



NATIONAL EDUCATIONAL UNIVERSITY

Institutional Policy on the Use of Artificial Intelligence (AI)



Preamble

The rapid development of Artificial Intelligence - AI has had a significant impact on higher education, scientific research, professional activities, and social development processes. Modern universities are obliged to create an educational environment that ensures the responsible, ethical, and effective use of innovative technologies, in full compliance with academic values, human rights, and public interests.

“NEU National Educational University” shares the view that artificial intelligence is not a replacement for human knowledge and professional judgment, but rather an enabling tool that enhances it, contributing to the improvement of the quality of teaching, scientific research, clinical education, professional development, institutional governance, and innovation.

The University recognizes that the use of Artificial Intelligence requires particular responsibility, especially in fields such as medicine, law, psychology, business, and other disciplines where decisions may have a significant impact on human health, rights, safety, and public welfare.

This policy is based on the principles of academic freedom, academic integrity, professional ethics, transparency, accountability, equality, data protection, information security, and the central role of the human being. Its purpose is to establish a unified institutional framework for the use of artificial intelligence at the University, ensuring the safe, ethical, responsible, and effective use of AI in all academic, research, and administrative processes.

By adopting this policy, “NEU National Educational University” reaffirms its commitment to international best practices and expresses its readiness to develop a modern educational environment in which technological progress, academic quality, research, and human-centered education evolve in harmony, in accordance with the interests of sustainable societal development.

“NEU National Educational University” shares the principle that artificial intelligence cannot replace a professional; however, the professional of the future will be someone who is able to use artificial intelligence in a critical, ethical, and responsible way. That is why the university’s goal is to educate graduates who combine technological competence with professional knowledge, academic integrity, and humanistic values.

Article 1. General Provisions

- 1.1.** This Institutional Policy on the Use of Artificial Intelligence - AI (hereinafter referred to as the “Policy”) defines the core principles, objectives, standards, and accountability mechanisms for the use of Artificial Intelligence - AI at “NEU National Educational University” (hereinafter referred to as the “University”);
- 1.2.** The purpose of the policy is to promote the safe, ethical, responsible, transparent, and academically honest use of artificial intelligence at the university in teaching, research, administrative, and other institutional activities;
- 1.3.** The policy applies to the university’s academic and invited staff, administrative staff, and students;
- 1.4.** The university recognizes the important role of artificial intelligence in the development of higher education, scientific research, and professional activities, and promotes practices of its use that ensure the improvement of educational quality, support innovation, and enhance the effectiveness of decision - making;
- 1.5.** The use of artificial intelligence at the university must be based on the principles of human autonomy, academic freedom, academic integrity, data protection, confidentiality, equality, non-discrimination, transparency, and accountability;
- 1.6.** The use of AI at the university does not exempt any person from responsibility for the outcomes of their academic, professional, or administrative activities. Artificial intelligence is considered a supportive tool and not a replacement for human professional or academic judgment;
- 1.7.** This policy has been developed in accordance with the applicable legislation of Georgia, the regulatory acts in the field of higher education, data protection and ethical standards, as well as international best practices for the responsible use of artificial intelligence.

Article 2. Definitions of Terms

- 2.1.** For the purposes of this Policy, the terms used herein shall have the following meanings:

Artificial Intelligence - AI

Artificial Intelligence - AI refers to a combination of computer systems and algorithms capable of performing functions characteristic of human intelligence, including learning, reasoning, prediction, data analysis, content generation, decision support, and problem-solving.

In the activities of the University, Artificial Intelligence - AI is used as a tool to support teaching, scientific research, administrative processes, and professional development, and does not replace human professional judgment, responsibility, or ethical obligations.

Generative Artificial Intelligence

Generative Artificial Intelligence refers to an AI system capable of creating new content based on user prompts, including:

- Text;
- Images;
- Audio;
- Video;
- Software code;
- Data analytical materials.

Generative Artificial Intelligence is used as a supporting technology for idea generation, teaching, research, administrative activities, and professional communication; however, its outputs require human verification and evaluation.

Machine Learning

Machine Learning - ML is a field of Artificial Intelligence in which computer systems learn from data, identify patterns, and improve their performance without being explicitly programmed with detailed rules in advance.

Machine Learning - ML models are widely used in forecasting, classification, diagnostics, data analysis, and decision-support systems.

