



SHAIKH KHALIFA BIN ZAYED AL-NAHYAN MEDICAL & DENTAL COLLEGE LAHORE

Shaikh Zayed Postgraduate Medical Institute, Lahore
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Artificial Intelligence (AI) Use Policy

1. Institutional Position on Artificial Intelligence

Artificial Intelligence (AI) technologies are rapidly transforming higher education, research, and healthcare. While AI tools offer significant opportunities to enhance productivity, learning, and innovation, they also pose important challenges related to academic integrity, ethical responsibility, and the development of professional expertise.

Shaikh Khalifa Bin Zayed Al Nahyan Medical and Dental College recognizes AI as a supportive tool that can complement teaching, research, and administrative functions. However, AI must not replace independent intellectual effort, clinical judgment, or scholarly integrity.

The College therefore promotes responsible, transparent, and ethical use of AI technologies, ensuring that these tools support educational goals while maintaining the highest standards of academic integrity and professional conduct.

2. Purpose of the Guidelines

These guidelines aim to:

- Promote responsible and ethical use of Artificial Intelligence tools
- Protect academic integrity and originality in scholarly work
- Encourage independent thinking and critical analysis
- Safeguard confidential academic and patient information
- Provide guidance for the appropriate use of AI in education, research, and administration

3. Scope

These guidelines apply to all members of the academic community, including:

- Undergraduate and postgraduate students
- Faculty members and researchers
- Administrative and support staff

The policy applies to:

- Academic coursework and assessments



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- Research activities and publications
- Clinical education and training
- Administrative and institutional workflows

4. Acceptable Uses of Artificial Intelligence

AI tools may be used to support learning, research, and administrative efficiency, provided their use is transparent and does not compromise academic integrity.

Acceptable uses include

Educational Support

AI tools may assist with:

- Brainstorming ideas
- Developing outlines or study plans
- Language editing and grammar correction
- Simplifying complex concepts for learning purposes

Research Assistance

AI may be used to assist with:

- Literature exploration and topic familiarization
- Summarizing academic articles
- Organizing references
- Data visualization support

Administrative Support

AI tools may assist staff with:

- Drafting communications or reports
- Document summarization
- Workflow organization

In all cases, users remain fully responsible for verifying the accuracy and reliability of AI-generated content.

5. Unacceptable Uses of Artificial Intelligence

The following uses of AI are considered academic or professional misconduct:



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Submitting AI-generated work as entirely original human work

- Using AI to write assignments, theses, or research manuscripts without disclosure
- Generating fabricated references, data, or research findings using AI tools
- Using AI during examinations or assessments where it is not permitted

- Uploading confidential institutional or patient information to AI systems
- Using AI tools to produce misleading clinical or research information

Violations may result in disciplinary action according to institutional academic policies.

6. AI Use in Research and Publications

AI tools may assist in certain aspects of academic writing and research preparation. However, strict ethical standards must be maintained.

Key Principles

- Artificial intelligence tools cannot be listed as authors.
- AI-generated outputs cannot be cited as primary scholarly sources.
- Researchers must critically review and verify all AI-assisted content.

Where AI tools are used in manuscript preparation, authors must provide a clear disclosure statement.

Example disclosure:

“Artificial Intelligence tools were used for language editing and structural assistance in the preparation of this manuscript. The authors reviewed and verified all content and take full responsibility for the accuracy and integrity of the work.”

These principles align with international scholarly publishing standards recommended by International Committee of Medical Journal Editors and Committee on Publication Ethics.



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7. AI Use in Clinical and Medical Education

In medical education, the development of **independent clinical reasoning and professional judgment** is essential.

Students and trainees must:

- Demonstrate independent understanding of clinical concepts
- Critically evaluate AI-generated medical information
- Verify AI outputs using reliable medical literature and professional guidance

AI tools must **never replace clinical decision-making or professional medical responsibility.**

All clinical decisions must be based on **validated evidence, clinical training, and professional supervision.**

8. Data Privacy and Confidentiality

Users must exercise extreme caution when using AI platforms with institutional data.

The following information must **never be entered into public AI systems:**

- Patient records or identifiable patient information
- Examination papers or assessment materials
- Confidential research data
- Unpublished manuscripts
- Institutional administrative records

Failure to protect confidential information may result in serious disciplinary action.

9. Transparency and Disclosure of AI Use

All academic work that uses AI tools must include a **clear disclosure of AI assistance.**

Example statement:

“Portions of this work were assisted using artificial intelligence tools for language editing and organizational support. The author(s) reviewed and verified all content.”

Transparency ensures academic honesty and maintains trust in scholarly work.



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10. Academic Integrity and Accountability

All students, faculty members, and researchers remain fully responsible for the originality, accuracy, and integrity of their work, regardless of AI assistance.

Violations involving AI misuse will be treated with the same seriousness as plagiarism or academic misconduct.

11. Key Questions for Faculty When Designing AI-Resilient Assessments

Faculty members should consider the following questions when designing assessments:

- 1. What learning outcomes require independent intellectual effort?**
Assignments should ensure students demonstrate genuine understanding and analytical ability.
- 2. Which assignments could be easily generated using AI tools?**
Faculty should review whether these tasks effectively measure student learning.
- 3. How can assessments emphasize the learning process?**
Assignments that include drafts, reflections, or staged submissions can reveal the development of student thinking.
- 4. What forms of assessment encourage authentic demonstration of knowledge?**
Oral presentations, clinical case discussions, practical demonstrations, and viva examinations often provide stronger evidence of genuine understanding.
- 5. How can AI be used responsibly without undermining learning objectives?**
Faculty should clearly communicate acceptable uses of AI tools for each course.

12. AI Disclosure Statement Templates

Minimal AI Assistance

“Artificial Intelligence tools were used for language editing and formatting assistance. The author(s) reviewed all content and remain responsible for the accuracy of the work.”

Moderate AI Assistance

“Artificial Intelligence tools were used during the initial stages of this work for brainstorming and structural organization. All analysis and conclusions were developed independently by the author(s).”



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AI-Assisted Drafting

“Portions of this work were assisted by Artificial Intelligence tools for drafting and language refinement. The author(s) critically reviewed and verified all AI-generated material.”

13. AI Use Levels for Academic Work

Faculty may determine the appropriate level of AI use depending on the learning objectives of each course.

Level	Description
Level 1 – AI Prohibited	AI tools are not permitted at any stage of the assignment or assessment. Students must complete all work independently.
Level 2 – Limited AI Support	AI tools may be used only for minor assistance such as grammar correction, spelling checks, or formatting support. Intellectual content must be entirely produced by the student.
Level 3 – AI for Idea Development	AI may be used for brainstorming ideas or generating outlines. However, the analysis, interpretation, and final writing must be completed independently.
Level 4 – AI-Assisted Work	AI may assist in generating drafts or suggestions. Students must substantially revise and critically evaluate the material and disclose AI use.
Level 5 – AI Collaboration	AI may be used as a collaborative tool in assignments. Students must document prompts, outputs, and edits, and remain responsible for the final work.

14. Institutional Review and Policy Updates

As AI technologies evolve, these guidelines will be **periodically reviewed and updated** by the institution to ensure alignment with:

- National regulatory policies
- International academic publishing standards
- Ethical best practices in higher education and healthcare



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