

Artificial Intelligence Acceptable Use Policy

Reviewed by: AI Working Group (April–June 2026)

Approved by: Digital Transformation Group (June 2026)

Next Review: June 2027

1. Purpose and Scope

This policy outlines expectations for the responsible, ethical, and lawful use of Artificial Intelligence (AI) across University College Birmingham (UCB).

It applies to:

- Staff
- Students
- Third-party suppliers and partners

For the purposes of this policy, AI refers to systems that generate new outputs in formats such as text, images, audio, or video.

AI is recognised as a valuable tool to support learning, teaching, research, and professional practice. It must *not* replace independent academic effort or professional judgement.

2. Core Principles for AI Use

All AI use must align with the following:

2.1 Ethical and Responsible Use

AI must be used in ways that are:

- Fair and non-discriminatory
- Transparent and explainable
- Accountable (users remain responsible for outputs)
- Safe and not harmful
- Supportive of human judgement, not a replacement

2.2 Legal Compliance

All AI use must comply with:

- Data protection legislation <https://www.ucb.ac.uk/about-us/governance/data-protection-resources-gdpr/>

- Intellectual property rights [See Section A.6 in the [General Student Regulations](#)]
- Relevant regulatory and ethical standards, as covered within this document.

2.3 Data Protection and Security

Users must ensure that

- Sensitive, personal, or confidential data must not be entered into AI tools unless approved
- Use must comply with UCB's data security policies
- Users must understand risks of external/public AI systems

2.4 Environmental Responsibility

- The University recognises the environmental impact of AI technologies.
- Staff and students should use AI tools proportionately and consider their energy and resource implications where practical.

3. UCB Approach to AI in Education

UCB aligns with national guidance and commits to:

- Supporting staff and students to become AI-literate
- Embedding ethical AI use in teaching, learning, and assessment
- Maintaining academic rigour and integrity
- Ensuring equitable access to AI-enabled learning opportunities
- Sharing and developing best practices across the University.

The [Learning and Teaching Strategy \(2025–2030\)](#) positions AI capability as a core graduate outcome.

4. Acceptable Use of AI

AI tools may be used to support UCB activities where use is:

- Transparent
- Appropriate to the task
- Compliant with this policy

AI should support, and not replace, human input, judgement, and accountability.

5. Specific Guidance by Activity

5.1 Student Learning and Assessment

- UCB's [Using AI ethically within Assessments](#) frames this guidance.
- AI must **not be used to generate assessed work** unless explicitly permitted

- Where permitted:
 - Use must be clearly acknowledged
 - The nature and extent of AI use must be explained
 - Reflections on the quality of AI outputs should be explored
- Unauthorised AI use in formal assessments may be considered as academic misconduct, depending on its use and advantage.
- Students remain responsible for the accuracy and integrity of their work.

5.2 Employability and Recruitment

- AI may be used to support preparation activities (e.g. drafting CVs, interview practice, and labour market research), provided its use enhances understanding and does not replace the development of a student's own skills and judgement.
- Students must ensure that any materials submitted to employers (including applications, portfolios, and assessments) accurately reflect their own abilities, experience, and professional voice. AI must not be used in ways that misrepresent competence or authenticity.
- The use of AI to generate or substantially assist responses in live recruitment activities (including interviews, assessment centres, or timed tasks) is inappropriate unless explicitly permitted by the employer. Such use may be considered deceptive and could breach employer expectations.
- Students remain fully accountable for all AI-supported outputs and must be able to explain, justify, and critically evaluate any content they submit.
- Where AI has been used in preparation, students should be able to demonstrate how it has informed their understanding rather than replaced it.
- Inappropriate or unethical use of AI in recruitment contexts may result in:
 - Disqualification from recruitment processes
 - Withdrawal of job offers
 - Reputational risk to the individual and UCB.

5.3 Staff Use and Professional Practice

Staff may use AI to support teaching, research, and administration where:

- Outputs are checked for accuracy and bias
- Use is transparent, where relevant
- Confidential or sensitive data is protected
- AI does not replace professional judgement.

Where AI contributes to research or outputs, its use must be acknowledged and verified.

6. Prohibited Uses

The following are strictly prohibited:

- Use of AI for illegal, harmful, or unethical purposes

- Generating or spreading misinformation
- Harassment, discrimination, or deceptive practices (e.g. deepfakes)
- Uploading confidential or personal data without approval
- Circumventing academic or professional integrity requirements.

7. Accountability and Oversight

- Users are responsible for all AI-supported outputs
- Human oversight is required in all AI-assisted work
- The AI Working Group and Digital Transformation Group will monitor developments and provide guidance.

8. Suspected Misuse of AI

Any suspected misuse of AI must be taken seriously and addressed promptly to maintain academic integrity, professional standards, and UCB's reputation.

All concerns should be managed through established UCB procedures, ensuring a fair, consistent, and proportionate response. The appropriate route for investigation will depend on the nature and context of the suspected misuse. In all cases, reports should be handled in line with one of the following policies, which can be accessed through [UCB's website](#):

- Academic Plagiarism and Misconduct
- Code of Practice on Discipline
- Fitness to Practice
- Student Complaints Procedure

9. Consequences of Breach

Failure to adhere to this policy undermines academic integrity, professional standards, and the safe and ethical use of AI across UCB. Any breaches will be treated seriously and addressed proportionately in line with established UCB procedures and applicable regulations.

Breaches may result in:

- Disciplinary action
- Academic penalties
- Restricted system access
- Legal consequences where applicable.

10. Review and Updates

UCB recognises that AI technologies are rapidly evolving, alongside associated legal, regulatory, and ethical expectations. This policy will therefore be kept under regular review (*at least* annually) to ensure it remains relevant, effective, and aligned with sector guidance.