



Mazoon College

Category 6: General Policies

History: ( ) New (√) Revised

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Index

- 1) GP001: Health and Safety Policy
- 2) GP002: Artificial Intelligence (Generative AI) Policy



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# 1. Health and Safety Policy (GP 001)

## History

Version	Effective Date	Amended	Review Date	Author	Approved By	Policy Owner	Circulated
V.1	July 2019	No	Sep 2024	PMC	College Council	FMD	Staff and Students
V.2	Sep 2024	-	Sep 2029	PMC	College Council	FMD	Staff and Students

## 1.1. Introduction

Mazoon College considers the promotion of health and safety measures as a shared responsibility for both management and employees at all levels. The college is committed to upholding high standards of health and safety for staff, students, visitors, and the public on campus, aiming to protect them from any adverse effects arising from college activities. All employees bear individual legal responsibilities to take reasonable care of their own health and safety as well as that of others within the college environment.

## 1.2. Policy Statement

Mazoon College is committed to ensuring the safety of all staff, students, and visitors and will take necessary precautions to ensure that no one is exposed to risks affecting their health and safety as a result of any campus activities. The college is dedicated to achieving and maintaining a culture of safety through preventive measures and the consistent implementation of safety procedures across all departments.



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### **1.3. Procedures**

#### **1.3.1. Incident Reporting and Risk Management**

- All incidents, accidents, and near misses that may pose a risk must be promptly reported, documented, and investigated.
- A root cause analysis of reported incidents is essential for identifying risks and implementing preventive strategies.
- The College will regularly assess risks associated with all college activities and establish and update precautionary procedures to minimize these risks.

#### **1.3.2. Health and Safety Preparedness**

- Regular certified first aid training sessions will be provided to both students and staff members to ensure preparedness for health-related incidents.
- The College will conduct periodic mandatory health and safety workshops and training sessions to raise awareness and build skills.
- Staff designated as fire wardens will receive specialized training, and the College will conduct periodic fire drills to ensure emergency readiness.
- Fire safety training will be provided to designated staff, and the College will seek support from the service department in cases where a fire is detected by the alarm system.

#### **1.3.3. Evacuation Procedures**

- Manually activate the Fire Alarm System by breaking the glass of the nearest Fire Alarm Call Point, which is installed throughout the building.
- The Fire Alarm System will automatically activate if smoke is detected by the installed smoke detectors.
- Upon hearing the fire alarm, all individuals must immediately evacuate the building using the nearest exit. If the nearest exit is obstructed, an alternative exit must be taken.
- Exit signs and posted floor plans throughout the building will assist in locating the nearest exit.
- During evacuation, only stairs must be used. The use of elevators is strictly prohibited.



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- Proceed to the designated assembly point and remain there until further instructions are provided.
- Follow the posted emergency exit guidelines to reach assembly points safely.

### **1.4. Implementation**

#### **1.4.1 Roles and Responsibilities**

Facilities Management Department:

- Implement health and safety protocols, coordinate first aid training, organize safety workshops, and oversee fire safety procedures.
- Promote a culture of open communication by encouraging staff and students to report safety concerns.
- Provide professional development opportunities related to health and safety awareness.

All Staff and Students:

- Actively participate in health and safety training sessions.
- Adhere to safety protocols at all times.
- Report any safety hazards or concerns
- Take personal responsibility for maintaining a safe environment.

### **1.5. Monitoring and Review**

- The implementation of this policy will be regularly monitored through departmental reports, staff, and student surveys to evaluate its effectiveness and identify necessary improvements.
- This policy will be reviewed every five years based on feedback from stakeholders and organizational assessments, or sooner if required due to regulatory updates or emerging safety concerns.

