![NKC North Kent College logo]

AI Use by Students:

Position Statement

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Approval/ review bodies	Senior Leadership Team
Frequency of Review*	12 Months

* will be reviewed more frequently if legal changes or good practice requires

Contents

Related Policies	Academic Misconduct Policy
	Assessment and Marking Policy

1.   **Artificial Intelligence ("AI")**

Artificial Intelligence, often abbreviated as AI, refers to the simulation of human intelligence in machines that are programmed to think and learn like humans. The term can be applied to any machine that exhibits traits associated with a human mind such as learning and problem-solving.

AI systems are capable of handling tasks that typically require human intelligence, such as visual perception, speech recognition, decision-making, and translation between languages.

2.   **GPT (Generative Pre-trained Transformer)**

GPT, which stands for Generative Pre-trained Transformer, is a type of AI model known for its ability to generate text. It's a part of a broader category of models known as transformers, which are designed to process and generate human-like text based on the input they receive. The term "pre-trained" indicates that the model has been previously trained on a large dataset of text, allowing it to understand and generate human language. GPT models are notable for their capacity to perform a wide range of language tasks, such as translation, question-answering, and text generation.

3.   **The College Position**

The College believes that artificial intelligence (AI) based technologies can be a very useful tool to aid learning, and its effective, responsible use is likely to be a desired trait for employers. However, its use must be guided by principles of integrity and with awareness of the risks it poses, when not used with care.

The ease of access and use in assignments creates a challenge and opportunity for the College to review assessment practice and the validity of the assessment methods used when assessing knowledge and understanding within an environment where GPT and AI is so freely available.

The position contained herein needs to also be viewed in the wider context of Awarding Body guidance and policy as that will provide necessary contextual instruction and regulation for AI and GPT usage within assessment and learning for each discrete qualification.

The following guidance is for students when using AI in their work.

4.   **Use by Students**

We encourage the use of AI to aid your learning, for example to find material on a topic that you will then consider and explore in more depth. This may include learning to support your expression and use of the English language. The use of tools such as Microsoft Editor in Word and Grammarly is permitted to check and get suggestions for spelling and grammar. However, you must not copy and paste directly from an AI tool. Written English is an assessed element of many

assignments it is imperative that assignments do not contain plagiarism in any form.

5.   Referencing use of AI

5.1   If you use AI to locate sources and then use those in your work, you do not need to cite the use of AI, just the sources you go on to use.

5.2   If you use AI in the process of undertaking your assignment, for example to create an outline of your assignment or to summarize articles, you should acknowledge this by adding a declaration at the end of your work.

5.3   We currently do not encourage the use of AI as a source of facts, as it is not always accurate. However, if you do directly use information gained from an AI source, such as ChatGPT or Bing, or quote such material, you should cite this. Your reference must show the name of the AI bot used and should show the date the content was generated. For example: ChatGPT 3.5 (https://openai.com/blog/chatgpt/), 25/01/2024. You should ideally retain a copy of the computer-generated content for reference and authentication purposes.

6.   Support for using AI effectively.

Further support and guidance is available for staff from the Learning Technology Centre Team or the Teaching and Learning Team and for students from the Learning Technology Centre Team.

7.   Unacceptable uses of AI

7.1   Assessments are designed to assess your learning. While AI may be used to support your learning as part of the process of doing the assignment, it must not be used to create the assessed product unless explicitly part of the assessment brief itself. The use of artificial intelligence to make it appear that you have learnt more than is the case is academic misconduct. This could take several forms:

7.2   Submitting work produced in whole or part by Artificial Intelligence without proper referencing.

7.3   Using AI to paraphrase someone else's work.

7.4   Copying   or   paraphrasing AI-generated   content   without   proper referencing.

7.5   Using AI to undertake analysis, evaluation or calculations without acknowledgement via the declaration of AI use form.

7.6   Personal or sensitive information should never be entered into AI, as it stores this data. This would be deemed unethical.

8. Declaration of AI Use

8.1   All students will be required to declare clearly within their assignment when they have used AI during the process of undertaking the assignment and to acknowledge the way in which they have used it. You should use this declaration to aid your academic judgement of the extent to which students have met the assessment criteria.

8.2   Failure to declare the use of AI, which results in the work appearing to demonstrate greater attainment against the assessment criteria than is the case, is academic misconduct. Likewise, so is the use of copying or paraphrasing AI-generated content without reference as would be the case using non attributed content from any other source.

8.3   The College academic misconduct policy includes the use of AI and GPT, and its misuse falls under the policy, as "Plagiarism" (para 4.2.4), "Deceit" (para 4.6.3) and "Ghosting" (Para 4.7.1).