

Guideline for the use of generative AI systems in examination papers at the Chair of British Studies/Cultural and Media Studies

(as of May 2024)

Dear Students,

against the background of the ever-improving performance of generative AI systems, the Chair of British Studies/Cultural and Media Studies has decided to move away from the previous strict ban on the use of generative AI systems in creating term papers and presentations. However, if you want to use such systems, such as ChatGPT, when creating academic texts and papers, this entails some obligations for you, and it also affects how we evaluate your work.

Your responsibilities when using generative AI systems in exam tasks

The use of generative AI systems in the preparation of term papers is solely your responsibility. This means that it is your task to actively inform yourself about the performance and limitations of these systems and, if you use them, to check the results generated by the systems. **You are ultimately responsible for the information and statements contained in your seminar paper, portfolio, presentation or other exam performance.** This concerns, for example, the linguistic and stylistic correctness of the text as well as the logic of its structure and reasoning or the quality of the secondary literature used.

If you decide to use AI-based systems such as ChatGPT when creating seminar papers, portfolios or other exam tasks, you must also include **a statement and documentation** listing the **exact work steps** and **points in your text** at which you have used an AI system, and you must **name the AI systems** you have used and indicate **how you have used** them. The template for the documentation is available as a form for [download](#) at the end of this text. Please note that you will still have to submit a [declaration of originality](#) for portfolios and term papers.

If we recognize that a student used generative AI systems in the creation of a seminar paper or other examination task without the student having indicated this, this is considered an attempt to deceive, i.e. the examination performance is assessed as a fail and the attempt to deceive is noted in your student file in the examination office (*Prüfungssekretariat*).

In this context, please note in particular that if you include AI-generated passages verbatim or paraphrased in your text, you must identify them and reproduce them correctly in the same way as any other direct or indirect quote. For details on the correct documentation and referencing, please refer to the following rules from the MLA: <https://style.mla.org/citing-generative-ai/>. Please note that you must prove your references, e.g. by a link to the chat or a screenshot, and please be aware of this documentation effort when you create your personal time schedule for working on your seminar paper or portfolio.

How do we evaluate texts created by students using generative AI systems?

A large number of factors come together in the grading of exam tasks, which can be weighted differently depending on the course and the teaching or learning goal. In the age of generative AI systems, their use is also one such factor.

Your documentation of your use of generative AI systems (see above) will be taken into account by the examiners when they evaluate your performance. Thus, even when you use generative AI systems and document this correctly, we still expect a **relevant individual original effort** from you, and ideally in **all phases of the work process**, i.e. in the finding of the topic, the selection of methods, models and theoretical concepts, the research and literature analysis, the structuring and writing of the text/paper and its correct editing.

You are free to use generative AI systems, for example in the search for topics and the selection of methods and theoretical concepts. However, this puts you at a disadvantage compared to students who find an original topic even without such tools. The same applies, for example, when using AI to structure texts.

If you use generative AI to formulate or translate a text, which usually leads to almost error-free English texts at native-speaker level, the linguistic quality of the text does not have a positive influence on your grade. However, the frequent repetitions of content typical of AI-generated texts would have a negative effect on your grade, for example, because it is your task to improve such weaknesses of the AI.

Experience has shown that due to the current level of performance of ChatGPT, students often use the system in the theoretical parts of seminar papers, namely in order to summarize theoretical texts. When we grade seminar papers, the examiners' main focus is therefore now often less on the quality of the theory overview chapter, and rather on the quality and level of reflection in the textual analysis of the primary texts, in which there should also be a clear connection to the concepts from the theory part. This is the area of seminar papers where – in addition to finding your topic and theoretical approach and carrying out your literature research – you can most clearly demonstrate your own academic potential and the quality of your work.

With this in mind, we wish you every success for your upcoming exams – with or without AI support.

Offenlegung aller Bereiche der Nutzung generativer KI-Systeme

Disclosure of all instances of the use of generative AI

Bitte beachten Sie, dass KI-generierte Textbausteine, welche wörtlich oder paraphrasiert übernommen wurden, sowohl in der untenstehenden Tabelle deklariert als auch in Ihrer Arbeit selbst unter Verwendung des MLA-Zitationsstils korrekt zitiert werden müssen. Einzelheiten zur richtigen Kennzeichnung entnehmen Sie bitte den folgenden Hinweisen der MLA: <https://style.mla.org/citing-generative-ai/>. Bitte beachten Sie, dass Sie Ihre Referenzen z.B. durch einen Link zum Chat oder einen Screenshot belegen müssen.

Please note that AI-generated text snippets, whether taken verbatim or paraphrased, must be declared in the table below and correctly cited in your work using the MLA citation style. Details on proper attribution can be found in the following MLA guidelines: <https://style.mla.org/citing-generative-ai/>. Please ensure that you provide evidence of your references, such as a link to the chat or a screenshot.

Phase/Kapitel Ihrer Arbeit stage/part of your term paper	KI-System(e) AI system(s)	Art der Verwendung in der Arbeit (wortwörtlich, paraphrasiert etc.) und Beleg (Link zum Chat oder Verweis auf Screenshot) mode of implementation in the paper (verbatim, paraphrased etc.) and supporting evidence (link to chat or reference to a screenshot)
Beispiel: Gliederung example: list of contents	Beispiel: ChatGPT example: ChatGPT	Beispiel: Brainstorming verschiedener Strukturierungsmöglichkeiten; Implementierung zweier Ideen in der finalen Gliederung (s. Screenshot 1; https://chat.openai.com/share/...) example: brainstorming of different structures; implementation of two ideas in the final list of contents (see screenshot 1; https://chat.openai.com/share/...)

Ort, Datum, Unterschrift

Place, date, signature