Guidance on the use of Artificial Intelligence in Assessment

1. With the rapid development of online artificial intelligence (AI) tools, such as ChatGPT and Bing Chat, this document serves as guidance for appropriate use of AI in assessments at the University and new iterations may be published throughout the academic year.

2. As AI tools become increasingly sophisticated, they will be commonly used in workplaces. It is therefore important that the University gives students training and guidance in their ethical use. Generative AI tools have the potential to be powerful educational tools but, equally, the University must ensure the academic integrity of academic credits and awards, to be safeguarded and valued by employers and students alike.

3. For relevant assessments, students will be given specific guidance on the use of AI tools, to structure and develop academic work. This will be communicated clearly in advance in the assessment brief. Instructors will provide clear directions regarding which tasks AI can be used for, and what it must not be used for.

4. If students have not been permitted to use AI in an assessment (with the parameters of use clearly articulated by the instructor), or if students use AI outside of the parameters issued by the instructor, students will be recorded as committing academic misconduct. (See ACADEMIC MISCONDUCT POLICY – PRINCIPLES, EXAMPLES, PENALTIES; ACADEMIC MISCONDUCT REPORTING AND APPEALS POLICY: COURSEWORK, and ACADEMIC MISCONDUCT REPORTING AND APPEALS POLICY: EXAMINATIONS).

5. The use of AI can constitute several forms of academic misconduct, it could be:
   a. **plagiarism** (relying on an unidentified source)
   b. **commissioning** (relying on work produced by another person - the company who owns the AI software)
   c. **fabrication** (if the AI makes up data or false experiences that students then rely on in assessed work)

6. In the context of quizzes, tests and formal mid-term or final examinations, whether in-person or in a digital format, the use of generative AI will not be permitted, and any unpermitted use of it will be classed as an academic misconduct offence.

Guidance on how to avoid AI academic misconduct:

7. Unless specifically asked to do so, students should avoid using generative AI for assessments.

8. Students should keep records of research notes, draft work, calculations etc. and be able to provide copies of these notes, drafts and calculations.

9. Students should be ready to explain how conclusions and answers were reached based on research and/or calculations.

10. Students may be requested to attend a hearing regarding unauthorised use of AI, in line with the Academic Misconduct Policies and Procedures.

11. Students should discuss the appropriate use of AI in assessments before submission if unsure regarding guidelines provided by the instructor.

VERSION MANAGEMENT

Responsible Department: RAQA (Department of Registry, Admissions and Quality Assurance)			
Approving body: Academic Board			
Version no.	**Key Changes**	**Date of approval**	**Date of effect**
001	New guidance created	July 2023	Sep 2023
002			
	Restricted access? *Tick as appropriate* ☐ Yes ☒ No		