

## **General guidelines on the use of artificial intelligence systems in the development of the Bachelor's/Master's degree Final Project (TFG/TFM) and other academic work.**

The systems of training in competencies, development of skills and abilities in undergraduate and master's degree studies, imply on numerous occasions, that students must carry out written work, essays, autonomously, and thus develop skills not only in the search for information, but in the critical analysis of this and its debugging.

On the other hand, the Bachelor's/Master's degree Final Project (TFG/TFM) represents an academic culmination exercise that must be carried out in a personal and responsible manner by each student. In this sense, although the use of artificial intelligence systems (such as ChatGPT, Copilot or other similar applications) is not prohibited, their use must be governed by the principles of transparency, ethics and originality.

A good use of an AI tool can generate relevant content, always under the critical work of the student and the contrast of the veracity of the information provided. These guidelines are applicable to the development of any academic work at Universidad San Pablo CEU.

### **Tips and best practices in the use of Artificial Intelligence systems**

#### **1. Responsible Use:**

- Artificial intelligence systems can be used for support, similar to working with a human advisor or collaborator.
- The use of AI systems as a substitute for the student's own development or to generate full parts of academic work or the Bachelor's/Master's degree Final Project is prohibited and will constitute a very serious offense in accordance with the provisions of Article 10, paragraph I) of the University's Student Regulations, with the application of the sanctions provided in Article 13 of the same Regulations.
- Students cannot directly request complete answers from AI systems or copy automatically generated solutions, even if they AI systems collaborators.
- These systems may be used as a tool to support the research, writing, and development process, as long as they do not compromise authorship, originality, or proper attribution. Additionally, they must ensure the verification of sources, a fundamental aspect in the academic and research environment.
- If it is not clear whether it is appropriate to use an AI to perform any task related to the academic work to be developed, the student

should consult with his/her tutor/director.

## 2. Transparency:

- The use of artificial intelligence tools must be clearly stated in the methodological section of the undergraduate and master academic papers or TFG/TFM, explaining:
  - **What AI systems have been used:** Specify the AI models and systems used or the tools that use them<sup>1</sup>.
  - **Why and for what purpose:** Indicate how AI systems have contributed to the development of the work, either as support in the generation of ideas, search for references or other complementary tasks.
- Any non-compliance in the transparent citation of the use of AI systems will be considered plagiarism, qualified as a very serious offense in Article 10, section I) of the University Student Regulations, with the application of the sanctions established in Article 13 of the same regulation.

## 3. Citations and Documentation:

- All content generated with the support of artificial intelligence systems must be cited following the applicable academic and citation standards.
  - The *prompts* used and relevant system responses should be documented and, if necessary, included as attachments to the work. This may include conversations, images or other resources generated.

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<sup>1</sup>A distinction must be made between the concepts Language Model and AI System.

- Language Models: GPT, Claude, Llama, etc.

- AI system: ChatGPT, Perplexity, Microsoft Copilot, etc. Equivalent: AI interface.

Examples of sentences with this terminology: "the AI system called Perplexity uses the GPT language model", "ChatGPT uses GPT-4," "Groq uses Llama," etc.

- It is recommended to consult the citation guidelines established by the University or the faculties and school or center to ensure proper compliance<sup>2</sup>.

### **Additional Provisions**

- **Adaptation by Centers:** Each faculty or center may establish specific guidelines that complement these general standards and define the limits or accepted and unaccepted uses of AI systems within their disciplines.
- **Review and Evaluation:** Misuse of artificial intelligence systems will be considered a serious misconduct and, subject to the provisions of Articles 11, paragraph f) and 14 of the University's Student Regulations, and may result in sanctions, in accordance with the regulations in force.

In case of doubt about the proper use of these tools, students should consult with their academic tutors or the units responsible for the management of the TFG/TFM in their center or the corresponding ones, in the case of undergraduate and master's degree academic work.

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<sup>2</sup> <https://normas-apa.org/referencias/como-citar-chatgpt/>

## **Checklist for responsible use of AI**

### ☐ **Evaluating the results of AI**

- Am I using clear, concise instructions with a defined context to avoid false or invented AI results?
- Have I checked the credibility of the sources provided by the AI and prefer to consult the original sources rather than rely on the AI's interpretation?

### ☐ **Disclose the use made of AI**

- Are you avoiding presenting AI-generated content as your own, recognizing that AI is a tool and not a source of original authorship?
- Have the AI tools employed, their purpose, method of use and any other relevant information to help assess potential risks been detailed?

### ☐ **Citing the use of AI**

- Has the paper described how the AI tool was used, including the instruction or *prompt* given?
- Is the AI-generated text, including model name, version year, model type and URL, being cited both in the text and in the reference list?

### ☐ **Verify information before sharing**

- Have the limitations of AI tools been considered and are truthfulness and integrity being prioritized over speed in disseminating information?
- Have the steps of the 'SHARE' mnemonic rule (sources, headlines, analysis, retouching, errors) been applied to evaluate content prior to submission?

### ☐ **Protecting information**

- Are you aware of the potential risks to your own and others' personal information when interacting with AI systems, and are you taking steps to mitigate them?
- Are you avoiding providing unnecessary, confidential or private information that could jeopardize the safety of others?

☐ **Choose AI tools that respect your values**

- Have the AI tools used been carefully selected, ensuring that they are aligned with ethical principles and do not perpetuate bias or discriminate?
- Has the AI tool been proven to operate in an unbiased manner, without creating or acting on bias, and to operate reliably and securely, respecting ' privacy?

☐ **Consider the effects of the use of AI**

- Has consideration been given to how interactions with AI may affect others, and whether biases are being perpetuated or AI is unwittingly diminishing the user's own capabilities?
- Is AI being used as a means to enhance the user's own learning and skills, rather than relying solely on it, and considering the ethical implications of its use, such as inclusiveness, accountability, fairness, reliability and safety?