

AI Use Guidelines for Students at IUJ GSIM (2025 Revision)

Purpose

These revised guidelines aim to strengthen responsible and ethical use of AI tools in academic work at IUJ GSIM. They build on the 2024 framework while integrating global best practices to ensure AI supports learning, innovation, and integrity.

0. AI Skills as Essentials for Businesspersons

- Skillful, transparent, and ethical use of AI tools is an essential business skill.
- IUJ GSIM encourages learners to develop AI literacy that balances efficiency with critical thinking.

1. Ethical Use of AI

- Students must use AI ethically, responsibly, and transparently.
- AI should enhance learning, not replace original effort, judgment, or creativity.
- You are fully responsible for the final output of your work, even if AI has assisted it.

2. Permissible AI Use

AI may be used for:

- Brainstorming and generating ideas
- Summarizing notes or readings
- Grammar, spelling, and language checks (Note: Nevertheless, excessive use of “AI improvement” features can distort your originality and raise the risk of being recognized as AI over-reliance.)
- Outlining drafts and providing initial structural suggestions
- Identifying synonyms or alternative phrasing
- You are responsible for verifying the accuracy of any information provided by AI tools. AI can make mistakes.

Always follow course-specific instructions regarding AI.

3. Prohibited AI Use

AI must not be used for:

- Writing entire assignments, essays, or reports
- Generating arguments, conclusions, or critical analysis
- Completing exams, quizzes, or assessments with AI unless explicitly allowed
- Submitting AI-generated work as one’s own without acknowledgment
- Delivery of outputs whose majority portion is based on the AI generation (not acceptable even with proper disclosure — See Section 5)
- Entering confidential or sensitive data into AI tools without approval

4. AI in Group Work

- All members must agree upon the use of AI in group projects.
- Contributions of AI must be documented transparently to all members.

5. Disclosure and Citation

- Students must declare AI use in every submission at the bottom of the output materials.
- Example: “I used [AI tool name] for [purposes] in [specific part of the output]. All analysis and conclusions are my own.”
- Failure to disclose AI use will be treated as academic misconduct, a form of unauthorized assistance.

6. Consequences of Misuse

Misuse of AI will result in penalties such as:

- Redoing the assignment
- Failing grades
- Academic discipline or expulsion, depending on severity
- Violations of this policy will be handled in accordance with the existing IUJ Policy on Plagiarism and Cheating.

7. Detection of AI Over-reliance

- Faculty will use Turnitin services to check the appropriateness of AI use, with discretion for fairness.
- The submissions resulting in a Turnitin AI score above 20% can be subject to investigation. However, the AI score is not the sole basis for judgment.
- Instructors contact students to discuss and clarify the preparation process when a high level of AI score is found.
- Students do not have access to Turnitin analytics services. However, they can self-check the approximate level of AI-reliance using affordable analytics services such as Grammarly.

8. Privacy and Data Security

- Students must not upload confidential, proprietary, copyrighted, or sensitive data into public AI systems.
- Care should be taken with any information submitted to AI platforms.

9. Seeking Help

- If unsure about responsible AI use, students should consult their instructor or academic advisor.
- GSIM provides opportunities for AI literacy to guide ethical usage.

Summary

IUJ GSIM encourages students to use AI as a supportive tool for learning and innovation. Responsible, transparent, and critical use of AI strengthens integrity and prepares students for professional leadership in an AI-driven world.

[Reference] Past Examples of AI Misuse that Caused Penalties

- A student prepared an entire report in a non-English language and let AI translate it for the submission in English.

- A student was not confident in English writing skills. The student dropped several keywords into the AI and let it compose a submission.

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