義守大學生成式 AI 於學術研究之使用手冊

Guidelines for the Use of Generative AI in Academic Research at I-Shou University

前言

本手冊參酌「行政院及所屬機關（構）使用生成式 AI 參考指引」、數位發展部「公部門人工智慧應用參考手冊」、教育部學術倫理相關規範與教育資源，以及國內外大專校院、學術出版機構有關生成式 AI 使用之相關指引，並配合本校研究倫理、學術倫理、資訊安全、個人資料保護及智慧財產權等相關規定訂定。

本校原則上不禁止教師、研究人員、研究助理及學生於學術研究中使用生成式 AI 作為輔助工具；惟使用者應瞭解其限制與可能風險，並確保其使用符合學術誠信、研究倫理、資訊安全、個人資料保護、著作權及相關法令規範。研究構想、研究設計、資料分析與判讀、研究結論及成果發表，仍應由研究者自主完成並負最終責任。

Preface

These Guidelines draw upon the Reference Guidelines for the Use of Generative AI by the Executive Yuan and Its Subordinate Agencies, the Public Sector Artificial Intelligence Application Reference Manual issued by the Ministry of Digital Affairs, academic ethics resources and related guidance issued by the Ministry of Education, as well as relevant guidelines adopted by universities and academic publishers in Taiwan and abroad. They shall be applied in conjunction with I-Shou University regulations concerning research ethics, academic integrity, information security, personal data protection, and intellectual property rights.

I-Shou University does not, in principle, prohibit faculty members, researchers, research assistants, or students from using generative AI as an auxiliary tool in academic research. Users must, however, understand the limitations and potential risks of such tools and ensure that their use complies with the principles of academic integrity, research ethics, information security, personal data protection, copyright, and applicable laws and regulations. Researchers remain fully responsible for research conception, research design, data analysis and interpretation, conclusions, and the dissemination of research findings.

一、善用 AI 輔助，研究者承擔最終責任

I. Using AI as an Assistive Tool and Maintaining Researcher Accountability

生成式 AI 可協助研究構想整理、關鍵詞或搜尋策略擬定、文獻整理、語言潤飾、翻譯、程式碼草擬、資料整理、圖表或簡報初稿，以及投稿文件或審查回覆之文字整理等工作。生成式 AI 僅為研究輔助工具，不得取代研究者之原創思考、專業判

斷及研究責任。研究問題、研究設計、方法選擇、資料蒐集與分析、結果解讀、結論形成及成果發表，應由研究者主導。研究者應對所使用之生成式 AI、輸入內容、採用之生成結果及最終研究成果負責。生成式 AI 無法承擔學術、倫理或法律責任，因此不得列為論文、研究報告、研究計畫或其他學術成果之作者或共同作者。

Generative AI may be used to assist with organizing research ideas, developing keywords or search strategies, reviewing literature, language editing, translation, drafting code, organizing data, preparing preliminary figures or presentations, and drafting submission materials or responses to reviewers. Generative AI should serve only as an assistive tool and must not replace researchers' original thinking, professional judgment, or responsibility. Research questions, study design, methodological choices, data collection and analysis, interpretation of results, conclusions, and dissemination of research findings must remain under the direction of the researchers. Researchers are responsible for their use of generative AI, the information entered into such tools, the AI-generated content they choose to use, and the final research output. As generative AI cannot assume academic, ethical, or legal responsibility, it must not be listed as an author or co-author of a paper, research report, research proposal, or other scholarly work.

二、查證生成內容，維護研究品質

II. Verifying AI-Generated Content and Maintaining Research Quality

生成式 AI 可能產生錯誤、不完整、虛構、過度推論、偏誤或不實引用等內容。研究者不得直接將 AI 生成內容視為可信資料或研究證據。涉及文獻、引用、數據、統計結果、法規、程式碼、圖片、圖表或研究結論者，應回到原始論文、正式資料庫、政府或機構公告、法規文本、研究紀錄或其他可信來源進行查核。AI 所提供之文獻資訊應逐一確認作者、題名、期刊、年份、頁碼、DOI 或其他必要資料。AI 所產生之程式碼、分析流程或統計建議亦應由研究者測試及確認，不得因使用生成式 AI 而降低研究之準確性、可重現性及品質。

Generative AI may produce incorrect, incomplete, fabricated, overly inferred, biased, or falsely attributed information. AI-generated content must therefore not be treated directly as reliable data or research evidence. Information involving literature, citations, data, statistical results, laws and regulations, computer code, images, figures, or research conclusions must be verified against original publications, authoritative databases, official government or institutional sources, legal texts, research records, or other reliable sources. References suggested by AI should be individually verified, including the author, title, journal, year, page numbers, DOI, and other relevant bibliographic information. AI-generated code, analytical procedures, or statistical suggestions must also be tested and validated by the researcher. The use of generative AI must not compromise the accuracy, reproducibility, or quality of research.

