# Generative AI Use Policy

For PNU Faculty, Researchers, Students & Administrative Staff

Princess Nourah Bint Abdulrahman University (PNU)

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## Introduction

Princess Nourah Bint Abdulrahman University (PNU) is dedicated to advancing knowledge and learning, and prioritizes 'innovative technologies' as one of its strategic orientations. This **Generative AI Use Policy** serves to guide PNU **faculty**, **researchers**, **students**, and **administrative staff** on the responsible and informed use of Generative AI, and to support PNU constituents in their employment of Generative AI.

Through this clear and comprehensive 'Generative AI Use Policy', PNU can harness the power of this technology while safeguarding academic integrity and ethical principles. The realm of Generative AI is rapidly transforming the educational landscape, changing the way faculty teach, and the way students learn. Generative AI presents opportunities to further improve the quality of teaching and assessment. PNU faculty, researchers, students, and administrative staff are expected to comply with this policy. This policy will continue to evolve and shall be updated regularly.

This policy conforms with the Generative Artificial Intelligence Guidelines and the Generative AI in Education Guidelines issued by the Saudi Data and AI Authority (**SDAIA**), which aligns with and supports compliance with current regulations and policies in the Kingdom of Saudi Arabia, including regulations and policies related to data governance, privacy, security, intellectual property, and human rights. This guidance also conforms with the National E-Learning Center's (**NELC**) policies on using Generative AI tools and applications in e-learning.

## Generative AI Use Policy Objectives

This Generative AI Use Policy is designed to support PNU faculty, researchers, students, and administrative staff to use Generative AI tools in ways which stimulate and support teaching, learning and operational efficiency, while also ensuring the responsible and ethical use of generative AI tools and platforms.  It aims to:

- Provide guidance on the appropriate use of Generative AI in teaching, learning, and research
- Promote the responsible and ethical use of Generative AI tools by PNU constituents
- Ensure the preservation of academic integrity and intellectual honesty
- Foster a culture of innovation and creativity in the use of Generative AI tools
- Mitigate the potential risks and challenges associated with Generative AI usage

## Generative AI Use Policy Scope

This policy applies to:

- All degree programs at PNU, at all levels and modes of study including full-time and part-time, campus-based and distance learning;
- Taught and research-based modules and programs, which include graduate studies;
- PNU faculty, researchers, students, and administrative staff
- All teaching, learning, research, training, development, and administrative activities

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## Definitions

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| **Generative Artificial Intelligence (Gen AI)** | Generative AI, also known as Gen AI or GenAI, is a sub area of artificial intelligence that creates original content in response to user prompts or requests. It is designed to consider user questions, prompts, and other inputs in the form of text, images, and/or videos to generate a human-like output in the form of a response to a question, a written document, software code, or product design. |
| **Large Language Models (LLMs)** | Advanced AI models which are trained on vast amounts of text data to understand and generate human-like language. |
| **Prompt** | The text (written in natural language) which requests generative AI to perform a specific task. In other words, it is the explicit instructions inputted to an AI chatbot, enabling it to produce the desired outputs. |
| **ChatGPT** | ChatGPT is an advanced AI chatbot developed by OpenAI, designed to engage in human-like conversations and generate a wide variety of text-based outputs. Other examples of AI chatbots include Google Gemini, Anthropic Claude, Microsoft Copilot, etc. |
| **Hallucination** | A confidently stated but false response from a Generative AI model. |
| **Academic Integrity** | The ethical use of information, thoughts, and ideas from which we build original thought to contribute to academic conversation. It is being honest in one's academic work, being fair to others, respecting intellectual property rights, and taking responsibility for one's learning through doing one's own work, based on one's understanding of the course content, without the use of unauthorized assistance for all of one's academic work. |
| **Academic Dishonesty** | Actions that undermine academic integrity such as cheating, plagiarism, data fabrication, collusion, deceit, and cheating. |

