Guidelines for Students on the Use of Generative Artificial Intelligence

(Effective from 2022/23 Summer Term)

PolyU's stance

PolyU takes an open and forward-looking stance on the use of generative artificial intelligence (GenAI) tools (such as ChatGPT) as a positive and creative force in education, and the incorporation of such use in innovative learning, teaching, and assessment practices. While embracing the use of new technology in education, PolyU upholds the principle that students must adhere to high standards of academic integrity in all forms of assessments. The Student Code of Conduct and the policy on academic integrity apply to the use of GenAI in student work.

Respect your own work and the work of others

In accordance with the above stance, the University emphasises that:

- students are accountable for their own work; and

- the use of GenAI (if permitted) in student work should be properly acknowledged.

The following guidelines apply to all subjects and levels of assessment:

1. The use of GenAI tools may or may not be allowed in a subject, depending on the nature of the subject and the objectives of the assessment tasks. You should refer to your subject and assessment documents to check if you may use GenAI tools in your assessments.

2. All the work you submit for assessment should be **YOUR OWN ORIGINAL** work. Asking GenAI to do the assignment for you and submitting the work generated by GenAI, in part or in whole, as your own (even in paraphrased form) constitute an act of academic dishonesty; it is no different from asking another person to write your assignment or claiming others' ideas as your own.

3. For assessments that permit the use of GenAI tools, you may be required to declare the use of such tools and how they have been used in a form similar to the following:

   I/We declare that Generative AI tools have been used to prepare the submitted work. The Generative AI tools used and the manner in which they were used are as follows:

   _____

   _____

4. If you use AI-generated materials in your work, you must reference them in accordance with accepted academic conventions (e.g. APA or MLA styles).

5. For assessments where any use of AI-generated materials is not permitted, students who are found to have submitted AI-generated materials as their own work or part of their work constitute an act of academic dishonesty. Students who are found committing academic dishonesty will face disciplinary actions.

Reminders for using Generative AI

GenAI tools can be beneficial, but there are inherent risks too. You should be mindful of the following:

Using Generative AI critically

1. GenAI tools are language machines that predict the next plausible word or section of code based on patterns learned from large datasets. They are **not** knowledge databases, and may produce codes that have security flaws, bugs, or use illegal libraries.

2. The datasets that GenAI models learn from may be flawed, biased, or contain inaccuracies and limitations. The models are only as up-to-date as the data they were trained on, and may not reflect current events or trends.

3. GenAI generated text is not always factually correct, and may contain fake citations and references. It may also include **offensive material** or **hidden plagiarism**, using words and ideas from human authors without proper referencing.

Using Generative AI ethically

1. You must acknowledge where GenAI tools have been used in an assessment according to accepted academic conventions. You may make reference to the following:

   - APA style: https://apastyle.apa.org/blog/how-to-cite-chatgpt
   - MLA style: https://style.mla.org/citing-generative-ai/
   - IEEE style: https://libraryguides.vu.edu.au/ieeereferencing/generativeAI
   - Harvard style: https://www.citewrite.qut.edu.au/cite/examples/harvard/harvard_internet_ai.html
   - Chicago style: https://www.chicagomanualofstyle.org/qanda/data/faq/topics/Documentation/faq0422.html
   - Vancouver style: https://guides.library.uwa.edu.au/vancouver/generative_AI

2. GenAI systems are amoral and do not know that generating offensive, inaccurate, or misleading content is wrong.

3. There are also risks of **copyright infringement** when using GenAI to generate images or other copyrighted materials.

Using Generative AI wisely

DO's

- ✓ Use GenAI for brainstorming
- ✓ Check for factual accuracy of AI-generated content
- ✓ Use AI-generated content in conjunction with other sources to ensure your work is reliable and well-informed
- ✓ Include any GenAI assistance in your reference list

DON'Ts

- ✗ Do NOT rely solely on AI-generated content as the source of information
- ✗ Do NOT ask GenAI software to write your essays
- ✗ Do NOT input any personal details or confidential information when using GenAI tools

References:

1. The University of Edinburgh. (2023). *Guidance for students on the use of Generative AI (such as ChatGPT)* https://www.ed.ac.uk/sites/default/files/atoms/files/universityguidanceforstudentsonworkingwithgenerativeai.pdf

2. Deakin University. (2023). *Student guide to using generative AI*

   https://www.deakin.edu.au/students/study-support/resources-and-referencing/academic-skills/student-guide-to-using-generative-ai

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