



AI Usage Declaration Form

Purpose: To declare and document any use of Generative Artificial Intelligence (AI) tools in the preparation of a thesis, dissertation, proposal, research paper, or related submission.

Section A: Student Information

Name : _____ **Matric No.** : _____

Programme : _____

Faculty : _____

Degree : ☐ PhD ☐ MPhil ☐ Master Mixed Mode ☐ Master Coursework ☐ Bachelor

Research Title:

Submission Type: ☐ Proposal ☐ Progress Report ☐ Thesis / Dissertation ☐ Other: _____

Submission Date: _____

Section B: AI Usage Declaration

Please tick **one**:

☐ **I DID NOT use ANY Generative AI tools (Turnitin AI Report 0%).**

I certify that this work is original and does not involve unauthorised use of AI. I accept full responsibility for any inaccuracies in this declaration or any undisclosed academic misconduct.

Please proceed to Section I.

☐ **I DID use Generative AI tools (Turnitin AI Report > 0%)** in preparing this submission.

If “**I DID use**” is selected, all remaining sections must be completed.

Section C: AI Tools Used and Purpose

List **all** Generative AI tools used using the recommended citation format.

Developer. (Year). *Tool Name* (Version). Retrieved [Access Date] from [URL].

Example:

OpenAI. (2026). ChatGPT (GPT-4o Paid version). Retrieved May 5, 2026, from <https://chatgpt.com/>.

Tick **all** that apply.

(a) Generally Allowed Uses

- | | |
|---|---|
| ☐ Grammar proofreading | ☐ Spelling and language correction |
| ☐ Translation of original work | ☐ Code readability improvement |
| ☐ Brainstorming ideas | ☐ Literature search support |
| ☐ Outline generation | ☐ Learning support / concept clarification |
| ☐ Formatting assistance | |

(b) Uses Requiring Explanation

If any of the following are used, a brief explanation is required in the space below or as an appendix.

- | | |
|--|---|
| ☐ Paraphrasing | ☐ Summarising |
| ☐ Drafting text | ☐ Code debugging |
| ☐ Code generation | ☐ Data visualisation support |
| ☐ Other: _____ | |

Explanation of AI use:

Section D: Sections with AI Usage

Tick the part(s) of the submission where AI tools were used.

- | | | | | |
|---|-------------------------------------|--|--|---|
| ☐ Title | ☐ Abstract | ☐ Introduction | ☐ Literature Review | ☐ Methodology |
| ☐ Results | ☐ Discussion | ☐ Conclusion | ☐ References | ☐ Figures / Tables |
| ☐ Code / Scripts | ☐ Appendix | ☐ Proposal document | ☐ Presentation slides | |
| ☐ Other: _____ | | | | |

Section E: Prompt Log

Attach the **SAMPLE Prompt Log** for each section as an appendix. The prompt log should include the following for each AI interaction:

No.	Date	Tool Used	Prompt / Instruction Given	Purpose	Summary of Output	How Output Was Revised / Used
1						
2						
3						

☐ Prompt log attached as Appendix

Section F: Source Verification

Please confirm the following, where applicable:

- ☐ All citations, references, and factual claims suggested by AI have been checked against original sources.
- ☐ Any AI-generated summaries or explanations have been manually reviewed and verified.
- ☐ Any AI-assisted code has been tested and validated by the student.

Section G: Academic Integrity and Responsibility

Please confirm the following:

- ☐ AI was **NOT** used to fabricate, manipulate, or generate research data.
- ☐ AI was **NOT** used to generate final research findings or conclusions without the student's own analysis.
- ☐ AI was **NOT** used to write major substantive portions of this submission without disclosure.
- ☐ No confidential, sensitive, unpublished, or personal data were uploaded to public AI tools.
- ☐ The student remains fully responsible for the accuracy, originality, and integrity of the submitted work.

Section I: Student Declaration

The undersigned declares that:

- i. All uses of Generative AI have been transparently disclosed in this form.
- ii. This submission represents the student's own understanding, analysis, and scholarly work.
- iii. Any use of AI has been limited to allowable and properly declared purposes.
- iv. The student understands that undisclosed or inappropriate AI use may be treated as plagiarism or academic misconduct.
- v. I confirm that I have NOT used any Generative AI tools in the preparation of this submission.

Signature : _____

Name : _____

Date : _____

Section K: Supervisor Review

Supervisor Name: _____

Please tick as appropriate:

- | | |
|--|--|
| ☐ AI Declaration reviewed | ☐ No concerns identified |
| ☐ Minor concerns identified | ☐ Moderate concerns identified |
| ☐ Serious concerns identified | ☐ Further clarification required from student |

Supervisor Comments:

Supervisor Signature : _____ **Date:** _____

Supervisor Official Stamp :

Section L: Coordinator Use Only

AI Declaration Submitted: ☐ Yes ☐ No

Concern Level : ☐ None ☐ Minor ☐ Moderate ☐ Serious

Action Taken : _____

Reviewed By : _____

Signature : _____

Date : _____

Notes for Students

- Undisclosed AI use may be treated as plagiarism or academic misconduct.
- AI tools cannot be listed as authors or co-authors.
- Students must remain fully responsible for all submitted content.
- The student should be able to explain and defend all parts of the submission during supervision, examination, or viva voce.
- Supervisor approval is recommended before using AI for substantive drafting, coding, or analysis tasks.
- This form should be submitted together with the relevant research document when required by faculty or school policy.