# Use of generative AI for graded assignments



based on the guidelines on the <u>Use of generative AI systems as part of assessments</u> and the <u>sup-</u>plementary annex

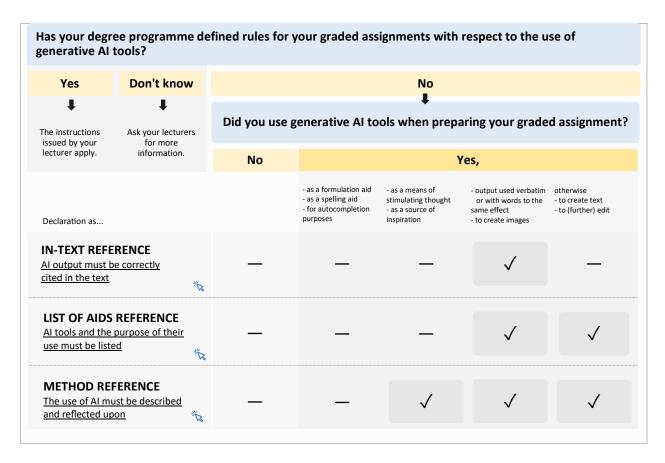
In principle, the use of generative AI tools for graded assignments must be declared. This information sheet provides you with step-by-step guidance in fulfilling this requirement.

## Your duties when using generative Al

- 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).

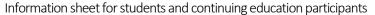


# Overview: step-by-step guide for correctly declaring the use of generative Al



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.

## Use of generative AI for graded assignments





## 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. OpenAl 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	AAT
	"The infinite number of name changes" (DALL·E 2, OpenAI, 2023)

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## Information sheet for students and continuing education participants



## 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. OpenAl 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 Al. (2023). DALL·E (version 3).

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

- Image generation

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### Use of generative AI for graded assignments

Information sheet for students and continuing education participants



## 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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