

ARTIFICIAL INTELLIGENCE POLICY

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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 Australian National Institute of Management and Commerce (hereafter the Institute or IMC).

This policy outlines IMC's principles and responsibilities for using AI throughout the Institute to support educational, administrative and governance activities, while managing AI-specific risks relating to privacy, confidentiality, intellectual property, accuracy and human accountability.

2 SCOPE

- 2.1 This policy applies to all students, academic staff and professional staff who use AI in their work, teaching, research or studies at IMC at all campuses.
- 2.2 This policy applies to IMC-related use of AI regardless of whether the AI tool is accessed through IMC systems or via a personal account, subscription or device.

- 2.3** In relation to learning, teaching and assessment, this policy is primarily concerned with generative artificial intelligence (GenAI).
- 2.4** This policy does not apply to routine, low-risk embedded features (for example, basic spellcheck and grammar suggestions, predictive text, or AI-enhanced search summaries), provided users do not enter personal information or confidential information into a consumer AI tool.

3 DEFINITIONS

Artificial intelligence (AI) means machine-based systems that, for explicit or implicit objectives, infer, from the input received, how to generate outputs such as predictions, content, recommendations, or decisions that can influence physical or virtual environments. Different AI systems vary in their levels of autonomy and adaptiveness after deployment.¹

Generative artificial intelligence (GenAI) means AI that generates or transforms content (for example, text, images, audio, video, code or data) in response to a prompt or other input.²

Approved AI tool means an AI tool that IMC has provisioned, licensed, or otherwise explicitly approved for IMC-related use.

Consumer AI tool means an AI tool that is publicly available and accessed via an individual user account (whether free or paid by subscription) and which is not an Approved AI tool.

Personal information has the meaning given in the Privacy Act 1988 (Cth): information or an opinion about an identified individual, or an individual who is reasonably identifiable. Examples at IMC can include a student's name, student identification number, contact details, photographs or recordings, class lists and attendance data, assessment drafts, submissions, marks, grades and feedback, and special consideration information; and for staff, examples can include human resource records, performance information and contact details.

Confidential information means information that is not publicly available and that IMC has obligations to protect (whether for legal, ethical, contractual, commercial, safety or operational reasons). Examples can include student records; staff human resource and employment matters; complaints and misconduct matters; non-public financial, strategic or governance material; contracts; system access credentials; and assessment materials that could compromise assessment integrity if disclosed (for example, exam papers, question banks, marking guides and model answers).

High-impact decision means a decision that may materially affect a person's rights, opportunities or wellbeing (for example, decisions relating to admissions, progression, reasonable adjustments, complaints and misconduct outcomes, recruitment, performance management or disciplinary matters).

¹ Organisation for Economic Co-operation and Development, (2024) *Explanatory Memorandum on the Updated OECD Definition of an AI System*.

² Organisation for Economic Co-operation and Development, (2024) *Explanatory Memorandum on the Updated OECD Definition of an AI System*.

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.
- 4.2** IMC supports the responsible and ethical use of GenAI by all students and staff.
- 4.3** IMC encourages using GenAI proportionately and strategically to enhance learning, teaching, research, and operations.
- 4.4** IMC supports transparent, explainable, and auditable use of GenAI, particularly where GenAI informs high-impact decisions or GenAI outputs are published by IMC.
- 4.5** IMC requires that the use of AI by students and staff complies with relevant laws, regulations, policies, and ethical standards.
- 4.6** IMC is committed to the inclusive use of GenAI tools by all staff and students.

5 RESPONSIBILITIES

5.1 General compliance

All students and staff who use AI are responsible for ensuring that their use of AI complies with this policy.

5.2 Personal information

- a) Personal information may be entered into an approved AI tool for IMC-related purposes.
- b) Personal information must not be entered into a consumer AI tool.

5.3 Confidential information

- a) Confidential information may be entered into an approved AI tool for IMC-related purposes.
- b) Confidential information must not be entered into a consumer AI tool.

5.4 Consumer AI tools (general use)

Consumer AI tools may be used for low-risk IMC-related purposes where personal information and confidential information are not entered, and where third-party confidentiality, copyright and licence obligations are respected.

5.5 Intellectual property and third-party material

- a) Users must not provide third-party confidential information to any AI tool unless they have authority to do so.

- b) Users must not upload or reproduce third-party copyright material into an AI tool unless they have the right to do so (including under licence or a permitted exception).

5.6 Accuracy and verification

GenAI has a known propensity to fabricate information (hallucinate). Users must take all reasonable steps to verify the accuracy and appropriateness of GenAI outputs before relying on them.

5.7 Human oversight for High-impact decisions

AI must not be used to assist in making or actioning high-impact decisions without meaningful human review. The human decision-maker remains accountable and must be able to explain the basis of the decision.

5.8 Assessment marking

AI (including GenAI) must not be used to allocate marks or grades for student assessments. This does not prohibit automated scoring of objective question types (for example, multiple-choice and selected-response questions) using predetermined answer keys. AI tools may be used to assist in drafting feedback; however academic staff remain responsible for the feedback provided.

5.9 Tools, plugins and integrations in IMC systems

Staff must not deploy, configure, or integrate AI tools (including plugins, extensions, or application programming interfaces (APIs)) within IMC systems or institutional workflows unless approved through IMC processes.

5.10 Executive responsibilities

The IMC Executive and delegated staff are accountable for guiding the use of AI by staff and students, and ensuring supporting training and guidance are provided, as required.

6 APPROACH

IMC will embed the responsible and ethical use of GenAI to enhance learning, teaching, research, and Institute operations.

The IMC Assessment Integrity Framework is set out in Schedule 1 of the Assessment Policy (Coursework) (ACD-007).

7 REVIEW

This policy will be reviewed on 31 August 2027 or as required by changes in legislation or policy.

8 RELATED DOCUMENTS

- i Academic Quality Assurance Framework*
- ii Assessment Policy (Coursework)*
- iii Blended Learning Policy*
- iv Course and Unit Development Policy*
- v Course and Unit Review Procedures*
- vi IMC Strategic Plan (IMCSP)*
- vii Moderation Policy*
- viii Student Survey Policy*

9 VERSION CONTROL

Version	Approved by	Approval Date
2026.07	Academic Board	2 July 2026
2024.10	Academic Board	10 October 2024
2023.09	Academic Board	12 October 2023

10 STATEMENT OF OWNERSHIP/MAINTENANCE

The Deputy President oversees the implementation of and compliance with this Policy. For any enquiries or clarification, please contact policy@imc.edu.au.