

Department of Informatics and Telematics

Code of Ethics for the Use of Artificial Intelligence in Studies

1. Purpose and scope

Generative AI tools (such as large language models and AI coding assistants) are now part of the professional practice of computer scientists. This Code explains how students of the Department may use such tools in their studies, so that they can learn to use them well without compromising their own learning or the integrity of the Department's degrees.

The Code applies to all students and to all assessed or supervised work in the Department: undergraduate courses, postgraduate courses, and undergraduate and postgraduate theses. It complements, and does not replace, the University's regulations on academic integrity and plagiarism.

2. Guiding principles

- **Learning first.** The goal of a degree is that you can do the work yourself. AI is acceptable when it supports your learning and unacceptable when it replaces it.
- **Instructor decides.** The instructor of each course, or the supervisor of each thesis, decides whether and how AI may be used in their work (Section 3).
- **Honesty and transparency.** You must be open about how AI contributed to your work (Section 5).
- **Responsibility.** You are fully responsible for everything you submit, including any AI-generated text, code, data or references.
- **Privacy, security and law.** You must protect personal, confidential and unpublished data, and respect copyright and software licences.
- **Fairness.** No student should gain an unfair advantage. Instructors should not require paid tools, and the same rules apply to everyone in a course.

3. The instructor decides

Every instructor must state their AI policy in the course syllabus, or in the thesis agreement (Section 7), at the start of the semester or project. To keep policies consistent across the Department, instructors choose one of the four levels below, and may add specific conditions for individual assignments (for example, "Level 1 for the written report, Level 3 for Lab 4"). Appendix A contains ready-to-use syllabus statements.

3.1 AI Use Levels

Activity	Level 0 No AI	Level 1 Understanding	Level 2 Assisted	Level 3 Integrated
Explain concepts, tutor-style Q&A	Not allowed	Allowed	Allowed	Allowed
Grammar, spelling and translation of your own text	Not allowed	Allowed	Allowed	Allowed
Brainstorming and outlining ideas	Not allowed	Allowed	Allowed	Allowed
Hints for debugging or error messages	Not allowed	Allowed	Allowed	Allowed
Generating code that you then adapt	Not allowed	Not allowed	Allowed – disclose	Allowed – disclose
Generating draft text, figures or tests	Not allowed	Not allowed	Allowed – disclose	Allowed – disclose
Submitting AI output with little or no change	Not allowed	Not allowed	Not allowed	Allowed – disclose
Exams and in-class tests	Not allowed	Not allowed	Not allowed	Only if stated

Level 0 – No AI. The work must be entirely your own. Typical use: exams, and fundamental programming or theory assignments where the skill itself is being assessed.

Level 1 – AI for understanding. AI may help you learn and polish your own work, but all substantive content, code and reasoning must be yours. Use is not usually disclosed unless you have been asked to do so.

Level 2 – AI-assisted work. AI may contribute to code or text, provided you disclose it, review and understand it, and can explain and defend it. This is the typical level for projects and most theses.

Level 3 – AI-integrated work. Working with AI is part of the task (for example, prompt engineering, evaluating AI tools, building AI-assisted software). Disclosure is still mandatory and you remain responsible for quality and correctness.

The table is a guide. If an instructor's statement is more specific, the instructor's statement prevails.

4. When the instructor says nothing

Default rule: if an instructor has not given a clear AI policy for a course or assignment, using or consulting AI is treated in the same way as receiving help from another person.

In practice this means:

- You may do with AI what you could legitimately do with a classmate or a tutor: discuss concepts, ask for explanations, get feedback on your ideas, or get a hint when you are stuck.
- You may not have AI do the assignment for you (or a substantial part of it) and submit the result as your own work, just as you could not have another person do it.
- You should disclose any use that is more than incidental, and when in doubt, disclose.
- Exams and in-class tests are always Level 0 unless the instructor says otherwise.
- Students are encouraged to ask the instructor. A question is never held against you; a wrong assumption can be.

5. Responsibilities of students

5.1 Disclosure

Whenever AI use goes beyond what is permitted without disclosure, add an AI Use Statement to your submission, using the template in Appendix B. State the tool and version, what you used it for, and which parts of the work were affected. For code, mark AI-generated parts in comments or in the commit message when the instructor requires it. Incidental use, such as a spell-check, does not need to be disclosed.

5.2 Verification and understanding

- Check every output. AI tools can produce wrong code, invented facts, and non-existent references.
- Do not submit anything you do not understand. Instructors may ask you to explain your work orally or to reproduce parts of it.
- Cite sources that you have actually read. Never cite a reference only because an AI tool suggested it.

5.3 Data protection, security and licensing

- Do not enter personal data, confidential material, unpublished research results, exam questions, or credentials and API keys into public AI tools.
- Use only tools and settings that are compatible with the University's data protection rules (GDPR) when working with personal or sensitive data.
- Respect copyright and licences. Be aware that AI-generated code may reproduce licensed code, and check the licence terms of the tool you use.
- Do not use AI to impersonate others, to produce misleading content, or to harm systems or people (for example, writing malware or harassing material).

