University of Balamand

Policy on Artificial Intelligence Integration in Academic Work and Research

Title: Artificial Intelligence Integration in Academic Work and Research

Policy Document Type: Public

Policy Owner: Office of the President, Office of the Provost

Applies to: Students, faculty, staff, and postdoctoral fellows engaged with AI technologies and tools in academic contexts

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Background

The University of Balamand (UOB) recognizes the transformative impact of Artificial Intelligence (AI) on teaching, learning, research, and professional practice. Artificial Intelligence technologies present important opportunities to enhance educational quality, research productivity, and institutional effectiveness. At the same time, their use requires proactive oversight to ensure ethics, transparency, fairness, and academic integrity. In alignment with its mission to advance knowledge and prepare students to become responsible and ethical leaders, UOB is committed to integrating AI in a manner that reflects its core values of integrity, fairness, inclusivity, and accountability.

Purpose Statement

The purpose of this policy is to guide the responsible and ethical integration of AI across UOB. It aims to foster innovation while upholding academic integrity, ensuring that the effective use of AI is balanced with accountability and transparency. The policy provides practical guidance for AI

use, safeguards individual and institutional interests, promotes critical AI literacy, and positions UOB as a leader in the ethical adoption of AI in higher education.

This policy reflects UOB's core principle that AI should enhance learning, research, and innovation by supporting human creativity, critical thinking, and intellectual growth, complementing, not replacing, human judgment.

Applies to:

This policy applies to all UOB students, faculty, staff, and postdoctoral fellows who engage with AI technologies and tools within academic contexts, including coursework and assignments, research and publications, theses, teaching and course design, administrative academic functions, and professional development activities. The policy always remains in effect, both on and off campus, and in both in-person and online environments.

Definitions

Artificial Intelligence (AI): AI refers to computer systems designed to perform tasks that normally require human intelligence. These tasks include learning from experience, recognizing patterns, understanding language, making decisions, and solving problems. AI systems rely on algorithms and data to simulate cognitive functions and improve their performance over time

AI technologies: This term refers to the broad ecosystem of technical approaches, frameworks, and methodologies used to develop AI systems. This includes machine learning, natural language processing, computer vision, neural networks, and deep learning.

AI Tools: defined as software applications, platforms, or services that apply AI technologies to perform practical tasks or enhance human workflows. These tools leverage methods such as machine learning, natural language processing, and computer vision to assist, automate, or generate content across various domains. Depending on the context and the degree of human involvement, the same tool may function as either an assistive or a generative system. Examples include conversational AI **(**ChatGPT, Google Gemini, Microsoft Copilot), writing assistants (Grammarly), Image generation tools or code assistants.

Generative AI: refers to a branch of artificial intelligence focused on creating new content, such as text, images, code, audio, video, or other media, by learning patterns and structures from training

data. Unlike systems designed solely for analysis or classification, generative AI produces original outputs in response to prompts or instructions.

AI-Assisted Work: This occurs when a person remains in control of the ideas, decisions, and final output while using AI tools to support specific tasks. The human sets the direction, reviews the AI's suggestions, and contributes meaningful original work. Examples include using Grammarly to check grammar while writing original content, asking ChatGPT to explain a concept before writing one's own analysis, or using AI to brainstorm ideas that one then develops independently.

AI-Generated Content: refers to text, images, code, audio, video, or other material that is created primarily by an AI system rather than by a human. In AI-generated work, the AI produces original output responding directly to prompts or instructions. While a human may guide the request or make edits afterward, the core ideas, wording, structure, or creative elements come from the AI itself. Examples include AI-written paragraphs, AI-generated images, fully produced code snippets, or videos created by generative models.

AI Output: refers to the content directly produced by an AI system, such as text, images, code, or other media, before any human review, editing, or refinement. Examples include a paragraph generated by ChatGPT in response to a prompt.

