NNLE GIPA - Georgian Institute of Public Affairs Policy on the Use of Artificial Intelligence Tools in Teaching and Learning, Research and Development-Oriented Activities

Approved by Order No. 01-26/138 of the Rector of NNLE GIPA - Georgian Institute of Public Affairs, dated June 12, 2026

Article 1. General Provisions and Purpose

1.1 This Policy establishes the rules for the use of artificial intelligence (AI) tools in teaching and learning, research and creative work, and development-oriented activities at NNLE GIPA - Georgian Institute of Public Affairs (hereinafter the "University").

1.2 The purpose of this Policy is to establish a minimum University-wide standard that promotes the ethical, responsible and competent use of artificial intelligence tools grounded in the principles of academic and research integrity, while at the same time creating space for the permissible and beneficial use of these tools in education and research.

1.3 This Policy is a framework document of the University. Within its scope, Course Instructors/Persons Engaged in Research, as well as individual Programs, may establish more specific instructions tailored to a particular course, research project, discipline and/or level of study, provided that such instructions are consistent with this Policy and are communicated to the persons concerned in advance.

1.4 This Policy applies to Course Instructors of the University's academic and vocational programs and of programs organized by the Training and Consulting Center, to students/vocational students and trainees, and/or to other persons participating in the University's teaching, research or development-oriented activities.

1.5 Where a student/vocational student/trainee is uncertain whether a particular piece of software constitutes an AI Tool, they shall consult the Course Instructor/Supervisor in advance.

1.6 This Policy does not limit the authority of a Course Instructor/Person Engaged in Research to prohibit the use of a particular AI Tool in their course/research where they consider it appropriate.

Article 2. Definitions

2.1 Artificial Intelligence Tool ("AI Tool") - any computational system, application or service that, in response to a user's prompt (request) or input data, generates or substantially transforms content - in the form of text, code, images, audio, video, translations, data analysis or other output - on the basis of statistical models trained on large-scale data, rather than by retrieving pre-defined, fixed results. The term includes general-purpose generative systems (including, among others, conversational assistants and chatbots) and artificial intelligence features integrated into other software. The term does not include ordinary computational aids that do not generate or substantially transform content, such as basic spelling and grammar checkers, calculators, bibliography/citation management software and/or search engines, as well as audio transcription tools and technical software used for data collection, processing and/or visualization in the course of research.

2.2 Use of an AI Tool - submitting a prompt/request to an AI Tool, or otherwise using it, in order to obtain assistance in completing a Work, or to create a Work, in whole or in part.

2.3 Disclosure of AI Tool Use - a clear statement, made in a Work or in its accompanying documentation, that an AI Tool has been used, identifying the specific tool and describing the ways in which it was used.

2.4 AI Detection Tool - an artificial intelligence detection service or method that makes it possible to identify the use of an AI Tool in a Work.

2.5 Program - an educational program of the University at the bachelor's, master's or doctoral level, including vocational programs and programs organized by the Training and Consulting Center.

2.6 **AI-Generated Output** - any digital, content-related or analytical product of any kind that is created, processed or substantially modified using artificial intelligence (AI) systems and algorithms on the basis of an instruction (prompt) or other input data provided by the user.

2.7 **Course Instructor** - a member of the University's visiting or academic staff, a vocational teacher, or a trainer/lecturer of the Training and Consulting Center.

2.8 **Person Engaged in Research** - any person engaged in research activities, within the scope of their respective competence.

2.9 **Work** - any academic, practical or creative product/work of any kind produced in the course of the teaching and/or research process.

Article 3. Use of AI Tools in Courses

3.1 The Course Instructor shall set out in the syllabus their decision on the use of AI Tools and shall select one of the permissibility options for each of the categories listed below:

Category	Permissibility
(a) Use of AI in class (during the teaching process)	(i) Permitted
	(ii) Prohibited
	(iii) Determined by the Course Instructor (lecturer/instructor) for each specific activity
(b) Use of AI outside class, during study and preparation	(i) Permitted
	(ii) Prohibited

	(iii) Determined by the Course Instructor (lecturer/instructor) for each specific activity
(c) Use of AI for independent/homework assignments	(i) Permitted
	(ii) Prohibited
	(iii) Determined by the Course Instructor (lecturer/instructor) for each specific activity

3.2 The conditions for integrating and using artificial intelligence (AI) tools in a course syllabus are governed by Annex No. 1 to this Policy.

