

Declaration of AI in assignments and exams

Objective & starting point

GAI tools and AI functions in professional IT tools evolve rapidly. They can help with the preparation of assignments in several stages, e.g. idea development, literature search, sparring, proofreading and content production.

Regardless of the use of AI or other tools, the responsibility for the content of the assignment is always yours. You should therefore not submit content that you cannot explain and academically support.

In these guidelines, GAI refers to generative AI tools such as ChatGPT, Copilot, Gemini and similar technologies. The term AI function in professional IT tools refers to AI functions which are integrated into professional applications and platforms/domains.

Output from GAI may be inaccurate, incomplete, or erroneous. You are therefore still responsible for validating and ensuring the quality of the materials you use.

If you use GAI or AI functions in connection with any assignment, you must declare the use in accordance with these guidelines.

Failure to declare the use of AI can be considered as exam cheating (plagiarism) or a breach of the rules of credibility if the use implies that the assignment appears more independently prepared than it actually is.

Declaration requirements

At Business Academy Aarhus, you must declare the use of AI in the following way in your assignments:

Role	Should the use of AI be declared?	Examples:
1. Proofreader	No	Spelling, grammar
2. Sparring partner	Yes	Idea generation, literature research
3. Producer	Yes	Text, code, graphics, analysis

1. When using GAI as a proofreader: Do NOT declare

You can use GAI to correct a written product without a declaration. This is, for example, for language improvement such as spelling, grammar, punctuation, and formatting.

2. When using GAI as a sparring partner: Must be declared

When GAI is used as a sparring partner, the tool is used to support your workflow, *without the output from the tool being inserted directly into your assignment*.

Declaration:

If your assignment contains a separate method section, your declaration must be placed as a separate section in the method section. If the assignment does not contain a separate method section, the declaration of the use of GAI must be added in accordance with the guidelines from your programme):

In the section, describe:

- Which GAI you used (name/version)
- How you used it (purpose, section of assignment, role in your process)

Your programme can choose to request the following addition to the declaration in assignments or presentations:

- Considerations you made regarding limitations, risks and fact checking
- How has the use of GAI contributed to your understanding of the subject
- Specific prompts and outputs from GAI that illustrate your use of GAI as a sparring partner.

Examples of using GAI as a sparring partner:

- Searching, identifying and/or summarising literature
- Data analysis (transcription, coding processes, data analysis)
- Indirectly to qualify parts of your assignment, e.g. in connection with idea generation, conceptualisation (e.g. to come up with examples, explain concepts and ideas), understanding of and/or compiling theory

3. When using AI as a producer – use of AI in professional/domain-specific technology: Must be declared

When GAI or AI functions are used as a producer, the *output from the tool is included directly* in your assignment. This applies both to the use of independent GAI tools and AI functions which are integrated into professional IT tools.

Declaration:

You must declare (in writing or orally according to the guidelines from your programme):

- Which IT tool and AI function or GAI you used (name/version)
- How the tool/GAI was used (purpose, section of assignment, role in your workflow)

Your programme can also choose to request:

- An appendix with prompts and the final result (output)
- Oral or written explanation of the use
- Description of how the use of AI has contributed to the understanding of the subject

Examples of AI as a producer:

- Generating text, graphics and animation
- Code and scripts
- Data visualization and analysis

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