

Guidelines on the use of generative AI in education for the academic year 2024/25

Approved by Education Committee, 22 May 2024¹

1. From the start of the new academic year, the LSE-wide prohibition will be removed. In advance of the academic year 2024/25, all academic departments **must** agree their department-wide or course-level positions on the authorised use of generative AI in assessment within one of the following positions:

Position 1: No authorised use of generative AI in assessment.

Position 2: Limited authorised use of generative AI in assessment (see Appendix).

Position 3: Full authorised use of generative AI in assessment.

We acknowledge that some colleagues are exploring the use of generative AI in teaching and learning, and the School is continuously reviewing this area. The current policy is focused on the authorised and unauthorised use of generative AI in assessments.

2. When a department has different rules for different courses, individual course convenors must agree to one of the three positions. Academic staff are encouraged to discuss the ethical use of generative AI tools with students as related to their course.
3. Departments **must clearly communicate** their policy and provide clear guidance to students on the authorised and unauthorised use of generative AI in assessment such as through Programme Handbooks, course convenors engaging their students at the start of new units and in advance of assessment points, as well as through Moodle.
4. Departments/course convenors **must make use of the dedicated space** on Moodle (established by the Eden Digital team) or other **clearly accessible space** on Moodle and use the recommended template to communicate to their students the position on the authorised use of generative AI in assessments on their courses. (See [guidance on adding this to your department or course Moodle page](#)).
5. Departments/course convenors, who allow the use of generative AI (position 2 or 3), are expected to communicate their referencing and citation requirements to students. This includes specifying how students should acknowledge the use of generative AI in their assessments. You may want to draw on this [helpful guidance](#) from LSE Library.
6. When the use of generative AI is permitted in assessments, academic staff are advised to encourage their students to use Microsoft Copilot due to its enhanced data privacy and security protections. Unlike other generative AI tools, Copilot does not record prompting or conversation history; these can, however, be exported to a word or PDF file.
7. Programme directors and course convenors **are strongly advised** to review LSE's misconduct policy and [guidance around suspected misconduct](#) in the case of the use of generative AI. In the case of suspected misconduct on summative work, School regulations and guidance rather than local approaches need to be applied.
8. If students use generative AI according to authorised departmental guidelines, their work should be marked using the same marking criteria applied to all students. Departments are encouraged to develop course-specific or method-specific marking criteria for courses or assessments involving generative AI that help to clarify its authorised use. If generative AI tools are used in ways that

¹ Acknowledging that this is a rapidly evolving area, the School reserves the right to update these guidelines after appropriate consultation with the academic community.

breach academic integrity, LSE misconduct regulations will apply

9. Departments **are encouraged** to acquaint their students with the '[Generative AI: developing your literacy](#)' Moodle course as well as to further develop their skills, as appropriate, through engaging with relevant offerings from the Digital Skills Lab, LSE LIFE and LSE Library.
10. Staff are also encouraged to consult the Eden Centre website on [generative AI and education](#) which is regularly updated with new resources, examples of effective practice from LSE case studies, information about upcoming workshops and links to the latest research.

Appendix: Options in the case of the limited authorised use of generative AI in assessment

The use of generative AI is permitted for specific components of assessment in this department / on this course. Specific components might include:

- Use of grammar or spell checkers.
- Limited use of generative AI:
 - Brainstorming and ideas generation.
 - Concept checking.
 - Suggesting structures for written work.
 - Summarising ideas (whether your own or others).
 - Generating illustrative images or other media.
- Use of generative AI tools as an integral part of assessment
 - Comparing and critiquing AI generated outputs.
 - Using specific named tools for particular outcomes.
 - Developing or error checking code.