Üsküdar University Guidelines for the Responsible Use of Generative Artificial Intelligence

Introduction

Üsküdar University embraces the integration of technological innovations into its academic and administrative processes. At the same time, it prioritizes ensuring that these innovations are used within the framework of academic integrity, ethical values, and legal responsibilities. This guideline sets out the principles for defining the tools and usage framework of Generative Artificial Intelligence (GAI), which offers multidimensional and high-quality contributions to education and teaching, scientific research, and publication activities, in a responsible, transparent, and secure manner.

1. Definition

Generative Artificial Intelligence (GAI) refers to artificial intelligence systems capable of producing new and original content such as text, images, computer code, audio, and synthetic data based on user instructions (prompts). These systems are trained on large datasets and have the capacity to imitate advanced cognitive tasks that require human intelligence, including reasoning, problem solving, and synthesis. Generative artificial intelligence technologies have the potential to support personalized and differentiated learning. In this context, they can facilitate planning and operational work while supporting teaching for academics and students. They can assist students in synthesizing complex ideas, creating personalized content, and receiving instant feedback. They may also support research and writing activities of students and provide opportunities to develop critical thinking, problem solving, and research skills.

2. Purpose

This guideline aims to establish a clear, ethical, and practical framework for integrating GAI technologies into the educational, research, and administrative activities of our university. The primary objective is to benefit from the opportunities offered by GAI while safeguarding academic integrity, responsibly encouraging innovation, and ensuring a reliable digital environment for all stakeholders.

In line with its institutional expertise in the fields of human and behavioral sciences, Üsküdar University promotes trustworthy GAI use in education, research, community engagement, and administrative processes by adopting academic, ethical, legal, and human centered approaches as fundamental principles. The University evaluates generative artificial intelligence, within a human centered perspective, as a tool that supports knowledge production and prioritizes societal benefit.

Generative artificial intelligence should not be regarded as a system that replaces human behavior or decision making. Rather, it should be approached as a technology that supports human cognitive, emotional, and ethical evaluation processes.

At the same time, it has been observed that GAI technologies may be used in ways that violate academic, ethical, and legal rules. This guideline has therefore been prepared to present Üsküdar University's human centered and ethics based artificial intelligence approach and to encourage the responsible and informed use of generative artificial intelligence.

The first step toward achieving these objectives is to clearly define the concept of GAI on which this guideline is based.

3. Scope

Clarifying the scope of validity is essential in order to eliminate potential ambiguities by determining to whom and under which circumstances the rules apply. The scope of this guideline is defined under two main headings:

- **Covered Stakeholders:** These principles are binding for all members of Üsküdar University, including *all students (associate degree, undergraduate, and graduate), academic staff (faculty members and research assistants),* and *administrative personnel*.
- **Covered Activities:** The principles apply to all academic, educational, research, publication, and administrative activities conducted within the university. All activities, including the preparation of course materials, assignments,

projects, theses, articles, administrative reporting, and institutional communication processes, are included within this scope.

Within this broad framework, the fundamental ethical principles that will guide the use of GAI are detailed below.

4. Fundamental Principles

This section establishes the ethical foundation of the University's approach to GAI. The primary values governing the use of GAI in scientific research and publication processes, together with the principles derived from these values, are intended to provide the ethical environment necessary for the responsible use of GAI in scientific contexts. The fundamental principles outlined below are expected to serve as reference points for all GAI applications.

4.1. Integrity and Transparency

The principle of integrity, which constitutes one of the fundamental building blocks of science, also encompasses the use of GAI. In all academic, administrative, or artistic works produced through or supported by GAI, the specific GAI tool used, the stage of the work at which it was used, and the extent of its contribution must be clearly disclosed. This commitment to transparency is essential for maintaining trust in science. Transparency also enables the implementation of safeguards against potential risks associated with GAI involvement, including bias, factual and interpretive errors, privacy concerns, confidentiality risks, data reliability issues, and phenomena commonly referred to as artificial intelligence hallucinations. Integrity extends beyond individual researchers and applies equally to all institutions involved in the production and use of scientific knowledge. Principles such as ensuring that science serves the benefit of humanity, using scientific knowledge for purposes that generate benefit for society, removing barriers to access scientific knowledge, and maintaining research and publication processes free from bias and intentional error all reflect this commitment to integrity. The use of GAI must be explicitly disclosed, and the respective contributions of artificial intelligence and the user must be clearly distinguished. In academic work, the use of GAI must not overshadow the individual's independent intellectual contribution.

