

Saitama University,
Center for English Education & Development

General Guidelines Concerning Plagiarism and the Use of AI-generated Content

There are currently no widely established laws that particularly address the use of AI in assignments for higher education. The use of AI in assignments may be subject to specific regulations and guidelines for technology use in general, as set by this institution. Faculty members at the Center for English Education and Development, however, have issued the following basic guidelines for all teachers, staff and students involved in our programme.

1. Plagiarism is strictly prohibited. This includes, but is not limited to, copying and pasting from a source without citation, paraphrasing without attribution, and submitting work that was completed by someone else without proper attribution, including AI-generated content and translations.
2. Proper citation and referencing are required for all sources used in academic work, including online sources, books, journal articles, and other materials such as AI-generated content. Students should inform themselves about current regulations and consult with their instructors or academic advisors to determine the appropriate citation format for their discipline.
3. Taking into consideration current policy on academic integrity, the use of AI-generated content in assignments without proper attribution or supervision is strictly prohibited. Faculty may require that students disclose the use of any software or AI tools in their assignments and demonstrate an understanding of how the technology was used to complete their work.
4. Collaboration with others is only permitted when specifically authorized by the instructors. Students must explicitly identify their contributions to the work as well as the contributions of their partners in such circumstances. The same principle applies to AI-generated content.
5. Faculty members are responsible for explaining these policies to their students and for providing the necessary support to maintain a positive and fair learning environment. As such, it is fundamental that faculty do their utmost to understand the trends and potential issues that the use of AI-generated content may cause, and to comply with basic guidelines.
6. Students are responsible for understanding and adhering to the rules of academic integrity. Ignorance of the policy will not be accepted as an excuse for plagiarism or other violations.

Please keep in mind that any violation of academic integrity will be subject to disciplinary action according to current Saitama University policies. Instructors will receive support from administrative staff should they require detailed information or need access to the relevant handbooks.

At the classroom level, guidelines for using AI in assignments should strive to ensure that the usage of AI is suitable and relevant to the assignments' learning objectives. This could include providing explicit instructions on how to utilize AI, developing criteria for assessing the quality of AI-generated work, and ensuring that the use of AI does not compromise the academic rigor of the assignments.

To further support our faculty, students, and members of staff during this transition, we would like to suggest the resources listed below. Your cooperation is highly appreciated. Should you require any assistance, please do not hesitate to contact the CEED administrative section and/or faculty members.

❖ **AI-generated Content Detection Tools**

Please feel free to explore the sites listed below, keeping in mind that at this stage, no detection tool is infallible, and the technology is evolving rapidly.

<https://hivemoderation.com/ai-generated-content-detection>

<https://crossplag.com/ai-content-detector/>

<https://www.techtarget.com/searchenterpriseai/feature/How-to-detect-AI-generated-content>

<https://writer.com/ai-content-detector/>

❖ **AI Ethics**

AI Ethics and Higher Education - Globethics. (n.d.). Globethics.

https://www.globethics.net/news/2021/-/asset_publisher/yooy/content/ai-ethics-and-higher-education

AI in Higher Education Resource Hub - TeachOnline. (n.d.).

<https://teachonline.ca/ai-resources>

Ethical guidelines on the use of artificial intelligence and data in teaching and learning for educators. (2022, October 25). European Commission.

<https://education.ec.europa.eu/news/ethical-guidelines-on-the-use-of-artificial-intelligence-and-data-in-teaching-and-learning-for-educators>

Ethics of Artificial Intelligence. (2023). *UNESCO.*

<https://www.unesco.org/en/artificial-intelligence/recommendation-ethics>

❖ **Other Resources**

Mucharraz y Cano, Y., Venuti, F., & Herrera Martinez, R. (2023, February 1). *Harvard Business Publishing Education: ChatGPT and AI text generators.* <https://hbsp.harvard.edu/inspiring-minds/chatgpt-and-ai-text-generators-should-academia-adapt-or-resist>

Smith, D. (2023, January 11). *How to Write an UnGoogleable Exam Question – Part 1.* David's Adventures in the Classroom.

<https://davethesmith.wordpress.com/2021/08/12/how-to-write-an-ungoogleable-question-part-1>

Teaching & Learning with ChatGPT: Opportunity or Quagmire? Part I | Teaching + Learning Lab. (2023, January 12). <https://tll.mit.edu/teaching-learning-with-chatgpt-opportunity-or-quagmire/>