

# Science Tokyo Generative AI Usage Guidelines

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## Summary (Abstract)

These guidelines explain the policies and important points for using generative AI safely and appropriately at Science Tokyo. Generative AI can improve the efficiency of work and academic activities, but it also carries risks such as misinformation, leakage of personal and confidential information, and copyright issues. In particular, free commercially available generative AI services (for example, free versions of ChatGPT, DALL-E, and Stable Diffusion) do not guarantee sufficient security. Therefore, do not input any secret or personal information when using these services. This rule applies even when you use them privately. Paid generative AI services require fees, but think of these fees like a subscription that provides convenience and safety. Users must be careful about how they use AI in education, research, medical care, and patent management, and take responsibility for the accuracy and ethical aspects of results. We will review these guidelines regularly to keep up with new technology and laws. Please follow these guidelines to use generative AI safely and effectively.

## Introduction

Recently, generative AI has made remarkable progress and is attracting attention in many industries and fields around the world. When using generative AI, it is important to be fully aware of the nature of the data being handled. Generative AI should be applied with appropriate literacy without excessive anxiety, in order to enhance work efficiency and the quality of academic activities.

At Science Tokyo, which engages in education, research, and medical care, it is naturally necessary to actively adopt and develop new technologies that use AI. Within Science Tokyo, many initiatives are underway toward full-scale use of generative AI, such as introducing services like Microsoft Copilot and exchanging opinions through Slack channels. On the other hand, its use also raises issues, such as regulations and laws not keeping pace, questions about the reliability of information, and information security concerns. It is necessary to fully recognize these challenges when using generative AI.

Against this background, we have revised these guidelines to summarize Science Tokyo's policies and general precautions regarding generative AI, as well as outline certain points about its place in education, research, medical care, and patent management. In these guidelines, "generative AI" refers to services currently in use, and the content is structured based on explanations on the technology and points of caution. These guidelines have been prepared to provide faculty, staff, and students with accurate information to achieve a better understanding of generative AI and use it responsibly based on careful judgment.

These guidelines will be reviewed annually considering technological innovation and social changes.

## 1. About generative AI

## **(1) Overview and strengths of generative AI**

Generative AI is a type of AI technology and it refers to algorithms or using its services\* to extract patterns and rules from large amounts of data through machine learning and uses them to generate texts, images, videos, music, and other content based on user requests. ChatGPT, a well-known early example of generative AI, uses natural language control (called prompts) as its interface. This has lowered the barrier to using AI, allowing many people who had not used AI before to use it with ease.

The spread of generative AI has led to a significant increase of AI users, and its uses and social implementation are evolving in various industries and activities. It is expected to fulfill many new purposes and take new, unexpected forms, changing how we work and bringing many benefits, like helping to enhance learning and task efficiency.

\*: Other examples of generative AI include: Image generation: DALL-E, Stable Diffusion  
Music generation: MusicGen, MusicLM

## **(2) Technology and reasons for caution using generative AI**

### **① What to know about generative AI technology**

With the development of new interfaces, generative AI has become easy for the general public to use, creating a natural feeling of conversing with a “conscious” human. However, it is important to keep in mind that generative AI itself does not possess a “consciousness” and that all output is the result of pattern processing and predictive processing based on its training data, which are not created entirely from scratch.

Although OpenAI’s training data and algorithms remain undisclosed and its details are unknown, it is helpful to understand that today, widely-used natural language generative AI services, represented by GPT (Generative Pre-trained Transformer), are based on the Transformer\* model. This understanding provides a more accurate perspective on the technology. These models are presumed to have been trained on enormous amounts of data and continue to be refined and updated.

We can better understand this type of generative AI as a program that memorizes data and applies algorithmic patterns based on frequency and probability in the training data. Generative AI produces output within the scope of these frequent data patterns and data processing procedures.

\*Transformer: A deep learning model announced by Google in 2017, which serves as the basis for the GPT series. Compared to existing RNNs (Recurrent Neural Networks) used in natural language processing, Transformer enables parallel processing instead of sequential word-by-word processing, making significant advances in long-term memory handling (long text processing) and faster computation. This leads to greatly reduced training time and allows the use of large-scale training data. Besides GPT, Transformers are also used in virtual assistants (Google’s Assistant, Amazon’s Alexa, Apple’s Siri) and search engines (Google, Bing).

### **② Points to note**

Responses based on extensive, factual, and unbiased training data are generally considered to be probabilistically accurate. However, it is important to be aware for matters not included in the training data, such as personal or confidential information, or for some purposes and methods, responses may produce errors, reveal biases, or potentially raise social or ethical concerns.

