

AI Guidelines for Courses at the IPW

This document sets out the guidelines for the use of AI tools. It aims to provide clarity for you as students and to ensure fair assessment, whilst allowing you to explore the possibilities of AI. Please check with your course leaders if any parts of these guidelines are unclear.

Basic Principle regarding the Use of AI

The use of AI tools (such as ChatGPT, Copilot, Claude, Gemini, HAWKI, etc.) is generally permitted as an aid to support the learning process. However, the specific provisions of these guidelines regarding permitted and prohibited use, as well as attribution, apply.

AI is part of our everyday lives and working environments. Rather than imposing a ban, the aim is to encourage a transparent and reflective approach to its use. However, this general permission does not exempt you from the obligation to cite sources and to adhere to the rules of good academic practice. Your own contribution and critical thinking remain paramount.

Permitted Use of AI

At least the following types of AI use are permitted, subject to agreement with the teacher, provided they are clearly and transparently labelled in accordance with the guidelines set out in this policy:

- Support with brainstorming, structuring and organising written work, homework or presentations.
- Assistance with the linguistic revision and improvement of one's own texts (going beyond mere spelling and grammar correction, e.g. style, suggested phrasing).
- Support in finding examples, analogies or alternative explanatory approaches to illustrate one's own arguments.
- Brainstorming on possible arguments, counter-arguments or perspectives for an analysis.
- Support with literature research (e.g. suggestions for search terms, summarising abstracts, searching for sources using the 'deep research' functions of AI tools).

It is crucial that you carry out the core work (analysis, argumentation, critical evaluation, your own conclusions) yourself.

If AI assists you with tasks that are assessed (e.g. brainstorming, outlining, text refinement), you must state this. The aim is to make it clear where the assistance came from. However, the actual intellectual work and responsibility for the content remain with you.

Prohibited Use of AI

The following uses of AI are expressly prohibited:

- Submitting AI-generated content as one's own work without adequate attribution – this may be regarded as an attempt at deception.
- Using AI to circumvent learning objectives that explicitly require independent critical thinking, creative problem-solving, analytical skills or specific methodological competences.
- Uploading copyright-protected course materials or personal data to cloud-based AI systems without explicit permission.

Disclosure of AI Use

To disclose how you have used AI, please use the Declaration of Independent Work provided by the Institute on its website. Please note that you must also create an appendix detailing the specific type of AI used.