Algorithm: is a defined set of step-by-step instructions or rules that a computer follows to solve a problem or perform a task. In AI, algorithms process data, recognize patterns, make predictions, and generate outputs based on their programming and learned training.

Training Data: is the collection of examples and information used to teach an AI system how to perform tasks. The AI learns patterns, relationships, and rules from this data, which shapes its knowledge, abilities, and potential biases. For example, ChatGPT was trained on large amounts of text from the internet and books.

Bias in AI: refers to systematic errors or unfair outcomes that advantage or disadvantage certain groups, perspectives, or results. It can arise from the data used to train AI systems, from algorithm design choices, or from how AI systems are deployed and used. For example, facial recognition technology can be less accurate for people with darker skin tones.

Unauthorized AI tools: defined as applications or services that are used in ways that violate institutional policies, professional guidelines or legal requirements. Examples include using

ChatGPT during an exam when it is explicitly forbidden, using AI writing tools for assignments when not allowed or using AI tools that don't meet security regulations for sensitive information.

Human Oversight: refers to the active monitoring, evaluation, and supervision of AI systems by people who can intervene, correct errors, ensure quality, and maintain accountability. It involves reviewing AI outputs, assessing system performance, and making decisions about how AI is used. Human oversight ensures that AI systems are applied responsibly and that their outputs meet ethical, legal, and practical standards. Examples include a professor checking whether students have used ChatGPT appropriately in their assignments, a programmer testing and debugging code suggested by an AI tool or a radiologist reviewing AI-flagged medical images before making a diagnosis.

Human judgement: is the use of critical thinking, ethical reasoning, contextual understanding, and experiential knowledge to evaluate situations and make decisions. It involves understanding, personal values, and careful thinking that go beyond what AI can achieve through pattern recognition alone.

Attribution: Attribution is the practice of giving proper credit to sources and acknowledging when AI tools have been used in creating work. This includes citing original authors, datasets, or indicating AI assistance in line with academic or professional standards. Examples include statements such as "This section was drafted with assistance from ChatGPT and subsequently revised" or citing sources that were found with the help of AI tools. Proper attribution ensures transparency, honesty, and respect for the work of others.

Academic integrity: refers to upholding honesty, fairness, and responsibility in all academic work while using AI tools. It involves producing original work, properly crediting sources, and using AI technologies in line with institutional rules and ethical standards. Maintaining academic integrity means clearly disclosing AI assistance, avoiding unauthorized AI tools, and ensuring that AI does not replace one's own critical thinking, analysis, or creative contributions.

Data security: refers to the measures and practices used to protect data and computer systems from unauthorized access, cyberattacks, or data breaches. Its purpose is to keep information safe from theft, loss, or damage.

Data privacy: is defined as the right of individuals to control how their personal information is collected, used, and shared. It ensures that personal data is handled responsibly and only for intended purposes.

Data confidentiality: refers to the obligation to keep sensitive or private information secret, ensuring it is only accessible to authorized people. This protects personal, proprietary, or classified information from being disclosed inappropriately.

Public Data: refers to data that can be shared openly and used with standard AI tools, provided proper disclosure is made.

Internal Data: refers to data intended for use within an organization that requires AI tools approved under institutional agreements.

Restricted Data: is defined as highly sensitive data that requires a formal security review and explicit authorization before it can be used to ensure maximum protection.

Responsible AI use: refers to the ethical and appropriate application of AI tools, taking into account accuracy, fairness, transparency, accountability, privacy, and potential impacts. It involves following established guidelines, verifying AI outputs, avoiding harm, and ensuring humans remain responsible for decisions. Examples include not entering confidential patient data into public AI tools, disclosing AI use when required by an institution or profession, and fact-checking information from ChatGPT before using it.

Ethical AI use: refers to using AI in a responsible and fair way that avoids harm. It involves respecting privacy, preventing bias or unfair treatment, being clear about how AI is used, and taking responsibility for its outcomes. It also means following laws, rules and guidelines, while keeping humans in control of important decisions.

