

Guidelines for the use of AI in teaching and learning

Education Council 26.4.2023

Background¹

Large artificial intelligence (AI)-based language models such as Chat GPT, Google Bard, and DeepL have evolved to the point where they can produce human-like text and conversations and correct and transform text at such a high level that it can be difficult to distinguish the result from human-generated text. It is foreseeable that more such models will emerge, and their functionalities will continue to evolve, so their existence should be taken into account in teaching and research.

Teachers are encouraged to take account of AI-based services in teaching, to consider whether AI-based services may or may not be used in their course, and how they may be used when permitted. In general, studies at Hanken should prepare students for a future society and working life where AI methods will be used to a large extent.

As AI brings new possibilities for producing text whose origin and reliability is unclear, they should be used in a controlled way. Use may be restricted in teaching in situations where the use would not promote student learning.

At EU level, an AI regulation is under preparation, which will also apply to AI systems in education. In addition, there is an ethical policy on AI and its use, as well as an ethical code for teachers². Hanken's guidelines may be further specified in the light of future regulation and technological developments.

Hanken's policy for the use of AI-based large language models in teaching and learning

If a language model is used by students, students should describe which model they used and how it was used (including prompts used). This can be included e.g., in the method chapter. **Students are not allowed to quote a text produced using a language model or refer to it as a source**, because a language model is not a stable source of information but a tool. The only exceptions are assignments in which the purpose of the direct quotation is to present a piece of text produced using a language model in order to discuss it.

Students may upload an original text produced by themselves to a large language model tool to get automated feedback on structure and grammar and to use the improved version of the text, except in cases where this is explicitly forbidden (see the list below). This is still

¹ Adapted from Helsinki University's Guidelines for the use of AI in teaching, approved 16.2.2023
<https://studies.helsinki.fi/instructions/article/using-ai-support-learning>

² European Commission, Directorate-General for Education, Youth, Sport and Culture, Ethical guidelines on the use of artificial intelligence (AI) and data in teaching and learning for educators, Publications Office of the European Union, 2022, <https://data.europa.eu/doi/10.2766/153756>

considered students' own work, but the student needs to describe the use of AI in the work. The student is always ultimately responsible for the accuracy and reliability of their work.

The following ways of using language models are not allowed at Hanken:

1. It is forbidden to use language models when it prevents completion of the course's competency goals.
 - a. In courses, in which the competency goals require that the students produce text and argumentation themselves. For example, language studies may require that students do not use language models, because the learning goals require students to produce text themselves.
 - b. In theses (including bachelor's theses, master's theses and introductory chapter "*kappa*" in doctoral theses): One of the theses' competency goals is to "show a good ability to present and analyse scientific data and express your own conclusions in writing", therefore it is forbidden to use text produced using a language model **as your own text**.
2. In maturity tests: The use of language models in maturity tests is forbidden.
3. Other uses explicitly prohibited by the teacher on individual courses.

If a student uses a large language model in a course, part of a course or an exam where it is prohibited, or if the use of a language model is not reported according to the instructions, this constitutes as cheating and is dealt with according to Hanken's action plan against academic dishonesty. Teachers can use detection software to identify AI-generated text.