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# I.  Generative AI Use -

# For PNU Faculty

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## I.      Generative AI Use – *For PNU Faculty*

### Teaching and Support for Learning

**PNU Faculty may use Generative AI to:**

- Provide additional and varied explanations of concepts/principles/topics, simplify, and analyze content

- Generate examples for elaboration upon teaching or discussion of concepts

- Create activities, assessments, prompts for discussion, and presentations

- Summarize text and analyze the main themes from student feedback

- Generate innovative approaches to learning and student engagement with knowledge

- Support students with special needs, including gifted students and those with learning disabilities, through the creation of content tailored to their unique requirements

### Assessment

**PNU Faculty may use Generative AI to:**

- Create engaging assessment activities in alignment with learning outcomes

- Provide feedback on students' work in assessments

- Encourage students to explore how a generative AI tool responds to the assignment prompt and have the students compare the results the tool generates with the desired answers and document adjustments or improvements as needed

- Provide students with assessment questions and their AI-generated answers and ask students to grow their AI literacy skills by evaluating the answers and providing alternative answers

- Have students engage in a conversation with a generative AI tool as part of their preparation for an assignment and ask students to annotate the transcript of their conversation and reflect on how they were helped by the tool, and what they learned in the process

### Encourage Student Self-Learning

**PNU Faculty may encourage their students to use Generative AI to:**

- Generate ideas for brainstorming

- Get further explanation of a topic a teacher is covering for class

- Get instant feedback

- Recommend research

- Proofread and improve spelling, punctuation, grammar, and writing skills

| Policy Terms – *For PNU Faculty* | | |
|---|---|---|
| 1 | **Accountability** | PNU faculty are responsible for the potential negative consequences of Generative AI use including the inaccuracy of the generated content, violation of privacy or security of other individuals, violation of intellectual property rights, or violation of PNU policies, or country laws. |
| 2 | **Bias** | PNU faculty must be aware of bias when using Generative AI tools, and that AI chatbots generate responses based on the data set they are trained on. The responses generated will inevitably reflect any biases (cultural, ethical, etc.) or geographical focus or misinformation in the training data. PNU faculty must be cognizant of Generative AI bias and thus, make necessary reviews and corrections before using or relying upon the information generated. |
| 3 | **Citation and Attribution** | PNU faculty must properly cite and attribute whenever Generative AI tools are used to generate ideas, text, or code. |
| 4 | **Course Guidelines and Transparency on AI Use** | PNU faculty must indicate and be transparent about whether Generative AI can be used in the course and if so, provide clear guidance to students on how Generative AI may or may not be used. PNU faculty must include a section on 'Guidelines on Generative AI Use' in their course specification which outlines the permissible uses of generative AI for students which support student learning, and the non-permissible uses of generative AI in the course. |
| 5 | **Coursework/ Assignment Disclaimers** | PNU faculty must include a coursework/assignment disclaimer on every piece of coursework/assignment that is assigned to students which explicitly and clearly outlines the guidelines and alerts around appropriate and permissible Generative AI use, as well inappropriate and non-permissible Generative AI use. |
| 6 | **Critical Evaluation** | PNU faculty must critically evaluate the output of Generative AI tools to verify its accuracy and ensure to verify information from reliable sources. |
| 7 | **Cultivating Gen AI Literacy** | PNU faculty must exert effort to educate students about Generative AI and its responsible use, raising their awareness around how the use of and overreliance on Generative AI tools may limit the development of students' critical thinking and |

