

Instructions on The Use of Generative Artificial Intelligence Tools at Qatar University

This is a translation of the Official Arabic version.

In case of any Discrepancies, the Arabic version shall prevail.

Competent Authority: Office of the President

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These instructions are issued within the framework of Qatar University's commitment to maximizing the optimal utilization of generative artificial intelligence tools in education, research, and administration, in a manner that enhances efficiency and innovation, while ensuring ethical and responsible use in alignment with institutional values and applicable national legislation.

1. Definitions

The following terms shall have the meanings set forth below:

Term	Definition
State	The State of Qatar
University	Qatar University
President	The President of Qatar University
Generative Artificial Intelligence	A system capable of generating text, images, or other data using trained generative models, typically producing outputs in response to prompts, based on patterns and data on which it has been trained.
University Affiliate	Faculty, researchers, employees, students, or others who are subject, as applicable, to the legislative instruments in force at the University.

Responsible Use	Ethical use is consistent with principles of transparency, integrity, and accountability, without infringing on intellectual property rights or individual privacy.
User	Any University affiliate who uses generative artificial intelligence tools to accomplish specific tasks, solve problems, or gain insights within the scope of university activities.
Data Privacy	Protection of personal or institutional data and information from unauthorized access, use, or disclosure, in accordance with applicable legislative instruments and regulatory frameworks in the State and the University.

2. Provisions

Article (1)

Scope of Application

These instructions apply to all University affiliates and cover all aspects of the use of generative artificial intelligence tools in teaching activities, scientific research, administrative work, technical services, and student services, as well as any other use within the University's scope, or under the University's name whether directly or indirectly.

Article (2)

Objective

These instructions aim to promote the principles of transparency, fairness, and accountability in the use of generative artificial intelligence technologies within the University, through the following:

1. Enhancing responsible and ethical use of generative artificial intelligence technologies within the academic, research, and administrative fields at the University.
2. Ensuring compliance with legislative instruments related to the protection of personal data in force in the State and at the University.
3. Raising awareness among university affiliates of the requirements for responsible use of generative artificial intelligence in the performance of their duties and tasks.

Article (3)

Responsible Use Controls

Each user must adhere to the following controls when dealing with generative artificial intelligence tools:

1. **Commitment to institutional values:** Using generative artificial intelligence tools in a manner consistent with the University's values, Qatari national identity, and ethical and societal values derived from Islamic culture.
2. **Transparency:** Disclosure of any use of generative artificial intelligence tools in the preparation of academic or research work or administrative outputs, and clarification of the scope and extent (including the percentage/level of contribution).
3. **Academic integrity:** Refraining from relying on generative artificial intelligence in writing research papers, assignments, or theses on behalf of students or researchers.
4. **Respect for intellectual property:** Ensuring that output generated does not infringe copyrights related to authorship, publishing, or trademarks, and using them in accordance with applicable legal and ethical frameworks.
5. **Protection of privacy:** Avoiding the input of any personal, confidential, and sensitive data into artificial intelligence tools or platforms to maintain the confidentiality of personal and sensitive information and the protection of privacy.

6. **Accuracy and diligence:** Reviewing outputs generated by generative artificial intelligence tools, verifying their accuracy and validity, being free from bias, and ensuring their appropriateness before use or publication.
7. **Compliance with regulations:** Adhering to relevant legislative instruments related to cybersecurity, scientific research standards, and publication ethics.
8. **Accountability:** The University affiliate remains fully responsible for the content produced or used with the assistance of generative artificial intelligence tools.

Article (4)

Implementation

Each sector within the University shall adopt appropriate mechanisms to implement the provisions and rules contained in these instructions in a manner consistent with the nature of the concerned sector.

Article (5)

Publication

1. These instructions shall be published on the University's official electronic website and circulated to all colleges and departments.
2. They shall enter into force as of the date of approval by the President.
3. These instructions shall be reviewed periodically every two years, or whenever necessary, to ensure its alignment with relevant technological and regulatory developments in the field of generative artificial intelligence.