

## Policy for Student Use of Artificial Intelligence (AI)

**Purpose:** This policy sets out the guidelines and expectations for the ethical and responsible use of Artificial Intelligence (AI) by students at College of Event Management in their academic work. It aims to promote academic integrity while allowing students to benefit from AI tools in their learning journey.

**Scope:** This policy applies to all students enrolled in vocational education and training (VET) courses at College of Event Management, including full-time, part-time, short course and online learners.

### Definition of AI Tools

For the purposes of this policy, AI tools are defined as software or systems that utilise artificial intelligence to assist users in generating content, analysing data, automating tasks, or improving productivity. This includes, but is not limited to:

- AI-powered writing assistants (e.g., Grammarly, ChatGPT)
- Data analysis tools
- Code generation tools
- AI-based design, multimedia or creative platforms

### Permissible Uses of AI

Students are allowed to use AI tools in the following contexts:

1. **Learning Support:** Students may use AI tools to enhance their learning experience, such as summarising readings, improving writing style, or generating ideas for assignments.
2. **Data Analysis and Research:** AI tools can be used to assist with data collection, sorting, or analysis for research purposes, provided the student correctly references and explains the use of such tools.
3. **Collaboration and Productivity:** Students may use AI tools to organise their schedules, assist in project management, or collaborate with peers.

### Restrictions on AI Use

Students must not:

1. **Plagiarism and Misrepresentation:** Use AI tools to generate content for assessments without proper attribution. AI-generated content must be referenced in the same manner as any other source, and students are responsible for the accuracy and integrity of the content submitted.
2. **Assessment Integrity:** Use AI tools to complete assessment tasks that are meant to be individual, original work (e.g., essays, problem-solving tasks) unless explicitly permitted by the instructor. Submission of AI-generated work as their own without disclosure constitutes academic misconduct.
3. **Examinations:** Use AI tools during examinations or in situations where the use of such tools is prohibited, as this would breach assessment integrity.

### **Acknowledgement and Referencing**

When AI tools are used in the creation of any part of an assessment, students must:

- Clearly acknowledge the use of AI in a separate statement or within the bibliography/references section.
- Provide a description of how the tool was used and how it contributed to the final product.

Failure to disclose the use of AI constitutes a breach of academic integrity and may lead to disciplinary actions.

### **Instructor Guidance**

Instructors will provide explicit guidance on how AI tools can be used for each assessment task. If the use of AI is permitted or encouraged, the instructions will outline specific expectations for disclosure and appropriate use.

### **Consequences of Misuse**

Any misuse of AI tools in contravention of this policy will be treated as a breach of College of Event Management's academic integrity policy. Penalties may include:

- Reduction of marks
- Requirement to resubmit the work
- Formal warnings
- Further disciplinary action, including potential suspension or expulsion for serious or repeated violations

### **Support and Education**

Students are encouraged to seek guidance if they are unsure about the appropriate use of AI in their studies.

### **Policy Review**

This policy will be reviewed annually to ensure it reflects evolving technologies and educational practices.

### **Publication**

This Policy will be made available to students enrolled at College of Event Management Pty Ltd through publication on the [college website](#).

***The College reserves the right to update and amend policies and procedures at any time.***