STUDENT ARTIFICIAL INTELLIGENCE GUIDELINES

Principles for responsible use that support learning while safeguarding academic integrity and original contribution

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How Should You Use This Guide?

This Guide explains the conditions under which you may use artificial intelligence tools in everyday learning activities and academic work within Bahçeşehir University. For each course and assessment, you must check the applicable level of use in the course syllabus and the relevant instructions.

Responsible use in four steps

1. Check the applicable use category.
2. Use AI only within the permitted scope.
3. Verify the outputs and demonstrate your original contribution.
4. Disclose your use of AI clearly where required.

Briefly: AI Use Categories in Courses

Category	Level of use	What it means
A	AI use is not permitted	The student's knowledge, skills, or competence is assessed without AI assistance.
B	Limited and conditional use	AI may be used only for tools and purposes expressly permitted in the course syllabus or assessment instructions.
C	Broad use	AI use forms part of the learning or assessment design; the requirements for verification, original contribution, and transparency remain in effect.

Important

Category C does not mean unrestricted use. In every category, the protection of personal data, source verification, intellectual property rights, academic integrity, and the student's ultimate responsibility continue to apply.

Contents

1. Purpose of the Guide

Bahçeşehir University recognizes artificial intelligence technologies as important tools that support learning, research, creativity, and problem-solving. Rather than approaching AI through a simple prohibition-versus-permission dichotomy, the University encourages students to use it consciously, critically, transparently, and responsibly.

The purpose of this Guide is to provide Bahçeşehir University students with practical guidance on using artificial intelligence tools in accordance with the following principles:

- Supporting learning,
- Upholding academic integrity,
- Making their original contribution visible,
- Questioning the accuracy of AI outputs,
- Protecting personal data and intellectual property rights,
- Following course and assessment rules.

This Guide shall be applied together with the Bahçeşehir University Artificial Intelligence Policy, the Responsible Artificial Intelligence Implementation Procedures and Principles, and other relevant University regulations.

2. Who and What Activities Does This Guide Cover?

This Guide applies to all associate degree, bachelor's, master's, and doctoral students enrolled at Bahçeşehir University.

The Guide covers the use of artificial intelligence in the following activities:

- Coursework and independent learning,
- Assignments and projects,
- Presentations and creative work,
- Coding and data analysis,
- Examinations and other assessment activities,
- Internships and fieldwork,
- Research, theses, and scholarly publication processes,
- Group work,
- AI tools provided by the University or used through a student's own account.

3. Core Rule: Check the AI Use Level in the Course Syllabus

The appropriate use of artificial intelligence may vary according to the course learning outcomes, teaching method, disciplinary characteristics, and assessment method.

Academic units may establish common principles and implementation recommendations for the use of artificial intelligence in courses and assessment processes, in line with their educational structures and disciplinary characteristics. Instructors clearly and accessibly state the expectations and limits regarding AI use in the course syllabus, in accordance with these principles and the relevant University regulations.

The course syllabus indicates which of the following AI use categories applies to the course as a whole or to the relevant assessment activities:

Category	Level of use	What it means
A	AI use is not permitted	The student's knowledge, skills, or competence is assessed without AI assistance.
B	Limited and conditional use	AI may be used only for tools and purposes expressly permitted in the course syllabus or assessment instructions.
C	Broad use	AI use forms part of the learning or assessment design; the requirements for verification, original contribution, and transparency remain in effect.

Different use categories may be assigned to different assignments, examinations, projects, or learning activities within the same course. You should therefore review not only the general course syllabus but also the specific instructions provided for each assessment activity.

Where appropriate, the course syllabus and the relevant assessment instructions specify:

- The applicable AI use category,
- The tools that are permitted or not permitted,
- The permitted purposes of use,
- The original contribution expected from the student,
- How AI use must be disclosed,
- Whether prompts, outputs, drafts, or process records must be submitted,
- Source-verification requirements,
- Limits relating to personal data, confidentiality, and intellectual property rights.

Before using an artificial intelligence tool:

1. Review the course syllabus.
2. Read the relevant assignment, project, or examination instructions.
3. Identify the applicable use category.
4. Check the scope of permitted use.
5. If in doubt, ask the instructor for clarification before using the tool.

Default rule

The absence of explicit guidance on artificial intelligence use in the course syllabus or assessment instructions does not mean that its use is automatically permitted or prohibited. In such cases, you must consult the instructor teaching the course before using an AI tool.

