Institute of English and American Studies
University of Bamberg
https://www.uni-bamberg.de/anglistik-amerikanistik/studium/style-sheets-und-hinweise-fuer-schriftliche-arbeiten/

Guidelines for the use of Artificial Intelligence (AI) tools

As declared by the Institute of English and American Studies in its statement on "Using AI Tools", we encourage our students to engage critically with AI, and we explore ways in which AI tools can be integrated in an academic workflow. At the same time, we condemn any breach of good research practice or scholarly misconduct, such as the undeclared use of AI-produced texts to replace personal effort in exams of any form.

When it comes to writing term papers/seminar papers, portfolios, final theses or other exam-related texts, AI tools can be used in various potentially fruitful ways to improve the quality of the work, some of which include:

- brainstorming ideas,
- formulating research questions or hypotheses,
- structuring the train of thought,
- overcoming the fear of a blank page,
- receiving guidance to previous scholarship on a topic,
- referencing secondary literature,
- flagging up certain gaps in or counterarguments to the argumentation,
- editing, correcting and polishing the final text,
- and many more.

Our overarching maxim is that **the author of a term paper, portfolio or thesis is fully responsible for the adherence to good academic practice**, which includes, among others:

- ensuring the truthfulness of information,
- ensuring that the logic of the arguments and the criticism correspond to the author's own approach and ideas,
- avoiding bias,
- refraining from any form of plagiarism,
- and correct referencing of sources.

Whether students use AI assistance and what kind of AI assistance they seek or choose to employ is their **personal decision**. In practice, this means that **if AI tools have been used** in the composition of an exam-related text,

- these **must** be **cited as "Tools"** in the reference section of the term paper/seminar paper, portfolio or thesis, as indicated in the appropriate style sheets, and
- the student **must** provide a **personal report** on the use of AI tools. This report serves to foster critical reflection and digital competencies on the part of the student. It also aims to enhance communication between students and lecturers, as well as to promote the development of best academic practices accompanying the rapidly evolving field of AI.

The report must include details on:

- which specific AI tools have been used for which purposes (which may, but need not, reflect the "potentially fruitful ways" listed above),
- how their use has influenced the workflow,
- and which strengths, weaknesses and dangers of their use have been identified.

The reflection, titled **Personal Report on the use of AI tools**, must be attached to the end of the text, underneath the **Declaration of Academic Integrity**. The template for the declaration and report can also be accessed from the page "Style sheets and regulations for written exams".

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