

Lingnan University

Guidelines for Using Generative Artificial Intelligence (GAI) Tools¹ at Lingnan University

From the 2023-24 academic year, Lingnan University has provided teaching staff² and students with access to ChatGPT and several other GAI tools. In July 2023, the Teaching and Learning Centre published the “Best Practices for Ethical and Responsible Use of GAI Tools in Course Assessments” for faculty and student reference.

While Lingnan University enthusiastically embraces innovative technologies in education, it firmly upholds the principle that students must adhere to rigorous standards of academic integrity in all forms of assessments³. The following guidelines are designed to help faculty and students ethically integrate GAI tools into their teaching, learning, and assessment practices.

1. Teaching Staff

1.1 Outcome-based Assessment, Teaching, and Learning

Teaching staff can incorporate GAI into course design, learning activities, assignments, and assessments in line with outcome-based assessment, teaching, and learning principles, and the corresponding Qualifications Framework (QF) level. Any minor or major changes to the course, including but not limited to learning outcomes, assessment methods, rubrics, etc., should follow existing policies for approval (refer to Chapter 5 of the Academic Quality Assurance (AQA) Manual). Teaching staff should use proper referencing for course materials, assessments, and related teaching information, such as APA style or other accepted formats approved by academic units.

1.2 Effective Term 2, 2024-25

From Term 2, 2024-25, students are allowed to use GAI tools to assist them in preparing assignments, assessments, and other educational practices.

However, teaching staff may still seek prior approval from the relevant Head of Department/Programme Director NOT to allow students to use GAI tools (in part or their entirety) to prepare assignments, assessments, and other educational practices. For the Head of Department/Programme Director and Dean, who are the teaching staff of the course, a next level of approval should be obtained.

Teaching staff should inform students at the beginning of the course, in the syllabus, or in other written formats that GAI tools are not permitted (for use by students). All

¹ AI tools: A general term refers to GAI tools such as Midjourney, AI-enabled tools such as Grammarly, or any AI tools such as ChatGPT.

² Teaching staff: A general term refers to staff involved in delivering the course including instructors, teaching assistants, course designers, and programme directors, etc.

³ Assessments: A general term refers to any form of assignments, tests, exams, exercises, quizzes, discussions, presentations, and project works, etc. prescribed in a course.

course syllabi should include an important note regarding the use of GAI tools as set out in the course syllabus template.

1.3 Equitable Access

Teaching staff should ensure that students have equal access to the necessary GAI tools before an assignment or assessment is allowed to use such tools.

1.4 GAI Detection Tools

Teaching staff using GAI tools should be aware of the ethical issues, and the limitations of various GAI detection tools such as Turnitin.

1.5 Academic Dishonesty Handling

Students' academic dishonesty regarding the misuse of GAI tools should be handled in accordance with Lingnan's existing policies. Please refer to the policies listed below:

- [Regulations Governing University Examinations and Course Work](#)
- [Regulations Governing the Discipline of Students](#)

2. Students

2.1 Declaration

From Term 2, 2024-25, students may use GAI tools to support their studies unless informed otherwise by their teaching staff. However, students must declare the use of GAI tools or other GAI technologies in their assignments and assessments using a sample template provided in the “*Best Practices for Ethical and Responsible Use of GAI Tools in Course Assessments*” (issued by the Teaching and Learning Centre in Term 1, 2023-24). The following paragraph is also acceptable as an alternative:

“I/We __ (name/s)_____ declare that Generative AI tool/s has/have been used to prepare the submitted work for _____course and assignment/assessment_____.”

2.2 Citation

Students should use proper referencing for written assignments, projects, and reports, such as APA style (preferably) or other accepted formats approved by academic units. References can be obtained from the following websites:

- APA style: <https://apastyle.apa.org/blog/how-to-cite-chatgpt>
- Chicago style:
https://www.chicagomanualofstyle.org/qanda/data/faq/topics/Documentation/faq_0422.html

2.3 Academic Integrity

All submitted work must comply with Lingnan University's examination and coursework regulations, which include clear guidance on plagiarism. The University's relevant regulations are listed below for easy reference, and violations of these regulations will result in serious consequences.

- [Regulations Governing Undergraduate \(UG\) Studies](#) (for UG students only)
- [Regulations Governing Research Postgraduate \(RPg\) Studies](#) (for RPg students only)
- [Regulations Governing Taught Doctoral/Master's Degree Programmes](#) (for TPg students only)
- [Regulations Governing University Examinations and Course Work](#)
- [Regulations Governing the Discipline of Students](#)

For details, refer to Chapters 3-4 of the AQA Manual.

Students should not present GAI-generated work (in part or in whole) as their own, as this is considered a violation of academic integrity. For coursework/assessments where the GAI tool is permitted, students who are found to have used GAI-generated work in their coursework/assessments but have forgotten to declare this will be committing an act of academic dishonesty.

For coursework/assessments where the GAI tool is not permitted, students who are found to have submitted GAI-generated work as part of their work will be committing an act of academic dishonesty.

2.4 Potential Biases

Students are advised to be aware of the potential biases, inaccuracies, intellectual property (IP) rights, and limitations of GAI tools and to use them responsibly and ethically to maintain academic integrity.

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