



جامعة الفيصل
Alfaisal University

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Artificial Intelligence (AI) Usage Policy for Faculty & Students

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Introduction

Alfaisal University recognizes the role of Artificial Intelligence (AI) in higher education and supports its responsible use for academic support to enhance learning, teaching, and productivity. However, AI tools should not replace independent intellectual effort, academic judgment, or original authorship.

The use of AI at Alfaisal University is governed by the following principles:

- Commitment to academic integrity and honesty.
- Preservation of independent learning and critical thinking.
- Transparency and accountability.
- Compliance with data privacy and security policies.

Policy Purpose & Scope

This policy provides a framework for the responsible, ethical, and transparent use of AI tools in teaching, learning, assessment, research, and all aspects of academic work at Alfaisal University. It applies to all faculty, staff, researchers, and students, and aligns existing policies on academic integrity, data privacy, and information security.

Definition of Key Terms

For the purposes of this policy, the following terms are defined as:

- **Academic Work:** Any work submitted for credit, including assignments, papers, exams, projects, and research.
- **AI Tools / Generative AI:** Software or applications that use AI for generating, analyzing, or manipulating content (e.g., ChatGPT, Claude, Gemini, DALL-E, GitHub Copilot).
- **Personal Data:** Identifiable information about individuals, as defined by the [Saudi Personal Data Protection Law \(PDPL\)](#) (1), including names, IDs, and contact details.

Data Privacy & PDPL Compliance

All use of AI at Alfaisal University must comply with the [Saudi Personal Data Protection Law \(PDPL\)](#) (1), regulations issued by the [Saudi Data and Artificial Intelligence Authority \(SDAIA\)](#) (2), and the [Guidelines for Using Generative Artificial Intelligence in General Education](#) (3). Faculty, staff, researchers, and students are strictly prohibited from inputting, uploading or disclosing the following types of information into public or non-university-approved AI tools: (a) personal information as defined by PDPL; (b) sensitive personal data such as medical health information, biometric data, educational records; (c) confidential or unpublished research data that could identify research participants; and (e) internal confidential institutional information (e.g., exam questions, answer keys, HR documents, or information subject to non-disclosure agreements). Such data may only be processed using university-approved secure AI platforms that have been vetted for PDPL compliance and, where applicable, cross-border transfer requirements. Users remain personally responsible for ensuring that their use of AI tools complies with PDPL, SDAIA guidance, and the university's data protection and information security policies.

Faculty Responsibilities

Faculty members are responsible for guiding students toward responsible, ethical, and pedagogically sound use of AI technologies. Faculty responsibilities include establishing course-level AI policies, designing appropriate assessments, monitoring AI use to maintain academic integrity, protecting data privacy, and supporting student learning in an AI-integrated educational environment.

Faculty are required to include a Course-Level AI Policy Statement in every syllabus, specifying:

- Permitted and prohibited AI use
- Disclosure requirements
- Assessment-specific AI rules

Faculty must also design AI-resilient assessments that ensure demonstration of:

- Critical thinking
- Original analysis
- Independent problem-solving

Unless explicitly prohibited by the instructor or academic unit, AI tools are permitted with restrictions and must comply with this policy and all related University regulations.

Student Responsibilities

Students are expected to use AI tools responsibly, ethically, and in accordance with this policy or as specified in the course-specific guidelines. AI should enhance learning and critical thinking, not replace it. Students must understand, be able to explain, and take full responsibility for all work they submitted. Students must properly disclose any permitted AI use (through an AI Use Statement).

Permitted Uses of AI Tools

AI tools may be used for academic purposes, including:

- **Learning Support:** Clarifying concepts, rephrasing, explanation to support understanding, and reviewing.
- **Brainstorming:** Generating ideas, exploring perspectives, and developing outlines.
- **Language and Writing Support:** Improving grammar, structure, and clarity.
- **Technical Support:** Debugging code, improving readability, learning programming concepts.

