

Document	A3.4_Academic Honesty Policy	
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INTRODUCTION

At The Metaverse Age Training Institute, a set of principles and guidelines called academic honesty and integrity are inculcated during orientation and classes to learners. Metaverse Age believes in fostering integrity and good character in each learner and acknowledges the significance of these qualities in all its qualifications. When it comes to academic honesty, a number of offences are covered by this regulation as being misconduct.

It will be discussed with regard to upholding these ideals and making sure that Metaverse Age academic requirements and quality benchmarks are being achieved. We seek to encourage ethical behaviour in the classroom and consistently steer clear of instances of misconduct.

PERSONAL MISCONDUCT DEFINITIONS

PLAGIARISM

Plagiarism occurs when a learner submits work that contains, without giving due credit, the ideas or efforts of another person. Information from books, journals, emails, DVDs, and the Internet is included in this. Any used pictures, graphs, charts, or statistics must also be credited and referenced.

COLLUSION

Collusion occurs when a learner consents to another learner copying or submitting their work for evaluation. If the subject tutor mandates group projects, each learner must turn in a final product that was created individually. Learners may collaborate to acquire information or do research, but all work submitted for evaluation must be authored by the learner in their own words.

DUPLICATED EFFORT

When the same work is submitted for various assessment criteria and/or qualification requirements, this happens. For instance, it would be considered inappropriate if a learner turned in an extended essay that was the same or extremely similar to an internal assessment they had completed in that topic.

DATA FABRICATION

Data fabrication is when a learner fabricates or forges data for an assignment rather than using actual data.

CHEATING

A learner gets caught cheating if they bring unauthorised materials to an exam, share knowledge with another learner in any way, or use an unauthorised calculator.

ACTIONS

- a) The program coordinator for academic improvement will explain the Metaverse Age Academic Honesty Policy to the learners and parents/guardian.
- b) Arrange and conduct informational workshops with the Metaverse Age tutors to emphasise the value of academic integrity and its repercussions.
- c) Learners will be taught in sessions about finding trustworthy sources, avoiding paraphrasing, and appropriate citation styles.
- d) Following the completion of course work and on submission of an assessment with a signed cover sheet undertaking no plagiarism is present in the course work.
- e) If the learner is being looked into for malpractice or any wrongdoing, let the learner and parent know.
- f) To the best of their ability, the subject instructor will attest to the authenticity and originality of all of the learner's work.
- g) Using Turnitin or similarity software, the subject teacher will verify the originality of the submitted work.
- h) Throughout lessons, provide an example of academic integrity and support the learning profile.
- i) To prevent misconduct, educate learners on the rules they will be expected to abide by when completing all tasks.
- j) Inform learners of the repercussions of breaking the academic rules.
- k) Clearly define the rules for learning assignments.
- l) Spread awareness of the advantages of properly done research and the value of others' creative contributions.
- m) Create learning assignments that need critical thinking and cannot be accomplished by merely copying or fabricating facts.
- n) The learner should ensure that every piece of work submitted for evaluation is original work and, when necessary, appropriately acknowledged. Books, the Internet, DVDs, emails, journals, online databases, charts, graphs, photographs, and statistics are all examples of this, but they are not the only ones.
- o) In collaborative tasks, make sure that the final product is developed independently and written in the learner's own terms while acknowledging each member's work.
- p) To verify that the author's work is genuine, have them sign a coversheet for each component that will be evaluated.