

# ARTIFICIAL INTELLIGENCE (AI) POLICY & GUIDELINES

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## 1. Context

This policy outlines the definitions, conditions and principles of Artificial Intelligence (AI), as it applies to teaching and learning at UBSS.

## 2. Scope

### 2.1 Rationale

With generative AI tools becoming increasingly accessible and rapidly integrated into various fields and industries, there is an urgent need for a policy that prepares students and staff to work with and understand the principles of this technology. UBSS is required to establish protocols and procedures for the identification and management of AI-related misconduct.

## 3. Definitions

Item	Definition
<b>Academic Integrity</b>	Academic Integrity is the moral code or ethical policy of academia. This includes values such as avoidance of cheating or plagiarism; maintenance of academic standards; honesty and rigour in research and academic publishing and/or writing.
<b>Academic Misconduct</b>	Academic misconduct is behaviour displayed by a student that is contrary to the Student Code of Conduct. It often refers to misconduct in the preparation and submission of academic work/assessments.
<b>Artificial Intelligence (AI)</b>	A type of computer-based model that can generate new content, such as text, images, audio, and video. The technology utilises machine learning, a process in which it is trained to recognise complex patterns in large data sets, producing outputs that can closely resemble human-generated content, without further explicit programming.  <i>Source: National Artificial Intelligence Taskforce (2023). Australian Framework for Generative Artificial Intelligence in Schools. NSW Department of Education.</i>
<b>Algorithm</b>	A process or series of specific directions, instructions or set of rules built into computer software or systems to perform calculations, solve a defined problem or automate decision-making. Algorithms use AI to produce improved outcomes.
<b>Automated tools</b>	Artificial Intelligence or machine learning tools such as ChatGPT, OpenAI and the like.
<b>Cheating</b>	Is the gaining of a reward by dishonest means. The term is generally used for the breaking of rules to gain unfair advantage in a competitive situation.
<b>Contract cheating</b>	Contracting a third party to complete an assessment task, generally in exchange for money or other manner of payment.
<b>Plagiarism</b>	Plagiarism is the practice of presenting someone else's ideas or work as one's own, without acknowledging the source. It is a form of academic misconduct.
<b>TURNITIN</b>	Turnitin is a learning and teaching software technology. It scans and checks for plagiarism in submitted documents and is currently incorporated into the assessment submission process at UBSS.

## 4. Principles

- People, not technology, must be at the centre of our work;
- We should promote digital inclusion within and beyond our institutions;
- Digital and information literacy is an essential part of a core education;
- AI tools should enhance teaching and learning;
- Learning about technologies is an experiential, lifelong process;
- AI research and development must be done responsibly.

(Source: Book, C.D., Rainine, L. & Frau-Meigs, D., 18<sup>th</sup> Annual UN Internet Governance Forum, October 2023)

## 5. Use of AI in teaching and learning

While UBSS is supportive of AI literacy and AI use as an emerging skill, it is expected that students will use this technology appropriately, responsibly and ethically, to comply with the UBSS policies in place.

Generative AI tools and models can be an effective and valuable way for supporting learning by prompting or generating new ideas, identifying sources, simplifying explanations of complex topics, synthesising text and providing a general introduction to various topics. However, students must understand the limitations of the tool in stifling independent thinking and creativity. Students must not use the technology to replace original ideas and work.

Any use of AI must be cited or attributed appropriately. Failure to do so constitutes plagiarism and is a violation of the UBSS Academic Misconduct policy. Teaching and academic staff at UBSS use tools and techniques to detect plagiarism and there are serious consequences for academic misconduct. If in doubt about its permitted use, students should seek clarity and guidance from teaching/academic staff.

Should teaching staff at UBSS permit the use of AI in subjects offered at UBSS and associated assessments or assessable submissions, clarification and guidance must be provided to students in subject outlines, with the required citation and referencing requirements, particularly as this technology evolves. Sample subject outline statements may include:

- *Use prohibited* – students are expected to complete assessments without substantive assistance from others, including automated tools;
- *Use only with prior permission* – Students are permitted to use advanced automated tools on assessments if lecturer or facilitator permission is obtained in advance;
- *Use only with acknowledgement* – Students are permitted to use advanced automated tools on assessments if this use is properly documented and credited.

## 6. Citing and referencing of AI

For any text or other work generated by the use of advanced automated tools, students must adhere to citation or referencing conventions in line with the referencing style outlined in subject outlines.

Failure to adequately cite or reference the use of AI in assessable submissions is a violation of the UBSS *Academic Misconduct Policy* and penalties outlined in Appendix A of the UBSS Academic Misconduct policy will apply.

## 7. Document Change control

Version	Change Description	Date	Author
v01	New policy developed	February 2024	Associate Professor Jotsana Roopram

## 8. Benchmarking

This policy has been *guided* by the principles identified in the Tertiary Education Quality and Standards Agency (TEQSA) document, 'Assessment Reform for the age of artificial intelligence', November 2023.

