

## **ELTE Faculty of Informatics**

### **The Use of Artificial Intelligence in Education, Research, and Administration**

**Dean's Directive No. 1/2026 (March 26) regarding Rector's Directive No. 4/2025 (October 28) on the use of artificial intelligence for educational purposes**

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This document sets out the artificial intelligence policy of the Faculty of Informatics at Eötvös Loránd University (ELTE), establishing regulations at the faculty, institute, and department levels. Its purpose is to clearly define the supported (expected), permitted, and prohibited uses of artificial intelligence at ELTE IK, along with the associated expectations and ethical guidelines.

The document provides supplementary rules to Regulation (EU) 2024/1689 of the European Parliament and of the Council on laying down harmonised rules on artificial intelligence, as well as Rector's Instruction 4/2025 (X. 28.) on the use of artificial intelligence in education at Eötvös Loránd University.

[[https://www.elte.hu/dstore/document/14579/4-2025\\_%28X.28.%29\\_rektori\\_utas%C3%ADt%C3%A1s\\_MI\\_ai.pdf](https://www.elte.hu/dstore/document/14579/4-2025_%28X.28.%29_rektori_utas%C3%ADt%C3%A1s_MI_ai.pdf)]

## Terms:

**Artificial Intelligence (AI):** Artificial intelligence refers to a class of computer systems capable of partially or fully automating tasks that require human interpretation, decision-making, or problem-solving, including, in particular, text generation and summarization, translation, the analysis of visual and audio-based information, personalized support for learning processes, as well as applications capable of generating new content that fall within the scope of generative artificial intelligence.

**AI system / AI tool:** An AI system or AI tool is an information technology system that generates conclusions, recommendations, decisions, or new content from data or user instructions, thereby supporting or automating human task performance.

**Generative AI (GAI):** Generative artificial intelligence is a group of AI systems that generates new, previously non-existent content—particularly in the form of text, images, audio, video, or program code—based on instructions received as user input and patterns learned from large datasets.

**Large Language Model (LLM):** A type of generative AI that learns from massive collections of text, with the goal of generating text that mimics human language, answering questions, and following natural-language instructions.

**Machine Learning (ML):** A subfield of AI in which models are trained on data to recognize patterns and make predictions or decisions without having all the rules predefined.

**Narrow or Embedded AI:** AI technology integrated into specific tools or functions that performs a well-defined task (e.g., spell checkers, spam filters).

**General-purpose AI system:** An AI tool applicable to a wide variety of tasks and fields (e.g., LLM-based, open-ended chatbots).

**Training data:** The texts, images, code, or other data used to train, develop, and fine-tune an AI model, which significantly influence its operation, strengths, and biases.

**Prompt:** The input or instruction that a user provides to an AI system (often in natural language), which determines the system’s response or generated output.

**AI output / Generated content:** Any text, image, code, or other data/program created by an AI system during its operation, often based on a prompt.

**Hallucination (in AI):** An incorrect or unfounded response produced by an AI system, often presented as fact.

**AI-assisted work (in education):** Academic work in which AI tools were used in any part of the process (brainstorming, drafting, editing, coding, etc.), while the human author remains responsible for the final result and its integrity.

## 1. Purpose and Scope of the Dean’s Instructions

The purpose of these guidelines is to provide clear guidance to students, faculty, researchers, and administrative staff at the Faculty of Information Technology on the responsible, ethical, and transparent use of artificial intelligence (AI)—including generative AI and other AI tools—in teaching, learning, assessment, research, and administrative work.

These guidelines apply to all courses, degree programs (bachelor’s, master’s, and doctoral), research projects, and administrative processes within the Faculty. The scope of the policy extends to all AI tools and systems used in teaching, learning, research, or administration at the Faculty, including: general-purpose AI and generative AI services (e.g., LLM-based chatbots, image and code generators), embedded AI features in standard software (e.g., spell checkers, AI-based search, recommendation systems), institutionally procured or locally run AI systems, as well as models trained by students.

## 2. Guidelines for Instructors, Students, and Staff

**Human Oversight and Responsibility:** AI is solely a tool; ultimate responsibility for the content, its accuracy, and ethical and legal compliance rests in all cases with the human user (student, instructor, researcher, staff member).

**Educational purpose:** The use of AI should serve to support and enrich teaching and learning, not to replace the learning process. Where appropriate, the use of AI should be accompanied by guidance, training, and information about its benefits, limitations, and risks.

**Academic Integrity:** AI-generated content may only be used in student submissions (text, code, images, data, etc.) if the instructor explicitly grants permission. The submitted work must reflect the student’s own thinking, writing, coding, and analysis.

**Transparency:** In assignments that form part of the coursework and are evaluated during the course of study, the use of AI tools must be referenced in the manner specified in the regulations (which tool, when, for what purpose, and in which part of the work it was used).

**Ethics, data protection, and privacy:** The use of AI must comply with data protection laws (e.g., GDPR), the protection of institutional confidential data, and copyright and intellectual

property regulations. Sensitive, personal, or unpublished data may only be entered into external AI tools with explicit permission.

**Regular Review:** This policy must be reviewed regularly to align with advancements in AI, changes in educational practices, and shifts in the regulatory environment.

**Non-discrimination:** The use of AI must not create or reinforce unfair bias or discrimination against individuals or groups. The Faculty aims to actively reduce, rather than exacerbate, discriminatory effects.

### 3. Use of AI in courses and theses

The instructor is required to **publish the rules governing the use of AI on the course description page and to review them each semester.**

The following must be specified therein.

