



ELSA
Delegations



The European Law Students' Association

ARTIFICIAL INTELLIGENCE USAGE GUIDELINES

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ELSA Delegations 2025/2026

FOREWORD

Dear Prospective Applicants for ELSA Delegations,

Artificial Intelligence (AI) is now part of nearly every aspect of our tech-driven world, transforming processes in ways that seemed unimaginable only a few years ago. Naturally, this also extends to how Applicants approach writing their Motivation Letters for ELSA Delegations.

The ELSA Delegations Team has noticed an increasing use of AI tools in the preparation of Motivation Letters. Given the importance of an Applicant's personal drive and authenticity in the selection process, we have created AI Usage Guidelines. These are designed to help prospective Applicants use AI responsibly and effectively, while ensuring that their unique motivations and individuality remain at the forefront.

We hope these Guidelines will support you in crafting your Motivation Letter in the best possible way. We look forward to seeing you in Geneva, Vienna, New York, or wherever your ELSA Delegation journey may take you!

Created (2025):

Rodrigo Prelhaz

Vice President in charge of Seminars and
Conferences
ELSA International 2025/2026

Amelia Goodman

Director for ELSA Delegations
ELSA International 2024/2025

The authors express their gratitude to:

Iina Ryyänen

Assistant for ELSA Delegations
ELSA International 2024/2025

Chiara Keys

Assistant for ELSA Delegations
ELSA International 2024/2025

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1. Introduction

1.1. Purpose of the Artificial Intelligence Usage Guidelines

ELSA Delegations is, as people say, "the most prestigious project of ELSA". As an international NGO, it is important for ELSA International to have a positive and consistent presence within international institutions. A fundamental part of our purpose and vision is to enhance legal education, foster mutual understanding and promote social responsibility, and ELSA Delegates are essential to securing this.

Since the International Board cannot attend every session or forum hosted by UN institutions, our Delegates represent the face of ELSA International on its behalf, acting as spokespeople for our vision: "A just world in which there is respect for human dignity and cultural diversity". Consequently, the people who are appointed as ELSA Delegates really matter to ELSA International.

A person's application is the best way to measure a person's suitability for the role of an ELSA Delegate. Therefore, the effort Applicants put into their applications really matters and can have a significant impact on the grading process. The use of artificial intelligence (AI), whilst saving time and effort, can significantly reduce the authenticity and quality of a person's application, masking the knowledge and true motivation of an Applicant.

These AI Guidelines serve the purpose of helping prospective Applicants to understand how they can use AI responsibly and ethically, in a way that will not affect their application. The responsible usage of Artificial Intelligence (AI) perfectly aligns with ELSA's Philosophy Statement. When it comes to the Means of ELSA, we aim *"to provide opportunities for law students and young lawyers to learn about other cultures and legal systems in a spirit of critical dialogue and scientific co-operation."* If our goal is truly to foster critical dialogue and scientific co-operation, then our approach to learning, sharing, and creating must remain both **honest and original**. Responsible AI usage supports this by encouraging our Network to enrich genuine thought, rather than replace it. It reminds us that dialogue cannot be meaningful if it is artificial, and that co-operation cannot thrive without authenticity.

Below, you will find different sources on how to positively use AI in your applications and Motivation Letters without harming the overall grade for your application. **These Guidelines were created for every ELSA Delegations Applicant, both Members and Alumni.**

1.2. Importance of authenticity in Motivation Letters

As mentioned in the [ELSA Delegation Selection Criteria](#), the ELSA Delegations Team should be able to clearly understand why an Applicant is motivated to attend an ELSA Delegation - why they want to go; how this particular session will contribute to their academic and/or professional development.

Only you can understand your own motivation, or know how attending a delegation will benefit you. Whilst an AI's output may sound like 'the right thing to say', or appear to articulate your thoughts 'better' than you can, it cannot truly understand your unique motivations, values or circumstances, and lacks the creativity and personality of a human writer.

If it becomes clear that your Motivation Letter has been fully, or mostly, generated by AI, the ELSA Delegations Team will not be able to properly assess your answers to the above-mentioned questions. There is no 'right or wrong' way to articulate yourself in an ELSA Delegations Motivation Letter, as the Delegations Team is most interested in your authentic self. It is meant to reflect your own thoughts, experiences and motivations, and if these are replaced by AI-generated content, the authenticity and purpose of the application is lost.

