



Sulkhan-Saba Orbeliani
UNIVERSITY

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University Policy on the Use of Artificial Intelligence in Research Activities and the Educational Process

Tbilisi

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The purpose of this University Policy is to establish best practices and formulate guiding principles for the use of Artificial Intelligence (AI) in research activities and teaching and learning processes at Sulkhan-Saba Orbeliani University (hereinafter referred to as the “University”).

Article 1. Support for and Principles Governing the Use of Artificial Intelligence

1. The University supports the use of Artificial Intelligence tools as auxiliary resources in teaching and learning, research, and expert activities. Such tools may enrich teaching, learning, and research processes and contribute to their efficiency; however, they shall not replace the central role of human creativity, expertise, and intellectual judgment.
2. The use of Artificial Intelligence shall be guided by the principles of transparency, respect for copyright, accountability, fairness, and reliability throughout all stages of teaching, learning, and research.

Article 2. Use of Artificial Intelligence in the Teaching and Learning Process

1. Within academic programmes, the respective course instructors shall determine the form, scope, and permissible extent of AI use, in accordance with the principles established by the University Policy on the Use of Artificial Intelligence and with due regard to the principle of academic freedom.
2. Assessment methods and criteria within academic courses shall be designed in a manner that enables the appropriate and proportionate evaluation of assignments completed with the assistance of Artificial Intelligence.
3. Where the use of Artificial Intelligence is prohibited within a particular course, the relevant syllabus or assignment instructions shall explicitly specify the prohibition on AI use, the practices considered impermissible, and the applicable requirements concerning academic integrity.

Article 3. Use of Artificial Intelligence in Research

1. All research conducted with the use of Artificial Intelligence shall comply with the University's institutional ethical guidelines, including the “Regulation on the Prevention, Detection, and Response to Plagiarism.”
2. Researchers shall clearly disclose the extent and purposes of their use of Artificial Intelligence tools and provide detailed information concerning the methodology employed. Where applicable, such disclosure shall include descriptions of the datasets, algorithms, and models used.
3. Full responsibility for the results of research rests exclusively with the researcher. Artificial Intelligence shall not be recognized or credited as an author of research.
4. The use of Artificial Intelligence shall be disclosed where an AI tool has made a substantial contribution to the research process. Researchers, authors of journal articles, and students shall provide a declaration concerning the use of Artificial Intelligence in their research. The format of such declaration shall be based on the standard developed by the Council of Europe (Appendix 1). Researchers are responsible for ensuring appropriate attribution and for preventing plagiarism.

5. The use of Artificial Intelligence tools in the peer-review process is prohibited. Peer review constitutes a scholarly activity requiring knowledge, professional experience, critical judgment, and ethical responsibility. In evaluating a manuscript, reviewers shall rely exclusively on their own professional knowledge and expertise.

Article 4. Data Confidentiality and Security

1. Research conducted with the assistance of Artificial Intelligence shall fully comply with the Sulkhan-Saba Orbeliani University Data Protection Policy, the Law of Georgia on Personal Data Protection, and applicable European Union law. Where personal data are used in research, such data shall be processed securely and confidentially and in accordance with applicable legal requirements.

2. The uploading of any personal data to AI tools without prior anonymization or pseudonymization is prohibited.

3. When processing copyrighted works, informed consent from the relevant participants shall be obtained in order to minimize ethical and legal risks.

Article 5. Monitoring Compliance with the University Policy on the Use of Artificial Intelligence

The University shall establish and maintain appropriate monitoring mechanisms to ensure the effective implementation of and compliance with the University Policy on the Use of Artificial Intelligence.

Violations of this Policy may constitute grounds for the application of disciplinary measures in accordance with the University's applicable regulations.

Article 6. Support for Academic Staff and Students

1. In order to promote a comprehensive understanding of the capabilities and limitations of Artificial Intelligence and to uphold principles of academic integrity, the University shall provide academic staff and researchers with opportunities for professional development through training and supporting educational resources.

2. Students shall receive information concerning the use of Artificial Intelligence through the relevant academic courses. Appropriate syllabi shall emphasize the development of graduates' competencies in the effective, responsible, and academically ethical use of Artificial Intelligence. The University shall organize training sessions and informational meetings on Artificial Intelligence to raise students' awareness and promote responsible use.

Appendix 1. Declaration on the Use of Artificial Intelligence

Have you used any AI tools in the creation, editing, translation, or production of any part of your research, including, for example, text, images, video, audio, layout, design, or other materials?

☐ Yes ☐ No

If you answered Yes, please provide the following information (additional supporting documentation may be attached where necessary):

AI Tool Name	Type of Content Processed (e.g., text, images, graphs or tables, video, layout, etc.)	How the AI Tool Was Used and Which Part(s) of the Final Output It Contributed To

Declaration

I hereby confirm the accuracy of the information provided above and accept responsibility for its correctness.

Full Name: _____

Signature: _____

Date: _____

Place: _____