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Artificial Intelligence (AI) Policy

1. Policy Statement

This policy establishes the acceptable use of Artificial Intelligence (AI) within an academic environment. It applies to all students enrolled at The Language Gallery (TLG) as well as staff.

2. Definition of Artificial Intelligence (AI)

Artificial Intelligence (AI) refers to technologies that enable computer systems to carry out tasks usually associated with human thinking, such as learning from data, solving problems, making recommendations, or creating text, images, and other content.

Examples of systems commonly associated with AI include, but are not limited to, OpenAI's ChatGPT, Google's Gemini, Microsoft's Copilot, and Anthropic's Claude.

3. Classifications of AI Use

AI use can be classified into four categories: acceptable use, acceptable use with acknowledgement, restricted use, and prohibited use.

These classifications are intended to provide clear guidance on the responsible use of AI across learning, teaching, assessment, research, and administration, ensuring that academic integrity standards are upheld.

3.1 Acceptable use

- 3.1.1** AI may be used to support learning, teaching, research, administration, or professional practice where it does not breach academic integrity, data protection, confidentiality, intellectual property, or professional standards.
- 3.1.2** Acceptable use would include, but is not limited to, using AI to complete grammar, spelling and punctuation checks of original work.
- 3.1.3** Students with approved reasonable adjustments that require AI may continue to utilise the agreed support measures, ensuring academic integrity requirements are maintained.

3.2 Acceptable use with acknowledgement

3.2.1 . Students are able to make use of AI tools to inform their learning and search for information, although this does not replace academic sources and should not be used to formulate assessment responses to replace their own work.

3.2.2 AI use must be acknowledged and referenced in accordance with APA 7th edition.

3.3 Restricted use

3.3.1 Assessment requirements will be explicit with students to clearly articulate if and to what extent, the use of generative AI tools are permitted within the assessment.

3.4 Prohibited use

3.4.1 AI must not be used to misrepresent authorship, fabricate evidence or references, process confidential or personal data without approval, make unsupported decisions about individuals, or bypass assessment, legal, ethical, or professional requirements.

3.4.2 Use of AI generated content in whole or in part that is more substantial than grammar, spelling and punctuation checks of original work is not permitted unless specified.

4. Consequences of AI Misuse

Improper use of AI by students may constitute academic misconduct and will be investigated in accordance with the Academic Misconduct Policy.

Members of staff who fail to comply with this policy may be subject to disciplinary procedures.

5. Related Policies and Procedures

- Academic Misconduct Policy
- Extenuating Circumstances Policy
- Academic Appeals Policy
- Student Disciplinary Policy
- Stakeholders' Academic Integrity Guide

6. Responsibilities

Students and staff must uphold academic integrity and seek guidance if they are unsure about acceptable use of AI.

7. Policy Review

This policy is reviewed annually or as required to maintain alignment with academic regulations and institutional requirements.