APPROVED
by Order No. 10.8-742 issued on 28th August 2024 by the Rector of
Vilnius Gediminas Technical University

RULES FOR RESPONSIBLE USE OF ARTIFICIAL INTELLIGENCE

CHAPTER I
GENERAL PROVISIONS

1. The Rules for Responsible Use of Artificial Intelligence (hereinafter referred to as the Rules) regulate the principles of using artificial intelligence and its tools in the study, research, administration, and other activities of Vilnius Gediminas Technical University (hereinafter referred to as the University).

2. The Rules are prepared in accordance with the Guidelines for Ethical Use of Artificial Intelligence in Science and Studies (approved by the Ombudsperson for Academic Ethics and Procedures of the Republic of Lithuania on April 29, 2024, by Order No. V-14), the European Parliament and Council's Artificial Intelligence Act (2024), and the Academic Integrity and Artificial Intelligence Recommendations of the Lithuanian National Union of Students (2024).

3. The terms and definitions used in the Rules:

3.1. **Artificial Intelligence (AI):** The capability of a machine to perform tasks that typically require human intelligence, such as reasoning, learning, planning, and creativity. AI is used as a general term encompassing related concepts such as generative artificial intelligence, machine learning, etc.

3.2. **AI Tools:** Platforms with embedded AI models that allow users to automate actions, make decisions, generate text, images, or other content using simple and intuitive interfaces.

3.3. **University Community Member:** Any student, lecturer, researcher, emeritus professor, other academic community members, as well as administrative and other staff not classified as part of the academic community.

CHAPTER II
PRINCIPLES OF RESPONSIBLE USE OF ARTIFICIAL INTELLIGENCE

4. Principles for all University Community Members:

4.1. The University encourages community members to utilize the opportunities provided by AI. This must be done safely, transparently, responsibly, adhering to principles of academic integrity and ethics, respecting the distinction between humans and AI, and not violating intellectual property, copyright, and personal data protection laws. AI use must not contradict the University's goals and values.

4.2. University Community Members are recommended to use AI tools acquired and/or verified by the University, which are recognized as safe and do not gather or misuse information.

4.3. When using any AI tool, community members must ensure that the data uploaded to the tool is anonymized and does not contain confidential, non-disclosure, or third-party information.

4.4. AI-generated content must be critically evaluated, and the factual information provided must be verified, as AI-generated content can be inaccurate and unreliable.

4.5. AI-generated content in academic work (e.g., student papers) should not be used as the primary source of information. The majority of the paper should be prepared using academic data sources.

4.6. University Community Members using AI tools are responsible for the content of the work submitted under their name, including parts created using AI tools.

4.7. University Community Members receiving authorial remuneration for a work cannot use AI tools to create the work, except for auxiliary technical functions such as language editing, translation, etc.

4.8. The use of AI tools in scientific publications is decided by the author(s) of the publication, adhering to academic ethics and the rules or requirements set by the scientific journal.

4.9. University Community Members must continuously develop and improve competencies related to critical thinking, intellectual property and personal data protection, and technological AI innovations.

5. Principles for Academic Staff:

5.1. At the beginning of the semester, academic staff must inform or remind students about the University's Rules for Responsible Use of Artificial Intelligence and the use of AI in the taught subject.

5.2. When creating assessment tasks, academic staff must consider the risks posed by AI use and design tasks in such a way that students cannot successfully complete them using AI alone. Academic staff should apply innovative teaching and assessment methods, using unique, regularly updated tasks that encourage students to practically apply acquired knowledge and develop their critical and creative thinking.

6. Principles for Students:

6.1. Students using AI tools in their papers must declare the tool's name, usage date, and specify the exact places where it was used (see Supplement to the Rules for Responsible Use of Artificial Intelligence).

6.2. Students must be able to explain their paper, including parts generated by AI tools, and answer questions about the work process.

6.3. Students are not allowed to use AI tools during assessments unless the specifics of the subject require AI use.

CHAPTER III
FINAL PROVISIONS

7. Gross violations of the Rules for Responsible Use of Artificial Intelligence (e.g., uploading sensitive data or confidential information to an AI tool, failing to declare AI use in a paper, submitting unverified AI-generated information, submitting unethical or discriminatory content, violating intellectual property rights and personal data protection) may result in disciplinary sanctions or sanctions under the Code of Academic Ethics.

8. The Rules may be updated considering technological AI advancements and changes in legal, social, and cultural aspects of AI use.

9. The Academic Support Centre and the Centre of Information Technology and Systems provide assistance to the University community regarding responsible use of AI tools.

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REQUIREMENTS FOR DECLARING AI-GENERATED CONTENT IN PAPERS

1. In the paper (e.g., in the methodology or applied methods section), it must be indicated that AI tools were used in preparing the work.

2. In the parts of the paper where AI tools were used to create textual, visual, or other content, the tool must be cited as any other source after the exact quote or paraphrased text.

2.1. According to APA citation style, the publisher, name, and usage year of the tool must be indicated in parentheses, e.g.:

2.1.1. Quote: Upon prompt, "Will artificial intelligence replace humans?", "ChatGPT" generated the response that "the question of whether AI will completely replace humans is complex and depends on how we understand replacement" (OpenAI, 2024).

2.1.2. Paraphrased text: Upon prompt, "Will artificial intelligence replace humans?", "Microsoft Copilot" responded that AI can improve human life but should not completely replace humans, as both humans and AI have different strengths and weaknesses (Microsoft Copilot, 2024).

2.2. According to the "Institute of Electrical and Electronics Engineers – IEEE" citation style, the source number used in the reference list is indicated in square brackets, e.g.:

2.2.1. Quote: Upon prompt, "Will artificial intelligence replace humans?", "ChatGPT" generated the response that "the question of whether AI will completely replace humans is complex and depends on how we understand replacement" [1].

2.2.2. Paraphrased text: Upon prompt, "Will artificial intelligence replace humans?", "Microsoft Copilot" responded that AI can improve human life but should not completely replace humans, as both humans and AI have different strengths and weaknesses [2].

3. If AI tools were used for auxiliary technical functions (e.g., spelling and grammar correction, translation, paraphrasing, etc.) that do not change the author's created content but only affect its form, it is sufficient to mention the tool in the methodology or applied methods section and accurately list it in the reference list.

4. Each AI used tool is listed in the reference list according to the following format:

4.1. APA style:

Publisher / AI tool author. (Year). AI tool name (Review date / Version) [tool description]. URL.

Grammarly. (2024). *Grammarly Handbook*. https://www.grammarly.com/

Microsoft. (2024). *Copilot* (June 20 Version) [Large language model]. https://copilot.microsoft.com/

OpenAI. (2024). *ChatGPT* (May 16 Version) [Large language model]. https://chat.openai.com/chat.

4.2. „Institute of Electrical and Electronics Engineers – IEEE“ style:

{Publisher} {Tool name}{, version}. [Online]. Available: {URL} [Accessed {date}]

1. Microsoft *Copilot*. [Online]. Available: https://copilot.microsoft.com/ [Accessed June 6, 2024].

2. OpenAI *ChatGPT, 3.5*. [Online]. Available: https://chat.openai.com/chat [Accessed June 6, 2024].

3. *Grammarly Handbook*. [Online]. Available: https://www.grammarly.com/ [Accessed June 6, 2024].