



Guidelines for Responsible and Ethical Use of AI

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1. PURPOSE AND SCOPE

At the Australis Business School (“Australis”), we are committed to fostering ethical and responsible practices in the use of Artificial Intelligence (AI) technologies. These guidelines have been developed to ensure our students, staff, and researchers engage with AI tools in ways that align with Australis’s values of integrity, innovation, and inclusivity.

These guidelines apply to all members of the Australis community, providing clear expectations for the use of AI in teaching, learning, research, and administration. By following these principles, we can work together to harness AI’s potential while upholding academic and professional standards.

2. GUIDING PRINCIPLES

- Ethical Use: At Australis, we expect AI technologies to be used transparently and responsibly, reflecting our shared commitment to ethical practices.
- Inclusivity and Accessibility: We ensure AI tools are accessible to everyone in our community, creating an environment where all members can thrive.
- Accountability: We believe that each individual at Australis should take responsibility for using AI in a manner that aligns with these guidelines.
- Continuous Improvement: As AI technologies evolve, we are dedicated to reviewing and updating these guidelines to reflect new developments and feedback from our community.

3. ROLES AND RESPONSIBILITIES

For Students

At Australis, we encourage our students to:

- Build the skills needed to critically evaluate and responsibly use AI technologies. If unsure, students should consult their lecturers or academic support services for guidance.
- Clearly disclose their use of AI tools in assessments, as required by Australis’s academic integrity guidelines. This includes providing details about how the AI tool was used and how its output was integrated into their work.
- Use AI tools only where permitted, ensuring their use aligns with specific unit requirements. Students should understand that failing to acknowledge AI contributions may constitute academic misconduct, which Australis takes very seriously

For Academic and Teaching Staff

Our teaching staff are expected to:

- Create assessments that encourage creativity and critical thinking, reducing opportunities for reliance on AI automation. Clearly communicate in unit outlines when and how students can use AI tools.
- Engage with students early in the term to set expectations regarding the ethical use of AI. Providing practical examples relevant to the discipline will help students understand when AI use is appropriate.
- Proactively address student queries about responsible AI use, ensuring clarity in both expectations and academic integrity requirements.
- Disclose the use of AI tools in teaching and learning material and ensuring transparency and adherence to ethical standards.

For Researchers

Researchers at Australis are encouraged to:

- Disclose the use of AI tools in research processes, proposals, and outputs, ensuring transparency and adherence to ethical standards.
- Take steps to mitigate risks such as data privacy issues and biases in AI-generated content. This includes validating AI-generated outputs against reliable sources.
- Collaborate across disciplines to explore the implications of AI in research and share best practices that enhance the quality and integrity of academic work.

For Institutional Leaders

Institutional leaders at Australis are responsible for:

- Regularly reviewing and updating AI-related policies to reflect both regulatory requirements and Australis's values. They should also engage with external partners, accreditation bodies, and industry stakeholders to stay informed on best practices.
- Providing access to approved AI tools and relevant training at no additional cost to staff and students. Leaders should also support professional development for staff to ensure they stay informed about emerging AI technologies.
- Ensuring that resources are allocated equitably and that AI practices align with the institution's broader goals of inclusivity and excellence.

4. IMPLEMENTATION AND COMMUNICATION

At Australis, we are committed to embedding these guidelines across the institution. This will involve delivering workshops, webinars, and orientation sessions to enhance understanding and adoption. The guidelines will be made readily available through the

Australis website, student and staff portals, and handbooks. Feedback is highly valued, and we welcome input from our community to refine and improve these guidelines over time.

5. MONITORING AND REVIEW

Australis are dedicated to ensuring these guidelines remain relevant and effective. They will be reviewed regularly (at least every year) to reflect advancements in AI technologies. Feedback from staff, students, and researchers will be gathered to identify challenges and opportunities for improvement. Regular updates and reports will also be shared with the Australis community to ensure transparency and accountability.

6. Related Documents, External References and Version Control

6.1. Related/Referenced Documents

- Assessment Policy and Procedure

7. Code of Conduct

- Course and Unit Development and Quality Assurance Policy and Procedure
- Credit and RPL Policy and Procedure
- Equity and Diversity Policy
- Higher Degree Research (HDR) Policy and Procedure
- HDR Assessment and Examination Policy and Procedure
- HDR Candidate Progress Procedure
- HDR Supervision Policy and Procedure
- Learning and Teaching Plan
- Records and Information Management Policy
- Research Ethics and Integrity Policy and Procedure
- Research Intellectual Property Policy
- Student Academic Progression, Monitoring and Intervention Policy and Procedure
- Student Complaints and Appeals Policy and Procedure
- Student Enrolment and Enrolment Variation Policy and Procedure
- Student Fees and Refund Policy and Procedure
- TEQSA GenAI strategies emerging practice toolkit

6.2. Related Legislation and External References

- Australian Code for the Responsible Conduct of Research (2018)
- Higher Education Standards Framework 2021
- TEQSA Guidance Note: Research and Research Training (Version 2.0, September 2022)
- Tertiary Education Quality and Standards Agency (TEQSA) Act 2021
- TEQSA (28 Feb 2023a). Artificial intelligence: advice for students. Tertiary Education and Quality Standards Agency. <https://www.teqsa.gov.au/students/artificial-intelligence-advice-students>
- Gen AI strategies for Australian higher education: Emerging practice. <https://www.teqsa.gov.au/guides-resources/resources/corporate-publications/gen-ai-strategies-australian-higher-education-emerging-practice>
- Sector update: Maintaining up to date academic integrity policies and procedures. Tertiary Education and Quality Standards Agency. <https://www.teqsa.gov.au/sector-update-maintaining-academic-integrity-policies-and-procedures>

6.3. Version Control

Version	Date	Reviewed/approved by	Key notes/changes
0.1	29/11/24	Higher Degree Research Committee (HDRC)	Discussed at the 29/11/24 HDRC meeting
0.2	05/12/24	Academic Board (AB)	Discussed and approved at the 05/12/24 AB meeting with the reference to the <i>TEQSA GenAI strategies emerging practice toolkit</i> added and section 3 updated for academic and teaching staff

6.4. Document Review

To be reviewed at least annually from the date of final approval.