בס"ד

LSJS

London School of Jewish Studies

Generative Artificial Intelligence in Writing Tasks & Assignments Policy

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The purpose of this policy is to establish guidelines for the ethical use of Generative Artificial Intelligence (GAI) in writing tasks and assignments on the BA (Hons) Jewish Education and on the MA Jewish Education. The policy aims to promote the responsible and effective use of GAI in enhancing writing skills, while maintaining the integrity and authenticity of student work.

This policy should be read in line with the LSJS Student Charter, LSJS Data Protection Policy and LSJS Academic Misconduct Policy.

1. Ethical use of GAI

The use of GAI is permitted in writing tasks, provided it is used in an ethical and transparent manner, i.e. that GAI is used to support and augment human creativity, critical thinking, and writing skills, rather than replacing human agency or compromising academic integrity.

2. Permitted use of GAI

In modules for the BA and MA, GAI may be used for the following purposes:

a) Brainstorming ideas and generating potential topics for written tasks.

b) Gathering feedback on the structure and organization of written tasks.

c) Gathering feedback on drafts and providing suggestions for improvement.

d) Improving the clarity and coherence of written ideas.

3. Prohibited use of GAI

GAI is **categorically prohibited** from being used for the following purposes:

a) Replacing human agents (i.e., students) in the writing process.

b) Finding references without checking the authenticity and relevance of sources.

c) Providing answers or solutions without student engagement and understanding.

d) Generating content that is not original or does not reflect the student's own ideas.

4. Responsibilities

Students are responsible for declaring how they have used GAI in their writing tasks, providing examples of the original version and the version generated by GAI. In all cases, a reflective paragraph must be added to the tasks indicating what the student learned after using GAI.

5. Detection and sanctions

All submissions will be run through plagiarism software and AI detectors to ensure that GAI has not been used in a prohibited manner. Students violating this policy will be liable to sanctions in line with LSJS and Middlesex University policies of academic integrity.

6. Mitigating risks

While offering benefits in researching and preparing for assignments, as well as writing in English as a second language, we emphasise that the use of GAI does not and must not preclude the reflective and critical exercise that is uniquely human. Careful use of GAI is strongly advised to mitigate risks.

Students are advised to follow these principles:

1. Don't share sensitive information
    a. When sharing information with AI, you must exercise caution to avoid unintended exposure or misuse of confidential data.
    b. If you need to share sensitive information with an AI tool, you may wish to use a 'walled' version of ChatGPT called Azure AI Studio.
2. Watch out for inaccuracies

GAI works by predicting which words will follow your prompt. It calculates probabilities and issues an output with the highest probability of being correct, which can turn out to be wrong.

    a. Verify facts/data points before relying on them.
    b. Check any references to see if they are actual papers or sources and that you can use them.
    c. Corroborate against other sources.

3. Check for unsafe content

GAI may generate harmful, dangerous or unethical content if not appropriately guided.

   a. Avoid broad prompts lacking clear context.
   b. Review all outputs thoroughly before use.
   c. Carefully consider if there is any bias in the final content
   d. No Toxic Content – Avoid harmful, dangerous and unethical material.

4. Check for plagiarism
   a. GAI may reuse content from its training data (and your prompts).
   b. Specify only original content in prompts.
   c. Rewrite/rework all outputs extensively before publishing.
   d. Attribute any data sources used in prompts.
   e. Run plagiarism checks on finalised content.
5. Quality check output
   a. GAI lacks human creativity, emotion and insight. The output is often stiff, formulaic and bland. It relies on humans as to provide the best inputs and then edit the output so we're producing the best content possible.
   b. Always tweak, edit and challenge the content produced. It needs human quality control.
   c. Use it as a starting-off point, never the finished product.
   d. Fact-check and review for biases, copyright and accuracy.
6. Be Safe
   a. If you come across any harmful material that has affected you adversely, please contact Suzanne Wayland suzanne.wayland@lsjs.ac.uk for support and advice. Suzanne will direct you to the appropriate member of the team.

7. Acknowledgement

When submitting written tasks, students are expected to acknowledge (on the revised coursework submission form: see Appendix below) that they have read, understood, and will comply with this policy.

Any student who has used AI in the creation or production of an assignment MUST attach to the assignment a reflective paragraph containing the rationale for use of AI:

a) Type of AI used

b) Purposes of use

c) Input suggested by AI

d) Actions

e) What did you learn from your interaction with AI?

Signed on behalf of the LSJS Senior Leadership Team by Paul Gould, Chief Operating Officer

Date created: February 2025

Date revised: August 2025; January 2026

Date to be reviewed: January 2027

Appendix: London School of Jewish Studies

Coursework Submission Form

PART 1. TO BE COMPLETED BY THE STUDENT	
Student Name	
Student Number	
Course Title	
Module Title & Number	
Assignment title	
Module Leader	
Word Count	
Declaration 1 I have read the LSJS Generative AI in writing tasks and assignments policy, including use of plagiarism, which was given to me at induction and is available on the LSJS website. I confirm that the attached submission is my own work. In submitting this assignment, I understand that my work will be put through anti-plagiarism software. I also understand that any use of AI does not and must not preclude the reflective and critical exercise that is uniquely human	
Declaration 2 I have read the LSJS guidelines on late submission of coursework which were given to me at induction. I understand that if my work is submitted any later than the given submission time my work will be penalised as per the policy. I also understand that if there is an unavoidable reason for late submission, I will have to submit an extenuating circumstance form to the office with evidence of my claim.	
Student Signature	
Date of submission	
PART 2. TO BE COMPLETED BY THE STUDENT	
Did you use AI for this submission?	**YES/NO (please mark as appropriate)**
If yes, please attach a paragraph to explain:	a) Type of AI used b) Purposes of use c) Input suggested by AI d) Actions e) What did you learn from your interaction with AI?
PART 3. TO BE COMPLETED BY THE MARKER	
Date marking completed by first marker	
Date marking completed by second marker	
Date of external examiner review where appropriate	