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# INSTRUCTIONS FOR USING AI ON ROSKILDE UNIVERSITY

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Scoping:

AI

GenAI

Confidential data, etc.

*Guideline #1 is therefore not to send trade secrets, confidential information, copyrighted material, or personal data through GenAI on the internet.*

**Responsibility for texts**

*Guideline #2 is therefore that even if you use AI to generate a text, you are still responsible for the correctness of the content when using or forwarding it.*

**Declaration of content generated by artificial intelligence**

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*may be*

*Guideline #3 is therefore that the use of AI in automated guidance and question/answer robots must be clearly declared to recognize that it is GenAI that is answering. All AI-generated answers should be accompanied by a disclaimer stating that the answer is auto-generated and therefore may be subject to errors.*

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*Guideline #4 is therefore that GenAI is not a source that can be quoted or given truth value.*

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*Guideline #5 is why you should be aware that artificial intelligence can have bias, i.e. it chooses the most likely outcome and thus follows the majority opinion / majority of available data.*

**Sustainability and use of systems**

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*Guideline #6 is therefore, only use AI when you can't use more energy-efficient tools such as regular search engines to solve a task.*

**System usage and procurement of new systems:**

*Instruction no. 7 is therefore that the purchase of systems is a central task that must be solved in collaboration with Digital for the entire Roskilde University, so that the purchases are justifiable from both a financial and a technical assessment.*

**Other considerations:**

*Intellectual property rights*

*Automated decisions*

**The instructions in short:**

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<https://www.sciencedirect.com/science/article/abs/pii/S2542435123003653>

<https://www.datatilsynet.dk/borger/hvad-er-dine-rettigheder/ret-til-ikke-at-vaere-genstand-for-en-automatisk-afgoerelse>

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**Read more:**

*Guide for public authorities on the responsible use  
of generative artificial intelligence*


