



GUIDELINES FOR USING GENERATIVE ARTIFICIAL INTELLIGENCE AT UNIVERSITI MALAYSIA PAHANG AL-SULTAN ABDULLAH

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1.0 INTRODUCTION

In line with the existence and development of Generative Artificial Intelligence (GenAI) technology, it has been found to impact the academic landscape, particularly in teaching and learning (T&L) as well as research within higher education. GenAI technology is capable of providing feedback and analysing user input in real time. Artificial Intelligence (AI) represents a form of technology developed to perform tasks or functions similarly to human thinking.

GenAI refers to technology that utilises mathematical algorithms and models to generate data, images, voice, and text with capabilities closely resembling human output. This technology leverages machine learning approaches and neural networks to construct outputs that are more complex and closely resemble those created by humans.

Advantages of GenAI technology like ChatGPT in the education sector make the T&L process more unique and efficient when used ethically and with integrity. Conversely, if applied unethically, this technology can inadvertently encourage plagiarism.

As such, this guideline is developed to ensure the effective and efficient use of GenAI technology at Universiti Malaysia Pahang Al-Sultan Abdullah (UMPSA).

2.0 OBJECTIVE

The main objectives of this guideline are:

- a. To provide guidance on the use of GenAI technology for learning and research purposes to academic staff and students.
- b. To serve as a reference for addressing any issues related to the use of GenAI technology among academic staff and students.
- c. To assist students in self-directed learning and enhance their understanding of course materials and research.
- d. To leverage GenAI as a tool for research, teaching, and learning for academic staff and students.
- e. To ensure that the use of GenAI technology at UMPISA is ethical, safe, responsible, and compliant with existing regulations to prevent plagiarism.

3.0 GUIDELINES FOR USING GENERATIVE AI TECHNOLOGY

The use of GenAI technology is generally permitted for the purpose of maximizing benefits. However, the use of GenAI technology must adhere to the following:


- a. **Responsibility in Avoiding Plagiarism:** It is the students' responsibility to ensure compliance with plagiarism prohibitions. Students themselves must verify the authenticity of content and information obtained. It is recommended that students rework provided information

into original writing. Additionally, students must provide and cite appropriate references. Information provided without proper referencing may be considered plagiarism.

- b. **Responsibility to Assist:** Academic staff should monitor the learning process of students and provide appropriate guidance and feedback. This process involves two-way communication and learning between academic staff and students to ensure quality learning outcomes from the information acquired.
- c. **Usage in Teaching and Learning (T&L):** GenAI technology usage is allowed with the purpose of assisting students in retrieving new information, enhancing cognitive abilities, and facilitating the T&L process.
- d. **Usage in Examination:** GenAI technology is strictly prohibited in any examination or its equivalent, whether conducted in person or online.
- e. **Usage in Academic and Research Writing:** The production of academic and research writing is based on the understanding, observation and critical thinking skill possessed by the student themselves. Students should cite the resources generated by GenAI technology explicitly and verify the accuracy of the information using reliable sources. Academic staff must ensure that there is no deviation from data, no information retrieval without proper references, and no inclusion of invalid information in students' academic writing.

In the majority of cases, the use of GenAI technology as a co-author in research-related writing, such as publishing articles, is not accepted by publishers and researchers worldwide. Therefore, UMPSA has decided not to recognize GenAI technology as a co-author in any writing involving research and innovation.

Below is an operational list of the types of GenAI tools or aids permitted for use in references and library documents:

Research/Text	
Audio	
Image/Video/Design	
Code	

3.1 The proposed roles of academic staff in the use of GenAI technology are as follows:

- a. Allowing students to use GenAI applications in line with the existence and development of technology.

- b. Engaging in discussions with students regarding the potential problems and limitations of GenAI technology.
- c. Establishing rules and guidelines for the implementation of GenAI technology that are acceptable for learning and research processes.
- d. Having a general understanding of GenAI technology and how to use it in research, teaching and learning.
- e. Enhancing teaching materials and assessments by creating various activities in the classroom, teaching resources, and assessments that can lead to more effective and engaging learning experiences for students.
- f. Stimulating critical thinking among students through the use of GenAI technology.
- g. Fostering a culture of integrity by educating students on how to use GenAI technology honestly and ethically.
- h. Providing exposure on the impact of poor academic writing on the credibility of academic institutions and human progress.
- i. Using plagiarism detection tools that can effectively identify content generated by GenAI technology or potential misuse of GenAI technology in academic work such as Turnitin, GLTR, GPTZero, AI-Content-Detector, Originality.AI, and others.

- j. Monitoring and evaluating the effects of GenAI technology on academic integrity continuously by making necessary adjustments and improvements, especially for courses and research projects managed.
- k. Reminding students on the importance of laws, methods, regulations, and directives enforced at UMPISA regarding the prohibition of plagiarism in academic and research fields.

3.2 The responsibilities of students in using GenAI technology are as follows:

- a. Students must adhere to all rules and guidelines on GenAI technology usage established by the academic staff of the respective courses.
- b. Students must avoid plagiarism. Information from GenAI technology should be sorted out in order to produce original student writing. Plagiarism is a serious disciplinary offense and may result in disciplinary action by UMPISA.
- c. Students should provide quality and accurate reference sources in every assignment and writing that they produce. Information provided without proper references may be considered as plagiarism.
- d. Students are responsible for ensuring that the information obtained is accurate and scrutinizing the validity of the feedback given. This is

because information from GenAI technology is susceptible to factual errors, fake news, bias, misinterpretation, and other issues.

4.0 ACADEMIC INTEGRITY

In the context of using GenAI technology, it is important to consistently emphasize academic integrity to avoid academic misconduct. This includes:

- a. Citation and Attribution: When gathering information from sources of GenAI technology, academic staff and students need to ensure that the data sources are accurate, and cite and then provide references of the original authors or publications, not sources from GenAI technology.
- b. Plagiarism: Academic staff and students must adhere to laws, methods and regulations, directives, university policies and guidelines in force to ensure that there are no elements of plagiarism in the work conducted.
- c. Ethics of Data Usage: If GenAI technology is used to analyse sensitive data, academic staff and students need to ensure that the data is used ethically and properly isolated (sandboxed). Academic staff and students must obtain the data legally by obtaining appropriate approval and consent.

- d. Limitations of GenAI Technology Outputs: When using GenAI technology to perform tasks at the university, academic staff and students need to be aware that GenAI technologies have their own limitations and may produce inaccurate or incomplete results. Therefore, as users, academic staff and students need to critically evaluate the outputs generated by GenAI technology and conduct reviews to ensure that the information is accurate and reliable.
- e. Declaration: Students should make a declaration if they use GenAI technology in any assignment or writing by stating the type of GenAI technology, the prompts used, and the date of its usage.

5.0 CONCLUSION

Based on current developments, the GenAI technology usage should be considered with attention to key aspects such as ethical practices, together with academic and research quality in UMPSA.