



Guarantor: Rector's Office

Košice, 07.01.2025
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**Rector's Decision No. 1/2025
regulating the principles of the use of artificial intelligence
at Pavol Jozef Šafárik University in Košice**

In accordance with Article 2(10) of the Statute of Pavol Jozef Šafárik University in Košice and in connection with the provisions of Section 15(1)(n) of Act No. 131/2002 on Higher Education Institutions and Amendments to Certain Acts, as amended, and Article 4(3) of the Organizational Rules of UPJŠ in Košice

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the following decision regulating the use of artificial intelligence (AI) tools at Pavol Jozef Šafárik University in Košice (hereinafter referred to as "UPJŠ").

**Article 1
Recitals**

1. UPJŠ reflects upon the growing impact of AI on the academic and research environment, while being aware of the importance of ethical, responsible and transparent use of these technologies. For that reason, this decision sets out the rules and principles for the use of AI by UPJŠ students and employees in educational, research and administrative activities.
2. This decision, in line with trends in the European Education Area, is based on the principles of academic integrity, personal data protection, security and respect for the rights of all members of the academic community and other staff.
3. The aim of this decision is to promote the responsible, ethical, efficient, safe and transparent use of AI, which aids innovation and the development of educational, research, management and administrative processes at UPJŠ, without compromising their quality and ethical principles.
4. This decision sets out the duties and responsibilities of UPJŠ students and staff in relation to the use of AI to support the building of transparency, trust, fairness and sustainable development in the academic environment.

**Article 2
Definition of Artificial Intelligence (AI)**

1. In the context of this decision, AI represents technologies, software, and tools that simulate human cognitive abilities, such as learning, decision-making, text and multimedia creation, data analysis, and other automated processes.
2. AI is understood in particular as:
 - a) machine learning algorithms,
 - b) deep learning,
 - c) natural language processing;
 - d) computer vision,
 - e) decision-making and expert systems;
 - f) generative models, which are mainly used for:
 - fa) searching for and summarizing information;
 - fb) prediction and analysis of structured and unstructured data,
 - fc) automated creation and generation of program code,
 - fd) creation of texts, images and other multimedia content.

Article 3 Ethical Principles for Using AI

1. The use of AI at UPJŠ must always be in accordance with generally binding regulations, with the ethical principles of the academic community and must respect the academic integrity, personal rights and privacy of all persons involved in the educational, research, management and support processes.
2. UPJŠ students and employees are required to use AI in such a way that transparency, trust and fairness in the educational, research and administrative process are not undermined.
3. When using AI, it is necessary to follow the rules set out in the applicable legal norms and internal regulations of UPJŠ, and also the principles of academic rights and freedoms, ethical and moral principles. Violating these rules when working with AI can be considered academic fraud.
4. AI must not be used to create unethical or fraudulent content, or to circumvent academic obligations. Any use of AI that compromises the integrity of academic work will be considered a serious violation of academic principles.
5. AI shall not be used for profiling persons, monitoring communications, or other activities that may result in an unjustified invasion of a person's privacy or may put a particular group at a disadvantage. This rule does not apply to activities aimed at preventing and detecting academic fraud.

Article 4 AI Education

1. UPJŠ will systematically integrate education in the use of AI into its educational activities for UPJŠ students and employees, thereby ensuring access to up-to-date knowledge in this field and supporting the development of competencies in the field of AI.
2. In accordance with the Digital Transformation of Education Strategy at UPJŠ, UPJŠ will update programmes and their components so that students are prepared to effectively use AI tools within their field, but also as part of general competencies, and at the same time gain knowledge not only about the opportunities, but also about the potential threats and ethical boundaries of using AI.
3. UPJŠ will incorporate AI into the concept of lifelong learning of university teachers, researchers, managers and other employees with an emphasis on the effective and ethical use of AI in educational, scientific research, management and support activities.

4. UPJŠ will also participate in other forms of education and popularization of AI (for example, within UPJŠ University of the Third Age, specialized and certification courses, etc.).
5. UPJŠ will provide employees with access to professional tools for detecting plagiarism and unethical use of AI by students, employees or third parties (e.g. authors of papers to journals and proceedings).

Article 5 Student AI Use Policy

1. Students can use AI to support their studies, search and summarize information, create written papers and projects, create theses and similar theses, research and analysis, and present data. AI can be used to promote creativity, analysis, and efficiency, but in general, it must not replace a student's original work.
2. The extent of the permitted use of AI can be determined by the teacher or supervisor of the final thesis, usually at the beginning of the class or when a specific task is assigned.
3. AI can be used to generate suggestions, summaries, or to analyse sources and data, however, the student must be able to defend and explain every part of their work that has been created or supported by AI.
4. The final version of the written work must be the result of the student's original work. AI can only be used as a tool to facilitate or support the creative process, not to replace a substantial part of it.
5. Any use of AI in preparing all types of assignments must be properly cited in accordance with generally binding regulations, internal regulations of the university or in accordance with the requirements of the teacher.
6. Students must be able to demonstrate their own creative work in doing the assignment following the requirements of the teacher. AI must not be used to generate text entirely, create solutions to tasks without further preparation and assessment by the student, or formulate conclusions and assertions that are intended to be the result of the student's independent activity.
7. The use of AI in the assessment process (in exams, tests, or other assessment activities) is strictly prohibited unless explicitly authorized by a university teacher.
8. If a university teacher allows the use of AI in the assessment process, the criteria for allowing the use of AI must be clearly defined, with students following all guidelines.
9. The possibility of using AI in the assessment process must be designed to ensure equal access for all students without discrimination based on age, gender, ethnicity, or other personal characteristics.
10. Any use of AI in the evaluation process without the permission of a university teacher is considered academic fraud and can lead to disciplinary action.

