Honour declaration (notes for teachers)

This template is intended to be used by students to declare the originality of their work and the use of GenAI in producing the work. Teachers can decide whether an honour declaration is required for their subjects/assessments, and if so, which sections are required. Teachers can also modify the template to suit their needs.

The declaration requirement (e.g. level of details) should be commensurate with the nature and significance of the assessment. For example:

- Use Part A only for assignments that are not language or communication related, the teacher may choose not to require the disclosure of assistive use of AI tools (e.g. using AI for checking grammar and improving language use).

- Use Part A+B for assignments where there are specific restrictions on the use of AI tools. The teacher can require declaration by students on their specific use of AI tools in their work.

- Use Part A+B+C for theses, dissertations or other publishable works.

It should be noted that such declarations are not a substitute for proper referencing in the submitted work.

Honour Declaration
(for works submitted for assessment)

Subject code	Assignment(s)	Submission date

Section A   Declaration of the originality of the submitted work

☐   I/We have read the University's regulations and rules on academic studies as specified in the Student Handbook and understand the importance of academic integrity. I/We understand that academic misconduct in any form may lead to disciplinary actions and penalties.

☐   I/We have read the University's Guidelines for Students on the Use of Generative Artificial Intelligence and understand the restrictions (if any) on the use of GenAI tools in this assignment. I/We understand that the work may not be accepted for assessment if its authenticity is questionable.

☐   **I/We declare that the submitted assignment is my/our own work (i.e. it is composed of my/our own ideas in my/our own words/expressions). No part of this assignment is taken from other people's work and/or other sources without proper acknowledgement and referencing. I/We understand that my/our work may not be accepted for assessment if its originality is questionable.**

Student name(s)	Student ID(s)	Signature(s)

Subject code	Assignment(s)	Submission date

Section B   Declaration of the use of GenAI

☐   GenAI tools **have not been used** to prepare and produce the submitted work.

☐   GenAI tools **have been used** to prepare and produce the submitted work.
GenAI tools were used to: (select all that applies)

☐   Brainstorm/generate ideas

☐   Create a structure based on my/our own ideas

☐   Identify grammatical mistakes/errors

☐   Improve the clarity of my/our own work

☐   Translate my/our own work (in part or in full) into the required language

> Please identify the tool(s) used for translation.

☐   Produce parts of the work or complete parts of the assignment

> Please identify the tool(s) used and the parts of the work produced/completed with them.

☐   Others

> Please identify the tool(s) used and elaborate on how they were used.

Student name(s)	Student ID(s)	Signature(s)

Subject code	Assignment(s)	Submission date

Section C   Details of the use of GenAI in the work

☐   GenAI tools **have not been used** to prepare and produce the submitted work.

☐   GenAI tools **have been used** to prepare and produce the submitted work.
Please provide the details below:

What GenAI tools were used? (name each one)

What are the final prompts and responses? (attach originals if appropriate)

Why and how the tools were used?

What are the final prompts and responses? (attach originals if appropriate)

Where in the work does the AI-generated content appear? (if applicable)

Student name(s)	Student ID(s)	Signature(s)