Guidelines for dealing with "AI-based" language models/text generators (GPT or similar)
Status Summer Term 2023

Dear Students,

Digital literacy is one of the most important qualifications of your generation. In order to establish a professional approach to AI-based language models/text generators at our faculty, we have decided to allow the use of these technologies in research and teaching as a new instrument in academic practice. However, their use also requires a few agreements, which we formulate with these guidelines.

These guidelines indicate:
- How AI-based text generators can/should be used in everyday study practice
- How the use of AI-based text generators should be documented and labelled
- The limitations of AI-based text generators and the resulting consequences for academic practice
- Self-reflection in the process of working with AI-based text generators
- The need for a declaration of originality
- Our recommendations for your academic success

1. The use of AI-based text generators in everyday study life

The use of AI-based text generators, such as ChatGPT, is generally permitted. For example, you can use them to:
- Get an overview of a topic
- Generate ideas
- Summarize reports
- Translate articles
- Create an outline
- Revise a text

2. Documentation and referencing

In the same way as you clearly indicate the references of your (scientific) sources in your work, the use of all text modules generated by an AI must be indicated in the context of a seminar/thesis/ final paper. If you present generated text as your own, this may be considered as cheating.
Please mark and document AI-generated texts as follows:
- All texts generated by a text generator in connection with your written work must be printed out and included in the appendix, together with the GPT variant and the date of retrieval.
- Within your written work, please mark the AI-generated text modules with a footnote and/or reference to the (numbered) appendix.
- Texts that have been 'pre-written' by an AI and adapted by you in your writing style are marked by (cf. Appendix XY).

3. The limitations and restrictions of AI-based text generators and the consequences of this for the practice of your scientific work

Text generators basically operate on statistical principles. They create texts based on training data and then generate a new text based on probabilities. However, there is one major drawback: the AI is not able to judge the quality of the texts and data with which it has been trained. It does not know where the information comes from. Errors and misinformation are replicated. There is no verification authority. What appears to be factual and convincing at first glance may in fact be pure fantasy. Facts, quotes, authors and sources can be freely invented. Another major limitation of text generators is the up-to-dateness of the databases they use. The latest GPT versions' training data is two years old. This means that current developments are not covered - at least not at the moment.

Please always remember:
You are responsible for the results of your work. Even if free text generated by an AI does not constitute plagiarism in the traditional sense, freely invented facts/sources/authors etc. do constitute cheating. It doesn't matter whether you knew it or not, because you are still responsible for the text, even if you mark it as generated. Just as you must check and critically evaluate your sources, you must also check and critically evaluate the results of generative AI. The mistakes made by the AI will become your mistakes, without exception.

4. Working with AI-based language tools requires critical self-reflection.

Our aim as teachers is NOT to encourage you to hand over the intellectual processes you go through during your studies to a text generator that can easily replace you later. Instead, we want to enable you, as future employees in science and business, to use AI in a professional, meaningful and value-added way.

In order to learn this, critical self-reflection is very important. After each completed exam/thesis, please ask yourself the question:

What have I done with the text generators, **how** have I done it and **what are the results of my work**?
Where was it helpful and where did I experience the limitations of the program? Where do I need to optimize the tasks, I set for the program next time? What will I no longer use the program for?

5. The need for a Declaration of Originality

Every profession has its standards. This is particularly true of science. Scientific work must be comprehensible, methodologically precise, complete, independent and honest. Of course, this also means that any tools used must be identified as such. With the requirement for a declaration of originality, we would like to remind you to check your work carefully for the required standards, so that you do not have any unpleasant surprises at the end. (See template below)

6. What we like to recommend:

Use AI in a meaningful and value-adding way as part of your studies. Take advantage of the inspiration provided by automatically generated texts but be sure to practice your writing skills. Without basic academic writing skills, you will not be able to properly evaluate the results of an AI.

Check all data, facts, sources and authors. In particular, check the relevance of sources. Often recent and important data are not covered by AI tools.

Position yourself in the professional discourse! Use your own points of view to show that you have actively engaged with the topic and not just mechanically repeated the algorithms of a "stochastic parrot". This will make a difference now and later in your professional life!

Declaration of Originality Template

Student Name: Matriculation Number:

Course:

Type of examination:

Declaration of Originality

I declare that I have written this work independently and without outside help, and that I have not used any aids other than those specified.

I declare that I have identified any literal or analogous copying from other work and the use of AI-based language tools as such.

_____   _____

(Place, date)   (Signature)