



BAU BAHÇEŞEHİR
UNIVERSITY

ARTIFICIAL INTELLIGENCE USE GUIDE FOR FACULTY AND STAFF

Principles for enhancing efficiency in academic and administrative processes while safeguarding human responsibility, academic values, and institutional trust

Version	01
Publication Date	29 June 2026
Feedback and Contact	AI Competency Unit

How to Use This Guide

This Guide explains the purposes for which faculty and administrative staff may use artificial intelligence tools in their daily work and the responsibilities that apply to such use.

Four questions before using an AI tool

1. Is AI use appropriate for this task?
2. Is the information I will use personal, confidential or restricted-access?
3. Will I be able to verify the output and take responsibility for it?
4. Does the use need to be disclosed, approved or submitted for institutional assessment?

Quick Reference

Type of use	General approach
Routine and low-risk use	Idea development, drafting, language improvement and work with publicly available information are permitted. The output must be verified.
Institutional or controlled use	Assistants for a unit, course or user group, institutional documents and recurring workflows require clear ownership and source control.
Use affecting individuals or institutional processes	It must not be implemented before human oversight, any required specialist opinions and institutional assessment have been completed.
Unacceptable use	Final decisions requiring human judgement and responsibility must not be delegated to AI; fabricated information or evidence must not be produced; data must not be shared without authorisation; and security controls must not be circumvented.

Privacy of work content

In the course of ordinary use and routine institutional administration, BAU does not view or review the content of faculty and staff prompts, conversations, files, drafts or individual work details in institutional AI tools, or use such content to assess staff performance.

Contents

1. Purpose of the Guide.....	4
2. Scope.....	4
3. Core Approach: AI Supports; Responsibility Remains Human.....	4
4. Privacy of Faculty and Staff AI Use Content.....	5
4.1. BAU's Institutional Approach.....	5
4.2. Technical and Aggregate Usage Data.....	5
4.3. Exceptional Circumstances.....	6
5. Shared Responsibilities of Faculty and Staff.....	6
6. Tool Selection and Account Use.....	6
6.1. Preference for Institutional Tools.....	6
6.2. Use of Personal Accounts or External Tools.....	6
6.3. Introducing New Tools.....	7
7. Personal Data, Confidentiality and Information Security.....	7
8. Verification and Quality Control.....	8
9. Official Documents and Institutional Communication.....	8
10. Faculty: Course Syllabi and AI Use Categories.....	9
11. Faculty: Assessment and Evaluation.....	9
12. Faculty: Student Feedback.....	10
13. Course Assistants and Student-Facing AI Applications.....	10
14. Use of AI in Research and Scholarly Production.....	10
15. Principles for Administrative Staff.....	11
16. Meetings, Audio Recordings and Transcription.....	12
17. Disclosure of AI Use.....	12
18. Uses That Are Not Permitted.....	12
19. Reporting Errors, Incidents and Breaches.....	13
20. Support and Training.....	13
21. Short Checklist Before Use.....	13
ANNEX 1 — Risk Reminders for Units Based on the Nature of the Activity.....	14

1. Purpose of the Guide

Bahçeşehir University recognises artificial intelligence technologies as important tools that support human capacity in teaching, research, scholarly production, student services, administrative activities and institutional governance.

The purpose of this Guide is to provide practical guidance for faculty and administrative staff on using AI tools in order to:

- Use them effectively and in alignment with the purpose of the task;
- Preserve human judgement and ultimate responsibility;
- Comply with academic integrity and research ethics;
- Protect personal data and institutional information;
- Verify the information and outputs produced;
- Disclose the use of AI transparently where required; and
- Prevent unfair or discriminatory outcomes affecting students and other stakeholders.

This Guide shall be applied together with the Bahçeşehir University Artificial Intelligence Policy, the Responsible Artificial Intelligence Implementation Procedures and Principles, the University's personal data protection and information security regulations, and other relevant University documents.

2. Scope

This Guide covers the following persons and AI uses connected with institutional duties:

- Faculty;
- Administrative staff;
- Academic and administrative managers;
- Researchers;
- Staff carrying out projects or services on behalf of the University; and
- The institutional use of AI tools provided by the University or used through a staff member's own account.

The Guide applies to the following activities:

- Course and learning design;
- Assessment and evaluation;
- Student feedback and academic advising;
- Research, publication and project preparation;
- Administrative correspondence and reporting;
- Meetings, presentations and communication materials;
- Data analysis and coding;
- AI assistants based on institutional information;
- Workflow and process automation; and
- Institutional services and decision-support activities.

