



Policy on the Use of Artificial Intelligence

Purpose:

The purpose of this policy is to define the appropriate use of language technology AI programs, such as ChatGPT, and other similar applications at Bifröst University. This policy aims to ensure that responsibility and ethical integrity guide all AI usage, whether in teaching, research, or administration, and to prevent potential misuse.

Scope:

This policy applies to all members of the university community, including students, staff, faculty, and other stakeholders who engage with the school for various durations.

Examples of Permissible Use:

The use of ChatGPT and similar tools is permitted to support teaching, learning, and research within the institution, including:

- a) Assistance with the preparation for assignments and presentations
- b) Preparation for exams
- c) Support in preparing for research and articles
- d) Collaboration between teachers and students
- e) Translations and proofreading

In administration and communication, permissible uses include:

- a) Drafting emails
- b) Drafting reports
- c) Utilizing the tools for event planning
- d) Enhancing communication and collaboration between departments

Prohibited Use:

It is strictly prohibited to use ChatGPT and similar tools for:

- a) Writing essays, projects, exams, and other scholarly works—unless specifically allowed by a teacher in certain instances
- b) Violating Bifröst University's ethical guidelines, such as acquiring or disseminating misleading or defamatory information

c) Harassment, bullying, or discrimination, for example, on the basis of gender, disability, age, religion, beliefs, nationality, ethnicity, or sexual orientation

Data Protection:

Users must comply with data protection laws. Bifröst University is obligated to secure the confidentiality and integrity of personal information processed within its operations, adhering to Act No. 90/2018 on Data Protection and the Processing of Personal Data, as well as the [European Parliament and Council Regulation \(EU\) 2016/679 of April 27, 2016](#), on the protection of natural persons with regard to the processing of personal data and the free movement of such data as implemented into Icelandic law.

AI programs store all information, queries, and data processed through them, and users must ensure not to share personal and sensitive information during proofreading or question-asking.

Misuse of Artificial Intelligence:

If a teacher specifies that no external assistance is allowed for an assignment, the university considers the use of ChatGPT and similar programs as unauthorized aid. Such use will be treated similarly to assistance from another individual. It is challenging to prove the use of AI in text; hence it is difficult to confirm violations in exams and assignments where AI use is prohibited. According to Bifröst University Regulation Article 29, students must always adhere to instructions and rules regarding the use of sources in essays and projects. Failure to do so may result in a grade of zero for an assignment, essay, or course. If a student violates examination rules or is dishonest, they shall receive a zero grade. Violations may lead to a warning or expulsion from the school as per Article 34 of the regulations.

Bifröst University's ethical guidelines mandate that teachers, researchers, and students critically evaluate their own work, avoiding falsification or distortion of information, data, or research findings, and address any errors or inaccuracies by acknowledging and rectifying them.

Intellectual Property and Citation:

Artificial intelligence cannot be cited as a primary source as it is software. Respect for the intellectual property rights of others must always be maintained, and citation rules must be meticulously followed. All references should be made according to the international citation standards of each academic field, in line with the university's accepted norms. Citations and references should adhere to the APA 7th edition (Business Department and Social Sciences Department) or the OSCOLA (Law Department) standard.

Training and Use:

The university will provide training and resources to educate users about the capabilities, limitations, and ethical implications of using ChatGPT. Users are expected to familiarize themselves with this policy and participate in relevant training as needed.

Monitoring and Compliance:

The university reserves the right to monitor the use of ChatGPT to ensure compliance with this policy. Violations may result in sanctions in accordance with Regulations No. 29 and 34 at Bifröst University. This policy will be reviewed regularly, at least annually.

Reviewed at the University Council meeting on October 30, 2023

Effective from November 1, 2023

Confirmed by the rector on November 1, 2023