



GOVERNING DOCUMENT

Procedure

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Procedure for using AI Tools in Research, Teaching and Studies

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1 Scope

This Procedure covers the use of AI tools at Åbo Akademi University. The Procedure describes how AI tools (including models, systems) may be used in research, teaching and studies at Åbo Akademi University. The Procedure is subordinate to the Regulation on the Use of Artificial Intelligence at Åbo Akademi University.

The Procedure is linked to research, teaching and studies at Åbo Akademi University. This Procedure describes the key areas of use and approaches of AI tools as well as the user's responsibilities in their own operations. If necessary, the procedure may be supplemented by additional practical information on the intranet, such as tool guides.

2 Responsibilities and division of responsibilities

The overall responsibility for the use of artificial intelligence is specified in the Regulation on the Use of Artificial Intelligence at Åbo Akademi University and other provisions on responsibility in Åbo Akademi University operations, including position descriptions.

Positions with a leadership role are responsible for managing and monitoring the use of artificial intelligence based on their authority and tasks as laid down in the Administrative Instruction for Åbo Akademi University, Regulation on Management and Delegation and their own position description.

Research and teaching staff and persons with an agreement for non-employees at Åbo Akademi University are responsible for

- using AI tools as well as planning and evaluating their use in their own operations in accordance with the Regulation on the Use of Artificial Intelligence at Åbo Akademi University and this procedure
- take into account national and international developments with regard to the use of AI tools in their area
- follow the European Commission’s guidelines on the responsible use of generative AI in research and ethical guidelines on the use of artificial intelligence and data in teaching and learning for educators, in accordance with the Regulation on the Use of Artificial Intelligence at Åbo Akademi University. As the guidelines are living documents, the user is responsible for keeping up to date with the latest updated version.

Supervisors and teachers are responsible in particular for planning, informing and monitoring the use of AI tools in supervision and teaching.

Students are responsible for complying with Åbo Akademi University’s AI provisions under the Regulation on the Use of Artificial Intelligence at Åbo Akademi University, this Procedure and specific instructions given by supervisors and teachers on the use of AI tools in specific courses, work, tasks and study attainments.

3 Use of AI tools in research, teaching and studies

3.1 Purposes for using AI tools

Åbo Akademi University encourages its researchers to explore and familiarise themselves with AI tools that can help in formulating research questions, preparing research plans and publishing research results. AI tools shall be seen as an additional tool in the research process.

Åbo Akademi University encourages the use of new technologies in teaching. The use and knowledge of AI tools is part of the digital competence students can be expected to acquire during their studies.

Practical advice and tips related to tools and relevant national and international guidelines can be found on the intranet.

3.2 AI tools in research

3.2.1 Ethical and transparent use of AI tools

AI tools shall be used responsibly, ethically and in accordance with the Åbo Akademi University Instruction on Ethics and the Responsible Conduct of Research and the applicable rules of the Finnish National Board on Research Integrity (TENK).

The use of AI should be transparent. The researcher is obligated to describe how AI has been used in the research process. For example, the use of AI as well as the purpose for which an AI tool was used must be mentioned when research results are published, including dissertations and theses within doctoral studies as well as studies for Bachelor's and Master's degrees.

One's own research contribution in scientific communications and the dissemination of research results shall be clearly stated. The researcher shall clearly specify when and how AI tools were used in their work.

3.2.2 Authorship

AI tools do not confer authorship, as the AI tool is considered a tool, and authorship always carries with it a responsibility that cannot be assumed by AI tools. The researcher themselves is responsible for the reliability of the research results they are presenting.

Each researcher shall respect the authorship of other researchers by citing their work where appropriate. Applicable copyright law shall be complied with when publishing a work based on the results produced by an AI tool.

3.2.3 Research plans and research data

Research plans or research data shall not be entered into AI tools if the plans or data cannot be effectively protected (e.g. by using locally run models). Researchers must protect their own unpublished research and refrain from uploading it into an unprotected AI system.

3.2.4 Requirements of external parties

AI tools shall not be used in research projects if the use of an AI tool conflicts with the funding terms of the funder.

The conditions for the use of AI tools by publishing platforms and publishers must be taken into account when uploading material produced using an AI tool.

3.3 AI tools in teaching and studies

3.3.1 Support for learning

The use of AI tools is allowed to support learning. Course teachers have the right to restrict the use of AI tools in a specific course or task. The teacher shall provide students with information on the principles for using AI tools in a specific course or task. It is the

teacher's responsibility to ensure that everyone clearly understands what applies in each specific course or task. The teacher shall ask students to describe how they have used AI in a given task.

Students shall always follow the teacher's instructions in specific courses. Unless otherwise stated, AI tools may be used to support learning, but ethics, transparency, the protection of personal data, confidential information and copyright-protected material shall always be taken into consideration.

Only tools approved by Åbo Akademi University that are available to students free of charge and do not require separate registration to an external service may be used in teaching. If students are required to use AI tools for an examination, the teacher shall only allow tools approved by Åbo Akademi University and not require registration in an external service.

3.3.2 Review and assessment

Teachers may only enter student work into systems approved by Åbo Akademi University for, among others, reasons involving copyright law and privacy.

When assessing student attainments (e.g. examination answers), the teacher must not use machine learning techniques in such a way that it is contrary to the rules and spirit of the Administrative Procedure Act.

Assessment decisions must be made in accordance with the requirements of the Act on Information Management in Public Administration, and Åbo Akademi University shall ensure that the processing rules applied in the assessment and the phases in which a natural person has participated can be demonstrated for at least five years after the assessment decision has been made.

3.3.3 Student responsibility for content

Students are always personally responsible for the content of submitted text, image and audio material. The use of AI tools always requires students to carefully review the material. AI tools should never be used to produce the final submitted work or to produce a thesis text from the ground up. Material created using AI tools must never be presented as if it were produced by student themselves.

If a student has used an AI tool in an examination task, they shall explain how the AI tool was used. Students shall describe which tools are used and how and why they have been used. Students are also always obligated to follow the responsible conduct of research, i.e. any non-generic facts presented in the material should contain accurate references that exist in reality. AI tools themselves are not a reference.

3.3.4 Unauthorised use of AI tools in studies

It is important that students follow the instructions given by the teacher. Using AI tools against the teacher's instructions, against this Procedure or the procedure in force can be construed as cheating. Cheating cases are addressed in accordance with the current disciplinary procedure.

3.4 Documentation and archiving of materials on AI tools in research, teaching and studies

Research and teaching staff and persons with an agreement for non-employees maintain and store adequate documentation on the use of AI tools in their own research or teaching based on the provisions of the Regulation on the Use of Artificial Intelligence at Åbo Akademi University, this Procedure as well as instructions, regulations and procedures on information management, research, education and studies at Åbo Akademi University.

Students are to maintain and keep appropriate documentation on their own use of AI tools in their work, tasks and completed courses in accordance with the provisions in the Regulation on the Use of Artificial Intelligence at Åbo Akademi University, this Procedure and specific instructions given by supervisors and teachers on the use of AI tools in specific courses, work, tasks and completed courses.

4 Reviewing and updating the procedure

Procedure reviewed by: Martina Snåre, General Counsel

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Update approved by: Mikael Lindfelt, Rector