

## Policy on the Use of Artificial Intelligence (AI) by Students

### What is Artificial Intelligence (AI)?

Artificial Intelligence (AI) refers to computer systems that can perform tasks normally requiring human intelligence, such as writing, translating, problem-solving, or image recognition. A specific type, Generative AI (GenAI), can create new content, for example text, images, code, or videos, in response to user prompts. Common tools include ChatGPT, Google Gemini, Claude, Microsoft Copilot, and Perplexity. These technologies are increasingly present in education, business, and daily life.

### What is AI used for?

AI tools can support learning, creativity, and productivity. They can serve as brainstorming partners, language editors, summarizers, translators, or tutors for complex concepts. Students will encounter AI tools in their professional careers, making **AI literacy** (awareness, knowledge, capability, and critical thinking) an essential competency.

At **MSM**, **AI literacy** is considered a core competency for all students. It combines four interrelated dimensions:

1. **Awareness** - Understanding how AI is embedded in everyday life, education, and professional contexts, and recognizing its influence on society.
2. **Knowledge** - Knowing how AI systems work at a basic level, their potential applications, and their limitations, including risks such as misinformation, bias, and privacy concerns.
3. **Capability** - Developing practical skills to use AI tools effectively and responsibly in academic, professional, and personal contexts (i.e., prompting, editing, integrating outputs).
4. **Critical Thinking** - Being able to question, evaluate, and reflect on AI-generated content for accuracy, bias, and ethical implications, and avoiding overreliance on AI systems.

Together, these elements ensure that students can use AI responsibly, transparently, and effectively, while maintaining ownership of their learning and work.

### How does AI work?

Generative AI models generate responses based on patterns in vast datasets. They do not “understand” content but predict plausible outputs. While useful, AI tools have **important limitations**:

- They cannot reason or produce original scientific knowledge.
- They may generate factually incorrect or biased information (“hallucinations”).
- Their outputs are not replicable and may vary over time.
- They raise ethical risks related to data privacy, fairness, and transparency.

### What to keep in mind before using AI?

MSM promotes **responsible use of AI**: *“Use it, don’t abuse it.”* AI should support, not replace, a student’s own learning process. Students must remain the primary authors of their academic work.

### How is the use of AI regulated at MSM?

At MSM, AI use is governed by the principles of **academic integrity, transparency, and responsible learning**, as anchored in the **Education and Examination Regulations (EER)**.

- **EER Compliance** – Submitting work wholly or partly generated by AI without proper acknowledgement constitutes **plagiarism and fraud**. Any AI use that prevents fair evaluation of a student’s knowledge, skills, or understanding is considered misconduct.
- **Academic Fraud** – Inappropriate AI use includes, but is not limited to:
  - Presenting AI-generated text as one’s own.
  - Using AI to fabricate data, analyses, or references.
  - Citing AI systems as scientific sources.
  - Delegating assignments meant to assess individual skills to AI.
- **Sanctions** – According to the EER, the Board of Examiners will treat inappropriate AI use as a serious violation of academic integrity (Chapter 8). Possible sanctions include **annulment of the examination or assignment result, and additional disciplinary measures consistent with MSM regulations**.
- **Transparency Requirement** – Students must disclose how AI tools were used in their work (e.g., via appendices, reflection notes, or footnotes). Assessors may request supporting documentation such as prompts or screenshots.
- **Positive Integration** – Responsible AI use that enhances learning (e.g., brainstorming, summarization, language editing) is permitted if it is transparent, critically assessed by the student, and does not replace original intellectual effort.

### What AI can NOT be used for

- ≠ Submitting AI-generated content as original work.
- ≠ Using AI-generated text or data as scientific references.
- ≠ Having AI perform analyses, generate datasets, or write code required for assessment.
- ≠ Producing entire drafts of essays, reports, or theses via AI.
- ≠ Sharing confidential, sensitive, or personal information with AI systems.

## What AI CAN be used for

When used transparently and responsibly, AI can serve as a **support tool**:

- ✓ Brainstorming ideas and counterarguments.
- ✓ Summarizing texts to gain an initial understanding.
- ✓ Explaining complex theories or concepts in simpler terms.
- ✓ Editing for spelling, grammar, and style.
- ✓ Structuring outlines, tables, or reference lists.
- ✓ Translating non-sensitive content.

## Checklist: Best practices for responsible AI use

- ✓ **Clarify your purpose** – AI should help you learn, not do the work for you.
- ✓ **Be transparent** – Document and acknowledge AI use (e.g., prompts, reflections).
- ✓ **Verify outputs** – Check accuracy, validity, and bias against reliable sources.
- ✓ **Cite properly** – Follow APA or other required styles when referencing AI.
- ✓ **Protect your privacy** – Do not share personal or sensitive data.
- ✓ **Stay critical** – AI is a tool, not a source of truth.

At MSM, AI is recognized as a powerful tool for **learning, reflection, and creativity**. However, the **student remains the owner and author** of all submitted work. Responsible, transparent, and critical use of AI is both a requirement for academic integrity and a vital professional skill for the digital future.