AI-resilient assessments: refer to exams or assignments designed to evaluate a student's own understanding and skills in ways that AI tools cannot easily complete. They emphasize critical thinking, problem-solving, and the application of knowledge, requiring work that AI cannot fully generate.

Policy Statement

This policy sets the principles and guidelines for the responsible, ethical, and transparent use of AI at UOB. It ensures that all applications of AI support teaching, learning, research and professional practice while safeguarding UOB's mission, core values and stakeholder interests.

1. Ethical Use and Human-Centered Learning

The use of AI must be responsible, transparent, and consistent with the principles of academic integrity. All users are required to disclose any generative contributions to their work. Presenting AI-produced content as one's own constitutes academic dishonesty.

The University of Balamand affirms that AI is designed to support the development of knowledge and skills, not to replace human thought or learning. Users are therefore expected to engage critically with AI-generated output, evaluating their accuracy, relevance, and appropriateness rather than accepting them uncritically.

The University upholds the principle that AI should complement, not substitute for, the development of foundational competencies. These principles ensure that the use of AI reinforces human-centered learning and upholds UOB's ethical and educational standards across all academic activities.

2. Academic Integrity

The use of AI in academic work must adhere to the principles of honest and ethical scholarship. All AI-assisted contributions must be transparently acknowledged in accordance with discipline-specific citation and disclosure standards. Members of UOB's academic community are held responsible for the accuracy, originality, and integrity of their work, regardless of the extent of AI involvement.

Attribution must be given when AI generates content for original scholarly contribution. When AI is used as an assistant, attribution is not required. Furthermore, students and researchers are expected to critically assess AI output, ensuring that such technologies enhance rather than replace independent analysis, sound judgment, and intellectual rigor.

3. Data Privacy, Security and Risk Management

AI use must comply with UOB's data classification, protection, and risk management standards. UOB recognizes four data categories, each governed by distinct requirements for AI use and protection.

1. Public data may be used with standard AI tools and proper disclosure.
2. Internal data requires approved AI-tools under institutional agreements.
3. Confidential data must be processed only through secure and vetted AI platforms.
4. Restricted data requires formal security review and authorization before use.

All AI tools must undergo a risk assessment addressing data security, privacy, accuracy, bias, and intellectual property. UOB will maintain an approved list of tools categorized by data type, which will be reviewed and periodically evaluated by the University-wide AI Technical Committee.

Institutional licenses ensure equitable access. Personal accounts may be used only in line with approved data-handling policies.

4. Equity and Inclusion

The University of Balamand shall ensure equitable access to AI resources and opportunities for all members of its academic community. The university is committed to fostering inclusive participation in all AI initiatives, enabling everyone to engage with, contribute to, and benefit from AI tools in ways that uphold diversity, equal opportunity, and fairness in line with Sustainable Development Goal 10 (SDG10).

Commitment to Equitable Access

UOB commits to:

- Provide institutional access to essential AI tools where feasible
- Ensure AI policies that provide equitable access, so all students can participate regardless of their technological resources.
- Support development of AI literacy across all UOB academic community
- SDG 4 for quality education and SDG10 for reduced inequality

Addressing AI Bias and Discrimination

The University of Balamand recognizes that AI systems can unintentionally perpetuate or amplify societal biases related to gender, race, ethnicity, language, or disability. In line with UOB's commitment to equity, diversity, inclusion, and ethical technology use, all faculty, staff, and students are expected to engage responsibly with AI tools and critically assess AI outputs for potential bias or stereotyping.

To mitigate bias, UOB will use diverse AI tools and datasets to prevent overreliance on a narrow perspective, ensuring outputs are fair, inclusive, and representative of multiple viewpoints. Bias awareness and responsible AI practices will be integrated into UOB's AI literacy initiatives, teaching, and training programs. Any observed or suspected instances of bias must be reported to the University-wide AI Technical Committee for review and appropriate action.

