**MINISTRY OF DEFENSE OF UKRAINE**

**HETMAN PETRO SAHAIDACHNYI NATIONAL ARMY ACADEMY**

# REGULATIONS
## on the policy of fair use of artificial intelligence in educational and scientific activities at Hetman Petro Sahaidachnyi National Army Academy

Lviv - 2025

## 1. General provisions

1.1. The Regulation on the Policy of fair use of artificial intelligence in educational and scientific activities of Hetman Petro Sahaidachnyi National Army Academy (hereinafter referred to as the Policy) regulates the basic principles of the use of artificial intelligence (hereinafter referred to as AI) and is intended to ensure the ethical, safe and effective implementation of AI technologies in the activities of educational and scientific units in order to improve the quality and efficiency of their work.

1.2. The Policy has been developed in accordance with the Laws of Ukraine "On Education", "On Higher Education", "On Copyright and Related Rights", "On Scientific and Scientific-Technical Activities", "On the National Informatization Program", "On Personal Data Protection", the Order of the Cabinet of Ministers of Ukraine of 02.12.2020 No. 1556-p "On Approval of the Concept of Artificial Intelligence Development in Ukraine", Regulation (UE) 2024/1689 of the European Parliament and of the Council of 13.06.2024 NATO STANAG 2591 (data management), NATO AI Strategy (2021), legal acts and policy documents of Hetman Petro Sahaidachnyi National Army Academy (hereinafter - the Academy).

1.3. The main objectives of this Policy are:

regulating the implementation and use of AI to improve the efficiency of the organization of quality indicators of education and science;

formation of standards of safety, ethics, transparency and integrity of AI application;

formation of a culture of responsible use of AI by the academic community;

support for innovations by establishing conditions for research and experiments with AI, which contribute to the development of new teaching methods, management of the educational process of scientific search in research;

support for the professional development of research and teaching staff and employees through training and advanced training in the field of AI, which contributes to the effective use of new technologies;

ensuring that the Academy's activities are in line with international standards and NATO policies on the use of AI.

1.4. This Policy applies to all participants in the educational and scientific processes, in particular to:

Researchers and academic staff, regardless of their position, who use AI in their activities;

applicants for education/scientific degree who use educational platforms or tools containing AI components;

authors of scientific and academic works that are published/pass certification (defense) at the Academy, regardless of the place of service/work/study and subordination.

1.5. The following terms are used in the Policy:

algorithm – a set of clearly defined rules/actions/procedures that are performed to solve a particular problem or calculation;

data – facts, figures or other information collected for analysis, understanding and decision-making;

query – a question/task to AI in order to get an answer or perform a certain task;

artificial intelligence – a machine system that, based on the input data received, makes a conclusion about how to generate a result, what to include in it, and generates a result in accordance with the request. Different AI systems may differ in terms of both autonomy and adaptability.

1.6. The use of AI technologies by the academic community is based on the principles of:

academic integrity – AI does not replace human input and is used only as an auxiliary tool in learning, teaching, and research. When using AI, it is mandatory to clearly indicate the sources and level of technology involvement in the creation of the work. The procedure and consequences of violation of these norms are regulated by the provisions of the Academy on academic integrity;

legality – the use of AI should not contradict security requirements, legislation on state secrets and confidentiality;

awareness of the consequences – the person who uses AI and the consequences of such use is responsible for any use of AI and the consequences of such use. Errors in the work and other inaccuracies of AI do not relieve the user of responsibility for academic violations, incorrect use of technology, or information leakage when making requests to the AI system;

transparency and clarity – the results obtained with the help of AI are presented in a clear and accessible form for perception and analysis, preference is given to open and explainable algorithms;

inadmissibility of discrimination – when working with AI, it is mandatory to observe intolerance to biased, discriminatory or unfair conditions for any category of participants in the educational or scientific process. It is not allowed to use AI in a way that may lead to human rights violations, manipulation or discrimination;

