

Automated Writing and Generative AI Tools Usage Form

General Instructions

Please complete all three sections that follow. In accordance with the University's *Academic Integrity Policy 2022* (as amended), you must provide a true and complete account of how you have used automated writing and generative artificial intelligence (AI) tools to complete your assignments. Under this policy, "automated writing tools" and "generative artificial intelligence" are defined as follows:

- "Automated writing tools means software tools that improve or alter writing by any of:
 - o Translating;
 - o Paraphrasing;
 - o Improving writing style; and
 - o Clarifying expression.

It does not include:

- o Word processing; or
- o Tools that only correct spelling or grammar."

- "Generative artificial intelligence means technologies that generate content in response to user prompts. This includes any of:
 - o Text;
 - o Code;
 - o Data;
 - o Images;
 - o Multimedia;
 - o Audio; and
 - o Video."

You are advised to fill in this form as you work on the assignment. **Please do not leave this until the week before it is due.**

(this document continues on the next page)

Section 1: Automated Writing Tools Other Than Translation Apps

Please answer the question below; a “yes” or “no” response is sufficient.

Have you used any automated writing tools other than translation apps? no (answer “yes” or “no” as appropriate)

If you have answered “no” to the above question, please go to the next page.

Otherwise, please enter relevant details in the table below. Please fill in one row for each such tool that you have used. You need to provide the name of the tool you have used and an explanation of how you have used this tool in this table.

If needed, please add additional rows to (or delete unused rows from) this table.

Name of automated writing tool	Explanation of how you have used this tool

NB: Do **not** include information about translation apps in the above table. If you have used a translation app, you need to document this in section 2.

(section 2 begins on next page)

Section 2: Generative AI Tools

Please answer the question below; a “yes” or “no” response is sufficient. If you have used one or more generative AI tools, please enter relevant details in the table below. Please fill in one row per generative AI “conversation”. For example, if you have interacted with ChatGPT multiple times on the same topic without interruption, then the set of your input prompts and the corresponding AI generated output counts as one “conversation”.

For each generative AI “conversation”, you need to provide the name of the generative AI tool you have used and a **separate** appendix (please ensure that the rows in the table are numbered in ascending order, starting from 1). Each appendix must begin with the heading “Appendix 2.x” where x is the row number in the table that the appendix refers to. In each appendix, you need to provide the following information using the suggested format as shown after the table below:

- Exact input prompts that you have used;
- Corresponding AI generated outputs;
- A detailed explanation of how you have used this output to help you complete the assignment.

If needed, please add additional rows to (or delete unused rows from) this table.

If you have not used any generative AI tools at all, please leave this table blank. Please note that you must answer the question below regardless of whether you have used any generative AI tools or not.

Have you used any generative AI tools? no (answer “yes” or “no” as appropriate)

Conversation number	Name of generative AI tool
1	
2	
3	
4	
5	
6	
7	

(see next page for appendix template)

Appendix 2.x

(replace the template below with your input prompts, AI generated output, and explanation if applicable; you may add additional [or remove unused] appendices if required)

Input prompt 1
(insert text here)

AI generated output 1
(insert text here)

Input prompt 2
(insert text here)

AI generated output 2
(insert text here)

...

Explanation of how you used the AI generated output in this “conversation”
(insert your explanation here)