ANKARA MEDIPOL UNIVERSITY

SCHOOL OF FOREIGN LANGUAGES

Guidelines on the

Responsible Use of

ARTIFICIAL INTELLIGENCE

A Handbook for Students

Institutional Policy Document · October 2026

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1. Purpose and Scope

Artificial Intelligence (AI) tools are now part of everyday academic life. Used well, they can accelerate your language learning; used carelessly, they can prevent it altogether and place your academic standing at risk.

These guidelines set out how students of the School of Foreign Languages may use generative AI tools in their studies. They apply to all coursework, assignments, projects, portfolio tasks and examinations across all tracks and proficiency levels.

Individual instructors may set stricter conditions for a particular task. Where an instructor's instructions differ from this handbook, the instructor's instructions apply for that task.

> **OUR GUIDING PRINCIPLE**
>
> **AI can support your learning, but it cannot replace your thinking, creativity, effort or responsibility.**
>
> *Use AI to become a better learner — not to avoid being a learner.*

2. Using AI to Support Learning

Think of an AI tool as a patient tutor who is available at any hour, but who occasionally gets things wrong and never sits your exam for you. The test is simple: does this use help me learn how to do something, or does it do the thing for me?

2.1 Appropriate uses

You are encouraged to use AI tools to:

- Explain grammar rules and clarify points you did not understand in class
- Generate additional practice activities and exercises at your level
- Learn vocabulary, collocations and natural word combinations
- Ask for examples of how a structure or expression is used
- Practise conversation, speaking and pronunciation
- Generate and organise ideas before you begin writing
- Ask for feedback on language you have written yourself
- Identify your errors and have them explained
- Create personalised revision materials and quizzes
- Summarise a difficult concept so that you can understand it

Remember: AI should help you learn *how* to do something, not do it for you.

2.2 Uses that are not permitted

You must not:

- Copy and submit AI-generated essays, paragraphs or answers as your own work
- Ask AI to complete an assignment without making your own substantive contribution

- Use AI to produce responses during an examination or assessed activity, unless this has been explicitly permitted
- Present AI-generated ideas as entirely your own
- Use AI to complete individual tasks designed to assess your personal language ability
- Copy AI-generated answers you have not checked and cannot explain
- Fabricate references, data or quotations, whether generated by AI or otherwise

ACADEMIC INTEGRITY

Submitting AI-generated work as your own is a violation of academic integrity.

3. AI Use in Assessed Work

For every assessed task, your instructor will tell you which of the three categories below applies. If this has not been made clear, it is your responsibility to ask before you begin.

Category	What it means	What you must do
AI use not permitted	No AI tool may be used at any stage of the task.	Complete the task entirely without AI assistance.
AI use permitted, declaration encouraged	AI may be used. You are encouraged to declare what you used and how.	Add a short AI Use Statement at the end of your work (see Appendix A).
AI use permitted with limitations	AI may be used only for the specific purposes the instructor names.	Stay within the stated purposes. You are encouraged to declare your use at the end of your work.

3.1 Declaring your AI use

You are encouraged to declare any AI use in a short AI Use Statement at the end of your work. Your statement should name the tool, state what you used it for, give the prompt you used, and describe how the output contributed to your final work. A short, honest statement is enough. For example:

> *"I used ChatGPT on 12 October to brainstorm ideas for my introduction (my prompt: "Can you help me brainstorm ideas about climate change?") and to check the grammar of my second draft. The final text was written and revised by me."*

Appendix A of this handbook gives a short template. There is no form to fill in and nothing to submit separately: the statement is simply part of your work. For presentations, speaking tasks and other work that is not written, add the statement on your final slide or say it at the end of your speech or recording. Transparency is not an admission of weakness — it is a normal part of responsible academic practice.

3.2 AI in examinations

- Unless stated otherwise, the use of AI tools during any examination or assessed activity is strictly prohibited.
- You must follow the instructions given by your instructor and the regulations of the School.
- It is your responsibility to obtain clear information about permitted AI use before an examination begins.

