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FAQ	Answer
1. What is responsible use of generative AI (GenAI)?	Responsible use of generative AI means using GenAI tools without taking excessive risks. In other words, you use GenAI tools in an honest, critical, respectful, sustainable and secure manner that is justifiable both for you and for Ghent University and that complies with the applicable regulations. Important! For students, there are specific guidelines (Law Criminologische wetenschappen) on the responsible use of GenAI tools in the context of (written) assignments. Explanation: Members of the Ghent University community who use generative AI responsibly adhere to the following basic principles: - Responsibility and independent judgement: you are and remain responsible for how you use the tools. - Honesty and a critical attitude: you verify the reliability and sources of the tools' output, with regard to copyright, and you are transparent about your use of the tools. - Respectful use: you are aware of potential prejudice and bias in the tools' output. - Careful and sustainable use: you weigh the potential efficiency gains from using AI against its energy consumption. - Secure and confidential handling of information: you do not upload confidential data. - Leading by example: you adhere to the above core values and, in doing so, set an example for others. - More information: - Ufora-infosite ('learning path') Generative AI for Students: from concepts to creation <i>Module 2: Learn about use of generative artificial intelligence > 2.1. What is responsible use of generative AI tools?</i> - Faculty guidelines: - o For Law students - o For Criminological Sciences students - Ethical and responsible use of (Gen)AI in research
2. Which GenAI tools can I access free of charge as a UGent student?	You can use the paid version of Microsoft Copilot free of charge if you sign in with your UGent account. For transcribing interviews as part of your (Master's thesis) research, you can use the Transcribe application (via Whisper) free of charge through UGent's secure HPC infrastructure, the so-called 'supercomputer' (for more information, see FAQ 17). Explanation: Please note: when you use a free GenAI tool, the data you enter is shared with the tool. UGent therefore recommends Microsoft Copilot as its AI assistant. Under UGent's agreement with Microsoft, the data you enter are better protected when you use the version of Copilot in which you sign in with your UGent account. Go to copilot.microsoft.com and sign in at the top right of the page. A green shield icon should then appear. When you hover over the shield icon, you will see the message that "Enterprise data

	protection applies to this chat.” If you do not see an option to sign in, check whether the green shield icon is already displayed: you are most likely already signed in. More information: Ufora-infosite ('learning path') Generative AI for Students: from concepts to creation Module 2: <i>Learn about use of generative artificial intelligence</i> > 2.2. <i>What kind of tools can you use?</i> See also FAQ 17: Can I use AI to transcribe interviews I have conducted?
3. May I upload my course materials or my lecturer's slides to a GenAI tool?	No. As a general rule, you are not permitted to upload (part of) your course materials, slides or other material provided by the lecturer to GenAI tools. The only exception is when your lecturer has explicitly given you permission to do so. Please note that such permission is not granted by default, so if in doubt, you should not upload the materials. Explanation: If you upload (part of) your course materials to a GenAI tool and ask it to summarise the text, identify its key points, etc., the text may become part of the data processed by the tool. By doing so, you may potentially infringe copyright and expose yourself to liability, including possible claims for damages. You may therefore only upload such materials to GenAI tools if your lecturer has explicitly given you permission to use a GenAI tool for this purpose. Your lecturer may also specify which tool(s) you are permitted to upload the materials to, for example: “only to Microsoft Copilot when signed in with your UGent account”. Under the agreement between UGent and Microsoft, the data you enter are better protected when you use the version of Copilot that you access by signing in with your UGent account. More information: Ufora-infosite ('learning path') Generative AI for Students: from concepts to creation Module 1.3., <i>What are the risks of generative-AI use?</i> > Risk 3: <i>Infringement of copyright/Plagiarism</i> See also FAQ 2: Which GenAI tools can I access free of charge as a UGent student?
