



1. General Principles

1.1 Don't Run a Red Light: AI-Generated Content and the Risks of Plagiarism

If you use content produced by AI tools – in whole or in part - and present it as your own original work, this counts as plagiarism, which seriously undermines academic integrity. Plagiarism occurs when someone uses words, ideas or work created by other people (or machines!) without proper acknowledgement. You should never present AI outputs as your own work.

1.2 Stay in your lane: unauthorized use of AI tools

Always check with your teacher/lecturer, module materials, and assessment guidelines to see if you're allow to use AI tools, and if so, *how* you're permitted to use them. Using AI tools or content generated by them, in ways which you don't have permission to, could be interpreted as academic misconduct. Always be sure that you're clear on what's okay!

1.3 Know the rules: Citing AI carefully

If you have permission to use AI tools or content, it's really important to clearly acknowledge where and how you've used them. This transparency* helps to maintain trust and shows you're taking responsibility for your own learning.

- Citing AI is not like referencing a human author and you'll need to be clear about the platform and model version you've used, how exactly you used them (including your exact prompts), and what it produced.
- Your institution might have specific guidelines on how to describe and cite your use of AI, and your lecturers and assessment briefs will usually provide more advice.

* Being transparent means being open, honest, and clear about how work is produced at all times.

1.4 Think before you share: Yield to Privacy and Copyright Concerns

It's important to be cautious about any information you share with an AI tool, such as by inputting a text prompt or uploading a document. Always make sure that you have permission to share any information or content, such as assignment briefs, other peoples' writing, or other data. Sharing things without permission can lead to serious breaches of privacy, or intellectual property rights, including copyright.

Tip: Understanding how the AI platforms you use store and process data is an important part of using AI ethically.



1.5 Approach with Caution and Verify Before You Proceed (Accuracy)

AI tools can be helpful when you're brainstorming ideas or gathering information for your assignments, especially when you're just getting started. But remember, even though AI-generated content often looks convincing and well-structured, it can often be inaccurate or misleading and may provide incorrect summaries or citations. Always double-check what AI gives you against trustworthy sources, and approach AI-generated information with caution.

1.6 AI Bias: Beware of Blind Spots

AI tools can provide valuable support in your learning, when permitted. However, you should always approach AI-generated content cautiously, as these tools may reflect biases from their training data, unintentionally reinforcing stereotypes, excluding marginalized voices, or misrepresenting information. Always fact-check AI outputs against reliable sources and consciously seek diverse perspectives. Awareness of AI's blind spots helps you use these tools responsibly and thoughtfully.

1.7 Don't take unnecessary journeys: Let Your Brain Do the Driving!

AI tools require vast amounts of computing power and energy to operate, so excessive use can have unintended environmental consequences. Always ask yourself if you really need AI assistance for your learning task. Sometimes your own insights can take you further and faster, so consider using your own brain power to fuel your learning while helping to protect the planet.



2. Starting in First Gear: Planning your journey with help from AI

The following principles apply in scenarios where you have been given permission to make limited use of AI for 'planning' your assignment' (e.g. brainstorming and ideas generation, gathering background information and research, and structuring and outlining work) but where all of the content and writing in your final submission *must be your own*.

2.1 Clear signalling: indicate how you have used AI

If you've been given permission to use AI tools for the initial planning of your assessment, such as mapping out ideas, setting your direction, or getting started with some initial research, you'll need to navigate carefully. You should be extra vigilant about indicating where and how you have used AI, and how it has contributed to your process. Going beyond what's permitted or hiding your use of AI tools would constitute a form of academic misconduct. Remember to:

- Clearly describing your usage in accordance with the rules set out by your institution and your instructor
- Differentiate between AI contributions and your own work, making sure that it is distinct from what AI has generated

2.2 Setting off and steering your own learning

Always treat AI tools as sounding boards, and their outputs as starting points. Use them to develop your own ideas, thoughts or plans, building on them with your own thinking and showcasing *your* understandings and abilities. Never rely on AI to construct an argument for you, determine your conclusions, or substitute for your own analysis or engagement with your subject. Remember always to view AI outputs through a critical lens, questioning everything, confirming accuracy, and trusting your own judgment above all.