| | | creative problem-solving skills. PNU faculty should familiarize themselves with the different methods of citing GenAI tools and guide students on it. |
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| 8 | **Detection of AI Generated Content** | PNU faculty must avoid using tools designed to detect AI Generative content to check student work, since there is no evidence to date which demonstrates that any Generative AI-detection tool reliably detects content generated by artificial intelligence, and tests have revealed significant margins of error. In eliminating the risk of students being wrongly accused of improper use of generative AI, PNU faculty must not use AI-detection tools, and instead, establish trusting relationships with their students and commit to designing authentic assessments which authentically engages students in the work. |
| 9 | **Embrace GenAI** | PNU faculty must support Generative AI literacy among students, supply resources needed to maximize GenAI benefits in education, and exercise leadership in supporting students use Generative AI responsibly. |
| 10 | **Intellectual Effort** | PNU faculty should exert intellectual effort in their work including reports and projects. |
| 11 | **Gen AI Overuse** | PNU faculty must prohibit the overuse of Generative AI to generate written work among students as it may hinder students' learning and intellectual development by way of limiting opportunities for critical thinking and creative expression. |
| 12 | **Responsibility** | PNU faculty must be aware that they bear responsibility for any content produced in their name even where they have used Generative AI to create this content. |
| 13 | **Security, Privacy and Confidentiality** | PNU faculty must refrain from entering any data classified as personal data or confidential data from restricted records. Personal and confidential data must be protected when using Generative AI tools. |
| 14 | **Student Privacy** | PNU faculty must protect student privacy, refrain from uploading personally identifiable information into generative AI tools or software that integrates them. |
| 15 | **Teaching and Learning Strategies** | PNU faculty must adopt smart teaching and learning strategies, which limit the chances for full reliance of students on Generative AI, ensuring assessment and coursework tasks require original thinking and writing, designing assignments which depend more on students' personal experience and reflections, and including audio visual requirements in assigned work. |

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# II. Generative AI Use -

# For PNU Researchers

## II.       Generative AI Use – *For PNU Researchers*

### Research Proposal and Literature Review

PNU researchers may leverage Generative AI to boost research, but with appropriate consideration to authorship and origin of individual work, transparency and responsibility. In research proposals and literature reviews, PNU researchers may use Generative AI to:

- Organize, summarize, synthesize, and visualize knowledge
- Extract information from text, comprehend, analyze, and summarize text
- Translate between multiple languages
- Assist with drafting literature reviews, while acknowledging the risks of incomplete, biased, or even false Generative AI outputs and the need to check the accuracy of output
- Improve the quality of the literature review through refining the review to include both prior research and its connection to the new research idea
- Rewrite the style of the literature review
- Refine the literature review to emphasize the contribution of new research, and the relevant gaps in literature helps close
- Expand on research questions

### Data Collection and Generation

PNU researchers may use Generative AI to:

- Synthesize information coming from text or images
- Collect and organize data
- Generate data out of unstructured information
- Summarize data coming from various sources
- Create variations of existing data points by applying transformations such as rotations, translations
- Edit and proofread content

| Policy Terms – *For PNU Researchers* | | |
|---|---|---|
| 1 | **Accountability** | PNU researchers are responsible for the potential negative consequences of Generative AI use including the inaccuracy of the generated content, violation of privacy or security of other individuals, violation of intellectual property rights, or violation of PNU policies, or country laws. |
| 2 | **Adherence to Requirements** | PNU researchers must check the specific journal or grant application requirements before using any Generative AI tool and must adhere to the stipulated guidelines. |
| 3 | **Bias** | PNU researchers must be aware of bias when using Generative AI tools, and that AI chatbots generate responses based on the dataset they are trained on. The responses generated will inevitably reflect any biases (cultural, ethical, etc.) or geographical focus or misinformation in the training data. PNU researchers must be cognizant of Generative AI bias and thus, make necessary reviews and corrections before using or relying upon the information generated. |
| 4 | **Citation and Attribution** | PNU researchers must properly cite and attribute whenever Generative AI tools are used to generate ideas, text, or code. |
| 5 | **Critical Evaluation** | PNU researchers must critically evaluate the output of Generative AI tools to verify its accuracy and must also ensure to verify information from reliable sources. |
| 6 | **Honesty and Integrity** | PNU researchers must be honest in developing, carrying out, reviewing, reporting and communicating on research transparently, fairly, thoroughly and impartially. |
| 7 | **Intellectual Property** | PNU researchers must respect the intellectual property rights of others and must not use Generative AI to infringe on the intellectual property rights of others. |
| 8 | **Misrepresentation of Research** | PNU researchers must not use Generative AI to misrepresent their research, such as fabricating data, plagiarizing the work of others, presenting AI-generated content as human-created content. |

