

AI Policy

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DYPIU offers valuable frameworks for integrating AI into education, research, and administrative functions, while also addressing associated challenges and ethical considerations.

This policy aims to maximize the benefits of Artificial Intelligence (AI) while mitigating its risks, fostering a culture of responsible and ethical AI use among students, faculty, and staff.

1. Introduction to AI at the University

The University recognizes AI, particularly generative AI, as a transformative technology offering significant opportunities across educational programs, research, knowledge exchange, and professional services. This policy will also apply to other forms of AI, such as machine learning, and will adapt to new emerging AI technologies.

2. Guiding Principles

The University will adopt principles based on promoting academic integrity, fostering AI literacy, ensuring transparency, and addressing the societal and environmental impacts of AI.

- **Collaboration:** Work collaboratively with national and international partners, other universities, and stakeholders to develop and share best practices in AI application for education, research, and service provision.
- **AI Literacy and Skills Development:** Support AI literacy through continuous learning and skills development for both students and staff. This includes understanding AI's opportunities, limitations, and ethical implications, and critically evaluating its outputs.
- **Clarity, Fairness, and Transparency:** Ensure that the use of AI is clear, fair, and transparent, particularly concerning data usage and algorithm deployment.
- **Academic Rigour and Integrity:** Uphold the highest standards of academic rigour and integrity in all educational and research activities, adapting practices and policies as AI technologies evolve.
- **Equity and Inclusion:** Proactively monitor, understand, and mitigate discriminatory impacts of AI, and leverage AI to enhance commitments to equity and inclusion. This includes addressing equitable access to AI tools.
- **Societal and Environmental Impact:** Consider, understand, and take proportionate action to address the wider impacts of AI on society and the environment.



3. Practical Implementation of Principles

- **3.1. Promoting AI Literacy:**

The University will provide guidance and training for students and staff on how generative AI tools work, how to critically evaluate their outputs, and their limitations.

This will:

Equip students with the skills for appropriate AI tool use in their studies and future careers.

Ensure staff have necessary skills to deploy AI tools for student learning, adapt teaching pedagogies, and develop themselves professionally.

Develop resources and training for students on appropriate AI use in learning, teaching, assessment, and research, and for staff in research activities and professional service functions.

- **3.2. Understanding Legal and Ethical Issues (AI Literacy)**

AI literacy requires an understanding of:

- **Privacy and Data Considerations:** Risks to privacy and intellectual property associated with user inputs into generative AI tools' Users must exercise caution when inputting data or queries, especially sensitive or private details, as these could become publicly accessible.
- **Information Security:** Steps to protect the security of the University's computer systems and networks when AI is used through corporate systems, including protection against malicious attacks and user awareness of risks. The University will work with third-party suppliers to ensure secure services.
- **Risk of Bias and Discrimination:** Generative and machine learning AI tools can replicate societal biases and stereotypes present in human-generated data.
- **Inaccuracy and Misinterpretation:** AI tools may produce incorrect, irrelevant, or out-of-date information due to poorly referenced sources, unclear commands, or poor algorithm design. Accountability for accuracy lies with the user or organization.
- **Ethics Codes:** Users should be aware that ethics codes may not be embedded in all AI tools, and their effectiveness may not be easily verifiable.
- **Copyright Infringement/Plagiarism:** Risks of plagiarism and copyright infringement exist due to AI tools re-presenting information developed by others, including artwork used without consent. Any work or content generated with AI tools must be fully disclosed to ensure transparency and academic integrity.



- **Exploitation:** Ethical issues can arise from the process of building generative AI tools, such as the outsourcing of data labelling to low-wage workers in poor conditions.
- **3.3. Adapting Policies and Practices:**

The University will regularly evaluate and adapt its policies and guidance related to AI tools and their impact on teaching, learning, assessment, research, public engagement, and professional services.

- **3.4. Maintaining Academic Rigour and Integrity:**

Regularly review academic practices, regulations, policies, and procedures to reflect the emergence of generative AI and sector-wide good practice.

Empower staff to design teaching, learning, and assessment methods that ethically incorporate generative AI tools.

Cultivate an environment where students and staff can openly discuss challenges and ask questions about AI use without fear of penalisation.

Clearly communicate where generative AI use is inappropriate and support informed decision-making.

4. Seeking Advice Before Proceeding with AI Work

Users must seek advice in the following situations:

- **Purchasing or Contracting New AI Software/Implementing AI Tools:** Advice must be sought from the IT Team (via the ITDS Business Partner) for security assessments to protect University systems and networks
- **Using AI in Teaching, Learning, or Assessment:** Advice should be sought from Academic Service Managers or the SAS registry, with material developments reviewed through academic governance routes. This ensures practices are ethical, legal, and maintain academic standards.
- **Undertaking Research Involving or Impacted by AI:** Advice must be sought from the research services team and potentially the relevant funder. Users should utilize the research ethics policy and guidance. Critical analysis and oversight are required, balancing innovation with a careful approach.
- **Using AI with Personal Data:** Engagement with the Data Protection (DP) team is required for gathering, storing, or using personal data, which may involve a Data Protection Impact Assessment (DPIA). Compliance with data protection legislation (e.g., Data Protection Act and GDPR) is mandatory.



- **Confidential Business Information:** Exercise caution when entering confidential business information. Review NDAs or contract terms and seek advice from contract owners or managers. This avoids commercial, reputational, and legal risks. Public AI tools should not be used for such information.
- **Proprietary University Content or Third-Party Intellectual Property:** Do not share University-owned or third-party intellectual property without checking impact on business and rights, and seeking advice from Legal Services or contract owners. This prevents IP breaches, unauthorized use, and reputational/financial damage. Public AI tools should not be used for such content.
- **Privileged Legal Advice:** Privileged and confidential legal advice should never be shared externally, including on public AI tools. Always seek advice from the Legal Services team before inputting such information into an AI tool. Disclosure can lead to loss of privileged protection and reputational risks for legal professionals.

5. Monitoring the University's Approach to AI

The University will monitor its approach to AI to maximize benefits in support of its strategy, mission, and values. This will involve regular reviews of assignments and exams where AI tools are employed, to improve design, identify academic dishonesty, and enhance awareness of AI capabilities.

6. Responsibilities

- **Board of Trustees:** Ultimate responsibility and accountability, ensuring effective mechanisms for ethical AI use and approving policies.
- **Vice-Chancellor's Executive Group:** Approves and ensures effective implementation of the AI policy, makes strategic decisions, and provides assurance to relevant committees.
- **Academic Board:** Oversees academic policies and procedures to ensure integrity, good research conduct, and ethical considerations related to AI. Receives reports and directs action on AI opportunities and risks.
- **Staff, Functions, or Groups/Committees with Specific Responsibilities:** Responsible for understanding and engaging with this policy, attending training, proactively considering and escalating AI-related developments, and seeking advice for new AI activities.
- **All Members of Staff:** General responsibility for understanding and engaging with this policy and related procedures.
- **Teachers, Researchers & Students:** Full disclosure of AI assistance in work, responsibility for verifying accuracy and ensuring content is plagiarism-free, and caution when inputting data to prevent public accessibility of sensitive information.
- **Academic Units (AUs):** Integrate content on professional ethics and an Introduction to AI relevant to their domain into core programs. Redesign program and course learning