2. Definition of AI

The EU Artificial Intelligence Act defines AI System as a *“machine-based system that is designed to operate with varying levels of autonomy and that may exhibit adaptiveness after deployment, and that, for explicit or implicit objectives, infers, from the input it receives, how to generate outputs such as predictions, content, recommendations, or decisions that can influence physical or virtual environments.”*¹

¹ <https://artificialintelligenceact.eu/article/3/>

2.1. Examples of AI tools

2.1.1. Chatbots and Large Language Models (LLM)²

Tools like **ChatGPT**, **Claude**, **Microsoft Copilot**, or **Google Gemini** can generate essays, reports, and creative texts in seconds. They rely on massive datasets and advanced language models to predict and construct coherent sentences. This makes them powerful assistants for brainstorming and structuring ideas. However, their outputs may lack originality or accuracy if used without critical review. The real value lies in using them as partners in the writing process, not replacements.

2.1.2. Grammar and Style Checkers³

Grammarly, **ProWritingAid**, and **QuillBot** focus on improving correctness, clarity, and tone. They identify spelling mistakes, awkward phrasing, and stylistic inconsistencies. These tools are especially helpful for non-native (in our case, non-native English) speakers or anyone wanting polished writing. Still, they cannot fully capture nuance, creativity, or cultural context.

2.1.3. Translation Tools⁴

DeepL and **Google Translate** allow users to move between languages. Their AI-driven engines go beyond literal translation to capture natural phrasing. Nonetheless, they remain vulnerable to misinterpretations of specialised terminology and often struggle to accurately translate idiomatic expressions and culturally embedded meanings.

2.1.4. Integrated Writing Helpers⁵

Many platforms now embed AI writing support directly into their systems, like **Notion AI**, **Canva Docs AI**, **Google Docs Smart Compose**, or **Microsoft Word Editor**. These tools suggest sentence completions, generate drafts, or refine text on the spot. This integration streamlines the writing process by reducing practical obstacles such as repetitive editing, routine corrections, and structural adjustments that often slow writers down. At the same time, it

² Gao, C. et al. (2024). *Use of large language models as artificial intelligence tools among medical and paramedical researchers. Scientific Reports.*

³ Park, J. (2019). *An AI-based English Grammar Checker vs. Human Raters in Evaluating EFL Learners' Writing*

⁴ Forcada, M. L. (2020). *Making sense of neural machine translation. Translation Spaces, 9(1), 135–162.*

⁵ Wang, Y. et al. (2025). *Patterns and Purposes: A Cross-Journal Analysis of AI Tool Usage in Academic Writing.*

introduces the risk of over-reliance on automated outputs, where Applicants may begin to accept suggestions uncritically. Such dependence can make Applicants less involved in their own writing, limit their independent decision-making, and gradually weaken authentic patterns of language, style, and personal expression.

3. Permissible Uses of AI

3.1.1. Grammar and Spelling Corrections

You are allowed to use AI tools to identify and correct grammatical errors, spelling mistakes, and typographical issues in Motivation Letters. This will help to enhance the readability and professionalism of the text, ensuring that errors do not distract the ELSA Delegations Team from your drive. AI in this context serves purely as a technical support tool, rather than a content generator, to help you present your ideas clearly and accurately without altering your personal voice.

However, it is important to remember that your written English does not need to be 100% perfect for you to attend an ELSA Delegation. Small errors are acceptable and do not necessarily need to be corrected with AI tools.

3.1.2. Language Clarity Improvements

AI may also be used to improve the clarity, conciseness, and fluency of your writing. This includes adjusting sentence structure, refining word choice, or smoothing transitions between ideas. The principle is that AI should assist in conveying your own thoughts more effectively, rather than creating new ideas or reshaping the meaning of the content.

It should also be noted that using the words or sentence structures that come naturally to you whilst writing will only contribute to the authenticity of the piece, strengthening your personal voice. English is a flexible language, and there are multiple ways to convey the same meaning, tone or idea. Try to use language clarity AI tools sensibly and sparingly.

3.1.3. Brainstorming Ideas

You may also use AI as a tool to brainstorm or plan potential topics, organise ideas, or structure the content of your Motivation Letter. This can help you to overcome writer's block, identify relevant experiences, or improve the overall flow of the letter. However, AI should *only* be used to stimulate thinking or suggest organisational frameworks. This ensures the Motivation Letter continues to authentically represent your motivations, experiences, and goals.

4. Prohibited Uses of AI

4.1.1. Fully Generating the Motivation Letter

You **are not allowed** to submit Motivation Letters that have been entirely written or drafted by AI. The letter must reflect your own experiences, motivations, and personal voice. Relying on AI to produce complete paragraphs, stories, or reflections will undermine the authenticity of the application and misrepresent the Applicant's abilities and intentions as ELSA Delegates.