In response to these concerns, generative AI developers and services continue to make improvements such as refining training and response content. Nevertheless, users must recognize and understand that they are responsible for how they use and disclose the results obtained from generative AI. This includes confirming whether such use or publication might cause social or ethical

problems, violate personal information protection or copyright laws, harm others, or whether the authenticity of the content—such as its accuracy and impartiality—can be guaranteed.

## 2. Using generative AI

### (1) Compliance with laws, regulations, and various guidelines

In Japan, when generative AI is currently provided in the form of services like ChatGPT, it is considered a free commercially available service provided to an unspecified number of users and available only to users who consent to standard general terms and conditions, terms of services, and so on. These are known as “standard contract free commercially available services” according to the “Common Standards for Cybersecurity Measures for Government Agencies and Related Agencies”<sup>\*1</sup>.

In standard contract free commercially available services, it is often difficult for the user’s organization, such as Science Tokyo, to request special security or data handling measures, which makes it difficult to meet sufficient security requirements. Therefore, when using these generative AI services as standard contract commercially available services—whether free or paid<sup>\*2</sup>—please avoid inputting any highly confidential or personal information. This is the same principle as not entering such information into general search engines. Science Tokyo has established rules on using such standard contract free commercially available services in the “Cloud Service Usage Guidelines,” so please refer to them as well. Fees for paid generative AI services should be regarded as necessary costs, similar to subscriptions that enhance convenience and safety.

Also, please be aware that new laws and guidelines from inside and outside Japan, including those from academic societies and journals<sup>\*3</sup>, may be introduced in the future.

If you use generative AI services through a contractual agreement, the range of information you can input and other security measures may be clearly defined in the contract. In that case, please use the service appropriately based on the details of said contract.

**\*1 "Common Standards for Cybersecurity Measures for Government Agencies and Related Agencies":** Under Article 26, Paragraph 1, Item 2 of the Basic Act on Cybersecurity (Act No. 104 of 2014) establishes standards for cybersecurity measures for national government agencies and other organizations. “Government agencies, etc.” refers to national administrative agencies, independent administrative institutions, and designated corporations. Although national university corporations are not strictly included in this category, Science Tokyo generally adopts policies equivalent to those established for government agencies, and implements cybersecurity measures and develops guidelines in accordance with these policies.

**\*2 Main differences between free and paid versions (in the case of ChatGPT):** The paid version has advantages such as higher monthly usage limits (number of uses), availability of new features, timing of upgrades, and the volume and update frequency of training data.

**\*3 “Guidelines for Procurement and Use of Generative AI for Administrative Evolution and Innovation” (Digital Agency, updated June 13, 2025)**

<https://www.digital.go.jp/en/news/3579c42d-b11c-4756-b66e-3d3e35175623>

### (2) Responsibility when using generative AI

When using generative AI, you must remember that you are fully responsible for how you use its output. Always check the truth and accuracy of any data, answers, or other content generated by AI before using them.

As explained in “1.(2) Technology and reasons for caution when using generative AI,” the output of generative AI can contain mistakes. Also, depending on the content, it may include parts taken from other people’s copyrighted works. This means that even if you do not intend to, your use of such content could lead to using someone else’s work incorrectly or claiming ideas that are not your

own, which are inappropriate behaviors and not acceptable.

Even when such problems do not occur, if you use AI-generated content for work, assignments, or writing publications, you may sometimes need to clearly state that AI was used. For example, some journals do not allow the use of generative AI at all, while others require you to mention when it was used. Because opinions and rules differ depending on the situation, you must always make careful, case-by-case judgments. Please also refer to “3. Notes for each field” later in these guidelines.

Regardless of your position, job type, or academic rank, it is never acceptable to rely completely on generative AI for tasks that require your own thinking, analysis, or judgment. Examples include letting AI write or generate your reports, evaluations, reflections, or opinions for you. Such use is highly inappropriate and not allowed.

### **(3) Examples of effective use**

Here are some examples of how to use generative AI effectively. (However, please remember that the AI’s training data may not be up to date, and you must not enter any confidential or personal information.)

- Collecting information, creating ideas, or making a rough evaluation when planning new projects or activities.
- Doing simple tasks or making decisions based on basic facts that do not change over time.

