



TTY GUIDANCE FOR THE USE OF AI IN THE ACTIVITIES OF THE STUDENT UNION

INTRODUCTION

The Student Union of the University of Turku (TTY) has prepared this guidance for the use of the Student Union and organisations and other actors operating within it. The guidance includes recommendations intended to harmonise and promote the responsible use of AI tools. This guidance does not specify everything that the term AI can refer to. The guidance is intended to provide practical instructions for the use of the commercial applications of different AI models and of software with features utilising AI.

TTY recommends using software that the University of Turku uses and that are available for the students and employees of the University of Turku (<https://ai.utu.fi/en>).

When preparing this guidance, no Ai-based tools have been used, with the exception of normal background functions of a text processing software, such as checking spelling and grammar.



RECOMMENDED USE OF AI AT TYT AND ITS ORGANISATIONS

WORK	RECOMMENDED USE OF AI
Finding ideas	Discussion with AI to develop ideas.
Texts	Drafting texts and making summaries of material without personal data or other confidential content. Changing text from one media to another.
Accessibility	Improving the accessibility of websites, instructions and other material.
Translation	Translating non-confidential material for internal use. Translating simple texts, such as advertisement texts.
Coding	Creating software or parts thereto to support working, such as coding entire software or creating plugins and macros for existing software.

TYT recommends using AI in supporting the writing of different texts, calculation and exceling so that no confidential material is prompted for the used software, such as documents including people's personal data. Non-confidential material can be prepared but also transfer from a software or media to another, for example, by turning speech into subtitles for a video or a text from a text processing software to a sheet in Excel.

AI can also be used for different reviews of the Student Union and its organisations and in evaluating existing material and practices. For example, in accessibility work, it can help go through the accessibility review and create alt-text descriptions for images and other material.

With AI, it is possible to create a wide range of software and parts needed in them. It can be used to code software, plugins for existing software or, for example, macros for Excel.



AVOIDABLE USE OF AI AT TTY AND ITS ORGANISATIONS

WORK	AI SHOULD NOT BE USED FOR THESE TASKS
Texts	Completion of a whole work or all stages of a project without human input and control.
Decision-making	Decision-making. Preparation of a decision so that AI prepares, for example, recommendations for persons to be elected in a position based on applications.
Data management	Processing of personal or confidential data.
Creative work	Use of AI to replace creative or artistic work, for example, in order to create images and videos or writing a script.
Translation	Translation of official texts. Translation of linguistically difficult texts without capability to check if they are correct.
Customer service	Replacing the entire customer service and communication between humans.

AI should always be used so that the correctness of the work it has conducted can be checked. For example, it should not be used to prepare translations into a language that the employee or anyone else responsible for the work cannot read. In official texts, where the text should be exactly correct, the use of AI should be avoided.

The final version should always be reviewed by a human, and AI must not have decision-making power for decisions or be used to prepare a decision, for example, concerning applicants to be elected in a position. In such a case, there is a risk that applicants that can optimise their applications for AI and not to be evaluated by humans will be elected.

AI is useful for making the completion of boring and routine-like tasks more effective. It is better to leave artistic and other creative work for humans and to avoid the preparation of images, videos of, for example, scripts with AI.



In addition, communication between humans should not be completely replaced by interacting with chatbots. AI robots can answer simple and recurrent questions but in other cases, customer service should be realised with human resources.

ETHICALLY AND ECOLOGICALLY SUSTAINABLE USE OF AI

TTY and actors close to it should prefer AI models and tools the use of which is as reliable and safe as possible. The University of Turku recommends students to use the tools it provides in their studies and informs which services process material locally and which services process information with external service providers (<https://ai.utu.fi/en>). These same services can be used in organisational activities, whenever applicable. The Library of the University of Turku maintains instructions for the responsible use of AI as part of UTUGuides entity (<https://utuguides.fi/artificialintelligence>). The possible use of AI is also limited by the European Union AI Act.

Material created with AI shall be accompanied by a note informing where AI has been used. For example, that a translation has been made with AI and is checked by a human. More extensive use of AI should also be openly communicated with the work. The University of Turku and its Faculties have guidelines for communicating the use of AI in studies (https://intranet.utu.fi/en/services/thesis/Documents/Vice_rectors_guideline_Using_AI_in_thesis_work_May-2026.pdf). It is good to follow these guidelines also when communicating the use of AI at the Student Union, actors close to it and organisations.

It is not always easy to communicate the use of AI. Different AI features are already part of many traditional software and services. Their use should be described to the extent that the author knows using them. An author can, for example, communicate what has been the share of a person's creative work in performing the task and which software has been used.

Many AI services are effective tools to automatise simple and recurrent work tasks. They can clean excel sheets and find errors in large materials. They are also effective tools for coding. In contrast, their use in creative work should be



considered. From an ethical perspective, it is good to consider the effect that replaces the work traditionally conducted by humans. Therefore, it should especially be used for routine work that people do not specifically want to do and leave the interesting creative work for humans.

The work produced by AI models is different than work created as a result of a human's creative work. When using AI, it is good to remember that it repeats language and images that its training material emphasises. As a discussion partner, it is programmed to please their user and to avoid subjects that are considered polarising, especially in the US context. Images and videos produced with AI highlight Western beauty ideals and hide features that can be considered flaws.

The students at the University of Turku are concerned about the AI's increasing need of energy and water. This is evident in the Opiskelijapuntari survey conducted by the university. New data centres, in particular, burden regions with a vulnerable environment or shortage of water. From an ecological perspective, AI should be approached as a valuable resource and not as a free good, even though the largest share of its use would be currently paid, instead of the user, by the university, employer, investors funding AI companies and nature.

If they so wish, all actors have a possibility not to use AI in their work.

TTY wants to remind organisations in the use of AI that student life is human-centred and that can be visible. Close enough is enough. Work can also include errors and imperfection.



UNIVERSITY'S OWN GUIDELINES

- AI services of the University of Turku. <https://ai.utu.fi/en>
- AI guidelines of the Library of the University of Turku. <https://utuguides.fi/artificialintelligence>
- Briefly on AI in the intranet of the university. <https://intranet.utu.fi/en/sites/ai>
- Guidance of the University of Turku on the use of AI in theses. https://intranet.utu.fi/en/services/thesis/Documents/Vice_rectors_guideline_Using_AI_in_thesis_work_May-2026.pdf
- Guidelines of the Faculty of Humanities on the use of AI in studies. <https://intranet.utu.fi/en/units/hum/studying/info/Pages/Guidelines-for-using-AI.aspx>
- Guidelines of the Turku School of Economics on the use of AI. <https://intranet.utu.fi/en/units/tse/studying/studies/theses/Documents/Use%20of%20AI%20in%20theses%20TSE%20Guidelines%202025.pdf>
- The guideline of the Faculty of Technology on the use of AI in teaching and studying. https://intranet.utu.fi/en/units/tech/studying/Documents/AI_guidelines_September.pdf
- Tekoälyn käyttö yliopisto-opinnoissa - Opiskelijapuntarin loppuraportti ja suositukset. <https://urn.fi/URN:ISBN:978-952-02-0746-5>

EUROPEAN UNION AI ACT

- In Finnish <https://www.consilium.europa.eu/fi/policies/artificial-intelligence-act/>
- In English <https://digital-strategy.ec.europa.eu/en/policies/regulatory-framework-ai>