The University of Pécs

Faculty of Humanities and Social Sciences

Guidelines on the Use of Artificial Intelligence

I. Preamble

The Faculty of Humanities and Social Sciences of the University of Pécs (hereinafter: Faculty), recognizing the potential and risks inherent in solutions based on artificial intelligence (hereinafter: AI, AI system or AI systems), considers it necessary to establish guidelines that promote conscious, ethical, responsible and lawful use.

The Faculty, by issuing this policy, intends to contribute to the responsible and effective use of AI tools in education, research and administration, ensuring compliance with ethical standards and the preservation of scientific integrity.

II. Scope of the guidelines

1. The Faculty will propose the use of AI in universities in accordance with the university guidelines[1], as well as the relevant European Union, national and university level regulations. The Directive takes into account Regulation (EU) 2024/1689 of the European Parliament and of the Council laying down harmonised rules on AI, Article 114/P of Act CCIV of 2011 on National Higher Education, the European Commission Regulation on AI (EU AI Act, 2024), the Code of Studies and Examinations of the University of Pécs (hereinafter: the Regulation) and the Code of Ethics of the Faculty.
2. The policy applies to all citizens of the Faculty, including persons engaged in teaching activities (lecturers, researchers, teachers, hereinafter collectively referred to as "lecturers"), students and administrative staff, as well as external collaborators and third parties working with the Faculty's institutional resources, in all cases where AI tools are used in teaching, research and administrative tasks.
3. The scope of this policy also covers teaching, research and administrative activities at the Faculty.

III. Use of artifical intelligence in education

Guidelines for educators

1. The Faculty is committed to academic freedom and respects the diversity of teaching and assessment methods in its training programmes and subjects. In all cases, the use of AI systems is determined by the requirements of the course or subject, in accordance with university regulations and ethical standards.
2. The course coordinator (or course instructor) is responsible for determining whether the use of AI systems is partially or fully permitted or prohibited in the fulfilment of course requirements;

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[1] University of Pécs Artificial Intelligence Policy

this must be indicated in the course syllabus in the Neptun system. If permitted, the course syllabus must specify in detail which types of AI systems and which of their functions are permitted during the completion of the course and the preparation of student work.[2]

3. Regardless of their position on the use of AI, the primary task of instructors remains to require students to use various AI tools ethically and responsibly so that these tools can effectively support learning processes and the development of independent problem-solving skills.

4. Instructors are obliged to use AI systems in a transparent, ethical and responsible manner during the teaching process. The AI tools used by teachers cannot replace the transfer of professional content; they can only play a complementary, supporting role. It is the teacher's responsibility to make it clear to students how and for what purposes AI is used in teaching (e.g. curriculum development, illustration, generation of exercises) and to ensure that the content created by AI meets professional and ethical standards.

Guidelines for students

1. Students are allowed to use AI and similar technologies in specific cases[3] . However, in all cases, students should check whether the use of AI systems is permitted in the situation and should take into account any restrictions on use.

2. When using AI systems, students should be aware of the limitations of the technology and adhere to the recommended use, in particular to ensure that:

- **Data security:** students must not upload confidential or encrypted data, including non-public research data, to AI systems. Generative AI systems do not treat uploaded information as confidential by default, and as a result, protected or sensitive data may become accessible to unauthorised persons.

- **Responsibility:** Students are responsible for all content they create or publish, even content created with the help of AI, if they use it in their work.

- **Correct citation and referencing:** as stipulated in other university and faculty regulations – in particular the Regulation and the Code of Ethics – students are required to reference the use of AI systems appropriately. Failure to do so constitutes plagiarism and will be subject to appropriate disciplinary action. If a student uses content generated by AI in their written work, they must reference it as text created by AI, in accordance with Annex 14 of the Regulation.[4]

3. In the case of essays and academic writing (e.g. research reports, theses, portfolios, doctoral dissertations, DLAs), the student must include a statement indicating which AI systems were used in the work, which functions were used, and how and for what purpose. To make this declaration, please complete Appendix 4 to this Directive. The purpose of the declaration is to ensure that academic and professional integrity is maintained in a transparent and verifiable manner, to ensure that the student uses the AI in a conscious and responsible manner and to confirm the verifiability of independent intellectual performance.

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[2] Appendix 2 builds on the content set out in the university guidelines and provides recommendations for the formulation of requirements that can be included in course descriptions.

[3] Appendix 1 contains a suggestion for instructors to recommend the use of artificial intelligence in student work.

[4] Appendix 3 recommends the use of the recommended citation method.

