

ARTIFICIAL INTELLIGENCE POLICY

Category	Policy		
Review	One year from the date of approval		
Code	GP004		
Contact	policy@imc.edu.au		
Version	Approval Authority	Approval Date	Review Date
2024.10	Academic Board	10 October 2024	10 October 2025

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 campuses. This policy applies to both teaching and research activities at IMC.

3. DEFINITIONS

Academic Board (AB) means the principal policy-making and advisory body on all academic matters relating to IMC’s teaching, research and educational programs. It is responsible for assuring academic standards and quality.

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

¹ [Merriam-Webster](#)

Learning, Teaching and Scholarship Committee (LTSC) means a committee of Academic Board that deals with matters pertaining to the strategic planning, policy directions, quality, standard and integrity for learning and teaching.

4. PRINCIPLES

The following statement, endorsed by LTSC and AB and shared widely with the IMC community, broadly captures the principles of AI use at IMC.

"At the Australian Institute of Management and Commerce, we are committed to embracing digital learning and teaching methodologies to enhance the educational experience for our students. As we navigate the ever-evolving landscape of education, we recognize the transformative potential of artificial intelligence (AI) in enriching learning outcomes and fostering innovation in pedagogy.

Through strategic integration of AI technologies, we aim to empower teachers through appropriate professional development and support and students through facilitated personalized learning experiences, providing industry ready curriculum, and fostering critical thinking skills essential for success in the digital age and world of work. Furthermore, we are dedicated to ensuring that AI contributes to high-quality education by upholding ethical standards, academic integrity, promoting diversity, and fostering inclusivity in all aspects of our educational practices through comprehensive education and support for students and staff at IMC in the appropriate use of AI.

By harnessing the power of AI responsibly and thoughtfully, we strive to cultivate a dynamic learning environment that prepares our students to excel in a rapidly evolving global economy. Together, with our commitment to digital learning and teaching, we aim to shape the future of education and empower individuals to thrive in an increasingly interconnected world that leverages AI as appropriate to the IMC graduate attributes of "Integrity, Capability, Curiosity and Responsibility."

Specifically, IMC has identified the following as in addition to the aforementioned broad statement.

- 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.
- 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. APPROACH

IMC will embed the responsible and ethical use of AI to enhance learning, teaching, research, and Institute operations via a 5P Plan (The plan is available online in the Academic Resources section of the learning management system). The 5P Framework is a multi-faceted approach to achieving the goals of the IMCSP, the increased adoption of technology and an action plan from IMC to mitigate risks of generative AI on award integrity. The 5P Framework: Projects, People, Practices, Policy and Promotion is an organising structure to establish a set of deliverables as core business for institutional change in these spaces. This plan was crafted as a collaborative effort and references the following broad approaches to institutional change.

- Supporting Learning and Teaching Change through Projects
- Working with People
- Change and Enhancement of Practices
- Aligning and Developing Policy
- Raising Awareness and Celebrating successes through Promotion

7. REVIEW

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

8 RELATED DOCUMENTS

- i. *Academic Quality Assurance Framework*
- ii. *Blended Learning Policy*
- iii. *Course and Unit Development Policy*
- iv. *Course and Unit Review Procedures*
- v. *IMC Strategic Plan (IMCSP)*

vi. *Moderation Policy*

vii. *Student Survey Policy*

viii. *TEQSA Principles for Assessment Reform in the Age of Artificial Intelligence*

Version Control

Historical Version	Approved by	Approval Date
2024.10	Academic Board	10 October 2024
2023.09	Academic Board	12 October 2023

The Deputy President (Education) oversees the implementation and compliance of this policy. Please contact the Deputy President's office via - policy@imc.edu.au for any enquiries or clarifications.