

Use of Artificial Intelligence Policy

1. Purpose

Nexus Institute of Higher Education recognises that artificial intelligence (AI) tools are increasingly embedded in professional practice across all disciplines. Students are expected to develop the capacity to use AI tools effectively, critically, and ethically as part of their preparation for graduate employment.

This policy establishes the rules for student use of AI tools at Nexus Institute. It provides a four-level classification framework that governs AI use in every assessment task, sets out disclosure requirements when AI tools are used, and identifies the circumstances in which AI use constitutes academic misconduct.

This policy should be read in conjunction with the:

- Academic Integrity Policy
- Assessment Policy
- Student Misconduct Policy
- Student Code of Conduct
- Subject outline for each enrolled subject.

2. Scope

This policy applies to all students enrolled at Nexus Institute of Higher Education and to all assessment tasks in all subjects across all courses. It applies to the use of AI tools in the preparation, drafting, editing, analysis, and submission of any assessment task.

This policy does not regulate staff use of AI in teaching or administration. Separate institutional guidance applies to staff use of AI systems.

3. Definitions

Artificial intelligence (AI) tool. Any software application or service that uses machine learning, large language models, or other AI techniques to generate, summarise, translate, edit, analyse or otherwise transform text, images, code, data, audio, or other content. Examples include, but are not limited to, ChatGPT, Claude, Gemini, Copilot, GitHub Copilot, Midjourney, and similar tools. Grammar and writing assistance tools that use AI, including Grammarly, are also classified as AI tools for the purposes of this policy. Basic spell-checking functionality built into word processing software (such as Microsoft Word's spellcheck) is not classified as an AI tool.

AI classification level. The level assigned by the subject coordinator to each assessment task, specifying the extent to which AI tools are permitted. Four levels are used: Human, AI-Bounded, AI-Assisted, and AI-Integrated. These levels are defined in Section 5 of this policy.

AI Disclosure Statement. A mandatory statement submitted with an assessment task that documents how AI tools were used in preparing the submission. The required format is described in Section 6 of this policy.

AI interaction log. A record of interactions with an AI tool, such as prompts submitted and outputs received, required for AI-Integrated assessment tasks.

Unauthorised AI use. Any use of an AI tool in an assessment task that is not permitted by the AI classification level specified in the subject outline for that task. Unauthorised AI use is a form of academic misconduct under the Academic Integrity Policy.

4. Policy Statement

Nexus Institute encourages the responsible use of AI tools where appropriate. For students, whether AI use is permitted, and to what extent, depends on the AI classification level assigned to each assessment task. The classification level is specified in the subject outline for each subject.

Nexus Institute is committed to ensuring that assessment provides genuine assurance of individual student learning. Assessment design reflects the dual purpose of verifying what students know and can do, and preparing graduates for professional environments in which AI tools are standard infrastructure.

The assessment tasks at Nexus Institute include at least one “Human”-classified component or a “Human”-classified assessment within each subject. These are the tasks in which AI assistance cannot apply, and they exist to ensure that each student’s own knowledge, skills, and reasoning are individually verified. The Human-classified assessment in each subject is a hurdle requirement: students must achieve at least 40% of the available marks on the Human-classified task to pass the subject, regardless of their performance on other assessment tasks. This requirement cannot be substituted or waived.

Students are responsible for understanding and complying with the AI classification level that applies to each of their assessment tasks. Ignorance of the applicable level is not a defence for academic misconduct.

Where AI tools are used, students must document that use honestly and accurately in an AI Disclosure Statement. Misrepresenting AI use, including claiming AI was not used when it was, or understating the extent of AI contribution, is academic misconduct.

Nexus Institute does not rely on AI detection software as a primary mechanism for identifying academic misconduct. Detection tools are not reliable indicators and results from such tools are not treated as conclusive evidence. Academic misconduct is identified through assessment design, text-matching software (excluding for AI detection itself), professional judgement of teaching staff, and review of submitted work in context.

5. AI Classification Framework

Every assessment task at Nexus Institute is assigned one of four AI classification levels. The level for each task is specified in the subject outline. Students must read the subject outline and the assessment brief carefully to understand what is and is not permitted for each assessment task.

A subject may include assessment tasks at different classification levels. For example, a subject may include a Human-classified examination and an AI-Assisted project task.

Level	What it means	What is assessed	Disclosure requirement
HUMAN	AI tools are not permitted.	Assessment completed without AI assistance. Confirms individual attainment of learning outcomes.	No disclosure required. AI use constitutes academic misconduct.
AI-BOUNDED	AI is permitted for limited, specified purposes only.	AI may assist with tasks such as initial research, grammar checking, or document formatting. Human analysis, reasoning and judgement is the primary work being assessed.	Required. A completed AI Disclosure Statement must be submitted with the assessment task.
AI-ASSISTED	AI is permitted as a productivity and analytical tool.	AI may assist with research, drafting, analysis, and editing. Student reasoning, critique, decisions and judgement are the primary work being assessed.	Required. A completed AI Disclosure Statement must be submitted with the assessment task.
AI-INTEGRATED	AI use is expected and is itself part of the assessment.	Students are assessed on their capacity to use AI tools effectively, critically, and responsibly. AI literacy, prompt design, critical evaluation of AI outputs, and professional judgement in the use of AI are assessed outcomes.	Required. A completed AI Disclosure Statement and AI interaction log must be submitted with the assessment task.

