جامعة لوسيل
Lusail University
QATAR

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Policy on the Use of Generative Artificial Intelligence and AI-Assisted Technologies at Lusail University

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Introduction

These policies were initially prompted by the emergence of generative artificial intelligence (AI) and AI-assisted technologies. They aim to provide greater transparency and guidance for students and faculty members.

Lusail University recognizes the potential of generative AI and AI-assisted technologies, when used responsibly, to help students and faculty members work more efficiently, gain critical insights quickly, and achieve better results. Increasingly, these tools, including AI agents and advanced research tools, help students and faculty members summarize complex literature, provide an overview of a particular field or research question, identify research gaps, generate ideas, and offer tailored support for tasks such as organizing content and improving language and readability.

Students and faculty members preparing their assignments or publications may use AI tools to support their work. However, these tools must never be used as a substitute for human critical thinking, expertise, and scholarly evaluation. AI tools must always be applied under human oversight and control.

Responsibility

In all cases, students and faculty members remain fully responsible and accountable for the content of their work. This includes responsibility for:

- Carefully reviewing and verifying the accuracy, comprehensiveness, and impartiality of all AI-generated outputs.
- Thoroughly editing and adapting all material to ensure that assignments, publications, and teaching materials represent the author's original and genuine contribution and reflect their own analysis, interpretation, insights, and ideas.
- Ensuring clear and transparent disclosure of the use of any tools or sources, whether AI-based or otherwise.
- Ensuring that assignments, publications, and teaching materials are developed in a manner that protects data privacy, intellectual property rights, and other rights, by reviewing the terms and conditions of any AI tool used.

Responsible Use of AI Tools

- Students and faculty members must review the terms and conditions of any AI tool they use to ensure that the privacy and confidentiality of their data and inputs, including unpublished material, are maintained. Particular care should be taken when handling any personally identifiable data.
- Images must not be generated that imitate or refer to copyrighted images, real people, products, or third-party trademarks, nor may any imitation of an individual's voice be created. Students and faculty members must also check for factual errors and any potential bias.
- Students and faculty members should review the terms and conditions of any AI tool they wish to use to ensure that they grant the tool only the right to use their materials for the purpose of providing the service to them, and that they do not grant it any other rights over the materials they enter into the tool (including, but not limited to, the right to train the AI tool on those materials).
- It must also be ensured that the AI tool **does not impose restrictions** on the use of its outputs that could later restrict publication of the scientific article concerned.

Disclosure

Students and faculty members must disclose the use of AI tools in the preparation of assignments, publications, and teaching materials through a separate AI disclosure statement, included in a clearly visible place in the assignments, publications, and teaching materials upon submission.

- Students and faculty members should document how they used AI, including the name of the AI tool used, the purpose of its use, and the extent of human oversight over it.
- Basic grammar, spelling, and punctuation checks do not require any disclosure. However, the use of AI in the research process must be disclosed and described in detail in the methodology section.

Disclosing the use of AI tools supports transparency and builds trust among students, faculty members, the University community, and stakeholders. It also helps ensure compliance with the terms of use of the relevant AI tool.

AI Tools as a Source

Students and faculty members must not list AI tools as a source or reference, nor may AI tools be cited as a source or reference. Citation entails responsibilities and tasks that can be attributed only to humans. Each human source or reference is responsible for ensuring that any questions relating to the accuracy or integrity of any part of the work are appropriately investigated and resolved.

Human effort is also distinguished by the fact that humans have the ability to approve the final version of the work and to agree to its submission to others for evaluation. Humans also bear responsibility for ensuring that the work is original and does not infringe the rights of third parties, unlike AI tools, which do not bear this responsibility.

Multimedia Content

- Lusail University does not permit the use of generative AI or AI-assisted tools to create or alter multimedia content, such as images, in material submitted on its platforms. This includes, but is not limited to, enhancing a video, audio recording, or image; obscuring, moving, or removing parts of it; or introducing a specific element into an image or figure.
- Only adjustments to brightness, contrast, or color balance are permitted, provided that such adjustments do not obscure or remove any information present in the original image. Image forensic tools or specialized software may be applied to submitted material to detect any potential irregularities or manipulation in images.
- The only exception to this is where the use of AI or AI-assisted tools forms part of the design of the submitted material, such as experiments and research, or of the research methodology itself.
- In such cases, this use must be disclosed and described in a reproducible manner. This should include an explanation of how the AI or AI-assisted tools were used in the process of creating or altering multimedia content such as images, stating the name of the model or tool, its version and extension numbers, and the manufacturer.
- Students and faculty members must also comply with the usage policies of AI software and ensure correct attribution of content. Where applicable, students and faculty members may be asked to provide the original versions of the multimedia content before AI modification and/or the raw composite material used to produce the final submitted versions, for assessment and investigation purposes.

- The use of generative AI or AI-assisted tools is not permitted in producing works published by others, such as illustrations for graphical abstracts of other researchers' findings. The use of generative AI to explain concepts or materials that help students understand lessons is permitted after disclosure. Modification of certain content from outside the University may be permitted, provided that prior approval is obtained from the content owner, proof is provided that all necessary rights to use the relevant materials have been obtained, and correct attribution of the content is ensured.

Assessment of Student Work

With regard to the use of generative AI and AI-assisted technologies in the academic assessment of assignments, publications, and teaching materials must be treated as confidential documents. Faculty member assessors and external examiners may not upload submitted assignments, publications, and teaching materials, or any part of them, to any generative AI tool, as this may violate the confidentiality and intellectual property rights of students and faculty members and may constitute a breach of data protection rights if the material contains personally identifiable information.

This confidentiality obligation extends to the assessment report itself, as it may contain confidential information relating to the assignments, publications, and teaching materials and/or to students and faculty members. For this reason, faculty member assessors and external examiners should not upload their assessment reports to any AI tool, even if the purpose is merely to improve language or readability.

Academic assessment is the cornerstone of the academic system at Lusail University and one of its pillars in producing qualified graduates, and Lusail University is committed to the highest standards of integrity in this process. The assessment of academic assignments, publications, and teaching materials involves responsibilities that can be attributed only to humans. Therefore, assessors should not use generative AI or AI-assisted technologies to assist in academic assessment, since the critical thinking and original evaluation required in academic assessment are beyond the scope of these technologies. There is also a risk that these technologies may generate incorrect, incomplete, or biased conclusions about assignments, publications, and teaching materials. The assessor remains responsible and accountable for the content of the report they submit on the University's platforms.

Lusail University's policy on AI for students and faculty members permits them to use generative AI and AI-assisted technologies when preparing assignments, publications, and teaching

materials before submission, but only with appropriate oversight and clear disclosure, in accordance with the guidance set out in this policy.

Please note that Lusail University has in-house or licensed AI-assisted technologies that protect identity and comply with global principles of responsible AI, such as Turnitin, which may be used during the initial screening stage to verify the completeness of submitted academic materials and to detect plagiarism. This technology respects the confidentiality of students and faculty members, is subject to rigorous bias assessments, and complies with data privacy and security requirements.