



# STUDENT GENERATIVE ARTIFICIAL INTELLIGENCE USAGE POLICY

## DOCUMENT INFORMATION

Status:	Approved by AIC Senior Management Committee
Responsible for implementation:	Chief Academic & Academic Administration Officer
Responsible for review:	AIC Dean
Current version review date:	July 2025

## Version Control

History of amendments	Version/ pages/ section affected	Summary of changes

The individuals or group responsible for this document have the authority to make changes to it whenever necessary. In the event of any amendments, all relevant personnel will be duly notified.

The document can be found on the AIC website at the following link:

<https://www.aicedu.lk/academic-progression.php>

## Purpose

American International Campus (AIC) is committed to developing learners with advanced skills and knowledge to meet evolving global demands. The institution recognizes that the unethical use of generative artificial intelligence tools poses a significant threat to academic integrity and undermines AIC's educational mission of fostering critical thinking, originality, and intellectual growth.

To address these challenges while embracing technological advancement, AIC has established the following policy statements and guidelines to govern the fair and ethical use of AI tools in enhancing the quality of education and learning outcomes. It is important to note that this document does not prohibit the use of AI in academic work; rather, it emphasizes personal accountability and responsible stewardship in the application of AI technologies. Students are expected to demonstrate integrity, transparency, and ethical judgment when utilizing AI tools as part of their academic endeavours, ensuring that such use supports rather than replaces genuine learning and intellectual development.

This Policy shall be maintained as a living document subject to regular review and updates triggered by annual policy review, technological developments in AI, changes in academic standards or accreditation requirements, feedback from faculty and students, and implementation challenges or incidents. Policy modifications require approval from the Academic Council and changes will be immediately available on the AIC website (<https://www.aicedu.lk/academic-progression.php>). This Policy becomes effective on the date mentioned at the beginning of this document, including the last amendment, applies to all academic work submitted after the effective date, and transition support and training will be provided to students enrolled prior to the effective date.

Chief Academic & Academic Administration Officer

30/07/2025

## 1. PURPOSE AND SCOPE

This Policy establishes standards for the responsible use of Generative Artificial Intelligence (GenAI) tools by all students enrolled at American International Campus (AIC) Sri Lanka. The Policy applies to all students enrolled at AIC including full-time, part-time, undergraduate, graduate, visiting, and continuing education students across all academic activities including coursework, assignments, research projects, examinations, presentations, and educational endeavours. GenAI tools are defined as large language models such as but not limited to ChatGPT, Claude, Gemini, and Copilot, image generation tools such as but not limited to Midjourney, DALL-E, Stable Diffusion, audio and video generation tools, code generation tools and AI-powered features embedded within software platforms.

## 2. PERMITTED USES

It is imperative that the academic staff member or course coordinator who administers the academic work clearly states their expectation of the use of AI. If they state no AI in the output, students must strictly adhere to the said guideline. In a setting where the option of using AI is kept open, students may use GenAI tools as supportive mechanisms for learning and academic work, provided such use is properly acknowledged and does not substitute for the student's own critical thinking and understanding.

**Research and Information Gathering:** Students may utilize GenAI for initial topic exploration and background research, identifying relevant sources and literature, understanding complex concepts or terminology, and generating research questions or hypotheses.

**Writing and Communication Support:** Acceptable uses include grammar and style checking, language translation assistance, generating alternative phrasings or expressions, creating structural outlines and frameworks, and brainstorming ideas and concepts.

**Learning Enhancement:** GenAI tools may assist with explaining difficult concepts in simpler terms, generating practice questions or examples, creating study materials and summaries, and supporting problem-solving methodologies.

**Technical and Creative Assistance:** Permitted applications include code debugging and optimization when permitted by course requirements, design inspiration and conceptual development, data visualization and presentation enhancement, and mathematical calculations and verification.

### 3. ACADEMIC MISCONDUCT AND PROHIBITED USES

The use of generative AI tools shall constitute academic misconduct when GenAI usage is not properly acknowledged according to institutional requirements, when GenAI tools are employed without appropriate human oversight and critical evaluation, when a major portion of any academic work is produced by AI rather than representing the student's own effort and understanding as determined at the discretion of the responsible academic instructor or course coordinator, or when GenAI is used when the guidelines explicitly state it should not be used.

