

Appendix A – Template for Reporting of Gen AI Tool Use in Research Theses

Notes on the use of this template:

1. The template does not have to be included in the thesis if the student declares in the PGR7 and PGR12 forms that no Gen AI tools have been used in the creation of the thesis.
2. If Gen AI tools have been used, this template should be included immediately after the Declaration Page. Please refer to Section 9 of the Academic Regulations for Postgraduate Degrees by Research and Thesis for further information on the layout of the thesis.
3. The template should be used as a guideline. Students and supervisors should discuss exactly where the details best fit. At a minimum, if Gen AI tools have been used a brief outline of the Tools, Outputs, Prompts and Iterations should be included here. Critical reflection on the use of the tools may be included here briefly, or elsewhere in the thesis as deemed appropriate by the supervisor and student.

<p>Tools: Clearly indicate the tool name and model (or version) you used and the date(s) of use. If you used a tool multiple times, provide the range of dates over which the tool was used and the model/versions used.</p>	<p>Example: <i>Google Gemini, 2.0 Flash, used between 08/01/2025 and 25/03/2025</i></p>	
<p>Outputs: Specify what tool outputs were generated and used by you and for what purpose.</p>	<p>Example: <i>I used (tool name) to create summaries of articles in order to ascertain their relevance for further inclusion in my reading list and literature review.</i></p>	
<p>Prompts: Provide a record of the prompts you used here or link to an appendix where the prompts used are listed.</p>	<p>Example: <i>I asked Gemini to “Summarise this article for me, highlighting the most important points”. The summary was then used to categorise the articles according to the categories mentioned above.</i></p>	
<p>Iterations: Provide some commentary on the number and type of iterations. This can be linked to your report on prompts and outputs above.</p>		
<p>Critical Reflection: If Gen AI tools have been used minimally, a very brief critical reflection on its role in the research submitted for examination can be included here. Otherwise, specify the parts of the thesis where critical reflection on the use and role of Gen AI tools is included.</p>		