American University of Iraq - Baghdad

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Artificial Intelligence (AI) Use in Coursework - Policy & Procedures

1.0 Purpose

1.1   Machine learning is evolving and transforming the educational workspace in ways presently unforeseeable. AUIB has decided to take a circumspect but first-mover approach, knowing that the policies and procedures embodied in this document will be informed by the passage of time and the product of experience.

1.2   It is necessary to construct guardrails to ensure that the use of AI technology at AUIB is consistent with the university's mission to cultivate critical reading, writing, and thinking skills.

1.3   This policy encourages students to explore, understand, and use AI to support learning, but limits its range of permissible uses: AI cannot replace cognitive development.

2.0 Scope

2.1   The policy applies to all students from their matriculation at AUIB and remains effective until enrollment is terminated.

3.0 Definitions

3.1   Artificial Intelligence *(AI)* refers to computer-based systems that can generate, analyze, or manipulate human-like language, images, audio, or other media. This definition includes, but is not limited to:

- Generative Pre-Trained Transformers (GPT models) such as ChatGPT, Bard, Claude, etc.
- Large Language Models (LLMs) and similar tools that produce written content, code, or explanations.
- Generative AI for media (e.g., DALL·E, Stable Diffusion, Midjourney, Runway) that create images, videos, or audio.
- Automated writing and paraphrasing tools (e.g., Quillbot, Grammarly's AI rewrite features).
- Code generators and debugging assistants (e.g., GitHub Copilot, Codex).
- Machine Translation [e.g., Google Translate] and Machine Transliteration [e.g., Deep Translator]

This policy encompasses future developments in computer-based systems or machine learning.

3.2   *Confidential Information* includes but is not limited to: unpublished research data, proprietary course materials, student records, non-public university information, and any data protected under applicable privacy laws or contractual agreements.

4.0 Policy

4.1   Prior to using AI, students must:
Review and understand the terms of service and privacy policies of any AI tool before use;
Recognize that content submitted to AI tools may be retained, used for training purposes, or accessed by third parties, depending on the tool's privacy policy;

Exercise caution when using free or public AI services, as these typically offer less data protection than institutional or paid services.

- Use university-approved AI tools when available, as these may offer enhanced privacy protections;
- Periodically check stored chats and delete as necessary.

4.2   Provided students disclose their use of AI, permissible uses are:

- Idea Generation – produce research questions and topic ideas;
- Language support – correct grammar, spelling, and sentence clarity, except for use of language tools to revise student written work substantially;
- Coding assistance – debug programming languages, or explain unfamiliar syntax;
- Research guidance – identify sources to investigate;
- Learning aid – explain concepts, theories, or problems for personal study

4.3   Unless authorized by the instructor, impermissible uses of AI are:

- Full or partial ghostwriting – submitting AI generated text or work as one's own work;
- Substitution – feeding text into AI to generate PowerPoint slides or revise written text without explicit acknowledgement;
- Evasion of Course Assignments – using AI to complete course assignments, solve examination questions, or coding tasks;
- Misrepresentation – failing to disclose AI assistance when it contributed significantly to the wording, structure, or content of submitted work.

4.4   Students are prohibited from using AI to:

- Generate, access, or distribute pornographic, sexually explicit, or obscene content;
- Create content that harasses, intimidates, or targets individuals or groups;
- Produce materials that promote violence, hate speech, or discrimination;
- Generate content that violates local, national, or international laws;
- Circumvent university network security or access restrictions

4.5   Students are further prohibited from uploading to AI:

- Data about AUIB deemed confidential;
- Personal information of faculty, staff, and students of AUIB;
- Personally identifiable information
- Course materials, examinations, or assignments created by instructors without explicit permission;
- Proprietary information from internships, co-op placements, or external organizations;
- Any content that violates third-party intellectual property rights or confidentiality agreements

4.6   Faculty members shall set forth in their syllabus whether AI use is allowed, and if so, under what conditions, and how students must disclose its use.

4.7   Misuse of AI constitutes a violation of [formal name academic integrity] and results in the same penalties under that policy.

5.0 Procedures

5.1   Students must disclose the tool name and version to maintain an audit trail of use.

5.2   Students must verify and fact-check any output generated by AI.

5.3   When required by the faculty, and to the extent feasible, students must preserve and be ready to provide complete, chronological records of all AI interactions (all inputs and outputs) used in the production of submitted work for the duration of the course.

5.4   Students should prioritize AI tools that:

- Provide clear data retention and privacy policies;
- Offer opt-out options for data training;

- Are approved or recommended by the university when available

Related Policies and Documents

Students' Academic Integrity and Misconduct Policy and Procedures