Instructions for using Artificial Intelligence at the Iceland University of the Arts in 2024-2025.

LISTAHÁSKÓLI ÍSLANDS
Iceland University of the Arts

Use of Artificial Intelligence in Academic Work

1. The same rules apply to the use of artificial intelligence as to all other sources and assistance in academic work; sources must be cited according to international citation rules in accordance with the recognized standards of the Iceland University of the Arts.

2. The teacher sets the guidelines for how source work and creative projects are conducted. Students must always follow the teacher's instructions regarding the use of artificial intelligence in their assignments.

3. If students use artificial intelligence in consultation with/with the approval of the teacher in their assignments, they must explain how it was done and how the reliability of the sources was confirmed. Always follow the university's rules on the use and handling of sources.

Use of Artificial Intelligence in Academic Work

Ethical Guidelines and Proper Usage

4. The use of artificial intelligence must meet all ethical standards according to the Iceland University of the Arts' code of ethics and comply with the recognized academic practices applicable within the Iceland University of the Arts regarding the use of others' intellectual property (Article 19 of the school rules) (Article 2.7 of the Iceland University of the Arts Code of Ethics).

5. Using artificial intelligence in cases where it has not been approved by the teacher constitutes a violation of the Iceland University of the Arts' rules (Article 19 of the school rules) and may result in failure in the assignment or in the course, or a written warning (Article 32 of the school rules).

Artificial Intelligence in Creative Work

6. If a teacher encourages the use of artificial intelligence in creative work/projects, students are permitted to use that option (note that this refers to projects that do not rely on source registration).

- Always specify clearly how artificial intelligence was involved in the creation of the project and ensure that the intellectual property of others is not used without permission (Article 19 of the school rules) (Article 2.7 of the Iceland University of the Arts Code of Ethics).

Data Privacy

Keep in mind when using AI in academic work

- When using artificial intelligence programs, it should be noted that these programs store all information, queries, and data processed through them, and **all users must be careful not to share personal and other sensitive information when proofreading documents or asking questions**.

The IUA must follow the laws on data protection and the processing of personal information (Law No. 90/2018).

Examples of Permissible Use (in consultation with the teacher):
Artificial intelligence such as ChatGPT and similar tools may be used to support teaching, learning and research within the school, including:

- Assistance in preparing for projects and presentations
- Assistance in preparing for research and articles
- Collaboration between teachers and students
- Translation and proofreading
- Creative work without sources

Examples of Prohibited Use:

It is strictly forbidden to use ChatGPT and other similar tools in the following manner.

Writing essays, assignments, exams, and other academic works unless specifically permitted by the teacher

Violations of the Iceland University of the Arts' code of ethics in obtaining or distributing misleading or defamatory information

Intellectual property theft, which refers to any copying of another's intellectual property presented as one's own without citing sources according to recognized academic practices

Harassment, bullying, or discrimination based on gender, disability, age, religion, beliefs, nationality, race, or sexual orientation.