Student Guidelines on the use of Gen AI

Introduction

At SETU, we recognise the need for our learners to engage with Generative Artificial Intelligence (Gen AI) in preparing for an AI-enhanced workplace and society. The following guidelines are intended to provide clarity on acceptable and unacceptable use of Gen AI for students. However, it is the module lecturer(s) who will ultimately determine how you may use Gen AI when doing assignments for your modules. This may vary depending on pedagogical approach, discipline, subject area, assessment criteria, and learning outcomes of the module.

SETU's position is to:

1. Create awareness around the possibilities and limitations of Gen AI and the risks associated with using it as a sole information source.
2. Recognise the potential of Gen AI to enhance your learning experience.
3. Stress the importance of submitting your own work rather than that generated by Gen AI.
4. Highlight the requirement to declare or acknowledge where Gen AI has been used and be transparent about how you've used it.
5. Emphasise the importance of transparency in promoting a culture of academic integrity in the university.
6. Acknowledge the importance of preparing our graduates for a Gen AI-enhanced society.

Generative AI Risks and Limitations

- Gen AI tools use large language models (LLMs) such as ChatGPT and Bard, and they draw from vast amounts of data to predict which word should come next while generating text outputs. However, this can result in inaccurate information (or 'hallucinations') that sounds authentic, is confidently presented and is often referenced, but on closer inspection, the information can be false, and the references may not exist.
- Bias is another concern, as the information used by Gen AI may contain pre-existing biases including those related to race, culture, gender, etc. Outputs can also display bias towards certain opinions or political affiliations.
- While interactions with Gen AI can feel personal because of the conversational approach and the roles it can assume, privacy and data protection are significant concerns. No personal information or anything you want to remain private should be disclosed.
- AI has limitations in terms of the data it has access to, for instance it cannot access anything behind a paywall and may not be trained on the most current information.
- As a model that picks the highest probability path, this denies you the opportunity to consider less obvious approaches that could be more enriching to you.

Gen AI and Education

There are many possibilities for Gen AI to enhance your learning experience, but it is important not to engage in over-reliance or misuse. Gen AI can be regarded as a personal tutor or learning assistant rather than a mechanism to replace your efforts or your independent thinking. Your lecturers may have specific suggestions on potential uses of Gen AI in their modules and assignments. The following are general examples of how Gen AI might be used to improve your productivity and academic skills:

- Explain or consolidate a concept you are not sure about
- Summarise or identify key points in large volumes of information
- Suggest improvements in your general writing skills
- Draw up a study plan, or generate flashcards or practice questions
- Suggest ideas for a research topic
- Act as a debate or discussion partner

*However, it is important to check the authenticity and accuracy of any AI outputs.

Misuse of AI can include:

- Presenting AI-generated or modified work as your own
- Not declaring or acknowledging the use of AI in the completion of coursework or assignments
- Relying on AI as a replacement for your understanding, opinions, or thinking

*The use of any form of AI for your coursework, assessments, or research without acknowledgement is regarded as academic misconduct. Any use must be as permitted by the assignment brief and module lecturer.

General Guidance

Your lecturer will clearly communicate whether and how Gen AI may be used for teaching, learning, and assessment on their module. Some assessments may explicitly ask you to work with AI tools and to analyse and critique the content it generates, others may specify that AI tools should not be used, or only used in specific ways.

It's normal to be unsure of what is an ethical use of Gen AI and what is not. Gen AI is a very new development and things are changing all the time at a rapid pace. It is very important to talk to your lecturers and consult other SETU sources of help – if in doubt, ask and make sure that you follow the guidance given.

If you are unsure if you can use Gen AI in a particular assessment, please check the assignment brief or discuss with your lecturer. If Gen AI is not approved for your assessment, you cannot use it for that assessment. If you do not follow this guidance, you may face penalties, related to a breach of Academic Integrity.

Acknowledging the use of AI

The preferred approach for acknowledging or declaring Gen AI usage will be clearly outlined by your lecturer. This may follow the standard referencing and bibliographic conventions e.g., Name of AI tool, your name, date you entered the prompt:

> *OpenAI Chat GPT 4. 2023. Response to Mary Smith, 14 April.*

Or it may involve completing a more detailed declaration form acknowledging Gen AI usage and evaluating the impact of Gen AI on your work.

You may also be required to provide the prompts that you used with the Gen AI output alongside your own work to clearly show your original contribution. It is useful to keep versions of your document to show the history and development of your content. It is also important to be transparent about how many Gen AI tools were used to improve the quality of your content, writing or grammar; this includes externally available tools as well as tools integrated within the software that you use. Remember that any such use for an assignment needs to be approved in the assignment brief or by your lecturer.

SETU's Academic Integrity policy and Gen AI

As you navigate through your academic life using Gen AI, it is crucial to adhere to SETU's Academic Integrity Policy. This helps you understand how to ethically use Gen AI in your work while maintaining the core values of acknowledgment and original contribution. By following these guidelines, you not only uphold SETU's standards of academic integrity but also harness the potential of Gen AI in a responsible and transparent manner.

Conclusion

- Gen AI can be useful, but it is not a replacement for your own work, opinions, or thoughts
- Never rely solely on Gen AI output
- Follow the instructions around Gen AI usage for each module, when in doubt clarify with your lecturer
- Transparency is vital to ensure a culture of fairness and integrity

These guidelines will be updated periodically to reflect latest policy developments.