This policy has been *benchmarked* against the approaches to AI, adopted at the following institutions:

*National*

*University of Technology, Australia;*

*University of Melbourne, Australia;*

*University of South Australia;*

*International*

*Oxford University, UK;*

*Cambridge University, UK;*

*Harvard Business School, USA;*

*School of Graduate Studies, University of Toronto, Canada.*

## **Appendix A: Guidance notes on Artificial Intelligence (AI) for teaching staff at UBSS**

The emergence of generative artificial intelligence (AI), while igniting new opportunities and possibilities for teaching and learning, has exacerbated existing assessment challenges within higher education. While UBSS is supportive of AI literacy and AI use as an emerging skill, it is expected that students will use this technology appropriately, responsibly and ethically, to comply with the UBSS policies in place (Artificial Intelligence and Academic Misconduct). Both policies are available on the website.

In addition to discussing academic integrity in Week 1 of the trimester, you must ensure that students are aware of and are sufficiently informed of the approach adopted by UBSS, to manage potential cases of academic misconduct related to the misuse of artificial intelligence.

To do this, subject outlines must include clear and concise guidelines on the use of AI tools and technology in your subject/s. From Trimester 2 2024, please ensure that one of the following three options is included in your subject outline/s:

### **1. Use Prohibited**

Students are not permitted to use advanced automated tools (artificial intelligence or machine learning tools such as ChatGPT) on any assessments in this subject. Students are expected to complete assessments without substantive assistance from others, including automated tools.

### **2. Use only with prior permission**

Students are permitted to use advanced automated tools on assessments if lecturer or facilitator permission is obtained in advance.

### **3. Use only with acknowledgement**

Students are permitted to use advanced automated tools on assessments if this use is properly documented and credited. Students are responsible for the information submitted based on an AI query (for instance, that it does not violate intellectual property laws, or contain misinformation or unethical content). Use of AI tools must be properly documented and cited in order to stay within the protocols and procedures on academic misconduct at UBSS. **See information/resources for Harvard referencing below.** Any assignment that is found to have used generative AI tools in unauthorised ways is a violation of the UBSS Academic Misconduct policy and penalties outlined in Appendix A of the UBSS Academic Misconduct policy will apply. If you are in doubt about permitted usage, please reach out to your lecturer or facilitator for clarification before submitting your work.

## **Guidelines for the use of AI**

In addition to the above, lecturers are encouraged to include clarification on the acceptable and unacceptable use of AI in their subject/s. Please modify as required and include in your subject outline/s. Examples are provided below:

### ***Acceptable use of AI***

The use of generative AI tools (e.g. ChatGPT etc.) is permitted in this subject for the following activities:

- Brainstorming and refining your ideas;
- Finding information on your topic;
- Drafting an outline to organise your thoughts
- Checking grammar and style.
- Fine tuning your research questions;

### ***Unacceptable use of AI***

The use of generative AI tools is not permitted in this subject for the following activities:

- Impersonating you in classroom contexts, such as by using the tool to compose discussion board prompts assigned to you or content that you put into a Blackboard Collaborate chat.
- Completing group work that your group has assigned to you, unless it is mutually agreed upon that you may utilise the tool.
- Writing a draft of an assignment or essay.
- Writing entire sentences or paragraphs to complete class assignments or other assessable submissions.

*Academic honesty is required in all assessable submissions by students. As AI is an evolving technology, please ensure that you carefully review the AI-related information you include in your subject outline/s every trimester.*

## Harvard Referencing

Referencing is a standard convention used by academic and professional communities to inform readers of the sources of information used in a piece of written work. While there are many referencing styles and formats, UBSS uses Harvard referencing.

When referencing, you must cite all your sources in order to:

- acknowledge your sources
- allow the reader to verify the data / information
- allow the reader to consult your sources independently for their own purposes
- show the reader the depth and breadth of your reading

References must be provided wherever you quote (use exact words), paraphrase (use other people's ideas using your own words), summarise (use main points of someone else's opinions, theories, or data), or use other people's data or figures. Your references may be sources of information such as books, periodicals, websites, newspapers, government reports, legal cases, electronic recordings (CD, DVD, television), or brochures. Note that some of these sources are considered more credible than others. The main elements that need to be recorded in the Harvard AGPS 6th system are the **author, date, title** and **where the source is found**.

The Harvard AGPS 6th referencing system consists of two components, both of which are required:

a) The in-text citation

This is the short in-text reference to the source of the information e.g.

Maguire (2018, p.35) or (Maguire 2018, p.35).

b) The reference list

This is a list at the end of the written text of all references cited within. It contains all the details of the reference rather than the short version used in the in-text citation. One item might look like this:

Maguire, E 2018, Girls, autobiography, media: gender and self-mediation in digital economies. Palgrave Macmillan, Cham, Switzerland.

For more information regarding Harvard referencing conventions, please refer to the document on Moodle, under 'Assessments'.

<https://www.mybib.com/tools/harvard-referencing-generator>

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