AI in Teaching and Learning Policy

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Effective from 01 September 2026

This policy is titled AI in Teaching and Learning as it covers a range of teaching and learning activities, including assessment, student wellbeing support and the use of lecture recordings. As AI continues to evolve and influence more aspects of education, the broader title will ensure the policy remains accurate, flexible, and ready to expand in future reviews.

The Environmental and Sustainability AI Working Group has been tasked with reviewing and assessing the environmental impact of AI and coordinating University-based sustainability initiatives, including in Teaching and Learning.

Read this if:
You are a **student** who wants clear guidance on how AI may be used in your assessed work and in your wider learning activities, including the permitted use of Microsoft 365 Copilot and lecture recordings. You are a **member of staff** involved in teaching and learning activities and need clarity on how AI use should be clarified in assessment briefs.

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Definitions

Key terms

Artificial Intelligence: Systems that can perform tasks typically requiring human intelligence, such as reasoning, learning, perception, and decision-making.

Generative AI (GenAI): is a subset of artificial intelligence (AI) designed to create new, original content – such as text, images, code, and audio – based on patterns learned from vast datasets. While traditional AI analyses, classifies, or predicts data, GenAI focuses on generating, transforming, or synthesising content. In this policy, 'AI' includes 'GenAI' unless specifically stated otherwise.

Copilot: Microsoft Copilot refers to two core AI services used at the University: Copilot for Microsoft 365 (which provides integrated AI assistance within apps such as Word, Outlook, Teams and OneDrive using organisational data), and Copilot Chat (a standalone conversational tool that provides general-purpose AI support). Both services operate within the University's Microsoft 365 environment, respect existing permissions and data security controls.

Teaching and Learning Activities: This includes the full range of staff-led educational practices (lectures, seminars, practical work, assessment, marking, feedback, and academic guidance) together with students' independent and asynchronous learning, revision, and engagement with assessment.

University of Manchester Microsoft 365 Copilot access: This is the University licence for Microsoft Copilot and is identifiable by the green shield or 'commercial data protection badge' if using Microsoft Narrator (the built-in screen reader).

Acronyms

AI: Artificial Intelligence

GenAI: Generative Artificial Intelligence

DASS: Disability Advisory and Support Service

1.0 Introduction

1.1 Purpose

1.1.1 This policy provides a shared framework for the use of AI in assessment at the University. Its primary purpose is to support consistent, transparent assessment expectations in the context of rapidly evolving AI capability, while enabling appropriate use of AI.

1.2 Scope

1.2.1 This policy outlines the expectations for students and staff when using AI in undergraduate and postgraduate teaching and learning activities, including assessments and the research/dissertation component.

1.2.2 Students must adhere to the University's AI Guidelines when using AI tools.

1.2.3 For wellbeing matters, students should continue to access relevant University of Manchester support services or contact their GP. Microsoft 365 Copilot is not a suitable substitute for therapy, any other medical and health advice, or academic advice.

1.3 Applicability

1.3.1 This policy applies to students on undergraduate and postgraduate taught programmes and staff members involved in teaching and learning activities.

2.0 The Policy

2.0.1 AI is an increasingly powerful set of tools with the capacity to support learning or to hinder it, depending on how it is used. The potential benefits or drawbacks of AI vary by context, and understanding of these issues will continue to develop. Discipline-specific guidance will support decision making where needed.

2.0.2 This policy takes an assessment-focused approach in line with the University's AI Guidelines, which emphasise the need for responsible, transparent, and human-centred use of AI to maintain trust and authenticity in our work.

2.1 Use of AI in Assessed Work

2.1.1 Assessments must be assigned to one of the following AI categories, and this must be communicated to students and stated on assessment briefs, including on the Course Unit Canvas assessment information. Categorising assessments should include consideration of input from peer dialogue (such as moderation or external examining), programme team discussion, and/or feedback from students. The category assigned to an assessment determines the information that must be included in the assessment brief, and the following descriptions set out the required information for each category of AI use:

a) **AI Prohibited**: AI is not permitted or is unable to be used in this assessment. The assessment information should include additional information such as examples or detail of what is not permitted, if it is likely to provide clarity for students.

b) **AI Minimal:** AI is permitted to be used in this assessment in limited ways that contribute to the presentation (for example surface level use to improve grammar, fluency, and formatting) without changing the ideas, arguments or conclusions developed by the student. The assessment information must set out what is acceptable AI use. Students who do not wish to personally use AI tools can undertake the assessment.

c) **AI Permitted:** AI may be used to complete the assessment. The assessment information must set out what is acceptable AI use. The assessment brief should explain how students who do not wish to personally use AI tools can undertake the assessment.

d) **AI-Integrated:** AI use is necessary to meet the course unit intended learning outcomes. This does not imply that all AI use is permitted. The assessment information must set out what is acceptable AI use and should explain why AI use is required to meet the intended learning outcomes.

