

Guidelines of the Jade University of Applied Sciences for the Use of Generative AI

As of 8 July 2025

These guidelines were adopted by the Executive Board of the Jade University on 8 July 2025. They update and supersede the guidelines adopted on 8 May 2024.

Table of contents

1	Use of generative AI at Jade University	2
2	Creating an account for AI tools	2
3	Use of AI systems	3
4	Dealing with AI-generated results	3
5	Use of AI in connection with examinations	4
6	Information on the provisions of the EU AI Regulation	4
6.1	Prohibitions on the use of generative AI tools	5
6.2	High-risk area	6
6.3	Proof of AI skills	6
7	Entry into force	7

1 Use of Generative AI at the Jade University

In a [position paper](#) dated 16 November 2023, the Jade University clearly acknowledged its shared responsibility to actively integrate competencies in Artificial Intelligence (AI) 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 the Jade University decided on the basic principles of university development planning: *"Due to the outstanding importance of Artificial Intelligence (AI), the Jade University will develop an identity as an AI university by the year 2030 and implement this identity in all areas of work."*

Therefore, all members and affiliates of the Jade University are encouraged to further their qualifications in fundamental and subject-specific **AI skills**. This includes, in particular, the "AI Basics" training course provided by the 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 and staff 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 current information is available on the university's website at:

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

These guidelines now regulate the use of generative AI¹ at the Jade University. Given the dynamic advancements in the field of AI or AI-supported software systems (hereafter referred to as "AI tools"), specific and exhaustive detailed regulations regarding products are omitted. Instead, general guidance for use is provided, awareness of potential dangers, obstacles and prohibitions is raised, and (personal) obligations (cf. 6.3) for the use of AI are specified.

2 Creating an Account for AI Tools

As a rule, AI tools can only be used by creating a personal account. However, any use in a professional, non-private context falls under the regulatory scope of these guidelines. All personal information that is made available to AI tools, is also used for data processing in the AI tool and leaves personal "traces". In light of this, it is important to engage early with the framework conditions for the processing and use of these data by the software.

Depending on the system, possible options for anonymization can be applied.

Everyone must be aware at all times that open AI tools are operated by commercially run organizations that are based on various business models and are highly interconnected. Therefore, the terms of service and privacy policies can change regularly, so users should continuously re-evaluate them.

For this reason, the Jade University additionally provides AI tools that are each tested for data protection and information security ensuring that personal data is protected. The questions and inputs entered into these tools are no longer traceable to specific individuals; instead, they are "obscured" by communicating with the AI solely via a general user called "Jade University". Only such AI tools may be mandatorily used in study and teaching.

AI tools that are not procured and operated centrally across the university, but rather by individual departments or groups, are subject to the same specifications and procurement policies. They must be approved in advance by the university computer centre as well as

¹ The term generative AI (genAI/gAI) refers to 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.

with the information security and data protection management. Under certain conditions, it is possible to set up locally installed instances that are separate from the internet. The use of such tools is subject to different framework conditions, which must be coordinated with the Jade University's data protection and information security management. The use of various AI tools and the coordination of the scope and purpose of their use can be beneficial in terms of quality and sustainability. The respective operators ⁽⁴⁾– i.e. those who provide the tool 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. They 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"), information is always disclosed, so that the input of 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 others by the system. Thus, information may be collected for training and interaction purposes based on individual inputs. This is especially important to consider when personal data is entered and used.

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

- Personal data should generally not be entered without 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 works of other persons, declarations of consent must be available for verification.
- Data and texts/works subject to the copyright of a third party may not be entered.

To work safely and confidently with AI tools, these aspects must always be kept in mind. Before using an AI tool, one should review the terms and conditions to see how the respective system deals with these aspects and where the limits of one's own scope of action lie.

Everyone using an AI tools is personally responsible for reflecting on their own competence in handling the system and, if necessary, updating and expanding it.

