

Undergraduate Code of Conduct for Use of AI

The University has a ChatGPT Edu licence for all staff and students to provide secure generative AI provision across the University and colleges. ChatGPT Edu is Oxford's secure version of ChatGPT, providing access to OpenAI's GPT-5 model. It has been designed for the needs of the education sector and using it ensures that data is retained within the University and not used to train AI models. Please note that unless you are granted permission by your tutors to use this tool, it is prohibited for use in your academic work.

Part of what a university education teaches is certain academic skills, such as assimilating information, constructing an evidence-based argument and expressing your thoughts in clear, coherent prose.

AI tools cannot replace human critical thinking or the development of scholarly evidence-based arguments and subject knowledge that forms the basis of your university education.

You are permitted to make use of Artificial Intelligence (AI) tools (e.g. ChatGPT, Claude, Bing Chat and Google Bard) in developing your academic skills to support your studies. Your ongoing critical appraisal of outputs by reviewing them for accuracy will maximise the potential for AI outputs to be a useful additional tool to support you in your studies. Before doing so, however, you must familiarise yourself with key University guidance:

1. [Guidance on use of generative AI tools to support learning](#)
2. [Guidance on plagiarism](#)

You must also consult your course handbook and your College Tutor(s) for advice on acceptable use of AI (if any). Unauthorised use of AI is forbidden in both College work and University assessments and may constitute plagiarism.

Finally, you are reminded that although AI tools have the potential to enhance your learning, they cannot replace the need for you to develop your own subject knowledge and skills as an independent learner. Indeed, you will need to develop your AI-literacy and learn how to use AI tools responsibly and safely, if you choose to engage with this technology in your studies.

Plagiarism and unacceptable use of AI

The College and the University regard plagiarism as a serious disciplinary offence. As per [Bylaw 13](#), junior members of College are required to abide by the University's [regulations concerning plagiarism](#). The University defines plagiarism as:

'Presenting work or ideas from another source as your own, with or without consent of the original author, by incorporating it into your work without full acknowledgement. All published and unpublished material, whether in manuscript, printed or electronic form, is covered under this definition, as is the use of material generated wholly or in part through use of artificial intelligence (save when use of AI for assessment has received prior authorisation e.g. as a reasonable adjustment for a student's disability). Plagiarism can also include re-using your own work without citation.'

Cases of suspected plagiarism by undergraduates in tutorial work or collections, including unauthorised use of AI, will be investigated in the first instance by the College Tutor, and may be referred to the Academic Director for consideration under the College's Academic Discipline

Procedure. (See [Bylaw 13.7.](#)) Cases of suspected plagiarism in University assessments are managed by the Proctors. (See Section 7 of the [University Student Handbook.](#))

Unacceptable uses of AI in College work, which may be referred to the Academic Director under the Academic Discipline Procedure include:

- Generating work on your behalf, either in whole or in part, without prior permission. This covers tutorial essays, essay plans, translation exercises, problem sheets and any other work submitted to a tutor, including Collections completed on an 'honours' basis.
- Using AI to 'proofread' your work with the aim of rewording, identifying errors, fact-checking or improving your writing style.

Responsible and safe use of AI

Where the use of generative AI tools has been authorised in advance by your College Tutor and/or department/faculty, you must:

1. Consider how you will manage the risk of false information, e.g. by cross-checking AI generated outputs against established sources and literatures.
2. Consider how you will maintain good academic practice, e.g. by giving clear acknowledgment of how AI has been used in your work.
3. Adhere to the University's [Guidance on how to use generative AI services safely](#), e.g. by using University licenced services and by not sharing your own or others' personal data or intellectual property.

Approved by the Governing Body 15 October 2025