Academic Misconduct and AI tools

A GUIDE INTO USING ARTIFICIAL INTELLIGENCE TOOLS RESPONSIBLY AND AVOIDING PLAGIARISM

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Artificial Intelligence Tools' Usage

It is important to understand the proper usage of Artificial Intelligence (AI) and abide by ethical considerations involved in AI usage.

Proper Use:

- source of ideas,
- explaining concepts,
- improving your work in terms of language (proofreading).

Misuse:

- AI must **not** create your academic work.
- **Do not ask AI to generate or paraphrase** your work.
- AI is **not** an academic source.

AI as a tool, not a student substitute

- **AI is meant to complement** your work/assignments, not to replace you. Although, technology is a strong tool that can help us with a variety of tasks, it should be seen as an **additional resource that enhances your understanding** rather than replacing your abilities.

- AI is **here to assist** you and not to replace you. Use it with caution and responsibility.

- It is crucial to keep in mind that presenting the work produced with the help of AI tools as your own may constitute **academic misconduct.**

Turnitin tool identifies AI generated content

- Do not use an AI tool to generate the content of your assessment.

- Turnitin tool identifies and captures any **AI-*generated* or AI-*paraphrased*** material. In such cases, an investigation may be held and as a student you may be asked to provide clarifications regarding your work. If identified as plagiarism **you will be held accountable** according to the rules and regulations of the University.

- If you generate your work through an AI tool, your work may lack good structure, understanding of the topic, originality, academic accuracy, etc.

Acknowledging AI usage

While working on your submission, prepare a separate page at the beginning of your assignment, **clearly indicating** whether you have utilised an AI tool using the following templates:

Non-Use of AI:

I acknowledge that I have not used any AI tools to create, proofread or produce any text or ideas related to any draft or final versions of this work.

Acknowledging AI usage

Use of AI:

I acknowledge the use of [name of AI tool], [provide the link] to [what i.e., generate text for ..., proofreading of the XX chapters, etc.]. This action(s) was/were completed on [when, add the dates/period]. The prompts used included: [how, provide the prompts].

Example:

I acknowledge the use of Chat GBT (https://chat.openai.com/) to proofread chapter 2 and chapter 3 of my thesis. This action was completed on 22.02.2023. The prompts used included: "Proofread and correct grammar for the text below".

What is plagiarism?

- Plagiarism is **presenting someone else's work or ideas as your own** by incorporating it into your work or paraphrasing it without proper acknowledgement.

- It applies to all published and unpublished material of printed or electronic form.

- Plagiarism is a **violation of academic integrity** and it is against the principle of intellectual honesty.

- Plagiarism is considered a **serious act of academic misconduct** and can have **consequences** on a student's academic progress.

What are the different forms of plagiarism?

Direct Plagiarism - the word-for-word (verbatim) copying of someone else's work, without proper acknowledgement.

Montage Plagiarism - borrowing phrases from a source without using quotation marks, or finding synonyms for the author's language while preserving the structure and meaning of the original, without proper acknowledgment.

Self-Plagiarism - submitting your work for an assessment which you have already submitted, either for the same course or another, for a different qualification within Unicaf or any other University.

Miscollaboration - unapproved collaboration between students, failure to give credit to the assistance received.

Use of **material developed by professional agencies or others** as your own.

Academic Integrity

- As a university student, you are expected to **become an independent thinker** - acquire your own voice and not reproduce the work and ideas of others, presenting them as your own.

- You should **critically reflect upon the work of others**, draw your own conclusions, and ensure that credit is given to all authors who have contributed to your work.

How can I avoid plagiarism?

- **Cite the original sources** in the text through in-text citations and a final **reference page** according to the relevant referencing system being used by the University.

- **Paraphrase** other authors' ideas - do not copy and paste.

- Employ the **principles of proper academic writing** - implement your academic skills to produce work that is of the best possible quality.

- Ensure that your **references and citations** are correct.

- When in doubt about referencing, paraphrasing or plagiarism, do not hesitate to seek help from your tutor.

How can I check similarity before submission?

- Upload your work on the VLE and **check the Turnitin Index while the document is still in draft form.**

- **Ensure that you submit your work only via the University's VLE.** Submitting the assignment for a similarity check to another software outside the University's VLE will result in a high similarity percentage as the Turnitin incorporated in Unicaf's VLE will detect it as work previously submitted elsewhere.

- As a first step, you are advised to **upload your work as a draft and check the Turnitin similarity indication** well before the relevant deadline. In this way, you can see whether further amendments are needed to reduce similarity in case this is high.

- After editing your work, you can **proceed with uploading the final version** of your work and make the final submission by the deadline.

What happens if you are suspected of plagiarism?

- Tools such as Turnitin can allow students and faculty to detect plagiarism. **Turnitin is a plagiarism prevention software** that enables us to identify students who submit plagiarised work.

- Cases will be investigated and **penalties** may involve deduction of marks or even expulsion from the university.

- Unicaf considers **plagiarism a serious offence.**

For further information go to the **Student Help Centre** or contact your tutor.

Good luck with your submission!

UNICAF®

Thank you
for your attention