## **3. Notes for each field**

### **(1) Notes on education**

#### **① Concerns when students use generative AI**

- 1) Effects on learning: Students do not only gain knowledge; they also learn how to collect information, check whether it is true or false, understand it, and connect different pieces of information logically. If students only accept what AI produces, they cannot develop these important abilities or their own thinking skills. Submitting a report that simply repeats the AI’s answers is almost the same as becoming dependent on AI, and this is very inappropriate.
- 2) Evaluation of learning: It is difficult for faculty members to know how much AI was used in students’ reports, presentations, or comments during class. If a faculty member evaluates a student only based on these materials, the fairness of the evaluation cannot be guaranteed. Even if the faculty member tells students not to use AI, it is still hard to tell whether AI was used or not. Therefore, it is safer for faculty members to design grading methods that assume students may use generative AI and can still measure their real learning outcomes.

#### **② Advantages and future possibilities in education**

- 1) One of the main advantages of generative AI is that it can make learning and working more efficient. With internet access, students can collect information quickly, without

being limited by time or place. Considering these benefits, it would not be reasonable to completely restrict students from using generative AI. At Science Tokyo, we understand both the risks and benefits of AI as a tool. For now, we do not completely prohibit its use. We trust our students to act with responsibility, good judgment, and ethical awareness, and to use generative AI as a helpful tool in their learning.

\* Examples of how to use AI to deepen understanding, improve critical thinking, and become more creative in asking good questions:

- Ask AI to explain some piece of knowledge, then ask follow-up questions about parts you do not understand, to deepen your understanding.  
→ By asking repeated questions, you may notice that the AI's answers sometimes become inconsistent.
- Ask AI to show the sources of its information and explain why it used them, to help you understand more deeply.  
→ Check whether the sources really exist, and read them yourself if necessary.

2) Although the spread of generative AI may cause confusion in education in the short term, it could lead to innovation in education in the long term. If learning is not evaluated only by how much knowledge students collect or how much information they gather, they will not depend too much on AI. In the future, AI could help improve the quality of education. It will be important for us to use and coexist with generative AI as a strong tool for both teaching and learning.

### ③ Relationship with Science Tokyo's educational policy

- 1) In the new 2024 curriculum for medical and dental sciences programs, all faculties and majors promote efficient introduction of knowledge, active learning to strengthen advanced study, and the inclusion of flexible time in the schedule to encourage students to learn independently. This approach is based on the idea that knowledge will eventually become outdated, and therefore, the most important goal is to help students develop an attitude of lifelong learning. Even in the future, when AI allows knowledge to be obtained efficiently and safely, this new curriculum policy should remain consistent with that philosophy.
- 2) In the future, each faculty member should explore the best way to design their classes and grading methods so that they can coexist with generative AI. It is important to value discussions during class and to teach and evaluate students by focusing on each student's effort and growth. It is also safer for faculty members to create grading methods that assume students may use generative AI and can still measure their real learning outcomes. Examples of such grading methods include:
  - using short quizzes during each class and evaluating students by the total results
  - giving written exams without materials in a face-to-face setting

- assigning mathematical or analytical tasks that require advanced logical reasoning (for example, interpreting and analyzing specialized graphs)

Until more examples and experiences of using generative AI in learning are accumulated, each faculty member may need to try different approaches. Please give students appropriate instructions according to your teaching policy and course design.

#### ④ What students should know

- 1) Science Tokyo allows students to use generative AI and has adopted a policy of coexistence rather than total restriction. The level of permission to use AI (including whether it is prohibited or not) depends on the course goals, class content, and the faculty member's teaching and grading policy. In some classes, using AI for writing reports or programming may be prohibited, while in others, it may be recommended for proofreading or generating sample programs. These details may not always be written in the syllabus, so please follow the faculty member's instructions carefully.
- 2) Generative AI may produce incorrect information, and once personal information or unpublished data is included in input, it cannot be deleted. If you input private or confidential information, such as personal data, there is a risk that it might be leaked unintentionally. Therefore, never enter any personal or confidential information into cloud-based AI systems. The answers from generative AI are produced from large databases using natural language processing techniques. Because of this, the answers may sometimes be inappropriate, incorrect, or even unsafe. You may use AI as an information source, like a search engine, but for accurate and reliable information—especially in specialized fields—you must verify it yourself using trusted sources. Always check whether the information from AI is correct and up to date.
- 3) Relying too much on AI may interfere with the learning process that helps you develop the ability to think and use your own knowledge. As a learner, please reflect on how to use AI properly and responsibly.
- 4) As with all other information sources, you are fully responsible for any statements, answers, or presentations based on AI-generated content. If you use generative AI, even partially, to create a report or other work, you are responsible for everything written in it.

#### ⑤ What faculty members should know

- 1) Science Tokyo has adopted a policy of coexistence with generative AI, rather than completely restricting its use. Recognizing both the potential risks and benefits of AI as a tool, Science Tokyo does not, at this stage, prohibit its use entirely. The extent to which the use of AI is permitted (including whether it is prohibited or not) depends on the course goals, class content, and each faculty member's teaching and grading policy. In

some classes, using AI for writing reports or programming may be prohibited, while in others, it may be encouraged for proofreading or generating sample programs.

