Academic integrity process for the misuse of generative AI
Potential indicators for the academic misuse of generative AI

When evaluating a student's work for potential misuse of generative AI (GAI), it is important to consider the following indicators as guidance only. These signs are not definitive proof of AI-generated content but may warrant further investigation:

- **False references or citations**: be wary of references that appear fabricated or sources that are not credible.
- **References not triggering Turnitin similarity match**: some references might not show up in plagiarism detection tools. Cross-check unfamiliar sources manually.
- **Changes in tense, voice, and style**: look for inconsistent writing styles, such as sudden shifts in tense or voice, and variations in language use.
- **Direct speech to the user**: AI-generated content may include phrases like "certainly!" Or "as an AI language model," which are uncharacteristic of typical student writing.
- **Changes in formatting**: inconsistent formatting, such as varying font sizes or styles, may indicate different sections were generated separately or copied from different sources.
- **Repetition**: repeated phrases or ideas may suggest reliance on AI tools, which can produce redundant content.
- **Irrelevant, off-topic, or generic information**: AI -generated content may sometimes stray from the topic or include generic information that lacks depth.
- **Unusual phrases, synonyms, or terms**: be attentive to uncommon word choices or phrases that do not fit the student's usual writing pattern.
- **Patterns of AI use**: familiarise yourself with common outputs from AI tools. Recognise patterns like overly formal language or structured yet shallow analysis.

Also, if suitable, look for a lack of transparency around how AI has been used:

- Has the student included their prompts?
- What is the nature of the prompt(s) used?
- Have they cited AI use in the same way as a journal article or academic source?

Academic integrity process

Where misuse is suspected, follow the established process for academic misconduct.

1. **Document the suspected misuse**: Ensure that the suspected academic misconduct is evidenced and documented thoroughly.
2. **Inform the Academic Integrity Officer**: Notify the Academic Integrity Officer (AIO) of the department or school that owns the module.
3. **Investigation by the Academic Integrity Officer**: The AIO will investigate the allegation. This involves:
   - Inviting the examiner to provide evidence and reasons for their allegation.
   - Allowing the student to explain the circumstances.
   - Holding a meeting with the examiner and the student, if necessary, where the student can be accompanied by another member of the University.
4. **Report and recommendation**: If the AIO concludes that an offence has taken place, they will provide a report to the Academic Integrity Committee detailing their findings, the circumstances of the alleged offence, and the recommended penalty. A copy of this report will also be provided to the student.
5. **Consideration by the Academic Integrity Committee**: The Academic Integrity Committee will review the report and make a recommendation to the Board of Examiners.
6. **Board of Examiners**: The Board of Examiners will decide on the appropriate penalty and ensure that a note is placed on the student's records. In severe cases, this could include awarding a mark of zero for the assignment or module, or even more serious consequences if it's a repeated offence.

Key policy and guidance

- [CoPA – Appendix L](#)
- [University Guidance on the use of Generative Artificial Intelligence](#)

Key contacts

- **Academic Integrity Officer (AIO)**: Each department or school has an Academic Integrity Officer responsible for investigating allegations of academic misconduct. You should notify the AIO of the department or school that owns the module in which the suspected misuse occurred.
- **Module Coordinator**: Inform the module coordinator about your suspicions, as they are responsible for the module and can provide additional guidance.

Additional contacts

- Student Conduct, Complaints and Compliance Team (SCCCT): StudentConduct@liverpool.ac.uk
- Centre for Innovation in Education (CIE): CIE@liverpool.ac.uk