Introduction

This policy document covers TED University's fundamental principles, governance structure, operational processes, and approaches related to the management of education, research, societal, and institutional processes in the use of generative artificial intelligence technologies. The purpose of this policy is to provide essential guidance for all stakeholders, primarily our students and staff, to ensure that generative artificial intelligence is used ethically, responsibly, and effectively.

1. Fundamental Principles

1.1. Ethical and Responsible Use

- The use of generative artificial intelligence technologies is conducted within the framework of ethical values and social responsibility.
- The use of generative artificial intelligence in academic studies and administrative activities is carried out in accordance with the principles of integrity.
- TED University provides guidance to students and staff on the ethical and responsible use of generative artificial intelligence. Existing regulations and directives are reviewed to make necessary adjustments.
- Data privacy, security, and ethical usage principles are upheld.

1.2. Transparency and Accountability

- Stakeholders are provided with clear and comprehensible information about the operation of generative artificial intelligence applications.
- The tools used in the creation of generative artificial intelligence-generated content are explicitly stated.
- If generative artificial intelligence contributes to a study, this contribution is appropriately referenced.
- The effectiveness of policies and practices is regularly reviewed and updated based on feedback.

1.3. Inclusivity, Accessibility, and Human-Centered Approach

- When specific generative AI tools are selected for use, they undergo experimental and pilot testing for evaluation. Necessary arrangements are made to ensure that the final implementation is accessible to all TED University students, faculty members, and administrative staff.

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- Special solutions are developed for individuals with disabilities to provide equal opportunities. This approach contributes to educational equality, prevents digital divide, and enhances accessibility.

- Generative artificial intelligence tools are developed and used in a way that supports and ensures accessibility in interactions between students, academics, administrative staff, and other stakeholders.

- Preserving human-centered interactions is a priority.

2. Governance

2.1. Governance Structure

- A **Generative AI Committee** is established to monitor, evaluate, and improve the implementation of generative artificial intelligence usage policies.

- The committee consists of academic experts, faculty, administrative staff, students, and external stakeholder representatives. It operates under the coordination of the relevant Vice Rector/Advisor.

- The Generative AI Committee serves as a strategic advisory body for the university's artificial intelligence initiatives, adopting a holistic approach that includes both operational and academic perspectives.

- TED University's Department of Information Technology contributes to the effective, ethical, and responsible use of artificial intelligence in matters related to the University's education, research, institutional processes, and resource management through its activities and support.

2.2. Policy Implementation, Monitoring, and Evaluation

- The Generative AI Committee monitors developments and applications within the scope of the policy and evaluates findings. It provides recommendations and opinions to the administration for necessary adjustments.

- Problems and risks encountered during implementation are addressed by the Generative AI Committee. Given the rapid development of the field, the committee acts as an advisory body for unforeseen and emerging issues.

2.3. Training and Awareness

- Training sessions are organized for academic and administrative staff as well as students on fundamental knowledge, applications, and ethical and responsible use of generative artificial intelligence.

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- Mechanisms are established to receive regular feedback on the use of generative artificial intelligence, benefiting from user experiences.
- Such approaches support the ethical and responsible use of generative artificial intelligence tools within the institution and help bridge gaps in awareness levels among individuals.

3. Operations

3.1. Data Management

- The security and privacy of data used in generative artificial intelligence systems are ensured in compliance with TED University's Privacy Policy, Personal Data Protection, General Data Protection Regulation, and other relevant regulations.

- Data processing procedures are managed transparently and are regularly audited.

3.2. Technological Infrastructure

- Necessary budget planning is conducted to ensure the cost-effectiveness and efficiency of using generative artificial intelligence tools across the university. Investments are made in infrastructure and capacity development within this framework.

- Infrastructure systems are designed to meet high performance and accessibility standards.

- Internal training programs are provided to ensure that generative artificial intelligence technologies can be effectively utilized in university operations and that personnel become proficient in using generative artificial intelligence tools.

3.3. Innovation and Collaboration

- The development and funding of research projects are supported to contribute to, monitor, and implement innovations in artificial intelligence.

- National and international collaborations are leveraged to establish ethical and responsible generative artificial intelligence applications.

