

PGR Research Degrees and Researcher Development Policy and Regulations AI assistant: a quick guide

What is it?

AI assistant or agent built in the secure **Microsoft CoPilot** platform. Ask questions in plain English to get **clear answers** based on approved PGR policy and regulation information.

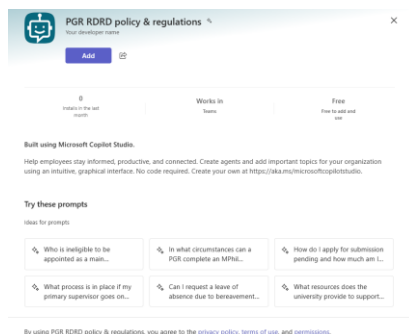
It uses **approved PGR policy and regulation documents only** and are designed **not** to hallucinate, so responses can be trusted.

Why use this assistant?

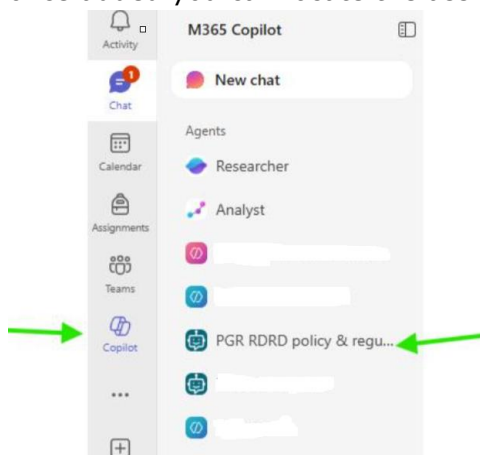
- Faster answers to routine queries
- Less email back-and-forth
- No need to search multiple guidance pages
- Consistent guidance

Where to find it:

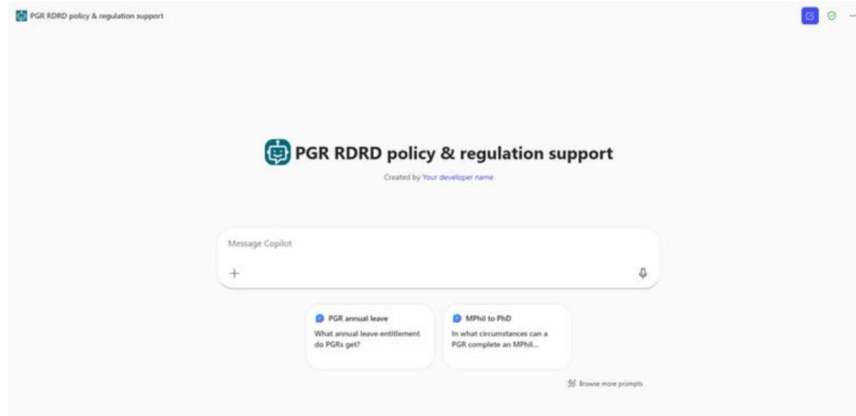
- click on this link to add it to your Microsoft Teams space [PGR RDRD policy & regulation support](#)



- once added you can locate the assistant here



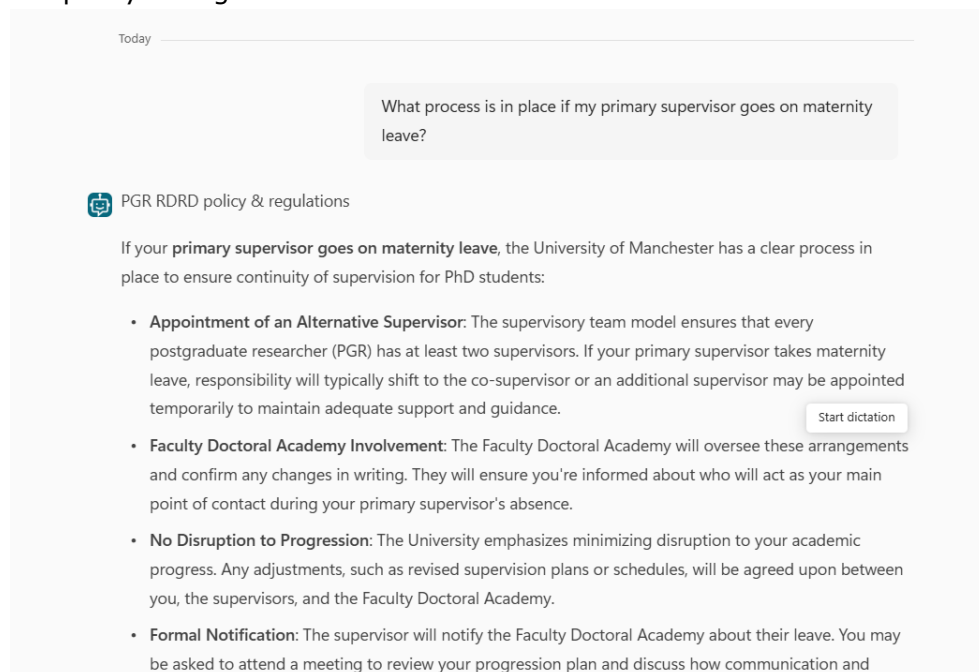
- when you click on the assistant it will open to this page



How to use (quick steps)

1. Ask a clear, task-focused question
 - e.g. Type into the assistant *"What process is in place if my primary supervisor goes on maternity leave?"*

The assistant will provide an instant response if the information is within the policy or regulation documents:



2. **Do not enter personal data** (e.g. student names, ID numbers, visa details).
3. **Do not upload confidential or sensitive documents** unless institutional policy confirms it is safe. University AI guidance can be found [here](#).