

CYPRUS AYDIN UNIVERSITY

Artificial Intelligence Usage Policy

1. Purpose

The purpose of this policy is to establish the fundamental principles and procedures governing the ethical, secure, transparent, and responsible use of artificial intelligence technologies within Cyprus Aydin University in the areas of education and training, research, social contribution, and administrative processes.

2. Scope

This policy applies to:

- academic and administrative staff,
- associate, undergraduate, and postgraduate students,
- researchers, and
- all stakeholders acting on behalf of the University.

3. Fundamental Principles

Cyprus Aydin University adopts the following principles regarding the use of artificial intelligence:

1. Artificial intelligence is a tool that supports education and research; it does not replace human academic responsibility.
2. The use of artificial intelligence shall comply with the principles of academic integrity, ethical standards, and scientific research practices.
3. The responsibility for verifying the accuracy and reliability of content generated by artificial intelligence rests with the user.
4. The use of artificial intelligence tools shall comply with national and international regulations concerning the protection of personal data, information security, and intellectual property rights.
5. Institutional information, research data, or personal data with confidentiality requirements shall not be uploaded to publicly accessible artificial intelligence systems.
6. Transparency is essential in the use of artificial intelligence. Where necessary, the tools used and the extent of their use shall be clearly disclosed.
7. Artificial intelligence shall not be used for discrimination, the production of misleading information, cyberbullying, deepfakes, academic fraud, or any other unethical purposes.

4. Use of Artificial Intelligence in Education and Teaching

The University encourages the use of artificial intelligence as a technology that supports learning.

Academic staff shall:

- clearly specify the rules regarding the use of artificial intelligence in course syllabi,
- explicitly indicate in which assignments, projects, and assessments the use of artificial intelligence is permitted, and

- inform students about the benefits, limitations, and ethical risks associated with artificial intelligence.

5. Students' Use of Artificial Intelligence

Students may use artificial intelligence tools for:

- idea generation,
- literature review,
- language editing,
- programming support, and
- supporting learning.

However:

- content generated by artificial intelligence may not be submitted as the student's own work,
- artificial intelligence may not be used in assessments where it has been prohibited by the instructor, and
- the artificial intelligence tools used and their contribution to the work shall be clearly disclosed when required.

6. Use of Artificial Intelligence in Research

Artificial intelligence may be used in research for purposes such as:

- data analysis,
- code development,
- drafting, and
- language editing.

Nevertheless:

- researchers remain responsible for scientific interpretations and conclusions,
- artificial intelligence may not be listed as an author of scholarly work, and
- outputs generated by artificial intelligence may not be used as scientific data without verification.

7. Assessment and Evaluation

For each course, instructors may determine one of the following approaches:

- full permission for the use of artificial intelligence,
- permission within specified limitations, or
- prohibition of the use of artificial intelligence.

These rules shall be communicated to students before the commencement of the course.

8. Academic Integrity

The following situations shall be considered violations of academic ethics:

- presenting work generated by artificial intelligence as personal work without proper acknowledgement,
- presenting data generated by artificial intelligence as genuine research data,
- using fabricated references or fictitious citations, and
- violating examination regulations through the use of artificial intelligence.

In such cases, the University's Academic Integrity and Disciplinary Regulations shall apply.

9. Data Security

The following information shall not be uploaded to artificial intelligence systems:

- student information,
- staff information,
- health data,
- examination questions,
- unpublished research data, and
- documents containing institutional confidential information.

10. Faculty and Departmental Practices

Each faculty and department may:

- prepare artificial intelligence usage guidelines tailored to the needs of the discipline,
- develop course-specific applications and practices, and
- plan training activities that support artificial intelligence literacy.

11. Entry into Force

This policy shall enter into force on the date of approval by the University Senate. It shall be reviewed and updated regularly in line with technological developments and relevant legislation.