- Joint projects with industrial organizations and other educational institutions are encouraged.

- Best practices in generative artificial intelligence are shared, and collaborative learning processes are promoted.

- Academics are encouraged to integrate generative artificial intelligence into their curricula through sectoral collaborations.

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4. Education

4.1. Generative Artificial Intelligence Education

- Students are educated about the professional and societal impacts of artificial intelligence technologies.

- Necessary curriculum changes are made using a comprehensive and interdisciplinary approach to ensure that students understand generative artificial intelligence from both technical and ethical perspectives.

- Courses and programs are offered to help students grasp the fundamental principles and applications of generative artificial intelligence.

- User training and additional guiding resources are provided to encourage the ethical and responsible use of generative artificial intelligence tools in educational processes.

- TED University's Teaching and Learning Center monitors and enhances students' and university employees' Generative AI literacy and competency levels. It supports students and staff by providing education and resources for the ethical and effective use of generative artificial intelligence in teaching and learning processes.

4.2. Academic Integrity

- Guidance is provided to students to ensure the ethical, responsible, and appropriate use of generative artificial intelligence tools. To support academic integrity, instructors define the frameworks for using generative artificial intelligence tools, clarify the conditions, assumptions, and implementation procedures for their use in courses, and share this information in the course syllabus.

- If an instructor does not permit the use of generative artificial intelligence for assignments, projects, and other assessments, unauthorized use of generative artificial intelligence by students will be considered a violation of academic integrity.

- Data sources used must be reliable and verified. Sources must not be used in violation of intellectual and industrial property rights. Citations should be provided when necessary.

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4.3. Learning Assessment Applications

- Assessment methods that focus on learning processes and balance the impact of generative artificial intelligence tools are developed and implemented. Necessary support is provided for this purpose.

4.4. Understanding Algorithmic Bias

- The potential biases present in artificial intelligence algorithms and their impact on decision-making processes are critically examined.

- Students and researchers are made aware of the importance of designing and using algorithms in an ethical, fair, and inclusive manner.

5. Research

- All research activities at TED University are conducted in compliance with the Ethical Guide for the Use of Generative Artificial Intelligence in Scientific Research and Publication Activities of Higher Education Institutions.

- TED University monitors developments related to the use of generative artificial intelligence in research activities and shares up-to-date and important information with relevant stakeholders, primarily students and staff.

- TED University's Ayşe Ilıcak Library supports the ethical and responsible use of generative artificial intelligence in research and all academic studies through its activities and information resources.

- TED University's Directorate of Research, Technology, and Innovation contributes to the effective, ethical, and responsible use of generative artificial intelligence in research through its activities and support programs.

6. Management of Institutional Processes and Resources

- Generative artificial intelligence technologies are utilized to improve the performance, efficiency, and effectiveness of TED University's administrative decision-making, process automation, data analysis, reporting, performance evaluation, institutional development, communication, and resource management (human, information, financial, physical, and other resources) in line with organizational objectives.

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- The integration of generative artificial intelligence technologies into institutional processes is carried out ethically, transparently, and responsibly.

- The use of generative artificial intelligence in institutional process management and community service is supported by innovative approaches, with performance being regularly monitored and updated through continuous improvement efforts.

- The Office of Institutional Development contributes to the effective, ethical, and responsible use of generative artificial intelligence in institutional development through its activities.

7. Implementation and Supervision

- The units responsible for implementing this policy and investigating violations include the Generative AI Committee and relevant academic and administrative departments.

- Disputes that may arise in cases of violations are first assessed by the Generative AI Committee.

- Sanctions for policy violations are enforced in accordance with the TED University's Regulations on the Procedures and Principles for Violations of Academic Integrity.

8. Updating and Review

This policy is periodically reviewed and updated based on developments in generative artificial intelligence technologies, legal regulations, and the evaluation results of university applications.

9. Enforcement

This policy takes effect on the date of its publication and is overseen by the University Senate.

SENATE MEETINGS ON THE REGULATIONS AND THEIR AMENDMENTS

DATE	DECREE NO.	EXPLANATION
13.02.2025	2025/5	Initial Publication

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