University of
Zurich UZH

English Department

Guidelines for the Use of AI Tools

Disclaimer: These guidelines have been adapted from a policy statement issued by the University of Portsmouth. (Points 1, 3, and 5 have been taken over verbatim.)

Artificial Intelligence (AI) tools such as ChatGPT use algorithms to generate output (such as text, images and code), based on user questions or commands.

The seven principles listed below will help you determine under which circumstances the use of AI tools is appropriate – and when it is not. Adhering to these principles will enable you to make use of AI tools in a way that complements and enhances your studies, without risking academic integrity.

Seven Principles for the Use of AI Tools

1. Use AI as a tool **to assist** and inform you in your initial research, generation of ideas, planning and output development, but **not as a replacement** for your critical thinking and analysis.

2. Ensure that you appropriately **cite and reference any text or output generated by AI in your assignment**, along with any other sources you use (see writer's manuals for Literature, Linguistics, and Language Skills and Culture for details). You must indicate clearly where in your assessment task you have used AI-generated material.

3. **Understand the AI tool's limitations** and therefore use it in conjunction with other sources to ensure the information you present is credible and reliable. You need to check the accuracy of all information generated by AI tools.

4. Be aware of the **UZH's and the English Department's regulations**, such as the Code of Honor for online exams (https://www.zi.uzh.ch/en/support/e-learning-and-assessment-support/online-exams/honor-code.html) or the relevant guidelines concerning plagiarism (*Rahmenverordnung über die Bachelor- und Masterstudiengänge an der Philosophischen Fakultät der Universität Zürich*, RVO PhF, 27.08.2018, §11 and §12; see also the PDF document "What Constitutes Plagiarism?": https://www.es.uzh.ch/dam/jcr:20ac4c8d-35b8-4a39-8b36-fb471ff330a1/What%20Constitutes%20Plagiarism.pdf).

5. Make sure that any final product (your assessment as submitted) is your own work, and not just copied from an AI generator, in whole or in part. You can **use the generated text or output as a starting point to give you inspiration or guidance, but the final submitted assessment must be all your work, your creation, and your analysis**.

6. Remember that writing is not just a way of putting your fully formed, finished thoughts on paper. Rather, **writing is a way of testing, reshaping, and refining your ideas**. While it may make sense to use AI tools to help you solve specific problems, you should never use them to 'circumvent' the challenge of expressing your ideas in your own words.

7. Bear in mind that any kind of work you do comes with ethical obligations on your part: **AI tools can *respond* to queries, but it is you who will be *responsible* for any material you decide to use** – including, for example, biased findings or other types of misinformation.