professional development and adaptation – the Academy promotes and supports the development of digital and analytical competencies of all participants in the educational and scientific processes to form a high culture of working with AI and its effective use to improve the quality of the institution's activities;

innovation and development – the use of AI should contribute to the development of innovation and research activities, as well as to the improvement of the educational process or its individual components to the maximum

responsibility – AI users should have a clear understanding of how the system works, what information it uses, and how it makes decisions. AI should be used to support and enhance human capabilities, including the development of analytical

thinking and informed decision-making, while the final decision must be made by a person. The responsibility for the interpretation and presentation of materials created with the help of AI rests entirely with the author(s) of such work.

1.7. It is prohibited to use AI for purposes contrary to the legislation of Ukraine or NATO policies, including in matters of human rights violations, discrimination, and processing of proprietary information.

## 2. Areas of artificial intelligence application

2.1. Use of AI in the educational process:

improvement of curricula and structural and logical schemes of studying disciplines;

creation of new, as well as analysis and improvement of existing teaching methods;

updating the programs and materials of academic disciplines, based on a thorough analysis of world achievements, both within the discipline and in the industry as a whole;

improvement of educational, methodological and information support of the educational process through automated creation of new or translation and editing of existing educational and scientific content;

use of AI to simplify the perception and explanation of complex topics through visualization;

use of adaptive learning platforms and recommendation systems to create/adjust individual educational trajectories;

support for the independent work of applicants for higher education by selecting appropriate materials, additional explanations, forming an individual selection of atypical tasks and tests of increased complexity, etc;

predicting the risks of reducing the effectiveness of applicants for higher education learning and creating promising ways to prevent this;

development of critical thinking skills, analysis and justification of reliability when working with large amounts of information;

identifying possible signs of academic dishonesty;

formation of digital literacy and a culture of responsible use of AI by the academic community.

2.2 Use of AI in scientific work:

identification of the most relevant topics and perspective areas of scientific research;

automated search and filtering of relevant sources to determine the state of research on the selected scientific issue;

analysis/monitoring of the most recent literature, analysis of the patent base, selection of sources, translation of texts into other languages;

identifying inconsistencies in research and theory;

searching for opportunities to improve the reliability and/or efficiency of research by incorporating an interdisciplinary/interdisciplinary component;

working with large amounts of data, both structured and unstructured, identifying patterns and forming mathematical models or forecasts;

conducting complex simulations and modeling of individual processes, which allows visualizing the results of a theoretical study, the experimental confirmation of which would be impossible, too long, resource-intensive or expensive in real conditions;

identification of critical vulnerabilities of models, ways to improve them, determination of the impact of various systems/factors on the model under study;

optimization of the experimental conditions for the study based on the analysis of existing data and results of similar or as similar as possible systems;

assistance in preparing applications for grants or other targeted research projects/studies;

automation and facilitation of certain stages of research, including search and preliminary analysis of information, visualization and systematization of the data found, bringing the list of references in line with the requirements;

checking spelling, terminology, style and logical presentation of the text;

reasonable expansion of scientific cooperation by searching for and subsequently concluding relevant agreements with the most professional institutions in the defined area of cooperation.

## 3. Ethical aspects of the use of artificial intelligence

3.1 The Academy supports the policy of ensuring equal access and opportunities to use AI for all participants in the educational and scientific processes.

3.2. Compliance with academic integrity.

When using AI, a prerequisite is compliance with the principles of academic integrity adopted by the Academy.

It is not allowed to use/present the results obtained with the help of AI (texts, graphs, reports, etc.) that have not been properly verified, critically analyzed and edited. Such results are not considered the result of the intellectual activity of the applicant or researcher.

In case of using AI in the preparation of academic texts, information (e.g., plan, abstracts, tables), it is mandatory to indicate which results were created or generated by AI and make appropriate references to the tool used. If an academic text does not include a list of references, information about the use of AI and the results obtained with its help must be provided in the text itself.

