Student AI Checklist

Before using AI

- ☐ I have reviewed the **assessment brief** and **tutor's instructions** to determine the permitted extent of AI usage.
- ☐ I understand AI's **limits** (it can make errors, create bias, or fabricate information).
- ☐ I will **use AI as a support tool**, not as a replacement for my own work.

While using AI

- ☐ I keep my **data safe**: no personal details or sensitive course materials are uploaded.
- ☐ I **think critically**: I fact-check and cross-check all AI output with reliable sources.
- ☐ I **cite properly**: any AI-generated text, images, or code used in my work is acknowledged and referenced.
- ☐ I **build on AI suggestions** with my own analysis, ideas, and creativity.

In my assignments

- ☐ I ensure my work reflects **my own understanding and skills**.
- ☐ I do not use AI to **write or translate full assignments** (unless explicitly permitted).
- ☐ I use AI tools like Grammarly only for **style, clarity, or vocabulary improvement**, not for content creation.
- ☐ If I use AI visuals (e.g. diagrams, images), I provide **clear citations**.

In learning and research

- ☐ I may use AI to **summarise, organise, or clarify concepts**, but I remain responsible for accuracy.
- ☐ I do not upload **lectures, readings, or slides** into AI systems (to protect copyright).
- ☐ I follow **ethical standards** when using AI in research (privacy, consent, data protection).
- ☐ In class discussions, I only use AI if my instructor has approved it.

Staying Safe and Responsible

- ☐ I use **university-supported AI platforms** (e.g., Microsoft Copilot, Claude for Education) for secure and fair access.
- ☐ I protect my **academic integrity**: my submissions are genuinely my own work.

- ☐ If I am unsure, I **ask my tutor or supervisor** for guidance