

Recommendations for dealing with generative AI in teaching and examinations at the Faculty of Business, Economics and Social Sciences

Working Group for digital teaching and examinations at the Faculty of Business, Economics and Social Sciences¹ after consultation with the office of the dean on 26 March 2024, the faculty committee on 24 April 2024, coordinated with program directors in the summer semester 2024 and Deann's decision on 24 September 2024

Last updated: 24 October 2024

The Executive University Board adopted an **guiding framework** for dealing with generative AI (GAI) at the beginning of February 2024.² The orientation framework contains general **didactic principles for the use of GAI** and outlines **options for integration into teaching and examinations**. The attachment provides information on **examinations, intellectual property, and data protection law**, including two suggestions for students to document the use of GAI in term papers, etc.

It is **up to the faculties, departments, and subjects** to provide their own specific **teaching, learning, and examination recommendations** within the defined framework, to keep it up to date and to identify any need for regulation.

The following aims to achieve this by addressing those issues that appear most urgent in the short term. In particular, the appendix provides **proposals for extended declarations of authorship, including documentation of any use of GAI**.³

Use of GAI for examinations

Unless otherwise provided in the examination regulations or subject-specific provisions, examiners may either a) prohibit the use of GAI tools, b) allow only specific GAI tools, or c) generally permit GAI tools for examinations.

At its meeting on 24 September 2024, the office of the dean of the Faculty of Business, Economics and Social Science decided to propose text-generating AI writing tools with a simple disclosure obligation (in list format) as a standard for the degree programs assigned to the faculty (see option A for the declaration of authorship in the appendix). If this is deemed difficult to implement for interdisciplinary degree programs beyond faculty boundaries, it is suggested to provide options A and B listed in the appendix.

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² The orientation framework is available under <https://attachment.rrz.uni-hamburg.de/22c934ea/2024-02-23-Orientierungsrahmen-der-UHH-zum-Umgang-mit-generativen-KI.pdf> (07 March 2024). It was presented by the advisory group on digitalization in teaching at the University of Hamburg (details available in note 1).

³ The recommendations presented here as well as the orientation framework are based in part on preliminary work by Christina Schwalbe (Faculty of Education). The proposed declarations of autonomy are based on standard practice at the University of Hamburg as well as at the other universities named in the appendix.

As a member of the teaching staff, you may provide for the use of online tools (ChatGPT, other GAI, or other applications) in examinations only where these tools are provided by the University of Hamburg free of charge and in compliance with data protection law to satisfy data protection and equal opportunity considerations. University management met this requirement on 9 April 2024 with the release of university access to UHHGPT.⁴

GAI use regulations

Even with the availability of GAI, unsupervised written examinations (term papers, take-home exams) should still be offered as examination forms. Clear rules for dealing with AI in the examination context are recommended.

When communicating with students, it is important to emphasize that examinations must always represent their own independent work. As an examiner, you should therefore discuss with the students what constitutes independent work when generative AI is being used

Declaration of authorship

Depending on the extent to which GAI tools are to be permitted as aids in an unsupervised examination, we recommend adapting the declaration of authorship based on the two options provided appended to this recommendation.

From a legal perspective, the declaration of authorship does not need to be adapted. The recommendations serve to create certainty in interpretation for teachers and students, and to provide comprehensive documentation. To ensure GAI is managed consciously, and in a generally accepted manner, we strongly recommend discussing GAI use with students during lectures or classes, including how they may use it, and how they should document their processes.

Dealing with suspected fraud

All suspicions of fraud or cheating in an examination must be subject to legal investigation. The department academic office is responsible for coordinating the examination boards. The investigation of the case at hand is conducted by the examiners or, in case of doubt, by decentralized examinations boards. If you have any questions, email the relevant academic office at <https://www.wiso.uni-hamburg.de/studium/studienbueros.html>.

Remember that software and other applications claiming to check for plagiarism (such as Turnitin) cannot reliably detect AI-generated text. In addition, there is the risk that these tools may falsely attribute text actually written by a human to AI.⁵

⁴ <https://uhhgpt.uni-hamburg.de/>

⁵ See Weber-Wulff et al (2023), <https://arxiv.org/abs/2306.15666>, 7 March 2024)

Further information

- **Orientation Framework of the UHH** for Using Generative Artificial Intelligence System in Studies and Teaching:
<https://attachment.rrz.uni-hamburg.de/22c934ea/2024-02-23-Orientierungsrahmen-der-UHH-zum-Umgang-mit-generativen-KI.pdf>
- **Text on university teaching and other material** from the Hamburg Center for University Teaching and Learning (HUL). These **ChatGPT case studies** invite you to reflect on specific teaching scenarios.
<https://www.hul.uni-hamburg.de/selbstlernmaterialien/3-lehr-lernraume.html#chatgpt#chatgpt>
- A broad spectrum of resources and information specifically curated for University staff is available on the **AI in university teaching page** (a joint effort by public universities in Hamburg, and the Multimedia Kontor Hamburg (MMKH)). See for example the **prompting assistance**, *Unterstützung zum Prompting* or **AI-Research Tools**:
<https://www.mmkh.de/digitale-lehre/ki-unterstuetzungsangebote-nel-stil/ki-in-der-hochschullehre.html>
- **Options for using AI in teaching and examinations** are available
 - o in the Options for didactic use section of the Orientation Framework
 - o in the blog providing [initial practical ideas for using with ChatGPT in teaching and examinations](#), *Erste praktische Ideen zum Umgang mit ChatGPT in Lehre und Prüfung*
 - o in contributions from the Hochschulforum Digitalisierung (HFD) GAI dossier:
<https://hochschulforumdigitalisierung.de/dossier/generative-ki/>
- **Inspirations for further developing degree programs** are available in the HFD working paper [Studiengänge für eine digitale Welt](#). *White paper on curriculum development as a university-change process* and the critique by Gabi Reinmann in [degree programs are not assembly lines](#), *Studiengänge sind keine Fertigungsstraßen*.

