INTERNATIONAL COLLEGE POLICY ON AI USE IN TEACHING AND LEARNING

Effective: Academic Year 2025

1. Purpose

To align with Panyapiwat Institute of Management's AI policy and ensure responsible and effective AI adoption, this regulation establishes guidelines on AI usage for faculty (both full-time and part-time) and students. The goal is to foster ethical AI practices, encourage innovation, and maintain academic integrity and compliance with university standards.

2. Scope

This policy applies to all students, faculty, and staff within International College (IC) and covers AI usage in coursework, assessments, research, and other academic activities.

3. AI Assessment Scale (AIAS)

All course syllabi must include the AI Assessment Scale (AIAS), which defines permissible AI use in academic activities. Faculty must determine and specify the AI level allowed for each assessment activity.

AI Assessment Scale

Level	AI Usage	Description
1	No AI	The assessment is completed entirely without AI assistance in a controlled environment. Students rely solely on their existing knowledge, understanding, and skills.
2	AI Planning	AI is used for pre-task activities like brainstorming, outlining, and initial research. The focus is on using AI effectively for planning, synthesis, and ideation, while students independently refine and develop ideas.
3	AI Collaboration	AI is used to assist in completing tasks, including idea generation, drafting, feedback, and refinement. Students critically evaluate and modify AI outputs to demonstrate understanding.
4	Full AI	AI can be extensively used to complete tasks, with students directing AI to achieve assessment goals. Critical thinking and engagement with AI for problem-solving are essential.
5	AI Exploration	AI is employed creatively to solve tasks, generate novel insights, or explore innovative solutions.

Notes:

- Students should not upload their work to AI platforms that lack clear privacy policies. University and course materials (e.g., lecture slides, teaching content) must not be uploaded without permission.

- Any AI system or tool used in teaching, learning, or university operations must have its learning capabilities disabled to ensure data privacy and security.

- Additional conditions may be imposed by program directors or course lecturers. The AI Assessment Scale should be explicitly mentioned in course syllabi when defining course assessments.

4. AI Usage in Assessments

All course assessments, including midterm and final examinations, must specify the AI level allowed (1–5) based on the AI Assessment Scale.

Examples:

- Individual In-Class Quiz (Level 1: No AI)
  The use of AI is strictly prohibited. Any violation will result in penalties and potential disciplinary action.

- Research Report (Level 2: AI Planning)
  AI may be used for brainstorming, generating initial ideas, or outlining. However, final analysis, synthesis, and writing must be the student's original work. Students must include an AI Acknowledgment Statement for any AI-generated insights.

- Group Presentation (Level 3: AI Collaboration)
  AI may be used to generate content ideas, draft slides, and refine the presentation. However, students must critically evaluate AI-generated suggestions and modify them to align with course objectives. The final presentation must reflect students' independent understanding and decision-making.

- Final Examination (Level 1: No AI)
  The use of AI is strictly prohibited. Any violation will result in penalties and potential disciplinary action.

5. Student Acknowledgment of AI Use Statement

For any coursework that permits AI use (Levels 2–5), students must include the following AI Acknowledgment Statement when submitting their work. Failure to do so may result in penalties or disciplinary action.

AI Acknowledgment Statement
I acknowledge the use of ……. [provide AI tool used] to:

- Generate ideas, outline, and conduct initial research

- Perform data analysis and visualization

- Assist with language and grammar

- Support programming and coding

- Design graphics, layouts, or presentations

- Generate visual or multimedia elements

- Customize content formatting

- Create music, sound effects, or other audio elements

- Generate citations or bibliographies

- Other (please specify): ....

Student Signature: _____

Student Name: _____

6. Faculty Responsibilities

Faculty members are required to:

- Clearly communicate AI usage policies in their course syllabi.
- Define AI levels (1–5) for all assessments.
- Ensure fair and accurate grading based on professional judgment and academic expertise.
- Use AI detection tools when necessary to verify authenticity.

7. Consequences of Misuse

Violations of this policy may result in disciplinary actions, including:

- Warning for minor offenses.
- Grade penalties or assignment rejection for improper AI usage.
- Academic misconduct proceedings for severe violations, including potential suspension or expulsion.

8. Review and Amendments

This policy will be reviewed annually to adapt to evolving AI capabilities and academic needs. Updates will be communicated to faculty and students accordingly.

For any inquiries, please contact the Academic Affairs Office.