - never in part or in whole copied from another person, student or source and never presenting the words, research or ideas of another person or source without proper acknowledgement. The student is expected to follow carefully instructions for preparing and submitting the essay. When submitting an essay, the student is in effect declaring, "This is my own work."

**Class Presentations and Seminars:** Any work the student has prepared out of class for presentation in class is presumed to be entirely his/her own, unless he has made proper acknowledgement of help from another person, student, or source. In making a class presentation, the student is in effect declaring, "This is my own work."

**Collaboration:** Unless specifically directed or permitted by the teacher, collaboration with another student in any academic work, including assignments, lab reports, essays, take-home tests or components of tests, is to be avoided at all times. The College encourages students to discuss and debate their ideas, for discussion and debate are basic to the educational experience. However, in an academic assignment of any sort, discussion is a preliminary and limited stage only, a means of stimulating one's own approach and thinking, and must be followed by individual and unaided research, thinking and writing. Pooling ideas, sharing or assigning sections of writing and incorporating another student's ideas and writing into one's own, are examples of unacceptable collaboration. When such collaboration happens, the student cannot declare, "This is my own work." Unacknowledged collaboration or collaboration which has not been permitted by the teacher is cheating - and students whose academic work shows collaboration will be considered to have committed an offence against academic honesty.

**Sharing Academic Work:** Students should decline to share homework, assignments, essays and any notes or research with other students. In responding to a peer's queries for help, the student should do no more than clarify the assignment, not provide answers, ideas or materials. The classmate is expected to ensure that his/her work is "his/her own work" in all respects. When cheating or plagiarism occurs, a student who has allowed a classmate to borrow his/her work or who had given an inappropriate degree of assistance will be considered a party to the offence against academic honesty.

**Receiving Outside Tutoring:** A student who for understandable reasons engages a tutor for support in his/her academic work is especially reminded that a tutor is not a substitute for the student's own research, thinking and writing. A responsible tutor guides the student by questioning and instruction in skills; the tutor does not do the work for the student. A student who receives excessive assistance from a tutor cannot declare, "This is my own work."

**Seeking Guidance in Matters of Academic Honesty:** A student who is in doubt about any aspect of the principles and practices of academic honesty should consult his/her teacher, Housemaster, or the Librarian.

**Quizzes, Tests, and Examinations:** A student must write a quiz, test or examination from his/her own knowledge and ability. The possession and/or use of unauthorised aids, texts, or notes of any kind during the writing of a quiz, test or examination is cheating. A student who gives unauthorised aid to another student in a quiz, test or examination will be considered a party to the offence against academic honesty.

**IEB:** An offence against academic honesty in any area of formal IEB evaluation, including all internally and externally assessed components will compromise the awarding of subject grades and the Matriculation certificate.

**Disciplinary Response:** The disciplinary response to offences against academic honesty is designed to protect academic integrity in the interest of learning, and to promote the development of the habits and skills of academic responsibility in students. Cheating of any sort is a violation of community standards and of the principles upon which an academic institution is built, and will not be tolerated in any form.