Artificial Intelligence (AI) Policy

1. COMPLIANCE OBLIGATION SUPPORTED

Tertiary Education Quality and Standards Agency Act 2011 (Cth)

2. PURPOSE

Curtin University aims to be a world leader in the use of Artificial Intelligence (**AI**) within tertiary education and research. Guided by our core values of Integrity, Respect, Courage, Excellence and Impact, the University encourages the ethical integration and use of AI across all facets of the institution. This includes leveraging opportunities for learning and teaching, research, staff development, the operations of University administration and student experience.

In this context, the purpose of this Policy is to adopt a set of principles to guide the procurement, development, deployment, use, management and improvement of AI systems at the University.

AI technology and the use of AI systems will continue to evolve and will be increasingly regulated. As such, this policy and any associated procedures will be reviewed regularly to consider technological advances, current and emerging issues, regulatory standards and best practice guidance.

3. POLICY STATEMENT

3.1. The use and development of AI systems in a safe and secure manner is consistent with the University's commitment to innovation, productivity, enhancing student and employee experience and leveraging leading-edge technology. The University acknowledges AI's potential to:

(a) enhance the student experience;

(b) contribute to academic excellence;

(c) enhance research methods and outcomes;

(d) improve employee experience and University operations; and

(e) equip students with skills and knowledge for AI-augmented workplaces of the future.

3.2. Alongside these opportunities there are risks with respect to a range of factors, including the pace of technological change relative to governance, misuse of personal or confidential information, exploitation of intellectual property and Indigenous data, exclusion of minority communities, harm to the environment, misinformation, and the reliability and accuracy of AI systems. The use of AI systems in a university setting also presents challenges in relation to academic integrity.

3.3. In all cases, human oversight, judgement and intervention are vital to ensure the potential offered by AI systems is realised in an ethical, safe and responsible manner.

3.4. Accordingly, the University adopts the below principles, to guide (as relevant) the procurement, development, deployment, use, management and improvement of AI systems for teaching, learning, research and operations at the University (**AI Guidance Principles**), mapped to Curtin's 2030 Strategic Vision of making a difference to People, Planet and Partnerships.

3.5. The AI Guidance Principles are adapted with adjustments to the University's context from the principles in the Western Australian Government AI Policy.

3.6. AI Guidance Principles

To the extent possible and as relevant to the activity or use-case, the University community participating in University business or activities involving AI systems should:

Principle 1: Human, societal and environmental wellbeing



Develop, deploy and use AI systems in a way which benefits individuals, society and/or the environment. Assess and account for the broader impacts, positive and negative, throughout the AI system's lifecycle.

Principle 2: Human-centred values



Develop, deploy and use AI systems in a way which respects human rights (including Indigenous Data Sovereignty and governance), diversity and the autonomy of individuals.

Principle 3: Fairness



Develop, deploy and use AI systems so there is no unfair discrimination against individuals, communities or groups. Train and test models used by AI Systems on relevant, accurate and appropriate datasets. Train users to deploy and use AI systems responsibly to manage and mitigate bias. Enable access, inclusion and equity in AI systems throughout their lifecycle.

Principle 4: Privacy protection and security



Comply with applicable data protection, security and privacy policies and legislation. Adhere to the University's architecture standards if incorporating AI systems into the University's enterprise information technology systems.

Principle 5: Reliability and safety



Operate AI systems in accordance with the approved and intended purpose and monitor their performance. Adopt safety measures proportionate to the magnitude of potential risks.

Principle 6: Transparency, Explainability and Contestability



Develop, deploy and use AI systems in a way that maximises transparency, explainability and contestability. Allow stakeholders to know when AI has been used and contest decisions made using AI.

Principle 7: Accountability



Implement human oversight, review and the ability to intervene for all AI-based functions and decisions. Identify the individual accountable for any decision made using AI. Maintain records on the use of AI to comply with recordkeeping obligations.

Principle 8: Accuracy



Check inputs to and outputs from AI to provide assurance that they are factual, reliable and as free from bias as practicable. Disclose limitations in models that are known or likely.

3.7. The AI Guidance Principles must be considered in all stages of the AI system lifecycle including:

(a) procurement;

(b) design, data and modelling (such as planning, data collection and model building);

(c) development and validation (such as training and testing);

(d) deployment (including the use of existing AI technologies);

(e) monitoring and refinement (including fixing any problems that occur); and

(f) migration or decommissioning.

4. SCOPE OF POLICY

This policy applies to the University community, including Council members, students, employees, University Associates, Curtin controlled entities, and all other persons (including visitors, adjunct

appointees, service providers, contractors or volunteers) participating in University business or activities involving AI systems as part of those activities.

This policy applies to the University's Global Campuses, to the extent that it is compatible with the local law applicable of that Campus, and not inconsistent with the Global Campus Agreements, as applicable, from time to time.

5. DEFINITIONS

(Note: Commonly defined terms are located in the *Curtin Common Definitions*. Any defined terms below are specific to this document).

Artificial Intelligence or AI
An engineered system that generates outputs such as content, forecasts, recommendations or decisions for a given set of human-defined objectives*.

** This policy adopts the definition of AI system from the International Organization for Standardization ISO/IEC 22989:2022.*

6. SUPPORTING PROCEDURES

Procedures are to be developed, implemented and refined by the University in support of the AI Guidance Principles.

7. RELATED DOCUMENTS/LINKS

Frameworks and guidance

- OECD's AI Principles, Recommendation of the Council on Artificial Intelligence, OECD Legal Instruments, adopted on 22 May 2019 and amended on 3 May 2024, Organisation for Economic Co-operation, and Development
- Voluntary AI Safety Standard, published 5 September 2024, Department of Industry Science and Resources
- Australia's Artificial Intelligence Ethics Principles, published 7 November 2019 and updated on 11 October 2024, Department of Industry Science and Resources
- Western Australian Government Artificial Intelligence Assurance Framework, March 2025, Department of the Premier and Cabinet, Office of Digital Government
- Gen AI strategies for Australian higher education: Emerging practice, published November 2024, Tertiary Education Quality and Standards Agency
- Western Australian Government Artificial Intelligence Policy, published March 2024 and updated June 2025, Department of the Premier and Cabinet, Office of Digital Government
- Records Management Advice – Artificial Intelligence and Record Keeping, published 19 July 2024, State Records Office of Western Australia

Legislation

- *Copyright Act 1968* (Cth)
- *Freedom of Information Act 1992* (WA)
- *Privacy Act 1988* (Cth)
- *Privacy and Responsible Information Sharing Act 2024* (WA)
- *Public Interest Disclosure Act 2003* (WA)
- *State Records Act 2000* (WA)

Curtin University policies, procedures, and other documents

- *Academic Freedom and Freedom of Speech Policy*
- *Authorship, Peer Review and Publication of Research Outputs Policy* and *Procedures*
- *Information Management Policy* and *Procedures*
- *Information Security and Information and Communication Technology (ICT) Appropriate Use Policy* and *Procedures*
- *Intellectual Property Policy* and *Procedures*
- *Privacy Policy* and *Procedures* and Statement
- *Research Management Policy*

Other relevant documents

- Australian Code for the Responsible Conduct of Research (2018)
- Commonwealth Grants Rules and Principles 2024

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Approval Authority	Senior Executive Team
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REVISION HISTORY (*filled out by Risk, Compliance and Audit*)

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes & Notes
New	Approved	12/06/2025	Senior Executive Team	SET 43/25	Circular Resolution CR 02/25 * *Review scheduled for 1 April of the applicable review cycle year (annually instead of the standard five-year cycle for policies), or earlier if significant legislative changes occur*