
SINGAPORE POLYTECHNIC

Policy on Use of AI Tools for Academic Work

PURPOSE

This policy outlines the guidelines and expectations for the responsible use of AI tools¹ by learners in Singapore Polytechnic. The aim is to ensure that learners use AI tools ethically and effectively in their academic work, with an understanding of the limitations of such tools.

SCOPE

This policy covers all learners' academic work (including all graded assessment components) which are reliant on their integrity to account for how AI tools may have been used.

GUIDELINES

As AI tools become increasingly available for learning and can help develop critical thinking and analytical skills, it is important for learners to use them thoughtfully and responsibly. These guidelines advise how learners can benefit from AI whilst maintaining academic integrity.

1. **Responsible use:** Learners are responsible for using AI tools appropriately, understanding their limitations, and not overly relying on them. Learners are responsible for evaluating the accuracy, credibility, reliability, and relevance of the output and information generated when using AI tools. AI tools should be used to extend learning, not to replace learners' critical thinking and analysis, creativity, and independent research skills.
2. **Ethical use:** Learners are held accountable for the integrity and quality of their submitted work and must not use AI tools to plagiarise or cheat in their academic work. Rather, learners should display academic honesty by acknowledging the use of AI tools in their academic work. When in doubt, learners are expected to refer to the instructions stated in the relevant course, module or assignment documents, or seek clarifications from their lecturers.
3. **Declaration:** In accordance with any module assessment requirements, learners who use AI are to submit a declaration specifying the AI tool used and how it was used. When required, learners should also be able to demonstrate their understanding of the AI tool's output and how that impacts their work.
4. **Consequences:** Violation of the guidelines set out in this policy is a serious offence (i.e., tantamount to plagiarism) and will be dealt with accordingly under "[Examinations Conduct and Rules](#)" as stated in the SP Student Handbook.

This policy will be reviewed periodically to maintain its relevance and effectiveness.

¹ Especially generative AI tools, such as ChatGPT, Copilot and Gemini. Note that this list is not exhaustive.

Limitations, Prompting and Responsible Use

LIMITATIONS

Do understand the limitations of any AI tool before using it. A good rule of thumb is to assume that the AI output or response is inaccurate until you have verified it. Here are some possible limitations of an AI tool:

1. The output could be inaccurate or wrong. Some chatbots might even “hallucinate”, that is, generating factually inaccurate responses yet passing them off as credible.
2. If the data that the AI tool is trained on are biased or discriminatory, then its output could also be biased, presenting widely accepted claims as “truth”.
3. The output is highly dependent on the quality of users’ inputs or prompts. If given a misleading prompt (even if unintentional), the AI tool might still respond incorrectly yet confidently.
4. The output could be outdated or limited. For instance, if the AI tool is trained on digital data up till last year, then it might not be aware of recent developments, as well as niche areas of knowledge that humans possess.
5. Use of the output could infringe copyright laws. If the data that the AI tool is trained on includes copyrighted works, then the output could resemble these copyrighted works.
6. Note that as AI technology advances, the limitations stated above could become irrelevant.

PROMPTING

Learners are encouraged to use structured prompting techniques such as CRAFT.

COMMON CORE CURRICULUM
Correct Skills • Create Solutions • Champion Sustainability

Official (Closed), Non-Sensitive

SP Singapore Polytechnic

CRAFT Your Prompts

- To get the best out of LLMs, you need to **CRAFT** your prompts carefully. Each letter in **CRAFT** stands for a crucial element of a well-engineered prompt.

Context	- Provide some background info - Include details, examples if necessary
Role	Who should the AI mimic?
Audience	Who is the AI responding to?
Format	How should the response look like?
Tone	How should the response sound like?

CC2X03: Artificial Intelligence & its Impact

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RESPONSIBLE USE

Learners are not allowed to represent an AI tool's output as their own original work without any acknowledgment as that is tantamount to plagiarism. [Plagiarism](#) occurs when learners take sentences, paragraphs, images, diagrams or graphs or even the whole article written by another person or generated by AI tools etc. and pass it off as their own work without acknowledging the author or the original source. This is actually cheating and is a breach of examination rules that will not be condoned by the Polytechnic.

Learners are encouraged to refer to the [Guide to Responsible AI Use by Students](#). When in doubt, learners are expected to refer to the instructions stated in the relevant course, module or assignment documents, or seek clarifications from their lecturers. For internship, the use of AI tool(s) is subject to the policy of the respective company.

In accordance with any module assessment requirements, learners who use AI for assessments are to complete a declaration form and describe the following:

1. Which AI tool was used
2. The specific prompts and output that directly contributed to the assessment
3. How the output was used for the assessment

A sample form is provided. However, if the module assessment requirements specify a different form, learners should use that form instead.

Declaration of Academic Integrity for Use of AI

Academic Integrity is a central tenet of Singapore Polytechnic. The polytechnic rules state that *"Cheating, attempting to cheat or abetting in cheating in examinations and other assessed course work is a very serious offence. Any student who breaches any of the rules will face disciplinary action which can include failing the module, failing all registered modules in the semester, or being expelled from the Polytechnic."*

I/We affirm that the work I submit has been produced with the use of AI tool(s) which I have acknowledged fully.

By signing this form, I declare that the above affirmation made is true, and that I have read and understood the rules stated in the SP Student Handbook on "[Examinations Conduct and Rules](#)".

Name: _____ Student ID: _____

Signature: _____ Date: _____

Name of AI tool	< For example, ChatGPT >
Specific prompt(s) used	< Insert the prompt entered into the AI Tool >
Date generated	< Insert the date the response was generated >
Output generated	< Insert the output exactly as generated >
How the output was used	< Explain which part of your submitted work used the output and how it was used >

(If you used multiple tools or the same tool multiple times, duplicate this table as needed)