

ETHICAL AND RESPONSIBLE USE OF GENERATIVE AI TOOLS FOR STUDENTS PROCEDURE		PROCEDURE NUMBER: AA010PR OWNER: ACADEMIC AFFAIRS CONTACT INFORMATION: khalid.ibrahim@cue.edu.krd EFFECTIVE DATE: Sep-21 2026 REVIEW DATE: Sep-21 2027
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THE CATHOLIC UNIVERSITY IN ERBIL

Ethical and Responsible Use of Generative AI Tools for Students Procedure

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I. PURPOSE

This procedure establishes the processes for implementing the Ethical and Responsible Use of Generative AI Tools for Students Policy (AA010) at the Catholic University in Erbil (CUE), covering course-level communication of AI parameters, AI use disclosure, submission and screening workflows, handling of violations, and the annual review of the policy.

II. SCOPE

☐ University-Wide

☒ Departmental Specify Department(s): ACADEMIC AFFAIRS

This procedure applies to all CUE students, and to the faculty and offices responsible for student AI use, across all departments and modules.

III. DEFINITIONS

Terms used in this procedure (Artificial Intelligence (AI), Generative AI, AI Use Disclosure, Large Language Models (LLMs), Personally Identifiable Information (PII), and University-vetted AI tool) are defined in the Policy (AA010). In addition:

AI Detection and Similarity Screening: Automated review of a submission using AI-detection and similarity tools approved by the University, producing scores used to assess compliance with the Policy.

Student-Managed Submission: A submission workflow in which students upload their assignments directly and are granted access to their own AI-detection and similarity scores prior to final submission.

Instructor-Managed Submission: A submission workflow in which assignments are uploaded by the instructor and screening scores are reviewed by the instructor.

IV. PROCEDURE STATEMENT

This procedure sets out the operational steps, responsible parties, and required documentation for administering student AI use under the Policy (AA010). Violations escalate to the Academic Integrity Policy (AA002) and Procedure (AA002PR) as set out in Step 4. AI use involving intellectual property, research materials, or confidential University information is coordinated with the Intellectual Property Rights Policy (PO004) and Procedure (PO004PR).

V. PROCEDURE STEPS

Step 1: Course-Level Communication of AI Parameters

Responsible Party: Faculty; Academic Departments; Office of Academic Affairs

Required Actions:

1.1 Faculty shall determine the appropriateness and extent of AI use for each course within the parameters of the Policy (Sections IV.5 and IV.6) and shall state these determinations clearly in the Module Descriptor and in each assignment description.

1.2 Faculty shall educate students on the AI Policy's principles and rules at the start of each course.

1.3 Academic departments shall review Module Descriptors to confirm that AI parameters are stated and consistent with the Policy.

Required Documentation/Evidence: Module Descriptors with AI parameters; Assignment descriptions; Course orientation or syllabus records

Step 2: AI Use Disclosure

Responsible Party: Students; Faculty

Required Actions:

2.1 When using AI tools for any permitted category, students shall follow the Policy (AA010) Section IV.5, disclosing their AI use with the checklist and per faculty instructions.

2.2 Faculty review the checklist against permitted categories and any course-specific restrictions.

Required Documentation/Evidence: Compliance with Policy (AA010); Assignment records

Step 3: Submission and Screening

Responsible Party: Students; Faculty; Information Technology Office (screening tools)

Required Actions:

3.1 For student-managed submissions, where students upload their assignments directly and are granted access to AI-detection and similarity scores prior to final submission, students have the opportunity to review their scores and revise accordingly. Therefore, the student's final submission shall be considered final by the instructor and is expected to reflect their best effort and meet the standards of the Policy (AA010).

3.2 For instructor-managed submissions, where AI-detection or similarity scores exceed acceptable benchmarks, the assignment shall be returned to the student for revision. Students are permitted a maximum of two submissions; the second submission shall be considered final and evaluated against all applicable academic integrity standards.

3.3 Acceptable screening benchmarks shall be established and communicated by the Office of Academic Affairs in consultation with faculty.

Required Documentation/Evidence: Submission records and timestamps; AI-detection and similarity score reports; Revision and resubmission records

Step 4: Handling Violations

Responsible Party: Faculty; Academic Departments; Office of Academic Affairs; Academic Integrity process

Required Actions:

4.1 On a first offense, the faculty member shall return the assignment without a grade or assess it with a deduction of up to 50% of the total marks, at their discretion, and shall issue the student a formal written warning, documented with the department.

4.2 On a second offense, the matter shall be treated as plagiarism and referred for handling in accordance with the Academic Integrity Policy (AA002) and Procedure (AA002PR); sanctions may extend to disciplinary action and possible expulsion, per the Policy.

4.3 Failure to disclose AI use, or providing false information on a disclosure form, shall be handled as academic misconduct under the same escalation path.

4.4 Records of warnings, deductions, and referrals shall be maintained by the department and reported to the Office of Academic Affairs.

Required Documentation/Evidence: Written warnings and grade-deduction records; Referral documentation to the Academic Integrity process; Department and Academic Affairs violation records

Step 5: Annual Review and Continuous Improvement

Responsible Party: Office of Academic Affairs; Policy and Procedure Review Committee; Faculty representatives

Required Actions:

5.1 The Office of Academic Affairs shall review both Policy and Procedure (AA010, AA010PR) annually to reflect emerging AI trends and tools, pedagogical developments, and institutional values, including a review of screening benchmarks and the permitted/prohibited use categories.

5.2 Proposed updates shall follow the University's policy review and approval process, and material changes shall be communicated to faculty and students before the start of the following academic year.

Required Documentation/Evidence: Annual review reports and recommendations; Updated policy/procedure versions and approval records; Communication records

VI. PROCEDURE 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: Ethical and Responsible Use of Generative AI Tools for Students Policy (AA010); Academic Integrity Policy (AA002); Student Code of Conduct (SA005); Intellectual Property Rights Policy (PO004); Student Privacy and Confidentiality Policy (SA006)
- 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