



Khazar University

Rules for the Use of Generative Artificial Intelligence

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1. General provisions

1.1. These Rules regulate the ethical, responsible, and effective use of Generative Artificial Intelligence (GAI) technologies at Khazar University.

1.2. The main purpose of these Rules is to ensure the proper, transparent, and responsible use of Generative Artificial Intelligence tools, to maximize their potential benefits, and to minimize risks to academic integrity, confidentiality, and ethical principles.

1.3. These Rules apply to the University's academic and administrative staff, as well as to students.

1.4. Considering the rapid development of Generative Artificial Intelligence tools, the University undertakes to adapt flexibly to emerging risks and opportunities in this field and to update these Rules on a regular basis.

2. Key definitions

2.1. Generative Artificial Intelligence (hereinafter referred to as **GAI**) is a type of artificial intelligence capable of creating new content (such as text, images, code, audio, video, etc.) based on a given question, prompt, instruction, or command (for example, ChatGPT, Microsoft Copilot, Claude, Llama, Google Gemini, etc.).

2.2. Responsible use – compliance with ethical, legal, and academic rules when using GAI.

2.3. Citation/Disclosure means the transparent declaration of the use of GAI tools.

3. Core principles

These Rules promote the creative and beneficial use of GAI while upholding the principles of academic integrity, copyright protection, and data security.

3.1. Ethical and Academic Integrity

When using artificial intelligence technologies, administrative and academic staff, as well as students, are expected to uphold the principles of academic integrity, transparency, and reliability. GAI tools should not be used as a substitute for human creativity, critical thinking, or research capacity, but rather as a means of supporting and strengthening these abilities.

3.2. Responsibility and Accountability

Any legal and ethical responsibility for errors, inaccurate information, or plagiarism arising from the use of GAI tools rests directly with the individual who prepared the document.

3.3. Transparency

In all cases where GAI is used (for example, in a scientific article, assignment, presentation, or report), this fact must be clearly stated, and the tool and methods used must be specified.

4. Data security and confidentiality

4.1. When using GAI tools, the protection of personal data and the principles of confidentiality must be strictly observed. Internal and confidential University information must not be entered into any GAI platform (for example, ChatGPT, Copilot, etc.).

4.2. When using GAI tools, the protection of personal and confidential data must be ensured across all teaching, learning, and administrative activities. The transfer of such data to GAI tools or its disclosure to third parties is prohibited. Data security must be maintained at all times, and the applicable legislation, including the Law of the Republic of Azerbaijan on Personal Data, must be complied with.

4.3. The GAI user is responsible for data protection and must comply with the following key confidentiality rules:

- Personal and confidential data must be protected and not shared without authorization;
- Only public or non-confidential information may be entered into GAI tools;
- Risks must be assessed before any information is shared;
- The data management and control mechanisms set out in the University's internal policy documents must be observed.

4.4. The input, upload, or processing of the following information on GAI platforms is prohibited:

Personal data:

- Identification document details (series, number, FIN code);
- Contact information (address, phone number, personal email address);
- Information on marital status, ethnicity, religious belief, and other personal data;
- Medical and health-related information;
- Bank account details, payment card information, and other financial data.

Academic information:

- Assessment results, examination records, and academic transcripts;
- Examination and test questions.

Internal University information:

- Decisions, meeting minutes, and internal documents;
- Internal audit reports and analytical materials;
- Financial reports, budgetary and expenditure-related information;
- Employment contracts and staff files.

Research data:

- Personal identity and contact information of research participants;
- Non-anonymized survey and interview results;
- Unpublished scientific findings or results under embargo;
- Commercially sensitive information

5. Rules for students

5.1. The use of generative artificial intelligence tools at the University is intended to enhance the effectiveness of the learning process and to support the development of students' analytical and creative skills.

5.2. The following rules must be strictly observed when using GAI:

5.2.1. The use of GAI tools must be limited to learning, research, and personal development purposes only. Every student is required to comply with the University's standards of academic integrity.

