

East European University

Artificial Intelligence (AI) Governance Policy and Framework

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1 Purpose of the Document

- 1.1. The Artificial Intelligence (AI) Governance Policy and Framework of East European University (hereinafter referred to as the "Policy") defines the institutional rules, ethical principles, responsible structures, and accountability mechanisms for the selection, acquisition, development, testing, implementation, use, monitoring, evaluation, and management of Artificial Intelligence systems at the University.
- 1.2. The purpose of the Policy is to ensure that the use of Artificial Intelligence at the University becomes an effective tool for quality improvement, innovation, and institutional efficiency support, such that each AI system is used lawfully, ethically, transparently, safely, and with respect for human dignity.
- 1.3. The objectives of the Policy are:
 - a) Establishment of a unified AI governance system at the University;
 - b) Ensuring the responsible, ethical, and safe use of AI;
 - c) Protection of academic integrity and scientific ethics;
 - d) Safeguarding human rights, dignity, and autonomy;
 - e) Supporting innovation under appropriate risk management conditions;
 - f) Improving the quality of institutional decisions;
 - g) Developing AI literacy among students, academic, and administrative staff;
 - h) Ensuring compliance with legal and ethical requirements;
 - i) Strengthening the international competitiveness and reputation of the University.
- 1.4. The policy ensures the use of artificial intelligence for the following purposes:
 - ✚ Improving the quality of teaching and learning and developing a student-centered educational environment;
 - ✚ Supporting academic and scientific activities while maintaining research reliability and academic integrity;
 - ✚ Promoting innovation, digital transformation, and data-driven governance;
 - ✚ Increasing the efficiency of administrative processes and the accessibility of services;

- ✎ Protecting the interests of students, staff, and society.

1.5. Furthermore, the policy establishes mandatory requirements to ensure that the following are provided during the use of artificial intelligence:

- ▶ Academic integrity and transparency of authorship;
- ▶ Protection of human rights, dignity, and autonomy;
- ▶ Fairness, equality, and prevention of discrimination;
- ▶ Transparency, explainability, and accountability of decisions;
- ▶ Protection of personal data and confidential information;
- ▶ Information security and cybersecurity;
- ▶ Effective human oversight over high-impact decisions;
- ▶ Maintenance of public trust towards the university's academic and governance processes.

1.6. The University recognizes that artificial intelligence represents not only a technological innovation but also a significant factor in the transformation of education, science, the labor market, and institutional governance. Consequently, its application must be based on a human-centered, risk-based, ethically responsible, and quality-oriented approach.

1.7. This policy serves not to restrict the use of artificial intelligence, but rather to ensure its responsible, safe, and value-based integration across all relevant areas of the university's activities. Its objective is to create a governance environment where AI enhances human capabilities, supports academic development, and does not replace human professional responsibility, critical thinking, and final decision-making..

2. Legal, Ethical, and Normative Foundations

2.1. This policy is based on international, European, and national legal, ethical, and professional frameworks that define the principles of responsible, safe, and human rights-based use of artificial intelligence..

2.2. The development of this policy takes into account modern requirements and standards that regulate the development, implementation, use, risk management, data protection, academic integrity, and organizational accountability of artificial intelligence systems within the fields of higher education and scientific research.

2.3. The legal and normative foundation of the policy consists of:

International Ethical and Legal Frameworks

- ▶ UNESCO Recommendation on the Ethics of Artificial Intelligence (2021), which defines standards for the use of artificial intelligence based on principles of human rights, human dignity, diversity, and social well-being;

- ▶ **OECD** Principles on Artificial Intelligence, which establish the foundations for creating AI systems oriented toward inclusive development, transparency, safety, accountability, and human well-being;
- ▶ Council of Europe Framework Convention on Artificial Intelligence, Human Rights, Democracy, and the Rule of Law, which ensures the compliance of artificial intelligence usage with fundamental rights and democratic values;
- ▶ European Union Artificial Intelligence Act (EU AI Act), as the world's first comprehensive regulatory framework based on a risk-based approach, defining requirements for the classification, oversight, and use of AI systems..

