

USING AI IN YOUR STUDIES

Start with your assessment instructions

The rules for AI are set by your course. Read the syllabus and the assessment instructions before you use anything. Where the course rule is stricter, it applies. Every assessment should state its AI category. If none is stated, ask your instructor before you begin. Until you have an answer, the EBS default category 'AI permitted' applies: you may use AI, but you must declare how you used it, and the default does not authorise use that the assessment instructions turn out to prohibit.

If the course learning outcomes do not include the use of AI, there should always be a non-AI route of equal academic validity available which you may take without giving reasons.

Every assessment falls into one of three AI categories, stated in the syllabus or the assessment instructions.

- A** **AI prohibited.** No AI assistance, apart from approved accessibility adjustments or tools you have been explicitly authorised to use.
- B** **AI limited.** Only the uses your instructor names, such as ideation, translation or coding support. The core intellectual work must be unassisted.
- C** **AI permitted.** You may use AI for the parts the assessment instructions specify. You must declare it and evaluate its contribution critically.

What counts as AI

This guide covers generative AI: tools that produce text, code, images, data or analysis on request. That includes chatbots and assistants, AI features built into search engines, office software and the learning platform, and translation tools that rewrite as well as translate. It does not include spellcheckers, reference managers, calculators or statistical software. If you are unsure whether a tool counts, declare it and say what it did.

Choosing a tool

EBS provides no AI accounts to students. A task that expects AI must be doable with a tool that is free at the point of use. You will never be asked to pay for a subscription or to use one named product. Where a free tool requires an account, you may choose to create one, but you are never obliged to: the non-AI route is always open to you instead. If a free tool's limits stop you from completing a task as instructed, tell your instructor before the deadline rather than paying for access.

Note that if the learning outcome of the course is the use of specific AI tool, the instructor may name it and require the students to sign up/register for it, but that information needs to be available prior to the start of the course.

Four things always, four things never

Always

- Verify everything. Check quotations, citations, figures and facts against the primary source.
- Take responsibility. The work is yours, and so is any error in it.
- Keep dated drafts and your revision history as you write. Word and Google Docs keep version history automatically; if you work offline, save dated copies of each draft.
- Use the least complex model that does the job. A deep research model is not for rewriting an email, and every query carries an energy cost.

Never, regardless of your assessment instructions

- Put personal, confidential or sensitive institutional data into any AI tool, free or paid. This includes interview recordings and transcripts, survey responses, and any company data you hold under an internship agreement or a non-disclosure agreement. If a task appears to require putting such data into a tool, stop and ask your instructor for an alternative before you do it.
- Put passwords, API keys or security details into any AI system.
- Upload copyrighted material into any AI tool unless the licence permits it. Lecture slides, course notes and exam questions are the intellectual property of the lecturer or the university and uploading them to an outside platform breaches copyright.
- List AI as an author or co-author. Authorship means taking responsibility for the work, which AI cannot do. Naming the tool in your declaration is not the same as crediting it as an author.

What you must declare

You declare **substantive** use: use that meaningfully shaped the content, method or results of your work, rather than basic editorial help. As a rule of thumb: if AI changed what you say, declare it; if it only changed how you spelled or punctuated it, you need not. Asking AI to tighten a paragraph you wrote is editorial; asking it to write the paragraph is substantive.

If you have not used AI in your work, you do not have to do a declaration of use.

A detector score is never the sole or decisive evidence of misconduct, and an investigation weighs your drafts, version history and your explanation. Course assessors maintain the right to use AI detectors and conduct further examinations, which may include an oral examination, if (1) substantive AI use is suspected and not declared, or if (2) individual learning outcomes have not been achieved due to the use of AI.

Declare it

- drafting or rewriting text you submit
- generating or analysing data, or writing code
- generating images, plots or visualisations
- generating ideas or structure that came from AI and shaped your argument

No need to declare

- spellchecking and grammar correction
- translation and basic formatting
- summarising something for your own reading only

Unless your assessment instructions require otherwise.

Where the line is

It is misconduct to:

- present AI-generated work as your own;
- submit AI-generated intellectual work where that is not authorised;
- let AI do the substantive intellectual task;
- fail to declare use that shaped your results;
- submit sources, quotations or data that do not exist; or
- use an AI agent in the learning platform, or to sit an examination, where that is not permitted.

An honest slip in declaring use should be treated as a chance to learn and correct, not as immediate misconduct.

Your work is graded by a person. EBS uses AI to assist on grading and feedback but not to do the grading, carry out examinations or provide any summative assessment.

At any stage you may decline a tool on ethical, privacy or environmental grounds and take the non-AI route set out at the start of this guide.

If you are unsure whether something is permitted, ask your instructor before you submit, not after. Suspected misconduct is handled under the EBS study regulations, which give you the right to explain your work and the right to appeal the outcome.

Using AI to help you with learning

Ask it to explain rather than to answer, then close it and explain the thing back in your own words. If you cannot, you have not learned it yet.

Treat every source it names as fabricated until you have checked it. EBS citation guidelines require you to have accessed and read any source you cite. Inventing citations is a known failure of these tools and submitting them is misconduct.

Notice when it is doing the thinking you are being assessed on. Unless your instructions permit it for that part, that is misconduct.

Language support, accessibility, tutoring and practice are legitimate uses unless your course rule says otherwise, for example translation in a language class should not be outsourced to AI.

Do not use AI in class activities, where discussion is the exercise's objective and helps you achieve the individual learning outcomes.

Your declaration of AI use

A declaration is mandatory for every assessment in which you used AI, even where the instructions do not ask for it. Copy these fields, complete them, and attach the declaration to the work. Declaring AI use is not the same as citing a source: AI output is not a source, so do not list a tool in your references or quote it as evidence. Cite the primary sources you checked instead. In group work, the group submits one declaration covering every member's use, and each member is responsible for the accuracy of what it states.

AI system(s) used	tool, provider and version
Date or period of use	the dates, or the range of dates, on which you used it
Purpose	the specific task
Affected parts	section, chapter, code, image, data or process
Treatment of output	whether you edited, verified or rejected what it produced