Uses undertaken solely for personal purposes and unrelated to University duties are outside the institutional workflow. Obligations relating to personal data protection, information security, intellectual property rights and professional responsibility nevertheless continue to apply.

3. Core Approach: AI Supports; Responsibility Remains Human

AI tools may be used for idea development, drafting, structuring information, improving text, coding support, data analysis, visualisation, summarisation and facilitating repetitive tasks.

An AI system does not, however, replace:

- Academic or professional expertise;
- Human judgement;
- The authorised decision-maker;
- Scientific responsibility; or
- Institutional authority and signatory responsibility.

Staff must be able to understand, question, verify, modify or reject any AI output they use.

Responsibility cannot be delegated

The fact that an output was generated by AI does not remove the academic, administrative, legal or institutional responsibility of the staff member who uses it.

4. Privacy of Faculty and Staff AI Use Content

4.1. BAU's Institutional Approach

Bahçeşehir University does not use institutional AI tools to inspect, track or assess the individual working methods, thought processes or day-to-day work content of faculty and staff.

In the course of ordinary use and routine institutional administration, BAU does not view, monitor at content level or review the following for the purpose of evaluating staff performance:

- Prompts entered;
- Conversations conducted;
- Files uploaded;
- Drafts prepared;
- Texts, analyses or code produced; or
- Details of individual research and work.

Work content is not a performance metric

Staff performance is not assessed through individual AI conversations, prompts or work content.

4.2. Technical and Aggregate Usage Data

For the management of institutional licences, resources, security and service continuity, the following types of aggregate or technical data provided by platforms may be monitored:

- Whether an account is active or inactive;
- Whether general use occurred during a specified period;
- Total or group-level usage volume;
- Licence, credit or resource consumption;
- The name, owner and sharing status of institutional AI applications created;
- Security or inappropriate-use alerts; and
- Technical errors and service interruptions.

These data may be used for institutional capacity planning, licence allocation, identifying training needs and maintaining service sustainability.

In special programmes where resource or licence allocation is linked to outputs, follow-up is conducted through reports, evidence of outputs or project information submitted by the staff member; it is not conducted by reviewing individual conversations or prompt content.

4.3. Exceptional Circumstances

In exceptional circumstances involving a legal obligation, an information security incident, an authorised institutional review, an official investigation, or the user's explicit request and permission, any necessary action is undertaken only through authorised processes and only to the extent required.

The BAU approach described in this section does not replace the data-processing, retention and security terms of the relevant service provider. Faculty and staff remain responsible for complying with applicable data-protection and terms-of-use requirements when using institutional tools and third-party services.

5. Shared Responsibilities of Faculty and Staff

1. Use the AI tool in a manner aligned with the purpose of the task.
2. Prefer tools provided or approved by the University where appropriate.
3. Protect personal, confidential or restricted-access information.
4. Do not assume that AI output is accurate, complete or current.
5. Verify output against reliable sources and professional knowledge.
6. Take responsibility for the final decision and output.
7. Do not fabricate data, sources, citations, evidence or official records.
8. Respect intellectual and industrial property rights.
9. Do not delegate decisions affecting individuals to AI.
10. Report errors, data breaches or security incidents through the relevant institutional channels.
11. Disclose the use of AI clearly where required.
12. In case of doubt, seek guidance from the relevant manager, specialist unit or institutional support channel.

6. Tool Selection and Account Use

6.1. Preference for Institutional Tools

For institutional duties, AI tools licensed or explicitly approved by the University should be used wherever possible. Requests for institutional tools are submitted through the Bahçeşehir University AI Competency Unit.

Using institutional tools provides advantages in the following areas:

- Assessment of data-protection conditions;
- Account and access management;
- Institutional security measures;
- Licence and resource management; and
- User support.

6.2. Use of Personal Accounts or External Tools

Personal subscriptions or external AI tools should be used only for low-risk tasks involving information that is:

- Publicly available;
- Free of personal data;
- Neither confidential nor restricted-access; and
- Not subject to contractual or intellectual-property restrictions.

Using a personal account for institutional work does not remove the staff member's responsibilities under University regulations.

6.3. Introducing New Tools

The relevant institutional assessment and approval processes must be completed where an AI tool:

- Will be used across a unit;
- Will be made available to students or external users;
- Will process institutional data;
- Will integrate with University systems;
- Requires procurement or licensing; or
- Produces actions or recommendations affecting individuals.

