

## Guidelines for the Use of GenAI for FFTR Students and Teachers

The developments in the field of generative artificial intelligence (GenAI) are progressing rapidly, and naturally, there are many questions about its impact on education. GenAI has the potential to offer much to education but also has intrinsic shortcomings, can hinder the learning of skills, and raises questions regarding ethics, privacy, safety, and academic integrity. To provide guidance to students and teachers, the FFTR faculty, in alignment with other faculties at RU, has established the following guidelines regarding the use of GenAI in education.

### *What Do We Mean by GenAI?*

By GenAI, we mean applications that can generate text, images, music, and other content (output) based on a written or spoken instruction (prompt). GenAI applications use models that have learned to recognize patterns in large amounts of training data. With that information, content can then be generated based on statistical probability.

### *Points of Attention*

- **GenAI applications do not understand the world; they merely perform probability calculations.** While it is possible for them to create accurate content, they frequently produce content that does not align with reality, a phenomenon known as "hallucination."
- **For very specific, specialized, recent, or local topics, GenAI applications are likely unable to generate accurate output** as these topics are expected to be underrepresented in the training data.
- **Often, it is unknown which data has been used to train the models that GenAI applications are based on.** This is problematic because the output of GenAI applications is only as reliable, representative, and fair as the training set. The information in the training set may be incorrect or outdated and could contain biases against population groups, gender, and religious beliefs.
- **Chatbots present privacy and security risks, as well as broader ethical, legal, and strategic concerns.** It is not always clear what developers of GenAI applications do with the texts entered as prompts. For most (free) GenAI models, all input becomes the property of the developer. The training sets may also contain copyrighted material without the author's permission.
- **The training and use of GenAI systems can lead to violations of privacy and data protection rights,** as laid out in the General Data Protection Regulation (GDPR). Training data of GenAI models may contain personal information about someone or share personal information about someone as output. The GDPR stipulates the conditions under which personal data may be processed.
- **The recommendation is not to share personal data, research data, sensitive information, or intellectual property.** This is only advisable – as with other new tools and applications – once a license has been purchased and a processing agreement has been concluded between RU and the GenAI provider to ensure the protection of personal data and security measures.
- **Developing and training GenAI models consumes large amounts of energy, having a significant impact on the environment and climate.** Additionally, developing this technology requires a substantial financial investment, which can almost exclusively be borne by large commercial tech companies.

## Guidelines for Students

### Basic Principles:

1. **You are fully responsible for the work you submit.**
2. **Ensure that your work unambiguously allows for the evaluation of the competencies you have acquired.**

### Misuse of GenAI

Clear misuse of GenAI – where (a significant portion of) your work is largely generated by GenAI and you were not transparent about using the tool – can be considered fraud according to Article 3 of the Fraud Regulations, with all the associated consequences.

### How Can You Use GenAI?

A GenAI model can be used in various ways. Certain uses are similar to what we already do with other tools and do not require additional transparency. Other uses may obscure your own contributions and are therefore not allowed, except in specific exceptions.

### GenAI: What Is Permitted?

- **You may use GenAI as a language assistant to improve self-written texts, provided the model does not add new content.** In such cases, its use is equivalent to spelling and grammar checkers, and you do not need to explicitly mention this use. However, always ensure that the use of GenAI does not hinder the evaluation of the learning objectives you have achieved.
- **You may use GenAI as a search engine to orient yourself on a topic or to identify relevant literature.** This form of information gathering is similar to using a regular search engine. Then, seek out the source documents yourself and conduct your own analysis of them. Interpret, analyze, and process the obtained information yourself; do not simply copy the information. If you subsequently write a text yourself, you do not need to mention the use of GenAI.

**Note:** When you do take specific parts of GenAI output verbatim (e.g., due to the nature of the assignment), you should cite and include a source reference.

Here is how you can do it:

### Reference List

Author of the GenAI model used. (Year of the GenAI model used). Name of the GenAI model (Version of the GenAI model used) [Type or description of the GenAI model]. Web address of the GenAI model.

Example: OpenAI. (2023). ChatGPT (April 20 version) [Large language model].

<https://chat.openai.com/>

**Note:** The output generated by ChatGPT and similar tools is not always correct and can vary with each attempt. For factual information, ChatGPT is not a reliable tool; verifying factual information through other sources is always recommended.

### GenAI: What Is Not Allowed?

- **Any form of verbatim copying without complete source attribution (citing, referencing) of material generated by GenAI.** Academic work requires that original sources can be traced. Use of GenAI with source attribution is only allowed in exceptional situations.
- **Any use of GenAI that prevents the teacher from tracing and/or evaluating your own capabilities.**
- **Any use of GenAI during on-campus exams or other assessments where the use of GenAI has been explicitly prohibited.**

### How to Be Transparent About GenAI?

Being transparent about your use of GenAI is essential. Only then can an accurate assessment of your knowledge, understanding, and/or skills be made. How you achieve transparency, however, is difficult to outline in general guidelines. It usually depends on the purpose of the (written) product you are creating and can be derived from the assignment description.