4.2. Due Care

All individuals and institutions engaged in scientific activity must remain aware of the responsibilities they undertake and demonstrate the seriousness and ethical sensitivity required by those responsibilities throughout all processes. The use of GAI does not eliminate this duty of care. Questioning, verifying, and critically evaluating all information generated by GAI constitutes a fundamental responsibility of the user. GAI should be used as a tool that strengthens, rather than diminishes, human abilities such as critical thinking and problem solving.

4.3. Fairness and Respect

In the use of GAI, it is an ethical responsibility to act fairly and respectfully toward other stakeholders, individuals from whom research data are obtained, and the intellectual labor of fellow researchers. Proper citation of the sources of information obtained through GAI outputs is mandatory as a requirement of both integrity and respect for intellectual effort. In scientific research and publication writing processes, any sections in which GAI has been used must be disclosed within the methodology section.

4.4. Data Privacy and Security

This principle holds the highest priority from both legal and ethical perspectives. The University emphasizes that GAI supported content must be used in an open and transparent manner consistent with academic ethics. Personal, sensitive, confidential, proprietary, trade secret, or unpublished research data must be anonymized before being used in GAI systems and processed in accordance with principles of privacy and confidentiality.

4.5. Accountability

Researchers are not responsible for the inherently opaque reasoning processes of GAI systems. However, they are fully responsible for the decision to use the outputs generated through those processes and must remain accountable for the outcomes derived from them. Testing the impartiality, reliability, and accuracy of outputs provided by GAI constitutes both

a legal and ethical responsibility of the researcher. All legal and ethical responsibility arising from the accuracy, impartiality, ethical compliance, and potential consequences of content generated by GAI systems rests entirely with the user.

4.6. Human Oversight

In GAI supported processes, final decision-making authority and control must always remain with humans. Critical processes with significant consequences, such as performance evaluation or content production, cannot be delegated solely to GAI systems. All outputs generated by GAI must be reviewed and approved by a relevant and competent authority before publication, submission, or implementation.

Intellectual property issues related to the use of GAI should be addressed within three principal frameworks:

1. **Authorship:** Generative Artificial Intelligence tools cannot be listed as authors in academic or scientific publications, as they are incapable of providing original intellectual contribution or assuming accountability.
2. **Citation:** When GAI is used in a study, such use must be disclosed in accordance with the citation rules of the relevant academic discipline, within the references section, methodology section, or footnotes. This disclosure must clearly specify which tool was used, including its version, and for what purpose.
3. **Intellectual Property:** Users are responsible for ensuring that content generated by GAI does not violate existing copyright or intellectual property rights.

To demonstrate how these fundamental principles should be applied, rules concerning commonly used fields are provided below.

5. Areas of Application

This section provides a roadmap for all stakeholders by applying the general principles to potential domains such as education and research. It should be recognized that these systems are not always trained on high quality data. Awareness must therefore be maintained regarding potential risks, including the generation of incomplete, inaccurate, or misleading information, as well as the possibility of outputs containing bias or discriminatory tendencies. Products that implement responsible GAI principles should be preferred. Before beginning to use GAI systems, users should obtain sufficient knowledge about how these systems operate and about their potential risks. Responsibility for ethical violations arising from the use of GAI rests with those who use such systems and incorporate their outputs into academic or professional works. Personal data must not be entered into GAI systems unless anonymized or otherwise masked outside those systems. Prior to using any GAI system, users must acquire comprehensive knowledge regarding how the system functions and the potential risks associated with its use.

5.1. Use of GAI in Research and Publications

Generative Artificial Intelligence may serve as a powerful assistive tool that increases efficiency during the research process. However, it cannot replace the researcher's original intellectual contribution, critical analysis, or expert interpretation.

