

	TIU AI-Policy: 2025-2026	Doc No: TIU.RC.IN.104E
		Version: 01
		Issue date: 10/09/2025

Policy for responsible and ethical use of Artificial Intelligence tools in academic activities

1.Purpose and Scope of AI Policy:

TIU recognizes the importance of AI and its role in improving the outcomes of academic programs, enhancing scientific research, serving the community, and enhancing the administrative work of the university.

- The AI Policy outlines the university's commitment to integrating AI into all activities, while ensuring adherence to ethical considerations and academic integrity.
- The AI Policy provides a framework to guide all activities related to artificial intelligence (AI) at the university. It applies to all university employees.
- The AI Policy provides a framework to align with the AI Policy of Iraqi governments mandate of capping it up to **25% to uphold** the highest degree of academic integrity and universal human ethical values.

2.Definitions:

AI tools: Systems or softwares that can generate intellectual output that requires human efforts and intelligence involving critical thinking (e.g. Chat gpt, deepseek, code generators, Midjourney etc.)

AI generated content: Any paragraph, text, content, data, data analysis, images, codes, software partially or fully generated by using artificial intelligence.

3.TIU urges to apply the AI policy with the following conditions (for Students and Lecturers):

Prohibited Use

- Students are not allowed to use advanced automated tools (artificial intelligence or machine learning tools such as ChatGPT or Dall-E 2) on **assignments in this course**. Each student is expected to complete each assignment without substantive assistance from others, including automated tools.
- Students/researchers are not allowed to carry out particular tasks (e.g. text generation for thesis/articles, image generation etc.) which bypasses the critical thinking/originality/innovation/diversion from real situations such as image generation.

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Use only with prior permission

Students are allowed to use advanced automated tools (artificial intelligence or machine learning tools such as ChatGPT or Dall-E 2) on assignments in this course if Written instructor permission is obtained in advance. Unless given permission to use those tools, each student is expected to complete each assignment without substantive assistance from others, including automated tools.

Use only with acknowledgement

Students are allowed to use advanced automated tools (artificial intelligence or machine learning tools such as ChatGPT or Dall-E 2) on assignments in this course if that use is properly documented and credited.

- ✓ I acknowledge the use of ChatGPT (<https://chat.openai.com/>) to generate materials for writing the introduction/methodology/discussion sections in this research. I entered the following prompts on 4 July 2024: (write the words summary). The output from the AI was adapted and modified for the final response.

Use is freely permitted with no acknowledgement:

Students are allowed to use advanced automated tools (artificial intelligence or machine learning tools such as ChatGPT or Dall-E 2) on assignments in this course; no special documentation or citation is required.

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4. Sample Guidelines and Considerations for the Use of Generative AI in Academic and Research Work

The use of generative AI tools and applications in academic or research work is permitted under the following conditions to uphold scientific integrity and ensure it does not constitute a violation:

- **Citation and Academic Integrity:** All *AI tools* used must be cited according to appropriate citation standards applicable to recognized academic journals and educational institutions e.g. OpenAI. (2023). ChatGPT (GPT-4) [Large language model]. <https://chat.openai.com/chat>
<https://dal.ca.libguides.com/CitationStyleGuide/citing-ai>
- **Usage Conditions:** Respect the terms of use of each AI tool and **intellectual property rights**.
- **Data Security and Privacy:** **Approval** must be obtained from the University's Research Ethics Committee, especially for research involving human or animal subjects. This includes AI applications generating content from data related to human or animal subjects, with clear disclosure of data sources and intended usage.
- **Originality:** Each student or researcher's work should reflect their original contribution to knowledge. *AI usage should support rather than substitute personal intellectual contributions.*
- **Disclosure:** Students and researchers must fully disclose any AI tools used, specifying which tools were employed, to what extent, and in which parts (e.g., methodology or academic assignments) with supervisor approval. Documentation must be provided for each use.
- **Transparency:** AI tools should be used transparently to prevent academic misconduct, with clear attribution to avoid plagiarism.
- **Permissible Limit** of AI-generated content must not be more than 25% (as per the Iraqi Ministry of Higher education and scientific research rule)

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5.TIU Policy for the use of Generative Artificial Intelligence in Academic Activities

