Dubai Accord Institutional Self-Review Checklist

A practical template for the twelve-month institutional review

✓	This checklist supports the twelve-month review commitment. It is intended for internal reflection and action planning rather than external ranking. Institutions may adapt the prompts to their governance structures and regulatory context.

Institution		**Review date**	
Review lead / committee		**Next review**	

How to use this checklist

Work through all eight sections, tick the prompts that are currently addressed, and use the notes space to record evidence, gaps or actions. Revisit the checklist as part of the twelve-month review and ongoing institutional improvement.

1	Governance and policy
☐	Is there a clearly identified owner or committee for institutional AI governance?
☐	Are academic integrity, assessment, research, data governance and technology policies aligned rather than contradictory?
☐	Are students and educators involved in policy development and review?
☐	Are major policy changes versioned, explained and communicated before implementation?

Notes / evidence / action: _____

2	Assessment
☐	Do students receive practical instruction on AI capabilities, limitations, verification, data protection and responsible use?
☐	Do staff receive continuing professional development that includes pedagogy, assessment, ethics and discipline-specific practice?
☐	Can students and staff easily find current guidance and obtain clarification?

Notes / evidence / action: _____

3	Assessment
☐	Do assessment tasks clearly state the permitted role of AI where relevant?
☐	Has the institution reviewed whether assessments still validly measure the intended learning outcomes?
☐	Are there alternatives to excessive surveillance, including process evidence, reflection, dialogue or demonstration where appropriate?

Notes / evidence / action: _____

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4	Academic integrity and due process
☐	Are automated detection outputs treated as indicators rather than conclusive proof?
☐	Do students receive notice, evidence, an opportunity to respond and access to review or appeal?
☐	Are records corrected when allegations are not substantiated or decisions are overturned?
☐	Are decision-makers trained in AI-related evidence and the limitations of detection tools?

Notes / evidence / action: _____

5	Technology, surveillance and data
☐	Are high-impact AI, monitoring and proctoring tools subject to ethical, privacy, accessibility and equity review?
☐	Do affected users know what data are collected, how outputs are used and how long data are retained?
☐	Is meaningful human oversight built into consequential decision processes?
☐	Is there a process to pause, modify or discontinue a technology that causes harm or fails to deliver educational value?

Notes / evidence / action: _____

6	Equity and access
☐	Where AI use is expected, is access provided in a way that does not make academic success dependent on personal ability to pay?
☐	Have language, disability, cultural and disciplinary differences been considered in technology evaluation?
☐	Are reasonable alternatives available when a tool creates accessibility or privacy concerns?

Notes / evidence / action: _____

7	Research and scholarship
☐	Are expectations for AI use in research and publication clear?
☐	Are confidential and unpublished materials protected from unauthorised AI disclosure?
☐	Are scholars expected to verify AI-assisted references, claims and analyses and to document material AI assistance?

Notes / evidence / action: _____

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8	Quality assurance and continuous improvement
☐	Are AI tools evaluated against learning outcomes and institutional values, not only efficiency?
☐	Are vendors required to provide relevant evidence of performance, limitations and data practices?
☐	Is stakeholder feedback collected regularly and used to revise policy and practice?
☐	Is the institutional AI framework reviewed at least annually or sooner when major changes occur?

Notes / evidence / action: _____

Institutional review notes and action priorities

Key strengths	
Priority gaps	
Agreed actions / owners	
Review / follow-up date	

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