SINGAPORE POLYTECHNIC
Policy on Use of AI Tools for Academic Work

PURPOSE

This policy outlines the guidelines and expectations for the responsible use of AI tools[1] by learners in Singapore Polytechnic. The aim is to ensure that learners use AI tools ethically and effectively in their academic work, with an understanding of the limitations of such tools.

SCOPE

This policy covers all graded assessment components in learners' academic work which are reliant on their integrity to account for how AI tools may have been used.

GUIDELINES

1. **Appropriate use**: Learners are allowed to use AI tools for their academic work, but it is the responsibility of learners to use such tools appropriately, understand the limitations and not overly rely on them. AI tools should be used to extend learning, not to replace learners' critical thinking and analysis, creativity and independent research skills.

2. **Responsible use**: Learners are solely responsible to evaluate the accuracy, credibility, reliability and relevance of the output and information generated when using AI tools. Learners are held accountable for the integrity and quality of their submitted work.

3. **Ethical use**: Learners must not use AI tools to plagiarise or cheat in their academic work by presenting the generated output as their original work. Rather, learners should display academic honesty by acknowledging the use of AI tools in their academic work. Learners could also submit a declaration of academic integrity, indicating if any AI tool was used. When required, learners should be able to demonstrate their understanding of the AI tool's output and how that impacts their work.

4. **Consequences**: Violation of the guidelines set out in this policy is tantamount to plagiarism and will be dealt with accordingly under Breach of Examination/Assessment Rules as stated in the SP Student Handbook.

Learners must remember to use AI tools with C.A.R.E. – considering **C**onsequences, and ensuring **A**ppropriate, **R**esponsible and **E**thical usage. This policy, including the appendix, will be reviewed periodically to maintain its relevance and effectiveness.

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[1] Especially generative AI tools, such as Bard, ChatGPT, Chatsonic, Dall-E and Midjourney. Note that this list is not exhaustive.

Appendix: Limitations & Recommendations

LIMITATIONS

Do understand the limitations of any AI tool before using it. A good rule of thumb is to assume that the AI output or response is inaccurate until you have verified it. Here are some possible limitations of an AI tool:

- The output could be inaccurate or wrong. Some chatbots might even "hallucinate", that is, generating factually inaccurate responses yet passing them off as credible.

- If the data that the AI tool is trained on are biased or discriminatory, then its output could also be biased, presenting widely accepted claims as "truth".

- The output is highly dependent on the quality of users' inputs or prompts. If given a misleading prompt (even if unintentional), the AI tool might still respond incorrectly yet confidently.

- The output could be outdated or limited. For instance, if the AI tool is trained on digital data up till 2021, then it might not be aware of recent developments, as well as niche areas of knowledge that humans possess.

- Use of the output could infringe copyright laws. If the data that the AI tool is trained on includes copyrighted works, then the output could resemble these copyrighted works.

Note that as AI technology advances, the limitations stated above could become irrelevant.

RECOMMENDATIONS OF APPROPRIATE USE

Learners are <u>allowed</u> to use AI tools in the following ways:

- ✓ Use an AI tool as a starting point to gather information about a topic and spark brainstorming

- ✓ Input their written work into an AI tool to solicit feedback and suggestions for improvement

- ✓ Leverage an AI tool for enhanced self-directed learning to
    - o Clarify – explain abstract or complex concepts in a simplified manner
    - o Summarise – distil key points from lecture notes for use as study aid (e.g. flashcards)
    - o Assess – generate Q&A or MCQs to check own level of understanding
    - o Organise – customise a study plan/schedule, and provide study and time management tips

The above list is not intended to be comprehensive. When in doubt about whether an AI tool can be used, learners should approach their lecturers to clarify.

For internship, the use of AI tool(s) is subject to the policy of the respective company.

Learners are <u>not allowed</u> to use AI tools in the following ways:

1. Generate an output, then submit it as their own original work

2. Generate an output, paraphrase it, then submit it as their own original work

3. Generate an output, process it, then submit it as their own original work without acknowledging the AI tool used

To acknowledge the use of an AI tool, here is a sample template/table that learners can fill and append to their submitted work:

Name of AI tool	*< For example, ChatGPT >*
Input prompt	*< Insert the question that you asked ChatGPT >*
Date generated	*< Insert the date that ChatGPT response was generated, since ChatGPT is an evolving technology >*
Output generated	*< Insert the response verbatim from ChatGPT >*
Impact on submission	*< Briefly explain which part of your submitted work was ChatGPT's response applied >*

To make a declaration of academic integrity, here is a sample form that learners can complete and append to their submitted work:

<u>Declaration of Academic Integrity</u>

Academic Integrity is a central tenet of Singapore Polytechnic. The polytechnic rules state that "*Cheating in examinations and other assessed work is a very serious offence. This includes copying and using plagiarised material. Any student who cheats, attempts to cheat or breaches any rules for examinations and tests will face disciplinary action. The student is liable to be expelled.*"

Check only one of the two options below:

☐   I affirm that the work I submit is my own, produced without help from any AI tool(s).

☐   I affirm that the work I submit has been produced with the use of AI tool(s) which I have acknowledged fully.

By signing this form, I declare that the above affirmation made is true, and that I have read and understood the rules stated in Students Handbook on "Plagiarism" and "Breach of Examination/Assessment Rules".

Name: _____   Student ID: _____

Signature: _____   Date: _____