AI Guidance for Learners

Using Artificial Intelligence Ethically in Your Studies

London Professional College (LPC) recognises that Artificial Intelligence (AI) tools such as ChatGPT, Google Bard, and others are rapidly transforming how we learn and work. Like many higher education institutions, LPC acknowledges both the opportunities and challenges these technologies present.

While we will not prohibit the use of AI, it is essential that learners use such tools responsibly. Submitting AI-generated work as your own, without proper acknowledgement, is considered academic misconduct and will be treated seriously under the College's Learner Malpractice and Maladministration Policy. LPC uses software to detect all forms of plagiarism, including AI-generated content in learner work.

What is Artificial Intelligence?

Artificial Intelligence (AI) refers to technology that enables computers and software to perform tasks that typically require human intelligence. AI tools analyse large datasets, learn from patterns, and generate text, images, or decisions that appear 'human-like'.

AI is now part of everyday life, from online searches to automated translations. At LPC, we encourage learners to develop digital literacy and critical awareness to use these technologies ethically and effectively in academic work and to develop skills applicable to higher-level qualifications and employment.

How to Use Artificial Intelligence Ethically

1. Be transparent

> Always check the assessment guidance for each module/unit. Some assessments may permit AI-assisted tools for specific tasks (e.g. idea generation or proofreading), while others may prohibit them. If you are uncertain, consult your tutor before using any AI tools.

2. Use AI for guidance, not generation

> AI can support your learning, for example, by summarising material, suggesting structures, or clarifying concepts. However, it must not replace your own critical thinking or original writing. AI should be used as a supplementary tool, not a substitute for academic effort.

3. Verify all information

AI tools can produce text that sounds convincing but may contain factual errors, fabricated references, or biased assumptions. Always cross-check any information or data generated by AI against credible academic sources before including it in your work.

4. Be mindful of bias and fairness

AI systems reflect the data they are trained on. This means outputs may include stereotypes or biased viewpoints. Use your critical judgment to ensure your work remains balanced, inclusive, and accurate.

5. Protect your personal data

Never share personal, confidential, or identifying information with AI platforms. These tools often store data externally, and privacy cannot always be guaranteed. Treat all AI systems as public digital spaces.

6. Avoid fabricated references

AI may 'invent' references or citations. Using such information without verification is a breach of academic integrity. Ensure every source listed in your work is genuine, retrievable, and accurately referenced.

When It Is Not Appropriate to Use AI

Presenting AI-generated content (text, images, code, or translations) as your own original work is a form of academic misconduct and will not be authentic. In such circumstances, the piece of work will not meet the pass standards.

You must not use generative AI tools in your assignments unless your tutor has explicitly authorised their use.

If AI tools are permitted:

- Acknowledge their use within your assignment (for example, in a methodology section and always in the reference list).

- Clearly indicate which parts of your work were influenced or generated by AI.

- Reference AI tools appropriately using the guidance provided in LPC's referencing conventions.

Failure to do so may result in disciplinary action under the Learner Malpractice and Maladministration Policy.

At London Professional College, we embrace innovation while maintaining academic integrity. Used ethically, Artificial Intelligence can enhance your studies and strengthen your digital capability. Misused, it can compromise your learning, breach

College regulations and those imposed by awarding organisations. You will not meet the standards for the unit and will receive a failure.

When in doubt, seek advice from your tutor before using AI in your academic work.