

Policies and Procedures

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| Policy Title | Artificial Intelligence Policy | Policy Number | 129 |
| Section | Governance, Organization, General Information | Approval Date | 1 December 2025 |
| Subsection | General Policies | Authorizing Entity | Board of Trustees |
| Responsible Office | Educational Technology & e-Learning Committee | Effective Date | 15 December 2025 |
| Distributed To | All Employees | Next Review Date | After 2 years |

1.0 PURPOSE

- 1.1. As AI technologies such as Generative AI (e.g., ChatGPT, CoPilot, Gemini, Claude, etc.) become increasingly embedded in academic and professional environments, AUBH recognizes both the transformative potential and the ethical risks these technologies present.
- 1.2. The Artificial Intelligence Policy at the American University of Bahrain (AUBH) establishes a unified, institution-wide framework for the ethical, responsible, and pedagogically-sound use of Artificial Intelligence (AI) tools and technologies at the university.
- 1.3. This comprehensive policy aligns university and college level principles with faculty autonomy and discipline-specific needs, ensuring consistency in expectations while allowing flexibility in implementation.
- 1.4. This policy is designed to leverage AI tools and technologies, mitigate risks, uphold academic integrity, promote transparency, safeguard confidentiality, privacy and originality, and support the development of AI literacy across all levels of the university.
- 1.5. The policy is structured around a multi-tiered model: At the institutional level, it articulates AUBH's core ethical commitments and establishes overarching standards for AI use across the university. At the college and administrative department level, it provides frameworks that enable each college/administrative department to tailor guidance while maintaining alignment with the university-wide vision. At the course level, it empowers individual instructors to define specific expectations for AI use in their syllabi—including permitted uses, restrictions, citation and disclosure requirements, and consequences for misuse—within the broader institutional and college frameworks.

2.0 DEFINITIONS

2.1. Artificial Intelligence (AI) Systems

AI systems/technologies are software or hardware that use computational methods to perform tasks that typically require human intelligence—such as learning, reasoning, problem-solving, decision-making, or language processing—by analyzing data and adapting its behavior over time.

2.2. Generative Artificial Intelligence (Generative AI)

AI systems capable of creating original content—such as text, code, images, or audio—based on user input. Common examples include ChatGPT and GitHub Copilot.

2.3. Permitted AI Use

The acceptable use of AI tools as explicitly authorized by a course, college, department, or university policy. This includes defined academic tasks where AI assistance is allowed and must be disclosed and/or cited.

2.4. Prohibited AI Use

The use of AI in ways that violate college, course, administrative department, or institutional policies, including submitting AI-generated content as original work without disclosure or approval.

2.5. AI Misuse

Any unauthorized, deceptive, or unethical use of AI tools that undermines academic integrity. This includes, but is not limited to, plagiarism, fabricating data, or evading assessment rules.

2.6. AI Detection Tools

Technologies designed to identify AI-generated text or content, such as Turnitin's AI Writing Indicator, GPTZero, or similar detection platforms.

2.7. Citation of AI Content

The practice of properly citing any AI-generated material used in academic work (including tool name, version, date of use, and prompt). This ensures transparency and academic honesty.

2.8. Academic Integrity

A commitment to fairness, honesty, and responsibility in scholarly work. Violations include cheating, unauthorized AI use, plagiarism, and misrepresentation of authorship.

2.9. AI-Infused Assignment

An assessment or project that intentionally integrates AI tools, requiring students to use, evaluate, or reflect on AI-generated content as part of the learning process.

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2.10. Transparency in AI Use

The clear, honest, and upfront disclosure of how AI tools were used in the preparation of work, including when, how, and for what purpose.

3.0 POLICY

INSTITUTION LEVEL

3.1. Institutional Framework

AUBH adopts a multi-tiered AI policy structure. The policy is designed to be flexible and adaptive given the dynamic nature of AI as well as the evolving legal and regulating landscapes related to AI. The university sets guiding principles outlined in this policy, while each administrative department and each college develops its own guidelines aligned with these principles. Overall, the use of AI systems, including the choice of AI tools employed at AUBH must be justified and proportionate, i.e., AI systems and tools must be fit for purpose and should not exceed what is necessary to achieve legitimate goals that are in accordance with the university's policies, regulations, and procedures. The university's AI policy aligns with the university's core values (student-centric, excellence, innovation & creativity, openness & accessibility, and respect & care), and AI systems will be implemented in line with germane local laws and the requirements of relevant regulating and accrediting bodies.

