Forum
Transregionale
Studien

Guidelines on the Use of Artificial Intelligence (AI) in Application and Evaluation Procedures of the Forum Transregionale Studien

The Forum Transregionale Studien (Forum) promotes collaboration among scholars from different regions and disciplines on shared research questions. It advocates for research practices that reflect transregional entanglements and global contexts, as well as knowledge asymmetries and multiple perspectives.

In its application and evaluation procedures, the quality of the submitted application materials — particularly letters of motivation and research proposals — is a central component of the Forum's evaluation and selection procedures. To ensure a fair and transparent evaluation, we ask all applicants and reviewers to observe the following guidelines in the context of the Forum's application and evaluation procedures to ensure a responsible and scientifically sound approach to AI-generated content.

The Forum is aware of the particular challenges that open and international application procedures entail with regard to the evaluation of applications from different countries and contexts. It recognises the dynamic developments in the field of AI technologies and is open to a discussion of their opportunities and limitations in various work processes. The Forum is committed to strengthening the principles of transparency, ethics, and responsibility; promoting exchange within the research community; and developing practices for the responsible use of innovative technologies.

Applicants are responsible for the (academic) quality of their submitted **application materials**. These materials must meet the criteria of relevance, traceability, originality, and accountability—even when AI tools are used. The motivations, research questions, theoretical approaches, and methods outlined in the application materials must be developed independently and substantiated in accordance with the respective disciplinary standards. The unreflective and unverified copying of AI-generated content or the inaccurate citation of sources violates the principles of academic integrity and diligence. Plagiarism—the unauthorised use of third-party content or AI-generated materials that no longer demonstrate individual originality—will result in the exclusion of applicants from the evaluation procedure. It must be ensured that the intellectual property rights of third parties are respected. The use of third-party texts, ideas, and/or data must be properly cited and, where applicable, authorised. Submitted research proposals must clearly demonstrate how the applicant's own scientific contribution was made, particularly if AI tools were used. The scope and nature of the use of AI tools that go beyond language corrections, assistance with literature searches, and/or general text formatting must be specified.

Applicants are expected to use AI tools responsibly and with due regard for ethical considerations. Compliance with data protection and copyright laws must be ensured. The unchecked in-

corporation of AI-generated content violates academic duties of care. The use of AI technologies based on transparent open-source models and freely accessible datasets is recommended.

Human subject-matter expertise — typically drawn from the Forum's networks — is indispensable for evaluating scientific quality in evaluation procedures. To ensure confidentiality, submitted application materials are viewed exclusively by those involved in the evaluation procedure. The use of AI tools in the **evaluation and review procedures** is prohibited to the extent that it violates data protection and/or copyright laws. Those involved in the evaluation procedure are urged to incorporate the principles of good scientific practice and disciplinary standards into their evaluations, including with regard to the use of AI.

Some guidelines for dealing with AI in science[1]

"Good Scientific Practice" (Forum Transregionale Studien)

Living guidelines on the RESPONSIBLE USE OF GENERATIVE AI IN RESEARCH (European Commission)

Ad hoc Working Group of the Senate of the German Research Foundation (DFG) on Issues of Digital Transformation. 2026. Artificial Intelligence in Scientific Peer Review. DFG Position and Perspectives. German Research Foundation (DFG). https://doi.org/10.5281/zenodo.18886257.

Guidelines on the Use of Artificial Intelligence in Peer Review (DFG)

Frisch, K. 2024. FAQ: Artificial Intelligence and Good Scientific Practice. Zenodo. https://doi.org/10.5281/zenodo.14045172.

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1 The Forum is aware that these guidelines must be updated regularly and do not provide a comprehensive overview of disciplinary standards.