London Academy for Applied Technology (LAAT)

Generative Artificial Intelligence (Gen AI) Use Policy

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Regulatory Alignment with Office for Students (OfS) Conditions

The Generative Artificial Intelligence (Gen AI) Use Policy forms part of the London Academy for Applied Technology's (LAAT) academic integrity, assessment, and governance framework, providing clear guidance on the responsible, ethical, and transparent use of AI tools by students and staff.

The policy aligns with **OfS Condition B4 (Assessment and Awards)** by ensuring that the use of generative AI does not undermine the validity, reliability, or integrity of assessment outcomes. It clarifies acceptable and unacceptable uses of AI within assessment contexts, supports consistent academic judgement, and safeguards the comparability of awards.

The policy also aligns with **OfS Condition B1 (Academic Experience)** by supporting high-quality teaching and learning practices that integrate emerging technologies responsibly, ensuring students understand how AI may be used to support learning without compromising academic standards.

In addition, the policy supports **OfS Condition C1 (Consumer Protection Law)** and **Initial Condition C5 (Treating Students Fairly)** by providing students with clear, accessible, and accurate information about expectations, limitations, and consequences relating to AI use in assessment, thereby promoting transparency and fairness.

Oversight of the policy through LAAT's academic governance arrangements supports **OfS Conditions E2 (Management and Governance)** and **E3 (Accountability)**, ensuring that AI-related

risks are appropriately managed, monitored, and reviewed in line with institutional and regulatory requirements.

Term of Reference

1. Purpose

This Policy sets out the principles and procedures governing the use of Artificial Intelligence (AI) and Generative Artificial Intelligence (Gen AI) tools by students undertaking assessments within London Academy for Applied Technology (LAAT) programmes. It establishes a clear institutional framework to ensure that AI technologies are used in a manner that is ethical, transparent, inclusive, and academically rigorous, and aligned with LAAT's educational mission and the academic standards of Plymouth Marjon University.

AI tools are increasingly present in educational and professional environments. This Policy ensures that their use enhances learning and innovation without undermining the credibility of student learning outcomes, assessment standards, or the authenticity of student work.

Purpose Statement

The purpose of this Policy is to:
- Promote ethical, responsible, and transparent engagement with AI technologies
- Preserve academic integrity and the originality of student work
- Support students in developing independent critical thinking and professional competence
- Enable innovation in teaching, learning, assessment, and research while safeguarding fairness, data protection, and equity
- Ensure that AI-assisted work remains the intellectual creation and responsibility of the student

2. Scope

This Policy applies to all individuals and activities involved in the development, deployment, and use of Artificial Intelligence (AI) and Generative Artificial Intelligence (Gen AI) technologies within London Academy for Applied Technology (LAAT). It applies to all LAAT students enrolled on programmes who submit coursework, assignments, or other forms of assessment evidence, including both formative and summative assessments. It also applies to tutors, assessors, internal and external examiners, quality reviewers, and programme leads involved in the design, verification, marking, moderation, and review of student work.

The Policy further applies to all LAAT staff (academic, professional, and support staff), visiting lecturers, external assessors, and any third-party suppliers, contractors, partners, or affiliates engaged in the provision, support, or use of AI technologies on behalf of LAAT.

This Policy covers all forms of AI technology, including generative AI systems, large language models, AI-assisted writing tools, plagiarism and AI-detection systems, automated content-generation applications, and related technologies. It applies across all institutional contexts, including learning and teaching, assessment, research, administration, marketing, professional services, and any other activity undertaken in LAAT's name. Where any conflict arises between this Policy and Plymouth Marjon University's validating partner regulations or academic integrity requirements, the University's requirements shall take precedence.