3.2. Ethical and Transparent Use of AI

AUBH permits the ethical and transparent use of AI tools and technologies across all administrative departments and all academic programs. Use of AI in academic programs must support learning outcomes and uphold academic integrity. To ensure the ethical use of AI, the university adheres to the following guiding principles.

- Human Oversight:

Human oversight, control, and decision making are required to ensure that AI systems do not replace or displace human responsibility and accountability. AI systems will not overrule human freedom or autonomy, and all AI initiatives must be subject to human approval mechanisms.

- Accountability:

AI systems are auditable and due diligence mechanisms must be in place to ensure clear accountability for the impact of utilizing AUBH AI systems

- Transparency:

Transparent AI systems will be used at a level appropriate to the education sector without violating privacy, confidentiality, security, or safety. AUBH will disclose to relevant stakeholders its use of AI and the AI practices it employs.

- Privacy & Security:

AUBH prioritizes safeguarding sensitive data and AI systems from unauthorized access and misuse. The IT department is responsible for providing the technological

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infrastructure for the integration and implementation of AI across the university. The IT department also examines the adequacy of current hardware, software (i.e., AI tools) and network infrastructure to ensure that the university can meet the demands of AI

integration and utilization. The IT department identifies, mitigates, and addresses any risks to privacy or security to prevent and/or limit any harm to the university, its systems, and its staff, faculty, and students.

- **Beneficence:**

AI systems and tools will not be used to cause or exacerbate individual or collective harm.

- **Inclusivity and Accessibility**

AUBH is committed to providing equitable access and utilization of relevant AI tools to all staff, faculty, and students. AUBH is dedicated to ensuring diversity and inclusiveness; therefore, AI systems shall not be used to discriminate against any individual or group based on protected characteristics including gender, race, ethnicity, religion, or age.

3.3. Efficiency and Optimization

AUBH will use AI where possible to automate routine tasks at AUBH to free staff and faculty to focus on impactful and high-value duties. The use of AI tools and technologies for the purposes of efficiency and optimization must not compromise the **confidentiality** of AUBH data and must adhere to AUBH's requirements for the ethical and responsible use of AI.

3.4. Budget

AUBH will allocate appropriate resources to support AI-related initiatives, including infrastructure, capacity building, research, talent acquisition, and system maintenance. Budget allocations shall be guided by institutional priorities and aligned with the university's overall strategic and financial objectives.

3.5. AI Literacy and Training

AUBH will provide mandatory AI training to staff, faculty, and students to promote AI literacy and ensure that they are proficient in using AI technologies and tools ethically and responsibly and that they are aware of the concerns associated with the misuse of AI including misinformation, bias, and threats to data security and privacy.

3.6 Faculty Discretion on AI Use

Faculty may choose to prohibit, conditionally permit, or encourage AI use depending on the learning outcomes or objectives.

3.7 Expectations for Students

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Students are expected to engage with AI tools transparently, ethically, and responsibly, citing all AI-generated content and disclosing to instructors their use of AI tools or technologies in their academic work.

3.8 Misuse of AI

In all cases, misuse of AI will be considered an integrity violation and addressed through standard misconduct procedures.

COLLEGE/DEPARTMENTAL LEVEL

3.9 College/Department-Level Autonomy and Accountability

Each college or administrative department can create and maintain its own AI guidelines, developed collaboratively by its full-time staff, and approved by the appropriate Dean or Department Head/Manager.

3.10 Alignment with University Framework

All AI-related activities and guidelines in the college/administrative department must adhere to the ethical principles and structural framework outlined in the AUBH University-Level AI Policy.

3.11 Instructor Discretion

The use of AI in each course is subject to the specific guidelines set by the instructor and outlined on the syllabus. When relevant, guidelines for student use of AI can be included on particular assessment instructions, rubrics, and/or briefs. These instructor guidelines must adhere to the broader college guidelines and university AI policy. This ensures that course policies are relevant to discipline-specific needs. In addition, faculty are encouraged to have an AI policy discussion during the first week of the class, and/or when introducing each assessment.

3.12 Syllabus AI Policy Requirement

Each course must include a clear AI policy in its syllabus (under the course policies section), outlining what is permitted, what is prohibited, and how AI usage should be cited or disclosed. This section must also disclose how the instructor uses AI in the course, whether for grading, content creation, AI detection, or other uses. AI policies must be reviewed within each course, following the standard course moderation process.

Each syllabus AI policy must include:

- 1) An AI Usage Statement
- 2) A Description of AI Permitted Use

Each course syllabus must clearly indicate which of the following options apply to the course:

- AI Use Prohibited: No AI tools may be used on any coursework or assessment.

