

# ARTIFICIAL INTELLIGENCE (AI) POLICY



# Artificial Intelligence (AI) Policy

## Purpose of the Policy

The purpose of this policy is to establish clear principles and expectations for the **ethical, transparent, and responsible use of Artificial Intelligence (AI)** within IEAC operations and across IEAC-accredited institutions.

### This policy safeguards:

- ✓ The integrity of accreditation and inspection processes
- ✓ The credibility of inspection reports
- ✓ Academic honesty and originality
- ✓ Ethical decision-making and accountability

## Scope

### This policy applies to:

- ✓ IEAC Board members, staff, consultants, and inspectors
- ✓ External reviewers and auditors engaged by IEAC
- ✓ IEAC-accredited institutions
- ✓ Academic staff and students within accredited institutions (where applicable)

## Guiding Principles

### IEAC's approach to AI is guided by the following principles:

- ✓ **Human Oversight**  
AI may assist, but must not replace professional judgement.
- ✓ **Transparency**  
AI use must be declared where it materially contributes to outputs.
- ✓ **Integrity**  
AI must not be used to misrepresent authorship, findings, or evidence.
- ✓ **Fairness and Equity**  
AI must not reinforce bias or disadvantage individuals or institutions.
- ✓ **Accountability**  
Humans remain fully responsible for AI-assisted outputs.

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### AI Use in IEAC Inspection and Accreditation Reports

#### 4.1 Permitted Uses

AI tools may be used for:

- ✓ Editing for clarity, grammar, and structure
- ✓ Summarising large volumes of data after human review
- ✓ Formatting reports for consistency
- ✓ Assisting with non-judgemental administrative tasks

#### 4.2 Prohibited Uses

AI must not be used to:

- ✓ Generate inspection findings, judgments, or accreditation decisions
- ✓ Fabricate evidence, data, interviews, or site observations
- ✓ Replace on-site inspection, interviews, or document verification
- ✓ Alter conclusions to favour or disadvantage an institution

#### Disclosure Requirement

If AI tools are used in report preparation beyond basic editing, this must be disclosed in the report footer or methodology section.

#### Ethics and Responsible Use

AI must not be used to:

- ✓ Deceive regulators, students, or stakeholders
- ✓ Misrepresent institutional quality or outcomes
- ✓ Circumvent academic standards
- ✓ Produce discriminatory, biased, or unethical content

**All AI use must align with IEAC's broader Code of Ethics and Professional Conduct.**

#### Data Protection and Confidentiality

AI tools must not be used to process:

- ✓ Confidential inspection data
- ✓ Personal student or staff information
- ✓ Proprietary institutional documents

...unless:

- ✓ The tool complies with data protection laws, and
- ✓ Explicit authorisation has been granted by IEAC.

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## Responsibilities

### IEAC

- ✓ Provide guidance and training on ethical AI use
- ✓ Review AI practices during inspections
- ✓ Update this policy as technology evolves

### Inspectors and Reviewers

- ✓ Declare AI use where relevant
- ✓ Ensure human-led evaluation and judgement
- ✓ Protect confidentiality at all times

### Accredited Institutions

- ✓ Implement aligned AI policies
- ✓ Monitor compliance
- ✓ Demonstrate responsible AI governance during inspections

## Breaches of the Policy

### Breaches may result in:

- ✓ Report revision or invalidation
- ✓ Inspector or reviewer sanctions
- ✓ Conditions or warnings for institutions
- ✓ Suspension or withdrawal of accreditation (in serious cases)

## Review and Updates

### This policy will be reviewed:

- ✓ Annually, or
- ✓ In response to significant technological, regulatory, or ethical developments