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LIMITED LIABILITY PARTNERSHIP "FOREIGN EDUCATIONAL INSTITUTION 'UNIVERSITY OF INNOVATION AND TECHNOLOGY'"

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GUIDELINES ON THE USE OF ARTIFICIAL INTELLIGENCE IN THE EDUCATIONAL PROCESS AT LLP "FOREIGN EDUCATIONAL INSTITUTION 'UNIVERSITY OF INNOVATION AND TECHNOLOGY'"

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CONTENTS

1. GENERAL PROVISIONS 3
2. REGULATORY FRAMEWORK 3
3. SCOPE OF APPLICATION 3
4. TERMS AND DEFINITIONS 3
5. OBJECTIVES AND KEY PRINCIPLES 4
6. PERMITTED AREAS OF AI USE 4
7. USE OF AI BY STUDENTS 4
8. USE OF AI BY FACULTY AND STAFF 5
9. DATA PROTECTION, CONFIDENTIALITY AND COPYRIGHT 5
10. VERIFICATION OF OUTPUTS AND DISCLOSURE OF AI USE 6
11. VIOLATIONS AND REVIEW PROCEDURE 6
12. ROLES, IMPLEMENTATION AND REVIEW 6
ANNEX 1. AI USE DECLARATION 7
ANNEX 2. RECOMMENDED MODES OF AI USE 8

1. GENERAL PROVISIONS

1.1 These Guidelines on the Use of Artificial Intelligence in the Educational Process (hereinafter, the Guidelines) set out the principles and recommendations for the application of artificial intelligence technologies (hereinafter, AI), including generative AI, at the Limited Liability Partnership "Foreign Educational Institution 'University of Innovation and Technology'" (hereinafter, the University, Innotech).

1.2 The Guidelines are aimed at ensuring the quality of education, developing the digital competencies of students and staff, upholding academic integrity, protecting personal data and confidential information, and promoting the responsible use of digital technologies.

1.3 AI is an auxiliary tool and does not relieve the user of responsibility for the content, accuracy, originality and consequences of using the output obtained.

1.4 The Guidelines are applied together with the legislation of the Republic of Kazakhstan, the University Charter, the Academic Policy, the Academic Integrity Policy, the rules for checking written works, the assessment rules and other internal documents.

1.5 In the event of a conflict between the Guidelines and the law, the provisions of the legislation of the Republic of Kazakhstan shall prevail.

2. REGULATORY FRAMEWORK

2.1 The Guidelines have been developed with due regard to the following regulatory legal acts of the Republic of Kazakhstan, as amended:

- the Constitution of the Republic of Kazakhstan;
- Law of the Republic of Kazakhstan No. 319-III dated 27 July 2007 "On Education";
- Law of the Republic of Kazakhstan No. 230-VIII ZRK dated 17 November 2025 "On Artificial Intelligence";
- Law of the Republic of Kazakhstan No. 94-V dated 21 May 2013 "On Personal Data and Their Protection";
- Law of the Republic of Kazakhstan No. 6-I dated 10 June 1996 "On Copyright and Related Rights";
- Law of the Republic of Kazakhstan No. 418-V ZRK dated 24 November 2015 "On Informatization";
- Order of the Minister of Education and Science of the Republic of Kazakhstan No. 595 dated 30 October 2018 "On Approval of the Model Rules for the Activities of Organizations of Higher and (or) Postgraduate Education";
- Order of the Minister of Science and Higher Education of the Republic of Kazakhstan No. 2 dated 20 July 2022 "On Approval of the State Compulsory Standards of Higher and Postgraduate Education";
- other regulatory legal acts of the Republic of Kazakhstan governing educational, research and information activities and data protection.

2.2 The current versions of regulatory legal acts, the University's local requirements and the terms of use of specific AI services are taken into account.

3. SCOPE OF APPLICATION

3.1. The Guidelines apply to students at all levels and in all forms of study, faculty, researchers, administrative staff and units involved in the educational and research processes.

3.2. The Guidelines apply to conducting classes; developing educational programmes, syllabi and assessment materials; completing academic and research work; conducting knowledge assessment; preparing learning content; and administrative processing of documents, where this is permitted by law and internal rules.

4. TERMS AND DEFINITIONS

- Artificial intelligence (AI) – technologies and systems capable of generating predictions, recommendations, content or other outputs based on input data.

- Generative AI – a type of AI designed to create text, images, audio, video, software code, data or other materials.
- AI service – a digital platform, program or tool that uses AI technologies.
- AI output – text, an image, code, an analysis, a recommendation, a translation, a summary or other material generated wholly or partly by AI.
- Disclosure of AI use – a statement of the fact, purpose and nature of AI use in a piece of work, to the extent required by the assignment or the Guidelines.
- Academic integrity – adherence to the principles of independent work, honesty, proper citation, data accuracy and respect for intellectual work.