Assessed tasks on supervised professional placement (field placement, clinical placement, site-based practice) are classified as Human because they are assessed through direct professional observation and supervisor judgement. The AI classification framework does not govern the conduct of supervised practice itself. For more information on this please see the [Nexus Institute AI-Responsive Assessment Framework](#).

6. AI Disclosure Statement

Where the AI classification level for an assessment task is AI-Bounded, AI-Assisted, or AI-Integrated, students must submit an AI Disclosure Statement with their assessment submission.

The AI Disclosure Statement is a professional and academic integrity requirement. Learning to document AI use transparently and accurately is itself a graduate skill.

6.1. Required content

The AI Disclosure Statement must address the following:

- Which AI tool(s) were used (name and version where known).
- For which part(s) of the assessment task AI was used (for example: initial research, summarisation of sources, drafting, editing, data analysis, code generation, image generation).
- How the AI output was evaluated, modified, verified, or critically assessed by the student.
- Any limitations of the AI output identified by the student.
- For AI-Integrated tasks: an AI interaction log must also be submitted, containing the key prompts submitted and the AI outputs received.

6.2. What is not adequate disclosure

A statement that merely says “I used ChatGPT” is not adequate. The disclosure must be specific about the nature and extent of AI use. As part of the assessment task, students must demonstrate that they exercised their own judgement in evaluating and using the AI output.

6.3. Format

The AI Disclosure Statement must be submitted on the student coversheet submitted with the assessment submission, in a section headed “AI Disclosure Statement”. For AI-Integrated tasks, the interaction log may be submitted as an appendix or separate file, as specified in the subject outline. A student assessment coversheet including the AI Disclosure statement section will be provided on each myNexus subject site.

6.4. Failure to disclose

Failure to submit an AI Disclosure Statement (as part of a coversheet) when one is required, or submission of a disclosure that misrepresents the nature or extent of AI use, constitutes academic misconduct and will be referred to the Academic Integrity Officer under the Academic Integrity Policy.

7. Academic Misconduct and AI

The following constitute academic misconduct under the Academic Integrity Policy:

- Using an AI tool in an assessment task classified as Human.
- Using an AI tool beyond the limits specified for an AI-Bounded assessment task.
- Submitting AI-generated content as the student’s own work without appropriate disclosure.

- Submitting an AI Disclosure Statement that misrepresents the nature, tools, or extent of AI use.
- Presenting AI-generated content as original analysis, reasoning, or argument where the AI classification level does not permit this.
- Using AI tools to fabricate sources, data, quotations, or research results.

These forms of misconduct are investigated and penalised under the Academic Integrity Policy. Penalties may range from a requirement to resubmit, to a failing grade for the assessment task or subject, through to suspension or expulsion for serious or repeated breaches.

Students who are uncertain whether a particular AI use is permitted should contact their subject coordinator before submitting. Seeking clarification proactively is encouraged and is not treated as an indication of misconduct.

8. Roles and Responsibilities

8.1. Students are responsible for:

- Reading and understanding the AI classification level specified for each assessment task in the subject outline.
- Using AI tools only to the extent permitted by the applicable classification level.
- Submitting a coversheet including an AI Disclosure Statement with all assessment tasks where AI use is permitted and AI tools were used.
- Seeking clarification from the subject coordinator if uncertain about the permitted use of AI in a particular task.

8.2. Subject coordinators are responsible for:

- Specifying the AI classification level for each assessment task in the subject outline.
- Explaining the rationale for the applicable level to students at the commencement of the subject.
- Identifying potential instances of academic misconduct involving AI use and referring these to the Academic Integrity Officer.

8.3. The Academic Integrity Officer is responsible for:

- Investigating allegations of academic misconduct involving AI use in accordance with the Academic Integrity Policy;
- Providing guidance to subject coordinators and students on the application of this policy.

8.4. The Executive Dean is responsible for:

- Overseeing the implementation of this policy across all courses.

- Ensuring that the AI classification framework is applied consistently in subject outline development.
- Reviewing and updating this policy as AI tools and sector guidance evolve.

9. Related Information

- Higher Education Standards Framework (Threshold Standards) 2021: Standards 5.3.1, 6.2.1, 7.2.2
- TEQSA: Enacting Assessment Reform in a Time of Artificial Intelligence (September 2025)
- Nexus Institute Academic Integrity Policy
- Nexus Institute Assessment Policy
- Nexus Institute Student Misconduct Policy
- Nexus Institute Student Code of Conduct
- Nexus Institute AI-Responsive Assessment Framework (July 2026)

10. Document Control

Category	Academic
HESF Standard	5.3.1, 6.2.1, 7.2.2
Policy name	Use of Artificial Intelligence Policy
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Policy approver	Academic Board
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	Version 1.1 Minor changes by Chair of Academic Board 30/06/2026