

Guidelines on the Use of Generative AI

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English translation of the guideline „Leitfaden zur Nutzung generativer KI“. In the event of any discrepancy, the German version prevails.

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1. Preamble

Generative artificial intelligence (GenAI) refers to systems that use (large) neural networks to analyse data, typically to process language and images or to independently generate content such as text, images, source code, or audio. Examples include ChatGPT, Claude, Gemini, DALL-E, and Midjourney, as well as services hosted by the University itself or made available through cooperations¹.

The use of GenAI offers a wide range of opportunities but also entails considerable risks, for example through the generation of erroneous or hallucinated statements as well as regarding copyright and data protection. The aim of this document is to set out the boundaries for the use of generative AI in

- term papers and seminar papers,
- case studies and project work, and
- Bachelor's and Master's theses

at the Chair of Technical Logistics. At the same time, it is intended to ensure a fair and equitable examination environment and to provide consistent information for all students on the permissible use of GenAI. Not covered by the scope is the (further) development of AI systems.

University-wide regulations as well as the provisions of the applicable examination regulations (Prüfungsordnung) always take precedence over these guidelines. In case of doubt, consult the responsible supervisors, instructors or examiners before using generative AI. For university-wide guidelines, reference should be made to the respective current guidance notes².

¹ <https://www.uni-due.de/de/digitalisierung/ki-portal/chat-ai-login.php>, last accessed: 31 Aug 2026

² e.g. https://www.uni-due.de/e-learning/kuenstliche_intelligenz.php, last accessed: 31 Aug 2026

2. Principles for the Use of Generative AI

- 2.1. **Students are responsible for all parts of their work.** This expressly includes the parts created or reviewed with the support of AI systems. Students must be able to explain and justify results fully and comprehensively. Examiners may ask specifically about AI-supported parts of the work during the colloquium or oral exam.
- 2.2. **A prerequisite** for the correct use of GenAI in written examination work is, in every case, that students are familiar with the fundamental standards and techniques of academic work, in particular the **principles for safeguarding good academic practice**, and are able to critically examine AI-generated content and to check it for factual accuracy and comprehensibility.
- 2.3. The use of generative AI in the work referred to above is **permissible in principle**, provided that
- it does not conflict with the learning objective of the respective course or piece of work,
 - it is guided by the use cases permitted or excluded in these guidelines (Sections 4 and 5),
 - the responsible examiners have consented to the use,
 - it takes place in compliance with general rules on data protection and confidentiality, and
 - it is documented in accordance with the guidelines detailed below.
- 2.4. Where work is written in **cooperation with companies**, the nature and extent of the use as well as the specific services must be **expressly agreed with the companies in advance**. When a confidentiality agreement or non-disclosure agreement is in place, the default assumption is that no project data may be entered into an external AI service.

3. Documentation of Use

- 3.1. The **use of generative AI must always be documented**, with both the model and the type of use being recorded in the work. This applies both to the unaltered adoption of GenAI-generated content and to content used after the student's own revision, adaptation, or further development. Restrictions and formal requirements are subject to the respective examination regulations.
- 3.2. The **form of documentation must be agreed with the examiners** and should, as a rule, include the following points:
- Model and provider used, including link and version information where applicable
 - Form of use (e.g., spell checking, literature research)
 - Relevant artefacts / work results (e.g., implementation, written output, or visualisation)
 - Prompts used, with date, where applicable
 - Notes on adjustments made and independent contributions
- 3.3. The documentation may, for example, be provided as an appendix titled "Declaration on the Use of Generative AI" immediately before the bibliography. **A template can be found in Appendix A.** If the examination regulations provide for a different form, that form applies. In preparation for the record of evidence, it is advisable to continuously document which AI tools were used for which sections or work steps in a detailed log.

3.4. **Complete prompts, with date**, must be recorded wherever the result has influenced the content of the work, for example in the case of generated diagrams or content incorporated into the text. For routine uses without any effect on content (e.g., spell checking or translation of one's own texts), a **summary description of the nature and extent of the use** is sufficient. Drafts and chat histories are to be retained.

3.5. **Where content from generative AI is adopted verbatim or in modified form**, it must be identified as such and referenced in accordance with the citation rules agreed for the work. Generated statements do not replace academic sources. Both substantive claims and references must be independently checked for accuracy and supported by reliable primary or specialist literature.

4. Examples of Permissible Use Cases

4.1. **Use for the following use cases is generally permissible:**

- spelling, grammar, and style checking,
- suggestions for the translation and linguistic revision of self-authored texts,
- searching for material and literature research,
- explanation of fundamentals and procedures,
- ideation and brainstorming
- conception and structuring (not: full drafting, see 4.2) of texts, as well as
- support with implementations.