Product-specific licensing, access and account-management rules are addressed separately in the relevant access policy.

Embedded AI features subsequently enabled in purchased or updated software are also treated as a new use of AI. Where such features process institutional data, integrate with other systems or generate outputs affecting individuals, the necessary technical, data-protection and institutional assessments must be completed.

7. Personal Data, Confidentiality and Information Security

Do not enter the following information into AI tools unless the necessary authority, legal basis and institutional controls are in place:

- Student and staff identification data;
- Contact information;
- Health data and special categories of personal data;
- Grades, examinations, scholarships and disciplinary information;
- Recruitment and performance records;
- Salary and financial information;
- Passwords and access credentials;
- Unpublished research data containing potentially patentable novelty or inventive-step information;
- Personal information relating to research participants;
- Contracts and legal documents;
- Confidential meeting or management documents;
- Unpublished project and funding applications; and
- Non-public information belonging to the University or third parties.

Where possible:

- Remove personal data;
- Minimise the data;
- Use anonymised or synthetic examples;
- Share only the necessary part of a document; and
- Check access and usage rights before sharing.

If in doubt, do not share

If you are unsure whether information may appropriately be entered into an AI tool, seek guidance from the relevant institutional unit before sharing it.

Operational data-protection requirements are set out in the relevant Personal Data Protection and Data Privacy Policy and the AI Data Protection Procedure.

Be alert to AI-enabled fraud and impersonation

Fraudulent invoices, emails, audio, images or management instructions generated with AI may appear highly realistic. Unusual instructions requesting payment, passwords, access credentials or urgent action must be confirmed through a second communication channel before any action is taken.

8. Verification and Quality Control

AI systems may generate non-existent sources, misrepresent existing sources, provide outdated information, make calculation or coding errors, produce biased or out-of-context results, and generate and defend incorrect information in a confident tone.

Faculty and staff must therefore:

1. Verify critical claims against primary and reliable sources.
2. Confirm that legislation, decisions, publications and sources suggested by AI actually exist.
3. Test numerical results, formulas, code and analyses.
4. Rely on current and authoritative University sources for institutional information.
5. Review field-specific terminology and translations using subject-matter expertise.
6. Revise the final content for the University's context, audience and purpose.

9. Official Documents and Institutional Communication

AI may be used as a support tool to prepare draft correspondence, draft reports, summaries, presentations, announcements, emails, meeting notes and question-and-answer materials.

Content prepared by AI may not be used for the following purposes unless it has been reviewed by authorised staff:

- It may not be sent as official correspondence;
- It may not be published as an institutional position;
- It may not be used as a decision or instruction;
- It may not be converted into a contract or legal text; and
- It may not be used in public communications.

When preparing official content, at least the following must be verified:

- Currency of the information;
- Authority and role definitions;
- Legislation and institutional regulations;
- Dates, figures and personal details;
- Institutional tone and terminology;
- Confidentiality and personal-data status; and
- Any commitments or obligations created.

Fluent text is not a guarantee of accuracy

The fact that an AI tool produces fluent and persuasive text does not mean that the content is institutionally accurate or approved.

10. Faculty: Course Syllabi and AI Use Categories

Academic units and faculty members regulate AI use in alignment with course learning outcomes, disciplinary characteristics and assessment methods.

Each course syllabus must clearly state which of the following categories applies to the course as a whole or to the relevant assessment activities:

Category	Level of use	Core meaning
A	AI use is not permitted	The student's knowledge, skills or competence are assessed without AI support.
B	Limited and conditional use	AI use is permitted only for explicitly specified tools and purposes.
C	Broad use	AI use is part of the learning or assessment design.

Different categories may be assigned to different assignments, examinations and projects within the same course. Where appropriate, the course syllabus or assessment instructions should specify:

- The applicable category;
- Tools that are permitted or not permitted;
- Permitted purposes of use;
- The student's expected original contribution;
- How AI use must be disclosed;
- Whether prompts, outputs or process records are required;
- Source-verification obligations;
- Personal-data and intellectual-property restrictions; and
- Alternatives for students who cannot access the tool.

Clear guidance is essential

Because the absence of clear guidance creates uncertainty for students, faculty members must clearly communicate expectations and limits regarding AI use at the beginning of the term.

11. Faculty: Assessment and Evaluation

Assessment and evaluation activities should be designed with regard to:

- Course learning outcomes;
- Validity and reliability;
- The student's original contribution;
- Equality of opportunity; and
- Fairness between students who use AI and those who do not.