AI Tool

An Artificial Intelligence tool is any software, platform, or digital system that uses AI technologies and is designed for analyzing information, generating or processing text, images, data, or other digital content, as well as supporting decision-making.

In the activities of the University, AI tools may include both platforms recommended by the University and other reliable platforms that comply with safety and security requirements.

Human Oversight

Human Oversight is a principle according to which information, recommendations, or analyses generated by

Artificial Intelligence - AI are subject to human evaluation, verification, and final decision-making.

The University considers that, when using Artificial Intelligence - AI, the final responsibility for any academic, scientific, clinical, or administrative activity rests with the respective authorized person and not with the Artificial Intelligence - AI system.

Clinical Decision Support System - CDSS

A Clinical Decision Support System (CDSS) is a software system based on Artificial Intelligence - AI or other digital technologies that assists healthcare professionals in the process of diagnosis, treatment, and clinical decision-making by providing evidence-based information. Such systems are used solely as supporting tools and do not replace a physician's professional judgment.

Responsible AI

Responsible Artificial Intelligence - AI refers to the use of AI in accordance with principles that ensure respect for human rights, fairness, transparency, accountability, data protection, security, and adherence to ethical standards.

Article 3. Purpose of the Policy

3.1. The purpose of this Policy is to establish a unified institutional framework for the safe, ethical, responsible, and effective use of Artificial Intelligence - AI at the University, which will contribute to improving the quality of teaching, learning, scientific research activities, clinical education, administrative processes, and the implementation of the University's third mission.

3.2. The Policy aims to:

- To establish unified institutional standards and rules for the use of Artificial Intelligence - AI;
- To ensure academic integrity, professional ethics, and transparency in the use of Artificial Intelligence - AI;
- To develop AI-related knowledge, skills, and a culture of responsible use among students and staff;
- To promote the integration of innovative technologies into the teaching process, scientific research, and clinical education;
- To ensure the protection of personal data, confidential information, and intellectual property in the use of Artificial Intelligence - AI;
- To maintain the priority of human professional judgment, critical thinking, and decision-making, particularly in the process of clinical decision-making;

- To comply with national legislation, international ethical standards, and best practices for the responsible use of Artificial Intelligence - AI.

3.3. The University recognizes that Artificial Intelligence - AI is an important tool for the development of teaching, research, clinical practice, and institutional governance; however, its use must always serve to enhance human knowledge, professional competence, and academic values, rather than replace them. **(Artificial Intelligence - AI systems recommended for use at the University - Appendix 1);**

Article 4. Scope of Application

4.1. This Policy applies to all structural units, educational programs, scientific research activities, and administrative processes of “NEU National Educational University”, where Artificial Intelligence - AI systems are used or may potentially be used.

4.2. The requirements of this Policy are mandatory for the University’s:

- Academic staff;
- Invited staff;
- Administrative staff;
- Students;
- Researchers and individuals engaged in scientific activities;
- Natural and legal persons in contractual relations with the University who use Artificial Intelligence - AI tools within the framework of the University’s activities.

4.3. The Policy applies to the use of Artificial Intelligence - AI:

- Instructional-methodological process;
- In scientific research activities;
- In clinical education and teaching processes supporting clinical decision-making;
- In administrative and management activities;
- In quality assurance, evaluation, and analytical processes;
- In activities carried out within the framework of international cooperation, innovation, and the University’s third mission.

4.4. The use of artificial intelligence at the university is permitted only if it complies with the applicable legislation of Georgia, the university’s internal regulations, and the requirements of academic integrity, ethics, personal data protection, and information security.

4.5. The requirements of this policy apply both to AI systems officially implemented by the university and to the use of external artificial intelligence platforms and tools that university members use for purposes related to the university’s activities.

Article 5. Fundamental Principles

5.1. The use of artificial intelligence (AI) at the university is based on the following fundamental principles:

Human-Centered Role

Artificial intelligence is used as a tool to support human activity and does not replace human professional, academic, or clinical judgment and responsibility.

Academic Integrity

The use of artificial intelligence must comply with the principles of academic integrity and must not lead to plagiarism, misattribution of authorship, academic fraud, or disruption of the assessment process.

Ethics

The use of AI must be based on ethical standards, respect for human dignity, equality, fairness, and the principles of non-discrimination.

Transparency

University representatives are required, where necessary, to disclose the use of artificial intelligence and ensure transparency in the process of its use.

