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REGULATION ON THE USE OF ARTIFICIAL INTELLIGENCE AT TEMPULLI COLLEGE

CHAPTER I

GENERAL PROVISIONS

Article 1
Purpose

This Regulation establishes the principles, rules, responsibilities and manner of use of Artificial Intelligence systems and tools at Tempulli College. Through this Regulation, the College aims to establish a clear and common institutional approach to the use of new technologies, taking into account the ever-increasing impact of Artificial Intelligence on higher education, scientific research and administrative processes.

Tempulli College recognizes Artificial Intelligence as a tool that can contribute to improving the quality of teaching and learning, developing scientific research, increasing the efficiency of administrative processes, and developing the digital competencies of students and staff. At the same time, the College is aware of the challenges associated with the use of these technologies, particularly with regard to academic integrity, information accuracy, personal data protection, confidentiality and individual responsibility.

The purpose of this Regulation is not to restrict the use of Artificial Intelligence, but to create conditions for its responsible, ethical, transparent use in accordance with the academic and institutional values of Tempulli College.

Through the implementation of this Regulation, the aim is for the use of Artificial Intelligence to serve as support for academic and professional work and development, without replacing critical thinking, creativity, individual responsibility and the intellectual contribution of students and staff.

Article 2
Scope

The provisions of this Regulation apply to the entire Tempulli College community, including students of all programmes and levels of study, academic staff, external collaborators, administrative staff, researchers, heads of academic and administrative units, and other persons engaged in institutional activities and projects.

The Regulation applies to the use of Artificial Intelligence in the teaching and learning process, preparation of academic assignments, seminar papers, projects and final papers, student assessment, scientific research, publications, administrative processes, institutional communication, preparation of documents, data analysis and other activities carried out within the College.

Every user of Artificial Intelligence tools is obliged to know and comply with the provisions of this Regulation, other internal acts of the College and applicable legislation.

Article 3
Definitions

For the purposes of this Regulation, Artificial Intelligence means systems and technologies that can analyse information, generate content, process language, identify patterns, make predictions or support various decision-making processes.

Generative Artificial Intelligence means systems capable of creating new content, including text, images, audio, video, computer code, analyses and other forms of digital content.

The term “Artificial Intelligence tool” means any application, platform, programme or digital service that uses Artificial Intelligence technology.

Artificial Intelligence-generated content means any content created, processed or substantially modified with the assistance of an Artificial Intelligence system.

Confidential data means all personal, academic, administrative, financial, research and institutional data that are not intended for publication or unrestricted use.

CHAPTER II

PRINCIPLES OF THE USE OF ARTIFICIAL INTELLIGENCE

Article 4
Fundamental Principles

The use of Artificial Intelligence at Tempulli College must be lawful, ethical, transparent and responsible. Every user must ensure that the use of these tools is consistent with the academic or professional purpose for which they are used.

Tempulli College supports the use of Artificial Intelligence when it contributes to the development of knowledge, improvement of work quality, promotion of creativity and innovation, and increased process efficiency.

The use of Artificial Intelligence must respect the principles of academic integrity, personal data protection, security, confidentiality, fairness, non-discrimination and human responsibility.

In all cases, responsibility for the use of an Artificial Intelligence tool and for the final result remains with the person using it.

Article 5
Human Responsibility and Critical Thinking

Tempulli College considers Artificial Intelligence a supporting tool and not a replacement for human thought, judgement and responsibility.

Students and staff must be aware that Artificial Intelligence systems may produce inaccurate, incomplete or biased information. Therefore, any information or content created with the assistance of Artificial Intelligence must be checked and critically evaluated before use.

The user bears full responsibility for any document, assignment, paper, report, analysis, communication or other material that they submit, publish or use within College activities.

The use of Artificial Intelligence does not exempt the user from the obligation to know the content of their work and to be able to explain, justify and defend it.

Article 6
Transparency in the Use of Artificial Intelligence

Transparency is one of the fundamental principles of responsible use of Artificial Intelligence. When an Artificial Intelligence tool has made a substantial contribution to the preparation of an assignment, paper, publication, report or document, its use must be disclosed.

The manner and level of disclosure must be consistent with the nature and purpose of the work. The disclosure should enable a clear understanding of how Artificial Intelligence was used and what contribution it made to the final result.

Routine technical uses, such as basic spell-checking, grammatical correction or technical formatting, generally do not require separate disclosure, except where academic staff or the responsible unit determines otherwise.

CHAPTER III

USE OF ARTIFICIAL INTELLIGENCE BY STUDENTS

Article 7
Principles of Use by Students

Students of Tempulli College are encouraged to develop the knowledge and competencies necessary for the responsible use of Artificial Intelligence.

The use of these technologies should aim to support the learning process, develop analytical and critical skills, improve the quality of work and explore new learning methods.

Artificial Intelligence must not be used in a manner that replaces intellectual engagement, individual work and the achievement of learning outcomes defined for a course or study programme.

Article 8
Permitted Use by Students

Students may use Artificial Intelligence tools to better understand certain concepts, develop initial ideas, structure a paper, improve the linguistic aspects of a text, translate materials, analyse data or prepare for various learning activities.

