UOW College Hong Kong
Policy on Student Use of Generative AI in Learning and Assessment

Version 2	Date approved: October 2026	Effective date: October 2026	Date of review: October 2028
Approved by:	Academic Board		
Author:	Academic Registrar		
Custodian Unit:	Quality Assurance Committee		
Supporting documents, procedures and forms:	• UOWCHK Academic Integrity Policy • UOW Assessment & Feedback Principles • UOW Academic Integrity and AI ChatGPT • UOW AI FAQs • UOW Library Guides		

PURPOSE OF POLICY

1. This policy outlines UOWCHK's approach to the ethical and responsible use of Generative Artificial Intelligence (GenAI) technologies in academic settings.

2. It aims to:

   a) Promote academic integrity and responsible innovation;
   b) Clarify acceptable and unacceptable uses of GenAI in learning, teaching, and assessment;
   c) Provide guidance for students and staff on the use, acknowledgement, and monitoring of GenAI tools.

APPLICATION & SCOPE

3. Applies to all students enrolled in UOWCHK programmes, including those delivered with partner institutions.

4. Covers all academic activities including teaching, learning, and assessments.

5. Applies to all GenAI tools, including but not limited to ChatGPT, Microsoft Copilot, and other GenAI technologies.

PRINCIPLES

6. The College encourages students to use GenAI tools ethically and transparently to support their learning.

7. The use of GenAI must align with the principles of academic integrity, including honesty, fairness, and responsibility.

8. Students must critically evaluate and verify the accuracy, reliability, and appropriateness of GenAI-generated content before using it in their academic work.
9. Students must respect copyright and other intellectual property rights when using GenAI tools, including when uploading third-party materials or using AI-generated content in their work.
10. Students must acknowledge any use of GenAI in assessments where permitted.
11. Misuse of GenAI constitutes academic misconduct and will be addressed accordingly.

RESPONSIBILITIES

12. The following outlines key responsibilities for implementing this policy:

    a) Academic Board: Approves and reviews this policy.
    b) Quality Assurance Committee: Reviews and recommends the policy for Academic Board approval.
    c) College Academic Conduct Committee: Oversees implementation and adjudicates violations.
    d) Faculty Academic Conduct Committees: Investigate and rule on suspected misuse of GenAI.
    e) Course Examiners: Clearly communicate expectations for GenAI use in assessments.
    f) Students: Understand and comply with GenAI use guidelines; acknowledge GenAI use where required.
    g) Faculty: Maintains a full record of GenAI-related academic misconduct cases within the faculty and reporting them in the Annual Faculty Report to the Academic Board via the Validation and Monitoring Committee.
    h) Academic Registry: Maintains records of GenAI-related misconduct cases and appeal proceedings.

USE OF GENERATIVE AI IN ASSESSMENTS

13. The Course Examiner provides guidance on when and how students may appropriately use AI tools in each assessment.

Prohibited Use	Use of GenAI is not allowed in any part of the assessment. Submitting AI-generated work is considered academic misconduct unless explicitly permitted. Students must ensure all submitted work is their own original creation.
Somewhat Permitted Use	GenAI may be used for certain aspects of the assessment under specific conditions, such as drafting or receiving feedback, but not for generating final content. Students must follow detailed instructions and acknowledge their use of AI.
Expected Use	Students are required to use GenAI as part of the assessment, such as critically evaluating GenAI outputs or integrating GenAI tools into their work. The content for your final submission must be your original work. Responsible use and proper acknowledgement are mandatory.

CITING USE OF GENERATIVE AI TOOLS

14. Students are required to acknowledge any use of GenAI tools in their academic work where such use is permitted. To ensure proper citation, students may refer to UOW's guidance on acknowledging GenAI use, available at: https://uow.libguides.com/microsoft-copilot-for-study-and-research/acknowledge-generative-ai-use. This resource provides examples and best practices for citing AI-generated content in accordance with academic integrity standards.

MISUSE OF GENERATIVE ARTIFICIAL INTELLIGENCE TECHNOLOGY

15. Misuse of AI is considered academic misconduct and includes, but is not limited to:

    a) Using AI-generated work in assessments without permission from the course examiner;
    b) Failing to acknowledge AI-generated content where its use is permitted;
    c) Submitting AI-generated work as one's own original work;
    d) Using GenAI to fabricate data, references, or research findings;
    e) Using GenAI tools during examinations or in assessment tasks where such use is not allowed;
    f) Assisting others in misusing GenAI tools or sharing AI-generated content for dishonest purposes;
    g) Entering personal, private, confidential or sensitive information into GenAI tools without appropriate authorization.

16. All such cases will be handled under the procedures outlined in the Academic Integrity Policy.

RECORD KEEPING

17. The Faculty will keep records of all GenAI-related academic misconduct cases within the faculty. These will be included in the Annual Faculty Report to the Academic Board via the Validation and Monitoring Committee.

18. The Academic Registry will maintain a secure record of all GenAI-related misconduct cases and appeal proceedings, reporting annually to the Academic Board.

VERSION CONTROL TABLE

Version	Date Effective	Approved by	Amendment
1	October 2025	Academic Board	First version
2	October 2026	Academic Board	Second version