UNIVERSITI MALAYA

OFFICIAL INFORMATION

GUIDELINES ON THE USE OF ARTIFICIAL INTELLIGENCE (AI) IN TEACHING AND LEARNING

Official documents for reference:

- ***Universiti Malaya Academic Policy on Artificial Intelligence (AI) 2025, Version 1***
- ***Universiti Malaya Guidelines on the Ethical Use of Artificial Intelligence 2026, Version 3***

Where to Access: **Staff: UMPortal** | **Students: UMSItSGuide**

Scopes of Application

Assignments | Academic Writing | Research Report | Quiz | Assessment | Examination

ACADEMIC INTEGRITY

RESPONSIBILITY, TRANSPARENCY, COMPLIANCE

MANDATORY COMPLIANCE

AI helps in the process, but the academic responsibility relies on the users

01 CITATION & ATTRIBUTION

Ensure the data source and original author are credited accordingly. AI is a tool, not as a primary reference source.

02 PLAGIARISM MISCONDUCT

Comply with the University's policy. Detection software is only used as an early detection tool, not the absolute basis for the decision regarding misconduct.

03 UNDERSTANDING THE LIMITATIONS OF AI OUTPUT

Always critically evaluate AI output and cross check them with the original sources to ensure the information is accurate.

04 ETHICAL USE OF DATA

Uses isolated environment (sandbox) for confidential data to ensure full compliance with the relevant University ethical guidelines and regulations.

IMPORTANT

ETHICAL AI USE

Declaration
Declare the use of AI and prepare the log/reflection of use

Learning Support
AI as an assisting tool for idea, draft, & responses only

Integrity & Originality
Ensure the analysis, main idea & assessment are original

Guidance on Ethical AI Use
Give guidance and value fairly

UNETHICAL AI USE

Complete Reliance on AI
- Lesson Planning & Assessment
- Assignments & Assessment Materials

Data Falsification
Use AI to manipulate research data

Breach of Confidentiality
Uploading any part of a thesis, dissertation, research report or sensitive data to any public AI platform.

Dishonesty
Hiding the use of AI or violating University policy.

Use AI Wisely

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GUIDELINES FOR COMPLETING THE AI USE DECLARATION APPENDIX FOR ASSESSMENTS

	WHO?	WHEN?	WHAT TO DO?	REFERENCE	ACTION
1 **APPENDIX** 2 (a) - Declaration Form for the use of AI — ACADEMIC STAFFS	Lecturers including, supervisors	Before the semester starts	**Complete Appendix 2 (a)** related to the use of AI in course assessments. • Upload Appendix 2 (a) in SPeCTRUM.	Refer Appendix 2 (Form Completion Guidelines)	Upload to SPeCTRUM
2 **APPENDIX** 2 (b) - Declaration Form for the use of AI in Assessment — 1) STUDENTS 2) RESEARCH CANDIDATES	1. Students 2. Research Candidates	• Through each candidature seminar session • Before every assessment (throughout the semester)	**Complete Appendix 2 (b)** Declaration Form for the use of AI. • Attach together with Appendix 2 (a) • Submission is made throughout the semester, in accordance with the relevant assessments.	Refer Appendix 2 (Form Completion Guidelines)	Keep and hand it in for every assessment and task.
3 **APPENDIX** 2 (c) - Thesis/Research Writing Ethical Declaration Form — RESEARCH CANDIDATES	Research Candidates	Only to be submitted together with final assessment (thesis/ dissertation/ research report)	**Complete Appendix 2 (c)** Declaration of Originality for Research Writing. • The appendix is submitted together with the final assessment (thesis/ dissertation/ research report).	Refer Appendix 2 (Form Completion Guidelines)	Submit this along with the submission of the thesis, dissertation, or research report.

! IMPORTANT

RESEARCH CANDIDATES MUST COMPLETE THESE TWO APPENDICES ACCORDINGLY:

APPENDIX 2 (b)
Declaration of AI use in assessments (throughout the semester)

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APPENDIX 2 (c)
Declaration of AI usage for final assessment (thesis/ dissertation/ research report)

GUIDELINES SUMMARY

APPENDIX	FILLER	FILLING TIME	REFERENCES/ACTIONS
2(a)	Academic Staff	Before semester starts	Refer Appendix 2 > Upload in SPeCTRUM
2(b)	Student + Research Candidates	Student - Before any submissions (throughout the semester) Research candidates: Before the candidature seminar	Refer Appendix 2 > Form Completion Guidelines
2(c)	Research Candidates	Only to be sent before final assessment (thesis/ dissertation/ research report)	Submit it along with the final assessment.