

Use of Generative AI Policy and Procedure

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Purpose

This Policy and Procedure outlines an approach to use, procurement and management of Generative AI (GenAI) at Australia Institute of Future Education (**AIFE**) for purposes of teaching, learning and operations, specifically for:

- The implementation of AI in real-world applications through our innovations and partnerships with business, civil society, and government
- The education of our students to be skilful, responsible users of AI in their studies and future employment, and
- Our work to ensure that ethical, legal and other societal impacts are considered in the use of AI.

Scope

This Policy and Procedure applies to:

- all students enrolled at AIFE and academic staff, whether full-time, part-time, sessional or contract, and
- academic visitors to AIFE when engaging in any academic work associated with AIFE.

Policy

Principles

Generative artificial intelligence (genAI) may be used for administrative and operational functions, teaching and learning activities.

AI must be ethical, reliable, transparent, secure and comply with applicable laws and regulations.

Outputs of genAI are not permitted to be used as your own work. Doing so constitutes an academic integrity breach. (see the Academic Integrity Policy and Procedure)

Approach

Key strategies for using GenAI include, but is not limited to, the following:

- making operations more efficient (increasing consistency, speed, agility and scalability);
- improving competitiveness to quickly adapt to changing conditions;
- improving speed and agility to identify issues, risks and opportunities or improve controls;
- protecting AIFE physical and digital resources;
- verifying identity and highlighting potential cheating;
- providing feedback to students;
- identifying at-risk and high-achieving students (to improve learning outcomes and provide additional support);
- tracking student progress;
- engaging in student support activities;
- improving student and staff experiences and/or capabilities;
- recommending study pathways towards identified career goals;
- recommending optimal allocation of campus facilities; and

- marketing activities including ranking prospects and personalisation.

Prevention

AIFE will utilise a range of strategies to support use of GenAI at all times, including:

- advising enrolled students, staff and academic visitors of the details of this policy, and
- explicitly explaining the use and mis-use of generative artificial intelligence (genAI).

All AIFE staff will have a sound awareness of appropriate use of GenAI, which is supported through the following measures:

- Academic staff inductions include components on appropriate use of GenAI and training in the use and interpretation of AIFE's detection and reporting mechanisms;
- Staff receive communications on developments and emerging issues relating to appropriate use of GenAI; and
- Staff are informed about findings arising from the collection and analysis of inappropriate use of GenAI data at AIFE and sector benchmarking.

Measures to promote student appropriate use of GenAI include the following:

- Regular communications on appropriate use of GenAI. All enrolled students are informed of AIFE's expectations with regard to appropriate use of GenAI. Reminders are posted on Cloudcampus;
- Teaching staff and course documents provide appropriate examples of use of genAI; and
- Submitted assessment tasks include a signed cover sheet in which students declare that their work is their own and free from plagiarism and collusion and acknowledges if/when/how genAI has been used. Student work is submitted via a mandatory online plagiarism/originality report submission process.

Learning and information systems are assessed for any security weakness which could lead to breaches of inappropriate use of GenAI.

Categories of Academic Misconduct

All information relating to penalties relating to inappropriate use of GenAI by staff and students is contained in the Academic Integrity Policy and Procedure. Information relating to AIFE responsibilities is also contained in the Academic Integrity Policy and Procedure.

Monitoring and Improvement

Information related to monitoring and improvement of practices related to inappropriate use of GenAI by staff and students is contained in the Academic Integrity Policy and Procedure.

Responsibilities

All staff:

- Have a duty to report in a timely manner any potential issues relating to use of AI in AIFE's operations,
- Have a duty to report in a timely manner potential academic integrity issues relating to mis-use of AI, and
- Must undertake regular training to maintain their awareness of changes in the use of AI.

The CEO:

- Responds to AI issues raised and/or directs the issue to the appropriate person,
- Identifies and arranges training, as required, and
- Keeps records of any AI issues which have been reported.

AIFE's Governing Bodies and senior management should promote a culture which uses AI appropriately.

NB. The Academic Integrity Policy and Procedure outlines the specific responsibilities of the Academic Staff, the Associate Dean, the Dean and the Academic Board related to appropriate use and mis-use of AI.

Definitions

For the purposes of this Policy and Procedure, the following terms are defined as follows.

Academic integrity	Academic activities centred on a commitment to honesty, trust, respect and responsibility.
Academic misconduct	Breach of academic integrity and includes misrepresentation, fabrication, plagiarism and misuse of intellectual property.
Course documents	A document providing detailed information for students enrolled in a unit. This will include details of each learning activity and assessment task and the links between Unit and Course learning outcomes.
GenAI (generative artificial intelligence)	<p>A type of artificial intelligence technology that can produce various types of content, including text, imagery, audio and synthetic data.</p> <p>Artificial intelligence (AI) UTS uses the NSW Government's AI Assessment Framework definition, which states that AI is 'intelligent technology, programs and the use of advanced computing algorithms that can augment decision-making by identifying meaningful patterns in data'. AI is used to solve problems autonomously, and perform tasks to achieve defined objectives, in some cases without explicit human guidance.</p>

Version History

Version #	Changes	Approval Body	Approval Date
1.0	New Policy	Board of Directors	22 May 2026

Additional Information

Policy Status	Approved
Policy Owner	CEO
Next Review Date	2 years from Approval Date
Related Internal Documents	Academic Misconduct Register Academic Integrity Policy and Procedure Course Development and Approval Policy and Procedure Student Appeals Policy and Procedure
Higher Education Standards Framework (Threshold Standards) 2022	Standards 5.2.1 to 5.2.4
Other legislative or regulatory instruments	Not applicable

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