

ETHICAL AND RESPONSIBLE USE OF GENERATIVE AI TOOLS FOR STUDENTS POLICY		POLICY NUMBER: CUE- AA010
		OWNER: ACADEMIC AFFAIRS
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THE CATHOLIC UNIVERSITY IN ERBIL

Ethical and Responsible Use of Generative AI Tools for
Students Policy

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I. PURPOSE

This policy establishes the general principles and specific rules for the ethical and responsible use of Artificial Intelligence (AI) tools, such as large language models (LLMs), by students across all departments and modules at the Catholic University in Erbil (CUE). Faculty are responsible for educating their students on these principles and rules and for ensuring that students abide by them. Violation of this policy constitutes plagiarism or cheating.

II. SCOPE

☐ University-Wide
☒ Departmental Specify Department(s): ACADEMIC AFFAIRS

This policy applies to all CUE students and their use of AI tools during their studies, across all departments and modules. This policy is not to supersede any University-wide policies.

III. DEFINITIONS

Artificial Intelligence (AI): A computer science field designed to create systems capable of mimicking human intelligence.

AI Use Disclosure: The formal declaration by a student of the AI tools used in preparing academic work, including how they were used, in compliance with the permitted category listed in Section IV.5 of this policy.

Generative AI: AI systems capable of creating new content, including text, images, audio, video, code, or data, based on patterns learned from training data. Examples include ChatGPT, Google Gemini, Claude, and Microsoft Copilot.

Large Language Models (LLMs): A type of AI trained to process a large amount of text to understand, generate, and manipulate human language. The model uses complex mathematical structures to engage in interaction, generate text, and summarize data.

Personally Identifiable Information (PII): Information that identifies an individual, or that can reasonably be combined with other information to identify an individual.

University-Vetted AI Tool: An AI tool that the University has reviewed and approved for student use, with appropriate privacy and security safeguards. The current list of University-vetted AI tools is maintained in accompanying guideline documents published by the Office of Academic Affairs in coordination with the Information Communication Technology Office.

IV. POLICY STATEMENT

1. General Statement

Large Language Models (LLMs) and other AI-powered services are becoming an inescapable reality of modern life, progressively permeating our social, professional, and academic environments. CUE recognizes the significant benefits these technologies offer to teaching and learning, while acknowledging that their misuse poses serious risks to academic integrity and the development of genuine intellectual competence.

CUE therefore encourages the thoughtful use of new technologies as tools for advancing faculty teaching and student learning. Generative AI and similar tools must serve as aids to human intellect, not substitutes for it. They are to function as educational assistants, not task-doers. Accordingly, all academic work submitted by students must be the authentic product of their own intellectual capacity and effort. Students and faculty alike share responsibility for upholding this principle, ensuring that technology enhances the learning experience without displacing the critical thinking, creativity, and scholarly rigor that define a university education.

2. Policy Principles

- a. **Academic Integrity:** All submitted work must represent the student's own intellect, reasoning, creativity, and effort. Students must not misrepresent AI-generated work, including significantly altered AI-generated work, as their own; doing so is a clear violation of academic integrity.

- b. **Accountability:** Students remain personally and fully responsible for all work they submit, regardless of the extent of AI involvement. AI tools cannot be authors; responsibility for the accuracy, originality, and integrity of submitted work always rests with the student.
- c. **AI as Support for Learning:** AI tools may be used to support learning, not replace it. Students may use AI to facilitate learning, such as brainstorming, resource identification, and language refinement. They must not use it to replace their own cognitive work.
- d. **Disclosure:** Students must be transparent about which AI tools were used and how they were used within their courses. Disclosure requirements may vary by course or assignment as determined by the faculty.
- e. **Privacy and Security:** Students must protect personal data, the work of others, and confidential University information when using AI tools. Information shared with any AI tool that is not University-vetted is not private.
- f. **Faculty Autonomy:** Faculty retain the right to determine the appropriateness and extent of AI use within their courses, and may permit, restrict, or prohibit specific uses depending on the nature of each course and its assignments. These determinations must be stated clearly in the Module Descriptor for each course, within the parameters set by this policy.
- g. **Evolving Standards and Expectations:** Given the pace of AI development, this policy is a living document. CUE commits to reviewing and updating these principles and the content of this policy annually to reflect emerging trends and tools, pedagogical developments, and institutional values.

3. Responsibility for Content

Students are fully responsible for the content they develop and submit, including class work, assignments, end-of-semester projects, graduation projects, sources, citations, facts, and arguments. Students must critically evaluate all AI-generated output, recognizing that it may be misleading, biased, inaccurate, or fabricated. Students must verify facts, sources, and citations against reliable academic sources before submission. Because AI output may reproduce copyrighted or unattributed material, students remain responsible for ensuring that submitted work respects the intellectual property rights of others, in accordance with the Intellectual Property Rights Policy (PO004).

4. AI Use Disclosure

When using AI tools for any permitted category, students shall follow Section IV.5 below, disclosing their AI use with the checklist and per faculty instructions. Failure to disclose AI use, or providing false information in a disclosure, may constitute academic misconduct.

