

August 20, 2024

To the University Community

### **Institutional policy on the use of artificial intelligence systems**

The Board of Trustees of Albizu University (AU) approved an institutional policy on the use of artificial intelligence (AI) systems. The policy development process considered the input of the Academic Board, the faculty, and administrative staff gathered through different forums.

**This institutional policy applies to all university members, including the members of the Board of Trustees, institutional executives, teaching and non-teaching staff, teaching or research assistants, students, and suppliers.**

The policy establishes that it is a requirement to disclose the use of artificial intelligence systems in academic and administrative functions. Also, it provides two options regarding the use of AI in academic activities. The use of AI in academic activities should consider the institutional educational objectives known as core competencies and the expected learning outcomes: (1) allows the use of AI with attribution or (2) gives the faculty member the discretion to limit the use of AI. Below, I share a summary of the policy's main provisions. We will soon publish the policy on our website.

### **Policy Statement**

The following provisions will constitute the policy of Albizu University related to Artificial Intelligence.

AU will support

- the use of AI in its different types <sup>i</sup>, as long as its use is aimed at fulfilling the institutional mission and is within the highest legal, regulatory, moral and ethical standards established, including academic integrity, due transparency, and adequate disclosure.
- the incorporation of AI in teaching, student learning, research, and evaluation of student data, as long as it ensures equity and includes privacy, data security, attribution, responsibility, and appropriate supervision.
- the use of AI as a tool to augment human capabilities in education, learning, research, and management rather than replace them.<sup>ii</sup>

AU will promote the study and training of university members who are required by this policy on the appropriate use of the available AI tools.

### **Specific rules**

AU requires disclosure of the use of AI by any member of the university community or provider who uses these tools, including, but not limited to, the following purposes:

1. Academics:
  - a) development of records
  - b) course development
  - c) lesson plan development
  - d) development of tests and/or exams
  - e) preparation and writing of academic reports
  - f) student evaluations
  - g) proofreading (including essays)
  - h) student assessment
  - i) preparation and/or writing of essays, articles, research, presentations, and academic papers.
  - j) data analysis
  - k) case conceptualization
  - l) client treatment plans
  - m) psychological evaluations
- 2) Administrative
  - a) writing and/or preparation of administrative reports
  - b) presentations

### **Options for using AI in academic activities**

Albizu provides two options regarding the use of AI in academic activities. The use of AI in academic activities should consider the institutional educational objectives known as core competencies and the expected learning outcomes. The policy (1) allows the use of AI with attribution or (2) gives the faculty member the prerogative to limit the use of AI.

The faculty member, researcher, or clinical training director has two options in educational activities: allow the use of AI with attribution or limit the use of AI.

### **Responsibilities of faculty members, researchers, clinical or internship training directors, and clinical supervisors.**

Each faculty member or researcher is responsible for determining whether to allow or limit the use of AI in educational activities. The faculty member or researcher must communicate his or her determination to the students in the syllabus or research guides, in writing and/or verbally.

Likewise, it is the responsibility of clinical training or internship directors to determine whether the use of AI is permitted or limited in practices or internships and in educational activities related to them, such as professional development activities, seminars, and workshops.

It is the faculty member or researcher's responsibility to communicate his or her determination regarding the use of AI to the teaching or research assistants under his or her direction.

It is the responsibility of clinical training directors or internship directors to communicate to clinical supervisors their determination regarding the use of AI in practica and internships and in educational related to practica or internship activities such as professional development activities, seminars, and workshops.

Clinical supervisors are responsible for communicating with student interns or interns about their determination regarding the use of AI in practica or internships.

### **Divuligation**

The disclosure must appear prominently on the first page of the presentation or required document and must specify the AI tool(s) used and the scope of their use, including the time periods during which the tool was used.

The user will certify that each citation submitted has been personally verified for accuracy and relevance.

In cases where AI has been used in preparing works or research that are included as appendices, the type of AI and algorithm used, the volume of data used, the methodology, and the tests used to validate results must be indicated.

Any quote obtained through AI should be treated as any direct quote, the same as in cases where the reference does not come from AI.

The user will always assume responsibility for each bibliographic reference submitted, regardless of whether the AI assists in preparing it.

### **Use of AI tools**

AU reserves the right to endorse or prohibit the use of specific AI tools.

### **Prohibitions**

Actions such as those mentioned below will constitute violations of this policy, in addition to, in some cases, constituting violations of law, and will be considered prohibited. They will be subject to disciplinary and/or legal action, as appropriate:

Actions that are considered threats. It refers to AI applications that violate fundamental rights, such as manipulating human behavior, exploiting children, or mass surveillance. Non-exhaustive examples of this type are the following:

- Cognitive manipulation of the behavior of specific vulnerable individuals or groups, such as voice-activated toys that encourage dangerous behavior in children;
- Social score: classification of people based on their behavior, social status, or personal characteristics;
- Biometric identification systems in real-time and at a distance, such as facial recognition.

Issues of legal nature such as the following violation of copyright or intellectual property, breaches of contract, violation of privacy rights, and violations of the computer fraud and abuse law.

Ethical issues such as prejudice, discrimination, lack of transparency, manipulation of people or distortion of data, and manipulative techniques for social and economic impact.

Related to data security includes unauthorized access, integrity, and availability of the database without authorization.

The use of AI to complete assignments or exams without the knowledge or approval of the professor, plagiarism, and falsification of data will also be considered violations of academic integrity.

The use of AI tools that are not endorsed by AU.

### **AI acquisition**

To acquire AI systems, the information technology department at AU will evaluate suppliers to ensure compliance with data protection, laws, and ethical principles.

### **Violations**

Violations of this policy may result in penalties ranging from a warning to dismissal, depending on the severity of the case.

### **Amendments**

The Board of Trustees may amend this policy at any time, and it will be reviewed annually.

I am available to answer your questions or need clarification on this policy.

Respectfully,

Berta Ríos, PhD  
Chief Academic Officer

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<sup>i</sup>Regona, Massimo & Yigitcanlar, Tan & Xia, Bo & Li, RYM (2022). Opportunities and adoption challenges of AI in the construction industry: A PRISMA review. *Journal of Open Innovation Technology Market and Complexity*, 8(45). <https://doi.org/10.3390/joitmc8010045>.

What types of Artificial Intelligence exist? February 15, 2023, Robotics, [comercial@seneca.com](mailto:comercial@seneca.com).

<sup>ii</sup> Adapted from US Department of Education, Office of Educational Technology, Artificial Intelligence, [ed.tech@ed.gov](mailto:ed.tech@ed.gov).