Tamkang University

Integrating Ethical Guidelines for Generative AI into TKU Course Syllabi

Generative AI is having a profound impact on higher education. Both instructors and students alike utilizing AI to create course outputs. AI content, known as AIGC (AI-Generated Content), can create new content such as articles, images, or music based on provided prompts or instructions. The use of AIGC involves implicit academic ethical issues, including: 1. The risk of misuse, such as generating false or biased information; 2. Data privacy issues, such as whether AI training data involves personal data without consent. These issues need to be carefully considered in practical applications to avoid inappropriate impacts.

In response to this, Tamkang university established the center for AI Ethics Education in December 2024 and released the official guidelines "Integrating Ethical Guidelines for Generative AI into TKU Course Syllabi" in February 2025, aiming to f ensure both TKU's faculty and students maintain academic integrity while leveraging the power of AI.

Faculty and students at Tamkang University must adhere to two main principles: Transparency and Responsibility.

- **Transparency**: Instructors should clearly explain the regulations regarding the use of generative AI in the course, and both students and instructors must disclose their use of AI honestly.
- **Responsibility**: Instructors and students must understand that generative AI is only one of many data sources. When using it, they should possess the ability to verify its accuracy and be responsible for the content they produce.

1. **Scope of Application**

   Thess guidelines apply to all courses, assignments, reports, academic research, and related teaching activities.

2. **Teaching Guidelines for Faculty**

   - **Clear Communication of Regulations：**

     Instructors should clearly explain the rules about the use of AI tools in the course before it begins, including which assignments or class activities allow the use of AI, the scope, methods, and limitations. Instructors can mark these guidelines in the course syllabus to ensure students understand.

- **Adjustment of Evaluation Methods：**

  It is recommended that instructors use diverse evaluation methods, such as class interactions, oral reports, group discussions, etc., to reduce the risk of students overly relying on AI for written assignments. For assignments where AI tools can be used, students must disclose the AI-generated content or ideas and follow academic citation formats.

- **Adjustment of Course Content and Methods：**

  Instructors can adjust the course content and difficulty to design assignments that reflect the students' thought processes and encourage them to demonstrate progress rather than focusing solely on the final outputs. Instructors should use practical exercises or drills to enhance students' understanding of using AI and strengthen critical thinking and data verification skills.

- **Feedback and Improvement：**

  Instructors should proactively provide feedback in class and encourage students to self-check and critically assess the accuracy of AI-generated content.

3. **Student Learning Guidelines**

- **Correct Use of AI：**

  Students should clearly indicate the AI tools and their generated content used in their assignments and follow academic ethics to avoid plagiarism or misuse of others' work.

- **Academic Integrity：**

  Students must verify the information in AI-generated content to ensure the accuracy and reliability of the referenced materials. If any incorrect content is found, students should immediately correct it and provide the correct source.

- **Developing Critical Thinking and Information Assessment Skills：**

  Students should learn to evaluate the accuracy and reliability of AI content and be able to verify it through other reliable sources to ensure the correctness of the information.

4. **Technology Application Guidelines**

- **Assisting Role of AI Tools：**

Students should view AI tools as learning aids, not as substitutes for generating the final outputs. AI can help students organize ideas, revise text, or generate simple examples, but the final academic outputs must still depend on the student's understanding and creativity.

- **Record and Transparency in the Process：**

Students should retain process records when using AI tools and submit the modified content before and after using AI, showing the changes and the process of content modification to reinforce academic integrity.

5. Verification and Guidance

- **Verification of AI-Generated Content：**

If an instructor suspects that a student has not followed the regulations or has misused AI, they should use AI content detection tools (e.g., OpenAI AI Text Classifier) to assist in the judgment, but it should be handled cautiously to avoid misjudgment.

- **Review and Handling of Violations：**

For academic integrity violations, Instructors may issue warnings, regrade, or cancel the assignment grades. Assignments using AI tools should undergo multi-level evaluation. In addition to written results, oral reports or group discussions can be used to assess whether students have mastered the relevant knowledge.

Faculty at TKU should adhere to this guide during the research, teaching, and learning processes. A key measure is to incorporate the ethical guidelines on the use of AI into the syllabus to ensure clear guidance in dealing with academic integrity issues.

Instructors can specify how students should use AI in the course using the following four principles:

1. **Unrestricted use,** fully open for use with no need for disclosure.
2. **Conditionally open**, please specify how generative AI is used in course outputs (see Example 1 and 2).
3. **Prohibited use**, forbidden to use (see Example 3).
4. **Not applicable**.

Examples for Reference: Instructors may integrate these options in the course syllabus, such as in the "Course Notes" or a separate column.

Example 1 – **Conditionally open**
Generative AI Ethics Statement
This course encourages students to use AI for collaboration and mutual learning to enhance

course outcomes based on the principles of transparency and responsibility.

This course adopts the following policy:
Conditionally open, please specify how students use generative AI in the course outputs.

Students should briefly explain how they use generative AI in the course assignments or reports in the "footnote on the title page" or "after the references," such as for brainstorming, text polishing, or structural references. If it is found that generative AI was used but not indicated in the assignment or report, the instructor, the university, or related units have the right to regrade or not grade it.

Additionally, if the course materials or learning resources cite generative AI content, the instructor will indicate this in the slides or orally. Students enrolled in this course agree to the above ethics statement.

Example 2 – Open with Conditions

Generative AI Ethics Statement

This course encourages students to use AI for collaboration and mutual learning to enhance course outcomes based on the principles of transparency and responsibility.

This course adopts the following policy:
Conditionally open, please specify how generative AI is used in assignments or reports.

Students should briefly explain how they use generative AI in the course assignments or reports in the "footnote on the title page" or "after the references," such as for brainstorming, text polishing, or structural references. For "personal reflection reports" and "group interview assignments," the use of generative AI tools for writing is prohibited. If it is found that generative AI was used but not indicated in the assignment or report, the instructor, the university, or related units have the right to reevaluate the assignment of report or withhold scores. Students enrolled in this course agree to the above ethics statement.

Example 3 – Prohibited use

Generative AI Ethical Statement

This course encourages students to use AI for collaboration and mutual learning to enhance course outcomes based on the principles of transparency and responsibility.

This course adopts the following policy:
Prohibited use.

Students taking this course should be aware that course assignments, reports, or personal reflections may not use content generated by generative AI. If it is found that there has been

a violation, the instructor, the university, or related units have the right to reevaluate the assignment of report or withhold scores. Students enrolled in this course agree to the above ethics statement.

※These guidelines are based on the AI teaching guidelines from various universities and content collaboratively created using ChatGPT.

Reference

1. National Yang Ming Chiao Tung University. (2023, May). **Statement on Generative AI's Basic Position and Application in Teaching**. Retrieved from https://reurl.cc/jQOMzZ
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5. National Tsing Hua University Office of Academic Affairs. (n.d.). **Ethical Statement on Generative AI**. Retrieved from https://reurl.cc/yDl1pD
6. National Taiwan University Teaching Development Center x Digital Learning Center. (n.d.). **NTU Measures for Teaching and Response to Generative AI Tools**. Retrieved from https://reurl.cc/WAVa5e