The university will prioritize AI tools and platforms that demonstrate a verifiable commitment to fairness, transparency, and responsible development.

Beneficial Uses and Accessibility of AI

The University of Balamand recognizes the potential of AI to enhance teaching, learning, and accessibility for all members of its academic community. The university supports AI technologies that assist students with disabilities, such as text-to-speech tools, and promotes solutions that address diverse learning needs to ensure equitable learning opportunities. The university-wide AI technical committee will approve the list of AI technologies that can be used to create equitable learning opportunities.

All AI-generated content must comply with UOB and legal accessibility standards. UOB will provide alternative assessment options to accommodate individual learning requirements, reflecting the principle that AI use must not create new barriers or disadvantages for any student. Accessibility and equity will remain core principles guiding the adoption and use of AI technologies at UOB.

5. AI Literacy and Capacity Building

The University of Balamand will provide professional training for faculty, staff and students on AI fundamentals, ethical use, critical evaluation and practical applications. Continual capacity

building initiatives will complement these training sessions to support the responsible and transparent use of AI across UOB.

Institutional Commitment to AI Education

The University of Balamand is committed to promoting comprehensive AI literacy and supporting the ethical and responsible integration of AI across teaching, learning, and research. The university will provide opportunities for faculty, staff, and students to develop foundational AI knowledge, including how AI systems operate, the capabilities and limitations of current AI technologies, and the distinctions between different types of AI tools.

The University of Balamand will also foster the development of critical evaluation skills, enabling individuals to assess the accuracy, reliability, and appropriateness of AI outputs, identify potential biases and limitations, and determine suitable contexts for AI use. Ethical reasoning will be emphasized to guide users in navigating ethical dilemmas, understanding the implications of AI-driven decisions, and balancing efficiency with integrity. Practical skills will be developed through discipline-specific use cases, effective AI interaction strategies, and methods for integrating AI into academic and research workflows.

To achieve these objectives, UOB will provide workshops, training sessions, courses, online resources, consultation services for course design and research planning, disciplinary communities of practice, and updates on emerging AI tools and practices. AI literacy will be systematically incorporated into student programs, including writing and research methodology courses, discipline-specific coursework, graduate research training, and professional development initiatives.

Through these efforts, UOB aims to ensure that all members of its academic community are equipped to engage with AI knowledgeably, ethically, and effectively.

6. Continuous Learning and Innovation

The University of Balamand supports exploring and testing AI tools and applications in teaching, learning, and research in ways that are innovative yet responsible. AI policies will be regularly reviewed and updated to reflect emerging technologies and best practices, ensuring a balance between providing guidance and enabling responsible innovation.

To uphold accountability and promote continuous improvement, UOB will establish feedback, monitoring, and reporting mechanisms for AI use throughout the University. These mechanisms will support the responsible integration of AI in teaching, learning, and research, ensuring that innovations align with the University's ethical standards and academic objectives. Policy updates will happen on a regular and as needed basis.

Practical Guidelines for Faculty Members

Autonomy and Responsibility

Faculty members have the authority and responsibility to:

- Define appropriate AI use but shall not prohibit its use entirely, except where required by ethical standards or accreditation guidelines
- Design AI-resilient assessments aligned with learning outcomes
- Communicate the UOB-adopted AI policy statement clearly in syllabi and course materials: *"This course may include content created or assisted by AI tools. The instructor has reviewed and edited any AI-generated materials to ensure they are accurate and appropriate for the course".*
- Evaluate student work considering disclosed AI use
- Adapt teaching methods to the AI-integrated landscape

Developing Course-Specific AI Policies

Faculty members must include clear AI policy statements, in addition to the general UOB policy statement required on all syllabi, in their course syllabus to cover:

- Which AI tools (if any) are permitted
- For which assignments AI may be used
- Required documentation and disclosure procedures
- Consequences of policy violations
- Explanation of the rationale for the adopted AI approach

Designing AI-Resilient Assessments

Assessments must prioritize process, authenticity, interactivity, personalization, and collaboration. Faculty members are required to incorporate drafts, outlines, and reflections to document student intellectual growth, and to design tasks that engage real-world, course-specific, or current contexts beyond AI capabilities. When possible, evaluations should include in-class discussions and spontaneous questioning, as well as personal reflection, context-specific applications, and continuity with prior work. Collaborative projects and peer review must be used to assess both student group dynamics and individual contributions, ensuring rigorous and AI-resilient evaluation.

