

# Ethics & Bias in AI assignment FAQs

Does the word count include references, tables, and figures?

The report word count should:

- *Include* all the text, including title, preface, introduction, in-text citations, quotations, footnotes and any other item not specifically excluded below.
- *Exclude* diagrams, tables (including tables/lists of contents and figures), equations, executive summary/abstract, acknowledgements, declaration, bibliography/list of references and appendices. However, it is not appropriate to use diagrams or tables merely as a way of circumventing the word limit. If a student uses a table or figure as a means of presenting his/her own words – beyond as instructed in the assignment brief, then this is included in the word count.

Examiners will stop reading once the word limit has been reached, and work beyond this point will not be assessed.

Should I use a specific template for producing my report?

You do not have to use a specific template, however, if you are more comfortable doing so you may use the IEEE conference proceedings template:

<https://www.ieee.org/conferences/publishing/templates.html>

What referencing style should I use?

The most important thing is to ensure you reference any sources used (from academic papers through to publicly available datasets or websites, etc.) and be consistent in the referencing style you apply. You should include in-text citations and a bibliography of all resources cited, following the the referencing style guide of your choice. For example, you can use the IEEE referencing style (<https://ieeauthorcenter.ieee.org/wp-content/uploads/IEEE-Reference-Guide.pdf>), which is a numeric system, e.g. “Brown [4] explains”, or a parenthetical style, such as APA, e.g. (Brown, 2018) or “Brown (2018) explains”.

## *Additional resources*

The Durham University Library guide provides basic information on referencing:

[https://libguides.durham.ac.uk/ld.php?content\\_id=33192764](https://libguides.durham.ac.uk/ld.php?content_id=33192764)

The Scribbr web page on citation styles provides a succinct overview of the different options: <https://www.scribbr.com/citing-sources/citation-styles/>

Do I have to build a system?

To clarify, you are *not* expected to implement an emotion recognition system.

The assessment focuses on how the recommendations and impact assessment attend to potential harms for a particular use-context with consideration paid to elements of the technical implementation options available. You will ***not be assessed on any code produced or the technical sophistication of a proposed implementation***, but you are required to demonstrate how and why the approach attends to the ethical impact assessment considerations and seeks to minimise potential harms. As stated in the guidelines: "Your recommendations should include both technical and non-technical components. You can draw on and utilise existing AI ethics frameworks and bias mitigation toolkits (be sure to explicitly reference these, including online sources)."

For example, technical components, may include a description of specific data processing steps, bias detection and bias mitigation strategies or aspects of the system architecture which have been selected to prioritise safety or harm mitigation.

You can draw on your existing understanding of machine learning, in addition to your own independent work, materials covered in lectures and practical, papers and reading assignments, course text-book, and any additional reading/case studies researched. And of course, if you *have* experimented with some toy system implementation or data explorations (although this is *not* a requirement) and this has informed your thinking /recommendations, then referencing this in the report certainly makes sense.

Can I make the change the context of use or make it more specific?

Email me if you would like to do this and provide details of what you would like to focus on instead and I will confirm if it is okay.