



NOVA PIONEER
SCHOOLS FOR INNOVATORS & LEADERS

ACADEMIC INTEGRITY POLICY

South Africa

September 2018

1. Introduction

All individuals at Nova Pioneer uphold the six culture principles reflecting our philosophy and that define a Novaneer. We believe that you cannot have great learning or build a great community without a strong and positive culture.

Novaneers live these six culture principles in learning and behaviour

High Expectations	Greater Together	Servant Leadership	Joy of Learning	Always Growing	Solutions First
<i>We sweat the small stuff and take pride in what we do. We set goals that others think are impossible and never stop until we achieve them.</i>	<i>We constantly support our teammates because we know we can achieve more together.</i>	<i>Great leaders always put others before themselves and engage their community with humility and generosity. We see leadership as a way of improving the world, not simply promoting ourselves.</i>	<i>We are lifelong learners and we are fuelled by curiosity and discovery</i>	<i>We constantly seek out difficult challenges, share and receive feedback as a gift, and see every failure as an opportunity to grow.</i>	<i>Everything is possible when we think creatively and critically about a problem. We are always thinking of new solutions when faced with difficult problems.</i>

The culture principles of Nova Pioneer underpin the expectations of student integrity and honesty in work and assessments.

Academic dishonesty (cheating) and plagiarism are ethically and legally unacceptable behaviours for students attending any academic institution. This kind of behaviour severs the bonds of respect and trust between teachers and students. Cheating and plagiarism seriously affect the fair and equal evaluation of work delivered by students. Each student is expected to accept responsibility for maintaining honesty and integrity inside and outside the classroom.

Teachers must encourage this by promoting mutual respect in the classroom. They are required to state the Nova Pioneer’s standards and expectations upfront and to promote honesty and integrity at all times. When considering cases of dishonesty and plagiarism, two aspects need to be addressed; namely the student’s academic status and disciplinary action.

2. Definitions

- 2.1 Cheating - This is the actual or attempted practice of fraudulent or deceptive acts for the purpose of improving marks or assisting another student. This is not limited to tests and exams but includes any and all actions by a student that are intended to give that student an academic advantage by fraudulent or deceptive means.
- 2.2 Plagiarism - The taking of the work (published or unpublished) or ideas of someone else and passing it off as one's own.
- 2.3 Collusion - Supporting malpractice by another candidate, as in allowing one's work to be copied or submitted for assessment by another.
- 2.4 Duplication of work - The presentation of the same work for different assessment components.
- 2.5 Plagiarism Checker - an application that students may use to check their work for plagiarism.
- 2.6 Referencing sources and bibliographies - it is an expectation that all student and teacher work is accurately and honestly referenced and all sources are acknowledged.

3. Communication

- 3.1 It is of vital importance that all students, teachers and parents are aware of the impact and the consequences of any cheating or plagiarism occurring within the Nova Pioneer academic programme.
- 3.2 All teachers are required to communicate the school's policy to students and parents and to take the necessary steps to implement it in its totality. All teachers are in possession of a copy of the policy.

4. Procedures

- 4.1 When a student is found to be cheating or is suspected of cheating, the relevant teacher is to collect the evidence and to accompany the student to the Dean or School Leader. Here the student will be given an opportunity to present their case.
- 4.2 If the student is found to be or is suspected of cheating in a test or exam, the student's script will be confiscated. The student must be issued with a

- new script and allowed to complete the exam. The student has the choice to start again or complete the exam from where they left off.
- 4.3 If the student admits to cheating or sufficient evidence is presented and the student is found guilty, the student's parents are to be informed and called to a meeting with the relevant parties.
 - 4.4 The student will be given zero (0), for that particular assessment.
 - 4.5 A letter will go on the student's personal record.
 - 4.6 If the student denies wrongdoing, the student is entitled to a hearing to be chaired by the School Leader or delegate appointed by the School Leader. The Dean will lead the evidence. The student will be allowed to call witnesses as well as character referees.
 - 4.7 The student must be given at least 72 hours' notice of the date and time of the hearing.
 - 4.8 The student must be given a statement of the allegations levelled against them as well as a brief description of the supporting evidence.
 - 4.9 If this hearing concludes that there is no wrongdoing, then no record of the incident will be kept on the student's file.
 - 4.10 If the hearing concludes that the student is guilty, the above sanctions will remain in place.
 - 4.11 The student will also be expected to complete the assessment whether "0" is given or not.
 - 4.12 The student must gain the advantages of completing the assessment.

5. Conclusion

It is imperative that Nova Pioneer students enter the workplace and world with integrity and honesty. Our culture principles aim to produce innovators and leaders, who are honest and ethical leaders who can affect changes in every environment in which they operate.

6. Review of Policy

In order to remain relevant, this policy will be reviewed in terms of the Policy Management Policy.