

Bamberg, den 1.10.2024

## **Guidelines for using AI-supported tools when writing papers at the Institute of Political Science at the University of Bamberg**

This guide is based on the (potentially) increasing use of artificial intelligence (AI) tools in an academic context. The possible applications of AI-based tools are diverse and entail both opportunities and risks.

With the increasing use of AI tools in academia, there is a growing need to make their use in academic work transparent. This handout is intended to ensure that students use AI technologies responsibly and maintain academic integrity.

The aim of these guidelines is to define a minimum standard for the use of AI in written work at the Institute of Political Science at the University of Bamberg. The central element is the obligation to document the use of AI tools transparently and comprehensively. We describe the requirements for this documentation here.

### **What you need to do:**

At the end of your paper, include a brief disclaimer that discloses the following information if you have used AI tools:

- Which AI models have you used? (Include version numbers; also specify translation tools like DeepL; explicitly mention if no AI was used)
- For which tasks did you use the AI model?
- How exactly did you use the AI? (Include “prompts”)
- How did you integrate the AI output into your work?

Here is a specific example of how such a disclaimer could look:

*For this paper, I used ChatGPT 4.0 to search for literature on the topic of “XYZ”. I also had ChatGPT rephrase my research question and hypotheses and used it to improve the readability of the text I had written. I largely adopted the text changes proposed by ChatGPT after reviewing the new text myself. Please find attached a documentation of the specific prompts.*

If you are unsure whether your documentation is adequate and appropriate, please consult your supervisor before submitting your work.

### **Note on Assessment, Errors, and Plagiarism:**

Remember that you are solely responsible for the text you submit. Undocumented use of AI-based models, plagiarism, missing or falsified sources will result in failing the module. Please also consider any potential data protection issues that may arise when using AI models.

Errors in argumentation or analysis can lead to significant grade deductions. It makes no difference whether these errors originated from you or the AI model — as the author, you are accountable for the strengths and weaknesses of the submitted work.

The evaluation of your work and the specific interpretation of assessment criteria (including the evaluation of AI use) are at the discretion of the respective course instructor. Be aware that during grading, certain aspects where models typically perform poorly might be emphasized, while tasks where models excel could be given less weight or disregarded. Additional and subject-specific guidelines may be provided by the lecturers or chairs.

Ultimately, these guidelines can be summarized as follows: The use of AI tools is not generally permitted in all forms, nor is it generally unproblematic. This is decided individually by the instructor. However, if you do use AI tools, this usage must always be disclosed as outlined above.

**Prof. Dr. Andreas Jungherr**  
Chair of the Examination Committee