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To
all Examiners and Examinees
of the Faculty of Management & Economics

PRÜFUNGSAMT/PRÜFUNGSAUSCHUSS

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Ihr Zeichen, Ihre Nachricht vom:

Unsere Zeichen:

Durchwahl:

Datum:

PA/PAmt-FWW

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Guide for the Use of 'Artificial Intelligence' (AI) in an Examination Context

Dear examiners and examinees of the FWW,

The following outline reflects the position of the Examination Board on the use of AI tools in examination contexts and serves as a recommended, faculty-internal procedural guideline in conjunction with the General Study and Examination Regulations (BA/MA).

Definition and Reach of AI-Tools

- computer-based execution tools for content creation (= generative AI) or for forecasting future trends (= predictive AI)
- Diverse AI functionalities:
 - Text and Image creation (ChatGPT)
 - *Text correction* (Tools Grammarly, DeepL Write)
 - Paraphrasing (PolitePost, QuillBot)
 - *Translating* (DeepL, Google Translate)
 - *Literature research* (Elicit, ResearchRabbit)

Classification of AI use under Examination Regulations:

Decisive for the delimitation of the (permitted) possible uses of AI-Tools as an aid in examination contexts¹ is the interaction of the following key points (1-3):

(1) Competence-oriented testing:

- The specific personal contribution of the examinees with regard to the methodological and knowledge skills to be proven is determined by the examiners on their own responsibility in the module description (= examiner principle):
 - Generally, based on the *learning objectives of the degree programmes* (BA/MA)
 - *Subject-specific* based on the module content
- Depending on this (core) individual performance to be assessed, the examiners will then determine the permitted aids and thus also the type and scope of possible use of AI tools on a module-specific basis, possibly differently in the individual examination context (= heterogeneity principle).
- Examination Office Postulate:
 - Term papers / seminar papers / theses :
 - Permit the use of AI at least for literature research + text correction in principle (without obligation to highlight)
 - Written exams + online exams (sA) :
 - Prohibit the use of AI in principle (analogous to smartphone/watch)
 - All other types of examination according to §14 (3) ASPOs :
 - AI use to be defined entirely on a module-specific basis

¹ Examination contexts = module examinations or course-related performances/achievements

(2) Deceptive act:

Is present according to § 24 (3) ASPOs: in the case of a pretense of an independent, regular personal contribution, although in reality unauthorized or undisclosed assistance was used.

Consequences for Examinees

- Obligation to highlight the aids used → specifically see (3)
- (Minimum) sanction in the event of deception (= unauthorized use of AI)

→ Evaluation ex officio: Administrative-5

Note on the Examiners Obligation

In order to ensure equal opportunities² examiners must take effective measures to prevent or detect attempts of cheating, particularly in the case of unsupervised types of examination such as homework/seminar/thesis examinations, by:

- Target-oriented weighting of oral performances: Presentation/defense
- Use of Software for plagiarism / AI usage control

(3) Display of AI usage:

In order to be able to identify the (core) own work and at the same time avoid an accusation of cheating, it is always necessary to highlight the type, scope and purpose of AI use by the examinee as an aid used, given that the use of AI goes beyond the scope of use permitted by the examiners (e.g. literature research + text correction).

The obligation to display the use of AI tools in examination contexts follows the principles of completeness, clarity, traceability and consistency with regard to referencing and citing sources (= transparency principle)³

² Equal opportunities in the examination context: examinees who behave in accordance with the rules (= do not cheat) must not be placed in a worse position (in the performance evaluation) than those who violate examination regulations (= cheat)

³ Scope of labeling: “The reader must know who is speaking to him at every point” (VG Düsseldorf)

Display Instructions for Examinees/Indication of References for AI tools

Text passages in the term paper/seminar paper/thesis that were taken verbatim or analogous from AI-based tools (especially text generators) must be cited with the source:

- *Printed work: to be marked visually⁴ zu kennzeichnen (e.g. by “gray” text background)*
- *Digital version of the work: additional underlying AI transcriptions to be deposited in full*

AI-Tools⁵

AI-based tools used to create the work can be documented as follows:

Name of the AI tool, software version, date of retrieval (if applicable), URL (if applicable), prompt used (author's question), classification of the application and, if applicable, result (transcription or screenshots). For example:

➔ [137] ChatGPT (Version 3.5), Chatbot-Output from November 1st, 2023 regarding sequencing of THEN (Most relevant prompt: “How does the CAPM work?”).
PRODUCED.

Oder

➔ [OpenAI21] ChatGPT (Version 3.5), Chatbot-Output from November 1st, 2023 regarding sequencing of THEN (Most relevant prompt: “How does the CAPM work?”).
INTERACTIVE.

Note: Classification of the application is understood to be classification into the following categories:

Category	Explanation
PRODUCED	The AI generated the text based on the request.
REVISED	The AI has revised a text created by the author of the paper.
INTERACTIVE	The text was created through interaction between the author of the work and the AI.

DIN ISO 690 [15] does not provide any information on this yet.

⁴ An alternative citation in the sense of a (literal or analogous) citation analogous to classical literature or other sources via suitable footnotes or in the text is possible in consultation with the examiners.

⁵ Based on the “Design guidelines for Bachelor's and Master's theses” (p. 16ff.) of the FMB/OVGU from 04/2024. .

Wording of the declaration of authenticity

Declaration of Authenticity

I declare, Person X,

- that I completed the present Thesis independently and without any unauthorized assistance
- that I did not use any aids other than those explicitly approved in advance and specified by me
- that that I have identified parts of the work whose wording or meaning has been taken from other documents (this also includes internet sources and AI-based tools), stating the source and
- that I have not yet submitted this work in the same or similar form to any other examination authority.

I agree,

- that my work can be checked for plagiarism using software. I am aware that plagiarism constitutes serious academic misconduct and that deceit will be punished in accordance with the study and examination regulations that apply to me

I am aware,

- that in case of deceit the work will be officially declared "insufficient (5.0)"
- that I bear full responsibility for incorrect or distorted content generated by AI, incorrect references, violations of data protection and copyright law or plagiarism

My intellectual performance was consistently at the forefront and I always managed the process myself.

.....

(Signature) / (Place, Date)