5. Permitted Uses of AI Tools

Students are permitted to use AI tools on specific assignments only under the explicit guidelines and permission of their module instructor, as specified in the assignment description. Depending on the course and assignment, faculty may further restrict or prohibit use. Where the assignment description does not expressly permit the use of AI tools, all AI use on that assignment is prohibited. Subject to those conditions, the permitted use categories are:

- a. **Pre-Writing and Brainstorming:** brainstorming ideas, topics, or methods and approaches for an essay, assignment, paper, or project; generating keywords; fine-tuning research questions; and creating preliminary outlines.

b. Proofreading and Refinement: grammar checks on student-generated work, and refining the tone and overall clarity of the student's original writing.

c. Resource Identification and Concept Definition: exploring existing resources, identifying key readings and materials, and defining or explaining concepts in a preliminary manner.

d. Extracting and Organizing Information: processing large data sets to identify and extract specific information for learning tasks, and creating tables, graphs, and visual representations based on input the student provides.

Students need to declare the nature and extent of their AI use by checking one or more of the options on the checklist below and include it in their assignment.

1. **No AI use:** I did not use any AI tools at any stage of this assignment.
2. **Pre-Writing and Brainstorming:** I used AI tools only for brainstorming, generating keywords, refining my research question, or creating a preliminary outline.
3. **Proofreading and Refinement:** I used AI tools only to check grammar and refine the tone and clarity of my own writing.
4. **Resource Identification and Concept Definition:** I used AI tools only to identify existing resources or key readings, or to get a preliminary explanation of a concept.
5. **Extracting and Organizing Information:** I used AI tools only to extract specific information from data I provided, or to generate tables, graphs, or visuals based on my input.
6. **Multiple permitted categories:** I used AI tools for more than one permitted purpose (specify):
☐ Brainstorming ☐ Proofreading ☐ Resource/concept identification ☐ Data extraction/visuals.
7. **No permission granted:** This assignment did not authorize AI use, and I did not use any.

6. Prohibited Uses of AI Tools

Students are prohibited from any use of AI that replaces their intellectual capacity and effort and prevents them from creating and developing original work, including: (a) creating and submitting AI-generated content (text, images, graphs, or other forms of content) as the student's own work for class assignments; (b) using AI to create the entirety or a substantive part of an assignment; (c) inputting questions, assignment prompts, or problems into AI and using the AI-generated response as the final answer; (d) using AI for exams, quizzes, or tests, which will be considered cheating; (e) using AI to generate the content of PowerPoint slides for presentations; and (f) submitting AI-generated references and sources without verifying their validity and accuracy against legitimate academic databases; (g) sharing University login credentials with, or granting account access to, any AI tool, AI agent, or agentic browser, including for the purpose of having it complete coursework within a learning platform; (h) inputting examination content, other students' work, or confidential University information into any AI tool; and (i) using AI to impersonate another person, to fabricate data or evidence, or to generate images, audio, or likenesses of members of the University community without their consent.

7. Violations

Submitting work generated by AI without proper use and disclosure as outlined in this policy constitutes plagiarism and will result in disciplinary action, up to and including possible expulsion. Violations attract progressive disciplinary measures commensurate with the severity and circumstances of the infringement.

On a first offense, the assignment will be returned without a grade or assessed with a deduction of up to 50% of the total marks, at the faculty's discretion, and the student will receive a formal written warning. On a second offense, the work will be treated as plagiarism and dealt with in accordance with the Academic Integrity Policy (AA002). Submission handling, AI-detection and similarity screening, and permissible revisions are administered as set out in the Procedure (AA010PR).

8. Use of Personally Identifiable Information

Students must not input personally identifiable information, confidential institutional data, or other students' work into any AI tool. This includes information that could indirectly identify an individual when combined with other data. This obligation is grounded in the Iraqi Constitution (Article 17, 2005), Iraqi Penal Code No. 111 of 1969, CMC Law No. 65 of 2004, and KRG Law No. 6 of 2008. Pending a comprehensive national data protection law, CUE applies GDPR standards as best practice guidance.

V. PROCEDURE STATEMENT

The Ethical and Responsible Use of Generative AI Tools for Students Procedure (AA010PR) establishes the processes for communicating course-level AI parameters, submitting AI use disclosures, administering AI-detection and similarity screening for student-managed and instructor-managed submissions, handling violations, and conducting the annual review of this policy.

VI. POLICY HISTORY

- a) Owned by: Academic Affairs
- b) Reviewed by: Policy and Procedure Review Committee, University Council, President's Cabinet.
- c) Approved by: President's Cabinet.
- d) Date approved: Sep-21 2026.
- e) Related Policies: Academic Integrity Policy (AA002); Student Code of Conduct (SA005); Intellectual Property Rights Policy (PO004); Student Privacy and Confidentiality Policy (SA006); Information and Communication Technology Policy (IC001).
- f) Related Procedures: Academic Integrity Procedure (AA002PR); Intellectual Property Rights Procedure (PO004PR).
- g) Version: 2027-07-12_CUE-AA010 Ethical and Responsible Use of Generative AI Tools for Students Policy (Original).
- h) Revision dates: Reviewed annually