

Generative Artificial Intelligence (GenAI) Policy

Purpose

1. This policy establishes the principles, responsibilities, and procedures for the ethical, transparent, and accountable use of generative artificial intelligence (Gen AI) tools at TITAN HIGHER EDUCATION (TITAN/THE). In defining the term (AI), mapping its uses and applications, and describing how TITAN encourages responsible incorporation of AI into teaching and learning practice, this policy ensures compliance with the Higher Education Standards Framework (Threshold Standards) and aligns with the Tertiary Education Quality and Standards Agency (TEQSA) guidelines.

The policy aims to:

- Safeguard academic integrity and the quality of academic awards.
- Promote responsible and equitable use of Gen AI and EdTech tools and systems.
- Support innovation in teaching, learning, and assessment practices.
- Foster collaboration with stakeholders to align institutional practices with industry and regulatory expectations.

Scope

2. This policy applies to all students, staff, contractors, and affiliates of TITAN who engage with Gen AI and EdTech tools in teaching, learning, assessment, research, or administrative activities. It covers the use of Gen AI and EdTech in both on-campus, online, and mixed delivery modes.

Definitions

- **Generative Artificial Intelligence (GenAI):**

In the context of higher education teaching and learning at Masters' level, this broad term refers to systems or technologies that can simulate human-like cognitive functions such as learning, problem-solving, decision-making, and creativity. These *systems* are designed to process complex data, identify patterns, and generate content or solutions, thereby offering new tools for research, analysis, content creation, and personalized learning experiences for students (staff, and employees).¹

- **EdTech:**

An umbrella term for educational technologies specifically designed to enrich education or to streamline educational processes in educational settings. Adoption of EdTech implies a design, development, utilisation, management, and evaluation approach. TITAN currently subscribes to O'Reilly Media, for example, whose interactive platform utilises GenAI, interactive software, and options for students' collaborative learning.

- **'Humans in the Loop AI':**

A design principle whereby people are regarded as essential, and integral, to the process of noticing patterns in an educational system, assigning meaning to those patterns, and retaining agency in order to decide courses of action. This ensures human judgment and control over AI-based suggestions and decisions.

Principles

3. TITAN is committed to the following principles in its use of Gen AI and EdTech:
 - a) Academic Integrity: Upholding the integrity of academic awards by mitigating risks posed by Gen AI and EdTech tools.
 - b) Compliance: Ensuring all practices comply with the *Higher Education Standards Framework* and TEQSA requirements.
 - c) Transparency: Clearly communicating the institution's position on Gen AI and its implications to all stakeholders.
 - d) Equity and Access: Ensuring equitable access to Gen AI tools and addressing potential inequities in their use.
 - e) Ethical Use: Promoting the ethical and responsible use of Gen AI tools by students and staff, including lesson planning that utilises 'humans in the loop' principles.
 - f) Innovation: Encouraging the transformative use of Gen AI and EdTech to enhance teaching, learning, and assessment practices.

Governance and Accountability

4. AI Governance Committee

A dedicated AI Governance sub-committee of the Academic Board (whose members have knowledge and experience of GenAI uses and applications) will oversee the implementation, monitoring, and review of this policy. The sub-committee will:

 - a) Develop and maintain an Institutional Action Plan for Gen AI Risk Mitigation.
 - b) Ensure alignment with the *Higher Education Standards Framework* and TEQSA guidelines.
 - c) Monitor emerging trends and risks related to Gen AI and EdTech.
5. Roles and Responsibilities
 - a) Governing Body (Academic Board): Endorse the policy, identify resourcing requirements, and ensure compliance with regulatory standards.
 - b) Academic Staff: Adapt teaching and assessment practices to address Gen AI and EdTech capabilities and to ensure academic integrity.
 - c) Students: Use Gen AI and EdTech tools responsibly and in accordance with institutional guidelines.
 - d) Administrative Staff: Support the implementation of Gen AI-related initiatives and ensure equitable access to resources.

Risk Mitigation and Academic Integrity

6. Action Plan

TITAN's Action Plan for Gen AI Risk Mitigation:

 - a) Identifies and addresses risks to academic integrity posed by Gen AI tools
 - b) Ensures the validity and authenticity of student work (academic integrity)
 - c) Underpins continuous improvement in the use, application, monitoring, and evaluation of Gen AI and EdTech-related practices.
 - d) Maintains public trust in the institution's academic awards
7. Assessment Practices
 - a) Traditional assessment methods will be reviewed and adapted to ensure they remain valid and reliable in the context of Gen AI.
 - b) Innovative assessment strategies will be developed to evaluate higher order thinking skills including creativity and innovation, applied to problem-solving, and integrated whenever possible with collaboration and teamwork.

