



Artificial Intelligence (AI) Policy

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Related Policies & Procedures	<p>Academic manual: chapter 7 Good Research Practice Policy LSHTM Data Protection Policy LSHTM Data Classification and Handling Policy</p> <p>LSHTM guidance and training, and external resources are included in section 4.1 Related Documents of this policy.</p>

1. SCOPE

This policy applies to any person who uses or develops artificial intelligence (AI) tools and applications in the course of their work or study at LSHTM or on behalf of LSHTM. This includes, but is not limited to, all employed and honorary staff, students, trustees, contractors and visitors regardless of their location. All collaborative partners should be made aware of this policy.

This policy and related policies, procedures and guidance will be reviewed and updated regularly to ensure alignment with the latest technological developments, regulatory requirements and institutional strategic and operational plans.

In this policy, AI refers to “a range of algorithm-based technologies that solve complex tasks by carrying out functions that previously required human thinking”.¹ AI systems are designed to enhance our ability to analyse data, recognise patterns, make decisions and solve problems within specific domains. There are different types of AI, including machine learning, natural language processing and computer vision. Generative AI is AI that can create new content – such as text, images, audio, video and code – in response to user prompts. While this policy focuses primarily on generative AI, it also applies to other types of AI.

2. PURPOSE AND OVERVIEW

LSHTM is committed to supporting all members of the LSHTM community to engage with AI effectively, responsibly and ethically in line with our mission to improve health and health equity in the UK and worldwide; working in partnership to achieve excellence in public and global health research, education and translation of knowledge into policy and practice. This includes supporting LSHTM staff and students to engage fully with AI tools to enhance effectiveness and efficiency, and to use and develop creative, innovative, safe and ethical applications of AI technologies.

¹ *Definitions* | ICO. (n.d.). Retrieved 21 August 2025, from <https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/artificial-intelligence/explaining-decisions-made-with-artificial-intelligence/part-1-the-basics-of-explaining-ai/definitions/>



This policy outlines LSHTM's framework for the use and integration of AI across all areas of activity, including education, research and operational effectiveness. It emphasises the importance of promoting understanding, academic integrity, equity, good governance, accountability, compliance, evaluation and collaboration to maximise AI's benefits and opportunities while mitigating associated challenges and risks.

3. POLICY

3.1 Principles

LSHTM is committed to the following principles regarding the use of AI. LSHTM will:

1. Support and empower staff and students to develop skills for responsible, ethical, critical, creative and effective AI use.
2. Support responsible and innovative practices to maintain the highest standards of academic integrity in education and research, and to enhance operational effectiveness and efficiency.
3. Monitor AI-related developments in higher education, health and other sectors and engage with stakeholders and partners to adopt and share good practice when using AI.
4. Ensure effective governance to leverage opportunities and mitigate risks associated with AI in line with LSHTM's mission, values and strategy.
5. Implement mechanisms and controls to enhance data protection and security and to ensure compliance with laws and regulations.
6. Emphasise the importance of transparent and accountable decision-making, and of human oversight, critical engagement and connection, when using AI.
7. Embed equity, diversity and inclusion principles to ensure that institutional use of AI does not result in inequitable outcomes, and proactively monitor and mitigate any potential discriminatory impacts.
8. Regularly review LSHTM policies, procedures, guidance and training to proactively address the impact of evolving AI technologies.

3.2 Responsible use of AI

All members of the LSHTM community are responsible for ensuring that AI is used effectively and appropriately. Specific responsibilities are outlined below.

Council

- approves the University's AI strategy, policies and procedures as and when required.
- receives assurance that the University has effective mechanisms in place for the responsible use and management of AI.

Audit and Risk Committee

- ensures that the University has effective mechanisms in place to proactively identify and mitigate risks and leverage opportunities associated with AI.

Executive Team

- is responsible for LSHTM's overall AI strategy, including ensuring that activities are resourced and prioritised in accordance with this strategy.
- makes informed operational decisions and delegates work where appropriate.
- provides assurance to Audit and Risk Committee and Council as required.

Senate

- oversees the University's academic policies and procedures to ensure academic integrity, responsible research practice and robust ethical review.



- receives reports on and directs action regarding AI practices, developments and impacts in education and research.

Committees, groups, functions and roles involved in using, developing and evaluating AI

- proactively consider the impacts of AI within their areas of responsibility, and address or escalate issues as and when required.
- develop guidance, training and resources to support responsible AI use at LSHTM.
- encourage and engage the LSHTM community in the responsible take up of AI.

