**Terms of Use of Artificial Intelligence
at the National Defense Academy of Latvia**

I. General rules

1. The Terms of Use of Artificial Intelligence (hereinafter – AI) provide an explanation of the basic principles of the correct use of AI, compliance with these terms and the procedure for reviewing violations at the National Defence Academy of Latvia (hereinafter – NDAL).

2. The administration of NDAL, students, unenrolled attendees, academic, administrative staff and other persons who participate and cooperate in the educational process at NDAL have an obligation to comply with the rules for the use of AI at NDAL, prevent violations and inform about them.

II. Terminology used

3. Artificial intelligence – a machine-based system that is designed to operate with varying levels of autonomy, can be adaptive, and is capable of, according to explicit (expressed) or implicit (accepted) goals, generating products from information entered into the system, such as predictions, text content, recommendations, and decisions that can affect the physical or virtual environment.

4. AI machine-based system – designed to perform narrow procedural tasks, to improve the outcome of previously completed human activity, but it is not intended to replace or influence previously completed human assessment without human supervision.

5. Widely used machine learning systems – AI tools (e.g. *Chat GPT, Microsoft Copilot, Bard, Bing, Claude)* can be used to obtain explanations of concepts, generate new ideas, improve text quality, and gain a general idea of large amounts of material, as an assistant for translating texts and as a "brainstorming" assistant when conducting independent research work.

6. Low-risk AI tools – machine-based systems that support the correction and verification of independently created works, as well as systems that allow for the collection and processing of data, such as grammar correction,

translation, audio-to-text transcription tools, and information search tools on the Internet.

7. High-risk AI tools – machine-based systems that can be accessed using AI tools (for example: *Chat GPT, Microsoft Copilot, Bard, Bing, Claude*), which are capable of generating autonomous products based on information entered into the machine-based system.

8. Academic Integrity Commission – a commission established by order of the Rector of the NDAL to review cases of academic integrity violations, including non-compliance with the rules of NDAL.

9. CAPS – a plagiarism and text originality checking system used in the NDAL educational process which determines the percentage of AI in research work.

III. Compliance and promotion of integrity in use of AI

10. NDAL supports and promotes modern approaches to the use of technology in the learning process, including various AI tools. Simultaneously, NDAL ensures that quality learning objectives are achieved and the principles of academic integrity are not violated. NDAL provides instructions and recommendations on the correct use of AI in the learning process to prevent and reduce the possibility of academic misconduct.

11. The academic and administrative staff of the NDAL and other persons who participate and cooperate in the educational process at the NDAL have a duty to promote the understanding of students and unenrolled attendees about the correct use of AI and the reduction of violations.

12. Measures for the correct use of AI in the NDAL:
12.1. when preparing an educational activity (for example, a study course, an individual research assignment, a lecture, a group assignment), the lecturer or the person leading the learning activity, or is responsible for it, must clearly define the use of AI (is it allowed to use AI or not, and if so, to what extent);
12.2. students and unenrolled attendees are free to use low-risk AI tools when creating references, as these AI tools do not create autonomous new content, except in cases where the lecturer or person responsible for the learning activity has determined otherwise;
12.3. students and unenrolled attendees can use AI tools as sources of inspiration to improve the fluency of the text, identify synonyms, expand the literature reviews used, translate and understand complex theories. In a research paper, AI-generated content must be cited like any other source and references must be created;

12.4. when using AI-generated products, students and unenrolled attendees indicate the developer of the AI tool (year of development), the name in the original language (version) (for example, Open AI. (2025). ChatGPT (January 25 version) [Large language model]. https://chat.openai.com/).

IV. Restrictions when using artificial intelligence tools

13. The use of high-risk AI tools in individual testing (tests, assessments, exams) is not permitted, except in cases where it has been explicitly authorized by the lecturer or other person responsible for the educational activity. If a student or unenrolled attendee does not comply with this rule, it will be considered a case of academic fraud:

13.1. before using the selected high-risk AI tool, the student or unenrolled attendee must research who developed the relevant AI tool, what the developer does with the information it collects from the AI tool and assess the risks it may pose to the user or third parties;

13.2. the student or unenrolled attendee must be able to separate his or her intellectual performance from the product generated by the AI tool, which cannot be considered the author's creation, just as the AI tool cannot be considered a co-author, since the AI tool is not a person;

13.3. the student or unenrolled attendee should avoid using a high-risk AI tool as the main or only source of information, as the developed Internet search engines (low-risk AI tools) are specially designed for this purpose and have a higher degree of reliability;

13.4. high-risk AI tools are not designed to perform mathematical calculations or data processing and therefore do not operate with the same accuracy as other tools specifically designed to perform these functions (e.g. calculators);

13.5. the student or unenrolled attendee must be aware that excessive use of high-risk AI when generating text may lead to a situation where the research work lacks the author's novelty and intellectual contribution, and when examining such work, a procedure will be applied with an approach similar to that used in cases of plagiarism;

13.6. In accordance with the principles of academic integrity, NDAL ensures that all individual research papers are checked with the CAPS program twice. For bachelor's, master's or qualification papers, this is ensured before the pre-defense of the work (the first time) and before the defense of the work (the second time), in other cases, the student or unenrolled attendee may contact the lecturer, educational activity provider or research supervisor to check the work with the CAPS program, this activity is not regulated and is a collaborative process between the lecturer, educational activity provider, supervisor and student/unenrolled attendee.

V. Types of academic integrity violations using artificial intelligence tools

14. The following intentional actions are considered a violation of academic integrity when using AI tools:

14.1. use of high-risk AI tools if the lecturer or educational activity provider has clearly stated that their use is prohibited;

14.2. use of high-risk AI tools without making references in accordance with paragraph 12.4 of these regulations;

14.3. generation of any text using high-risk AI tools, as demonstrated by CAPS (it is not possible to assess the intellectual contribution of the author in a research paper);

14.4. text generated by high-risk AI tools exceeds 20% of the total volume of research work.

VI. Review of violations and the resolution process

15. A person may be found guilty if he or she is involved in any violation of academic integrity - in writing, orally or in any other form. In case of non-compliance with these regulations, the violation shall be referred for consideration to a Committee established by order of the Rector.