

The University of Macau

Guidelines on the Use of Generative Artificial Intelligence Tools

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Keywords: *generative artificial intelligence*

Although generative artificial intelligence (GenAI) tools can enrich and enhance teaching, learning and research experiences and endeavours, there is a risk that using such tools can degrade the quality of teaching and learning activities and undermine the impact and integrity of academic research if used inappropriately.

The University of Macau supports the responsible use of GenAI for teaching, learning and research and urges all academic staff and students to carefully consider their stance on the use of GenAI. The University has produced these guidelines for all UM academic staff and students.

In academic research, it is crucial to consider several key principles to ensure the responsible and proper use of GenAI tools.

(i) Acceptable Use

On the premises that academic staff should be the primary authors of their own research outputs, the University permits academic staff to utilize GenAI tools to enhance the quality of their scholarly research. This may include using GenAI for the initial generation of research areas, literature review assistance, and proofreading.

(ii) Accountability, Accuracy and Reliability

Academic staff must recognise that AI-generated content and citations can be false, inaccurate or misleading. When academic staff use GenAI tools in their research, they need to be aware that they remain accountable for their own work. It is thus crucial for academic staff to exercise caution regarding the accuracy and reliability of their scholarly and creative outputs. UM academic staff must independently and comprehensively verify the outputs of GenAI tools and ensure the truthfulness of the information provided.

(iii) Declaration, Copyright and Referencing

When academic staff use materials produced by GenAI tools in their scholarly and creative outputs (e.g. text and pictures), they must clearly declare their use in the respective documents (e.g. journal papers, research grants). UM academic staff should adhere to accepted academic conventions and provide proper references for AI-generated materials.

(iv) Data Privacy and Confidentiality

Academic staff may be asked by GenAI tools to share and input information and data. As this

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information and data may become publicly available, staff should exercise caution and avoid sharing confidential, sensitive or personally identifiable information when using GenAI tools.

(v) Academic Integrity and Compliance

In general, the use of GenAI tools should align with UM's core values and code of ethics, as outlined in the Guidelines on the Professional Conduct for the Academic Staff of the University of Macau. It is essential for academic staff to refer to these guidelines to ensure that their use of GenAI tools upholds UM's principles and ethical standards.

In teaching and learning, both academic staff and students must ensure the responsible and proper use of GenAI tools.

Academic staff should update their syllabi to include a course policy on the use of GenAI. The policy should be specific about how the use of GenAI is or is not allowed in the course, as this provides transparency for students and academic staff when matters of academic integrity arise. In general, there are three permission levels:

1. Use of GenAI is permitted within the course policy;
2. Use of GenAI is permitted in certain circumstances or with explicit permission;
3. Use of GenAI is prohibited.

Students should adhere to the course policy on the use of GenAI, as shown in the syllabus of each individual course. It is essential for students to refer to the Rules on Handling Student Academic Dishonesty of the University of Macau. They should know that the course policies of different courses may vary in terms of types of permission granted.

Students should acknowledge the use of GenAI in their assignment submissions (written, spoken or otherwise) and indicate how GenAI has been used. All submissions, written or otherwise, should be accompanied by any or all of the following statements, as appropriate.

1. *I acknowledge the use of [name of AI tool(s) and hyperlink] to generate materials for background research and independent study.*
2. *I acknowledge the use of [name of AI tool(s) and hyperlink] to generate materials that I have adapted to include in this submission.*

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3. *I acknowledge the use of [name of AI tool(s) and hyperlink] to help me copy-edit and/or proofread my writing in this submission.*

By carefully considering the above, UM members can utilise the potential of GenAI tools while upholding academic integrity, complying with regulations and ensuring the responsible and ethical use of AI in education.