

Guidelines for Submission of Best Practices

Supporting the AI in Teaching and Learning
Adoption Framework for Higher Education

Call for Submissions

The AI in Teaching and Learning Adoption Framework for Higher Education provides a structured approach for higher education institutions to responsibly integrate Artificial Intelligence (AI) into curriculum, teaching, learning, and assessment while ensuring strong governance, ethical use, and equitable access. It serves as both a roadmap and a benchmarking tool for academic leaders and practitioners, enabling institutions to assess their AI adoption, address gaps, and align their strategies with best practices.

To foster knowledge-sharing and innovation, we invite higher education institutions in the UAE and beyond to submit **best practices** that demonstrate effective, ethical, and scalable AI implementation in higher education.

1. Scope and Focus of Best Practice Submissions

Submissions should demonstrate effective, ethical, and scalable AI adoption in higher education. Institutions are encouraged to share successful practices that align with the following areas:

AI in Curriculum Development

- Strategies for integrating AI into courses and **programs**.
- Approaches to embedding AI literacy and competencies across disciplines.
- Curriculum personalization using AI-driven insights.
- Institutional guidelines for AI integration in curriculum design.

Ethical and Responsible AI Use

- Governance frameworks for AI in higher education.
- Addressing bias, privacy, and ethical risks in AI applications.
- Policies and training for responsible AI adoption.
- Aligning AI strategies with institutional ethics and governance frameworks.

AI for Teaching and Learning Enhancement

- AI-enabled pedagogies and adaptive learning models.
- Personalizing student learning experiences using AI.
- AI-supported student advising, well-being, and engagement tools.
- Faculty professional development in AI adoption.
- AI-driven strategies to support diverse learning needs.

AI for Institutional Planning and Infrastructure

- Best practices in leveraging AI for institutional strategic planning, policy development, and resource optimization.
- Strategies for investing in AI-compatible technology, ensuring system interoperability, and integrating AI into digital ecosystems.
- Approaches to enhancing data privacy, cybersecurity, and responsible AI governance for sustainable and ethical AI adoption.
- Initiatives that promote fair and inclusive access to AI-driven educational tools and institutional resources.

AI in Assessment and Academic Integrity

- AI-enhanced assessment strategies and feedback systems.
- Ensuring fairness and integrity in AI-assisted evaluations.
- AI-driven student performance analytics.
- Transparency, bias mitigation, and academic integrity in AI-based assessment.

Building AI Readiness and Capacity

- AI training programs for faculty staff, and students.
- Developing institutional AI capabilities and infrastructure.
- Encouraging AI exploration, innovation, and cross-institutional collaboration.
- Institutional policies for AI capacity building and adoption.
- Quality assurance and improvement mechanisms.
- Collaboration with industry and technology partners to support/ enhance AI adoption.

2. Submission Requirements

a) Length and Format

- **Total Pages:** 6 – 10 pages (excluding references and appendices).
- **Font:** Times New Roman, 12 pt.
- **Line Spacing:** 1.5 lines.
- **Margins:** 1-inch (2.54 cm) on all sides.
- **File Format:** Microsoft Word (.docx).

b) Best Practice Structure

Each submission should include the following sections:

- **Title Page (1 page)**
 - Title of the best practice.
 - Institution name and country.
 - Author(s) and contact information.
- **Executive Summary (Max. 250 words)**
 - A concise overview of the best practice, including its purpose, key outcomes, and relevance to the framework.
- **Introduction and Rationale (1–2 pages)**
 - The challenge or opportunity addressed by AI.
 - Institutional context and motivation for adopting AI.

Implementation Process (3–5 pages)

- Step-by-step description of the AI practice.
- Technologies and tools used.
- Stakeholder involvement (faculty, students, administrators).
- Ethical considerations and governance strategies.
- Challenges encountered and how they were addressed.

Impact and Outcomes (1–2 pages)

- Evidence-based results (qualitative and quantitative).
- Student and faculty feedback, learning outcomes, or institutional benefits.
- Data points, if available (i.e., improvement in student engagement, efficiency gains).

Scalability and Transferability (1 page)

- Guidelines for replication at other institutions.
- Key lessons learned and recommendations for implementation.

Conclusion and Future Directions (1 page)

- Sustainability of the initiative.
- Next steps for enhancement or further AI integration.

References (As needed)

- Use APA (7th edition) referencing style for citations.

Appendices (Optional)

- Additional data, visual representations, or supplementary materials.

c) Use of Visuals and Supporting Materials

- **Figures and Tables:** Encouraged to illustrate findings, models, and AI implementations.
- **Images:** High-quality images, screenshots, or infographics (with proper captions and attributions).
- **Video Links:** If applicable, links to demonstration videos or recorded presentations.
- ✓ **Figures and Tables:** Numbered sequentially (i.e. Figure 1: AI-Powered Student Dashboard).
- ✓ **Images:** Include descriptive captions (i.e., "Screenshot of AI-generated feedback system used in online assessments").

3. Submission Process

- **Submission Deadline:** We welcome the submission of best practices on a rolling basis throughout the year. However, to be considered for inclusion in the initial batch and featured on our Resources page, submissions must be received by June 1, 2025. Submissions received after this date will still be accepted and reviewed for inclusion in future updates.
- **Submission link/ email:**
- **Submission Review and Endorsement:** Submissions will be evaluated for inclusion based on endorsement from the University Leadership Steering Committee. The review will consider the following criteria and should be done within (30) days from the submission deadline at most:
 - ✓ Relevance to the AI in Teaching and Learning Adoption Framework for Higher Education.
 - ✓ Innovative and evidence-based approach.
 - ✓ Potential for scalability and institutional transferability.
 - ✓ Ethical and responsible AI adoption.
 - ✓ Quality of writing, clarity, and structure.