

	<b>REPUBLIC OF TÜRKİYE</b> <b>ISTANBUL KÜLTÜR UNIVERSITY</b> <b>GENERATIVE ARTIFICIAL INTELLIGENCE POLICY</b>	<b>Document Code:</b>	<b>IKU-PLT-RKT-012</b>
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<b>Unit</b>	<b>Rectorate</b>
<b>Purpose</b>	This policy regulates the ethical, transparent, secure, and responsible use of Generative Artificial Intelligence (GenAI) technologies in the areas of leadership, governance and quality assurance, education and teaching, research and development, and social contribution at Istanbul Kültür University. The University positions GenAI as a fundamental component of the Augmented Intelligence approach, which promotes AI literacy and complements human intelligence. In line with the principles of academic integrity and institutional quality, this policy aims to ensure the integration of the transformative opportunities offered by GenAI into university life and curricula.
<b>Scope and Legal Basis</b>	This policy applies to all students, academic and administrative staff of the University, as well as all stakeholders collaborating with the University. This Policy has been prepared in accordance with: <ul style="list-style-type: none"> <li>• Law No. 6698 on the Protection of Personal Data (KVKK),</li> <li>• Higher Education Law No. 2547,</li> <li>• Law No. 5846 on Intellectual and Artistic Works,</li> <li>• The Ethical Guidelines on the Use of Generative Artificial Intelligence in Scientific Research and Publication Activities of Higher Education Institutions issued by the Council of Higher Education (YÖK),</li> <li>• Relevant national legislation and decisions of the Council of Higher Education.</li> </ul>
<b>Definitions</b> <b>a) Augmented Intelligence:</b> A human-centered approach based on collaboration between humans and artificial intelligence systems to support and enhance human cognitive capabilities. <b>b) Sensitive Data:</b> Personal data and all information subject to confidentiality. <b>c) User:</b> Any individual or unit within the University that uses generative artificial intelligence tools. <b>d) System:</b> Generative artificial intelligence applications provided by the University or used individually. <b>e) Approved Tool:</b> Generative artificial intelligence applications approved by the University following evaluation in terms of security, data protection, and ethical criteria. <b>f) University:</b> Istanbul Kültür University. <b>g) Generative Artificial Intelligence (GenAI):</b> Artificial intelligence systems capable of automatically generating text, images, audio, code, and similar content.	
<b>Objectives</b> Through this GenAI Policy, Istanbul Kültür University aims to: <ol style="list-style-type: none"> <li>a) Develop a shared understanding regarding the use of GenAI throughout the University.</li> <li>b) Enhance the digital literacy skills of students and staff for the conscious, ethical, and effective use of GenAI tools.</li> <li>c) Establish principles of use within the framework of academic integrity and ethical values.</li> <li>d) Encourage the use of GenAI applications in education, administrative processes, and research projects and improve the effectiveness of these processes.</li> <li>e) Promote projects that use GenAI to increase social benefit, such as AI-supported learning solutions for individuals with disabilities.</li> <li>f) Improve student success and personalize learning processes.</li> <li>g) Facilitate students' adaptation to the age of artificial intelligence.</li> <li>h) Provide training on GenAI for students and academic and administrative staff when needed.</li> <li>i) Strengthen the University's digital infrastructure.</li> <li>j) Ensure more efficient execution of academic and administrative activities.</li> <li>k) Enhance the University's contribution to society.</li> <li>l) Identify and mitigate potential risks related to AI applications, including ethical risks such as discrimination and bias, legal risks such as data breaches and copyright infringement, and pedagogical risks such as overreliance on AI by students.</li> <li>m) Support the use of innovative teaching methods and technological transformation.</li> </ol>	



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### **Fundamental Principles for the Use of Generative Artificial Intelligence**

- a) **Ethical Use:** GenAI technologies shall be used in compliance with national legislation, the Personal Data Protection Law (KVKK), the YÖK Ethical Guidelines, institutional ethical principles, international ethical standards, and academic integrity rules.
- b) **Transparency:** Whenever GenAI tools are used, such use shall be clearly disclosed and appropriately cited.
- c) **Responsibility:** Users bear full responsibility for the outputs generated through GenAI tools.
- d) **Accessibility and Equality:** The use of GenAI shall be carried out with due regard to equal opportunity principles.
- e) **Currency:** This Policy shall be regularly updated in light of technological developments.
- f) **Information Security and Data Protection:** Only licensed, secure, and institutionally approved platforms may be used. Personal and institutional data shall be processed in compliance with applicable data protection legislation. Confidential or personal data shall not be uploaded to either public or restricted GenAI systems.