3. Definitions

- **Generative Artificial Intelligence (Gen AI):** Algorithms, digital systems, and machine-learning models that generate new content based on patterns learned from existing data. Gen AI systems produce outputs that may resemble human-created content and can support or automate aspects of writing, design, problem-solving, analysis, or decision-support.
- **Text-based Output:** Written content generated by AI systems, including sentences, paragraphs, essays, reports, summaries, translations, reflections, or responses to prompts.
- **Images and Graphics:** Visual content generated or modified by AI systems, including pictures, illustrations, diagrams, artwork, and graphical designs.
- **Audio and Video Outputs:** Sound recordings, speech synthesis, music, or video content generated or altered using AI technologies.
- **Computer Code:** Programming scripts, software code, algorithms, or technical instructions produced by AI tools to support computing or digital development tasks.
- **Simulations and Models:** AI-generated representations of systems, processes, scenarios, or predictive outputs used for analysis, experimentation, or visualisation.
- **Designs, Animations, and Music Compositions:** Creative digital artefacts produced by AI, including motion graphics, animated sequences, artistic designs, or musical compositions.
- **Data Tables, Synthetic Data, Diagrams, Charts, and Visualisations:** Structured or visual data outputs generated by AI systems to support analysis, reporting, or presentation of information.
- **AI Detection Score:** A percentage output produced by approved detection software estimating the likelihood that submitted work contains AI-generated content. This score informs academic review but does not solely determine academic decisions.
- **Academic Integrity:** A commitment to honesty, originality, authenticity, and ethical scholarly practice in all academic work, ensuring that submitted assessments represent the student's own understanding and contribution.

- **Misuse of AIL:** Any use of AI tools that replaces, fabricates, or substantially substitutes the student's own academic work, thinking, analysis, or experiential evidence in a manner that provides unfair academic advantage or misrepresents authorship.

4. Policy Statement and Principles

4.1 Policy Statement

4.1.1 This policy provides a framework for the responsible and ethical use of Generative AI at LAAT, ensuring that its application supports high-quality education, innovation, and operational efficiency while maintaining academic and professional integrity.

4.1.2 This policy does not replace existing LAAT or Plymouth Marjon University policies, but should be read alongside them, particularly those relating to academic misconduct, assessment, data protection, equality and diversity, and information security.

4.2 Principles and Commitments

4.2.1 Safe, Ethical, and Responsible Use

LAAT is committed to ensuring that AI systems are used safely, ethically, and responsibly, with due regard to security, privacy, transparency, fairness, accountability, and legal compliance.

Commitments:
- AI systems must be implemented in ways that prioritise user safety and ethical standards
- Clear documentation and guidance must be provided to support transparency and explainability
- Reasonable steps must be taken to identify and mitigate bias and unfair outcomes
- Appropriate security measures must be in place to protect systems and data
- AI use will be subject to ongoing monitoring and review to assess impact and effectiveness

4.2.2 AI Literacy and Skills Development

LAAT recognises the importance of equipping students and staff with the skills needed to operate effectively and ethically in an AI-enabled society.

Commitments:
- Training and guidance on AI literacy will be made available to students and staff
- Access will be provided to appropriate AI tools, software, and learning resources, subject to financial and operational constraints
- Regular communications, briefings, workshops, and staff development activities will be delivered to keep the LAAT community informed of relevant AI developments
- Teaching teams will be encouraged to integrate discussion of AI tools, risks, and opportunities into curricula where appropriate

4.2.3 Equal and Inclusive Access

LAAT is committed to inclusive and equitable access to AI technologies, ensuring that no student or staff member is disadvantaged.

Commitments:

- Recommended AI tools and resources will be made available as equitably as possible
- Reasonable adjustments and support will be provided for students with disabilities or additional learning needs
- Barriers to access will be periodically reviewed and addressed where feasible
- Staff will be supported to use AI tools in ways that are inclusive and accessible
- Partnerships with assistive technology providers may be explored to enhance accessibility

4.2.4 Human Oversight

LAAT ensures that human oversight remains central to all significant or high-impact uses of AI, particularly those affecting assessment, decision-making, or student outcomes.

