

Checklist: Generative AI

Green (freely permitted with documentation)

- brainstorming for topic and locating literature
- text correction, e.g. grammar checks, assistance with wording, improving sentence structure (only as assistance with texts you have written by yourself, not for generating text!)
- creating graphs and diagrams (you must interpret the data by yourself)
- programming and coding in linguistics
- formatting support, e.g. checking finished paper for errors in MLA/APA style
- generating lesson ideas and worksheets

Yellow (limited use)

- translation: You are obliged to check the accuracy of translations and edit the final product accordingly. You are **fully responsible** for the work you submit.
- AI-assisted summarisation: Summaries may only be used to assist research or guide understanding, but must not be submitted as part of your written work. **An AI summary is no substitute for reading primary texts or doing research!**
- generation of teaching materials (must be adapted and documented)
- assessment design. Requires disclosure and critical revision. Must be reviewed for validity, fairness, and alignment with learning outcomes.
- lesson planning support, adapting activities, differentiating materials, creating discussion prompts, generating examples. Require critical evaluation , adaptation to learning objectives, disclosure.

Red (not permitted)

- creating outlines, structuring texts: The final outline, argumentation, and organisation of the submitted work must be developed and justified by the student.
- generating, using, or citing substantial portions of assessed writing.
- reflective writing. Reflective assignments must represent the student's own experiences, observations, and professional judgment. AI may not generate reflective content on behalf of the student.
- language proficiency assessments - **The use of AI in exams and assignments designed to attest to your language skills is expressly prohibited.**
- take-home exams intended to assess independent writing
- submitting unedited AI-generated lesson plans

Affidavit

I hereby truthfully declare that

- 1) I am the **author** of the submitted paper, which I wrote independently and without illicit assistance;
- 2) I did not use any materials other than those listed in the bibliography and that all **passages, quotations, and paraphrases** taken from these sources in full or in part have been marked as such and their origin has been cited individually in the text stating the version (edition and year of publication), the volume and **page** of the cited work, and in the case of **Internet sources stating the complete URL and the date of access**;
- 3) I have used only the AI tools listed in the attached **Documentation of AI Use** in the preparation of this paper
- 4) , and that I have used them in a considered manner and in compliance with all data protection regulations. I confirm that I have always used these tools to an **appropriate extent that in no way impairs the independence of my work**. I recognise that the responsibility for the work lies with me and not with the tools, their developers, or any other person.
- 5) I have listed all institutions and persons that supported me in the preparation and production of the paper;
- 6) I have not submitted the paper to any other institution and that it has never been used for other purposes, neither in full nor in part.

I am aware that any violation of this declaration will result in a fail grade (nicht bestanden).

I hereby declare that, in the preparation of this thesis, I have critically reflected on and used the following (AI) tools in compliance with all applicable data protection regulations. I confirm that I have used these tools only to an appropriate extent and in a manner that has not compromised the independent nature of my work in any way. I acknowledge that responsibility for this work rests with me and not with the tools or any other person.

I have carefully read and understood the checklist "Generative AI". Furthermore, I emphasise that am fully informed about the principles of good academic practice (https://www.ph-vorarlberg.ac.at/fileadmin/user_upload/RED_ALL/OffizielleDokumente/Richtlinie_zu_guter_wissenschaftlicher_Praxis_und.pdf) and have adhered to them throughout my work.

Below, I list all tools used and briefly describe how I employed them.

AI Tool	Purpose	Prompt/Task	Extent of Use
ChatGPT	Brainstorming lesson objectives	"Suggest communicative activities for B1 learners"	Used for initial ideas
DeepL	Translation	Translation of German notes	Revised manually
Grammarly	Language correction	Final proofreading	Grammar only

Date

Signature