

GENERATIVE ARTIFICIAL INTELLIGENCE IN CURRICULUM DESIGN POLICY AND PROCEDURE



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1 PURPOSE

- 1.1 This policy and procedure established a principles framework for the use of [generative artificial intelligence \(GenAI\)](#) in curriculum design at CQUniversity, in support of the University's commitment to pedagogical innovation, academic integrity and quality assurance.

2 SCOPE

- 2.1 This policy and procedure applies to all student-facing content and learning materials (including text, multimedia and other resources presented to students) developed by or for CQUniversity courses, units and micro-credentials.
- 2.2 This policy and procedure does not include:
- marking and assessment
 - research activities or,
 - student use of [GenAI](#).

3 POLICY STATEMENT

- 3.1 The University recognises the potential of [GenAI](#) to enhance learning, teaching and human efficiency, and is committed to incorporating the ethical and innovative use of [GenAI](#) in curriculum design.

Guiding principles

- 3.2 Human oversight and accountability: [GenAI](#) outputs must be reviewed and approved for quality and suitability before student use.
- 3.3 Integrity and transparency: [significant GenAI](#) assistance in curricular artefacts (such as learning materials and unit content) must be acknowledged in unit documentation.

- 3.4 Educational value: [GenAI](#) should demonstrably enhance learning outcomes, access or engagement, not replace critical academic processes.
- 3.5 Privacy and data security: confidential or identifying data must not be entered into public [GenAI](#) systems.
- 3.6 Intellectual-property stewardship: copyright and licensing implications must be assessed before incorporating AI-generated content.
- 3.7 Equity and inclusion: [GenAI](#) use must not perpetuate bias or disadvantage any learner cohort.

Policy requirements

- 3.8 [GenAI](#) must not be used as the sole authoritative source of factual or scholarly content. Academic sources must be independently verified, checked for accuracy, and cited.
- 3.9 Employees may use [GenAI](#) for ideation, language refinement, media generation, accessibility transformations and efficiency gains, provided the [guiding principles](#) are observed.
- 3.10 [Significant use](#) of [GenAI](#) in curricular materials must be declared in unit documentation and learning materials metadata.
- 3.11 Breaches of this policy and procedure may result in disciplinary action in accordance with the [Code of Conduct](#).

4 PROCEDURE

- 4.1 When developing student-facing content or learning materials, employees should determine the educational purpose and the suitability of the potential [GenAI](#) tool, ensuring it aligns with this policy and procedure.
- 4.2 If determined as suitable, employees must confirm if the [GenAI](#) tool is on the University's approved [GenAI Tools List](#) (*internal access only*), as approved by the [GenAI](#) Taskforce.
- 4.3 Employees can consult with the Digital Services Directorate on the tool's compatibility with existing systems and alignment with the University's enterprise architecture.
- 4.4 If the [GenAI](#) tool is not on the approved list, employees may submit a request via the [GenAI Tools StaffNet Page](#) (*internal access only*) outlining:
 - an educational rationale
 - planned data-security safeguards
 - costs, and
 - licensing conditions.
- 4.5 Employees must ensure that the [guiding principles](#) outlined in this policy and procedure have been addressed before releasing [Gen-AI](#) assisted content to students.

5 RESPONSIBILITIES

Compliance, monitoring and review

- 5.1 The Deputy Vice-President (Education) is responsible for implementing, monitoring, reviewing and ensuring compliance with this policy and procedure.
- 5.2 Deputy Deans (Learning and Teaching) and Deputy Deans (Vocational Education and Training (VET)) will ensure implementation within the schools.
- 5.3 The Digital Services Directorate will maintain the approved [GenAI Tools List](#) (*internal access only*). The [GenAI](#) Taskforce will assess new [GenAI](#) tool requests.

Reporting

- 5.4 No additional reporting is required.

Records management

- 5.5 Employees must manage records in accordance with the [Records Management Policy and Procedure](#). This includes retaining these records in a recognised University recordkeeping information system.
- 5.6 University records must be retained for the minimum periods specified in the relevant [Retention and Disposal Schedule](#) (*internal access only*). Before disposing of any records, approval must be sought from the Records Team (email records@cqu.edu.au).

6 DEFINITIONS

- 6.1 Terms not defined in this document may be in the University [glossary](#).

Terms and definitions

Generative AI (GenAI): machine-learning models that create new content such as text, images, audio or code by learning patterns from large collections of existing data. Unlike traditional software that follows fixed rules, these models can produce original outputs on demand, guided by natural-language prompts or other inputs.

Significant use: GenAI assistance that materially shapes the substance, structure or presentation of the content of the curriculum. Examples include generating draft learning materials, producing original media used with students, or restructuring a unit's content. Minor uses such as language polishing, spell-checking or initial brainstorming that is subsequently rewritten do not constitute significant use.

7 RELATED LEGISLATION AND DOCUMENTS

[GenAI Tools List](#) (*internal access only*)

[GenAI Tools StaffNet Page](#) (*internal access only*)

8 FEEDBACK

- 8.1 Feedback about this document can be emailed to policy@cqu.edu.au.

9 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Academic Board
Delegated Approval Authority	N/A
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Required Consultation	N/A
Administrator	Deputy Vice-President (Education)
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