



Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

Academic, Industry & Digital Skills

Week 6

Lisa Bassler

Email: l.bassler@uwtsd.ac.uk

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Artificial Intelligence

(UWTSD's 2025/26 AI Guidance)

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What is Artificial Intelligence?

What is Artificial Intelligence?

- AI is the simulation of human intelligence in machines that are programmed to think and learn.
- Examples:
 - Virtual assistants (Siri, Alexa)
 - Recommendation systems (Netflix, Amazon)
 - Generative AI (ChatGPT, Copilot)



(National Defense, 2021)

Ethical Implications



(Emory University, n.d.)

- **Bias and Fairness**
- **Privacy**
- **Accountability**
- **Security and Misuse**
- **Sustainability concerns**

AI Literacy

Research by Microsoft (2024) suggests that:

- **66%** of business leaders say they will not hire someone without AI skills
- **71%** of business leaders are more likely to hire a less experienced candidate with AI skills than a more experienced one without AI skills
- **76%** of professionals say they need AI skills to remain competitive
- **22%** of recruiters already say they're updating job descriptions to reflect the usage of generative AI in the role.

**Who of you uses
ChatGPT?**

Attention: Crossing into Academic Misconduct Territory...

Entering your assignment task into a generative AI tool like ChatGPT etc. results in:

- **Academic Integrity breaches**
- **Inaccurate Content** – AI can generate mistakes or misleading information.
- **Loss of Learning** – missing out on developing your own knowledge and skills.
- **Skill Development Gaps** – over-reliance on AI may leave you unprepared for future assessments or the workplace.



2025-26 AI Guidance

1. General Allowable Uses of AI
2. Assignment-Specific Uses of AI

AI Guidance (2025-26)

UWTSD's **AI Guidance** can be accessed via the Hwb: [AI Guidance » Hub](#) or Moodle

Resources and videos on responsible use of AI available!



-  [Harvard Referencing Guide](#) PDF
-  [Academic Misconduct Policy](#) PDF
-  [Programme of Study Handbook 2025-26](#) PDF
-  [Module Directory 2025-26](#) PDF
-  [AI Guidance](#)
-  [Module Handbook Autumn 2025](#) PDF



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General Allowable Uses of AI

These uses are allowed across **all** modules and assessments.

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1. Create a Bibliography

You are allowed to use appropriate AI tools to help you find relevant books, articles and online resources on your topic.

Suggested AI Tool: **UWTSD Library's AI Assistant (Primo)**

Other useful tools:

- Google Scholar
- SCISPACE
- SemanticScholar

UWTSD Library – Primo Research Assistant

The screenshot shows the Primo Research Assistant interface. At the top, the University of Wales Trinity Saint David logo is on the left, and navigation links for Research Assistant, New Search, Online Resource Lists, and Browse eJournals are in the center. The user's name, Bassler, Lisa, is on the right. The main content area features a 'Primo Research Assistant BETA' header with a search bar containing the placeholder text 'What is your research question?'. Below the search bar, there are four example questions in a grid, each with a right-pointing arrow. A sidebar on the left contains a 'Primo Research Assistant BETA' header, a 'Start a new topic' button, and a 'Research history' section. At the bottom of the sidebar, there is a disclaimer about AI-generated content and links to 'About Research Assistant' and 'Privacy and disclaimer'.

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Research Assistant **BETA**

New Search

Online Resource Lists

Browse eJournals

...

Bassler, Lisa

Primo Research Assistant **BETA**

Ask research questions. Explore new topics. Discover credible sources.

What is your research question?

Example questions

Find recent research about how vitamin D deficiency impact overall health →

Did Picasso's time in Paris influence his artistic style? →

Find books about the reception of Machiavelli's The Prince in modern times →

How can we improve diversity in Clinical Trials? →

AI-generated content. Quality may vary. Check for accuracy.

[About Research Assistant](#)

[Privacy and disclaimer](#)

1. Create a Bibliography (contd.)

- ✓ You **MUST** read the literature.
- ✓ Just adding the resources to your reference list without reading them is considered **academic misconduct**.

2. Note Organisation

You are allowed to use AI tools to store and interlink notes, create mind maps and tag resources and ideas.

Useful tools:

- Obsidian
- Kumu

3. Citation Formatting

You are allowed to use AI tools to manage references and format references and bibliographies.

Suggested AI Tool: **Refworks**

Note that all UWTSD students have access to Refworks via the Library. You can find out more about using Refworks in the UWTSD Digicentre.