三、保護個人資料、研究資料及機密資訊

III. Protecting Personal Data, Research Data, and Confidential Information

使用生成式 AI 前，應先評估擬輸入資料之性質、敏感程度、可識別性、權利歸屬及服務平台之資料保護機制。公開文獻、公開政府資料或不含個人資料、機密資訊及未公開研究成果之一般資料，得依研究需要使用生成式 AI 協助整理、摘要、翻譯或比較，但涉及事實、數據及引用者仍須查證。未公開研究構想、研究草稿、初步研究資料或研究團隊內部資料，應避免輸入資料保護機制不明之公開式生成式 AI；確有使用必要時，應採取資料最小化、去識別化及適當之安全措施。可識別個人資料、人體研究原始資料、病歷、醫療影像、基因體資料、產學合作機密、專利草案、契約文件、未公開審查資料、帳號密碼及其他受法令、契約或倫理規範保護之資料，不得任意輸入公開式或資料流向不明之生成式 AI 系統。

Before using generative AI, users must assess the nature and sensitivity of the information to be entered, whether individuals may be identified, the ownership or rights associated with the information, and the data protection mechanisms of the AI service. Publicly available academic literature, government data, and general information that does not contain personal data, confidential information, or unpublished research findings may be processed by generative AI for purposes such as organization, summarization, translation, or comparison. However, factual statements, data, and citations must still be verified. Unpublished research ideas, draft manuscripts, preliminary research data, and internal research-team materials should not be entered into publicly accessible generative AI services whose data protection mechanisms are unclear. Where such use is necessary, data minimization, de-identification, and appropriate security measures should be adopted. Personally identifiable information, raw human-subject research data, medical records, medical images, genomic data, confidential industry–university collaboration information, patent drafts, contracts, unpublished review materials, account credentials, and other information protected by law, contract, or ethical requirements must not be indiscriminately entered into public generative AI systems or systems with unclear data-handling practices.

四、遵守學術誠信及智慧財產權

IV. Upholding Academic Integrity and Intellectual Property Rights

使用生成式 AI 不得構成或協助抄襲、代寫、造假、變造或其他違反學術倫理之行為。研究者不得利用生成式 AI 捏造或補足不存在之研究數據、實驗結果、統計結果、研究影像、文獻、引用或研究紀錄；不得利用 AI 改寫他人作品以規避抄襲偵測；亦不得在未經查核之情況下，直接將 AI 產出內容視為本人原創研究成果。將第三方文獻、圖片、圖表、資料庫內容、教材或出版物輸入生成式 AI 前，應確認其使用符合著作權、授權條款、契約及其他智慧財產權規範。

The use of generative AI must not constitute or facilitate plagiarism, ghostwriting, fabrication, falsification, or other forms of academic misconduct. Researchers must not use generative AI to fabricate or supplement nonexistent research data, experimental results, statistical results, research images, references, citations, or research records. AI must not be used to rewrite the work of others for the purpose of evading plagiarism detection, nor should unverified AI-generated content be presented directly as the researcher's own original scholarly contribution. Before entering third-party publications, images, figures, database contents, teaching materials, or other published works into a generative AI system, users must ensure that such use complies with copyright law, licensing terms, contractual obligations, and other applicable intellectual property requirements.

五、涉及人體研究、審查及保密活動應加強控管

V. Enhanced Controls for Human-Subject Research, Review Activities, and Confidential Materials

研究涉及人體研究、臨床研究、醫療資料、問卷、訪談、諮商紀錄或其他可能識別個人之資料時，應依人體研究倫理審查、個人資料保護及本校相關規範辦理。如研究計畫實質使用生成式 AI 處理受保護資料，應依相關倫理審查要求，說明使用目的、工具或執行環境、資料類型、去識別化方式、權限控管、保存方式及查核流程。擔任論文、學位論文、研究計畫、升等、獎補助或其他審查工作時，應遵守委託或權責單位之保密規範。未經許可，不得將未公開之受審資料輸入公開式生成式 AI 工具。

Research involving human participants, clinical research, medical data, questionnaires, interviews, counseling records, or other potentially identifiable information must comply with applicable human-subject research ethics review requirements, personal data protection regulations, and University policies. Where generative AI is substantially used to process protected data in a research project, the relevant research ethics application should, where required, describe the purpose of use, the AI tool or computing environment, the types of data involved, de-identification procedures, access controls, data storage arrangements, and verification procedures.When serving as a reviewer of manuscripts, theses or dissertations, research proposals, faculty promotion materials, funding applications, or other confidential materials, reviewers must comply with the confidentiality requirements of the commissioning or responsible organization. Unpublished materials under review must not be entered into publicly accessible generative AI tools without authorization.

