

WUPOL Lists of Aids Used

Policy on Lists of Aids Used in Student Seminar Papers and Theses

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Please note: This translation is provided **for your information only**. In case of discrepancy, the German original shall prevail.

1. Purpose

In light of the rapid developments in the field of generative artificial intelligence and the legal changes that came into force in summer 2024, in particular in the Act on Quality Assurance in Higher Education (*Hochschul-Qualitätssicherungsgesetz*, HS-QSG), WU plans to establish new transparency and documentation standards for student seminar papers and theses (bachelor's and master's theses and doctoral dissertations). Lists of the aids used that are to be attached in such papers, as described in this policy, play a key role in this regard.

2. Scope

This policy applies to everyone who supervises students in the preparation of seminar papers and theses at WU.

3. Lists of aids used and their purposes

When a list of aids used is attached in an academic paper, it is possible to see at a glance which resources were used in the preparation of the text, where and how they were used, and to what extent. A list of aids complements the relevant citation standards, bibliographies, reference lists, and the description of the methods and tools used in the thesis, but it does not replace any of these elements.

The disclosure requirements specified by this policy apply to all aids used, regardless of whether they are based on AI. If no aids have been used, it is recommended to make this transparent by adding a note in the list of aids used.

Each seminar paper and thesis should attach a list of aids used, especially for the following categories of tools and contributions:

- Software, applications, and tools used in the creation and validation of the paper. This also includes aids used in the preparation of the empirical parts of papers, such as aids used for transcription, data analysis, data preparation, etc. Likewise, (AI-based) assistant systems that are integrated and used in word processing software, such as Copilot in Word, should also be specified.
- Paid or unpaid editing services that go beyond mere proofreading (i.e. checking grammar and spelling).

4. Definitions provided by supervisors of the student papers

As a rule, supervisors must specify the (un)authorized aids for the paper in question. Accordingly, the supervisor also determines whether a list of aids used must be provided, which aids should be included in such a list, and the level of detail required for the entries. This information must be communicated transparently to students before the supervision begins. Students should consult with their supervisor in good time if they intend to use any other/unlisted aids.

In any case, lists of aids used should always include the following information:

- The specific aid that was used
- The purpose for which the aid was used
- Information on the parts of the seminar paper or thesis that were created using the aid in question
- Documentation (e.g. URL) of a shared link to the LLM prompting history (e.g. for ChatGPT or Gemini), if available

It is the responsibility of the supervisors and academic units to inform students about the relevant (un)authorized aids.

An example is provided to illustrate how such lists of aids used can be designed. This example can also be used as a template.

5. Students' disclosure of the aids used

Students are obligated to follow the instructions of their supervisors. Irrespective of these instructions, the Vice-Rector for Academic Programs and Student Affairs encourages all students to voluntarily include a list of aids used in their papers, even if this is not explicitly required by their supervisors. This provides additional protection in the event of any secondary reviews of the seminar paper or thesis, e.g. reviews carried out after the paper in question has been published.

6. Further information

Further information on the lists of aids to be attached to academic theses (including a template) and on how these lists can be integrated into the thesis writing process can be found on the WU websites for teachers and students. This information also applies analogously to seminar papers.

7. Quality assurance

This document will be evaluated by December 3, 2028, to ensure that it is up to date.

8. Document details

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