

## AI ETHICS & ACADEMIC INTEGRITY POLICY

### 1. BACKGROUND & PHILOSOPHY (FLAT EDUCATION)

The Swiss Institute of Management and Sciences (SIMS), based in Zug, Switzerland, operates on the innovative "Flat Education" model—dismantling traditional bureaucratic academic barriers, personalising learning trajectories, and ensuring equitable global opportunities across diverse delivery formats (On-campus, Hybrid, Online) and international branches.

In the digital era, SIMS positions Artificial Intelligence (AI) and Generative AI (GenAI) as vital components in building a "Future-Proof Education". SIMS actively encourages learners to harness AI as a personalised co-pilot for self-study, independent research, critical thinking enhancement, and digital leadership competency. However, digital academic freedom must coexist with two core obligations: Absolute Transparency and Ultimate Accountability to the international academic community.

**SIMS Core Declaration:** AI is an auxiliary tool for expanding knowledge, not a replacement for independent thought. Humans (Learners/Faculty) remain the sole accountable entities for all information and academic outputs published under the authority of SIMS.

### 2. PERMITTED SCOPE OF AI IN SELF-STUDY & RESEARCH

SIMS learners are encouraged to utilise authorised AI systems as personal assistants in the following self-study activities:

- **Literature Search & Synthesising:** Summarising scientific papers, clarifying complex management theories, and consolidating secondary data for business case studies.
- **Language Optimisation:** Refining sentence structures, proofreading specialised academic English, and translating multi-language data into standardised formats.
- **Cognitive Brainstorming:** Exploring multi-dimensional perspectives on business problems or drafting preliminary research frameworks for Master's/Doctorate dissertations.

### 3. AI RISK MATRIX & COMPLIANCE STANDARD (ISO 42001 & ISO 23894)

Aligned with international AI risk management standards and European academic recommendations, SIMS establishes a 4-Tier Control Matrix:

Risk Tier & AI Use Level	Specific Academic Activity	Compliance Requirement
TIER 1: GREEN (Technical Support)	Using non-generative or utility AI for spell-checking, minor grammatical enhancements	<b>Permitted freely.</b> No formal disclosure required unless specified by individual course



	(e.g., Grammarly), or translating technical/legal terms.	syllabi.
TIER 2: YELLOW (Ideation Structuring)	& Using AI to discover reference literature, generate high-level outlines, suggest methodologies, or map structural layouts.	<b>Conditional Permission.</b> Mandatory submission of <i>Form AI-01</i> , stating the general prompts used.
TIER 3: ORANGE (Co-Creation of Content)	Directly incorporating text, graphs, source code, or data analysis synthesized by GenAI into final submissions.	<b>Strictly Restricted.</b> AI content must not exceed <b>20%</b> of the total workload. Proper international citation and prompt logs required.
TIER 4: RED (Misconduct/ Fraud)	Submitting AI-written papers in full; fabricating research data via AI; employing Deepfakes during oral exams or presentations.	<b>Absolutely Prohibited.</b> Treated as severe academic plagiarism; results in immediate zero and disciplinary action.

#### 4. TRANSPARENCY, PRIVACY & PUBLIC ACCOUNTABILITY

**Anti-Hallucination Liability:** Students and faculty bear the sole responsibility to cross-check all statistics and legal citations generated by AI. Publishing erroneous data due to "AI Hallucination" will face immediate disciplinary review. AI cannot be blamed for factual errors.

**Research Data Privacy:** Uploading proprietary SIMS institutional data, peer personal info, or unpublished research findings into commercial/public AI models is strictly prohibited. Only institutionally secure AI environments are permitted.

**Equality of Opportunity:** Faculty members may not require students to use generative AI tools that request premium financial costs or unnecessary collection of sensitive personal data, ensuring complete educational equality.

#### 5. INTERNATIONAL STANDARD FOR CITING AI-GENERATED CONTENT

In adherence to global scientific transparency, any direct or indirect text, translation, or asset generated by AI must be formally cited under the following formats:

##### 5.1. APA Style (American Psychological Association)

- **Bibliography Entry:** Author/Developer (Year). Title of the tool (Version date) [Description of the model]. URL Example: OpenAI (2023). \*ChatGPT\* (May 2023 version) [Large language model]. <https://chat.openai.com>



- **In-text Citation:** "Quoted text" (OpenAI, 2023). For text translated by AI: (OpenAI, 2023, trans.).

