

# ARTIFICIAL INTELLIGENCE USE POLICY

2025 Ratification



THE EUROPEAN LAW STUDENTS' ASSOCIATION  
IE LAW SCHOOL CHAPTER

## LETTER FROM THE PRESIDENT

Dearest Member,

As we round off the Third Session of the European Law Students' Association at IE Law School, it is with a deep sense of gratitude with which I leave this Organization with capable leadership at the helm. As one of the last original Board Members of the first full Board of Directors, I have had the opportunity to see this Organization flourish, and grow into an Association with values that its Members strive to uphold continuously.

Notwithstanding, there will always be challenges present under any administration, and as leaders, it is our duty to guide the current towards the path which is meant to be followed. ELSA IE is an honors society, and each of the Members accepted therein are leaders in their own right, thus there is an expectation of not only integrity, but a sense of inherent leadership present in our very foundation.

Through this notion, it is of imperative nature to maintain the level of academic excellence at ELSA IE and by this idea, ensuring the proper and appropriate use of artificial intelligence, as it becomes a more common tool in everyday life. As we are obliged to navigate our future careers through the ever-evolving innovation of technology, there is a responsibility that comes with it as well: to learn to adapt and to use such technologies responsibly, efficiently, and effectively.

Due to this philosophy, this document herein outlines how ELSA IE will condone or sanction the use of artificial intelligence. Justice and the law will forever be a subject of expertise that will require humanity, and although there will be ways to make our process faster and more streamlined, we must remember that the innate virtue of our justice system and legal regime lie with the people and for the people. Society will evolve, and although we will along with it, especially with our AI-driven curriculum, I do simply ask you to remember these words.

Please read through this document thoroughly. If you become aware of a breach of these rules, please report it immediately by sending an email to [ethics.ieuniversity@es.elsa.org](mailto:ethics.ieuniversity@es.elsa.org) or [secgen.ieuniversity@es.elsa.org](mailto:secgen.ieuniversity@es.elsa.org). All reports will remain confidential.

Thank you for your cooperation.

Kindest regards,

A handwritten signature in black ink, appearing to read "J. Toledo". The signature is stylized with a large, sweeping initial letter 'J' and a horizontal line extending across the middle of the name.

**JADE M. TOLEDANO**

President of the Third Session

## **Article I. General Principles**

### **Section I.01 Recognition**

The European Law Students' Association at IE Law School (hereinafter ELSA IE) is committed to maintaining rigorous academic standards. While it is recognized that various AI-powered tools are being created in order to increase efficiency and productivity of individuals world wide, it is of the utmost importance for ELSA IE to make sure that its Alumni are prepared as much as possible for the working environment and their professional futures. This means that while it is important to keep up with evolving technologies, it is also beneficial for the Members to be able to learn those skills and be able to perform those tasks on their own.

Therefore, the Board of Directors of the Third Session came to a conclusion that such a policy is required to be established, in order to clarify to the Members of the Association what exactly counts as an unauthorized use of AI tools, as well as to establish clear procedures for detection and sanctioning of such unauthorized use.

### **Section I.02 Integrity**

ELSA IE is an honors program, attracting the best and brightest students from across the law school. Academic Integrity is a vital component of ensuring that our reputation is maintained, and that all members can enjoy the benefits of the association. With this in mind, it is important to note the value pillars upheld at ELSA IE, and the importance of Integrity in not only personal capacities, but the virtue in itself in professional endeavors.

### **Section I.03 Responsibility**

ELSA IE members are expected to uphold responsibility, which includes reporting infractions or violations of this policy, as well as the responsibility to contribute to the organization, community, and school.

Violations of responsibility may include failing to report a serious infraction after coming into possession of knowledge of such infraction.

## **Article II. Classes of Infractions**

### **Section II.01 Infractions**

Violations of this policy are listed as "Infractions." Infractions are divided into classes, which are established by the Code of Ethics of ELSA IE, and are referenced in the present Policy. Some serious infractions result in a suspension while the investigation is pending.

## Section II.02 Application

Members are always bound to this Policy, regardless of location or the nature of the event or activity. Violations can occur at the university, online, or otherwise.

## Article III. Authorized Use of AI tools

### Section III.01 Research and Planning

- (a) ELSA IE Members are authorized to use generative AI tools or any other type of AI-powered tools in order to help themselves in conducting research, be that academic or otherwise.
  - (i) *Research is defined as the systematic investigation into and study of materials and sources.*
- (b) It is a duty of ELSA IE Members to diligently check any sources or information that is provided to them by the aforementioned generative AI tools. It is a known fact that the tools in question may provide information that is either distorted or untrue altogether. Therefore, it is of utmost importance to check the information provided through an independent verification process.
- (c) ELSA IE Members are also authorized to use generative AI tools or any other type of AI-powered tools in order to help themselves to plan their writing process.