4.2. **Distinction between editing and drafting:** Revising, condensing, and correcting self-authored texts is permissible. Generating running text from an outline, from bullet points, or from source material by means of generative AI is not permitted. The content, argumentation, and wording of the submitted work must be the student's own contribution.

4.3. Generative AI may be used for **finding literature** but is not itself a source. Every reference must be located, obtained, and read in the original prior to citation. Bibliographic details generated by AI systems must not be adopted without verification.

4.4. **AI-assisted code is permissible as support.** Generated code, or code substantially altered by AI, must be identified as such in the source files and tested; students must be able to explain it. The licence terms of any suggested code must be observed.

4.5. Generative AI may be used to generate **diagrams and illustrations**. The results must be labeled accordingly. For diagrams, the concept being illustrated must be the student's own work. The terms of use of the respective service must be observed. The terms of use of the respective service must be observed. Generated images may reproduce protected styles or third-party elements. Errors in visualisations and any infringement of image rights are, without exception, the responsibility of the student.

5. Impermissible Use

- 5.1. Submitting **substantially AI-generated running text as one's own work** is impermissible, irrespective of any subsequent revision.
- 5.2. The **creation of complete presentations by generative AI** is not permissible, since the student's own contribution in processing the content is thereby lost. This applies even where the generated presentation is based on the student's own written work. The use of (identified) illustrations and support with structuring, by contrast, constitutes a use case that is permissible in principle.
- 5.3. Under no circumstances may generative AI be used to process
- Confidential data,
 - personal data or data relevant under data protection law, or
 - data subject to trade secrets or other confidentiality obligations without an appropriate legal basis.
- 5.4. The following are also impermissible in particular:
- the use of automated results without appropriate and independent review,
 - the creation or dissemination of unlawful, discriminatory, or misleading content,
 - the AI-assisted adoption of protected texts (e.g. full paragraphs from sources) or the reproduction of images that substantially resemble copyright-protected works of third parties, without the corresponding rights,
 - the use of generative AI to deceive about authorship, qualifications, or research performance.

6. Notes and Duties of Care

- 6.1. **Generative AI is to be used carefully and critically.** The respective terms of use and policies of the tools employed must be reviewed and observed on one's own responsibility.
- 6.2. In all use cases, preference should be given to **open-weight or open-source models** hosted on German or EU servers. Many providers (particularly of free tiers that also offer paid access) reserve the right in their terms of use to reuse all data entered for training purposes. The processing of such data is no longer under the control of the users, and particular care must therefore be taken when selecting services.
- 6.3. **In principle, generative AI may only be used to process the student's own work, not the work and results of third parties.** Students are advised also not to disclose their own data and sensitive information.
- 6.4. Generative AI produces plausible-sounding but sometimes false statements, as well as non-existent sources, quotations, and references. **Every statement adopted and every source named by an AI system must therefore be verified independently.**

6.5. **The legal status of generated content – in particular of images and code** – is often unclear. AI methods may output copyright-protected texts and representations of third parties without this being immediately apparent to users. The rights of third parties must therefore be checked before use.

7. Consequences of Violations

Any use of generative AI that violates these guidelines, university-wide regulations, or the respective examination regulations may have consequences under examination law and may be assessed as an attempt to deceive and graded “not sufficient” (5.0). The provisions of the respective examination regulations are decisive; cases are referred to the responsible examination board.

When in doubt, ask. Where you are unsure whether a particular use is permitted, contact the responsible supervisor, instructor or examiner beforehand and record the outcome. Openly disclosed and documented use is assessed differently from concealed use.

Appendix A: Declaration on the Use of Generative AI

Template. To be inserted immediately before the bibliography. Add rows as needed; if no generative AI was used, state "none".

Title of the work: _____

Author(s): _____

Matriculation number(s): _____

No.	Model / Provider (version, link)	Form of use	Part of the work affected	Prompts / date	Own adjustments and contributions
1	<i>Claude Opus 4.8, high effort setting (Anthropic, https://claude.ai/)</i>	<i>Spell checking, linguistic revision, checking of cross- references between passages of text</i>	<i>Sections 1 – 7</i>	<i>Not required under Section 3.4</i>	<i>Review of the model's outputs, followed by the author's own linguistic revision</i>
2					
3					
4					
5					
6					

I hereby declare that I have used generative AI exclusively in the manner set out above, that I have identified and referenced all content adopted from AI systems, and that I am able to explain and justify every part of this work.

Place, date: _____ Signature: _____