In AI-supported assessment, the faculty member:

- Must not delegate final grading responsibility to AI.
- Must not use AI output alone as evidence of student achievement.
- Should provide the student with an opportunity to explain and defend their work.
- May use an oral defence, in-class task, process record or supplementary assessment where necessary.
- Must not upload a student's personal or assessment data to unapproved tools.
- Must take account of differences in access and technical resources among students.

AI detection tools are not evidence on their own

AI-output detection tools must not be used as the sole or conclusive evidence of an academic-integrity breach. Findings must be considered together with other evidence, the student's explanation, the work process and academic judgement.

12. Faculty: Student Feedback

AI may be used to produce draft feedback on the language and expression, format, overall structure, areas for development and rubric alignment of student work.

The faculty member must, however:

- Not upload student work to an external tool without the necessary data controls;
- Review the feedback before sending it to the student;
- Correct generalisations and errors generated by AI;
- Take account of the student's individual development needs; and
- Not delegate responsibility for the feedback to AI.

The final feedback sent to the student must reflect the faculty member's academic judgement.

13. Course Assistants and Student-Facing AI Applications

When an AI assistant is developed for a course, programme or learning activity, an academic owner must be designated. The academic owner determines:

- The purpose of the application;
- The sources used;
- Functions available to students;
- Limits of use;
- Responsibility for updates;
- Information provided to students; and
- The feedback and monitoring method.

For student-facing course assistants:

- Sources approved by the faculty member should be used;
- It should be made clear that responses are not official or definitive assessments;
- Personal data should not be requested;
- The currency of sources should be checked;
- A reporting route should be available for incorrect or inappropriate responses; and
- The application should be reviewed periodically.

Creation does not equal approval

The creation of a course assistant does not mean that it has institutional approval or may be published across the University.

14. Use of AI in Research and Scholarly Production

AI may be used to support activities such as developing research questions, structuring the literature, generating search terms, coding, planning data analysis, visualisation, editing text, preparing responses to reviewers, and drafting project or funding applications.

The researcher must:

1. Verify sources against primary sources.
2. Confirm that publications suggested by AI actually exist.
3. Evaluate the scientific validity of the methods, analyses and results.
4. Not use fabricated or unverified data and findings.
5. Obtain the required ethics-committee and data-use approvals.
6. Protect unpublished or sensitive research data, including novelty and inventive-step information.

7. Comply with the rules of funders, journals, publishers and the relevant discipline.
8. Disclose AI use in accordance with the rules of funding and research bodies.
9. Take responsibility for scientific results and interpretations.

Licensed databases, third-party works and content accessed under contract must not be assumed to be transferable to AI tools merely because staff have access rights. Before content is transferred to or processed by an AI tool, the relevant licence, copyright, usage and confidentiality terms must be checked.

An AI system must not be listed as an author, researcher, reviewer or holder of scientific responsibility.

15. Principles for Administrative Staff

AI may be used in administrative activities for:

- Drafting;
- Simplifying text;
- Classifying information;
- Summarising publicly available texts;
- Preparing presentations and meetings;
- Creating process checklists;
- Drafting responses to frequently asked questions;
- Analysing data that contain no personal data; and
- Facilitating repetitive workflows.

Administrative staff must:

- Review the final action and decision;
- Verify that the institutional source is current;
- Not create a commitment or position beyond their authority;
- Not upload personal or contractual information to an unauthorised tool;
- Not alter official records on the basis of AI output; and
- Not delegate decisions affecting individuals to AI.

The following decisions must not be made solely by an AI system:

- Recruitment;
- Staff performance;
- Promotion and assignment;
- Disciplinary action;
- Student admission;
- Grades and academic progression;
- Scholarships;
- Access to services; or
- The final outcome of a complaint or appeal.

In these areas, AI may serve only a clearly defined and approved decision-support function; the final assessment belongs to the authorised human decision-maker.

16. Meetings, Audio Recordings and Transcription

The use of AI to record, transcribe or summarise meetings should take account of:

- Informing participants;
- The confidentiality level of the meeting;
- The institutional suitability of the tool used; and
- Personal-data and retention requirements.

Audio or video recordings must not be made without participants' knowledge. An AI-generated meeting summary does not replace official minutes; it may misrepresent participants' views or incorrectly attribute decisions and responsibilities.

Human review is required

An AI-generated meeting summary must be reviewed by the person responsible for the meeting before it is used as an official or institutional record.