| 9 | **Original Work** | All PNU researchers' submitted work, including research proposals, theses, and research papers must be original and reflect the PNU researchers' own intellectual effort. |
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| 10 | **Overuse and Skill Erosion** | PNU researchers must refrain from excessive reliance on Generative AI for scholarly endeavors as this may compromise the development of rigorous research skills. PNU researchers must understand that overuse of Generative AI tools may lead to atrophy of human generative skills. |
| 11 | **Preservation of the Research Community Reputation** | PNU researchers must not use Generative AI in a way that could harm the reputation of the PNU research community and must use Generative AI in a way that upholds the highest standards of research integrity. |
| 12 | **Responsibility** | PNU researchers must be aware that they bear responsibility for any content produced in their name even where they have used generative AI to create this content. |
| 13 | **Responsible Conduct of Research** | PNU researchers must conduct research responsibly and be cognizant of the fact that Generative AI tools make it easier to fall into research ethics violations such as plagiarism, generating fictitious data, manipulating images, etc. |
| 14 | **Security, Privacy & Confidentiality** | PNU researchers must understand that Generative AI tools bring privacy concerns when uploading confidential information including proposals, papers under review, and identifiable information to Generative AI platforms, and therefore PNU researchers must refrain from entering any personal data or confidential data from restricted records. Personal and confidential data must be protected when using Generative AI tools. |
| 15 | **Sensitive Research Activities** | PNU researchers must refrain from using Generative AI tools in sensitive activities such as peer reviews or evaluations. They must respect privacy, confidentiality, and intellectual property rights, when using Generative AI tools. |
| 16 | **Transparency** | PNU researchers must be transparent to the journal and the paper's co-authors in disclosing the use of Generative AI tools for creating any portion of the work. |

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# III. Generative AI Use -

# For PNU Students

## III.    Generative AI Use – *For PNU Students*

PNU students may use Generative AI to:

- Facilitate exploration and personalized learning

- Support genuine learning experiences

- Receive personalized feedback

- Constructing knowledge in meaningful and engaging ways

- Brainstorm and generate ideas

- Summarize large amounts of text or paraphrase existing content, keeping in mind to carefully review and edit the output to ensure accuracy, proper attribution, and own understanding

- Analyze data to identify patterns, trends, or insights from large datasets

- Gain Research Assistance including finding relevant information, while assuming responsibility for verifying the credibility and accuracy of the sources

- Draft and edit including receiving assistance with grammar and style checking, while assuming responsibility of revising and refining the output to reflect own voice and understanding

- Support their comprehension through receiving explanations, analogies, or examples for complex concepts if struggling with a difficult topic

- Explore different viewpoints through generating summaries of different perspectives on a topic, to develop their own informed opinions

- Generate study and practice questions or quizzes on specific topics to test their knowledge and identify areas where they need further study

- Summarizing and Simplifying texts through condensing lengthy articles, research papers, or lecture notes into concise summaries, making it easier to grasp key information and review material

- Find relevant sources including research papers, articles, or other sources

- Translate texts to overcome language barriers

- Create personalized learning plans and recommendations, supporting student success

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## Policy Terms – *For PNU Students*