In any case, users are personally responsible for the responsible use of the tools provided in compliance with copyright and the GDPR, as well as for the subsequent use of the results generated by these tools as well as liable in case of damage.

4 Handling AI-Generated Results

A high degree of responsibility and competence is also required when dealing with AI-generated results. While 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:

- AI tools are trained as customer-oriented systems to "please" users; accordingly, their response behaviour is designed to appeal ("pleasing behaviour" / "approval-seeking").
- Results may be "invented" and their veracity and cited sources may only appear authentic without actually being so ("hallucination").

⁴ For example, Jade University is the operator of an AI system for HAWKI.

- AI tools can be provided and designed by humans, which means they can also be used for malicious purposes or hijacked ("misuse").
- Deployed AI tools can never be entirely separated from their cultural and ethical context, which means that their response behavior always reflects the cultural and ethical biases inherent in their programming and training ("**cultural and ethical bias**").
- AI-generated results almost completely evade final verification for correctness to protect their operational model ("lack of transparency"). AI tools increasingly produce less obvious but still systematic errors or omissions, so the results must always be critically examined and reflected upon, even outside the AI tool used ("**quality assurance of results**").
- The results of AI are highly dependent 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 point in time and must be secured accordingly for further use ("reproducibility").
- AI tools cannot be held legally liable for their faulty or potentially law-violating results. Thus, the responsibility for their distribution and use, much like with scientific sources, always lies with the user. Users do not hold copyright for 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, the Jade University requires that the tools used in academic work (e.g. bachelor's or master's theses, term papers or presentations) be specified and a declaration of independence must be attached. It must be disclosed and indicated how AI-generated content was used in one's own work. 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 the spirit of good scientific practice (see [Regulations for Ensuring Good Scientific Practice](#)), the type and extent of AI use must be transparently documented. The university library has developed some exemplary [recommendations](#), although a universally regulated citation system is not 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 transparently communicated between teachers and students well before the work is undertaken.

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 effectively trace the scientific work processes.

Only secured, GDPR-compliant AI tools officially introduced by the university may be mandated by instructors for use in teaching and for examinations (cf. 2). In the comparative evaluation of examinations, fairness and equal treatment must always be ensured. This also applies to the comparison between work produced with the aid of AI and work produced without it.

6 Notes on the Regulations of the EU AI Regulation

The aim of the EU AI Regulation (EU AI Regulation⁵) is to ensure that AI tools are developed and used responsibly. In particular, the regulations impose obligations on providers and operators of AI technologies. In this context, the Jade University of Applied Sciences is establishing

⁵ Link to EU AI Regulation: <https://artificialintelligenceact.eu/de/>

an AI advisory service (particularly in the teaching and learning centre and the university library) as a point of contact for teachers, researchers and other users for the legally compliant use of AI tools and the further development of AI skills. The Executive Board particularly encourages all employees and students of the Jade University of Applied Sciences to make use of this advisory service.

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

- <https://www.europarl.europa.eu/topics/de/topic/artificial-intelligence>
- <https://www.bundestkanzleramt.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 is information on prohibitions under the EU AI Regulation regarding the use of generative AI tools; this list is not exhaustive. Rather, it highlights key prohibitions for their use in the university context to promote the acquisition of AI skills and a safe and informed use of AI systems.

- **Behavioural manipulation and subliminal influence**

AI tools that manipulate people using subliminal techniques or without their knowledge in order to change their behaviour in a way that could harm them are prohibited. This includes "deepfakes"⁶.

- **Evaluation of individuals and performance**

The use of AI to evaluate the trustworthiness of individuals based on their social behaviour or other personal information (similar to "social scoring"⁷) is prohibited. AI-supported evaluation of examination performance or personnel measures is not fundamentally banned but is classified as high risk (see 6.2). In this context, only systems specifically created for this purpose and centrally introduced by the Jade University may be used. Notwithstanding this, the use of AI for this purpose is prohibited at the Jade University.