Commitments:

- AI systems must be subject to appropriate human review and validation
- Mechanisms will be in place to allow intervention and correction where AI outputs are inaccurate, biased, or inappropriate
- Regular reviews of AI systems will be conducted to ensure accuracy and reliability
- Staff responsible for overseeing AI use will receive appropriate training
- Clear reporting routes will be available for users to raise concerns or identify errors

4.2.5 Academic and Professional Integrity

LAAT is committed to maintaining academic and professional integrity in all uses of AI, particularly in assessment and scholarly work.

Commitments:

- Clear guidance will be provided on acceptable and unacceptable uses of AI in assessments and academic work
- Students remain responsible for the originality, accuracy, and integrity of all submitted work, even where AI tools are permitted
- Misuse of AI may constitute academic misconduct and will be investigated under the Academic Misconduct and Plagiarism Policy
- Detection tools (including Turnitin and other mechanisms) may be used to support investigations
- Policies will be reviewed regularly to address emerging AI-related risks
- Staff involved in academic decision-making will receive training on AI-related misconduct

4.2.6 Innovation and Collaboration

LAAT encourages responsible innovation and collaboration in the use of AI, supporting creativity, research, and interdisciplinary learning within a safe and ethical framework.

Commitments:

- Collaboration with partner institutions, including the University of Plymouth, and external organisations to share best practice
- Participation in AI-related research and innovation initiatives where appropriate
- Establishment of forums, working groups, or pilot projects to explore ethical AI use
- Support for interdisciplinary projects integrating AI into teaching, learning, and professional practice
- Recognition of innovative uses of AI that align with LAAT's ethical principles
- Ongoing consultation with students and staff to refine and improve AI policy and practice

5. AI Use in Assessment – Operational Rules

5.1 Artificial Intelligence (AI) Tools

Digital systems capable of generating or modifying text, images, reasoning, or solutions using machine-learning algorithms (e.g., ChatGPT, Google Gemini, Microsoft Copilot, GrammarlyGO, JasperAI).

5.1.1 AI Detection Score

A percentage derived from approved detection software estimating the likelihood that an assessment contains AI-generated content. The score informs, but does not solely determine, academic decisions and must be reviewed alongside tutor judgment.

5.1.2 Academic Integrity

A commitment to honesty, originality, and authenticity in academic work. Students must ensure that assessments reflect their own understanding, analysis, and professional experience, supported by appropriate referencing where required.

5.1.3 Misuse of AI

Any use of AI that replaces, substitutes, or fabricates the student's own work, experiences, or academic contribution.

5.2 Acceptable and Unacceptable Use of AI

5.2.1 Acceptable Use (Permitted Support)

Students may use AI tools for supportive, non-substitutive purposes, such as:

- Generating ideas or prompts during early planning stages
- Clarifying difficult concepts or topics
- Reviewing grammar, spelling, and wording
- Structuring outlines or organising sections
- Summarising notes that the student has independently produced

AI use must be declared in the assessment submission.

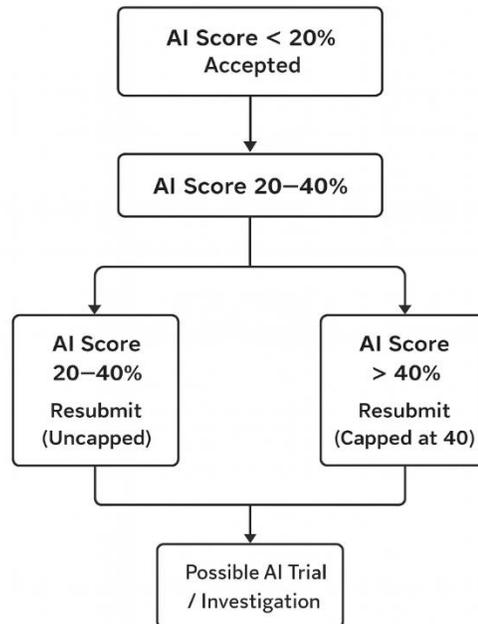### 5.2.2 Unacceptable Use (Academic Misconduct)

AI must not be used to:

- Write or rewrite full paragraphs, sections, or the majority of an assignment
- Generate reflections, professional statements, or experiential evidence
- Fabricate case studies, examples, workplace scenarios, or data
- Replace the student's analytical thinking or problem-solving
- Translate assessments originally written by AI to mask detection
- Circumvent assessment requirements or gain unfair academic advantage

Any undeclared or excessive use of AI is considered academic misconduct.

