



Use of AI in Teaching, Learning and Assessment

# **Student Advice and Guidance**

**2024 - 2025**

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## **Student Guide for Artificial Intelligence (AI) Use**

This guide aims to support students understanding of how and when to use AI tools wisely and responsibly. Students should always check with their programme team to ensure any use of AI to support learning is acceptable and or appropriate. Please check your programme handbook, Canvas site, module guides, Partner University/Awarding Organisation for further guidance on the use of AI in your programme of study. You should not feel under any pressure to make use of the tools and you will not be disadvantaged if you decide not to use them. As Generative AI tools develop, they are becoming integrated into everyday teaching and learning, more notably in recent years Generative AI tools are integrated into personal applications such as web browsers, Google Docs and the Microsoft Office suite. Generative AI tools can have some implications for assessment, here at Belfast Met we believe these Generative AI tools will become part of our personal and professional lives, and we wish to explore their use with students in an ethical, transparent and reasonable way. This guide outlines our position and the position of our Partner University's and Awarding Organisation.

### **What can generative AI be used for?**

Generative AI can be an effective support to your learning, but you should never attempt to pass off work that was generated by generative AI as your own work. Students should be aware of AI "Hallucinations". AI Hallucinations are incorrect, misleading or made-up information generated by AI models and AI systems, including text generators and image creators.

### **What capabilities does generative AI have**

Here are some of the examples of some of the tasks Artificial Intelligence (generative AI) can do

- Draft essays and short answer questions in a range of distinctive styles.
- Summarise articles, paraphrase passages.
- Complete translations.
- Create images on request.
- Writes computer code and can assist in debugging code.
- Create rubrics and multiple-choice questions.

### **How can I use Artificial Intelligence (generative AI) as a student?**

- Use it to generate a basic essay structure or help shape your thinking around a topic. Help you to get over writer's block.
- Use it to generate a potentially useful list of references.
- Discuss topics with generative AI to test your own knowledge.
- Use it to improve your grammar and writing structure.
- Help improve on assessment you are drafted/started.
- Can explain an idea in simpler terms or in a different way.
- Using it to generate study aids, practice questions, or learning materials.

**Always give acknowledgement when you have used generative AI and remember assessments must always be all your own work. If you use generative AI, you should on every occasion acknowledge and reference that you have used it. When citing AI, provide the name of the tool(s), how you have used it, and the data utilised.**

### **What are the limitations of generative AI?**

- Generative AI is helpful at basic reasoning, but it is just pulling and structuring information that is available to it, using blocks of information from a data bank, it is not always current, the information and references therefore may be out of date.
- It does make a lot of mistakes, and it does not know that it sometimes just “fills in the blanks” and makes things up if it does not have the information.
- Generative AI can help but it cannot do your learning.
- There may be privacy and security considerations when using generative AI tools, especially if they involve storing or sharing personal data.
- Generative AI are trained on data from the internet which is not always fair or balanced (bias). The tools can distort the truth and can strengthen an opposing argument.
- The tools can struggle to be up to date with current developments in a particular field of study.
- The tools do not understand the meaning of the word they produce.
- Content generated by AI is not checked for accuracy.
- The tools rely heavily on data access to generate responses. This has led to concerns on data privacy.

### **When is AI/Generative AI not accepted?**

- To fully complete your assignment.
- Helping with your research and finding facts, quotes or resources.
- Inputting personal information.
- Inputting / using sensitive or confidential data.
- Inputting copyright protected information.

### **Acknowledging the use of Generative AI in your assessments**

You must acknowledge its use of generative AI and give details and reference made to how you completed this in your reference. You should name the tool and how it was used and keep the generated material, which should be submitted with the assessment. If you are asked for further responses or for the original query to be adapted, the adapted response should also be included.

1. I acknowledge the use of <insert generative AI system(s) and link> to generate materials for research and self-study in the drafting of this assessment.
2. I acknowledge the use of <insert generative AI system(s) and link> to generate materials that were included within my final assessment in modified form.

If you require any further advice or guidance, do not hesitate to speak to your lecturer.

## **Academic Integrity, Plagiarism and Academic Misconduct**

- When you submit work to the College via Canvas or handing in assessments to your tutor, you are reminded that you are making submission on the basis that the assessment is all your own work.
- It is important you do not use generative AI tools to generate an essay and submit it as if it was your own work. The College has strict rules on plagiarism and academic misconduct which includes passing off someone else's work as your own.
- Please be aware of the College's academic policies on Academic Integrity and if in doubt discuss how you have used a generative AI tool with your lecturer, [Student Code of conduct](#) and [Student Disciplinary Policy](#).
- If teaching staff suspect that you are trying to pass off generative AI generated output as your own work, then the Colleges policies on academic integrity will apply. You would be likely to be invited to an investigatory interview to probe the authenticity of your work and the sanctions for misconduct can be severe.
- If you choose to use generative AI in development of your work, you must acknowledge this in the same way you would reference any other source you have used in the completion of your work.

