Generative AI Usage Policy

1. Context

1.1 Walbrook embraces generative AI (Gen AI) as a transformative tool for enhancing teaching, learning and assessment. This Policy supports our strategic commitment to innovative, inclusive and ethically responsible education, transitioning from AI detection to pedagogically advanced alternatives. Staff support and training will be provided to support colleagues in this strategic commitment and to apply this Policy.

1.2 This Policy applies to all Higher Education programmes, including those delivered through collaborative provision and which lead to a Walbrook award.

2. Principles

2.1 The Policy principles are as follows:

i. Transparency: there will be clear and explicit acknowledgement of GenAI use by staff and students

ii. Reflective practice: we will encourage of critical evaluation and documentation of GenAI interactions

iii. Ethical responsibility: standards of fairness, privacy, accountability and academic honesty will be upheld.

iv. Inclusivity: we will ensure equitable access to AI tools and addressing systemic biases identified by extensive research.

3. Categorisation of AI Use

3.1 Walbrook operates a 3-tier system to how and where AI is or can be used in the design and/or completion of an assessment. This approach ensures clarity, consistency and academic integrity across assessments, providing a structured yet flexible approach aligned with learning outcomes and supporting both pedagogical innovation and regulatory compliance.

3.2 Tier 1 is AI-enabled assessments which actively incorporate GenAI tools into the task design. Students must document and critically reflect upon their GenAI interactions in a reflective log or statement including the GenAI tools used (including version and prompts), and an evaluation of outputs and how AI was integrated.

3.3   Tier 2 is AI-Limited assessments which allow a student to have constrained use of AI for specific tasks as follows:

i.   Initial research, idea exploration and conceptual clarification

ii.   Literature summarisation and synthesis

iii. Grammar and structural improvements

iv.   Contextual flexibility aligned with module-specific guidelines

v.   Any uses outlined in assessment guidance specific to the assessment task

3.4   For Tier 2, students must declare the specific AI functions used (e.g. grammar checks, summarisation) on a declaration form that will be provided by Walbrook.

3.5   Tier 3 is AI-prohibited which does not allow any AI use by the student. Students must declare on a declaration form provided by Walbrook that no AI functions have been used.

4. Penalties

4.1   The investigation procedure set out in the Academic Misconduct Policy will apply where a student does not comply with the respective parameters of AI use in Tiers 2 and 3. A penalty will apply to the student where a case is upheld. Examples of misuse include but are not limited to submission of unacknowledged AI-generated content; fabricated data, references or content; and significant rewriting without explicit disclosure or referencing.

5. Staff Guidelines

5.1   In designing and managing the assessment process, staff are asked to:

i.   Embed inclusive, accessible and context-aware AI practices

ii.   Ensure equitable student access to institutionally approved Gen AI tools and infrastructure

iii. Thoughtfully and ethically integrate GenAI in alignment with Walbrook Digital Pedagogy

iv.   Clearly define and communicate with students AI boundaries and expectations

v.   Foster critical AI literacy among students

vi.   Ensure rigorous human oversight of AI-generated teaching and assessment materials

vii. Do not allow the uploading of student work to external AI tools without explicit student consent and alignment with safeguarding, privacy and intellectual property policies.

5.2 Advanced assessment strategies should:

i.   Design authentic, process-based assessments that integrate critical reflection

ii. Embed opportunities for students to evaluate and document their use of AI tools

iii. Prioritise assessment tasks that minimise AI misuse risks, including personal reflections, practical applications and context driven assignments.

5.3 Departments may tailor AI-use to disciplinary contexts but must always comply with this Policy to ensure overall consistency and fairness across Walbrook.

6. Ethical and Regulatory Compliance

6.1 All assessment processes using AI must comply with relevant ethical and regulatory requirements which include:

i.   Explicit adherence to UK regulatory frameworks including requirements of the Office for Students.

ii. Walbrook policies on intellectual property, data privacy and ethical practice

iii. Proactive mitigation of algorithmic bias and digital inequity

iv. Safeguards on student data and consent, including restrictions on third-party AI tool usage.