Faculty Members Use of AI

Faculty may use AI, with the understanding that they are responsible for the accuracy and veracity of all content, to:

- Enhance course design and develop teaching and learning materials
- Generate practice problems or example scenarios (with verification)
- Provide supplementary explanations for diverse learning needs
- Assist with administrative tasks like scheduling
- Explore pedagogical approaches and assessment designs

Faculty Oversight and AI Verification

- AI should not be the primary tool for grading student work but potentially can assist.
- Student work should not be uploaded to public AI tools without explicit consent
- Final responsibility for course content and grading remains with faculty members
- AI-generated content used in teaching must be verified for accuracy

Supporting Student Learning in the AI Era

- Teach critical AI literacy as part of disciplinary competency
- Help students understand AI limitations, algorithmic biases, and appropriate contexts for AI use

- Model transparent and ethical AI use in one's own work
- Create learning opportunities to practice discernment between helpful and harmful AI use

Practical Guidelines for Students

Student Responsibilities

Always:

- Check your course syllabus for specific AI policies
- When you are in doubt, ask your instructor before using AI
- Disclose AI-generated use by citing the following sentence: *"Portions of this work were generated with AI assistance and have been reviewed and edited by me for accuracy and academic integrity".*
- Document your AI use clearly and specifically
- Verify all AI-generated information for accuracy
- Use AI to support your learning not replace it

Never:

- Submit AI-generated work as entirely your own
- Use AI in assessments unless explicitly permitted
- Share confidential course materials with AI tools
- Input other students' work into AI systems without permission
- Use AI to complete work you are expected to do independently

Acceptable Uses of AI (When UOB Permitted and always with human oversight and verification)

AI may appropriately support:

1. ***Brainstorming and Ideation***

- Generating initial ideas or approaches to problems

- Exploring different perspectives on topics
- Developing outlines or organizational structures

2. Research Assistance

- Summarizing large volumes of literature (with verification) and not in violation of any copyright laws.
- Identifying research gaps or questions
- Formatting citations (with careful review)
- Translating technical content (with acknowledgment)

3. Writing Support

- Grammar and style checking
- Improving clarity of expression
- Generating alternative phrasings
- Providing feedback on drafts

4. Technical and Coding Support with students retaining responsibility for the accuracy of the coding

- Debugging code with explanation
- Understanding syntax or functions, when allowed by the instructor
- Generating starter code templates (with modification and understanding)
- Learning new programming concepts through examples

5. Data Analysis

- Initial data exploration and visualization
- Suggesting analytical approaches
- Explaining statistical concepts
- Generating code for approved analysis methods: The use of AI to generate code for approved analytical methods is permitted *only when* the student discloses that the code was

AI-generated and demonstrates a clear understanding of its structure and function, even if the pseudo-code was self-designed.

- AI assistance permitted, but final results must be independently validated.

Documentation Requirements

When AI contributes to your work in a significant way, include an "AI Use Statement" that specifies:

1. Which AI tool(s) you used (name, version and date)
2. What tasks AI performed (brainstorming, editing, code debugging)
3. How extensively AI was used (generated initial outline, review of paragraphs and how many)
4. How you verified or modified AI outputs
5. Your original contribution (by showing your original draft) and critical engagement

Specific Considerations

The use of AI may vary across disciplines due to differing academic norms and expectations. In STEM fields, AI may be more readily accepted for tasks, such as coding assistance, but its use in mathematical proofs or experimental design is subject to scrutiny. In the Humanities, AI use in critical analysis or the development of original arguments may be more limited to ensure authentic scholarly engagement. In professional programs, AI applications must align with established professional standards and ethical expectations within the field.

