

IMPERIAL

How to use IMPY: the Success Guide Chatbot



Table of Contents

1	Introducing IMPY	2
2	What can IMPY do for you	3
3	Prompt engineering	4
4	What to be aware of when using IMPY	6
5	Frequently asked questions	7
6	References	9

Introducing IMPY

Navigate Imperial together with your AI friend IMPY

Hi, I'm IMPY! I am here to provide you with tips and resources for academic success based on the Imperial Success Guide.



To chat with me, scan the QR code

below

Not sure where to start?
This handbook will help guide you.



“

What I like most about IMPY is how it gives advice tailored to what it is being asked instead of being more general like the website.

(Zaina, Chemistry Student)

Imperial Success Guide

www.imperial.ac.uk/students/success-guide/



TRY IMPY

What can IMPY do for you

IMPY is here to offer helpful academic success tips from the Imperial Success Guide. If you have questions beyond IMPY's scope or that are sensitive, it is always best to reach out to your personal tutors and departmental representatives.

Not sure what to ask IMPY? Try some of the example prompts below, or simply ask:



Hi IMPY, what can you do for me?

Hello! Here are some ways I can assist you:



1. Study and Research Skills
2. Academic Resources
3. ...

Example starter prompts



What are the best notetaking techniques for [...] level of study?



Compile a list of study software from Imperial's ICT Software Hub.



List some student study and social spaces at Imperial's [...] campus.



How can I balance my studies with other commitments? Provide a list of tips and a brief sample study schedule.



Are there any career development resources you can provide?

Prompt engineering

You can help IMPY understand your questions better through prompt engineering strategies such as the C.R.E.A.T.E framework (Walia, 2023).

C

Context

Start your prompt with context:

- Define the purpose (e.g., study strategies, wellbeing support)
- State the end goal (e.g., to provide advice, to summarise)

R

Result

Be specific with your desired outcome:

- Indicate an output length (e.g., 'provide a 150-word summary')
- Specify output format (e.g., numbered lists, paragraph, links)

E

Explain

Add details to your request to aid understanding:

- Use key action verbs (e.g., outline, compare, evaluate)
- Be specific (e.g., 'scientific journals', 'include visual aids')

A

Audience

Consider course, level of study, and career interests:

- Define target audience (e.g., course, year of study and academic/professional goals)

T

Tone

Specify a tone:

- Use descriptive adjectives (e.g., persuasive, engaging, friendly)
- Illustrate your desired tone with a sample text (e.g., 'Use a tone similar to this: ...')

E

Edit

Review and refine responses with follow-up prompts:

- Specify the task with action verbs (e.g., expand, modify, shorten, refine, rephrase, simplify)

Prompt engineering


Structuring your prompts for clarity



- Ensure each sentence has one main idea
- Use quotation marks to signify an example (i.e. "...")
- List tasks with bullet points or numbered lists

Here's a great example of an effective way to format prompts, using the C.R.E.A.T.E framework:

Audience

Context  Hi IMPY, I'm a **first-year undergraduate** looking for advice on **how to take notes** in **fast-paced and content-heavy lectures**.

Explain

Considering that I am a **visual learner**, please provide the top 3 strategies for the following:

Structure

1. Techniques for taking notes during lectures
2. Apps for note-taking
3. Methods for reviewing and retaining lecture material

Result

Organise your response by **numbering each main category** and **providing relevant links**. Please respond in a **concise and friendly manner**.

Tone

Thank you, I can understand you!
Here are some tips for a visual learner...



Please provide apps that are **free and available on iPads**

Edit

What to be aware of when using IMPY?

Treat IMPY like any other online application

Data Privacy



- Avoid entering sensitive or confidential information.
- Through dAlsy (Imperial's AI platform), the information collected mainly relates to anonymised token usage data.

Information Accuracy



- IMPY may provide inaccurate or superficial responses.
- Always evaluate and cross-reference information with official imperial channels.

Plagiarism and Referencing



- IMPY may reproduce copyrighted material or others' ideas.
- Do not submit IMPY-generated content as your own work.
- Always disclose AI use as per your department's guidelines.
- Always verify citations through academic search engines like Google Scholar or Library Search to avoid using inaccurate AI-generated citations.



Disclaimer

The information here reflects the development of GenAI Large Language Models as of March 2026. Due to the rapid evolution of this technology, ethical considerations are constantly changing. We encourage you to regularly check relevant sources, such as the [University's AI Guidance](#) or the [Library's Generative AI Guidance](#) linked in your programme handbook and to consult departmental guidelines.

Frequently asked questions

How will user data be collected and used?

IMPY uses OpenAI's GPT-5 nano API through [dAlsy](#) (Imperial's AI platform), the information collected mainly relates to token usage or essentially an anonymised measure of the model's usage. Users should still exercise caution when sharing information and avoid disclosing personal, confidential or sensitive details.

Aggregated anonymised usage data may be analysed by relevant Imperial stakeholders to identify usage patterns and improve the chatbot's functionality for supporting student learning.

How can I use IMPY appropriately?



Do's



Seeking general information about Imperial resources



Requesting academic advice



Using IMPY's suggestions as a starting point



Acknowledging IMPY in academic work according to your department guidelines



Don'ts



Submitting IMPY-generated content as your own work



Sharing confidential, sensitive, or copyrighted information



Not verifying information



Using IMPY for real-time or personalised data requests

Frequently asked questions

How can you use IMPY to support your learning?



Use it as a Starting Point

Build upon IMPY's suggestions with your own research and critical thinking.

Enhance Study Strategies

Ask for study tips, time management techniques, university resources and productivity tools.



Explore Academic Resources

- Request information on Imperial's study resources.
- Ask about software tools provided by Imperial.

Practice Ethical Use

Always acknowledge IMPY's assistance in your work, following departmental guidelines.



Verify and Expand

Always cross-reference information and consult with your department when in doubt.

Bibliography

Chan, C. K. Y., & Hu, W. (2023) Students' voices on generative AI: perceptions, benefits, and challenges in higher education. *International Journal of Educational Technology in Higher Education*. 20 (1), 1–18. <https://link.springer.com/article/10.1186/s41239-023-00411-8> [Accessed 19th August 2024]

Chiu, T. K. F. (2024) Future research recommendations for transforming higher education with generative AI. *Computers and Education: Artificial Intelligence*. 6, 100197. <https://doi.org/10.1016/J.CAEAI.2023.100197>

Ibrahim, H., Liu, F., Asim, R. et al. (2023) Perception, performance, and detectability of conversational artificial intelligence across 32 university courses. *Scientific Reports*. 13 (1), 12187. <https://doi.org/10.1038/s41598-023-38964-3>

Imperial College London. (2026) *Generative AI guidance*. <https://www.imperial.ac.uk/admin-services/library/learning-support/generative-ai-guidance/> [Accessed 19th August 2024]

Mollick, E. R., & Mollick, L. (2023) Using AI to Implement Effective Teaching Strategies in Classrooms: Five Strategies, Including Prompts. *SSRN Electronic Journal*. <https://doi.org/10.2139/SSRN.4391243>

University of Sheffield. (2024) *Generative AI literacy*. <https://libraryguides.sheffield.ac.uk/genai> [Accessed 19th August 2024]

Walia, A. S. (2023) *ChatGPT Power Prompts Cheatsheet-C.R.E.A.T.E Framework For Prompting*. <https://medium.com/aimonks/chatgpt-power-prompts-cheatsheet-c-r-e-a-t-e-framework-for-prompting-b852b2b9b248> [Accessed 19th August 2024]