Higher Education and Research Quality Assurance Frameworks

- ▶ Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG 2015), which define the principles of quality culture, accountable governance, student-centered learning, and evidence-based decision-making;
- ▶ International standards for academic integrity and research ethics, which regulate the use of Artificial Intelligence (AI) in the processes of teaching, assessment, and scientific/research activities..

Data Protection and Information Security Frameworks

- ▶ General Data Protection Regulation (GDPR);
- ▶ Council of Europe Convention 108+;
- ▶ International standards for information security, privacy, and data governance.

International Governance and Risk Management Standards

- ▶ ISO/IEC 42001 – Artificial Intelligence Management Systems, which specifies the requirements for implementing and continually improving artificial intelligence management systems;
- ▶ ISO/IEC 23894 – Artificial Intelligence — Risk Management, which establishes the methodology for identifying, assessing, and managing risks associated with AI systems;
- ▶ ISO 31000 – Risk Management, which provides the international framework for organizational risk management.

National Legal Framework

The Policy is fully compliant with the current legislation of Georgia, including:

- ▶ The Law of Georgia on Higher Education;
- ▶ The Law of Georgia on Personal Data Protection;
- ▶ Regulations in force in the field of copyright and related rights;
- ▶ Regulatory acts of the Ministry of Education, Science and Youth of Georgia;
- ▶ Requirements of the national higher education quality assurance system;
- ▶ Internal regulatory documents of the University.

2.4. The University recognizes that the regulatory environment for artificial intelligence is constantly evolving. Consequently, the implementation of this Policy is based on the principle of continuous monitoring of legal and ethical requirements, regular review, and ensuring compliance with international best practices. This approach enables the University to conduct artificial intelligence governance in accordance with modern international standards and to ensure the sustainable development of academic, research, and administrative processes..

3. Scope

- 3.1. This Policy applies to all areas of the University's activities where artificial intelligence systems are used, planned to be used, or may potentially be used, including various forms of generative artificial intelligence, machine learning, data analytics, algorithmic decision support, and automated digital tools
- 3.2. The requirements of this Policy apply both to the AI systems implemented and managed by the University, as well as to third-party platforms and tools used within the framework of the University's activities, including generative artificial intelligence services.
- 3.3. The Policy encompasses the following core areas of the University's activities:

Learning, Teaching, and Assessment

- ✎ Planning and implementation of the learning process;
- ✎ Creation and development of learning materials;
- ✎ Use of digital learning resources;
- ✎ Student assessment and feedback processes;
- ✎ Personalized learning systems;
- ✎ Digital tools for academic support.

Student Admissions and Student Experience

- ✎ Admissions and enrollment processes;
- ✎ Student counseling/advising;
- ✎ Student services;
- ✎ Student support systems;
- ✎ Career planning and development services.

- ✚ Digital platforms for student communication

Scientific and Research Activities

- ✚ Research planning and implementation;
- ✚ Data analysis and interpretation;
- ✚ Preparation of scientific publications;
- ✚ Research data management;
- ✚ Ensuring research ethics and academic integrity;
- ✚ Dissemination of research results.

Quality Assurance and Institutional Development

- ✚ Internal and external evaluation processes;
- ✚ Quality management systems;
- ✚ Institutional research and analytics;
- ✚ Data-driven decision-making;
- ✚ Strategic planning and performance monitoring.

Administrative and Governance Processes

- ✚ Human resource management;
- ✚ Document circulation and administrative services
- ✚ Financial and material resource management;
- ✚ Communication and public relations
- ✚ Information technology management;
- ✚ Automation of operational processes.

International Cooperation and Partnership Activities

- ✚ International projects;
- ✚ International educational programs;
- ✚ International research initiatives;
- ✚ Cooperation with partner organizations;
- ✚ Services for international students and staff.

