AI Usage Guidelines

- 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 regarded as a powerful tool for enhancing the efficiency and productivity of educational methods. 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 observed.

1. Principles for Using AI in Education

- **Academic Integrity**

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

- **Responsible Use**

  AI-generated information may contain inaccuracies or biases, thus should be critically reviewed before use. AI is a tool to assist, not replace, your thinking. You bear full responsibility for any outcomes resulting from your use of AI.

- **Transparency and Source Attribution**

  When using AI tools, you must clearly disclose 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.

- **Privacy and Data Security**

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

2. Guidelines for Instructors on the Use of AI

2.1. Establishing and Communicating AI Usage Policies

Instructors are encouraged to determine AI usage policies autonomously based on 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.
- In 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, and clear evaluation criteria should be provided in advance.

- Design context-based assignments that reflect students' real experiences, observations, or project outcomes to ensure the work showcases their unique thinking and expression, which cannot be easily replaced by AI.
- Implement process-based assessments that involve submitting drafts, receiving feedback, and revising final versions, encouraging students to reflect on their AI usage and revise outputs in their own language.
- 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 honest and responsible use.

2.3. Supporting Students' Use of AI

AI can serve as a useful tool to support learning, but uncritical reliance may hinder educational effectiveness. Instructors should help students understand the capabilities and limitations of AI and guide them to use AI responsibly, grounded in 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 together in class to evaluate its accuracy, potential bias, and relevance, fostering critical thinking and information literacy.
- Require students to submit a self-reflection report detailing how they used AI, the method and scope of use, and AI's contribution to their assignment to encourage responsible use and accountability.

2.4. Using AI Detection Tools

AI detection tools and plagiarism checkers can help 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 evaluations 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

Improper input of information into AI tools can lead to breaches of personal data, disclosure of academic records, or infringement of intellectual property. Instructors should understand and apply the following practices in their teaching.

- Do not input 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 publicly accessible 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. Guidelines for Students on the Use of AI

3.1. Follow Course-Specific AI Usage Policies

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

- Only use AI tools when explicitly permitted by the instructor, and follow the specified methods and limits.
- Do not use AI tools in courses where their use is explicitly prohibited or conditionally permitted without prior approval. Such violations may be considered breaches of academic integrity and may result in penalties such as grade deductions or disciplinary action.
- If you are unsure whether AI use is allowed, you must consult your instructor and obtain permission beforehand.

3.2. Maintain Academic Integrity

Even when using AI tools, you must complete assignments and produce work based on your own understanding and language, adhering to the academic integrity guidelines.

- Do not submit AI-generated content as-is; rework it to reflect your own thought process and understanding.
- Avoid all forms of academic misconduct, including plagiarism, ghostwriting, and unauthorized submission, regardless of AI use.
- Do not copy or share AI-generated content from others without permission.

3.3. Use AI Responsibly

AI-generated information may not always be accurate or unbiased, so you must critically evaluate and use it responsibly. You are fully accountable for the learning outcomes and consequences of using AI.

- Review the accuracy, relevance, and potential bias of AI-generated content before using it.
- When using AI in assignments or presentations, ensure that its use aligns with your academic purpose.
- Do not blindly accept or cite inaccurate or misleading information generated by AI.

3.4. Ensure Transparency and Proper Attribution

When using AI tools, clearly disclose the use of AI and explain its contribution. Transparency enhances academic credibility and demonstrates an honest learning attitude.

- Indicate the name of the AI tool used, the purpose, and the scope of its use in your assignments or presentations.
- When using AI-generated text, code, images, or other content, provide accurate citations in accordance with the required referencing format.
- Clearly distinguish between your original work and AI contributions in the final submission.

3.5. Protect Personal Information and Data Security

Entering sensitive or identifiable information into AI tools may lead to data breaches or security risks. Be aware of the sensitivity of the information you input and follow data protection guidelines.

- Do not input personally identifiable information (e.g., your or others' real names, student numbers, contact information, or affiliations) into AI tools.
- Do not input non-public academic content such as assignment details, assessment items, or instructor feedback into external AI platforms.
- Before using publicly available AI tools, familiarize yourself with what kinds of data may be collected and shared, and follow basic security precautions.

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