

GUIDELINES FOR USING GENERATIVE ARTIFICIAL INTELLIGENCE IN WRITTEN EXAMS

The purpose of the guidelines is to provide clarity on how students can use Generative Artificial Intelligence (GAI) in written assignments for exams.

GAI tools can generate new text in response to the questions you ask, and they can also edit and rewrite existing text. Examples of such tools include ChatGPT, Microsoft Copilot, Quillbot, and Grammarly. GAI can respond because it has "learned" patterns and structures from existing text, allowing it to generate new coherent texts based on that knowledge.

You may use GAI as an aid tool in your everyday life as a student, including for participation in classes and lectures. However, it is crucial to uphold good academic practice when using GAI as a student in written assignments, particularly during exams, where you are responsible for both form and content.

Written take-home, in situ exams on campus and oral exams

You may not use GAI in connection with written take-home assignments, written in situ exams on campus or oral exams unless explicitly mentioned in the activity description on study.ruc.dk under "Exam form". This applies to written take-home exams, in situ exams on campus and oral exams, where all aids are allowed. However, general spell-checking and other language suggestions, such as those known from Word or other word processors, are permitted in all written exams.

Project reports, bachelor projects and theses

You may use GAI in connection with your report in your project work, bachelor project or thesis when you follow these guidelines:

- You must clearly state how you used the GAI tool. E.g. did you use GAI as part of the methodology section or as a brief statement at the end of your report? That means you must describe how you used GAI for the preparatory work on the report. E.g. did you ask questions and seek information, receive feedback and criticism on your text, use it for proofreading or improving the language or readability? You must consider your choice of GAI tools, as it is part of the entire creation process of the project report.
- You must quote GAI-generated text as other sources when using one or more direct citations.

In the library's [guide, you can see more about how to cite AI and how you can account for your use of GAI.](#)

Critical use of generative AI

It is your own choice whether to use GAI in projects and thesis, but if you do so, please be aware of the following:

- a) You must be as critical of the response you get from GAI, in the same way as you are with other academic articles and sources. GAI responds by rewriting many sources, and it is crucial to evaluate and assess the GAI-created text and look for the primary literature sources. GAI can produce persuasive text which can be incorrect, incomplete, or based on biased views that you need to address critically.

- b) You may not share texts or data with confidential, personal, non-anonymized or copyrighted material with a GAI tool.
- c) You have access to Microsoft Copilot on <https://copilot.microsoft.com/> via your login. Copilot is a chatbot based on the same technology as the GPT-4 version. Microsoft Copilot complies with GDPR.
- d) RUC has not GDPR-approved or signed a data processing agreement with ChatGPT, which means that OpenAI (the company behind ChatGPT) collects ordinary personal data stored in the USA, and the company's FAQ states that conversations with the chatbot are reviewed and used to improve ChatGPT.
- e) There may be a copyright on the material that ChatGPT uses in its reply to you. ChatGPT will respond to you without referencing or quoting.

If you use GAI in your academic method, e.g. to transcribe interviews or perform analyses on large amounts of data, please pay special attention to points b) and d) above.

Violation of the guidelines

If you violate the guidelines mentioned above, you risk engaging in exam cheating and violating section 5 of the rules on disciplinary measures etc., against students at Roskilde University. Disciplinary proceedings may therefore be initiated against you. The case may result in sanctions such as a warning, an exam suspension, or an expulsion from RUC for a period or permanently.

Therefore, seek guidance if you are in doubt. RUC continuously monitors the GAI developments and will adapt the guidelines accordingly.
