



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 integrity breach/academic misconduct by a student enrolled in a course at King's Own Institute (KOI) in a fair, consistent, and transparent manner.

2. Academic Integrity Breach/Misconduct Case Decision Process

- 1) The Subject Coordinator or Tutor (Reporting Teacher) reports the alleged academic integrity breach/misconduct case through the TechOne Case Management Portal. All Academic Integrity Breach/Misconduct Cases must be reported within **two (2) weeks** of the assessment due date. Final Exam Integrity Breach/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 students asking for their response to the alleged academic integrity breach/misconduct case. The letter also includes an online form/link which records the student's responses to allegations of academic Integrity Breach /misconduct.
- 4) Based on the evidence collected, the Academic Integrity Officer will draft an Academic Integrity Breach /Misconduct Case outcome letter/email which includes the recommended actions from the flowchart (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 actions 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. Student Academic Integrity Support

Students with proven academic integrity breach may be advised to enrol in the student academic integrity support classes. If they are enrolled in a support class, students need to contact the Timetable team who will assist them with the enrolment in the Student Portal.

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 Integrity Breach/Misconduct cases and ask them to elaborate and explain the content in their report.

The best approach with AI-led Academic Integrity Breach/Academic Misconduct is the educative path (e.g., educating students about positive and negative impacts of Gen AI) 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
- Use of Artificial Intelligence Policy

Document Control

Policy title	Student Academic Integrity Procedure
Policy owner	Vice-President (Academic)
Policy approver	The Academic Board



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Changes in this version	Changed Monitoring Students for Academic Misconduct to Student Academic Integrity Support in Appendix A; Changed the word "Penalty" to "Action" in Section 1 and Appendix A; Updated Academic Misconduct to Academic Integrity Breach/Misconduct in Sections 1-4 and Appendix A; Added New Use of Artificial Intelligence Policy in Section 6

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



Appendix A: Recommended Actions for Level of Academic Integrity Breach/Misconduct

