

Teaching English as a Foreign Language (TEFL) department

Requirements for documenting the use of AI in academic texts (“Studienleistungen”, “Modulprüfungen”, “Wissenschaftliche Hausarbeiten”)

Overview:

In order to maintain the goals of academic writing, certain parts of the writing process must remain with you as the author. Most importantly, you alone are responsible for your text, which means that you must consciously make decisions about content and style, develop arguments, check information and be able to identify with the position you are representing.

The following suggestions provide specific guidance on how AI can be successfully integrated into the writing process in these circumstances.

Phases during the writing process	Students' contribution	AI use
Topic selection and literature research	Selecting a focus Researching academic sources	Brainstorming Receiving a general overview of topics ¹
Reading and extracting	Critical reading Taking notes Revising AI-generated texts	Providing a summary/outline for initial overview Simplifying text passages
First draft	Writing to develop and express your own arguments by referring to theoretical and empirical papers Revising AI-generated texts	Formulating key points Cooperative freewriting
Revision	Selecting and adapting the appropriate text version Obtaining human feedback	Generating different text versions Adjusting style/perspective
Linguistic correction	Checking whether meaning has been altered	Specialised tools such as DeepL Write and Duden Mentor

Source: <https://lehre-virtuell.uni-frankfurt.de/knowhow/einsatz-von-generativer-ki-im-studium-handlungsempfehlungen-fuer-studierende/>

Detailed documentation:

You are required to name the AI/the models you used.

EVERY prompt you used and output you received must be documented properly: best number them, so you can cross-reference in the text!

Any assistance by AI must be declared in the text already (e.g., footnote. Example: “The research question was finetuned by XXX, please see Appendix, prompt Y”).

Estimate the contribution of AI to the paper (explain the genesis of your estimate):

80% / 20%, Text parts created by AI (%), word count 345 of 4017 words (8.6%)

¹ AI texts are not academic texts. The answers that AI models such as ChatGPT provide to questions about content must not be used as a source of information, as AI results are neither quotable (published, accessible) nor worthy of citation (relevant, quality) compared to academic sources.

ePortfolio reflection tasks:

Please reflect on the use of AI in the preparation of your term paper. The focus of your reflection should be on your competences related to teaching English as a foreign language.

Although you are free to write your reflection as you wish, you should consider the following questions:

- (How) Has AI helped to improve the quality of your paper?
- (How) Has AI helped to understand the key concepts of your paper?
- How do you assess AI's quality of work (i.e., what can AI do better, where are you superior?)
- Critically evaluate aspects of ownership with your document!
- What ethical considerations did you come across that might influence your practice?
- Will you use AI again? Or is it confusing, more work, or even disrupt your idea of thought?