Use of Artificial Intelligence (AI) for Performance Records in the Business Administration Degree Program

The School of Business FHNW is convinced that the competent use of AI tools such as ChatGPT will be one of the essential requirements in professional life in the future. This fact sheet clarifies under which conditions you are allowed to use AI tools for the creation of performance records ("Leistungsnachweise") and what you have to consider.

Within the framework of the study and examination regulations, you can use AI tools for performance records as long as
- the work of the performance record was not purely generated by AI,
- your essential intellectual effort is identifiable,
- the use of the tool in question is declared in the list of aids,
- the texts generated by AI do not contain excerpts from copyrighted works.

If we have the suspicion that you have violated the above mentioned requirements in a performance record, we will confront you with this and demand a corresponding statement (e.g. we will oblige you to show your work process). Submitted papers can be checked by means of plagiarism detection softwares in case of suspicion, but also without any particular reason. If the suspicion can be sufficiently verified, or if you admit the breach of duty, the performance record will be assessed with a grade of 1 or "not fulfilled". Depending on the severity of the violation, the university may take further disciplinary measures (reprimand, exclusion from studies).

In order to protect your data and the data of external commissioning bodies, please note the following:
- AI tools have their limitations. For example, ChatGPT formulates its responses based on statistical probabilities. The chatbot currently produces factual and formal errors on a regular basis, as it does not master logically coherent chains of reasoning or reliable source citations.
- Whenever data is uploaded to the websites of AI tools, there is a risk that this data is stored by the respective provider in accordance with its data protection legislation and is therefore poorly secured against unauthorized access. This is particularly problematic if the uploaded texts or data contain information about persons and/or companies that is worthy of protection. We therefore strongly recommend that you anonymize corresponding texts before uploading them. If you upload texts from other people's works to AI tools without indicating the source, copyright risks may arise.
- For all written work, a declaration of authenticity (see Appendix 1) must be signed in which you agree to the above points.
- All aids which are used in the preparation of a performance record must be consistently declared in a list of aids (see Appendix 2).

Appendix 1: Declaration of Authenticity

I hereby declare

- that I have written this performance record independently and on my own;

- that I have correctly cited all text passages not originating from myself according to common scientific citation rules and that I have clearly mentioned the sources used;

- that I have declared in an index all aids used (e.g. AI tools such as chatbots [e.g. ChatGPT], translation/paraphrasing tools) or programming applications [e.g. Github Copilot] and have indicated their use at the corresponding text passages;

- that I have acquired all intangible rights to any materials I may have used, such as images or graphics, or that these materials were created by me;

- that the topic, the paper or parts of it have not been used in a performance record of another module, unless this has been expressly agreed with the lecturer in advance and is indicated in the paper;

- that I am aware that my work may be checked for plagiarism and for third-party authorship of human or technical origin (artificial intelligence);

- that I am aware that the School of Business FHNW will pursue a violation of this declaration of authenticity or its underlying obligations of the study and examination regulations of the School of Business FHNW and that disciplinary consequences (reprimand or expulsion from the study program) may result.

Place, date

Signature

Appendix 2: Example list of aids

Aid	Usage	Affected areas
Private proofreading	Spell check	Entire work
Paid proofreading	Spell check	Entire work
DeepL Write	Optimization of individual text passages according to feedback from proofreading	Chapter 2, paragraphs 1-4 Entire chapter 5
DeepL Translate	Translation of quoted text passages from Turkish to English	p. 16, paragraph 2
Zotero	Preparation of in-text citations and reference list	In-text citations Reference list
Litmaps	Literature search using "Seed Map" function	Entire work
Dream (by Wombo)	Creation of graphics	Figure 3, p. 10 Figure 8, p. 23
ChatGPT	ChatGPT was asked to identify possible adjacent topic areas to the research question. The results were used to search for further literature and to delineate the research question as precisely as possible.	Entire chapter 1.2 (screenshots of prompts and answers in appendix B)
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