3.3 AI-detection software

The School recognises that AI-detection tools are unreliable and can produce false results, particularly for texts written by language learners. Accordingly, the output of AI-detection software will not be treated as the sole evidence of academic misconduct. Any concern will be investigated through the School's normal academic integrity procedures, which include the opportunity for you to discuss your work and explain your process.

This is one further reason to keep your drafts, notes and process work. **Being able to show how your work developed is the strongest evidence that it is yours.**

4. The Traffic Light Model

When you are unsure whether a particular use of AI is acceptable, the traffic light model gives you a quick answer. Green activities are almost always fine. Yellow activities are permitted in principle but depend on the task — ask your instructor and declare your use. Red activities are never acceptable.

GREEN — Generally acceptable	YELLOW — Ask first, use carefully	RED — Not acceptable
Grammar explanations	Feedback on assignments	Submitting AI-generated work as your own
Vocabulary practice	Brainstorming for assessed work	Using AI during an examination
Speaking practice	Translation	Copying AI responses without understanding
Pronunciation practice	Editing assessed writing	Asking AI to complete an assignment
Additional exercises	Generating outlines	Uploading confidential information
Understanding difficult topics	Research and source finding	Using AI when explicitly prohibited
Revision and self-testing	Summarising your own sources	Inventing sources, data or quotations

IF IN DOUBT

Ask your instructor before you use the tool, not after you have submitted the work. A question costs you two minutes; an integrity investigation costs a great deal more.

5. Asking Better Questions

Making mistakes is part of learning a language. The way you phrase a request to an AI tool decides whether it helps you learn or quietly does the learning for you.

Instead of asking AI to…	Ask AI to…
Write your essay	Help me brainstorm ideas for this topic
Do your homework	Create three similar practice questions
Correct everything	Explain why this sentence is wrong
Give you the answer	Give me a hint, not the answer
Translate everything	Explain this vocabulary in simple English
Complete a task	Help me understand how to approach this task
Rewrite your paragraph	Comment on my paragraph without rewriting it

5.1 Prompts to avoid

✗ *“Write an essay about climate change for me.”*

✗ *“Correct all the mistakes in my paragraph and give me the final version.”*

✗ *"Translate this Turkish paragraph into academic English."*

5.2 Prompts that help you learn

✓ *"Can you help me brainstorm ideas about climate change?"*

✓ *"Can you give feedback on my paragraph without rewriting it?"*

✓ *"Can you explain the grammar mistakes in my sentence and why they are mistakes?"*

✓ *"Can you give me five similar sentences so I can practise this structure?"*

✓ *"I think the answer is X. Am I on the right track? Please don't tell me the answer yet."*

✓ *"Ask me five questions about this topic so I can practise speaking."*

> **Use AI as a tutor, not as a substitute for yourself.**

6. Checking What AI Tells You

AI tools generate language that sounds confident whether or not it is correct. They reproduce the biases present in their training data, and they invent facts, sources and quotations — a phenomenon known as hallucination. An AI tool is not an authority.

6.1 Before you use AI-generated content

- Check facts and figures against at least two reliable, independent sources
- Check the grammar and vocabulary — AI output is not automatically correct
- Make sure the language is appropriate for your level and for the task
- Ask yourself whether you actually understand the answer
- Never use information you could not explain to your instructor
- For academic work, confirm claims against scholarly or reputable published sources
- When you are unsure, ask your instructor

Do not assume that AI is always correct.

7. Protecting Your Privacy and Personal Data

Anything you type into an AI tool may be stored on servers outside Turkey and may be used to train future models. Before you use a tool, consider what it does with your data. This is a legal as well as a practical matter: personal data is protected under Turkish law (KVKK).

7.1 Never share

- Student ID numbers or national identification numbers
- Passwords and account credentials

- Telephone numbers and personal addresses
- Financial or banking information
- Health records or other sensitive personal data
- Private or confidential documents
- Personal information about other students, staff or third parties

7.2 Good practice

- Remove names and identifying details before asking for feedback on a text
- Use invented or randomised data when you need an example
- Read the privacy policy of any tool before you use it for coursework
- Prefer tools that offer clear data-deletion settings and enable multi-factor authentication on your accounts
- Remember that anonymised information can sometimes be re-identified when combined with other data
- Never share another person's data without their consent

8. THINK Before You Prompt

Before you open an AI tool for a piece of coursework, take thirty seconds to run through these five questions.

