

Using Generative Artificial Intelligence: Student Guidance

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What is Generative AI?

Generative AI tools (such as ChatGPT, Copilot, and Gemini) are software applications that respond to user prompts by generating text, images, or other content. These tools use algorithms to analyse data, identify patterns, and produce outputs based on your instructions.

This guidance refers specifically to generative AI tools, not general AI features like spellcheckers, screen readers, or calculators etc. where AI may be incorporated.

Assistive technologies help with learning, communication, or accessibility needs. Examples include text-to-speech, screen readers, dictation tools, translation apps, and spelling or grammar checkers. Many now use AI to work better. These tools can support your learning and will be recognised by the College. However, they're there to allow you to produce your own work to a high standard, not do the work for you. Remember, assignments, assessments, and exams should always be your own. If you're unsure, speak to your lecturer.

This document refers specifically to generative AI.

What is the college's position on AI?

Glasgow Kelvin College supports the responsible use of generative AI as a learning aid and encourages students to develop AI literacy for future employment. However:

- AI-generated content must not be used in assessments unless explicitly permitted by your lecturer.
- Misuse of AI in assessments may be considered plagiarism and could lead to disciplinary action.

How can you use AI as a learning tool?

There is a wide range of AI tools that can support your learning, including:

- Explore ideas and brainstorm topics.

- Summarise course materials or readings.
- Convert materials in to formats to benefit your learning such as podcasts and videos.
- Clarify complex concepts or terminology.
- Translate materials (where appropriate).
- Create study aids like flashcards, revision plans, or quizzes.
- Find references and highlight themes across sources.
- Test your understanding with practice questions.

Use AI to support and enhance your learning. Do not use it to replace your own thinking or writing.

What are the limitations and risks of AI?

- Accuracy: AI may produce incorrect or outdated information. Always verify facts.
- Bias: AI outputs may reflect harmful or discriminatory biases.
- Ethics: AI tools may not respect privacy or intellectual property.
- Over-reliance: Excessive use can hinder your development of critical thinking and writing skills.
- Proofreading: Using AI for proofreading can blur the line between reviewing and rewriting—this may trigger college plagiarism procedures.

What types of assessment might you get at college?

- Assessments in the college take many forms. These include report writing, essays, producing designs, creating products and demonstrating skills, closed book assessments, open book assessments, creating posters, presentations and many more.
- All assessment types are regulated by the SQA as well as other awarding bodies and must be completed under specific conditions.

Can I use AI in my assessments?

- Do not use AI to generate assessment content unless your lecturer explicitly allows it.
- If permitted, AI use will be clearly explained and documented.
- The college uses AI detection tools and professional judgement to verify the authenticity of student work.

- You may be asked to participate in verification activities to confirm your work is your own.

Best practice for responsible AI use

- Keep a private learning log of how you use AI (e.g., for brainstorming or summarising).
- Ask your lecturer if you're unsure whether AI use is appropriate.
- Focus on developing your own ideas and understanding. AI should enhance, not replace, your learning.

Relevant documents

- SQA Guidance on Generative AI in Assessment (2025–26):
https://www.sqa.org.uk/sqa/files_ccc/ai-in-assessment-2025-26-academic-session.pdf
- Code of Learner Behavior:
[glasgowkelvin.sharepoint.com/sites/QE/Quality Enhancement Published Documents/Forms/AllItems.aspx?id=%2Fsites%2FQE%2FQuality Enhancement Published Documents%2FGKC - Code of Learner Behaviour%2Epdf&parent=%2Fsites%2FQE%2FQuality Enhancement Published Documents](https://glasgowkelvin.sharepoint.com/sites/QE/Quality%20Enhancement%20Published%20Documents/Forms/AllItems.aspx?id=%2Fsites%2FQE%2FQuality%20Enhancement%20Published%20Documents%2FGKC%20-%20Code%20of%20Learner%20Behaviour%2Epdf&parent=%2Fsites%2FQE%2FQuality%20Enhancement%20Published%20Documents)