University for Peace

UPEACE Policy on Generative Artificial Intelligence (GenAI)

Introduction

This UPEACE policy on generative artificial intelligence (GenAI) tools applies to all work produced in master's programmes, including assignments, presentations, final projects and theses. It also applies to researchers and faculty affiliated with UPEACE and to the UPEACE doctoral programme.

This document explains how to use GenAI tools responsibly, meet UPEACE ethical requirements and ensure that the work you produce is authentic. These tools are already used in the professional settings you will encounter after graduation.

Generative artificial intelligence (GenAI) is a form of machine learning. The term describes a group of algorithms that can create new content, including text, code, images, video, music or a combination of these. GenAI responds to a query or prompt using generative models, such as large language models (LLMs), that draw on large datasets. Familiar examples include text generators such as ChatGPT, the integration of ChatGPT into Microsoft Bing, and image generators such as DALL-E and Midjourney. (Source: KU Leuven).

Four guiding principles for any use of GenAI tools

1. **Be transparent** about which tools you use and why.
2. Always **verify the output**. GenAI tools can fabricate information and draw on multiple unverified sources. It is often unclear where the information comes from. When you use these tools, you are responsible for checking the result.
3. **Respect privacy** and protect data. Never share personal data or confidential information with GenAI tools, including when asking them to summarise, rephrase or edit text. These tools are vulnerable to security threats and data breaches. Data entered into are used to train and improve the tools and may be shared with or sold to third parties. GenAI tools also draw on authored material, including articles, reports and books, without necessarily crediting those sources.
4. **Take responsibility** for how you use these tools. If you use their output in academic work, you are responsible for it, whether it is accurate or fabricated.

GenAI tools should generally be used only as a supplement. Students should avoid becoming dependent on AI for their work. They are responsible for understanding how it works and for the content of any AI-assisted work, even when the software produces incorrect information.

GenAI tools may assist students with writing and research for assignments and other coursework. Students are expected to build on any generated material with their own arguments, critical analysis, accurate citations, creative contributions, perspectives or personal reflections, original ideas and connections to the social context. Using these tools requires critical thinking. UPEACE courses reinforce these skills and give students practice in using GenAI responsibly and in accordance with these principles.

GenAI Tools in Academic Work

Permitted uses:

- You may use **GenAI as a language assistant** to review or improve text you have written yourself, provided the tool does not add new content.
- Always include a reference, a comment and a footnote in your work informing the instructor that you used GenAI tools for language assistance. This includes translation tools such as DeepL and grammar-editing tools such as Grammarly.
- Make sure your use of GenAI allows the instructor to assess your work and identify your original contribution.
- You may use **GenAI as a search engine** to gather preliminary information on a topic or to make an initial search for existing research. At this stage of an assignment, using GenAI can be comparable to using a conventional search engine.
    - After this initial search, locate the sources mentioned and analyse the original documents yourself.
    - Interpret, analyse and process the information you find rather than simply copying and pasting it.
    - Examine the sources behind the generated results critically. Be alert to inherent biases and to the possibility that sources have been fabricated.
    - Verify the output.
    - Once you go beyond identifying relevant sources and rely on generated results or ideas, you must cite the GenAI tools you used.

GenAI as a Research Assistant

You may use GenAI to understand the main debates on a topic and identify questions your research could answer. When using it for this purpose:

- Verify the information provided and analyse the original source documents yourself.
- Interpret, analyse and process the information you obtain rather than copying and pasting it.
- Examine the sources behind the generated results critically. Be alert to inherent biases and to the possibility that sources have been fabricated.
- Verify the output.

If you copy and paste parts of a GenAI response, for instance because the assignment calls for it, you must cite your sources. See the guidance below on referencing GenAI tools in your writing.

Prohibited uses and restrictions:

- You must not copy and paste GenAI-generated content without fully acknowledging the source through citation and referencing. Presenting AI-generated text or translations as your own breaches academic integrity rules and carries the consequences of plagiarism. Consult the Student Handbook for the rules and procedures that apply when plagiarism is detected.
- You must verify every source you use or cite in academic work, whether it comes from AI or elsewhere.
- Even with appropriate references, GenAI-generated text may be used only in exceptional circumstances.
- Any use of GenAI that prevents instructors from assessing your skills is prohibited. Examples include using a paraphrasing tool on text you did not write to conceal plagiarism and misusing translation software.
- GenAI must not be used during examinations or other assessments when the instructor has prohibited its use.

How can you be transparent about your use of GenAI?

Citing and referencing your sources is the first step towards transparency and helps instructors assess your knowledge and skills. Instructors' expectations for disclosure may vary with the type of work and the aims of the assignment. One way to meet those expectations is to keep a record of how and why you used GenAI. Check the assignment instructions for specific requirements. You might:

- Take screenshots of the full exchange with the GenAI tool and highlight relevant passages.
- Explain how you used GenAI, for example to generate ideas, short passages, longer texts, arguments, evidence or illustrations of concepts.
- Record why you used GenAI, for example to save time, overcome writer's block, encourage reflection, manage mounting stress, understand a concept better, translate or experiment with the tool.

In addition to citing the source and listing the use of GenAI in your references, instructors may ask you to include this information in a materials and methods section or an appendix. In the absence of further instructions, follow the **UPEACE Research Ethics Guide** on referencing and the writing guidance for your course. If you are unsure how best to disclose your use of GenAI, ask your instructor.

Always consult the course instructor in advance if you wish to generate audio or visual content with GenAI for an assignment, particularly if the disclosure requirements are unclear.

Data Protection and Copyright

If you intend to use GenAI tools to record, transcribe, copy or process data, information, lectures or online lectures, you must inform the instructor of your intention to do so.

UPEACE course syllabi and presentations are protected by copyright. Students enrolled in a course may use them for their own education and research. Reproducing, selling or distributing these materials requires written permission from the copyright holder.

Referencing

Although GenAI does not require a particular citation format, any information or ideas drawn from it must be properly attributed. If you used GenAI to write or research your academic work, acknowledge its use in the text, even if you have edited the generated material.

Examples of references that identify the tool used and its purpose:

- "The following definition is based on ChatGPT's response to the question 'What is governance?', generated on 2 October 2023."
- "Translation from Spanish into English provided by DeepL."

Guidance on citing and referencing GenAI is available for several citation styles, including APA, MLA and Chicago. For example, see **https://apastyle.apa.org/blog/how-to-cite-chatgpt**. Check whether your chosen citation style has published similar guidance.