ACADEMY OF OXFORD INTERNATIONAL

Academic Integrity and Appeals Policy

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Chapter One: General Provisions and Principles of Academic Integrity

Article 1 — Purpose

This Policy establishes the principles, procedures, and responsibilities governing academic integrity, the handling of suspected academic misconduct, and the submission and consideration of complaints and appeals within the postgraduate programmes of the Academy of Oxford International.

Article 2 — Scope of Application

This Policy applies to postgraduate applicants, registered students, researchers, supervisors, assessors, academic staff, and any other persons participating in academic activities governed by the Academy, to the extent relevant to their roles.

Article 3 — Fundamental Principles

Academic integrity shall be based on honesty, fairness, transparency, accountability, respect for intellectual property, impartiality, confidentiality, and the fair treatment of all parties.

Article 4 — Presumption of Fair Treatment

No person shall be treated as having committed academic misconduct solely on the basis of an allegation. Any concern shall be considered through a fair procedure that allows the person concerned to understand and respond to the allegations.

Article 5 — Responsibilities of Students and Researchers

Students and researchers shall submit work that accurately represents their own contribution, acknowledge the sources and assistance they use, comply with applicable assessment and research requirements, and cooperate with legitimate academic integrity procedures.

Chapter Two: Academic Misconduct

Article 6 — Definition of Academic Misconduct

Academic misconduct means conduct that improperly affects, or attempts to affect, the fairness, reliability, authenticity, or integrity of an academic activity, assessment, research project, or academic record.

Article 7 — Plagiarism

Plagiarism includes presenting another person's words, ideas, research, data, images, or other intellectual work as one's own without appropriate acknowledgement, whether the material is obtained from published sources, unpublished work, digital resources, or other individuals.

Article 8 — Cheating and Unauthorised Assistance

Cheating includes obtaining or providing assistance that is not permitted by the applicable assessment rules, using prohibited materials, colluding where independent work is required, or engaging another person to complete assessed work without authorisation.

Article 9 — Fabrication, Falsification, and Misrepresentation

Academic misconduct includes fabricating or falsifying research data, results, references, qualifications, supporting documents, attendance records, or other information submitted for academic or administrative purposes.

Article 10 — Duplicate Submission and Improper Reuse

Submitting the same or substantially similar work for more than one assessment or programme without the required permission or disclosure may constitute misconduct. Reuse of a researcher's own previously assessed or published work shall be evaluated in accordance with the applicable academic requirements and acknowledgement rules.

ACADEMY OF OXFORD INTERNATIONAL

Chapter Three: Artificial Intelligence and Digital Technologies

Article 11 — Permitted Use of Artificial Intelligence

Artificial intelligence tools and other digital technologies may be used where permitted by the relevant programme, assessment, research, or publication requirements. Their use shall not undermine the authenticity of the student's work or the validity of academic assessment.

Article 12 — Disclosure of Artificial Intelligence Assistance

Where disclosure is required, students and researchers shall identify the nature and extent of material assistance received from artificial intelligence tools. Any prescribed declaration or citation requirements shall be followed.

Article 13 — Prohibited Use of Artificial Intelligence

Prohibited conduct may include presenting AI-generated work as independently produced where such use is not permitted, using AI tools to fabricate sources or research evidence, concealing material assistance contrary to applicable requirements, or using technology to facilitate cheating or falsification.

Article 14 — Verification and Responsibility

Students and researchers remain responsible for the accuracy, originality, appropriateness, and integrity of work submitted under their names, including work produced with technological assistance. AI-generated information shall not be treated as reliable without appropriate verification.

Article 15 — Fair Assessment of Suspected Misconduct

The use of AI-detection software, similarity reports, automated systems, or other technical indicators shall not, by itself, establish academic misconduct. Such indicators shall be considered alongside the relevant work, available evidence, contextual information, and the response of the person concerned.

Chapter Four: Reporting and Preliminary Examination

Article 16 — Reporting a Concern

A suspected breach of academic integrity may be reported by a student, researcher, supervisor, assessor, academic staff member, or other person with relevant information. Reports should provide sufficient details to enable the concern to be examined.

