GUIDELINES FOR THE USE OF ARTIFICIAL INTELLIGENCE IN STUDY COURSES AT THE INSTITUTE OF FOREIGN LANGUAGES OF VYTAUTAS MAGNUS UNIVERSITY

1. The Guidelines for the Use of Artificial Intelligence in Study Courses at the Institute of Foreign Languages of Vytautas Magnus University shall govern the use of artificial intelligence tools (hereinafter referred to as "AI") exclusively within the study courses offered at the Institute of Foreign Languages (hereinafter referred to as the "IFL"), including the teaching and studying of the courses, as well as assessed and non-assessed tasks and assignments.

2. The Guidelines shall explain and/or detail the provisions set out in the Strategic Position of the Senate of Vytautas Magnus University (hereinafter referred to as "the Strategic Position of the Senate") regarding the use of AI in the University activities, published on 23 April 2025.

3. In the event of amendments to the provisions of the Strategic Position of the Senate, the IFL Guidelines shall be amended accordingly. These Guidelines (or their application in practice) shall be aligned with the provisions approved in the Strategic Position of the Senate and shall not contradict them.

4. In every IFL study course, the teacher shall describe the rules for the use of AI in that specific course, publish them in *Moodle* environment, and present them to the students of the course during the first lecture of the semester. In each of his/her study courses, the teacher may establish different requirements for the use of AI, provided that they do not contradict the IFL Guidelines, and may provide students with different instructions. If the same IFL study course is taught by several teachers, each teacher may provide different requirements regarding the use of AI and specify rules that apply only to their group of students.

5. When studying in the IFL study courses, students shall be informed of the teacher's requirements regarding the use of AI in the course during the first lecture and in *Moodle* environment no later than by the end of the deadline for registering for study courses. If, after becoming acquainted with the rules for the use of AI, students do not change their registration for study courses, it shall be deemed that they have agreed to comply with these rules when studying the course and completing both graded and non-graded tasks.

6. When assigning a graded or non-graded task, the IFL course teacher may require students to use AI, allow students to choose whether to use AI, or prohibit the use of AI. The teacher shall establish and inform students, both orally (during the lecture) and in writing (by providing information in Moodle environment), how (and whether) AI must or may be used in completing compulsory graded or non-graded tasks.

7. The use of AI shall be compulsory when a graded or non-graded task assigned by the teacher requires it. In such cases, the course teacher shall provide instructions and recommendations on how students must use AI when completing the task, how the use of AI must be described (recorded, documented), and how students must cite AI-generated content. If the teacher requires students to use AI in completing an assigned task, students shall consult with the teacher regarding the appropriate use of AI for that specific task or activity.

8. Students may choose to use or not to use AI in completing graded or non-graded tasks if the task assigned by the IFL course teacher provides that the use of AI is permitted. If the task provides that the use of AI is permitted and students choose to use it in completing such a task, they shall be obliged to follow the teacher's instructions and recommendations regarding the use of AI for that specific task, i.e., how and to what extent AI may be used, how to provide a report on the use of AI (explanation, description, protocol, etc.), and how to properly cite AI-generated content.

9. When using AI to complete graded or non-graded tasks, where such tasks require or permit its use, students shall properly cite (and/or describe) AI-generated content. Any AI-generated content used to complete a task shall be cited (and/or described) in accordance with the latest Harvard Referencing Style Guidelines for citing AI as a source of information or content (see the recommendations of VMU Library).

10. If a graded or non-graded task must be completed without the use of AI as an information, content, or other tool, the course teacher shall inform students thereof orally (during a lecture or assessment) and in writing (in *Moodle* environment). If AI is used when the task explicitly prohibits it, the task shall be considered not completed and shall be marked as "0" (zero), even if the use of AI is indicated, described, and cited appropriately.

11. In order to assess students' progress and/or knowledge, the teacher may prohibit the use of AI in graded or non-graded tasks and, with the aim of reducing the risk of unauthorized AI use, may assign students tasks that require creativity, critical thinking, or self-reflection and/or tasks to be completed orally.

12. If the use of AI in completing an assessed or non-assessed task is prohibited and students disregard this prohibition and use AI, the task shall be considered not completed and shall be marked as "0" (zero).

13. In all cases (i.e., regardless of whether the use of AI is permitted or not), if, in completing a graded or non-graded task, the use of AI is concealed, incorrectly indicated, falsified, or otherwise misrepresented, the task shall be considered to

have been completed dishonestly and, if the task is subject to grading, dishonest conduct shall be recorded in the Mark Registry.

14. If there are any suspicions that AI was used to complete a graded or non-graded task in cases where such use is prohibited, or that AI was used without being cited as a source of information or content, the course teacher may require the student to explain orally how the task was completed and to provide evidence of the stages of its completion. If a student is unable to prove authorship of his/her work, the task shall be considered to have been completed dishonestly and, if the task is subject to grading, dishonest conduct shall be recorded in the Mark Registry.

15. When a graded or non-graded task assigned to students consists of separate parts, the teacher may determine for which parts the use of AI is permitted or prohibited. When completing a task that consists of several separate parts (subtasks), students shall follow the instructions on how to complete each part of the task. If students, whether intentionally or unintentionally, use AI to complete those parts of a task where its use is prohibited but indicate such use, those parts of the task shall not be assessed, while the remaining parts of the task completed properly shall be assessed. If students use AI to complete any parts of a composite task, conceal such use, and, when asked to explain whether AI was used, cannot prove that it was not, those parts of the task shall be considered to have been completed dishonestly.