Guidelines of Jade University of Applied Sciences on the use of generative AI

As of 25 November 2025

These guidelines were adopted by the Presidium of Jade University on 25 November 2025. They update the guidelines adopted on 8 July 2025 and thus replace them.

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1   Use of generative AI at Jade University

In a [position paper](#) dated 16 November 2023, Jade University clearly acknowledged its shared responsibility to actively integrate artificial intelligence (AI) skills as "future skills" into the education of its students and into research in a meaningful and responsible manner. Furthermore, on 28 January 2025, the Senate of Jade University of Applied Sciences decided on the basic principles of university development planning: "*Due to the outstanding importance of artificial intelligence (AI), Jade University of Applied Sciences will develop an identity as an AI university by 2030 and implement this identity in all areas of work*."

Therefore, all members and affiliates of Jade University are encouraged to further their qualifications in basic and subject-specific **AI skills**. This includes, in particular, the "AI Basics" training course provided by Jade University (see 6.3), which verifiably imparts a minimum level of competence and awareness in the field of AI. The objectives are to enable students to deal with new and rapidly developing technologies in an alert, confident and responsible manner, and to enable them to make competent positive contributions in the context of profound social transformations. Further and up-to-date information is available on the university's website at:

https://www.jade-hs.de/ki-hochschule

These guidelines now regulate the use of generative AI[1] at Jade University. As developments in the field of AI or AI-supported software systems (hereinafter referred to as "AI tools") are progressing dynamically, product-specific and conclusive detailed regulations are not provided; Instead, general guidance on use is provided, awareness is raised of potential dangers, obstacles and prohibitions, and obligations (including personal obligations) (cf. 6.3) for the use of AI are specified.

2   Creating an account for AI tools

Any use in a professional, non-private[2] context is subject to the provisions of these guidelines. To the extent that personal information is made available to AI tools, it is also used for data processing in the AI tool and leaves personal "traces". Against this background, it is important to consider the framework conditions for the processing and use of this data by the software at an early stage. Depending on the system, possible options for anonymisation can be considered.

Everyone must be aware at all times that open AI tools are operated by commercially run organisations that are based on different business models and are highly networked. The terms and conditions and data protection guidelines are therefore subject to regular change, meaning that users should review them on an ongoing basis.

For this reason, Jade University provides additional AI tools that have been checked for data protection and information security to ensure that personal data is protected[3] . The questions and inputs provided are then no longer traceable to specific individuals, but are "obscured" by communicating with the AI via a general user called "Jade University". Only such AI tools may be used in teaching and learning.

AI tools procured and operated not by centralised university-wide institutions but by individual departments or groups are subject to the same requirements and procurement guidelines[4] and must be coordinated in advance with the university computer centre and the Information Security and Data Protection Management Department . The installation of locally installed instances that are disconnected from the internet is possible under certain conditions. When using such tools, different framework conditions apply, which must be coordinated with the data protection and information security management department at Jade University. The use of different AI tools and the

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[1] Here, we understand the term generative AI (genAI/gAI) to mean both text, video and audio-generating AI tools, etc. as well as evaluation and analysis tools, e.g. searching and creating abstracts in research databases or AI-driven evaluation of multiple-choice tasks, including the individual creation of exercises, but also pattern recognition and the use of RAG bots ("retrieval-augmented generation").

[2] Art. 2 (10) EU AI Regulation

[3] As of July 2025, these are HAWKI and Chat AI.

[4] https://hrz-wiki.jade-hs.de/de/tp/sw/start

coordination of the scope and purpose of use can be beneficial in terms of quality and sustainability. The respective operators[5] – i.e. those who make the tool available within the university – are responsible for ensuring sufficient AI competence on the part of users in accordance with the EU AI Regulation (cf. 6.) and for the GDPR-compliant **operation** of the technical system, and are liable in the event of damage if gross negligence or intent can be proven.

3   Use of AI systems

When using an AI tool (e.g. for prompting), you always disclose information, which means that entering data (e.g. in the form of questions) is particularly sensitive. Depending on the licence and provider, the information entered may remain in the AI tool for training purposes and may thus be unintentionally disclosed to other persons by the system. Individual entries may result in information being collected for training and interaction purposes; this should be taken into account when entering and using personal data.

When using AI tools, particular attention must always be paid to the following:

- Personal data may not be entered without the documented consent of the persons concerned.
- Confidential data from the university, partner institutions, practical training sites and companies, or research data may not be used.
- When entering the work of other persons, verifiable declarations of consent must be available.
- Data and texts/works for which a third party holds copyright may not be entered.

To work safely and confidently with AI tools, it is important to always keep these aspects in mind. Before use, you should check the terms and conditions to see how the respective system deals with these aspects and where the limits of your own scope of action lie.

All those who use AI tools are responsible for always reflecting on their own competence in using the system at hand and, if necessary, updating and expanding it.

In any case, the respective users are personally responsible for the responsible use of the tools provided in accordance with copyright and GDPR regulations and for the further use of the results of these tools, and are liable in the event of damage.

