



Atlantis College Policy on the Use of Artificial Intelligence in Academic Work

Applies to: All students enrolled in Diploma, Higher Diploma, Bachelor's, and Master's Degree programs
Effective Date: 20/06/2025

1. Purpose

The purpose of this policy is to provide clear guidance to students and faculty at Atlantis College regarding the appropriate use of Artificial Intelligence (AI) tools in academic work. As AI technologies evolve rapidly, this policy ensures that students can responsibly harness their benefits while upholding the highest standards of academic integrity.

2. Scope

This policy applies to all students enrolled in any level of study at Atlantis College, including Diplomas, Higher Diplomas, Bachelor's degrees, and Master's degrees, across all schools and disciplines.

3. Definitions

- **Artificial Intelligence (AI):** Refers to systems or tools capable of performing tasks that typically require human intelligence, including text generation, image creation, summarisation, translation, or code writing.
- **Generative AI (GAI):** AI systems that produce new content, such as ChatGPT, Google Gemini, Claude, etc
- **Assistive AI:** Tools that aid with grammar, spelling, formatting, or basic idea organisation (e.g., Grammarly, Microsoft Editor).

4. Permitted Uses of AI

AI tools may be used with transparency and proper acknowledgement in the following contexts:

- ✓ Brainstorming ideas and refining outlines.
- ✓ Enhancing grammar, spelling, and academic tone.
- ✓ Summarizing or paraphrasing source materials.
- ✓ Generating examples or alternative explanations.

These uses must not replace critical thinking, research, or analysis expected at any academic level. Use of AI must be acknowledged clearly (see Section 7).



5. Prohibited Uses of AI

The following uses of AI are strictly **prohibited** unless explicitly approved in writing by the course instructor:

- × Using AI to generate full or partial answers in exams, tests, or timed assignments.
- × Submitting AI-generated essays, research, or coding projects as original work.
- × Using AI to bypass reading, analysis, or comprehension in assignments.
- × Using AI-generated content without proper attribution.

Violations will be treated as academic misconduct and subject to disciplinary action in accordance with the College's Academic Integrity Policy.

6. Faculty Responsibilities

- Instructors must clearly state AI usage permissions or restrictions in each course syllabus.
- Assignments should specify whether AI use is:
 - **Permitted with citation**
 - **Prohibited**
 - **Permitted for specific tasks only**

7. Student Responsibilities and Citation Requirements

Students are required to:

- **Disclose all use of AI** in assignments, projects, or assessments.
- Use the following acknowledgement format:

“I used [AI tool name] on [date] to [briefly describe how it was used, e.g., refine grammar, generate outline]. I reviewed and verified all content independently.”

- Ensure that AI-generated content is **accurate, ethical, and free from bias or misinformation.**
- Avoid over-reliance on AI to substitute academic effort or understanding.

8. Integration into Assessment and Learning

Atlantis College encourages the thoughtful and critical use of AI to:

- Improve academic writing and communication.
- Stimulate creativity and ideation.
- Develop digital literacy and ethical responsibility.



Where appropriate, instructors may design assignments that explicitly incorporate AI use, provided learning objectives are maintained.

9. Academic Integrity and Disciplinary Measures

Failure to disclose AI usage or submission of AI-generated work as one's own constitutes plagiarism and will be subject to the College's Academic Integrity procedures, including:

- Grade penalties
- Re-submission requirements
- Academic probation
- In severe cases, suspension or dismissal

10. Support and Training

Atlantis College is committed to supporting students and staff in adapting to AI ethically and effectively. Students will have access to:

- AI literacy workshops and tutorials.
- Guides on ethical AI use and citation.
- Consultation with academic advisors regarding appropriate AI integration.

11. Review and Policy Governance

This policy will be reviewed annually by the Academic Office in collaboration with program leaders, instructors, and IT specialists. Amendments will be communicated to all stakeholders.

Contact for Questions

For clarification or further guidance on this policy, students and staff should contact the Academic Dept: