Interim Guidelines for use of Artificial Intelligence

The following are interim Guidelines for the use of Artificial Intelligence (AI) in undergraduate and postgraduate coursework assignments for Semester 1, 2024-2025, pending the final approval of the draft Artificial Intelligence Policy and draft Academic Integrity Policy, which received the provisional approval of the Boards for Undergraduate Studies and Graduate Studies and Research in May 2024.

The University of the West Indies (The UWI) is steadfastly committed to its core values of Integrity, Excellence, Diversity, Gender Justice, Student-Centredness, and Financial Sustainability. Embracing these values, we recognize the transformative potential of artificial intelligence (AI) in revolutionizing education, teaching, and research across various disciplines. We acknowledge that Generative Artificial Intelligence (GAI), a subset of AI, holds promise for creating new content, enhancing creativity, and advancing innovation in academia and beyond. The University's position on the use of GAI is articulated in the following statement approved by both the Board of Undergraduate Studies (BUS) and the Board of Graduate Studies and Research (BGSR):

The UWI generally supports the ethical use of Generative AI tools in all of its activities, provided that such use is appropriate for its context, and aligned with The University's Core Values.

This position statement outlines our unwavering commitment to the ethical integration of AI in The UWI's academic, research, administrative and outreach pursuits, while upholding our core values, and consistent with The University's strategic objectives to increase access and agility.

A UWI AI Policy has been approved in-principle by both BUS and BGSR and is currently circulated for comments from UWI campuses. The AI Policy will be approved at the October University Meetings.

As per the AI draft policy, each course must have a clear statement defining acceptable use of AI for their students. Such acceptable use statement should be specific to the learning outcomes of the course. This is applicable to generative AI and AI assisted technologies in creating assignments for the courses.

Individual course instructors are free to allow or prohibit some or all uses of such tools in their assignment based on their judgement. The use of AI in principle should not affect the critical thinking and original thought of the learners. Keeping this as a guiding philosophy, the lecturers shall choose one of the following for their courses and clearly inform students of the use of AI in assignments:

1. **Use of AI in coursework assignment is completed prohibited.**
   In this case, no AI should be used, therefore, any use of AI in the coursework assignment will be dealt with under the Assessment Regulations for First Degrees, Associate Degrees, Undergraduate Diplomas and Certificates or the Regulations for Graduate Certificates, Diplomas and Degrees or any other appropriate university regulation established to preserve academic integrity and quality.

   [OR]

2. **Use of AI in coursework assignment is fully allowed.**
   In this case, students should reference and include at the end of their assignment,
   (i) AI tools/technologies used for the assignment.
   (ii) Prompting process undertaken by the student.
   (iii) Proper citations in the text and references

   [OR]

3. **Use of AI in coursework assignments is partly allowed.**
   In this case, use of AI is allowed for some assignments and those should be clearly stated and informed to the students.
   For example, if a course has 3 assignments, Assignment 1 – The lecturer may allow the use of AI based on its nature and warranted use, but assignment 2 & 3 not allowed for use of AI.
   The lecturers could inform the level of use of AI in the assignments.

The following AI declaration statement should be used at the end of assignment:
Marica Auld-Josephs
I [Name of the Student] declare that:

☐ I have used AI [NAME of AI TOOL/AI Technology] in this assignment.

☑ I have not used AI tool/technology in this assignment.

The use or no use of AI tool/technology in this assignment is based on the instructions given in the course by the instructor(s).

References:

1. Draft Artificial Intelligence Policy presented to the BUS and BGSR at May 2024 meetings.
2. Draft Academic Integrity Policy presented to BUS and BGSR at the May 2024 meetings.

29 August 2024