### **Principles for Use in Education and Teaching Processes**

#### **1. General Principles**

- a) GenAI technologies may be used as learning-support tools; however, they cannot replace student productivity or critical thinking skills.
- b) The use of GenAI shall be conducted in accordance with ethical principles, transparency, citation requirements, data security, and academic integrity.
- c) Content generated through GenAI tools may not be presented as the student's original work.
- d) Instructors have the authority to determine permissions and limitations regarding GenAI use on a course-by-course basis.

#### **2. Course Policies and Levels of Use**

- a) Each instructor is responsible for clearly specifying a GenAI usage policy in the course syllabus.
- b) University-wide GenAI usage levels are categorized into four levels:
  - (b1) **AI-Prohibited Use** The use of GenAI tools is not permitted at any stage. All outputs must be entirely the student's original work.
  - (b2) **Supportive Use** Primary content creation remains the responsibility of the student. GenAI may only be used for limited secondary or technical purposes such as language editing and proofreading, improving text fluency, formatting, debugging existing code. Students remain responsible for reviewing and verifying all contributions.
  - (b3) **Collaborative Use** GenAI may be utilized for uses such as idea generation, draft preparation, summarization. Students must verify, critically evaluate, and assume responsibility for all final content.
  - (b4) **Guided Generation and Supervision** A substantial portion of the work may be generated by GenAI. At this level, the primary competencies assessed are prompt engineering, fact-checking complex outputs, ethical oversight, maintaining architectural and strategic coherence.
- c) The GenAI policy for each course must be announced at the beginning of the course and aligned with assessment criteria.

#### **3. Student Responsibilities**

- a) In all work prepared using GenAI tools, students must clearly disclose:
  - The name and version of the tool used,
  - Date of use,
  - Nature of prompts provided,
  - Scope of the tool's contribution (e.g., text generation, data analysis, coding, visualization).
- b) Students are responsible for verifying the accuracy of information generated by GenAI.
- c) The unethical, misleading, or copyright-infringing use of GenAI tools is prohibited.
- d) GenAI tools shall be used to support learning rather than replace it.
- e) Failure to disclose usage or making false declarations shall be considered a violation of academic integrity.

#### **4. Instructor Responsibilities**

- a) Instructors shall specify permissions, limitations, or prohibitions concerning GenAI use in course plans.



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- b) They are responsible for maintaining transparent communication with students regarding GenAI use.
- c) GenAI use must not conflict with learning outcomes, and fairness in assessment processes must be maintained.
- d) University disciplinary and ethical regulations shall apply in cases of academic integrity violations.
- e) AI detection software contains inherent technical limitations and error margins. Therefore, such tools may only be used as preliminary assessment instruments and supporting indicators. Results obtained from these tools alone cannot be considered conclusive evidence of academic misconduct.
- f) Instructors are responsible for designing assessment methods that consider the capabilities of GenAI tools while protecting learning outcomes and academic integrity. In this respect, rather than the evaluation depending on a final product, the following assessment methods are encouraged:
  - Process-based assignments,
  - Supervised in-class examinations,
  - Offline computer-based examinations,
  - Oral defenses,
  - Reflective assignments,
  - AI-resistant assessment methods requiring critical thinking.

#### **5. Assessment and Evaluation**

- a) The limits of GenAI use shall be clearly defined through predetermined assessment criteria.
- b) Principles of equality and fairness shall be observed when evaluating GenAI -assisted work.
- c) In assignments where GenAI use is permitted, evaluation shall focus not only on the final output but also on the student's interaction with GenAI throughout the process.
- d) When necessary, students may be required to defend and explain the contribution of GenAI to their work orally or in writing.

