



➤ AI CHECKLIST

On the legally compliant use of generative AI services in academics and teaching

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uni-ko.de/checkliste-ki

Preliminary remark

The use of generative AI services inevitably raises legal questions. It is important to bear in mind that comprehensive legal clarifications do not yet exist for a wide range of legal challenges arising from the use of AI services.

This document provides an initial overview of legal requirements, particularly with regard to data protection, copyright and the European Union's Artificial Intelligence Regulation. It does not constitute legal advice and does not replace seeking legal advice in individual cases. All information is provided following careful examination, but without any guarantee as to its accuracy, completeness or timeliness.

This document contains a checklist and examples of the legally compliant use of AI. The checklist is structured according to the phases before, during and after use (Section 1). The examples illustrate permitted and prohibited uses of AI in academics (Section 2) and teaching (Section 3).



For advice, please contact the departments with responsibility:

- [Artificial Intelligence Officer](#) (general questions regarding the use of AI)
- [Information Security and Data Protection Unit](#) (data protection, personal data)
- [Examination Office](#) (questions regarding examination regulations)

1. Checklist for permitted use

1.1 Before use

- I have carefully read the **terms of use** for the AI service prior to use and will adhere to them. The terms of use for the various services at the University of Koblenz can be viewed on the AI service page (uni-ko.de/ki-systeme).
- If I am using AI services provided by the University from outside the University's IT networks, I have **established a VPN connection** before use to ensure the best possible security for data transmission (uni-ko.de/vpn).
- Before use, I have checked whether my AI competence is sufficient for the specific purpose (e.g. risks/sources of error, limitations, suitable inputs/interpretation) and, where necessary, have taken appropriate measures (e.g. familiarisation or training) before using the AI service. Here I can find a selection of target group-specific training courses on the subject of AI at the University of Koblenz (uni-ko.de/ki-kompetenz). In accordance with [Article 4 of the AI Regulation](#), the **acquisition of AI competencies is mandatory** for the operation and use of AI tools.
- Before deployment, I checked whether the specific use case should be classified as **a high-risk system** under the AI Regulation (particularly in an education/examination context, e.g. the assessment of learning outcomes or decisions on admission; [Article 6 of the AI Regulation](#) in conjunction with Annex III; see **Example 3.2**) or whether a **prohibited practice** is involved (e.g. emotion recognition systems under [Article 5 of the AI Regulation](#)). If so, I do not use the system, or use it only in accordance with the prescribed procedure, and consult the AI Officer where necessary.

1.2 During use



- I have checked whether I wish to use **copyright-protected material** as input for the AI service. This applies, for example, to the input of licensed literature, images, text copies or examination papers (see **Example 3.1**).
 - If so, I have ensured its lawful use, e.g. by obtaining the author's consent and documenting this in writing.
- I have *not* used *any* **personal data of third parties** as defined in [Article 4\(1\) of the GDPR](#) as input. This includes nationality, real name, age, contact details, marital status, photograph, email address, and audio or video recordings (see **Example 2.2**).
- I have *not* used *any* **particularly sensitive personal data of third parties** in accordance with [Article 9\(1\) of the GDPR](#) as input. This includes ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, as well as the processing of biometric data for the purpose of uniquely identifying a natural person, health data, or data concerning a natural person's sex life or sexual orientation (see **Example 2.2**).

- If I use third-party personal data in my work with the AI service, I have **anonymised** it as input so that no conclusions can be drawn about the individual. During anonymisation, individual elements of data are altered in such a way that it is no longer possible to link them to a specific person. True anonymisation cannot be reversed. Further information and advice can be obtained from the Information Security and Data Protection Unit.
- I do not make any decisions or assessments based solely on AI-generated results. The final decision always rests with me as a natural person (see [Art. 22 GDPR](#); see Example 3.2).
- When drafting the input, I have complied with **applicable contractual agreements**, legal provisions and internal guidelines to the best of my knowledge and belief. In particular, these include agreements on confidentiality, the protection of professional secrets or legal requirements.
- I have not used any **materials from confidential sources** (e.g. minutes) as input (see **Example 3.3**).



1.3 After use

- If I wish to distribute or publish the output of the AI service, I have checked it for **copyright-protected content** through research, which may arise, for example, if the AI produces accidental similarities to existing works.
- If I wish to disseminate or publish the output of the AI service, I have checked it in accordance with **scientific principles**, including for factual accuracy. In doing so, I have complied with the Statutes on Good Research Practice at the University of Koblenz (uni-ko.de/gwp).
- If I publish AI-generated or AI-manipulated content (e.g. text, images, audio, video), I fulfil the necessary **transparency requirements** by labelling it in accordance with [Article 50 of the AI Regulation](#) (see **Example 3.6**).

