

# **Business School - Guidance on the Appropriate Use Of Artificial Intelligence (AI) in Dissertation / Thesis modules (L6/L7)**

AI may be used in some supportive capacities, but **absolutely no AI generated content is permitted in summative assessments (unless it is integral to the assessment task – if in doubt, speak to your tutor/supervisor)**. As soon as AI rewords something, this work is **no longer your own**.

Given the nuanced nature of AI use, it is difficult to firmly classify all the potential uses of AI. If you have any questions about a particular use of AI, please contact your module leader/supervisor to ask.

## Why we ask you to consider where and how you use AI in your work:

The use of AI tools within the working environment, is increasingly normalised, so it is important that you develop appropriate skills to use them. It is important to also understand that whilst they are very effective in some areas of your work, they can also lead to incorrect outcomes and developing a critical understanding of where when and how to use them contributes to your effectiveness both as a learner but also a future employee.

## **Acceptable uses of AI:**

- Generating analogies or examples to aid understanding
- Interactive Q&A to test understanding of topics.
- Translating texts from other languages.
- Spelling and grammar checking.
- Tracking changes across drafts and summarising revisions.
- Creating study schedules based on deadlines and workload.
- Breaking down large tasks into manageable steps
- Setting reminders and goals for academic milestones.
- Prioritising tasks using productivity tools.
- Tracking progress and adjusting planning tools dynamically (*for example via your GANNT chart for your work as research may not always follow your plan*).

## **Conditional uses of AI (permitted with transparency and limits):**

- Explaining complex theories in simpler terms (caveat: this should only be used as a starting point and cannot replace reading original sources).
- Summarising journal articles or book chapters (caveat: these cannot replace reading original sources, and these summaries cannot be used for coursework submissions).

- Creating visual aids to assist with your understanding (caveat: these cannot be used for assessments).
- Finding relevant academic papers using AI powered search tools (caveat: these often make mistakes and can be inaccurate, it's best to use a proper search tool such as WorldCAT or Google Scholar and use your reading list).
- Checking for logical consistency in arguments (caveat: it is fine to ask AI for feedback on your work, but you **must not** replace anything you have written with something AI has generated).
- Summarising lecture notes into key points, or creating revision materials (any documentation provided by the university must go through CoPilot logged in with your student account for data security reasons, **not** ChatGPT or other AI).

### **Inappropriate uses of AI:**

- Generating citations or reference lists.
- Generating an outline of an essay (but asking it to critique a plan you have already written for guidance is okay).
- Drafting sections of your dissertation/submission
- Paraphrasing or rewording content to improve clarity or avoid plagiarism.
- Creating tables/ graphs/ figures from data.
- Running statistical tests or conducting qualitative analysis, or using AI to interpret outputs.
- Visualising data with charts and graphs.
- Cleaning and organising datasets (for data security reasons, this is an ethical concern)
- Using AI to generate data to 'fit' with hypotheses or other argued evaluative processes.

You will need to include in an Appendix – all of the ways in which you have utilised AI in the production of your dissertation

### **May I use AI to:**

- Develop or refine a research questionnaire - No,
- Organise and analyse data (using AI tools instead of Microsoft Excel) - No
- Develop research hypotheses - No
- Conduct thematic analysis for qualitative research - No