4   Dealing with AI-generated results

A high degree of responsibility and competence is also required when dealing with AI-generated results. Although AI tools can be a powerful aid, the responsibility for controlling, checking and further using the generated results always lies with those who use artificial intelligence. In this context, the following points should be noted:

- As customer-oriented systems, AI tools are trained to "please" users; their response behaviour is designed accordingly ("**pleasing behaviour**").
- Results may be "invented" and their veracity and stated sources may only appear authentic without actually being so ("hallucination").
- AI tools can be provided and designed by humans in such a way that they can also be used or hijacked for unfair purposes ("misuse").
- Provided AI tools can never be separated from their cultural and ethical context, meaning that their responses always reflect the cultural and ethical biases inherent in their programming and training ("**cultural and ethical bias**").
- In order to maintain their operating model, results generated by AI are virtually completely exempt from final verification of their correctness ("intransparency"). AI tools increasingly produce less obvious but still systematic errors or omissions, meaning that the results must always be critically examined and reflected upon, even outside the AI tool used ("**quality assurance of results**").

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[5] For HAWKI, for example, Jade University is the operator of an AI system.

- The results of AI depend heavily on the timing and course of the interaction, as well as the limited data set and the respective training situation of the AI. In this respect, they are not always reproducible at a later date and must be secured accordingly for further use ("reproducibility").

- AI tools cannot be held legally liable for their erroneous results or results that may violate applicable law; therefore, as with scientific sources, for example, responsibility for their dissemination and use always lies with the user. Users do not hold copyright to the output unless the texts have been significantly revised. ("**Liability lies with the** user").

5 Use of AI in connection with examinations

According to its examination regulations, Jade University requires that the aids used in completed work (e.g. bachelor's or master's theses, term papers or presentations) be specified and a declaration of independence be attached. How AI-generated content was used for one's own work must be disclosed and indicated. For the permissible or intended use of AI tools in examination papers, the declaration of independence provided by the examination office must be used.

Of course, in accordance with good scientific practice (see Regulations for Ensuring Good Scientific Practice), the nature and extent of AI use must also be documented transparently. The university library has developed some recommendations for this purpose, but no uniform citation system is prescribed. Rather, it is up to the respective academic cultures to define appropriate rules, establish good practice and share it. In any case, the rules must be communicated transparently between teachers and students in good time before the work is written.

It should be noted that AI-generated references may be unreliable or fabricated and must always be cross-checked outside the AI tool used. Furthermore, the lack of reproducibility means that not only should the AI-generated results be secured and transparently documented, but also the inputs during use, in order to be able to effectively trace the scientific steps.

Only secure, GDPR-compliant AI tools that have been officially introduced by the university may be used in teaching and for examinations in accordance with the requirements of the teaching staff (see 2). When comparing examinations, fairness and equal treatment must always be ensured. This also applies in connection with work produced using AI compared with work not produced using AI.

6 Notes on the provisions of the EU AI Regulation

The aim of the EU AI Regulation ([6]) is to ensure that AI tools are developed and used responsibly. In particular, the regulations impose obligations on providers and operators of AI technologies, such as training in AI skills. In this context, Jade University is establishing an AI advisory service (Strategic Transformation Unit) as a point of contact for teachers, researchers and other users on the legally compliant use of AI tools and the further development of AI skills. The Presidium particularly encourages all employees and students of Jade University to make use of this advisory service.

Further information on the provisions of the EU AI Regulation can be found here:

- https://www.europarl.europa.eu/topics/de/topic/artificial-intelligence
- https://www.bundeskanzleramt.gv.at/themen/europa-aktuell/2024/08/ai-act-der-eu-in-kraft.html
- https://hochschulforumdigitalisierung.de/eu-ai-act-wie-wird-deutschland-ki-kompetent/

6.1 Prohibitions on the use of generative AI tools

Below are AI practices that are prohibited under the EU AI Regulation when using generative AI tools; this list is not exhaustive. Rather, it highlights key prohibitions on their use in a higher education context in order to promote the acquisition of AI skills and the safe and sensitive use of AI systems.

- **Behavioural manipulation and subliminal influence**

  AI tools that manipulate people through subliminal techniques or without their knowledge in order to change their behaviour in a way that could harm them are prohibited, including

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[6] Link to EU AI Regulation: https://artificialintelligenceact.eu/de/

"deepfakes"[7] .

- **Evaluation of individuals and performance**

  The use of AI to assess the trustworthiness of individuals based on their social behaviour or other personal information (similar to "social scoring"[8]) is prohibited. The AI-supported evaluation of examination performance or personnel measures is not prohibited in principle, but is classified as high risk (see 6.2). In this context, only systems created specifically for this purpose and introduced centrally by Jade University may be used. Notwithstanding this, the use of AI for this purpose is prohibited at Jade University.

- **Real-time biometric monitoring and categorisation**

  The use of AI for real-time biometric mass surveillance in public spaces, such as for facial recognition, is largely prohibited; this also applies, for example, to the recording of attention and emotions during online examinations. The same applies to its possible use for supervision during online examinations.

