CENTRE FOR RESEARCH & INNOVATION

ARTIFICIAL INTELLIGENCE GUIDELINES: STUDENTS

INTRODUCTION

Generative Artificial Intelligence (GenAI) technologies and Large Language Models (LLMs) such as ChatGPT and Google Bard have brought various opportunities to transform how we work and learn. These technologies could change our execution of tasks, research, and management and create a new era with multiple options for innovation and efficiency. However, if used unethically, these technologies can harm academic and professional work by enforcing bias, misinformation, privacy concerns, and intellectual rights.

BUV has created guidelines to promote the ethical and safe usage of Artificial Intelligence (AI) within the BUV community. These guidelines aim to ensure that AI is used in a way that is fair, transparent, accountable, and used in a way that respects privacy and intellectual property rights.

To better support innovation inside the BUV community, BUV requires students to understand how to use AI in line with the following key principles of AI usage:

1. Ethics and Transparency
2. Security and Privacy
3. Limitations and Bias

GUIDELINES FOR STUDENTS:

1. TRANSPARENT AND ETHICAL USE OF AI
   AI must be used in a responsible manner, in line with the principles of academic integrity.

   DOs:
   - **DO utilise AI ethically:** Students must use AI ethically for learning and research, following the guidelines provided to them by their instructors and BUV, and not seeking to gain an unfair advantage.
   - **DO cite AI assistance**. Where requested in assessments, provide clarification on how and which AI tools were used in the development of your works.
   - **DO collaborate responsibly:** AI tools should enhance creativity and accelerate learning. Do not use AI to replace your efforts or depend solely on AI.

   DON'Ts:
   - **DON'T depend solely on AI.** AI is only one tool that you have at your disposal to support you in your work. It cannot replace engagement with lectures, academic material and your

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peers. While AI can support learning, it should not replace the critical thinking, problem-solving, and creative skills you are expected to develop throughout university.

- **DON'T use AI to misrepresent work:** Most cases of academic misconduct come about because you claim that work is your own, when in fact it was taken from another source. BUV requires you to be transparent in how you have used AI tools in your work and not misrepresent how much work you have carried out.

2. Security and Privacy risks of AI

In most cases, the data shared with GenAI tools may not be private and can be accessible by third parties.

DOs:
- **DO Apply privacy options:** Be careful and thoughtful when sharing your sensitive information with GenAI platforms. BUV recommend that where possible, you use options to enhance privacy and security on any AI tools. For example, turning off the *'Chat history and training'* feature on ChatGPT.

DON'Ts:
- **DON'T Share confidential information with GenAI tools:** Your student information, information about live assessments, and information relating to other students should not be entered into tools.

3. AI Bias and Limitations

GenAI tools can reinforce bias and misinformation. BUV requires all students to be respectful, inclusive, and demonstrate ethical behaviour.:

DOs:
- **DO Be aware of AI limitations:** AI tools may demonstrate biases and provide factually inaccurate results. Always evaluate the results provided by AI for accuracy and bias and do not assume they are correct. You are responsible for the work you submit.
- **DO ask if unsure:** If you are unsure about the responses provided by a GenAI tool, consult with your teacher before including them to your works.

DON'Ts:
- **DON'T include unverified content in your work.** Content created by AI is not guaranteed to be correct and unbiased. Always cross reference results with trusted sources to ensure the inclusivity and true results.

FREQUENTLY ASKED QUESTIONS:

Q: Am I allowed to use GenAI tools to help with my work?

BUV has developed an AI Assessment Scale to make it clear how you are allowed to use GenAI tools in your assessments. This will be different for every assessment you complete, and you must ensure that you understand how you may use AI in assessments. The general scale is shown below:

