

Acknowledgement of AI

This guidance is designed to help you understand how to acknowledge your use of AI in assignments, in line with Brookes' policy. Before you proceed, please make sure that you have completed the Moodle course called [‘Use of Artificial Intelligence’](#). It's also important to note that different assignments have different instructions on whether and how you can use AI, so check your module handbook or ask your tutor. Acknowledging your use of AI is good academic practice; not acknowledging your use of AI may be considered ‘misuse’ in our [academic conduct procedure](#) 3.1i.

Take a look at the Library's guide [‘How to... Use AI tools for research’](#) for recommendations on AI-powered literature search tools which will find real academic sources.

How to acknowledge use of AI tools

Here are some key steps:

1. **Keep records:** During the research and draft stage, make sure that you keep a record of any tools and prompts (instructions to AI) that you use, and where you have included any output in your assignment. This is especially important if you use an AI tool without logging in, as it won't automatically keep a record of your exchange.
2. **Clearly show where you have used AI:** When you are writing an assignment, make it very clear where you have used AI. For example, you could say “this picture of a cat sitting in a tree was AI-generated” or “when prompted to... CoPilot suggested...”. Remember to check that your particular use of AI is permitted for the assignment you are submitting. You should acknowledge all use of AI. You do not need to write acknowledgements if you have not used AI.
3. **Acknowledgements section:** When you submit your assignment, include an Acknowledgements section at the very end of your assignment (after the reference list). This should include an acknowledgement of any AI tools you have used and explanation of how you've used them (or as specified in your assignment instructions). The Acknowledgements section does not count towards the wordcount of your assignment. The purpose of this section is to make your use of AI clear and transparent and to demonstrate that you have used it in accordance with the assignment guidelines and the University's [Artificial Intelligence guidance](#).

Here are examples of how you can write Acknowledgements at the end of your assignment. The first is a single prompt (one instruction to AI for one activity) and the

second is for a chat summary (an ongoing conversation with AI involving multiple activities):

<p>Acknowledgements</p>
<p>Example of single prompt: I used CoPilot to improve my academic language. Prompt used: Give me feedback on my academic language in this paragraph.</p> <p>Example of chat summary: I used Keenious to help me to find literature on employment changes during Covid. I explored the topic through two of the themes that Keenious suggested and I chose to use 5 sources that it recommended.</p>

You can use these examples as a template to help you acknowledge your use of AI. You should include a separate statement (usually one sentence) for each task that you've completed using AI.

Should AI be cited/referenced?

Referencing or citation means giving credit to sources that have been written, created or compiled by humans. AI is not an *author*, because it doesn't generate original ideas or work and cannot take responsibility for its output. Instead, it compiles a written answer or a new piece of media (like an image, or a video) from previous work done by others in response to your prompts. For these reasons, we use the word 'acknowledgement' rather than 'citation' when referring to AI tools.

For your studies at Brookes, you do not need to follow Cite Them Right guidance about citing and referencing AI; what you need to do is acknowledge use of AI as specified above.

Useful links

Oxford Brookes guidance

[Artificial Intelligence guidance](#)

[Academic conduct procedure: Misuse of AI](#)

[Use of Artificial Intelligence](#)

[How to... Use AI tools for research](#)