

Use of generative AI for graded assignments

based on the guidelines on the [Use of generative AI systems as part of assessments](#) and the [supplementary annex](#)

In principle, the use of generative AI tools for graded assignments must be declared. This information sheet provides you with step-by-step guidance in fulfilling this requirement.

Your duties when using generative AI

- **You are responsible for the quality of the content:** even if you correctly declare the use of generative AI, you are still required to check the relevance, truthfulness and accuracy of the generative AI tools used and the output they produce.
- **Your graded assignment must represent your own work:** generative AI may only be used in a supportive capacity. The share or extent of the contribution made by generative AI tools to the creative output generated as part of your graded assignment must be recognisable to third parties.
- **Not all kinds of data may be processed using generative AI systems:** in principle, the processing of the following kinds of data is not permitted: particularly sensitive personal data (e.g. data about religious beliefs, health or genetic data) as well as business and trade secrets (of legal entities).

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Information sheet for students and continuing education participants

Overview: step-by-step guide for correctly declaring the use of generative AI

Has your degree programme defined rules for your graded assignments with respect to the use of generative AI tools?						
Yes	Don't know	No				
↓	↓	↓				
The instructions issued by your lecturer apply.	Ask your lecturers for more information.	Did you use generative AI tools when preparing your graded assignment?				
		No	Yes,			
			- as a formulation aid - as a spelling aid - for autocompletion purposes	- as a means of stimulating thought - as a source of inspiration	- output used verbatim or with words to the same effect - to create images	otherwise - to create text - to (further) edit
Declaration as...						
IN-TEXT REFERENCE <u>AI output must be correctly cited in the text</u>		—	—	—	<input checked="" type="checkbox"/>	—
LIST OF AIDS REFERENCE <u>AI tools and the purpose of their use must be listed</u>		—	—	—	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
METHOD REFERENCE <u>The use of AI must be described and reflected upon</u>		—	—	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

This information is for guidance only. In cases of doubt, please consult the annex to these guidelines entitled [Obligation to declare the use of generative AI for graded assignments](#) or contact your lecturer.

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In-text reference: cite the output in your text

You must cite output from generative AI tools that you used in your graded assignment either on a verbatim or paraphrased basis. This also applies in the event that you only use the output in part or using words to the same effect.

Citation guidelines

- **Author of the model:** e.g. OpenAI as the author of the ChatGPT large language model
- **Date:** the year in which the AI tool was used
- In the case of images, the **image identifier with the initial prompt:** in quotation

Examples of short references in a text

Type of use	Example
Verbatim use	“A name change is the legal amendment of a person’s name” (OpenAI, 2023).
Paraphrasing	A name change can be made for various reasons, including marriage, divorce, adoption or other legitimate reasons (OpenAI, 2023).
Machine language translation	« Un époux ne peut être autorisé à changer de nom selon l'art. 30 al. 1 CC que dans la mesure où le(s) nom(s) correspond(ent) aux règles sur le nom prévues par le droit de famille (art. 160 et art. 30 al. 2 CC) » (DeepL, 2023).
Image incl. prompt	 <p>“The infinite number of name changes” (DALL-E 2, OpenAI, 2023)</p>

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List of aids reference: list of aids used including purpose of use

You must include generative AI tools used in a separate list of aids and state the purpose of their use.

Citation guidelines

- **Author of the model:** e.g. OpenAI as the author of the ChatGPT large language model
- **Date:** the year in which the AI tool was used
- **Title:** name of the model, e.g. ChatGPT in *italics*
- **Version:** designation of the version or versioning
- **Source:** i.e. URL link

Example

Bibliography

[...]

List of AI tools used

DeepL (2023). *DeepL Translator* (version DeepL Pro).

<https://www.deepl.com/translator>

- Translation of text passages

Litmaps (2023). *Litmaps* (free version).

<https://www.litmaps.com>

- Literature research

OpenAI. (2023). *ChatGPT* (version 3.5).

<https://chat.openai.com/chat>

- Generation of text proposals
- Development of a methodology
- Data processing
- Generation of questionnaires
- Structuring aid for subdividing the graded assignment

Open AI. (2023). *DALL·E* (version 3).

<https://openai.com/dall-e-3>

- Image generation

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Method reference: explanation in the method section

In the method section of your graded assignment, you must document and critically reflect upon your use of generative AI tools. On the one hand, you should show the extent to which generative AI tools were drawn upon during the creative process of producing your graded assignments and, on the other, undertake a methodological reflection on their scientific use in your work.

Example [...]

Finally, it should be mentioned that generative AI systems and tools were used as a source of inspiration and for initial brainstorming. In particular, the critical dialogic interaction with [...] and its contents enriched my work and the quality of my scientific output. Using the [...] model not only enabled me to generate ideas but also to recognise the limitations and possible distortions in the generated content, for example as regards the aspect of [...]. This fostered a deeper understanding of the use of language technologies and raised my awareness with respect to critically reflecting upon their use in my work. On the other hand, AI tools were used for, among other things, researching literature, structuring my work into sub-sections, summarising literature, understanding content, formulating texts and generating images. Reference can be made here to a specific list of the aids employed.

[...]

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