5.2.2. GAI tools may serve a supportive role in learning and research activities; however, the student must remain the author of the submitted work. The development and analysis of the content must be based on the student's own knowledge and thinking.

5.2.3. The use of GAI tools must be clearly disclosed by the student. Such disclosure should be included in the relevant materials and documents prepared by the

student, such as essays, assignments, presentations, projects, visual materials, and similar work. Failure to provide this disclosure may result in the person who prepared the document being held accountable in accordance with the measures set out in Clause 11.

5.2.4. Information generated or suggested by GAI may contain errors or bias. The student is responsible for verifying the accuracy and reliability of any information they submit.

6. Permitted Uses of GAI

Khazar University supports the purposeful and transparent use of GAI technologies in the teaching and learning process.

Unless the instructor has specifically stated otherwise in the course syllabus or imposed particular restrictions on the use of artificial intelligence, students may use GAI tools for the purposes outlined below. Such use must not replace the student's independent thinking and creativity, but should instead support and enhance them.

Purpose of use	Brief description	Note
Organizing information	Structuring collected information and materials, organizing topics in a logical sequence, and identifying sub-sections.	GAI should be used only as a supportive tool.

Comparing ideas and exploring different perspectives	Exploring different viewpoints, examining contrasting arguments, and forming one's own position.	The final conclusions and judgments must be substantiated in the student's own words.
Checking writing style and identifying grammatical and spelling errors	Editing the text, correcting grammatical mistakes, and improving sentence structure.	The content and main ideas must remain the student's own.
Idea generation and planning	Selecting a topic, identifying research questions, and planning the overall structure of the work.	The final decision and choice must be made by the student.
Programming and technical support	Checking code syntax and analyzing algorithmic structure.	The student must understand the logic of the code and be able to explain it.
Supporting learning and professional development	Preparing practice tests, explaining concepts, reviewing and reinforcing topics, and developing sample exercises.	It should be used effectively as part of the learning process.

7. Prohibited uses of GAI

Although the use of GAI tools is intended to support the academic process, such technologies must under no circumstances replace the student's own intellectual effort, critical thinking, or creativity.

7.1. To protect academic integrity and maintain a fair assessment environment, the use of GAI is prohibited in the following cases:

7.1.1. Complete preparation of assignments or projects by GAI.

The content of an assignment, essay, report, term paper, or project must not be produced in whole or in substantial part through generative artificial intelligence. Although the use of GAI as a supportive tool may be permitted, the main content and ideas must reflect the student's own intellectual effort.

7.1.2. Use of GAI tools in midterm and final examinations, as well as in assessment tasks conducted during the semester.

To ensure the independent assessment of a student's actual knowledge and skills, the use of artificial intelligence tools is not permitted during examinations, including when completing tests, quizzes, and other assessment tasks in the classroom.

7.1.3. Presenting GAI-generated content as one's own work.

Presenting any text, code, graphic, table, analysis, or other content produced by artificial intelligence tools as the student's own work constitutes plagiarism. When a student uses GAI, this must be disclosed in accordance with the rules set out in Clause 8. Likewise, paraphrasing the works of other authors, academic articles, or any other protected sources through artificial intelligence and presenting such content as one's own work is contrary to academic integrity. GAI may alter wording

and sentence structure, but the underlying ideas, arguments, and information still originate from the original source.

7.1.4. Permissible extent of GAI use.

In text-based documents prepared by the student, the use of generative GAI tools is permitted up to a maximum of 25%.

8. Citation and Disclosure Rules

Transparency and proper citation are essential when using GAI tools. Citation and disclosure may be provided in two forms:

8.1. In-text citation

GAI use disclosure statement (example):

ChatGPT (OpenAI, 2025) was used in the preparation of this work solely for structuring and language editing.

All ideas, arguments, and conclusions were developed independently by the author.

8.2. Reference list entry (APA format):

OpenAI. (2025). *ChatGPT (Dec 2025 version)* [Large language model].
<https://chat.openai.com/>

The purpose of these citation rules is to uphold academic integrity, ensure the proper use of GAI tools, and clearly indicate authorship responsibility.