5.3 AI Detection Thresholds and Assessor Actions

All summative submissions will be reviewed using approved AI detection tools alongside tutor judgement.

AI DETECTION PROCESS

AI Score < 20%
Accepted

↓

AI Score 20—40%

AI Score 20—40% Resubmit (Uncapped)   AI Score > 40% Resubmit (Capped at 40)

↓

Possible AI Trial / Investigation

5.3.1 AI Score Below 20% – Acceptable Range

- Low probability of AI-generated content.
- Work is accepted and marked in full.
- No resubmission required.
- AI Declaration Statement is still mandatory.

5.3.2 AI Score Between 20% and 40% – Moderate AI Use (Questionable)

- Indicates potential overuse or reliance on AI.
- Students must resubmit the assignment.
- Resubmission is not capped; full marks remain available.

- Tutor will provide detailed feedback identifying areas of concern.
- Students must revise and rewrite work to demonstrate personal understanding and originality.

5.3.3 AI Score Above 40% – High/Unacceptable AI Use
- Significant likelihood of AI-generated content.
- The student must resubmit the work.
- Resubmission is capped at 40 marks to uphold academic integrity standards.
- Students may be required to:
    - Submit a reflective statement explaining the initial misuse
    - Attend a short professional discussion to validate understanding
    - Provide additional evidence or drafts

Repeat or severe cases may escalate to formal misconduct procedures.

5.4 Trial / Investigation Process for AI Use
If AI use is suspected, inconsistent, or flagged by detection tools, the following staged process will apply:

5.4.1 Stage 1: Initial Tutor Review
- Tutor reviews the flagged content.
- Professional judgement is applied to determine if further investigation is required.

5.4.2 Stage 2: AI Trial Assessment
The student may be required to complete one or more of the following under supervision:
- A short-written response
- A verbal explanation of key concepts
- A live reflective discussion
- A practical demonstration of knowledge

This ensures that the student understands the material and that the original submission was authentically produced.

5.4.3 Stage 3: Evidence Comparison
Tutor compares supervised outputs with the original submission, evaluating consistency in:
- Writing style
- Vocabulary and tone
- Depth of understanding
- Ability to explain work

5.4.4 Stage 4: Outcome Determination
If the student demonstrates genuine understanding:
- Students resubmit the assessment without penalty (unless score >40%).

If concerns remain:
- Assessment will be capped (for >40% cases)

- Case may be escalated to academic misconduct procedures, depending on severity
- Additional learning support or integrity training may be recommended

5.5 Student Responsibilities

Students are responsible for:
- Ensuring all submitted work is authentic and represents their personal understanding
- Using AI ethically and within permitted boundaries
- Declaring any AI involvement in every submission
- Avoiding dependency on AI for content creation
- Complying with trial/investigation requests when necessary
- Seeking academic support when unsure about appropriate AI use

Failure to meet these responsibilities may result in academic penalties.

5.6 Tutor and Assessor Responsibilities

Tutors and assessors must:
- Use approved AI detection tools consistently
- Interpret AI scores using professional and contextual judgement
- Provide constructive, developmental feedback
- Maintain impartiality and confidentiality during investigations
- Record all outcomes and decisions in accordance with quality assurance procedures
- Educate students on responsible AI use and academic integrity

5.7 Consequences of Misuse

Misuse of AI—intentional or unintentional—may result in:
- Requirement to resubmit work
- Capped marks (where applicable)
- Mandatory academic integrity or skills development workshops
- Formal academic misconduct investigation for serious breaches
- Suspension or removal from the programme in cases of repeated or severe misconduct

LAAT will ensure consequences are proportionate, consistent, and educationally informed.

