

STE-0295 AI Policy of the Iceland University of the Arts

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Please note that the following document is an AI generated translation of the original document [Stefna um gervigreind](#). If the content of these two documents conflict, the original text applies.

Purpose

These guidelines set out how staff and students may use Artificial Intelligence (AI) tools such as ChatGPT, Microsoft Copilot, or other generative AI systems in their work and studies at IUA. They aim to ensure safe, ethical, and legally compliant use in line with Icelandic law, GDPR, and IUA School Rules.

Definitions

- AI (Artificial Intelligence): An umbrella term for systems that perform tasks that typically require human intelligence, such as processing data or conducting analyses. Not all AI is generative AI.
- Generative AI: A type of AI that creates new text, images, audio, or code based on prompts. Generative AI specializes in producing new content rather than merely analyzing or predicting.
- Personal data: Any data relating to an identifiable individual (per Act No. 90/2018)..

Scope

Applies to all staff (academic, administrative, technical) and students when using AI in university-related tasks, including teaching, communication, administration, and research support.

This policy takes into account :

- IUA School Rules (including Article 19 on Intellectual Property and Article 32 on breach of University Rules),
- The IUA Code of Ethics,
- The IUA Privacy Policy,
- The AI guidance for teachers and students.

Allowed use:

Staff and students may use AI for:

- Drafting text, emails, and outlines for reports (with human editing).
- Brainstorming ideas for teaching or administration.
- Summarizing or simplifying general information.
- Translating and rephrasing text (with human editing).

When AI is used, users must verify all sources; AI is not a reliable source on its own.

Restrictions:

Do not enter:

- Personal data such as student names, grades, IDs, or emails.

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Upplýsingar um skjalið

Tegund:	Stefna
Útg.d:	24.11.2025
Útgáfa:	3.0
Áb.maður:	Gæðastjóri
Endurskoðun:	[Endurskoðunardagsetning]

- Health data, financial data, or confidential research data.
- Confidential IUA information such as exams, internal strategies, or financial planning.
- Third-party copyrighted works without permission.

Additional restrictions:

- Outputs must always be reviewed and edited by staff before use.
- AI may not be used to make final academic or administrative decisions.

Disclosure:

Significant AI use must be disclosed. ([Umtalsverð notkun gervigreindar -Significant AI Use.docx](#))

Significant use of AI is when artificial intelligence has had a decisive impact on the content, process, or outcome of a work, whether in the form of text, images, audio, or analysis. This may result from the extent, importance, or nature of the use.

In all such cases, users must clearly disclose how and to what extent AI was used.

Template:

“This work used AI [tool, version] for [brainstorming/summarising/translation]. All content was reviewed and verified by [name/role] on [date].”

For translations:

“Please note that the following document is an AI generated translation of the original document [XXX]. If the content of these two documents conflict, the original text applies.”

Misuse & Sanctions

Sanctions for violations of this policy may include:

- Failure in an assignment or course.
- Admonition.
- Temporary suspension, should the individual not react upon the admonition.
- Permanent suspension, should the individual not react upon the admonition.
- Temporary or permanent suspension without notice.

Responses to breaches of IUA’s AI policy are determined by the Rector and the relevant Dean/Director, who have the authority to issue a warning or remove a student/employee from studies or employment.

Contact:

Inquiries regarding the use of artificial intelligence or data protection should be directed to:

- AI Team of the Iceland University of the Arts: ai@lhi.is
- Head of Teaching Development: eliza@lhi.is

In specific cases, the AI Team of the Iceland University of the Arts may refer matters to the University’s Data Protection Officer.

Approved by the Management Council, November 21., 2025

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