**Appropriate GenAI tools and platforms**

The University's supported GenAI tool is Microsoft CoPilot (formerly Bing Chat). When using CoPilot ensure you are logged in using your Bath email address as this safeguards your user data.

When using GenAI, you **must not** upload information to the platform which may contain private data (e.g. information provided to you by a company) or upload any of your tutor’s work unless expressly permitted.

To ensure equity between students, you must only use GenAI platforms and tools for your assessment that are freely available.

**Acknowledging and Referencing GenAI**

You must ensure that you acknowledge and reference your use of GenAI appropriately. Guidance on this can be found on the [library website](https://library.bath.ac.uk/referencing/plagiarism). It is also reproduced below:

**Acknowledging the use of GenAI**

If you have used an AI tool to **assist in the general development** of your work, such as summarising notes or proofreading, acknowledge this in a statement at the beginning of your work. For example:

‘I acknowledge that this work is my own, and I used ChatGPT 3.5 (Open AI, <https://chatgpt.com/>) to summarise my initial notes and to proofread my final draft only.’

The minimum requirement for an acknowledgement is:

* Name and version of the generative AI system used; e.g. ChatGPT-3.5
* Publisher (company that made the AI system); e.g. OpenAI
* URL of the AI system
* Brief description (single sentence) of context in which the tool was used.
* Confirmation work is the student’s own.

**Referencing GenAI**

Text content

Where you have used an AI tool to **generate text content or ideas which you refer to in your work**, you must acknowledge it as a secondary source. How you do this depends on whether the source is retrievable (can be returned to via a link) or non-retrievable (cannot be returned to via a link).

**If the content is retrievable** then reference this as a **website or webpage.**

For example, in the [Harvard Bath style](https://library.bath.ac.uk/referencing/harvard-bath) it would be:

ChatGPT, 2023. Why is citing and referencing your sources important? [Online]. San Francisco, Calif.: OpenAI. Available from: <https://chatgpt.com/share/782cb099-a0dc-45b1-8da4-0e99713f2d45> [Accessed 4 September 2023].

**If the content is non-retrievable** (cannot be returned to via a link), acknowledge the source of the content in your text, but don't include a full corresponding reference in your reference list or bibliography. You can acknowledge non-retrievable AI content using one of the following two methods:

1. Download the AI-generated conversation and include a copy in an **appendix** to your work. Then refer to the appendix during your work as relevant, for example, (see Appendix 1, paragraph 2).
2. If you have no copy of the source, you should instead just give an in-text, **‘personal communications’** citation. For example, in the Harvard Bath style this would be:

(Google Bard AI (pers. comm.) 22 August 2023).

Image content

If you have used an AI tool to generate an image **you must acknowledge that tool as a source.**

**If the image is retrievable,** reference it similarly to an image taken from the web, citing the tool and year of publication in the caption and listing the image reference to your reference list using the webpage format.

**If the generated image is not retrievable,**i.e. cannot be returned to via a link, then you would give an in-text, **‘personal communications’ citation**in the caption only.

For example, in Harvard Bath style:

Figure 3. Shark in a library image generated using an AI tool (Craiyon, AI Image Generator (pers. comm.) 14 July 2022).

**Further information:**

* [Guide to referencing images](https://library.bath.ac.uk/images/referencing) (in the Harvard Bath style)

Note: If you are not using Harvard Bath, please refer to [*your specified style's guidance*](https://library.bath.ac.uk/referencing/other-styles) for referencing GenAI. If your chosen style does not provide a method for this then apply the rule of ‘best fit’ and reference it using the guidance outlined above: either a website, image from a website, or personal communication.