



WESTERN CASPIAN UNIVERSITY

ARTIFICIAL INTELLIGENCE POLICY

Approved by the decision of the meeting of the Scientific Council of Western Caspian University dated May 22, 2026 (Protocol No. 11).

Signature:

Baku 2026

Western Caspian University

Artificial Intelligence Policy

The rapid proliferation and development of Artificial Intelligence (AI) have created new opportunities, as well as certain challenges, for higher education institutions worldwide. While this technology possesses immense potential for enhancing academic workflows, it also demands a responsible approach, appropriate principles, and ethical regulation from all participants in the educational process.

Academic integrity is a core principle of education and research at Western Caspian University. This policy requires both faculty and students to be guided by the following fundamental values when utilizing AI tools:

- **Academic Integrity:** The use of AI tools must not substitute for independent thinking.
- **Critical Approach:** Information obtained through AI must be critically evaluated.
- **Confidentiality:** Personal data, course materials, and research data must not be uploaded to AI tools.
- **Individual Creativity:** Every submitted academic work, teaching material, and assignment must reflect the individual's own intellectual effort and creativity.
- **Transparency:** All auxiliary tools and sources used during academic work must be openly declared, and references must be properly cited.
- **Reliability:** The responsibility for verifying the information and results generated by AI, and ensuring they are reliable and correct, rests directly with the user.
- **Accessibility:** All students have equal rights to use officially approved AI tools.

Guidelines for Faculty on the Use of Artificial Intelligence

Faculty members may use AI tools for the following purposes:

- Preparation of teaching materials (slides, tests, sample problems);
- Assistance in course planning and updating curriculum content;
- Accelerating the research process (formulating initial ideas, literature review, article structuring);
- Preliminary screening of student submissions for plagiarism and AI usage.

Prohibitions:

- Complete automation of grading rubrics by the teacher
- Presenting materials generated by AI as one's own authorship
- Delegating the grading and evaluation process entirely to AI

Faculty:

- Explain the rules of correct and ethical AI usage to students;
- Clearly indicate the parts where AI use is permitted and not permitted when designing assignments;
- Specify the “AI Use Level” (permitted / restricted / prohibited) for each assignment;
- Evaluate the originality of student submissions using various verification methods (plagiarism systems, oral defense, etc.);
- Design assignments that encourage analytical and critical thinking.
- Ensure that a student's individual work is explicitly checked by the lecturer.
- Protect copyright and adhere to the rules of academic ethics.

Guidelines for Students on the Use of AI

Permitted use cases:

- Gathering initial information on a topic and determining direction;
- Grammatical correction, development of writing style (the final text must be written by the students themselves);

- Use as a linguistic assistant in foreign language assignments;
- Preparation of presentation and project plans.

Mandatory requirements:

- Any work using AI assistance must be submitted together with an "AI Use Declaration";
- The declaration must state which tool was used and for what purpose;
- Content generated by AI cannot be used in the final work without being independently analyzed.

Prohibitions:

- Use of AI tools during exams or tests;
- Presenting work prepared through AI as one's own work (this is considered academic fraud);
- Complete writing of laboratory reports, term papers, graduation theses by AI.

Ethical and Legal Issues

- Entering confidential information into artificial intelligence platforms is prohibited.
- Copyright and data security principles must be respected.

Assessment and Control

- Individual knowledge and skills of the student are taken as the basis during assessment.
- Assessment according to the level of AI use:
- Minimum use (only editing and structure): fully assessed;
- Medium use (idea and structural support): the student's personal analysis must predominate;
- High use (large part of the content by AI): the grade is lowered or not accepted.

- In suspicious cases, the following may be applied by the teacher:
 - oral inquiry;
 - additional written assignment;
 - presentation or interview.
- Control over the execution of the rules is carried out by the relevant structural management.
- In cases of violation of the rules, the following measures may be applied:
 - Invalidation of the assignment;
 - Lowering of the grade;
 - Requirement for resubmission;
 - Submission to the disciplinary committee.

Key Points

- The rules applied regarding artificial intelligence directly base themselves on learning objectives.
- Each dean's office and department can prepare its own internal artificial intelligence rules in accordance with their sectoral characteristics, based on this Artificial Intelligence Policy of the university.
- Subject teachers decide to what extent artificial intelligence can be used for each assignment or subject.
- Transparency and integrity are the main principles. Before a decision is made regarding any rule violation, the student (or the relevant party) must absolutely be given the opportunity to express themselves and give an explanation.
- Changes and additions can be made to these rules when necessary.