**Guidance on the use of Generative AI**

**University Position**

The University recognises the recent rapid growth in generative artificial intelligence (AI) tools such as ChatGPT, Microsoft’s Bing and Bard amongst many others. These tools are extremely powerful and can generate a huge amount of content. However, AI can also be disruptive and it is important that in an academic context it is used ethically and transparently; it must not be used to replace your own work and opinion.

AI is already being adopted in the workplace and it is important that you are prepared with the skills and knowledge for its use, including an awareness of the limitations and risks. However, over reliance can impact your ability to develop the key skills such as critical thinking, analysis and writing which will be crucial to your success after your studies.

The University does not therefore have a blanket restriction on the use of AI tools but does expect the fundamental principle that all work you submit must be your own. Assignments produced wholly or partly using AI tools and submitted as your own work without acknowledgement will be treated as academic misconduct. The University will follow its Academic Misconduct Policy in dealing with such situations; you should be aware that the penalty is normally termination of studies. Examples of forms of misconduct involving AI include:

* Submitting work developed partly or completely by AI, in other words written by AI, without properly referencing
* Paraphrasing AI generated content without properly referencing
* Unacknowledged use of AI for analysis or evaluation

Your tutors will provide clear guidance on whether AI tools can or cannot be used in a particular assignment. Where use of AI is permitted you should bear in mind the need for academic integrity and honesty and avoidance of academic misconduct.

**Risks you should be aware of when using AI**

1. *Inaccuracy*: Content produced by AI might look convincing but may not be factually correct. In fact the tool might be ‘hallucinating’ and making things up! AI generated material should always be checked against other more reliable sources which can be cited in your work.
2. *Bias*: AI tools learns from information gathered from the internet. This will inevitably include data that is offensive or flawed and will contain inaccuracies, biases and stereotypes. These tools do not have the cognitive skills to identify this biased and unethical material as they are unable to differentiate right from wrong and true from false. It is essential to critically analyse and compare to other source to ensure balance and avoid biased one sided content.
3. *Fake references:* AI will sometimes make up, or include false information and/or provide sources that are out of date. References to articles and books that do not exist maybe provided; you should always check these source materials really do exist. Some AI tools do not generate references at all.

**These 3 factors when combined could have a serious impact on your ability to gain a good mark, making it crucial that you use other reliable sources and that your tutor can see your own ideas and critical reasoning.**

1. *Storing of material*: AI tools will store any material you submit into them and they may then share this information with others. This has implications for your privacy and also could result in the loss of intellectual privacy.
2. *Generating Code*: Code generated using AI is potentially vulnerable to attack or biased so you should check carefully and be vigilant.

**Things to be aware of when using content generated using AI**

**Don’t**

* Believe everything it generates even if it has references and looks convincing; AI will over-rely on subjects that have been extensively written about and may be unhelpful in more specialist areas.
* Treat AI generated content as your key or only source of information. It should be verified and used alongside other sources especially the it may also be out of date or contain material that has been made up!
* Submit AI generated text – always use your own words; remember AI generated material may be unethical and biased. The AI doesn’t have the capacity to remover material that might be offensive.
* Put personal or sensitive data into AI tools as you don’t know how it will be stored and it could be shared with others

**Do**

* Critically evaluate and fact check for accuracy & bias.
* Acknowledge in an open and transparent way when you have used an AI tool in the development of your assessment following guidance provided by your tutor
* Use AI to support your learning as part of the process of doing the assignment
* Ensure that you have adhered to the University Academic Misconduct Policy, you cannot submit any final work as your own that has been generated by AI and that has not been properly referenced.