

Artificial Intelligence (AI) Policy	Policy No.	Version
	AQA_POL_05	1.0
	Approved By: Prof. Dr. Bassam Alameddine	
	Approval Date: Academic Year 2024/2025	
	# of Pages: 2	

I. Purpose

This policy establishes guidelines for the ethical, transparent, and effective use of Artificial Intelligence (AI) at *Gulf University for Science & Technology* (GUST). It ensures AI technologies are used to support education, research, operations, and decision-making while safeguarding academic integrity, privacy, and fairness.

II. Scope

This policy applies to all university stakeholders including:

- Faculty
- Students
- Administrative staff
- Researchers
- External collaborators using university resources

III. Principles of AI Use

All AI usage at GUST must adhere to the following principles:

- *Transparency:* Disclose AI use in academic or operational work when applicable.
- *Accountability:* Ensure human oversight remains in decision-making processes involving AI.
- *Fairness:* Prevent bias and discrimination in AI models and data usage.
- *Privacy & Security:* Comply with data protection laws and university privacy policies.
- *Academic Integrity:* Uphold honesty in the use of AI for learning and research.

IV. Permissible Uses

- Enhancing teaching and learning (e.g., adaptive learning platforms, tutoring tools)
- Conducting research and development involving AI systems
- Administrative efficiency (e.g., chatbots, predictive analytics)
- Accessibility services (e.g., speech-to-text tools)

This policy was drafted with the assistance of generative AI (*ChatGPT 4o* by *OpenAI*) and finalized by the *Gulf University for Science & Technology, Accreditation & Quality Assurance Office*.

V. Prohibited Uses

- Submitting AI-generated work as one's own without disclosure or permission.
- Using AI to create misleading, falsified, or harmful content.
- Employing AI for surveillance without approval or due process.
- Violating copyright, data protection, or intellectual property rights using AI tools.

VI. Responsibilities

- **Faculty:** Must guide students on ethical AI use and clearly define acceptable AI assistance in coursework.
- **Students:** Must follow faculty guidelines and disclose AI use in assignments, projects, reports/theses.
- **Staff:** Must ensure AI tools used in university operations are secure and aligned with institutional goals.
- **Researchers:** Must assess the ethical implications of AI in their work and seek IRB (ethics board) approval when applicable.

VII. Disclosure Requirements

Any use of AI in academic work (e.g., writing, coding, data analysis) must include:

- Name of the tool(s) used
- Description of the assistance provided
- Student/faculty acknowledgment of responsibility for the final submission

VIII. Training and Awareness

The University will offer regular workshops, courses, and resources to promote AI literacy, ethical usage, and innovation.

IX. Review and Updates

This policy will be reviewed annually by the *Accreditation & Quality Assurance Office* to remain responsive to technological and ethical developments.

X. Violations

Violations of this policy will be addressed under the relevant codes of conduct:

- Academic misconduct procedures for students
- Disciplinary action for staff or faculty
- Legal or contractual consequences for third parties

Date	Revision	Remarks
	Initial Release	

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