

PASS Information Sheet - Use of Artificial Intelligence (AI)

PASS Scholarships are offered by Fiji National University, University of South Pacific, and the Australian Centre for International Agricultural Research to develop future Pacific leaders in agricultural research.

Honesty, integrity, and originality are essential to maintaining high standards for the PASS program.

This information sheet explains how AI tools may and may not be used in your application and during your studies.

What is Artificial Intelligence (AI)?

Artificial Intelligence (AI) refers to digital tools or systems capable of analysing information and generating text, images, audio, video or other content. This includes generative AI tools such as ChatGPT, Claude, Gemini, or similar systems that can draft, paraphrase, improve, or rewrite written material. Artificial Intelligence (AI), including generative AI tools, is increasingly used in academic and professional contexts. AI can assist with basic productivity, but must never replace your own thinking, writing, or authentic voice.

Types of AI tools

Assistive AI tools enhance human input rather than replacing human input. Humans maintain control over final outputs. Examples of assistive AI tools include grammar assistants and spell checks and data analysis software with AI features built-in (e.g. SPSS).

Autonomous AI tools generate substantive content with minimal human inputs. Examples of autonomous AI tools include ChatGPT and Claude.

Embedded AI tools are integrated into common software. Examples of embedded AI tools include the design function in Microsoft PowerPoint and the accessibility assistant in Microsoft Word.

Some AI tools are acceptable to use, and some AI tools are not permitted in preparing a PASS application.

PASS APPLICATIONS

All application responses must be your own original ideas, experiences, and words.

AI use during the PASS application stage

AI may be used for limited productivity support. Only to assist your thinking—not to generate content.

You may use AI to:

- Check spelling and grammar
- Clarify confusing concepts or questions
- Brainstorm ideas at a high level
- Improve your own understanding of a topic (not the application questions)

AI must **NOT** be used to create application content. You must **not** use AI to:

- Generate answers to application questions
- Draft, rewrite, or paraphrase your essays or responses
- Produce plans or any attached documents
- Insert AI-generated text that you then “adjust” to look like your own
- Present AI-generated material as your original work

Using AI in these ways may be considered plagiarism or fraud, which can lead to disqualification.

AI Use Declaration in your PASS Application

You will be asked to sign a statement declaring how AI was used in your application and confirming you have not used AI in any ways that are not permitted.

Protecting your Personal Information

Do not put sensitive personal data into AI tools, such as

- Passport or ID numbers
- Employment records
- Financial information
- Health details
- Someone else’s information

This protects both you and others from data misuse.

Your Authentic Voice Matters

During selection, your written and verbal communication skills may be assessed in interviews and other activities.

AI-generated writing often sounds overly polished or generic. If your written responses do not align with your communication during interviews, this may raise concerns about authenticity.

Your application should reflect your personality, experiences, motivations, and goals - clearly and honestly

DURING SCHOLARSHIPS

Once undertaking a PASS scholarship, you must comply with:

- Your institution’s academic integrity policies
- Your institution’s AI Use Policy

AI must not be used to:

- Create false or misleading content
- Produce deepfakes, impersonations, or deceptive material
- Facilitate harassment, exploitation, or harm (including image-based abuse)

Such behaviour may be treated as a safeguarding breach under the university and donor policies.

Breaches of AI requirements can result in disciplinary action, including possible scholarship termination.

How PASS protects integrity

To maintain fairness across all applicants, the Program may:

- Inform applicants clearly of acceptable and prohibited AI use
- Assess applications using multiple information sources (referee reports, history, academic records)
- Conduct interviews or writing exercises to verify skills
- Use AI detection tools and Turnitin System for indicative checks (not sole evidence)

APPLICANT CHECKLIST

Before submitting your PASS application, use this checklist:

- ✓ My responses are entirely my own words and ideas
- I have used AI only for limited productivity tasks (e.g. checking spelling and grammar)
- ✓ I have not inserted AI generated content into my application
- ✓ I have not provided personal or sensitive data to AI tools
- ✓ My responses sound like me - not like a machine
- ✓ My application reflects my genuine experiences, goals, and motivations
- ✓ I have honestly declared how AI was used and I have signed the application declaration

NEED HELP OR NOT SURE?

If you're unsure whether a use of AI is permitted

- Treat the output as not allowed
- Ask the Graduate Officer at the university for guidance
- Contact aciarga@usp.ac.fj or Josevata.cava@usp.ac.fj
- Contact aciarg-go@fnu.ac.fj or varsha.dutt@fnu.ac.fj

REMEMBER

Authenticity and integrity are core to your success.

AI may assist with basic productivity (e.g. spelling and grammar), but it must never replace your own thinking, writing, or voice. All PASS application responses must be your own original ideas, experiences, and words.

PASS Scholarships are awarded on merit, integrity, and demonstrated capability. Applicants are responsible for ensuring their use of AI aligns with these principles.