

Guideline of the Institute for Social Sciences on the documentation requirement for the use of AI tools in the context of certificates of participation, coursework with credits, and final examinations

(Version 1 dated 16/12/2025)

Preamble:

Artificial intelligence (AI) can be used by students in a meaningful and helpful way as part of their studies. As with other tools before, AI tools will lead to a significant expansion and shift in computer, software, and algorithm-based support for scientific activities. The intertwining of human intellectual and machine learning-supported technologies is likely to continue to increase. Students at HHU should learn to use AI tools responsibly, professionally, and in a manner appropriate to their particular study program (Official Announcement No. 14 | 2024 of April 25, 2024). HHU permits the use of AI in unsupervised examinations. Its use may be restricted or prohibited in in-person examinations. The use of AI tools should not be viewed negatively in and of itself. The goal remains to teach students the skills they need to independently develop their own ideas, research questions and designs, linguistic expression and text creation, as well as code generation (in the case of programming techniques), and to enable them to independently write texts of varying lengths, such as for written coursework, BN and AP assessments, and their final thesis.

- 1) The following principles apply to the permitted use of AI tools for text and image creation, analysis, and other tasks in the context of term papers and research papers, final reports for teaching research projects, and bachelor's and master's theses, in compliance with copyright law, data protection, scientific standards, authorship rights, and plagiarism norms:
 - a. Personal or confidential data must not be entered into external, cloud-based AI tools.
 - b. The tools used must be documented by their full name in the 'Disclosure Statement on the Use of AI Tools' supplementing the 'Declaration of Authorship', specifying the type of use. Where available, the technical version of the respective tool must be stated (e.g., DeepL 'Translator', DeepL 'Write', GPT 5.2, Claude Sonnet 4.5, or Gemini 3).
 - c. To standardize the reporting of AI-supported scientific work, the Institute for Social Sciences regularly provides an updated list with checkboxes for the AI functions used for a specific task (see below).
 - d. For reasons of readability and practicality, there is no obligation to document each individual use of AI-based tools in the text or in footnotes. Detailed documentation of the prompts/inputs or responses/outputs of the AI tools is not required under any circumstances.

- e. AI outputs are explicitly not considered citable sources and are therefore not included in the bibliography. Please note the exception listed under point f. for AI-generated or -manipulated images.
 - f. In the case of images or other media, a label must be included in the source reference if they are AI-generated or AI-manipulated. In this case, there is an explicit obligation to indicate this in the image or illustration caption.
- 2) Students remain fully responsible for the submitted coursework (SL), BN, and AP assessments, and it is their responsibility to check the output of AI tools for accuracy. Students should be aware that relying on AI can lead to errors and violations of the rules of good scientific practice, which can have serious consequences: Proven plagiarism (including accidental or unintentional plagiarism, e.g., through the use of AI tools) will result in failing the SL, BN, or AP and, in serious cases, will be reported to the Institute for Social Sciences and the examination committee.

Note:

This guideline will be evaluated and revised as necessary each winter term.

Disclosure Statement on the Use of AI Tools

I hereby declare that I have only used the support of an AI tool (e.g., ChatGPT with GPT 5.2) for the following marked or explicitly named functions in the preparation of certificates of participation, submitted coursework, or final examinations. I agree that my work will be checked using plagiarism software in the event of suspicion.

Date, Place

Signature

Form ‘Checkbox list of the Institute for Social Sciences for the documentation requirement for the use of AI tools in the context of certificates of participation, submitted coursework, and final examinations’

(Note: *The number of checkboxes selected does not affect the grading.*)

	Form of use	AI Tool (version information if possible)	Notes
<input type="checkbox"/>	To-do lists for the process of writing papers and individual work steps		
<input type="checkbox"/>	Research question, social science relevance, and research design		
<input type="checkbox"/>	Outline of the work and structure of argumentation		
<input type="checkbox"/>	Literature search		
<input type="checkbox"/>	Data analysis and interpretation (including generation of tables and figures)		
<input type="checkbox"/>	Synthesis of the material used		
<input type="checkbox"/>	Checking spelling, syntax, and sentence structure		
<input type="checkbox"/>	Language style in terms of semantics and phrasing		
<input type="checkbox"/>	Translation from a source language or into a foreign language		
<input type="checkbox"/>	Text generation and collaborative writing with AI support		
<input type="checkbox"/>	Formal editing and assistance with regard to format specifications, layout requirements, and design		
<input type="checkbox"/>	Image creation, e.g., photography, illustration, table, figure, video		
<input type="checkbox"/>	... (others)		

Supplementary HHU information on AI use

Access to LLMs via HHU through KI:connect.nrw:

<https://www.heicad.hhu.de/kiconnect>

Further education:

HHU offers students a self-learning training course called 'AI for All' through the Heine Center for Artificial Intelligence (HeiCAD):

<https://www.heicad.hhu.de/en/teaching/ai-for-all>

See the instructional videos 'KI für Alle: Einführung in die Künstliche Intelligenz':

https://www.youtube.com/playlist?list=PLfqMq4NQ2iGV_WekQabvIrN2DWTi7WcIV

AI-assisted literature search:

The ULB at HHU provides the following information on AI-assisted literature search:

- General information on the basic understanding of AI-assisted search:
<https://www.ulb.hhu.de/en/services/information-skills/ai-assisted-research>
- Web of Science Research Assistant (licensed via ULB until March 31, 2026):
<https://www.ulb.hhu.de/services/information-skills/web-of-science-research-assistant>
Using the WoS Research Assistants:
<https://webofscience.zendesk.com/hc/en-us/articles/31437630410129-Web-of-Science-Research-Assistant>
- Article on CLEAR prompting principles:
<https://www.sciencedirect.com/science/article/abs/pii/S0099133323000599>

Additional information on legal aspects of using AI tools:

KI:connect.nrw provides updated documents on the market situation and legal questions:

What tools are actually available for which application scenario? Which of these are university employees permitted to use? And what legal questions arise in this context?

Our new guide „**KI-Anwendungen – Marktübersicht und Informationen zu Rechtsfragen**“ provides up-to-date guidance on these topics.

<https://kiconnect.pages.rwth-aachen.de/pages/documentation-misc/#und-wenn-kiconnect-nicht-reichtmarkt%C3%BCbersicht-und-rechtsfragen-zu-generativen-ki-tools>