### Section III.02 Translation

- (a) ELSA IE Members are authorized to use generative AI tools or any other type of AI-powered tools in order to help themselves in the translation of documents in order to understand them, and in order to use such translation as a source for the purposes of ELSA IE Law Review, however, such use has to be disclosed.

### Section III.03 University Sanction

- (a) You must report yourself or other members to the appropriate ELSA IE authority if you or the member in question is referred to the University's ethics procedure in regard to infractions involving the use of AI tools. ELSA IE will not act until the decision of the University is handed down.

- (b) If a member is suspended or expelled from the University, their membership will be automatically revoked without the right to appeal.

## Article IV. Unauthorized Use of AI tools

### Section IV.01 In General

- (a) Members are prohibited from using generative AI tools in order to create the body of their works, or create the necessary text for any kind of task, assigned work, or submission.
  - (i) *Tasks, assigned work, or submission* is defined as any kind of written work carried out by any Member of ELSA IE. This may include but is not limited to submissions made for the purposes of The Mitchell L. McLean Trial Competition, The ELSA IE Law Review, or any submission of a form made and distributed by ELSA IE, or any task that is performed by a Member of ELSA IE in their elected or appointed positions.

### Section IV.02 Exceptions and Exemptions

- (a) In order to avoid being sanctioned under the provisions of the present policy, the following exceptions are established, and must be followed:
  - (i) *The Member must clearly disclose the fact that generative AI tools were used in order to perform any task or activity mentioned in this Article.*
  - (ii) *For the purposes of tasks performed by the Board of ELSA IE, the President acting together with Secretary-General explicitly authorizes the Board Member to use generative AI tools in order to perform the specific task. Such approval needs to be given to the respective Board Member each time the task is assigned, in order to keep the integrity of the work performed by the Board of ELSA IE.*
  - (iii) *In circumstances where the task or activity is performed by a Member of ELSA IE, the use of generative AI may only be used in the case that it is explicitly authorized by the Organization. For the purposes of this subparagraph, individual representations by the Elected or Appointed Members of the Board of Directors or Editorial Board will not be valid, unless they are made by the President, Secretary-General or Editor-in-Chief.*

### Section IV.03 Levels of Infractions and Authorized Detection Tools

- (a) No procedure may be started on unauthorized use of AI, where detection percentage is lower than 25%.
- (b) First infraction with the unauthorized use of AI, where detection percentage is between 25% and 50% is a Class E offence. Each repeated offence of this Class, will result in a gradual

increase in the Class of the offence. For example, a second offence under this class will result in a Class D offence and so forth.

- (c) First infraction with the unauthorized use of AI, where detection percentage is between 50% and 75% is a Class D offence. Each repeated offence of this Class, will result in a gradual increase in the Class of the offence.
- (d) First infraction with the unauthorized use of AI, where detection percentage is between 75% and 100% is a Class C offence. Each repeated offence of this Class, will result in gradual increase in the Class of the offence.
- (e) The approved tools for detection shall be GPTZero, WinstonAI or Originality.ai.
- (f) In the case that the offence in question is Class E or Class D, the evidence provided shall be cross checked with two (2) of the tools outlined above.
- (g) In the case that the offence in question is Class C or higher, the evidence provided shall be cross checked with three (3) of the tools outlined above. The results of those checks shall be put to question during the Ethics Procedure, if they differ from each other by more than 10%. Such considerations must be made by the Board of Directors voting on the alleged allegation.

## Article V. Procedure and Application

### Section V.01 Initiation Procedure

- (a) All Members are obliged to report any infraction, whether witnessed or that they became aware of, to the Director of Ethics, Standards & Audit, at the following email [ethics.ieuniversity@es.elsa.org](mailto:ethics.ieuniversity@es.elsa.org). The Member reporting shall explain in the report made to the Director of Ethics, the nature of the reported infraction, providing as many details as possible. All reports will be treated in a strictly confidential manner.
- (b) Intentional misrepresentation of facts or reporting an intentionally falsified infraction that regards another Member is strictly prohibited and is a **Class C** offence.
- (c) Additionally, it is the duty of Members of the Board of ELSA IE and Members of the Editorial Board of ELSA IE Law Review to check the submissions made to them by the Members and Authors on the matter of use of AI tools. Therefore, ethical procedures under the present policy may be started at the discovery by the aforementioned Board Members of the use of AI by the Members of the Organization or Authors. Upon such discovery, a report must be submitted to the Director of Ethics, in accordance with Subparagraph (a) of the present Section, and in the case of ELSA IE Law Review authors, also to the Editor-in-Chief, at the following email [eic.ieuniversity@es.elsa.org](mailto:eic.ieuniversity@es.elsa.org).