SN	Goals	Purpose/Objective	Acceptable AI Tools (feel free to add apps/tools)	Regulations for USE of AI Tools
1	Grammar Check: Checking the grammar, spelling, and punctuation of a text	To identify and correct grammatical errors or misspellings, punctuation issues in text.	e.g. Grammarly or ProWritingAid	-Prohibited for Content generation. -Freely allowed for correcting grammatical errors or misspellings, punctuation issues.
2	Data Analysis Assistance	To analyze data,	IBM Watson Studio	Allowed but with full acknowledgement of AI reference including prompt and date of usage
		perform statistical operations,	Google Cloud AutoML	
		generate visualizations,		
3	Programming Code Generation and Improvement	For generating new code,	GitHub Copilot or	Allowed only for learning the code, debugging and software development. Their use is Explicitly prohibited for examinations or competitive contexts.
		debugging,	ChatGPT Code Interpreter, Deepseek	
		optimizing existing code	Deepseek	
4	Self-Learning	AI supports personalized learning	Khan Academy's AI Tutor or Coursera Labs	Freely Permitted, in fact should be encouraged to learn any topic specifically mastering AI and its application for subject specific tasks for leaning purposes. BUT prohibited for any sort of Examinations/competitions.
5	Referencing and Citation Generation	To automate citation formatting,	Zotero, EndNote, or Mendeley	Use is freely permitted with no acknowledgement
		generate reference lists in various styles,		
		suggest reliable sources		
6	Idea Generation and Brainstorming	To brainstorm primary ideas,	ChatGPT or Notion AI	Allowed but with full acknowledgement of AI reference including prompt and date of usage.
		suggest research topics,	Gap Finder	
		provide an overview of relevant areas		
7	Image generation	To create images,	DALL-E or Midjourney	Prohibited Use
		diagrams,	Chatgpt, Copilot	



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		visualization		"Elsevier does not permit the use of generative AI or AI-assisted tools to create or alter images in submitted manuscripts. Adjustments of brightness, contrast, or color balance are acceptable if and as long as they do not obscure or eliminate any information present in the original. https://www.elsevier.com/about/policies-and-standards/generative-ai-policies-for-journals
8	Tables generation	To create tables to display data, Display results, display summaries of information	ChatGPT (for basic tables) or Tableau (for advanced data visualization)	Allowed but with full acknowledgement of AI reference including prompt and date of usage
9	General text generation	To create introductions, and background information, Descriptive text	ChatGPT or Jasper	-Allowed only with the permission of the supervisor under the overall prescribed limits. <u>Descriptive text:</u> -Prohibited use "Where authors use generative AI and AI-assisted technologies in the writing process, these technologies should only be used to improve readability and language of the work."
10	Custom Analytical text	To generate text that is tailored to specific analytical needs, such as summaries, interpretations, or comparisons	ChatGPT (with specific prompts) or Narrative Science's Quillbot	Encourage the use of tools for summaries, insights, and initial drafts but not generating full-length academic essays. Limits: Text generated should be verified for factual accuracy and should align with institutional standards of analysis. Prohibited: Overreliance on AI without cross-checking outputs for errors or biases.
11	Custom output	To generate experimental reports,	ChatGPT or Wolfram Alpha	- Ensure these tools are used for computational assistance and not for

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		custom datasets, specialized fundings, tailored to unique research contexts.		unethical data manipulation or misrepresentation of findings. Policy Suggestion: - Limits: Outputs must be reviewed and validated by researchers for accuracy. AI tools should complement manual expertise. - Prohibited: Blindly trusting AI-generated reports without thorough verification.
12	Drafting parts of the Thesis text (content)	AI can help draft parts of a thesis, such as literature reviews, methodological sections, or general discussions, providing structured content based on research inputs and guidelines.	ChatGPT or Wordtune	It is allowed, but only after ensuring that the newly generated text is correct and accurately represents the original text. It is also necessary to fully acknowledge the AI reference, including the tool, version, publisher, date, and link.
13	Research Proposal Drafting	For applying fundings/Grants	ChatGPT or Jasper or Aithor	Allowed but with full acknowledgement of AI reference including prompt and date of usage. It must include references supporting the proposal.
14	Generating summary of Research Articles	AI can summarize lengthy research papers, books, or articles	ChatGPT or quillbot	Allowed but with full acknowledgement that the AI-generated text is generated based on AI reference including tool, version, publisher, date, and link.
15	Paraphrasing and Text Rewriting	AI can do Paraphrasing and Text Rewriting	ChatGPT or Wordtune	It is allowed, but only after ensuring that the newly generated text is correct and accurately represents the original text. It is also necessary to fully acknowledge the AI reference, including the tool, version, publisher, date, and link.
16	Survey Question Generation	AI can do Survey Question Generation	Typeform or SurveyMonkey AI	Prohibited: Students must be able to understand the research questions properly and the methodology applied. It can be used only in case of checking the efficiency of AI app itself.

