

15 April 2024

## Policy on the use of artificial intelligence at the University of Jyväskylä

### 1. Introduction

a. **Vision and objectives:** According to the University's digital vision, JYU is a pioneer in digital capability and the application of artificial intelligence in its core activities and administration. The planning and implementation of digital and artificial intelligence solutions takes place in accord with the University of Jyväskylä's digital programme.

b. **Scope of application:** This policy is applied to the use of artificial intelligence (AI) at the University of Jyväskylä. It is possible to define what is set out in the policy in more detail at a field-specific level.

The policies approved by the Education Council or other guidelines of the University are applied to the use of AI in studies.

The Finnish National Board on Research Integrity's [guidelines for responsible conduct of research and procedures for handling allegations of misconduct in Finland](#) will also be applied to all scientific, artistic and other research activities and RDI projects as well as to their life cycles.

### 2. Responsibility for content created with the assistance of AI

The natural person who produces or publishes material created with the assistance of AI is responsible for the content and correctness of the material. As a rule, AI tools should not be used for creating material if it is not possible for a natural person to personally check the correctness of the material.

The productivity benefits of AI are also based on the ability to process and analyse large amounts of data. When analysing large amounts of data or performing other technical tasks that assist humans, the obligation to check the content in detail can be waived where necessary. The responsibility for the content of the analysis produced by AI remains with the person using the data. However, it is advisable to document how the analysis is performed and which tool is used to perform it.

Especially in administrative decision-making and when offering digital services to the public, one must consider what limitations legislation stipulates for making decisions and reviewing content.

### 3. Transparency

In scientific activities and studies, the use of AI must be indicated in accordance with the requirements for responsible conduct of research and the instructions the University has provided to students.

In other activities of the University, the use of AI tools must be indicated truthfully and in accordance with good practices. This applies to communicating the use of AI to stakeholders as well as to indicating the use of AI when utilising content created with AI. For example, one cannot present an image or blog text created by AI as one's own image or text. However, it is not required to systematically indicate all AI-based tools. For example, it is not necessary to indicate the use of AI when it is used for proofreading, editing, technical analyses or translations, or when creating ideas or searching for information for a document.

#### **4. Tools to be centrally procured for the University**

a. **Selection process:** Digital Services is responsible for tools procured centrally for the University. The Act on Public Procurement and Concession Contracts and the University of Jyväskylä Procurement Guidelines must be observed when making purchases.

When procuring AI tools in a centralised manner, the following must be assessed and defined:

- Permitted uses of the tools
- compatibility with the existing software architecture of the University
- possible operational changes resulting from the introduction of the tool.

#### **b. Data protection, information security and legislation**

If an AI tool to be procured is planned to be used for processing personal data, a data protection impact assessment must be made before starting the processing of personal data. The data protection notices be updated when necessary.

The University's information security experts assess the sufficiency of the information security characteristics of the AI tools considering the planned purpose of use and the processed data.

Legal Services checks and ensures that other legal requirements related to the use of AI tools are fulfilled.

#### **c. AI tools and their user management**

Digital Services maintains a list of tools procured and recommended for the use of the University (including tools procured by units in accord with section 3b).

Digital Services is responsible for the user management of AI tools (such as granting user IDs and controlling the number of licences).

**d. Training and support:** Digital Services is responsible for the provision of technical user training and user support for AI tools.

## **e. Updates to and plugins for existing software**

The inspection procedure described in section 4 also applies to AI-based software plugins if their deployment requires a separate decision from the University or results in the service provider making changes to the existing terms and conditions of agreement.

## **5. Other than centrally procured AI tools**

Before using or purchasing a new AI tool, it must be inspected whether any AI tool that is already in use and recommended by the University meets the planned need for use.

### **a. Tools used at the user's discretion**

It is possible to use openly available AI tools in working tasks. A requirement for using the tools is that no confidential or personal data are entered in them, the password used for logging in to them is not the same as for the JYU network, and that the stipulations of this policy are otherwise followed.<sup>1</sup> In addition, the user must have the right to use the material entered into the system and the terms of use of the selected tool must not prevent the planned use of results produced using AI. Before using an openly available AI service, it is important to understand the principles, purpose of use and limitations of the tool. Particularly careful consideration must be given if written information or other material (such as images or logos) entered into the tool is used in AI development or otherwise remains in the tool.

### **b. An assessment is required**

The procurement of an AI tool (or a plugin that utilises AI) requires an advance assessment in the following cases:

- procuring a plugin results in the modification of an existing contract or the acceptance of new terms of use (within an existing contract)
- the purpose is to enter personal or confidential information into the AI tool
- the deployment requires integration into the University's existing systems or user management, or installation to the server infrastructure of the University.

Digital Services will create a mechanism for reviewing the planned purchases and notifying users about them. Here the purpose is to review whether the tool needs to be examined further from the perspective of data protection, information security, enterprise architecture or legislation. At the same time, information is collected on tools used in different units to get a general picture of the use of AI and to plan centralised purchases.

Once the above review is complete, obtaining licenses for openly available AI tools and covering licensing costs will be decided by the unit in question independently within their

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<sup>1</sup> Confidential information refers to information that must be kept secret based on the Act on the Openness of Government Activities or other law. Confidential information also contains information that is confidential based on an agreement. Personal data is information that can be connected to a natural person as defined in more detail in the General Data Protection Regulation, national data protection legislation and their interpretation.

existing authority. The costs of AI tools can be budgeted and recorded to projects only if the conditions of the financier allow for the purchase and use of the AI tool.

## **6. Development of AI tools**

As a rule, the development of AI tools at the University must be carried out without the use of personal data and information that is deemed confidential by law or otherwise. If the aforementioned data are to be used in the development of an AI tool, the Data Protection Officer and Legal Services must be contacted to clarify the legal provisions and data security issues.

## **7. Ethical principles**

a. **Integrity and equality:** Especially when procuring AI tools for use at the University in a centralised manner and developing AI tools, it must be ensured the tools operate in compliance with the ethical principles of our University (Code of Conduct).

b. **Intelligibility:** The operating modes of AI tools offered and developed by the University must be as understandable as possible considering the nature of the technology. The mode of operation must be communicated actively.

## **8. Quality monitoring and correction of mistakes**

Artificial intelligence does not seek correct answers the same way humans do. Instead, its ability to produce answers is based on statistical reasoning and depends on the content that has been used for training it. AI may also make things up. Mistakes made by AI may be repeated and remain unnoticed. If you observe that an AI service produces an error that may have broader significance, report the error to Digital Services.

## **9. Instructions**

The latest AI guidelines, updated by Digital Services, are available at [r.jyu.fi/ai](https://r.jyu.fi/ai).

## **10. Approval and monitoring**

This policy is approved by the Rector. The Digital Director is responsible for monitoring the policy and assessing the need for updates.