Digital and Technological Infrastructure

- ✚ Learning Management Systems (LMS);
- ✚ AI-driven digital platforms;
- ✚ Data repositories and analytical systems;
- ✚ Cybersecurity tools;
- ✚ University information systems.

Policy Subjects

Compliance with the requirements of this Policy is mandatory for all individuals and organizations involved in the university's activities, including:

- ▶ Students;
- ▶ Doctoral students
- ▶ Academic staff;
- ▶ Visiting lecturers and researchers;
- ▶ Scientific / Research staff;
- ▶ Administrative staff;
- ▶ University governing bodies and executives;
- ▶ Interns and trainees;
- ▶ Contractors and external service providers;
- ▶ Partner organizations and participants in joint projects.

Use of AI Systems by Third Parties

This Policy applies to all artificial intelligence systems used within the scope of the university's activities, regardless of whether the system is owned by the university.

Including:

- ▶ ChatGPT;
- ▶ Microsoft Copilot;
- ▶ Google Gemini;
- ▶ Claude;
- ▶ Perplexity;
- ▶ Midjourney;
- ▶ DALL·E;
- ▶ GitHub Copilot;

and other similar AI platforms used in the processes of teaching, research, administration, or other university activities.

Territorial and Functional Scope

The Policy applies both to activities conducted within the university's physical premises and to remote and online environments, including within the framework of international projects, partner initiatives, and digital educational processes.

The requirements of the Policy apply both to the university's internal processes and to instances where artificial intelligence systems are used on behalf of the university or through the utilization of its resources.

4. Institutional Obligations

East European University recognizes that the use of artificial intelligence is associated with both significant opportunities and legal, ethical, academic, and operational risks. Consequently, the university commits to ensuring the responsible, secure, and value-based use of artificial intelligence systems across all processes of teaching, research, governance, and administration.

Ensuring Human Oversight

The university ensures that any artificial intelligence system operates under effective human oversight.

A recommendation, analysis, or draft decision generated by an AI system cannot serve as the sole basis for a final decision in cases where the decision impacts:

- ✎ A student's academic status;
- ✎ Assessment results;
- ✎ The admission and enrollment process;
- ✎ Employment and career advancement;
- ✎ The evaluation of research activities;
- ✎ Other significant academic or administrative rights and interests..

The final responsibility for all significant decisions rests with the relevant authorized person or collegial body.

Augmenting Human Capabilities

The university ensures that artificial intelligence is used to augment human professional, academic, and creative capabilities, rather than to replace them.

The use of AI must serve to:

- ✓ Improve the quality of teaching and learning;
- ✓ Support research activities;
- ✓ Optimize administrative processes;
- ✓ Enhance the quality of decision-making.

The university will not tolerate any practice that diminishes human responsibility, critical thinking, or professional autonomy.

Safeguarding Academic Freedom and Institutional Autonomy

The university ensures that the use of AI technologies does not restrict:

- ✦ Academic freedom;
- ✦ Research independence;
- ✦ Freedom of thought and expression;
- ✦ The diversity of academic discourse;
- ✦ The university's institutional autonomy.

AI systems may not be used for the purpose of substantive control, censorship, or unreasonable restriction of academic activities.

Ensuring Transparency and Explainability

The university ensures transparency in the use of AI systems.

In all material cases of AI utilization, users must be able to obtain information regarding:

- ✦ Whether an AI system is being used;
- ✦ The purpose of its use;
- ✦ The potential impact of the generated results;
- ✦ Who is responsible for the final decision..

In the case of high-risk AI systems, an adequate explanation of the decision-making logic and the utilized methodology must be provided.

Ensuring Fairness and a Non-Discriminatory Environment

The university commits to continuously assessing the risks of potential bias, discrimination, and unfair practices by AI systems.

AI systems must not cause differential treatment or adverse impacts toward any individual or group based on:

- ▶ Sex / Gender;
- ▶ Age;
- ▶ Ethnic origin;
- ▶ Nationality;
- ▶ Religion;
- ▶ Political views;
- ▶ Social status;
- ▶ Health status;

- ▶ Disability;
- ▶ Or any other protected characteristic..

