



# Artificial Intelligence: Fair Usage Policy for CAT students

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## Contents

Introduction .....	1
Formatting reference lists using AI .....	2
Generative AI .....	2
Academic Integrity .....	3
Referencing AI responses.....	4
Safe, ethical and responsible use of AI .....	4
References .....	5

## Introduction

As the use of Artificial Intelligence (AI) grows at pace, this document aims to clarify the acceptable use of AI tools and features in the preparation of assignments for your MSc or MArch degree at CAT. Please ensure that you are reading the most up to date version of this document.

It is important to understand that any use of AI should be to augment your critical thinking and analysis skills, rather than to replace them.

Please note that for all assignments, we do allow simple non-generative AI writing and formatting assistance, e.g. spelling and grammar corrections available in Microsoft Word. You can use this assistance in the following specific ways, and these do not need to be acknowledged:

- spell check and grammar
- suggesting different words - synonyms
- re-wording individual sentences based on its suggestions for clarity and style

This does not include running whole or parts of your work through a generative AI tool to improve its structure and style.

## Formatting reference lists using AI

While it is acceptable to use AI to format existing references or reference lists into Harvard style, it is **extremely important** that you manually check the outputs and that the details of the publication have been included correctly. References that are incomplete or have incorrect details, including volume/issue numbers and page numbers, are considered plagiarism and will be treated as such. We encourage you to instead use reference formatting tools available in reference management software (Mendeley, Zotero, EndNote, etc).

## Generative AI

UEL define "Generative AI" or "Gen AI" as:

"Artificial intelligence systems capable of creating new content, typically in the form of images, text, audio or video, that is original and not directly copied from existing examples. These systems leverage techniques such as deep learning, neural networks, and probabilistic models to generate content that mimics human creativity." (UEL, no date).

Before beginning any assignment, it is essential that you check the Module Guide and the assignment cover sheet for the AI policy. Some modules will state clearly that no generative AI tools are permitted. In this case, assignment cover sheets will include a statement with wording such as '*I acknowledge that I have not used any Generative AI tools to create any draft or final versions of this work*'. Note that the simple writing assistance features, listed in bullets above, are still acceptable.

Some assignments may allow generative AI (Gen AI) to be used in specific and structured ways relevant to the work. An example of this might be to generate an image, or a synthesis of knowledge on a topic, and use these outputs as a tool within the piece of work. In these cases, the use of Gen AI needs to be clearly acknowledged, and correctly cited using the Harvard referencing system. Students will need to critically engage with the AI outputs as a requirement of the assignment, in addition to demonstrating a high level of their own academic work.

Where generative AI is acceptable in an assignment, students will be provided with a cover sheet that expressly asks for the use of AI to be acknowledged (see Figure 1). Note that in this example, students must either tick:

- "I acknowledge that I have not used any AI tools to create any written content (draft or final versions of this work)" **OR**
- "Any AI tool use has been referenced and logged in the appendix"

Complete all fields in the shaded area:

Student number:	<input type="text"/>	Module code:	EV7130/7524
Date submitted:	<input type="text"/>	Module date:	June/July 2025
<input type="checkbox"/>	"I have read, and abide by, the plagiarism declaration"	Word count:	<input type="text"/>
<input type="checkbox"/>	"I acknowledge that I have not used any AI tools to create any written content (draft or final versions) of this work".		<input type="text"/>
<input type="checkbox"/>	"Any AI tool use has been referenced and logged in the appendix".		
<small>(student must put an X in the boxes to confirm)</small>			
Report title :	<input type="text"/>		

MARKER (for admin use):

Marker's Name &amp; date marked:

Please note that marks given in Turnitin and Grade Book are provisional and could be subject to change, until having been confirmed by a university assessment board.

- LJMU assessment boards take place in late January, early June and early October. Confirmed marks will appear in a student's LJMU record.
- UEL assessment boards take place in late January, early June, early September and early October. Confirmed marks will appear in a student's UEL Direct record.

Student Support Officers will notify students when and how they can check their confirmed following each assessment board.

The assessment and moderation policy, coursework submission requirements, filing details and assessment records are explained within the Student Handbook.

MODERATOR (checks for plagiarism, and that the marker is marking to appropriate standard):

Moderator's name &amp; date moderated:

(Individual pieces of work may or may not be subject to internal moderation)

**Figure 1.** Example of a CAT GSE cover sheet for an assignment where specific use of AI has been permitted. Students would need to provide details of AI use in the appendix, including the prompt sequence.

## Academic Integrity

If you are unsure if Gen AI is appropriate, please check with a module leader or your tutor first. Use of Gen AI (when permitted) requires the same strict adherence to principles of academic integrity, as with any other source. For example:

- You may **not** submit blocks of text that have been copied and pasted without alteration.
- You may include small passages of copied text **within quotation marks and with due acknowledgment**. Remember that like all quotations, these should be used sparingly, and marks are not awarded for them specifically - they may serve to usefully illustrate a point, but marks will only be gained from your own critical interpretation and discussion.
- You must follow the Harvard referencing guidelines for Gen AI, which are available in the [GSE Citing and Referencing Guide](#).

## Referencing AI responses

Please keep a good trail for referencing purposes, you need to keep a record of your prompts and include these in the appendix.

If referencing a 'chatbot' conversation that is not publicly accessible this is treated as a personal communication for referencing, according to Cite them Write. If it is documentable or shareable, you can include a link as well.

*Example of an in-text citation:*

When prompted by the author, ChatGPT responded with a prediction of 50 GWh (OpenAI ChatGPT, 2025).

*In the reference list, follow this citation order:*

Name of AI (year of communication), Tool/ medium, receiver, day and month of communication, url if applicable. E.g.:

OpenAI ChatGPT (2025) ChatGPT response to student, 2 April.

## Safe, ethical and responsible use of AI

Be cautious and critical in using Gen AI. Consider the following:

**Quality and bias** – Outputs of Gen AI will reflect prejudices/inaccuracies in the source materials, with biases reinforcing societal stereotypes. Please exercise caution and critical evaluation skills – information, even references, obtained from AI can be misleading, incorrect, and/or fabricated (known as Hallucinations). Independent verification against reliable sources is crucial.

**Copyright, intellectual property and privacy** – Materials entered into a Gen AI tool may risk breaching privacy and GDPR policies, so be cautious in what you share. Be aware of unpredictable disclosures and the responsible and ethical use of others' work.

**High resources use** - Whilst an individual AI search uses negligible energy, on aggregate AI training and use of data centres is contributing to rising energy demand and use of potable water (see IEA 2025) - please consider using other appropriate search tools first such as ScienceDirect and UEL/LJMU library searches.

**Learning process** – using AI can potentially deprive you of the opportunity to gain a deeper and critical understanding of the topics presented through the MSc. We encourage you to engage actively with the learning journey at CAT, develop your skills in presenting evidence-based arguments, and take the time to find your own writing style and voice. Additionally, consider carefully whether you are gaining useful skills through AI use, and discuss this with your tutor.

There is some helpful guidance from UEL on thinking about AI critically here:

<https://libguides.uel.ac.uk/artificial-intelligence/using-ai-critically>

## References

University of East London (no date). *Guidance on Generative AI* Available at <https://www.uel.ac.uk/about/governance/generative-ai> [last accessed 08.10.25]

IEA (2025), *Energy and AI*, International Energy Agency, Paris  
<https://www.iea.org/reports/energy-and-ai>, Licence: CC BY 4.0

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