Please seek guidance from your lecturer or course tutor if you have any questions or concerns in using generative AI.

# A GUIDE FOR STUDENTS: SHOULD I USE AI?

## Why do you want to use an AI Chatbot? I want it to...

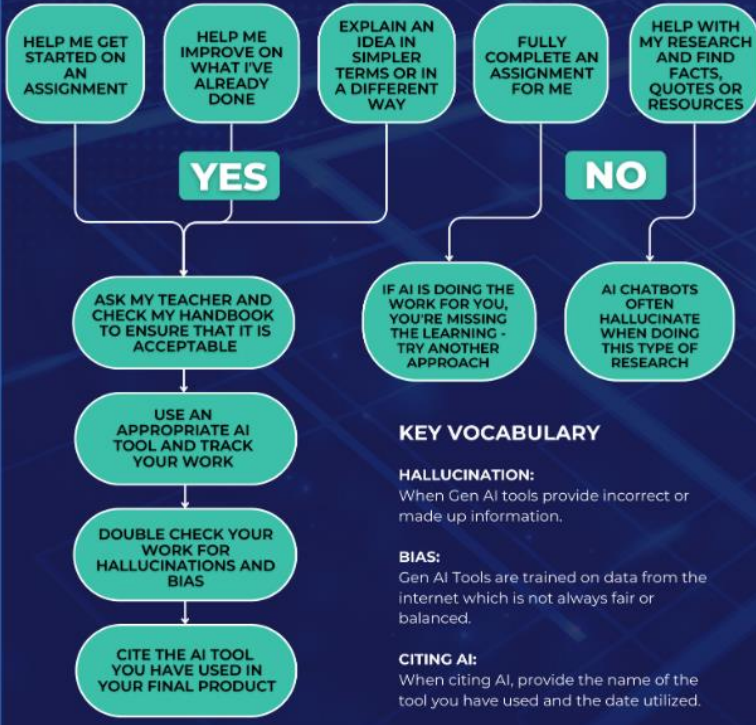


Figure 1 A Guide for Students - Should I use AI? Sourced from <https://www.aiforeducation.io/ai-resources/student-guide-ai-use>

## **Generative Artificial Intelligence Guidance from your Partner University or Awarding Organisation.**

The below websites are to be used to outline your Partner University's or Awarding Organisation position on the use of Generative AI. The College supports the Partner University or Awarding Organisation guidance, resources, regulations, and communications on this subject matter.

Ascentis

<https://www.ascentis.co.uk/news/the-use-of-artificial-intelligence-in-education>

City and Guilds

[https://www.cityandguilds.com/-/media/productdocuments/skills\\_for\\_work\\_and\\_life/employability\\_personal\\_and\\_social\\_development/2935/centre\\_documents/generic-ai-guidance-pdf.ashx](https://www.cityandguilds.com/-/media/productdocuments/skills_for_work_and_life/employability_personal_and_social_development/2935/centre_documents/generic-ai-guidance-pdf.ashx)

Joint Council for Qualifications (JCQ), AQA, City and Guilds, CCEA, OCR, NCFE, Pearson and WJEC

<https://www.jcq.org.uk/wp-content/uploads/2024/02/JCQ-AI-poster-for-students-2.pdf> and <https://www.jcq.org.uk/exams-office/malpractice/artificial-intelligence/>

Open University

<https://about.open.ac.uk/policies-and-reports/policies-and-statements/gen-ai/generative-ai-students>

Pearson BTEC

<https://qualifications.pearson.com/content/dam/pdf/Support/Quality%20Assurance/btec-centre-guide-to-plagiarism.pdf>

Quality Assurance Agency (QAA)

[Generative Artificial Intelligence](#)

Queens University Belfast

<https://www.qub.ac.uk/directorates/AcademicStudentAffairs/CentreforEducationalDevelopment/SupportingDigitalPractice/DigitalLiteracies/StaffDigitalLiteraciesHub/AISupport/>

University of Dundee

<https://www.dundee.ac.uk/guides/use-generative-artificial-intelligence-students>

Ulster University

<https://www.ulster.ac.uk/learningenhancement/cqe/strategies/ai/guidance-for-students>