5.4 Authorship

AI systems cannot be listed as authors. You are the author and you are accountable for the whole submission. Submitting someone else's work or AI output as your own, in violation of the applicable policy, is academic misconduct.

6. Responsibilities of instructors

- State the AI Use Level (and any assignment-specific conditions) in the syllabus, and repeat it in each assignment brief. Explain the reasons for the level chosen.
- Design assessment that fits the policy, for example by including oral explanations, in-class components, version history, or reflection, where Level 0 or 1 needs to be reliable.
- Do not rely on AI-detection software as the sole evidence of misconduct. Such tools are unreliable and can wrongly accuse students. Suspicion should be based on evidence such as inconsistency, inability to explain the work, or fabricated references.
- Be transparent about your own use of AI for teaching materials, feedback or grading, and never enter students' personal data into public AI tools. Final marks are always decided by a human.
- Answer students' questions about the policy and apply it consistently.

7. Theses and dissertations

Theses are the most substantial individual work of a student, and AI use in them needs extra care. The thesis supervisor acts as the “instructor” in this Code.

- At the start of the thesis, the student and the supervisor agree in writing on the AI Use Level, which tools may be used, and for what tasks. The agreement may be revised during the project, and each revision is also recorded in writing.
- If no agreement has been made, the default rule of Section 4 applies, and every non-incidental use must be disclosed.
- The thesis must contain an AI Use Statement (Appendix B), normally placed before the references.
- The student must be able to explain and defend every part of the thesis, including all code, results and methodology, at the final presentation.
- Research data, interview material, unpublished results and any personal data must not be entered into public AI tools unless the supervisor has approved the tool in advance.
- All references must be verified by the student. Results, figures and data must come from real experiments or sources and never from AI invention.
- If AI is part of the method (for example, a model that is evaluated or used for data labelling), it must be described in the methodology, with model name, version, parameters and prompts, so that the work can be reproduced.

8. Suspected misuse and consequences

Use of AI that violates the policy of the course or thesis (including undisclosed use where disclosure is required) is a breach of academic integrity. The process is as follows.

- The instructor informs the student of the concern and gives them an opportunity to explain, for example in a meeting or by explaining the work orally.
- If the concern remains, the case is handled under the University’s disciplinary and academic integrity procedures.
- Depending on the seriousness, the outcome can range from a warning or resubmission, to a lower or failing mark for the assignment or course, up to the sanctions provided by the University regulations.

First-time, minor and clearly unintentional breaches, such as a missing disclosure, are normally handled educationally. Students who have used AI in good faith and openly will not be penalised for asking questions.

9. Review of this Code

AI tools and good practice change quickly. The Department will review this Code at least once a year, with input from instructors and students, and publish the updated version at the start of each academic year.

Appendix A – Sample syllabus statements

Instructors may copy and adapt the statement that matches their chosen level.

Level 0 – No AI

In this course, the use of generative AI tools (e.g. ChatGPT, Claude, Gemini, GitHub Copilot) is not permitted for any assessed work. All submitted work must be your own. Use of AI in this course is a violation of the Department's Code of Ethics and will be treated as academic misconduct.

Level 1 – AI for understanding

You may use generative AI to help you understand concepts, to get hints when debugging, to brainstorm, and to check the grammar and spelling of your own text. You may not use AI to generate code, solutions or text that you submit. All submitted work must reflect your own understanding.

Level 2 – AI-assisted

You may use generative AI tools to help produce code and text for the assignments, provided that you (a) disclose your use with an AI Use Statement, (b) review and test everything, and (c) can explain and defend any part of your submission. Undisclosed use, or submitting work you cannot explain, is academic misconduct. AI is not permitted in the exam.

Level 3 – AI-integrated

Using generative AI is an integral part of the assignments in this course. You are encouraged to experiment with it, and you must document how you used it (tools, prompts and what you changed). You remain fully responsible for the correctness, originality and quality of what you submit. AI use in exams is governed by the instructions of each exam.

Appendix B – AI Use Statement (template)

Add this statement to the submission whenever disclosure is required. If no AI was used, state “No generative AI tools were used for this work”.

Field	Your answer
Student name and ID	
Course / thesis title	
Assignment	
AI tool(s) and version(s)	<i>e.g. ChatGPT, GitHub Copilot, Claude (with version)</i>
Purpose of use	<i>e.g. explanation of a concept, code generation, debugging, text editing, translation</i>
Parts of the work affected	<i>e.g. functions in module X, Section 3 of the report</i>
Prompts or conversation link (if requested)	
How I verified and changed the output	

Declaration: I confirm that I have reviewed all AI-generated content, that I understand it, and that I take full responsibility for this submission.

Signature / date: _____