# CELE AI Guidelines for Student Use

The CELE AI Guidelines for Student Use have been designed to help you decide how to use Artificial Intelligence (AI) tools effectively and appropriately in your academic writing. They contain a 2-step process:

- **Step 1: Overall Principles and Practices**. You must read and understand this entire section before moving to Step 2.
- **Step 2: Stages of the Writing Process.** You should read the entire section to get a basic understanding of what is in each part. You should also refer to it for guidance when completing assignments.

Step 1: Overall Principles and Practices

1. Cognitive Development

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🟢	AI tools provide many opportunities, and we encourage you to use them to help you learn. The key point to remember is that you need to **engage** with your learning. AI can be used to give you a deeper understanding of a particular topic, help find relevant sources, understand arguments and ideas and stimulate thoughts and ideas for assignments. AI can also help you develop your academic English skills. AI can give you feedback, suggestions and examples to help you become a better writer. You can use it outside of class to add to and enhance classroom learning.
🟡	Your ability to evaluate AI outputs and use them effectively depends on first understanding how to do different tasks by yourself. Every skill covered in section 2 is essential to success at University. You want to have a depth of knowledge, a credible voice and the ability to present your ideas in a clear and convincing way. Therefore, you need to develop each skill through careful thinking and regular practice, without letting AI replace your effort. When you use AI, you need to **critically engage** with it, understanding and thinking about AI output. AI is not perfect; it may not meet the specific requirements of an assignment and often makes mistakes at all stages of the writing process.
🔴	- Do not let AI replace your learning. - Do not get AI to do something that you should do yourself. - Before using AI, always make substantial effort by yourself and never rely on the output of AI without checking it carefully. - AI can be a great learning tool, but it can also seriously harm your academic and language learning if used in the wrong way.

2. Academic Practice

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🟢	AI is an unavoidable part of education. You are therefore encouraged to learn about the acceptable and ethical ways to use AI. Honesty and open communication about your use of AI is strongly encouraged.
🟡	There are many concerns created by this new and changing technology and it is easy to get in trouble. Keep yourself safe by following these steps: 1. Make sure you are familiar with the University's policies on AI as outlined in the **the University of Nottingham Quality Manual**. 2. Save evidence of your own work. This includes any plans, notes of sources, and drafts before each stage of editing or proofreading. <u>Note any AI usage</u>. 3. Be honest about AI use, explaining your usage on assignment coversheets. 4. If you are not sure if a particular use of AI is acceptable, ask your tutor.
🔴	**Misuse of AI for assessed work can have serious consequences. If you do not follow the guidelines, you are at risk of formal academic misconduct procedures.**

Step 2: Stages of the Writing Process

Pre-writing and idea development

### 1. Brainstorming/Inspiration

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🟢	Once you have brainstormed and searched for initial concepts and themes, you can use AI to help explore a wider range of ideas and initially explore a topic. You must check and develop any ideas from AI through your own research. If in doubt, discuss it with a tutor to make sure the ideas align with the assignment's goals.
🟡	You need to personally engage with the topic and research it to make sure that the ideas are relevant and that you deeply understand them.
🔴	Do not rely only (or mostly) on AI for ideas without critical evaluation or personal input. Only relying on AI-generated concepts and themes leads to shallow engagement with the material and limits your deeper learning and understanding.

2. Creating an Outline

🟢	Once you have organised your ideas into an outline by yourself, you can use AI to draft a sample outline <u>for reference</u>. You can compare your outline to the one generated by AI and develop your outline further. Review any information from the AI outline carefully and critically before using it.
🟡	You need to engage with the outline, making choices as you organise and prioritise information. AI cannot reflect your opinion and may not be able to address the specific requirements of your assignment.
🔴	Do not use AI to generate outlines before you have created an outline yourself. Do not rely on an AI-assisted outline without changing it to fit your needs or understanding its content.

## 3. Finding and Summarising Sources

🟢	Once you have searched for sources yourself, you can use AI to identify potential sources and provide summaries to decide if they are relevant. Carefully check the accuracy and appropriateness of any sources AI has identified to make sure they are reliable and relevant. Read the sources yourself, selecting and evaluating relevant information, then summarising and paraphrasing.
🟡	AI may invent sources that do not actually exist or may produce inaccurate or incomplete summaries.
🔴	Do not directly use AI summaries in your own work (part or whole). Do not rely on sources found by AI or AI summaries of the content as evidence to support your essay without reading the original sources or checking if they are reliable. Do not paraphrase AI summaries – create your own summaries and paraphrases based on the original source.

