Guidelines on AI Usage

1. Principles for Using AI in Education

The purpose of the guidelines on AI usage is to provide clear standards for the effective use of artificial intelligence in educational settings, thereby upholding academic integrity and promoting ethical and responsible use.

Artificial Intelligence (AI) refers to computer systems and related technologies that mimic and extend human cognitive functions. AI systems are designed to perceive their environment, learn from data, and make decisions or take actions autonomously to achieve specified goals

AI can be categorized into two types based on its functionality: analytical AI and generative AI. Analytical AI analyzes and learns from existing data to identify patterns and make predictions or classifications for specific tasks. In contrast, generative AI creates new content—such as text, images, audio, or code—based on the distribution of data it has learned.

AI is considered a powerful tool for enhancing the efficiency and productivity of teaching and learning practices. However, it also raises significant concerns related to information security, algorithmic transparency, and ethical responsibility. In particular, inappropriate use of generative AI may lead to academic integrity violations, acceptance of inaccurate or biased information, and a decline in learning capacity—posing both ethical and legal risks.

Therefore, when utilizing AI in the field of education, the following principles must be strictly upheld.

1.1 Academic Integrity

AI must be used in accordance with educational purposes and ethical principles, and its outputs should be reconstructed based on original thinking and expression. Submitting AI-generated content as one’ s own work without modification or attribution constitutes academic misconduct and undermines the core values of education.

1.2. Responsible Use

AI-generated information may contain inaccuracies or biases and must be critically reviewed before use. AI is a tool to assist one’ s thinking, not to replace it. Users are fully responsible for any outcomes resulting from their use of AI.

1.3. Transparency and Source Attribution

When using AI tools, users must clearly disclose how and to what extent whether and how AI was used, and appropriately cite AI-generated content according to established referencing standards. This is a fundamental principle for maintaining academic credibility and fostering transparency in the academic community.

1.4. Privacy and Data Security

When using AI tools, users must avoid entering personally identifiable information or confidential materials. Educational institutions should implement both technical and instructional safeguards to help ensure the protection of personal information and data security.

2. AI Use Guidelines for Instructors

The purpose of the guidelines is to establish clear standards for instructors to effectively integrate and oversee the use of AI in course design and delivery.

The focus is on cultivating students' creativity and critical thinking while safeguarding academic integrity. By offering students opportunities for responsible AI engagement, instructors can support their development into individuals with the integrative thinking and ethical judgment essential for future society.

2.1. Establishing and Communicating AI Usage Policies

Instructors are encouraged to independently determine their policies on AI use by taking into account the course objectives, teaching methods, and the nature of assignments. If AI use is permitted or restricted, instructors should clearly communicate the rationale and the scope of use to students in advance. They should also inform students that violating AI usage policies may be considered a breach of academic integrity. The following actions are recommended:

- Clearly state the AI usage policy in the syllabus so that students understand when and how AI tools may be used.
- Explain the policy during the first class session and provide time for Q&A to reduce misunderstandings.
- For courses with team teaching or teaching assistants, ensure consistency by sharing the policy and applying it uniformly to all students.

2.2. Redesigning Assignments and Assessments

Assignments and assessments should go beyond simple summarization or restatement of information to allow students to demonstrate critical thinking, creativity, and problem-solving skills. AI should be used in a way that supports students in constructing their work based on their own reasoning. Clear evaluation criteria should be provided in advance.

- Design context-based assignments that reflect students' real experiences, observations, or project outcomes to ensure submissions show their unique thinking and expression that cannot be easily replaced by AI.
- Implement process-based assessments that involve submitting drafts, receiving feedback, and revising final versions. This encourages students to reflect on their AI usage and revise outputs in their own voice.
- Include clear criteria in assignment guidelines regarding AI usage, such as whether it is allowed,

how it should be used, and how to cite AI-generated content to promote transparent and responsible use.

2.3. Supporting Students' Use of AI

AI can serve as a useful tool to support learning, but over-reliance may hinder students' learning. Instructors should help students understand the capabilities and limitations of AI and guide them to use it responsibly, underpinned by academic integrity and critical thinking.

