

How to Acknowledge your use of AI

This guidance is for students and staff to support the integration of AI tools in assessment.

Every assessment specification identifies the **allowable** use of AI in that assessment. You should be able to see a version of the following table:

RESEARCH	For this assessment, you can use Generative AI to support you in research, including searching for bibliography, using tools to summarise, compare and interrogate materials.	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 rephrasing of your own work within specific standards.	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.	Yes ☐ No ☐

This guidance will provide you with the necessary information on how to acknowledge your use of AI in any assessment.

Important: Students are expected to keep drafts of their work, including notes, etc., before and after the use of any AI tool. Students will be expected to produce these drafts and materials as necessary.

You are expected to use this acknowledgement format for **all** allowable uses of AI.

How to acknowledge your use of AI

You are expected to include this acknowledgement in a separate page at the beginning of your submission.

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 1:

I acknowledge the use of Grammarly (<https://www.grammarly.com/>) on 10 February 2024 to check my work using the prompt(s):

1. Please check the following text for readability, grammar and syntax.

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 2:

I acknowledge the use of SciSpace (<https://typeset.io/>) on 7 March 2024 to support my research using the prompt(s):

1. Please provide me with materials on the biology of the liver.
2. Please provide me with materials on liver cells.

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 3:

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I acknowledge the use of ChatGPT (<https://chatgpt.com/>) on 13 April 2024 to write my notes into submission format using the prompt(s):

1. Please write up these bullet points as an essay paragraph at university level.

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.

Acknowledgement of the use of multiple AI tools

If you have used multiple AI tools, then you need to include an acknowledgement for each tool you used.

Example 4:

I acknowledge the use of SciSpace (<https://typeset.io/>) on 28 June 2024 to support my research using the prompt(s):

1. Please provide me with materials on the American Civil War.
2. Please provide me with materials on the reception of *Gone with the Wind*.

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.

I acknowledge the use of Adobe Express (<https://www.adobe.com/express/>) on 24 June 2024 to edit photographic material:

1. Remove background from Figure 1.

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 before, and after the use of AI tools which I may be asked to provide in evidence.

If you have not used AI tools

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.

How to acknowledge your use of AI

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.