- **Biometric real-time surveillance and categorization**

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

- **Further prohibitions**

It is prohibited to indiscriminately extract facial images from the internet and store them in databases. Additionally, emotions at the workplace and in educational institutions must not be deduced using AI tools. AI must 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.

These prohibitions are part of a broader classification of AI applications according to their risk: the use of one and the same AI tool may be permitted or prohibited depending on the intended use, with the EU AI Regulation subjecting potentially high-risk applications to strict regulations while promoting the use of low-risk AI. On the one hand, the protection of fundamental rights is to be guaranteed (this objective determines the risk class assessment), while on the other hand, innovation and technological progress should be supported (which provides numerous opportunities for research).

⁶ "Deepfakes" refer to realistic-looking media content (photos, audio, video, etc.) that has been altered, generated or falsified using AI.

⁷ "Social scoring" refers to the assessment of individuals' 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 characteristics and activities of the person being assessed, particularly on the internet and social media.

6.2 High-Risk Area

The EU AI Regulation defines, in addition to the prohibited area and the low-risk area (where only transparency obligations and voluntary requirements need to be met), a **high-risk area**.⁸ For the application of artificial intelligence in this area, the strictest requirements must be.⁹

Categories of the high-risk area in the context of a university include 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. General-purpose AI tools (GPAI) such as ChatGPT must not be used or modified for high-risk applications (e.g. through "prompting"), as this would transfer provider obligations¹⁰ to the university, which it cannot fulfil¹¹. The use of special AI tools in the high-risk area, as well as the assumption of provider obligations for self-developed or further developed AI systems at the Jade University, must be reported to the Executive Board and approved by it in advance. Proof of the required 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.

6.3 Proof of AI Skills

Example of a change in risk classification:

The creation of teaching and learning materials with a "general purpose" AI tool such as ChatGPT is generally permitted. However, its use for the analysis and evaluation of examination performance is classified as a high-risk application¹² and is therefore prohibited with such a tool.

The EU AI Regulation obliges operators of AI tools, i.e. those who provide such tools, to ensure that users have sufficient AI competency. The Jade University operates AI tools such as HAWKI; the accompanying obligation is fulfilled by the Jade University through the provision of general usage competence in a training course titled "**Basic AI Course**".

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

"Basic AI Course" training course:

AI tools are now widely used and can be incorporated into their systems by IT service providers at any time, sometimes even without notice. Therefore, **basic AI skills** are essential for all members and affiliates of the Jade University when working with IT applications. The Jade University offers the "**Basic AI Course**" as an online self-study course in its learning management system (Moodle). The Teaching and Learning Centre of the 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.

⁸ 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).

⁹ Art. 6-50 and Annex III AI Regulation

¹⁰ Art. 16 AI Regulation

¹¹ Art. 25(1)(c)

¹² Art. 3(2) in conjunction with Annex III No. 3(b)

Beyond the basic use of AI, a higher level of usage and evaluation competence is required when AI is used and applied for more complex or responsible tasks, or when specialized AI tools are used both professionally and technically. The research, development and operation of AI tools is a highly specialized 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 the Jade University are obliged to contact the office designated by the Executive Board as soon as they use AI in a university context as outlined above. This office checks the extent to which additional skills beyond the aforementioned basic skills are required in the specific case and in what form these competencies need to be proven and documented.

Documentation of competency acquisition can be of the utmost legal importance for those affected in the event of a possible claim.

Use of AI in examinations:

If the use of AI is desired, essential or even mandatory for the successful completion of modules or courses or for taking examinations, then both the teaching staff or examiners and the students must demonstrate the requisite AI competencies. If this proof is not provided, students may not participate in the course or they are not admitted to the corresponding examination and cannot sit for the examination. The scope and proof of the required skills are checked by the aforementioned office.

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

7 Entry Into force

This guideline enters into force immediately upon its publication in the official bulletin of the Jade University Wilhelmshaven/Oldenburg/Elsfleth.

AI Translation by DeepL