

Guidelines for the Responsible Use of Artificial Intelligence (AI) Tools in Academic Submissions at the University for International Cooperation (UCI)

Version 1.0 | Date: June 1, 2025

1. Purpose

This document aims to establish clear guidelines for the ethical, responsible, and transparent use of artificial intelligence (AI) tools by students in the development of academic work. Its purpose is to uphold academic integrity, protect personal data, and promote critical and autonomous learning in the face of emerging technologies while ensuring the quality of academic submissions.

2. Scope

These guidelines apply to all students enrolled in any academic program at the university, at any level of study, modality, or subject, requiring the submission of academic work such as written assignments, reports, essays, projects, presentations, graduation projects, and others.

3. Guiding Principles

- **Transparency** – The use of AI tools must be explicitly declared in academic submissions.
- **Responsibility** – Students remain fully accountable for the content they submit, regardless of AI-assisted technologies used.
- **Integrity and Ethics** – AI use must align with institutional principles of honesty, avoiding plagiarism, impersonation, or any form of deception.
- **Data Protection** – The handling of personal or institutional, sensitive, or confidential information must be conducted responsibly, in compliance with applicable data protection regulations.
- **Security** – AI tools used as learning resources should be reliable, inclusive, sustainable, and focused on genuine student learning needs.
- **Respect** – AI use should uphold multicultural perspectives, human rights, and fundamental freedoms.

4. Permitted Uses of AI Tools

The use of AI is allowed as a **complementary aid** under the following conditions:

- **Writing assistance** – Grammar correction, style suggestions, improvement of textual coherence.
- **Idea generation** – Draft creation, brainstorming, or work structuring.
- **Research support** – Formulation of questions, hypothesis refinement, structural suggestions.
- **Data visualization or analysis** – Identification of patterns and statistics, as long as students critically interpret the results.

5. Terms of Use

To ensure the proper use of AI tools, the following conditions are established:

a. Explicit Declaration of AI Use

Any academic work involving AI tools must include a specific section (e.g., “**Tools Used**”) stating:

- The **name of the AI tool used**.
- The **purpose of its use**.
- The **specific section of the work** where it was applied.

Example: *"Grammarly was used for grammar review and style suggestions. ChatGPT (free version) was used to organize the initial outline of the essay."*

b. Content Verification

All AI-generated information must be **verified and cross-checked** with **reliable academic sources**. Including unsubstantiated data or claims is not permitted.

c. AI Citation

If AI-generated responses are **directly quoted**, proper citation as a **non-traditional source** must be used.

Example in APA format: *OpenAI. (2025). ChatGPT (GPT-4 version). <https://chat.openai.com>*

Example of a citation: *"When asked, 'Which came first, the chicken or the egg?' ChatGPT responded that it is a classic question without a definitive answer. 'From a biological perspective, it is argued that modern birds evolved from animals that were not precisely chickens, but whose descendants over generations eventually led to the emergence of what we now consider chickens. This implies that the egg containing the first chick classified as a 'chicken' was laid by a bird that was not exactly a chicken itself' (OpenAI, 2023)."*

Reference: OpenAI. (2023). ChatGPT (July 15 version) [Large Language Model]. <https://chat.openai.com/chat>

Citation: (OpenAI, 2023)

d. Critical Review

AI-generated content **cannot replace** a student's personal analysis. Academic work must reflect **critical, reflective, and contextualized engagement** with the information provided.

e. Avoid False or Hallucinated Content

AI tools may generate **inaccurate or fabricated content**. Students are responsible for verifying every statement or data point before including it in their work.

6. Prohibited Uses

Misuse of AI tools includes:

- **Automated generation of complete academic work** without student participation.
- **Using AI to complete assessments, exams, or quizzes** without explicit approval from the instructor.
- **Fabricating data, simulating interviews, generating non-existent references,** or any form of academic fraud.
- **Employing AI to bypass individual effort, gain unfair advantages, or violate ethical guidelines.**

7. Personal Data Protection

It is strictly **prohibited** to input the following data into AI platforms:

- **Full names, student ID numbers, or personal identifiers.**
- **Institutional email addresses or passwords.**
- **Sensitive or confidential information** regarding third parties, institutions, research, or professional contexts.

Students must consult their instructor if they have any doubts regarding data privacy and AI usage.

8. Consequences of Misuse

Unauthorized or improper use of AI tools **will be considered a breach of academic integrity**. Depending on the severity of the case, violations may result in **academic sanctions** in accordance with the university's **student regulations and institutional code of ethics**.

9. Final Recommendations

- **Understand AI tools before using them** – Review their policies and privacy terms.
- **Consult your professors** when unsure about the appropriateness of AI use in a specific course.
- **Remember:** AI can assist academic processes but **cannot replace** critical thinking, reflective judgment, or rigorous research.

10. Review and Updates

This document will be **reviewed annually** or updated as needed based on technological advancements and academic program requirements.