4. May I upload texts containing personal data to a GenAI tool?	No, this is not permitted. Never enter privacy-sensitive data or otherwise confidential data into GenAI tools, even if you only want the tool to review the information. If necessary, discuss with your lecturer or supervisor what should be considered ‘confidential’ in the context of your specific research. Explanation: To protect personal data, you may not enter research data, including texts, or confidential information relating to individuals obtained from interviews, surveys or similar sources into GenAI tools. Photographs, audio and video recordings, etc. may also contain personal data. There is one exception for the transcription of interviews conducted as part of (Master's thesis) research: you may use the Whisper application on UGent's HPC infrastructure (the ‘supercomputer’). See FAQ 17: Can I use AI to transcribe interviews I have conducted? When using GenAI tools, it is always important to exercise caution when handling privacy-sensitive information. Do not enter sensitive information into a GenAI tool, such as personal data relating to yourself, fellow students or respondents. All such data are subject to the strict rules of the General Data Protection Regulation (GDPR). You are not permitted to share such data with these systems without appropriate safeguards. Protecting

	privacy-sensitive information is not only a legal obligation but also a matter of ethical conduct and respect for the privacy of others. Although the companies behind paid GenAI tools claim that our data are secure, caution is still required. The providers of these tools are often not fully transparent about what happens to our data. More information: • See also FAQ 7: Key information: Copyright protection of case law • See also FAQ 17: Can I use AI to transcribe interviews I have conducted? • For more information about personal data, the General Data Protection Regulation (GDPR) and GenAI, consult the research tip: GDPR: What should I take into account when developing or using AI? • Ufora-infosite ('learning path') Generative AI for Students: from concepts to creation Module 1.3., What are the risks of generative-AI use? > Risk 2: Breach of privacy and confidentiality
5. What is the difference between having a text rewritten and having it written for you?	You can use a GenAI tool as a writing assistant and as a source of feedback. The word assistant is there for a reason. Among other things, this means that you are not supposed to have passages of text written by a GenAI tool and then copy them blindly into a (written) assignment. This may be regarded as plagiarism. Tip: in most cases, only ask a GenAI tool to do what you would also feel comfortable asking a friend or your parents to do in relation to your writing assignments. You can ask someone to proofread your text, provide feedback and correct writing errors, but you would not ask that person to carry out a fundamental part of your research or write substantial passages in your place. Explanation: Writing is also important for your cognitive development. By independently organising your thoughts in writing, you gain a better understanding of complex information and learn to engage more critically with the content presented to you. This process requires you to analyse, evaluate and synthesise information. You learn to consider different perspectives, construct arguments and draw well-founded conclusions. These are skills that you also need in everyday life. You can use a GenAI tool to rewrite texts that you have written yourself. GenAI tools can review your writing and identify spelling errors, help you draft a formal email, provide feedback on answers to specific questions, or help you formulate your text in a somewhat more formal or academic style. There are therefore many ways in which GenAI can help make your writing process more efficient. When using GenAI for rewriting, make sure that the tool does not alter the content of your text. A GenAI tool is not always consistent and may suddenly use different terminology that is less precise or even directly contradicts earlier parts of its output. The output of a GenAI tool is raw material that you still need to critically review and work on yourself. Be aware that GenAI tools can also respond in a “people-pleasing” way: they may have a tendency to tell you what you want to hear, to pay you compliments and to agree with you, even when your reasoning may be entirely incorrect. More information: Ufora-infosite ('learning path') Generative AI for Students: from concepts to creation Module 2.4., What can you use the tools for in your studies? And is that permitted? > Writing assistant & Feedback provider
