

NATIONAL ACADEMY OF SCIENCES OF UKRAINE

State Institution “M. I. Dolishniy Institute of Regional Research of the
National Academy of Sciences of Ukraine”

APPROVED

Director of the State Institution

“M. I. Dolishniy Institute of Regional
Research of the National Academy of
Sciences of Ukraine”

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REGULATIONS ON THE USE OF ARTIFICIAL INTELLIGENCE AT THE STATE INSTITUTION “M. I. DOLISHNIY INSTITUTE OF REGIONAL RESEARCH OF THE NATIONAL ACADEMY OF SCIENCES OF UKRAINE”

Reviewed and endorsed at a meeting of
the Academic Council of the State
Institution “M. I. Dolishniy Institute of
Regional Research of the National
Academy of Sciences of Ukraine”
Minutes No. 11 dated 30.09 2026

1. GENERAL PROVISIONS

1.1. These Regulations have been developed taking into account the Concept for the Development of Artificial Intelligence in Ukraine, approved by Order of the Cabinet of Ministers of Ukraine No. 1556-r of 2 December 2020; the recommendations on the responsible use of artificial intelligence in higher education institutions, developed by the Ministry of Education and Science of Ukraine and the Ministry of Digital Transformation of Ukraine and published on 29 April 2025; the Law of Ukraine “On Copyright and Related Rights” No. 2811-IX of 1 December 2022; and other applicable Ukrainian legislation. These Regulations establish the basic principles, rules and restrictions governing the use of artificial intelligence (hereinafter referred to as AI) technologies at the State Institution “M. I. Dolishniy Institute of Regional Research of the National Academy of Sciences of Ukraine” (hereinafter referred to as the Institute) in educational, research, research administration, administrative, information-related and other activities.

1.2. These Regulations are intended to ensure the responsible, safe, ethical and effective use of AI technologies in the Institute’s activities, uphold academic integrity, and protect personal data, confidential information and intellectual property.

1.3. These Regulations apply to all participants in the educational process and to the Institute’s academic staff in the performance of their duties.

1.4. These Regulations apply to the use of both generative AI systems and other software tools employing machine learning technologies or technologies for the automated analysis, processing, classification or generation of information.

1.5. The use of AI at the Institute is based on the principle that responsibility for decisions, documents, research results, conclusions and other materials prepared using AI rests with the person who uses or disseminates them.

2. PURPOSE AND OBJECTIVES OF THE REGULATIONS

2.1. The purpose of these Regulations is to establish a methodological framework for introducing and using AI in the Institute’s educational process, research activities and management.

2.2. The objectives of these Regulations are to:

- define permissible uses of AI;
- establish rules for the responsible use of AI systems;
- prevent breaches of academic integrity;
- ensure the protection of personal data and confidential information;
- prevent the dissemination of inaccurate or unverified information;
- define employees’ responsibility for the results of AI use;
- promote the introduction of modern digital technologies into the Institute’s research and administrative activities.

3. KEY TERMS AND DEFINITIONS

3.1. For the purposes of these Regulations, the following terms have the meanings set out below:

artificial intelligence (AI) means technologies and software systems capable of performing tasks that normally require human intelligence, including analysing information, identifying patterns, making predictions, and generating text, images, audio, video or software code;

artificial intelligence system means a software system that uses AI technologies to process information and produce outputs;

generative artificial intelligence means AI technology capable of creating new content, including text, images, audio, video, software code, tables and other materials;

AI user means an employee of the Institute who uses an AI system to perform professional, educational, research or official duties;

AI output means information, text, images, code, analytical material or other content wholly or partly created or processed by an AI system.

4. BASIC PRINCIPLES OF THE ETHICAL USE OF ARTIFICIAL INTELLIGENCE

4.1. The use of AI at the Institute is based on the following principles:

- lawfulness – AI must be used in accordance with Ukrainian legislation and the Institute’s internal regulations;
- human responsibility and oversight – employees are responsible for decisions, conclusions and work outputs prepared using AI, must verify the results of its use, and must retain independent professional judgement in decision-making;
- academic integrity – the use of AI must not lead to plagiarism, fabrication, falsification, the appropriation of others’ results or other breaches of academic integrity;
- accuracy and reliability – AI outputs must be critically assessed and checked for factual accuracy, the validity of conclusions, the correctness of references and consistency with the sources used; the use of AI must not create unjustified risks to the Institute’s activities;
- transparency – the use of AI must be disclosed in the circumstances and manner specified in these Regulations, taking into account the nature and purpose of its use;
- confidentiality and data protection – AI must be used in compliance with requirements for the protection of personal data and restricted-access information; information whose disclosure could harm the Institute, its employees or other persons must not be transferred to AI systems, except where permitted by Ukrainian legislation and the Institute’s internal regulations;
- information security – the use of AI must not pose threats to the Institute’s information resources, information systems or digital infrastructure;
- appropriateness – AI is used as an assistive tool for the Institute’s research, analytical, organisational, administrative and other tasks where its use is justified, without replacing employees’ professional competence, independent judgement or responsibility;
- non-discrimination and fairness – the use of AI must not lead to discrimination, unjustified bias, violations of human rights or distortions of work outputs resulting from biased data or algorithms.

