POLICY DOCUMENT

*Undergraduate Use of Artificial Intelligence, especially 'Large Language Models'*

**New College Policy on Undergraduate Use of Artificial Intelligence, especially 'Large Language Models'**

The College Handbook, to which all New College students are bound, states the current policy:

The use of material generated wholly or in part through use of artificial intelligence ('AI') is also forbidden, unless such use has been fully discussed with tutors in advance, and any authorised use must also be fully disclosed in submitted work. AI may also be authorised as a reasonable adjustment for a known disability, but again this must first be discussed and disclosed.

See the links at http://www.new.ox.ac.uk/deans-handbook, 'University of Oxford Good Academic Practice' and 'University of Oxford Guidance on Ethical Use of AI Tools' which set out University policy on this matter.

This document sets out the reasons for the college policy, and adds some guidance for subject-specific situations.

The fundamental principle governing the use of AI at New College is that you should not use AI for any task which your tutors expect you to complete yourself. When you are asked to read for and write an essay, to complete a problem-sheet, translate a passage or prepare a set text, the college believes that it is the process which matters—the work you do—not just the result which you submit. This is the educational mission and responsibility of the college and its tutors, and to that end, the college prohibits use of tools which disrupt, degrade, or attempt to replace the process of learning.

The college does recognise that AI comes in many different forms, some of which can be useful supplementary resources for scholars. In some subjects and for some tasks, AI might also be beneficial for undergraduate work; where this is the case, your tutors will let you know and will offer the necessary guidance for their appropriate use. However, AI should never be used to replace your own critical reading, original writing, and independent problem-solving; nor should it be used as a substitute for the essential intellectual work of locating and evaluating sources. This is because developing critical thinking, logical reasoning, and efficient, self-directed study habits is fundamental to genuine academic and personal growth.

With this in mind, the college also affirms, in complement to the summary presented in the College Handbook, the following fuller rules on the use of AI at New College:

1) **Students are reminded that they must adhere to the College's policy on plagiarism, outlined in section 10 of the College Handbook, to**

> **which all students are bound. This is the extract at the top of this policy.**
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> 2) **Artificial intelligence must never be used to summarise or critically evaluate readings you have been assigned to do yourselves. This includes Google Gemini, Microsoft Co-Pilot, or any of the other 'AI assistants' now embedded in software.**
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> 3) **It is never appropriate to treat AI as the sole authoritative source for any kind of information.**
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> 4) **Any other use of AI must be cleared with your tutors in advance and clearly indicated in your work, with a clear explanation of how it has been used.**

The College recognises that these rules may need to be either strengthened or tempered in certain subjects for certain kinds of assignment. To that end, individual subjects may adopt variations of the rules presented above, in alignment with relevant faculty or departmental guidelines These variations are at the discretion of the subject tutors as a body, in consultation with the Senior Tutor; where such variations have not been granted, this policy applies.


Senior Tutor

Tutor for Admissions

Hilary Term 2026