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EAST WEST UNIVERSITY

Artificial Intelligence (AI) Policy of East West University

2024

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1. Purpose of the Policy

East West University (EWU) is committed to undertaking its academic, research and development, and administrative activities ethically, transparently, and in compliance with ethical, legal, and societal norms, practices, policies, and laws related to the use of Generative Artificial Intelligence (GenAI) tools, and any other AI tools. This policy is related to generating texts, images, audio, videos, animations, artwork, cartoons, etc. using GenAI and other AI-based applications and tools. This policy provides a guideline for the university's standing on the use of AI-related tools, especially GenAI, in teaching-learning, research, and development, scholarly publication, administrative document preparation, and communication in print, electronic, and social media. The policy also provides mechanisms for preventing and addressing misuse and abuse of AI tools. The policy ensures compliance with national and international laws and conventions related to overall AI, especially GenAI use.

2. Scope of the Policy

This policy will apply to all individuals associated with EWU, including but not limited to:

- a. Members of different committees of EWU
- b. External members related to academic activities of EWU such as teaching, research, development work, scholarly publications, etc.
- c. Faculty members, officials, and staff of EWU
- d. Students of EWU
- e. Visiting faculties, fellows, and students from outside institutions working at EWU.

3. Policy Statement

EWU encourages ethical, innovative, and productive use of AI tools and considers misuse and abuse of AI tools as a punishable offense.

4. Definition of Key Terms

- a. Artificial Intelligence (AI): AI is the theory and practice of developing computer applications that can perform tasks usually requiring human intelligence.
- b. Generative Artificial Intelligence (GenAI or GAI): GenAI or GAI is a subset of AI that uses generative models to produce text, audio, images, videos, or other forms of data.
- c. AI Tools: An AI tool is software that uses AI algorithms to perform specific tasks.

5. Permitted Use of AI Tools

- a. Brainstorming and refining ideas related to assignments, term papers, projects, etc.
- b. Fine-tuning research questions.
- c. Finding relevant information on a topic in consideration.
- d. Drafting outline to organize ideas and thoughts related to coursework.

- e. Checking the grammar and writing style of a report.
- f. Use of a maximum of one percent GenAI generated sentences in a report with proper citation to the tools used, date of use, and permission of use.
- g. Use of a maximum of two percent GenAI generated sentences rephrased using another GenAI tool in a report with proper citation to both the tools used, date of use, and permission of use.
- h. GenAI generated text that was manually rephrased with proper citation to the tools used, date of use, and permission of use.
- i. GenAI generated image, audio, video, artwork, animation, cartoon, etc., which is not a clear plagiarism under EWU's plagiarism policy, with proper citation to the tools used, date of use, and permission of use.
- j. Literature surveys (not literature review) using AI tools with proper citation to the tools used, date of use, and permission of use.
- k. Using GenAI-generated content in any publication obeying the AI policy of the publishing entity such as the publisher of conference proceedings, journals, books, etc.
- l. Completing any course work, lab work, assignment, term paper, research, and development work that involves the use of AI tools with proper supervision of the supervisor.
- m. Use of any AI tools that are directly required to achieve any course learning outcome.

A. Prohibited Use of AI tools

- a. Impersonating by using GenAI tools to compose any report, creating any audio, image, video, artwork, graphics, animation, cartoon, etc., which was assigned to someone.
- b. Completing any individual and group work using GenAI tools without the explicit permission of the work supervisor.
- c. Writing a draft of a writing assignment.
- d. Using more than one percent of GenAI-generated sentences in any report, assignment, publication, etc.
- e. Using more than two percent GenAI generated sentences rephrased using another GenAI tool in any report, assignment, publication, etc.
- f. Literature review (not literature survey) using AI tools.
- g. Defaming any person, community, or organization using GenAI-generated texts, audio, images, videos, animations, artworks, cartoons, graphics, etc.
- h. Use of any AI-generated content that contains misinformation or unethical elements.
- i. Unauthorized use of any AI tools.
- j. Use of GenAI tools for preparing any administrative documents, news reports, any form of communication items, etc.
- k. Any AI-based work subversive to the interests of any person, community, society, nation, political issues, culture, religion, ethnicity, environment, public health, international relations, etc.

B. AI Research and Tools Development

- a. National and international norms, conventions, protocols, laws, etc. should guide core AI research and AI tools development.
- b. Bias should not be given to proprietary technology such as algorithms, machines, tools, etc., unless the research and development work needs those technologies or is sponsored by an organization with its technology.

C. Protection of Intellectual Property Rights and Other Laws

- a. Users should not violate intellectual property laws when using AI tools.
- b. Users should abide by all related national and international laws when using AI tools.

D. Penalty for Violation of this Policy

- a. Violation of this AI policy will be dealt with by EWU's students' code of conduct, employees' service rule, plagiarism policy, and related national and international laws such as copyright law, intellectual property right protection law, cyber law, etc.
- b. Ignorance of this policy is not an excuse.

E. Reporting and Whistleblower Protection

- a. Any person related to EWU should confidentially report to the concerned authority if she/he finds any suspected violation of this policy by another person or persons related to EWU.
- b. EWU is committed to protecting whistleblowers from any adverse consequences arising from reporting such policy violations in good faith.
- c. Intentional reporting of any false case will be considered an offense.

Artificial Intelligence (AI) Policy

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