

Artificial Intelligence (AI) Policy
International College of Business and
Technology
Version 1.0

Contents

Glossary.....	3
Policy statement	4
Roles and responsibilities	4
Assessment design	5
Plagiarism.....	6
Guidelines for Students.....	6
Review and Version History	7

Glossary

1. **Artificial Intelligence (AI)**

Artificial Intelligence (AI) is the simulation of human intelligence in machines programmed to think like humans and mimic their actions. These machines can learn, reasoning, problem-solving, perception, language understanding, and decision-making.

2. **Generative Artificial Intelligence (GAI)**

Generative Artificial Intelligence (GAI) is a subset of AI that focuses on creating new content. It can generate various forms of data, including text, images, music, video, and code. GAI models learn patterns from existing data and use this knowledge to produce new, original outputs.

3. **Large Language Models (LLM)**

Large Language Models (LLM) are a type of AI model specifically designed to process and generate human language. They are trained on massive amounts of text data, enabling them to perform tasks like translation, summarization, question answering, and generating different creative text formats.

4. **Prompts**

Prompts are the inputs or instructions given to an AI model, especially an LLM, to guide its output. They can be simple or complex, and the quality of the prompt significantly impacts the quality of the generated content.

Policy statement

Recognizing the transformative power of Generative AI (GAI) on society and its potential to shape future careers, the International College of Business and Technology (ICBT) has strategically integrated GAI into its teaching and learning framework. By fostering a culture of innovation and responsible AI use, ICBT empowers students to harness the capabilities of GAI while upholding academic integrity and cultivating essential skills such as critical thinking, creativity, and adaptability for lifelong success.

Roles and responsibilities

1. International College of Business and Technology (ICBT)

- a. ICBT will provide essential training for the staff members to become familiar with GAI tools, applications, ethical aspects, data privacy, and security in the teaching and learning process.
- b. Academic integrity must be preserved.
- c. Encourage the integration of GAI into programs to provide students with opportunities to engage with and learn from technology.
- d. Provide transparency and equal opportunities for all members of the ICBT community.
- e. ICBT will engage with partner universities and research institutions to share best practices and promote responsible GAI use in education within a global context.

2. GAI Policy Committee:

- a. Monitor the implementation of this policy.
- b. Address emerging challenges related to AI in education.
- c. Recommend revisions to the policy, as necessary.

3. Faculties

- a. Faculties may establish their own set of policies based on the nature of the subject domain. However, it must be aligned with the core ICBT GAI policy.
- b. Design and develop or review and update courses to enhance engagement with GAI

4. Academic members

- a. For academics, it is not mandatory to use generative AI tools within their teaching, learning, and assessment. However, it is recommended to seek opportunities to incorporate GAI according to their subject domains.
- b. Clearly state whether the use of GAI is permitted in class or assessment work. If it is permitted, it must include clear instructions for students.
- c. Provide guidance for students to use GAI responsibly and ethically for their learning process.

5. Students

- a. ICBT encourages students to use GAI tools and technologies in their learning process within the given guidelines.
- b. Students should use GAI responsibly and ethically to avoid any academic integrity violations and must not employ GAI for any harmful, malicious, or illegal activities, including hacking, harassment, or discrimination.

6. Researchers

- a. Researchers are responsible for utilizing AI for research responsibly and ethically, adhering to the policy.

Assessment design

1. For all assessments, it must clearly state whether GAI is permitted or not. If permitted, the extent and specific tasks must be outlined, and assessment coversheets should be updated accordingly
2. GAI tools with their underlying LLM, some tasks can be easily completed, while others may require students to make multiple prompt attempts with careful planning and precise wording. It is recommended to use such tasks for GAI-permitted assessments, ensuring that students apply their knowledge and critical thinking skills to enhance the generated results, reflecting their learning outcomes.
3. Permitted GAI assessments necessitate a balanced approach that integrates traditional and AI-powered methods. By leveraging GAI, we can create more dynamic and engaging learning environments. However, the core purpose remains to accurately evaluate students' comprehension, application, and critical reflection of knowledge.
4. Academics must communicate the GAI usage criteria and the rationale for its use in assessment work to students, including how GAI should be used ethically.
5. If GAI is permitted in certain contexts, the marking criteria, and methods for evaluating related tasks, marking, and rubrics must be updated.
6. If the GAI tool is permitted, it must be accessible to all, and it is advisable to specify which tools students can use for consistent outcomes. Introducing GAI in some formative assessments is recommended to ensure all students are familiar with the ethical use of GAI.
7. GAI should not cover the entire learning outcome unless stated in the learning outcome itself.
8. To assess students' understanding, critical thinking, and knowledge of GAI-assisted tasks, it is recommended to incorporate oral examinations or defenses into the assessment process.

Plagiarism

1. If GAI has been utilized for non-permitted assessments or outside the allowed criteria, it is deemed plagiarism and will be addressed according to the unfair practice policy.
2. For a GAI-permitted assessment, if a student fails to acknowledge sources and does not provide the required evidence as per the assessment guidelines, it is also classified as plagiarism and will be addressed according to the unfair practice policy.
3. The ICBT campus currently does not employ a dedicated AI detection tool due to concerns regarding the subjectivity of existing tools and their dependence on underlying data. However, ICBT will continue to evaluate these tools and their accuracy to assess potential future adoption.
4. If an academic member suspects inappropriate use of GAI, supplemental evaluation methods will be employed.

Guidelines for Students

1. Students must be fully aware that any form of GAI cannot be used for assessment unless it is specifically permitted in the assignment.
2. If the student has any doubts about the use of GAI, they must consult the module lecturer and clarify their issues before attempting.
3. If specific tools are to be used mentioned in the assessment, they must be adhered to accordingly.
4. All uses of GAI tools must be acknowledged by the students, and any related evidence, such as prompt statements, must be provided.
5. In case of a direct quoting of AI-generated content in-text citations and references must be included as outlined below.

Example:

- **Citation**
 - The topic can be regarded as complex ... (OpenAI ChatGPT, 2024)
 - OpenAI ChatGPT (2024) generates a complex narrative of this topic which can be seen as...
- **Referencing**
 - **Template**
NAME OF AI TOOL, year. [AI Tool name] response to [Your name], (personal communication, date)
 - **Example**
OPENAI CHATGPT, 2024. ChatGPT response to Kevin Smith, (personal communication, 25th July)
- 6. Students must not utilize GAI to modify, paraphrase, or edit any content produced by others to make it seem like their own work.
- 7. Students must read and understand the privacy policy and terms provided by GAI Sites/tools before submitting any data.

8. Students are not permitted to enter any part of an assignment or teaching materials into GAI prompts. ICBT owns the copyright of such materials.
9. Students must refrain from submitting any of their original work into GAI prompts as it may be used by GAI to answer a similar question by another person. This could result in potential collusion detection by Turnitin.
10. Do not accept GAI, generated answer as the correct answer as GAI tools do not understand what they are producing and merely predict which word should follow the last one. GAI is also known to hallucinate (it makes up references and data, that that are often biased).
11. The quality of the GAI-generated content is highly dependent on the prompts given by the user. It is recommended that students become familiar with prompt engineering.

Review and Version History

This policy document will be reviewed and updated every six months to ensure its ongoing relevance and effectiveness align with advancements in Generative Artificial Intelligence (GAI). Feedback from students, faculty, staff, and researchers must also be considered. All amendments require approval from the Senate.

Version	Amendments	Date of approval	Authors
Version.1	None	09/09/2024	Prabu Premkumar Gihan Herath