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Owner and version control

# Plagiarism Policy including the Use of Artificial Intelligence (AI)

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## 1. Purpose

At Best Practice Network, we uphold the highest standards of integrity, honesty, and originality in all aspects of our work. This policy underscores our commitment to safeguarding academic and professional integrity, ensuring all submitted work reflects learners' original understanding, effort, and creativity.

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## 2. Scope

This policy applies to all individuals associated with Best Practice Network, including employees, associates, and learners enrolled in any programmes where assessment contributes to certification.

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## 3. Definitions

**Plagiarism** is the act of using someone else's ideas, words, images, creative works, or intellectual property without proper attribution or authorisation.

**Generative AI** refers to tools capable of producing text, images, code, or other outputs in response to prompts.

**AI-generated content** refers to any material produced wholly or partially by such tools.

**Human authorship** means the learner remains the primary originator of ideas, structure, and analysis.

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## 4. Definition of Plagiarism

Plagiarism includes, but is not limited to:

- A. Copying and pasting content without appropriate citation
- B. Paraphrasing without acknowledgment
- C. Using images or multimedia without permission or credit

- D. Presenting another's ideas as one's own
  - E. Submitting work produced by others
  - F. Seeking unauthorised assistance
  - G. Self-plagiarism without permission
  - H. Using artificial intelligence tools to complete assignments without authorisation
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## 5. Related Forms of Academic Misconduct

Academic misconduct may include plagiarism, collusion, contract cheating, fabrication, falsification, personation, and unauthorised use of artificial intelligence. These may overlap and will be considered according to the nature of the conduct and the assessment rules in force.

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## 6. Relationship to Artificial Intelligence (AI)

Unauthorised use of artificial intelligence tools may constitute plagiarism or academic misconduct where learners present AI-generated material as their own work or fail to declare permitted use.

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## 7. Responsibilities

### 7.1 Learner Responsibilities

All learners are responsible for ensuring that:

- submitted work is their own and accurately reflects their knowledge, understanding, and professional practice;
- all sources, including AI tools where permitted, are appropriately acknowledged;
- they follow programme-specific instructions on what support, collaboration, and tools are permitted;
- they retain drafts, notes, and research records where requested to support authenticity checks.

### 7.2 Employees and Associates

Employees and associates must:

- ensure learner work is authentic;
- provide guidance on academic integrity.

### 7.3 Management and Supervisors

Management must:

- promote awareness of this policy;

- ensure understanding of integrity standards.

#### **7.4 Tutor, Assessor and Quality Responsibilities**

Staff involved in teaching, assessment, and quality assurance must:

- communicate academic integrity expectations clearly and consistently;
  - provide guidance on citation, referencing, and permissible support;
  - identify and escalate concerns in line with internal procedures;
  - ensure learners are treated fairly and given an opportunity to respond to concerns;
  - undertake periodic training on plagiarism, malpractice, and AI-related risks.
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### **8. Preventive Measures**

Best Practice Network will:

- provide training on correct citation and referencing practices;
  - encourage the use of plagiarism detection tools;
  - set clear expectations regarding individual effort and collaboration;
  - conduct audits and checks to identify potential concerns.
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### **9. Use of Artificial Intelligence (AI)**

#### **9.1 Permitted Use**

Permitted only where explicitly allowed:

- research assistance;
- grammar and spelling checks;
- brainstorming activities (if declared).

#### **9.2 Prohibited Use**

Unless explicitly authorised:

- generating assignment content;
- producing reflective work;
- completing assessments using AI.

#### **9.3 Summative Assessments**

Use of generative AI in summative assessment is prohibited unless explicitly authorised in the assessment brief, programme handbook, or written guidance issued by BPN.

#### **9.4 Declaration of AI Use**

Where AI use is permitted, learners must declare:

- the name of the tool used;
  - the date of use;
  - the purpose for which it was used;
  - the extent to which the output informed the final submission.
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### **10. Academic Integrity Requirements**

All work must demonstrate personal critical analysis and contextual application of course concepts.

AI-generated content submitted as original work constitutes plagiarism.

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### **11. Detection and Investigation**

BPN may use plagiarism and AI detection tools as part of its academic integrity processes.

AI detection and similarity tools may inform initial enquiries but will not, on their own, be treated as conclusive evidence of misconduct.

Concerns will be reviewed alongside:

- submitted work;
- drafts and supporting materials;
- learner explanations or discussions.

Learners will be informed of concerns and given the opportunity to respond.

Decisions will be made on the balance of probabilities.

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### **12. Consequences of Plagiarism**

Plagiarism is a serious breach and may result in:

- resubmission requirements;
- grade penalties;
- removal from programme;

- revocation of certification.

Sanctions will reflect severity, extent, and prior history.

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### **13. Sanctions Framework (AI Misuse)**

- Minor: resubmission and academic integrity support
  - Moderate: grade cap or partial failure
  - Severe: programme expulsion and re-enrolment restrictions
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### **14. Reporting and Procedure**

All suspected or confirmed cases must be reported promptly.

Process:

1. Concern identified
  2. Evidence reviewed
  3. Learner informed
  4. Learner response considered
  5. Decision recorded
  6. Outcome communicated
  7. Appeal route provided
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### **15. Appeals**

Learners may appeal decisions made under this policy in accordance with the relevant BPN appeals procedure and within the published timescales.

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### **16. Data Protection and Confidentiality**

Public AI tools must not be used to process personal data, confidential learner information, assessment materials, or commercially sensitive BPN information unless expressly authorised and compliant with data protection requirements.

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### **17. Accessibility and Reasonable Adjustments**

Approved assistive technologies may be used where they do not generate substantive assessment content unless explicitly authorised as part of a reasonable adjustment.

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## 18. Policy Revision

Best Practice Network reserves the right to update this policy as required. All individuals will be notified of changes and expected to comply.

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## 19. Related Documents

- Assessment Policy
- Malpractice and Maladministration Policy
- Learner Handbook