## Appendix 1 : Declaration of Ethical Use of AI Tools

I, Insert student name and surname, hereby certify that every artificial-intelligence (AI) tool listed below was employed ethically and in accordance with the ITS policy on academic integrity. For each tool I have retained contemporaneous evidence of its use (e-g., drafts, screenshots, chat transcripts, usage logs). These records will be supplied to examiners on request.

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **AI tool**  **(name and version)** | **Purpose and manner of use in the research/writing process** | **Type of evidence retained\*** |
| **1** |  |  |  |
| **2** |  |  |  |
| **3** |  |  |  |
| **…** |  |  |  |

\* Evidence (e-g., drafts, screenshots, chat transcripts, usage logs) is held securely by the author until grading is complete and may be requested at any time by tutors or examiners.

Student’s Name

Student’s Signature

Date

**How to use this template**

1. Include the above completed sheet (without this later section) in the appendices section of your dissertation. This should be the first Appendix attached to your dissertation.
2. For each AI tool:
   * Give its exact name (e.g., “OpenAI ChatGPT-4o; Grammarly; QuillBot”).
   * Summarise briefly and specifically how it contributed (e.g., “Drafted initial code comments; suggestions were reviewed; paraphrasing and editing”).
   * State the kind of evidence kept (e.g., “PDF of chat).
3. Sign and date once the table is complete.
4. Do not attach the evidence itself here; simply confirm it is in your possession.