Guidance for Students on Using Generative AI

The essential rules:

> **Always follow the Generative AI usage guidelines set out by the university and your department. If you have any doubts about using AI for your assessed work, seek clarification from your module coordinator.**

To ensure compliance with licensing and data security expectations, Aberystwyth University's recommended AI tool is Microsoft CoPilot, which is included in the Microsoft 365 package provided free of charge by the University

Remember: A Generative AI tool can be useful collaborator and helpful for brainstorming and refining ideas. However, you must not use AI to directly answer an essay question as your assessed work should reflect your own understanding and original thoughts on a topic.

You must always acknowledge any use of Generative AI in your work.

AI tools are useful but not always perfect, they can make mistakes or give wrong information. It's important to check their outputs to avoid errors or confusion. Always approach AI-generated content with care and compare it to reliable sources.

If your academic discipline involves translation in any assessed work, please refer to your department's specific guidelines regarding the use of AI tools for translation. (For more general advice on using AI for translation see the guidelines below).

We recommend that you download and save any Generative AI outputs (including the prompts) so that you can demonstrate how you incorporated them into your work.

This guidance should be read in conjunction with the University's policy on Generative AI.

> **Some things to consider if you are using AI through the medium of Welsh:**
>
> **There is limited training data**: AI models need large datasets to learn a language well. For Welsh, there isn't as much data available compared to major languages like English, which affects the quality and accuracy of AI tools.
>
> **What does this mean in practice?** This can lead to mistakes in translation, auto-filling of text, speech recognition, and other AI applications. For example, AI might struggle with accurately translating Welsh phrases or recognising Welsh speech, leading to errors and misunderstandings.
>
> Always remember the essential rule: It's important to check outputs to avoid errors or confusion. Always approach AI-generated content with care and compare it to reliable sources.
>
> **Is the situation likely to change?** Change may be slow because there is less financial motivation for AI companies to invest in the Welsh language. The smaller user base means

that companies may prioritise more widely spoken languages, resulting in slower advancements for Welsh AI applications.

There is some encouraging news though: the Welsh Government has partnered with [OpenAI to improve how technologies work with Welsh.](#) Cadwch lygad allan!

The Red Zone (Generative AI: what you must not do).

You must not present AI-generated content or ideas as your own.

You must not use Generative AI to create a bibliography for your assignment unless you have read and fully understood the sources yourself.

You must not use AI to create false data or alter existing data in a way that distorts your findings.

You must not use AI during in-person or online tests, or exams.

You must not upload personal or sensitive data or information to Generative AI because such systems may process and store the data in ways that could compromise privacy and security. This could potentially lead to unintended exposure or misuse of confidential information

Amber: Use with caution, and only with the express approval of your module coordinator.

Use: Summarising.

Examples:

- You can ask AI to create summaries of readings to help you decide if they are relevant.

- You can ask AI to highlight the key points or arguments in an article or research paper.

Amber Warning: It's important to review the original sources directly, as AI-generated summaries may contain inaccuracies or miss important details. Always cross-check the AI summaries with the original texts to ensure you have a complete and accurate understanding of the material.

Use: Editing and Proofreading.

Examples:

- You can ask AI to check the spelling, grammar, and readability of your work.

- You can ask AI to check for consistency in formatting, such as headings, bullet points, font styles, spacing, and alignment.

- You can ask AI to suggest ways to make your writing flow better and sound more natural.

Amber Warning: You must not depend on these tools to rewrite your content or change its meaning. Your work should reflect your own voice and your own ideas, not those created by Generative AI.

Use: Translating.

Examples:

- You can ask AI to translate a text from one language to another to help understand its meaning.

- You can ask AI to help translate jargon or technical terms into simpler language.

- You can ask AI to help translate common phrases that don't have a direct translation in your language.

Amber Warning: AI translations may not fully capture the meaning, context, or subtle details of the original text, especially with complex or culture-specific expressions. Be sure to double-check translations, especially for academic assignments. When incorporating a translated quote in your work, be sure to include both the prompts and the outputs from the AI tool you used.

Amber/Red Warning: Some departments, (for example, Modern Languages; Welsh and Celtic Studies) may have strict rules about using AI for translation. Always check your department's guidelines to make sure you're not breaking any academic rules.

Use: Computer Coding

Examples:

- You can ask AI to explain coding concepts and practices more clearly, making them easier to understand.

- AI can help identify errors or bugs in your code and can suggest fixes or highlight where the problem lies.

- AI can help create tests to ensure your code functions properly.

Amber Warning: AI-generated code can sometimes introduce unexpected errors so it's essential to debug and test thoroughly

Amber/Red Warning. Some departments (for example, Computer Science) may have strict rules about using AI for coding tasks. Always check your department's guidelines to make sure you're not breaking any academic rules.

Use: Generating Feedback on an Assignment

Examples:

- AI can review your work and suggest ways to make your ideas clearer. For example, it might suggest rewriting long sentences or improving how your paragraphs connect to make your argument easier to follow.

- AI can check if your assignment is organised logically. It might suggest rearranging sections for a clearer structure or offer ways to improve the overall flow, making your work easier to follow and understand.

Amber Warning: Relying too heavily on AI for feedback may prevent you from developing your own critical thinking skills. Use AI as a supplementary tool, not as a replacement for your own review and reflection on your work.

Green: Includes uses where AI is a helpful and productive tool that can support your academic work without replacing or limiting your own learning.

Use: Getting to grips with the basics of academic writing.

Examples:

- You can ask AI to help you to learn the distinctions between various types of writing assignments, such as essays, reports, and blog posts.

- You can ask AI for advice on how to structure your assignment with a clear, logical flow (e.g., introduction, body, conclusion for an essay).

- You can ask AI to help you better understand academic writing conventions, such as how to organise your points clearly, develop a strong argument, and support your claims with evidence.

Use: Generating ideas or inspiration to help you break through a creative block.

Examples:

- You can ask AI to brainstorm potential topics for a seminar presentation.

- You can ask AI for suggestions on different angles to approach a topic if you're unsure where to start.

- You can ask AI for a list of questions about your topic to help inspire new ideas.

Use: Planning your work.

Examples:

- You can ask AI to create an outline for your assignment, breaking it into sections like introduction, body, and conclusion.

- You can ask AI to suggest a timeline for completing different parts of your assignment, helping you stay on track and meet your deadline.

Use: Finding library resources.

Examples:

- You can ask AI to generate keyword ideas that can help you search the library catalogue more effectively.

- You can ask AI for tips on how to refine your search to find the most relevant articles, books, or journals.

- You can ask AI to suggest specific databases and other academic resources related to your topic.

Still have questions about AI? Visit our webpage for more information.