- 2) Generative AI can sometimes produce incorrect information, and once a user enters personal or unpublished data, it cannot be deleted. Please teach students about these limitations of generative AI.
- 3) It is difficult to determine how much AI has been used in students' class discussions, submitted reports, or products. Please give careful consideration to your grading methods (see Section 3.(1)③-2)).
- 4) When your class policy on the use of AI has been clearly defined and can be stated in writing, please reflect it in the syllabus promptly.

## **(2) Notes on research**

### **① Researchers' approach toward new technologies**

New technologies, including generative AI, have great potential to solve various problems and shape the future. As members of a research institute, researchers at Science Tokyo should always be careful to consider hidden risks when using these technologies. At the same time, it is important for each researcher to actively develop ways to apply them to create a positive impact for society.

### **② Notes on writing and submitting research papers**

There is ongoing discussion about whether and how generative AI should be used in writing research papers, and whether such use should be clearly stated. Only some academic journals have expressed their own views; therefore, individual judgment is necessary.

- 1) Researchers must be aware that different journals have different rules regarding the use of generative AI. For example, at present, *Nature* states that AI cannot be listed as an author, and that if AI was used, this should be clearly mentioned in sections such as Methods, Acknowledgements, or Introduction. *Science*, on the other hand, considers text written by AI to be a form of improper use or copying of others' work, as it involves using AI-generated content as one's own.
- 2) Text created by generative AI may contain personal or copyrighted information. When using generative AI to help write research papers or other academic works, researchers must fully recognize that they are personally responsible for the entire content of their papers that include AI-generated text or ideas.
- 3) If confidential or personal information from your affiliated organization is accidentally included in a research paper and later used as AI training data, there is a risk that such information may be reused by others. Therefore, please be very careful not to include any sensitive or unpublished information when using AI tools.

## **(3) Notes on clinical practice**

- ① Do not use generative AI for final decision-making in clinical practice at this time. The reliability of AI-generated output cannot be guaranteed, and there is also a risk that sensitive medical information may be leaked.
- ② When using generative AI to obtain reference information, do not enter any personal or sensitive medical data. Questions and other input provided to AI systems may be stored and could lead to leaks of sensitive information.
- ③ When using generative AI to obtain reference information, carefully review its output based on relevant laws, regulations, and guidelines issued by academic societies or professional organizations, to ensure that your judgment as a healthcare professional is appropriate.
- ④ Patients or others may sometimes ask questions to healthcare professionals, including their primary doctor, based on information generated by AI. In such cases, please make appropriate judgments as stated above.

#### **(4) Notes on patents**

##### **① Ensuring confidentiality of inventions**

- 1) When using cloud-based generative AI for prior art or patent searches, be careful not to input any unpublished invention information. This is because entering such data would be considered “disclosing” the information to a “third party,” namely the AI service provider, which may compromise confidentiality.

##### **② Ensuring reliability and accuracy of inventions**

- 1) The content generated by AI may contain false or inaccurate information. Therefore, it is necessary to verify the accuracy and reliability of any information obtained through AI.
- 2) Even if the content is not false, it is still important to experimentally verify the technology or invention, such as through examples or implementation tests, to ensure its reliability.

##### **③ Avoiding misuse of inventorship**

- 1) It is important to be able to explain and prove the creative process of your invention to third parties. You must not rely entirely on generative AI (Definition of an Inventor\*<sup>1</sup>) without conducting your own verification or comparison with existing technologies.

\*1: According to the Japan Patent Office’s policy announced on July 30, 2021, AI cannot be listed as an inventor.

##### **④ Ownership and distribution of profits**

- 1) While it is well known that generative AI and big data have significant value, legal protections on that value remain unclear. In cases where data providers and AI developers are different parties – particularly in industry-academia collaborations or medical research – problems may arise concerning ownership and profit distribution. It is therefore necessary to carefully consider how to allocate profits fairly according to each party’s contribution.

##### **⑤ Social responsibility**

1) As a basic principle, patents should be based on reliable and verifiable inventions that can be trusted by society. Researchers are expected to take responsibility for using quality-assured generative AI\*<sup>2</sup> when creating and applying new technologies (Enhancing the reliability of foundational data when we use AI\*<sup>3</sup>).

\*2: This includes compliance with the Machine Learning Quality Management Guideline, as well as efforts toward international standardization.

