




# BSMS guidance for using Artificial Intelligence (AI)

Artificial Intelligence (AI) is developing at a rapid pace, with many tools appearing before their safety, reliability and implications are fully understood. We therefore encourage students and staff to approach the use of AI applications with care. This guide provides best practice advice to help you use AI tools safely, responsibly and effectively.

## DOS AND DONT'S

-  Don't install unverified AI apps or tools that haven't been approved or tested.
-  Do use approved platforms (e.g. Microsoft Copilot via your Sussex account).
-  Don't share confidential, medical or patient data with any AI system.
-  Do protect personal and sensitive data – avoid entering identifiable or confidential information.
-  Don't assume AI outputs are always correct or unbiased.
-  Do critically evaluate AI outputs – fact-check and apply your own judgement.

## SAFE USE OF AI

If you are interested in exploring AI, the University of Sussex provides access to a secure web-based version of Microsoft Copilot through your Sussex account. Using your University credentials ensures that your data remains protected—something not guaranteed with many publicly accessible AI tools. Please ensure you are logged in with your Sussex account before using Copilot, as using a personal or non-University login means your data may not be secure.

## AI IN YOUR STUDIES

- You must have permission from your module leader before using AI tools.
- If allowed to use AI, clearly state how and where it contributed to your work, following guidance in your assessment brief.
- Deeming AI-generated work as your own is considered "commissioning" and falls under academic misconduct
- AI can assist with spelling, structure, initial ideas, summaries and translations – but all submitted work must reflect your own thinking and skills.

## CONTACT US

If you have any concerns about the use of AI and want to discuss anything further, please get in touch with us at [commsebsms.ac.uk](mailto:commsebsms.ac.uk).

## COPILOT

Access Microsoft Copilot with your BSMS credentials (you can also use your Sussex email address). Scan the QR code >

