

## ACADEMIC INTEGRITY POLICY & PROCEDURE

### Introduction

The Kings Own International College (KOIC) is committed to fostering a culture of academic integrity and maintaining high academic standards, ensuring compliance with the Standards for Registered Training Organisations (RTOs) 2025, the National Code of Practice (NCP) 2018, and the English Language Intensive Courses for Overseas Students (ELICOS) Standards 2018.

### Purpose

This policy outlines the principles for upholding academic integrity at KOIC, ensuring the integrity of student assessments while preventing, detecting, and addressing all forms of academic misconduct in compliance with Outcome Standard 1.4 of the Standards for RTOs 2025, by identifying and responding to plagiarism, collusion and use of AI-generated content.

### Scope

This policy applies to all students, teachers (ELICOS), trainers and assessors (VET) and KOIC staff involved in the delivery and assessment of courses at KOIC.

### Policy Statement

Academic Integrity is the foundation of learning and achievement at KOIC. It requires honesty, trust, fairness, respect and responsibility in all academic work. Breaches of academic integrity, including plagiarism, cheating and other forms of academic misconduct, undermine the educational experience and violate KOIC's values.

KOIC is committed to upholding the highest standards of academic integrity across all training and assessment activities. It ensures that all assessment submissions are the authentic and original work of the student, free from plagiarism, contract cheating, or the inappropriate use of artificial intelligence. To support this commitment, KOIC has implemented robust integrity assurance measures, including the use of plagiarism detection tools, AI-content analysis where appropriate, and routine validation of student work.

Students receive clear, accessible information about academic integrity expectation, including plagiarism, collusion, contract cheating, and use of artificial intelligence in assessment. Targeted induction and orientation support is provided to help all students, particularly those from overseas to understand KOIC's academic integrity expectations, including referencing practices and independent authorship.

Students must correctly reference all sources of information, ideas, data, or quotations used in their work. This includes content from books, articles, websites, and any external materials. Proper referencing not only demonstrates academic honesty but also strengthens the credibility of the student's work. Failure to reference appropriately may be considered plagiarism and a breach of academic integrity.

AI-assisted tools may be used to support learning, such as checking grammar, summarising concepts, or generating practice questions, provided they do not write or generate the student's assessment responses. Students must acknowledge any AI tool used. The use of AI to write or reword assessment answers is considered misconduct unless explicitly permitted.

Being found guilty of academic misconduct is a serious matter and may result in a range of consequences depending

on the nature and severity of the breach. Consequences can include a warning, being required to resubmit an assessment, receiving a Not Yet Competent result, or in more serious cases, suspension or cancellation of enrolment. Repeated or deliberate breaches, such as contract cheating or falsifying declarations, may also result in formal disciplinary action in accordance with KOIC's policies. All instances of misconduct are recorded and may impact the student's academic record and eligibility to complete their course.

Staff are provided with comprehensive guidance, training, and procedural support to promote ethical assessment practices, detect breaches of integrity, and respond to misconduct fairly and consistently. This policy reflects KOIC's broader commitment to the quality and credibility of its qualifications, the integrity of its assessment systems, and its obligations under the Standards for RTOs 2025.

## Academic Integrity Principles

Academic integrity is the cornerstone of a high-quality vocational education and training (VET) system. It underpins the credibility and validity of the qualifications issued by a RTO and protects the interests of students, employers, regulators, and the broader community.

The Standards for RTOs 2025 place a strong emphasis on the delivery of training and assessment that is valid, fair, and reliable, and on the issuing of qualifications that genuinely reflect a student's competence. An Academic Integrity Policy and Procedure supports this by ensuring that all work submitted by students is their own, that assessment practices are free from misconduct, and that breaches of integrity are appropriately addressed.

Academic integrity is fundamental to the trustworthiness of training outcomes. This policy establishes a structured, auditable process to detect academic misconduct and protect the integrity of qualifications issued by KOIC.

