



Guidelines for the Use of AI Tools

The present guidelines refer to tools on the basis of Large Language Models (LLMs), commonly known as Artificial Intelligence (AI). These can take the shape of a general use chatbot tool such as ChatGPT or specialized support tools such as grammar checkers (e.g. Grammarly), image generation tools (e.g. Midjourney) or research support tools (e.g. Scite.ai).

The principles listed below will help you determine under which circumstances the use of AI tools is appropriate – and when it is not. Adhering to these principles will enable you to make use of AI tools in a way that complements and enhances your studies, without risking academic integrity. Unauthorized use of AI tools will be penalized.

Instructors may **further specify these guidelines** for their courses. Make sure to read any instructions they provide and follow them.

1. You may use AI as a tool **to assist** and inform you in your initial research, and generation of ideas, but **not as a replacement** for your critical reading, thinking, and analysis.

If this difference between legitimate and illegitimate use is hard for you to perceive, imagine you are chatting with your instructor rather than with an LLM. Instructors are happy to answer specific questions: that's how students learn. But no instructor would agree to fix or edit your paper for you, since that does not make you a better writer.

- a. You may use AI tools to aid you in the use or programming of software, or to generate visual illustrations. These uses need to be cited (see point 2).
 - b. The use of AI-based tools for orthographic and grammatical text improvements is generally allowed and does not require explicit citation, unless your instructor or supervisor specifies a different practice in writing.
2. Ensure that you appropriately **cite and reference any use of AI in your assignment**, along with any other sources you use (see writer's manuals for Literature, Linguistics, and Language Skills and Culture for details). You must indicate clearly where in your assessment task you have used AI-generated material.
 3. **Understand the AI tool's limitations** and therefore use it in conjunction with other sources to ensure the information you present is accurate, credible, and reliable. As a rule of thumb, you should not integrate anything into your work that you did not **independently verify**. Think of the AI tool as your research assistant to whom you can outsource tasks that would take you a long time to

complete. Once your research assistant completes a task, it is on you to judge the output again and check its accuracy.

4. Bear in mind that any kind of assessment you submit comes with ethical obligations on your part: **AI tools can respond to queries, but it is you who will be responsible for any material you decide to use** – including, for example, biased findings or other types of misinformation.
5. You **must not upload personal data** by others (e.g. participants in your study) to AI tools unless you have received **explicit consent**. Additionally, avoid mentioning or uploading personal data about yourself to AI tools that you do not want to be used by third parties.
6. Be aware of the **UZH's and the English Department's regulations**, such as the Code of Honor for online exams (https://www.zi.uzh.ch/dam/jcr:d4a84018-d8eb-4ff3-816b-ecc11ec6d2d5/20240118_CodeofHonor.pdf) and the relevant guidelines concerning plagiarism (*Rahmenverordnung über die Bachelor- und Masterstudiengänge an der Philosophischen Fakultät der Universität Zürich*, RVO PhF, 27.08.2018, §11 and §12 ; see also the PDF document “What Constitutes Plagiarism?”: <https://www.es.uzh.ch/dam/jcr:20ac4c8d-35b8-4a39-8b36-fb471ff330a1/What%20Constitutes%20Plagiarism.pdf>).
7. Make sure that any final product is your own work, and not just copied from an AI generator, in whole or in part. **The final submitted assessment must be all your work, your creation, and your analysis.**
8. You are not allowed to write your work in another language and then have it translated by an AI tool. **Being able to express yourself in English** is an essential skill that you should acquire as a student of English.
9. Remember that writing is not just a way of putting your fully formed, finished thoughts on paper. Rather, **the process of writing is a way of testing, reshaping, and refining your ideas**. While it may make sense to use AI tools to help you solve specific problems, you should never use them to circumvent the challenge of developing ideas and expressing them in your own words.

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