

0.f. Generative AI (GAI) Tools in Teaching and Learning Policy

Policy Number:	0.f.	Policy title:	Generative AI (GAI) Tools in Teaching and Learning Policy
Prepared by:	Office of the Vice Provost for Undergraduate Affairs and Instruction	Issue date:	January 1 st , 2024
Responsible office/ Functional area:	Office of the Vice Provost for Undergraduate Affairs and Instruction	Effective date:	January 1 st , 2024
Approved by:	Provost and Chief Academic Officer	Date of next revision:	May 2026

1. Policy:

Generative AI (GAI) Tools in Teaching and Learning Policy

2. Purpose:

To communicate institution wide regulations and guidelines pertaining to the use of GAI tools in teaching and learning at AUS.

3. Introduction / background:

GAI tools, such as ChatGPT, DALL-E, and others, constitute an important challenge for educators and institutions. Judicious deployment of such tools in the learning environment can be beneficial to the learning process, and supervised exposure in an educational environment can help students be better prepared for future endeavors after graduation.

Nevertheless, it is widely accepted that GAI tools have the potential for a negative impact on both the learning process and the academic integrity of student work. Higher education institutions must then ensure a balance between the associated cognitive benefits and the associated ethical concerns.

This policy on the usage of GAI tools in teaching and learning at the American University of Sharjah (AUS) aims to provide general regulations and guidelines to course instructors, students, and administrators (the institution) on the usage of GAI tools for promoting excellence in cognitive engagement and instruction (maximizing learning) while maintaining academic integrity, privacy, security, and equity.

4. Policy Statement:

Authorization of usage of GAI tools

Students are forbidden from using GAI tools to produce any work for assessment unless that use is explicitly permitted by the course instructor. More generally, incorporating GAI tools in a course in other ways is also at the discretion of the instructor. In courses with multiple sections and multiple instructors, the coordinator will establish permitted uses in consultation with instructors of individual sections.

Course Instructor and Student Responsibilities

If GAI tools are used in the classroom the following points must be adhered to.

Course instructors must:

1. Include the following details in the course syllabus:

- (i) Name(s) of the generative AI tool(s) that can be used. If there is an update to the list of AI tools then the instructor must post the updated list on the course iLearn page.
- (ii) Brief rationale for using the tool(s) in the course.
- (iii) Instructions on which assignments and class activities the tool(s) can be used for.
- (iv) The following statement on academic integrity: *"It is considered an academic integrity violation to represent output of a generative artificial intelligence tool as your own work"* together with any other course specific academic integrity rules related to usage of the tool(s).

2. Ensure that students are provided with a comprehensive introduction to the cognitive and ethical dimensions of the usage of the generative AI tool(s).

3. Ensure that all students in the class have access to the tool(s) and can use them in compliance with the tools' regulations.

Students must:

- 1. Ensure they do not represent output of the tool(s) as their own creative work.
- 2. Acknowledge, in line with course policy, any usage of the tool(s) in all material submitted for course credit including the name and version number of the tool(s).
- 3. Take full responsibility for the accuracy of AI generated output in any work they produce.
- 4. Ensure that any use of the tool(s) is compliant with the course syllabus, any updates posted on the course iLearn page, the most recent versions of the AUS academic integrity policy, and the AUS IT acceptable use policy.

Course Instructor and Student Guidelines

If GAI tools are used in the classroom the following guidelines should be followed.

Course instructors should:

1. Follow and remain up to date on the emerging/best international practice on the use of GAI tools in the classroom for the level and type of course they are teaching.
2. Structure assessments so that students can use the tools in a transparent manner.
3. Continually assess usage of such tools in the course and document this assessment in the Course Assessment Report (CAR) / Course Evaluation (CE) at the end of the semester.
4. Make use of institutional learning resources on GAI tools such as workshops offered through the CITL, and the colleges/school.

Students should:

1. Carefully read the course syllabus and the most recent institutional policies on academic integrity and IT acceptable use and raise any questions they have to the course instructor as they arise.
2. Make use of institutional learning resources on GAI tools such as workshops offered through the Library, Academic Support Center, and the colleges/school.

Institutional Responsibilities

The institution will:

1. Provide regular seminars and workshops to students and faculty on the opportunities and threats associated with GAI tools.
2. Maintain alignment with emerging / international best practice on the use of GAI tools in higher education and modify policies and procedures accordingly.

GAI detection software

The institution does not prohibit the use of GAI detection software at any stage of the academic integrity adjudication process but does recognize that the output of such tools cannot provide a definitive judgement on whether an academic integrity violation has taken place.

5. Scope/applicability:

All undergraduate and graduate teaching and learning environments at AUS.

The use of GAI tools in faculty research is not covered under this policy.

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6. Responsibilities:

Course instructors, AUS students, AUS administration.

7. Definitions/Abbreviations/Acronyms:

GAI – Generative Artificial Intelligence.

8. Related Policies, Procedures, Forms, Guidelines, and Other Resources:

[AUS Academic Integrity Policy](#), [AUS IT Acceptable Use Policy](#).

9. Policy History:

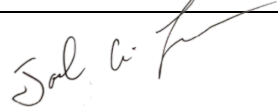
This policy was initiated on January 1st, 2024.

10. Revision History:

Revision	Date	Description of changes	Requested By
New	Nov 21 st 2023	Initial version	Provost and Chief Academic Officer

11. References:

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Approved by the Chancellor:	Dr. Tod Laursen, January 2, 2024	
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