Policy No: ACD-AI-007

Appendix S

Think Talent Policy on the Ethical Use of Artificial Intelligence

(AI) in Academic Work

Issue Date: September 2025
Review Date: September 2026

Think Talent Policy on the Ethical Use of Artificial Intelligence

(AI) in Academic Work

Contents

1. Purpose

This policy establishes Think Talent Institute's position on the use of Artificial Intelligence (AI) tools in academic and training contexts.
It aims to ensure that learners and staff are aware of the ethical boundaries of AI use, prevent academic dishonesty,
and align with the standards of OTHM, MFHEA, and international best practices.

2. Scope

This policy applies to all students, trainers, and staff engaged in Think Talent programmes (both B2B and B2C, accredited and non-accredited).
It is read in conjunction with:
- Assessment Policy (ASM004)
- Academic Integrity Policy (QA190825 Appendix G)
- Complaints & Malpractice Policy (COM005)

3. Policy Statement

Think Talent recognises AI as a valuable educational tool when used ethically.
However, misuse of AI for academic dishonesty—such as generating unreferenced assignment content—will be treated as plagiarism
and subject to disciplinary action.

4. Principles

4.1 Awareness and Education

- Learners and trainers will be educated about ethical AI use during induction.
- The Student Manual (2025, v3) includes guidance on AI and academic honesty.

4.2 Proactive Monitoring

- All submitted work is checked via plagiarism and AI-detection tools integrated into the LMS.
- Trainers are trained to identify AI-generated content and unusual writing patterns.

4.3 Assessment Design

- Assignments must emphasise critical thinking, reflection, and application of knowledge in real-world contexts, minimising the risk of AI misuse.

- Trainers will rotate or refresh assignment briefs regularly.

4.4 Ethical Use of AI by Learners

Students may use AI tools for:
- Preparing for lessons.
- Exploring new and complex topics.
- Organising personal study notes.
- Developing coding or technical skills.
- As explicitly allowed in assignment briefs or qualification specifications.

4.5 Referencing AI Use

- Any AI-generated content that informs a student's submission must be clearly referenced (APA/Harvard/MLA as applicable).
- Failure to reference AI sources is considered plagiarism under the Academic Integrity Policy.

4.6 Reporting Mechanisms

- Suspected AI misuse is reported to the QA Director/Head of Institute under the Malpractice and Maladministration Policy.
- Reports are confidential, and outcomes are documented in line with QA procedures.

4.7 Continuous Review

- This policy will be reviewed annually to address new risks and opportunities in AI.
- Feedback from students, trainers, and stakeholders will inform updates.

5. Responsibilities

- QA Director/Head of Institute: Ensures alignment with MFHEA/OTHM standards.
- Trainers: Monitor assessments, educate learners, and report misconduct.
- Students: Use AI tools ethically and reference appropriately.

6. Related Policies

- QA Policy 2025 (QA190825)
- Assessment Policy (ASM004)
- Academic Integrity Policy (Appendix G, QA190825)
- Complaints Policy (COM005)

Policy No: ACD-AI-007

Appendix S

Think Talent Policy on the Ethical Use of Artificial Intelligence
(AI) in Academic Work

Prepared by Mario Cordina

Verified by Dr Beverly Cutajar

Date 01.09.2025