6. What if I have GenAI rewrite my own text	You can use a GenAI tool to rewrite texts you have written yourself.

and then rewrite the resulting text myself?	However, do make sure that the tool does not alter the content of your text when rewriting it. A GenAI tool is not always consistent and may suddenly use different terminology that is less precise or even directly contradicts earlier parts of its output. The output of a GenAI tool is raw material that you should always critically review and work on yourself. Explanation: GenAI tools can review the passages you have written and identify spelling mistakes, help you draft a formal email, provide feedback on answers to specific questions, or help you formulate your text in a somewhat more formal or academic style. There are therefore many ways in which GenAI can help make your writing process more efficient. When you ask a GenAI tool to reformulate your own text linguistically, the tool may also make unsolicited changes to the content. It is therefore not sufficient simply to revise the wording of GenAI-generated output where necessary. You must also assess whether the output still makes sense in terms of its content. If you are unsure whether the content is sound, you should first develop a better understanding of the subject matter yourself and then assess whether the output is substantively correct. More information: • See the answer to FAQ 5: “What is the difference between rewriting and having a text written for you?” • Ufora-infosite (‘learning path’) Generative AI for Students: from concepts to creation Module 2.4., What can you use the tools for in your studies? And is that permitted? > Writing assistant & Feedback provider
7. May I use AI to summarise (publicly available) sources, (e.g. case law)?	Yes, you may use AI as an additional tool to help you summarise your sources. However, make sure that you take the following into account: • A GenAI tool is not a legal expert and cannot think or reason the way a human being does. (See also FAQs 9, 10 and 11.) • the prohibition on uploading personal data (see also FAQ 4); • the copyright protection of sources, even if those sources are publicly accessible! The majority of the sources you can find on the internet are in fact protected by copyright. Explanation 1: Copyright-protected sources The use of GenAI tools may lead to infringements of copyright or other intellectual property rights, even unintentionally. As a student, you are responsible for your use of these tools and for any infringements arising from such use. You may not enter copyright-protected texts or research data (including texts) into GenAI tools. Explanation 2: Copyright protection of case law Belgian case law is not protected by copyright (Art. XI.172, § 2 WER (Belgian Code of Economic Law): “Er bestaat geen auteursrecht op officiële akten van de overheid.” which may be translated to: “There is no copyright in official acts of the public authorities.”). The same applies to legislation (s.l.) (international, European, national, etc.) as well as for the case law of the ECtHR and the CJEU. You may therefore upload Belgian, ECtHR and CJEU case law and legislation to a GenAI tool without infringing copyright. Note, however, that such texts are not always anonymised. Uploading to a GenAI tool is not permitted if in doing so you upload personal data. You should therefore anonymise such texts yourself before uploading them.

8. May I use GenAI to search for relevant sources?	Yes, this is permitted, but only if you subsequently consult and process the sources you find yourself. You can use specialised GenAI tools to search for relevant sources. Please note: Use the right tools to search for and review existing research, e.g. Elicit, SciSpace or Consensus. Copilot and ChatGPT are not always the best tools for this purpose. That said, even the results of research-specific tools are not always accurate. Please note: using the output of a GenAI tool as your only source is not permitted. More information - Researching source material with the help of GenAI tools: - o Law: https://www.ugent.be/re/en/guidelines_ai.htm#Researchingsourcematerial - o Criminology: https://www.ugent.be/re/en/guidelines_ai-crim.htm#Researchingsourcematerial - Ufora-infosite ('learning path') Generative AI for Students: from concepts to creation <i>Module 2: Learn about use of generative artificial intelligence > 2.7. Research with Generative AI</i>
9. May I use GenAI to sharpen argumentation?	Yes, this is permitted, but check your texts against reliable (legal) sources and always keep thinking critically for yourself. Explanation: You can use AI as an additional aid to brainstorm, to check whether your reasoning or argumentation is substantively sound, or to identify a different perspective. It is important, however, to understand that an AI tool cannot think or reason the way a human being does. Large Language Models (LLMs) work by analysing vast quantities of text and learning 'patterns' from them. When you ask a question, they predict which answer is statistically most likely to be correct. They therefore do not really understand what you mean and are not (legal) experts. The information generated may therefore contain errors, such as non-existent sources or incorrect information about people, research or statutory texts. We then say that the generative AI tools hallucinate: they 'invent' a plausible but not necessarily correct answer because they find little or no information on the subject in the underlying language model. Be