

INFORMATION ON BLOCKING NOTICES, DECLARATION OF AUTHORSHIP AND COVER SHEETS

A. Blocking Notices for Final Theses

In principle, you do not need to include a blocking notice or even a confidentiality clause in your Bachelor's or Master's thesis.

However, if your thesis contains particularly sensitive company data that is worthy of protection, a blocking notice may be considered.

A blocking notice can be requested if company-related data that requires legal protection is used in the thesis. Please submit such requests to the respective examination board together with your application for permission to write the thesis or after writing the thesis, stating the company-related data that requires legal protection. The company must also expressly state that it does not wish the data to be disseminated. Therefore, the information provided on the request form must be confirmed by the company in question with a signature. Only after approval by the examination board may the thesis be supplemented with a blocking notice.

Student theses containing a blocking notice may only be viewed by those involved in the examination procedure. The thesis may not be published or reproduced.

It is also not possible to use plagiarism software to check the thesis, as the software currently in use saves the thesis.

Sample Blocking Notice:

This report contains confidential internal information about the company ... (*select*). It may only be made accessible to those persons involved in the examination procedure. The thesis may not be made accessible to others without the express consent of the company. The thesis may not be reproduced or published without permission. This blocking notice applies for five years after submission of the thesis.

B. Declaration of Authorship

When writing final theses or term papers, a Declaration of Authorship is required. Two samples are shown below. The first refers to the use of text-generating artificial intelligence (AI). The other excludes the use of text-generating AI. The examiner is responsible for deciding what resources may be used in the context of graded assessments. They also determine which of the options shown below the students should adopt for documenting the use of AI.

Sample Declaration of Authorship using AI:

Last name / first name:

Student ID number:

I hereby declare that this assignment is all my own work. In particular, I assure that I have not used the assistance of any other person. I have only used the resources allowed and have documented them accordingly. I confirm that any use of AI has been clearly marked as such. I have listed the AI tools used with their product names in the "Overview of resources" section.

Please see the appendix for ... (*select*)

a list of the prompts I have used, [or]

a list of all AI-generated output, [or]

documentation of the use of AI tools.

Upon submission of this assignment, I accept responsibility for its content and results. I am aware that any false declaration can have legal consequences and, specifically, may result in failure of the assessment. Furthermore, I am aware that repeat offences or particularly serious circumstances may result in my being barred from taking further examinations (§ 20 (3) Academic Regulations and Procedures).

Town/city, date

Signature

Sample Declaration of Authorship without AI:

Last name / first name:

Student ID number:

I hereby confirm that this assessment is my own work and that I have only used the authorized resources. In particular, I assure that I have not used the assistance of any other person or any AI tools in the production of this assignment. Upon submission of this assignment, I accept responsibility for its content and results. I am aware that any false declaration can have legal consequences and, specifically, may result in failure of the assessment. Furthermore, I am aware that repeat offences or particularly serious circumstances may result in my being barred from taking further examinations (§ 20 (3) Academic Regulations and Procedures).

Town/city, date

Signature

C. Data protection requirements for cover sheets accompanying written assignments

Cover sheets for theses and other papers should only contain reference to the University of Applied Sciences Erfurt, the topic, the supervisor and the name of the student, and no other personal details. In particular, the student's ID number, phone number and address **should not be mentioned under any circumstances**. Due to the personal nature of this data, it is particularly sensitive and should be protected. This is also in line with the principle of data minimization: The student's name and title are sufficient information. This also makes it easier for students to publish their theses.

In the event of questions, please contact:

Director, Student and Academic Affairs: Ms. Victoria Völker, victoria.voelker@fh-erfurt.de, -7567

General Counsel: General Counsel, justizariat@fh-erfurt.de, -7031/-7032