



SUZ Guidelines for Using Artificial Intelligence (AI)

Recent advancements in artificial intelligence (AI) will have a sustained profound impact on society, science and academics, and university teaching for the foreseeable future. The Department of Sociology, in the following guidelines, therefore has established minimum standards for the use of AI, which apply to all students and courses if course instructors have not explicitly set any other rules deviating from the established standards.

1. Artificial intelligence in the Department of Sociology

Use of AI (e.g. ChatGPT, DeepL, SciTE, Perplexity, etc.) as an aid in courses and as an aid in designing and completing coursework and assessments is basically permitted in the Department of Sociology. However, **AI tools may only be used in a supporting role and not as a substitute for one's own academic work. In assessments, students must produce their own creative academic work through the employment of critical thinking.** Also bear in mind that AI tools can produce false information and distorted depictions of reality. **It is therefore compulsory for students to produce scientific evidence for their reasoning on their own and to take personal responsibility for it.**

Use of AI under the scope of these guidelines must be disclosed transparently in the **Declaration of Authorship** and through corresponding citations in the list of sources preceding the bibliography in academic papers (term papers, homework, Bachelor's theses, Master's theses, PhD theses).

The Department of Sociology will provide course offerings to assist students in using AI tools sensibly and responsibly. Future students will receive instruction on using AI as part of the «Techniken wissenschaftlichen Arbeitens (Scientific Techniques)» course, and additional courses on the subject will be offered on an interim basis for students in higher semesters.

2. What is allowed, and what is prohibited?

In accordance with the principles set out in section 1 of this document, we in the Department of Sociology draw a distinction between permitted and prohibited use of AI tools. Bear in mind that in light of the dynamic evolution of AI technologies, this differentiation must and will be adjusted at regular intervals.

AI tools are allowed to be used only as aids: They may be used to research literature, to summarize literature, to brainstorm in dialogue with AI tools, to translate text excerpts, to generate alternative suggestions for code or wordings, and to correct or shorten individual text passages or code. This list is not exhaustive because there are infinite possibilities for using AI. In cases of unclarity, students are to speak with course instructors; if necessary, disagreements can be resolved also by consulting with the Department of Sociology study program director. These allowed ways of using AI must be transparently disclosed in student papers in a separate section preceding the bibliography (see section 4 of this document).

Using AI as a substitute for one's own critical thinking or academic work is expressly prohibited (in the sense of the statements in section 1 of this document). This prohibition particularly applies to composing lengthy text passages, e.g. in the length of a paragraph or more, or writing entire statistical code.

3. List of purposes for which AI may be used

- To research literature
- To summarize literature
- To brainstorm in dialogue with AI tools
- To translate text excerpts
- To generate alternative suggestions for text passages or statistical code
- To correct – and particularly to check the grammar and syntax – of text passages or statistical code
- As a substitute for thesauruses, dictionaries, and other general reference books
- To answer questions about error messages in statistical code
- To shorten or improve text passages or statistical code
- As an aid in personal preparation for exams, e.g. to create flash cards, to clarify concepts or to summarize course content
- As a citation aid in place of citation programs

Since essentially there are countless ways to utilize AI tools, the list above can be used only as a guiding principle and basically is not exhaustive. In cases of uncertainty, students are to speak with course instructors or, in the event of disagreements, are to consult with the Department of Sociology study program director.

4. Wording in list of sources and citation

Students must transparently disclose the use of AI tools in their coursework and papers. A declaration with the following wording must precede the bibliography:

«I hereby declare that the following AI tools were used in the preparation of this paper:

– (list the tools used here).

They were employed for the following purposes:

– (the bullet points in section 3 of this document can be referenced here, but other forms of AI use can also be added.)»

The list of AI tools used and the purposes for which they were employed must be thorough and complete. However, neither inputted prompts nor responses by AI tools need to be disclosed in coursework and papers, though they should be retained and kept available for follow-up inquiries.