



Artificial Intelligence (AI) Policy

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Related Documents	Student Academic Integrity and Misconduct Policy Student Academic Integrity and Misconduct Procedure Student Complaint and Appeal Policy Student Complaint and Appeal Procedure Student Code of Conduct Diversity and Equity Policy Misconduct Register
HESF (Threshold Standards) 2021	Standard 5.2.1; 5.2.2; 5.2.3; 5.2.4

1. Purpose

This Policy and Procedure outlines the principles of academic integrity and the expectations for students and faculty within the Australian Institute of Higher Education, hereafter referred to as "AIH." It includes guidelines for the responsible use of Generative AI (GAI) technologies in academic work, emphasising their role as tools to enhance learning, research, and creativity while maintaining the highest standards of integrity.

2. Principles

AIH is committed to upholding the highest standards of academic integrity in all areas of education and research. Members of the College community are expected to conduct themselves in accordance with principles of honesty, transparency, fairness, respect, and responsibility. The use of GAI technologies in academic work is permitted but must align with these principles.

This policy framework aims to balance the innovative use of GAI technologies in academic settings with the steadfast commitment to academic integrity, ensuring that these tools are used ethically and responsibly to enhance education and research.

3. Scope

This Policy applies to all members of the College community, including students, faculty, and staff across all departments and programs.

4. Definitions

Academic Integrity: The moral code or ethical policy of academia. This includes values such as avoidance of cheating or plagiarism, maintaining academic standards, honesty, and rigour in research and academic publishing.

Generative AI (GAI): Artificial intelligence technologies capable of generating text, images, code, or other data formats. These tools include, but are not limited to, language models, image generators, and coding assistants.

5. Actions and Responsibilities

Use of GAI Technologies

1. **Educational Purpose:** GAI technologies may be used as tools to support and enhance the educational process, including research, learning, and creative endeavours.
2. **Transparency:** When using GAI technologies in academic work, students and faculty must disclose this use clearly. This includes specifying which parts of the work were generated by GAI and which were the result of personal effort.
3. **Citation and Referencing:** Any content generated by GAI technologies that is included in academic work must be properly cited. Users should reference the specific GAI tool used and the version, where applicable, similar to citing traditional sources.
4. **Originality:** Work submitted as part of coursework or research must primarily reflect the original thought and analysis of the student or faculty member. GAI-generated content should only supplement this work, not replace it.
5. **Ethical Considerations:** Members of the AIH community must consider the ethical implications of using GAI technologies, including the potential for bias in generated content and the respect for intellectual property rights.

Handling Violations

1. **Reporting:** Suspected breaches of academic integrity involving GAI technologies should be reported to the designated academic integrity officer or committee.
2. **Investigation:** All reported cases will be investigated thoroughly, following AIH's standard procedures for academic integrity violations.
3. **Consequences:** Consequences for violations may include, but are not limited to, a formal warning, the requirement to redo the assignment, a grade penalty, suspension, or expulsion, depending on the severity of the offense.
4. **Appeals:** Students and faculty have the right to appeal decisions made regarding academic integrity violations. Appeals must be submitted in writing to the academic integrity appeals board within a specified timeframe.

Education and Support

AIH will provide resources and training to help students and faculty understand the ethical use of GAI technologies in academic work. This includes workshops, guidelines, and access to support for citation and referencing.

Review and Amendments

This policy will be reviewed annually and updated as necessary to reflect the evolving nature of GAI technologies

and their use in academia.

6. Legislation

This Policy and the associated Procedure comply with Higher Education Standards Framework Standard 5.2 (Academic and Research Integrity), which specifies that:

- There are policies that promote and uphold the academic and research integrity of courses and units of study, research and research training activities, and institutional policies and procedures address misconduct and allegations of misconduct.
- Preventative action is taken to mitigate foreseeable risks to academic and research integrity including misrepresentation, fabrication, cheating, contract cheating, use of unauthorised artificial intelligence, plagiarism and misuse of intellectual property, and to prevent recurrences of breaches.
- Students are provided with guidance on what constitutes academic or research misconduct and the development of good practices in maintaining academic and research integrity.
- Academic and research integrity and accountability for academic and research integrity are maintained in arrangements with any other party involved in the provision of higher education, including placements, collaborative research, research training and joint award of qualifications.

7. Version Control

This Policy has been endorsed by the Australia Institute of Higher Education Academic Board as at April 2024 and is reviewed every 3 years. The Policy is published and available on the Australian Institute of Higher Education website <http://www.aih.nsw.edu.au/> under 'Policies and Procedures'.

Change and Version Control				
Version	Authored by	Brief Description of the changes	Date Approved:	Effective Date:
2024.1	Program Manager - Business	New policy.	3 April 2024	4 April 2024