A good practice for maintaining transparency is to keep a record of how and why you used GenAI. This can take various forms, for example:

- **Save the entire exchange with GenAI by storing your chat log.** Highlight relevant sections if necessary.
- **Provide an explanation of how GenAI was used** (e.g., for generating ideas, text fragments, longer pieces of text, arguments, illustrations of concepts, etc.).
- **Note why GenAI was used:** to save time, to overcome writer's block, to stimulate thinking, to manage increasing stress, to better understand a concept, to translate, to experiment with GenAI, etc.

How you report this can vary. Check if this is clarified in the assignment description of the (written) product you are creating. Besides source attribution and inclusion in a reference list (for verbatim citation), it may be desirable to explain the above elements in a methods section, footnote, or appendix.

If it is unclear how best to report the use of GenAI, consult with your teacher/supervisor.

## Guidelines for Teachers

### Preliminary Principles for the Use of GenAI in Education

- **Students and teachers cannot be required to use AI.** This is especially true as long as there is no secure, university-wide license (which is currently being worked on). As a teacher, you cannot require your students to complete an assignment using GenAI. However, you can use such a tool in class, for example, by asking students for prompts during a lecture and entering them yourself.
- **Teachers are asked to include in the course syllabus whether, and if so, how, the use of GenAI is permitted in the course** (see the appendix for possible formulations). As stated above, it cannot be mandated. Depending on how GenAI may be used, it is important to clearly communicate to students in which cases they need to disclose their use and how to do so.
- **Students should be informed that any form of unauthorized use of GenAI will be treated in the same way as other forms of using unauthorized aids and will fall under the fraud regulations.** This includes presenting GenAI-generated work as their own.
- **Teachers can also use GenAI to prepare their teaching**, for example, to brainstorm assignment ideas or to get suggestions for test matrices. The aforementioned points of attention should be kept in mind.

### Note:

#### Privacy Risks

Using AI in education requires the collection and processing of personal data, which brings significant privacy and security risks, especially if the data falls into the wrong hands or is misused. Risks include:

- Data breaches
- Creation of targeted phishing email content
- Potential for CEO fraud and extortion

#### Cyber Risks

Technological developments in (generative) AI offer opportunities for both cybercriminals and cybersecurity specialists. New attack and defense techniques, changed vulnerabilities, and greater accessibility for hackers (new AI tools for programming, phishing emails, and vulnerability scanning) create an entirely different cyber risk landscape.

#### Questions/Contact

For questions about privacy and security when using AI, contact Iglika Vassileva-van der Heiden, privacy officer of FFTR ([iglika.vassileva@ru.nl](mailto:iglika.vassileva@ru.nl)), and Corynne de Vocht, security officer of FFTR ([corynne.devocht@ru.nl](mailto:corynne.devocht@ru.nl)).

See also:

- <https://www.ru.nl/en/about-us/news-and-agenda/generative-artificial-intelligence>
- <https://www.radboudnet.nl/fttr/info-onderwijs/onderwijs-geven/chatgpt-genai/> (Dutch)
- <https://www.ru.nl/en/staff/lecturers/designing-education/ai-in-education>
- <https://www.ru.nl/en/projects/sig-ai-and-education>

## Appendix 1 – Sample Phrasing for the Use of GenAI in the Course Guide

- For the *[name of program]/[name of course]* program/course, the use of generative AI (e.g., for text, code, audio, or visual material) is *permitted / not permitted / permitted under conditions* during the teaching period.\*
  - \*Specify conditions (e.g., which tools may be used, only if explicitly allowed by the instructor, only if explicit citation is provided, only if the student justifies why GenAI adds value, etc.)
- For the *[name of program]/[name of course]* program/course, the use of generative AI (e.g., for text, code, audio, or visual material) is *permitted / not permitted / permitted under conditions* during assessments or assignments\*.
  - \*Specify conditions (e.g., which tools may be used, only if explicitly allowed by the instructor, only if explicit citation is provided, only if the student justifies why GenAI adds value, etc.)
  - \*\*Specify types of assessments or assignments (e.g., only for summative assessments)
- For the *[name of program]/[name of course]* program/course, the following basic principles apply, even when using GenAI (*if allowed*):
  - We expect you as a student to take responsibility for your own learning process, even if you choose to use GenAI applications.
  - You are fully responsible for the work you submit.
  - Ensure that the product is self-written/developed and properly cited so that the instructor can evaluate the competencies you have acquired.
- For the *[name of program]/[name of course]* program/course, the following general rules apply to students regarding the use of GenAI:
  - Permitted: e.g., using GenAI to brainstorm, structure texts, correct programming code, etc.
  - Not permitted: e.g., violating the regulations of the fraud policy, using GenAI to write or rewrite texts, etc.
- For the *[name of program]*, the following citation method should be used when GenAI is utilized, if permitted.
  - In the text: [developer of the GenAI model, year of the version used]
    - Example: (OpenAI, 2023) or OpenAI (2023)
  - In the reference list:
    - Developer of the GenAI model used. (Year of the GenAI model used). Name of the GenAI model (Version of the GenAI model used) [Type or description of the GenAI model]. Web address of the GenAI model
    - Example: OpenAI. (2023). ChatGPT (April 20 version) [Large language model]. <https://chat.openai.com/>