

SCIENTIFIC COUNCIL OF ISCTE-INSTITUTO UNIVERSITÁRIO DE LISBOA

GUIDE FOR THE RESPONSIBLE USE OF ARTIFICIAL INTELLIGENCE IN ACADEMIC WORK

Preamble

The Scientific Council recognises that Artificial Intelligence (AI) tools, including generative AI (whether local or remote, such as ChatGPT, Microsoft Copilot, Gemini, NotebookLM, Claude, among others), open new horizons for supporting learning, academic writing and scientific research. But at the same time, they pose significant challenges regarding authorship, intellectual responsibility, academic integrity, the transparency of knowledge production processes and data protection.

The *Guide for the Responsible Use of Artificial Intelligence in Academic Work* (hereinafter referred to as the Guide) is framed by the set of values, principles and guidelines on conduct and good practice enshrined in Iscte's Code of Academic Conduct, Code of Ethics and Conduct, and Code of Ethical Conduct in Research, namely the principles of integrity of character, honesty, scientific rigour, responsibility and academic loyalty, which must steer all learning and research activities carried out within the institution. The use of advanced digital technologies does not alter these fundamental principles; rather, it requires their reaffirmation within a new technological context.

This Guide is also linked to the Student Disciplinary Regulations, which set out the general duties of students and the rules applicable to academic misconduct, including fraudulent practices, plagiarism, falsification of data or any form of dishonest submission of academic work. The improper, opaque or undeclared use of AI tools may constitute a breach of these duties giving rise to the corresponding academic and disciplinary consequences.

This Guide was deliberated upon and approved by the Scientific Council at its plenary meeting on 21 April 2026 and, in accordance with the institution's internal regulatory framework, sets out the principles, criteria and guidelines that should govern the use of Artificial Intelligence in academic work. It must therefore be read in conjunction with Iscte's Code of Academic Conduct, Code of Ethics and Conduct, Code of Ethical Conduct in Research, and Student Disciplinary Regulations, contributing to the fulfilment of the duties of integrity, honesty, responsibility and academic rigour in the specific context of the use of AI tools. Accordingly, the provisions contained herein are binding on students, without prejudice to the pedagogical autonomy of teaching staff and the specific provisions defined at the level of each curricular unit or study cycle. The use of AI tools in breach of the guidelines set out in this Guide may constitute a violation of the academic and disciplinary duties established in the

regulations in force, namely the Students' Disciplinary Regulations, with the consequences provided therein.

Scope of application

This Guide provides a set of guidelines for the responsible use of AI and applies to all written work and projects carried out within curricular modules across all cycles (including dissertations and theses), unless indicated otherwise by the curricular module coordinator or the director of the master's/doctoral programme and expressly stated in the Curricular Unit File (FUC).

1. Authorship and Responsibility

AI cannot be considered the author, co-author, contributor or supervisor of academic work. The work must be produced by the student.

All content included in an academic piece of work – text, data, interpretations, figures, analyses, quotations and references – is the sole responsibility of the student.

The student must demonstrate critical mastery of the content produced, regardless of the use of AI tools.

2. Responsible Use

Unless indicated otherwise by the curricular unit coordinator or, in the case of master's and doctoral programmes, the programme director, the use of AI tools may be permissible, as a support tool, for the following purposes:

- Generating preliminary ideas, outlines, exploratory summaries or supporting exploratory literature reviews;
- Methodological support, in particular for training or validating statistical models, testing algorithms or assessing the robustness of methods;
- Explicit methodological support for the co-analysis of empirical data (e.g. Exploratory coding, automatic classification, natural language processing), without replacing the student's substantive interpretative and analytical responsibility or scientific accountability, and provided that this is duly justified in the methodological design;
- Software development, testing or prototyping, including code generation, provided that the student understands, validates and takes full responsibility for the code produced;

- Improvement of linguistic clarity, including translation, grammatical revision and textual restructuring;
- Other purposes, provided they are accepted by the curricular unit coordinator or the director of the master's or doctoral programme.

3. Prohibited Uses

AI must NOT be used for:

- Fabricating, falsifying, altering or completing data in order to present it as real, observed or empirically collected data (e.g. interviews or questionnaires). The use of synthetic data is permissible only when its production is explicitly, justifiably and transparently included in the work's methodology, with its nature clearly indicated.
- Entirely or partially producing papers, dissertations or theses presented as one's own intellectual work;
- Generating or altering images without explicit methodological justification or in a manner that infringes copyright;
- Entering into generative AI tools, regardless of the degree of anonymisation:
 - Recordings and transcripts of interviews;
 - Field notes;
 - Logs or other sensitive empirical materials.

