This guide applies from February 1 to June 30, 2026

1. Advice and guidance for students in using generative AI

Generative AI is the term of a type of language model that, on the basis of artificial intelligence, creates new texts or answers based on your input. Unlike a search engine like Google, who simply presents existing information from the web, generative AI "creates" its answers by combining and processing the knowledge it has been trained on. The inputs you provide can be a search, a question or a task that you give in a certain way, also called a prompt.

Based on your input the AI-generated output can have the format of text, images, visualizations, tables, graphs, code etc.

Generative AI creates answers and texts that are coherent, have a common thread and seem very convincing. But it is important to know that the technology has limitations: The text may include errors, omissions, inaccuracies and even false and self-invented data.

There are several reasons for this: The language model does not necessarily have access to qualified knowledge within your subject area at the level you as a student are expected to have. Maybe you do not describe enough context in your input, which means that the language model fills in the gaps itself. And finally, it is not possible to see which sources and data the language model generates its answers from. The sources are not necessarily what you yourself would find suitable.

All in all, you cannot just take an AI-generated text output for an answer. It is crucial that you apply generative AI reflectively and with a critical approach.

1.2 Follow your teachers' instructions

First and foremost you must always follow your teachers' instructions. They have a well thought out plan for what you will learn and how. It can disrupt your learning process if you e.g. use generative AI to generate solution proposals before you master the substance or method behind it yourself. Therefore, the following suggestions for use are only indicative.

2. How to use generative AI in your study work

Generative AI can be used in various ways and for multiple purposes. At the academy, we distinguish between two main ways in which you, as a student, use generative AI: As a learning tool and as a professional tool.

Using Generative AI as a Learning Tool

Regardless of your field of study, you can use generative AI as a constructive aid to support your academic work and personal learning. You can utilize generative AI in various phases of your assignments and projects, such as to:

- Gain an overview of an assignment's components and develop structures and plans for the process.

- Understand complex topics, theories, and concepts.

- Search for relevant sources and perspectives on a topic.

- Get assistance with identifying issues and formulating problem statements.

- Generate ideas and receive creative input during your project's ideation phase.

- Seek feedback on methodological considerations and data generation.

- Process and analyze large volumes of text and collected data.

- Transcribe interview recordings.

- Summarize longer articles and texts, whether found online or inserted into the chat field.

- Receive feedback on your texts, such as grammar, structure, or clarity.

- Convert text to speech or speech to text (with certain tools).

- Customize your learning experience, e.g., by using generative AI in your preparation to explore related aspects of the curriculum that you find interesting.

By consciously using generative AI as a learning tool, you can achieve a deeper understanding, gain practical assistance, and streamline your workflow. However, this requires a critical approach both to how you use it and to the outputs you receive from the language model.

Using Generative AI as a Professional Tool

In some programs, generative AI is also used as a professional tool, which you are expected to employ for professional tasks in your future career. Here, generative AI is seen as an integrated part of the "industry application" outlined in the curriculum and must be used in the same way as in the profession. This typically applies to programs and courses involving coding, web design, online content, SEO, economic analysis, and similar tasks. In these cases, your use of generative AI is more targeted and focused on achieving specific results.

A critical approach is also essential when using generative AI as a professional tool. You may need to evaluate how generative AI should be used to solve a task most effectively. Additionally, there

may be considerations related to ethics, GDPR, and IT security that you must critically assess.

A simplified comparison of the two ways of using generative AI:

Generative AI used as a Learning Tool	Generative AI used as a Professional Tool
Relevant for all students	Relevant for some students
General use	Industry-specific use
Focus on (learning) processes, exploratory use	Focus on results, targeted use
Critical approach to personal learning	Critical approach to task solutions

2.1 Do not provide confidential information to AI

You must not use confidential information as input to generative AI. It is questionable whether such information is protected in the AI tools and unclear where it ends up.

Do therefore not use your own or fellow students' personal data or other GDPR-related information as input, either in text format, as data in a spreadsheet or similar. Do also not provide confidential information from the companies you, as a student, collaborate with.

3. Generative AI is a tool, <u>not</u> a source

An AI generated output is not a source in itself. Rather the output is generated on the basis of multiple original sources that may not even be visible to you.
The generated output is not necessarily correct or particularly qualified. Be critical and check with multiple sources (both non-academic and academic) before deciding to accept the output.

The quality of the generated text also depends on your own input, also called prompts. You need to familiarize yourself with how to write a good prompt, which prompts are suitable for which purposes, etc. For that you can consult the BAAA Library guide on prompting here:

https://library.baaa.dk/home/assignment-help/artificial-intelligence/

You should always create multiple prompts on the same topic so that you don't just accept AI's first output. You may get completely different answers when you ask about the same subject in different ways.

3.1 When you need to reference generative AI text output

Even though generative AI is not a source in itself, but rather a blend of several original sources, you might want to make a reference to an AI-generated text output after all.

E.g. if you want to refer to ChatGPT, the reference could look like this:

OpenAI, 2023. Constructed title of ChatGPT thread [online] Found at: openai.com/blog/chatgpt/ [accessed 2023-08-10]

- If links can be made to the specific chat, the above format is okay and the registration is placed in the bibliography.

- If links can't be made to the specific chat (try sending the link to someone else), take a screen print of the thread to the attachment section and start the registration with an attachment number. Place the registration in the appendix overview and the screen print in the appendix section.

If you are in doubt, ask the library for help.

4. How to avoid exam cheating

Perhaps you are confused about the difference between cheating and using generative AI in exam projects in a sensible way. In order not to end up cheating by mistake, it is important that you know the academy's rules on plagiarism and exam cheating, which you will find on Study Update.

The academy's rules on plagiarism also apply when using generative AI. In short, you must not pass off someone else's work as your own, not even text output generated by AI.

You may not use generative AI for your exam, unless otherwise stated in your exam description.

Here are suggestions for some approaches that clearify which parts of your work can be attributed to you and which should be attributed to AI:

- You can make it clear which parts the AI generated and which prompts you used. This can be attached to your assignment, e.g. in the form of an AI log.

- You can quote AI-generated text outputs and cite them as described above.

- You can react reflectively and critically to AI's output by referencing and commenting on it in your own words.

- You can integrate AI's output in line with other sources of inspiration in your own writing process and write it all together, so that it all actually ends up being your own text and an expression of your own work process.

You may think that cheating cannot be checked, but you should expect that it can. Plagiarism systems are developing at record speed, as they naturally also want to meet the challenges of exam cheating. In addition, many education programs are in the process of reorganizing their exam formats towards more oral ones, where you are asked to explain and engage in dialogue about the written work, so that it does not stand alone.

5. These instructions apply in the spring semester of 2026

Development within generative AI is rapid, and what makes sense today will not necessarily make sense six months from now. Therefore, this guide will be revised every semester so it can be as accurate as possible and follow developments.

However, it is also important that you, as a student, can get answers to what you should and shouldn't do today, and how you can strengthen your study work rather than weaken it with generative AI. That is why we made this guide, which applies to the entire academy.
In addition, there will be guidelines on your own program that you need to follow. For example, it could be that new ways of involving AI are being tested in some subjects. In such a case, it will be clarified whether your work is assessed according to other parameters than those described here.

5.1 Questions?

If you are in doubt as to whether you are using generative AI in a way that strengthens your study work or weakens it, talk to your teacher or supervisor. Also remember to familiarize yourself thoroughly with your program's study plan and exam description.

This guide is launched by the academy's AI taskforce and approved by management.