

October 21st, 2024

To Students who take the General Education Courses

Guidelines on the Use of Generative AI in Academic Assignments

Instructor-Determined AI Use

1. Whether generative AI can be used in general education courses and the conditions for its use are determined by the instructor for each class. You must follow instructor's instructions regarding the use of generative AI in assignments such as term papers. At university, independent learning is essential for students. Relying on generative AI outputs without personal effort to complete assignments goes against this principle and does not foster deeper learning. Therefore, such use of generative AI is generally prohibited *Note 1*.

Risks of Plagiarism with AI

2. Generative AI produces text based on information stored in public databases on the internet. Therefore, there is a risk that the work produced with generative AI may be considered plagiarism *Note 2*. Additionally, since AI-generated outputs may contain inaccurate information or reference non-existent sources, please exercise caution when using generative AI.
You are responsible for any instances of plagiarism or other misconduct.

Citation Requirements and Misconduct

3. Even when the use of generative AI is permitted by the instructor, you must "clearly indicate quoted sections and list sources," similar to how you would cite references or internet sources. Failure to meet these requirements will be considered academic misconduct *Note 2*. Specifically, when quoting AI-generated output in your report, you must clearly identify the quoted sections and provide the name and version of the AI tool used.

Institute for Liberal Arts and Sciences, Kyoto University

Note 1 The production of academic work should fundamentally be done by the students themselves, and therefore, the creation of such work by others or by AI is not permitted.

Note 2 Plagiarism and academic misconduct will be strictly addressed in accordance with university regulations. Please be sure to review the notes on "References" as well.

The Institute for Liberal Arts and Sciences provides the following guidelines on report writing, as outlined in the "Kyoto University Guidelines for Liberal Arts Courses." Please adhere to these rules to ensure proper report creation. If you have any questions regarding the use of generative AI, be sure to consult your instructor.

Clearly Distinguish Between Your Opinions and Quotations

- (1) Ensure that you clearly distinguish between your own ideas and quoted material to avoid any confusion.

Quotations Should Be Supplementary

- (2) The main content of your report should be composed primarily of your own ideas, with quotations serving a supplementary role.

Mark Quoted Material

- (3) Use quotation marks or other indicators to clearly identify a quotation.

Do Not Alter the Quoted Material

- (4) Use quoted material exactly as it appears in the source, even if it contains typographical errors.

Cite All Sources

- (5) Always provide citations for any quoted material. For online sources, include the URL, page title, and date accessed.

Only Use Published Works

- (6) You must obtain the author's permission if you wish to quote unpublished content, such as private emails.

Quoting another person's work in assignments or exams without citing the source violates copyright law and is also considered plagiarism. Such actions are categorized as "academic misconduct" and may incur strict penalties.

Any instances of plagiarism or misconduct may invalidate grades for all courses taken that academic year. Please ensure correct citation practices and prioritize your learning. For more details, please refer to the [Kyoto University Guidelines for Liberal Arts Courses](#).