All staff, students, trustees, contractors, visitors and collaborative partners

- ensure they understand and comply with this policy and all related policies, procedures and guidance.
- undertake relevant AI training and seek advice where appropriate to ensure that they use AI ethically and responsibly.

3.3 Supporting staff and students to develop AI literacy and skills

LSHTM will provide training and guidance for students and staff to ensure they understand the opportunities, limitations and ethical issues associated with the use of AI. This includes:

- training to understand how AI and generative AI tools work, how to critically evaluate AI outputs, and when and how to use AI responsibly in their learning and professional lives; and
- guidance on how to use generative AI appropriately to support learning, teaching, assessment, research and professional services activities.

All LSHTM staff and students, and others using or developing AI at or on behalf of LSHTM including contractors, visitors and collaborators, are required to follow the University's policies, procedures and guidance when using AI in the course of their work and study.

Links to relevant LSHTM policies, guidance and training are provided in section 4.1 of this policy, including general AI literacy training and specific guidance for using AI in education and assessment, research and innovation, communications and meetings.

3.4 Transparency, accountability and integrity

Human oversight and judgement are essential when using AI. The human using the AI tool is responsible for the decision to use AI, and for verifying the accuracy and quality of any AI-generated outputs.

Being clear and transparent about AI use is critical for accountable decision-making and academic integrity. LSHTM will provide clear guidance to students and staff about when and how to acknowledge AI use to ensure high standards of learning, teaching, assessment, research and service delivery.

LSHTM will be transparent about institutional use of AI, including any use of AI in University decision-making processes.

Staff should acknowledge AI use where appropriate in line with responsible academic and professional practice, disciplinary norms, and legal requirements (including regulatory, funding and publishing requirements).

Students should follow LSHTM policy and guidance about acknowledging the [use of AI in assessments](#).



3.5 Assessing the impacts of AI

LSHTM will:

- regularly review and update policies, procedures, guidance and training relating to AI use;
- engage with our staff and students, government, health and academic partners, industry and funders to build a shared understanding of the responsible and ethical use of AI; and
- consider the wider social, ethical and environmental impacts arising from institutional use of AI and take appropriate action where required.

All members of the LSHTM community are encouraged to review the latest guidance (under section 4.1 in this policy), undertake relevant training and development, and seek further advice where appropriate to ensure they understand the impacts of using AI.

3.6 Equity and ethical considerations when using AI

All members of the LSHTM community should be aware that AI systems and tools can reflect and amplify human biases, producing incorrect or misleading outcomes, especially if the AI training data is not diverse or representative. Biases may be cultural, geographical, colonial, stereotypical or in other ways harmful or based on inaccurate information. The human using the AI tool is responsible for reviewing and verifying the accuracy and quality of any AI-generated outputs. Anyone using or developing AI tools should consider and assess biases that may be present in AI datasets and algorithms, and take appropriate steps to acknowledge, mitigate and reduce the impact of bias.

LSHTM will take a proactive approach to ensure that institutional use of AI does not create unfair or inequitable conditions for our students, staff, research participants, visitors or other users of our services. This includes ensuring that students and staff can access the generative AI tools and computing resources they need to support their study and work, developing staff and student AI literacy, and undertaking Equality Impact Assessments where appropriate to mitigate potential risks associated with AI.

3.7 Data protection and legal compliance

All members of the LSHTM community are required to comply with:

- this LSHTM Artificial Intelligence (AI) Policy and related policies, procedures and guidance including the [LSHTM Data Protection Policy](#), [LSHTM Data Classification and Handling Policy](#), and [Guidelines on use of Generative AI](#), and
- requirements specified in the UK General Data Protection Regulation (GDPR) and Data Protection Act 2018 and any other relevant legislation.

Anyone using AI tools must ensure that personal data, confidential data and other sensitive data remain under LSHTM control and are not used in ways that would place LSHTM in breach of data protection regulations. This includes the use of AI tools that export or store data in other jurisdictions or allow a third party to access and use it for purposes other than those for which the data was collected (including training the AI model), which would constitute a data breach.

LSHTM's confidential business information, intellectual property, and privileged legal advice should not be inputted into generative AI tools without appropriate approval and controls. Sharing this information with an AI tool may put the information into the public domain, breach LSHTM's contractual agreements and/or allow unauthorised use of intellectual property.