### 1. Students

- Students must maintain academic integrity in their studies and related activities.
- Submit original work and use appropriate referencing systems (e.g., Harvard, APA and MLA)
- Avoid plagiarism, cheating, collusion, and unauthorised use of digital tools (e.g., ChatGPT).
- Acknowledge the use of AI tools and include citations for AI-generated outputs.
- Have responsibility to protect their work and not knowingly allow their work to be copied or in any way used to benefit another student in ways which amount to academic misconduct.

### 2. Teachers, Trainers and Assessors

- Educate students on academic integrity principles and provide resources on proper referencing.
- Detect, report, and investigate suspected breaches of academic integrity.
- Design assessments to minimise opportunities for academic misconduct.

### 3. Kings Own International College (KOIC)

- Maintain a fair and transparent process for addressing breaches of academic integrity.
- Regularly review and update this policy in alignment with regulatory and technological developments.

### 4. Ethical Use of AI Tools

- Students are encouraged to use AI tools (e.g. ChatGPT) responsibly:
- AI use must be acknowledged with proper citation.
- AI tools may support research but must not replace original thought or creation.

- Students may be required to provide drafts, research notes, or explain their work to verify authenticity.

## Definitions

|                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|-------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Academic Integrity</b>           | The commitment to honest, ethical, and responsible academic practices, including proper acknowledgment of the work of others.                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Academic Misconduct</b>          | Any action or behaviour by a student that seeks to gain an unfair academic advantage or that undermines the integrity of assessment or learning. This includes, but is not limited to, plagiarism, cheating, fabrication or falsification of information, collusion, and the unauthorised use of materials or assistance during assessments. Academic misconduct breaches the ethical standards of learning and assessment and may result in disciplinary action.                              |
| <b>Artificial Intelligence (AI)</b> | Computer systems or software capable of performing tasks that typically require human intelligence. This includes activities such as recognising patterns, understanding natural language, learning from data, and making decisions. In the context of education and training, AI may be used for content generation, automated feedback, adaptive learning, and virtual assistance. Responsible use of AI requires consideration of ethical standards, data accuracy, and academic integrity. |
| <b>AI-generated content</b>         | Content created by artificial intelligence tools (e.g., ChatGPT)                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Cheating</b>                     | Engaging in deceptive practices to gain an unfair advantage in academic work.                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Collusion</b>                    | Collaborating with others on individual assignments or assessments without authorisation.                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Contract Cheating</b>            | The practice of engaging a third party to undertake part or all of an assessment tasks or other academic work on behalf of a student                                                                                                                                                                                                                                                                                                                                                           |
| <b>Copyright Violation</b>          | Using copyrighted materials without proper acknowledgment.                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Misconduct</b>                   | Behaviour by a student that breaches KOIC's Code of Conduct including academic or general misconduct.                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Plagiarism</b>                   | Presenting another person's ideas, words, or work as one's own without proper acknowledgment                                                                                                                                                                                                                                                                                                                                                                                                   |

## Regulatory and Legislative Requirements

- ESOS Act 2000
- ELICOS Standards 2018
- ESOS National Code 2018; Standard 6, 8 & 10
- NVR Act 2011
- Standards for RTOs 2025: Quality Area 1 – Training and Assessment; Outcome Standards 1.4 and also aligned with the requirements under Outcome Standards 1.5, 2.3 and 3.1.

## Academic Integrity Procedure

### Types of Breaches

- Minor Breaches:** Poor referencing, first-time minor plagiarism.
- Serious Breaches:** Contract cheating, repeated plagiarism, significant falsification of data.

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KOIC Academic Integrity Policy V2.1 2026

## 1. Submission

Students must submit assessments in an editable digital format (e.g., Microsoft Word or PDF), including a signed declaration of originality. Handwritten work must be transcribed or provided digitally on request.

## 2. Detection and Reporting

Assessors conduct a preliminary review of submissions for inconsistencies in writing style, tone, and structure. Sections of concern are flagged. Assessors report suspected breaches to the Director of Studies (DoS) within five (5) business days. KOIC acknowledged students may work in the same company or industry and that some information may be the same or similar in workplace assessments.

## 3. AI Detection

Flagged content is checked using AI detection tools such as Scribbr or ZeroGPT. High-probability results trigger further scrutiny.