- (d) Upon the receipt of the report, the Director of Ethics will report the information regarding the alleged infraction to the Secretary-General, and the latter will communicate the necessary information to the President.
- (e) The President may decide to hold an Extraordinary Board Meeting, for the purposes of deciding whether the alleged report requires an investigation. The President may decide to hold a preliminary vote on the aforementioned matter, however the effective decision regarding an investigation is within full discretion of the President with consultation of the Secretary-General.
- (f) In case the investigation has not been opened by the President, the Secretary-General with collaboration of the Director of Ethics, shall draft a report detailing the reasons for the decision taken and shall communicate this report to the reporting Member.
- (g) Investigation procedures and decisions of the President of ELSA IE on whether or not to open an investigation under this policy, may not limit or prejudice the right of the Editorial Board of ELSA IE Law Review to conduct its own investigation procedure and make a decision under its own Bylaws regarding the infraction in question under any circumstances.

#### Section V.02 Investigation and Hearing Procedure

- (a) In case the investigation has been initiated by the President, the Secretary-General aided by the Director of Ethics, shall diligently investigate the matter at hand, which can involve but is not limited to a) interviewing the parties involved, b) interviewing possible witnesses.
- (b) Following the opening of the investigation, the Secretary-General, with collaboration of the Director of Ethics shall draft an official letter to the accused Member, notifying the latter of the opened investigation against them. The aforementioned letter shall include full explanation of the pending procedure and must include a possibility for the exercise of the right to be heard by the accused at the Ethical Hearing.
- (c) The default composition of the Ethical Hearing is in front of the Board of Directors, at the first Ordinary Board Meeting after the allegations were made.
- (d) The accused always must have an opportunity to be presented with the charges against them, as well as given the opportunity to defend themselves, the latter limited to fifteen (15) minutes, or five (5) pages in the written form, in case of the latter limit, excluding any evidence provided.

- (e) At no point of time, the identity of the reporting Member shall be disclosed to the accused or to the Members of the Board of Directors, unless they are directly involved in the procedure, or have waived their right to such protection.

### Section V.03 Sanctions

- (a) After the conclusion of the investigation, and the hearing, if applicable, the Secretary-General, with collaboration of the Director of Ethics, shall draft a report using only the necessary details of the situation at hand, along with a recommendation on the appropriate measures to be taken.
- (b) At the first Ordinary Board Meeting taking place immediately after the conclusion of the investigation procedure, the Board of Directors shall enter the following procedure:
  - (i) *The Secretary-General shall present to the Board the report of the infraction, along with the recommendations regarding the measures to be taken. The Secretary-General shall act in the capacity of the Prosecutor.*
  - (ii) *The President shall act in the capacity of the mediator and shall express their opinion regarding the recommendations and the situation at hand.*
  - (iii) *After the Secretary-General and the President have finished their reports, any Board Member may express their own opinion regarding the matter discussed.*
  - (iv) *Upon the conclusion of the discussion, the Board of Directors shall take a binding vote, according to the following voting rules: For the offences of Class A and B, the Board of Directors shall vote with absolute majority; For the offences of Class C, D and E, the Board of Directors shall vote with simple majority.*
  - (v) *Whenever the measure proposed concerning offences of Class A or B fails, it can be lowered to that of Class C, by way of motion of one of the Members of the Board and shall be voted upon by way of simple majority.*
- (c) Upon the conclusion of the vote, the results of the latter shall be communicated to the accused and the accuser within two (2) working days, in a written form, by the Secretary-General.
- (d) The decision of the Board of Directors shall be binding effective immediately and shall enter into force upon the notification of the accused.
- (e) The aforementioned decision can be appealed to the Board of Directors of ELSA Spain, according to the procedure outlined in the bylaws of ELSA IE University.



THEREFORE,

ON THIS DAY

The 8th March 2025,

THE MEMBERS OF ELSA IE HEREBY ESTABLISHES THE REGULATORY PROVISIONS  
OF THE IE EUROPEAN LAW STUDENTS' ASSOCIATION;

A handwritten signature in black ink, featuring a large, stylized initial 'J' followed by the name 'Toledano' in a cursive script.

---

JADE MARIA TOLEDANO, *Chairwoman President*

A handwritten signature in black ink, featuring a large, stylized initial 'M' followed by the name 'Kudinov' in a cursive script.

---

MAKSIM KUDINOV, *Secretary-General*