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17	Translation and Multilingual Support	AI can do Translation and Multilingual Support	DeepL or Google Translate	This is allowed, but after ensuring that the new translated text is correct and accurately reflects the original text. It is necessary to fully acknowledge the AI reference including the tool, version, publisher, date and link.
18	Presentation Slides and Visuals	For Class/or for seminar by students/lecturers	Beautiful.ai or presentations. AI	Use is freely permitted with no acknowledgement to generate visuals or tables or template designs.
19	Interactive Simulations and Models	to create simulations or interactive models to test hypotheses or demonstrate theoretical concepts.	Wolfram Alpha or MATLAB Simulink	Policies should encourage simulations for visualization and hypothesis testing but prohibit their misuse for generating false experimental data. Limits: Clearly define the scope of the simulations and ensure they are aligned with real-world parameters. Prohibited: Misuse of simulations to falsify or misrepresent results.

6.Guideline for citing Generative AI:

○ Citing and Referencing Generative AI Output in IEEE Style:

Citing Generative AI Output (If Not Publishing) as follows:

- [1] ChatGPT 4, private communication, March 2024.
- [2] Microsoft Copilot, private communication, March 2024.

○ Generative AI in APA Style:

- ✓ AI cannot be named as an author on an APA scholarly publication.
- ✓ APA policy states that authors are responsible for the accuracy of any information in their article. This means that authors must verify any information and citations provided to them by an AI tool.
- ✓ Authors may use, but must disclose, AI tools for specific purposes such as **editing**.

Example:

“The notation that people can be characterized as ‘left-brained’ or ‘right-brained’ is considered to be an oversimplification and a popular myth” (OpenAI, 2023).

Reference:

OpenAI. (2023). *ChatGPT* (Mar 14 version) [Large language model]. <https://chat.openai.com/chat>

○ Generative AI in MLA Style:

As of December 2024, MLA does not recommend treating an AI tool as an author, and instead using the Title of Container element to specify the AI tool and the Publisher element to specify the company that made the tool.

- ✓ *Author:* We do not recommend treating the AI tool as an author.

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- ✓ (This recommendation follows the **policies** developed by various publishers, including the MLA's journal *PMLA*).
- ✓ *Title of Source*: Describe what was generated by the AI tool. This may involve including information about the prompt in the Title of Source element if you have not done so in the text.
- ✓ *Title of Container*: Use the Title of Container element to name the AI tool (e.g., *ChatGPT*).
- ✓ *Version*: Name the version of the AI tool as specifically as possible. For example, the examples in this post were developed using *ChatGPT* 3.5, which assigns a specific date to the version, so the Version element shows this version date.
- ✓ *Publisher*: Name the company that made the tool.
- ✓ *Date*: Give the date the content was generated.
- ✓ *Location*: Give the general URL for the tool.

Example:

"In 200 words, describe the symbolism of the green light in *The Great Gatsby*" follow-up prompt to list sources. *ChatGPT*, 13 Feb. version, OpenAI, 9 Mar. 2023, chat.openai.com/chat.

Generative AI in Chicago Style:

As of December 2024, Chicago style does cite AI tools as author.

Example:

"ChatGPT is the author of the content, and the date is the date the text was generated. OpenAI (the organization that developed ChatGPT) is then listed as the publisher or sponsor of the content."

Standardized tool For AI detection: Turnitin and other suitable software being used by individual departments (as per their needs and requirements).

All the graduation thesis submitted must be detected for plagiarism and AI detection and must adhere to the respective policies.

Note: *The Policy shall be updated twice in an academic year or when needed. All stake holders are advised to keep visiting the TIU-AI Policy page on the website.*

Approved by
President
Prof. Dr. Sultan T. Abu-Orabi