## 4. Investigation

The Director of Studies (DoS) evaluates the evidence and run a secondary originality/plagiarism scan (e.g. Turnitin/Copyleaks) to confirm matches. The Assessor will cross-check assessment instructions and marking guide to determine if the flagged text could reasonably be original work (e.g. publicly available legislation extracts, templates provided in class).

If concerns remain, the student will be invited to an academic-integrity interview (face-to-face or online) and document their explanation. The Director of Studies (DoS) and/or Assessor will assess intent, severity, and precedent against the Academic Integrity Policy and recommend an outcome (no breach / minor breach with resubmission / major breach).

KOIC upholds and safeguards the privacy of both the student under investigation for academic misconduct and the individual reporting the incident. Any instances of bullying, harassment, or inappropriate behaviour by students or staff toward either party will be treated as a misconduct violation and deemed a breach of the relevant Code of Conduct.

## 5. Notification and Outcome

Students are informed in writing of the breach and invited to respond within ten (10) business days.

- **Minor Breaches / First Offence:** Warning and opportunity for resubmission of assessment.
- **Minor Breaches / Second Offence:** Intervention with Director or Studies
- **Serious Breaches / Third Offence:** Fail grade for the assessment, unit or suspension of studies.

## 6. Appeals

Students may appeal decisions within twenty (20) business days of notification, following *KOIC's Complaints and Appeals Policy and Procedure*. Appeals must be lodged in writing via **KOIC's Appeal Form** available on the KOIC website.

## 7. Mitigation of Academic Misconduct

KOIC employs a variety of strategies and practices to minimise opportunities for academic dishonesty and to

promote student authenticity through the careful design of assessments and the effective oversight of assessment processes.

### Procedure Summary Table

| Step/ Action                                                                                                                         | Responsible                                             | Tools/Forms                                                                           | Timeframe                                    |
|--------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|---------------------------------------------------------------------------------------|----------------------------------------------|
| <b>1 Assessment submitted in editable digital format with declaration.</b>                                                           | Student                                                 | Assessment Declaration Form                                                           | At time of assessment submission             |
| <b>2 Review for style and consistency.</b>                                                                                           | Assessor                                                | N/A                                                                                   | Within 2 business days of submission         |
| <b>3 AI content detection.</b>                                                                                                       | Assessor                                                | Scribbr, ZeroGPT, or similar                                                          | Same day as Step 2 or within 1 business day  |
| <b>4. Review the AI-flagged sections against original sources and unit requirements. Invite student for interview (if required).</b> | Assessor in consultation with Director of Studies (DoS) | AI detection reports<br>Interview Record Form,<br>Academic Integrity, Report Template | Within 3 business days of completing Step 3. |
| <b>5. Log integrity check results</b>                                                                                                | Assessor                                                | Assessment Integrity Register                                                         | Immediately after Steps 3 & 4                |
| <b>6 Notify student of severity and outcome.</b>                                                                                     | Assessor/<br>Student Services Officer (SSO)             | Email Record, Appeal Form (if required)                                               | Within 1 business day of detection           |
| <b>7 Save all evidence</b>                                                                                                           | Assessor                                                | Student File Checklist                                                                | Immediately after Step 6                     |

### Roles and Responsibilities

| Role | Responsibility                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| CEO  | <ul style="list-style-type: none"> <li>• Provide strategic oversight and ensure that KOIC maintains a culture of academic integrity across all programs and services.</li> <li>• Approve policies and procedures related to academic misconduct to ensure alignment with legislative and regulatory requirements.</li> <li>• Ensure adequate resources and support are provided for the implementation, monitoring, and continuous improvement of academic integrity measures.</li> <li>• Review serious or escalated cases of academic misconduct, as required, and endorse final decisions where applicable, including expulsion or suspension.</li> </ul> |

