

Guidelines on the Use of Artificial Intelligence (AI) LKYSPP Case Writing Competition

These guidelines are intended to protect the originality, academic integrity and credibility of the competition while recognising that Artificial Intelligence (AI) tools may be used responsibly to support research and writing. The recommended approach is to permit limited AI assistance while requiring the case's substantive research, analysis and writing to remain the participants' own.

1. Scope

These guidelines apply to generative AI and AI-assisted tools. Examples include, but are not limited to, ChatGPT, Microsoft Copilot, Google Gemini, Claude, Perplexity and generative functions embedded within writing, translation, research or reference-management software. Basic spelling, punctuation and grammar checks that do not generate or substantially rewrite content are not considered substantive AI use.

2. Guiding Principle

AI may support the case-writing process, but it must not replace the participants' intellectual contribution. The submission must demonstrate the participants' own judgement, analysis, voice and understanding.

Participants must remain responsible for:

- Selecting and investigating the case
- Conducting primary and secondary research
- Interpreting evidence
- Formulating the central problem, learning objectives and analytical framework
- Writing the case study
- Developing the case narrative and teaching note
- Verifying every fact, quotation, source and citation
- Reviewing and approving the final submission

3. Permitted Uses

Participants may use AI tools in a limited supporting capacity only for the following purposes:

Permitted use	Conditions
Brainstorming possible topics, preliminary outline, perspectives or research questions	Suggestions must be critically assessed and independently developed by participants.
Identifying keywords or possible avenues for further research	Participants must locate, read and cite the original sources themselves.
Clarifying unfamiliar concepts	Information must be verified against authoritative sources.
Basic spelling, grammar and punctuation checks	The tool must not substantially rewrite the submission or alter its meaning.

Generating images and charts for better visualisation	The information used for the charts and images must be factually correct.
Improving the readability of participant-written text	No substantive rewriting or rephrasing is permitted.
Translation assistance	Participants must verify the accuracy and meaning of the translation.
Generating interview prompts or administrative materials	AI must not fabricate interview responses, observations or evidence.

The use of AI for research must supplement, rather than replace, participants' reading and examination of original materials.

4. Originality and Copyright

Participants must ensure that:

- The submission remains their original work.
- AI is not used to substantially write the submission.
- AI-generated material does not reproduce protected content.
- Images, tables and other third-party materials are appropriately licensed and attributed.
- The use of any AI-generated visual is clearly labelled and does not misrepresent real people, events or evidence.
- AI is not used to imitate another author's distinctive style or voice.

5. AI Usage Declaration

All submissions through the online platform will include the AI Usage Declaration (Appendix 1) where participants truthfully declare the use of AI for their submissions. Submissions will not be penalised during judging for truthfully declaring permitted uses of AI. The organisers retain the right to disqualify submissions for non-declarations or false declarations.

6. Possible Consequences

Depending on the nature and seriousness of breaches of the above-mentioned guidelines, the organisers may:

- Request clarification or correction
- Disqualify the submission
- Revoke a prize or recognition
- Withdraw the case from publication

Appendix 1: AI Usage Declaration for LKYSPP Case Writing Competition

Title of Case Study Submitted:

No.	Permitted Use	Please acknowledge or tick where AI is used.
1.	Brainstorming possible topics, preliminary outline, perspectives or research questions	
2.	Identifying keywords or possible avenues for further research	
3.	Clarifying unfamiliar concepts	
4.	Basic spelling, grammar and punctuation checks	
5.	Generating images and charts for better visualisation	
6.	Improving the readability of participant-written text	
7.	Translation assistance	
8.	Generating interview prompts or administrative materials	

Submissions will not be penalised during judging for truthfully declaring permitted uses of AI.

Declaration of Correctness of Information

I declare that AI tools have not been used in the development of the case study, except for the permitted uses above, and that I remain responsible for the accuracy, completeness and integrity of the information presented in the case study.

I further declare that the information provided in this checklist is true, complete and accurate to the best of my knowledge and belief, and also confirm that there are no material omissions or inaccuracies.

I understand that I am responsible for ensuring the correctness of the information submitted and that any material misrepresentation, omission or inaccurate information may result in the appropriate action being taken.

Name of Participant(s):

Date: