

Lingnan University
Department of History

Guidelines for Using Generative Artificial Intelligence (GAI) Tools

Starting Term 2, 2024-25, students are permitted to use GAI tools, including editing and spell-checking tools such as Grammarly and DeepL, to assist with their course assignments, provided they adhere to the University's guidelines. The official documents are "[Guidelines for Using GAI Tools at Lingnan University](#)" and "[Best Practices for Ethical and Responsible Use of GAI Tools in Course Assessments](#)."

In line with the University's best practices for the use of GAI tools, our department has developed additional guidelines. Students must declare the use of GAI tools, specifying which GAI tools they used and how they utilized them for their assignments. Examples of GAI usage include brainstorming ideas, generating reference lists, and editing.

Sample Declaration:

"I acknowledge:

- (1) The use of ChatGPT to generate a reference list for this assignment and to brainstorm ideas for the introductory paragraph. I then revised both parts to fit the scope of my essay.
- (2) I also used Grammarly to check the grammar and spelling of the entire essay."

Students should include this declaration in their assignment. Meanwhile, faculty members must remind students of the University Guidelines and the Departmental Policy on using GAI tools.