## 5.2. MLA Style (Modern Language Association)

- **Bibliography Entry:** "Core Prompt text" prompt. Title of the tool, version date, Author/Developer, Day Month Year of generation, chat.openai.com  
Example: "How do I cite ChatGPT in MLA style?" prompt. \*ChatGPT\*, May 2023 version, OpenAI, 23 July 2023, chat.openai.com
- **In-text Citation:** ("How do I cite ChatGPT in MLA style?")

## 6. PENALTIES & DISCIPLINARY MEASURES FOR NON-COMPLIANCE

- **Academic Plagiarism:** The act of utilising AI to generate all or a substantial portion of an academic submission without appropriate disclosure, or any intentional attempt to conceal AI involvement, shall be officially classified as a severe breach of Academic Plagiarism.
- **Learner Sanctions:** Based on the severity of the infraction, non-compliant students will face strict disciplinary actions, including: immediate suspension from the examination, cancellation of course grades, or formal expulsion from the institution.
- **Faculty Penalties:** Faculty members or researchers who violate student data privacy regulations by feeding proprietary or sensitive institutional assets into commercial public AI platforms will be strictly penalised in accordance with the Human Resources and Employment Regulations of SIMS.

## 7. ENFORCEMENT & IMPLEMENTATION PROVISIONS

This Policy shall come into full force and effect immediately upon the date of official signature and shall apply universally to all members of the SIMS global community (including undergraduate students, postgraduate students, faculty members, doctoral researchers, and administrative staff).

The SIMS AI Ethics Board shall periodically review and update this document at least once every calendar year to dynamically align with the rapid advancements of global technology and evolving compliance frameworks.

**"At SIMS, we master technology – Technology does not master us."**



FORM AI-01:

**DISCLOSURE OF AI USE IN ACADEMIC SUBMISSIONS (FOR LEARNERS)**

*This form must be uploaded alongside every assignment, essay, or thesis on the SIMS platform.*

- Student Name:
- Student
- ID:
- Course Title / Topic:
- Instructor Name:

**1. AI Usage Level Declaration (Please mark 'X' where applicable):**

- Tier 1: I only used AI for spell-checking, minor grammar corrections, or translation support.
- Tier 2: I used AI to explore references, suggest paper structures, or spark baseline ideas.
- Tier 3: I directly integrated parts of AI-generated assets into my final submission.

**2. Transparency Log (Mandatory for Tier 2 and Tier 3):**

AI Tool & Version	Core Prompts Entered into the AI	Location in Assignment (Page/Sec)

**3. Honour Pledge:**

*"I hereby declare that I have truthfully disclosed all AI tools used in this work. I accept 100% accountability for the accuracy, data privacy compliance, and academic integrity of this submission under the SIMS AI Ethics Policy."*

Date:...../...../202...

**Student Signature**

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**Review Status (Faculty Only)**

Approved/  Explanation Required



FORM AI-02:

**SYLLABUS & EVALUATION AI ALIGNMENT DISCLOSURE (FOR FACULTY)**

*To be included in the Course Syllabus or filed with the SIMS Academic Affairs Department.*

- Faculty Member Name:
- Department / Faculty:
- Module / Course Name:
- Semester / Year:

**1. Course AI Permission Baseline for Students:**

- AI-Closed Status: All generative AI tools are strictly banned. Applicable for invigilated tests.
- AI-Assisted Status: AI permitted for Tiers 1 & 2 for self-study. Form AI-01 is required upon submission.
- AI-Empowered Status: Full human-AI co-creation encouraged (Tier 3). Requires prompt logging and citations.

**2. Faculty AI Usage Disclosure (Human-in-the-Loop Safeguards):**

Pedagogical Activity	AI Utilized? (Yes/No)	Tool Name & Human Oversight Mechanisms
Curriculum / Slide / Exam Design		
Grading Support / Feedback Generation		

**3. Pedagogical Commitment Statement:**

*I pledge that all official grading decisions and student assessments rest entirely on my professional judgment. Any utilised AI is solely for processing optimisation. Courseware generated with AI support has been checked to ensure zero copyright infringements and zero bias."*

Date:...../...../202...

**Faculty Member Signature**

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