aware that GenAI tools can also respond in a "people-pleasing" way: they may have a tendency to tell you what you want to hear, to pay you compliments and to agree with you, even when your reasoning may be entirely incorrect. A GenAI tool can therefore help you spot ambiguities or possible errors, but you remain responsible for the substantive accuracy of your argumentation. Always check your texts against reliable (legal) sources and keep thinking critically for yourself. More information: - See also FAQ 5, "What is the difference between having a text rewritten and having it written for you?", and FAQ 6, "What if I have GenAI rewrite my own text and then rewrite the resulting text myself?" - Ufora-infosite ('learning path') Generative AI for Students: from concepts to creation <i>Module 2: Learn about use of generative artificial intelligence > 2.4. What can you use the tools for in your studies? And is that permitted? > Writing assistant & feedback provider</i>

10. May I ask GenAI whether my reasoning is substantively correct?	Yes, this is permitted, but check your texts against reliable (legal) sources and always keep thinking critically for yourself. Explanation: You can use AI as an additional aid to check whether your reasoning is substantively sound, or to identify a different perspective. It is important, however, to understand that an AI tool cannot think or reason the way a human being does. Large Language Models (LLMs) work by analysing vast quantities of text and learning ‘patterns’ from them. When you ask a question, they predict which answer is statistically most likely to be correct. They therefore do not really understand what you mean and are not (legal) experts. The information generated may therefore contain errors, such as non-existent sources or incorrect information about people, research or statutory texts. We then say that the generative AI tools hallucinate: they ‘invent’ a plausible but not necessarily correct answer because they find little or no information on the subject in the underlying language model. Be aware that GenAI tools can also respond in a “people-pleasing” way: they may have a tendency to tell you what you want to hear, to pay you compliments and to agree with you, even when your reasoning may be entirely incorrect. A GenAI tool can therefore help you spot ambiguities or possible errors, but you remain responsible for the substantive accuracy of your argumentation. Always check your texts against reliable (legal) sources and keep thinking critically for yourself. More information: Ufora-infosite (‘learning path’) Generative AI for Students: from concepts to creation <i>Module 1: Learn about (generative) artificial intelligence.</i>
11. May I ask GenAI to compare or interpret legislation or case law?	Yes, this is permitted, but be sure to bear the following in mind: you may use AI as an additional aid to compare legislation or case law or to help interpret it, but it is important to realise that a GenAI tool is not a (legal) expert and cannot think or reason the way a human being does. Check your texts against reliable (legal) sources and always keep thinking critically for yourself. Explanation: GenAI tools are not legal experts Bear in mind that a GenAI tool cannot produce watertight legal interpretations: it may make mistakes, miss important elements or nuances, overlook essential sources (because it has no access to them) or rely on outdated and/or irrelevant information. GenAI tools may hallucinate: they ‘invent’ a plausible but not necessarily correct answer because they find little or no information on the subject in the underlying language model. Be aware that GenAI tools can also respond in a “people-pleasing” way: they may have a tendency to tell you what you want to hear, to pay you compliments and to agree with you, even when your reasoning may be entirely incorrect. Responsible use of AI in this context means using the tools as a possible starting point in your thought process (or as an aid during that process), and certainly not as an end point at which you adopt the output of a GenAI tool blindly. Check your texts against reliable (legal) sources and keep thinking critically for yourself. More information: See also FAQ 7: May I use AI to summarise (publicly available) sources, (e.g. case law)?

12. How should I declare my use of AI? How detailed does this need to be?	Add a (brief) statement to your (writing) assignment, bachelor's or master's dissertation or presentation specifying whether GenAI tools were used. Explain (1) which GenAI tools you used and where, and (2) how you used them. Explanation: An example of a brief statement: <i>“For this master's dissertation, Perplexity was used to search for academic literature. ChatGPT 3.5 was used to brainstorm a suitable title for the dissertation and for inspiration regarding the research question. During the writing process, ChatGPT 3.5 was used to correct spelling and grammar in the introduction and the discussion of the dissertation.”