

Generative Artificial Intelligence guidance

This document will help identify best practice when using GenAI and highlights the importance of producing original work for yourself. The left, green column indicates good practice using GenAI; the central, orange column describes practice that can result in a poor mark or fail while the right, red column indicates usage that can be academic misconduct. Remember, it is essential that you acknowledge any use of GenAI in your assessments and that you understand how to incorporate it into your studies effectively.

	 You can...	You shouldn't...	 You mustn't...
Idea generation	You can use it to brainstorm and develop your own ideas, with acknowledgement.	You shouldn't use it to replace your own ideas.	You mustn't represent GenAI ideas as your own.
Planning your work	You can generate suggested structure/ideas, based on your assessment brief, while critiquing the results yourself.	You shouldn't use the suggested structure without question.	You mustn't use GenAI in your work, without acknowledging it.
Finding sources	You can perform initial scoping searches, using GenAI, to identify keywords and concepts. Then use academic and library tools for your literature search.	You shouldn't rely partly or totally on sources generated by GenAI tools or use irrelevant sources.	You mustn't use sources without reading them, incorporate references that do not exist, or generate reference lists with GenAI for materials you have not read.
Summarising	You can summarise readings with GenAI, so you can decide if they are relevant, and then read the original sources yourself.	You shouldn't rely on generated summaries which may be inaccurate. Don't use GenAI to synthesise multiple sources for comparisons.	You mustn't rely on AI-generated summaries and syntheses, submit AI summaries as your own work or submit work you do not understand.
Translating	You can use it to translate source texts or video, always checking that the translation is accurate.	You shouldn't assume the translation is 100% accurate.	You mustn't translate other people's work and submit it as your own. If English is not your first language, don't write an assignment in another language and translate it into English.
Editing and	You can use academic writing tools to check the spelling, grammar and	You shouldn't rely on academic writing tools to re-word your work.	You mustn't submit work that has been changed so much through GenAI that it

proofreading	readability of your work.		changes the meaning and content, and/or that you can no longer understand and explain it.
Generating feedback	You can use GenAI to provide feedback on drafts of your work, alongside the guidance you receive from University of Worcester staff. (Always check the terms of use and privacy policy for the tool you are using).	You shouldn't rely on GenAI feedback on your work – remember to consider the requirements of your assessment.	You mustn't accept GenAI feedback uncritically, without referring to assessment briefs or learning outcomes.
Generating images	You can use AI image generation for a written assignment or presentation, to create a unique image to illustrate a point or enhance a presentation, and acknowledge the tool you have used.	You shouldn't use an image without checking it for accuracy as GenAI can generate errors / inconsistencies.	You mustn't use a generated image without acknowledgement or where the assignment requires you to create the image yourself.
Analysing data	You can use GenAI (if permitted for your assessment) to analyse data and identify patterns in non-sensitive data, but remember that it has limitations, in terms of analysis and potential bias.	You shouldn't use GenAI for data analysis without verifying the results. Remember that GenAI-generated outputs are not neutral and often biased.	You mustn't use GenAI to fabricate data, or to analyse data where it is not permitted for your assessment. You mustn't put personal or sensitive information into GenAI. This is especially important for emails, records, or any personal information. Use of such information could lead to privacy issues and security risks. For professional courses, this would also be a fitness to practise issue.
Testing your knowledge	You can use GenAI to complement revision strategies, e.g. explain concepts and generate quizzes to test your knowledge.	You shouldn't rely only on GenAI to generate revision notes and materials, as you will learn less.	You mustn't assume that GenAI will generate accurate revision materials – always check it.