



Statement on the Use of Artificial Intelligence (AI) Tools and Systems at Eduvos

Date: 12 April 2024

1. Introduction

Artificial Intelligence (AI) stands as a transformative force shaping the landscape of academia and institutions worldwide. At Euvos, we recognise the profound impact AI technologies have had and will continue to have on research, teaching and learning and other operational activities for our staff, students, and stakeholders. While we embrace the opportunities afforded by AI, we are committed to ensuring its ethical and responsible integration across all facets of our institution.

To uphold this commitment, the Euvos AI committee was formed in February 2024. While the committee sets out to achieve its objectives, as set out in its [terms of reference](#), this statement serves to outline the institution's current AI strategy.

Summary of practical implications for staff and students:

1. The AI committee is currently reviewing Euvos' existing policies and guidelines to integrate – where required – consistent terminology and definitions on AI, and to develop AI-specific protocols. While this review process is underway, [existing policies](#) **are still to be referred to, and their underlying principles still apply**. It is advised that these are **read in conjunction with this statement, as well as Addendum A of this document ('Principles informing Euvos' position on AI usage')** which reflects a shared understanding of responsible AI usage at this institution.
2. While the above is underway, the [AI Committee](#) will advise other **Euvos committees and delegations on how to respond to emerging AI-related issues**. This will include recommendations on **how to both proactively pre-empt, and how to respond to cases relating to suspected AI-related plagiarism or academic misconduct**. Any AI-related cases that have been appealed should also be referred to this committee.
3. The AI committee will strive to maintain oversight of general AI-usage at Euvos, so that it can identify emerging trends, identify potential opportunities, and mitigate AI-related risks. The following is therefore required:
 - a. Significant **AI-related issues and general usage trends are to be reported to the AI committee**, who will then prepare reports for Senate. The chair of the AI committee will reach out to relevant environments/committees to collate such data, but may also be directly contacted by staff to alert the committee of any challenges, questions or observations about AI usage (Contact detail: AI-Committee-Chair@euvos.com)
 - b. That staff investigating new AI-related technology solutions, systems, service providers or widely adopted approaches first **consult with the AI committee**.

4. While the AI literacy development initiative is being planned, staff can refer to [‘Guiding Students On The Responsible Use Of Artificial Intelligence \(AI\) Tools’](#), a living document which features editable templates of guidelines and information that can be shared with students. Staff will further be updated on the first AI-related professional development opportunities within Q1 (2024).

2. Euvos’ Stance on AI

The institution acknowledges the significant role AI plays in augmenting creative processes, potentially advancing research endeavours, and its capacity for streamlining operational activities. Euvos is further committed to an approach to AI usage that is reflective of our [institutional values](#), responsive to our local context, and appropriate for our stakeholders. New AI technologies will continually emerge and adapt, and the institution will have to ensure a level of agility to respond to these changes in the higher education sector. However, our [Euvos values](#) will remain a constant source of guidance to uphold academic integrity, safeguard privacy, and foster an environment conducive to innovation and exploration in the age of AI.

More details on Euvos’ position on AI can be found in Addendum A.

3. The AI Committee

The AI Committee at Euvos is tasked with steering our institution's response to the dynamic landscape of AI technology. As outlined in our [Terms of Reference \(TOR\)](#), the committee operates within the governance structure of Euvos, being accountable to the Euvos Senate and Board. Its mandate encompasses a spectrum of responsibilities, including policy development, identifying opportunities, risk mitigation, and the promotion of AI literacy among students and staff.

The AI committee’s key priorities for 2024

1. Review and refinement of relevant policies and guidelines.

Central to our AI strategy is the ongoing review and refinement of relevant policies and guidelines. We recognise the imperative of adapting our institutional frameworks to accommodate the evolving nature of AI technologies. In collaboration with policy owners and other relevant stakeholders, the AI committee members are reviewing existing AI-relevant policies to integrate consistent terminology and definitions on AI. Any protocols associated with these policies are also being updated – where required – to reflect the operational processes to respond to AI-related cases. These protocols will serve as

safeguards, ensuring the ethical and responsible use of AI across all departments and activities within Eduvos.

While this review process is underway, [existing policies](#) (e.g. the [Policy on Intellectual Property, Copyright and Plagiarism Infringement](#), the [guideline on Disciplinary Processes](#), etc.) are still to be referred to. For AI-related matters, however, these policies should be read in conjunction with this statement, and the AI committee will provide consultation on AI-specific situations not yet addressed by any policy in its current format.

2. Advising Eduvos committees and management on how to proactively and appropriately respond to emerging AI-related issues (e.g. the irresponsible or unethical use of AI, including AI-related plagiarism and/or academic misconduct).

While our policies and protocols are under development, the AI Committee will guide the institution's response to emerging issues that are directly related to AI usage by Eduvos stakeholders. The committee will be guided by the relevant [existing policies](#) on these issues as the guiding principles in these documents still reflect the Eduvos values.

However, the committee recognised the immediate need to guide various Eduvos environments on the most appropriate protocols to deal with AI-related incidents, where a relevant policy's existing content cannot be effectively applied to AI-related issues. The AI committee will therefore liaise with relevant policy owners and fellow committee representatives/chairs to proactively offer guidance in this regard, but the committee can also be contacted on an ad hoc basis to make recommendations. Finally, the **AI committee will advise on any disciplinary outcomes (related-to AI usages) that have been appealed. To table an issue for the AI Committee's consideration, please refer the issue to mine.deklerk@eduvos.com.**

3. Identifying opportunities and mitigating risks associated with AI technologies and uses at Eduvos.

As new AI technologies emerge, opportunities will arise for new and innovative ways to leverage the potential of AI to ease processes that can be automated in order for our staff and students to focus on and harness our uniquely human attributes. In line with Eduvos' techno-critical and realist stance on AI, the AI committee will be responsible for investigating relevant new technology solutions, systems, service providers and approaches that are to be adopted, integrated, or promoted at the institution. This is intended to safeguard Eduvos and its stakeholders from the many and evolving risks associated with AI, as the committee will ensure that it remains abreast of relevant legislation and regulatory frameworks on AI use in higher education.