4. Translating Texts for _Reading_

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🟢	Only once you have read an English source by yourself and _worked hard_ to understand it, you can use AI to translate words, phrases or individual sentences. This only applies to reading sources as part of the research process for writing assignments. <u>It does not apply to exam materials.</u>
🟡	AI translations are often inaccurate, changing essential meaning or producing nonsense through overly literal translations of words and phrases. Reading in English is a vitally important way to learn how to use language, and overuse of translation stops that learning.
🔴	Do not translate entire texts or sections of text. Do not translate any text from materials that are part of an exam (such as input texts or passages for testing reading comprehension).

Writing a Draft of an Essay

5. Translating Your _Writing_

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🟢	AI translation from your first language into English should only be used for dictionary-like uses such as finding words or phrases. Use a search engine to check how the phrases are used in actual writing.
🟡	AI translations are often inaccurate, changing your intended meaning or producing nonsense through overly literal translations of words and phrases.
🔴	Do not submit translations made by AI as your own. Do not write sections of texts in your first language and then translate them into English. AI translations may lower the quality of academic work and submission of AI translations for assessed work may be a form of false authorship.

5. Creating Text

🟢	Once you have created your own outline, you can get inspiration from AI-generated sample essays to understand different writing styles or approaches to the topic. Using a limited number of AI-generated ideas can help you consider counterarguments, expand your ideas and find new directions for developing the content of your writing.
🟡	Be very careful with AI-generated samples as you might be tempted to use them beyond the limit of what is acceptable. Learn from essays on different topics / different styles rather than taking content from them. AI-generated essays will not follow your department's guidelines and may contain false information and fake or misrepresented citations and references.
🔴	Do not submit text generated by AI (in part or in full) as your own.

7. References and Citations

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🟢	Once you have created your own citations and references and checked them against an approved citation and referencing guide, you can use AI to identify (not correct) errors in references and citations.
🟡	AI will not create citations and references according to the specific requirements of an approved citation/referencing guide. AI-generated references may contain incorrect or incomplete information and even create sources that don't exist.
🔴	Do not use AI to create your citations or references. Do not rely on AI corrections without assessing them yourself. This may lead to greater inaccuracy than was there before applying AI!

Editing and Proofreading

8. General Editing

🟢	Once you have completed multiple edits yourself, each time focusing on specific areas such as academic style or coherence and cohesion, you can use AI to identify (not change) areas that may need improvement. Carefully consider anything AI identifies before implementing your own changes.
🟡	AI makes changes to meaning when editing. Since your own voice is an important part of critical thinking, make sure the suggestions from AI are exactly what you want to express. Get AI to suggest HOW to rewrite; do not have it rewrite your work for you.
🔴	Do not use AI to rewrite your work for you or make substantial edits. Do not make changes to areas highlighted by AI without careful consideration. Over-reliance on AI for substantial edits may result in loss of personal voice, critical engagement, and learning through writing.

9. Proofreading (Grammar/Language)

🟢	Once you have proofread your writing by yourself, you can use AI to identify (not change) possible grammar and vocabulary errors. Carefully consider any improvements it identifies and make the final revisions yourself.
🟡	AI suggestions for changes to grammar and vocabulary can alter your intended meaning and may add errors not originally present.
🔴	Do not use AI tools to upgrade an entire text or large parts of it. Do not make changes to areas highlighted by AI without carefully thinking of context and course specific requirements.

10. Provide Overall Feedback on the Essay

🟢	You can use AI to give you general feedback on your draft to identify broad areas for improvement. Critically evaluate any AI suggestions and compare them to feedback you have received from tutors or peers. If necessary, discuss AI feedback with tutors or the Writing Lab to understand more deeply how you can enhance your essay.
🟡	AI feedback may be incorrect and cannot consider the requirements of a specific assignment. There is no agreed standard of 'correct' academic writing, and AI cannot tailor its feedback to fit the requirements of your course, department or university.
🔴	Do not accept AI feedback without critical evaluation. Do not assume it addresses all necessary aspects of quality and depth in the essay.