ACADEMY
of SOCIAL
SCIENCES

Artificial Intelligence (AI) policy

Purpose

The following document sets out the Academy's approach to the use of Artificial Intelligence (AI) across its main activities and linked to its charitable objectives.

Generative AI tools, capable of producing content such as text, images, and code, offer potential benefits in research and innovation. The Academy therefore supports the use of AI and in particular Generative AI, when used in a responsible and ethical manner, which considers any potential impact on the integrity of its work. Its use will be transparent and acknowledged in all circumstances.

The Academy has considered the potential risks associated with the use of AI-generated material and recommends the following across its main activities:

Administration

AI may be used to automate administrative tasks, for example scheduling meetings, note-keeping for meetings, comms scheduling, but only if the benefits are demonstrable; and never when personal data is involved. If using for meetings, all users must be informed. The minutes from the main Academy committee meetings may use generative AI to help take notes, but the minutes should not be written up solely using generative AI.

Consultation responses

With UK Government departments increasingly using AI tools to review and summarise consultation responses, the Academy may want to consider strategies to ensure that any AI-generated summary of our response reflects our actual position. As such, there may be times when we develop a full response for publication on our website and sharing with stakeholders (including via ministerial letters), but we submit our own summary document specifically so that AI cannot be used to misrepresent the full response.

In terms of developing our responses, AI tools may be used to assist with the background research stages of a consultation response. However, it would always be the case that these should be reviewed and finalised by those working on the response before it is submitted to ensure that any fabricated, inaccurate or misleading information, commonly known as 'hallucinations', have been removed.

Funding applications

In order ensure high standards, applicants are expected to adhere to the following guidelines if a Generative AI tool has been used as part of a grant application:

Transparency: disclosure of any use of generative AI tools in the application, except when used for language translation or improving English proficiency. This disclosure will not influence the assessment outcome but promotes transparency

Confidentiality: not to input sensitive, personal, or confidential information into generative AI tools

Accuracy and integrity: to ensure that any content generated by AI tools is thoroughly reviewed for accuracy. Any fabricated, inaccurate or misleading information, commonly known as 'hallucinations', should be removed.

Intellectual property rights: applications must comply with relevant intellectual property rights and only use information from third party sources with consent from the relevant copyright holder.

Journal publications

All articles published in the Academy's journal *Contemporary Social Science,* will adhere to the [Taylor and Francis AI policy](#)

Research

AI tools may be used in certain circumstances to analyse data or accelerate a research project, while ensuring research integrity is maintained at all times. If used, there must be clear evidence that bias has not been introduced. The AI tool used must be acknowledged and any fabricated, inaccurate or misleading information, commonly known as 'hallucinations', have been removed.

Published reports

The Academy will take reasonable steps to ensure that any work published and referred to either on the Academy's website or through the production of printed matter, will not have been plagiarised and that if AI-generated content is used, it has been used responsibly and is acknowledged within that content, stating the reasons for its use. All publications must be reviewed to ensure that any fabricated, inaccurate or misleading information, commonly known as 'hallucinations', have been removed. The Academy recognises the benefits that come with the use of AI in relation to particular aspects of producing reports, for example the use of AI to aid background research.

When is the use of AI not acceptable?

- In any HR related matters, for example, vetting of job applications, or staff performance review processes
- The Academy may not accept job applications that have been written using AI and applicants should declare if AI has been used and the reason for its use.
- When people's personal or sensitive information is being used (GDPR and other data protection laws to be upheld at all times)
- When referencing other work, generative AI should not be used and a standard referencing style, e.g. Harvard, should be used.

Which AI-generated programmes will be permitted to be used?

The platform Co-Polit is recommended but other platforms will be considered if the user can provide a statement justifying its use.

Date review due: July 2026

Training for staff

Staff may be offered training and support in the use of Generative AI programmes, should they be considering their use.

Review

This policy will be reviewed by the Academy's Executive Committee annually. Should the risk of AI or generative AI become material to the work of the Academy, it will also be considered by the Academy's Audit and Risk Committee as to whether it should be a risk on the Academy's Risk Register.

Date review due: July 2026