Centre for Preparatory Studies

Academic Integrity Guide for Students
Fall 2024

Introduction

Generative AI is having a big effect on teaching and learning. However, many students find it difficult to know which uses of AI tools are useful and appropriate, and which uses are not. These guidelines will help you understand the differences between appropriate and inappropriate use, the consequences of any misuse and how to use generative AI correctly to learn effectively. Understanding these principles will help you to use generative AI tools like ChatGPT ethically and effectively.

Glossary

Academic Integrity

This means being honest, clear, fair and responsible at university or in academic situations. It means you always say where your information comes from, and you never cheat or pretend somebody else's information, work or ideas are yours. In short, academic integrity is when students, teachers and researchers do the right thing.

Academic Misconduct

When you break the rules of academic integrity, it is called academic misconduct. This can be accidental or on purpose. It includes copying work, or pretending that someone else's work is yours. It also includes making up information, or working with someone else when you should be working alone. In short, academic misconduct is when students, teachers or researchers do the wrong thing.

Plagiarism

This is a type of academic misconduct. It is when you do not say where you got your words, ideas or information from. It can be accidental or on purpose. It includes copying someone else's work or ideas. Also, if you do not give citations and references to say where information is from, this is plagiarism.

Artificial Intelligence

AI, or artificial intelligence, is when machines or computers show any type of human-like intelligence. There are many types of artificial intelligence. The most important of which, in this document, is generative AI.

Generative AI

This is when you give instructions to a computer and it makes new work, such as writing, images or videos. ChatGPT, Microsoft CoPilot and Google Gemini are three examples of generative AI. It has many uses both good and bad.

Critical Thinking

This refers to thinking skills like analysing, evaluating and bringing together different ideas to create something new. University work aims to improve students' knowledge and critical thinking skills.

Acceptable and Unacceptable Use of AI

- Good use and bad use of AI depends on the task, its aims, and what the teacher is assessing.
- Generative AI tools like Chat GPT can be used to enhance learning, but they do not replace independent learning. You are expected to produce original work.
- There are times when it is appropriate to use generative AI to help you learn or think critically. For example, it can be a personal tutor, it can give feedback on your grammar, spelling, vocabulary, and punctuation, and it can help you develop your ideas.
- However, many uses of generative AI are not acceptable. It is unacceptable to copy and paste text from generative AI. It is also inappropriate to use information if you do not know that it is true, and you should not use generative AI to do things that you will be assessed on. For example, if your teacher is assessing how well you write, you should not use AI to write the text for you, or to improve your grammar, vocabulary or spelling.
- **You should always check with your teacher before using generative AI.**

AI and Academic Misconduct

- If you use AI tools incorrectly, it is considered **academic misconduct**.
- If your teachers think you used AI incorrectly for an assignment, they will follow the SQU Academic Misconduct Policy to decide if it is **plagiarism**. This may result in a zero for the plagiarised assignment or F in the course for repeated incidents.
- Teachers know your ability and writing style, and they will look at your normal writing to help decide if you have misused or overused generative AI or other tools.
- Your teacher will also look at whether you followed the assignment rules that were presented in class, such as the number of paragraphs or the type of supporting information needed.
- It is also unfair to give teachers AI-generated texts for marking as they waste time giving feedback to written work that is not written by you and does not reflect your actual level.

Critical Thinking and Evaluation

- Ask your teacher about the acceptable use of AI tools for your assignment.
- **Generative AI** sometimes creates untrue information. If you use generative AI to help you write, you must carefully check all its facts and claims.
- AI can make suggestions about how to improve your language and structure. You should think carefully before accepting its suggestions.
- In short, you must read, understand and critically evaluate the AI-generated content before using it for ideas, information, structure or language.

Citation and Transparency

- If you intend to use generative AI in your work, discuss this with your teacher. He or she will need to know which tools you plan to use and for what purpose.
- Cite the use of AI tools in your work using in-text references and your reference list. See below:

OpenAI. (2023). ChatGPT (Mar 14 version) [Large language model].
https://chat.openai.com/chat

Parenthetical citation: (OpenAI, 2023)

Narrative citation: OpenAI (2023)

2.7 Conclusion

These guidelines aim to ensure generative AI is used responsibly for teaching and learning. The CPS believes that generative AI can be a helpful tool in some situations, but it should be used responsibly without affecting academic integrity and learning. Generative AI is always constantly changing. The CPS and the university will regularly review and update these guidelines.