



Undergraduate Student Guidance on AI-Generated Content in Assessments

The College expects all students to uphold the principles of academic integrity, defined as a commitment to the values of honesty, trust, fairness, respect and responsibility in academic work. Submitting text generated by an AI system as if it were your own work, where this is not permitted or declared, may be treated as academic misconduct.

The College continues to use tools to help identify material which might have been produced using AI. In particular, Turnitin now enables both students and markers to view a report outlining potential use of AI. Such tools provide indicators and are not, in themselves, taken as proof of inappropriate use of AI. Academic judgment is always applied when reviewing student work. However, a submission which produced a high AI-detection score should prompt both students and academic staff to review the work more closely.

Where concerns arise about the use of AI, markers will, typically, scrutinise the highlighted section to assess matters such as:

- Inconsistencies in writing style across the assessment e.g. abrupt shifts in writing style or tone
- Inaccurate, fabricated, or unverifiable material
- A mismatch between the assertions and the sources which are cited
- An answer that does not address the precise question
- An answer that does not engage with module content
- An answer that does not engage with published resource lists

If a submission raises concerns, then the matter will be investigated according to the College's normal academic integrity procedures. In this, the College's approach is to investigate concerns fairly, using academic judgement and evidence rather than automated detection tools alone.

Such a case is referred to the Vice Principal to determine whether there is:

- no case to answer;
- evidence of poor academic practice (level 4 students only); or
- evidence of academic misconduct (levels 4 to 6).

In some cases a submission is reviewed and the decision is that there is no issue. In such situations the student is not contacted and the work is marked normally.

In cases of suspected poor academic practice in the first year of study (for example, mistakes in referencing or citation), the case is normally addressed within the programme. In such cases:

- the student will meet with the marker or Module Coordinator and the Programme Coordinator
- the concerns will be explained
- the meeting will focus on guidance and improving academic practice.



The work will normally still be marked, although material of concern may be excluded from consideration, which could reduce the mark.

Note: repeated cases may be escalated.

If the Vice Principal determines that there may be evidence of academic misconduct, the case will proceed through the College's formal procedures. This may involve:

- an initial investigation led by the Vice Principal
- consideration of the case by an Academic Integrity Panel
- the student being invited to attend the meeting and present their explanation.

In the initial investigation a student may be asked about the following:

- How they undertook the research for the particular assignment
- How they developed their initial ideas
- What notes they might have from their reading or evidence of previous drafts of the work.

Students may bring another individual from within the College for support at the meeting e.g. someone from the chaplaincy.

These questions are intended to help staff understand how the work was produced and to confirm that it represents the student's own work.

If there is evidence of academic misconduct the case will then be considered by the College's Academic Integrity Panel. The student will be invited to attend the meeting to present their explanation. Again, the student may bring another individual from within the College for support at the meeting. Following the panel meeting, the student will receive a written decision explaining the outcome.

Students have the right to:

- be informed of the concerns raised
- respond to the evidence presented
- receive a written explanation of any decision
- submit an academic appeal against a penalty in accordance with College procedures.

As ever, the best way to avoid academic misconduct is to develop good practices in your work. The following can help to avoid any misunderstandings:

- Keep a record of your notes during the research process
- Reference all sources according to College conventions
- Read the AI declaration statement carefully before the submission of any work
- Ask your module coordinator if you are unsure whether a tool is permitted
- View the various Turnitin reports as part of a process of self-assessment.