The use of Artificial Intelligence is permitted only to the extent that it does not conflict with the instructions of academic staff and the requirements established for the specific assignment or activity.

The student must be able to understand, explain and defend the content of the submitted work, regardless of the level of Artificial Intelligence use.

Article 9
Prohibited Use by Students

Any case in which a student uses Artificial Intelligence to avoid carrying out the required work or to create a false impression regarding their knowledge, skills or individual contribution shall be considered prohibited use.

In particular, submitting content created primarily or entirely by Artificial Intelligence as the student's original work is not permitted where such use has not been authorized or disclosed.

The use of Artificial Intelligence during examinations, tests or other forms of assessment is not permitted when such use has not been expressly allowed by academic staff.

The use of Artificial Intelligence to create or fabricate data, results, sources, references or false facts is prohibited.

The student is responsible for verifying every source and reference suggested by an Artificial Intelligence system.

Article 10
Determining the Permitted Level of Use

Taking into account differences between courses, teaching methods and forms of assessment, academic staff are responsible for determining the manner and level of permitted Artificial Intelligence use.

For different assignments and activities, the use of Artificial Intelligence may be completely prohibited, limited to certain activities, permitted subject to disclosure, or integrated as part of the assignment itself.

Guidelines for the use of Artificial Intelligence must be communicated clearly and in a timely manner to students.

Article 11
Disclosure of Use by Students

When a student uses Artificial Intelligence substantively during the preparation of an assignment or paper, the student must disclose its use.

The disclosure must contain sufficient information to understand which tool was used, for what purpose and in which part of the work process.

The College may approve a standard form or template for disclosure of the use of Artificial Intelligence.

CHAPTER IV

USE OF ARTIFICIAL INTELLIGENCE BY ACADEMIC STAFF

Article 12
Use in Teaching

Academic staff may use Artificial Intelligence as a tool for improving and developing the teaching process.

Use may include the preparation of teaching materials, development of case studies, creation of exercises, data analysis and visualization, preparation of simulations and development of innovative teaching methods.

Academic staff are responsible for the accuracy, quality and academic appropriateness of materials used in the teaching process.

Any material created with the assistance of Artificial Intelligence must be checked before being presented to students.

Article 13
Responsibilities of Academic Staff

Academic staff should promote the responsible and critical use of Artificial Intelligence and help students understand the opportunities and limitations of these technologies.

Within their courses, instructors must clearly determine in which cases and to what extent the use of Artificial Intelligence is permitted.

When using Artificial Intelligence, staff must respect copyright, personal data protection, confidentiality and academic integrity standards.

Article 14
Use of Artificial Intelligence in Assessment

Artificial Intelligence may be used as a supporting tool in the assessment process, but it cannot replace the responsibility and professional judgement of academic staff.

The final decision on the assessment and grade of the student belongs to the responsible academic staff.

Automated decisions that directly affect a student's status, grade or academic progress are not permitted without human review and decision-making.

Article 15
Suspected Unauthorized Use of Artificial Intelligence

Tempulli College acknowledges that identifying the use of Artificial Intelligence can be complex and that technological tools for detecting Artificial Intelligence-generated content are not always fully accurate.

For this reason, the result of an Artificial Intelligence detection tool alone should not be considered conclusive evidence of a violation of academic integrity.

In cases of reasonable suspicion, academic staff should examine the case comprehensively. The review may include comparison with the student's previous work, discussion with the student, verification of sources, a request to explain the work methodology, or presentation and oral defence of the paper, as well as verification through appropriate software available to the College for detecting AI use and plagiarism.

Before a decision is made, the student must be given the opportunity to provide their explanation and arguments based on the relevant College regulations.

CHAPTER V

USE OF ARTIFICIAL INTELLIGENCE IN SCIENTIFIC RESEARCH

Article 16
Principles of Use in Research

The use of Artificial Intelligence in scientific research must comply with the principles of research integrity, transparency, responsibility and reliability of results.

Artificial Intelligence may be used to support various research processes, but it cannot be considered an author or co-author of a publication.

Authors and researchers bear full responsibility for the accuracy, originality and integrity of their work.

Article 17
Permitted Use and Limitations in Research

Artificial Intelligence may be used for the initial identification of topics, support in literature analysis, data processing and analysis, language improvement, translation, programming and visualization of results.

Any significant use of Artificial Intelligence in the research process must be disclosed in accordance with the standards of the scientific field and the publisher's requirements.

The use of Artificial Intelligence for fabricating data, falsifying results, creating false sources, manipulating results or presenting generated content as an original human contribution is prohibited.

CHAPTER VI

USE OF ARTIFICIAL INTELLIGENCE BY ADMINISTRATIVE STAFF

Article 18
Use in Administrative Processes

Tempulli College supports the responsible use of Artificial Intelligence to improve the efficiency and quality of administrative processes.

Administrative staff may use Artificial Intelligence to prepare document drafts, improve communication, translate, analyse data, prepare reports, organize information and automate routine processes.

Any document or material prepared with the assistance of Artificial Intelligence must be checked and approved by the responsible person before use, publication or distribution.

