Artificial Intelligence (AI) Usage Policy

Practical Guide to Scientific Routine for Students (UFV/PSP/19)

1. Scope and Purpose

This policy defines the acceptable use of AI tools in the course **Practical Guide to Scientific Routine for Students.** It aligns with common principles of academic integrity, transparency, and responsible research conduct as applied at European universities and research institutions.

AI tools include, but are not limited to, large language models, code assistants, data analysis tools, and AI-based text or image generators.

The purpose of this policy is to support learning and efficiency while ensuring that **scientific responsibility, originality, and accountability remain with the student**.

2. General Principle

AI tools may be used **as supportive instruments**, comparable to spell-checkers, reference managers, or numerical software. They **must not replace independent scientific thinking, authorship, or responsibility**.

The student is fully responsible for:

- The correctness of the content
- The validity of data and references
- The interpretation of results
- Compliance with ethical and legal standards

3. Permitted Uses

AI tools may be used for the following purposes, provided the student understands and verifies all outputs:

a) Literature and Research Support

- Summarizing or clarifying scientific texts already studied by the student
- Assisting with literature discovery (all references must be verified manually)
- Explaining terminology, notation, or general concepts

b) Writing and Language Assistance

- Improving grammar, clarity, and structure
- Rephrasing text written by the student
- Formatting documents or converting content into LaTeX

c) Programming and Data Processing

- Generating code templates or examples
- Debugging and explaining code
- Assisting with data visualization workflows

d) Presentation and Communication

- Improving the structure of posters, slides, or abstracts
- Language refinement for oral presentations
- Rehearsal and feedback simulations

4. Prohibited Uses

AI tools must **not** be used for:

- Generating complete scientific texts (reports, proposals, theses) without substantial human authorship
- Producing scientific results, interpretations, or conclusions
- Fabricating, modifying, or selectively altering data
- Creating references or citations that have not been personally verified
- Submitting content that the student does not understand
- Use during examinations or graded assessments unless explicitly permitted

Such uses may constitute a violation of academic integrity regulations.

5. Transparency and Disclosure

Students must **explicitly disclose** meaningful AI usage in submitted work.

A brief statement is sufficient, for example:

> "AI tools were used for language refinement and code debugging. All scientific content, data analysis, and conclusions were produced and verified by the author."

Failure to disclose significant AI assistance may be treated as misconduct.

6. Ethical, Legal, and Data Protection Considerations

Students must:

- Not upload unpublished, confidential, personal, or proprietary data to external AI services
- Respect GDPR and institutional data protection policies
- Follow journal, funding agency, and university regulations regarding AI use
- Acknowledge that AI tools **cannot be listed as authors** of academic work

7. Verification and Accountability

- Students must be able to explain and defend their work upon request
- Errors originating from AI tools remain the student's responsibility
- AI output must always be critically evaluated

"The AI generated it" is not an acceptable justification.

8. Instructor's Authority

The instructor reserves the right to:

- Request clarification or justification of AI-assisted work
- Require revisions if AI use compromises learning objectives
- Update this policy in accordance with institutional or legal developments

9. Guiding Statement

> **AI may support your work, but scientific responsibility cannot be delegated.**