7. USE OF ARTIFICIAL INTELLIGENCE IN RESEARCH

7.1. AI may be used in research as an assistive tool, subject to compliance with the principles of academic integrity.

7.2. AI may be used, in particular, for:

- information searches and preliminary information processing;
- structuring materials;
- language editing;
- translation;
- data analysis and visualisation;
- writing software code;
- developing working hypotheses and research questions;
- preparing supporting materials;
- technical text processing;

- automating routine tasks, such as formatting, preparing bibliographies, research reports and presentations of research results.

7.3. Employees who use AI in research must independently verify the accuracy of the information obtained, scientific claims, references, statistical data and other outputs.

7.4. AI must not be used to invent sources, quotations, statistical data, research findings, experiments or other scientific results and subsequently present them as genuine.

7.5. AI must not be listed as an author of a scientific publication, report, research paper or other document. Authorship and responsibility for the content belong to the relevant individuals.

7.6. Where the use of AI has substantially influenced the preparation of research material, such use must be disclosed in accordance with the requirements of the relevant publication, organisation, grant programme or other institution.

7.7. When using AI to prepare project applications, grant proposals or other materials, employees must comply with the AI-use requirements of the relevant call or programme.

8. USE OF ARTIFICIAL INTELLIGENCE IN EDUCATION

8.1. AI may be used for:

- preparing for classes;
- creating learning materials;
- structuring information;
- individualising learning and providing personalised feedback;
- automated assessment and the creation of test questions;
- developing immersive learning environments;
- supporting students' independent study and their information searches and processing;
- learning foreign languages and working with foreign-language materials;
- generating ideas for essays, presentations and other creative assignments;
- supporting inclusive learning;
- professional development through online courses, mentoring programmes or other educational initiatives.

9. USE OF ARTIFICIAL INTELLIGENCE IN EDITORIAL AND PUBLISHING ACTIVITIES

9.1. AI systems may be used in the Institute's editorial and publishing activities to improve the quality of the preparation, editing, translation, formatting and dissemination of research publications, scientific information materials and other publications, subject to compliance with the principles of academic integrity, professional ethics, information accuracy and the responsible use of AI technologies.

9.2. AI systems may be used as assistive tools for language and stylistic editing, spelling and grammar checks, translation, the preparation of abstracts, keywords and summaries, the structuring of materials, and other technical and editorial tasks.

9.3. Employees involved in editorial and publishing activities must verify the reliability, accuracy and completeness of materials created or processed using AI, including factual data, quotations, source references, bibliographic entries and other information. Unverified or AI-fabricated sources, facts and research findings must not be used.

9.4. The use of AI does not relieve authors, editors or other persons involved in preparing publications of responsibility for the content, accuracy, originality and proper presentation of the materials. An AI system must not be listed as an author of a scientific publication or any other published material.

9.5. Where AI is used to generate content, formulate scientific claims, analyse data or substantially alter the content of material, such use must be disclosed in the manner specified by the editorial policy of the relevant publication or other applicable requirements. The use of tools solely to correct spelling, grammatical or technical errors may not require separate disclosure unless otherwise stipulated by the rules of the relevant publication.

9.6. During manuscript editing, peer review and the preparation of editorial assessments, unpublished manuscripts, peer review reports, authors' personal data or other confidential materials must not be transferred to external AI systems without an appropriate legal basis and the requisite level of information protection. Such systems may be used only in compliance with confidentiality and information security requirements.

9.7. Decisions on the acceptance of materials for publication, rejection, requests for revision, the appointment of reviewers and other editorial matters are made by authorised persons. AI systems may be used only as assistive tools and do not replace the professional judgement or responsibility of editors, reviewers and authors.

9.8. AI must be used in editorial and publishing activities with due regard to the editorial policies of the relevant publications, Ukrainian legislation, these Regulations and the Institute's other internal documents.

10. USE OF AI IN PREPARING OFFICIAL DOCUMENTS

10.1. AI may be used to prepare drafts of orders, letters, briefing notes, information materials, presentations, announcements and other documents.

10.2. A document prepared or edited using AI must be checked by the employee responsible for its preparation before it is used officially.

10.3. The use of AI does not relieve employees of the need to verify:

- the names of institutions and organisations;
- individuals' surnames, given names and positions;
- dates;
- figures;
- references to regulatory instruments;
- document particulars;
- whether the document actually serves its intended purpose.

10.4. The final text of an official document must be approved and signed by the relevant authorised person in accordance with the Institute's established procedure.

