

Institutional Policy on the Use of Artificial Intelligence in Teaching and Assessment

Rhein-Sieg Institute of Arts & Design (RSIAD)

15 February 2026

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1. Purpose

The purpose of this policy is to provide a clear institutional framework governing the appropriate, ethical and transparent use of artificial intelligence (AI) tools in learning, teaching and assessment at the Rhein-Sieg Institute of Arts & Design (RSIAD).

The policy aims to support innovation in creative and academic practice while safeguarding academic integrity, the authenticity of student work and the maintenance of academic standards in validated programmes.

It establishes expectations for students and staff regarding the permitted and prohibited uses of AI technologies and sets out the principles by which AI use will be integrated into assessment design and academic decision-making.

This policy operates in alignment with Middlesex University Academic Regulations, academic integrity expectations and quality assurance requirements for validated provision.

2. Scope

This policy applies to all students and staff engaged in Middlesex University validated programmes delivered by the Rhein-Sieg Institute of Arts & Design (RSIAD), and to all learning, teaching and assessment activities associated with those programmes.

The policy covers the use of artificial intelligence tools and systems capable of generating, analysing or substantially transforming text, images, code, audio, video or other academic or creative outputs. This includes, but is not limited to, generative AI systems, machine learning-based assistants and automated content generation platforms.

The requirements set out in this policy apply to all forms of summative and formative assessment, studio practice, research activity, portfolio development and academic support activities, whether conducted on-site or through approved digital environments.

Where specific assessment briefs provide more detailed instructions regarding the permitted use of AI tools, those instructions take precedence for the purposes of that assessment, provided they remain consistent with Middlesex University Academic Regulations and the principles set out in this policy.

Nothing in this policy overrides the authority of Middlesex University Academic Regulations or the RSIAD Academic Regulations - Supporting Procedures. Alleged misuse of artificial intelligence may be considered under the Academic Misconduct Procedure where appropriate.

3. Principles

RSIAD recognises that artificial intelligence technologies are becoming an established component of contemporary creative, academic and professional practice. The Institute supports the responsible and critically informed use of such tools where this enhances learning, creativity and professional preparedness.

At the same time, RSIAD is committed to maintaining the integrity, authenticity and reliability of assessed student work. The use of AI must therefore be transparent, appropriately acknowledged and consistent with the learning outcomes and assessment requirements of each programme.

The following principles underpin this policy:

- Academic integrity: All submitted work must represent the student's own intellectual and creative contribution. The undisclosed or inappropriate use of AI tools may constitute academic misconduct.
- Transparency: Students must clearly disclose the use of AI tools where required. The extent and nature of AI assistance must be accurately represented.
- Assessment validity: The use of AI must not undermine the ability of assessments to measure the intended learning outcomes. Assessment briefs will specify the level of AI use permitted.
- Human academic judgement: Academic decisions, including marking and progression, remain the responsibility of appropriately qualified academic staff. AI tools will not replace academic judgement in assessment decisions.
- Equity and fairness: RSIAD will seek to ensure that expectations regarding AI use are clearly communicated to all students and applied consistently across programmes.
- Critical engagement: Students are expected to engage critically and reflectively with AI tools, recognising their limitations, risks and ethical implications.

These principles operate in alignment with Middlesex University expectations for academic integrity and quality assurance in validated provision.

4. Permitted and Prohibited Uses of Artificial Intelligence

The use of artificial intelligence (AI) tools by students is permitted in principle where such use supports learning, research and creative development and where it is consistent with the requirements of the relevant assessment brief and programme guidance.

The default position at RSIAD is that the permissibility of AI use is **assessment-specific**. Each assessment brief will normally indicate one of the following categories:

- AI use not permitted: AI tools must not be used in the production of assessed work except where explicitly stated for limited support functions (for example, spellchecking or accessibility tools).
- AI use permitted with disclosure: AI tools may be used to support aspects of the work, provided that the nature and extent of the assistance is clearly and accurately disclosed by the student.
- AI use integral to the task: AI tools form an explicit part of the learning outcomes or assessment design, and students are expected to demonstrate critical and reflective use of such tools.

Unless explicitly permitted in the relevant assessment brief, students must not:

- present AI-generated content as their own original work;
- submit work where the student's own intellectual or creative contribution is minimal;
- use AI tools in a way that circumvents the intended learning outcomes of the assessment;
- fail to disclose the use of AI where disclosure is required;
- use AI tools in ways that breach copyright, confidentiality or ethical requirements.

Where there is uncertainty about the permitted use of AI in a particular assessment, students are expected to seek clarification from the module leader in advance of submission.

Any suspected inappropriate or undisclosed use of AI will be considered under the Academic Misconduct Procedure where appropriate.

5. Disclosure Requirements

Where the use of artificial intelligence is permitted within an assessment, students must make a clear and accurate declaration of the nature and extent of any AI assistance used in the development or production of their work.

The disclosure must be sufficiently detailed to allow academic staff to understand how AI tools contributed to the work. This may include, where appropriate:

- the name of the AI tool or system used;
- the purpose for which it was used (for example, ideation, drafting support, image generation or coding assistance);
- the extent to which AI-generated content has been incorporated into the final submission;
- any prompts, inputs or workflows where these are material to understanding the student's process, particularly in creative or practice-based work.