- **Further prohibitions**

  It is prohibited to indiscriminately extract facial images from the internet and store them in databases. Furthermore, emotions in the workplace and in educational institutions may not be deduced using AI tools. AI may not be used to deliberately exploit the weaknesses of certain groups – such as children or people with disabilities – in order to influence their decisions or behaviour.

The EU AI Regulation is risk-based: it prohibits certain AI practices (unacceptable risk), sets comprehensive requirements for high-risk AI systems and defines specific transparency obligations for some other use cases. It also contains rules for general LLMs (GPAI). The aim is to protect fundamental rights, ensure the safe and trustworthy use of AI, and promote innovation.

6.2   High-risk area

In addition to the prohibited area and the low-risk area, where only transparency obligations and voluntary requirements must be met, the EU AI Regulation also defines a **high-risk area**.[9] The use of artificial intelligence in this area is subject to the most stringent requirements[10] .

Categories of the high-risk area in the context of a university are, in particular:

- Biometrics
- Employment, human resources management and access to self-employment
- Accessibility/use of basic services and benefits
- Grading of examinations

The decisive factor for classification is not the AI tool used, but the intended purpose. The risk categories listed in 6.1 – minimal, limited, high and unacceptable – depend on what an AI system is used for and what effects this use may have, not on the type of model or technology used.

The use of special AI tools in high-risk areas, as well as the assumption of provider obligations for AI systems developed or further developed in-house at Jade University, must be reported to the Presidium and approved by it in advance; proof of the necessary AI competence by the introducing body must be enclosed with the notification. The Jade University Computer Centre maintains a publicly accessible list of these use cases and the tools introduced for them.

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[7] "Deepfakes" are realistic-looking media content (photos, audio, video, etc.) that has been modified, generated or falsified by AI.

[8] "Social scoring" refers to the evaluation of a person's social behaviour using a numerical value ("score") for the purpose of predicting or controlling behaviour. The calculation of the numerical value is based on data relating to the characteristics and activities of the person being evaluated, particularly on the internet and social media.

[9] See Prof. Dr Rolf Schwartmann: "AI in higher education – artificial intelligence as a challenge for higher education practice". Lecture for the Association for the Promotion of German & International Science Law (30 April 2025).

[10] Art. 6-50 and Annex III AI Regulation

> **Example of a change in risk classification:**
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> The creation of teaching and learning materials with a "general purpose" AI tool such as ChatGPT is generally permitted. However, its use for the evaluation and assessment of examination performance is classified as a high-risk application[11] and is therefore prohibited with such a tool.

6.3 Verification of AI skills

The EU AI Regulation obliges operators of AI tools, i.e. those who make such tools available, to ensure that users have sufficient AI competence. Jade University operates AI tools such as HAWKI; Jade University fulfils the associated obligation by teaching general usage skills in a training course entitled "**Basic Course in AI**".

Insofar as they use AI for tasks or work in a university context, all members and affiliates of Jade University, including students, must have AI skills.

> **"Basic AI Course" training course:**
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> AI tools are now widely used and can be incorporated into their systems by IT service providers at any time, sometimes without their knowledge. Therefore, **basic AI skills** are essential for all members and affiliates of Jade University when working with IT applications. Jade University offers the "Basic AI Course" as an online self-study course in its learning management system (Moodle). The Teaching and Learning Centre at Jade University is responsible for organising and running this course. A **certificate** is issued upon successful completion of the course, which can be used to demonstrate the required AI skills if necessary. The certificate can be added to your personnel file upon request.

Beyond the basic use of AI, a higher level of usage and evaluation competence is required as soon as AI is used and applied for more complex or responsible tasks, or when more specialised AI tools are used. The research, development and operation of AI tools is a highly specialised and very responsible activity that requires a high degree of expertise and awareness to ensure successful and safe use. Additional qualifications ("**AI Advanced**") are required for this. All members and affiliates of Jade University are obliged to contact the office appointed by the Presidium (Strategic Transformation Unit) as soon as they use AI in a university context as outlined above. This office checks the extent to which additional skills beyond the basic skills mentioned above are required in specific cases and in what form these are to be proven and documented.

The documentation of the acquisition of skills can be of the utmost legal importance for those affected in the event of a possible claim for damages.

> **Use of AI in examinations:**
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> If the use of AI is desired, essential or even mandatory for successful participation in modules or courses or for taking examinations, then teachers, examiners and students must demonstrate the necessary AI skills. The scope and proof of the required skills are checked by the above-mentioned office.

All members and affiliates of Jade University are responsible for keeping their acquired AI skills up to date independently.

7 Entry into force

This guideline shall enter into force on the day of its publication in the official gazette of Jade University Wilhelmshaven/Oldenburg/Elsfleth with immediate effect.

AI Translation by DeepL
Only the German version meets the legal requirements.

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[11] Art. 3(2) in conjunction with Annex III No. 3(b)