



Établissement d'Enseignement Supérieur Privé  
**CIRCULAR NO. (2026-29-04-8)**

<b>Date</b>	29 April 2026
<b>To</b>	Programme Leaders, Faculty Members, Staff, Center Managers and Students
<b>From</b>	Deputy Chief Academic Officer
<b>Subject</b>	Initial Implementation of AI Policy and AI Declaration Form

**1. Purpose** – This circular informs everyone that the institution is starting the initial implementation of guidelines on the use of AI tools in academic work. This is an initial measure while the full Institutional AI Policy Manual is still being finalized.

**2. Scope** – This applies to all academic work, including Assignments and Coursework, Projects and Capstone, Research, Thesis, and Dissertations and all assessments and submissions

**3. Requirements** – Effective immediately, all students and faculty must follow these:

**3.1 Responsible Use** – Use AI tools properly and ethically. Maintain academic honesty at all times.

**3.2 AI Declaration Form** – Any use of AI tools must be declared. The AI Declaration Form must be submitted together with the academic work.

This includes tools such as:

ChatGPT, Copilot, and similar AI tools  
AI tools used for writing, coding, or analysis

**4. Implementation and Compliance**

- Students must clearly state how AI was used
- Faculty must check and guide proper use
- Programme Leaders and Center Managers must ensure this is followed

**5. Institutional Commitment**

IBES are committed to promoting the responsible, ethical, and transparent use of AI in teaching, learning, and research. This initial implementation supports the institution's effort to integrate AI while maintaining academic integrity.

Further updates will be provided once the full Institutional AI Policy Manual is approved.

Prepared By:



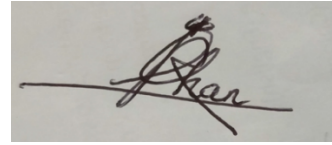
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