</i> Depending on the extent to which you have used a GenAI tool, it may be advisable to explain its specific use in (much) greater detail in a methodology chapter. Where appropriate, you can add why you chose a particular tool and why you did not use another or comparable tool. To prepare this statement, it is advisable in any event to keep careful documentation of your workflow: record when you used which tool and for exactly what purpose. Because Large Language Models (LLMs) do not have a built-in log, it is best to note down which steps you took, how your prompts evolved and which interim results proved decisive. This so-called audit trail forms the basis for justifying your choices to assessors, for example during an oral defence. An example checklist for keeping track of your GenAI use is available online. At present, lecturers and supervisors may issue (additional) instructions on how you should account for your use of AI. They may, for instance, ask you to attach a completed AI checklist as an appendix to your work, or to add a passage (for example in your methodology section) explaining your responsible use of AI throughout the entire process, including a critical reflection. Be sure to check whether the lecturer in charge or your supervisor imposes additional or different requirements. More information: Faculty guidelines: - For Law students - For Criminological Sciences students See also: DECORTE, T. and ZAITCH, D. (eds.) (2026). Kwalitatieve methoden en technieken in de criminologie. 4de, grondig herwerkte editie. Leuven / Den Haag: Acco [Available from August 2026]
13. May the university detect the use of AI or use detection tools?	No, tools designed to detect the use of GenAI may not be used. Explanation: Using ‘AI detectors’ to determine whether plagiarism or fraud has occurred is neither meaningful nor permitted. You may use GenAI for your master's dissertation (or other writing assignments, unless stipulated otherwise), provided you do so responsibly. AI detectors can never demonstrate with 100% reliability whether GenAI has been used, and therefore cannot show whether it has been used responsibly either. That is why the assessor or the examination board evaluates this as part of the (process) assessment, for example during an oral presentation or defence. There are AI detectors on the market that claim to be able to recognise generated texts. However, the risk of false positives is high. This means that the software labels texts as generated by generative AI when they were in fact written by a human being. The detectors ‘recognise’ texts as AI-generated when those texts contain few original turns of phrase, limited vocabulary and so on. Typical academic phrases such as those listed in the Manchester Phrasebank, for example, are quickly flagged as AI-generated because they occur more frequently in the language model. As a result, texts by students who write less originally or whose first language is not the language of instruction may be falsely accused of involving generative AI. More information:

	- Ufora-infosite ('learning path') Generative AI for Students: from concepts to creation <i>Module 1: Learn about (generative) artificial intelligence. > Module 1.3. What are the risks of generative-AI use? (risk 3: Infringement of copyright/Plagiarism)</i> (For lecturers, see the education tip <i>Generative AI in Ghent University education: impact and approach</i> and in particular the document setting out points for attention for the master's dissertation in academic year 2025-2026.)
14. Can you be 'penalised' for declaring that you have used GenAI tools?	No. Imposing a sanction purely because you have declared that you used GenAI tools in producing your master's dissertation or another (writing) assignment would not be consistent with the general Ghent University policy on the responsible use of GenAI. That said, only responsible use of GenAI tools is permitted, so declaring that you have used GenAI tools offers you no protection if you have used GenAI irresponsibly. Please note: an individual lecturer may still prohibit the use of AI in a specific course unit in order to verify whether you have genuinely mastered certain basic competences. Always read the course specifications or ask the lecturer.
15. When can the use of GenAI lead to a fail in an assessment?	If you were allowed to use GenAI tools for your assignment but used them poorly, that use does not necessarily amount to fraud (see FAQ 16 on fraud), but it may lead to a fail because you have not sufficiently mastered the required final competences. The use of GenAI tools may indeed have a negative impact on the substantive quality of your texts. Examples: - The use of GenAI can make your texts very unclear. A lack of clearly structured and sharply delineated reasoning may result in a fail. - Your text contains incorrect information; for example, you have adopted GenAI-generated elements of French law that are not relevant to the context of your assignment. - Your text relies mainly on Anglo-American sources, even though far better sources are available on your topic. This may be the result of irresponsible or excessive use of GenAI. More information: - FAQ (1) <i>What is responsible use of ?</i> - FAQ (16) <i>When does the use of GenAI amount to fraud, and what is the procedure/sanction?</i>
16. When does the use of GenAI amount to fraud or an irregularity, and what is the procedure/sanction?	Above all, bear in mind that an irregularity or fraud, subject to disciplinary sanction, or plagiarism, does not require bad faith or malicious intent: unwitting irresponsible use of GenAI and unintentional plagiarism are penalised too. There are a number of clear-cut cases in which you have used GenAI tools irresponsibly and thereby commit an irregularity or fraud: - If you use GenAI tools irresponsibly, you may present information without sources, with invented sources ('hallucinations') or with incorrect sources attached to the information provided. These are irregularities that may result in disciplinary sanctions.