Article 6 Principles of the Use of AI by University Teachers

1. Higher education teachers can use AI to support and improve the quality of pedagogical activity, for example in the educational process, to automate testing, personalize educational materials or analyse the results of student education.
2. Higher education teachers must use AI to support the development of students' knowledge, abilities, critical thinking, and competencies. University teachers are responsible for striking a balance between using AI and taking an active approach to the learning process.
3. Students must be guided by university teachers to be able to distinguish between AI support and their own creative work. At the same time, university teachers must promote the ethical use of AI in education.

4. The quality of all AI-generated outputs that are intended for the learning process or assessment is the responsibility of the university teacher.
5. Higher education teachers must not use AI as a substitute for their pedagogical activities. AI can be used in the evaluation process, but the final decision on evaluation (classification) must be based on transparent and objectivised rules.
6. The use of AI to process and analyse student data must be carried out in accordance with the principles of personal data protection and privacy. University teachers are obliged to use student data responsibly and exclusively for pedagogical purposes.
7. Higher education teachers have a responsibility to inform students about the rules for using AI in the educational process. This includes explaining when and how AI can be used, and what the limitations of its use are.
8. When using AI to support students' learning activities, higher education teachers must ensure that students have equal access to appropriate technologies.
9. Higher education teachers can also use AI to support and improve the quality of their scientific, research, creative and administrative activities, while respecting the rules and recommendations about the use of AI in these areas.

Article 7

Principles for the Use of AI by Researchers

1. Researchers can use AI to support and improve the quality of research.
2. The researcher is responsible for the quality and correctness of all AI-assisted outputs that are part of research projects.
3. Researchers are required to familiarize themselves in detail with the AI tools they want to use in their creative work, especially with an emphasis on eliminating the occurrence of incorrect results. When working with sensitive and personal data, researchers must adhere to the principles of intellectual property, personal data and privacy protection in accordance with applicable legal standards and internal regulations of UPJŠ to prevent unauthorized access to data.
4. Researchers must report how AI has been used in research, including a description of the algorithms and approaches used, so that other researchers can reproduce the research and independently verify the results.
5. Researchers must ensure transparency and maintain academic integrity, and must not use AI to manipulate results or as a substitute for original academic outputs, which could undermine the credibility of their research. Their duty is to prevent unethical influence on results.

Article 8

Policies for the Use of AI by Other Employees

1. Other staff (administrative and technical staff, support staff, service staff, etc.) can use AI to support the efficiency and quality of administrative processes, such as automating routine tasks, searching for information, processing data files, or optimizing tasks. The accuracy and correctness of all outputs created using AI is the responsibility of the other employee.
2. Other employees are not allowed to use AI to monitor or evaluate employees and students. AI tools can only be used to track processes in order to improve their work performance and organization, not to invade privacy or to evaluate the personal qualities of individuals.
3. When using AI to process data and automate processes, other employees must ensure that the outputs are interpretable.
4. Other employees must be transparent about the use of AI in administrative processes to avoid discriminatory practices or unintentional biases against individuals or groups.

5. AI can support the decision-making of other employees, but the final decisions must be based on professional judgment and critical evaluation of the other employee, who bears full responsibility for the decision.

Article 9 Privacy & Security

1. All AI tools used at UPJŠ must comply with applicable data protection regulations.
2. UPJŠ regularly assesses the security risks associated with the use of AI and takes measures to minimize them.
3. If selected AI tools pose a potential risk to the security of data or personal information, UPJŠ reserves the right to limit or prohibit their use.

Article 10 Prevention of Plagiarism and Fraud

1. UPJŠ ensures systematic control of compliance with the rules for the use of AI by UPJŠ students and employees by implementing tools for detecting plagiarism and unethical use of AI in the written work of students, employees and third parties.
2. UPJŠ students and employees are obliged to submit to inspections to detect violations of the rules for the use of AI, especially in connection with academic integrity and personal data protection, and if prompted, to be able to demonstrate the correct use of AI in accordance with the currently valid internal regulations.
3. Any violation of the rules regarding the use of AI will be considered a serious academic offense and will result in disciplinary action.
4. UPJŠ students and employees are entitled to report suspected violations of the rules regarding the use of AI to the UPJŠ Ethics Committee. UPJŠ will ensure the confidential processing of such reports and the protection of the whistleblower.

Article 11 Final Provisions

This decision enters into force and effect on the day of its signature by the Rector of UPJŠ in Košice. It will be regularly reviewed in the light of technological developments and changes in legal and ethical standards.

Prof. Daniel Pella, MD, PhD.
Rector of UPJŠ