11. VERIFICATION OF AI-GENERATED OUTPUTS

11.1. Any information obtained using AI and used in the Institute's official, educational, research, managerial or other professional activities must be verified by the user.

11.2. Particular attention must be given to verifying:

- factual data;
- statistical information;
- references to regulatory instruments;

- quotations;
- bibliographic sources;
- scientific claims;
- calculation results;
- conclusions;
- references to legislation;
- information on the activities of public authorities, institutions and organisations.

11.3. Employees must not treat an AI output as reliable solely because it was produced by an AI system.

11.4. If information is found to be erroneous, incomplete or questionable, employees must check it against reliable primary sources or refrain from using the output concerned.

12. PROTECTION OF PERSONAL DATA AND CONFIDENTIAL INFORMATION

12.1. Employees of the Institute must not transfer the following to external AI systems without an appropriate legal basis:

- personal data of employees, partners, research participants or other individuals;
- passport details or other identification data;
- contact details or other personal information where such transfer is not necessary and lawful;
- passwords, usernames, access keys or other authentication credentials;
- restricted-access official information;
- confidential information;
- unpublished research results;
- materials containing trade secrets or other legally protected secrets;
- information whose transfer could breach the Institute's contractual obligations;
- other data subject to access restrictions.

12.2. Before using an external AI system, employees must assess the service's terms of use, including the rules governing the processing and storage of input data.

12.3. Where AI is needed to work with restricted-access information, only information systems and services authorised by the Institute and providing an appropriate level of protection may be used.

13. PROHIBITED USES OF ARTIFICIAL INTELLIGENCE

13.1. AI must not be used in ways that:

- contravene Ukrainian legislation;
- violate human rights and freedoms;
- pose a threat to the Institute's information security;
- result in the disclosure of confidential information;
- breach personal data protection requirements;
- facilitate plagiarism or the fabrication or falsification of research results;
- involve presenting AI outputs as one's own work without proper processing and verification;
- create false or manipulative information intended to be disseminated as accurate.

13.2. AI must not be used to create or disseminate deliberately misleading information that is presented as accurate and as the Institute's official position.

14. EMPLOYEES' RIGHTS AND OBLIGATIONS

14.1. Employees of the Institute have the right to:

- use authorised AI systems to improve the efficiency of their professional activities;
- use AI for supporting research, analytical, information-related and administrative tasks;
- receive methodological guidance on the responsible use of AI technologies;
- propose the introduction of new AI tools into their work.

14.2. Employees of the Institute must:

- comply with these Regulations;
- verify AI outputs;
- uphold academic integrity;
- ensure the protection of personal data and confidential information;
- refrain from transferring restricted-access information to AI systems;
- comply with copyright and intellectual property legislation;
- refrain from using AI to fabricate or falsify research results;
- take responsibility for materials, decisions and documents prepared using AI.

15. RESPONSIBILITY FOR VIOLATIONS

15.1. A person who uses AI is responsible for the accuracy, quality and lawful use of the output obtained, in accordance with Ukrainian legislation, these Regulations and the Institute's other internal regulations.

15.2. A breach of these Regulations may constitute grounds for action in accordance with Ukrainian legislation and the Institute's internal documents.

15.3. Matters concerning compliance with the principles of ethics, academic integrity, quality and the responsible use of AI systems, as well as conflicts arising from their use, may be considered by the Commission on Quality, Ethics and Conflict Resolution of the Institute's Academic Council, within its remit and in accordance with the established procedure.

15.4. The use of AI does not, in itself, relieve employees of responsibility for the content, accuracy, quality or consequences of using the output concerned.

16. ORGANISATION AND OVERSIGHT OF THE USE OF ARTIFICIAL INTELLIGENCE

16.1. The Institute's Deputy Director for Research is responsible for organising the responsible use of AI at the Institute, within the powers established by legislation and internal documents.

16.2. The Institute may designate a responsible person or structural unit to coordinate matters relating to AI use.

16.3. Where necessary, the Institute may develop additional instructions, recommendations and guidance materials on the use of specific AI systems.

16.4. A list of AI systems authorised or recommended for use by the Institute's employees may be approved by a separate decision of the Institute's management.

17. FINAL PROVISIONS

17.1. These Regulations enter into force on the date of their approval in accordance with the Institute's established procedure.

17.2. These Regulations must be reviewed in the event of changes to Ukrainian legislation, the introduction of new requirements for the use of AI technologies, significant changes in the technological capabilities of AI systems or the emergence of new risks associated with their use.

17.3. Amendments and additions to these Regulations must be approved in accordance with the Institute's established procedure.

17.4. In matters not governed by these Regulations, employees of the Institute must comply with Ukrainian legislation, regulatory documents concerning research, education, academic integrity, personal data protection, copyright and intellectual property, and the Institute's internal documents.

17.5. These Regulations must be published on the Institute's official website in accordance with the procedure specified in its internal documents.