Users are fully responsible for the accuracy and integrity of their final work.

Approved AI Tools & Platforms

The University shall maintain a list of approved AI tools and platforms that meet:

- PDPL compliance
- Data security and privacy requirements
- Institutional IT governance standards

Use of non-approved AI tools for processing academic, research, or institutional data is prohibited unless explicitly authorized.

Prohibited Uses of AI Tools

The following uses are prohibited unless explicitly authorized in writing by course instructor or relevant academic authority:

- Submitting AI-generated content as original work.
- Using AI during assessments for in-class or take-home assessments unless explicitly permitted by the instructor
- Misrepresenting AI-generated work as personal output.
- Evading academic integrity enforcement through AI.

Violations of AI use policy constitute as academic misconduct and will be addressed in accordance with Alfaisal University's *Academic Integrity Policy and Student/Faculty Disciplinary Regulations*.

Natural Language Processing & Manuscripts

As AI and Natural Language Processing (NLP) systems are increasingly used in scientific writing, ethical concerns regarding authenticity, accountability, and integrity of scientific publication arise. Therefore, guidelines to monitor ethical and effective use of AI are of extreme importance.

Since the accuracy of AI-generated content cannot be always assured, human oversight is crucial at key research stages, including hypothesis development, data interpretation, manuscript writing, and peer reviewing. It's recommended that findings to be replicated using different AI tools when generative AI is extensively used. Additionally, text generated by AI should be submitted as supplementary material.

Researchers must clearly acknowledge the use of generative AI in their publications, specifying the tasks it assisted with, and the AI tools used in their work.

Disclosure & Documentation of AI Use

AI use must be disclosed in work submissions by students and faculty. A brief AI Use Statement is required, indicating whether AI tools were used and for what purpose.

For example:

"I used [AI tool name] for [specific purpose, e.g., brainstorming ideas, clarifying concepts, language editing, or debugging code]. All substantive ideas, analysis, structure, and final content are my own, and I have reviewed and verified all information."

Or if no AI tools used: *"No AI tools were used in the preparation of this work."*

Failure to disclose constitutes a breach of integrity regulations.

Policy Enforcement

Non-compliance will be addressed under existing AU policies and procedures. Disciplinary actions may include assignment failure, course failure, suspension, and dismissal.

The University reserves the right to:

- Audit AI usage in academic work
- Use AI-detection and verification tools where appropriate
- Review compliance with AI policy

AI Literacy & Training

The University shall provide continuous training programs for faculty, staff, and students on:

- Responsible use of AI
- Ethical considerations
- Limitations and risks of AI systems

AI literacy shall be integrated into curricula where appropriate.

AI Governance & Oversight

Alfaisal University shall establish an institutional AI governance framework to oversee the responsible adoption and use of AI technologies. This includes:

- An AI Governance Committee responsible for policy enforcement, tool approval, and risk monitoring
- Periodic review of approved AI tools and platforms
- Alignment with national regulations issued by Saudi Data and Artificial Intelligence Authority (SDAIA) and Council of Universities Affairs (CUA).

All AI systems used in academic or administrative functions must comply with university-approved standards.

Policy Review

This policy will be reviewed regularly to align with university regulations and technological developments. Any updates or amendments to the policy shall be approved through established University process.

This policy complements existing Alfaisal University policies and regulations and does not supersede any of approved policies.

References

1. [Saudi Personal Data Protection Law \(PDPL\)](#)
2. [Saudi Data and Artificial Intelligence Authority \(SDAIA\)](#)
3. [Guidelines for Using Generative Artificial Intelligence in General Education](#)
4. Indicative Guide to the Principles for Using Artificial Intelligence in Saudi Public and Private Universities and Colleges, Council of Universities Affairs (CUA), 2025.
5. Artificial Intelligence in Digital Education in the Kingdom of Saudi Arabia, National eLearning Center