**Liverpool Hope Generative AI Guidance**

**Purpose**

This guidance which sits alongside the University’s [Academic Misconduct Policy](https://www.hope.ac.uk/media/gateway/studentgateway/supportandwellbeing/studentadministrationdocuments/Academic%20Misconduct%20Policy-1.pdf) outlines what is deemed to be appropriate and inappropriate use of Generative AI to support your learning and undertake your assessments.

**How to use Generative AI positively in your learning**

1. Use these tools to enhance your understanding in your research process but not as a substitute for your own critical thinking and learning and always check in reliable sources. Your tutors will be looking for you to demonstrate original thinking and deep engagement with source materials through your critical analysis and the citations in your references
2. Preparatory not final – AI can help to gather ideas but your final piece of work must demonstrate your own understanding and synthesis of the material. You work should clearly express your own views and conclusions in your own voice.
3. Remember Generative AI is a tool that has been trained on information from the internet and does not understand the materials it is producing. It isn’t human and so it doesn’t have the same understanding and critical thought that you do
4. Don’t over rely on AI tools as this will impact on your creativity, learning & development. This can result in you failing to develop the core skills such as critical thinking and problem solving which you will need to progress and succeed into the workplace or further study.
5. Ensure you are aware of the ethical issues surrounding Generative AI tools. You need to be alert to bias and ensure your work reflect the fully range of viewpoints
6. There are [environmental and sustainability issues and concerns around Generative AI tools](https://nationalcentreforai.jiscinvolve.org/wp/2024/09/18/artificial-intelligence-and-the-environment-taking-a-responsible-approach/). So while generative AI is a valuable tool in education there is a shared responsibility to the environmental future so you should consider if generative AI is the right tool for the job for example could a search engine provide the information you need?
7. When you do use generative AI you need to do so transparently through acknowledgment and referencing. This could be included when explaining your methodology

The University has produced some videos to help you to understand what Generative AI is and how it can be used.

[What is Generative AI and what you need to be aware of](https://www.youtube.com/watch?v=5R6tME0kMo0)  (3:14 mins)

[How can generative AI help you with your studies](https://www.youtube.com/watch?v=I9xEutSvqAI)  (3:18 mins)

[Dos and Don’ts and how to avoid academic misconduct](https://www.youtube.com/watch?v=3JG_opBz0o8) (3:45 mins)

The following tables show you acceptable and unacceptable use of generative AI in your studies and producing assignments. There are also some tips to help you.

**Producing an assignment**

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| **Task** | **Acceptable** | **Not Acceptable** | **Top Tips** |
| Starting out | Initial research of a topic or concept to gain an overview and starting point by:  -Generating ideas  -Finding resources and information | Relying only on AI for information, facts and data.  Relying on references from gen AI as sometime it makes up references and the material provided may not be based on reliable academic sources | Ensure that you have read and understood the guidance provided for your assignment on how you can or cannot use Generative AI  You should fact check any information found and verify through your teaching sessions and materials and reliable academic sources e.g. journal articles, textbooks, monographs  Research Assistant on [OneSearch](https://hope.primo.exlibrisgroup.com/discovery/search?vid=44HOP_INST:VU1&sortby=rank) is an AI tool that can help you search more effectively across the resources the University library subscribes to |
| Use of prompts | Use prompts that ask for information  Use AI to produce research search terms that can then be used in search engines or library catalogues | Using prompts that contravene good academic practice e.g. “write an introduction to my essay on xxxx” | Keep a record of the prompts used so you can acknowledge them in your declaration form |
| Core concepts or viewpoints | Use AI tools to identify and summarise but be aware these tools can be biased | Copy & pasting content from an AI tool  Rely only on information provided by AI tools | Undertake your research and background reading in reliable academic sources to verify and avoid any bias  AI can help with visualising complex concepts for example create a mind map |
| Develop your argument | Use a conversation/debate approach | Accept AI generated answers without checking |  |
| Summarising | Summarise core concepts or viewpoints  Summarise texts by pasting a section of text and ask to summarise to condense and help you understand the key message or concept | Submitting AI generated content as your own work.  You should always take references from the original source | Check for a clear privacy policy on a site before uploading your own or others work, personal or sensitive data or any teaching materials  There are tools that can summarise a meeting, video or podcast transcriptions |
| Producing your written work | Try out different tones  Generate an example to help with structure  Formatting a reference list | Copy & pasting content from an AI tool  Using AI to produce an assignment and submitting as your own work  Using AI generated content without appropriate acknowledgement and referencing | Reading your work aloud can help to check the structure and flow of your work  If you use an AI tool to help with referencing you need to ensure that your assignment meets the referencing guidance provided by your subject.  The library has produced [a guide](https://www.hope.ac.uk/media/gateway/library/Referencing%20GenAI%20sources%20in%20your%20work.pdf) on referencing from AI |
| Checking grammar or spelling & proof reading | Use a reliable tool such as Studiosity, Grammarly to identify issues that you need to review and correct and which will help develop your grammar and spelling | Using AI tools to change your work | Use as a starting point but always undertake your own final checks and proofread your work before submission. The AI tools can sit alongside other sources of support including the Academic Skills mentors, assistive technologies and formatting guides. |
| Before submitting your work | Check that if you have made use of AI tools that you acknowledge this by completing the [University Declaration Form](https://www.hope.ac.uk/genai/) | Submitting work that has been produced by an AI tool without acknowledging | Your submission has to be your own work in your own words reflecting your understanding and analysis.  Use the University’s Academic Practice AI Checklist **add link** to ensure that you have followed good academic practice |
| Coding for programming assessments | Assist with debugging code | Submitting complete code generated using an AI tool |  |
| Creating visual or audio content e.g. images | Clearly acknowledge in your work that the material has been generated by Gen AI and acknowledge this by completing the University Declaration Form | Submitting images that has been produced by an AI tool without acknowledging | You should critically analyse the Gen AI material and explore the impact using AI tool has on the image or audio |

**Other ways to use AI tools to support your learning**

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| **Task** | **Acceptable** | **Not Acceptable** | **Top Tips** |
| Revision and testing your knowledge and understanding | Generating some topic-related questions or a quiz to help you to practice and assess your self  Create a set of flashcards with the key facts and information | Using AI to create answers that you submit in an assignment | Checkout the [Exam & Revision Hints and tips video](https://live.moodle.hope.ac.uk/mod/page/view.php?id=13074) produced by the Study Skills Mentors |
| Critical Friend or study buddy | Gain insight into a specific topic and to help you study a specific topic | Relying only on AI for information, facts and research data | Be alert to the information generated as AI might be inaccurate due to bias or use of out of date information |
| Time management and project planning | Use AI to generate a plan and timeline |  | Ensure you have allowed time for your other commitments including other academic tasks, paid work and time for leisure/time to relax. [The Study Skills Moodle](https://live.moodle.hope.ac.uk/mod/page/view.php?id=13073) has a range of resources including some apps you might find useful |
| Help to prepare for an interview | Generate questions and answers |  | Contextualise to match your own knowledge and experiences and the job you are applying for |
| Practical and lab sessions | To help troubleshooting  To understand protocols and experiment design | Relying on AI to solve problems without understanding or reflection |  |

**For further support and information please visit the** [**Generative AI web page**](https://www.hope.ac.uk/genai/) **or speak to your tutor**