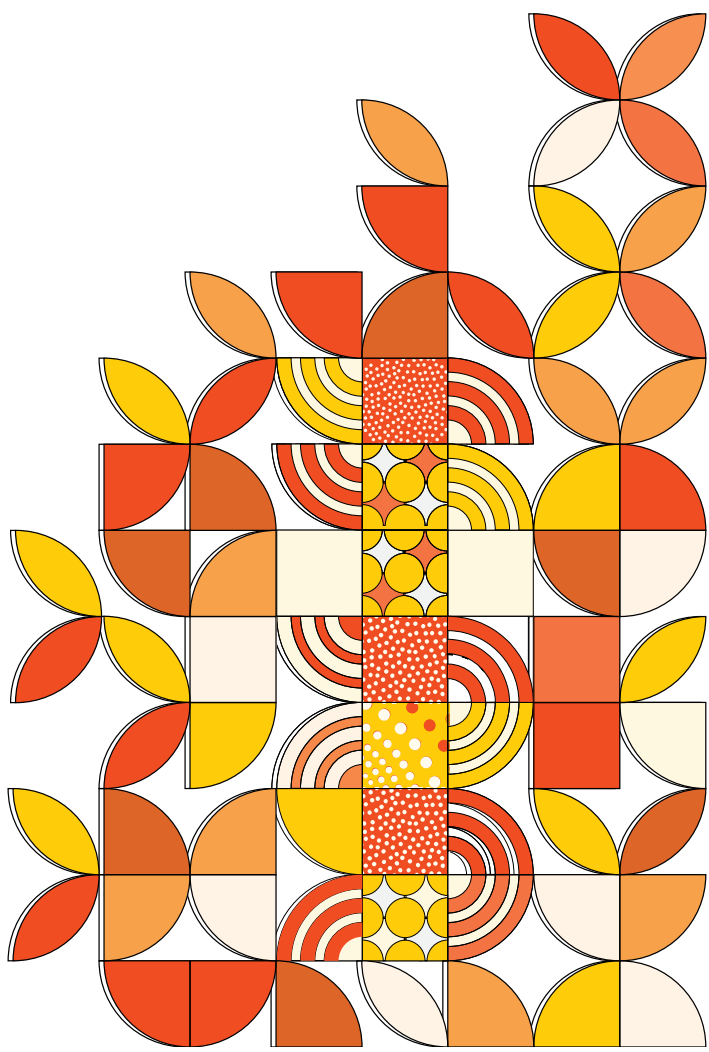


Use of Artificial Intelligence for Academic Purposes Policy



SECTION 1

Purpose

1. This policy establishes the guidelines for the appropriate and ethical use of Artificial Intelligence (AI) in all academic activities, including teaching, learning, and assessment at the Institute of Health and Management (IHM).
2. It ensures compliance with Australian data security and regulatory requirements, including the Higher Education Standards Framework (Threshold Standards) 2021, the Education Services for Overseas Students Act 2000 (ESOS Act), the Privacy Act 1988, and guidance/guidelines provided by the Tertiary Education Quality and Standards Agency (TEQSA).

Scope

3. This Policy applies to:
 - 3.1 Academic and professional staff involved in course delivery, assessment, research, and student support.
 - 3.2 Any use of AI tools in coursework, research, assessments, or academic communications.
4. It covers the use of all AI-powered tools, including but not limited to GenAI (Generative AI), large language models (LLMs), AI-driven learning assistants, and AI-generated content.

Definitions

5. **Artificial Intelligence (AI)** refers to a broad set of digital technologies and systems that are capable of performing tasks traditionally requiring human intelligence. These tasks may include but are not limited to data analysis, language processing, content generation, decision-making, pattern recognition, and adaptive learning. AI technologies operate by identifying patterns in large datasets, drawing inferences, and generating outputs that simulate human-like reasoning, communication, and creativity.
6. For definitions of other terms used in this Policy, refer to the IHM [Glossary of Terms](#).

Suite Documents

7. This Procedure is linked to the following suite documents:
 - 7.1 Artificial Intelligence in Operational Uses Framework.
 - 7.2 Academic Honesty and Integrity Policy.
 - 7.3 Academic Honesty and Integrity Procedure.
 - 7.4 Other documents as listed in the 'Related Internal Documents' in Section 3 below.

SECTION 2

Principles of Use

8. IHM recognises that AI can support learning, research, and assessment but mandates its ethical use to maintain academic integrity, assessment validity, and compliance with institutional and regulatory requirements.
9. The following principles guide its use:
 - 9.1 Ethical and Responsible Use: Staff must ensure AI-generated content is accurate, unbiased, and properly referenced in academic work.
 - 9.2 Transparency: Users must disclose the use of AI in their academic work, or any documentary outcomes developed by using AI, where applicable.
 - 9.3 Academic Integrity: In their academic activities, academics must adhere to academic honesty and integrity, avoiding plagiarism, contract cheating, or unauthorised use of AI-generated content.
 - 9.4 Equitable Access: IHM ensures that staff have fair access to approved AI.
 - 9.5 Data Privacy and Security: Any input of personal, confidential, or proprietary data into AI tools must comply with the *Privacy Act 1988* (Cth) and IHM's privacy and cybersecurity policies.
10. IHM will adhere to voluntary guidelines for the use of AI technologies, including [Voluntary AI Safety Standard](#), [Guiding safe and responsible use of artificial intelligence in Australia](#) provided by the Australian Government.

