

APPROVED
by Order No V-027 of the Rector of
Kazimieras Simonavicius University
of 9 August 2024

GUIDELINES FOR THE USE OF ARTIFICIAL INTELLIGENCE FOR STUDY PURPOSES AT KAZIMIERAS SIMONAVICIUS UNIVERSITY

CHAPTER I GENERAL PROVISIONS

1. The Guidelines for the Use of Artificial Intelligence for Study Purposes at Kazimieras Simonavicius University (“the Guidelines”) aim to promote the responsible use of artificial intelligence-based (“AI-based”, “AI”) technologies in the study process by Kazimieras Simonavicius University teaching staff, students and unclassified students (“the students”).
2. These Guidelines have been prepared in accordance with the Order of the Ombudsperson for Academic Ethics and Procedures of the Republic of Lithuania of 29 April 2024 No. V-14 “On Approval of the Guidelines for the Ethical Use of Artificial Intelligence in the Process of Research and Studies”.

CHAPTER II FOR TEACHING STAFF

3. Teaching staff is recommended to contribute to the development of students’ competences and skills for the next society:
 - 3.1. Encouraging students to use AI-based technologies in a *transparent and responsible way*:
 - 3.1.1. informing students in their first classes about the conditions under which AI-based technologies can be used in the classroom and for out-classroom assignments and for what purpose;
 - 3.1.2. informing students in their first classes about possible violations of copyright, academic ethics, data protection (e.g. use of AI-generated images, texts, personal data);
 - 3.1.3. explaining to students how the use of AI is to be communicated (e.g. specify the part of the work for which it was used; confirm that the part of the work for which AI was used has been thoroughly checked and inaccuracies have been corrected; indicate responsibilities).
 - 3.2. Continuously stimulating students’ *critical thinking* using AI-based technologies:
 - 3.2.1. explaining to students that the responses provided by AI may not be reliable and need to be critically evaluated (e.g. verifying the authenticity of the sources of information provided, the veracity of the information), and to refine prompts;
 - 3.2.2. explaining to students that the responses (e.g. texts, images) provided by AI must ensure the protection of human rights and freedoms and dignity (e.g. no discrimination on the grounds of gender, race, nationality, citizenship, language, origin, social status, religion, belief or opinion, age, sexual orientation, disability, ethnicity, religious belief);

3.2.3. assigning students to carry out at least one assignment relevant to the content and objectives of the relevant study programme, using AI-based technologies, with a clear definition of the conditions and purpose of the assignment, and a detailed discussion of the assignment results.

4. In case of questions or doubts, teaching staff is advised to consult the relevant specialists and staff (e.g. the Data Protection Officer, the Information Systems Administrator, the Head of the Academic Unit).

5. Teaching staff is obliged to inform the University administration immediately by electronic means if they become aware of any potentially unauthorised use of AI-based technologies.

6. Teaching staff is recommended to familiarise themselves with the following international guidelines (not an exhaustive list):

6.1. European Commission, Directorate-General for Education, Youth, Sport and Culture, (2022). *Ethical guidelines on the use of artificial intelligence (AI) and data in teaching and learning for educators*, Publications Office of the European Union. <https://data.europa.eu/doi/10.2766/153756>.

6.2. Miao, F, Holmes, W. (2023). *Guidance for generative AI in education and research*. UNESCO, <https://unesdoc.unesco.org/ark:/48223/pf0000386693>.

6.3. Foltynek, T., Bjelobaba, S., Glendinning, I., Khan, Z. R., Santos, R., Pavletic, P., Kravjar, J. (2023). ENAI Recommendations on the Ethical use of Artificial Intelligence in Education. *International Journal for Educational Integrity*, 19, 12. <https://doi.org/10.1007/s40979-023-00133-4>.

CHAPTER III FOR STUDENTS

7. For students seeking to acquire competences and skills for the next society, we recommend:

7.1. use AI-based technologies *in a transparent and responsible manner*, in accordance with the conditions and purpose set by the subject teaching staff;

7.2. *carefully* follow instructions of the subject teaching staff;

7.3. *actively* consult the teaching staff when you have questions or doubts.
