Guideline on the use of artificial intelligence in coursework and examinations at Kempten University of Applied Sciences

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1. Preamble

The rapid development and widespread, easily accessible application of artificial intelligence (AI) urgently calls for a university-wide guideline on the use of AI in coursework and examinations at Kempten University of Applied Sciences. These new developments must be viewed in the context of the existing, familiar rules of good scientific practice. The following regulations are intended to ensure that good scientific practice continues to be observed at Kempten University of Applied Sciences for all coursework and examinations required in the curricula of its degree programmes, and that the integrity of research and academic procedures is maintained. This guideline serves as a basis for examiners and examinees in regulating the use of tools based on AI technology in the examination environment.

University classes offer the opportunity to actively address, review and, if necessary, practise responsible use of AI tools, as it is absolutely essential to use digital tools reflectively and responsibly both in the context of university teaching and learning and in academic working environments. Accordingly, due to the wide range of applications and tools, the use of appropriate AI tools should not and cannot be generally ignored or prohibited. Students can learn how to use AI tools responsibly and beneficially as part of their degree programme. Students and teachers alike are encouraged to (further) develop their AI skills. At the same time, examination formats should be adapted so that the skills required of students can continue to be assessed in the future.

2. Handling AI in the course of examinations

Teachers currently have the following options for dealing with the use of AI in the course of examinations:

2.1. Allow the use of AI in coursework and examinations

In this case, the examiner must expressly permit the use of AI tools as aids. Even if there are to be no restrictions on the use of AI in coursework and examinations, this should be clearly communicated to students. This can be expressed, for example, as follows: “The use of artificial intelligence tools is permitted without any restriction in this piece of work. You must declare their use. By adopting content, as the author you assume responsibility for its accuracy.”

This must also be stated in the declaration of authorship:

> *“I hereby declare that I have completed the submitted work independently and without the use of any aids other than those specified.*
> *As the author, I accept responsibility for the accuracy of any content generated using IT/AI-assisted writing tools."*

This declaration of authorship can also be adapted for other examination formats, such as take-home exams.

For information:
Any unauthorised or unindicated use of AI tools, if proven, may be considered cheating.

2.2. Restrict usage to certain types of AI tools

Given the variety of AI tools available, it may be useful to explicitly address certain types of AI in class and permit their use. It may also be appropriate to reflect upon these AI tools in the class itself. If the use of AI tools is to be restricted in coursework and examinations, this can be stated in the class description as follows:

> *"You may use the following artificial intelligence tools when completing your coursework/examination: [insert name or type of tools]. By adopting content, as the author you assume responsibility for its accuracy."*

The declaration of authorship corresponds to that contained in section 2.1.

2.3. Do not permit the use of AI tools

If the use of AI for completing coursework/examinations is forbidden, this should be clearly communicated at the beginning of the course. Since unauthorised use is difficult to prove retrospectively, examinations or examination situations should be designed in a manner that precludes access to AI tools.

3. Handling content created with AI tools

3.1. Checking written work by means of a supplementary oral examination

To ensure that the content of any written work produced by a student for assessment purposes is based on their own findings, a supplementary oral examination is recommended.

3.2. Handling software created by AI

If AI tools are used to generate software, these must be identified as verbatim or content quotations and must include the provider, version and date of retrieval. If the licence terms applicable to the used software contain further or deviating specifications, these must be strictly observed in order to avoid licence violations. The student is always responsible for ensuring that the software is used in accordance with the terms of the licence.

This guideline comes into force on 15 March 2025.
Issued on the basis of the decision made by the Executive Board of Kempten University of Applied Sciences on 18 February 2025.

Kempten, 15 March 2025

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