Acceptable Use in Academic Activities (Staff)

11. The following are the acceptable uses of AI in academic activities (whether by a student or a staff):

Academic Activity	Permitted Use	Conditions and Restrictions
Research Assistance	Using AI for literature summaries, data analysis, and brainstorming ideas.	Researchers must validate AI-generated data and provide proper citations.
Academic Writing	AI for grammar checks, text restructuring, and summarisation while maintaining original thought. Understanding complex topics with AI-assisted explanations.	AI-generated text developed by academics or researchers must be reviewed and sources verified; full AI-written papers are prohibited.
Learning Enhancement	AI for language translation, explanations, summarisation, and interactive learning.	AI should complement learning, not replace active participation in coursework.
Assessment Tasks	AI-assisted brainstorming and structuring ideas.	Unauthorised AI-generated answers in exams or assignments are not allowed.
Feedback and Editing	AI for proofreading and style improvement in academic writings or academic materials developed by academics/researchers.	AI feedback must be reviewed and refined by the academic staff.

Prohibited Uses of AI

12. While developing academic work, materials, course materials and so on, the author must not:
- 12.1 Submit AI-generated content as original work without acknowledgment.
 - 12.2 Use AI tools to bypass learning objectives or answer assessments without their own input.
 - 12.3 Enter personal, confidential, or sensitive data into AI applications that could violate privacy laws.
 - 12.4 Use AI-generated references or citations that do not exist (commonly referred to as "hallucinations").

AI Use in Academic Work, Materials and Assessments

13. With regard to any academic work/materials, course materials, courses, units, and assessments, academic staff should:
- 13.1 Explore ways to integrate AI where appropriate, using it as a tool to enhance assessment methods while maintaining rigorous standards for evaluating student learning and competency.
 - 13.2 Clearly communicate expectations regarding the appropriate use of AI in specific courses and assessments to maintain academic integrity.
 - 13.3 Strengthen assessment security to safeguard the integrity of course, units, and assessments, to ensure students achieve the required course learning outcomes.
14. Clauses 12 and 13 apply to students as appropriate to their academic activities.

Artificial Intelligence Working Group

15. The IHM Artificial Intelligence Working Group (AI Working Group), established under the Artificial Intelligence in Operational Uses Framework, will oversee the overall AI-related activities, including any harm accrued to the users, and address any issues or concerns arising in using AI across academic functions.
16. Procedures to be followed by AI Working Group are described in the Artificial Intelligence in Operational Uses Framework.

SECTION 3

Associated Information

Related Internal Documents	<ul style="list-style-type: none"> • Artificial Intelligence in Operational Uses Framework • Academic Honesty and Integrity Policy • Academic Honesty and Integrity Procedure • Cyber Safety and Security Policy • Cyber Safety and Security Procedure • IHM Referencing and Style Guide • Student Assessment Guide • Copyright Policy
-----------------------------------	--

	<ul style="list-style-type: none"> • Copyright Procedure • Library Procedure • Assessment Design and Moderation Policy • Assessment Design and Moderation Procedure • Student Assessment and Examination Policy • Student Assessment and Examination Procedure • Course Design and Development Policy • Course Design and Development Procedure • Access and Equity Policy • Access and Equity Procedure • Learning and Teaching Policy • Learning and Teaching Procedure • Social Media Policy • Social Media Procedure
Related Legislation, Standards, and Codes	<ul style="list-style-type: none"> • Tertiary Education and Quality Standards Agency Act 2011 • Higher Education Standards Framework (Threshold Standards) 2021 • Education Services for Overseas Students Act 2000 (ESOS Act) • National Code of Practice for Providers of Education and Training to Overseas Students 2018 • Voluntary AI Safety Standard, Guiding safe and responsible use of artificial intelligence in Australia. • TEQSA 2024, Gen AI strategies for Australian higher education: Emerging practice (November 2024) • TEQSA 2024, The evolving risk to academic integrity posed by generative artificial intelligence: Options for immediate action (August 2024) • Copyright Act 1968 (Cth) • Privacy Act 1988 (Cth)
Date Approved	14/05/2025
Date of Effect	15/05/2025
Date of Review	14/05/2028
Approval Authority	Academic Board (recommended by Learning and Teaching Committee)
Responsible Committee for Implementation	Learning and Teaching Committee
Responsibility for Implementation	Academic Dean
Document Custodian	Director of Studies
IHM Doc ID	IHM-UAAPP1-1.0

Change History

Version Control		
Change Summary	Date	Short description of the change, including version number, changes, who considered, approved, etc.
Version 1.0	24/04/2025	Initial development of the draft Policy. Revised the draft Policy based on the feedback received from the circulatory resolution of LTC and other experts.