Ensuring Data Protection and Information Security

The university ensures the compliance of AI systems with:

- ✓ Personal data protection requirements;
- ✓ Information security policies;
- ✓ Cybersecurity standards;
- ✓ Data privacy principles.

The processing of personal, medical, financial, or other sensitive information within AI platforms is permissible only when an appropriate legal basis and security mechanisms are in place..

Upholding Academic Integrity and Research Ethics

The university ensures that the use of AI does not become a means for:

- ▶ Plagiarism;
- ▶ Academic fraud;
- ▶ Misattribution of authorship;
- ▶ Data falsification;
- ▶ Manipulation of research results.

The use of AI in the teaching and research process must comply with the university's Code of Academic Integrity and research ethics standards.

Developing AI Literacy and a Responsible Digital Culture

The university commits to systematically developing the AI competencies of students, academic staff, and administrative personnel.

To this end, the university provides:

- ✓ Regular trainings;
- ✓ Awareness-raising programs;
- ✓ Methodological guidelines;
- ✓ Instructions for ethical use;
- ✓ Sharing of best practices.

Appeal and Rights Protection Mechanisms

The university ensures that for any significant decision related to the use of AI systems, there exists:

- ↳ The possibility of human review;
- ↳ The right to receive an explanation;
- ↳ A complaint submission mechanism;
- ↳ A fair and timely review procedure.

An outcome generated by an AI system cannot serve as a ground for restricting the right to appeal.

Continuous Monitoring and Improvement

The university must ensure the regular monitoring, evaluation, and improvement of AI systems.

Monitoring includes:

- ▶ Compliance assessment;
- ▶ Risk analysis;
- ▶ Incident logging
- ▶ Analysis of user feedback;
- ▶ Evaluation of compliance with ethical and legal requirements.

The AI Governance Committee prepares an annual AI Governance Report, based on which improvement measures and future priorities are determined.

Commitment to Continuous Compliance

The university commits to continuously monitoring technological, legal, and ethical changes in the field of artificial intelligence and, when necessary, updating relevant policies, procedures, and management mechanisms.

This commitment ensures the alignment of the university's AI governance system with international best practices, legal requirements, and contemporary standards for higher education quality assurance.

5 Definitions of Terms

For the purposes of this Policy, the following terms shall apply:

Artificial Intelligence System (**ARTIFICIAL INTELLIGENCE SYSTEM – AI SYSTEM**)

An artificial intelligence system is a machine-based system designed to operate with varying levels of autonomy and that, based on the input data it receives, can generate outputs such as predictions, recommendations, decisions, or content that influence physical or virtual environments.

An AI system may operate with or without the capacity to adapt and may utilize methods such as Machine Learning, Deep Learning, Natural Language Processing, generative models, knowledge-based systems, and other analogous technologies.

(This definition is based on the AI definitions of the EU AI Act and the OECD).

Generative Artificial Intelligence (**GENERATIVE AI**)

Generative artificial intelligence represents a category of AI systems capable of creating new content based on user prompts or other data, including:

- ▶ Text;
- ▶ Images;
- ▶ Audio;
- ▶ Video;
- ▶ Software code;
- ▶ Data analysis;
- ▶ Multimedia or other digital content.

Generative AI systems are typically based on large-scale foundation models and Large Language Models (LLMs).

HIGH-RISK AI SYSTEM

A high-risk AI system is a system whose use can exert a material impact on:

- ▶ An individual's access to education
- ▶ Academic assessment;
- ▶ Employment and career development;
- ▶ Fundamental rights and freedoms;;
- ▶ Health and safety;
- ▶ The fairness and legality of institutional decisions

In the university context, the following may be considered high-risk systems:

- ▶ Automated student assessment systems;
- ▶ Admission and enrollment algorithms;
- ▶ AI tools for personnel recruitment and evaluation;

- ▶ Predictive analytics systems that influence academic or administrative decisions.

