



Use of Generative AI in Assignments

Do's and Don'ts on how to use AI responsibly and effectively while ensuring your work remains your own

Do's

- Use as a research tool
- Ensure the AI response is factually correct
- Cite and reference the tool in the assignment
- Record the following information
 - AI tool used/accessed
 - Date of access
 - Prompt inputted into the AI tool (this must be an exact copy of the question/command asked of the AI tool)
 - Response from the AI tool (this must be an exact copy of the response provided by the AI tool)

Don'ts

- Copy or paraphrase sections and or whole responses of AI generated content (including where this is referenced)
- Use AI tools to rewrite content, including own draft notes (even if referenced)
- Using AI to rewrite, enhance, or professionalise your own original notes/assignment to the point that the submitted work no longer represents the learner's independent effort (including cases where such use is acknowledged or referenced),
- Copying or paraphrasing whole responses of AI-generated content (including where this is referenced)
- Using AI to complete parts of the assessment so that the work does not reflect your own work, analysis, evaluation or calculations (including where this is referenced)
- Using an AI tool to amend your assignment to the point that the submission can no longer be considered your own words
- Failing to acknowledge the use of AI tools when they have been used as a source of information
- Submitting information from an AI tool which is discriminatory, harmful, offensive or intentionally biased
- Incomplete or poor acknowledgement of AI tools
- Submitting work with intentionally incomplete or misleading references or bibliographies
- Complete spelling, and grammar checks