Scale Level	AI Allowed in submission	Description
1. No AI	No	The assessment is completed entirely without AI assistance. This level ensures that students rely solely on their knowledge, understanding, and skills. **AI must not be used at any point during the assessment.**
2. AI Assisted idea generation and structuring		AI can be used in the assessment for brainstorming, creating structures, and generating ideas for improving work. **No AI content is allowed in the final submission.**
3. AI Assisted language editing	Yes	AI can be used to make improvements to the language of student created work to improve the quality of the final output, but no new content can be created using AI. **AI can be used, but your original work with no AI content must be provided in an appendix.**
4. AI task completion, human evaluation.		A: AI is used to complete certain elements of the task, with students providing discussion or commentary on the AI-generated content. This level requires critical engagement with AI generated content and evaluating its output. **You will use AI to complete specified tasks in your assessment. Any AI created content must be cited.** **You must not use AI to support with your commentary or evaluation of the work.**
5. Full AI		AI should be used as a 'co-pilot' in order to meet the requirements of the assessment, allowing for a collaborative approach with AI and enhancing creativity. **You may use AI throughout your assessment to support your own work and do not have to specify which content is AI generated.**

Q: How can BUV tell if I have used an AI tool in my academic work?

Just using a GenAI tool does not mean that you have committed academic misconduct. At BUV, we are committed to upholding academic integrity and ensuring that all work submitted by students is authentic and original. To detect AI tools in academic work, we use trusted software from Turnitin, a leading provider of educational integrity solutions. While Turnitin is a powerful tool, it is

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complemented by the expertise and judgment of our faculty members. They are trained to recognise various forms of academic misconduct, including the inappropriate use of AI tools.

Q: I have heard that AI detectors are entirely unreliable. How can I trust that I won't be falsely accused of using AI when I wasn't allowed?

It's normal to have concerns, but the AI detection tool we use, *Turnitin*, is known to have a false positive rate of less than 2%. This means it's very unlikely for it to highlight your work as being AI created if it wasn't used. However, decisions about academic misconduct are made more than just using the software. Our faculty members review all work, and their experience and judgment is how academic misconduct decisions are made, not a software tool.

Q: How does BUV ensure the unbiased use of AI in grading or assessment?

BUV recognises the potential benefit that AI can bring in providing feedback on student work. While AI-based grading is not currently implemented, we are actively exploring possibilities to understand how this technology might supplement the information given to students and support learning.

Q: Can I use AI for all types of assignments?

Although GenAI tools such as ChatGPT can enhance learning by providing additional insights and resources, they must be used responsibly and ethically. You can use AI to support your learning, and in some cases, your writing, but this must be carried out in line with the AI Assessment Scale. Every assessment at BUV will contain information stating how you are permitted to use AI tools. If you are not sure, check with your teachers.

Q: I don't trust AI; do I have to use it for my assessments?

At BUV, some courses or assessments may require the use of specific AI tools to fulfil learning objectives or tasks. If you have concerns or reservations about using AI, discuss these with your teacher as early as possible. They can provide clarity on the necessity of using AI in your situation and may be able to offer guidance or alternative approaches if appropriate. The goal is to ensure that you are comfortable with the learning process while meeting the requirements of your course or assessment.

Q: Will I be trained on how to use AI for my assignments?

BUV has planned multiple support projects for our students to be educated on the ethical and appropriate use of AI. These may be included in your module, as separate training programmes, or as accessible resources on the LMS. Please ask your teacher if you need more help or support in how to use AI tools for your assignment.

Q: Can I use AI to support me in paraphrasing?

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Automated Paraphrasing Tools (APTs) such as QuillBot, and the paraphrasing functions of other AI tools such as Grammarly or ChatGPT are not permitted to be used to hide the source of where information has come from. For example, you cannot take the work of another student, the output from an AI tool, or a journal article and use an APT to hide the original source. This would be considered as plagiarism. However, APTs can be used ethically in certain cases. For example, to restructure your own writing with an AI tool where this is permitted by your assessment. In all cases, the use of any GenAI tool or APT must comply with the AI Assessment Scale, and be used in an ethical manner.

CONCLUSION

By embracing a thoughtful, informed, and ethical approach to AI tools, BUV is positioning itself at the forefront of technological innovation in education. We are committed to supporting our community in leveraging these powerful tools in line with our mission and values. Through our collective adherence to these guidelines, we can ensure the responsible use of AI, and support a culture of *kindness and respect*, *collaboration and innovation*, and *learning and relearning* that benefits our students, faculty, staff, and the broader academic community. These guidelines represent a shared commitment to ethical practice, and we urge all members of the BUV community to engage with them thoroughly and thoughtfully.

For further information, don't hesitate to contact the AI working group at AIguidance@buv.edu.vn or ask your teachers for more support.