

Using Generative Artificial Intelligence (GenAI) in your Learning – Student Guidelines

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1. AROKA | PURPOSE

These guidelines help you understand how GenAI tools including large language models (e.g. ChatGPT, Copilot, Perplexity, Bard), grammar/writing software (e.g. Grammarly Premium), language translation software (e.g. Lokalise, Quillbot), coding (e.g., Qodo, Github Copilot), and image generating tools (e.g. DALL-E 2, Midjourney, Leonardo) can be used in your learning and assessments at Te Whare Wānaka o Aoraki Lincoln University. They are based on the University's GenAI Policy and aim to ensure learning is fair, ethical, and supports academic integrity. Always follow the specific GenAI Usage Guidelines provided in each course and assessment.

These guidelines apply to all courses you are enrolled in and should be read alongside:

- Generative Artificial Intelligence (GenAI) Policy
- [Academic Integrity Policy and Procedure](#)
- [AI and Assessments](#)

2. WHAT WE VALUE IN GENAI USAGE

At Lincoln University, we support ethical, smart and responsible use of GenAI. When you use GenAI:

- Use it to support your learning, not replace your own thinking.
- Only add information and notes that you have created yourself. Do not add information created by other people including your lecturers and the University.
- Be ethical and transparent – say what you used and how.
- Always acknowledge the use of GenAI tools, as you would with any source.
- Respect te ao Māori and the principles of Te Tiriti o Waitangi.
- Follow fair and inclusive practices (e.g. do not rely on or expect others in your group to use paid GenAI tools when not everyone has access to them).
- Use GenAI in ways that protect your privacy, personal data and University information.

3. WHAT YOU CAN AND CANNOT DO WITH GENAI IN AROMATAWAI | ASSESSMENT

Your Course Examiner will tell you exactly how much GenAI, if any, you can use in each course and assessment item. There are three levels of GenAI usage:

1. No Usage
2. Partial Usage – Idea Generation / Refinement / Content Creation
3. Full Usage

Definitions:

- No Usage: GenAI cannot be used at all.
- Partial Usage – Idea Generation: Using GenAI to brainstorm topics, ideas, questions, and/or examples.
- Partial Usage – Refinement: Using GenAI to improve writing (structure, grammar and/or tone), code (optimisation and/or readability), or visual media.
- Partial Usage – Content Creation: Using GenAI to generate some of, or all, the

- content submitted.
- Full Use: Students may use GenAI for any aspect of assessment.

A Generative Artificial Intelligence (GenAI) Usage statement will be included in the assessment section of the Course Outline, and in the assessment section of the Akoraka | Learn course page.

Each assessment item will include a Generative Artificial Intelligence (GenAI) Usage statement. If permitting partial usage, your Course Examiner will specify the usage permitted (idea generation, refinement, and/or content creation) and adjust the “Generative Artificial Intelligence (GenAI) Usage” statement accordingly.

You must always:

- Only use GenAI in the ways permitted within each course and assessment item.
- Acknowledge any use, or not, of GenAI in your assessment submission (follow the [guidelines on Te Kete Wānaka's Referencing page](#)). Specifically at a minimum, you must identify if GenAI was used or not. If used, you must identify the GenAI tool used, describe how it was used, including the prompts utilised, and when it was used.

You must not:

- Input the work of other students (e.g. group members), assessment briefs, field trip information (written or oral), guest lecture information (written or oral), or course material (written or oral) into any public/open GenAI or AI tools (e.g., ChatGPT, Copilot, Quillbot, Mid-Journey, Qodo). This includes public/open GenAI or AI tools for which students have personal subscription accounts.

4. **GENAI USAGE STATEMENTS YOU WILL SEE IN YOUR COURSE ASSESSMENT**

These statements are to be included by Course Examiners in assessment instructions with the heading “Generative Artificial Intelligence (GenAI) Usage”.

If permitting partial usage, the Course Examiner will select the aspect of partial usage permitted (idea generation, refinement, and/or content creation) and adjust the Generative Artificial Intelligence (GenAI) Usage statement accordingly.

No usage permitted

Generative Artificial Intelligence (GenAI) Usage

Permitted use: None.

Prohibited use: The use of any GenAI tools to complete this assessment is strictly prohibited. GenAI tools include, but are not limited to, large language models (e.g. ChatGPT, Copilot, Perplexity, Bard), grammar/writing software (e.g. Grammarly Premium), language translation software (e.g. Lokalise, Quillbot), coding (e.g., Qodo, Github Copilot), and image generating tools (e.g. DALL-E 2, Midjourney, Leonardo).

