

AI Misconduct & Administrative Charge Policy

Policy: AI Misconduct Review and Administrative Charge

1. Purpose

This policy sets out the process for identifying and managing suspected inappropriate use of Artificial Intelligence (AI) in students' submitted work. It aims to protect the integrity of qualifications, ensure fairness to all students, and establish a consistent process for investigating suspected academic misconduct.

2. Scope

This policy applies to all students enrolled on programmes delivered by the organisation and covers all written assessments submitted through Moodle.

3. Policy Statement

Students are expected to produce and submit their own original work. The use of AI tools is only permitted for research and not for producing the actual answers within assignments.

The organisation recognises that AI detection tools are not definitive evidence of misconduct and therefore will not rely solely on automated detection software when making decisions. Any concerns identified will be subject to a formal review before any action is taken.

4. AI Screening Process

Stage 1 – Initial Screening

- Assignments submitted through Moodle may undergo an AI screening check using the organisation's approved AI detection software.
- Tutors will complete the AI screening as part of the assessment process.

Stage 2 – Referral to Quality Manager

Where an assignment demonstrates indicators suggesting substantial AI-generated content, the tutor will refer the assessment to the Quality Manager.

The tutor will not continue marking the assessment until the Quality Manager has completed the review.

Stage 3 – Quality Review

The Quality Manager will conduct a detailed review which may include:

- reviewing the AI detection report;
- comparing the work with previous student submissions;

- assessing writing style and consistency;
- considering any supporting evidence;
- requesting further clarification from the student where appropriate.

A decision will then be made regarding whether there is sufficient evidence that the assessment has been inappropriately generated using AI.

5. Administrative Review Charge

Where, following the Quality Manager's investigation, it is determined that a student has submitted work containing inappropriate or unauthorised AI-generated content, an administrative investigation charge of **£60** may be applied.

The charge is intended to recover the administrative costs associated with investigating academic misconduct and is not intended to operate as a financial penalty.

Students will receive written notification detailing:

- the outcome of the investigation;
- the reasons for the decision;
- the amount payable;
- how payment should be made; and
- the appeals process.

6. Payment Requirements

Where the administrative charge is applied:

- the £60 charge must be paid before any further assessment or resubmission is marked;
- assessment activity may be suspended until payment has been received or an appeal has been concluded.

7. Appeals

Students who disagree with the outcome may submit a written appeal within **10 working days** of receiving the decision.

Appeals should clearly state:

- the grounds for appeal;
- any supporting evidence; and
- why the student believes the decision should be reconsidered.

The appeal will be reviewed by an appropriate manager and/or Internal Verifier who was not involved in the original decision wherever possible.

No further assessment decisions will be made until the appeal has been concluded.

8. Failure to Comply

Where a student:

- refuses to engage with the investigation;
- refuses to pay the administrative charge after all appeal rights have been exhausted; or
- repeatedly submits assessments containing unauthorised AI-generated content,

the organisation reserves the right to:

- suspend the student's account and place their programme on hold pending resolution; or
- withdraw the student from their course in accordance with the Student Terms and Conditions and Academic Misconduct Policy.

9. Student Responsibilities

Students are responsible for:

- ensuring all submitted work is their own unless AI use has been specifically authorised;
- retaining draft versions and notes where requested;
- cooperating with any academic integrity investigation;
- responding promptly to requests for information.

10. Record Keeping

All AI investigation reports, correspondence and decisions will be securely retained in accordance with the organisation's Data Protection Policy and Records Retention Policy.

11. Related Policies

- Academic Integrity Policy
- Assessment Policy
- Student Code of Conduct
- Appeals Policy
- Data Protection Policy

12. Policy Review

This policy will be reviewed annually or sooner where legislative, regulatory or awarding body requirements change.

This policy was designed and approved on 5th Aug 2026

Review date June 2027