

ACADEMIC PRACTICE AI CHECKLIST

When you have completed an assignment before you submit it to your tutor use this checklist to ensure that you have followed good academic practice.

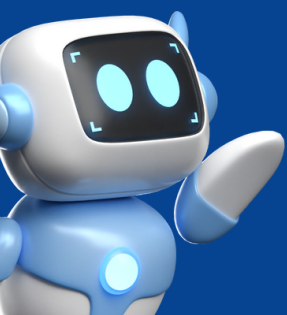
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| 1 | Is your assignment your own work based on what you have learned? | YES NO |
| 2 | Is this assignment produced in your own voice and writing style without assistance? | YES NO |
| 3 | The assignment brief provided by your tutor will have given guidance on whether you could use AI tools and if so how AI could be used. Have you followed this guidance? | YES NO |
| 4 | Have you used a generative AI tool to produce this assignment for you? | YES NO |
| 5 | Has AI or another person edited or changed any of your work? | YES NO |
| 6 | Did you undertake research across a range of sources of information to find information and ideas and to read around your subject? | YES NO |
| 7 | Did you critically analyse this information to reach your own conclusions and inform your own viewpoint? | YES NO |
| 8 | If you used an AI tool as a starting point for your research did you evaluate and fact check against reliable academic resources for accuracy and to avoid any bias? | YES NO |
| 9 | If you have included any content generated using an AI tool (this could include text or images) have you acknowledged this by referencing in line with reference guidance provided? If your tutor has provided a declaration form to show use of generative AI have you included this? | YES NO |

Let's check how you have got on!

If all of your answers are **green** Congratulations you have used excellent academic practice.

If any of your answers were **amber** then this indicates poor academic practice and could potentially be judged as academic misconduct and will be investigated following the University's Academic Misconduct Policy. You should stop and review your work before submitting.

If any of your answers were **red** AI tools have played a significant role in producing the work and it can no longer be considered as your own work. This is serious academic misconduct. Key to good academic practice is ensuring that the work that you submit is your own and you need to take care when using generative AI tools or work produced by anyone else.



TIPS AND SUPPORT

TOP TIPS

1. Interact with AI to **learn** but don't copy material directly into your own work
2. If you are not sure how AI can be used in your assignment **ask**
3. Where you have used AI make sure you have **acknowledged** this

SUPPORT

You can find resources to assist with academic writing, structuring your work and proofreading on the Study Skills Moodle. We also have a team of Peer Academic Skills mentors who can provide help and advice. Check on the Moodle how to book an appointment or see the workshops that you could attend.

Advice on Generative AI tools can be found on ?? webpage.

For support with referencing see the guidance in your course handbook and the library web pages. Your Academic Services Librarian is available to help if you have any questions about how to reference other people's work in your assignment.

The University has an academic integrity toolkit called Integrity Matters which is available on Moodle. It can help you to understand factors that can lead to accidental academic misconduct and help you to avoid plagiarism, paraphrase the work of others and acknowledge and reference your work correctly.

MOODLE QR CODE

