Artificial Intelligence (AI) Use Policy

VICTORIA CAREER COLLEGE OF HEALTH AND BUSINESS LTD.

PTIB Institution No.	ID-03879
Effective Date	1st September, 2026
Position Responsible	Senior Education Administrator

Policy:

Victoria Career College recognizes that Artificial Intelligence (AI) technologies are becoming increasingly integrated into education and the workplace. When used responsibly, AI tools can support learning, research, critical thinking, and academic skill development. However, the inappropriate use of AI may compromise academic integrity and undermine the learning process.

This policy establishes the College's expectations regarding the ethical and responsible use of Artificial Intelligence (AI) by students.

Many instructors will not permit the use of generative Artificial Intelligence (AI) tools, such as ChatGPT or similar technologies, for assignments, projects, quizzes, examinations, or other academic assessments.

Students must not assume that the use of AI is permitted. Before using any AI tool for academic work, students are responsible for reviewing the assignment instructions and obtaining approval from their instructor where required.

Where an instructor permits the use of AI tools, students must appropriately acknowledge their use in accordance with the instructor's requirements and the College's Referencing & Citation Policy.

Since most AI-generated content cannot be independently retrieved or verified by the reader, students should generally cite AI-generated content as a personal communication

in accordance with APA 7th Edition guidelines, unless otherwise directed by the instructor.

Alternatively, instructors may require students to:

- Include AI-generated content in an appendix;
- Provide copies of prompts and AI-generated responses;
- Cite the AI software in accordance with APA 7th Edition software citation guidelines;
- Give credit to the company responsible for the AI system (e.g., OpenAI) rather than only the name of the AI tool (e.g., ChatGPT), where applicable.

Failure to obtain instructor approval, properly acknowledge AI use, or comply with assignment-specific requirements may constitute academic misconduct and will be addressed in accordance with the College's Academic Integrity Policy.

Appendix A

Citing Artificial Intelligence (AI) Using APA 7th Edition

When the use of Artificial Intelligence (AI) has been approved by the course instructor, students should acknowledge its use in accordance with APA 7th Edition guidelines.

Depending on the assignment and instructor requirements, students may be asked to:

- Cite AI-generated content as a **personal communication**.
- Include AI-generated responses in an appendix.
- Cite the AI software using the appropriate APA 7th Edition software citation format.
- Acknowledge the **organization responsible for the AI tool (e.g., OpenAI)** rather than only the product name (e.g., ChatGPT).

Students should always follow the specific citation instructions provided by their instructor.

APA 7th Edition Resources

The following resources are recommended for guidance on citing Artificial Intelligence and other sources:

APA Style Blog – Citing Generative AI in APA Style: Part 1 – Reference Formats
Hyperlink: ***https://apastyle.apa.org/blog/cite-generative-ai-references***

APA Style Blog – Citing Generative AI in APA Style: Part 2 – AI as a Search Engine and AI Integrated into Common Software
Hyperlink: ***https://apastyle.apa.org/blog/cite-generative-ai-search-software***

APA Style Blog – Citing Generative AI in APA Style: Part 3 – Is AI "Allowed" in APA Style?
Hyperlink: ***https://apastyle.apa.org/blog/cite-generative-ai-allowed***