2.1.2 Students may choose not to use AI for assessment, unless the assessment has been designated as Category D.

2.1.3 Information relating to the category of AI use for the assessment must be clearly communicated to students and included in the assessment brief and unit specification.

2.1.4 For assessed group work, the course unit lead must state the category of the assessment and provide clear information to students about how to approach AI use as a group before beginning the activity. The course unit lead must also provide

clarity about how students should record any decisions regarding their individual or collective use of AI as a group and whether a record of this needs to be logged prior to beginning the activity.

2.1.5 Students must seek prior agreement from all group members before recording or transcribing group conversations. Recordings made during taught sessions must comply with the Policy on Recording Lectures, particularly 2.2.2 in the Policy on Recording Lectures).

2.2 General Student Use of AI for Teaching and Learning Activities (unless required in a DASS plan)

2.2.1 In addition to their University-provided Microsoft 365 Copilot service, students may use other AI tools to support their learning where this use is consistent with:

a) The AI category assigned to an assessment;

b) The University's AI Guidelines (including referencing);

c) The University's Intellectual Property Policy. Students must not upload any University of Manchester owned materials, including lecture – recordings, slides, question papers, handouts or any other copyrighted resources to external AI tools.

d) The Policy on Ethical Approval of Research on Human Subjects in Taught Assessment.

2.2.2 Where a recording of a taught session is available, students are permitted to use their University of Manchester Microsoft 365 Copilot access to upload this for the purposes of supporting their learning. Uploading University of Manchester – owned materials to the University of Manchester Microsoft 365 Copilot will not contravene the Intellectual Property Policy providing students use their University-provided access. Further information about lecture recordings is available in the Policy on Recording Lectures.

2.3 General Staff Use of AI for Teaching and Learning Activities

2.3.1 Staff members who use AI in Teaching and Learning activities must adhere to the University's AI Guidelines. Only the University-provided Microsoft 365 Copilot service may be used for student-identifiable or confidential data.

2.3.2 Chairs of Faculty Teaching and Learning Committees will collate issues with this policy raised by Schools and are responsible for including a review of the impact of the AI Policy by the Committee at least once a semester.

3.0 Monitoring Compliance

3.0.1 Clearly communicating the assessment category to students is expected and should be monitored by Heads of Schools (or their delegates) as part of a wider quality-assurance process that supports the Annual Academic Assurance Process including Schools; Faculties; Teaching Learning and Students Committee; the Academic Quality and Standards Committee for Teaching, Learning and Students; and Senate.

3.0.2 Within assessed work, students' failure to document use of Generative AI could be a form of plagiarism contrary to the Academic Malpractice Procedure. Failure to adhere to the terms of an assessment brief is handled on an assessment-by-assessment basis and may be accounted for through the marking process.

3.0.3 Staff and students can raise issues in relation to the use of AI in Teaching and Learning through the Teaching and Learning Policy Comments Form. Comments will be reviewed regularly and used to inform the development of training and guidance and contribute to the annual review of AI-related Teaching and Learning policies.

4.0 Supporting Documents and Sources of Support

- University's AI Guidelines
- Policy on Recording Lectures
- Guidance for Assessed Student Group Working
- University of Manchester support services

Version amendment history box and Document control box

Version amendment history: AI in Teaching and Learning Policy		
Version	**Date**	**Reason for change**
1.0		Creation of the Policy. Developed with the AI Policy Drafting Group and approved at Senate 22/04/2026

Document control box	
Policy / Procedure title:	AI in Teaching and Learning Policy
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Related Statutes, Ordinances, General Regulations	N/A
Related Policies:	Policy on Recording Lectures
Related Procedures and Guidance:	University's AI Guidelines Guidance for Assessed Student Group Working
B Conditions Met:	B2; B3; B4; B5
Policy owner:	Head of Student and Academic Services (SAS)
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