

Overarching statement on the use of ChatGPT and other AI tools in assessments and initial thinking, writing and research

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Overarching statement on the use of ChatGPT and other AI tools in assessments and initial thinking, writing and research	
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University of Portsmouth guidance on the use of ChatGPT and other AI tools in assessments and research

If you want to explore using ChatGPT or other AI tools to assist with your studies, including assessment tasks or research, you should:

1. Use AI as a tool to assist and inform you in your initial research, generation of ideas, planning and output development, but not as a replacement for your critical thinking and analysis.
2. Ensure that you [appropriately cite and reference](#) any text or output generated by AI in your assignment, along with any other sources you use. You should indicate clearly where in your assessment task you have used AI-generated material.
3. Understand the AI tool's limitations and therefore use it in conjunction with other sources to ensure the information you present is credible and reliable. You need to check the accuracy of all information generated by AI tools.
4. Be aware of the University's [Examination and Assessment regulations](#) (which align with the [Academic Integrity Charter for UK Higher Education](#)) and the [Student Conduct Policy](#), and ensure that you follow them.
5. Make sure that any final product (your assessment as submitted) is your own work, and not just copied from an AI generator, in whole or in part. You can use the generated text or output as a prompt to give you inspiration or guidance, as a starting point for example. But the final submitted assessment must be all your work, your creation, and your analysis.

By following these guidelines, you can use generative AI as a valuable tool to assist and inform you in your research, initial thinking and writing, and output development. Understanding how to use these tools correctly is essential to avoiding breaches that could impact your successful course progression and possibly even your graduation.

Drawn from the guidance developed by [Deakin University, Australia](#)

Further guidance for staff on engaging with AI in your teaching and assessment can be found at:

<https://docs.google.com/document/d/1b6d9g5SqS7W7N3NXT9ziGBXB1aE2AO7VVWAaqIIAJ7Y/>

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