

AI index

July 2025

The AI Index tables

The AI Index is available in the form of two tables en is based upon the AIAS framework of Mike Perkins¹:

- (1) A version explaining the 5 levels: *AI Index support framework for students on how to use AI in assignments*
- (2) A student supplement version with examples as explanatory notes to clarify the 5 levels: *AI Index supplement for students.*

Students cannot claim any rights based on these frameworks.

¹ <https://doi.org/10.53761/q3azde36> By: Mike Perkins, Leon Furze, Jasper Roe, Jason MacVaugh. CC-BY-NO.

AI index: supporting framework for students on the use of AI in assignments.

1	The use of AI is not allowed in the context of the assignment.	<p style="text-align: center;">AI-generated content may not be used at any point in the assignment.</p> <ul style="list-style-type: none"> Students should not use any form of AI help in their assignments. Students must rely on their own understanding, reasoning ability and skills to complete the work. The only exception is the use of AI to support spell-checking and translation, and only if spell-checking or translation itself is not the purpose of the assignment. Students are advised to discuss their intention to use AI with the educator in advance if in doubt. 	No AI declaration is required.
2	AI use allowed for planning and brainstorming	<p style="text-align: center;">AI-generated content is not allowed in the student's final work and should be entirely the student's own creation.</p> <ul style="list-style-type: none"> AI may be used for initial brainstorming, outlining and preliminary research of a topic or theme, but only when the assessment of these specific competences and/or skills are not themselves part of the assignment. AI's role should be strictly limited to supporting students' own thinking. Students should be critical of AI-generated output and should not rely on it. 	<p>Include an AI statement (which AI tools were used and why).</p> <p>It is recommended to keep a record of the AI prompts⁵ used in the assignment or use the memory function in the AI tool to save the prompts and upload history.</p>
3	AI use allowed for editing and feedback	<p style="text-align: center;">Some AI editing is allowed in the final work. The final work must be entirely the student's own work.</p> <ul style="list-style-type: none"> AI can be used to improve the clarity or quality of students' own work (text, code, images, etc.). You are not allowed to use AI for peer feedback by uploading your fellow students' work. AI should not be used to generate content that significantly alters the student's original intent, nor to generate full student work. For example, AI feedback can be used to improve writing style, rewrite programming code or find errors in a student's argumentation. An exception to this permissible use of AI applies when the student's ability, for example to build an argument, is itself the purpose of the assignment. 	<p>Include an AI statement (which AI tools are used and why).</p> <p>It is mandatory to keep a record of the AI prompts used in the assignment, in case the exam board asks for it. You can also use the memory function in the AI tool to save the prompts and upload history.</p>
4	AI content generation allowed for specific tasks	<p style="text-align: center;">AI-generated content is allowed in (parts of) the student's final work.</p> <ul style="list-style-type: none"> AI-generated content is allowed for (parts of) the assignment, as specified by the educator. AI-generated content (text, images, code, video, etc.) should be cited in/added to the final work. Students should remain critical of AI output and be aware of the biases and limitations of the AI tools they use. Students are fully responsible for the quality and veracity of their work. 	<p>Include an AI statement (which AI tools are used and why).</p> <p>It is mandatory to keep a record of the AI prompts used in the assignment, in case the exam board asks for it. You can also use the memory function in the AI tool to save the prompts and upload history.</p>
5	Full use of AI allowed	<p style="text-align: center;">AI-generated content is allowed in the student's final work.</p> <ul style="list-style-type: none"> Students may be instructed to make full use of AI tools and AI-generated content, within the context specified by the educator. Students should remain critical of all AI output and be aware of the biases and limitations of the tools they use. Students are fully responsible for the quality and veracity of their work. 	As directed by the educator.

In level 1 and 2, AI-generated content is not allowed in the final product. Students must always comply with the OER and [UU AI ethical code of conduct](#). Students cannot claim any rights based on this framework.

Use of AI in/about student work

Prompt logs should generally be retained, but this does not mean that they must necessarily be provided by the student with every assignment, test or final work. However, they should be provided upon request by educator or examination board.

