

Student Guide: Using AI Ethically at Regent College London

1. Why This Matters

Artificial Intelligence (AI) tools—like ChatGPT, Microsoft Copilot, or the RITA chatbot—can support your learning, but must be used responsibly. This guide explains how to use AI ethically, in line with Regent College London’s framework and the requirements of our awarding partners: University of Greater Manchester, St Mary’s University Buckinghamshire New University, and Pearson.

2. Key Principles

Principle	What It Means for You
Fairness & Bias	Use AI in ways that are fair and do not discriminate. Don’t use AI to gain unfair advantage.
Transparency	Always declare when you use AI in your work. Be honest about what was AI-generated.
Data Privacy	Never enter personal, sensitive, or College data into public AI tools.
Accountability	You are responsible for your work—even if you used AI to help.
Inclusivity & Accessibility	Use AI to support your learning, not to exclude or disadvantage others.
Human Oversight	AI can help, but you must make the final decisions and check all outputs.

3. What You Must Do

- **Declare AI Use:**
If you use AI to help with assignments, you must say so. Follow the College’s academic integrity policy and your awarding partner’s rules. Undeclared use may count as academic misconduct.
- **Check Programme Rules:**
Each course or module may have different rules about AI. If you’re unsure, ask your lecturer or check your assessment brief on the VLE.
- **Protect Data:**
Do not share personal, sensitive, or College data with public AI tools. Use only College-approved platforms as directed by your tutor, if appropriate for your module for any work involving such data.
- **Cite AI Tools:**
If you use AI to generate content, cite it as you would any other source. Guidance is available from the College and your awarding partner. See [Cite Them Right](#) for how to cite AI correctly.
- **Complete Training:**
You must complete the College’s training on academic integrity and ethical AI use during induction.

4. What's Not Allowed

- Using AI to write assignments, parts of assignments or answer exam questions without declaring it.
- Using AI to misrepresent your own work or to cheat.
- Sharing College data with public AI tools.
- Ignoring the rules set by your module or awarding partner.

Don't Just Copy and Paste:

Never submit AI-generated text or images as your own work without proper acknowledgement. Use AI to help you learn, not as a shortcut.

5. Why These Rules Matter

- **Academic Integrity:**
Following these rules helps keep your degree respected and fair for everyone.
- **Learning:**
AI can help you learn, but it should not replace your own thinking or effort.
- **Legal Compliance:**
Using AI responsibly protects your privacy and keeps the College compliant with UK law.

6. Where to Get Help

- **Ask Your Lecturer:**
If you're unsure about using AI in a particular assignment, ask your lecturer for guidance.
- **Check the Student Portal:**
Visit the [RCL AI student portal](#) for guidance, FAQs, and examples.
- **Read Partner Policies:**
It is vital that you read, understand and follow the policy from your awarding university:
 - [University of Greater Manchester](#) – see also your assignment brief
 - [St Mary's University AI Guidance](#)
 - [BNU AI Guidance](#)
 - [Pearson AI Guidance](#)
- **Academic Integrity Training:**
Complete the online modules provided during induction.

7. If You're Not Sure...

- Always check the rules for your course or assignment.
- When in doubt, declare your use of AI and ask for advice.
- Remember: Responsible use of AI is about honesty, fairness, and supporting your learning.