3.3 Default rule - in any case where the Course Instructor has not stated in the syllabus that a particular form of AI Tool use is prohibited, such use shall be deemed permitted.

3.4 Course Instructors are advised to align their decisions on particular forms of AI Tool use with the objectives and learning outcomes of the course.

Article 4. Use of AI Tools in Research

4.1 Taking into account best practice in the relevant discipline and the level of study, the Program Head is authorized to establish rules on the permitted and prohibited use of AI Tools in the conduct of research.

4.2 A Program's research standards shall be consistent with this Policy and shall be communicated in advance to students, researchers and Supervisors. Within the framework of these standards, the Supervisor of a bachelor's thesis/master's thesis/doctoral dissertation may issue more specific guidance for an individual research project.

4.3 Academic staff and/or any other person affiliated with the University in another capacity who carries out a research/creative Work/project with University funding or on behalf of the University may use artificial intelligence tools for the purposes of that Work/project only if such use has been approved in advance by the University's Research Department or by the structural unit/person of the University under whose supervision or assignment the research/creative Work/project is carried out.

Article 5. Disclosure of AI Tool Use

5.1 Where a student/vocational student/trainee uses an AI Tool to complete a Work, they shall submit a Disclosure of AI Tool Use, unless the Course Instructor/Supervisor instructs otherwise.

5.2 Where an artificial intelligence (AI) tool is the source of ideas, text or quotations used in a Work, the student shall cite it in the same manner as any other source. This shall be done in accordance with the University's "Student Guidelines on Plagiarism Prevention".

Article 6. Responsible Use and Verification of Outputs

6.1 The use of AI Tools neither diminishes nor removes a person's professional, academic or ethical obligations. A student, vocational student, trainee, Course Instructor/Person Engaged in Research or any other person (hereinafter the "User") remains fully responsible for the content, accuracy, quality, academic integrity and legal/ethical compliance of any output created, processed or generated with the assistance of an AI Tool.

6.2 Given that outputs generated by AI Tools may contain factual errors or inaccurate, outdated, biased, incomplete or misleading information, the User must be aware that an AI Tool is not regarded as an authoritative or infallible source.

6.3 Verifying information, data, quotations and other content generated or processed by an AI Tool against primary sources is the direct obligation of the User.

6.4 Output generated by an AI Tool shall not be used automatically, without critical evaluation and proper verification, in any activity related to academic and research work.

6.5 The University accepts no liability for any possible infringement of third-party intellectual property rights resulting from a User's use of an AI Tool. The User bears full legal liability for any such infringement.

Article 7. Obligations of Course Instructors and Persons Engaged in Research

7.1 Course Instructors and Persons Engaged in Research who use AI Tools are required to use them competently and remain fully responsible for the accuracy and quality of any work performed with the assistance of AI.

7.2 A Course Instructor/Person Engaged in Research shall comply with the standards of research and academic ethics (including the avoidance of plagiarism and the verification of sources) when using AI Tools to the same extent as when not using them.

Article 8. Detection of AI Use

8.1 For the purpose of identifying a possible violation of this Policy, the Course Instructor/Supervisor is authorized to use AI Detection Tools (where available).

8.2 The result of an AI Detection Tool may serve as grounds for further examination of a possible violation; however, it does not in itself constitute conclusive and incontrovertible evidence that a violation has occurred.

Article 9. Data Protection and Confidentiality

9.1 Any use of AI Tools shall comply with applicable data protection and confidentiality requirements, including the Law of Georgia on Personal Data Protection and the University's Personal Data Protection Policy.

9.2 Entering personal, confidential (including non-public information relating to the University, to research or to third parties) or otherwise protected data into an AI Tool is prohibited, except where this is expressly permitted in accordance with the requirements of this Policy.