- **Level 1 (no AI):**
 - No references or citations are required as no AI has been used for the assignment
 - Please provide the AI statement on a separate sheet
- **Level 2 (AI for planning and brainstorming):**
 - Keep a log of all AI prompts used or use the memory function of the AI tool
 - Provide the AI statement as a separate document
- **Level 3 (AI for editing and feedback):**
 - Keep a log of all AI prompts used or use the memory function of the AI tool
 - Submit the AI statement as a separate document
 - List the AI tools used in your source list or in an appendix
 - For generated text: include the AI tools used in the running text or code or as a footnote
 - For generated images, audio or video: mention the AI tools used in the caption
- **Level 4 (AI for generating content for specific tasks):**
 - Keep a log of all AI prompts used or use the memory function of the AI tool
 - Submit the AI statement as a separate document
 - List the AI tools used in your resource list or in an appendix
 - For generated text: include the AI tools used in the running text or code or as a footnote
 - For generated images, audio or video: mention the AI tools used in the caption
- **Level 5 (full use of AI):**
 - For generated text or code: mention the AI tools used in the running text or code or as a footnote
 - For generated images, audio or video: mention the AI tools used in the caption

AI citation in common citation formats

APA:²

- Format: Company. (Year). *Tool* (Date of current version) [Type of tool].
- Example: OpenAI. (2023). *ChatGPT 4o* (version of 20 April) [Large language model].
- Example: Apple. (2024). *Siri* (version of 23 November) [Large language model].
- Example: Midjourney. (2024). *Midjourney V6.1* (version of 31 July) [Image generator].
- Source cited in text: (OpenAI, 2023) or (Apple, 2024) or (Midjourney, 2024).

Chicago:

- Source reference in text: (Tool, Date of use), for example. (ChatGPT, 1 October 2024) or (Perplexity, 1 October 2024) or (Midjourney V6, 1 October 2024).
- In a footnote: Text generated by Tool, Company, Date of use, URL.
- Example footnote: Text generated by ChatGPT, OpenAI, 1 October 2024, <https://chat.openai.com/chat>.
- According to Chicago guidelines, you should cite AI-generated content in the same way as personal communication. This means you have to include a source citation in brackets in your text, but you do not have to include the tool in your bibliography.

MLA:

- Format: 'Exact prompt' prompt. Tool, Date of current version, Company, date of use, URL.
- Example: "Describe the symbolism of the green light in *The Great Gatsby*" prompt. *ChatGPT*, version dated 13 February, OpenAI, 9 March 2023, chat.openai.com/chat.
- MLA has special guidelines for creative work generated by AI. See MLA's current guidelines at <https://style.mla.org> for more information.