Article 17 — Good-Faith Reporting

Reports shall be made honestly and in good faith. Knowingly making a false allegation or deliberately manipulating evidence may itself constitute misconduct and shall be considered fairly and proportionately.

Article 18 — Preliminary Review

Upon receiving a report, the designated responsible person or academic unit shall conduct an initial review to determine whether the matter falls within this Policy and whether there is sufficient information to justify further examination.

Article 19 — Insufficient or Inconclusive Information

Where the available information does not reasonably support further action, the matter may be closed or additional information may be requested. An allegation shall not be treated as proven merely because a report has been submitted.

Article 20 — Referral for Formal Examination

Where the preliminary review identifies a matter requiring further consideration, it shall be referred to an appropriate person or panel with no material conflict of interest. The referral shall identify the issues requiring examination and the available supporting information.

ACADEMY OF OXFORD INTERNATIONAL

Chapter Five: Academic Investigation and the Right to Be Heard

Article 21 — Notice of Allegations

The person concerned shall normally receive written notice of the allegation, the principal issues under consideration, the applicable procedure, and a reasonable opportunity to respond.

Article 22 — Access to Relevant Information

Subject to legitimate confidentiality, privacy, and legal restrictions, the person concerned shall be given sufficient information about the evidence relied upon to enable a meaningful response.

Article 23 — Impartial Examination

The examination shall be conducted fairly and impartially by a person or panel capable of considering the matter objectively. Anyone with a material conflict of interest shall disclose it and shall not participate in the decision unless the conflict has been appropriately addressed.

Article 24 — Submission and Consideration of Evidence

Relevant documentary, digital, academic, testimonial, and other evidence may be considered. Evidence shall be assessed in context, and no single technical indicator or unverified assertion shall automatically determine the outcome.

Article 25 — Opportunity to Respond and Record the Outcome

The person concerned shall have a reasonable opportunity to provide an explanation and relevant supporting material. The outcome of the examination shall be recorded, including the principal findings, reasons, and any measures imposed.

ACADEMY OF OXFORD INTERNATIONAL

Chapter Six: Decisions and Academic Measures

Article 26 — Standard of Decision

A decision shall be based on the applicable academic rules and the evidence reasonably available to the decision-maker. The nature and strength of the evidence shall be considered in light of the seriousness of the allegation and the possible consequences.

Article 27 — Factors Relevant to the Decision

Relevant factors may include the nature and extent of the conduct, the academic context, the student's level of study, the degree of responsibility, any relevant previous findings, the effect on the assessment or research, and any mitigating circumstances.

Article 28 — Proportionate Academic Measures

Where misconduct is established, measures shall be proportionate to the circumstances and consistent with the applicable regulations. Depending on the case, measures may include a warning, a requirement to correct or resubmit work where permitted, a mark or assessment penalty, failure of an assessment, or referral for further academic review.

Article 29 — Serious or Repeated Misconduct

Serious or repeated misconduct may justify more substantial measures, including suspension from a relevant academic activity or programme, cancellation of an assessment result, or consideration of withdrawal of an academic award where permitted by the applicable regulations and after a fair procedure.

Article 30 — Written Reasons and Notification

The decision shall normally be communicated in writing to the person concerned. It shall state the principal reasons, any measure imposed, the effective date where applicable, and the available procedure and deadline for submitting a complaint or appeal.

ACADEMY OF OXFORD INTERNATIONAL

Chapter Seven: Complaints and Appeals

Article 31 — Right to Submit a Complaint

A student or researcher may submit a complaint concerning an alleged failure to follow an applicable academic procedure, unfair treatment, administrative handling, or another matter falling within the Academy's responsibility.

Article 32 — Right to Appeal an Academic Decision

A student or researcher may appeal an eligible academic decision where there are recognised grounds for appeal under this Policy or the applicable programme regulations.

Article 33 — Grounds for Appeal

Recognised grounds may include a material procedural irregularity, a decision affected by a relevant conflict of interest or bias, significant new evidence that could not reasonably have been provided earlier, or a decision that was not reasonably supported by the evidence or applicable rules.

