



MALPRACTICE POLICY

Skin Aesthetics & Academy – Malpractice and Artificial Intelligence (AI) Use Policy
Review Date: 13/6/27

Policy Statement

Skin Academy is committed to maintaining the integrity, validity, and credibility of all qualifications we deliver. We take all forms of academic and assessment malpractice seriously, including misuse of emerging technologies such as Artificial Intelligence (AI). This policy outlines our expectations, defines unacceptable practices, and sets out our procedures for preventing, detecting, and managing malpractice, including the inappropriate use of AI tools.

1. Purpose of the Policy

This policy aims to:

- Define what constitutes malpractice, including AI-related malpractice.
- Ensure students, staff, and assessors understand their responsibilities.
- Maintain the authenticity and reliability of student work.
- Protect the reputation of the academy and awarding bodies.
- Provide clear procedures for identifying and handling suspected cases.

2. Scope

This policy applies to:

- All students enrolled in regulated or non-regulated courses at Skin Academy.
- All staff, trainers, and assessors involved in delivering and assessing qualifications.
- All forms of coursework, assignments, portfolios, practical assessments, and exams.

3. Definition of Malpractice

Malpractice includes any action which undermines the fairness, integrity, or credibility of an assessment. This includes, but is not limited to:

Student Malpractice:

- Plagiarism – presenting someone else's work as your own.
- Collusion – working with others on individual assignments.
- Fabrication – falsifying data, evidence, or hours logged.
- Impersonation – someone else completing work on a student's behalf.
- Use of AI tools (e.g. ChatGPT, Grammarly, image generators) to produce work that is then submitted as original, personal work without permission or acknowledgement.
- Submitting work that was generated or significantly edited by AI where the learning outcomes require original human input (e.g. written reflections, case studies, client consultations).

Staff or Assessor Malpractice:

- Tampering with student evidence or records.
- Inappropriate assistance during assessments.
- Failure to follow internal assessment or verification procedures.
- Failing to report known cases of malpractice.



4. Use of AI – Academy Guidelines

We acknowledge that AI can be a valuable tool when used responsibly. However, the following rules apply:

- Permitted Use: AI may be used for idea generation, grammar checks, or research support if explicitly allowed by the tutor, and must be acknowledged in the work.
- Permitted Use: Students may use AI tools and external sources for support; however, no more than 25% (per question) of any submitted work may be generated or directly assisted by AI or plagiarised content. All AI use must be appropriately acknowledged where required.
- All submitted work must reflect the student's own understanding, knowledge, and skills.

5. Detection and Investigation

- Suspected malpractice will be identified through assessor judgement, plagiarism detection software, or observed discrepancies in performance.
- Students may be required to explain or verify their submitted work.
- If AI-generated content is suspected, a review will take place, which may include a short interview or follow-up assignment to demonstrate understanding.

6. Consequences of Malpractice

If malpractice is confirmed, the following actions may be taken depending on the severity and intent:

- A written warning
- Requirement to resubmit work
- Removal of marks or failure of unit/module
- Suspension or withdrawal from the course
- Report to awarding body, which may result in disqualification from the qualification

7. Appeals

Students have the right to appeal a malpractice decision through our Appeals Procedure Policy. Appeals must be submitted in writing within 7 working days of notification.

8. Staff Responsibilities

- Tutors and assessors must educate students about what constitutes malpractice, including AI misuse.
- Staff must report any suspected malpractice to the Academy Manager immediately.
- All malpractice concerns must be documented and handled confidentially.

9. Policy Review

This policy will be reviewed annually, or sooner if required due to changes in regulations, awarding body guidelines, or technology.