

EASTERN MEDITERRANEAN UNIVERSITY
Faculty of Business and Economics

Policy on the Responsible Use of Artificial Intelligence in Student Academic Work

Aligned with the European Union's Ethics Guidelines for Trustworthy AI

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1. Purpose and Rationale

Artificial intelligence (AI) tools, including generative systems such as large language models, are now part of everyday academic life. Used well, they can support learning, deepen understanding, and help students develop skills relevant to modern business and economic practice. Used poorly, they can undermine learning, compromise academic integrity, and expose students to inaccurate or biased information.

This policy sets out how students in the Faculty of Business and Economics at Eastern Mediterranean University (EMU) may use AI in their academic work. It is designed to encourage responsible, transparent, and genuinely educational use of AI while protecting the integrity of assessment and the value of an EMU degree.

The policy is grounded in the European Union's *Ethics Guidelines for Trustworthy AI* (High-Level Expert Group on AI, 2019), which the Faculty has adopted as its guiding ethical framework. Rather than reproducing the Guidelines in full, this document translates their principles into practical expectations for students.

2. Scope

This policy applies to all students enrolled in programmes offered by the Faculty of Business and Economics, at undergraduate and postgraduate levels, and to all forms of academic work submitted for credit or assessment. This includes assignments, essays, reports, projects, presentations, take-home tasks, dissertations, and any other coursework.

This version addresses students' academic use of AI. Faculty use of AI in teaching and assessment, research and publication ethics, and administrative use of AI are addressed in separate companion policies. Where an instructor sets rules for a specific course or assignment that are stricter than this policy, the instructor's rules take precedence.

3. Guiding Ethical Framework

The EU Ethics Guidelines for Trustworthy AI rest on four ethical imperatives: respect for human autonomy, prevention of harm, fairness, and explicability. From these, the Guidelines derive seven key requirements. The Faculty adopts these seven requirements as the principles governing student use of AI. Each is expressed below in terms of what it means for your academic work.

#	Requirement	What it means for student academic work
1	Human agency & oversight	You remain the author and thinker. AI may assist, but your own judgment must direct and check every output.
2	Technical robustness & safety	AI outputs can be wrong or fabricated. Verify facts, data, and citations before relying on them.
3	Privacy & data governance	Do not enter confidential, personal, or proprietary data into AI tools without authorisation.

#	Requirement	What it means for student academic work
4	Transparency	Disclose when and how you used AI. Your work must be traceable and honestly attributed.
5	Diversity, non-discrimination & fairness	Be alert to bias in AI outputs and to fairness among students; misuse that gains unfair advantage is prohibited.
6	Societal & environmental well-being	Use AI responsibly, mindful of its wider ethical, social, and resource costs.
7	Accountability	You are fully responsible for everything you submit, including any AI-assisted content.

These seven principles are the standard against which acceptable AI use in the Faculty is judged. The rules that follow in Sections 4 to 7 are practical applications of them.

4. Principles in Practice

4.1 You remain the author (Human agency and oversight)

AI may act as an assistant, not as a substitute for your own thinking. The ideas, analysis, structure, and conclusions you submit must be genuinely your own. You must be able to explain and defend everything in your work without reference to an AI tool. Where AI has been used, you remain in control of the final product and responsible for reviewing and editing it.

4.2 Verify before you rely (Technical robustness and safety)

- AI tools frequently produce confident but incorrect statements, invented references, and flawed calculations.
- Independently verify any fact, statistic, quotation, citation, legal or accounting rule, or piece of data before including it in your work.
- Do not treat AI output as a reliable source. Cross-check against course materials, textbooks, and reputable academic sources.

4.3 Protect data and privacy (Privacy and data governance)

- Do not enter personal data about identifiable individuals, confidential company information, unpublished research, or any material you are not authorised to share into public AI tools.
- Assume that anything you submit to a public AI service may be stored and reused by the provider.
- When working with case studies, internship data, or company projects, anonymise information and obtain permission where required.

4.4 Be transparent (Transparency)

Honesty about how work was produced is central to academic integrity. When AI has contributed to your work in any way beyond incidental spell-checking, you must disclose it. Disclosure requirements are set

out in Section 5. Concealing AI use is itself a breach of this policy, independent of any other issue with the work.