HUMAN OVERSIGHT

Human oversight represents a combination of organizational and technical mechanisms that ensure an individual's capability to:

- ▶ Control the functioning of the AI system;
- ▶ Verify the generated outcomes / results;
- ▶ Evaluate their correctness and reliability;
- ▶ Suspend, modify, or reject outcomes generated by the AI system when necessary.

The purpose of human oversight is to ensure that AI systems do not diminish human responsibility and final decision-making authority.

AI LITERACY

AI literacy is a combination of knowledge, skills, values, and competencies that enables an individual to:

- ✎ Understand the fundamental principles of AI system operations;
- ✎ Critically evaluate the capabilities and limitations of AI;
- ✎ Responsibly utilize AI tools;
- ✎ Identify ethical, legal, and social risks;
- ✎ Make informed decisions when using AI technologies.

AI literacy encompasses technical as well as ethical, legal, and digital citizenship competencies.

ACADEMIC INTEGRITY

Academic integrity represents a fundamental value of the academic community, which is based on:

- ✎ Honesty;
- ✎ Trust;
- ✎ Fairness;
- ✎ Respect;
- ✎ Responsibility;
- ✎ Courage in the process of ethical decision-making.

Academic integrity implies adhering to ethical and professional standards in the processes of teaching, learning, research, and academic communication, including:

- ✎ Preventing plagiarism;
- ✎ Properly acknowledging authorship;
- ✎ Ensuring data accuracy;
- ✎ Upholding research ethics;
- ✎ Transparently declaring the use of artificial intelligence.

ALGORITHMIC BIAS

Algorithmic bias refers to the generation of outputs by an AI system that systematically or disproportionately disadvantage a specific individual or group.

Bias may be caused by:

- ✎ Imperfect / Flawed data;
- ✎ The reflection of historical inequalities;
- ✎ Model design;
- ✎ Methodological flaws in assessment.

AI RISK

AI risk is the probability / possibility that the use of an AI system will lead to an undesirable outcome that negatively impacts:

- ✎ People / Individuals;
- ✎ Fundamental rights;
- ✎ Academic processes;
- ✎ Organizational operations;
- ✎ Data security;
- ✎ Public trust.

FOUNDATION MODEL

A foundation model is a large-scale AI model trained on a vast volume of data that can be adapted to perform a wide variety of tasks or serve as the basis for other AI systems.

Personal Data

Any information relating directly or indirectly to an identified or identifiable natural person, in accordance with the legislation of Georgia and GDPR requirements.

AI Incident

Any event that has caused or has the potential to cause:

- ▶ A data security breach;
- ▶ A discriminatory outcome;
- ▶ A violation of academic integrity;
- ▶ A systemic error
- ▶ The restriction of human rights;
- ▶ Reputational or operational harm to the university.

6. Principles of Artificial Intelligence Governance

East European University implements the deployment, use, and management of artificial intelligence systems based on a human-centered, risk-based, and ethically responsible governance model. These principles constitute mandatory criteria for the university's evaluation, selection, utilization, monitoring, and improvement of AI systems.

Human-Centered Approach and Human Oversight

The university recognizes that artificial intelligence is a tool to augment human capabilities, rather than to replace them.

AI systems are utilized for the purpose of improving teaching, research, administration, and services; however, human professional judgment, ethical responsibility, and decision-making authority remain the decisive factors.

The university ensures that:

- ✎ Significant academic, administrative, and research decisions are not made solely based on outputs generated by an AI system;
- ✎ All high-risk AI systems possess a mechanism for human review and intervention;
- ✎ Stakeholders have the opportunity to appeal decisions made or supported by AI;
- ✎ The use of AI systems does not restrict human autonomy, academic freedom, and critical thinking.

Academic Integrity and Intellectual Responsibility

The use of artificial intelligence must serve to create knowledge, enhance teaching, and increase the quality of research, and must not become a source of violation of academic integrity.

