

Guidelines for students for using AI at Haaga-Helia

14.8.2023



Haaga-Helia

General

- These guidelines are intended to ensure that artificial intelligence (AI) is used at Haaga-Helia in support of teaching and studies in a proper and useful manner. Teachers and students are asked to adhere to these guidelines in cooperation and in this way ensure that AI becomes an efficient and useful tool in both teaching and learning, as well as in their planning. It is good to bear in mind that in using AI students also acquire relevant skills for working life.
- In preparing these guidelines, we have made use of the recommendations on AI provided by the following entities: Laurea University of Applied Sciences, Turku University of Applied Sciences, the University of Jyväskylä as well as the Rectors' Conference of Finnish Universities of Applied Sciences (Arene). The Laurea guidelines, in turn, were prepared in consultation with the AI team of 3AMK universities.
- We should think of AI more as a kind of 'supporting intelligence:' as a tool, idea generator, sparring partner, mentor, efficienator and so on. AI is limited in intelligence and it seldom generates a comprehensive context-dependent understanding.

Guidelines for students

1. **As a student you may use AI and generative language models such as ChatGPT in a relevant manner to support your studies.**
2. **You are always responsible for the content of the assignments you submit.** The challenge imposed by the use of AI and language models is that they are able to generate text that sounds professional, yet may contain factual errors or contradictions. Language models should never be used to generate an assignment or thesis text without the student's own input, and any text generated should not be presented as one's own. Language models can be used to edit existing text or to seek for ideas for auto-generating text.
3. **AI can be used for text editing.** Such use is justified for example to produce text that is well organised or grammatically correct. Limitations can be imposed on such use during the learning of foreign languages when relevant, however.
4. **You must provide information on how you have made use of AI or language models** whenever you have used it to produce programming code or factual content in assignments or thesis. When you share with others how you used a particular AI tool, you also contribute to the creation of good practice. Language models can be used in many ways: for example, if you are assigned to read a particularly challenging text, you can ask a language model to present it in a simplified manner. It is good to bear in mind, however, that reading a summary prepared by AI cannot replace reading the original as AI is not mistake free and might be using outdated information.
5. **You should never surrender another student's text to AI without permission,** for example when functioning as an opponent in a thesis seminar. AI will save the text and start using it as its own.
6. **Follow the instructions provided by your teacher.** Your teachers will provide the relevant instructions on how to use AI and you are responsible for following them. **Teachers can forbid the use of AI in individual assignments or courses if they have a good reason to do so.**
7. **Avoid unnamed sources.** AI can provide information that has not been checked, so it is your responsibility to verify that the information you get from AI is trustworthy and well argued.
8. **Learn to use** also Haaga-Helia's own AI tools.