Data Protection and Confidentiality

When using artificial intelligence, the requirements for the protection of personal data, confidential information, and intellectual property must be observed in accordance with the legislation of Georgia and the university's internal regulations.

Accuracy and Reliability

Information generated by AI must not be used without verification. University members are responsible for assessing the accuracy and reliability of the information they use.

Responsibility

Any academic, scientific, administrative, or clinical outcome obtained through the use of artificial intelligence is the sole responsibility of the respective individual and not of the AI system.

Support for Innovation and Continuous Development

The university promotes the responsible integration of artificial intelligence into teaching, research, clinical education, and institutional management processes, with the aim of effectively utilizing modern technologies and

fostering innovation.

Compliance with Medical Ethics

The use of AI in medical education must ensure compliance with the principles of patient safety, evidence-based medicine, clinical ethics, and professional responsibility. AI is used solely as a decision-support tool and does not replace the clinical judgment of medical professionals.

Article 6. Use of AI in University Educational Programs

6.1. Medicine

- Use of AI in the analysis of clinical cases;
- Introduction to clinical decision support systems;
- Analysis of medical images and data;
- Simulation-based learning and virtual patients;
- Ethical use of AI in healthcare.

6.2. Law

- Analysis of case law and legislation;
- Support in legal research and document preparation;
- Ethical and legal regulation of AI;
- Assessment of legal risks.

6.3. Business Administration and Economics

- Business analytics and data analysis;
- Financial forecasting;
- Marketing research;
- Decision support systems.

6.4. Psychology

- Data analysis in psychological research;
- Support for psychometric instruments;
- Capabilities and limitations of AI in psychological practice;
- Ethical issues.

6.5. University Administrative Activities

- Optimization of document management processes;
- Support for quality assurance processes;
- Data analysis;
- Improvement of student services.

Article 7. Use of Artificial Intelligence - AI in the Teaching Process

7.1. The university promotes the responsible, ethical, and effective use of artificial intelligence (AI) in the teaching process, with the aim of improving the quality of teaching and learning, developing students' digital competencies, and creating an innovative educational environment.

7.2. The use of artificial intelligence in the educational process is permitted for the following purposes:

- Preparation of teaching materials, presentations, and additional educational resources;
- Analysis of clinical, legal, business, and other professional case studies;
- Support for simulation-based learning and problem-based learning (PBL);
- Development of research and analytical skills;
- Support for academic writing, information retrieval, and critical evaluation;
- Support for individual learning processes and personalized learning.

7.3. The use of artificial intelligence does not exempt students from independent learning, critical thinking, academic integrity, or responsibility for the content of their own work;

7.4. Academic staff are authorized to use AI tools in the teaching process to improve the quality of instruction, create an interactive learning environment, increase student engagement, and implement modern educational methods;

7.5. The use of AI in the teaching process must comply with the requirements of academic integrity, data protection, confidentiality, and ethical standards;

7.6. In cases where an artificial intelligence tool is used in completing a learning assignment, project, research paper, or other academic activity, the student or academic staff member is required, where necessary, to disclose the use of AI in accordance with the procedure established by the university;

7.7. In medical educational programs, AI is used as an educational and clinical decision-support tool. Its use does not replace the development of students' clinical reasoning, evidence-based medicine, professional responsibility,

or the principles of patient-centered care.

Article 8. Use of Artificial Intelligence in Scientific Research

8.1. The university promotes the responsible use of artificial intelligence (AI) in scientific research activities in order to enhance the quality, efficiency, and innovativeness of research.

8.2. The use of AI in scientific research is permitted for the following purposes:

- Searching, systematizing, and conducting preliminary analysis of scientific literature;
- Supporting the planning of research design;
- Processing, analyzing, and visualizing data;
- Supporting the editing, structuring, and language improvement of scientific texts;
- Facilitating the interpretation of research results and scientific communication;
- Developing innovative research methods and technologies.

8.3. Artificial intelligence is used solely as a supporting research tool and may not be considered the author, co-author, or responsible entity of the research;

8.4. The researcher is obliged to verify information generated by AI, ensure the accuracy, reliability, and scientific validity of the data used, and adhere to ethical standards of research;

8.5. When preparing a scientific paper, dissertation, project, or other research work, the use of AI must be carried out in full compliance with the requirements of academic integrity, copyright, personal data protection, and scientific ethics;

8.6. In cases where artificial intelligence has been substantially used in the research process, the author is required to indicate the use of AI and its purpose in an appropriate form, in accordance with international academic practice and the university's internal regulations;

8.7. The university promotes the conduct of scientific research in the field of artificial intelligence, including the development of interdisciplinary research, international cooperation, and innovative projects.

