



AI Tips for Students

Introduction

This guide walks you through simple strategies to get the most out of AI helpers like Copilot. You'll learn age-appropriate tips for crafting questions, refining answers, and using AI responsibly. Whether you're just starting out or diving into deep research, these pointers will help you work smarter with AI.

General Best Practices

AI is powerful but imperfect. Always validate information using reliable sources. Keep your prompts respectful and appropriate. Be aware of privacy—don't share personal data. Use AI to enhance your work, not replace your own thinking.

Ages 11–14 (Key Stage 3)

AI can spark curiosity and help you explore school topics in new ways. Keep your prompts clear and concise to get focused answers. Remember that AI is a tool to support your learning - not a magic homework solver!

- Understand what AI can do and what it can't
- Use clear, simple sentences when asking questions
- Ask follow-up questions if something isn't clear
- Treat AI suggestions like first drafts; double-check facts

Prompt pointers:

- Start with a question word (Who, What, When, Where)
- Tell the AI how long or detailed you want the answer (e.g., "in two sentences")
- Give context (for example, "explain photosynthesis for a science project")
- Iterate by asking "Can you explain that another way?"



Ages 14–16 (Key Stage 4)

You're tackling more complex subjects and longer assignments. Use AI to brainstorm ideas, outline essays, or clarify difficult concepts. Always cross-check AI responses against trusted sources.

- Break big questions into smaller parts (e.g., “Explain 3 causes of World War I”)
- Ask for examples to make abstract ideas concrete
- Compare AI-generated summaries with your textbook notes
- Highlight or copy-paste key terms to refine searches

Prompt pointers:

- Specify the format you need (bullet points, essay outline, timeline)
- Include any constraints (word count, date range, perspective)
- Provide an example of the style you like
- Ask the AI to critique or improve its first answer

Ages 16–18 (Key Stage 5)

At this stage, you're writing longer essays, lab reports, and project work. Use AI to draft sections, check your reasoning, and explore alternative viewpoints. Always review and tailor outputs so they reflect your own voice.

- Use AI for multiple rounds of feedback (draft → revise → polish)
- Ask it to summarize journal articles or data tables
- Leverage AI for language checks and clarity suggestions
- Keep academic honesty in mind - cite sources properly

Prompt pointers:

- Request step-by-step explanations for complex problems
- Ask for pros and cons when evaluating arguments
- Specify the academic level (e.g., “A-Level Biology style”)
- Challenge the AI: “What assumptions am I making?”



Ages 18+ (University and Beyond)

You're conducting original research, writing dissertations, or producing professional reports. AI can accelerate your literature reviews, help you generate hypotheses, and refine your writing style. Always apply critical thinking and ethical standards.

- Use AI to map out research questions and methodologies
- Summarize large volumes of text into concise literature reviews
- Check AI suggestions against peer-reviewed papers
- Respect data privacy and copyright when using generated content

Prompt pointers:

- Provide detailed briefs (scope, audience, tone, length)
- Ask for alternative thesis statements or research angles
- Request statistical or logical checks on your reasoning
- Combine AI with advanced tools (reference managers, data-analysis software)

University guidance on AI tools emphasizes responsible and ethical use, requiring students to always verify AI-generated content for accuracy and bias, and **not to submit AI-generated work as their own**.

Instead, use AI as a learning support tool, always checking module-specific guidelines for permitted uses, especially in assessments.

Key principles include maintaining academic integrity, proper disclosure of AI use, protecting personal and sensitive data, and developing critical thinking rather than over-reliance on the technology.

Key Principles for Using AI at University

- **Check your university's specific policy:** Always consult your university's official guidance, as policies vary between institutions.
- **Maintain academic integrity:** Do not submit AI-generated work as your own.
- **Verify information:** Cross-check AI-generated content with established sources to ensure accuracy and identify potential biases.
- **Protect data:** Never share sensitive personal, financial, or intellectual property information with AI tools.



- **Develop critical thinking:** Use AI as a collaborative tool to support your learning and research, not as a replacement for your own analytical skills.

SUMMARY: How to Use AI Responsibly

- **For learning and brainstorming:** Use AI to help generate ideas, understand concepts, or create images for presentations, as long as these elements are not the graded part of an assignment.
- **Provide context and specifics:** Give AI tools detailed prompts with relevant context to get more useful and refined responses.
- **Review and edit AI-generated content:** Always critically review, edit, and revise any content generated by AI to ensure its quality and suitability.
- **Use appropriate tools:** Use established tools like calculators for complex maths or Excel and Mathematica for calculations, rather than relying on AI tools for these tasks.

What to Avoid

- **Submitting AI work as your own:** This is considered plagiarism and will be investigated as academic misconduct.
- **Over-reliance on AI:** Avoid becoming dependent on AI tools, as this can hinder your ability to develop essential academic and professional skills.
- **Sharing sensitive data:** Do not enter personal details or confidential information into AI tools.

Next Steps

For deeper prompt engineering strategies, check out the full Prompt Engineering Guide on RAISE Consulting. Experiment with different prompts, learn from your results, and refine your approach over time. Your best AI partner is the one you teach how you like to work.