T	**Think** Am I using AI to learn, or to avoid learning?
H	**Human** Is the final work genuinely mine?
I	**Integrity** Am I following my instructor's instructions for this task?
N	**Notice** Have I checked the response for mistakes and invented facts?
K	**Keep private** Am I protecting my own and other people's personal information?

9. Digital Wellbeing and Sustainability

9.1 Looking after yourself

- Manage your screen time and keep a balance between digital and offline study
- Take breaks; resist the pressure to be constantly productive
- Preserve your own thinking. Reach for a tool after you have tried the task, not before

9.2 Environmental awareness

Every AI request consumes energy. Small habits make a measurable difference across a whole institution.

- Avoid unnecessary or repetitive requests
- Write one clear prompt rather than many vague ones
- Combine related questions into a single request where you can
- For simple classroom tasks, prefer smaller or locally running tools over the largest cloud models

10. Feedback and Updates

These guidelines will develop as the technology and our teaching practice develop. Your experience is a valuable part of that process.

- Share problems, suggestions and needs with your instructor or the School office
- Take part in surveys on AI use when they are circulated
- Check the School of Foreign Languages website for the current version of this handbook

11. Recommended Tools

The tools below have been reviewed as useful for language learning and are free or offer a free plan. Inclusion here is a recommendation, not an endorsement of any company, and it does not override the rules in Section 3: a green tool used to write your essay is still a red activity.

Colour codes follow the traffic light model in Section 4. **GREEN** tools support independent practice. **YELLOW** tools are permitted but need care, verification or declaration when used for assessed work.

Availability, pricing and features change frequently. Check the current terms and privacy policy of any tool before you use it.

Tool	Best for	Access	Guidance
A. General-Purpose AI Assistants *Versatile chatbots. Excellent for explanation and practice; always verify factual claims.*			
ChatGPT chatgpt.com	Explanations, practice activities, brainstorming	Free plan	**GREEN** Use as a tutor — ask it to explain, not to write
Claude claude.ai	Understanding texts, concepts and feedback	Free plan	**GREEN** Ask for explanations and guided feedback
Google Gemini gemini.google.com	Research support and explanations	Free plan	**YELLOW** Always verify information against reliable sources
Microsoft Copilot copilot.microsoft.com	General help, summarising, study questions	Free plan	**YELLOW** Check output before use
DeepSeek www.deepseek.com	General-purpose assistance and explanation	Free	**YELLOW** Read the privacy policy before uploading anything

Tool	Best for	Access	Guidance
Qwen Chat chat.qwen.ai	General-purpose assistance and explanation	Free	YELLOW Read the privacy policy before uploading anything
B. Writing Support and Feedback *Use these to understand your errors. Never submit text that a tool has rewritten for you.*			
Write & Improve (Cambridge) writeandimprove.com	Instant CEFR-levelled feedback on your writing	Free	GREEN Ideal for self-study drafts
Virtual Writing Tutor virtualwritingtutor.com	Error detection with explanations	Free plan	GREEN Read the explanation, then correct it yourself
Grammarly www.grammarly.com	Grammar, punctuation and style feedback	Free plan	GREEN Review and understand each suggestion
ProWritingAid prowritingaid.com	Detailed style and readability reports	Free plan	GREEN Use the reports to learn your habits
Hemingway Editor hemingwayapp.com	Sentence length and readability checking	Free	GREEN Good for editing your own draft
Grammica grammica.com	Quick grammar checking	Free	GREEN Check, then revise in your own words
WordCounter wordcounter.net	Word count, keyword density, readability	Free	GREEN Useful for meeting task word limits
QuillBot quillbot.com	Paraphrasing and summarising	Free plan	YELLOW Paraphrased text is not your own writing — declare it
NotebookLM notebooklm.google.com	Studying from your own sources and notes	Free plan	YELLOW Verify summaries against the original text
C. Speaking and Conversation Practice *Excellent for building fluency and confidence outside class. Record yourself and listen back.*			
Speak & Improve (Cambridge) speakandimprove.com	Guided speaking tasks with CEFR feedback	Free	GREEN Repeat tasks and compare your scores
ELSA Speak elsaspeak.com	Pronunciation and speaking practice	Free plan	GREEN Independent daily practice
Gliglish gliglish.com	Conversation simulation with an AI partner	Free plan	GREEN Choose your level and slow the speed down
TalkPal talkpal.ai	Role-play and topic-based conversation	Free plan	GREEN Ask for corrections after each exchange
Tutor Lily tutorlily.com/home	Guided speaking practice	Free plan	GREEN Use for exam-style speaking prompts

