

File Name	Academic Integrity and Plagiarism Procedures - The SOBHA Academy
Reference	SKT - TSA PRO - II - 005
Date	13-05-2025

## 1. Introduction

This document outlines the standard procedures for promoting academic integrity, detecting plagiarism, and addressing violations effectively and fairly.

## 2. Awareness & Orientation

- Introduce academic integrity in **Grade 6** curriculum.
- Conduct orientation sessions at the beginning of each academic year.
- Use classroom discussions, workshops, posters, and handbooks to build awareness.

## 3. Submission Process

- All project and assignment submissions from Grade 6 onward must be digital or scanned, enabling plagiarism checks.
- Students are encouraged to run plagiarism checks before submission with support from teachers.

## 4. Detection & Evaluation

- Teachers will use school-approved plagiarism detection tools.
- Evaluation will consider both **originality of content** and **adherence to proper citation** norms.

## 5. Addressing Violations

- **First-time offenders** will receive educational interventions rather than punishment.
- Repeat or major offenses will be escalated as per the disciplinary framework.

### Violation Reporting & Response Workflow:

1. **Detection** → 2. **Teacher documentation** → 3. **Student explanation** → 4. **Action as per level** → 5. **Documentation & parent communication**

## 6. Roles & Responsibilities

Stakeholder	Responsibilities
<b>Students</b>	Submit original work, cite properly, run plagiarism checks
<b>Teachers</b>	Educate students, check work, report violations
<b>Academic Coordinator</b>	Monitor policy implementation and updates
<b>Disciplinary Committee</b>	Review serious violations and determine consequences

## 7. Record Keeping

- Maintain a log of plagiarism violations in a confidential register with student details, date, incident description, and action taken.

#### **8. Review**

- Annual review of policy effectiveness by the Academic Committee.
- Recommendations will be implemented to strengthen preventive and educative measures.

#### **9. Document Control**

<b>VERSION</b>	<b>DATE</b>	<b>DESCRIPTION</b>	<b>APPROVED BY</b>
1.0	13-05-2025	Initial Formalisation	Trustee Board