

## Guidance for Appropriate Use of Generative Artificial Intelligence Tools (GenAI)

### Introduction

The rapid integration of generative AI tools in higher education has changed the nature of learning, profoundly affecting issues of academic integrity and proper conduct. With the conclusion of the academic year, it is critical that we formulate a policy on the use of generative AI tools for composition and submission of papers, examinations and all other forms academic work.

Bar-Ilan University is committed to producing a student body proficient in the use of generative AI and to impart “AI literacy” skills to its graduates, recognizing the value of such skills in the current and future work force. As such, Bar-Ilan University has no intention of prohibiting the use of such tools; rather, it wishes to outline their proper application.

Bar-Ilan leaves to the full discretion of instructors the decision on whether to allow the use of GenAI tools and the extent to which such use is permitted. If an instructor has not explicitly prohibited the use of generative AI tools, its usage shall be, by default, permitted, provided the student has explicitly disclosed all manners of use. Ascertaining whether the usage of generative AI tools is permitted or prohibited shall be the responsibility of the student. In case of uncertainty regarding the policy, students are advised to ask the lecturer directly.

### Guidelines

#### A. Mandatory declaration

Students are required to declare whether they have used generative AI tools in the assignment in question.

Such a declaration shall also elaborate what specific contribution GenAI made to the final product. Attached to this document (Appendix 1) is a printable form specifying different ways in which GenAI tools can be employed in academic contexts. The form should be appended digitally or by hard copy to the academic assignment submitted.

Furthermore, we deem it necessary to emphasize once more that abuse of said technologies may amount to a violation of disciplinary guidelines. In principle, use of generative AI is similar to other forms of assistance given to a student by a third party. Insofar as the usage is permitted by the university's academic integrity policy, any assignments making such usage must contain proper references, bibliographies and citations. Any restrictions to assistance afforded by a third party shall apply equally to the usage of generative AI tools, as specified in the disciplinary code of conduct, under the plagiarism clause:

<https://acad-sec.biu.ac.il/sites/acad-sec/files/shared/Mishmaat/Plagiat.2021.pdf>



Disciplinary decisions on violations pertaining to prohibited use of generative AI tools shall be in accordance with the Bar-Ilan Disciplinary Code of Conduct and shall be treated as if they were a comparable violation of academic integrity.

<https://acad-sec.biu.ac.il/sites/acad-sec/files/shared/Takanonim/Takanonim%20Senat/TakMishmaatStudentimH.2.1.2024.pdf>

## **B. Ethical usage**

**Responsibility:** Content created through the use of artificial intelligence must undergo editing and self-scrutiny by the student to verify its accuracy and suitability to academic requirements. Students submitting such work are responsible for all its content, including errors introduced by AI hallucination or inaccuracy.

**Privacy protection:** It is imperative to refrain from disclosing and sharing personal or sensitive information to generative AI platforms. They are to be used in a manner that respects the privacy of all involved. Attached is Bar-Ilan University's privacy protection policy:  
<https://ict.biu.ac.il/Privacyprotection>

**Data security:** Generative AI tools must adhere to Bar-Ilan's data security guidelines, as specified in the data security policy documents:  
<https://ict.biu.ac.il/Datasec>  
<https://ict.biu.ac.il/Documentsec>

**Bias prevention:** Generative AI tools may contain bias and errors (particularly, hallucinations, misinformation and disinformation). Content created by GenAI tools must be thoroughly inspected for balance, reliability and veracity. In all cases in which factual information is generated by AI, it is incumbent upon the student to verify its accuracy using other sources.



## Appendix 1 – Declaration of Use of Generative Artificial Intelligence Tools (GenAI)

The declaration of use of generative AI tools below is a proposed format to be attached to submitted academic assignments.

Faculty: \_\_\_\_\_, Department: \_\_\_\_\_

Year of study: \_\_\_\_\_, Semester: \_\_\_\_\_

Instructor/Supervisor name: \_\_\_\_\_, Course title and number/Title of Thesis or Dissertation: \_\_\_\_\_

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### Declaration of Use of Generative Artificial Intelligence Tools

I, the undersigned, ID/passport #.: \_\_\_\_\_ hereby declare that this assignment made use of the : \_\_\_\_\_ generative AI tool for the following purpose:

**1. Developing ideas and brainstorming**

☐ Assistance in developing ideas and planning the outline of the paper.

**2. Research assistance**

☐ Assistance in collecting and summarizing relevant research material.

**3. Drafting and content developing**

☐ Creating a first draft.

☐ Expanding on existing content with further detail and explanations.

**4. Language and style improvement**

☐ Improving clarity, coherence and quality in writing style.

**5. Citation and format**

☐ Creating automatic citations and formatting bibliography.

**6. Data analysis and graphical presentation**

☐ Assistance in data analysis and generation of graphs and charts.

**7. Translation and language support**

☐ Assistance in translation and language support where needed.

**8. Coding software**

☐ Coding or editing software in a programming language.

**9. Mathematical use**

☐ Solution of mathematical problems.

**10. Non-use**

☐ No use whatsoever has been made of generative AI tools in this assignment

I affirm that to the extent that I have made use of GenAI, it has been made with the permission of the instructor and after verifying course policy.



Impacting  
Tomorrow,  
**Today.**



Signature: \_\_\_\_\_

Date: \_\_\_\_\_



Impacting  
Tomorrow,  
**Today.**

