

Documenting the use of generative AI tools

The guidelines for documentation outlined here are based on the options available for the declaration of authorship, as defined by the examiner.

Please note the following important information:

The decision regarding the authorized use of generative AI tools as part of an examination/academic achievement and the specific requirements for documenting their use must always be discussed with the respective examiner.

Definition of generative AI tools

The definition of generative AI tools includes applications (such as ChatGPT) that use artificial intelligence to independently generate new content such as text, graphics, or other forms of media. In some cases, everyday programs such as Microsoft Word include generative AI functions (such as Microsoft 365 CoPilot). Under this definition, Microsoft Word would not count as an AI tool, but the additional function within the program (CoPilot) would.

The examiners are responsible for deciding which AI tools are authorized for use as part of an examination or academic achievement. If you are uncertain, please contact your examiners for more information.

Adoption of direct or paraphrased content from generative AI

The focus of an academic paper must be on your own work. If authorized by your examiner, generative AI tools may only be used as a tool to assist you in your work. However, if it is necessary to use the content of generative AI word-for-word or to paraphrase it, this must be identified accordingly. This applies to:

- the adoption of an element generated by AI tools (text, graphics, etc.) in its original state (for example, the quotation of words);
- the use of an element generated by AI tools (text, graphics, etc.) after it has been revised (such as rewording text originally produced by generative AI).

In the reduced documentation option (see Option 1 below), it is up to the examiner to decide whether it is sufficient to mark the relevant passages or whether prompts and outputs of generative AI must also be documented in the appendix. For extensive documentation (see Option 2 below), the inclusion of prompts and outputs in the appendix is required.

The method of documentation must always be discussed with your examiner. The following documentation resources should only be used after prior consultation.

Option 1: Authorized use of AI tools with reduced documentation

In addition to the rules for adopting direct or paraphrased content from generative AI (see above), it is necessary to document which generative AI tools were used and for which purposes. This can be done in the form of a tabular list in the appendix of your paper. **Example:**

Name of the AI tool	Use in the exam/academic achievement
ChatGPT	Brainstorming, formatting references
DeepL Write	Editing/editorial revision of the paper (in certain areas)
...	...

Option 2: Authorized use of AI tools with extensive documentation

Where and how the AI tools authorized by the examiner were used must be documented in detail. All authorized AI tools used and deemed relevant for documentation by the examiner must be noted in tabular form. It is up to the examiner to decide whether or not the products (outputs) created in AI tools should be included and if so, which ones.

You can use the table below as guidance for documentation. However, only your examiner can give you a binding answer as to which work processes are to be documented.

If the examiner decides that products (outputs) created with AI tools are also to be documented, these must be listed in the tabular documentation with cross-references to the relevant passages and added to the thesis/paper as an appendix.

To document texts created by generative AI tools, we recommend copying and pasting them as easily readable formatted text in the appendix of the paper. We advise against documentation as a screenshot, as this can increase the file size and long chat histories with a generative AI tool are not readable after compression.

- Generated text outputs are to be documented with prompts and outputs in a PDF file and submitted together with the paper. The file name is to be listed in the table.
- AI-generated graphics must be labeled accordingly and listed in the documentation table.

Table example:

<i>Phase in the Work Process</i>	<i>Step/Purpose in the Thesis/Paper</i>	<i>AI Tool</i>	<i>Parts of the Thesis/Paper Affected</i>	<i>Comments</i>
<i>Writing</i>	Citation of a ChatGPT output	ChatGPT	Page 7, paragraph 3; page 9, paragraph 2	The output was compared with specialized literature. The complete chat history can be found in the appendix.

<i>Revision of text by AI</i>	Copy-editing	DeepL Write	Page 7, paragraph 3	The input & output can be found in the appendix.

<i>Image generation</i>	Data visualization	Mindverse	Figures 1, 4, 7	Figures can be found in the appendix.

Option 3: Use of AI tools is prohibited

In the event that the use of AI tools is completely prohibited as part of an examination or academic achievement, there is no requirement for documenting their use, as the tools in question may not be used.