4. The Student's Core Responsibility

Whether or not artificial intelligence has been used, the student remains responsible for the submitted work. AI tools may produce similar answers, structures, and patterns of expression in response to similar questions. You should therefore do more than repeat an AI output; reflect your own experience, disciplinary knowledge, critical evaluation, and creativity in your work.

Bahçeşehir University aims to educate students who do not merely produce similar answers, but who question artificial intelligence, develop different perspectives, and create original work. Accordingly, the student is responsible for:

- The accuracy of the work,
- Ensuring that the sources are genuine and appropriate,
- Compliance of the content with the course instructions,
- Including their own original contribution,
- Disclosing the use of artificial intelligence where required,
- Protecting personal and confidential information,
- Being able to explain and defend the work they submit.

Responsibility cannot be delegated

Statements such as “the AI generated it this way” or “the tool provided incorrect information” do not remove the student’s academic responsibility.

5. AI Use Categories in Courses and Assessment

5.1. Category A — AI Use Is Not Permitted

This category is intended to assess the student’s knowledge, skills, or competence without any artificial intelligence assistance.

Under Category A, the student may not use AI at the following stages:

- Planning the work,
- Generating ideas or content,
- Answering questions,
- Writing or rewriting text,
- Translation,
- Coding,
- Data analysis,
- Generating images, audio, or video,
- Language and style editing,
- Generating source or solution suggestions.

Any unauthorized use of AI identified in an examination, assignment, or other assessment under Category A shall be addressed under the rules of academic integrity.

For work assessed under this category, the instructor may require the student to submit a declaration stating that AI was not used.

5.2. Category B — Limited and Conditional AI Use

In this category, AI may be used only for the purposes and within the limits expressly stated in the course syllabus or assessment instructions.

Where expressly permitted in the course syllabus, one or more of the following uses may be considered appropriate:

- Developing ideas or research questions relating to the topic,
- Creating a work plan or draft structure,
- Requesting an explanation of a complex concept,
- Improving the language and expression of text written by the student,
- Debugging code,
- Practising analysis with sample data that contain no personal data,
- Generating self-assessment questions,
- Receiving limited feedback on work prepared by the student.

The instructor determines which tools may be used, at which stages AI may be used, the extent to which outputs may be incorporated into the work, which process records must be retained, and how the use must be disclosed.

Always consult your instructor

If you are unsure about the scope of permitted use, or are considering a form of use that is not expressly addressed in the instructions, you must consult the instructor teaching the course before proceeding.

5.3. Category C — Broad AI Use

In this category, AI use is part of the learning design of the course or assessment. The student may be expected to use AI tools, compare different outputs, critique the results produced, or develop an original product in collaboration with AI.

In accordance with the course instructions, the student may:

- Develop text, code, analyses, visuals, or other content with AI support,
- Compare different tools or models,
- Examine the accuracy, biases, and limitations of AI outputs,
- Evaluate prompt development and output-improvement processes,
- Prepare projects or work that combine AI assistance with human contribution.

Category C does not mean unrestricted use

This category allows artificial intelligence to be used more broadly and creatively. Nevertheless, its use must remain aligned with the aims of the course, ethical principles, transparency, verification, and the student's original contribution. Rather than accepting the first or most common answer offered by AI, question the output and develop original, well-reasoned work.

5.4. Common Rules Applicable to All Categories

- Fabricated data, sources, citations, findings, or evidence may not be used.
- Personal, confidential, or protected information may not be uploaded to unauthorized systems.
- Another person's work may not be altered using AI and presented as original work.
- AI output may not be used as academic information or a scientific finding without verification.
- The student remains responsible for the work submitted.
- The University's rules on academic integrity, data security, and intellectual property rights apply.

6. Artificial Intelligence in Assignments, Projects, and Presentations

Before using AI in an assignment, project, or presentation, check the use category specified in the course syllabus and the relevant assessment instructions.

- AI may not be used under Category A.
- Under Category B, AI may be used only for expressly permitted purposes and within the stated limits.
- Under Category C, AI may be used more broadly; however, verification, original contribution, transparency, and student responsibility continue to apply.

In work completed under Category B or Category C, merely selecting, copying, or making superficial changes to AI output does not constitute a sufficient original contribution.

The student is expected to demonstrate the following academic contributions:

- Understanding the topic and the problem,
- Questioning the AI output,
- Distinguishing accurate from inaccurate elements,
- Verifying information using appropriate sources,
- Adding their own analysis and interpretation,
- Being able to explain every part of the final work.

