

ITM University AI Policy

1. Purpose and Scope

- **Promote responsible, ethical, and innovative AI adoption** across teaching, learning, research, administration, and digital services.
- **Clarify permitted and prohibited AI practices** for students, faculty, and staff, ensuring transparency and consistency.
- **Align with global best practices** to foster academic integrity, data privacy, and digital literacy.

2. Key Definitions

Term	Definition
Generative AI (GenAI)	AI tools that create content, e.g., ChatGPT, Bard, Claude, Gemini, Copilot, etc.
AI Assistant	AI used as a supplement (not a substitute) for tasks like brainstorming, drafting, coding, etc.
AI Misuse	Any use that misrepresents authorship, infringes privacy, or violates academic integrity.
AI Literacy	The ability to critically assess, ethically use, and understand the limitations of AI tools.

3. Academic Use: Teaching & Learning

3.1 Student Guidelines

Permitted:

- Use AI to brainstorm, refine ideas, draft outlines, summarize, or translate content.
- Critically review AI-generated outputs—treat AI as a coach, not an author.
- Properly cite all AI-generated content, specifying tool and prompt used.
- Collaborate with faculty on AI-integrated assignments, following syllabus instructions.

Prohibited:

- Submitting AI-generated content as original work without significant personal input.
- Presenting AI outputs as one’s own (plagiarism).
- Using AI to bypass learning objectives or assessment requirements.

Best Practices:

- Always disclose AI use in assignments.
- Seek clarification from faculty when in doubt about permitted AI use.
- Participate in AI-literacy workshops to stay updated on ethical standards.

3.2 Faculty Guidelines

Permitted:

- Design AI-augmented assignments (e.g., compare student and AI responses, critique AI outputs).
- Use AI-based grading or tutoring tools with transparency and oversight.
- Integrate AI-literacy modules into coursework, emphasizing critical thinking and ethical use.

Prohibited:

- Relying solely on AI-detection tools for academic misconduct decisions—manual review is essential.
- Allowing AI to replace core teaching or assessment responsibilities.

Best Practices:

- Clearly state AI use policies in syllabi.
- Regularly update course content to reflect evolving AI capabilities and risks.

4. Research & Administration

- **Researchers** must document all uses of AI (e.g., code generation, data analysis) in publications and reports.
- **AI-generated data or code** must be independently verified for accuracy and integrity.
- **Administrative staff** may use AI for analytics, reporting, and communication, provided data privacy and security protocols are strictly followed.

5. Doctoral Research: AI Use Guidelines

- **Disclosure:** All doctoral candidates must explicitly declare any use of AI tools in their research proposals, theses, and publications.
- **Supervision:** Supervisors are required to review and approve the extent and manner of AI tool usage in research methodology and data analysis.
- **Originality:** AI-generated content cannot substitute for original research contributions, analysis, or critical interpretation.
- **Verification:** All AI-generated code, data, or text must be independently validated and appropriately cited.
- **Ethics Compliance:** Doctoral research involving AI must adhere to university and national ethical standards, including data privacy and intellectual property norms.

6. Detection of AI Use

- The university may employ a combination of **AI-detection software** and **subjective assessments** (e.g., oral examinations, personalized interviews, and manual review of writing style) to identify unauthorized or inappropriate use of AI in academic work.
- Faculty and examiners are empowered to request clarifications or conduct follow-up assessments if AI misuse is suspected.

7. Academic Integrity & Assessment

- **AI misuse** (e.g., uncredited AI-generated work) is considered academic misconduct and subject to university disciplinary procedures.
- **Faculty** will design assessments (e.g., personalized, oral, or project-based) to minimize opportunities for AI misuse.
- **Assessment policies** will be regularly reviewed to address emerging AI challenges.

8. Ethics, Privacy & Security

- Use only **university-approved, secure AI platforms**; avoid exposing sensitive or personal data to unvetted tools.
- Integrate **case studies and ethics modules** into curricula to foster ethical reasoning and awareness of AI's societal impacts.

- Conduct **regular privacy audits** to ensure compliance with national and international data protection laws.

9. Training & Support

- Offer **mandatory workshops and training sessions** on AI literacy, ethics, and practical usage for students, faculty, and staff.
- Maintain and update **learning resources** (syllabus guides, FAQs, consultation sessions) to reflect new AI developments.
- Establish an **AI Lab or support desk** for guidance, troubleshooting, and sharing best practices.

10. Evaluation & Governance

- Form an **AI Steering Committee** (faculty, IT, ethics, student reps) to oversee policy implementation, review, and updates.
- Conduct **annual reviews** of:
 - AI tool effectiveness and usage trends.
 - Policy adherence and incident reports.
 - Curriculum alignment with AI advancements.
- Update the policy regularly to reflect **technological, legal, and ethical developments**.

