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Guidelines for the Use of AI Assistants for Course Work and at the Department of Psychology at the University of Zurich[1]

We acknowledge that artificial intelligence (AI) will likely play a strong role not only in society but also in science in the future. Hence, it is important for students to learn how to use AI assistants (such as ChatGPT) in an ethical and responsible way. While AI offers many opportunities that may assist scientific writing (e.g., to use it for editorial purposes, or to help authors write well in a non-native language), it also poses new challenges: AI assistants cannot be a replacement for critical thinking.

The use of AI assistants to help with study assignments (e.g., course work for seminars, BSc or MSc theses, PhD dissertation) is allowed if **three conditions** are met:

(1) AI assistants are used to assist with the work, rather than to do the work. For instance, in writing text or computer code, AI assistants could be used for editing, such as shortening of text; checking for spelling or syntax errors; receiving suggestions for alternative phrasing of words, or alternative commands in code. Generally speaking, editing purposes always require users to give specific input that was produced by the users themselves into the AI assistant (e.g., a sentence, code chunk, or error message that one needs help with). In case of doubt, the use of AI assistants should be discussed with the thesis supervisor.

(2) If parts of the text or code are automatically generated by an AI assistant, this must be acknowledged. Undeclared use of automatically generated text or code is considered plagiarism. When text snippets originally generated by AI are used, they need to be cited like other sources that are reproduced verbatim or with minimal changes. When AI is merely used for editing text that the student has originally generated, no such reference is needed.

Automatic generation of computer code by AI is not permitted in course work for seminars, BSc or MSc theses or PhD dissertations due to the increased difficulty of verifying (see point 3) AI-generated code compared to AI-generated text. Only the use of AI to edit and correct code written by the student (as described in point 1) is permitted.

Any use of AI for editing or generating text and for editing code needs to be declared in the Disclosure Form. Other uses of AI assistants (e.g., help with finding literature, with generating ideas) also need to be declared in the Disclosure Form. Failure to do so is a violation of intellectual rights and can be considered fraud. Even when properly referenced and used in moderation, students should be aware that automatically generated text fulfils different functions than other citations. For example, it has little to no value as evidence for the main argument of the seminar paper or thesis, in contrast to citing scientific literature.

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[1] We acknowledge the contributions of Hannah Dames (Cognitive Psychology Lab) and the Department of Computer Linguistics at UZH to the present guidelines and disclosure form.

(3) Responsible use of AI assistants includes the careful verification of any resulting text or computer code. Students take responsibility for the quality, correctness, and truthfulness of any automatically edited or generated text and edited code as if they had written it themselves. Errors contained therein will have a larger effect on the evaluation of the submitted work than, for example, factual errors in text cited from existing peer-reviewed work. Even true statements can be unacceptable if they have not been verified by the student. As part of verifying the correctness of code, upon request, students must be able to explain every line of code used in and for their study assignments. Students discuss with their supervisor when and to what extent it is appropriate to use automatic text editing or generation and automatic code editing. It should enhance the quality of a work and is not a shortcut to avoid a deep engagement with the subject matter.

Important information when using ChatGPT

Information generated by ChatGPT (an artificial intelligence language model developed by OpenAI) itself:

"ChatGPT is a large language model developed by OpenAI, designed to generate natural language responses to input prompts. ChatGPT can be used to assist with writing assignments and theses, but it should be noted that ChatGPT is a machine learning model and therefore has limitations and potential biases. Limitations are:

- ChatGPT may not always generate accurate or appropriate responses to input prompts.
- ChatGPT may have biases based on the data it was trained on. OpenAI has made efforts to reduce biases in the training data, but biases may still exist. It is important to critically evaluate the responses generated by ChatGPT and to seek multiple sources of information to avoid relying solely on ChatGPT-generated responses.
- Ownership: OpenAI owns the intellectual property rights to ChatGPT, and any responses generated by ChatGPT are also owned by OpenAI. Users of ChatGPT retain ownership of their input prompts and any content they create using ChatGPT."

Disclosure Form for the Usage of AI Assistants in Written Assignments

I hereby confirm that the present work is my original work. I declare that I have not used any AI assistants for this work, except as noted below.
Please indicate if you used any artificial intelligence (AI) assistants (e.g., ChatGPT) to write or edit your assignment or computer code used within or for the assignment:

☐ Yes, I used an AI assistant to assist me with the present work.

☐ No, I did not use any AI assistants to assist me with the present work.

If you selected "Yes", please indicate the following.

Which AI assistant(s) did you use? _____

How did you use the assistant(s)?
Please indicate if you used the assistant(s) for any of the following examples and if so, please specify the input and how you used the output for each. Additionally, please indicate what percentage of the present work was written or edited using AI assistants for the examples below.

☐ 1. **Editing purposes:**

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Example: *"Prompt: I was unhappy with the phrasing of around 12 sentences, and I asked ChatGPT to provide an alternative text for these sentences. For that, I submitted the full sentences to ChatGPT and asked ChatGPT to improve the writing. Output: Half of the sentences I just copy-pasted without changing them. For the other half of the sentences, I only used parts of the suggested changes (~2 words per sentence)."*

What percentage of the present work was edited that way? _____%

☐ **2. Shortening:**

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Example: *"Prompt: I submitted a whole paragraph and asked ChatGPT to shorten the text. Output: I copy-pasted the whole paragraph without editing."*

What percentage of the original work was submitted to the AI assistant that way? _____%

☐ **3. Generating ideas/texts:**

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Example: *"Prompt: I submitted the general topic and some bullet points to ChatGPT and asked it to generate open questions based on that input. Output: I used the ideas but rewrote the sentences."*

What percentage of the present work was created that way? _____ %

☐ **4. Help with problems in coding** (e.g., for data analysis purposes, coding of experiments, or simulation studies)

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Example: *"Prompt: I copied malfunctioning code/an error message from R into ChatGPT and asked why my code is not working/for improvements of my code. Output: I implemented the changes/copy-pasted the corrected code into RStudio. I verified that every line of the resulting R code and output correspond to the intended statistical analysis."*

What percentage of the present work was created that way? _____ %

☐   **5. Other:**

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What percentage of the present work was changed that way? _____ %

By signing this disclosure form, I confirm that I answered truthfully.

Date: _____

Signature: _____