

AI Use Policy for Written Assessments

1. Purpose of the Policy

This policy outlines how students may use Artificial Intelligence (AI) tools when preparing written assessments. It aims to protect academic integrity while recognising AI as a supportive tool—not a substitute for student authorship.

2. Acceptable Use of AI

Students may use AI tools **only** for the following purposes:

- **Editing and copy-editing**, such as grammar, clarity, and structure improvements.
- **Transliteration** (changing script while preserving meaning).
- **Translation** to or from English.
- **Search and research assistance**, including gathering background information or identifying potential sources.

AI may support the writing process, but **all ideas, arguments, analysis, and final written text must be the student's own work.**

3. Prohibited Use of AI

Students must **not** use AI tools to:

- Generate full essays, paragraphs, or significant sections of text.
- Write, rewrite, paraphrase, or expand content in a way that replaces the student's original authorship.
- Submit AI-generated material as their own work.
- Attempt to conceal, modify, or bypass AI-detection systems.

Such misuse may be considered academic misconduct.

4. AI Detection and Penalties

All essays will be checked using the Institute's AI-detection system.

- If an essay is flagged as **more than 65% AI-generated**, it will be **automatically failed**.
- The Institute may request drafting notes or conduct an academic integrity interview if concerns arise.
- Serious or repeated violations may lead to further disciplinary measures.

5. Student Responsibility and Disclaimer Form

Students are responsible for ensuring that all submitted work is genuinely their own. To support this:

- **Students must complete and submit an AI-Use Disclaimer Form with every essay**, confirming:
 - how AI tools were used (if at all);
 - that all ideas and writing are their own;
 - that no prohibited AI assistance was used.

Essays **will not be marked** unless the disclaimer form is completed in full.

6. Evidence of Authorship

Students should keep drafts, notes, outlines, and planning documents as evidence of the development of their work, and may be asked to present them if questions arise.

7. Review of Policy

This policy will be reviewed regularly to reflect evolving technologies and academic integrity standards.