5. OBJECTIVES AND KEY PRINCIPLES

5.1. The use of AI is aimed at improving the quality of learning, developing critical thinking and digital competencies, supporting teaching and research activities, and expanding access to learning materials.

5.2. Human oversight. AI outputs are reviewed by a human. AI does not make final decisions on grades, academic status or disciplinary liability of students in place of the instructor.

5.3. Academic integrity. AI must not be used to conceal that an assignment was not completed independently, to substitute for the author's own contribution, to fabricate data or references, or to circumvent assessment rules.

5.4. Transparency. The user discloses the use of AI where this is required by the assignment, syllabus, publisher, research protocol or an internal document.

5.5. Accuracy. The user verifies facts, calculations, quotations, references, code and conclusions, since AI may produce inaccurate, fabricated or outdated information.

5.6. Confidentiality and security. The requirements of legislation on personal data, copyright and information security, as well as contractual obligations, are observed.

5.7. Fairness. Rules on AI use must be clear and proportionate to the objectives of the assignment; differences in access to paid services are taken into account wherever possible.

5.8. Accountability. The user is responsible for the lawfulness of the request, the choice of service, verification of the output and the manner in which it is used.

6. PERMITTED AREAS OF AI USE

6.1. In teaching and curriculum development, AI may be used to prepare initial drafts of lesson plans, examples, case studies, questions, test items and independent study materials. The instructor verifies their accuracy and alignment with the learning outcomes.

6.2. In the learning process, AI may be used to explain terms and concepts, draw up revision plans, create self-check flashcards and provide language support.

6.3. When working with text, AI may be used to check grammar and style, translate, structure material and provide feedback on the logic of presentation.

6.4. In programming and data analysis, AI may be used to discuss approaches, generate draft code, explain errors and prepare test cases. The user independently verifies the security and correctness of the output.

6.5. In research, AI may help refine a topic, formulate research questions, structure a review and edit language. AI does not replace searching for and reading primary sources, scholarly evaluation or the author's own analysis.

6.6. The creation of images, audio, video and presentations using AI is permitted, subject to the requirements of the assignment, copyright, licences and disclosure rules.

7. USE OF AI BY STUDENTS

7.1. The use of AI is not automatically a violation of academic integrity. The permissibility and limits of use are determined by the Guidelines, the Academic Policy, course rules and the instructor's instructions.

7.2. The instructor specifies one of the following modes in the assignment: "prohibited";

“limited”; “permitted with disclosure”; “required to achieve the objectives of the assignment”.

7.3. In the prohibited mode, AI is not used to complete the assessed part of the assignment unless the instructor has expressly allowed an exception. In the limited mode, only the listed actions are permitted. In the permitted mode, the student discloses the role of AI and verifies the output. In the required mode, the responsible use and critical evaluation of AI are assessed.

7.4. If no mode is specified, the student must clarify the permitted ways of using AI before submitting the work. The absence of a prohibition should not automatically be interpreted as permission to have AI complete the entire assignment.

7.5. The student may not present AI output as entirely their own work contrary to the terms of the assignment; use AI to circumvent proctoring; pass off fabricated sources, quotations or data as real; conceal a substantial AI contribution where disclosure is mandatory; or upload personal data and confidential materials to public services without a legal basis and permission.

7.6. The student is responsible for the accuracy of the final work, the references, compliance with copyright and conformity with the assignment.

7.7. Upon a reasonable request from the instructor, the student may provide drafts, intermediate versions and sources used, or explain how the assignment was completed.

7.8. Where required by the assignment or the instructor, the student completes a declaration in the form set out in Annex 1.

8. USE OF AI BY FACULTY AND STAFF

8.1. Instructors may use AI to develop materials, assignment variants and examples, for language editing and for preparing draft comments. The instructor is responsible for reviewing materials and for their final content.

8.2. When creating assessment materials, alignment with learning outcomes, correctness of answers, clarity of wording and appropriateness of difficulty are verified. Confidential examination tasks and answers are not uploaded to public services without permission and adequate protection.

8.3. AI may be used for preliminary feedback and auxiliary analysis of student work. Final grades and decisions on academic violations, appeals and disciplinary matters are made by an authorized person in accordance with the established procedure.

8.4. The result of an AI detector cannot be the sole basis for concluding that a work was created by AI. Such indicators are probabilistic in nature and are assessed together with other circumstances.

8.5. Where there are reasonable doubts, the instructor records the reasons and gives the student an opportunity to explain how the work was prepared and how AI was used. The review is conducted in accordance with the University’s internal documents.

8.6. When preparing scholarly publications, the researcher verifies primary sources, references, originality and data accuracy, and discloses the use of AI in accordance with the requirements of the journal, conference, funding body and applicable rules.

8.7. Staff must not rely solely on automated AI decisions on matters that substantially affect the rights and interests of students without appropriate human oversight.