Anyone who is found to have breached the terms of this policy may be subject to disciplinary action and/or may also incur criminal liability if they knowingly or recklessly disclose personal data or confidential data without LSHTM approval.

3.8 Where to seek further advice

All members of the LSHTM community should review the guidance in section 4.1 of this policy, undertake relevant training and development, and seek further advice from the relevant area(s) to ensure that they understand potential issues and impacts before using or developing AI.

For advice on AI use and	Contact details
General AI enquiries	Request guidance on using AI at LSHTM - Self-Service Portal
Committees and meetings	Governance team: committees@lshtm.ac.uk
Communications	Communications and Engagement: comms@lshtm.ac.uk
Contracts and Intellectual Property	Legal Services - Home
Data classification and storage	Data Protection Office: dpo@lshtm.ac.uk
Education	Principal Education Developer or Associate Dean Education for your Faculty
IT solutions for LSHTM business requirements	IT solution design - Self-Service Portal
Literature searching and systematic reviews	Library, Archive & Open Research Services - Self-Service Portal or library@lshtm.ac.uk
Research funder requirements	Strategic Research Office: strategic_research@lshtm.ac.uk
Research governance, integrity and ethics	Research Governance and Integrity Office: rgio@lshtm.ac.uk

4. RELATED DOCUMENTS

4.1 LSHTM policies, procedures and guidance

Note: An LSHTM staff and student login is required to access content marked with an asterisk (*)

General

[AI Literacy - Self-guided course*](#)
[LSHTM Data Protection Policy](#)
[LSHTM Data Classification and Handling Policy](#)
[Guidelines on use of Generative AI*](#)
[AI guidance in communications*](#)
[Use of artificial intelligence tools in meetings*](#)

Education

[Academic manual: chapter 7](#)
[Artificial Intelligence in assessments*](#)
[General principles of AI use*](#)
[Generative AI and your learning*](#)
[LSHTM AI literacy model*](#)
[Productive ways to engage with AI*](#)
[Quality and Artificial Intelligence*](#)
[Writing effective prompts to support your learning*](#)



Research

[Guidelines for use of AI in research and innovation](#)
[Good Research Practice Policy](#)

4.2 External resources

General

European Parliament: [EU AI Act: first regulation on artificial intelligence](#)
Council of Europe: [Inclusion and anti-discrimination: AI & discrimination](#)
Harvard Business Review: [The Uneven Distribution of AI's Environmental Impacts](#)
Information Commissioner's Office: [Artificial Intelligence](#)
National Cyber Security Centre: [Advice & guidance: Artificial Intelligence](#)
Royal Society Open Science: [Decolonizing global AI governance: assessment of the state of decolonized AI governance in Sub-Saharan Africa](#)
Royal Society Open Science: [Ethical and legal considerations in healthcare AI: innovation and policy for safe and fair use](#)
The Royal Society: [Science in the Age of AI](#)
UK Government: [AI for Science Strategy](#)
UK Government: [AI Opportunities Action Plan](#)
UNESCO: [Guidance for generative AI in education and research](#)

Research

Cancer Research UK: [Guidance for Researchers on the Use of Generative AI](#)
Cancer Research UK: [Research with integrity - what you need to know about generative AI](#)
Cancer Research UK: [Use of generative AI tools in funding applications](#)
European Commission: [Guidelines on the responsible use of generative AI in research developed by the European Research Area Forum](#)
Research Funders Policy Group: [Funders joint statement: use of generative AI tools in funding applications and assessment](#)
[UKRI AI Research and Innovation Strategic Framework](#)
UKRI: [Generative artificial intelligence in application and assessment policy](#)
UKRI: [How we work in artificial intelligence](#)
UK Research Integrity Office (UKRIO): [AI in Research Resources](#)
UKRIO: [Embracing AI with integrity: A practical guide for researchers](#)
UK Committee on Research Integrity (UKCORI): [Research Integrity in the UK: Annual statement of the UK Committee on Research Integrity 2024](#)

Education

Jisc: [Artificial Intelligence \(AI\) in tertiary education](#)
Jisc: [AI maturity toolkit for tertiary education](#)
Quality Assurance Agency (QAA): [Generative artificial intelligence](#)
QAA: [Quality Compass: Navigating the complexities of the artificial intelligence era in higher education](#)
Russell Group: [Russell Group principles on the use of generative AI tools in education](#)
UK Council for Graduate Education (UKCGE): [Artificial Intelligence in Postgraduate Research: Ethics of AI in Research](#)