

## 4. ACADEMIC REGULATION

### 4.9 Plagiarism

- a) “Plagiarism” refers to an act that comprises the following:
  1. intentionally using or incorporating the work of others, including online resources and content generated by computer algorithms like generative AI (GenAI) tools, in one’s work without proper citation or acknowledgement; and
  2. subsequently submitting such work for academic credit or presentation.
- b) The use of others’ work, including online resources and content generated by computer algorithms like GenAI tools, may include practices such as directly copying source materials, paraphrasing or translating source materials, and citing others’ work without proper citation or acknowledgement.
- c) The College places significant importance on addressing plagiarism. Students are provided with sustained support across all courses to foster independent thinking.
- d) Students are required to use plagiarism detection software provided by the College for similarity checks before submitting their assignments/projects. They should print out the similarity report and submit it together with the assignment/project.
- e) The College’s guidelines regarding the use of GenAI tools, such as ChatGPT, in coursework are outlined in Appendix 6.

## Appendix 6: Guidelines on Using Generative Artificial Intelligence Tools in Coursework

The College supports the **responsible** and **ethical** use of generative artificial intelligence (GenAI) tools by students in their coursework. Students need to understand the appropriate use of GenAI tools in coursework and the implications of their use. Using GenAI tools to produce coursework without proper citation or referencing is considered plagiarism, which is contrary to the College's policy on academic honesty. Improper use of GenAI tools in coursework falls under plagiarism regulations and may result in academic penalties.

In accordance with the *AI Guidance* pronounced by Harvard University (2024), there are important considerations to keep in mind when using these tools, including information security and data privacy, compliance, copyright, and academic integrity. Any such use must be appropriately acknowledged and cited. It is the responsibility of each student to assess the validity and applicability of any GenAI output that is submitted as part of their coursework.

Here is an example of how to cite ChatGPT in APA Style (7<sup>th</sup> ed.):

When prompted with “Is the left brain right brain divide real or a metaphor?” the ChatGPT-generated text indicated that although the two brain hemispheres are somewhat specialized, “the notation that people can be characterized as ‘left-brained’ or ‘right-brained’ is considered to be an oversimplification and a popular myth” (OpenAI, 2023).

Reference: OpenAI. (2023). ChatGPT (Mar 14 version) [Large language model]. <https://chat.openai.com/chat>

Course instructors are strongly encouraged to effectively communicate their expectations and provide explicit guidance regarding the appropriate use and potential misuse of GenAI tools in coursework. Sample language statements may include:

- Clarifying the extent to which and on which assignments students may use GenAI tools.
- Explicitly stating that using GenAI tools to substantially complete an assignment is not allowed.
- If students are not sure whether it is appropriate to use GenAI tools for a particular task, they should not hesitate to ask their course instructors.
- It is better to be safe and avoid any potential issues with academic honesty.
- If students have used any GenAI tool in their coursework, they should explain what they have used it for and what prompts they have used to get the results.
- If students have used any GenAI tool in their research, they should describe how they have used it in the Methodology section or a comparable section of their research papers.