Guidelines for responsible use of Artificial Intelligence (AI) tools in teaching and learning at GIUB

AI is an emerging technology altering multiple aspects of scientific and educational processes. It provides new online tools for both students and lecturers for the university studies as well as for research work. At GIUB, the use of AI in teaching is tolerated and –where appropriate – encouraged. However, teachers are encouraged to instruct and train students in responsible use of AI tools and in critical reflection of their outputs, at their own discretion. In spite of these guidelines, the "Prüfungsordnung" remains the solely legally binding document, e.g. it is the examiners who determine, which aids and tools can be used during examinations.

Forbidden use of AI
Use of AI is strictly forbidden during any classroom written tests ("Klausur") and oral exams ("mündliche Prüfung").

Responsible use of AI
Rules of responsible use of AI in teaching and learning include:
- **Reflection and verification of AI outputs**. AI-tools are currently not capable of providing (always) accurate facts, they "hallucinate" sources or invent facts . Users of AI must, consequently, cross-check and critically verify content created by AI-tools. Students are solely responsible for the content of assignments, which includes content generated with an AI support.
- **Transparency**. Students must explicitly state the purposes, for which and how they have used AI (and which tool) in their coursework and examination assignment. If entire sections of text have been created with the help of AI, these must be clearly labelled.
- **Data protection**. Students must understand what kind of data can be legally uploaded to what AI client. Especially, personal data must not be uploaded to servers that do not comply with the EU GDPR (General Data Protection Regulation).
- **Ethical principles**. The use of AI requires a high degree of responsibility, which must be reflected accordingly. The rules of good scientific practice must be followed. If AI is used improperly, there is a particular risk of submitting outputs for examination or as coursework without the student's own intellectual input or without the appropriate verification, which means text generated and data manipulated only by AI tools. Therefore, for every written assignment/study achievement, students must sign the current version of the "Eidesstattliche Versicherung" (statement of originality), stating that their work adheres to the ethical principles of GIUB.

Framework for use of AI
Lecturers should:
- address at the beginning of a course, for which tasks is allowed to use AI tools.
- state, which AI models are most suitable for what tasks within the course.
- be sensitive about the fact that using paid online AI tools delivers more advanced and often better results than their free variants. Therefore, if AI tools are to be used in a mandatory way, it should be defined in advance which version must be used. Optionally, it may be considered to provide paid licenses, ensuring equal AI opportunities for all course participants.
- introduce students to literature referencing AI tools, if this serves the learning objectives.

Students are allowed to use:
- AI tools to create computer code (programming and scripting) for, e.g., for creation of graphical outputs, solving complex formulas and calculations, especially if being explicitly recommended by the lecturer. Students may have to enquire about this themselves; tacit approval cannot be assumed.
- AI for language translations that have to be clearly marked as AI-generated.
- AI for generating image and sound digital materials for studying and research purposes, provided that they are clearly marked as AI-generated.

<u>Only under the agreement with the respective lecturer</u>, students are allowed to use:
- AI for improving language, grammar, and style of their written texts.
- AI for generating first ideas, mind-mapping, exploring a topic or structuring contents of reports and other study texts.
- AI for having interviews transcribed, if the data protection is ensured.
- AI to optimize and revise the text structure and content coherence in written assignments.
- further AI tools for other learning activities.

Despite all aforementioned AI usages, it is important to underline that the creative thinking process cannot be outsourced to any AI and that creating original ideas is the **<u>responsibility</u>** and task of students. Lecturers should clarify the limitations of AI tools' usage in this regard.