

Ngee Ann Polytechnic

Policy Guidance on Student Use of Artificial Intelligence (AI) for Academic Work, including Generative AI.

This Policy guides students to use AI tools ethically and effectively in academic work.

To All NP Students:

Know This:

1. **What is AI?** An AI tool is a computer programme designed to provide apparently intelligent responses to human instructions, queries or wants (as anticipated by the AI tool). One common example of an AI tool is the spelling and grammar-checker in your word-processing programme, such as Microsoft Word. This example of AI analyses and suggests changes to your typed work in order to improve your grammar or correct your spelling mistakes.
2. **What is Generative AI?** Generative AI (Gen AI) is the latest evolution in AI. This type of AI **creates content that seems new**, in accordance with your instructions. Gen AI achieves this by **generating content from combined databases** to give you what your instructions suggest you may want, as interpreted by the tool. **Note:** the generated content may be misleading or factually wrong.
3. **Examples** of Gen AI tools (not an exhaustive list):

Tools that provide a text-based “ask me anything” service: produce essays, lists, tables, and other types of text-centric answers to users’ text prompts (text questions)	Google Bard Bing Chat ChatGPT
Tools marketed to help users improve the drafting of their documents.	GrammarlyGo Quillbot Jasper.ai
Tools that generate images in response to text prompts.	Dall-E Imagen
Computer programming coding-assistant tools.	GitHub Copilot
Tools to generate presentations .	Gamma.App

4. Industry’s use of AI, including Gen AI, is evolving quickly. NP is adjusting the curriculum accordingly, so that you can become job-ready using AI, including Gen AI.
5. Both humans and Gen AI can create content. Should you choose to get another human to complete your work for you, you would **NOT** receive a grade (see the

NP Student Code of Conduct on academic integrity and the NP Plagiarism Policy). It follows that you will **NOT** receive a grade for work entirely completed by Gen AI. Instead, you will be graded when you demonstrate that you have achieved learning outcomes. Should the learning outcomes also include the **approved** use of various tools including Gen AI, your work will of course be graded.

Do This:

6. **Use Gen AI as approved** by your lecturer:
 - When you start work in your module, show samples of how you use AI to your lecturer and ask if such use is appropriate.
 - Cite your use of AI tools, especially Gen AI tools, unless otherwise instructed by your lecturer.
7. **Enable your lecturer to distinguish your work** from that of others, including AI:
 - Keep evidence of your own work to show upon demand, such as:
 - working drafts;
 - online research and document-version history;
 - chatbot history;
 - relevant social media or text conversations; and
 - screenshots of contributions to group-work.
8. **Check Gen AI output for copyright infringement or plagiarism** for example by using tools that check for content similarities such as Google Lens, which can show you images similar to any Gen AI image that you may be concerned about, or Microsoft Editor's similarity check feature, which does the same for text within your Microsoft Word online document.
9. **Verify Gen AI output** for example by checking with trusted sources, as Gen AI may provide misleading or factually wrong content.
10. **Comply with your employer's policies** on Gen AI use as an employee or when on internship or work attachment. In particular, do **not** share proprietary employer information or any personal data with a public Gen AI tool, unless explicitly instructed to do so by your employer. Generally, prioritise data security and confidentiality in your Gen AI interactions.

Do NOT hide unauthorised AI use from your lecturer.

11. This includes using Gen AI without your lecturer's permission to create work which you then paraphrase or process and submit as entirely original.
12. Academic dishonesty in the form of plagiarism, that is, passing-off or pretending that AI work is your own, is a disciplinary offence.
13. If you are found guilty of such dishonesty, possible penalties include dismissal from NP.
14. NP takes academic dishonesty seriously and uses tools to help lecturers detect and deter unauthorised use of AI.

Examples of how you can experiment with Gen AI:

15. Subject to the above and **with your lecturer's approval**, you can experiment with Gen AI to improve your learning efficiency and effectiveness, for instance by:
- quickly organising information for initial discussions or brainstorming;
 - proposing an outline or first draft on which to improve;
 - automating tasks such as correcting spelling or grammatical errors, or creating programming code; and/or
 - facilitating self-directed learning by using Gen AI to clarify doubts, seek explanations, and improve understanding through effective prompts.

In principle, use AI tools, including Generative AI, appropriately.

16. Use their strengths to help you learn and work, but apply your values, skills and knowledge to compensate for their weaknesses.

Acknowledgement

17. An NP staff working group on Gen AI collected inputs from both staff and students on their use and perceptions of Gen AI during the April 2023/24 semester. Many thanks to both staff and student contributors for your time and effort. This policy has benefited from your insights.

This policy will be periodically updated. Current version effective for AY 2023/24 Semester 2.