17. Disclosure of AI Use

Not every low-level use of AI requires a separate disclosure. Unless the relevant process states otherwise, routine uses limited to correcting spelling, improving clarity of expression, brainstorming or suggesting formatting may not require a specific disclosure.

AI use must, however, be disclosed where it:

- Contributed to a significant part of an academic or scholarly output;
- Was used to produce analysis, methodology, code or interpretation;
- Played a significant role in public-facing or institutionally important content;
- Was used in a decision-support process affecting individuals;
- Is required to be disclosed by the relevant course, publisher, funder or institutional process; or
- Would otherwise create the misleading impression that the work was produced without AI.

Where appropriate, the disclosure should identify the tool used, the purpose of use, the part of the work to which it contributed, how the output was verified, and the final human contribution and responsibility.

Example disclosure

In this work, [tool name] was used to support the draft structure and clarity of expression. I verified and revised the content, sources, analysis and final assessment.

18. Uses That Are Not Permitted

- Leaving final decisions that significantly affect individuals entirely to AI;
- Using AI output as official or academic work without review;
- Fabricating data, sources, citations, evidence or records;
- Uploading personal or confidential information to an unauthorised tool;
- Using AI to alter another person's work and presenting it as original work;
- Circumventing security controls or access permissions;
- Producing content that misleadingly impersonates real people;
- Inferring students' or staff members' emotions, personality or sensitive characteristics without authorisation;
- Reducing human oversight to a merely formal approval; or
- Using an AI tool to produce discriminatory, degrading or harmful content.

19. Reporting Errors, Incidents and Breaches

Report through the relevant institutional channel if you encounter any of the following:

- Personal or confidential information is accidentally entered into an AI tool;
- Unauthorised access or account use;
- An institutional assistant provides incorrect or harmful guidance;
- Fabricated official information or sources are generated;
- A discriminatory outcome affects a student or staff member;
- An AI tool shares data unexpectedly; or

- A security vulnerability or suspected misuse arises.

First step

To manage the situation and prevent further adverse effects, the relevant action should be stopped and existing records preserved.

20. Support and Training

Faculty and staff may benefit from University training and advisory services in the following areas:

- General AI literacy;
- Academic use;
- Course and assessment design;
- Research support;
- Administrative productivity;
- Data security; and
- Development of institutional tools.

For a new or uncertain use case, the relevant academic or administrative manager and institutional support channel should be consulted before the tool is put into operation.

21. Short Checklist Before Use

- ☐ I have assessed that using AI is appropriate for this task.
- ☐ I have checked whether I can use an institutional or approved tool.
- ☐ I have not shared personal, confidential or restricted-access information.
- ☐ I did not assume the AI output was accurate and current; I verified it.
- ☐ I have checked that the sources actually exist.
- ☐ I can understand, explain and defend the final output.
- ☐ Human judgement and ultimate responsibility remain with me or the authorised decision-maker.
- ☐ I have checked intellectual and industrial property rights.
- ☐ I have assessed whether the use must be disclosed.
- ☐ I am satisfied that no unfair impact has arisen for a staff member, student or external stakeholder.
- ☐ Where an institutional process or student-facing application is involved, I have completed the necessary assessments and approvals.
- ☐ I know which channel to use if an error or data-security risk arises.

Final check before use

If you cannot confirm any of these points, make the necessary correction or seek guidance from the relevant manager or institutional support channel before proceeding.

ANNEX 1 — Risk Reminders for Units Based on the Nature of the Activity

This annex has been prepared not to restrict AI use by Bahçeşehir University units through detailed prohibitions, but to make visible the principal risks arising from the nature of the activity undertaken. The nature of the activity, rather than the type of unit, is the determining factor. The same unit may fall within more than one risk area, and units conducting similar activities should follow the relevant guidance even if they are not named in the table. Proportionate safeguards, data minimisation, verification, transparency and human responsibility are the core approach.

