

AI IN COURSES – STUDENT GUIDANCE

1. Using AI in a course

The use of AI in a course is based on the teacher's instructions and the instructions given for each assignment. Use AI responsibly and always follow the instructions given in the assignment.

AI can support your learning, but you are always responsible for the content, accuracy, reliability and ethical quality of your work.

2. What does audit trail mean?

If an audit trail is required in an assignment, add a description to your submission explaining how you used AI when completing the assignment. An audit trail is not just a short note saying that AI was used. It should briefly and clearly describe at which stages of the work AI was used, which tool was used and how you used the responses produced by AI.

The purpose of the audit trail is to make the use of AI visible and transparent and to support responsible use of AI. More detailed instructions on what to include in the audit trail are in section 5.

You must report the use of AI honestly and openly. Intentionally hiding the use of AI or reporting it incorrectly may be considered cheating according to Savonia's guidelines on academic misconduct.

3. Arene's traffic lights for guiding the use of AI

In courses, the use of AI is guided by Arene's traffic light model. The teacher explains which traffic light applies to each assignment.

- **Green:** You may use AI to support your work on the assignment. You do not need to report its use.
- **Yellow:** You may use AI to support your work on the assignment. You must describe its use in an audit trail.
- **Red:** You may not use AI when completing the assignment. If AI use is not allowed in the assignment, you must complete the assignment fully independently. In this case, you must not use AI for brainstorming, writing, editing, translating, summarising or searching for sources, for example.
- **Blue:** You must use AI as part of the assignment. You must describe its use in an audit trail, and the use of AI may be part of the assessment.

There is always either a pedagogical reason or a data protection reason for not allowing the use of AI. For example, the assignment may practise independent thinking, problem-solving or basic skills needed in working life. The assignment may also include material, such as data from a client company, that must not be given to an AI tool for processing.

4. How does the teacher explain their own use of AI?

Transparency applies to both students and teachers. At the beginning of the course or in the assignment instructions, the teacher explains whether AI is used to support teaching, guidance, feedback or assessment. The teacher briefly describes why AI is used and how its use affects the student's work or assessment.

The teacher also explains which Arene traffic light is used in the assignment and how the student's possible use of AI is documented in the audit trail.

The teacher's task is to guide students to use AI responsibly and to document the use of AI openly and carefully.

AI can support the teacher's work, but the teacher is always responsible for teaching, guidance, assessment and feedback.

5. What should I write in the audit trail?

An audit trail is required when the assignment's traffic light is yellow or blue, or when the teacher specifically asks for it. With the green traffic light, you do not need to report the use of AI unless the teacher gives separate instructions. With the red traffic light, you may not use AI when completing the assignment. **If AI use is not allowed in the assignment,** you must complete the assignment fully independently. In this case, you must not use AI for brainstorming, writing, editing, translating, summarising or searching for sources, for example.

If AI use is not allowed in the assignment, you can write in your submission, if needed: "I have not used AI in this assignment."

If an audit trail is required, describe the following things:

5.1 How did you use AI?

- At which stages of the work did you use AI?
- How did you use the responses produced by AI?

5.2 Which AI tool did you use?

- Name of the tool.

- Version or service level used, for example Microsoft 365 Copilot Premium, ChatGPT Plus or Gemini Advanced.
- Did you use a free version, a paid version or a version provided by the organisation?
- If possible, also write down the model or version used. If needed, you can ask the AI tool you used which version or model it uses.

5.3 What information did you give to AI?

- What kind of material or information did you give to AI?
- Did the material include personal data, company information or other confidential information?
- How did you assess whether the material was suitable for the AI service you used?

5.4 How did you consider data protection and information security?

- What data protection and information security issues did you consider?
- What possible risks did you identify, and how did you reduce them?

5.5 How did AI support your learning?

- How did AI support your learning?
- What did you do yourself, and where did AI help you?
- How did you make sure that your work was accurate and reliable?

6. Data protection and ethical principles

Always think carefully about what information you enter into an AI service. **Do not enter personal data into AI, meaning information that can identify a person, such as names, contact details, student numbers, photos or other identifying information. Do not enter patient information, confidential company information or any other confidential material either.**

Be critical of the information produced by AI and, when needed, check the information from original sources. You are always responsible for the content of your work, the accuracy of the information and the proper use of sources.

AI is not a source. It is a tool for processing information, brainstorming and editing text. Use original and reliable sources, such as research articles, books, statistics, official sources or other materials that are suitable for the assignment.

Do not enter copyrighted material into AI applications, such as books, research articles, learning materials from publishers or licensed materials available through Savonia Library, unless you have permission from the copyright holder or the terms of use allow it. Do not

ask AI to produce new content based on this kind of material without permission. For example, uploading a research article to an AI service may be against the terms of use or licences.