



Version Control Statement

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Guidance on the Use of AI Tools for Students

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1 Firstly – What are AI Tools?

1.1 You may have heard of tools such as ChatGPT, Midjourney, Gemini or Aiva. These are powerful technologies that use vast amounts of data and computing power to allow them to understand human input and perform specific tasks, like holding conversations, generating text, creating art or composing music. However, their use in assessments carries serious implications that must be carefully considered.

2 Can I use AI Tools for my assessments?

2.1 Here are some examples where you might like to use AI:

- To help with idea generation
- To help you re-phrase complex sentences
- To help with prioritising tasks
- In group work to help summarise materials
- To help simplify large blocks of text
- To create images for use as visual reference

2.2 However, it's essential to be open and honest with your tutors about where and how you are using these tools. Please note that you may be breaking academic regulations by using AI tools in the following ways:

- Asking ChatGPT to create parts of or an entire essay for you and passing it off as your own work in a submission.
- Creating an image using AI Tools and passing it off as your own work in a submission.
- Creating a music composition using AI Tools and passing it off as your own in a submission.





- 2.3 Submitting work generated by AI Tools and passing it off as your own is always considered a form of Academic Misconduct. As a result, submission of such work may result in having to redo your work with a penalty to your mark or even withdrawal from the programme.
- 2.4 More details on the rules and regulations of academic misconduct can be found in the Futureworks' Academic Integrity Policy and Academic Misconduct Procedure.

3 Ways to avoid breaching academic misconduct regulations

- 3.1 Ensure the use of AI Tools aligns with the assessment brief and, importantly, seek advice from the tutor setting the assignment.
- 3.2 Acknowledge the extent to which AI has been used as part of referencing sources, clarifying the contribution of AI to make clear what is your own work.
- 3.3 Keep drafts to evidence the thinking and development of the work as you may be requested to provide examples.
- 3.4 You may be required to respond to questions to test your knowledge of your assessed work. This may involve additional work such as a spoken interview (viva voce) or presentation.
- 3.5 Failure to follow this advice may lead to allegations of academic misconduct and will impact your ability to defend yourself.

4 Some things to think about...

- 4.1 AI Tools offers a number of benefits, but it also has limitations. Please be aware of the following:
 - AI can often provide false information – always verify the accuracy of the content it generates
 - Do not rely solely on AI generated content as a key source, use it alongside other sources





- AI Tools don't actually understand the content they produce. A human must review and refine the work
- Understand that the data these tools learn from may contain inaccuracies, biases and other flaws
- Keep in mind that AI Tools may not have up-to-date information and are limited in their knowledge of recent events
- Be aware that AI Tools can sometimes produce offensive content
- Know that AI Tools can produce fake citations and references
- Understand that AI Tools may unintentionally plagiarise by using ideas or phrases from other authors without proper credit
- Recognise that using AI-generated content may pose risks of copyright infringement

If you have any questions about the use and misuse of AI Tools, please speak to your Module

Tutor or your Programme Leader.