Article 19
Limitations in Administrative Processes

Artificial Intelligence may not be used as the sole decision-maker for matters affecting the rights and interests of students, staff or other persons.

Decisions concerning student admission, academic status, employment, performance evaluation, disciplinary measures, financial matters or individual rights and obligations must be made by the competent persons and bodies of the College.

The use of Artificial Intelligence does not reduce or transfer the professional responsibility of the person making the final decision.

CHAPTER VII

DATA PROTECTION, PRIVACY AND SECURITY

Article 20
Protection of Personal Data

When using Artificial Intelligence tools, students and staff must exercise particular care regarding the protection of personal and confidential data.

Personal data of students or staff, confidential documents, financial information, unpublished research data, passwords or other protected information must not be entered into public or unauthorized Artificial Intelligence platforms.

Every user is responsible for assessing the nature of the information before entering it into an Artificial Intelligence system.

Article 21
Security and Confidentiality

Institutional use of Artificial Intelligence must take into account information security and the preservation of confidentiality.

For processes involving sensitive or confidential data, only systems authorized or approved by the College shall be used.

Tempulli College may develop and update a list of tools recommended, authorized or restricted for institutional use.

CHAPTER VIII

ACADEMIC INTEGRITY AND HANDLING OF VIOLATIONS

Article 22
Inappropriate Use of Artificial Intelligence

The use of Artificial Intelligence in violation of this Regulation, other College acts or academic staff instructions may be considered a violation of academic integrity or professional obligations.

The assessment of a violation must take into account the nature of the use, the purpose, the impact on the final result and whether the violation was committed for the first time or is repeated.

Not every undisclosed use of Artificial Intelligence should automatically be treated in the same manner. The College shall apply a proportionate, educational and fair approach, taking into account the specific circumstances of each case.

Article 23
Procedure for Handling Violations

Suspected cases of violations shall be handled in accordance with the procedures and internal acts of Tempulli College.

During the review of cases, impartiality, objective assessment of evidence, the person's right to be heard and the right to appeal must be ensured.

Measures must be proportionate to the nature and seriousness of the violation and, where possible, also have an educational and preventive character.

CHAPTER IX

EDUCATION, TRAINING AND COMPETENCE DEVELOPMENT

Article 24
Development of Competencies for the Use of Artificial Intelligence

Tempulli College considers the development of competencies for the responsible use of Artificial Intelligence an important part of the academic and professional development of students and staff.

For this purpose, the College may organize training sessions, seminars, workshops and other activities aimed at developing practical, ethical and professional knowledge for the use of Artificial Intelligence.

Training activities should address not only the technical use of tools, but also issues related to critical thinking, academic integrity, ethics, data protection and assessment of information accuracy.

Article 25
Institutional Responsibility

Tempulli College is responsible for creating an environment that enables the safe, responsible and innovative use of Artificial Intelligence.

The College undertakes to inform the academic community about significant developments in this field and, where necessary, to develop additional guidelines and procedures for implementing this Regulation.

The College shall monitor the impact of Artificial Intelligence on academic and administrative processes and take measures for the continuous improvement of institutional practices.

CHAPTER X

SUPERVISION, IMPLEMENTATION AND REVIEW

Article 26
Responsibility for Implementation

Responsibility for implementing this Regulation is shared among governing bodies, academic and administrative units, the Quality Assurance Office, academic staff and other responsible units of Tempulli College.

Each unit, within its competences, is responsible for promoting, implementing and monitoring the principles established by this Regulation.

For specific matters, the College may approve guidelines, procedures or supplementary documents.

Article 27
Monitoring and Review of the Regulation

Taking into account the rapid development of Artificial Intelligence technologies, this Regulation should be considered an institutional document subject to continuous review and improvement.

The College shall monitor the implementation of the Regulation and collect information from students, academic staff and administrative staff regarding challenges and experiences in the use of Artificial Intelligence.

The Regulation shall be reviewed depending on legal changes, technological developments, national and international standards and institutional needs.

It is recommended that the Regulation be reviewed at least once every two years or earlier when technological, legal or institutional changes make this necessary.

CHAPTER XI

FINAL PROVISIONS

Article 28
Interpretation and Unforeseen Matters

For matters not expressly regulated by this Regulation, the provisions of other internal acts of Tempulli College and applicable legislation shall apply.

In cases of ambiguity concerning the interpretation or implementation of this Regulation, the matter shall be reviewed by the competent body or unit of the College.

Article 29
Harmonization with Other Acts

This Regulation shall be implemented in conjunction with other internal acts of Tempulli College, particularly acts governing academic integrity, ethics, copyright, student assessment, scientific research, data protection and information security.

Where necessary, the College shall take measures to harmonize its internal acts with the principles and provisions of this Regulation.

Article 30
Entry into Force

This Regulation shall enter into force upon approval by the Academic Council of Tempulli College.

After entering into force, the Regulation shall be published and communicated to students, academic staff and administrative staff through the official communication channels of the College.

Chairman of Academic Council

Prof.Dr.As.Mevlan Bixhaku

(Signed)