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- AI Use Permitted with Restrictions: AI may be used for specific tasks (e.g., drafting outlines, coding support), and/or for specific assessments with full disclosure and proper citation.
- AI Use Encouraged with Accountability: The ethical and responsible AI use is integrated into coursework and students are expected to critically engage with and reflect on its outputs.

- 3) A Description of AI Prohibited Use
- 4) The Consequences for the Misuse of AI
- 5) Guidelines for Student Disclosure of Use of AI
- 6) Disclosure Statement of Instructor Use of AI (including AI grading, detection procedures, etc.)

The following considerations should be implemented where relevant:

- 7) Guidelines for Citing AI-generated Content, if permitted (e.g., cited in APA format comment tags for code)
- 8) Specific AI use permitted and prohibited for research and academic writing (literature reviews, data analysis, generating summaries/paraphrases, composing content, coding/software development).
- 9) Specific AI use permitted and prohibited in exams

3.13 College-Level Oversight and Consistency

Each college and program is responsible for ensuring that its courses apply AI policy consistently and fairly. Once drafted, all new or significantly revised college-level AI guidelines must be submitted to the University Council for final review and approval prior to implementation.

3.14 Assessment Integrity

The default assumption for all courses at AUBH is that AI use is strictly prohibited during in-class exams, closed-book tests, and other controlled assessments unless otherwise stated.

3.15 Consistency Across Sections

Courses with multiple sections must apply a uniform AI policy across all sections, coordinated by the program coordinator or course coordinator.

3.16 AI Use Across Courses and Disciplines

Permitted AI use may vary by college, program, course type, or assessment, but must adhere to all college-level guidelines and university AI policy.

3.17 Citation and Attribution Standards

If AI-generated content is used in academic work, it must be properly cited, in accordance with institutional, college and course guidelines.

3.18 Use of AI Detection Tools

AI detection tools (e.g., Turnitin AI) may be used by faculty as a preliminary screening method.

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However, a match score should only prompt further review, not serve as sole evidence for disciplinary action.

3.19 Misuse and Consequences

Improper or undisclosed use of AI will be treated as an academic integrity violation and handled according to AUBH's misconduct procedures. Final appropriate AI detection use remains with the

faculty members, including the decision to refer an incident to the Academic Integrity Committee for formal investigation.

3.20 Student Orientation and Communication

Colleges and programs are encouraged to include a session or handout on AI policy during orientation or the first week of classes. Faculty should discuss their AI rules in class to ensure clarity.

4.0 ROLES AND RESPONSIBILITIES

4.1. Educational Technology & e-Learning Committee (ETEC)

ETEC is the primary owner of this policy due to its role in creating the policy as well as its role in providing strategic leadership for the development, implementation, and continuous enhancement of technological and e-learning initiatives, including AI initiatives.

4.2. Information Technology (IT)

IT shares ownership of this policy. IT is responsible for providing the hardware, software, and technological infrastructure for the integration and implementation of AI. IT is responsible for identifying, evaluating, and mitigating risks associated with AI tools and systems in accordance with the university's Risk Management Policy. IT ensures such risks are recorded in the institutional Risk Register and reports them as necessary.

4.3. Academic Integrity Committee (AIC)

Oversees investigations of misuse of AI by students as reported by faculty and develops AI-specific investigation protocols and evidentiary standards.

4.4. Human Resources (HR)

Responsible for the development and training of administrative staff in the ethical and responsible use of AI. Also, responsible for hiring talent with relevant AI experience, as needed.

4.5. Student Affairs

Responsible for sharing the AUBH AI Policy with students during orientation, referencing it in the Student Handbook, and incorporating it in the Registration Contract .

4.6. Center for Teaching & Learning Excellence (CTLE)

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Responsible for the training of faculty in the implementation of, and the ethical and responsible use of, AI in instruction.

4.7. Staff, Faculty, Students and Contractors

Responsible for applying the policy and reporting any abuses or violations of the policy.

5.0 RELATED DOCUMENTS AND REFERENCES

- 5.1. Quality Assurance/Quality Improvement Policy
- 5.2. Risk Management Policy
- 5.3. Information Technology and Security Policy
- 5.4. Teaching & Learning Philosophy
- 5.5. Distance/Hybrid Teaching and Learning Policy
- 5.6. Assessment Policy
- 5.7. Acceptable Use Policy
- 5.8. Faculty Handbook
- 5.9. Student Handbook
- 5.10. Intellectual Property Policy

POLICY HISTORY

| Date of Last Action | Action Taken/Changes | Authorizing Entity | Effective Date |
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