

## **Rules and Good Practices for Ethical Use of Artificial Intelligence in Academic Work**

The Geneva Graduate Institute (hereafter “the Institute”) fosters a learning environment that upholds academic integrity, originality, and ethical research practices.

With the rise of Artificial Intelligence, students have access to new tools and resources that, when used wisely, can support and enhance learning and research.

On the other side, these tools must be used in a responsible and ethical way.

Furthermore, the students must bear in mind that such tools require the use of a great deal of energy and that they should be used sparingly to limit their environmental impact.

These Rules and Good Practices aims to provide guidance on a responsible and ethical use of AI in students’ academic work.

### **I. ARTIFICIAL INTELLIGENCE: DEFINITION**

Artificial intelligence (AI) can be defined as a logical and automated process generally based on an algorithm and capable of carrying out well-defined tasks that reproduce human behaviour, such as reasoning, planning and creativity<sup>1</sup>.

### **II. USE OF AI IN AN ACADEMIC CONTEXT**

#### **1. Specific use of AI**

When used thoughtfully, AI can provide fresh perspectives, stimulate creativity, and support academic growth. Therefore, use of AI by students in an academic context is not prohibited by the Institute.

However, it is crucial to maintain ownership of their work, remain engaged in the academic process, and prioritize personal insight over automated content.

Students are expected to use AI tools to support and enhance their learning and research rather than substitute for it.

Use of AI may be acceptable in the following situations:

- Preliminary research and brainstorming;
- Language assistance (translations, checking grammar...);
- Guidance on text structure;
- Code debugging and technical assistance.

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<sup>1</sup> <https://www.cnil.fr/fr/definition/intelligence-artificielle>

## **2. General Principles and Regulation**

While using an AI tool, students must comply with the following principles:

- Academic Integrity;
- Data protection and security;
- Information security;
- Non-discrimination;
- Transparency;
- Traceability;
- Neutrality;
- Objectivity;
- Reproducibility;
- Ethical treatment of the data and of the results.

Moreover, they are subject to the internal regulations of the Institute available at the link <https://www.graduateinstitute.ch/discover-institute/reglements-directives-politiques>:

- the Academic Regulations and their implementation guidelines applicable to their study programme;
- the Code of conduct and its implementation guidelines;
- the Directive on Academic Integrity of the Graduate Institute of International and Development Studies and
- the IT Policy of the Institute.

Students must also refer to the LibGuides published by the Institute on topics such as Academic Writing, Citation and Copyright (<https://libguides.graduateinstitute.ch/>).

## **3. AI tool data and information entry**

When using AI tools, it is essential to safeguard personal and sensitive data in compliance with the Institute policies and applicable data protection laws. AI tools often process and store user inputs, which may be used by the AI provider to improve or train models. Therefore, students must avoid sharing any confidential, personally identifiable, or sensitive information with AI tools.

Students are advised to familiarise themselves with the terms and conditions of the AI tool to be able to use it correctly.

Students must be aware that the precision of the answer depends on the precision and details of their request.

## **4. Results generated by AI**

### **4.1 Analysis of the results**

Over-reliance and dependence on AI may lead to deskilling and hinder students' learning, as AI-generated content can be:

- Incorrect, incomplete, discriminatory, offensive or biased
- Result from a blackbox data process
- Superficial in analysis, lacking context or critical depth
- Based on out-of-date data and information

To ensure critical and responsible use of AI tools, students must:

- Verify all data and information generated by AI with primary sources or literature.
- Ensure that the results, the thinking and the argumentation are sufficiently documented and allow explaining and replicating the results.
- Critically assess AI generated content for factual accuracy and depth.

#### **4.2 Use of the results**

Students are not allowed copying and pasting AI responses directly except for quotation purposes or an example illustration. Instead, they must verify, interpret and rephrase ideas in their own words and voice and make sure it complements, rather than drives, their own conclusions.

#### **4.3 Citation of the results**

Transparency and academic integrity are crucial when integrating AI into their academic work. Just as students are expected to cite books, articles, and websites, they must also explicitly acknowledge any substantial input from AI tools when AI has played a role including but not limited to idea generation, preliminary research summaries, draft of text sections or outlines, data analysis assistance, translation, generating code, graphs or tables and production of images, text, videos or audios.

For this purpose, students must explicitly acknowledge when and how AI has contributed to their work or ideas by using in-text citations, footnotes, or statements in the acknowledgments.

#### **Examples of citation, footnotes and statements in the acknowledgments:**

- "The initial outline and background information were developed with the assistance of [XXX] (*Version number and date*). The author has modified the AI-generated content to ensure alignment with the paper's objectives and academic standards."
- "This summary was generated with the assistance of [XXX] (*Version number and date*). Significant modifications and additional analysis by the author."
- "OpenAI. ChatGPT. Version used (e.g., GPT-4), OpenAI, 2024. Accessed [Date]. Retrieved from <https://www.openai.com/>"
- "The initial literature review was prepared using [XXX], which generated summaries based on search prompts provided by the author."

### **III. NON-COMPLIANCE WITH THESE RULES AND GOOD PRACTICES**

The non-compliance of these Rules and Good Practices may result in academic and/or disciplinary measures and/or sanctions.

Civil or criminal actions, including but not limited to copyright infringement or violation of data protection legislation, are reserved.

The present directive has been approved by the Academic Committee on 11 February 2025