

 University of the Philippines OPEN UNIVERSITY	University of the Philippines OPEN UNIVERSITY Office of the Vice Chancellor for Academic Affairs	Unit:	OVCAA
		Document Code:	OVCAA 2023-005
		Date Effectivity:	
		Revision No.:	
		Rev. Effectivity Date	
		Page	Page 1 of 3
Title: Guidelines on the use of AI in Teaching and Learning			

Rationale

The convergence of Artificial intelligence (AI) and education can potentially transform teaching and learning in the digital age. AI systems that can create text, graphics, and other types of material based on patterns and data are called generative AI systems. The roles of generative AI in teaching and learning include content creation, adaptive learning, language support, and assessment and feedback. The responsible use of AI is deemed as part of the development of lifelong learning skills among learners.

To effectively harness the affordances of generative AI in education, it is imperative to develop comprehensive policy guidelines that consider the unique roles it can play while adhering to established policies, such as the University of the Philippines (UP) System's educational standards and guiding principles on AI use ([Annex A](#)) and other pertinent university rules on academic integrity.

Guidelines for Teachers and Students

1. Guidelines for Teachers

Course design

The use of AI in teaching and learning should:

- Support attainment of program/course learning outcomes, including:
 - Enhancing students' better understanding of the course content
 - Facilitating more effective conduct of learning activities
- Complement other technologies in addressing diverse learning preferences and outcomes
- AI use must promote the development of lifelong learning skills, including:
 - Enabling students to engage in meaningful interactions and collaboration
 - Facilitating critical and creative thinking

Course delivery

Teachers to declare to students the following:

- The extent to which AI use is allowed or disallowed in learning activities or assessments or parts thereof



**University of the Philippines
OPEN UNIVERSITY**

**Office of the Vice Chancellor for
Academic Affairs**

Unit:	OVCAA
Document Code:	OVCAA 2023-005
Date Effectivity:	
Revision No.:	
Rev. Effectivity Date	
Page	Page 2 of 3

Title: Guidelines on the use of AI in Teaching and Learning

- The extent of use of AI in facilitating learning (i.e., summarizing discussions, providing feedback)
- The extent of use of AI-based grading software for assessing students' assignments and other course requirements

Teachers should not use AI to harm or for illegal purposes

2. Guidelines for Students

Students must:

- Declare and properly cite AI-generated content for their course requirements
- Avoid plagiarism when utilizing AI for their coursework
- Disclose the use of AI in data collection activities to respondents or participants as part of their course requirements
- Not use AI for harm or illegal purposes

Institutional Provisions for Capacity Development

To promote the use of AI to enhance the quality of instruction, UPOU shall provide the following support mechanisms:

- Teachers and support staff training on the proper and ethical use of AI in teaching and learning
- Creation of OER for teachers and learners on proper and ethical use of AI, including its affordances and limitations
- Provision of accessible AI technologies
- Continuous monitoring of AI technologies to prepare the academic community for the evolving AI technological landscape

Effectivity

2nd Term, AY 2023-2024