

ELTU Policy on Student Matters & Academic Honesty (AI Approach 2)

**The Chinese University of Hong Kong
English Language Teaching Unit**

Policy on Assignment Submission and Collection

1. Assignments in the form of a computer-generated document that is principally text-based (e.g. essays, presentation outlines, etc.) should be submitted via VeriGuide.
2. By completing any assignment submission (whether via VeriGuide or other channels) or in-class assessment tasks, students are assumed to have declared originality of their submitted/completed coursework and pledged to have upheld academic honesty*.
3. At the teacher's discretion, students could submit their assignments electronically, place them in the teachers' mailboxes (during office hours) or the ELTU assignment drop box (outside office hours). Teachers may also identify office hours when students could submit assignments in person.
4. Late submission without prior approval from the teacher will lead to a deduction of 3 marks (out of 100) per day of lateness for the assignment concerned. The teacher reserves the right not to accept any assignments submitted 10 calendar days beyond the given deadline.
5. It is the responsibility of individual teachers to return graded assignments to students either in class or through arrangements made directly with students. In special circumstances when students need to collect their assignments outside class time, teachers are advised to do so by making special arrangement with the General Office staff. For security and privacy reasons, teachers are advised not to leave any graded or ungraded assignments unattended. Students should collect the graded assignments within one month upon their availability, unless otherwise agreed between the teachers and the students.
6. As ELTU courses adopt continuous assessment, teachers are advised to provide timely formative feedback on student work to support learning. Students should attend consultation sessions arranged by the teacher to receive feedback on their performance in assignments or assessment tasks. In this connection, students should check with their teachers promptly if there are concerns about the evaluation criteria as soon as they receive the provisional grades with teacher feedback on their work. Please note that, except for procedural issues, concerns about grading will only be considered if presented within one week of the date on which the graded assignment was made available to students.

Policy on Academic Honesty

1. Avoiding plagiarism

- **What is plagiarism?**

Plagiarism is an attempt to pass off the work of others (the writing of others) as one's own. The most obvious and blatant type of plagiarism is copying whole articles, sections, paragraphs or whole sentences from other publications without acknowledgement. This is clearly unacceptable.

However, even the use of a few words or paraphrasing may constitute plagiarism if the source is not acknowledged. Meanwhile, failure to sufficiently paraphrase the source text for the submitted work to qualify as the student's own writing is also considered plagiarism even if citations are included to acknowledge the source. Students sometimes unintentionally plagiarise because they are not aware of the very stringent rules that apply. If material is taken from a source, there should be proper acknowledgements as well as sufficient paraphrasing. By the same token, texts generated or modified by AI tools including translation software are essentially not the student's own writing and therefore regarded as plagiarism.

If any student work is found to contain plagiarised materials (including self-plagiarism and/or close similarity to the content or language of past good samples shared by former students), penalty will apply. Serious cases will be submitted to the Faculty Student Disciplinary Committee for further actions.

- **University policy and regulations**

CUHK adopts a zero-tolerance policy towards academic dishonesty. Attention is drawn to University policy and regulations on honesty in academic work, and to the disciplinary guidelines and procedures applicable to breaches of such policy and regulations. Details may be found at <http://www.cuhk.edu.hk/policy/academichonesty/>

With each assignment, students will be required to submit a signed declaration that they are aware of these policies, regulations, guidelines and procedures.

- In the case of group projects, all members of the group should be asked to sign the declaration, each of whom is responsible and liable to disciplinary actions, irrespective of whether he/she has signed the declaration and whether he/she has contributed, directly or indirectly, to the problematic contents.
- For assignments in the form of a computer-generated document that is principally text-based and submitted via VeriGuide, the statement, in the form of a receipt, will be issued by the system upon students' uploading of the soft copy of the assignment.

- Students are fully aware that their work may be investigated by AI content detection software to determine originality.
- Students are fully aware of the AI approach(es) adopted in the course. In the case where some AI tools are allowed, students have made proper acknowledgment and citations as suggested by the course teacher.
- Assignments without a properly signed declaration will not be graded by teachers.
- Students should keep drafts of their written work (if applicable), but only the final version of the assignment should be submitted via VeriGuide.
- The submission of a piece of work, or a part of a piece of work, for more than one purpose (e.g. to satisfy the requirements in two different courses) without declaration to this effect shall be regarded as having committed undeclared multiple submissions. It is common and acceptable to reuse a turn of phrase or a sentence or two from one's own work; but wholesale reuse is problematic. In any case, agreement from the course teacher(s) concerned should be obtained prior to the submission of the piece of work.
- The copyright of the teaching materials, including lecture notes, assignments and examination questions, etc., produced by staff members/teachers of The Chinese University of Hong Kong (CUHK) belongs to the University. Students may download the teaching materials produced by the staff members/teachers from the Learning Management Systems, e.g. Blackboard, adopted by CUHK for their own educational use, but shall not distribute/share/copy the materials to a third-party without seeking prior permission from the staff members/teachers concerned.