² <https://www.apa.org/pubs/journals/resources/publishing-policies?tab=4>

AI index supplement for students

	AI index	Examples
1	<p>The use of AI is not allowed in assignments</p> <p>AI-generated content may not be used in assignments at any time.</p> <p>The only exception is the use of AI to support spell-checking and translation, and only if spell-checking or translation itself is not the purpose of the assignment.</p> <p>Students should rely on their own understanding, reasoning and skills to complete the work.</p> <p>Students are advised to communicate their intention of AI use and ask the educator for clarification if in doubt.</p>	<p>Usually allowed</p> <ol style="list-style-type: none"> 1.1. Anything indicated by your educator 1.2. Looking up definitions of terms used in the course 1.3. Using spell-checking programmes such as Grammarly 1.4. Translating your own text with AI (e.g. DeepL) and pasting the result into the assignment, unless the translation itself is part of the assignment 1.5. Using AI tools for simple data processing, e.g. converting text to another format, generating LaTeX code for formatting and layout, converting a list of citations to another citation format 1.6. Using AI to look up information on syntax or typical features of the programming language <p>Usually not allowed</p> <ol style="list-style-type: none"> 1.7. Asking AI for solutions to the task 1.8. Allowing AI to perform intermediate steps (normally expected of a student) 1.9. Using AI to plan and think through problems (when this is expected of you) 1.10. Using AI for research (when you have to do this independently)
2	<p>AI use allowed for planning and brainstorming</p> <p>AI can be used for initial brainstorming, outlining and preliminary research of a topic or theme, but only when the assessment of these specific competences and/or skills are not themselves part of the assignment.</p> <p>AI's role should be strictly limited to supporting students' own thinking.</p> <p>Students should be critical of AI-generated output and should not rely on it.</p> <p>AI-generated content is not allowed in the final student work. The final work should be entirely the student's own work.</p>	<p>Generally allowed (unless this is a specific purpose of the assignment, e.g. preparing an outline of your thesis)</p> <ol style="list-style-type: none"> 2.1. "Thinking with AI", also known as chatting with AI tools to better understand the assignment 2.2. Asking AI for explanations and context 2.3. Using AI suggestions for inspiration 2.4. Using AI to "explore the field", e.g. to find ideas for research or suggest research questions for a particular topic 2.5. Using AI search engines such as Perplexity and Research Rabbit to find relevant articles 2.6. Use AI-generated abstracts of articles to get your bearings or to get a quick overview of the content 2.7. Asking AI for suggestions for questions to ask in an interview <p>Usually not allowed</p> <ol style="list-style-type: none"> 2.8. Asking AI for solutions to the task 2.9. Having AI perform intermediate steps (which are normally done by a student) 2.10. Using AI summaries of research articles to avoid having to read the article (when you should) 2.11. At this level, if you copy and paste information from an AI tool into your assignment, you are probably doing something wrong
3	<p>AI use allowed for editing and feedback</p> <p>AI can be used to improve the clarity or quality of students' own work (text, code, images, etc.).</p> <p>For example, AI feedback can be used to improve writing style, debug programming code or find errors in a student's argumentation.</p> <p>You are not allowed to use AI for peer feedback by uploading your fellow students' work.</p> <p>AI may not be used to generate content that significantly alters the student's original intention, nor for generating complete assignments.</p> <p>An exception to this permitted use of AI applies when the student's ability to build an argument, for example, is in itself the purpose of the assignment.</p>	<p>Usually allowed (unless this is a specific purpose of the assignment, e.g. adapting text for a different audience or debugging code)</p> <ol style="list-style-type: none"> 3. Anything specified by your educator 3.1. Asking AI for feedback on your work 3.2. Making AI questions to suggest improvements (argumentation, shortcomings, topics to be included, etc.) on your work 3.3. Using AI to rephrase a word or sentence to make it clearer 3.4. Using AI for image editing, video editing, design or layout of a document 3.5. Using speech-to-text tools to transcribe oral information, but only with UU-approved AI transcription tools 3.6. Using AI to debug your code 3.7. Using AI to generate standard code (that you don't have to write yourself) <p>Usually not allowed</p> <ol style="list-style-type: none"> 3.8. Using AI to generate command solutions 3.9. Using AI to generate arguments and paste them into your text when the student should do this themselves

	The final student work must remain entirely the student's own (AI-enhanced) work.	3.10. Copying and pasting code generated by AI
4	<p>AI content generation allowed for specific tasks</p> <p>AI-generated content is allowed for specific parts of the task, as specified by the educator.</p> <p>AI-generated content (text, images,...) should be cited in the final paper.</p> <p>Students should remain critical of AI output and be aware of the biases and limitations of the tools they use.</p> <p>Students are fully responsible for the quality and veracity of their work.</p>	<p>Usually allowed (unless this is a specific purpose of the assignment, e.g. generating a presentation)</p> <p>4.1 As specified by your educator 4.2 Using AI to generate standard texts ³ 4.3 Using AI to generate audio, video, images, etc. 4.4 Using AI-generated code for data analysis 4.5 Programming: using co-pilots to help with coding</p> <p>Usually not allowed</p> <p>4.6 Relying on AI in a way where you don't understand the output 4.7 Copying and pasting AI-generated content without being critical of it 4.8 Presenting AI-generated content as your own work</p>
5	<p>Full use of AI is allowed.</p> <p>Students may be instructed to make full use of AI tools and AI-generated content, within the context specified by the educator.</p> <p>Students should remain critical of all AI output and be aware of the biases and limitations of the tools they use. Students are fully responsible for the quality and veracity of their work.</p>	<p>Usually allowed</p> <p>5.1 As specified by your educator 5.2 Respect the AI policy of your host organisation (e.g. in the case of an internship), as long as it does not conflict with UU's AI policy</p> <p>Generally not allowed</p> <p>5.3 Using AI in a way that infringes copyright, database rights, intellectual property rights or trade secrets 5.4 Going beyond the boundaries of the UU AI ethical code of conduct.</p>

Educators may add to or modify the examples in this table.

Students cannot derive any rights from these examples.

³ Boilerplate text, or simply boilerplate, is written text (copy) that can be reused in new contexts or applications without requiring significant changes to the original.