

Artificial Intelligence Policy

Policy Category	Policy/guideline/procedure/rules		
Review	One year from the date of approval		
Policy Code	GP004		
Contacts	policy@imc.edu.au		
Version	Approval Authority	Approval Date	Commencement Date
2023.09	Academic Board	12 October 2023	12 October 2023

1. Purpose

Artificial intelligence (AI) is a powerful and transformative technology that may enhance learning, teaching and research and, more generally, influence how work is undertaken within the organisation. Ongoing consultation and collaboration among and between teachers, students, researchers, managers, administrators and governance bodies at the Australian National Institute of Management and Commerce (IMC) are required to ensure AI is used in ways that support and enhance IMC’s mission, strategic directions, and institutional processes.

This policy aims to outline core principles for using AI throughout the institution to optimise educational, administrative and governance activities.

2. Scope

This policy applies to all students, academic and professional staff who use AI in their work or studies at IMC at all Australian campuses.

3. Definitions

Artificial intelligence (AI) means the capability of a machine to imitate intelligent human behaviour.¹

4. Principles

4.1 IMC is committed to taking proportionate steps and strategic action in responding to ongoing developments in AI in ways that build academic and administrative capacity within the institute.

¹ [Merriam-Webster](#)

- 4.2** IMC is committed to the ongoing exploration of a considered relationship between human and artificial intelligence in higher education.
- 4.3** IMC supports the responsible and ethical use of AI by all students and staff.
- 4.4** IMC encourages using AI proportionately and strategically to enhance learning, teaching, research, and operations.
- 4.5** IMC supports the transparent, explainable, and auditable use of AI by students and staff.
- 4.6** IMC requires that all AI used by students and staff comply with relevant laws, regulations, policies, and ethical standards.
- 4.7** IMC is committed to the inclusive use of AI tools by all staff and students.

5. Responsibilities

- 5.1** All students and staff who use AI are responsible for ensuring that their use of AI complies with this policy.
- 5.2** All schools, departments, sections and offices are responsible for ensuring that their use of AI complies with this policy.
- 5.3** The IMC Executive and delegated staff are accountable for guiding the use of AI by staff and students and ensuring adequate training on the responsible, beneficial and ethical use of AI.

6. Review

This policy will be reviewed in one year from the date of approval or as required by changes in legislation or policy.

Version Control

Historical Version	Approved by	Approval Date
Nil		