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| **1** | **Academic Integrity** | PNU students must uphold academic integrity standards and ensure the originality and authenticity of their work, by ultimately owning their writing and critical thinking. |
| **2** | **Accountability** | PNU students are responsible for the potential negative consequences of Generative AI use including the inaccuracy of the generated content, violation of privacy or security of other individuals, violation of intellectual property rights, or violation of PNU policies, or country laws. |
| **3** | **Bias** | PNU students must be aware of bias when using Generative AI tools, and that AI chatbots generate responses based on the dataset they are trained on. The responses generated will inevitably reflect any biases (cultural, ethical, etc.) or geographical focus or misinformation in the training data. PNU students must be cognizant of Generative AI bias and thus, make necessary reviews and corrections before using or relying upon the information generated. |
| **4** | **Citation and Attribution** | In assignments where Generative AI tools are allowed, their use must be appropriately acknowledged and cited. For instance, if the student generated part of a document through ChatGPT and edited it for accuracy, their submitted work would need to include a note such as "I generated this part through Chat GPT and edited the content for accuracy." |
| **5** | **Critical Evaluation** | PNU students must critically evaluate the output of Generative AI tools to verify its accuracy and must also ensure to verify information from reliable sources. |
| **6** | **Focus on Learning** | PNU students must understand that Generative AI should be used as a tool to enhance learning, not to replace it. |

| 7 | Guidance | PNU students must clarify with their course instructor and request guidance if they have any doubts or questions about the use of Generative AI tools for a specific assignment. PNU Students must seek clarification and consult with faculty members if they are unsure about the appropriate use of Generative AI. |
|---|---|---|
| 8 | Instructor Guidelines | PNU students must always follow the specific guidelines provided by instructors regarding the use of AI in their courses. |
| 9 | Intellectual Effort | PNU students must put forth intellectual effort in their submitted work, including assignments, assessments, and research projects. |
| 10 | Literacy | PNU students must understand and learn about the capabilities and limitations of Generative AI tools. |
| 11 | Gen AI Overuse | PNU students must refrain from overusing Generative AI to generate written work as it may hinder learning and intellectual development by way of limiting opportunities for critical thinking and creative expression. |
| 12 | Plagiarism | PNU students must understand that inappropriate use of Generative AI constitutes a departure from academic integrity and plagiarism. |
| 13 | Responsibility | PNU Students must use generative AI responsibly, acknowledging their contributions and never claiming AI-generated work as their own. PNU Students must read the instructions of each assignment carefully and adhere to the guidelines on use of Generative AI. |
| 14 | Security, Privacy and Confidentiality | PNU students must refrain from entering any personal data or confidential data from restricted records. Personal and confidential data must be protected when using Generative AI tools. |
| 15 | Transparency | PNU students must be transparent about their use of GenAI for course assignments and projects. |

# IV. Generative AI Use –

## For PNU Administrative Staff

## IV. Generative AI Use – *For PNU Administrative Staff*

### Communication and Content Creation

PNU administrative staff may use Generative AI to help them in:

- Drafting emails and correspondence through generating professional and personalized emails, letters, and other correspondence, saving time and ensuring consistent messaging
- Writing reports and summaries through summarizing large amounts of data and generating concise reports, freeing up time to focus on analysis and decision-making
- Generating website content and social media posts
- Creating presentations and speeches through generating outlines, talking points, and even draft sections of presentations and speeches for leaders and staff
- Generating drafts of proposals, ensuring that they are well-structured and persuasive
- Analyzing data and creating data visualizations for easier understanding and communication of findings
- Translating documents and communications

### Administrative Tasks and Processes

PNU administrative staff may use Generative AI to help them in:

- Data Processing and document management
- Generating meeting agendas and minutes
- Analyzing Data and Generating Insights
- Gathering Information from various sources, such as online databases, research papers, and news articles, to support committee discussions
- Creating templates and forms for various committee documents, such as meeting minutes, agendas, and reports
- Summarizing Documents into concise summaries
- Generating reports summarizing committee activities, progress on initiatives, or key findings
- Create visually appealing presentations