This restriction does not apply to the use of specialised data analysis software (e.g. computer-assisted qualitative analysis programmes), even when they include AI-based functionalities, provided that the data is processed in controlled environments and in accordance with data protection regulations.

4. Disclosure Requirement

Wherever AI tools have been used, their use must be explicitly stated, describing their function and the extent of their use.

The statement must indicate at least:

- The tool used;
- The purpose of the use;

- The section or sections and/or elements where it was used.

The curricular unit coordinator or director of the Master's or PhD programme may also require the inclusion of additional elements deemed necessary (e.g. prompts used).

The declaration must be included in:

- an appendix to the thesis itself, named "Use of Artificial Intelligence";
- or, in the methodology section, where the use of AI is part of the methodology.

Example wording:

"ChatGPT (OpenAI, version [date]) was used to assist with the preliminary drafting of the text."

Reference (where applicable):

OpenAI. (2024). ChatGPT (version [date]) [Language model]. <https://chat.openai.com/>

In addition to the statement regarding the use of AI, it is also mandatory to include the form "Use of Artificial Intelligence (AI) Tools in Academic Work" as an appendix to the work.

5. Ethics, Data Protection and Confidentiality

The use of AI tools must comply with:

- The General Data Protection Regulation (GDPR) and applicable data protection legislation;
- Ethical standards, in particular those relating to research involving human subjects;
- The institution's internal rules regarding the confidentiality of academic and scientific data.

It is prohibited to enter the following into generative AI tools:

- Personal or identifiable data of third parties;
- Confidential information from research projects;
- Materials protected by confidentiality agreements.

6. Non-compliance

The misuse of Artificial Intelligence tools, failure to declare their use when it has occurred, as well as making false or misleading statements regarding their use, constitute conduct that may amount to a breach of the academic duties out in the Student Disciplinary Regulations, Iscte's Code of Academic

Conduct, and the Code of Ethics and Conduct. The applicable consequences and sanctions are those established in these normative instruments.

7. Policy Update

This document will be reviewed periodically to keep pace with developments in AI tools and research, as well as international best practices in academic integrity.

Madalena Ramos

President of the Scientific Council of Iscte-Instituto Universitário de Lisboa

Form

Use of Artificial Intelligence (AI) Tools in Academic Work

1. Declaration and Transparency

- ☐ No AI tools were used in the manuscript.
- ☐ AI tools were used in the manuscript and:
 - ☐ I have explicitly declared the use of AI tools in the manuscript.
 - ☐ I have indicated the name of the tool and, where possible, the version.
 - ☐ I have clearly described the purpose for which the AI was used (e.g. linguistic review, analysis support, preliminary organisation, data simulation).

2. Authorship and Responsibility

- ☐ I take full responsibility for the text, data, analyses, interpretations and references.

3. The Use of AI in Writing and Scientific Content

- ☐ AI was not used to fabricate data, empirical results or conclusions.
- ☐ Any text generated or rewritten with the aid of AI has been critically reviewed by me.
- ☐ All references and citations have been checked manually (there are no fictitious or inaccurate references).

4. AI as Part of the Method (Tick only if applicable)

- ☐ The use of AI as part of the method was justified from the perspective of knowledge production.
- ☐ The procedures have been described clearly and transparently.
- ☐ Limitations, potential biases and human interpretative decisions have been made explicit.

5. Qualitative Research, Interviews and Ethnography (Tick only if applicable)

- ☐ AI did not have access to full interview transcripts, field notes, ethnographic diaries or participant observations.
- ☐ AI was not used to generate discourse, empirical narratives or simulated ethnographic descriptions.

Any AI support for qualitative analysis (e.g. exploratory suggestions for codes or themes) was:

- ☐ Described in the Methodology section;
- ☐ Interpreted and validated by the researchers;
- ☐ Used in accordance with the terms of informed consent.

6. Data Protection and Ethics

- ☐ No personal, sensitive or identifiable data was entered into AI tools.
- ☐ The use of AI complies with the ethical standards of scientific research and with the applicable data protection legislation.

Date:

Name(s):

Signature: