



Academic Artificial Intelligence Policy

Policy owner:	University Assessment Learning and Teaching Committee
Implementation date:	1 st March 2024
Review date:	Each Term
Related policies:	General Academic Regulations Academic Integrity and Misconduct Policy and Procedures Examination Rules for Candidates Policy on the use of University Computers & Data Networks
Related procedures:	.

Index

1. Purpose	2
2. Scope	2
3. Legislative context	2
4. Policy statement	2
5. Responsibility	3
6. Relationship with other policies	3
7. Definitions	3
8. Appendix	4

Version History

Version	Approved by	Revisions made	Date
1.00	Senate	Minor editorial changes	29/5/24
1.10	UALTC	Minor editorial changes	26/2/25

This policy draws on those developed at Deakin University, Australia and the University of Edinburgh, UK, the University of Greenwich, UK, the University of Portsmouth, UK, and the University of Westminster, UK. In addition, the “*Russell Group principles on the use of generative AI tools in education*” was considered.

1. Purpose

- 1.1 This policy aims to guide students and staff on the ethical and responsible use of artificial intelligence (AI) in academic work. It seeks to harness the benefits of AI while maintaining academic standards and integrity.

2. Scope

- 2.1 This policy applies to all students within the University, encompassing all forms of AI-assisted activities related to assessment, learning and teaching, and other related educational activities.

3. Legislative context

- 3.1 Under the B Conditions of the Office for Students we are responsible for ensuring the credibility of our qualifications.

4. Policy statement

4.1 *Permitted use of AI*

AI tools may include the following purposes:

- To assist and inform you with:
 - Initial research, planning and output development.
 - A literature review and sourcing academic materials.
 - Structuring output
 - Data analysis and interpretation in research
 - Enhancing creativity and generating ideas
 - Grammar and spell checking.

Any use of AI must be properly referenced – see Appendix to this policy.

4.2 *Prohibited use of AI*

AI shall not be used for the following purposes:

- Generating complete assignments, essays, or research papers.
- Substituting the critical thinking and analysis required in academic work.
- Any form of cheating or academic dishonesty as defined by the university's [Academic Integrity Policy and Procedures](#).

4.3 *Disclosure Requirements*

Ensure that you appropriately cite and reference any text or output generated by AI in your work, along with any other sources you use. You should indicate clearly where in your work you have used AI-generated material. This disclosure should include the nature and extent of any AI assistance.

4.4 *Limitations of AI*

Understand the AI tool's limitations and therefore use it in conjunction with other sources to ensure the information you present is credible and reliable. You need to check the accuracy of all information generated by AI tools. Users should be aware of the limitations of AI, including but not limited to potential bias, lack of understanding of complex, nuanced or novel concepts, as well as the limitations of AI



in relation to ethical standards.

4.5 ***Academic Integrity***

Students are expected to adhere to the highest standards of academic integrity. The use of AI does not excuse plagiarism, or any form of academic misconduct. Make sure that any final item or output is your own work, and not just copied from an AI generator, in whole or in part. You can use the generated text or output as a prompt to give you inspiration or guidance, as a starting point for example. But the final submitted assessment must be all your work, your creation, and your analysis. The use of plagiarism software and checkers should not be relied upon to ascertain academic integrity as such tools are not absolute.

5. **Responsibility**

- a. This policy is produced by the University Assessment, Learning and Teaching Committee (UALTC).

6. **Relationship with other policies/procedures**

- a. This policy needs to be read in conjunction with the Academic Integrity Policy and Procedures.
- b. Any breaches of this policy will be dealt with using the Academic Integrity Policy and Procedures

7. **Definitions**

- a. AI in this document means “Artificial Intelligence” not Academic Integrity.

APPENDIX

Referencing for use of AI

Example for Harvard Referencing taken from the Business School Referencing Guide

A typical reference would be:

OpenAI ChatGPT (2023) ChatGPT response to Your Name, 10 July 2023.

In your text you would include (OpenAI ChatGPT, 2023).

However, you must also include the prompts you used to generate any material you are using. This is best achieved by putting the response in an appendix as in:

When prompted by the author, ChatGPT responded with a 'definition of academic integrity' (OpenAI ChatGPT, 2023). A copy of this response is in Appendix 1.

If you use AI to generate images you must make this clear. The image itself should include the AI software used and the prompt, as in:

Figure 1: The image was generated by DALL-E with the prompt 'Maslow Hierarchy'.

In the reference list you would need to include the following (for the above example)

DALL-E. 2023. San Francisco: OpenAI. DALL-E: Microsoft Windows.

PLEASE NOTE: You are required to state in your assignments whether you have used other forms of artificial intelligence, including Grammarly, Microsoft Editor, Quillbot, Scribbr etc.

An example of this would be to include a note at the end of your references:

This assignment was prepared with the use of Microsoft Word Editor. (2023, 10 July).