Sulkhan-Saba Orbeliani
UNIVERSITY

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

Tbilisi, 2026

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

The objective of the university policy is to define best practices and establish guiding principles for the use of Artificial Intelligence (AI) in research activities and the teaching-learning process at Sulkhan-Saba Orbeliani University (hereinafter "the University").

Article 1. Support and Principles of Artificial Intelligence Use

1. The University supports the use of AI tools as auxiliary resources in the teaching-learning, research, and expertise processes. This enriches educational and research processes and enhances their efficiency, though it does not replace the creative and fundamental role of human intellect.

2. The use of AI must be based on transparency, respect for copyright, responsibility, fairness, and reliability at all stages of teaching, learning, and research.

Article 2. Use of Artificial Intelligence in the Educational Process

1. The form, scope, and permissible limits of AI usage within academic programs are determined by the respective course instructors, taking into consideration the principles of the University's AI policy and academic freedom.

2. Assessment methods and criteria in academic courses must be designed to ensure the adequate evaluation of assignments completed using AI.

3. If the use of AI is prohibited in a specific course, the respective syllabus or specific assignment instructions must explicitly state the prohibition of AI use, unacceptable practices, and academic integrity requirements.

Article 3. Use of Artificial Intelligence in Research

1. All research conducted using AI must comply with the University's institutional ethics guidelines, including the "Rules for Plagiarism Prevention, Detection, and Response."

2. Researchers are required to clearly outline the scope and objectives of their AI tool usage and provide detailed information regarding the applied methodology. Where possible, this should include descriptions of datasets, algorithms, and models.

3. Full responsibility for research outcomes rests solely with the researcher. Artificial Intelligence cannot be considered a research author.

4. The use of AI must be declared if the tool made a significant contribution to the research process. The researcher, journal article author, or student must submit a declaration on the use of AI in research, following a format based on the standard developed by the Council of Europe (Appendix 1). It is the researcher's obligation to ensure proper citation and prevent plagiarism.

5. The use of AI tools in the peer-review process is strictly prohibited. Peer review is a scientific activity that demands knowledge, experience, critical judgment, and ethical responsibility. Reviewers must rely exclusively on their own professional expertise and experience when evaluating a manuscript.

Article 4. Data Confidentiality and Security

1. Research conducted with the assistance of AI must fully comply with the "Data Protection Policy" of Sulkhan-Saba Orbeliani University, the Law of Georgia on Personal Data Protection, and European Union law. When personal data is used in research, it must be processed securely and confidentially, in accordance with the law.

2. Uploading any personal data into AI tools without prior anonymization or pseudonymization is strictly prohibited.

3. Securing the informed consent of participants is mandatory when processing copyrighted materials to minimize ethical and legal risks.

Article 5. Monitoring the Implementation of the University Artificial Intelligence Policy

The University will implement monitoring mechanisms to ensure effective compliance with the AI use policy. Policy violations may result in disciplinary action in accordance with the University's current regulations.

Article 6. Support for Academic Staff and Students

1. To foster a comprehensive understanding of AI capabilities and limitations and to uphold academic integrity, the University provides professional development for academic staff and researchers through training and supplementary educational resources.

2. Information regarding the use of AI must be delivered to students through relevant academic courses. The respective syllabi should emphasize developing students' skills for the effective and ethical use of AI. Furthermore, the University provides training and informational sessions to raise students' awareness about AI.

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Declaration on the Use of Artificial Intelligence

Did you use AI tools in creating, editing, translating, or producing any part of the research (e.g., text, images, video, audio, layout, design, or other materials)?

☐ Yes ☐ No

If yes, please provide the following information (you may attach supplementary documentation if necessary):

AI Tool Name	Type of Processed Content (text, image, graphics or tables, video, layout, etc.)	How it was used and in which part(s) of the final product

I confirm the submitted information and take responsibility for its accuracy.

Name, Surname:

Signature:

Date, Place: