

# Guidelines for the use of AI in M&M Skripsie

16 September 2024

**When using AI in their M&M final year projects, students must:**

1. Add an AI Use Declaration (see last page of this document) to the front matter of the final report
2. Add a section to Chapter 1 of their report (typically the last section in Chapter 1) that declares the use of all AI tools (if any) and clearly states where and how it was used.

## 1 Overview

This document is composed of modified extracts from the “Draft interim SU guidelines on allowable AI use and academic integrity in assessment” and from a similar document used in the Mechatronics 424 module.

The purpose of this document is to provide concise requirements to students on the responsible use of generative Artificial Intelligence (AI) and Large Language Models (LLM) in the final year project (skripsie) that are in line with current institutional policy. The policy, and therefore the guidelines in this document, are subject to change.

## 2 Responsible use of AI

The key principles when using AI for students translate to being accountable for what you produce through critically engaging with AI-generated output. This means being transparent, accurately attributing ideas and ensuring that the work is still authentic and not an uncritical submission of AI output as your own.

### 2.1 Accountability

You are responsible for what you create and how it impacts others and society. AI tools don't have accountability. It is thus your responsibility to ensure that work submitted under your name is factually correct and not likely to cause harm, i.e., through spreading false information, misappropriation or sharing of personal information.

## 2.2 Authenticity

It is your responsibility to ensure that you know the requirements (i.e., whether AI use is allowed) for each assessment task. The default assumption should be that it is not allowed. When allowed, you need to guard against outsourcing your learning to AI. You may potentially use AI tools to assist where relevant and where permitted by the module, but not to complete the assessment on your behalf.

When using AI, critically engage with AI-generated output, ensuring that any output you retain accurately presents your position and voice. Consider how you will make a case for the work being authentically yours, i.e., can you answer detailed questions or explain why you chose a certain direction, referred to a certain author, drew a specific conclusion e.g., in an oral or interview? Do you understand the content, and can you explain it in your own words? Can you summarize key ideas from the content?

## 2.3 Transparency

You should clearly and honestly declare the use of AI tools and their outputs as well as the extent of the use, i.e., refer to the 'search strategy' and rationale that informed this. Consider questions such as: why was this the most appropriate approach or option, what are the limitations, etc.?

Review the privacy settings of your AI application account/s with the provider/s to ensure you are aware of what data is being collected and how it is being used (in the Terms and Conditions when registering).

## 2.4 Fairness

Your use of AI tools/systems should be ethical and responsible and should comply with academic integrity standards. Be cautious of misusing AI-generated output since this output could be false and could also result in misrepresenting your own abilities. You should always be able to provide evidence of your understanding and the process/methodology you followed to reaching an answer. **The use of AI may limit your preparedness for subsequent assessments.**

## 3 AI use in M&M Final Year Project

Table 1 has been modified from the source document, to indicate the acceptable use of AI for the M&M final year project module.

Table 1: AI use in M&amp;M Final Year Project

AI use for	This use is similar to	Requirements for use in final year project
<b>Ideation phase</b>		
Brainstorming ideas eg topic or approach	Discussing the idea with a friend or tutor	You must keep a record of the prompts you used and the outputs you received
Creating an outline or a plan	Google search or checking Wikipedia	It is your responsibility to critically engage with the output of the AI tool and check the accuracy of the output
<b>Drafting phase</b>		
Learning about a particular topic	Google search or checking Wikipedia	You need to (1) find the original owner of the idea and (2) ensure that all content is factually correct and not likely to harm anyone through spreading untruths or sharing personal information
Searching for literature on a topic	SU library and database or a Google Scholar search	Always check that references are real, suitably academic and include the key works. Include URLs of all references. Also check for similarity; some research tools offer near direct quotes without indicating it as such
Generating or drafting a coherent output, ie using AI to complete the assessment (or part thereof) on your behalf	Enlisting someone else to write your paper or complete your project for you	<b>This is not allowed.</b> Submitting content generated via AI or using paraphrasing or translation software tools on texts you did not personally write or make a substantial input to, and did not reference, will be deemed as academic misconduct
<b>Revising phase</b>		
Language editing	Similar to using a spelling checker	Language enhancement tools are increasingly available in word processing software (such as MS Word) and tools such as Grammarly are also increasingly popular. Always save a draft of your original text as backup and remember to check the accuracy of the suggestions made by language editing software. Make sure that the authenticity of your text is not compromised
Soliciting feedback	Asking a friend or tutor to read your work and offer you feedback	You may be asked to provide evidence of your learning process, ie copy of the feedback and how you responded to it. Remember that you are ultimately accountable for your work and that you should feel comfortable with the improvements you incorporate
Revising a piece of work	Asking someone else to improve the content of your work	<b>This is not allowed.</b> Submitting work revised by AI undermines the learning outcomes and will be deemed as academic misconduct

## AI Use Declaration

1. I am convinced and can support my claim that my assessment product is an indication of my own learning, knowledge, skills, and understanding.
2. Where I have used AI tools for enhancing my own creation of ideas and words, I acknowledge that I have to declare it.
3. Where I have used AI tools for generating new ideas, words, code, image-prompts for other AI Image-generating tools, or structure and even presentations (or other AI tools that can be used as assistants to the knowledge building and representing process), I have declared and documented the use of such tools and I am prepared to talk about the process I used and what it contributed to my learning and insights.
4. I am aware that the lecturer can ask me to demonstrate my learning, for example through explaining the choices I made in terms of approach, content used, literature selected, conclusions drawn, etc. through an additional assessment like an oral (for example).
5. I understand that if I am not able to agree to the above points, there is a chance that my academic behavior will be deemed unethical and might lead to a disciplinary case being brought against me on the grounds of cheating or plagiarism and that the standard procedures for such behavior will be followed.
6. As per the Disciplinary Code of SU (par. 10.2.1 and 10.2.2) I understand that I take responsibility for the integrity of my work, which includes the obligation to ask for clarification from an academic member of staff if I am unsure of anything, and that I strictly adhered to all instructions received in the course of the academic assessment by relevant and authorized staff (whether the instruction is in oral or written format).
7. I understand that when I am not able to document and declare my use of AI tools, this behavior will be deemed as cheating in examinations and assessments (Disciplinary Code 1.1 c.) as I referred to “unauthorized notes, books, electronic devices or other reference material”.

Student Number	Signature
Initials and Surname	Date