The instructor may ask you to explain the development process of the work, the drafts, the sources used, or how the AI contribution was transformed. If stated in advance in the course instructions, you must retain the significant prompts you used, the relevant AI outputs, and the changes you made as process records.

7. Examinations and Assessment Processes

The applicable AI use category for examinations, quizzes, take-home examinations, practical tasks, laboratory work, assignments, projects, or other assessment activities is stated in the course syllabus or the relevant assessment instructions.

- AI may not be used in assessments designated as Category A.
- In assessments designated as Category B, only expressly permitted tools and purposes of use are allowed.
- In assessments designated as Category C, AI use may form part of the work; however, the requirements for the student's original contribution, verification, and transparency continue to apply.

Where no clear use category or permission is provided, you must ask the instructor for clarification before using AI.

In assessments where AI use is permitted, you must comply with the following:

- The permitted tools and limits of use,
- The required form of disclosure or declaration,
- Requirements for individual contribution,
- Requirements relating to source and process records.

The instructor may assess the student's knowledge, skills, and competence through the learning and production process as well as the final product. For this purpose, the student may be asked to:

- Submit drafts or process records,
- Present selected prompts and outputs used,
- Explain or defend the work orally,
- Complete a supplementary task in class,
- Compare AI output with different sources.

Purpose of assessment

These practices are used not simply to discourage AI use, but to demonstrate that the assessed learning outcome has genuinely been achieved by the student and that the work contains an original contribution.

8. Use in Research, Theses, and Scholarly Work

To the extent permitted by course, supervisor, graduate school, or research rules, AI may be used for activities such as developing research questions, generating search terms, structuring the literature, coding, planning analyses, visualization, and writing support.

The student or researcher must fulfil the following responsibilities:

- Verify sources through relevant databases and primary sources,
- Check that sources suggested by AI actually exist,
- Evaluate the research method and analysis results scientifically,
- Refrain from using fabricated or unverified findings,
- Comply with the rules of the thesis supervisor and the relevant graduate school,
- Complete any processes requiring ethics committee approval or authorization to use data,
- Disclose AI use in accordance with the rules of the relevant discipline, journal, funder, or publisher.

AI may not be listed as an author or researcher and cannot assume scientific responsibility for the research.

9. Verifying Sources and AI Outputs

AI tools may generate non-existent sources, misrepresent an existing source, provide outdated information, produce biased or incomplete results, and present incorrect information in a confident manner.

Therefore:

1. Do not use AI output as a standalone academic source.
2. Verify claims using reliable and, where possible, primary sources.
3. Access sources through the University Library and academic databases.
4. Do not cite a source based solely on an AI summary without reading the source itself.
5. Recheck numerical results, calculations, code, and analyses.
6. Review AI-generated translations for conceptual and discipline-specific terminology errors.

10. Disclosure of AI Use

The manner in which AI use must be disclosed is specified in the course syllabus or the relevant assessment instructions.

- AI may not be used under Category A; the instructor may require the student to submit a declaration stating that AI was not used.
- Under Category B, the student discloses permitted AI use in the scope and format specified in the instructions.
- Under Category C, the role of AI in the work and the student's original contribution are stated transparently.

The course syllabus or assessment instructions may expressly state that no disclosure is required for a specified low-level use. In all other Category B and Category C uses, the AI contribution must not be concealed.

Where appropriate, the disclosure should include:

- The name of the AI tool used,
- The purpose for which it was used,
- The part of the work to which it contributed,
- How the generated outputs were verified and modified,
- The nature of the student's original contribution,
- Significant prompts or process records used, if requested by the instructor.

Disclosing AI use is not limited to naming the software in a footnote. The disclosure must clearly show how the tool contributed to the work.

10.1. Example Declaration for Limited Use

Sample declaration

In this work, [tool name] was used solely to improve clarity of writing and expression. The content, analysis, and conclusions were prepared and verified by me.

10.2. Example Declaration for Idea and Structure Support

Sample declaration

In this work, [tool name] was used to develop initial ideas and a draft structure for the topic. The suggestions generated were evaluated by me, verified against sources, and the final work was rewritten on the basis of my original analysis.

10.3. Example Declaration for Coding or Analysis Support

Sample declaration

In this work, [tool name] was used to support [code debugging / the analytical approach / visualization]. The generated code and outputs were tested and verified by me, and the necessary changes were made. The choice of method and interpretation of the results are my own.

10.4. Declaration That AI Was Not Used

If requested by the instructor, the following statement may be used:

Sample declaration

No generative artificial intelligence tools were used in the preparation of this work.

