



# Guidelines for the Use of AI Tools in Bachelor and Master Theses and Seminar Papers

Adopted by the Faculty Council on 15 May 2024

These guidelines concretize the University of Hamburg's orientation framework for dealing with generative AI systems in studies and teaching for bachelor and master theses, as well as seminar papers at the University of Hamburg Business School.

AI tools (e.g., UHHGPT, <https://uhhgpt.uni-hamburg.de/login.php>) can be used in the preparation of academic papers. Here, it is important that you familiarize yourself with the weaknesses and risks of the programs before using them.

If you decide to use text-generating AI tools (e.g., UHHGPT) and use their results in your thesis/paper or incorporate them into the text, please note the following:

- All communication with the AI (your questions/prompts, responses/outputs/texts of the AI) must be documented in a separate file (documentation UHHGPT or AI).
- You can add explanations or comments for better structuring of the documentation in a different font or in a different colour, e.g., to indicate where and how you have used the AI tools for your thesis/paper.
- This documentation must be digitally stored with your final thesis or seminar paper on the data carrier (e.g., USB stick).
- Text passages taken from AI tools must be cited. To do this, use the documentation and cite it – just like other sources – verbatim or in meaning as a footnote or in the text with page and line numbers, e.g.,:
  - in the footnote: cf. documentation UHHGPT (year), p. xx, line yy:
  - or in the text (documentation UHHGPT year, p. x, line y)
- The documentation must be listed in the bibliography.
- If you use an AI tool to translate a primary source and cite this translation, you must cite both the primary source and the AI tool and its use in the citation, e.g., (Meier 2007, pp. 208-209; translated by KI-Tool Z).
- You remain fully responsible (also and especially) when using AI tools for your argumentation, statements, translations, quotations and references, e.g., for their accuracy, appropriateness, structure, originality, topicality, etc. as well as for the independence of your work. If texts of AI tools used are not labelled, or clearly marked as citations, it will be assumed that an attempt at deception or plagiarism has been made – just as when citations from other sources are missing.