六、適當揭露生成式 AI 之使用

VI. Appropriate Disclosure of Generative AI Use

生成式 AI 若對研究成果之文字、摘要、程式碼、分析流程、圖表、翻譯、內容架構、論點整理或結論表達具有實質影響，研究者應依期刊、會議、補助機構、學位授予單位、研究倫理審查單位或其他受理單位之要求，在適當位置揭露其使用情形。揭露內容得包括工具名稱、版本或使用日期、使用目的、使用方式及 AI 對成果之介入程度。僅利用一般文書工具進行拼字、標點、格式或基礎語法檢查，且未改變研究內容、研究判斷或論述架構者，得依各受理單位之規定辦理。

建議揭露文字：

「本研究於稿件準備過程中使用〔工具名稱及版本或使用日期〕協助〔語言潤飾／翻譯／摘要整理／程式碼草擬／其他用途〕。研究設計、資料分析、結果解讀、結論形成及最終內容均由作者完成查核並負完全責任。」

If generative AI has a substantive influence on the text, abstract, code, analytical procedures, figures, translation, structure, organization of arguments, or presentation of conclusions in a research output, its use should be disclosed in an appropriate location in accordance with the requirements of the journal, conference, funding agency, degree-granting unit, research ethics committee, or other relevant organization. The disclosure may include the name of the AI tool, version or date of use, purpose, method of use, and the extent of AI involvement. The use of ordinary writing tools solely for spelling, punctuation, formatting, or basic grammar checking, where such use does not alter the academic content, research judgment, or argumentative structure, may be handled according to the requirements of the relevant organization.

Suggested disclosure statement:

“During the preparation of this manuscript, [name of tool and version or date of use] was used to assist with [language editing/translation/summary preparation/code drafting/other purpose]. The authors independently verified the research design, data analysis, interpretation of results, conclusions, and final content and assume full responsibility for the work.”

七、保存必要使用紀錄，以利查核與追溯

VII. Maintaining Appropriate Records for Verification and Traceability

研究者應依生成式 AI 對研究之介入程度保存必要紀錄，以利後續說明、查核及研究結果重現。紀錄內容得包括工具名稱、版本或使用日期、使用目的、主要提示詞或輸入資料類型、重要生成結果、人工修正與採用情形、查核方式及揭露位置等。紀錄得以研究日誌、實驗紀錄、研究計畫檔案、附錄或研究團隊內部文件等方式保存。

Researchers should retain appropriate records according to the extent to which generative AI is involved in the research process, so that its use can subsequently be explained, verified, and, where applicable, reproduced. Records may include the name of the tool, version or date of use, purpose of use, major prompts or types of input data, significant AI-generated outputs, subsequent human revisions and decisions regarding their use, verification methods, and the location of any disclosure. Such records may be maintained in research logs, laboratory records, project files, appendices, or internal research-team documentation.

八、持續關注規範變化及學門差異

VIII. Keeping Abreast of Changing Standards and Disciplinary Differences

生成式 AI 技術及相關規範持續發展，不同學門、研究類型、期刊、出版機構及補助機構對生成式 AI 之使用及揭露要求可能有所不同。研究者於投稿、申請研究計畫、提交學位論文、辦理研究倫理審查或公開研究成果前，應確認當時適用之規範，並以較嚴格之規定為準。

The technologies and standards relating to generative AI continue to evolve, and different disciplines, research types, journals, publishers, and funding agencies may adopt different requirements concerning the use and disclosure of generative AI. Before submitting a manuscript, applying for research funding, submitting a thesis or dissertation, seeking research ethics approval, or publicly disseminating research findings, researchers should confirm the requirements applicable at that time and comply with the more stringent requirement where multiple standards apply.

附則

Supplementary Provisions

一、本校各單位得依學門特性、教研需求、研究型態及風險程度，另訂更具體之生成式 AI 使用或作業規範。

二、本手冊未盡事項，依相關法令、本校研究倫理、學術倫理、資訊安全、個人資料保護及智慧財產權等相關規定，以及各權責單位之規範辦理。

三、研究者如對資料是否適合輸入生成式 AI、工具安全性、使用揭露、智慧財產權或研究倫理審查等事項有疑義，應於使用前洽詢本校相關權責單位。

四、本手冊將配合生成式 AI 技術、相關法令及國內外學術規範之發展，適時檢討修正。

1. University units may establish more specific rules or operating procedures for the use of generative AI according to disciplinary characteristics, teaching and research needs, research methods, and levels of risk.

2. Matters not addressed in these Guidelines shall be governed by applicable laws and regulations, relevant University policies on research ethics, academic integrity, information security, personal data protection, and intellectual property rights, as well as regulations established by the responsible University units.

3. Researchers who have questions concerning whether particular data may be entered into a generative AI system, the security of an AI tool, disclosure requirements, intellectual property rights, or research ethics review should consult the relevant University unit before use.

4. These Guidelines will be reviewed and revised as appropriate in response to developments in generative AI technologies, applicable laws and regulations, and domestic and international academic standards.

註：中英文版本如有歧異，以中文版本為準。
Note: In the event of any discrepancy between the Chinese and English versions, the Chinese version shall prevail.