Programme teams may specify the required format and location of AI disclosure within the assessment brief (for example, process logs, reflective statements, technical appendices or portfolio documentation). Students must follow the format specified for the relevant module.

Failure to disclose the use of AI where disclosure is required, or providing misleading or incomplete disclosure, may be treated as a matter of academic misconduct under the RSIAD Academic Regulations - Supporting Procedures.

RSIAD recognises that acceptable norms for AI use are evolving. The Institute will therefore provide guidance to students on appropriate disclosure practices and will review these expectations periodically in alignment with Middlesex University guidance.

6. Responsibilities

6.1 Responsibilities of Students

Students are responsible for ensuring that any use of artificial intelligence in their studies complies with this policy, the relevant assessment brief and any programme-specific guidance.

In particular, students must:

- ensure that all submitted work represents their own intellectual and creative contribution;
- use AI tools only where such use is permitted for the relevant assessment;

- provide clear and accurate disclosure of AI use where required;
- retain appropriate evidence of their working process where specified in the assessment brief;
- seek clarification from the module leader where the permitted use of AI is unclear;
- engage critically and reflectively with AI tools, recognising their limitations and risks.

Students remain fully responsible for the accuracy, integrity and originality of any work submitted for assessment, regardless of whether AI tools have been used in its preparation.

6.2 Responsibilities of Academic Staff

Academic staff are responsible for providing clear guidance to students regarding the permitted use of AI within each module and assessment.

In particular, staff will:

- specify in assessment briefs the level of AI use permitted;
- design assessments that validly measure the intended learning outcomes in an AI-enabled environment;
- provide guidance to students on appropriate and ethical AI use within the discipline;
- consider suspected inappropriate AI use in accordance with the Academic Misconduct Procedure;
- maintain academic judgement in marking and feedback processes.

Programme teams will ensure that expectations regarding AI use are communicated clearly and consistently to students at appropriate points during the programme.

6.3 Institutional Responsibilities

RSIAD will:

- provide guidance and support to students and staff on the responsible use of AI;
- monitor emerging sector practice and Middlesex University guidance in this area;
- review this policy periodically to ensure continued relevance and effectiveness;

- ensure alignment between this policy and the RSIAD Academic Regulations - Supporting Procedures.

7. Relationship to Academic Misconduct

The inappropriate or undisclosed use of artificial intelligence may constitute academic misconduct where it results in an unfair academic advantage or misrepresentation of the student's own intellectual or creative contribution.

Where concerns arise regarding the use of AI in assessed work, cases will be considered in accordance with the RSIAD Academic Regulations - Supporting Procedures, including the Academic Misconduct Procedure where appropriate.

In determining whether misconduct has occurred, RSIAD will take into account:

- the level of AI use permitted in the relevant assessment brief;
- the extent and materiality of the AI assistance;
- the accuracy and completeness of the student's disclosure;
- the level of study and the guidance provided to the student.

RSIAD recognises that poor academic practice and deliberate academic misconduct may require different responses. Cases will therefore be considered proportionately and on their individual merits.

Nothing in this policy alters the authority of the relevant Assessment Board in matters of academic judgement.

8. Assessment Design

RSIAD recognises that the increasing availability of artificial intelligence tools requires thoughtful and forward-looking approaches to assessment design. Programme teams will therefore ensure that assessment strategies remain valid, reliable and capable of measuring the intended learning outcomes in an AI-enabled environment.

Assessment briefs will normally specify the level of AI use permitted and will be designed, where appropriate, to:

- emphasise individual critical and creative engagement;
- require evidence of process and development;
- support authentic and practice-based learning;
- enable students to demonstrate independent judgement and reflective capability.

Programme teams are encouraged to adopt a balanced approach that neither assumes the absence of AI tools nor allows their use to undermine the integrity of assessment. Where AI use forms an explicit part of the learning outcomes, assessments should require students to demonstrate critical evaluation of AI outputs and responsible professional practice.

Assessment design and review processes will operate within the academic governance framework of Middlesex University and will be subject to normal processes of module approval, monitoring and External Examiner oversight.

RSIAD will keep assessment practices under periodic review in light of evolving sector guidance, technological developments and Middlesex University expectations.

9. Review and Monitoring

RSIAD will monitor the implementation and effectiveness of this policy on an ongoing basis to ensure that it remains appropriate in a rapidly evolving technological and educational context.

Responsibility for oversight of this policy rests with the RSIAD Academic Board, which will receive periodic updates on emerging issues relating to the use of artificial intelligence in learning, teaching and assessment. This may include, where appropriate:

- patterns of academic misconduct involving AI;
- feedback from students, staff and External Examiners;
- developments in sector guidance and Middlesex University policy;
- implications for assessment design and academic standards.

The Academic Board may recommend amendments to this policy where necessary to maintain alignment with Middlesex University Academic Regulations, sector expectations and institutional priorities.

This policy will be formally reviewed in accordance with the institutional Policy Review Schedule, or earlier where significant regulatory, technological or pedagogic developments indicate that revision is required.

10. Document Control

Owner: RSIAD Academic Board

Approval body: RSIAD Board in alignment with Middlesex University

Version: 1.0

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Next review due: February 2027