



Policy and Procedure for Artificial Intelligence (AI) usage at AGU

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Policy Number

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Reviewed By
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Approved By
QASPC Director

Amendment History		
Version	Subject of the Amendment	Date
1	Establish DP	16/03/2026

1. POLICY STATEMENT

AGU recognizes the growing role of Artificial Intelligence (AI) in higher education and is committed to ensuring its responsible, ethical, and transparent use across teaching, learning, research, and administrative functions.

This policy establishes a governance framework to guide AI use while safeguarding academic integrity, protecting institutional and research data, and ensuring that human intellectual contribution and oversight remain central to all academic work. AGU shall continuously align its AI practices with international higher education standards, accreditation requirements, and emerging best practices.

2. PURPOSE

The purpose of this policy is to ensure that AI technologies are used in ways that:

- 2.1 Establish clear governance for AI usage in teaching, learning, and research
- 2.2 Preserve academic integrity and prevent academic misconduct
- 2.3 Promote ethical and transparent AI-assisted scholarship
- 2.4 Protect confidential institutional and research data
- 2.5 Align university practices with international accreditation and quality standards

3. DEFINITIONS:

- 3.1 **Artificial Intelligence (AI):** Computer systems capable of generating content, analyzing data, assisting decision-making, or automating tasks.
- 3.2 **AI-assisted work:** Academic output in which AI tools assist with drafting, editing, coding, or analysis, but human intellectual contribution remains primary.
- 3.3 **AI misuse:** Use of AI tools to produce work submitted as original without disclosure, fabricate data, generate falsified references, or bypass academic assessment.
- 3.4 **AI disclosure statement:** A declaration indicating how AI tools were used in the preparation of academic work.
- 3.5 **AI Limitations:** Artificial Intelligence systems may produce inaccurate, incomplete, or biased information. Users are responsible for critically evaluating and verifying AI-generated outputs before incorporating them into academic or administrative work.

4. SCOPE

This policy applies to:

- 4.1 All enrolled students
- 4.2 All teaching and research faculty

- 4.3 Academic support staff
- 4.4 Administrative and operational staff
- 4.5 AI tools used in teaching, coursework, assessments, research, publications, and administrative academic activities

5. POLICY PRINCIPLES

- 5.1 Academic Integrity:** AI must support learning and research, not replace intellectual effort.
- 5.2 Transparency:** AI-assisted work must be explicitly disclosed.
- 5.3 Accountability:** The author remains responsible for all submitted work regardless of AI assistance.
- 5.4 Data Protection:** Confidential institutional, research, or personal data must not be entered into public AI systems.
- 5.5 Ethical Scholarship:** AI cannot be used to fabricate research findings, references, or datasets.

6. ROLES AND RESPONSIBILITIES

- 6.1 Director, QASPC:** The Director of the Quality Assurance and Strategic Planning Centre (QASPC) shall provide overall oversight of the implementation of this policy. The Director ensures that AI practices align with institutional strategy, quality standards, and international best practices, and coordinates periodic policy review.
- 6.2 IT and Cyber Security Centre:** The IT Centre shall provide technical guidance on AI infrastructure and monitor AI tool usage within the University. It shall maintain a list of institutionally approved AI tools and periodically review these tools for security, privacy, and ethical compliance.
- 6.3 Deanship of Graduate Studies and Scientific Research:** The Deanship shall promote and ensure the ethical and responsible use of AI in research activities conducted within the University.
- 6.4 Quality Unit:** The Quality Unit shall ensure compliance with accreditation standards and monitor the integration of responsible AI practices across academic programs.
- 6.5 Academic Integrity Committee:** shall investigate cases of academic misconduct, including misuse of AI in coursework, assessments, or research activities. It shall recommend appropriate actions according to institutional academic integrity regulations and provide guidance on emerging challenges related to AI-assisted academic work.

6.6 Faculty Responsibilities: Faculty members shall define AI usage guidelines within course syllabi, educate students about responsible AI use, design assessments that promote independent thinking, and monitor student work for potential academic integrity concerns.

6.7 Student Responsibilities: Students shall follow course AI policies, disclose AI usage in their work, verify AI-generated outputs for accuracy, and ensure that submitted work reflects their own intellectual contribution.

7. ACCEPTABLE AI USE FOR FACULTY & STAFF

7.1 Permitted Uses

- Brainstorming research ideas
- Summarizing research, provided sources are independently verified
- Performing data analysis using approved tools
- Drafting administrative documents
- Designing diagrams, visuals, or teaching aids
- Improving grammar and language clarity
- Literature exploration
- AI may be used only as an assistive tool, not as the primary author.

7.2 Prohibited Uses

- Submitting AI-generated content as original scholarly output
- Allowing AI to determine grades or academic decisions without human review
- Inputting sensitive institutional or personal data into unapproved tools
- Fabricating data, citations, or peer-review content using AI
- Submitting AI-generated assignments without disclosure
- Uploading confidential research or institutional data into external AI systems
- Using AI to impersonate authorship in scholarly publications.

Violations will be treated under **Academic Misconduct Regulations**.

8. Acceptable Student AI Use

8.1 Permitted

- Brainstorming ideas for assignments
- Draft writing support, provided the student rewrites and verifies all content
- Language enhancement (grammar, clarity)
- Coding or data analysis assistance with verified understanding
- Study support (e.g., explanations, examples)

8.2 Prohibited

- Using AI to complete entire assignments
- AI use during exams or timed assessments, unless explicitly authorized
- Submitting AI-generated citations or fabricated references
- Using AI to impersonate another learner or create fraudulent submissions

9. DISCLOSURE REQUIREMENTS

Any academic work that includes AI assistance must include a clear disclosure statement describing the tool used and the nature of the assistance provided.