The university ensures that:

- ✎ The use of AI complies with the Code of Academic Integrity;
- ✎ The use of AI by students and staff is transparent and declared whenever it influences the creation of an academic product;
- ✎ AI is not used for the purpose of plagiarism, data falsification, misattribution of authorship, or other academic misconduct;
- ✎ The responsibility for the accuracy, reliability, and ethical nature of the generated material rests with its user.

Fairness, Equality, and Non-Discrimination

The university commits to ensuring that the use of AI systems does not create or amplify existing social, cultural, linguistic, gender, or other inequalities.

To this end:

- ▶ The potential bias and discriminatory effects of AI systems are assessed prior to their deployment;
- ▶ Algorithmic fairness assessments are conducted for high-risk systems;
- ▶ Equal access to AI opportunities is ensured for all members of the university;
- ▶ Particular attention is paid to protecting the interests of vulnerable groups and individuals with special needs.

Transparency and Explainability

The university embraces the principle that the use of AI systems must be as transparent and understandable as possible.

To this end:

- ▶ Users shall be notified whenever an AI system is used in interactions with them;
- ▶ The purpose, function, and scope of impact of AI utilization must be clearly defined;
- ▶ For high-risk AI systems, adequate documentation of the decision-making logic and the utilized methodology must be ensured;
- ▶ Recommendations or assessments generated by AI systems must be subject to explanation and verification.

Accountability and Governance Responsibility

The use of AI systems within the university is based on the principle of clear responsibilities and accountability.

The university ensures that:

- ✎ Each AI system has a designated responsible System Owner;
- ✎ All structural units bear responsibility for the lawful and ethical use of AI tools utilized within their operations;
- ✎ The decision-making process for significant AI decisions is documented;
- ✎ Mechanisms for monitoring, auditing, and compliance assessment are in place.

The ultimate responsibility for outputs, recommendations, or decisions generated by an AI system rests with the university and the respective authorized person, and not with the technological system.

Security, Data Protection, and Cybersecurity

The university ensures the compliance of AI systems with information security, data protection, and cybersecurity requirements.

When using AI systems, the following are mandatory:

- ✓ Compliance with personal data protection legislation;
- ✓ Application of the data minimization principle;
- ✓ Secure processing of confidential information;
- ✓ Periodic security assessments of AI systems;
- ✓ Continuous monitoring of cybersecurity risks.

The use of AI platforms that fail to ensure minimum standards for data protection and information security is prohibited / impermissible.

Risk-Based Governance

The university manages AI systems using a risk-based approach.

All AI systems are subject to:

- ✎ Risk identification;
- ✎ Impact assessment;
- ✎ Risk classification;
- ✎ Determination of appropriate control mechanisms;
- ✎ Periodic reassessment.

High-risk systems are subject to prior institutional assessment and additional monitoring.

Innovation and Responsible Experimentation

The university supports artificial intelligence research, innovative application, and technological development.

Support for innovation is based on the following principles:

- The "Safe Innovation" approach;
- Ethical experimentation standards;
- Prior risk assessment;
- Protection of human rights and academic values.

The university promotes the development of new educational, research, and administrative practices through the use of AI, provided that the requirements of legality, ethics, and quality are met.

Continuous Learning and Institutional Development

The university recognizes that the field of artificial intelligence is evolving rapidly and requires continuous adaptation.

To this end, the university:

- ✚ Systematically develops the AI literacy of students, academic staff, and administrative personnel;
- ✚ Provides professional development programs;
- ✚ Conducts regular evaluations of AI governance practices;
- ✚ Incorporates international best practices and changes in the regulatory environment

The AI governance system is based on the principles of Continuous Improvement and the PDCA (Plan–Do–Check–Act) cycle.

7. Artificial Intelligence Governance System and Allocation of Responsibilities

To ensure the effective, safe, and responsible use of artificial intelligence, a multi-level governance system operates within the university, which is based on the principles of strategic oversight, operational management, ethical control, and continuous evaluation.