11. Communication

- Publish the AI Use Policy on the university portal and include it in orientation materials.
- Require **digital acknowledgment** of policy understanding upon enrolment or course registration.
- Provide regular updates and reminders through university communications channels.

12. Fallouts in Case of Violation

- **First Offense:** Written warning, mandatory AI-literacy workshop, and resubmission of the affected assignment.
- **Repeated or Serious Offenses:** Grade penalties, suspension from the course, or revocation of research privileges.
- **Severe or Deliberate Misconduct:** Expulsion from the university, withdrawal of degree, and notification to relevant academic or professional bodies.
- **Doctoral Research:** Any proven AI misuse may result in thesis rejection, revocation of fellowship, or cancellation of degree candidacy.
- **All cases** will be processed under the university’s established disciplinary procedures, with the right to appeal.

13. Creating Assignments and Projects with Minimal AI Use

To preserve academic integrity and ensure authentic learning, teachers are encouraged to design assignments and projects that minimize the utility of AI tools. Recommended strategies include:

- **Personalized and Contextual Tasks:** Assign topics linked to local events, campus experiences, or personal reflections that require unique, firsthand input.

- **Process-Oriented Assessment:** Require submission of drafts, research notes, or progress logs to monitor the evolution of student work.
- **Oral and Viva-Based Components:** Include oral presentations, viva voce, or defense sessions where students must explain and justify their work in real time.
- **Practical and Experiential Assignments:** Emphasize fieldwork, lab experiments, or hands-on projects that demand physical presence and observation.
- **Collaborative and Group Work:** Design group projects with rotating roles and responsibilities, making it difficult to rely solely on AI-generated content.
- **Critical Analysis and Reflection:** Assignments that require critique of AI-generated outputs, comparison with human-created work, or reflection on the limitations and ethical implications of AI.
- **Incorporate Unpredictable Elements:** Use prompts or data sets that change regularly or are revealed only at the time of assessment.

14. Enriching Students and Faculty: Staying Ahead with AI

To ensure the university community remains at the forefront of AI adoption and innovation:

- **Regular AI Workshops and Training Sessions:** Monthly hands-on sessions on AI fundamentals, prompt engineering, ethics, and applications across disciplines.
- **Advanced Training Modules:** Specialized workshops for research, coding, data analysis, and domain-specific AI applications.
- **Annual Conferences and Symposiums:** Events featuring national and international experts, student-led presentations, and the latest AI trends in education and industry.
- **Faculty Development Programs:** Support for integrating AI into curricula, interdisciplinary collaboration, and mentorship circles.
- **AI Resource Center and Support Desk:** A dedicated AI Lab with the latest tools, resources, and on-demand support.
- **Online Learning and Micro-Credentials:** Self-paced courses and digital badges for AI proficiency.
- **Continuous Feedback:** Regular surveys and feedback to refine enrichment activities and align with evolving needs.

15. Integration of AI Across All Programmes and Courses

Recognizing the transformative potential and growing relevance of Artificial Intelligence in every field, ITM University mandates that:

- AI should be integrated into each programme and course wherever possible, tailored to the subject’s context and learning objectives.
- Departments are encouraged to:
 - Embed AI concepts, tools, and applications into their syllabi, assignments, and practical sessions.
 - Foster interdisciplinary projects that leverage AI for innovation and problem-solving.
 - Regularly update curricula to reflect advancements in AI and its relevance to industry and research.

Departmental Recognition and Rewards

- Departments will be recognized and rewarded based on the depth and quality of AI integration in their curriculum.
- Criteria for recognition include:
 - Number and quality of AI-enriched courses and modules.
 - Innovative teaching practices using AI.
 - Student engagement and outcomes in AI-related activities.
 - Contribution to university-wide AI initiatives and events.
- **Rewards may include institutional grants, certificates of excellence, public recognition, and opportunities for faculty development.**

This policy ensures that AI literacy and competency become core strengths of ITM University graduates, preparing them for leadership in a rapidly evolving digital world.

16. Sample Syllabus Statement

AI Policy:

“Students may use AI tools for brainstorming and drafting, but all submitted assignments must reflect their own critical thinking and original analysis. Any AI-generated contributions must be properly cited (including tool and prompt). Unauthorized or undisclosed AI-generated content may be treated as academic misconduct.”

This policy empowers ITM University’s community to harness AI’s potential while upholding the highest standards of academic excellence, integrity, and ethical responsibility.