Where the rules of the discipline or course also require academic citation, the relevant writing and referencing style shall be applied.

11. Personal Data, Privacy, and Information Security

The following information and documents must not be entered into AI tools without the required authorization and institutional controls:

- Identity and contact information,
- Health data and special categories of personal data,
- Student numbers, grades, examination information, and disciplinary records,
- Information relating to other students or staff,
- Passwords and access credentials,
- Examination questions, answer keys, and assessment materials that have not yet been released,
- Unpublished research data,
- Information relating to research participants,
- Confidential information in theses, projects, or funding applications,
- Contracts and non-public institutional documents,
- Confidential or protected content belonging to the University or third parties.

If in doubt, do not upload

If you are unsure whether content is personal or confidential, do not upload it to an AI tool. Seek guidance from the instructor, supervisor, or relevant University unit.

12. Intellectual and Industrial Property Rights

Course materials, books, articles, student work, research data, designs, software code, and other content may be protected by intellectual property rights.

Students should:

- Not upload content to AI tools if they do not have the right to use it,
- Not use another student's work without permission,
- Take into account that AI outputs may contain protected material belonging to third parties,
- Check that the work they produce complies with intellectual property requirements,
- Comply with any specific rules relating to the course, project, competition, or research activity.

13. Group Work

The use of AI in group work should be determined in accordance with the rules of the task and in consultation with the group members.

Group members should:

- Have a shared understanding of the scope of AI use,
- Not conceal the AI contribution,
- Make the disclosure jointly and accurately,
- Review AI-generated content together,
- Share responsibility for the submitted work as a whole.

A group member's use of AI in breach of the rules may affect the submitted work as a whole.

14. Equity, Accessibility, and Alternatives

Where use of a specific AI tool is required under Category B or Category C in the course syllabus or assessment instructions, students should be afforded equitable conditions in terms of access to the tool, cost, language, disability, privacy, and technical resources.

Where the University cannot provide access to a required tool, or a student cannot use the tool for privacy, accessibility, or technical reasons, provision of an equivalent tool or an alternative learning and assessment method should be considered.

Contact the instructor if any of the following applies:

- You cannot access the tool,
- Using the tool presents a privacy concern,
- You have a disability-related or accessibility need,
- You have a reasonable ethical or security concern regarding its use.

15. University AI Tools and Services

The University may provide institutional AI tools, course assistants, and AI-supported learning services to specified user groups.

Students should:

- Rely on official University sources for matters relating to institutional information and processes,
- Bear in mind that an AI service provided by the University may make errors,
- Obtain confirmation from the relevant unit for binding academic or administrative matters,
- Use course assistants within the scope specified by the relevant instructor.

About pilot services

The fact that a service currently in the pilot, development, or evaluation stage may be offered in the future does not mean that it is presently available for use. Current information on approved or institutionally provided tools is published through the University's official channels.

16. Support and Points of Contact

If you are uncertain about the use of an artificial intelligence tool, first contact:

- Your instructor for a course or assignment,
- Your supervisor for thesis and research matters,
- The Library for source and literature support,

- The relevant ethics committee for matters requiring research ethics review,
- The official communication channels of the AI Competency Unit for institutional AI tools and responsible-use support

Contact the appropriate person or unit listed above.

Report any suspected data or information security incident without delay through the University's relevant reporting channels.

17. Quick Checklist Before Submission

☐ I checked which AI use category is specified in the course syllabus for this work.
☐ I reviewed the additional instructions specific to this assignment, project, or examination.
☐ If Category A applies, I did not use AI.
☐ If Category B applies, I used only the permitted tools and forms of use.
☐ If Category C applies, I critically evaluated the AI output and demonstrated my own original contribution.
☐ I disclosed my use of AI in the required format.
☐ I verified the generated information, sources, calculations, and code.
☐ I confirmed that the work contains no fabricated sources, data, or claims.
☐ The final work demonstrates the knowledge, skills, and competence being assessed.
☐ I can explain and defend the work in its entirety.
☐ I did not share any personal, confidential, or protected information.
☐ I can assume full responsibility for the work I submit.
☐ Does my work reflect my own perspective, creativity, and original contribution rather than merely repeating patterns offered by AI?

Final check before submission

If you cannot confirm any of these items, make the necessary corrections before submitting your work or seek guidance from your instructor.

USE AI • QUESTION AND VERIFY • DEMONSTRATE YOUR ORIGINAL CONTRIBUTION • BE TRANSPARENT