

APPROVED
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Council of Vilniaus Kolegija/ Higher
Education Institution

VILNIAUS KOLEGIJA GUIDELINES FOR THE ETHICAL USE OF ARTIFICIAL INTELLIGENCE

SECTION I GENERAL PROVISIONS

1. The guidelines for the use of artificial intelligence (hereinafter referred to as AI) at Vilniaus Kolegija (hereinafter referred to as the Kolegija) (hereinafter referred to as the Guidelines) set out the basic principles, responsibilities and use of AI tools at the Kolegija in studies, science and art, administration and other activities. These Guidelines are intended to help members of the Kolegija community use AI responsibly and ethically.

2. The Guidelines apply to members of the Kolegija community – lecturers, students, course participants, scientific and artistic staff, administrative and other staff, as well as social partners when they act on behalf of the Kolegija or use its resources (hereinafter referred to as members of the Kolegija community).

3. The guidelines have been prepared taking into account Regulation (EU) 2024/1689 of the European Parliament and of the Council of 13 June 2024 (EU Artificial Intelligence Act), the 2025 DigComp 3.0 European Digital Competence Framework, the Guidelines for the Ethical Use of Artificial Intelligence in Science and Studies, approved by Order No. V-14 of the Ombudsman for Academic Ethics and Procedures of the Republic of Lithuania on 29 April 2024, the 2024 Recommendations of the Lithuanian Student Union on Academic Integrity and the Use of Artificial Intelligence, the Academic Ethics Code of Vilniaus Kolegija and other documents.

4. Key terms in these Guidelines:

- 4.1. **Artificial intelligence** (hereinafter referred to as AI) refers to computer systems capable of performing tasks that require human intelligence. Artificial intelligence systems are trained using large amounts of data.
- 4.2. **Use of AI tools** – any application of artificial intelligence tools in the creation, analysis, editing, evaluation or other processing of information, including query submission, content generation and decision support;
- 4.3. **AI literacy** – a conceptual understanding of what AI is (and is not), its context of use, and a critical, ethical and responsible approach to the use of AI.
- 4.4. **AI-generated content** – any text, image, sound, code, video or other output created wholly or partly using artificial intelligence tools;
- 4.5. **Generative artificial intelligence** (hereinafter referred to as generative AI) is an artificial intelligence technology capable of creating new content (e.g. images or text) based on a query or other specified criteria;

- 4.6. **Sensitive data** – personal data and other information subject to special protection requirements (e.g. financial data, academic achievements, social status, unpublished research data, as well as special categories of personal data in accordance with Article 9 of the General Data Protection Regulation (GDPR)).
- 4.7. Other terms used in the Guidelines correspond to the terms used in the Law on Science and Studies of the Republic of Lithuania and in the documents regulating studies at the Kolegija.

SECTION II BASIC PRINCIPLES OF AI USE

5. **Transparency and ethics.** The use of AI tools must be transparent, justified and clearly disclosed. Regardless of the extent to which AI is applied in the study and research process or in administrative activities, it is mandatory to ensure clear recognition of the use of AI so that human-created content can be distinguished from AI-generated results.

6. **Responsibility and accountability.** AI tools cannot be attributed authorship or final decision-making; responsibility for the result and its consequences always lies with the member of the Kolegija community who publishes or uses the content or results generated by AI.

7. **Academic integrity.** When using AI tools in studies, research, and other academic activities, the principles of academic integrity as defined in Vilnius Kolegija's Code of Academic Ethics must be followed. Unethical use of AI-generated results may be considered plagiarism or other violations of academic integrity.

8. **Critical thinking and quality.** AI-generated content is not automatically considered reliable – it must be checked, compared with other sources and evaluated critically.

9. **Data and information protection.** When using public AI tools, it is mandatory to depersonalise information and it is prohibited to upload confidential data of the Kolegija, information constituting a commercial secret, personal data processed by the Kolegija or other sensitive data. Confidential, personal or sensitive data may only be processed using AI tools on information technology platforms managed by the Kolegija or regulated by contracts, in accordance with data protection and information security requirements.

10. **Respect for copyright and intellectual property.** When using AI, the user must ensure that the copyrights of third parties are not infringed and that applicable licences are complied with. If the content generated or transformed by AI is based on specific sources or submitted material, the sources used and (where applicable) licences must be indicated. It is also mandatory to comply with the terms of use of the AI tool provider.

11. **Inclusiveness and non-discrimination.** The risks of bias and discrimination are taken into account when selecting and monitoring AI tools. AI must not be used to incite hatred or demean individuals or groups, and any instances of bias must be addressed immediately.