Tool	Best for	Access	Guidance
Kansei kansei.app	Natural dialogue practice	Free	GREEN Practise everyday functional language
Pi pi.ai	Relaxed conversational practice	Free plan	GREEN Good for low-pressure fluency work
Google Translate — Conversation translate.google.com	Two-way spoken conversation support	Free	YELLOW A communication aid, not a learning tool
D. Pronunciation *Hear real speakers and imitate. Pronunciation improves through listening and repetition.*			
YouGlish youglish.com	Hear any word used by real speakers on video	Free	GREEN Compare British, American and other accents
Forvo forvo.com	Native-speaker pronunciation of single words	Free	GREEN Check unfamiliar or difficult words
Speechling speechling.com	Record, compare and receive feedback	Free plan	GREEN Use the record-and-compare function
E. Listening *Choose material slightly above your current level and listen more than once.*			
Randall's ESL Cyber Listening Lab www.esl-lab.com	Levelled listening tasks with comprehension checks	Free	GREEN Start at your level and move up
VOA Learning English learningenglish.voanews.com	Slow-speed news with transcripts	Free	GREEN Listen first, then read the transcript
TED www.ted.com/talks	Authentic talks with subtitles and transcripts	Free	GREEN Use subtitles only on the second listening
F. Vocabulary, Collocation and Reading *Corpus tools show how words are really used. They are more reliable than a chatbot for collocation.*			
SkELL (Sketch Engine) skell.sketchengine.eu	Real example sentences and word sketches	Free	GREEN The best first stop for 'how is this word used?'
Just The Word just-the-word.com	Collocation checking from a corpus	Free	GREEN Test whether your word combination is natural
StringNet nav.stringnet.org	Patterns and phrases around a word	Free	GREEN Useful for academic phrasing
FreeCollocation m.freecollocation.com	Collocation dictionary	Free	GREEN Check verb + noun combinations
Describing Words describingwords.io	Adjectives that commonly modify a noun	Free	GREEN Widen your descriptive range
Related Words relatedwords.org	Semantically related vocabulary	Free	GREEN Build topic word lists