Area of Use	Permitted Conditions and Explanation	Primary Responsibility of the User
Literature Review and Summarization	It is permitted. However, it should be remembered that GAI may provide fabricated, inaccurate, or outdated sources, a phenomenon commonly referred to as artificial intelligence hallucination.	Personally access original sources, carefully verify the accuracy of summaries, and validate all references.
Language Editing and Translation	It is permitted. It may be used to improve grammar, fluency, and style, or to translate texts into different languages.	Verify the final coherence of meaning, terminological accuracy, and contextual appropriateness of the text. Full responsibility rests with the author.

Hypothesis Development, Interpretation, and Discussion	It is not permitted. These stages constitute intellectual activities forming the foundation of research and require the researcher's advanced cognitive skills, expertise, and original contribution.	Personally develop the core arguments of the research, original interpretations, and scientific conclusions.
Data Analysis	It must be used with caution. Use with models trained and supervised by the researcher is more appropriate. Off-the-shelf systems may pose risks regarding data privacy and methodological validity.	Transparently explain the methods used, verify results through conventional methods, and examine potential model biases.
Coding Assistance	It is permitted. It may be used to generate code snippets for research, debug existing code, or optimize algorithms.	Test and fully understand the accuracy, security, efficiency, and licensing conditions of the generated code.
Content Generation	The use of text, images, audio, or similar materials generated by GAI may present ethical risks, even when clearly disclosed in scientific studies.	Since GAI cannot assume responsibility for the final form of a study as a researcher can, such works must be based on the authors' original views and findings.

5.2. Use of GAI in Education

For Instructors:

- Instructors are authorized to establish course specific policies regarding the use of GAI in accordance with the learning objectives of the courses they teach.
- These policies must be clearly communicated to all students in writing through the course syllabus at the beginning of the academic term.
- It is recommended that established policies clearly distinguish between permitted uses of GAI that support and encourage learning, *such as idea development, brainstorming, or drafting,* and prohibited uses that constitute violations of academic integrity*, such as having assignments or projects completed entirely by GAI or using GAI to answer examination questions*.

For Students:

- Students are obligated to fully comply with the GAI usage policy determined by the relevant instructor for each enrolled course and announced in the course syllabus.
- GAI should be used as an assistive tool that supports the learning process. It must not be regarded as a shortcut that replaces cognitive processes such as critical thinking and problem solving. Assessment processes should also be structured to take into account the contribution of such tools.
- Use of GAI in situations not permitted by the instructor or beyond the specified limits constitutes a violation of the principle of academic integrity.

5.3. GAI Development and Design

In cases where any Generative Artificial Intelligence system is developed or adapted within the University, ethical principles such as fairness, transparency, accountability, and bias mitigation must be considered from the earliest stages of the design and development process and incorporated as an integral part of the project.

The legal basis of these rules and the related compliance processes are explained in the following section.

6. Legal Framework and Compliance

The principles and rules set out in this guideline are not arbitrary. They are grounded in the applicable laws of the Republic of Türkiye and in the existing regulations of our University. All stakeholders are required to comply with this legal framework when using GAI.

6.1. Legal Compliance

The primary legislation that must be observed in the use of Generative Artificial Intelligence is listed below:

- Law No. 6698 on the Protection of Personal Data (PPD)
- Law No. 5846 on Intellectual and Artistic Works (IAW)
- Higher Education Law No. 2547
- Directive on Scientific Research and Publication Ethics of Higher Education Institutions
- Regulation on Graduate Education and Examinations
- Ethical Guideline on the Use of Generative Artificial Intelligence in Scientific Research and Publication Activities of Higher Education Institutions
- Guideline on the Responsible and Trustworthy Use of Generative Artificial Intelligence (GAI) in Support Processes

6.2. Resolution of Ethical Issues

In cases where conduct contrary to the principles set out in this guideline is identified, allegations of violations shall be evaluated by the disciplinary committee of the relevant academic unit in accordance with the applicable legislation listed above.