12. **Continuous improvement.** AI practices and these Guidelines are regularly reviewed and updated in light of developments in AI technology, legislation and national and international recommendations, as well as insights from cybersecurity and data protection experts and members of the Kolegija community.

SECTION III USE OF AI TOOLS IN THE STUDY PROCESS

13. Responsibilities of lecturers:
 - 13.1. Teachers may use AI tools to create and adapt teaching content, plan activities, assess student work and provide feedback.
 - 13.2. When starting to teach a subject, the lecturer introduces students to the Guidelines and sets the rules for using AI.
 - 13.3. When planning assessments, teachers should prepare tasks and select assessment methods that minimise the use of AI when it is not specified in the course learning outcomes.
 - 13.4. When assessing written work, lecturers shall assess whether the use of AI by students violates the principles of independence, originality and academic integrity.
 - 13.5. If AI is used in the assessment process or to generate feedback, students are informed of this in advance, and the final decisions on assessment are made by the lecturer.
14. Responsibilities of students and course participants:
 - 14.1. Students and course participants may use AI tools to search for information, structure data, edit text and images, improve language style, translate, create or improve code, create visual and audio objects, prepare work summaries, etc., provided that this does not conflict with the rules set by the subject lecturer. When using AI in their written work, students must follow the General Requirements for Written Work.
 - 14.2. Submitting AI-generated content or part thereof as the result of one's own independent work, without properly indicating the extent of AI use and the tools used, is considered a violation of academic integrity (plagiarism). Students and course participants are advised to save versions of their work so that, in case of doubt about the use of AI, they can prove their academic integrity.
 - 14.3. Violations of AI use are considered violations of academic integrity and are investigated in accordance with the procedures and measures set out in the Academic Ethics Code and other Kolegija documents.

SECTION IV

USE OF AI TOOLS IN SCIENTIFIC AND ARTISTIC ACTIVITIES

15. AI may be used in scientific and artistic activities as an auxiliary tool (for data analysis, text drafting, language correction and editing, visualisation creation, idea generation, research direction search, etc.), but this does not remove the researcher's or creator's responsibility for the accuracy, reliability and ethics of the content.

16. Research and experimental development (R&D) and art projects must indicate whether and how AI is planned to be used, reflecting this in the project documentation.

17. The use of AI tools in scientific publications and reports must be disclosed in accordance with these Guidelines. The decision on the use of AI tools in scientific publications is made by the author(s) of the publication in accordance with academic ethics and taking into account the rules or requirements set by the editors of the scientific publication.

18. The Kolegija encourages research in which AI is the subject or method of investigation, in accordance with research ethics and data protection requirements and the principles of open science.

19. Researchers and students are responsible for deciding what should be published in the open science cloud. When using AI technologies and opening up data, researchers and students should assess the risks to research security (intervention by foreign states or non-state actors) posed by the development of generative AI and take appropriate risk mitigation measures.

20. Any risks associated with opening up research can be mitigated by the Kolegija informing researchers and students about foreign interference and thinking in advance about the possible impact of the use of research for civil and military purposes.

SECTION V USE OF AI TOOLS IN ADMINISTRATIVE ACTIVITIES

21. Administrative staff may use AI for internal documents, summaries, translations, text structuring and other similar activities, but must review and edit the generated content to ensure its accuracy and compliance with the Kolegija's ethical principles.

22. AI may be used in the selection and admission of staff or students for automated decision-making or candidate ranking only if the following conditions are met: a quality management system is in place, document storage and accessibility are ensured, transparency requirements are met, and final decisions are made by a responsible employee.

23. When using AI in communication (website, social networks, public announcements), it is ensured that the content is accurate, ethical and unbiased.

24. Contracts with AI-based solution providers must be aligned with data protection, information security and intellectual property requirements, taking into account the reliability of the provider and the data processing mechanisms used.

SECTION VI FINAL PROVISIONS

25. The Kolegija community members are liable for the improper use of AI tools and/or content generated with the help of AI tools in accordance with the procedure established by law.

26. Development of AI literacy and competencies:

26.1. The Kolegija systematically develops the AI literacy of community members, their understanding of the possibilities and limitations of AI, its ethical use, data protection and critical evaluation of results.

26.2. The Teaching Excellence Centre integrates AI topics into teacher competence development programmes.

26.3. AI topics are integrated into introductory week programmes for students, study subjects and other study activities to ensure that students are able to use AI tools responsibly, ethically and critically.

27. By analysing the results of student and lecturer surveys, the Study Quality Department monitors AI usage practices and needs.