AI Guide for Students

At New College Durham, we recognise AI tools can transform your learning experience and support you in employment or preparing you for career opportunities ahead. Here's where AI can help:

- **24/7 Resource**: define, clarify and explore key concepts and theories; or suggest additional reading resources.

- **Personalised Learning**: create a revision schedule or provide advice on your use of grammar or the structure of your work.

- **Employability Skills**: enhance your employability skills as familiarity with AI is a key digital skill that employers look for, making you more prepared for the modern workplace.

- **Test Your Knowledge**: support your knowledge acquisition and provide opportunities for generating practice quizzes to test you as you revise.

Student success is determined by the development and use of a wide range of academic skills. So over reliance on AI alone will limit your ability to succeed. While AI is a powerful tool it is only one element of learning and indeed AI can also present challenges.

At New College Durham, we are mindful that:

- **Over-reliance on AI**: Using AI without thinking critically can limit your ability to engage deeply with the material. You should develop your work, find your own answers using a range of sources including journals, books, policy documents.

- **Accuracy**: AI responses may sometimes be incomplete or incorrect, and not appropriate for the specific requirements of your assignment. Using AI without reviewing the output or without carrying out further reading and research to check for accuracy is bad practice.

- **Ethical Concerns**: Copying AI-generated content directly into assignments without adequate citation is a violation of academic integrity, just as it would be if you copied from a book or another student – which raises concerns about plagiarism.

At New College Durham, the following uses of AI are prohibited:

- **Plagiarism**: Copying AI-generated content and submitting it as your own work without appropriate referencing and using quotation marks.

- **Misuse in Assessments**: For summative assessments, using AI-generated answers or ideas without citing them and using quotation marks will be treated as academic misconduct.

Misusing AI at New College Durham will have serious consequences. If you submit AI-generated content as your own or engage in academic misconduct:

- Your mark may be capped or reduced to 0.

- You may have to re-do the assignment.

- Ultimately, if serious enough you may be withdrawn from your course or programme.

How to Reference Your Use of AI

If you use AI in your coursework at New College Durham, it's important to properly cite it. Any significant input from AI tools must be acknowledged in the appendices or references of your assignment.

The information on how to do this is available via 'Cite Them Right':

Cite Them Right- Generative AI

Help and advice

We've created several resources to help you use AI at the College, including:

- Step-by-step guides on how to use ChatGPT for academic success.

- A Best Practice Guide for AI Use in Education to help you learn how to effectively integrate AI into your study routine.

If you're unsure about how to use AI effectively, don't hesitate to ask for help:

- Your Tutor: Available to provide guidance on the ethical use of AI and how it applies to your coursework.

- NCD Digital Skills Hub: Offers workshops and tutorials on using AI tools responsibly.

- Academic Support Team: Reach out for help with citation, referencing, or any other concerns about your use of AI.