



Use of Artificial Intelligence (AI) in the Admissions Process

AI and online tools, such as ChatGPT, are being increasingly used by millions of users to help and support with various tasks and activities, including generation of ideas, along with offering support and solutions via provision of information or asking a question.

AI tools, when used in an appropriate capacity, can support aspects of the admissions process. But, over or incorrect use can result in a poor-quality submission or presentation of ideas, reducing the chances of receiving an offer of a place.

We require all aspects of the admissions process to be authentic and reflect an applicant's own thoughts, ideas, and ability.

Below, we provide guidance on the use of AI tools for aspects of the admissions process:

1. Personal statement

AI can be used to support generation of ideas and to assist in aspects such as proofing a personal statement. We advise caution when using AI tools to create a personal statement in its entirety as this may lead to an impersonal submission with unforeseen errors and can also increase the risk of a personal statement being flagged by plagiarism detection tools.

Personal statements can also be used for determining credibility for studying a programme. Where significant use of AI in a personal statement has been detected this can be flagged for consideration as part of the admissions process. For international students this can further be used for purposes such as determining genuine and well researched intention to study a chosen programme for UK Student Visa purposes. Confirmation of Acceptance for Studies (CAS) issuance may be refused on this basis.

2. References

Where a reference is required it should support an individual's application to the University highlighting aspects such as their academic performance, professional experience, suitability for further study and individual circumstances. All references must be provided by an appropriate person which can be verified at source.

Due to the personal nature of a reference we advise referees demonstrate extreme caution if using AI to support the creation of a reference.

3. Portfolios

AI must not be used for the creation or curation of the portfolio itself. AI can be used to support generation of ideas and to assist in aspects such as proofing textual components or enhancing illustrative parts of the portfolio. Where AI is integral to the generation of illustrative parts of the portfolio – such as AI-enhanced photography, AI-generated images or models, CGI renders, etc. – this should be clearly credited and accompanied by a critical justification of methods. Generally, we expect all aspects of the portfolio to be created by the submitting applicant. In the case of group work, or professional practice outputs, individual authorship and contribution should be clearly stated.

4. Interviews

AI tools can be used in preparation for an interview, but cannot be used in any aspect of the interview itself, including to help with English Language competency.

At interview, you will be expected to confirm that you are not using any form of AI. If it is subsequently discovered that AI tools were used during an interview, any offer of a place will be withdrawn.

5. Research Proposals

Acceptable use of AI for a research proposal may vary dependant on proposed area of research and acceptable use may also be linked to funding policies. Any use of AI in a research proposal should be discussed and agreed with a potential Research Supervisor in advance of submission and if you are applying for research funding you should ensure you are aware of the funding bodies policy in relation to use in advance of applying.

Content generated by AI in a research proposal must be acknowledged.

6. Curriculum Vitae (CVs)

AI can be used to support generating a CV and to assist in aspects such as proofing. We advise caution when using AI tools to create a CV in its entirety as this may lead to an impersonal submission with unforeseen errors.

Please remember you must be able to provide evidence of and speak in detail in relation to any information provided in a CV. Any false or misleading information will make your application invalid, and will result in a rejection or withdrawal of an offer. Please see point 7.4 of the [Admissions Regulations](#).

7. Further support and information

UCAS - [A guide to using AI and ChatGPT with your personal statement | UCAS](#)