	- You have GenAI generate fake data and use them as real data. This too is an irregularity that may be subject to disciplinary sanction. Explanation: Examination disciplinary procedure The irregularities described above give rise to an examination disciplinary procedure, in accordance with Article 78, § 1 of the Education and Examination Code and the Supplementary Education Regulations for the Bachelor's and Master's Programmes in Law (AOR-R): Afdeling VI: Plagiat, Artikel VI:2 - Wat is plagiaat. (in Dutch). Explanation: fake data Fake data can be defined as data values that are erroneous, invented or falsified and that therefore do not accurately reflect reality. Never, for instance, have GenAI tools complete surveys, and do not use GenAI-generated interviews. More information: - FAQ 1 <i>What is responsible use of generative AI (GenAI)?</i> - FAQ 15 <i>15. When can the use of GenAI lead to a fail in an assessment?</i> - AOR-R (Aanvullend onderwijsreglement voor de opleidingen bachelor en master in de Rechten) Supplementary Education Regulations for the Bachelor's and Master's Programmes in Law (AOR-R): Afdeling VI: Plagiat, Artikel VI:2 - Wat is plagiaat. (in Dutch). - Article 78, § 1 of the Education and Examination Code
17. Can I use AI to transcribe interviews that I have conducted?	Yes, this is permitted, provided you use the secure Transcribe tool (based on OpenAI's Whisper) linked to Ghent University's HPC, the High Performance Computer or so-called 'supercomputer'. Because of this link, the data you upload and the transcriptions you produce remain stored locally within the secure HPC environment. You can find out how to use this tool safely and responsibly in this video (in Dutch). Transcriptions produced with Transcribe/Whisper and the HPC must of course still be treated as confidential. Please note: You always remain responsible for the quality and the content of your transcription. Remember that there are no shortcuts, however tempting they may seem: efficiency and speed must never replace methodological rigour. Explanation: privacy-sensitive data Never enter privacy-sensitive or otherwise confidential data into other AI tools. If necessary, discuss with the lecturer in charge or your supervisor what counts as 'confidential' within your specific research project. In order to protect personal data, you may not enter research data (including texts) or confidential (personal) information from interviews, surveys and the like into GenAI tools. Photographs, audio and video fragments and so on may also contain personal data. Even though the companies behind paid generative AI tools claim that our data are safe, caution is warranted. The developers of these tools are often not fully transparent about what happens to our data. The Transcribe tool via Ghent University's HPC, however, does offer a secure environment in which to upload and transcribe confidential data (audio and/or video fragments) in the context of your (master's dissertation) research, and therefore constitutes an exception to this rule. Explanation: methodological rigour Generative AI can support your research provided that, as a researcher, you keep the tools firmly under your control and pay close attention to handling your data in a privacy-conscious way.

	Your substantive knowledge of the context can improve the quality of the transcription. Moreover, by transcribing the material yourself, you process the content of the interview actively and acquire knowledge you can draw on later in your research and writing process. More information: HPC-UGent documentation - general information and a guide to the HPC: for Windows: https://docs.hpc.ugent.be/Windows/ or for Mac: https://docs.hpc.ugent.be/macOS/ - Create an account for access to the HPC at https://account.vscentrum.be/ - specific information on the Transcribe tool: https://docs.hpc.ugent.be/Windows/transcribe/ See also: DECORTE, T. and ZAITCH, D. (eds.) (2026). Kwalitatieve methoden en technieken in de criminologie. 4de, grondig herwerkte editie. Leuven / Den Haag: Acco [Available from August 2026] Zie ook FAQ 4: <i>May I upload texts containing personal data to a GenAI tool?</i>
18. May I upload empirical data to a GenAI tool in order to have it analysed?	Yes, you may use AI as an additional aid in carrying out analyses, but only on condition that (1) you have anonymised all data beforehand and (2) you do not simply adopt the GenAI tool's output blindly. It is important to realise that a GenAI tool is not an expert and cannot think or reason the way a human being does. Check your texts against reliable sources, always carry out your own analyses as well, and keep thinking critically for yourself. Explanation: Importantly, this applies to all empirical data, regardless of how those data were collected (focus groups, field notes, observations, visual analysis of images, etc.) Please note: You always remain responsible yourself for the quality and the content of your analyses and your research. You must therefore always be able to explain what role the GenAI tool played, which prompts and settings you used, and why those choices are methodologically defensible. Please note: Images and audio and video fragments cannot simply be anonymised; for transcribing audio and video fragments, use only the Transcribe tool via the HPC (see FAQ 17). Transcriptions produced with Transcribe/Whisper and the HPC must of course still be treated as confidential. More information: See also: DECORTE, T. and ZAITCH, D. (eds.) (2026). Kwalitatieve methoden en technieken in de criminologie. 4de, grondig herwerkte editie. Leuven / Den Haag: Acco [Available from August 2026] See also FAQ 12: <i>How should I declare my use of AI? How detailed does this need to be?</i>