Other useful tools:

- Zotero
- Endnote
- Mendeley

4. Basic Proofreading

You can use an integrated tools like **Microsoft Editor**, or a specialised tool, like the **Grammarly** (not including the Grammarly Generative AI Assistant), to check for grammar, spelling and readability.

It is essential that you decide whether you want to implement the changes suggested by the Editor tool.

It is very important that you understand the suggestions and changes that any editorial tool gives you as options. If you do not understand the change, then how can you know that it is correct?

4. Basic Proofreading – **what you CANNOT do**

You cannot ask a Generative Artificial Intelligence (GAI) tool to create text for you or allow it to rewrite, expand or change beyond recognition your own text.

So, you **cannot** use prompts like:

- Tell me why [...]
- Write a paragraph on [...]
- Continue this text [...]

You also cannot ask a GAI tool to rephrase text that you did not write yourself, such as from a book, article, internet source, or indeed AI-generated text.

Further, you cannot ask a GAI tool to rephrase or paraphrase text that another person has written

Assignment-Specific Allowable Uses of AI

Your lecturer sets these uses for **each** assignment.

TASK DESCRIPTION

Use of Generative AI in Assessment

(Lecturer to indicate Yes or Not against each element)

RESEARCH	For this assessment, you can use Generative AI to support you in research and data analysis.	Yes ☐ No ☐
STRUCTURE	For this assessment, you can use Generative AI to support you in structuring your submission, including creating a draft argument structure, identifying parts and headings, etc.	Yes ☐ No ☐
PROOFREADING	For this assessment, you can use Generative AI to check your own text/creation for grammatical and syntactical mistakes, including getting suggestions to rephrase your work.	Yes ☐ No ☐
WRITING	For this assessment, you can use Generative AI to create text for submission.	Yes ☐ No ☐
CREATIVE	For this assessment, you can use Generative AI to create creative materials, such as images.	Yes ☐ No ☐
PROGRAMING	For this assessment, you can use Generative AI to create and check code.	Yes ☐ No ☐
NONE	For this assessment, you are not allowed to use any type of Generative AI support. This includes research support, structure support, writing/proofreading support and creative support.	☐

1. Research with AI

For this assessment, you can use Generative AI to support you in **research and data analysis**.

What you can do: **Data Cleaning and Automation**

- You can use AI tools to support quantitative data cleaning
- You can use AI tools to automate tasks and normalise datasets

1. Research with AI (contd.)

What you can do: **Data Analysis**

- You can use AI tools to support quantitative data analysis, including coding support and complex data analysis.
- You can use AI tools to code and analyse text data, such as primary research data, ex. survey responses, interviews, etc, and secondary research data, such as reviews, articles, etc.
- You can use machine learning tools to model and predict trends based on your data.
- You can use AI tools to analyse textual data for themes, trends, sentiments, etc.
- You can use AI tools to create visualisations

2. Structure with AI

For this assessment, you can use Generative AI to support you in **structuring your submission, including creating a draft argument structure, identifying parts and headings**, etc.

What you can do: **Ask for Structure Information and Suggestions**

If you find that you are unsure about what a structure for a piece of work should look like, you can get help from an AI tool. You can use prompts like:

- “Can you please advise me on how to structure an essay?”
- “Can you advise me on how to structure a PowerPoint presentation? Thank you.”
- “I have been asked to create/write a XXX. Can you tell me what that is and suggest what a good structure for it would be?”

This prompt is if you are not sure about the type of assessment you have been asked to create/write.

2. Structure with AI (contd.)

What you can do: **Ask for Structure Advice**

If you are stuck on how to structure your work, you can ask for help from an AI tool

It is essential that you have **already completed your research for the work**, so that you can provide the required guidance to the AI tool. So, **you need to create a bibliography, do the necessary reading, consider how you wish to answer the question, what are the main points you want to argue, etc.**

2. Structure with AI (contd.)

What you can do: **Ask for Structure Advice at Micro Level**

Structuring a paragraph can be as difficult as structuring an essay. You can ask for advice from an AI tool to structure your paragraphs. This means that you can write a paragraph and then ask an AI tool to check its structure.

This is what you should write as the prompt:

“Please can you check the structure of the following paragraph?” (Enter your paragraph)

2. Structure with AI (contd.)

Do not:

- Ask an AI tool to create text for you.
- Allow it to completely rewrite, expand, or change your own text
- Rephrase text from a book, article, internet source or AI-generated text.