9. DATA PROTECTION, CONFIDENTIALITY AND COPYRIGHT

9.1. Before using an AI service, the user assesses its purpose, data processing terms, privacy settings and whether the materials entered may be used to train the model.

9.2. Without an appropriate legal basis, permission and safeguards, it is prohibited to enter into publicly available AI services: personal data of students, staff and other persons; passwords and access keys; examination tasks, answers and grade sheets; official, commercial and contractual information; unpublished research data and other people’s work.

9.3. For tasks requiring the processing of protected data, only University-approved services are used, and the applicable requirements for data storage, transfer and protection are observed.

9.4. The user must respect copyright and related rights. AI-generated output does not

automatically grant the right to use protected works, images, code or databases without complying with the law and licence terms.

9.5. AI-generated references are included in a work only after verifying that the source exists and that its content corresponds to the material cited.

9.6. The user immediately reports any data leak or accidental disclosure of confidential information to the responsible unit or an authorized person of the University.

10. VERIFICATION OF OUTPUTS AND DISCLOSURE OF AI USE

10.1. Before using AI output, the user verifies facts, calculations, conclusions, quotations, references, translation, code, possible bias and respect for the rights of third parties.

10.2. Where disclosure is required, the student states the name of the service (if known), the purpose of use, the types of actions performed by AI and the nature of the revisions made to the output. The recommended declaration form is provided in Annex 1.

10.3. The instructor communicates the mode of AI use in advance in the assignment or syllabus. Recommended wording is provided in Annex 2.

10.4. AI detectors and text analysis tools are used only as auxiliary tools. Their results require critical evaluation and do not in themselves constitute sufficient evidence of a violation.

10.5. To confirm independent contribution, drafts, notes, file versions, sources, calculations, a code demonstration or an oral explanation may be requested. Such a request must be proportionate and related to the assessment of learning achievements.

11. VIOLATIONS AND REVIEW PROCEDURE

11.1. A violation may include using AI contrary to the terms of the assignment, concealing substantial use where disclosure is mandatory, presenting another person’s or generated material as one’s own, fabricating sources or data, or breaching confidentiality or copyright.

11.2. Signs of AI use do not in themselves constitute a violation. Account is taken of the assignment rules, the declaration, the nature and extent of use, draft materials, the student’s explanations and other relevant information.

11.3. A possible violation is reviewed in accordance with the Academic Policy, the Academic Integrity Policy, the rules for checking written works and other internal documents of the University. The student is given the opportunity to become acquainted with the substance of the allegation and to provide explanations.

11.4. Response measures are determined taking into account the nature and seriousness of the violation, intent, repetition, consequences and the principle of proportionality. These Guidelines do not establish an automatic sanction or an automatic failing grade.

11.5. Decisions are formalized and may be appealed in accordance with the procedure set out in the University’s internal documents. Access to review materials is granted only to authorized persons.

12. ROLES, IMPLEMENTATION AND REVIEW

12.1. The University ensures that students and staff are informed about the principles of responsible AI use and the associated risks.

12.2. Instructors inform students of the mode of AI use for specific assignments and ensure that assessment is aligned with the stated learning outcomes.

12.3. Students comply with the Guidelines, instructors’ instructions and the rules of academic integrity.

12.4. Responsible units, within their competence, may compile a list of approved services and instructions on the safe use of AI.

12.5. The Guidelines are reviewed in the event of changes in legislation, internal documents or AI technologies, or when significant risks are identified.

12.6. The Guidelines enter into force upon approval by the authorized body of the University. Amendments are approved in accordance with the established procedure.

ANNEX 1. AI USE DECLARATION

Student's full name: _____
Educational programme / year: _____
Course and title of assignment: _____
Name of AI service (if applicable): _____
Date or period of use: _____
Purpose and nature of AI use (tick as applicable):
☐ generating ideas / formulating questions; ☐ plan or structure; ☐ explaining concepts;
☐ translation; ☐ grammar and style check; ☐ draft text; ☐ coding;
☐ data analysis; ☐ creating visual materials; ☐ other: _____
Description of how the AI output was verified, modified and used:
_____
_____
I confirm that I have verified the output and take responsibility for the submitted work.

Signature: _____ Date: _____

ANNEX 2. RECOMMENDED MODES OF AI USE

Mode	Description	Sample wording
Prohibited	AI is not used to complete the assessed part of the assignment.	“The use of AI in completing this assignment is not permitted.”
Limited	Only the listed actions are permitted.	“Grammar checking is permitted; text generation is prohibited.”
Permitted with disclosure	AI is used within the limits of the assignment, and its role is disclosed.	“State the service, the purpose and the way AI was used.”
Required	The skill of using AI responsibly is assessed.	“Compare the AI’s answer with scholarly sources and identify errors.”