

# Sotheby's INSTITUTE OF ART

## Guidance on using Generative AI (Artificial Intelligence) tools in your academic work and assignments

### Introduction

The emergence of Generative AI tools, such as ChatGPT, Copilot, Gemini, Claude 4, and others, signals an important development in the distribution of information and the dissemination of knowledge. However, such AI tools must be treated with caution and critical awareness when used for your assignments.

### Risks of using Chatbots and AI tools

While Chatbots and AI tools can provide assistance in the early stages of assignments, they may generate information or ideas which are inaccurate, misleading or which contain structural bias and stereotypes, all of which are detrimental to the academic rigour of your work. Critical AI literacy is central to academic practice and all AI-generated materials must be subject to detailed scrutiny and verification.

### The risk of academic malpractice

Submitting written materials which have been generated by AI as your own work constitutes clear academic malpractice - you will be investigated and penalised under the terms of the Institute's Academic Malpractice Policy. The Institute deploys Turnitin's AI detection software to identify potential misuse of AI in submissions, and all markers are alert to the 'tell-tale' signs of AI-generated materials, both in terms of style and content.

### The purpose of assessment

Remember that the purpose of academic assessment is not only to evaluate your understanding but for you to develop your own critical perspective and original voice, informed by your research. Whatever AI tools are out there, you need to retain ownership and responsibility for the work that you submit as your own. This means that any use of AI will require care, thought and extensive verification of materials produced. Chatbots may help generate potential ideas and options, but they cannot be a substitute for your own intellectual processes and means of expressing ideas.

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

#### WHAT YOU **CAN** DO

- Unless otherwise stated specifically in an assignment brief, you **CAN** use AI to generate potential themes, structures, and bibliographical sources which could inform the eventual writing of the assignment.
- If you do this, you should do it with care and subject all AI generated material to thorough verification. (AI sometimes 'hallucinates' facts or bibliography which can easily be shown not to exist in reality.)
- You are also required to acknowledge your AI usage prior to submitting your

assignment.

- This includes stating the prompts that you entered to generate the AI material.
- These prompts should be recorded and retained by you in case they need to be reviewed at a later date for verification purposes.

#### WHAT YOU **CANNOT** DO

- You **CANNOT** use AI to generate text for direct use in your assignments. This will be deemed academic malpractice, as the text generated is not your own work, nor does it demonstrate your applied understanding of the subject.
- You **CANNOT** use AI to edit and rewrite your own text, through tools such as Grammarly, because this means that you are submitting text which is not entirely your own. Grammarly can be used to check grammar, spelling and punctuation, but not to rewrite your text. Alternatively, you can use the spelling and grammar-checking tools in Microsoft Word.
- You **CANNOT** use AI (or other means) to translate significant amounts of text from a different language into English and submit it as your own work.
- You **CANNOT** quote portions of AI generated text within the body of your assignment as if it were a dependable source.

#### **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:**

You will be asked to answer the following questions on an AI declaration sheet prior to the submission of your assignment:

1. If you have used generative AI, which tool(s) did you use? Give name and version (e.g. Chat GPT 4).

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2. What did you use these tools for? List all uses you made of them, e.g. generating ideas or themes, suggesting readings for the bibliography, or generating other materials for background research and independent study.

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3. What prompt(s) did you provide? Tell us the text your entered into the AI tool.

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4. Is there anything else you wish to share about how you have used AI-generated material in this assignment?

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**I confirm that no text generated by AI has been presented as my own work.**

If you have any questions about this guidance, please speak to your tutor.

If you have disabilities, including physical/sensory impairment, or other conditions, for example Specific Learning Difficulties (SpLD) such as Dyslexia or neurodiverse condition such as ADHD, and have questions about this guidance, please contact Student Support at [student.support@sia.edu](mailto:student.support@sia.edu).