3. (Advanced) Proofreading with AI

You can ask a Generative AI tool, such as ChatGPT, the Generative AI bot in Grammarly, or Microsoft Co-pilot, to **check a text you have written yourself for readability, grammar and syntax**, using the following prompt:

PROMPT: Please check and correct the following text for readability, grammar and syntax, giving me a list of changes made: YOUR TEXT.

You will then **need to decide** whether you want to implement the changes suggested by the GAI tool.

3. Proofreading with AI (contd.)

You cannot ask a GAI tool to create text for you or allow it to completely rewrite, expand or change beyond recognition your own text.

So, you **cannot** use prompts like:

- Tell me why [...]
- Continue this text [...]

You also cannot ask a GAI tool to rephrase text that you did not write yourself, such as from a book, article, internet source, or indeed AI-generated text, and then submit it as if it were your own creation.

Further, you cannot ask a GAI tool to rephrase or paraphrase text that another person has written.

4. Creative Work with AI

All AI intervention must be clearly recorded in any part of the creative process where AI is used. This must include the programme(s) or app(s) wherein it was produced, the prompts used (be they pictorial, text or data), and the date when this was undertaken.

4. Creative Work with AI



Example:
Microsoft Copilot

4. Creative Work with AI (contd.)

The use of AI generated outcomes that are not identified as such, is **academic misconduct**.

You must not include, present, or submit any AI-generated asset or outcome as your own. This includes, and is not limited to, text, dialogue, voice, imagery, photography, music, sound design, video, animation, product design, pattern, fashion, architecture, artefact, three-dimensional object or computer code.

(UWTSD, 2025)



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AI Acknowledgement Statement

This declaration **must** be presented at the beginning of **all** your Turnitin submissions.

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Basic Acknowledgement format of AI tool use

I acknowledge the use of [AI Tool] [(AI Tool url)] on [Date] to [Purpose my work]. I used the prompt(s):

1. [Prompt]
2. [Prompt]
3. [Prompt]

I confirm that I have not presented any AI generated text as my own work. I confirm I have copies of my drafts, notes, and other resources I used before, and after the use of AI tools which I may be asked to provide in evidence.

Example

I acknowledge the use of Microsoft Copilot (<https://copilot.microsoft.com/>) on DD/MM/YYYY to generate an image for my presentation. I used the prompt(s):

1. Please generate an image of a university class learning about academic integrity.

I confirm that I have not presented any AI generated text as my own work. I confirm I have copies of my drafts, notes, and other resources I used before, and after the use of AI tools which I may be asked to provide in evidence.

Remember...

...always to keep a copy of your drafts, notes and other resources you used, before and after the use of AI tools. If there is suspicion of use of AI tools beyond what was specified for the particular assignment, you will be asked to provide previous drafts and notes.

If you have NOT used AI

If you have not used AI tools, whether because it is not allowed or because you have chosen not to use AI tools at all, you need to include the following acknowledgement.

I confirm that I have not used any AI tools in the research and creation of this assignment. I confirm that I have not presented any AI generated materials as my own work. I confirm I have copies of my drafts, notes, and other resources I used, which I may be asked to provide in evidence.

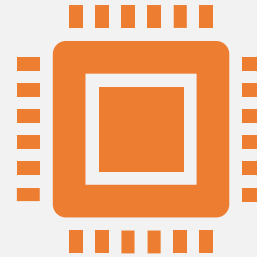
Please refrain from creating your own version of the above statement. You MUST use this template.

Your Responsibility



Definition:

Using AI tools ethically and responsibly in academic work



Guidelines:

Use AI as a supplement, **not** a replacement for personal effort

Always credit AI contributions

Avoid using AI to complete entire assignments

Automated Translation Tools

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Automated Translation Tools

Automated translation tools, often known as machine translation (MT) tools, are software applications that use AI to automatically translate text or speech from one language to another.

Examples:

- **Google Translate:** Uses neural networks and can handle text, speech, images, and live video in over 100 languages.
- **DeepL:** Known for high-quality translations in European languages.
- **Microsoft Translator:** A tool integrated with Microsoft products that also offers speech and text translation.

Allowable Uses of Automated Translation Tools

You **are allowed** to use automated translation tools to:

- Support your study and understanding of course materials. This includes the translation of lecture notes, lecture recordings and transcripts, books, articles and other materials.

