Academic Integrity in the Use of Artificial Intelligence (AI) Policy

As a student at the New England Aeronautical Institute (NEAI), you are required to comply with policies relating to academic integrity and the use of Artificial Intelligence (AI). The use of Generative AI tools, such as ChatGPT and similar technologies, must support your learning and academic development and must not undermine the principles of academic integrity. Before using AI for any academic purpose, you should familiarize yourself with the guidance and requirements outlined below.

1. Purpose and Scope

This policy defines NEAI's institutional stance on academic integrity, including the ethical use of Artificial Intelligence (AI), and outlines procedures for preventing, detecting, and responding to academic misconduct.
The policy is designed to:

• Align with the US Quality Code expectations for academic standards and assessment integrity.

• Support students and staff in understanding their responsibilities regarding academic conduct.

This policy applies to:

• All academic and administrative staff.

• All students enrolled in academic programs.

• All learning, teaching, assessment, and quality assurance practices.

2. Principles

The following principles underpin this policy:

• Academic Integrity: All academic work must be the result of a student's own effort unless otherwise permitted.

• Transparency: Any assistance or tool (including AI) used in assessment must be appropriately acknowledged.

• Fairness: All students must be assessed according to the same standards, with equitable access to information and support.

• Educational Value: The design and delivery of assessments must support learning, critical thinking, and authentic student engagement.

3. Definitions

• Academic Misconduct includes, but is not limited to:

• Plagiarism.

• Collusion.

• Contract cheating.

• Fabrication or falsification of data.

• Impersonation.

• Unauthorized use of materials or assistance in exams.

• Unauthorized or undisclosed use of AI tools.

• Generative AI refers to technology that can produce original content (e.g., text, code, or images) based on user input (e.g., ChatGPT).

3. Responsibilities

4.1 Students Must:

• Complete assessments independently unless collaborative work is explicitly permitted.

• Acknowledge the use of any AI tools, assistance, or third-party services in their academic submissions.

• Not submit AI-generated or purchased content as their own work.

• Ask staff if they are unsure about acceptable practices.

• Attend academic integrity and AI awareness workshops when offered.

4.2 **Academic Staff Must:**

• Clearly communicate expectations for academic conduct and AI use in module handbooks and assessment briefs.

• Design assessments that minimize opportunities for misconduct (e.g., personalized topics, in-class components, reflective work).

• Identify and report suspected misconduct using established procedures.

• Participate in training on assessment design, AI capabilities, and academic integrity.

5. Use of Artificial Intelligence (AI)
The use of AI tools is permitted only when explicitly authorized in course or assessment instructions.

Permitted Use:

• Drafting ideas, generating prompts, or supporting initial research.

• Language support for non-native English speakers (grammar suggestions, etc.).

• Assistive tools in formative learning tasks with tutor approval.

Prohibited Use (Unless Explicitly Stated):

• Generating entire answers to assessments.

• Replacing student-authored work with AI-generated content.

• Using AI in timed, closed-book assessments.

Acknowledgement Format:
"This work includes content generated with the assistance of AI (e.g., OpenAI ChatGPT, June 2027), which I have reviewed, edited, and integrated in accordance with academic integrity standards."

6. Procedures for Academic Misconduct
6.1 Detection and Initial Review

• Academic Staff who suspect misconduct (including misuse of AI) must document evidence (e.g., unusual writing patterns).

• Cases are referred by academic staff to the relevant Academic Director, who will investigate.

6.2 Investigation Process

• The student is notified and invited to respond to the allegation.

• An impartial review is conducted according to institutional procedures, maintaining student rights to representation and appeal.

6.3 Outcomes

• Outcomes range from no action to penalties such as assignment failure, module failure, or expulsion depending on severity and recurrence.

• Educational interventions may be imposed (e.g., mandatory academic integrity workshop).

7. Quality Assurance and Monitoring

• NEAI will monitor trends in academic misconduct and AI use through regular audits.

• Module and assessment reviews must address risks of academic dishonesty, including evolving AI capabilities.

• Academic integrity cases are reported in annual quality reports for internal review and to the relevant partner university reporting lines.

• Staff development and student support materials will be updated annually based on sector guidance (e.g., QAA).

8. Review and Continuous Improvement
This policy will be reviewed annually, in consultation with staff and students, and in accordance with updates from accreditors and the Department of Education issue.

Guidance on the Use of Generative AI

NEAI encourages responsible and ethical use of generative AI. Please ensure when using Generative AI, you follow the rules below:

1. YOU ARE THE AUTHOR OF YOUR IDEAS. Your arguments. Your unique voice. Writing generated by AI from a prompt must not be presented as your own and will not be accepted by NEAI.
2. AI CAN HELP YOU RESEARCH. Use AI to explore ideas, structure, and sources—but read, verify, and evaluate for yourself—and always read more widely.
3. AI CAN HELP YOU REWRITE. AI can help rewrite your work at the sentence level—but not whole paragraphs or your full draft. You must critically evaluate all AI suggestions, then accept, adapt, or reject them. If the AI takes control, you're not the author anymore.
4. DO NOT RELY ON AI. AI should not be your sole starting point or the final word. It is a tool, not a replacement for your thinking, creativity, and hard work.
5. PROTECT YOUR DATA. Never share personal or sensitive data with AI.
6. SAVE THE TRAIL. Keep your full AI chat record. You may be required to submit it as proof of your process.
7. FOLLOW MODULE RULES. Your lecturer may set different requirements. When in doubt, ask.

Research Integrity

NEAI is committed to upholding the highest standards of research integrity and academic excellence. All members of the New England Aeronautical Institute—including students, faculty, researchers, and professional staff—are expected to conduct research in accordance with the principles of honesty, transparency, accountability, and respect. The Institute recognizes its responsibility to promote and support a culture of rigorous, ethical, and responsible research. This commitment extends to all stages of the research process, including the design, conduct, management, review, and dissemination of research activities and findings. Researchers are expected to demonstrate integrity in their methods, maintain accurate and reliable records, acknowledge the contributions of others appropriately, and ensure that all research is conducted with due care and respect for participants, subjects, and the wider community.

By embedding the principles of good research practice across all areas of scholarly activity, New England Aeronautical Institute seeks to foster an environment in which research is undertaken responsibly and to the highest professional and ethical standards.