Article 9. Use of Artificial Intelligence in Administrative Activities

9.1. The university promotes the responsible use of artificial intelligence (AI) in administrative activities with the

aim of improving institutional management efficiency, service quality, and the optimization of work processes.

9.2. The use of AI in administrative activities is permitted for the following purposes:

- Supporting the preparation and editing of administrative documents;
- Improving data analysis and reporting processes;
- Supporting quality assurance and institutional evaluation processes;
- Improving communication and information management processes;
- Facilitating the automation and optimization of administrative processes;
- Processing statistical data, forecasting, and conducting decision-support analysis.

9.3. The use of artificial intelligence does not exempt administrative staff from professional responsibility. Final responsibility for any administrative decision made on behalf of the university lies with the authorized person.

9.4. When using AI in administrative activities, the requirements of personal data protection, information security, confidentiality, and the university's internal regulations must be observed.

9.5. Documents, reports, analyses, and other administrative materials prepared with the use of artificial intelligence shall, where necessary, be subject to human verification and evaluation.

9.6. The university ensures the professional development of administrative staff in the effective, ethical, and safe use of artificial intelligence through the organization of relevant training and professional development activities.

9.7. In order to uphold academic integrity, the university uses the international plagiarism detection system Turnitin, through which students' academic papers, qualification theses, and other written academic works are checked. The use of Turnitin is one of the mechanisms for ensuring academic quality and maintaining academic ethics at the university.

9.8. The Turnitin international platform provides both text similarity checking (Similarity Check) and the ability to identify AI-generated text.

Article 10. Academic Integrity and AI

10.1. The university recognizes that the use of artificial intelligence (AI) must be based on the principles of academic integrity, fairness, transparency, and professional ethics.

10.2. Students, academic staff, invited staff, and administrative personnel are required to use artificial intelligence solely in compliance with the requirements of academic and professional ethics.

10.3. The use of artificial intelligence in a manner that leads to the following is prohibited:

- Plagiarism or appropriation of another person's intellectual property;
- Dishonest presentation of academic work, examinations, assessments, or research results;
- Presenting AI-generated content as one's own work without appropriate acknowledgment;
- Intentional distortion of data, research results, or citations;
- Violation of the university's rules of academic integrity.

If an artificial intelligence tool has been used within educational, research, or other academic activities, the author is obliged, where necessary, to disclose the use of AI and the extent of its use in accordance with the university's established regulations.

10.4. The use of artificial intelligence does not exempt the author from responsibility for the content, accuracy, and reliability of the academic work.

10.5. The university is authorized to use appropriate mechanisms for the prevention and detection of violations of academic integrity, including plagiarism detection systems, academic assessment procedures, and other quality assurance mechanisms.

10.6. A violation of the requirements of this article shall be considered a breach of academic integrity and shall result in liability as provided for by the university's internal regulatory acts.

Article 11. Personal Data Protection and Information Security

11.1. The use of artificial intelligence (AI) at the university is carried out in full compliance with the applicable legislation of Georgia, the university's internal regulatory acts, and the principles of personal data protection and information security.

11.2. Members of the university are required to ensure the following when using AI systems:

- Lawful and purpose-specific processing of personal data;
- Protection of confidential information from unauthorized disclosure, use, or dissemination;
- Ensuring the security of the university's internal information and intellectual property;
- Maintaining the accuracy and integrity of information.

11.3. It is prohibited to input into public artificial intelligence platforms information that contains:

- Personal data without an appropriate legal basis;
- Confidential information of patients, students, employees, or any other individuals;

- Internal, commercial, or other restricted-access information of the university;
- Any other data protected by law or by the university's internal regulations.

11.4. When using AI systems, members of the university are required to consider information security risks and to use only technological solutions that comply with security, confidentiality, and data protection requirements.

11.5. The university ensures the raising of awareness among staff and students regarding personal data protection and information security issues related to the use of artificial intelligence through relevant training, recommendations, and informational resources.