6. Compliance

6.1 Compliance with this Policy

Failure to comply with this Generative Artificial Intelligence (Gen AI) Use Policy may result in disciplinary or academic action in accordance with LAAT's Academic Misconduct and Plagiarism Policy, Student Disciplinary Procedures, Staff Disciplinary Procedures, or contractual arrangements. Sanctions may include resubmission requirements, capped marks, mandatory academic integrity training, withdrawal of access to institutional systems, or termination of

affiliation with LAAT where applicable. All compliance actions will be applied fairly, proportionately, consistently, and with due regard to natural justice and student protection principles. This section supports **OfS Conditions C (Student Protection)** and **E (Management and Governance)** by ensuring fair, transparent and enforceable academic processes.

7. Governance, Oversight and Review

7.1 Governance and Oversight

Oversight of this Policy is exercised through LAAT's academic governance and quality assurance structures.

The Academic Board holds overall responsibility for:

- Approving this Policy and subsequent amendments
- Receiving reports on AI-related academic integrity trends
- Monitoring institutional risks associated with AI use
- Ensuring alignment with validating partner requirements

The Academic Quality Panel (or equivalent) monitors:

- Implementation of AI guidance in teaching and assessment
- Effectiveness of AI detection and investigation processes
- Staff and student AI literacy development
- Emerging sector and regulatory developments

Senior Leadership Team (SLT) ensures:

- Operational implementation of this Policy
- Allocation of resources for training and system support
- Escalation of significant risks to the Board of Governors

7.2 Monitoring

Monitoring of this Policy includes:

- Regular reporting of AI detection outcomes and trends
- Review of academic misconduct cases involving AI
- Feedback from students and staff
- Periodic evaluation of AI tools and detection systems

7.3 Review

This Policy will be reviewed at least every two years, or earlier where required by:

- OfS regulatory updates
- Sector guidance on AI in higher education
- Plymouth Marjon University regulatory changes
- Internal quality assurance findings

Revisions will be presented to Academic Board for approval. This section supports **OfS Conditions E and F**.

8. Responsible People / Roles Include

- **Academic Dean (Policy Owner)**: Dr Monoj Ponugubati
  Maintains and reviews the Policy, ensures staff training, escalates risks and reports to governance bodies.
- **Academic Quality Lead: Dr** Vishwanath Kokkonda

Oversees implementation within teaching, learning and assessment practices.

- **Programme Leader:** Mr Amarjeet Singh
Ensure policy application within modules and assessments; provide guidance to staff and students.
- **Tutors and Assessors** – Apply AI detection tools, exercise academic judgement, conduct investigations and provide feedback.

Responsible People and Contacts

Role	Name	Contact email
Academic Dean (Policy Owner)	Dr Manoj Ponugubati	manoj@laat.ac.uk
Academic Quality Lead	Dr Vishwanath Kokkonda	vishwanath.kokkonda@laat.ac.uk
Programme Lead	Mr Amarjeet Singh	amarjeet.singh@laat.ac.uk

9. List of Document

This Policy should be read in conjunction with the following LAAT policies

- Academic Misconduct and Plagiarism Policy
- Assessment and Feedback Policy
- Research Integrity Policy
- Equality, Diversity and Inclusion Policy
- Data Protection and Information Security Policies
- IT Acceptable Use Policy

10. Evidence

- Academic Misconduct and Plagiarism Policy
- Assessment and Feedback Policy
- Research Integrity Policy
- Equality, Diversity and Inclusion Policy
- Data Protection and Information Security Policies
- IT Acceptable Use Policy

Evidence Item	Purpose / What it Demonstrates	*Relevant OfS Condition(s)*
Academic Misconduct and Plagiarism Policy	Provides formal procedures for investigating and addressing breaches of academic integrity, including misuse of AI-generated content	***Condition B5*** *(Academic standards),* ***Condition C1*** *(Student protection)*