It is forbidden to present the results obtained with the help of AI as your own, without proper analysis, rethinking and reference to the AI tool used.

It is not allowed to use data obtained or modified by AI to mislead the academic / scientific community about authorship, sources or facts.

Artificial intelligence is an auxiliary tool only, and the results obtained with its help must be checked and moderated by a person.

All participants in the academic process who use AI should be aware of the increased risk of violating academic integrity (plagiarism, falsification, and fabrication) due to the possibility of generating inaccurate or fictitious material, citing inaccurate sources, and creating content that violates moral standards. Improper use of AI can increase the risk of academic dishonesty, including plagiarism, falsification, and fabrication.

All disputable issues regarding the correct use of AI in educational and scientific activities will be considered by the Academic Integrity Commission of the faculties/institutes and/or the Ethics and Conflict Management Commission in accordance with the Regulations on Academic Integrity.

3.3 Transparency and openness.

Understanding by the academic community of the limitations of any AI system, general principles of operation of various AI systems and peculiarities of their application is the basis for transparent and safe implementation of AI technologies in the educational and scientific processes of the Academy.

In order to ensure that the reliability of the data presented can be determined, the user is obliged to inform not only about the fact of using AI, but also about the software product that was used and to specify what kind of text object, pattern or other result was obtained using AI. If AI is used to analyze data or support decision-making, the author should be ready to explain the choice of the chosen software product. Preference should be given to open and understandable algorithms.

3.4. Ethical limitations in the use of AI.

AI algorithms and queries to the system should not contain bias based on race, religion, gender, or other features.

It is not allowed to use AI in a way that may lead to human rights violations, manipulation or discrimination.

The use of AI at the Academy is based on the following ethical principles:

respect for human dignity, rights and freedoms

fairness in decision-making;

transparency of algorithms;

accountability of users of AI systems;

controllability of AI by humans.

When using the generative AI model, it should be borne in mind that the input data provided by the user to the AI model may lead to a breach of confidentiality, in particular, the entered personal data may be reproduced by the AI system in the future at the request of third parties.

3.5. Responsibility when using AI.

The person using AI shall be fully responsible for the dissemination of information, when making requests, interpreting and publishing the results generated by AI, including inaccuracies and/or false/biased information and the consequences of such actions;

when working with personal or proprietary data, users are obliged to strictly comply with the legislation on non-dissemination of such information and limit their use in combination with AI tools, including strictly prohibited to enter official, operational or confidential information in any form when making requests to the system;

the use of AI should not devalue human intelligence or level the role of humans in decision-making, but should only be an auxiliary tool that increases the efficiency of human work.

3.6. Academic mobility.

The teacher may independently establish rules and restrictions on the use of AI within the discipline, which must be indicated in the syllabus and in the program of the discipline. If the use of AI is mandatory for the study of certain topics/disciplines, equal access to the system is ensured for all higher education students while studying such a topic/discipline.

Within the framework of academic mobility, a teacher can determine the following options:

1. Responsible use of AI is allowed in the work/discipline without restrictions, with mandatory compliance with the rules of academic culture.
2. In the work/discipline, the use of AI is allowed/prohibited in the performance of certain sections.
3. The use of AI is prohibited in the work/discipline.

In case of violation of the established restrictions or prohibition of the use of AI in certain disciplines/sections of work defined in their work programs and syllabi, the actions of a higher education student may be regarded as a violation of academic integrity with the consequences defined by the provisions of the Academy on compliance with academic culture and integrity.

When creating scientific texts, the author independently and at his/her own responsibility determines the appropriateness of using AI, unless otherwise provided by the governing documents and regulations of the Academy.

The rules regarding the specifics of the use of AI in educational and scientific activities may be detailed in other provisions of the Academy in these matters.

3.7. Formation of a culture of responsible use of AI.

Formation of an ethical, safe and effective culture of responsible use of AI is one of the strategic tasks of the Academy's development.

