

AI Usage Policy

Introduction

1. Walbrook is committed to creating innovative learning and teaching and assessment opportunities and authentic assessment experiences that empower students with the skills to be highly employable global citizens.
2. With that in mind, this policy has been created to provide clear guidance of acceptable academic practice when using AI.
3. This policy applies to students and academic staff involved in higher education undergraduate and postgraduate modules and higher apprenticeships.

Principles

4. AI tools are generally permitted as a research tool and a technical aid to work. The information and text suggestions obtained should support the individual's research and must not replace it.
5. Where AI has been used, the researcher must correctly cite the sources. ([Find out more about referencing](#)). In an assessment this includes in-text citations and quotations, the reference list, and the completed cover sheet. Failure to do this could be considered as malpractice.
6. The examples below are not an exhaustive list of acceptable/unacceptable practice so AI users should always be guided by the principles outlined in section 4. If in any doubt, they should consult their Module Leader (students) or Manager (academic staff).
7. In this evolving environment new uses of AI will be introduced all the time and as such this policy will be reviewed on an annual basis as a minimum.

Student usage of AI

8. It is acceptable for students to use AI to:
 - i. undertake research in order to understand a topic;
 - ii. check for grammatical errors in an assessment submission;
 - iii. correct grammatical errors in an assessment submission (but not to use AI to re-write / re-create the submission);

- iv. create a structure for an assessment (except where a structure has been provided in any associated assessment guidance).
9. It is NOT acceptable for students use AI to:
- i. insert an assessment question in its entirety and/or submit that answer as their own work;
 - ii. write or re-write their assessment submission;
 - iii. allow AI to impersonate them in any way.
10. If a student is suspected of unacceptable use of AI, this will be investigated. It is likely that they will be invited to a viva. If, following the investigation, they are still suspected of unacceptable use, or they do not attend the viva, they will be referred to the Malpractice Committee (link to Malpractice Policy)

Academic staff usage of AI

11. It is acceptable for academic staff to use AI to:
- i. undertake research in order to understand a theme;
 - ii. check for grammatical errors / correct grammatical errors
 - iii. create lesson plans;
 - iv. gather ideas for teaching, learning and assessment materials.
12. It is NOT acceptable for academic staff to use AI to
- i. write learning and assessment materials;
 - ii. allow AI to impersonate them in any way.
13. If a member of academic staff is suspected of unacceptable use of AI in their work, this will be investigated by their line manager.

Guidance

14. Users of AI should be aware that AI tools are:
- i. an algorithm that is trained to produce a statistically reasonable answer. This does not mean that the results are correct and they should always be checked;
 - ii. likely to deliver incomplete results;
 - iii. likely to deliver superficial answers.
15. Further guidance on effective use of AI tools can be [accessed here](#).

Head of Teaching & Learning Excellence, September 2024.