IV. Use of AI in research

1. The emergence of AI systems offers new opportunities for research, but their use also has limitations, such as the question of the acceptability of content created by AI. Researchers must therefore take into account not only personal but also institutional and organisational considerations when using the technology, as they also represent the interests of the university through their institutional affiliation.
2. In all cases, researchers assume sole responsibility for their scientific output. They are critical of the integrity of the scientific content generated through the use of AI systems. They are aware of their limitations, such as biases, hallucinations and inaccuracies. AI systems are neither authors nor co-authors.
3. The use of AI systems should be transparent. In the interests of transparency, researchers should indicate in their publications and scientific papers which AI systems were used in the research, for example in the methodology section (or equivalent), with a responsible assessment of the extent of the contribution.
4. When using AI, researchers should pay attention to issues of privacy, confidentiality and intellectual property rights (do not share sensitive or proprietary information with AI systems). Researchers should bear in mind that the input generated or uploaded (text, data, queries, images, etc.) can be used for other purposes, so they should not upload unpublished work or work containing sensitive information (e.g. documents not published by themselves or others) to AI systems. Researchers should take care not to disclose third party personal data to external AI systems.
5. Researchers should pay particular attention to avoiding plagiarism when using the outputs of AI systems, whether written, visual or other content. Researchers should respect the authorship of others and acknowledge the work used. AI should be used as a support tool and not as a substitute for the researcher's own intellectual contribution to scientific results.
6. It is the responsibility of researchers to continuously study and learn about the development of AI systems in order to maximise their benefits and new uses.
7. The use of AI in research should follow relevant ethical standards, data management principles, disclosure guidelines and collaboration protocols.

V. Use of AI in the administration

1. Various AI systems can be used to streamline administrative processes, such as report writing, generation or scheduling, provided that they comply with institutional data security standards. Outputs generated by AI must be reviewed and validated by staff to ensure accuracy and suitability for purpose.
2. In accordance with data protection and information security regulations, the use of AI is not permitted for automated decision-making that affects students' results, for processing sensitive personal data or uploading other sensitive data, for critical decisions that replace human judgement, or for handling matters containing confidential information.
3. Acquisition or adoption of AI systems for administrative purposes must be approved by the University's IT systems and data protection unit.

VI. Procedure to be followed in the event of inappropriate use of AI

1. Inappropriate use of AI, failure to report its use, violation of course-specific rules, or compromising data security constitutes a violation of academic or professional integrity.
2. Failure to comply with these guidelines will be governed by the Code of Ethics of the Faculty.

VII. Final provisions

1. This Policy shall enter into force on 10 September 2025, with the first application in the academic year 2025/2026.
2. This Policy will be reviewed by the Faculty at regular intervals in the light of the rapid technological development of AI systems and the evolving public perception of AI.

Pécs, 12 September 2025

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Dr. Krisztián Bene
Dean

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Good practices for the use of AI in education and research

- **Data and literature collection**. This is the most effective aid, but it is always necessary to check the authenticity of sources and pay attention to the sensitivity of the data obtained. The quantity and credibility of the data also depends on the language in which the AI system collects the data. There are tools that use AI to simplify literature discovery and to identify networks between authors, publications and topics (Elicit, ResearchRabbit)
- **Text summaries**: can help you decide whether to use a text for a given task. If the text seems worth using, it is important to read it in person and make sure that it highlights the elements that are relevant to the work, does not distort the message of the text and uses the terminology correctly.
- **Translation**. It is suitable for use if the aim is only to gain an understanding of a text in a foreign language. When translating one's own text into a foreign language, the linguistic correctness of the translation should always be checked, particularly with regard to the transposition of metaphorical meanings and terminology. If the task is explicitly translation, the use of the AI system is not recommended, or only for comparison.
- **Stylization**: It can be used to check spelling and linguistic correctness and to give your own text the characteristics of scientific style.
- **Graphic content production**: It can be used to produce illustrations, graphic elements, diagrams and figures.

*SPECIFICATION OF REQUIREMENTS FOR THE APPLICABILITY OF THE AI SYSTEM
IN THE SUBJECT SYLLABUS*
(Sample)

General prohibition on the use of AI systems

Prohibition of the use of AI systems:
The use of AI systems **is not permitted** during the course, including mid-term assessments (e.g. reports, final papers) and end-of-term assessments (e.g. written or oral exams).

This includes, but is not limited to:
- text, image or code completion tools (e.g. ChatGPT, Gemini, Copilot),
- language styling, paraphrasing or content analysis systems (e.g. Grammarly, Quillbot),
- AI-based translators (e.g. DeepL, Google Translate),
- any other system that automatically supports, replaces or distorts student performance.

Violation of this regulation may result in the application of the sanctions described in Annex 14 of the Regulation, and in repeated and more serious cases, the initiation of disciplinary proceedings as described in Annex 8 of the Statutes of the University of Pécs.

By enrolling in the course, students accept the above provisions.

Permission to use AI systems during mid-term inspections, prohibition of use during end-of-term exams

Regulations on the use of AI systems:
Use of AI systems during the completion of this course:
- *Is permitted* during mid-term assessments (e.g. reports, final papers), provided that the appropriate citation rules are followed;
- *Is prohibited* during end-of-term assessments (e.g. written or oral exams).

This includes, but in not limited to:
- text, image or code completion tools (e.g. ChatGPT, Gemini, Copilot),
- language styling, paraphrasing or content analysis systems (e.g. Grammarly, Quillbot),
- AI-based translators (e.g. DeepL, Google Translate),
- any other system that automatically supports, replaces or distorts student performance.

