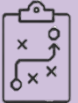


## Index for the use of *Artificial Intelligence* tools in Biomedical education

This index is designed to help teachers provide students with clarity on the acceptable ways to use Artificial Intelligence (AI) tools during courses. The index focuses primarily on the use of generative AI tools, which generate text or images. Examples of these tools include ChatGPT, Perplexity, Copilot, Claude etc. In addition, the index also applies to the use of non-generative AI tools, where AI does not generate new content but rather analyzes or recognizes patterns. Examples include Wolfram|Alpha (interactive calculation assistant), Tableau AI (data analysis), or speech recognition software for transcription.

Prior to each course, assignment, or assessment - whether formative or summative – teachers must inform their students of the AI index level (scale 1-5). This can be done, for example, in the course syllabus by using the summary below and defining the specific requirements for that course. The instructor determines, within the context of a course, the exact rules and procedures regarding the use of specific AI index levels during the course.

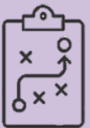
### Summary of the AI Index to use in the course syllabus

|    |                                                                                     |                                                  |                                                                                    |
|----|-------------------------------------------------------------------------------------|--------------------------------------------------|------------------------------------------------------------------------------------|
| 0. |    | Not allowed                                      | AI statement, prompt record and reference list are not applicable                  |
| 1. |    | Allowed only to a very limited extent            | Keeping a prompt record is recommended                                             |
| 2. |   | Allowed for planning and brainstorming           | AI statement is required and keeping a prompt record is recommended                |
| 3. |  | Allowed for feedback and editing your own work   | AI statement and prompt record keeping are required                                |
| 4. |  | Allowed for generating content, images, and code | AI statement, prompt record keeping, and reference list are required               |
| 5. |  | Full use allowed                                 | AI statement and reference list are required; prompt record keeping is recommended |

*This AI index is derived from the UU-AI index (Yvette Roman, June 22, 2025).*

*The content of the Dutch version of the AI index is authoritative.*

## AI index

|                                                                                         |                                                                                       | Generally allowed                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Generally <u>not</u> allowed                                                                                                                                                                                                                                                                                                                                      | Reporting*                                                                                                                                                             |
|-----------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 0<br>  | <b>AI use is not allowed</b>                                                          | <b>AI use is <u>not</u> allowed.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>AI may not be used in the assignment at any time.</b><br>- e.g. during written exams in a secure environment<br>- or in classes where AI is deliberately not used                                                                                                                                                                                              | <ul style="list-style-type: none"> <li>• AI statement: not applicable</li> <li>• AI prompt record: not applicable</li> <li>• Reference list: not applicable</li> </ul> |
| 1<br>  | <b>AI use is allowed to a very limited extent within the scope of the assignment.</b> | It is allowed to use AI to:<br>- look up definitions of terms used in the course<br>- use spell-checking programs (such as Grammarly)<br>- translate your own texts (e.g., using DeepL) and paste the result into the assignment<br>- processing simple data (e.g., converting text to a different format, generating LaTeX code for formatting and layout, converting a list of citations to a different citation style)<br>- looking up information about the syntax or typical characteristics of a programming language | <b>AI-generated content may not be used in the assignment at any time.</b><br><br>It is <u>not</u> allowed to use AI:<br>- to generate solutions for the assignment<br>- to perform intermediate steps that would normally be expected of a student<br>- to think through problems and make plans<br>- for research                                               | <ul style="list-style-type: none"> <li>• AI statement: not required</li> <li>• AI prompt record: recommended</li> <li>• Reference list: not required</li> </ul>        |
| 2<br> | <b>AI use is allowed for planning and brainstorming</b>                               | It is allowed to use AI to:<br>- brainstorm<br>- chat with AI tools ("Thinking with AI") to better understand the assignment<br>- ask for explanations and context<br>- ask for and use suggestions to gain inspiration and create a first draft<br>- "explore the field," e.g., to find ideas for research<br>- find relevant articles (using AI search engines like Perplexity and Research Rabbit)<br>- generate and use article summaries to get a sense of the subject or to quickly get an overview of the content    | <b>AI-generated content is not allowed in the final assignment; it must be entirely the student's own work.</b><br><br>It is <u>not</u> allowed to use AI to:<br>- ask for solutions to the assignment<br>- carry out important intermediate steps (e.g. formulating a research question)<br>- generate information and use it in the completion of an assignment | <ul style="list-style-type: none"> <li>• AI statement: <b>required</b></li> <li>• AI prompt record: recommended</li> <li>• Reference list: not required</li> </ul>     |

