

28 November 2023

Dear Staff

THE USE OF GENERATIVE AI IN EDUCATIONAL ACTIVITIES

The use of ChatGPT and other generative AI has taken the world by storm, and the implications for university education are significant.

It is essential for instructors to encourage students to think for themselves, which is why we need to warn students not to use generative AI without careful consideration first. We would like you to refer 'The use of generative AI in learning' guidelines for students and use them in your teaching. We would also like to add the points below regarding the use of generative AI in educational activities.

For guidelines on its use in research and writing dissertations etc., refer to the “Use of Generative AI in Research Activities”.

1. Clearly state your policy on the use of generative AI

Depending on the purpose, content, and method of the class, clearly indicate to students whether you will allow the use of generative AI and, if so, what kind of use you will allow. In doing so, carefully consider whether the use of generative AI will promote students' learning and help them achieve their goals on the basis of the evidence. If students do not have a thorough understanding of generative AI, you should explain that it cannot be used for the class.

2. Consider the possibility that students are using generative AI

There is always a possibility that students may use generative AI in ways that do not conform to how you would like them to use it. In the same way as with student plagiarism, try and set assignments so that generative AI cannot be misused and check the submitted work appropriately. If you allow students to use it, have them highlight where they have used and state which type of AI they have used. Also consider using tests and oral exams as well as essays to check students' comprehension.

3. Verify content

Generative AI can be used for any purpose, including the creation of teaching materials. However, text created using generative AI may not always be accurate. Be sure to verify that the content is reliable and not false or biased in any way.

4. Protect intellectual property rights

Text created by generative AI may contain other people's work, and users of the text may infringe

on intellectual property rights such as copyright. When using text created by a generative AI, record the questions and keywords entered and the answers given by the generative AI, so that they can be clearly identified as reference material.

Follow the rules when citing copyrighted works, and be sure to obtain permission when reproducing the work of others. Especially avoid using it without careful consideration in important situations such as entrance exams.

5. Be careful about data privacy

The content of information entered into generative AI may be used by the AI itself or its management company. Never input personal information, confidential information, or research data (experimental results, survey results, etc.). Note that some generative AIs may allow you to prevent the information you enter from being used for its training.

6. Educate yourself about generative AI

It is very important for all faculty members themselves to deepen their understanding of generative AI. You can do this by familiarising yourself with how to use it and seeing what it is good at and what it is not. Make efforts to actively participate in FD workshops and collect information on educational methods. We are all still experimenting with the educational use of generative AI so it is important that we share information about using it, its results, concerns that have arisen, and finding more appropriate ways to use it.

Executive Director for Education