

Guidelines for Students Concerning the Allowed and Prohibited Use of AI Systems¹

Ethically Allowed AI Tasks for Coursework

Students may use AI tools in coursework as long as their use supports learning, adheres to academic integrity, and complies with institutional guidelines. The following tasks are ethically permissible:

1. Research and Idea Generation

- Summarising academic texts or explaining complex concepts.
- Brainstorming topics, examples, or case studies.

2. Writing and Organisation

- Structuring outlines for essays and projects.
- Reviewing grammar, spelling, and clarity in drafts.

3. Learning and Problem-Solving

- Requesting step-by-step solutions for practice problems.
- Generating practice questions or reviewing key concepts.

4. Feedback and Revision

- Improving the tone, flow, or structure of your writing.
- Seeking suggestions to enhance presentation content.

5. Technical Assistance

- Formatting citations and bibliographies (verify for accuracy).
- Organising meeting notes or creating templates for group projects.

Prohibited Uses of AI in Coursework

Students must avoid the following actions when using AI for assignments, as they compromise academic integrity and personal accountability:

1. Submitting AI-Generated Work as Your Own

¹ In preparing this set of guidelines, AI systems, alongside other sources, were consulted.

- Submitting essays, reports, or creative projects entirely or mostly written by AI without meaningful personal contribution.
- Example: Copying and pasting a full AI-generated essay without edits or critical input.

2. Relying on AI Systems for Generating Content

- Using AI to replace your own analysis, arguments, or critical and rational thinking.
- Example: Relying on AI to answer discussion prompts or solve problems without understanding the reasoning.

3. Misrepresenting AI Contributions

- Failing to disclose when and how AI tools were used.
- Example: Incorporating AI-suggested text or images without attribution or acknowledgement.

4. Plagiarising Content

- Using AI-generated text and/or images without proper citation or attribution, even if the AI was the sole source.
- Example: Including an AI-generated paragraph verbatim without noting its origin.

5. Fabricating Sources or Data

- Using AI to create fake references, citations, or research data.
- Example: Providing a bibliography with non-existent books or articles created by AI.

6. Ignoring Verification Responsibilities

- Using AI-generated content without verifying its accuracy, originality, or relevance.
- Example: Submitting AI-suggested facts, statistics, or citations without checking their validity.

7. Disregarding Institutional or Instructor Policies

- Using AI when explicitly forbidden by the instructor or for restricted components of an assignment.
- Example: Employing AI in a "no-AI" assignment or exam setting.