4.5 Be fair and alert to bias (Diversity, non-discrimination and fairness)

- AI systems can reproduce social, cultural, and economic biases present in their training data. Read outputs critically and do not present biased or stereotyped content as established fact.
- Using AI to gain an unfair advantage over classmates, or in ways that circumvent an assessment's purpose, undermines fairness and is prohibited.

4.6 Use AI responsibly (Societal and environmental well-being)

Consider the wider impact of the tools you use. Avoid using AI to generate misleading, harmful, or deceptive content. Be aware that AI systems consume significant energy and other resources; use them purposefully rather than wastefully.

4.7 You are accountable (Accountability)

You are fully responsible for the content, accuracy, and integrity of everything you submit, whether or not AI was involved in producing it. “The AI generated it” is not a defence against inaccuracy, plagiarism, or misconduct. Responsibility for the final work always rests with you.

5. Disclosure Requirements

Transparency is only meaningful if it is consistent. Unless an instructor specifies a different method, students must include a brief AI-use statement with any submitted work in which AI was used. The statement should identify the tool(s) used, describe how they were used, and confirm that the student verified the output and takes responsibility for the final work.

A short model statement students may adapt:

“In preparing this work I used [tool name] to [brief description, e.g. brainstorm ideas / check grammar / explain a concept]. I reviewed and verified all output, and I take full responsibility for the content of this submission.”

The table below summarises how different categories of AI use are treated. Instructors may adjust these boundaries for their own courses; where they do, their instructions apply.

Use category	Typical examples	Requirement
Generally permitted (with disclosure)	Brainstorming ideas, explaining concepts, improving grammar and style, summarising readings, generating practice questions, debugging code you wrote.	Allowed unless the instructor states otherwise; disclose in your AI-use statement.
Permitted only if authorised	Drafting sections of text, generating data or figures, translating substantial passages, producing code as a deliverable.	Only when the course/assignment explicitly allows it; disclose fully.

Use category	Typical examples	Requirement
Prohibited	Submitting AI-generated work as your own, using AI in closed exams or where banned, fabricating data or sources, bypassing the learning objective.	Not allowed; treated as academic misconduct.

If you are unsure whether a particular use is permitted, ask the instructor before you submit. Seeking clarification in good faith is always preferable to guessing.

6. Academic Integrity and Misconduct

This policy operates alongside, and does not replace, EMU's existing academic integrity and disciplinary regulations. Breaches of this policy are handled as academic misconduct under those regulations.

The following are treated as misconduct:

1. Submitting AI-generated work, in whole or in part, as if it were your own original work.
2. Using AI where it is prohibited, such as in closed examinations or assignments that expressly forbid it.
3. Failing to disclose AI use when disclosure is required.
4. Fabricating or falsifying data, sources, citations, or results with AI assistance.
5. Using AI in any way that circumvents the learning objective of an assessment.

Suspected breaches are investigated and, where confirmed, penalised in accordance with the University's academic misconduct procedures. Instructors may use a range of methods to assess authenticity, including discussion of the work with the student, oral defence, drafts and version history, and comparison with in-class work.

7. Responsibilities and Support

7.1 Students

- Read and follow this policy and any additional course-specific instructions.
- Disclose AI use as required and keep evidence of your own working process, such as notes and drafts.
- Ask the instructor when uncertain about what is permitted.

7.2 Instructors

- State clearly, in the syllabus and for each relevant assessment, what AI use is permitted, restricted, or prohibited.
- Design assessments that promote genuine learning and make expectations about AI explicit.
- Apply this policy consistently and fairly.

7.3 The Faculty

- Provide guidance and training to help students and staff use AI responsibly.
- Review this policy regularly in light of developments in AI, EU guidance, and University regulations.

8. Review and Revision

Given the pace of change in AI, this policy will be reviewed at least annually by the Faculty of Business and Economics and updated as needed. It will be interpreted in a manner consistent with the EU *Ethics Guidelines for Trustworthy AI* and with EMU's institutional regulations. Questions about this policy should be directed to the Office of the Dean, Faculty of Business and Economics.

Reference: European Commission, High-Level Expert Group on AI (2019), Ethics Guidelines for Trustworthy AI.