Representative Board

The Representative Board exercises the highest institutional oversight of AI governance and:

- ✚ Approves the AI Governance Policy and related institutional documents;
- ✚ Reviews the annual AI Governance Report;
- ✚ Evaluates the impact of AI utilization on the university's strategic goals;
- ✚ Approves the fundamental directions for deploying high-risk AI systems;
- ✚ Ensures the alignment of AI governance with the university's mission, values, and strategic priorities.

Rector

The Rector is responsible for the practical implementation of the AI Policy and:

- ✓ Ensures the enforcement of the policy;
 - ✓ Designates the responsible structural units;
 - ✓ Approves operational procedures for the deployment of AI systems;
 - ✓ Ensures the mobilization of appropriate financial, technological, and human resources;
- Decides on the deployment of high-risk AI systems based on the recommendation of the AI Governance and Ethics Committee..

AI Governance and Ethics Committee

A permanent AI Governance and Ethics Committee is established at the university.

The purpose of the Committee's activity is the ethical, legal, academic, and technological oversight of the use of artificial intelligence systems.

The Committee:

- ▶ Assesses the feasibility of deploying new AI systems;
- ▶ Conducts AI risk assessments;
- ▶ Reviews applications for high-risk AI systems;
- ▶ Evaluates risks of algorithmic bias, discrimination, and ethical impact;
- ▶ Reviews complaints and incidents related to the use of AI;
- ▶ Prepares the annual report;
- ▶ Develops recommendations for policy improvement..

The Committee is composed of:

- ✓ Academic staff;
- ✓ Researchers;
- ✓ Representatives of the Quality Assurance Office;
- ✓ Information technology specialists;
- ✓ Legal experts / Lawyers;
- ✓ Data Protection Officer (DPO);
- ✓ A student representative;
- ✓ External experts invited as necessary.

8. Risk-Based Classification of AI Systems

The university evaluates AI systems using a risk-based approach.

Low-Risk Systems

Low-risk systems include:

- ▶ Spelling and grammar checkers;
- ▶ Automated translation tools;
- ▶ Meeting transcription software;
- ▶ Search and information assistants..

The use of these systems is permitted in compliance with the general rules of the university..

Medium-Risk Systems

Medium-risk systems include:

- ▶ Generative AI platforms;
- ▶ Learning / Educational chatbots;
- ▶ Virtual assistants;
- ▶ Tools for generating educational content.

Their use requires:

- ✚ Transparency of use;
- ✚ User information / Notifying users;
- ✚ Human verification of outcomes.

High-Risk Systems

AI solutions are considered high-risk systems if they impact:

- ✚ Student assessment;
- ✚ Student admission and enrollment;
- ✚ Awarding scholarships;
- ✚ Evaluation of academic progress;
- ✚ Personnel recruitment and evaluation;
- ✚ Institutional decisions.

Their deployment is possible only:

- ▶ Following a prior risk assessment;
- ▶ Based on an ethical evaluation;
- ▶ After conducting a data protection impact analysis;
- ▶ Based on the conclusion of the AI Governance Committee;
- ▶ With the consent of the Rector.

Prohibited Practices

The use of AI within the university is prohibited for:

- ▶ Covert manipulation;
- ▶ Restricting academic freedom;
- ▶ Mass biometric surveillance;
- ▶ Social scoring systems;
- ▶ Making discriminatory decisions;
- ▶ Purposes that violate human rights..

9. AI in the Teaching and Learning Process

The university supports the use of AI to enhance the quality of teaching and learning.

AI may be utilized for:

- ✚ Personalization of learning / Personalizing education;
- ✚ Creating adaptive learning environments;
- ✚ Developing learning / instructional materials;
- ✚ Increasing student engagement;
- ✚ Supporting formative assessment;
- ✚ Learning analytics.

AI shall not become:

- ▶ A means to replace critical thinking;
- ▶ A substitute for a student's independent work;
- ▶ The sole basis for final assessment.

