

HONG KONG METROPOLITAN UNIVERSITY

Guidelines for the Use of Generative AI (for Students)

Background

Hong Kong Metropolitan University (HKMU) has developed comprehensive guidelines for the use of artificial intelligence (AI) technologies, particularly generative AI, to ensure responsible and ethical use across the university community. Recognizing the transformative impact of generative AI on higher education—including teaching, learning, research, and daily operations—HKMU has actively embraced this technology to enhance educational and administrative processes. These guidelines align with the university’s existing policies. By establishing clear guidance for general users, academic staff, and students, HKMU aims to maintain academic integrity, safeguard data privacy, and foster a culture of responsible and ethical AI usage. Ultimately, these guidelines empower faculty members, staff, and students to confidently and effectively harness generative AI in their teaching, learning, research and assessment practices, ensuring they can navigate the evolving technological landscape while upholding the university’s values.

1. Guidelines For General Users

General users of generative AI at HKMU—including faculty, staff, and students—must adhere to the following guidelines to ensure responsible, ethical, and secure use of AI technologies:

1.1. Protect Confidentiality and Data Privacy

Users must never input confidential, sensitive, or personal data into generative AI tools, especially those not supported by HKMU. Information classified as internal, confidential, or critical under the University’s [Asset Management Policy](#) should be strictly protected. Since most commercial AI platforms may use submitted data for training and product enhancement, it is essential to review the University’s [Information Security Policies](#) before sharing any data with AI platforms to ensure compliance and prevent misuse.

1.2. Uphold Academic Integrity

Maintaining the highest standards of academic integrity is essential. Academic staff should familiarise themselves with the University’s academic integrity policies and communicate clear instructions to students regarding the permissible use of AI tools in coursework and assessments. Students must be informed about the need to acknowledge any use of AI in their work, and any violations of these expectations will be treated as breaches of academic integrity.

1.3. Critically Evaluate and Verify AI-generated Content

All users are responsible for critically reviewing AI-generated outputs, as such content may be incorrect, biased, or contain unauthorised copyrighted material. It is crucial to verify the accuracy of AI outputs, including citations, by cross-checking against reliable sources before adopting or disseminating the information.

1.4. Safeguard Account Security and Cybersecurity

Users must maintain the security of their HKMU accounts by never sharing login credentials or passwords with others or with non-HKMU supported AI platforms. Strong passwords should be used and updated regularly to minimise the risk of unauthorised access. Any suspected unauthorised use or cyber threats must be reported immediately to the Information Technology Office (ITO) helpdesk, and users should regularly review the University's [IT Security Policies](#).

1.5. Comply with Terms, Conditions, and Legal Requirements

When using HKMU's ChatGPT Web Portal or other university-supported AI services, users must comply with all established terms and conditions, ensuring these tools are used solely for teaching, learning, research, and other work-related purposes. Users must also adhere to the Code of Conduct specified by the AI services and avoid any behavior that could harm or negatively impact the service. Users should be aware that usage may be monitored by the University and the Information Technology Office (ITO) for service analysis and administrative purposes. Usage quotas may be established to ensure fair and equitable access for all users.

2. Guidelines for Students

Students at HKMU are expected to use generative AI tools in a manner that upholds academic integrity, complies with university policies, and supports their learning. The following guidelines outline the principles and actions students should follow:

2.1. Uphold Academic Integrity

Students must always act with honesty and integrity in all academic work, strictly complying with the University's [Regulations Governing Academic Integrity and Student Discipline](#). Any inappropriate use of AI, including using AI without proper acknowledgment or in violation of course guidelines, will be treated as academic misconduct.

2.2. Declare and Acknowledge AI Use

When completing assignments, students are required to submit a declaration on the Online Learning Environment (OLE) indicating whether generative AI tools were used. If AI was utilised, students must specify which tool was used and describe how it contributed to their work—such as generating ideas, explaining concepts, structuring assignments, or editing content. This transparency ensures responsible use and allows teaching staff to assess the originality and authenticity of student work.

2.3. Reference AI Appropriately

Students must follow citation guidelines as recommended by their Schools, clearly indicating in their bibliography or references how generative AI was used in the development of ideas, concepts, or content. Proper citation is essential for maintaining academic standards and avoiding plagiarism.

2.4. Verify and Fact-Check AI Outputs

It is the student's responsibility to critically evaluate, verify, and fact-check all AI-generated content before incorporating it into assignments. Since AI outputs may sometimes be inaccurate, biased, or incomplete, students should always cross-check information with reliable sources to ensure the quality and credibility of their work.

2.5. Adhere to Course-Specific AI Guidelines

Students must strictly follow the approach to AI use outlined in their course materials. This may include prohibiting AI use entirely, permitting it only under certain conditions, or requiring explicit acknowledgment. Each School and course may have different policies, and it is the student's responsibility to understand and comply with these requirements as communicated at the beginning of each term.

2.6. Access and Use University-Supported AI Tools Responsibly

HKMU provides students with access to the ChatGPT Web Portal, powered by Azure Open AI, for teaching, learning, research, and work-related purposes. Students should use this platform responsibly and be aware that usage may be monitored by the University and the Information Technology Office (ITO) for service analysis and administrative purposes. Usage quotas may be established to ensure fair and equitable access for all users.

2.7. Explore AI Learning and Research Opportunities

Students are encouraged to deepen their AI knowledge by participating in research projects, workshops, and extracurricular activities related to artificial intelligence. Engaging in internships, online courses, and seminars can further enhance practical skills and understanding of AI applications, such as smart technologies, machine learning, and robotics. By actively seeking out these learning and research opportunities, students can broaden their perspectives, gain valuable experience, and better prepare for future academic or professional roles in the rapidly evolving field of AI.

2.8. Observe Ethical Considerations

When using generative AI tools, students must be mindful of broader ethical considerations, including fairness, bias mitigation, data privacy, and transparency. The University is committed to providing equitable access to AI tools and ensuring that data privacy and security are maintained in accordance with the Information Security Policy. Students should not input sensitive or personal information into AI platforms and must use only designated, secure university-supported tools when required.

3. Commitment to Ethical and Responsible AI Use

Hong Kong Metropolitan University (HKMU) is dedicated to fostering a culture of innovation, integrity, and ethical responsibility as we embrace the transformative potential of generative AI in teaching, learning, research and administration. The integration of AI technologies aligns with our mission to advance educational excellence and equip our community with the skills and knowledge necessary for the future.

As outlined in these guidelines, the responsible use of generative AI tools requires ongoing vigilance, transparency, and adherence to the highest standards of academic integrity and data privacy. HKMU is committed to ensuring equitable access to AI resources, promoting fairness, and safeguarding personal and institutional information. We recognise the challenges and opportunities that AI presents, especially in the context of academic assessment, and we encourage all members of our community to approach these technologies thoughtfully and ethically.

By working together and upholding these shared principles, we can fully harness the benefits of AI to enhance the student learning experience, support innovative pedagogies, and maintain the trust and confidence of our university community.

Responsible Office: Office for Advancement of Learning and Teaching
Effective Date: 1 September 2025