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|----------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Compliance Officer                                 | <ul style="list-style-type: none"> <li>Ensure compliance with legislative and regulatory requirement, including timely reporting to the Department of Home Affairs (DHA) via PRISMS for international students.</li> <li>Oversee the annual review of Academic Integrity Policy and related procedures to ensure competitive improvement.</li> </ul> <p>Maintain and update all documentation related to academic integrity, ensuring alignment with current standards.</p>                                                                                                                                                                                                                                                                          |
| Student Services Officer (SSO)                     | <ul style="list-style-type: none"> <li>Provide students with information about academic integrity, misconduct policies, and consequences.</li> <li>Coordinate meetings between students accused of academic misconduct and the Director of Studies (DoS) or relevant staff as part of the investigative and intervention process.</li> <li>Maintain accurate and confidential records of reported academic misconduct cases and the actions taken to address them.</li> </ul>                                                                                                                                                                                                                                                                        |
| Director of Studies (DoS) ELICOS / VET             | <ul style="list-style-type: none"> <li>Investigate reported incidents of academic misconduct, reviewing evidence and engaging with involved parties to ensure a fair and impartial process.</li> <li>Determine the severity of the misconduct and apply appropriate penalties, ranging from warnings to expulsion, as outlined in KOIC's Academic Integrity Policy.</li> <li>Implement intervention strategies for students found guilty of academic misconduct, such as requiring attendance in academic integrity workshops.</li> <li>Ensure the privacy and fair treatment of both the accused student and the individual reporting the misconduct throughout the investigation.</li> </ul>                                                       |
| Trainers and Assessors / Teachers (ELICOS and VET) | <ul style="list-style-type: none"> <li>Detect and report any suspected cases of academic misconduct to the Director of Studies within the prescribed timeframe.</li> <li>Provide evidence, including assessment materials and similarity reports, to support the investigation of misconduct.</li> <li>Treat all suspected and confirmed cases of academic misconduct fairly, ensuring compliance with natural justice principles.</li> <li>Design assessments that minimise opportunities for academic misconduct by incorporating originality and authenticity checks.</li> </ul>                                                                                                                                                                  |
| Students                                           | <ul style="list-style-type: none"> <li>Avoid engaging in any form of academic misconduct, including plagiarism, cheating, collusion, contract cheating, or unauthorised use of digital tools.</li> <li>Submit work that is entirely their own and properly acknowledge all sources, including AI-generated outputs.</li> <li>Refrain from assisting others in committing academic misconduct, such as sharing completed assignments or assessment materials.</li> <li>Cooperate fully in any investigation of academic misconduct, providing drafts, research notes, or explanations as requested.</li> <li>Understand and adhere to KOIC's Academic Integrity Policy and seek clarification if unsure about what constitutes misconduct.</li> </ul> |

## Policy Implementation

This policy is implemented through staff training, internal validation, and audit processes. Trainers and assessors are

supported to use detection tools and record results appropriately.

### Monitoring and Review

The Compliance Officer and Director of Studies reviews academic integrity processes biannually or as issues arise. Updates to the policy are informed by sector best practice and emerging technology. Reviews will benchmark practice against national regulator ASQA, and trainers will undertake annual academic integrity refresher training.

The Academic Integrity policy is reviewed every two years to ensure compliance with evolving standards and practices. Statistical analysis of academic breaches will guide continuous improvement efforts.

### Version Control

| Version | Date     | Description                                          | Approved by | Approval date | Author             | Review date |
|---------|----------|------------------------------------------------------|-------------|---------------|--------------------|-------------|
| V1.0    | Jan 2025 | Policy re-developed from Honesty Policy              | CEO         | Jan 2025      | Compliance Officer | Jan 2026    |
| V2.0    | Jun 2025 | Updated in line with the new Standards for RTOs 2025 | CEO         | 11 July 2025  | Compliance Officer | Jun 2027    |
| V2.1    | Apr 2026 | Re-brand of policy to KOIC                           | CEO         | 1 Apr 2026    | Compliance Officer | Apr 2028    |

### Policy and Document Information

|                         |                    |
|-------------------------|--------------------|
| <b>Author:</b>          | Compliance Officer |
| <b>Policy owner:</b>    | Compliance Officer |
| <b>Approved by:</b>     | CEO                |
| <b>Approved date:</b>   | 1 Apr 2026         |
| <b>Status:</b>          | Approved           |
| <b>Next review due:</b> | April 2028         |