



Generative Artificial Intelligence Usage Policy,

providing guidance for AI usage in learning, teaching and assessment

1. Purpose

This policy governs the use of Generative Artificial Intelligence (GenAI) tools (e.g., ChatGPT, GitHub Copilot, DALL·E, etc. but not limited to) in learning, teaching and assessment. It ensures that students demonstrate authenticity and professionalism in academic achievement that meets the learning outcomes required for academic accreditation.

2. Scope

This policy applies to all undergraduate or postgraduate students in Faculty of Applied Sciences (FCA) undertaking Bachelor, Master and PhD degrees and to teachers or supervisors assessing their work in study.

3. Acceptable Use of GenAI

Students may use GenAI tools for the following purposes, provided they are *transparent and reflective* about their use:

- Idea generation (e.g., brainstorming project topics or design approaches)
- Code assistance (e.g., debugging, syntax suggestions)
- Language support (e.g., grammar correction, paraphrasing)
- Visualization (e.g., generating concept diagrams or mockups)

All such uses must be:

- Documented in assignments and assessments (see Section 6)
- Critically evaluated by the student (e.g., limitations, accuracy, ethical implications)

4. Prohibited Use

The following uses of GenAI are not permitted:

- Submitting AI-generated content as original work without disclosure
- Using GenAI to write substantial portions of the report, literature review, or analysis
- Generating falsified data or results
- Using AI to bypass assessments or simulate experimental work

5. Alignment with Learning Outcomes

Students must demonstrate personal achievement of learning outcomes, particularly:

- Application of knowledge and problem-solving
- Design and innovation
- Ethical and professional responsibilities

The use of GenAI must not compromise the authenticity and professionalism of the outcomes. Teachers or supervisors will assess whether students have engaged in critical thinking, original design, and ethical reflection.



6. Disclosure Requirements

Students must include an AI Usage Statement in their work in any form, detailing:

- Tools used (e.g., ChatGPT, Copilot, etc)
- Purpose and context of use
- Reflections on accuracy, limitations, and ethical considerations

Examples:

a) Literature Review Support

“ChatGPT was used to summarize key concepts from peer-reviewed articles during the initial literature review phase. All summaries were cross-checked against the original sources, and no AI-generated text was used verbatim in the final report.”

b) Coding Assistance

“GitHub Copilot was used to suggest code snippets for implementing a PID controller. The suggestions were reviewed, modified, and integrated manually. All final code was tested and documented by the student.”

c) Brainstorming and Ideation

“ChatGPT was used to brainstorm potential project ideas and system architectures. The final project scope and design were independently developed and refined through supervisor feedback and personal research.”

d) Writing and Language Support

“Grammarly and ChatGPT were used to improve grammar and clarity in the discussion section. No AI-generated content was used to formulate arguments or conclusions.”

e) Data Visualization

“DALL·E was used to generate conceptual diagrams for the system overview. These were used for illustrative purposes only and do not represent actual design outputs.”

f) Ethical Reflection

“The ethical implications of using AI tools in engineering design were explored using ChatGPT to generate discussion prompts. The final ethical analysis was written independently and reflects the student’s own critical evaluation.”

g) Improper Use (What Not to Do)

“Sections of the literature review were generated using ChatGPT and submitted without modification or citation.” This would be considered a breach of academic integrity under this policy.

7. Teacher/Supervisor Responsibilities

Teacher or supervisor must:

- Discuss this policy with students at the beginning of the module



- Monitor AI usage during assignment or assessment milestones
- Evaluate the student's understanding and critical engagement with AI tools

8. Academic Integrity

Misuse of GenAI will be treated as a breach of academic integrity and may result in disciplinary action under the institution's misconduct policy.