You **are not allowed** to use automated translation tools to:

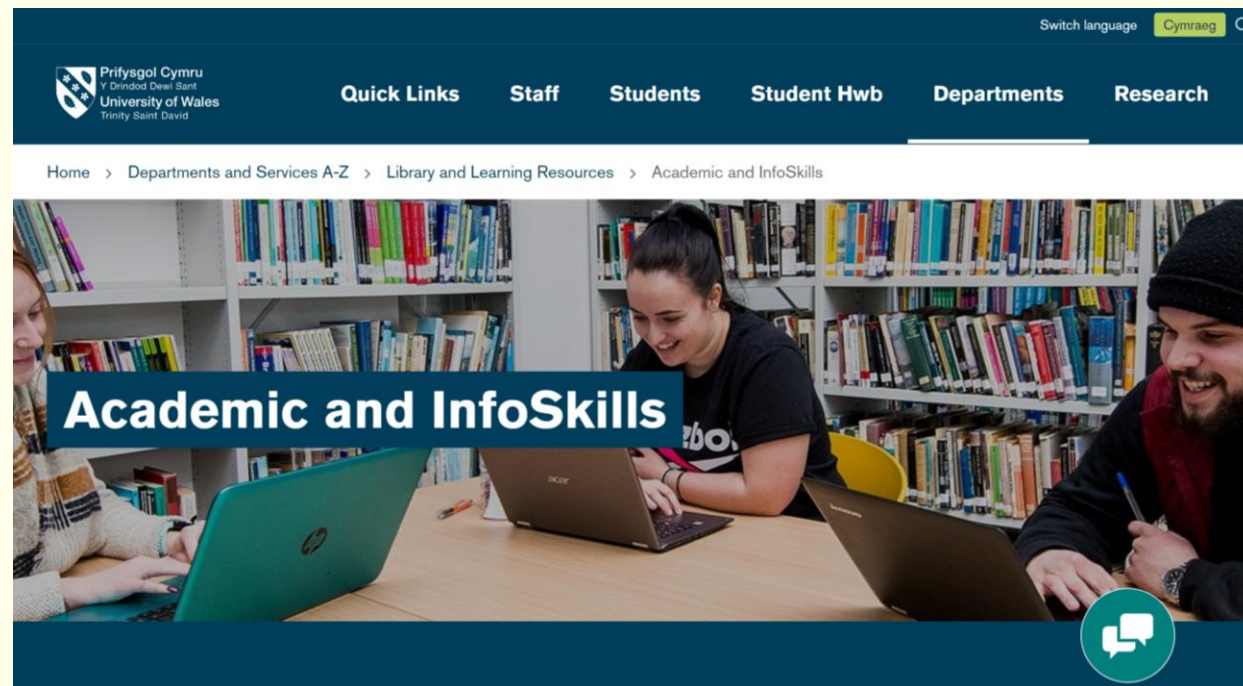
- Translate any text or materials for submission as part of assessment for any module.

UWTSD Library

- The Library and Learning Resources has created bespoke training for students in **AI literacy** as part of the InfoSkills programme:

[Academic and InfoSkills | UWTSD](#)

[Intranet](#)



(UWTSD, 2025)

Library InfoSkills

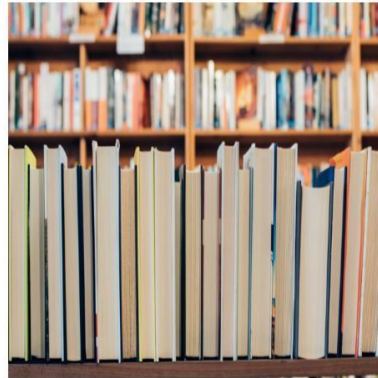
Referencing



This Course helps you to understand why referencing is important and which of the 4 recognised referencing standards you should be using:



Unit 1: Academic Integrity &
Avoiding Plagiarism



Unit 2: Referencing -
Managing Information



Unit 3: Referencing - The
Basics



Unit 4: Referencing - The
Mechanics



Summary

- Academic integrity is the foundation of true learning!
- Avoid misconduct by understanding expectations and seeking support.
- Be aware of AI limitations and potential biases.
- Use AI responsibly and ethically to enhance, not replace, your academic efforts.



Any Questions?

If you have any questions, please do not hesitate to contact me via
email: **l.bassler@uwtsd.ac.uk**

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