

## **Guidelines for the Use of Generative Artificial Intelligence (AI) in Academic Papers/Thesis at Alice Salomon Hochschule Berlin**

(Resolution of the Academic Senate of ASH Berlin from February 10, 2026)

These guidelines supplement the *Declaration of Authorship for Academic Works at ASH Berlin* and specify the requirements for the transparent and responsible use of generative artificial intelligence (AI), particularly so-called Large Language Models (LLMs), in the context of academic works. They serve to ensure quality assurance, transparency, and fairness in the examination system. The guidelines are incorporated in both the curricula and extracurricular offers of the university. In view of the subject's evolving nature, they are to be reviewed annually and amended where necessary.

### **§ 1 Principles**

**§ 1.1** Academic work is fundamentally carried out independently. Complete or partial text generation by AI is not permitted. The use of generative AI is permitted only in specific application areas and must be documented according to §5 in order to demonstrate the student's own contribution in a transparent manner.

**§ 1.2** Violations of these regulations are considered to constitute academic misconduct within the meaning of the RSPO and the subject-specific study and examination regulations. This may lead to the work being graded as "fail."

### **§ 2 Permitted Application Areas of AI**

The following AI-supported application areas are permitted within the framework of academic work because they support the professional and substantive processing of an academic paper without replacing the author's own contribution:

- **Research:** Systematic information gathering on a scientific topic or problem area to capture the current state of research (e.g., a literature search).
- **Translation:** The semantic transfer of texts into another language.
- **Proofreading:** The formal examination of a scientific text for spelling, grammar and punctuation, without stylistic or substantive interventions.

### **§ 3 Impermissible Applications of AI**

**§ 3.1** The use of AI for brainstorming or spelling correction can serve as supportive function in academic work. However, text-producing use must not be uncritically integrated into the working process. The following applications are impermissible, unless prior consent has been obtained from the primary examiner or supervising lecturer under the approval-required exception provision set out in § 4:

- **Text production:** The generation of sections of academic work or complete texts by AI that replaces an original intellectual contribution (e.g. writing the introduction, theory or discussion section; conceptualizing and developing the research question and outline; summarizing and reproducing academic texts (whole or parts) in altered form (paraphrasing)).

**§ 3.2** Examiners are not permitted to upload student-written papers or parts thereof to generative AI for assessment purposes.

#### §4 Approval-Required Applications of AI

AI-supported text production in **special cases**:

- **Analysis:** AI-supported evaluation and interpretation of data with the aim of understanding patterns, connections or lines of argumentation in order to subsequently work independently with these findings (e.g., in the evaluation of anonymized qualitative or quantitative interviews).
- **Other areas requiring approval** not currently defined in §§ 2 and 3; in case of doubt, consultation with the primary examiner is required.

Approval must be documented in writing by the primary examiner (e.g., email, course materials, syllabus, Moodle, meeting minutes, signature).

#### § 5 Documentation and Labeling Obligation

The use of generative AI must be indicated in the Declaration of Authorship for academic papers at Alice Salomon Hochschule Berlin and described in a separate usage statement included in the appendix of the academic paper. This applies to all permissible AI application areas pursuant to § 2 (and, in exceptional cases, § 3) and must specify the following:

- the type of application area(s) used (e.g., research, translation, correction, analysis, or other application areas),
- the justification for use (e.g., thematic keywords or thematic context),
- the AI tools used.

Additional labeling within the text itself (e.g., through footnotes) is not required but may optionally be included in cases of extensive or particularly relevant use, for example in the “Methodology” chapter or at the relevant point in the text.

#### **Note:**

The “Guidelines on the Use of Generative Artificial Intelligence (AI) in Academic Papers at Alice Salomon Hochschule Berlin” (resolution of the Academic Senate of ASH Berlin dated February 10, 2026), the Declaration of Authorship, and the usage description are provided together in a single document (Word and PDF format) and constitute the binding basis for their application. The prescribed contents of the guidelines and the Declaration of Authorship may not be substantively altered. Every academic paper or thesis must include the completed Declaration of Authorship and, where applicable, the completed usage description as an appendix. Inclusion of the “Guidelines on the Use of Generative Artificial Intelligence (AI) in Academic Papers at Alice Salomon Hochschule Berlin” as part of the submitted paper is optional.