Teaching and Learning Transformation

8. Curriculum Design

- a) TITAN is committed to achieving integration of Gen AI tools and techniques into teaching and learning that can be monitored, evaluated, assessed, and improved.
- b) Gen AI tools will be integrated into curricula where they have proved to align with course objectives, enhance learning outcomes, improve efficiencies in Block Mode delivery, and usefully supplement or modify teaching practice.
- c) Staff will receive ongoing practical training on the effective and ethical use of Gen AI in teaching and assessment and be given regular opportunities to share their knowledge and skills with colleagues.
- d) Assessments will be developed that incorporate use and application of Gen AI.
- e) Where appropriate, marking of assessments will be carried out by Gen AI tools and mapped (data analysis) to assess student performance.

9. Student Support

- a) Students will be provided with clear guidelines on the acceptable use of Gen AI tools in their academic work.
- b) Resources and training will be made available to support students in developing digital literacy and ethical AI practices.
- c) Students will be guided in the application of GenAI tools in the context of Block Mode delivery (e.g., integrated into formative assessment strategies across multiple units).

Stakeholder Engagement

10. Collaboration

TITAN will collaborate with external stakeholders, including professional accreditation bodies, industry partners, and student representatives, to ensure its Gen AI strategies align with workforce expectations, industry currency, and regulatory requirements.

11. Communication

- a) A clear and accessible communication strategy will be implemented to inform all stakeholders about the institution's position on Gen AI.
- b) Regular updates will be provided to internal and external stakeholders on policy changes, training opportunities, and best practices for Gen AI use.

Equity and Access

12. Equitable Access

- a) TITAN will ensure that all students have equitable access to Gen AI tools and resources.
- b) Support will be provided to students from diverse backgrounds to address potential barriers to access.

13. Monitoring and Evaluation

- a) The impact of Gen AI on student cohorts will be monitored to identify and address emerging inequity and determining individualised learning support requirements within a diverse student cohort.
- b) Feedback from students and staff will be used to inform ongoing improvements to Gen AI policies and practices.
- c) Student representatives will report to standing items on 'AI integration in Learning and Teaching' at Teaching, Learning, and Quality Committee (TLQC) meetings, to be tabled thereafter at Academic Board.

Ethical Use and Support Systems

14. Guidelines

Clear guidelines will be developed and communicated to students and staff on the ethical use of Gen AI tools, outlining acceptable and prohibited uses of Gen AI in academic and administrative contexts.

15. Support Systems

- a) Resources and training will be provided to support the ethical use of Gen AI tools.
- b) Mechanisms including easily accessible online forms (for academic staff) will be established for reporting concerns related to Gen AI misuse or misconduct.

Review and Continuous Improvement

16. Policy Review

This policy will be reviewed annually by the AI Governance Committee to ensure its continued relevance and effectiveness.

17. Feedback Mechanisms

- a) Feedback from students, staff, and external stakeholders will be actively sought to inform policy updates.
- b) Emerging trends and technologies in Gen AI will be monitored to ensure the institution remains at the forefront of best practices.

Compliance and Enforcement

18. Non-compliance with this policy may result in disciplinary action in accordance with TITAN's existing policies and procedures.

Associated information

Related Internal Documents:	Credit and Recognition of Prior Learning Policy Academic Progress Policy Admissions Policy Enrolment Policy Quality Assurance Policy Student Complaints, Grievances and Appeals Policy Glossary of Terms
Related Legislation, Standards and Codes:	Tertiary Education and Quality Standards Agency Act 2011 Higher Education Standards Framework (Threshold Standards) 2021 Education Services for Overseas Students (ESOS) Act 2000 National Code of Practice for Providers of Education and Training to Overseas Students 2018 Australian Qualifications Framework 2013 TEQSA Guidance Note: Credit and Recognition of Prior Learning, Version 1.1 Tertiary Education and Quality Standards Agency Act 2011

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Reference

¹Terminology relating to forms and applications of artificial intelligence:

- Generative AI:** A class of AI models capable of generating new content, such as text, images, audio, or other data, often in response to natural language prompts. This includes large language models (LLMs) and image generators. In education, 'GenAI' can be used for drafting essays, generating creative prompts, summarizing complex texts, or simulating scenarios for problem-solving.
- Large Language Models (LLMs):** These are a type of generative AI specifically designed to understand, generate, and process human language. Trained on vast amounts of text data, LLMs can perform tasks like translation, summarization, question-answering, and content creation, making them powerful tools for research, writing assistance, and interactive learning environments.
- Machine Learning (ML):** Uses algorithms that allow systems to 'learn' from data without being explicitly programmed. In teaching and learning, ML underpins adaptive learning platforms that personalize content delivery, predict student performance, or identify learning gaps. Threat detection systems, in the context of cybersecurity, analyse user behaviour and recognize anomalous activity, for example.
- Natural Language Processing (NLP):** Focuses on enabling computers to understand, interpret, and generate human language. NLP is crucial for developing tools that can analyse student writing, provide automated feedback, power chatbots for student support, or extract key information from educational resources.
- Adaptive Learning Systems:** These are educational technologies that adjust the learning path, content, and pace based on an individual student's performance, strengths, and weaknesses, often powered by machine learning algorithms. They aim to provide personalized learning experiences that cater to diverse student needs. Examples include McGraw-Hill's Connect, CogBooks, and platforms like Coursera and LinkedIn Learning.