## Policy Terms – *For PNU Administrative Staff*

| | | |
|---|---|---|
| 1 | **Accountability** | PNU administrative staff are responsible for the potential negative consequences of Generative AI use including the inaccuracy of the generated content, violation of privacy or security of other individuals, violation of intellectual property rights, or violation of PNU policies, or country laws. |
| 2 | **Bias** | PNU administrative staff must be aware of bias when using Generative AI tools, and that AI chatbots generate responses based on the dataset they are trained on. The responses generated will inevitably reflect any biases (cultural, ethical, etc.) or geographical focus or misinformation in the training data. PNU administrative staff must be cognizant of Generative AI bias, and thus, make necessary reviews and corrections before using or relying upon the information generated. |
| 3 | **Citation and Attribution** | PNU administrative staff must properly cite and attribute whenever Generative AI tools are used to generate ideas or text. |
| 4 | **Critical Evaluation** | PNU administrative staff must critically evaluate the output of Generative AI tools to verify its accuracy and ensure to verify information from reliable sources. |
| 5 | **Intellectual Effort** | PNU administrative staff are expected to put intellectual effort in their submitted work. |
| 6 | **Literacy** | PNU administrative staff must understand and learn about the capabilities and limitations of Generative AI tools. |
| 7 | **Gen AI Overuse** | PNU administrative staff must prohibit the overuse of Generative AI to generate written work as it may hinder intellectual development. |
| 8 | **Responsibility** | PNU administrative staff must bear responsibility for any content produced in their name even where they have used generative AI to create this content. |
| 9 | **Security, Privacy and Confidentiality** | PNU administrative staff must refrain from entering any personal data or confidential data from restricted records, and must protect the personal and confidential data in such records when using Generative AI tools. |
| 10 | **Transparency** | PNU administrative staff must be transparent to their direct leaders in disclosing the use of generative AI tools for creating any portion of the work. |

## Generative AI Use Policy Implementation and Oversight

PNU's Artificial Intelligence Center oversees the implementation and updating of the **Generative AI use policy**.

**As part of its responsibility, the AI Center will**
- Supervise the implementation and adoption of the policy in colleges, institutes, deanships, and departments
- Direct the colleges, institutes, deanships, and departments at Princess Nourah bint Abdulrahman University to follow up on compliance with this policy and address any reported violations
- Request reports from colleges, institutes, deanships, and departments on their compliance with the policy
- Assess the understanding of the policy and the commitment of PNU constituents to the policy terms through surveys, focus groups, or other measurement tools
- Conduct periodic reviews and updates of the policy to keep pace with developments
- Serve as the primary contact for questions and inquiries related to this policy

**As part of its responsibility, the Vice-Deanship of Development, through its Program for Excellence in Teaching and Learning, will:**
- Develop and share supplementary guidelines, infographics, and strategies which support the policy terms and support the responsible and ethical use of Generative AI
- Deliver training on the Generative AI Use Policy and its terms

## Violation of Policy Terms

Cases of violation of the terms of the Generative AI Use policy and their consequences are subject to the regulations of Princess Nourah bint Abdulrahman University regarding intellectual property rights, academic integrity, academic honesty, plagiarism, and impersonation, and shall follow the penalties stipulated in those regulations. The university regulations regarding the aforementioned are outlined in the following institutional documents:
- Student Conduct and Disciplinary Rules
- Executive Regulations for Intellectual Property Policies at Princess Nourah Bint Abdulrahman University
- Code of Professional Conduct and Ethics of the Public Service of the Council of Ministers' Experts Authority

## Policy Update

The Generative AI Use policy will be updated periodically every three years or as needed to keep pace with developments in the field of Generative AI, and any advancements within the university and/or specialized government entities.

| Policy Version | 1 |
|---|---|
| Policy Approval | PNU Council's Secretary Memorandum Number 26111 dated 1-1-1447 corresponding to 26-6-2025 which included the approval of his Excellency Minister of Education for PNU's Council meeting minutes for its 10th meeting on 21-11-1446 corresponding to 19-5-2025 |
| Policy Issue Date | August 2025 |