This approach is not intended to limit the creative use of new AI technologies, but rather to support and protect Eduvos staff and students. Those interested in applying AI usage in

appropriate, yet innovative ways for their teaching, research or operational activities can draw on the internal expertise of the AI Committee, as well as the specialist expertise of ad hoc committee members, as and when required.

4. Developing and executing a holistic strategy for AI literacy Development.

Eduvos is committed to empowering our academic community with the necessary AI literacy skills to navigate the AI-driven landscape effectively. Our strategy for AI-literacy development will encompass a multifaceted approach, including educational initiatives, workshops, and resources tailored to both students and staff. By fostering an environment of continuous learning and skill development, the AI committee aims to equip individuals with the knowledge and understanding required to engage with AI technologies responsibly and ethically.

While these initiatives are being planned and rolled out, staff can refer to the [‘Guidelines for Students: AI usage’](#) document, which features editable templates of guidelines for students.

Conclusion

Eduvos is committed to harnessing the transformative potential of AI while upholding the highest standards of ethical conduct and academic integrity. Through collaborative efforts and proactive measures, we aim to foster a culture of responsible and responsive AI integration, where innovation is balanced with accountability, and exploration is guided by ethical considerations. Together, we will navigate the complexities of the AI landscape, leveraging its potential to advance our mission of knowledge creation, dissemination, and societal impact.

Addendum A: Principles Informing Eduvos' Position on AI

Usage

Eduvos recognises the use of AI-supported tools with some limitations and not in all instances. However, staff and students should learn how to handle these tools sensibly and responsibly. This involves an awareness of strengths and weaknesses of AI tools as well as legal parameters such as data privacy. The following principles guide the use of AI technologies:

For Students	For staff
<p>Ethical and Inclusive Use of AI: The student community should commit to using AI in an ethical manner that promotes inclusivity, respects human rights, and avoids harmful biases. This means that AI technologies should not be used to discriminate or harm individuals or groups based on attributes such as race, gender, or any other protected characteristic.</p> <p>Data Privacy and Confidentiality: The student community is required to adhere to all applicable data privacy laws and regulations while handling and storing data related to AI technologies, ensuring the confidentiality and security of sensitive information. Data privacy should be maintained at all times, and any data collected or processed by AI tools should be handled with the utmost care and compliance with relevant legal requirements.</p> <p>Academic Integrity: All assessments, research projects, assignments, presentations, and examinations must always be solely the work of the student. AI-supported tools may only be used in a supporting role for any work that is submitted for marking. This emphasizes the importance of upholding academic integrity and ensuring that students' work represents their own efforts and understanding.</p> <p>Proper Citation and Referencing: AI tools like other tools and sources must always be cited and referenced. Assessments and research papers</p>	<p>Ethical and Inclusive Use of AI: Staff should commit to using AI in an ethical manner that promotes inclusivity, respects human rights, and avoids harmful biases. This means that AI technologies should not be used to discriminate or harm individuals or groups based on attributes such as race, gender, or any other protected characteristic.</p> <p>Data Privacy and Confidentiality: Staff are required to adhere to all applicable data privacy laws and regulations while handling and storing data related to AI technologies, ensuring the confidentiality and security of sensitive information. Data privacy should be maintained at all times, and any data collected or processed by AI tools should be handled with the utmost care and compliance with relevant legal requirements.</p> <p>Verification of AI Output: The products of AI tools are not precise sources and should be treated as a regular internet search. It is the responsibility of the author(s) to ensure the relevance and accuracy of the AI output.</p> <p>Human Responsibility in Editing: AI tools may be employed to assist in the editing process, such as grammar checking, plagiarism detection, or identifying potential ethical concerns in content. Nevertheless, the final responsibility will rest with human editors and reviewers.</p> <p>Intellectual Property and Attribution: The use of AI technologies will be guided by respect for intellectual property rights. Authors' copyrights will be safeguarded,</p>

<p>without complete acknowledgement of sources and tools will be seen as plagiarism and/or cheating.</p> <p>Verification of AI Output: The products of AI tools are not scientific sources and should be treated as a regular internet search. It is the responsibility of the author(s) to ensure the relevance and accuracy of the AI output.</p> <p>Human Responsibility in Editing: AI tools may be employed to assist in the editing process, such as grammar checking, plagiarism detection, or identifying potential ethical concerns in content. Nevertheless, the final responsibility will rest with human editors and reviewers.</p> <p>Validation and Expert Interpretation: AI can be used to analyse large datasets and generate insights for academic research publications. However, these analyses should be thoroughly validated and interpreted by experts before being included in the published work.</p> <p>Intellectual Property and Attribution: The use of AI technologies will be guided by respect for intellectual property rights. Authors' copyrights will be safeguarded, and attribution will be given appropriately for any AI-generated content. (OpenAI's ChatGPT 2023)</p>	<p>and attribution should be given appropriately for any AI-generated content. (OpenAI's ChatGPT 2023)</p>
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