2. Guidelines on sharing lecture recordings

- The copyright of any lecture recordings shared in the course, whether they are produced by teachers, students, or peer note-takers, belongs to the University.
- Students should not share these recordings with others without obtaining prior written consent from the teacher(s).

3. Guidelines on the use of Artificial Intelligence

- This course adopts Approach 2 – **Use only with prior permission**

Students may use some AI tools in some learning activities and/or assessments on the following conditions:

- The AI tools to be used are restricted to the following tools: **(Specify the AI tools that are allowed. Teachers may also specify which AI tools are not allowed) ;**

- The specified AI tools will only be allowed for the following types of learning activities and/or assessments: **(Specify the learning activities and/or assessments)**
- Collaboration of AI tools is only allowed for the following purposes/tasks: **(Specify the purposes/tasks for which the AI tools can be used or used with certain restrictions, if any);**
- The input contributed by the AI tools are properly acknowledged and cited; and
- The input together with the prompts used to elicit the AI responses should be highlighted or included as appendices wherever appropriate.
- Improper/unauthorized use of AI tools in learning activities and assessments not specified above will constitute acts of academic dishonesty and will be handled according to the University's Procedures for Handling Cases of Academic Dishonesty.
- In case of queries, students should seek advice from the course teacher.
- **Acknowledging support from AI tools**

Students are required to acknowledge all functional uses of an AI tool and cite it when they paraphrase, quote, or incorporate into their own work any content (whether it is text, image, data, or other format) that was created by it.

- i. An example of acknowledgement:

'I acknowledge the use of (name of AI tool – e.g. ChatGPT (<https://chat.openai.com/>)) to (specify the support, e.g. plan my essay, generate some ideas for the content, ask for examples of data collection instruments, get the dates of historical events, etc.).

- ii. An example of citation

OpenAI. (2023). ChatGPT (Mar 20 version). <https://chat.openai.com/chat>

- iii. An example of including texts generated by an AI tool in their work

*"The following text was generated by an AI tool/language model (ChatGPT):"
[Insert the text generated by ChatGPT here.]*

- iv. An example of including texts generated by an AI tool and the prompts that were used to elicit the text from the AI tool

"[The prompt], as generated by an AI language model (ChatGPT):"

[Insert the text generated by ChatGPT in response to the prompt.]

- Students are reminded to learn and use the AI tools responsibly and ethically and be aware of the limitations.
- Improper/unauthorized use of AI tools in learning activities and assessments will constitute acts of academic dishonesty which will be handled in accordance with the University's Procedures for Handling Cases of Academic Dishonesty.
- Students are reminded to clarify with the course teacher and obtain permission if necessary when in doubt.
- All students should follow the University's Guide for Students on Use of Artificial Intelligence Tools in Teaching, Learning and Assessments, which can be accessed on the website of the Academic and Quality Section (AQS), Registry:
https://www.aqs.cuhk.edu.hk/documents/A-guide-for-students_use-of-AI-tools.pdf

Policy on Class Attendance and Attendance at Course Assessments

1. Students are required to observe all rules and regulations stipulated in the University's Student Handbook regarding class attendance and procedures for applying for leave of absence as necessitated by medical and non-medical reasons.
2. Students who have been absent for 50% or more of the classes throughout the term will be given a failure overall grade in the course concerned.
3. Students who have been absent for 30% or more of the classes throughout the term will be downgraded by two sub-grades for the overall grade in the course concerned.
4. Students are expected to be punctual for class. Students who have been late (absences inclusive) for 30% or more of the classes throughout the term will be downgraded by one sub-grade for the overall grade in the course concerned.
5. Students who have been absent from in-class assessments without prior approval from the teacher and are unable to present an appropriate medical certificate in support of physician-recommended sick leave will be given a mark of zero for the assessment concerned and will not be allowed to sit for a make-up test.¹ Students absent from an assessment must send any medical documents to the teachers within five working days for the teacher's consideration. The teacher reserves the right not to grant any make-up assessments.

¹ Participating in extracurricular activities or competitions organized by student bodies is not considered a legitimate justification for absences from in-class assessments.

This document is subject to revision at the discretion of the English Language Teaching Unit. For the most updated version, students may refer to the ELTU website.