\*3: This is especially important in the medical field, where reliable foundational data is essential.

## ⑥ **Social impact**

1) The spread of generative AI will greatly influence not only research and the implementation of results in society, but also education and other university activities. It is important to fully consider these social impacts when promoting the use of AI in a university setting.

**Appendix: List of paid generative AI services (as of July 2025)**

Note: The information listed in this table reflects the status of each generative AI service as of July 2025. Since technologies and services are updated often, please refer to the official websites of each service for the latest and most accurate details. The advantages and disadvantages described below are based on general evaluations and user feedback, and may vary depending on individual environments and purposes. Please use this table only as reference information, and make your own appropriate decisions when using these services.

<b>Service Name</b> Microsoft Copilot	<b>Main Features / Use Cases</b> Integration with Microsoft Office products; supports work efficiency
<b>Advantages</b> High compatibility with Microsoft Office greatly improves productivity / strong security measures suitable for enterprise use / continuous updates and comprehensive support system	
<b>Disadvantages</b> Some functions are still English-centered and have limited Japanese support	
<b>Provider</b> Microsoft	<b>Contract Type</b> Contract-based
<b>URL</b> <a href="https://www.microsoft.com/copilot">https://www.microsoft.com/copilot</a>	

<b>Service Name</b> ChatGPT Plus	<b>Main Features / Use Cases</b> Fast responses; access to the latest models
<b>Advantages</b> Priority access to the newest AI models ensures faster responses / can handle a wide range of topics and respond flexibly / active user community with frequent information sharing	
<b>Disadvantages</b> Involves monthly fees compared to the free version / sometimes generates inaccurate or misleading information	
<b>Provider</b> OpenAI	<b>Contract Type</b> Monthly subscription
<b>URL</b> <a href="https://openai.com/chatgpt">https://openai.com/chatgpt</a>	

<b>Service Name</b> BOX AI	<b>Main Features / Use Cases</b> AI tool integrated with cloud storage
<b>Advantages</b> Seamless integration with Box cloud storage for easy document management / high security reliability suitable for enterprise use / useful features for efficiency such as file search and automatic categorization	
<b>Disadvantages</b> AI functions are somewhat limited compared to other tools / setup and maintenance may require technical knowledge	
<b>Provider</b> Box, Inc.	<b>Contract Type</b> Contract-based
<b>URL</b> <a href="https://www.box.com/ai">https://www.box.com/ai</a>	

<b>Service Name</b> Gemini	<b>Main Features / Use Cases</b> Large language model; conversational AI
<b>Advantages</b> Developed by Google DeepMind with advanced natural language processing / supports multiple languages and high reasoning ability / expected strong integration with Google's ecosystem	
<b>Disadvantages</b> Limited performance data and stability information due to recent launch / pricing and contract details are still unclear in some areas	
<b>Provider</b> Google DeepMind	<b>Contract Type</b> Monthly or contract-based
<b>URL</b> <a href="https://gemini.google">https://gemini.google</a>	

<b>Service Name</b> Claude AI	<b>Main Features / Use Cases</b> Conversational AI focused on safety and ethics
<b>Advantages</b> Designed with strong emphasis on privacy and ethical use / reduces misinformation and bias / User-friendly interface suitable for beginners	
<b>Disadvantages</b> Responses may be less diverse or creative compared to larger models / limited Japanese language support has been reported	
<b>Provider</b> Anthropic	<b>Contract Type</b> Monthly subscription
<b>URL</b> <a href="https://www.anthropic.com/claude">https://www.anthropic.com/claude</a>	

<b>Service Name</b> DALL·E Pro	<b>Main Features / Use Cases</b> High-resolution image generation
<b>Advantages</b> Can generate high-quality, realistic images / widely used in creative fields / smooth integration with other OpenAI services	
<b>Disadvantages</b> Image generation may take time / commercial use can raise complex copyright and licensing issues	
<b>Provider</b> OpenAI	<b>Contract Type</b> Monthly subscription
<b>URL</b> <a href="https://openai.com/dall-e">https://openai.com/dall-e</a>	

<b>Service Name</b> Stable Diffusion XL	<b>Main Features / Use Cases</b> High-quality, customizable image generation
<b>Advantages</b> Open-source and highly flexible for customization / active community with a wide range of models and extensions / can be used locally for enhanced privacy	
<b>Disadvantages</b> Requires technical knowledge for setup and operation / output quality and stability depend heavily on the user's environment	
<b>Provider</b> Stability AI	<b>Contract Type</b> License-based or similar agreements
<b>URL</b> <a href="https://stability.ai/stable-diffusion">https://stability.ai/stable-diffusion</a>	