

# Use of Artificial Intelligence Policy





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*to offer excellent face to face and online academic courses with the aim of providing students with a learning experience comprising of quality of teaching, learning facilities and a positive education experience.*

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# Policy Statement

At 21 Academy, we recognise the growing importance and potential of Artificial Intelligence (AI) in enhancing research, innovation, and learning. The Academy encourages students to make responsible and ethical use of AI tools as part of their academic journey, particularly for research, information gathering, and improving their understanding of complex topics.

However, AI must never be used to replace the intellectual effort and personal engagement expected from each student. The purpose of this policy is to ensure that AI is used in a manner that upholds academic integrity and complements – rather than replaces – the student's own original work. This policy should be read in conjunction with the *Academic Dishonesty and Plagiarism Policy and Procedure*.

# 1. Acceptable Use of AI

1.1. Students are encouraged to use AI tools for:

- Conducting preliminary research and exploring academic topics.
- Generating ideas, outlines, or frameworks for further development.
- Enhancing understanding of course material.
- Learning how to critically analyse and evaluate AI-generated information.

1.2. Students must always verify information obtained from AI sources and must not present AI-generated material as their own original work.

1.3. When AI tools are used to support learning or research, students should acknowledge this appropriately in their references or reflective notes, following the Academy's approved referencing style.

# 2. Unacceptable Use of AI

2.1. The use of AI to generate or complete any part of the work expected to be the student's own is strictly prohibited. This includes, but is not limited to:

- Drafting or writing assignments, dissertations, or theses.
- Creating presentation slides or visual materials for assessment.
- Writing reflective notes, journals, or portfolios.
- Generating literature reviews or summaries intended for submission.

# 3. AI Detection and Monitoring

3.1. 21 Academy employs specialised anti-plagiarism software which includes an AI-detection feature to identify probable AI-generated content in student submissions.

3.2. The AI probability percentage excludes text that has merely been paraphrased using AI; however, the software flags sections likely to have been generated by AI rather than written by the student.

3.3. Any submission containing more than 30% AI-generated content will be automatically flagged for review.

## 4. Review Procedure

4.1. When a student's work is flagged as having over 30% probability of AI-generated text, the student will be invited to attend a formal meeting with a designated panel.

4.2. During the meeting, the student will be asked specific questions regarding the submitted work to demonstrate understanding and ownership of the content.

4.3. Based on the student's responses and the panel's assessment, one of the following actions will be taken:

- i. The work is validated and sent to the assessor for marking.
  - ii. The student is deemed to have failed the assessment and is required to resit the assessment in accordance with the Academy's Resit Policy and Procedure.
  - iii. The student is failed outright, and disciplinary proceedings – including possible dismissal – are recommended.
- 4.4. The decision of the panel is final and may not be appealed.

## 5. Commitment to Academic Integrity

21 Academy is committed to promoting academic honesty and maintaining the highest standards of  
21 Academy is committed to promoting responsible, ethical, and transparent use of AI in academic work. Students are reminded that AI is a tool to support learning, not to substitute it. The Academy will continue to review and adapt its policies to ensure fairness and integrity in the academic environment.



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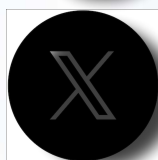
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