

# Guidelines and Self-Assessment Checklist for Generative AI Usage in Master's Theses

## Department of International Affairs

Approval by DIA Departmental Meeting on April 14, 2026

To uphold academic integrity, originality, and the quality of reasoning in international affairs research, the following guidelines are hereby established. Master's students in the Department of International Affairs who use generative AI tools (such as ChatGPT, Claude, etc.) in the process of writing their these proposals and theses must comply with the provisions below.

### I. Core Principle: Human Agency

- **The research core is irreplaceable.** The central arguments, academic originality, and derived conclusions of a thesis must be conceived and written by the student personally. AI may only serve as an *assistive tool* and must not replace the researcher's critical thinking.
- **Final accountability.** Students bear full legal and academic integrity responsibility for all content in their thesis, including any content that was AI-generated and subsequently revised.

### II. Permitted Uses and Prohibited Practices

The boundaries for AI use at each stage of research are as follows:

Stage	Guidelines
<b>Literature Search and Review</b>	AI may assist in summarizing complex sources, but directly citing AI-provided bibliographic references is strictly prohibited. All references must be verified against original sources (to guard against AI-fabricated or hallucinated citations).
<b>Language Editing and Translation</b>	AI may be used to correct grammar, adjust tone, or translate reference materials, provided the translated content accurately reflects the research context.
<b>Data Analysis and Visualization</b>	AI may assist with writing code or preliminary data organization, but the design and interpretation of research methods must be carried out by the researcher.
<b>Thesis Writing</b>	Having AI draft entire passages is strictly prohibited. The body of the thesis should reflect the student's individual scholarly voice; AI-generated content characterized by vague repetition and logical gaps is to be avoided.

### III. Transparency and Honest Disclosure

During both the thesis proposal stage and the thesis writing process, students must maintain an **AI Transparency Log**, which should document the following:

1. **Tools used:** The name and version of each AI model used (e.g., ChatGPT-4o).
2. **Purpose of use:** A specific description of which sections involved AI assistance (e.g., language editing of a particular chapter, translation), along with a record of key terms, prompts, and the sequence in which they were entered.
3. **Location of disclosure:** An AI use statement must be included in the thesis's *Acknowledgements* or *Methodology* section, and key prompt logs must be appended as an appendix for reference.

### IV. Supervision and Review Mechanisms

- **Prior consultation:** Before beginning the thesis proposal and thesis writing, students must proactively discuss their intended AI use with their thesis advisor and obtain the advisor's approval.
- **Academic integrity review:** Prior to the thesis proposal and thesis defense, students must provide their AI Transparency Log to their thesis advisor and make it available to the review committee at the examination meeting.
- **Strict penalties for plagiarism:** If undisclosed, large-scale AI ghostwriting is discovered upon review, it will be treated as equivalent to "commissioned ghostwriting" or "thesis plagiarism" and will be subject to severe disciplinary action in accordance with the university's academic integrity regulations.