Appendix

Declaration of authorship

The declaration of authorship is made up of 3 parts:

1. Introduction
2. You must select option A if you are taking a final examination. For course examinations (e.g. papers), your examiner defines the option A or B to be selected with the corresponding text and the documentation of the AI usage (Option A: as a list; Option B: as a table). In the case of course examinations, the same option defined by the examiners applies to all students of the course.
3. Final statement

Fill out the document and save it with your entries as a PDF (i.e., using the “Print” command) and attach it to you work.

The document does not need to be printed and signed by hand, a digital signature and personal transmission is sufficient.

Introduction

I hereby confirm that I have completed this work independently and without external assistance. I have only used the literature and information sources listed in the bibliography and have not used any other internet sources or AI applications. All passages from publications which have been cited literally or summarized are marked accordingly.

Please tick

One of the following options must be selected in agreement with the examiner:

☐ Option A

Permission to use text-generating AI tools with disclosure in list format

I declare that I have only used text-generating AI tools as an aid, and that the work submitted is predominantly the result of my input. I am aware that the use of machine-generated texts does not guarantee the quality of content or the text itself.

I take full responsibility for the adoption of any machine-generated text passages, and provide the following list documenting the tasks for which AI tools were used.

I confirm that I have not used any AI tools whose use has been explicitly excluded in writing by the examiner, or that I have only used the AI tools to the agreed extent.

In this thesis, I have used GAI systems as follows:

- ☐ not at all
- ☐ for generating ideas
- ☐ for creating the outline
- ☐ for creating individual passages, which total . . . percent of the entire text
- ☐ for developing software source texts program
- ☐ for optimizing or restructuring software source texts
- ☐ for proofreading or optimizing

☐ for other tasks, namely: **Klicken oder tippen Sie hier, um Text einzugeben.**

I declare that I have provided full details of all uses. I am aware that missing or incorrect information may be considered an attempt to deceive. I am also prepared to disclose my process (e.g., using working notes, prompts, or oral statements, etc.).

This thesis has not been submitted in the same or a similar form to any other examination authority in Germany or abroad. I am aware that a violation of the above provisions may have consequences under the examination regulations and, in particular, may result in the examination being assessed as “insufficient”, or as having failed, and that multiple or severe instances of cheating or deception may result in my being withdrawn from the degree program.

☐ Option B

Permission to use text-generating AI tools with disclosure in detailed table-format

I am aware that the use of machine-generated text does not guarantee the quality of content or the text itself. I therefore declare that I have only used text-generated AI tools as an aid, and that the work submitted is predominantly the result of my input. I am solely responsible for all machine-generated text passages used by me. The subsequent table provides the work steps, the names of the tools used and a description of how these tools were utilized. I confirm that I have not used any AI writing tools whose use has been explicitly prohibited in writing by the examiner.

(Note: If the responsible examiners have specifically named AI-supported writing tools as not requiring notification/labeling by the time the task is issued, these do not need to be listed.)

I have used the following artificial intelligence (AI) systems in preparing this work:

Klicken oder tippen Sie hier, um Text einzugeben.

I further declare that I

- ☐ have actively informed myself about the capabilities and limitations of the abovementioned AI systems,
- ☐ have checked the factual correctness of the content generated using the abovementioned AI systems and adopted by me,
- ☐ am aware that, as the author of this work, I am responsible for the information and statements made in it.

I have used the abovementioned AI systems as follows:

Work step	AI system(s) used	Description of use
Generation of ideas and conception of the work		
Literature search		
Literature analysis		
Managing of literature and citations		
Auswahl von Methoden und models		

Collection and analysis of data		
Generation of program codes		
Creation of visualizations		
Interpretation and validation		
Structuring of the work text		
Formulation of the work text		
Translation of the work text		
Editing of the text		
Preparation of the presentation of the text		
Other supplies		

I am also prepared to disclose my process (e.g., using working notes, prompts, or oral statements, etc.) on request.

Final statement

In so far as the use of AI tools has not been expressly permitted, their use must be indicated.

This examination paper has not been previously submitted in the same or similar form to to another examination authority either nationally or abroad.

I am aware that violation of the above may have consequences under examination regulations, and may result in my work being graded as “insufficient”, or as having failed, and that multiple or severe instances of cheating or deception may result in my expulsion from the degree program.

First Name Last Name: Klicken oder tippen Sie hier, um Text einzugeben.

Date Klicken oder tippen Sie, um ein Datum einzugeben.

Sources:

- **Differentiation into 3 options** based on https://www.hs-rm.de/fileadmin/Home/Services/Didaktik_und_Digitale_Lehre/Eigenstaendigkeitserklaerung_HSRM_6_23.pdf
- **List-style documentation** for GAI use based on <https://www.uni-goettingen.de/de/674738.html>
- **Table-style documentation** for GAI use based on https://www.uni-hohenheim.de/fileadmin/uni_hohenheim/Studierende/Studienorganisation/Pruefungen/KI_in_Pruefungen/Ausfuellhilfe_Erklaerung_zur_Verwendung_generativer_KI-Systeme.pdf