



BENEDICT XVI CATHOLIC INTERNATIONAL INSTITUTE

of Higher Education

ARTIFICIAL INTELLIGENCE (AI) USE POLICY

ARTIFICIAL INTELLIGENCE (AI) USE POLICY

Document Control

Policy Title:	Artificial Intelligence (AI) Use Policy
Institution:	Benedict XVI Catholic International Institute of Higher Education (BCI Campus)
Policy Owner:	Quality Assurance Unit
Approved By:	Academic Board and Governing Council
Effective Date:	31/01/2026
Version:	1.0
Next Review Date:	
Related Documents:	Academic Integrity / Plagiarism Policy; Data Protection Policy; Student Disciplinary Procedure; Assessment Regulations • UGC Sri Lanka – Guidelines on Plagiarism & Academic Integrity (2019–2023) • CMI Assessment Guidance on AI and Academic Integrity (2023–2024) • Sri Lanka Personal Data Protection Act, No. 9 of 2022 • UNESCO Guidelines for AI in Education (2023) • Student Disciplinary Procedure • Assessment Regulations
Contact:	

1. Overview

BCI Campus operates in an evolving digital and technology-enhanced educational environment and recognises that Artificial Intelligence (AI) tools are increasingly used in learning, teaching, and administration.

BCI acknowledges that while AI can enhance learning efficiency and innovation, inappropriate or undisclosed use may compromise academic integrity, assessment validity, fairness, and institutional credibility, and may expose the institution to regulatory and reputational risk.

This policy establishes a structured framework for the responsible, transparent, and ethical use of AI tools at BCI Campus, ensuring alignment with Sri Lankan higher education standards, Chartered Management Institute (CMI) regulations, and applicable data protection laws.

1.1 Purpose

The purpose of this policy is to:

- Safeguard academic integrity and fairness in teaching, learning, and assessment
- Ensure compliance with CMI assessment regulations and quality assurance requirements
- Align AI use with UGC Sri Lanka guidelines on plagiarism and academic honesty
- Promote responsible, ethical, and transparent use of AI technologies
- Protect the validity of learning outcomes and qualifications awarded by BCI
- Ensure compliance with the Personal Data Protection Act, No. 9 of 2022, where AI tools process personal data

1.2 Scope

This policy applies to the use of AI tools by:

- All students (undergraduate, postgraduate, internal, external)
- All academic staff (full-time, part-time, visiting, adjunct)
- Administrative and professional staff where relevant

It covers:

- All assessments, coursework, projects, reports, examinations, and reflective writing
- Teaching and learning materials
- Academic and administrative activities involving AI tools

AI tools include, but are not limited to:

- Generative AI tools (e.g., ChatGPT, Gemini, Claude)
- AI-based paraphrasing and rewriting tools
- Image, audio, and video generation tools

- AI-powered coding assistants
- Automated content-generation or analysis systems

1.3 Legal & Regulatory Framework

This policy aligns with:

- UGC Sri Lanka Guidelines on Plagiarism and Academic Integrity
- CMI Assessment Guidance on AI and Academic Integrity (2023–2024)
- Sri Lanka Personal Data Protection Act, No. 9 of 2022 (automated decision-making and data processing)
- UNESCO Guidelines on AI in Education (adopted by Sri Lanka, 2023)

2. Definitions

2.1 Artificial Intelligence (AI)

Computer-based systems capable of generating text, images, code, analysis, or decisions that may simulate human intelligence.

2.2 AI Tool

Any software or platform using AI to generate, modify, or analyse content.

2.3 AI-Generated Content

Any output (text, data, images, code, analysis) produced wholly or partially by an AI system.

2.4 Academic Integrity

Honest, ethical, and transparent conduct in learning, teaching, assessment, and research.

2.5 AI Use Statement

A mandatory declaration by students outlining permitted AI assistance used in an assessment.