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|                                                                                         |                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                           |
|-----------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                         |                                                                               | <ul style="list-style-type: none"> <li>- get suggestions for interview questions</li> <li>- create a schedule (including timelines)</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                           |
| 3<br>  | <b>AI use is allowed for editing and providing feedback on one's own work</b> | It is allowed to use AI: <ul style="list-style-type: none"> <li>- to ask for feedback on your own work</li> <li>- to suggest improvements to one's own work (strength of the argumentative structure, any shortcomings, checking topics that need to be addressed, etc.)</li> <li>- to rephrase a word or sentence to make it more clear</li> <li>- for image editing, video editing, or editing the design or layout of a document</li> <li>- as speech-to-text tools to transcribe spoken information</li> <li>- to remove errors from one's own code</li> </ul> | <b>AI-generated content is not allowed in the final work; it must be entirely the student's own creation.</b><br><br>It is <u>not</u> allowed to use AI to: <ul style="list-style-type: none"> <li>- generate solutions for the assignment</li> <li>- generate arguments and paste them into own text</li> <li>- generate and use content, code, and peer feedback</li> </ul> | <ul style="list-style-type: none"> <li>• AI statement: <b>required</b></li> <li>• AI prompt record: <b>required</b></li> <li>• Reference list: not required</li> </ul>    |
| 4<br>  | <b>AI content generation is allowed for specific tasks</b>                    | <b>AI-generated content is allowed in (parts of) the student's final work.</b><br><br>It is allowed to use AI to: <ul style="list-style-type: none"> <li>- generate boilerplate texts</li> <li>- generate audio, videos, or images</li> <li>- generate and use code for data analysis</li> <li>- assist with coding</li> </ul>                                                                                                                                                                                                                                     | <b>It is <u>not</u> allowed to use AI to:</b> <ul style="list-style-type: none"> <li>- generate content and present it as one's own work (by failing to disclose or fully disclose the use of AI in the reference list)</li> </ul>                                                                                                                                            | <ul style="list-style-type: none"> <li>• AI statement: <b>required</b></li> <li>• AI prompt record: <b>required</b></li> <li>• Reference list: <b>required</b></li> </ul> |
| 5<br> | <b>AI use is allowed for all assignments</b>                                  | <b>AI-generated content is allowed in the student's final work.</b><br><br>Students may be instructed** to use AI tools for all assignments and to use AI-generated content within the context specified by the instructor.                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                               | <ul style="list-style-type: none"> <li>• AI statement: <b>required</b></li> <li>• AI prompt record: recommended</li> <li>• Reference list: <b>required</b></li> </ul>     |

\* Reporting guidelines: AI statement, AI prompt record, and reference list for AI use

- **AI statement:** students are asked to provide a brief explanation and reflection on the use of AI and the various AI tools. This allows students to describe their reasoning for using or not using AI and, if applicable, how it was used. In addition, students can reflect on the extent to which the final product is their own work.
- **AI prompt record:** students are asked to keep a record of the AI prompts used for the assignment. This can be done, for example, by using the AI tool's history feature. Students must retain this record for up to two months after the supplementary test.
- **Reference list:** AI-generated content (text, images, etc.) must be cited in the final paper and included in the reference list. This can be done for the various citation styles (APA, Chicago, MLA) as follows:

**APA:**

- Reference format: Company. (Year). Tool (date of current version) [Tool type].
- Example reference (1): OpenAI. (2023). ChatGPT 4o (version of March 26, 2025) [Large language model].
- Reference example (2): Midjourney. (2024). Midjourney V6.1 (version as of July 31, 2024) [Image generator].
- Example in text: (OpenAI, 2023) or (Apple, 2024) or (Midjourney, 2024).

**Chicago:**

- According to Chicago guidelines, AI-generated content should be cited in the same way as personal communication. This means that the source should be cited in parentheses within the text, but the tool does not need to be included in the reference list.
- Footnote/reference format: Text generated by Tool, Company, Date of use, URL.
- Example footnote/reference: Text generated by ChatGPT, OpenAI, October 1, 2024, <https://chat.openai.com/chat>.
- Text format: (Tool, Date of use)
- Example in text: (ChatGPT, October 1, 2024) or (Perplexity, October 1, 2024) or (Midjourney V6, October 1, 2024)

**MLA:**

- MLA has specific guidelines for creative work generated by AI. For more information, consult the current MLA guidelines at <https://style.mla.org>.
- Footnote/Reference Format: "Exact prompt" prompt. Tool, Date of current version, Company, date of use, URL.
- Example footnote/citation: "Describe the symbolism of the green light in The Great Gatsby" prompt. ChatGPT, February 13 version, OpenAI, March 9, 2023, [chat.openai.com/chat](https://chat.openai.com/chat).

### Conditions for students' use of AI tools

- At the start of the course and in your course syllabus, specify which AI Index level is allowed for each assignment and why.
- Only use AI tools in education when all students have equal access to the same version of the AI tool. The assignment must therefore be completable using the free version of an AI tool or an AI tool for which UU holds a license.
- \*\*Do not require students to use AI, as ChatGPT and other AI tools are not provided by UU in a secure environment. Work is currently underway to establish a secure environment in which various LLMs (Large Language Models) are available. Students may also decide, based on their own (ethical) considerations, not to use AI, even if its use is allowed (opt-out).
- Ensure that the assessment of your assignment is independent of AI use. When AI use is allowed, there must be no disparity in assessment resulting from differences in the extent to which a student does or does not use AI. This can be achieved, for example, by primarily assessing the content (rather than the form) of the assignment.
- Please be aware that students must have completed the e-module [“Responsible use of generative AI”](#) (UU) when they are asked to use AI.

### Points to consider for students using the AI index

- As a student, you are fully responsible for the quality and accuracy of your work.
- Never use AI when the task described is a specific learning objective of the assignment (e.g., if the goal is to independently develop a writing plan, AI may not be used for this purpose).
- If in doubt: consult with your instructor in advance about your plan to use AI.
- Be critical of AI-generated output and do not rely on it blindly (especially if you do not understand AI's output).
- Be aware of the potential biases and limitations of the AI tools you use.
- Use AI in a way that does not infringe on copyrights, database rights, intellectual property rights, or trade secrets.
- Do not upload GDPR-sensitive information or experimental research data in AI tools.
- Always act within the boundaries of [the UU AI Code of Ethics](#).
- Always use AI tools responsibly (AI consumes energy and cooling water).
- Please be aware that you may choose not to use AI based on your own (ethical) convictions, even if the use of AI is allowed in the course (opt-out option).
- When applicable: always respect the host organization's AI policy (e.g., if you are doing an internship) to the extent that it does not conflict with UU's AI policy.

*The content of the Dutch version of the AI index is authoritative.*