GUIDE FOR THE ETHICAL USE OF LLM / GENERATIVE AI IN HIGHER EDUCATION

A PROFESSIONAL, ETHICAL, AND HUMAN-CENTRED APPROACH TO AI IN UNIVERSITIES.

Why AI Ethics Matters

LLMs and Generative AI are transforming teaching, learning, assessment, student support, and institutional decision-making. Ethical adoption ensures:

- Academic integrity
- Privacy and data protection
- Inclusive and fair learning
- Transparency and accountability
- Safe, sustainable use of AI

The 8 Ethical Dimensions

1. Educational Impact & Academic Integrity
AI should support—not replace—learning. Avoid unfair advantage and maintain pedagogical coherence.

2. Privacy & Data Governance
Use GDPR-compliant systems. Do not upload student work or personal data to external platforms.

3. Societal, Individual & Environmental Wellbeing
Deploy AI only when it adds real educational value; consider sustainability and unintended harm.

4. Teacher & Student Agency
Ensure human oversight. Provide autonomy, choice, and AI literacy for staff and students.

5. Diversity, Non-discrimination & Fairness
Review AI tools for bias. Ensure accessibility and equitable access to approved tools.

6. Accountability
Humans remain responsible for decisions, grading, and outcomes. Provide appeal mechanisms.

7. Transparency
Disclose when and how AI is used. Ensure students can understand limitations and decision logic.

8. Technical Robustness & Safety
Use secure and audited tools. Maintain monitoring and contingency plans for system failures.

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Key guidance by stakeholder

For Educators
- Use AI as an assistive tool; verify accuracy.
- Maintain human control over assessment.
- Disclose AI-generated materials.
- Avoid uploading student work to external AI tools.

For Students
- AI cannot replace your own academic work.
- Submitting AI-generated text as your own = misconduct.
- Check outputs for bias, errors, and hallucinations.
- Never input personal or confidential data.
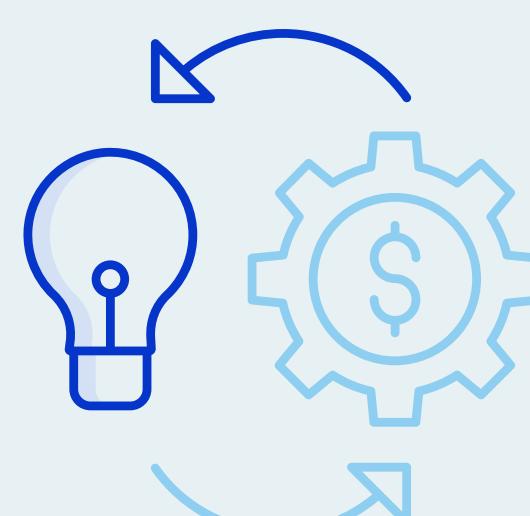
For Institutions
- Establish clear AI policies across faculties.
- Ensure GDPR-compliant infrastructure.
- Provide AI literacy training for staff & students.
- Monitor equity, bias, and environmental impact.
- Create AI governance bodies for oversight.

Key risks & opportunities

Risks
- Inaccurate or fabricated content
- Bias and inequity
- Data protection breaches
- Student over-reliance
- Environmental cost

Opportunities
- Personalised learning
- More inclusive materials
- Efficient workflows
- Enhanced feedback
- Innovation in teaching & assessment

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