3. Principles Governing AI Use

BCI follows the following principles in regulating AI use:

- Transparency - AI use must be openly declared
- Academic Integrity - Learning outcomes must reflect the learner's own understanding
- Fairness - AI must not create unfair academic advantage
- Accountability - Users remain responsible for all submitted work
- Human Oversight - AI must not replace academic judgment
- Data Protection - Personal data must not be processed unlawfully through AI tools

4. Acceptable Use of AI (Permitted)

Students may use AI tools for:

- Grammar and spell checking
- Language simplification and clarity improvement
- Topic exploration and preliminary research
- Brainstorming ideas (without generating final content)
- Creating practice questions or revision materials
- Research preparation and outlining

Conditions:

- Use must be clearly disclosed in the AI Use Statement
- Students must demonstrate independent understanding of the subject matter
- AI-generated content must not be submitted as original student work

5. Prohibited Use of AI (Academic Misconduct)

AI tools must **not** be used to:

- Generate full or partial answers for assignments or examinations
- Write reports, analyses, evaluations, or conclusions
- Paraphrase AI-generated content to disguise authorship
- Create falsified data, diagrams, statistics, or references
- Produce reflective, experiential, or personal narratives
- Bypass plagiarism or AI-detection mechanisms
- Assist during closed book, timed, or controlled assessments
- Submit AI-generated work as entirely the learner's own

Such actions constitute Major Academic Misconduct and may require reporting to CMI.

6. Detection & Monitoring of AI Misuse

BCI may employ the following mechanisms:

- Turnitin with AI-detection features
- Plagiarism and similarity detection software
- Manual academic review and authorship analysis
- Viva voce or oral defense assessments
- Random sampling and targeted reviews

Where authorship is unclear, students may be required to attend a knowledge verification interview.

7. Consequences of AI Misuse

10.1 Minor Offences:

- Failure to disclose permitted AI assistance
- Outcome: Warning and resubmission

10.2 Major Offences:

- Submission of AI-generated content as original work
- Outcome may include:
 - Assignment failure
 - Academic misconduct notation
 - Module repetition
 - Reporting to CMI Quality Assurance Team
 - Possible removal from the academic program

8. Staff Use of AI

Staff may use AI tools to:

- Develop teaching and learning materials
- Improve clarity and quality of academic documents
- Create practice exercises and formative materials
- Support administrative and operational tasks

Staff must **not** use AI to:

- Mark or grade summative assessments
- Provide unverified AI-generated feedback
- Upload personal or sensitive data without PDPA-compliant consent
- Replace academic judgment in assessment, moderation, or progression decisions

9. AI Use Statement

12.1 Requirement

All student submissions must include an **AI Use Declaration**. Where the assessment brief prohibits AI use, the declaration must state “**No AI tools were used.**”

12.2 Minimum content of the declaration (students must include all items below):

- AI tool(s) used (e.g., ChatGPT, Gemini) and version/model if known
- Purpose of use (e.g., grammar checking, idea brainstorming, outlining)

- Parts of the work where AI was used (e.g., “outline only”, “language edits in Sections 2–3”)
- Confirmation that the final submission represents the student’s own understanding and that AI outputs were verified
- Confirmation that no prohibited AI use occurred under Section 8

12.3 Template wording (to be placed in the submission):

“I declare that I used AI tools only as permitted in the assessment brief and in accordance with the BCI AI Use Policy.

Tool(s) used: _____. Purpose: _____. Where used in my work: _____.
I confirm that I have verified the accuracy of any AI-assisted material and that no AI-generated content has been submitted as my own work in breach of this policy.”

12.4 Non-compliance

Failure to include an AI Use Declaration or providing a false declaration will be treated as **academic misconduct** under Section 10 and handled through the institutional academic misconduct procedure.

10. Governance & Oversight

Oversight of AI use is managed through:

- Academic Board
- Quality Assurance Unit
- Program Leaders and Module Coordinators

Responsibilities include:

- Monitoring compliance with this policy
- Ensuring alignment with CMI and UGC requirements
- Reviewing cases of AI-related academic misconduct
- Updating guidance and staff training

11. Review & Amendments

This policy will be reviewed:

- Annually, or
- When there are updates to UGC regulations, CMI guidance, or AI ethical standards

Revisions require approval from the Academic Board and Governing Council.

12. Promulgation & Implementation

This policy will be:

- Published on the BCI Campus website
- Communicated to all students and staff
- Incorporated into student handbooks and assessment briefs

Training and guidance will be provided to staff and students to support responsible AI use.

13. References

- UGC Sri Lanka – Guidelines on Plagiarism & Academic Integrity (2019–2023)
- CMI Assessment Guidance on AI and Academic Integrity (2023–2024)
- Sri Lanka Personal Data Protection Act, No. 9 of 2022 - https://www.parliament.lk/uploads/acts/gbills/english/6242.pdf?utm_source=chatgpt.com
- UNESCO Guidelines for AI in Education (2023) - <https://unesdoc.unesco.org/ark:/48223/pf0000386693>

----- End -----