Guidelines for Researchers

AI in Research Activities

AI may support research, provided verification and critical revision are used, through:

- Information collection, processing, and preliminary analysis, excluding data generation
- Code development and debugging
- Manuscript editing (with critical revision)

- Visualization and figure generation
- Translation and dissemination

Research Integrity Requirements

1. *Disclosure in Publications*

- Acknowledge AI use in methods sections
- Follow journal-specific AI disclosure policies
- Describe AI's role with sufficient detail for reproducibility
- Distinguish between AI-assisted and AI-generated content

2. *Data and Methodology*

- Maintain human oversight of all research decisions
- Verify AI-generated analyses independently
- Do not use AI as sole basis for research conclusions
- Document AI tools as you would any other research instrument

3. *Authorship Considerations*

- AI tools cannot be listed as authors
- Human researchers retain full responsibility for research integrity
- Authorship must reflect substantial intellectual and experimental contribution beyond AI assistance

Ethical Research Considerations

1. *Human Subjects Research*

- Do not input identifiable participant data into public AI tools
- Include AI use in IRB protocols where relevant
- Obtain informed consent for any AI processing of participant data
- Ensure AI use complies with participant privacy protections

2. Proprietary and Confidential Research

- Use only approved AI tools for sensitive research
- Understand intellectual property implications of AI use
- Protect confidential industry partnerships and proprietary data
- Consult with research administration before using AI with restricted data
- Partnerships with outside entities must include explicit AI clauses

3. Grant Applications and Funding

- Disclose planned AI use in research proposals
- Ensure AI use complies with the rules, guidelines, and conditions set by the entity funding the research work
- Budget for approved AI tools when necessary
- Consider AI use implications for data management plans

Academic Misconduct and Violations

Responsible, transparent AI use is permitted and encouraged. Misconduct arises only from extensive undisclosed or unethical use.

Violations include:

1. Submitting AI-generated work as one's own without disclosure
2. Submitting AI-generated work in writing composition courses or any course that uses a writing activity for assessment; disclosure does not erase the unethical aspect of using AI-generated material in these circumstances.
3. Using AI in assessments when explicitly prohibited
4. Falsifying AI uses documentation
5. Inputting confidential or protected information into unauthorized AI tools
6. Using AI to complete work meant or intended to be done independently
7. Plagiarizing AI output without proper attribution

8. Assisting others in violating AI policies

Enforcement

UOB will form a university wide AI Technical Committee to oversee and safeguard the implementation of this policy. The Committee's functions include monitoring AI use, advising UOB academic leadership on AI best practices, reviewing AI policy and ensuring compliance with UOB's guidelines across all Faculties. The Committee will also provide regular reports to UOB academic leadership and recommend updates as AI technology evolves.

The Committee will report to the Office of the Provost in the event of any policy breach and will provide recommendations to the University Ethics Committee in cases where a faculty member, a postdoctoral fellow or academic staff is found to have violated the policy.

In the event of a student breach of the AI policy, the concerned Faculty shall implement remedial measures, including offering AI literacy remediation and reflective assignments to promote responsible and informed use of AI before considering disciplinary action.

Legal and Regulatory Compliance

This policy will be reviewed annually to ensure conformity with the evolving state of AI and international practice.

This policy aligns with:

1. UOB's Data Protection Policy and Data Governance Policy
2. EU Artificial Intelligence Act principles

   https://artificialintelligenceact.eu/
3. UNESCO Education 2030 recommendations:
   https://www.unesco.org/sdg4education2030/en
4. Lebanese data protection and privacy laws
5. International academic integrity standards
6. Disciplinary publication and research ethics guidelines