#### **Principles for Use in Research and Development Processes**

1. Individuals using GenAI must transparently disclose such use in the methodology section, acknowledgments, or another appropriate section.
2. Researchers are responsible for the accuracy of all content generated by GenAI included in research outputs. Such content may not be used in scientific work without verification through independent and reliable sources. When using GenAI outcomes in research, utmost attention must be paid by the researcher.
3. Researchers are expected to comply with the GenAI policies of the journals in which they publish. GenAI should not be used in journals that prohibit AI-generated content.
4. Researchers should avoid uploading unpublished research data or other confidential information to GenAI tools.
5. When a researcher provides an unpublished work of any kind as input to a generative GenAI tool, some GenAI systems may use the submitted content for model training and may subsequently reflect it in responses to other users. Therefore, the data processing policies of the tool should be carefully reviewed beforehand. Disclosing an unpublished work to an AI tool may hinder or eliminate the possibility of obtaining future intellectual property protection and may also result in confidentiality breaches.
6. Researchers should also refrain from uploading or using any confidential information belonging to third parties as input. GenAI tools may not provide adequate protection for confidential information, and their use may create a risk of violating contractual confidentiality obligations.
7. Researchers should refrain from using GenAI tools in review processes involving unpublished manuscripts, books, or research projects. Entering research participants' personal data into such tools for the purpose of preliminary analysis may create a risk of making participants' personal information publicly accessible.
8. Researchers should be aware that the outputs generated by GenAI tools may infringe upon the rights of third parties, as the responses may be compiled from existing works.

#### **Principles for Use in Administrative Processes**

1. GenAI tools may be used to support student affairs and other administrative units in automating routine processes such as document management and reporting.
2. Various systems may be developed for internal communication and feedback purposes.

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3. Compliance with applicable legislation, university regulations, and data protection obligations is mandatory in all usage processes.
4. Legal, administrative, and financial risks arising from AI use shall be considered, and users shall be responsible for any resulting damages.
5. Administrative staff are required to participate in necessary AI-related training programs.
6. Only AI tools approved or deemed secure by the University may be used.
7. Users must explicitly disclose when content has been prepared with AI assistance.
8. AI-generated information, data, and texts may not be used without verification.
9. The following data may not be entered into AI systems:
  - Personal data and special categories of personal data,
  - Confidential institutional information,
  - Unpublished or restricted-access documents.
10. AI outputs cannot be accepted as official documents and may not be used in correspondence or decision-making processes without verification.
11. All AI-generated content must be reviewed by authorized personnel before any official action is taken. Final responsibility rests with the personnel who prepare and approve the content.
12. AI systems may only be used within defined job responsibilities and for the effective delivery of public services.

#### **Miscellaneous Provisions**

1. Ethical considerations shall be incorporated from the earliest stages of developing and deploying GenAI systems within the University.
2. Ethical implications such as fairness, transparency, accountability, and bias mitigation shall form an integral part of AI project design.
3. The impact and user experience of developed GenAI tools shall be regularly measured and continuously improved.
4. This policy shall be periodically reviewed in accordance with technological developments and new guidelines issued by the Council of Higher Education (YÖK). Necessary revisions shall be implemented through the University's quality management system.
5. Compliance with Law No. 6698 on the Protection of Personal Data, Higher Education Law No. 2547, Law No. 5846 on Intellectual and Artistic Works, the YÖK Ethical Guidelines on the Use of Generative Artificial Intelligence in Scientific Research and Publication Activities, and all related legislation is essential.
6. Users are required to comply with the rules established by the University Senate as well as applicable national regulations governing the use of generative AI tools. In cases requiring review or assessment, the University Rectorate may establish a commission that includes the Chair of the Ethics Committee and the Legal Counsel as ex officio members.
7. The Rectorate has the authority to make decisions regarding violations related to GenAI.

#### **PUBLICATION AND REVISION TRACKING LIST**

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