

Lingnan University
Department of Translation

AI Usage Policy for UG and TPG Programmes

(Approved by the Department Board on 16 January 2025)

Starting from Term 2 of the 2024-25 academic year, Lingnan students are allowed to use AI tools, but at the same time they need to follow the university's academic and ethical guidelines. We have prepared some additional guidelines, specific to the Translation Programmes, for your information.

Students must adhere to the University's guidelines and practices when using Generative Artificial Intelligence (AI) tools. The official documents "Guidelines for Using GAI Tools at Lingnan University" and "Best Practices for Ethical and Responsible Use of GAI Tools in Course Assessments" can be found here: <https://www.ln.edu.hk/tlc/generative-artificial-intelligence/gai-guidelines-best-practices>.

In line with the University Guidelines, students are expected to declare their usage of AI tools. For our Programme, students are required to report their usage of tools for submitted assignments, essays, research papers, translation projects, and any other continuous assessment assignments according to the format specified in the above Guidelines or as specified by the subject teacher. Usage of editing and translation tools like Grammarly and DeepL should also be declared, although they are not considered Generative Artificial Intelligence tools, since their usage will turn up in the AI detection. Nil usage of any AI tools should also be declared.

It is agreed by the Department Board that the ceiling cap of AI usage is 40%.* If the AI detection rate is higher than this, marks will be deducted from students' work because of lack of originality. Subject teachers have the discretion to impose a penalty for any AI usage higher than the cap rate.

Faculty members of the Department of Translation are expected to reiterate the University Guidelines and the Departmental Policy on AI usage to students, while students, both at BA and MA levels, should follow the University Guidelines and Departmental Policy on AI usage carefully.

* The AI detection rate will be determined primarily by Turn-it-in on the University's Moodle platform, but teachers have the discretion to use other platforms for further checking if necessary.

Department of Translation
January 2025