



Student Academic Integrity Procedure

1. Purpose

All members of KOI's academic community, including students, have shared responsibilities for promoting, maintaining, and upholding academic integrity and to mitigating the risk of future breaches occurring.

This procedure sets out a student-centred process for managing alleged academic misconduct by a student enrolled in a course at King's Own Institute (KOI) in a fair, consistent, and transparent manner.

2. Academic Misconduct Case Decision Process

- 1) The Subject Coordinator or Tutor (Reporting Teacher) reports the alleged academic misconduct case through the TechOne Case Management Portal. All Academic Misconduct Cases must be reported within **two (2) weeks** of the assessment due date. Final Exam Misconduct must be reported within **three (3) business days** of the examination date.
- 2) The Academic Integrity Officer will investigate and check to see whether the reported case is accurate and make sure the nature, type, and percentages of similarity of the reported case is correct.
- 3) After the investigation, the Academic Integrity Officer will send a letter to the student asking for their response to the alleged academic integrity/misconduct case. The letter also includes an online form/link which records the student's responses to allegations of academic misconduct.
- 4) Based on the evidence collected, the Academic Integrity Officer will draft an Academic Misconduct Case outcome letter/email which includes the recommended penalty from the flowchart of recommended penalties (See Appendix A). On a related note, academic integrity issues arising from the use of ChatGPT and other artificial intelligence (AI) applications and digital tools will follow plagiarism process and recommended penalties. The outcome letter will be sent to the respective Head of Program for reviewing the case and approval before it is sent to the student.
- 5) The respective Subject Coordinator will be asked to confirm the recommended penalty has been applied and updated in the Moodle Grade Book (or in the end of Semester ER Report after the Moodle site is closed) via the TechOne Case Management Portal.

Students can appeal for the Academic Misconduct Case decision by referring to Student Complaints and Appeals Policy.

3. KOI Monitoring Students for Academic Misconduct Case Flowchart and Level of Penalties

- 1) Students with proven academic misconduct are required to enrol in the MSAC Workshop, which is run by Learning Skills Centre at KOI.
- 2) The process of managing MSAC students is as follows:
 - The Academic Integrity Officer identifies students who need to participate in the workshop and sends the list to the Student Support Services team.
 - The Student Support Services team adds students who failed or did not participate in the workshop in the previous trimester to the list and removes students who have completed the workshop. This list is shared with the timetable/enrolment officers in the Academic Services team who schedule MSAC workshop into the timetable and enrol students in the workshop. The workshop is offered each trimester at two different times. The list of students in each class is sent to the Student Support Services team.
 - The Student Support Services team will email students and inform them of the workshop requirements and why they were enrolled in the course. The Student Support Services team



liaises with the LSC Tutor to track students' attendance and completion of the workshop. If the student fails to complete the workshop, they are required to enrol in the workshop again.

4. Ethical and Responsible Use of ChatGPT and other AI Applications and Digital Tools

KOI encourages students to use AI applications and digital tools in ethical and responsible ways that are consistent with institutional learning, assessment and academic integrity policies and procedures.

Ethical and responsible use of AI applications and other digital tools involves:

- Following institutional guidelines regarding the use of generative AI in any subject or course, and an understanding that it may not be appropriate to use generative AI in all circumstances.
- Appropriately citing and referencing any text or output generated by AI in the assignment, along with any other sources that are used. The student should clearly indicate where in the assessment task AI-generated material is used.
- Understanding the AI tool's limitations and using it in conjunction with other sources to verify the credibility and reliability of the AI information generated. The student needs to check the accuracy of all information generated by AI tools.
- Understanding that the use of AI should be to support learning as an investigatory tool, rather than used to create an assessment response.
- Ensuring that the final product is the student's own work, and not just copied from an AI generator.

5. Detecting Academic Integrity Issues Associated with Using ChatGPT and other AI Applications and Digital Tools

It can be said that AI Detection Tools are not dependable and effective, they themselves alone will not be accurate and effective in detecting AI generated content. KOI needs to look at other measures as well, including:

- Requesting students to not only cite and reference the use of the digital tools but also include a declaration/acknowledgement of how the digital tool is used at the end of the submitted assessment.
- Asking students to show their drafts, the process of their work, research evidence and collected literature.
- Checking the references of the paper (In many cases, the references provided/generated by ChatGPT are not correct).
- Paying attention to content to see whether it addresses specific assignment requirements and whether it reflects the student's usual writing style and knowledge level.
- Interviewing students with suspected AI-related Academic Misconduct cases and ask them to elaborate and explain the content in their report.

The best approach with AI-led Academic Misconduct is the educative path (e.g., educating students about positive and negative impacts of ChatGPT and prevention (e.g., redesigning assessment items and reviewing teaching practices)).

6. Related Policies

This Procedure is to be read in conjunction with KOI's:

- Assessment and Assessment Appeals Policy
- Student Academic Integrity Policy



- Student Complaints and Appeals Policy
- Student Complaints and Appeals Form
- Student Code of Conduct
- Student Conduct Policy
- Student Handbook

Document Control

Policy title	Student Academic Integrity Procedure
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Policy approver	Academic Board
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Date of next review	25 October 2026
Changes in this version	Further editing to align with a stronger student-centric focus on students supporting and upholding academic integrity (and addressing student breaches thereof)

***** **END OF POLICY** *****



Appendix A: KOI Monitoring Students for Academic Misconduct Case Flowchart and Level of Penalties