To this end, the Academy promotes:

spreading the principles of AI Literacy among the staff – basic awareness of the possibilities, risks, and limits of using intelligent systems;

fostering critical thinking about the results generated by AI, avoiding blind trust in automated solutions;

compliance with the legislative documents and internal regulations of the Academy in matters of fair use of AI;

conducting regular information campaigns, innovation competitions, digital literacy days, hackathons aimed at promoting the ethical and effective integration of AI into the Academy's activities.

## 4. Monitoring the use of AI

4.1 The Academy implements two systems of monitoring the processes of AI implementation and use.

Ethical monitoring – monitoring of compliance with ethical principles of academic integrity in the use of AI in educational and scientific activities.

Educational monitoring – an analysis of the effectiveness of AI in education, including tracking the impact of adaptive AI systems on the results of higher education.

The specifics of monitoring are determined by the internal regulations of the Academy.

## 5. Updating the AI policy

5.1 The AI policy at the Academy shall be regularly reviewed in case of receipt of reasonable proposals approved by the decision of the Academic Council of the Academy or changes in the legislation of Ukraine or NATO policies, but not less than once every 2 years.

5.2. The Academy welcomes feedback from the academic community that actively uses AI in its activities in order to improve this Policy. All suggestions and comments to the Policy shall be submitted to the Scientific and Methodological Department of Education Quality Assurance.

5.3. Before the full implementation of new policies in the Academy's activities, it is recommended to test them within individual departments or programs.

## 6. Risks and limitations in the use of artificial intelligence

6.1. Risks of violation of academic integrity:

use of AI without proper reference or incorrect way of applying it, which can lead to falsification of results;

AI systems can create/generate data that, without proper analysis, rethinking, and editing, can be presented as the independent work of an education student or researcher;

AI can be used to bypass knowledge verification systems in order to simulate independent performance of tasks, including bypassing knowledge assessment systems (testing, quizzes, online checks) or academic integrity checking algorithms (anti-plagiarism systems, verification tools).

6.2. Limitations of AI autonomy.

All results obtained using AI are treated as auxiliary and subject to mandatory verification, analysis, and do not relieve the user of responsibility for their accuracy and compliance with the requirements.

Independent decision-making by AI without prior critical analysis is strictly prohibited; the final decision must always be made by a human.

## 7. Control and feedback

7.1. The general organization of the Policy implementation is entrusted to of the deputies Commandant of the Academy for education and science.

The development and updating of the rules for the use of AI at the Academy, their implementation, as well as general control over compliance are entrusted to the Scientific and Methodological Department for Quality Assurance of Educational Activities and Higher Education.

The study of the needs and control over the use of AI in educational and scientific areas is entrusted to the educational and scientific-organizational departments, and is carried out through questionnaires, internal audit, and analysis of submitted requests and proposals.

The chiefs of these structural units are responsible for the proper organization of work and compliance with the Policy in the Academy's divisions.

The direct user of the AI system shall be personally liable for violation of legislative, ethical norms and rules of academic integrity, as well as for misuse of AI.

7.2. In case of detection of violations of the requirements of the Policy, the violators may be subject to measures of influence provided for by the legislation and internal regulations of the Academy.

7.3. Information on non-compliance with the principles of fair use of AI may be provided by any participant in the educational and scientific process by a report of any form addressed to the deputy Commandant of the Academy for education (in matters of educational activities) or scientific (in matters of scientific activities) work through the immediate superior by subordination or submit a report directly to the Head of the Scientific and Methodological Department for Quality Assurance of Educational Activities and Higher Education of the Academy.

Consideration of such reports is carried out in accordance with the provisions of the Academy on academic integrity.

## 8. Typical artificial intelligence tools for use in educational and scientific activities

8.1. In order to familiarize the academic community with typical AI programs and their capabilities, typical artificial intelligence tools for use in educational and scientific activities and a brief description of their purpose are provided (Annex 1). This list of AI programs is not exhaustive; the number and variety of software products that use AI is constantly changing.