11.6. A violation of personal data protection and information security requirements shall be addressed in accordance with the university's internal regulations and the applicable legislation of Georgia, and shall result in appropriate liability.

11.7. When using AI systems, members of the university are required to give preference to platforms and technological solutions that ensure compliance with international standards of data protection, information security, and confidentiality.

Article 12. Ethical Principles

12.1. The university recognizes that the use of artificial intelligence (AI) must be based on the principles of human dignity, professional ethics, fairness, transparency, and social responsibility.

12.2. Members of the university are required to use AI in a manner that:

- Respects human rights and fundamental freedoms;
- Ensures compliance with the principles of equality, fairness, and non-discrimination;
- Excludes the facilitation of biased, incorrect, or harmful decision-making;
- Promotes the strengthening of professional ethics and social responsibility.

12.3. Artificial intelligence shall not be used to make decisions that substantially affect human life, health, safety, academic assessment, or professional responsibility without appropriate human involvement and oversight.

12.4. The university places particular importance on the ethical use of AI in medicine, law, psychology, and other fields where decisions may affect human rights, health, and well-being.

12.5. Members of the university are required to demonstrate professional integrity, critical thinking, and responsibility when using AI, and to verify AI-generated information against reliable sources.

12.6. The university promotes the development of ethical awareness in the use of artificial intelligence and ensures access to relevant training, recommendations, and informational resources.

Article 13. Responsibility and Monitoring

13.1. All members of the university are required to comply with the requirements of this policy, the university's internal regulatory acts, the principles of academic integrity and professional ethics, and the applicable legislation of Georgia when using artificial intelligence (AI).

13.2. The university's structural units, within their respective areas of competence, shall ensure compliance with the requirements related to the use of artificial intelligence, risk management, and the development of relevant recommendations.

13.3. The monitoring of compliance with this policy is coordinated by the Quality Assurance Office, which cooperates with relevant academic, administrative, and other structural units.

13.4. Within the scope of monitoring, the university is authorized to:

- Evaluate AI usage practices in educational, research, and administrative activities;
- Identify cases of violation of this policy and associated risks;
- Develop recommendations to ensure the effective implementation and improvement of the policy;
- Promote awareness among staff and students through relevant training and informational activities.

13.5. In the event of a violation of this policy, issues of liability shall be considered in accordance with the university's internal regulatory acts and the applicable legislation of Georgia.

13.6. The university shall ensure the periodic review and, if necessary, updating of this policy, taking into account the development of artificial intelligence technologies, legislative changes, and international best practices.

13.7. In order to ensure academic integrity, the university shall monitor the effectiveness of plagiarism detection systems, including Turnitin.

Article 14. Transitional and Final Provisions

14.1. This regulation is approved by the University Senate;

14.2. This regulation of the university shall enter into force immediately upon signing;

14.3. The adoption, repeal, and amendment of this regulation shall be carried out by the Senate;

14.4. This regulation shall cease to be in force upon the approval of a new regulation.

Policy Summary

In the era of artificial intelligence, the university's mission is not merely the implementation of technologies. Its primary responsibility is to educate professionals who are proficient in modern technologies but make decisions based on knowledge, critical thinking, professional ethics, and respect for human dignity.

“NEU National Educational University” considers that artificial intelligence should serve to enhance human intelligence rather than replace it. Accordingly, the university fosters an academic environment in which innovation, science, ethics, and responsibility equally define the quality of education.

By adopting this policy, the university confirms its commitment to international best practices, responsible innovation, and human-centered education, thereby contributing to the development of graduates who are prepared to successfully respond to the professional, technological, and societal challenges of the 21st century.

Recommended Artificial Intelligence (AI) Systems for Use at the University

The following list represents artificial intelligence platforms recommended by the university, which may be used in educational, scientific-research, administrative, and professional activities, in compliance with this policy, academic integrity, personal data protection, and ethical standards.

Recommended AI systems:

ChatGPT - For academic writing, idea generation, information analysis, and learning support;

Microsoft Copilot - For the preparation of documents, spreadsheets, and presentations, as well as for administrative activities;

Google Gemini - For information retrieval, analysis, and the creation of educational resources;

Perplexity AI - For scientific information retrieval and support for source-based research;

Claude - For the analysis and editing of academic texts and the facilitation of research activities.

Note: This list is not exhaustive. The university reserves the right to periodically update the list of recommended AI systems in line with technological developments, academic needs, and international best practices.