**Prohibited Activities:** Students are strictly prohibited from submitting work generated entirely or substantially by GenAI as original work, using GenAI to complete examinations unless explicitly permitted, employing GenAI to circumvent learning objectives or skill development requirements, utilizing GenAI in violation of specific course or instructor prohibitions, misrepresenting AI-generated content as personal insights, analysis, or conclusions, using GenAI to fabricate citations, references, or research data, and submitting research data to GenAI tools without the written permission of the supervisor.

### 4. ACKNOWLEDGMENT AND TRANSPARENCY REQUIREMENTS

When GenAI tools are used in any capacity for academic work, students must provide clear and complete disclosure by identifying the specific AI tool/s utilized, describing the nature and extent of AI assistance, explaining how AI-generated content was reviewed, modified, and integrated, and demonstrating personal understanding and contribution to the work.

**Standard Acknowledgment Format:** Unless otherwise specified by the instructor, students shall include the following statement: "This work was completed with assistance from [specific AI tool name]. The AI was used for [specific purpose/task]. All AI-generated content was reviewed, verified, and integrated by the author, who takes full responsibility for the accuracy and appropriateness of the final submission." If a declaration is not included in the submitted work, it is implied that GenAI was not used in the academic work submitted at any level.

**Documentation Requirements:** When a student uses a GenAI tool, they must keep records of their use as evidence of usage. They are not expected to be submitted unless requested by the examiner or a disciplinary committee. Students may be required to provide screenshots or records of AI interactions including prompts and outputs, draft versions showing progression from AI assistance to final work, and explanations of how AI suggestions were evaluated and modified.

## **5. FACULTY DISCRETION AND COURSE-SPECIFIC REQUIREMENTS**

Individual faculty members retain full authority to prohibit or restrict GenAI usage for specific assignments or courses, determine whether the extent of AI usage constitutes academic misconduct, establish additional requirements for acknowledgment and documentation, and modify grading criteria to account for AI assistance. Faculty may consider factors including the proportion of AI-generated versus student-created content, evidence of student understanding and critical engagement, alignment with course learning objectives, quality of human oversight and integration, and transparency and honesty in disclosure when evaluating AI usage.

## **6. DATA SECURITY AND PRIVACY**

Students must protect confidential, proprietary and sensitive information when using GenAI tools including personal data of individuals, unpublished research data, proprietary institutional information, and content subject to confidentiality agreements. Students should be aware that AI tools may retain or learn from submitted content, generated content may not be subject to copyright protection, third-party intellectual property rights must be respected, terms of service for AI tools vary and should be reviewed prior to use, and nowhere is it guaranteed that the submitted data would not be publicised or the security of stored data maintained.

## **7. PENALTIES AND ENFORCEMENT**

Violations of this Policy may result in academic penalties including zero grade for the specific assignment or assessment, failure of the course, academic probation or suspension, notation on academic transcript, or requirement to complete additional academic integrity training. The institution shall apply progressive disciplinary measures considering the severity and extent of the violation, the student's previous academic record, intent and circumstances surrounding the violation, and impact on learning objectives and academic standards. Students have the right to appeal disciplinary decisions through established institutional grievance procedures and have a 10-day timeframe for filing appeals following notification.

## **8. STUDENT RESPONSIBILITIES AND INSTITUTIONAL SUPPORT**

Students are responsible for familiarizing themselves with this Policy where the final updated document is considered the current version, seeking clarification when uncertain about AI usage requirements, reporting suspected violations to appropriate authorities, and maintaining current knowledge of AI tool capabilities and limitations. AIC commits to providing orientation sessions on responsible AI usage, regular workshops on academic

integrity, resources for understanding AI capabilities and limitations, faculty guidance on course-specific requirements, academic integrity counselling, and technical support for AI tool evaluation.

#### **9. POLICY REVIEW AND EFFECTIVE DATE**

This Policy shall be maintained as a living document subject to regular review and updates triggered by annual policy review, technological developments in AI, changes in academic standards or accreditation requirements, feedback from faculty and students, and implementation challenges or incidents. Policy modifications require approval from the Academic Council and changes will be immediately available on the AIC website. This Policy becomes effective on the date mentioned at the beginning of this document, including the last amendment, applies to all academic work submitted after the effective date, and transition support and training will be provided to students enrolled prior to the effective date.

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**For questions regarding this Policy, contact Chief Academic & Academic Administration Officer.**

*This policy has been developed in accordance with international best practices for academic integrity and responsible AI usage in higher education.*