Article 34 — Matters Not Normally Sufficient on Their Own

Disagreement with an academic judgement, without evidence of a relevant procedural or other recognised error, shall not normally be sufficient by itself to establish grounds for appeal. This provision shall not prevent consideration of evidence that the judgement was reached through an improper or materially flawed process.

Article 35 — Submission Requirements and Deadlines

Complaints and appeals shall be submitted through the designated procedure and within the published deadline. A submission should identify the decision or conduct concerned, explain the grounds, and include relevant supporting information. Where exceptional circumstances have prevented timely submission, an extension may be considered with reasons recorded.

ACADEMY OF OXFORD INTERNATIONAL

Chapter Eight: Consideration and Determination of Complaints and Appeals

Article 36 — Acknowledgement and Initial Review

A complaint or appeal shall normally be acknowledged and reviewed to determine whether it falls within the applicable procedure, has been submitted within the relevant period, and contains sufficient information to proceed.

Article 37 — Request for Further Information

The person handling the matter may request additional documents, explanations, or clarification from the appellant, the relevant academic unit, or other appropriate persons. Reasonable time shall be allowed for responding.

Article 38 — Independent and Impartial Consideration

A complaint or appeal shall be considered by a person or panel that was not materially responsible for the original decision and has no material conflict of interest, wherever reasonably practicable. Where full separation is not practicable, appropriate safeguards shall be documented.

Article 39 — Available Outcomes

The outcome may include rejecting the complaint or appeal with reasons, upholding it in whole or in part, requiring reconsideration of the original decision, correcting a procedural error, referring the matter for a new assessment or review, or directing another appropriate remedy within the Academy's authority.

Article 40 — Final Notification and Further Review

The outcome shall normally be communicated in writing, with reasons and any applicable further review route. Where the Academy's internal procedure has been exhausted, the decision notice shall explain any remaining internal or external route that is applicable, if one exists.

ACADEMY OF OXFORD INTERNATIONAL

Chapter Nine: Confidentiality, Protection, and Record-Keeping

Article 41 — Confidentiality

Information relating to allegations, investigations, complaints, and appeals shall be handled confidentially and disclosed only to persons who need access for legitimate academic, administrative, legal, or procedural purposes.

Article 42 — Protection Against Retaliation

No student, researcher, staff member, or other person shall be subjected to retaliation for making a good-faith report, participating honestly in an investigation, submitting a complaint, or exercising a legitimate right of appeal.

Article 43 — Protection of Personal Information

Personal information and academic records shall be processed, stored, accessed, and disclosed in accordance with applicable data protection requirements and the Academy's relevant policies and procedures.

Article 44 — Records of Proceedings and Decisions

The Academy shall maintain appropriate records of reports, evidence considered, procedural steps, findings, decisions, and outcomes, subject to applicable retention periods and data protection requirements.

Article 45 — Access to Records and Information Security

Access to case records shall be restricted to authorised persons. Records shall be protected against unauthorised access, alteration, loss, or disclosure and shall be retained or securely disposed of in accordance with the applicable requirements.

ACADEMY OF OXFORD INTERNATIONAL

Chapter Ten: Final Provisions

Article 46 — Relationship with Other Regulations

This Policy shall be read together with the Academy's Postgraduate Regulations, Admission and Registration Policy, Academic Programmes and Levels Regulations, and Study, Assessment and Research Regulations, as well as any applicable programme-specific requirements.

Article 47 — Interpretation and Procedural Guidance

Questions concerning the interpretation or implementation of this Policy shall be referred to the designated academic authority. Any procedural guidance issued under this Article shall remain consistent with this Policy and the Academy's other applicable regulations.

Article 48 — Review and Amendment

This Policy shall be reviewed periodically and may be amended through the Academy's authorised governance procedures. Amendments shall be documented, approved through the appropriate process, and communicated to relevant persons.

Article 49 — Effective Application and Transitional Matters

This Policy shall apply from the date determined by the Academy's authorised body. Transitional arrangements, where necessary, shall be documented and applied fairly, with due regard to the rules communicated to affected students and researchers.

Article 50 — Entry into Force

This Policy shall enter into force upon approval by the Academy's authorised body and shall remain applicable until amended or replaced in accordance with the Academy's governance procedures.

End of Document

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