Acknowledgement requirement: Include an acknowledgement that GenAI tools have not been used for any aspect. For example, “I have not used any GenAI tools in creating, analysing, or writing this assessment”.

Compliance: Assessment submissions will be analysed for evidence of the use of GenAI, and any student suspected of violating this GenAI Usage may be referred to the Proctor.

Acceptance: By submitting your assessment, you accept and have agreed to adhere to the GenAI Usage as outlined above.

Partial usage permitted

Generative Artificial Intelligence (GenAI) Usage

Permitted use: The use of any GenAI tools is permitted in this assessment for idea generation – to brainstorm topics, ideas, questions, and/or examples); refinement – to improve writing (structure, grammar and/or tone), code (optimisation and/or readability), or

visual media; content creation – to generate some of, or all, the content submitted. GenAI tools include, but are not limited to, large language models (e.g. ChatGPT, Copilot, Perplexity, Bard), grammar/writing software (e.g. Grammarly Premium), language translation software (e.g. Lokalise, Quillbot), coding (e.g., Qodo, Github Copilot), and image generating tools (e.g. DALL-E 2, Midjourney, Leonardo).

Prohibited use: The use of any GenAI tools used outside of the permitted use in this assessment is strictly prohibited.

Acknowledgement requirement: Any use of GenAI tools must be clearly acknowledged in your assessment submission in line with the [guidelines on Te Kete Wānaka's Referencing page](#). Specifically at a minimum you must identify the GenAI tool used, describe how it was used, including the prompts utilised, and when it was used.

Compliance: Assessment submissions will be analysed for evidence of the use of GenAI, and any student suspected of violating this GenAI Usage may be referred to the Proctor.

Acceptance: By submitting your assessment, you accept and have agreed to adhere to the GenAI Usage as outlined above.

Full usage permitted

Generative Artificial Intelligence (GenAI) Usage Guidelines

Permitted use: The use of any GenAI tools to complete any aspect of assessment is permitted. GenAI tools include, but are not limited to, large language models (e.g. ChatGPT, Copilot, Perplexity, Bard), grammar/writing software (e.g. Grammarly Premium), language translation software (e.g. Lokalise, Quillbot), coding (e.g., Qodo, Github Copilot), and image generating tools (e.g. DALL-E 2, Midjourney, Leonardo).

Prohibited use: None

Acknowledgement requirement: Any use of GenAI tools must be clearly acknowledged in your assessment submission in line with the [guidelines on Te Kete Wānaka's Referencing page](#). Specifically at a minimum you must identify the GenAI tool used, describe how it was used including the prompts utilised, and when it was used.

Compliance: Assessment submissions may be analysed to determine the extent of GenAI usage, and whether appropriate acknowledgement has occurred. Any student suspected of not acknowledging GenAI usage appropriately may be referred to the Proctor.

Acceptance: By submitting your assessment, you accept and have agreed to adhere to the GenAI Usage as outlined above.

5. HOW GENAI IS USED IN THE TEACHING OF YOUR COURSES

Your Course Examiners and Lecturers may use GenAI to enhance your learning—for example, by creating examples or generating feedback. If they do:

- They should model ethical and responsible use by telling you when GenAI has been used.
- They will not input your work, assessment submission, or data into any public/open Gen AI or AI tools (e.g., Chat GPT, Co-Pilot, Claude, Mid-Journey, Qodo) including tools with personal subscription accounts.
- They should help you learn how to critically evaluate GenAI-generated use or content.

6. ACADEMIC INTEGRITY AND GENAI

Use GenAI appropriately, ethically, honestly and transparently.

Using GenAI without following the guidelines is a breach of academic integrity. This includes:

- Using GenAI when it is prohibited.
- Failing to acknowledge that you used GenAI.

All suspected misuse will be investigated.

7. **WANT TO LEARN MORE OR NEED HELP?**

The University can support you to use GenAI responsibly via:

- Guidance from your Course Examiners and Lecturers
- Resources, workshops and appointments

8. **RAUEMI | LINKS TO PROCEDURE(S) AND OTHER RESOURCES**

- Generative Artificial Intelligence (GenAI) Policy
- [Academic Integrity Policy and Procedure](#)

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