Article 10. Violations and Procedure for Their Resolution

10.1 A violation of this Policy by a student/vocational student/trainee may occur in the following cases:

10.1.1 Prohibited use - use of an AI Tool in a form or in circumstances in which such use was prohibited;

10.1.2 Non-disclosure - use of an AI Tool in a permitted form, but failure to submit a Disclosure of AI Tool Use and/or failure to comply with the citation requirement under Article 5 of this Policy.

10.2 An alleged violation shall first be discussed between the student/vocational student/trainee and the Course Instructor/Supervisor. In the case of research conducted outside the teaching process, the matter shall be reviewed by the University's Research Department or by the structural unit/person of the University under whose supervision or assignment the research/creative Work/project is carried out.

10.3 If the matter cannot be resolved in accordance with paragraph 10.2 of this Article, it shall be referred to the Program Head of the relevant Program for further action.

10.4 If no agreement on the resolution of the alleged violation is reached at the level of the relevant Program, the matter shall be considered in accordance with the University's Code of Ethics and Conduct.

10.5 At any stage of the review of an alleged violation, the student/vocational student/trainee and/or researcher has the right to defend their position. This includes the right to participate directly in the review process and the opportunity to present relevant evidence, such as the version history of working files documenting the process of creating the Work, drafts, notes on the literature used and other relevant material.

10.6 The final decision on an alleged violation shall be made in compliance with the principles of objectivity and academic integrity. Where the evidence is insufficient to establish the violation conclusively, any doubt shall be resolved in favor of the student/vocational student/trainee and/or researcher.

Article 11. AI Awareness

11.1 The University promotes awareness of artificial intelligence among students, vocational students, trainees and Course Instructors/Persons Engaged in Research.

11.2 The University shall periodically disseminate information on the responsible use of AI Tools.

Article 12. Final Provisions

12.1 This Policy shall be subject to periodic review to ensure that it remains aligned with developments in artificial intelligence (AI) tools and with current practice in the relevant disciplines and in the education sector.

12.2 This Policy shall enter into force on September 1, 2026.

Annex No. 1: Options for AI Use Set by the Course Instructor - for Inclusion in the Syllabus

Instructions for the Course Instructor: Within the scope of this framework Policy, and taking into account the specifics of the course and its learning objectives, select one of the four standard models below and reflect it accordingly in your syllabus.

Option 1: Broad Use of Artificial Intelligence (Fully Permitted)

- **Scope of Permission:** In this course, the use of AI Tools is permitted both in class (during the teaching process) and outside class, including when preparing independent and homework assignments.
- **Purpose:** AI Tools are regarded as a valuable aid for research, idea generation, coding and increased productivity.
- **Academic Integrity:** Where AI is used in any form in completing an assignment, the student must strictly comply with the citation rules in accordance with Article 5 of the University's AI Policy.

Option 2: Limited Use of Artificial Intelligence (Preparatory Stage Only)

- **Scope of Permission:** The use of AI Tools is permitted only outside class, during study and independent work.
- **Prohibitions:** The use of AI Tools is strictly prohibited during lectures/in-class work, as well as in the actual process of preparing/completing assignments.
- **Human Effort:** AI may be used only as a personal assistant during the preparatory phase; however, the final content of the submitted Work must be entirely the result of the student's own independent work.

Option 3: Complete Prohibition of Artificial Intelligence (Independent Human Work Only)

- **Scope of Permission:** In this course, the use of artificial intelligence tools is not permitted during lectures, when preparing assignments, or in any other form.
- **Learning Objectives:** Given the nature of the subject, the student's own intellectual and physical effort alone is critical to acquiring fundamental skills.
- **Consequences:** The use of AI-generated material of any kind or of an AI assistant shall be deemed a violation of this Policy.

Option 4: Differentiated Approach (Rules Determined by Specific Activity)

- **Scope of Permission:** The Course Instructor determines the rules and conditions for the use of AI Tools individually, taking into account the specifics of the subject.
- **Flexibility:** The rules (permission or prohibition) may vary depending on specific assignments, lecture topics or other learning activities.
- **Informing Students:** The Course Instructor shall inform students clearly and in advance of the rule applicable to each specific assignment. This rule must be specified in the course syllabus for each assignment.
- **Academic Integrity:** Where AI is used in any form in completing an assignment, the student must strictly comply with the citation rules in accordance with Article 5 of the University's AI Policy.