10. IMPLEMENTATION PROCEDURES

These procedures establish operational guidelines for the responsible and transparent use of AI in academic and administrative activities.

10.1 Procedures for Faculty

Step 1: AI Integration Planning

Faculty members shall identify appropriate uses of AI tools in teaching, research, and academic administration while ensuring alignment with course learning outcomes and academic integrity standards.

Step 2: Course Policy Declaration

Faculty must clearly specify AI usage guidelines in the course syllabus, including:

- Whether AI use is permitted
- Types of acceptable AI tools
- Restrictions during assessments
- Disclosure requirements

Step 3: Student Awareness and Guidance

Faculty shall introduce students to ethical AI use during the first weeks of the semester and provide guidance on acceptable academic practices.

Step 4: Assessment Design

Faculty should design assessments that emphasize independent thinking, critical analysis, and authentic learning.

Step 5: Monitoring and Academic Integrity

Faculty shall use institutional academic integrity tools such as plagiarism detection software to identify potential AI misuse while ensuring human review before any academic decisions are made.

Step 6: Reporting Violations

Suspected cases of AI misuse must be reported to the Academic Integrity Committee following established institutional procedures.

10.2 Procedures for Students

Step 1: Review Course AI Guidelines

Students must review and follow AI usage guidelines provided in course syllabi and assignment instructions.

Step 2: Use AI as a Support Tool

AI tools may be used to support brainstorming, language editing, study explanations, coding assistance, or research exploration where permitted.

Step 3: Maintain Intellectual Ownership

Students must ensure that all critical analysis, interpretation, conclusions, and academic arguments reflect their own intellectual contribution.

Step 4: Provide AI Disclosure

All assignments that involve AI assistance must include an AI disclosure statement indicating the tool used and the nature of assistance.

Step 5: Verify Accuracy of AI Outputs

Students must verify all AI-generated information to ensure it does not contain fabricated references, inaccurate data, or unsupported claims.

Step 6: Protect Confidential Information

Students must not upload confidential research data, institutional materials, or personal information into public AI systems.

10.3 Institutional Procedures

Step 1: AI Governance and Oversight

Oversight of AI use within the University shall be coordinated through existing governance structures, including the Academic Integrity Committee, QASPC, the IT Centre, and the Deanship of Graduate Studies and Scientific Research.

Step 2: Approved AI Tools Registry

The IT and cyber security Centre shall maintain a list of institutionally approved AI tools and periodically review tools for security, privacy, and ethical compliance.

Step 3: Training and Capacity Building

The Deanship of Scientific Research and Post Graduates Studies of AGU shall provide training programs on AI literacy, responsible AI use, and research ethics for faculty, staff, and students.

Step 4: Monitoring and Compliance

The Academic Integrity Committee in coordination with the deans of CEATS and AMHS shall monitor AI use and ensure compliance with this policy and periodic reports are submitted to the Vice President for Academic Affairs and Scientific Research. These reports are kept by the QASPC.

Step 5: Policy Review and Updates

The policy shall be periodically reviewed to address emerging AI technologies, evolving academic practices, and regulatory requirements.

11. ACADEMIC INTEGRITY COMMITTEE

The **Academic Integrity Committee** shall be responsible for overseeing the implementation and enforcement of institutional policies related to academic honesty, ethical scholarship, and responsible use of Artificial Intelligence (AI) in academic activities. The committee shall ensure that the use of AI technologies within the University supports academic integrity, responsible research practices, and transparent scholarly work.

11.1 Responsibilities

The Academic Integrity Committee shall:

- Investigate cases of academic misconduct, including misuse of AI in coursework, assessments, or research activities.
- Review and recommend updates to institutional policies related to academic integrity and responsible AI use.
- Monitor emerging risks associated with AI-assisted academic work, including fabrication of content, references, or data.
- Provide guidance to faculty and students on ethical AI use in teaching, learning, and research.
- Collaborate with the IT Centre and relevant academic units to monitor the use of AI tools within the institution.
- Recommend training and awareness initiatives on academic integrity and responsible AI usage.
- Advise the University administration on emerging academic integrity challenges related to AI technologies.

11.2 Reporting

The Academic Integrity Committee shall report its findings and recommendations to the appropriate academic governance body of the University and may propose updates to institutional policies as required.

11.3 Meetings and Reporting

The Academic Integrity committee shall meet at least once each semester or as required to review developments in AI usage and policy implementation. The committee shall report its recommendations and

policy updates to the University Academic Council / relevant governing authority for approval and implementation.

12. Training and Awareness

The Deanship of Scientific Research and Post Graduates Studies shall conduct:

- AI ethics workshops for faculty
- AI literacy training for students
- Research integrity seminars
- Annual academic integrity campaigns

13. Monitoring and Compliance

Monitoring mechanisms include:

- Random academic integrity audits
- AI detection software reports
- Student assignment verification
- Research publication integrity review

14. Key Performance Indicators (KPIs)

KPI	Target
Faculty trained in responsible AI use	≥ 90% annually
Students completing AI ethics orientation	≥ 95%
Courses including AI usage guidelines	≥ 100%
Reduction in AI-related academic misconduct cases	≥ 20% annually
Research outputs with AI disclosure statements	≥ 90%
Faculty integrating AI responsibly in teaching	≥ 60% of courses

15. Policy Review

This policy will be reviewed every two years to align with emerging AI technologies, research ethics guidelines, and international accreditation expectations.

16. ATTACHMENTS

16.1 AI Disclosure template

17. DISTRIBUTION

This policy shall be distributed to:

- President & Vice Presidents
- All Deans
- QASPC
- IT and Cyber Security Centre