

ADDITIONAL GUIDELINES FOR TEACHING STAFF

Artificial intelligence (AI) tools can support teaching, the preparation of learning materials, formative feedback and preparation for assessment, while also enabling new approaches to teaching and learning. Their use requires deliberate planning by teaching staff to ensure that it supports the achievement of learning outcomes, maintains the reliability of assessment and ensures equal treatment of students.

Based on the learning outcomes and the purpose of assessment, the member of teaching staff determines whether AI may be used in the course or for a specific assignment and, if so, under what conditions. The use of AI does not reduce the responsibility of teaching staff for the quality of teaching, learning materials, feedback or assessment decisions.

Planning teaching and learning

When designing a course, review the learning outcomes, teaching methods and assessment methods, and decide whether and how the use of AI supports the achievement of the learning outcomes. Consider which knowledge and skills students must acquire independently, in which activities AI may support learning, and how students' actual understanding and independent contribution can be assessed.

Conditions for using AI in a course

State in the extended course syllabus/Moodle course guide whether AI may be used in the course and under what conditions. Where necessary, specify separately how AI may be used in assignments, written work and examinations. If the conditions for a particular assignment differ from those set out in the course syllabus, state them clearly in the assignment instructions. Also explain whether and how students must disclose their use of AI.

Inform students whether and how you use AI yourself in teaching, preparing learning materials, providing feedback or supporting assessment.

Unless otherwise specified in the extended course syllabus/Moodle course guide or in the assignment, the University's general principles and rules for the use of AI apply.

Use of AI by teaching staff and responsibility

Use AI as a support tool in teaching and learning, and verify the accuracy, appropriateness and quality of AI-generated content before using it. You remain responsible for learning materials, feedback and assessment decisions even when AI has been used in their preparation.

AI must not be used as an autonomous decision-maker in assessment. The final assessment decision is made by the member of teaching staff based on the published assessment criteria.

Assessment

Design assessment on the basis of the learning outcomes so that it enables you to evaluate students' knowledge, skills, understanding and independent contribution even when AI is used. Do not focus on detecting the use of AI; focus instead on whether students can justify their work, choices and conclusions. Where appropriate, assess the work process in addition to the outcome or combine different assessment methods.

Use assessment methods that help make students' understanding and independent contribution visible, such as documenting the work process, reflection, a brief oral discussion, a practical task or an individual component of group work. AI may also be incorporated into an assessment task by asking students to verify, compare, improve or critically analyse its output. Pay attention to whether students have verified the sources, key claims and results they use. Where justified by the learning outcomes being assessed, technical restrictions or a controlled examination environment (for example, Moodle Safe Exam Browser) may also be used.

Equal access and accessibility

If the use of AI is required for an assignment, ensure that the necessary tool is available to all students or provide an equivalent alternative. Also consider accessibility, technical limitations and paid features.

Data protection and security

When processing students' work and data, use primarily TalTech's centrally managed AI solutions (ChatGPT Edu and Microsoft 365 Copilot). Do not enter personal data, confidential information or restricted-access information into public tools or tools that are not centrally managed by the University without prior approval. When selecting tools and deciding how data may be used, follow the University's rules for the use of artificial intelligence.

Addressing academic integrity concerns

Do not draw conclusions about the use of AI solely on the basis of writing style or the result of an AI detection tool. If concerns arise, assess the content of the work and the process by which it was produced, verify the sources, and give the student an opportunity to explain their work and the choices they made. Handle suspected breaches of academic practice in accordance with the [Academic Policies](#).

Support and further information

If you have questions, contact your school's [Centre for Didactics](#) or the [Centre for Educational Technology](#). The University's guidance on the use of AI, centrally managed tools and additional materials are available at ai.taltech.ee.