9. Violations of Academic Integrity

Failure to comply with academic integrity includes the following cases:

9.1. Unauthorized or undisclosed use

Cases of hidden, undisclosed, or unauthorized use of GAI tools are regarded as academic misconduct and plagiarism. This category includes the following:

- Deliberately concealing the use of a GAI tool;
- Using GAI assistance during an assignment or task where such use is not permitted;
- Providing false or incomplete information about such use;
- Presenting content generated by GAI as one's own work;
- Using GAI tools without the instructor's permission.

9.2. Failure to comply with citation and disclosure requirements

- Failure to indicate the use of GAI within the text;
- Failure to provide a reference to the GAI tool in the reference list;
- Failure to submit a GAI use disclosure statement, or providing incomplete information;
- Misrepresenting the extent or nature of the use of GAI.

9. Data falsification

- Using non-existent bibliographic references generated by GAI;
- Distorting the content of genuine sources through GAI;
- Misrepresenting statistical data or research findings through GAI;
- Using information generated by GAI without verification.

10. Rules for Academic Staff

Faculty members are authorized to establish rules on the use of artificial intelligence tools in the courses they teach, taking into account the nature of the course, intended learning outcomes, and assessment methods. When developing

course-level rules on the use of artificial intelligence, the instructor must clearly and accessibly specify the following information in the syllabus:

10.1. Determination of the permitted level of GAI use

The rules governing the use of GAI tools in a course must be defined by the instructor in a clear and unambiguous manner. The instructor must clearly indicate to students the extent to which GAI may be used in the course, as well as the purposes and conditions under which such use is permitted. The instructor may allow one of the following three approaches to the use of GAI tools:

10.1.1. Full permission

The use of GAI tools may be permitted to support the learning process, provided that such use complies with ethical principles and does not violate academic integrity.

The student must indicate at the end of the assignment or work how and where GAI tools were used. The instructor must clearly explain in the syllabus what purposes and in what ways GAI tools may be used, as well as what requirements the student must follow.

Example:

“In this course, the use of GAI tools is permitted for the purpose of supporting the learning process. Students may use GAI during the idea-generation stage. However, the student must disclose all GAI tools used and explain how they were used in the work, in accordance with Clause 8. The student also bears full responsibility for the accuracy and reliability of any results obtained through GAI. The final work must, in all cases, reflect the student’s own analysis, critical thinking, and intellectual contribution.”

10.1.2. Partial permission

The use of GAI tools is permitted only for specific tasks, stages, or purposes determined by the instructor. The instructor must clearly specify in the syllabus the cases in which GAI may be used. In all other cases not indicated in the syllabus, the use of GAI tools is prohibited. This approach is applied in accordance with the nature of the course and the development of the skills it is intended to foster.

Example:

“GAI tools may be used only in the following cases: (1) during the stage of developing the project structure, (2) for checking the syntax of program code, (3) for grammatical editing of the text, etc. The content of the written report, the analysis of data, and the interpretation of results must be prepared independently by the student in full. The use of GAI in the preparation of presentations is not permitted.”

10.1.3. No permission

The use of GAI tools is not permitted in this course for any assignment or for any purpose. The submission of content that has been written, edited, or altered in any form through GAI is considered a violation of academic integrity and will result in the application of appropriate measures. The instructor must justify this restriction and explain it clearly in the syllabus. This approach is typically applied in creative subjects and in assignments that require original thinking, as well as in cases where the development of certain skills is essential.

Example:

“The use of GAI tools is strictly prohibited in this course. The main aim of the course is to develop students’ creative and critical thinking, writing style, and text production skills. The use of GAI in the preparation of assignments or essay texts constitutes a serious violation of academic integrity and will result in the measures set out in Clause 11.”

11. Responsibility for non-compliance with the rules

The instructor must clearly specify in the syllabus the measures to be applied in cases of violation of the rules governing the use of GAI. These measures may include the following:

- Issuing an oral or written warning;
- Requiring the resubmission of the assignment;
- Reducing the grade for the assignment or assigning a zero (0).