In case of doubt, the student must consult with the instructor in advance.

Violation of this regulation may result in the application of the sanctions described in Annex 14 of the Regulation, and in repeated and more serious cases, the initiation of disciplinary proceedings as described in Annex 8 of the Organizational and Operational Regulations of the University of Pécs.

By enrolling the course, students accept the above provisions.

Authorisation to use only specific AI systems:

<u>Regulations on the use of AI systems:</u>

During the completion of this course, the use of the following AI systems for specific purposes *is permitted*, provided that the appropriate citation rules are followed:

- language styling, paraphrasing or content analysis systems (e.g. Grammarly, Quillbot),
- AI-based translators (e.g. DeepL, Google Translate).

The use of the following AI systems in any form *is prohibited* during the completion of this course:

- text, image or code completion tools (e.g. ChatGPT, Gemini, Copilot),
- any other system that supports, replaces or distorts student performance in an automated manner.

In case of doubt, the student is required to consult with the instructor in advance.

Violation of this regulation may result in the application of the sanctions described in Annex 14 of the Regulation, and in repeated and more serious cases, the initiation of disciplinary proceedings as described in Annex 8 of the Organizational and Operational Regulations of the University of Pécs.

By enrolling in the course, students accept the above provisions.

Authorisation to use AI systems:

During the course, the use of any AI system for any purpose is permitted, provided that the appropriate citation rules and relevant legal and ethical rules are observed.
Students accept the above provisions by enrolling in the course.

CITATION RULES FOR CONTENT PRODUCED USING AI SYSTEMS
(Examples)

In-text citations:

When referring to the AI system in the text, the following must be clearly indicated:
- the manufacturer, name and version or year of release of the tool
- the purpose of use.

e.g.: ChatGPT provided assistance in developing the first draft related to the topic (OpenAI, 2025).

As a footnote:

For shorter, non-recurring use of AI, it is sufficient to refer to it in a footnote by providing the following information:
- name and version of the tool used,
- date of use,
- brief content of the prompt,
- a note regarding authorial adaptation and responsibility.

e.g.: ¹The suggestions in this paragraph are based on the author's own adaptation of the response given by ChatGPT 4.0 on 5 June 2025. The prompt: "Write an introduction to the topic of ... in an academic style."

In the bibliography:

If the content referenced in the paper is significantly based on a response generated by an AI tool, it must also be indicated in the bibliography as follows:

Format:
Organisation/Developer (Year): *Tool name (version) - answer to author's own question, Prompt: [topic or exact text of prompt used] Date accessed: [day, month, year]. Available: [URL].*

e.g.: OpenAI. (2025). ChatGPT (4.0) - answer to author's own question, Prompt: "Write an introduction on the topic of ....." Date Accessed 22 April 2025 Available at:
https://chat.openai.com

DECLARATION OF ORIGINALITY OF WRITTEN WORK
(Samples)

Writing produced using the AI system

DECLARATION
on the originality of the written work and the use of the AI system

I, the undersigned...
(name) ....(student ID number, Neptun code), being
aware of my criminal liability, hereby declare
that...
the contents of my paper entitled are the results of my own independent work, I have used only
the sources cited (literature, tools, etc.) and I have prepared my paper in accordance with the
relevant regulations of the University of Pécs.

I also declare that in the course of preparing the paper, I used the following AI systems for
the following purposes, with precise references to them in the paper, and that I have informed
my supervisor of this:

Name of the AI system	Purpose for which the AI system is used
Example 1: ChatGPT (OpenAI, GPT-4)	*Literature search, for an introductory outline*
Example 2: DeepL Translator	*Preparing a raw translation of foreign literature sources*
Example 3: Grammarly	*Correcting the style and spelling of my own writing*

I further declare that I have informed myself about the capabilities and limitations of the AI
systems used prior to their use; I have used them in accordance with the relevant data
protection, information security, copyright and other legal requirements; I have verified that
the content generated by the AI system used is verifiable, and I am aware that, as the author
of this work, I am responsible for all content contained in my writing.

I acknowledge that compliance with copyright rules *and university rules on the use of AI*
systems may be verified by the University of Pécs through its *AI and* plagiarism detection
system.

Pécs,_____ day _____month _____ year

_____
Student's signature

The student has informed me in advance about the use of the above mentioned AI systems.

_____
Supervisor's signature

DECLARATION OF ORIGINALITY OF THE WRITTEN WORK
(Samples)

For written work produced without the use of an AI system

DECLARATION
on the originality of the work

I, the undersigned..
(name) ....(student ID number, Neptun code), being aware of my criminal liability, hereby declare that...
the contents of my paper entitled are the results of my own independent work, I have used only the referenced sources (literature, tools, etc.) in its preparation, ***I have not used any AI system in its preparation,*** and I have prepared my paper in compliance with the relevant regulations of the University of Pécs.

I acknowledge that compliance with copyright rules ***and university rules on the use of AI systems*** may be verified by the University of Pécs through its ***AI and*** plagiarism detection system.

Pécs, _____ day _____month _____ year

_____
Student's signature