2.3 Academic Writing: AI as a Guide, Not the Driver

AI tools can be valuable companions in your academic writing journey, assisting you in brainstorming, organizing your ideas, drafting outlines, and clarifying your language. They offer helpful feedback and suggestions that can enhance the overall quality and clarity of your writing. However, remember that these tools are here to support—not replace—your own thinking, insights, and voice. Additionally, always remain mindful of plagiarism risks when integrating AI-generated suggestions into your work. Strive for a balanced approach, letting AI inspire and guide you, but never copying AI outputs verbatim and always ensuring your final writing truly reflects your own understanding and effort.



3. Green Light for AI: Drive your own Learning and Proceed with Critical Thinking.

The following principles apply in scenarios where you have been given the 'green light' to integrate AI tools more extensively into your learning and assessment activities. In some cases, this may mean '**collaborating**' with AI by using it to generate ideas, provide feedback on your work, or draft and refine content, before submitting work that genuinely reflects your *own* understanding and critical thinking. While in others, you may be given permission to make '**full**' use of AI to complete some elements of your tasks for you, where the emphasis is on your ability to skilfully direct AI tools to achieve specific goals and solve problems.

3.1 Signal before you borrow: Navigating Academic Integrity Responsibility

AI can be a helpful accompanying driver on your learning journey, assisting you with structuring ideas and refining drafts—but it should never take control. Your final work must authentically reflect your own effort. Always clearly acknowledge AI contributions, confirm you're following your instructor's guidelines, and uphold standards of academic integrity.

3.2 Applying the Brakes: Critically Evaluating AI Outputs

When you're permitted to use AI tools for learning and assessments, it's crucial to critically evaluate their outputs. AI-generated content can seem polished and convincing but may also be shallow, misleading, biased, or incorrect. Always take time to demonstrate your independent thinking by carefully assessing the reliability and accuracy of AI responses. Look out for potential biases and inaccuracies and build your understanding of how AI works, including its strengths and limitations.

3.3 Choosing the right vehicle and understanding how it works – Selecting AI Tools and developing your 'AI literacy'

Be selective and intentional when using AI tools. Always think carefully about whether a tool fits your purpose and take the time to build your 'AI literacy'—this means exploring different tools, understanding how they work, and knowing their strengths and limitations. Learning how an AI tool operates before relying on it ensures it genuinely supports your learning.

Tip: When selecting and using AI tools, carefully consider your learning outcomes and ensure that the ways in which you are using these tools align with the kinds of things you are expected to know, understand, and be able to do in your module assessments. When you identify tools, experiment with different ways of prompting them to get the best results.



3.4 Steering with Skill: Become a ‘Prompt Engineer’

Just as a vehicle is only as good as its driver, your AI tools deliver the best results when you give them clear, detailed instructions—or ‘prompts’. Learning to craft these prompts (known as ‘prompt engineering’) is key to improving your AI literacy. Remember, the quality of the AI’s output directly reflects the quality of your input. Practice creating, experimenting with, and refining your prompts to get the most out of your AI collaborations.

3.5 Autopilot Off: Take the Route to Real Learning

Real learning happens when AI supports—but never replaces—your own thinking, understanding, and skills. Always use AI intentionally, as a tool to enhance your exploration, writing, coding, research, or creativity. Critically engage with AI-generated content by reflecting on it, refining it, and adding your own insights to clearly show *your* knowledge, reasoning, and creativity.

Remember: Always keep your module or assessment learning outcomes, and your own goals, in mind and ask yourself if AI is genuinely helping you achieve them or just offering a quick fix. Relying too heavily on AI might mean you're copying mistakes instead of deepening your understanding and building essential skills for your future.

This document accompanies the NTUTORR Artificial Intelligence Driving License, which you can find [here](#).