Assessment and Feedback Policy	Demonstrates that assessment design, marking, and feedback processes maintain fairness, transparency, and academic standards when AI tools are used	**Condition B1–B5** *(Quality and standards),* **Condition F1** *(Accurate information to students)*
Research Integrity Policy	Confirms ethical and responsible scholarly practice, including acceptable use of digital and AI-based tools in research activity	**Condition B5** *(Academic standards),* **Condition E2** *(Effective management and governance)*
Equality, Diversity and Inclusion Policy	Demonstrates institutional commitment to fair and inclusive access to learning, assessment, and digital technologies, including AI tools	**Condition C1** *(Student protection),* **Condition E1** *(Governance),* **Condition F1** *(Fair and accessible information)*
Data Protection and Information Security Policies	Evidence of lawful, secure, and transparent handling of personal and institutional data used in AI and detection systems	**Condition F1–F2** *(Provision of information),* **Condition E2–E3** *(Management, risk and data governance)*
IT Acceptable Use Policy	Defines responsible and secure use of LAAT digital systems, including AI platforms and detection tools	**Condition E2** *(Effective management),* **Condition F1** *(Transparency of digital system use)*

Appendix A – AI Declaration and Investigation Forms

- A1 Form - AI Declaration Statement (mandatory for all submissions)
- A2 Form - AI Investigation Record Template
- A3 Form - AI Outcome / Resubmission Notification Form

AI Declaration and Investigation Forms

Form	Purpose	OfS Condition(s)
AI Declaration Statement	Student declaration of AI use in assessments	**B5, C1**
AI Investigation Record Form	Records tutor review and decision where AI misuse is suspected	**B5, E2**
AI Resubmission / Outcome Notification Form	Communicates outcome and any academic action taken	**C1, E2**

Form A1 – AI Declaration Statement (Mandatory for All Submissions)

LAAT Generative AI Declaration Statement: All students must include this declaration at the end of every assessment submission.

AI Declaration Statement

"I confirm that this work is my own. I have used AI tools only for supportive purposes (e.g., idea generation, grammar or spelling checks, outlining). No content has been copied or generated directly by AI in place of my own work. I take full responsibility for the originality, accuracy, and integrity of this submission."

Purpose: To ensure transparency in AI use and protect academic integrity in assessment.

Relevant OfS Conditions:

- **Condition B5** – Academic standards
- **Condition C1** – Fair and transparent treatment of students

Form A2 – AI Investigation Record Form

LAAT AI Investigation Record

Field	Details
Student Name	_____
Student ID	_____
Programme / Module	_____
Assessment Title	_____
Date Flagged	_____
AI Detection Score (%)	_____
Tutor Initial Review Conducted by	_____
Summary of Concern	_____
Stage Applied (Trial / Investigation)	_____
Evidence Reviewed	_____
Student Explanation / Trial Outcome	_____
Decision (No Issue / Resubmission / Capped Mark / Misconduct Referral)	_____
Date of Decision	_____
Tutor / Panel Signature	_____

Purpose: Provides a formal record of review, investigation, and academic judgement where AI misuse is suspected.

Relevant OfS Conditions:
- **Condition B5** – Protection of academic standards
- **Condition E2** – Effective management and record-keeping

Form A3 – AI Outcome / Resubmission Notification Form

LAAT AI Assessment Outcome Notification

Field	Details
Student Name	_____

Student ID	_____
Module / Assessment	_____
Outcome of AI Review	_____
Required Action	☐ No Action ☐ Resubmission Required ☐ Mark Capped ☐ Misconduct Referral
Feedback Summary	_____
Deadline for Resubmission (if applicable)	_____
Right to Seek Review / Appeal	_____
Issued by (Tutor / Programme Leader)	_____
Date Issued	_____

Purpose: Ensures clear, fair and transparent communication of decisions to students.

Relevant OfS Conditions:

- **Condition C1** – Fair and transparent processes
- **Condition E2** – Effective management and governance