Activity and risk area	Illustrative scope	Responsible-use guidance
Health and clinical processes	Faculties of Medicine, Dentistry, Pharmacy and Health Sciences; the Vocational School of Health Services; and units providing health and clinical services.	AI may be used for education, literature review, development of synthetic cases, data analysis and decision support. Patient and client data and health records may be processed only where the required legal basis, ethical approval, authorisation and institutional controls are in place. Ultimate responsibility for diagnosis, treatment, medication, dosage and clinical guidance always rests with the relevant healthcare professional.
Teaching, assessment and student processes	Faculties, schools, vocational schools, the Conservatory, the Graduate Education Institute, the School of Foreign Languages, the Registrar's Office and Academic Planning.	AI may be used for course design, drafting sample questions, feedback, learning support and process preparation. Students' personal data must not be transferred to AI tools unless data-protection requirements have been met. Unadministered examination questions, answer keys and question banks must not be uploaded to external or unauthorised AI tools, in order to protect examination security and fairness in assessment. Grading, academic progression and academic-integrity decisions must not be delegated to AI, and AI detection tools must not be treated as evidence of a breach on their own.
Research, publication, theses and intellectual property	Academic units, the Graduate Education Institute, research centres, BAUTTO, and the Library and Documentation Directorate.	AI may be used to structure the literature, code, analyse, visualise, write and prepare projects. Unpublished research data, theses, project applications, peer-review and panel documents, unregistered invention information concerning novelty and inventive step, and contract-protected content must be safeguarded. Sources must be verified against primary sources, and required disclosures of use must be made.
Assessments and decisions affecting individuals	The Human Resources Directorate, Registrar's Office and International Promotion Directorate; and units conducting admission, scholarship, performance, assignment, disciplinary and support processes.	AI may be used for preliminary preparation, classification, development of criteria, summarisation and decision support. A person's recruitment, rejection, admission, scholarship, grade, performance, promotion, assignment, disciplinary status or access to services must not be based solely on AI output. Human review must be substantive, competent and explainable where necessary.
Financial, legal, procurement and contractual processes	The Financial Affairs Directorate, Finance Directorate, Procurement Directorate, Office of Legal Counsel, Student Accounts Directorate, and units managing contracts.	AI may be used for drafting, comparison, checklists and risk identification. Banking, payment, contract, tender, litigation and advisory information may be processed only with appropriate tools and authorisations. Legislation and case law must be verified against official sources, and unusual payment or urgent-action instructions must be confirmed through a second communication channel.

Activity and risk area	Illustrative scope	Responsible-use guidance
Institutional communication, media and promotion	The Corporate and Strategic Communications Directorate, Media Relations Directorate, International Promotion Directorate, Culture and Congress Centre Directorate, and units producing public-facing content.	AI may be used to produce draft text, images, video, translations and campaigns. Synthetic content that could mislead users about real people or events must be avoided, and AI-generated content that could be mistaken for real content must be appropriately identified. Institutional accuracy, brand consistency, accessibility and rights ownership must be checked, and official and crisis communications must receive authorised human approval.
Information systems, coding and automation	The Information Technology Directorate, Management Support and Information Systems Directorate, Faculty of Engineering and Natural Sciences, and units developing software or systems.	AI may be used for coding, testing, documentation, error analysis and process automation. Passwords, access keys, security configurations, non-public source code and system architecture must be protected. Generated code must be tested for security, accuracy and licence compliance. New tools, embedded AI features and system integrations must undergo the required technical, data-protection and institutional assessments.
Student support, counselling and crisis processes	The Health, Culture and Sports Directorate; the Student Resources and Organisation Directorate; and psychological counselling, guidance, accessibility and student-support services.	AI may be used for general information, appointment preparation, frequently asked questions and service routing. Psychological counselling, health, crisis, private-life and other sensitive support records may be processed only through appropriate systems and authorisations. Crisis assessment and sensitive individual guidance must be handled by a competent human professional, and users must know that they are interacting with AI.
External stakeholder, employer and international processes	The CO-OP Directorate, School of Applied Sciences and International Promotion Directorate; and units managing project partnerships, supplier, employer and external-service relationships.	AI may be used to prepare proposals, plans, translations, communications and relationship-management materials. Information belonging to employers, partners, clients, suppliers and third parties must be processed with due regard to contracts, confidentiality, intellectual property rights and permissions for use. The fact that information is accessible does not mean that it may be transferred to an AI tool. Outputs that create institutional commitments must be reviewed by authorised staff.

Common principle

The fact that an activity is not explicitly listed in this annex does not prohibit the use of AI. Faculty and staff should consider the nature of the data used, the impact of the output on individuals and the institution, the ability to verify it, and the human oversight required. In case of doubt, rather than ending the use automatically, assess whether the risk can be reduced and whether the activity can continue safely through an appropriate institutional tool or method.

USE AI • VERIFY • PRESERVE HUMAN RESPONSIBILITY • RESPECT PRIVACY