



Use of GenAI in assessment – FGW student guidelines

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This document provides rules, guidelines and information on permitted and prohibited uses of Generative Artificial Intelligence (GenAI) in examinations/assessment during your study programme. These rules and guidelines apply to all students at the Faculty of Humanities. Deviation from these rules is only possible in situations where your teacher has *explicitly indicated* which forms of GenAI use in assignments/assessment are permitted and under what conditions. This also means that certain use of GenAI permitted by a teacher in one course does not mean that this is also permitted in another course.

A. Basic principles

1. Integrity: You are studying to obtain an academic degree that, for academia and for society at large, represents specific academic and scientific skills such as weighing evidence, distinguishing claims and conclusions, critical analysis, rigour, and communication to different audiences. Using GenAI in products that you submit for assessment might seem like a quick way to get an answer or a product finished, but the learning process, and the knowledge, skills and attitude that you acquire through this process, are far more important for educators, and should be for you too.
2. Transparency: Integrity in academia also means that you must always be *transparent* about your working methods, data and findings. Others must be able to verify your work.
3. Independence: Students must be able to demonstrate *independently* that they have achieved the learning objectives.
4. Fraud: Fraud is defined as any action or omission on the part of the student that completely or partially hinders a correct assessment of their knowledge, understanding, skills, (professional) position or reflection.¹
5. Responsibility: As a student, you have full responsibility for what you submit. Your assignments/papers should be your *own* work so that the teachers can assess what knowledge and competencies *you* have acquired.

B. Main prohibitions

NOT PERMITTED are:

1. *The use GenAI products/content (text or otherwise) in any form of assessment, unless explicitly indicated by your teacher which use of GenAI is permitted, under certain conditions. The unauthorised use of GenAI products includes copying, paraphrasing or translating AI-generated text and then present it as your own work.*
2. *Providing GenAI applications (in uploads or prompts) with source material or (research) data that should be considered confidential for reasons of privacy, security, copyright, intellectual property (IP), or otherwise.*

¹ Regulations regarding fraud/plagiarism as laid down in the [Rules and Regulations of the Boards of Examiners](#) and in the [University's Plagiarism Protocol](#) apply in full to these guidelines.

3. Any form of *literal copying and reproduction* of material generated by GenAI *without a clear description/citation of the use of GenAI*.

C. Permitted use of AI

In cases where your teacher explicitly allows the use of GenAI during assignments/assessment you must at all times be aware of several limitations. When using GenAI, you must always adhere to the aforementioned prohibitions, and should take the following warnings and guidelines to heart:

Warnings

1. Plagiarism: GenAI will always (re)produce material or ideas without correct citations or references and without the consent of the original authors. Using someone's text, data or ideas without proper referencing will be considered as plagiarism and may result in copyright infringement.
2. Unreliability: GenAI-tools such as Large Language Models (LLMs) are not about knowledge and truth but are statistical probability calculations of logical formulations. GenAI generates language, not information. The output seems plausible, but the 'information' produced is often flawed and sometimes right out incorrect. If asked to produce references, many LLMs will simply invent non-existent citations. You should not rely on, or use unreliable information. You should always remain critical and verify the accuracy and validity of GenAI output.
3. Bias: Evidence exists that AI-output contains and perpetuates stereotyping, prejudices and bias (e.g. ethnic, gender, demographic and negativity bias).
4. Outdated information: the data used to train certain GenAI tools may be outdated. This makes it unable to interpret recent data.
5. Privacy request: If possible, request that the GenAI tool does not train its algorithm with your data. You can request ChatGPT to not use your entered data for training the model via '[Make a privacy request](#)'. Note that this does not relieve you from the prohibition to enter privacy-sensitive, IP-protected or copyrighted material into GenAI.

Using GenAI in assessments with explicit consent of the teacher

6. Accuracy checks: tools to check your spelling or fix your grammar are increasingly embedding AI technology. Spelling and grammar checks are generally allowed, but such tools may *not* be used in cases where your spelling and grammar skills part of the learning objectives or assessment criteria. When in doubt, ask your teacher/supervisor.
7. Machine translation: is generally allowed, for example to translate sentences written by yourself from Dutch to English, and in cases where the skill of translation is not part of the assessment. When in doubt, ask your teacher/supervisor. And remember, tools such as Google Translate and DeepL have nothing to do with meaning or understanding of language, only with language calculation, and these tools too are unsafe in terms of confidentiality of the text entered.
8. Rewriting: Using GenAI to rewrite an already existing text written by someone else, including minimal paraphrasing a text or translating someone else's text, will be considered fraud, especially when proper references are lacking.
9. Disclose use of GenAI: When specific use of GenAI is explicitly allowed by your teacher during an assessment such use must be fully disclosed in e.g. papers, presentations or oral discussions. (See below for more information on proper citing of GenAI). Please note: every time you re-use a prompt, you will get a different result. For that reason, GenAI tools are unreliable sources of information, as the reader cannot look up which generated text you used. Use of GenAI in research methodology leading to products/papers that will be assessed must also be disclosed in these products.

Proper citing of GenAI

In those cases where the use of GenAI software is allowed by the teacher under certain conditions, you must be transparent about your use of AI and therefore refer to it just like any other source you use. At the Faculty of Humanities we use [APA](#) or [Chicago](#) as reference styles. Below are examples for citing ChatGPT, Gemini, and DALL- E.

Examples of citing GenAI

Tool	Reference	In-text
ChatGPT	OpenAI. (2023). ChatGPT (September 25 version) [Large Language Model]. https://chat.openai.com/ <i>NOTE: Because the author and publisher are identical, in this case omit the publisher.</i>	(OpenAI, 2023) OpenAI (2023)
Gemini	Google AI. (2023). Gemini (October 23 version) [Large language model]. Google. https://gemini.google.com/chat	(Google AI, 2023) Google AI, (2023)
DALL · E	OpenAI. (2023). DALL · E 2 [text-to-image model]. https://labs.openai.com/ <i>NOTE: Because the author and publisher are identical in this case, one can opt to omit the publisher.</i>	(OpenAI, 2023) OpenAI (2023)

A record of used prompts and all GenAI output should be maintained and handed over to the teacher on request.

Example of (in-text) citation when using machine translation

“O fenômeno da tradução indireta constitui uma das manifestações mais evidentes da marginalidade de uma língua no campo literário mundial e um dos sintomas mais salientes das relações assimétricas de poder entre culturas periféricas e centrais.” [The phenomenon of indirect translation is a manifestation of the marginality of a language in the world literature domain and one of the most salient symptoms of the asymmetrical power relations between peripheral and central cultures.] (Pięta 2013, page 40; our translation supported by DeepL).

D. More information/sources

- For more information on GenAI and its use in education please make sure to follow the online course module: [GenAI and LLMs in the Academic Community](#).
- For more information about using Machine Translation, please consult the online module: [Machine Translation in Higher Education](#).

Further reads/sources:

- [Leiden University Code of Conduct on Plagiarism](#)
- [Rules and Regulations of the Boards of Examiners](#) (Chapter 6)
- [ChatGPT: What is possible and what is allowed?](#)

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