- Provide examples and guidance on AI use in each discipline so students can recognize AI as a learning aid and use it appropriately according to their academic goals.
- Review and analyze AI-generated content in class to evaluate its accuracy, potential bias, and relevance, fostering critical thinking and information literacy.
- Require students to submit an AI utilization report on how they used AI, the scope of its use, and its contribution to their assignment to encourage responsible use and accountability.

2.4. Using AI Detection Tools

AI detection tools and plagiarism checkers can help to technically identify AI-generated content, but they are not perfect and may produce false positives. When using these tools, instructors should follow these guidelines.

- Clearly explain the purpose, scope, and limitations of AI detection tools to students in advance to prevent unnecessary anxiety or misunderstanding.
- Use detection results for reference only, and do not rely solely on them for grading or disciplinary decisions. Supplement detection with qualitative assessments such as interviews, draft comparisons, and process verification.
- Before making any judgment of academic misconduct, allow students to explain their case and ensure procedural fairness to avoid unjust consequences.

2.5 Protecting Personal Information and Data Security

Entering information into AI tools without caution may lead to data breaches or intellectual property violations. Instructors should understand and apply the following practices in their teaching.

- Do not enter sensitive or confidential materials into AI tools, such as personal data, academic records, assignment content, exam questions, or student information. Take special caution when using public AI platforms.
- At the beginning of the course, provide clear guidance on data protection and security to ensure students understand how to use AI tools safely and responsibly.

3. AI Use Guidelines for Students

The purpose of the guidelines is to provide concrete directions for students to use AI effectively and appropriately in both lectures and learning contexts.

The focus is on recognizing AI not as a mere tool for acquiring information, but as a supportive resource for expanding student's own thinking and understanding, while upholding academic integrity and enhancing learning outcomes. By engaging with AI critically and recognizing its limitations, students will develop the integrative thinking and ethical judgment essential for the future.

3.1. Adhering to Course-Specific Generative AI Policies

The use of AI tools may vary depending on the nature of the course and the instructor's learning objectives. Students must check the AI usage guidelines for each course and use AI responsibly within the permitted scope.

- Use AI tools only when explicitly permitted by the instructor and in accordance with the specified methods and limits.
- Do not use AI tools in courses where their use is explicitly prohibited or requires prior approval. Violations may result in penalties, including grade reductions or disciplinary action.
- If the use of AI is uncertain, consult the instructor and obtain permission in advance.

3.2. Maintaining Academic Integrity

AI tools may be used for assignments, but final assignment submissions must reflect the student's own understanding and be expressed in the student's own words, in compliance with academic integrity guidelines.

- AI-generated content must not be submitted unchanged. It should be revised to reflect the student's thought process and understanding.
- All forms of academic misconduct—including plagiarism, ghostwriting, and unauthorized submission—is prohibited, regardless of AI use.
- Do not copy or share AI-generated content from others without permission.

3.3. Using AI Responsibly

AI-generated information is not always be accurate or unbiased; therefore, it should be critically evaluated and used responsibly. Students are fully accountable for the learning outcomes and consequences of AI use.

- Check AI-generated content for accuracy, relevance, and bias before using it.
- In assignments or presentations, use AI only in ways that support the academic purpose.
- Avoid blindly accepting or citing AI-generated information that may be inaccurate or misleading.

3.4. Ensuring Transparency and Proper Attribution

When AI tools are used, their use must be clearly disclosed, along with an explanation of their contribution. Such transparency strengthens academic credibility and reflects integrity in learning.

- In assignments or presentations, clearly mention which AI tool was used, why it was used, and how extensively it was applied.
- Cite AI-generated text, code, images, or other content accurately, following the required referencing style.
- In the final submission, make it clear which parts are their own work and which were created with AI.

3.5. Protecting Personal Information and Data Security

Entering sensitive or identifiable information into AI tools may lead to data breaches or security risks. Information entered into AI tools should be treated with care, and data protection guidelines must be followed.

- Do not enter identifiable personal information into AI tools, such as formal names, student numbers, contact details or affiliations.
- Do not provide undisclosed course content into AI tools, such as assignment details, assessment items, or instructor feedback.
- Review the data collection and sharing practices of publicly available AI tools before use, and follow basic security precautions.

※ This AI Usage Guideline will be continuously updated in response to future changes in AI-related policies and tools.