4.1.2. Fabricating Experiences, Skills, or Achievements

Using AI to invent or exaggerate personal experiences, qualifications, or accomplishments is **strictly prohibited**. Motivation Letters must present truthful information about your background. AI should never be used to create experiences or attributes that you do not genuinely have.

4.1.3. Using AI to Evade Personal Reflection

AI should not be used to generate answers to reflective or introspective questions. Motivation Letters are intended to communicate your personal motivations, values, and goals. Delegating these deeply personal reflections to an AI removes the individual's voice and defeats the purpose of the Motivation Letter.

5. Applicants' Responsibility

Applicants bear the responsibility for verifying the content, accuracy, and authenticity of their Motivation Letters. Even when AI tools are permitted, the Applicant remains accountable for ensuring they wrote a Motivation Letter that genuinely reflects their experiences, skills, and motivations. This responsibility includes:

- Carefully reviewing any AI-generated suggestions and corrections to ensure the text preserves the Applicant's personal voice.
- Critically evaluating all input from AI tools to make deliberate decisions about what to accept, modify or reject, rather than passively incorporating the AI's outputs.
- Verifying the accuracy and relevance of the AI's outputs, endeavouring to remove any AI-generated content that is inaccurate, false or misleading.
- Ensuring the work is not a direct copy of an existing text, either in part or in whole.
- Ensuring the language choices and sentence structures suggested by AI, which you choose to incorporate, are a true and accurate reflection of your level of English.

Ultimately, the Applicant's responsibility is not only about adhering to rules but about maintaining the authenticity, credibility, and personal value of the Motivation Letter. A strong, honest letter communicates not only qualifications, but character, motivation, and the ability to reflect on one's own experiences. **These qualities cannot be replicated by AI.**

6. Best Practices for Writing a Motivation Letter

Writing a compelling Motivation Letter requires thoughtful reflection, clarity, and authenticity. We encourage Applicants to follow these practices to ensure their Motivation Letter effectively communicates their motivations, qualifications, and personal voice.

6.1.1. Start with Self-Reflection

Before starting to write, you should take time to reflect on your goals, experiences, and values. Consider why you are applying, what drives your interest, and how your background has prepared you for the opportunity. Also consider the skills, experiences or knowledge you feel you

are missing, that this Delegation could provide or help you to develop. Self-reflection ensures that your letter is personal, meaningful, and aligned with your genuine motivations.

6.1.2. Structure Your Letter Clearly

A well-organised letter guides the reader through your narrative. Typically, it should include an introduction that clearly states your purpose, a main body that details relevant experiences and skills, and a conclusion that reinforces your motivation and future aspirations. Logical flow and coherence make it easier for the Assistants to understand your story and intentions.

6.1.3. Be Specific and Personal

General statements or clichés do not convey the unique qualities of an Applicant. Instead, provide concrete examples from your own experiences that illustrate your skills, achievements, or values. Specificity demonstrates authenticity and gives the reader a clear sense of who you are and what you can contribute.

6.1.4. Maintain Your Authentic Voice

Your Motivation Letter should sound like you - not a generic template or AI-generated text. Use language and expressions that feel natural to you while remaining professional and clear. Authenticity fosters a connection with the reader and allows your true character to shine through.

6.1.5. Revise and Edit Thoughtfully

Reviewing your letter for clarity, grammar, and tone is essential. Editing helps refine your ideas, remove redundancy, and ensure your message is precise. While AI tools may assist with minor corrections, the Applicant should make all final decisions regarding the wording, phrasing, and overall style to maintain authenticity.

6.1.6. Keep the Reader in Mind

Consider who will be reading your Motivation Letter and what they are looking for. Aim to communicate your motivation, suitability, and potential contribution in a way that is engaging and relevant to the audience. A well-targeted letter reflects both self-awareness and consideration for the Assistant's perspective.

6.1.7. Review and Reflect Before Submission

Before submitting, read your Motivation Letter one final time to ensure it accurately represents your motivations, experiences, and voice. Reflection at this stage helps identify any sections that feel forced, impersonal, or unclear, ensuring the final letter is a genuine representation of yourself.

7. Contacts

Should you have any questions, feel free to contact the Director for ELSA Delegations at delegations@elsa.org or the Vice President in charge of Seminars and Conferences of the International Board of ELSA at seminarsconferences@elsa.org.