The Faculty is required to define the permissible and impermissible forms of AI utilization.

10. Use of Generative AI by Students

Students are permitted to use generative AI for:

- ✍ Generating ideas / Brainstorming;
- ✍ Research planning;
- ✍ Text editing / Copyediting;
- ✍ Analyzing software code;
- ✍ Supporting data processing.

The student is required to:

- ▶ Indicate the fact of AI utilization in the paper or project;
- ▶ Verify the accuracy of the generated information;
- ▶ Comply with academic integrity requirements;
- ▶ Not submit work entirely created by AI under their own authorship..

A violation of the rules for using AI shall be considered a potential breach of academic integrity.

11. Use of Generative AI by Academic Staff

Academic staff may use AI for:

- ✍ Creating and updating teaching materials;
- ✍ Research activities;
- ✍ Developing instructional design;
- ✍ Streamlining administrative processes.

The following are prohibited:

- ▶ Fully automating final student assessments;
- ▶ Making academic decisions based solely on an AI system;
- ▶ Generating and using non-existent sources, citations, or data through AI.

12. AI in Scientific Research

The university recognizes the significant role of AI in modern research.

AI may be utilized for:

- ✍ Data analysis;
- ✍ Literature mapping;
- ✍ Simulations and modeling;
- ✍ Generating software code;
- ✍ Formulating research hypotheses.

Furthermore:

- ▶ AI cannot be an author or co-author;
- ▶ AI cannot be held responsible for research outcomes;
- ▶ The use of AI must be fully declared in the publication;
- ▶ The researcher bears full responsibility for the accuracy and interpretation of the results.

13. Data Protection and Cybersecurity

The use of AI systems must comply with:

- ✚ The data protection legislation of Georgia;
- ✚ GDPR principles;
- ✚ The Information Security Policy of the university.

The following are prohibited:

- ▶ Uploading personal data to unapproved AI platforms;
- ▶ Sharing research data without appropriate permission;
- ▶ Processing confidential information without a security assessment..

14. AI Literacy and Capacity Building

The university ensures the systemic development of AI competencies.

The following are conducted annually:

- ✚ AI literacy training for students;
- ✚ Professional development programs for academic staff;
- ✚ Retraining for administrative personnel;
- ✚ Seminars on AI ethics and risk management.

15. AI Risk Management

The university ensures the implementation of a continuous AI risk management cycle, which includes:

1. Risk identification;
2. Risk analysis;
3. Risk evaluation
4. Determination of control measures;
5. Monitoring;
6. Improvement.

High-risk AI systems are subject to an annual assessment.

16. Monitoring, Evaluation, and Reporting

The AI Governance Committee prepares an annual AI Governance Report, which includes:

- ✚ The registry of AI systems;
- ✚ Risk assessment results;
- ✚ Identified incidents;
- ✚ Compliance analysis;
- ✚ Training and awareness-raising activities;
- ✚ Recommendations for further improvement.

17. Policy Review

The policy shall be reviewed:

- ✚ At least once every two years;
- ✚ In the event of significant technological or legal changes;
- ✚ Based on the recommendation of the AI Governance Committee;
- ✚ Upon the identification of a significant incident or risk.

18. Final Provisions

18.1. This policy constitutes the primary institutional framework for Artificial Intelligence Governance at East European University.

18.2. The requirements of this policy are mandatory for all students, academic staff, researchers, administrative employees, and partner organizations of the university.

18.3. The university commits to utilizing AI technologies in full compliance with the principles of human rights, academic freedom, ethics, security, transparency, and public welfare, and to ensuring the continuous development of the AI governance system in accordance with international best practices.

18.3. This policy is approved by the Representative Board of the university.

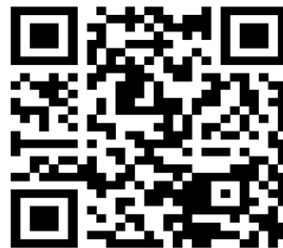
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