



UNIVERSITÄT
HOHENHEIM



GPTalk

Guide to using GPTalk

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Welcome to the guide on how to use GPTalk, an AI service that provides OpenAI language models and open source models via the GWDG.

These guidelines are intended to provide all members of the university with clear guidance on how to use this technology responsibly. Please note that this guide supplements the OpenAI terms of use and does not claim to be exhaustive. Users are responsible for complying with the terms of use.

1 GENERAL PROVISIONS

1.1 What is forbidden:

- Entering personal data about yourself or others.
- The use of the services for illegal, harmful or abusive purposes.
- The infringement, misuse or violation of third-party rights.
- The modification, sale, rental, reproduction or redistribution of the service.
- Automated or program-controlled extraction of data or output.
- Claiming that the output was created by humans when this is not the case.
- The impairment or circumvention of security mechanisms of the service.
- Using the output to train other models.

1.2 What to consider:

Users are responsible for their input and the resulting output. They must ensure that no rights are infringed and that all necessary licenses, approvals or rights of use have been obtained.

1.3 Accuracy:

GPTalk may provide incorrect or inaccurate results. The outputs should always be checked critically and should not be used as the sole source.

1.4 Ethical responsibility and fairness:

GPTalk is based on large training datasets that may unintentionally contain social biases. Please reflect critically on whether the content generated is discriminatory, biased or unfair. It should always be used in accordance with the values of respect, inclusion and equal treatment.

1.5 Transparency in the use of AI:

Inform colleagues and other affected persons if GPTalk is used in work processes that could have an impact on them. Open communication creates trust and enables joint reflection on the results.

2 GROUP CHAT

In the group chat, users communicate with each other and with the AI - there are a few simple rules to ensure that this works well:

- Mutual respect and a polite tone.
- Constructive discussions without insults or personal attacks.
- No spam, no excessive self-promotion.
- No dissemination of false information.
- Awareness that all messages are visible and processable for others.
- Orientation towards ethical and data protection requirements.
- We reserve the right to exclude you from GPTalk in the event of abusive behavior.

Do not share any sensitive or personal information in the group chat.

3 SPECIFIC PROVISIONS ACCORDING TO USER GROUPS

3.1 For students:

- Use GPTalk to support your learning process, but not as the sole source.
- Do not enter any personal data - not even from other people.
- You are responsible for the content and are considered the author of the work.
- Make the use of AI transparent.

3.2 For teachers:

- GPTalk may not be used to correct or assess student work. Even in the case of anonymized work, it should be noted that the use of generative AI in assessment processes can be considered a high-risk application in accordance with the EU AI Regulation.
- Only use GPTalk to prepare, structure or generate ideas for teaching materials.
- Check all content for accuracy and relevance.

3.3 For researchers:

- Use GPTalk for brainstorming, structuring texts or creating abstracts.
- Avoid entering internal research documents or confidential data.
- Pay attention to data protection, copyright and scientific integrity.
- GPTalk must not be used to monitor performance or behavior.

3.4 For employees in areas that support science (e.g. secretariats, examination office, KIM, etc.):

- No confidential, personal or internal documents may be entered in GPTalk.
- GPTalk can be used to increase efficiency, provided that data protection guidelines and security requirements are observed.
- GPTalk must not be used to monitor performance or behavior.
- If working procedures change as a result of using GPTalk, adapt the documentation of your specialist procedure if necessary.

3.5 Further information:

- [AI guideline](#)
- [Use of generative AI in examinations](#)

4 FINAL NOTES

These guidelines serve as an orientation aid for the responsible use of GPTalk. All users are required to understand and comply with the above provisions to ensure safe and ethical use of this technology. Please note: The university can only provide the service if no personal data or data that is otherwise worthy of protection is entered.

5 CONTACT US

For technical or content-related questions, please contact:

E-Mailgptalk@uni-hohenheim.de