2. Examples of AI use for students

 Prohibited use	 Permitted use <i>(depending on the instructions of the lecturer/examiner)</i>
<p>2.1 You conceal the use of AI: You submit a term paper in which text passages were generated by AI without stating this. In the declaration of originality, you sign to confirm that you wrote everything yourself. This may be regarded as an attempt at deception.</p>	<p>You disclose your tools: In the declaration of originality, you clearly state which tools you have used and exactly how AI was employed. In doing so, you follow the guidelines set by the relevant lecturer or examiner.</p>
<p>2.2 You disclose sensitive data: You have conducted interviews for your bachelor's thesis. Without being asked, you upload the transcripts containing real names, medical histories or political opinions in order to analyse them using AI. This use is not permitted.</p>	<p>You work with anonymised data: You fully anonymise the transcripts before processing (removing names, locations, specific characteristics) so that no conclusions can be drawn about real individuals. You then use the AI functions of specialised analysis software for the evaluation.</p>
<p>2.3 You have the solution coded: You copy the entire exercise into the AI and submit the generated code as your own solution. This may be regarded as an attempt at deception.</p>	<p>You use AI as a 'debugger': You have written the code for an exercise yourself, but it does not work. You post the error code and your code snippet into the AI with the question: 'Where is the syntax error?' and learn from the explanation.</p>
<p>2.4 You upload third-party content: You upload a lecturer's video lecture to an AI tool without permission in order to summarise it. This use is not permitted.</p>	<p>You process your own notes: If you need a summary, type your own notes into the AI and have them structured or converted into flashcards.</p>
<p>2.5 You use fabricated sources: You ask the AI: "Give me 5 sources on topic X" and add these to your reference list without checking them. This is a breach of good research practice.</p>	<p>You use it to assist with your search: You ask the AI: "What keywords are suitable for searching library catalogues for topic X?" You then carry out the actual literature search in specialist databases.</p>
<p>2.6 You have the content generated entirely by the AI: You enter the prompt: "Create a presentation on topic Y" and present the result without indicating that it is not your own work.</p>	<p>You use AI as a design aid: You create the outline and content yourself. You use AI tools to generate suitable images or to get feedback on the structure.</p>
<p>2.7 You let the AI form your opinion: You ask: "What is the ethically correct position on topic Z?" and adopt this answer as your own opinion in the essay. In doing so, you relinquish critical thinking.</p>	<p>You practise counterarguments: You have put forward a thesis and ask the AI: "Play the critic of my thesis and give me three strong counterarguments". You use this to strengthen your own argument.</p>

3. Examples of AI use for lecturers

 Prohibited use	 Permitted use
3.1 You upload third-party copyrighted works: You scan an entire textbook or copy recent newspaper articles into an AI service without a licence in order to generate summaries for your slides. This is not permitted without the consent of the rights holders.	You use your own or freely available materials: You upload your own lecture notes or Open Educational Resources (OER) into the AI to create quiz questions for students or to translate the text.
3.2 You allow the AI to mark work: You upload examination papers (e.g. written exams, essays) with students' names into an AI tool and adopt the marking result without checking it. This breaches data protection regulations and the requirement for a human to make the final decision on marking.	You use AI as an assistant: You upload your own assignment briefs or assessment criteria into the AI to obtain alternative phrasing, identify potential ambiguities or receive a draft model answer. You review the results from a subject-matter perspective and carry out the final assessment of examination papers yourself.
3.3 You process confidential data: You copy minutes from non-public meetings (e.g. examination board) into an AI to create a summary. This use is not permitted.	You formulate in general terms: You use the AI to draft a neutral text block, e.g. for a general email template, based on bullet points (without names or confidential details).
3.4 You generate personnel documents: You enter students' names and performance data with the prompt: "Write a very good letter of recommendation". This is prohibited under data protection law and defeats the purpose of a personal assessment.	You use AI for alternative phrasing: You draft the qualitative assessment in bullet points yourself. You use the AI merely to polish individual, anonymised sentences stylistically ("Phrase this sentence more professionally").
3.5 You allow knowledge-based questions to be generated without checking them: You instruct the AI: "Generate 10 multiple-choice questions on topic X" and adopt them without checking. Risk: The AI may generate incorrect "correct" answers, or the questions may be educationally unsuitable.	You allow scenarios to be varied: You provide a fictional case study and ask the AI to generate variations of it ("Change the variables in the case study so that I have an A and a B group for the exam"). You check each variation for accuracy.
3.6 You conceal the use of AI: You publish an AI-generated image on the website or use AI-generated text in a publication without disclosing this. This may be regarded as deception and breaches the duty of transparency.	You label it transparently: When you publish AI-generated or manipulated content, you comply with transparency obligations (e.g. through captions in lecture slides).

References

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