Tool	Best for	Access	Guidance
Reverse Dictionary reversedictionary.org	Find a word when you only know the meaning	Free	GREEN Useful when writing
Hypcol hypcol.marutank.net	Collocation and hyponym search	Free	GREEN Supplementary corpus tool
Cathoven www.cathoven.com	CEFR level analysis of any text	Free plan	GREEN Check whether a text matches your level
Quizlet quizlet.com	Flashcards and vocabulary revision	Free plan	GREEN Build your own sets — don't only use others'
Anki apps.ankiweb.net	Spaced-repetition vocabulary revision	Free	GREEN Best for long-term retention
G. Translation *Translation tools are permitted for understanding, but translated text submitted as your own writing is not your own work.*			
DeepL Translator www.deepl.com/en/translator	High-quality translation for comprehension	Free plan	YELLOW Use to understand, not to produce assessed work
DeepL Write www.deepl.com/write	Clarity and phrasing suggestions	Free plan	YELLOW Learn from the corrections; rewrite yourself
Reverso www.reverso.net/text-translation	Translation with contextual examples	Free plan	YELLOW The example sentences are the useful part
H. Test and Exam Practice *Practise under timed conditions, then review every incorrect answer.*			
Test-English test-english.com	Levelled grammar and vocabulary tests	Free plan	GREEN Review the explanation for every mistake
Exam English www.examenglish.com	Practice tests for international exams	Free	GREEN Useful for exam familiarisation
I. Research and Source Checking *AI tools invent sources. Every reference must be located and read before you cite it.*			
Google Scholar scholar.google.com	Locating academic sources	Free	GREEN The reliable way to verify a citation
Perplexity www.perplexity.ai	Search with linked sources	Free plan	YELLOW Open and check every source it gives you
Consensus consensus.app	Findings from published research papers	Free plan	YELLOW Read the original paper before citing
J. Visuals, Presentations and Multimedia *For project work and presentations. Always state which tool generated an image, video or graphic.*			
Napkin AI www.napkin.ai	Turning text into diagrams and visuals	Free plan	GREEN Good for explaining a process
Canva www.canva.com	Posters, slides and infographics	Free plan	GREEN Widely used and reliable

Tool	Best for	Access	Guidance
Microsoft Designer designer.microsoft.com	Graphics and social-style visuals	Free plan	GREEN Credit generated images
Infografix infografix.app	Infographic generation	Free plan	GREEN Check that the data shown is your own
Gamma gamma.app	AI-assisted presentation building	Free plan	YELLOW The content must still be yours
Adobe Firefly www.adobe.com/products/firefly	Image generation	Free plan	YELLOW Declare generated images
Craiyon www.craiyon.com/en	Simple image generation	Free plan	YELLOW Declare generated images
Lumen5 lumen5.com	Turning text into short videos	Free plan	YELLOW Declare generated video
simpleshow simpleshow.com	Explainer video creation	Free plan	YELLOW Declare generated video
Suno suno.com	Text-to-song generation	Free plan	YELLOW Creative projects only, with disclosure
K. Speech-to-Text and Text-to-Speech *Helpful for accessibility, note-taking and listening to your own written work.*			
Google Voice Typing (Google Docs) docs.google.com	Dictation and speaking practice	Free	GREEN Dictate, then correct the transcript yourself
TTSReader ttsreader.com/legacy	Reading any text aloud	Free	GREEN Listen to your own draft to catch errors
Speechninja speechninja.co	Fast speech-to-text	Free	GREEN Useful for note-taking
NaturalReader www.naturalreaders.com	Natural-sounding text-to-speech	Free plan	GREEN Good for reading long texts aloud
TurboScribe turboscribe.ai	Transcription of audio and video	Free plan	YELLOW Do not upload recordings of other people

Appendix A: AI Use Statement (Optional)

We encourage you to declare any AI use in your work. There is no form to complete and nothing to submit separately: simply add a short **AI Use Statement** at the end of your work, after your references if you have any.

> **AI USE STATEMENT — TEMPLATE**
>
> *I used [name of AI tool] on [date] for [purpose, for example checking grammar or generating ideas]. The prompt I used was: [prompt]. I checked the output and the final work is my own.*

If you did not use AI

You may simply write: *"I did not use any AI tool in preparing this work."*

Example

> **COMPLETED EXAMPLE**
>
> *AI Use Statement: I used ChatGPT on 12 October for brainstorming ideas for my introduction and for checking the grammar of paragraph 2. The prompts I used were: "Can you help me brainstorm ideas about climate change?" and "Can you explain the grammar mistakes in my sentence and why they are mistakes?" I checked the output, and the final work is my own.*

Tips

- Be specific: "grammar check of paragraph 2" is a useful entry; "help with writing" is not.
- Keep a note of your prompts as you work, so that you can copy them into your statement.
- List every tool you used, including translation, paraphrasing and image-generation tools.
- For presentations, speaking tasks and videos, put the statement on your final slide or say it at the end of your speech or recording.
- If your instructor asks for a different format for a particular task, follow your instructor's instructions.