The software products listed in the Annex are not mandatory for use and are provided solely for familiarization with the diversity of AI systems. The software products and links to them are valid at the time of approval of this provision and may be subject to further changes.

When working with AI, it should be borne in mind that more accurate work is ensured when forming calls to the system in English.

## 9. Responsibility

9.1 In case of incidents that have led to negative consequences due to the use of AI, the deputy Commandant of the Academy in charge of the main activity area of which the incident occurred shall initiate an internal official investigation, with the determination of the responsibility of persons, depending on the consequences provoked by the misuse of AI.

## 10. Final provisions

10.1. The Policy shall be approved by the Academic Council of the Academy and shall come into force from the moment of its implementation by the order of the Commandant of the Academy.

Proposals for amendments to the approved Policy may be submitted by all participants in the educational and scientific process of the Academy. Changes are made by the decision of the Academic Council of the Academy.

**Annex 1**

## Typical artificial intelligence tools for use in the educational and scientific activities of the Academy

| **Name of the AI system** | **Description and application of AI** |
|---|---|
| Text content generation | |
| ChatGPT<br>https://chat.openai.com/ | Generates textual content on specified topics, can create educational content, case studies, and practice-oriented tasks |
| DeepAI<br>https://deepai.org/ | |
| **Visual content generation** | |
| Canva<br>https://www.canva.com/ | Creates presentations, infographics, videos |
| Gamma<br>https://gamma.app/ | Creates websites without programming skills |
| Visme<br>https://www.visme.co | Creates interactive learning content |
| Slidebean<br>https://slidebean.com/ | Creates presentations |
| Midjoumey<br>midjourney.com | Generator of images from short text descriptions |
| Synthesia<br>https://www.synthesia.io | Creates video content, provides voiceover for text documents |
| ElevenLabs<br>https://elevenlabs.io/ | Creates high-quality audio content |
| **Assistance in the educational process** | |
| Quillionz<br>https://www.quillionz.com/ | Generates questions based on educational content, helps to create test questions and tasks |
| Notion AI<br>https://www.notion.so | A tool for creating notes, knowledge bases, and course planning with AI functions for generating texts and automating content organization. It is used to create curricula and project management at the Academy. |
| EdApp<br>https://www.edapp.com | A tool for creating microlearning courses with AI functions for analyzing student progress and generating interactive tasks. It is used to develop short training modules on tactics or logistics. |
| Kahoot! AI<br>https://www.kahoot.com | A platform for creating interactive quizzes and educational games with AI functions for automatic question generation. It is used to engage cadets in the study of military disciplines through gamified tasks. |
| Quizlet AI<br>https://www.quizlet.com | A tool for creating study cards and tests with AI functions to adapt tasks to the level of students' knowledge. It is used for learning military terminology and foreign languages. |
| **Academic integrity and peer review** | |
| Turnitin<br>https://www.turnitin.com/ | Checks the originality of works and detects textual borrowings |
| Copyscape<br>https://www.copyscape.com/ | |
| Scribbr<br>https://www.scribbr.com/ | Edits the text, checks for textual matches, generates bibliographic references in a specific format for free |
| Grammarly | Checks spelling, grammar, punctuation, and typos in |

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| https://www.grammarly.com/ | English-language texts |
| DeepL<br>https://www.deepl.com | Provides highly accurate translation of scientific, technical, and military texts, taking into account context and cultural peculiarities. It is used to translate educational materials, military documents, including instructions and reports, as well as to work with English-language euphemisms in the context of military translation. |
| **Analysis and processing of scientific data** | |
| Seite<br>https://scite.ai/ | Provides in-depth analysis of scientific citations using AI, helps to find, evaluate, and use scientific literature more efficiently |
| Google Colab<br>https://colab.research.google.com/ | Cloud platform for research that requires data analysis and machine learning |
| KNIME<br>https://www.knime.com/ | Open source analytics platform |
| Jupyter Notebooks<br>https://jupyter.org/ | A tool for data analysis and documentation of scientific research |