



University of  
**Salford**  
MANCHESTER

# **Generative AI Policy**

**Version Number 1.0**

**Effective from 27 March 2025**

**Author: Pro Vice-Chancellor Education and Student Experience**

**Vice Chancellor's Office**

## 1.0 Purpose

Generative AI (GAI) is a powerful, rapidly developing technology that can create original and diverse content, such as text, images, music, code, and more, based on a given input or prompt. It can be used to enhance the learning experience of students, as well as to develop their digital skills and capabilities.

The University recognises the transformative potential of GAI tools and models and seeks to establish clear guidelines for their use in all university activities including learning, teaching and assessment.

Using and developing new tools of any type bring risks alongside opportunities. Technology based tools also accelerate and amplify these risks and opportunities. The potential risks of AI are increasingly well documented but academic tradition also provides us with the conceptual awareness and critical perspectives to recognise and address risks as they arise.

Use of GAI must be guided by ethical considerations, transparency, and respect for academic integrity and intellectual property.

The University is committed to providing education and resources to equip its community with the skills to engage responsibly and ethically with use of GAI.

## 2.0 Scope

This Policy applies to all students and colleagues within teaching, learning, assessment and feedback activity, including students and colleagues at partner institutions.

## 3.0 Policy Statements

The University will take a positive and ethical approach to use of GAI, and will

<b>Skill Development:</b>	<p>Provide opportunities to embed AI in teaching and assessment activities to develop the AI literacy of students and colleagues to prepare them to use AI tools both during and after their time with the University.</p> <p>Set assessments in line with the University's inclusive assessment principles, to encourage compliance with academic integrity and encourage responsible use of generative AI across the full range of assessment formats.</p>
<b>Equitable Access:</b>	<p>Ensure equitable access for all students and colleagues to access a base level of essential AI tools and training which are institutionally procured and provided.</p> <p>Provide reasonable adjustments for students and colleagues who may be disadvantaged, limited or accessibly impacted through the use of GAI, through University approved processes.</p>

<b>Anticipatory</b>	<p>Prepare students for an unpredictable and dynamic digital landscape beyond their studies, where GAI tools will play an increasingly important role in various aspects of life and work.</p> <p>Develop students' lifelong learning and collaborative skills in the use of digital technologies, such as curiosity, creativity, critical thinking, collaboration, communication, and digital literacy.</p> <p>Engage with employers and other external stakeholders, to ensure understanding of their needs of Salford graduates.</p> <p>Encourage students to reflect on the ethical, social, and environmental impacts of GAI, and to act responsibly and respectfully as digital citizens.</p>
<b>Transparency and Academic Integrity</b>	<p>Educate students and colleagues about what constitutes academic integrity including fair and ethical use of GAI tools, and provide guidance on all forms of academic misconduct including falsification of authorship, especially unauthorised use of GAI, and provide clarity within assessment information about how GAI can contribute to or detract from achieving intended outcomes.</p> <p>Require students to reflect on and acknowledge their use of GAI tools, and to clearly distinguish between their own ideas and those from generated content.</p> <p>Require students to submit work that is their own; however, use of assistive technology to help with preparation of work prior to submission is acceptable.</p> <p>Use appropriate methods to detect and prevent academic misconduct involving GAI, and use the Student Academic Integrity and Academic Misconduct Procedure to consider such cases.</p>

## 4.0 GDPR

The University of Salford's Data Protection Policy addresses the use of AI by outlining how the University complies with the UK General Data Protection Regulation (GDPR) and the Data Protection Act 2018 to protect personal data, including data processed or controlled by AI systems. This policy applies to all personal data processed or controlled by the University, regardless of whether it is processed by AI or other means. It must be adhered to by all staff, students, and those acting on behalf of the University when using AI systems.

## 5.0 Policy Enforcement

Failure to comply with this policy may result in action being taken through relevant student or colleague policies and procedures.

## 6.0 Related Documentation

Policy/Procedure	Academic Integrity Policy and Academic Misconduct Procedure (QMO)
Policy/Procedure	Assessment and Feedback Policy (QMO)
Policy/Procedure	Sustainability Strategy (Estates)
Policy/Procedure	IT Acceptable Use Policy (DIT)
Principles	Statement of Principles for the Responsible and Ethical use of AI in Research (RKE)
Support	Copyright (Library)

Document Control Information			
Revision History incl. Authorisation: (most recent first)			
Author	Summary of changes	Version	Authorised & Date
Annette Cooke	<i>Development of University Policy</i>	V1.0	Considered and authorised by Quality and Standards Committee and Education and Student Experience Committee. 19 March 2025 with amends approved by Chair's Action on 27 March 2025
Policy Management and Responsibilities:			
Owner:	This Policy is issued by the PVC Student Education, who has the authority to issue and communicate policy on GAI.		
Others with responsibilities (please specify):	All students and colleagues.		
Author to complete formal assessment with the following advisory teams:			
Equality Analysis (E&D, HR) <a href="#">Equality Assessment form</a>	1. <i>Approved 10 March 2025 EIA2025-03</i>		
Legal implications (LPG)	2. <i>N/A</i>		
Information Governance (LPG)	3. <i>N/A</i>		
Student facing procedures (QMO)	4. <i>Developed in conjunction with QMO</i>		
UKVI Compliance (Student Admin)	5. <i>N/A</i>		
Consultation:			
Staff Trades Unions via HR Students via USSU Relevant external bodies (specify)	1. <i>Union representative on Steering Group.</i>		
Review:			
Review due:	September 2026		
Document location (webpage):	<a href="https://www.salford.ac.uk/governance-and-management/academic-handbook">https://www.salford.ac.uk/governance-and-management/academic-handbook</a>		
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