

Lingnan University

Best Practices for Ethical and Responsible Use of Generative Artificial Intelligence (AI) Tools in Course Assessments

1. Introduction

To enhance the overall learning experience for our students, Lingnan University has decided to allow the use of ChatGPT and other Generative AI tools from the 2023-24 academic year. However, users should exercise responsible and ethical use of these tools, fully understanding their potential and limitations. Upholding academic integrity is of utmost importance for all students. This document outlines the principles, practices, and actions that need to be aware of/taken by course instructors and students regarding the implications of using Generative AI tools in course assessments. Students are encouraged to consult their course instructors if they have any questions.

2. Academic Integrity

Students are reminded that university examinations and course work regulations apply to all of their submitted work. Lingnan University has clear guidance on plagiarism under Academic Integrity. Below are the related academic regulations in the University:

- [*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 Discipline of Students*](#)

You may also refer to Chapters 3-4 of the [*Academic Quality Assurance \(AQA\) Manual*](#) for details.

3. General Principle on How Generative AI Tools Should be Used in Each Course

To ensure consistency and help students understand the course requirements, the respective course instructor is responsible for informing students of course assessment requirements at the beginning of each Term and which assignment may and may not be allowed to use Generative AI tools. Whether the students are allowed to use these tools depend on the nature and the objectives of the course assessment tasks and are subject to the decision of the course instructor. The general principle is as follows:

Types of Assessment	General Principle
Course Assignment and Assessment (Open book)	Unless otherwise specified by the instructor, Generative AI tools are allowed to be used by students.
Course Assessment (Closed book) & Final Examination (Closed book)	The use of Generative AI tools is NOT permitted ; however, the instructor may, with justification, allow the use of Generative AI tools during the examination.

4. Declaration

In case students are allowed to employ AI-enabled tools in their course assessments, they should declare their use and reflect on the process. Students should indicate which Generative AI tools they utilised and explain how the generated materials have been incorporated into their submitted work. The submitted assessments should include the declaration (Monash, 2023).

Suggested format	Example
I acknowledge the use of [1. insert AI system(s) and link] to [2. specific use of Generative artificial intelligence]. I entered the following prompts: [3. list of prompts]. The output from the Generative AI was [4. Explanation of use].	I acknowledge the use of [1] ChatGPT (https://chatgpt.ln.edu.hk/) to [2] generate the research information for this assessment. I entered the following prompts: [3] “Write a 50-word academic summary of Lingnan University using an academic style with references and in-text citations.” The output from the Generative AI was [4] adapted and modified for the final response.

5. How to Cite Generative AI Tools (ChatGPT)

Students should check their course assessment requirements to see whether an additional citation and reference of the generated material is required. Besides, they should reference the Generative AI generated materials in their work with accepted academic conventions (e.g. APA or Harvard styles, etc.).

Students may refer to the following webpage for details:

- APA style <https://apastyle.apa.org/blog/how-to-cite-chatgpt>
- MLA style <https://style.mla.org/citing-generative-ai/>
- Harvard style
https://www.citewrite.qut.edu.au/cite/examples/harvard/harvard_internet_ai.html
- Others <https://www.library.ln.edu.hk/en/research/publish/citation>

6. Actions for Academic Units

Academic units should regularly review (and revise) their course assessment requirements to maximize the benefits of using Generative AI tools in teaching and learning and review assessment requirements accordingly. Academic units should also ensure respective course instructors explain the course assessment requirements at the beginning of each Term.

7. Equitable Access

Course instructors are responsible for assuring that all students have access to the designated Generative AI tool (e.g. Poe, ChatGPT, etc.) if they designate its use.

8. Other Ethical Considerations

(1) **Transparency and informed consent.** Students can choose not to use AI tools if they have concerns about data privacy or any discomfort associated with AI-generated elements.

(2) **Data privacy and protection.** For conducting assessments and adhering to appropriate privacy and data protection protocols, secure platforms should be utilised. Student data utilised by AI algorithms should be anonymized and not associated with specific individuals. Student information should be stored and managed in accordance with best practices to prevent unauthorised access, data breaches, and misuse.

(3) **Fairness and avoiding biases.** Academic Units should perform regular monitoring and evaluation of content generated by AI to ensure its accuracy and quality. Adjustments should also be made to prevent students from experiencing unfair advantages or disadvantages as a result of using Generative AI tools (Goode, 2019).

(4) **Continuous professional development.** It is essential for academics to remain current on the latest advancements in AI technology, ethical considerations, and responsible assessment practices. Participation in workshops, seminars, or training programmes focusing on the ethical and responsible use of Generative AI tools in education is encouraged for course instructors (Ali et al., 2021).

Regular reviews and revisions of the above document will be conducted in order to keep up with the accelerated growth of Generative AI, technological advancements, and the overall student learning experience.

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References:

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