### **1.6. Forms and Templates**

- Health & Safety Inspection Checklist
- Fire Drill Reporting Form
- Incident Report Form



## 2. Artificial Intelligence (Generative AI) Policy (No: GP 002)

Version	Effective Date	Amended	Review Date	Author	Approver	Policy Owner	Circulated to
V.1	June 2025	New Policy Subject to Periodic Review	Sep 2029	PMC	College Council & BoT	Deanship	Staff & Students

### 2.1. Introduction

Artificial intelligence (Generative AI) tools are increasingly impacting the education sector. While these tools offer significant opportunities to enhance teaching, learning, research, and administrative workflows, their use must align with the college's academic integrity values. This policy upholds intellectual honesty, institutional trust, and accountability in Generative AI-assisted work. It applies to students, faculty, and staff using Generative AI technologies for college-related activities.

### 2.2. Policy Statement

This policy provides ethical guidelines for Generative AI use, ensuring responsible adoption while preserving academic integrity, fairness, and compliance.

#### Related Policies

- Academic Integrity Policy
- Research Ethics Policy

#### Core Principles

- **Transparency:** Generative AI-assisted work must be clearly acknowledged, and users must disclose Generative AI contributions in academic and administrative outputs.
- **Accountability:** Users remain responsible for the validity and accuracy of AI-generated content. Generative AI must supplement, not replace, original intellectual effort.
- **Fairness:** Generative AI tools should avoid bias and enhance equitable learning/decision-making.



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- Privacy: Comply with data protection laws; do not input sensitive/confidential data or information.
- Benevolence: Generative AI use should prioritize educational improvement and knowledge acquisition.

## 2.3. Procedures

### 2.3.1. Guidelines for Students

#### Acceptable Use

- Brainstorming ideas or improving drafts.
- Practicing skills (e.g., coding, language learning) with attribution.
- Retrieving information to supplement understanding (with citation).

#### Prohibited Use

- Submitting AI-generated work as original.
- Using Generative AI in assignments unless explicitly permitted.
- Fabricating data or analysis through Generative AI.

#### Disclosure & Citation

- Example: "Generated with Generative AI tool' for ideation; revised and validated."
- Follow instructor-specific Generative AI-use rules.

#### Use of AI in Coursework and Research

- Students may use Generative AI tools for language assistance and information retrieval.
- AI-generated content is not acceptable as a formal coursework submission.
- Any partial/complementary Generative AI use must be explicitly acknowledged.
- Up to 30% AI-generated text may be admissible (must not replace original thinking). Acceptance is subjected to the faculty evaluation.
- All coursework must comply with the academic integrity policy.
- Generative AI-derived information must be cited appropriately.
- Generative AI collaboration must be acknowledged in research outputs.



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### Violations & Penalties

- Minor Violations (20 to 30%): Warnings and/or 5-30% mark deductions.
- Serious Violations (Above 30 % usage): "Fail" grade for assignment.
- Repeated Violations: Possible suspension/dismissal.

### **2.3.2. Guidelines for Faculty Members**

#### Teaching & Assessment

Teaching & Assessment must consider the following:

- Clearly define Generative AI-use boundaries in the syllabus.
- Use Generative AI detection tools cautiously (aware of false positives/negatives).
- Prioritize assessments requiring critical thinking.
- Allow use of Generative AI to create personalized learning experiences such as literacy and digital skill-building.
- Within the acceptable limits, AI-created materials must be acknowledged.
- Clarity of assessment specific expectations.
- No use of Generative AI is acceptable for any graded in-class activity.

#### Research

- Must comply with ethical standards in Generative AI use.
- Must clearly state Generative AI contributions in research.
- Must ensure data security and academic integrity.
- AI tools may be used to augment your learning processes, not replace them.
- When AI is allowed, faculty members must verify and cite claims and information appropriately.

#### Generative AI Use in Activity

- Instructors retain academic freedom to set AI rules.
- Students must understand/adhere to instructor-specific expectations.
- Syllabi must explicitly state permitted/prohibited AI uses in the activity.





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- No use of AI is acceptable for any graded in-class activity. AI tools may only be used under the guidance of the instructor for specific assignments and in a particular manner.

