



NYP Artificial Intelligence Policy

Artificial Intelligence (AI) Policy

Purpose

1. This Policy provides guidance to learners for responsible and ethical use of AI tools and to ensure learners use the tools effectively in their academic work with clear understanding of the limitations, and to avoid contravening academic integrity.

Scope

2. This Policy covers the use of contents generated by AI tools in academic work, including but not limited to all graded assessments.
3. As the AI tools development is ever evolving, it is thus recommended that the policy be reviewed when necessary to keep pace with the latest AI developments.

AI Policy for Learners

4. Learners must:
 - uphold academic integrity and always ensure quality of their academic work.
 - evaluate the accuracy, credibility, reliability, currency and relevancy of the information generated by AI tools.
 - only use the AI tools to supplement their studies, clarify ambiguous concepts, and assist with research, in an ethical and responsible manner.
 - properly cite the source and credit the AI tools in their academic work.
 - display ethical and responsible use AI tools and properly cite the source and credit the AI tools in their academic work.
 - be able to prove that they comprehend the output of the AI tool and know how to apply it in their academic work when being asked.
5. Learners must **not**:
 - use AI tools for plagiarism or cheating by presenting generated output without proper acknowledgement of the original source.
 - be over-reliant on AI tools.

Acknowledgement of use

6. Where contents from AI tools are used, learners must:
 - use good referencing and citation, to paraphrase and acknowledge the original source by declaring the extent of use of AI tools and describe which tool was used and how it had been used.
 - cite the specific AI-generated contents they have use or take work or ideas from (text, images, videos, audio, code, etc)
 - submit both in-text citation and a reference list and explicitly declare the Author or Group Name of the AI tool, Date retrieved, Title of Work and URL.

Example: Using APA 7th edition

APA reference entry	OpenAI (2023, September 28). <i>What is Plagiarism?</i> https://chat.openai.com/c/03d2a199-e28f-40a3-bccf-e50f345ca7e0
In-text citation	Parenthetical citation: (OpenAI, 2023) Narrative citation: OpenAI (2023)

Consequences

7. Taking and using the whole or any part of ideas, words or works of AI tools and passing it off as one’s own work without acknowledgement of the original source is tantamount to Plagiarism. Such acts will be dealt with accordingly under the NYP Academic Integrity Policy.