Sotheby's INSTITUTE OF ART

Using Generative AI (Artificial Intelligence) tools in your academic work and assignments

New Generative AI tools such as ChatGPT signal an exciting development in contributing to the creation of knowledge and understanding and are in the course of changing the world of learning and of work.

As they begin to impact on what we do and how we do it, the Institute urges you to be cautious when using a chatbot or AI tool for your assignments. Chatbots and AI tools can be useful, but there are a number of risks associated with using them. They may generate information or ideas which are inaccurate, misleading or which contain bias and stereotypes, all of which are deeply unhelpful in an academic context. In assignments, students may be drawn into passing off material generated by AI as their own, which may be considered academic malpractice and investigated and penalised as such by the Institute.

(See the Institute's Policy on Academic Malpractice.)

The Institute uses Turnitin's AI detection software to identify potential misuse of AI in assessment.

Remember that the purpose of assignments is not only for the Institute to evaluate your learning but for you as learners to develop your knowledge, understanding and critical thinking, as well as your own unique, original voice and perspective.

This is the exciting invitation to grow that we are presenting to you and which we intend you to accept!

In relation to AI, here's what you **CAN** do and what you **CANNOT** do:

Unless otherwise stated specifically in an assignment brief, you **CAN** utilise AI to generate materials, bibliography, ideas and key themes by way of background research for an assignment, and to plan your assignment; and you may use short quotations or paraphrases from AI-generated text in your assignments. In these cases you are required to acknowledge this usage in ways indicated below.

You **CANNOT** use AI to generate text for direct use in your assignments without acknowledgement. This will be deemed poor academic practice or academic malpractice, as in both cases the words generated are not your own.

TOP TIPS when using Generative AI:

- **EVALUATE**: critically evaluate AI-generated content as you should any other source.

- **VERIFY**: Verify the content for rigour, consistency, accuracy and relevance by comparing the content to other independent sources of information.

- **CONSULT**: If the AI content itself refers to other external sources, consult the external sources directly to verify the accuracy of the AI content.

How to acknowledge your use of Generative AI in an assessment:

1. If you have used AI to generate any kind of content by way of background research, please complete the following statement on your cover sheet, under the heading 'Statement on the use of AI':

   I acknowledge the use of [insert name of AI tool(s) and link] to generate ideas, key themes, bibliography and/or other materials for background research and independent study. I confirm that no text generated by AI has been presented as my own work.

2. If you wish to include short quotations or paraphrases from AI-generated text in your assignment, or graphs or images generated by AI, this should footnoted according to Chicago Manual of Style Guidance (as well as placed in inverted commas if it is a direct quotation from an AI source): (https://www.chicagomanualofstyle.org/qanda/data/faq/topics/Documentation/faq0422.html).
   Example of Chicago footnote referencing a quotation from ChatGPT:

   1. Text generated by ChatGPT, OpenAI, March 7, 2023, https://chat.openai.com/chat.

   There is no need to include an entry in the bibliography for any AI tool you have used.

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