### **2.3.3. Guidelines for Administrative Work**

#### Permitted Use (with review)

- Drafting/editing reports, meeting notes, routine communication.
- Formatting data and summarizing non-sensitive datasets.
- Generating visuals, audio, and video.
- Creating presentation templates and content summarization.

#### Prohibited Use

- Automating decisions impacting individuals without human review.
- Handling confidential data and high-risk tasks (such as budgets and legal documents) through Generative AI tools.

### **2.3.4. General Guidelines**

#### Training & Awareness

- Mandatory orientation on ethical Generative AI use for all staff and students.
- Periodic workshops for students and staff.

#### AI Detection and Enforcement

- Use plagiarism/Generative AI-detection tools (with human judgment).

### **2.3.5. Tiered Acknowledgment for Staff Members(Academic & Non-Academic)**

Generative AI tools must be transparent and responsibly disclosed. The Generative AI involvement, with appropriate acknowledgment, is required based on the extent of use:

- Tier 1 – Minimal Use:

Includes formatting assistance and minor rewrites. While acknowledgment is not required at this level, the final content must reflect the user's understanding and intent.



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- Tier 2 – Moderate Assistance:

Involves the use of Generative AI for drafting outlines, brainstorming ideas, summarizing content, and similar tasks, not limited to these. Acknowledgment of Generative AI involvement is required.

- Tier 3 – Significant Co-Creation:

Refers to substantial Generative AI contribution in developing content such as reports, drafts, analyses, templates, presentations, and designs, not limited to these. Clear acknowledgment must be provided to reflect the collaborative nature of the work.

- Tier 4 – Full Automation:

Applies to outputs primarily generated by AI tools, such as chatbots, video and audio bots, and other automated systems—not limited to these. Disclosure is mandatory, including details of the tools used and the scope of their involvement.

Acknowledgment is required for all tiers except Tier 1. Regardless of the level, users must not submit AI-generated content without critical reflection, thoughtful revision, and personal input.

Examples of Acknowledgements:

- Citation: "Text generated by ChatGPT." OpenAI, 14 November. 2024(Name)"
- Report: "AI-assisted draft (Grammarly); reviewed by (Name)"
- Presentation: "Slides via Canva AI; conclusions human-generated(Name)"
- Disclaimer: "Generative AI was limited to non-substantive editing; content reflects institutional judgment (Name)"."

## 2.4. Implementation Guidelines

### 2.4.1 Roles and Responsibilities

Faculty Members



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- Define permitted and prohibited Generative AI uses in the course syllabus.
- Design assessments that discourage misuse while promoting critical thinking.
- Teach ethical Generative AI practices and proper citation methods.
- Monitor assignments for compliance using generative AI detection tools responsibly.
- Report violations to the respective head of department for action.
- Demonstrate ethical Generative AI use in scholarly work with complete disclosures.

### Students

- Follow all course-specific AI rules.
- Do not present AI-generated work as original content.
- Clearly disclose AI assistance using approved acknowledgment statements.
- Cite AI-generated sources properly when permitted.
- Participate in AI ethics training sessions.

### Staff (Academic & Non-Academic)

- Apply human review to all AI-generated administrative content.
- Do not process sensitive or confidential data through Generative AI systems.
- Follow the tiered acknowledgment framework based on Generative AI involvement level.

### Deanship

- Approve exceptions for complete automation tools.
- Mediate disputes related to Generative AI misuse allegations.
- Budget for Generative AI detection tools and training initiatives.

### Policy Management Committee

- Conduct annual policy reviews incorporating updates.
- Analyze violation trends to refine guidelines.
- Ensure policy alignment with technological developments.

## **2.5. Monitoring & Review**



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The Policy Management Committee will review this policy periodically based on updates from academic practices and national regulations.

Monitoring Includes:

- Reports of violations or suspected misuse.
- Evolving technology trends and institutional needs.
- Feedback from faculty and students.

## 2.6. Forms and Templates

None

## 2.7. References

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