1. The conditions for AI use when fulfilling specific academic requirements for the course (quizzes, assignments, homework, etc.): **prohibited, conditionally permitted, allowed, or required.**
2. When assigning individual tasks during the course, if relevant, the specific AI usage rules established by the instructor
3. Student **declaration and documentation requirements** related to the course's AI usage rules.
4. Links to the applicable university and **faculty regulations, as well as the AI usage declaration.**
5. The method of AI use in the evaluation of student performance (if relevant).
6. Penalties that may be imposed in the absence of a student declaration and documentation, or in the event of their misuse (based on Section 7 of this directive and Annex 1).

**In all student work (theses, assignments, homework), it is mandatory to indicate the use of AI** at the point of use (e.g., footnote, code comment).

**For BSc and MSc theses**, the thesis advisor continuously consults with the student regarding AI use and monitors its use during each phase of the thesis writing process in accordance with thesis requirements. Preparing a student AI usage declaration is **mandatory** (as part of the methodology chapter or developer documentation) and must include an overview summary of AI usage for the entire work.

**For course assignments**, the instructor may require the submission of a statement on AI usage.

The document templates constitute Appendices 1, 2, and 3 of these regulations.

The instructor is required to continuously develop the course requirements, the expected learning process, and the assessment methods in accordance with faculty recommendations and in adaptation to the extremely rapid pace of development of AI technology. The instructor strives to integrate AI tools into teaching in a manner relevant to the specific field, so that the added value of their conscious, ethical, and creative use is reflected in student work, supports the development of the expected competencies, and at the same time does not under any circumstances replace the learning process.

## 4. Use of AI in RDI (Research, Development, and Innovation) Activities

The use of AI can significantly enhance the efficiency of RDI (Research, Development, and Innovation) activities; however: i) it cannot replace scientific reasoning, (ii) data, conclusions, or text generated by AI require very critical evaluation, and (iii) ethical and legal issues may arise from the use of AI. Therefore, in RDI activities, AI may only be used in a fully transparent manner.

The researcher bears full responsibility for the accuracy, ethical compliance, and scientific validity of the content.

AI use in research—for literature review, hypothesis generation, data analysis, code generation, text or literature editing, or formatting—is generally permitted, with the following obligations:

- AI-generated content must be critically assessed for accuracy and reliability, and full responsibility must be taken for all results, interpretations, and conclusions. It must be considered that AI models reflect biases in the training data, their outputs are non-deterministic, and AI may reproduce expressions from the training data; therefore, expert/researcher review is essential.
- AI usage must be clearly documented in accordance with the requirements of publishers, clients, funding bodies, or corporate data protection regulations.
- No data that could serve as input or training data for AI systems—especially unpublished results (“raw data”), personal data (of students, researchers, partners, or any other individuals), or industrial research results—should be uploaded or provided to external, public AI platforms. When handling research data or uploading it to AI systems, care must be taken to ensure compliance with GDPR, institutional, industrial, funding, or field-specific data management regulations.

## 5. Use of AI in Teaching and Course Development MI

- The faculty supports the use of AI tools in the preparation of educational materials, assignments, or learning aids; however, instructors must transparently indicate where and to what extent AI was used (e.g., in slides, code examples, or supporting materials).
- Where possible, instructors should aim to incorporate course elements that foster the conscious and effective use of AI tools and develop critical thinking related to AI.
- If AI is used in assessment or grading, students must be informed. Instructors may not upload students' intellectual work to public platforms. All AI-assisted evaluations must be reviewed by the instructor, who bears full responsibility for the assessment.

## 6. Use of AI in Institutional Operations

AI tools may be used for administrative purposes (scheduling, reporting, data analysis, documentation) provided that institutional data protection and data security regulations are followed. All AI-generated content must be critically reviewed, and the author assumes responsibility for the content.

## 7. Cosequences of Violations

- Violations of this policy are handled according to the institution's general disciplinary and ethical regulations.
- The instructor and/or the responsible committee or body (Research Ethics Committee, Student Disciplinary Board) investigates the case; if necessary, the submitted work may be rejected or deemed unassessable, and further sanctions may be imposed based on the committee's recommendation.
- Undocumented or inaccurately documented AI use, or submitting an AI Declaration containing false information, is treated the same as plagiarism, and the relevant provisions of the Academic and Examination Regulations (Sections 74 A–E, Academic Integrity of Student Work) apply.
- Uploading research data subject to publication restrictions to AI systems, in violation of data management and confidentiality agreements, may entail legal liability. Uploading personal data without explicit consent constitutes a breach of the general GDPR rules and may result in legal or ethical accountability.

## 8. Review

- The policy must be reviewed at least annually in light of technological, legal, and pedagogical developments.
- The review is carried out by an appointed committee, which includes representatives from departments/institutes, student delegates, and data protection/ethics experts.

## 9. Communication and awareness

- The policy must be published on the Faculty's website and communicated to incoming students, instructors, and staff.
- The rules detailed in Section 3 must be included in the syllabus of every course and shared with all students completing theses.
- Regular briefings, trainings, or workshops must be held for students and instructors on the ethical, legal, data protection, and learning-related aspects of AI.

# Annex 1, Syllabus template

*Sample Suggestion for Filling in the Syllabus Section: “Assessment and Grading System”*

The use of generative AI tools during assessments or exams is strictly prohibited.

The use of generative AI for fulfilling course requirements is conditionally allowed only for assignments and homework.

For each assignment, the instructor specifies the AI usage rules individually.

For assignments where AI use is permitted:

1. The use of AI must be documented at the point of use (including the name of the AI tool) in a footnote or comment.
2. The AI usage log (entire interaction) must be saved on the platform of the AI tool and shown to the instructor upon request.
3. Generative AI tools (e.g., text, code, or image generators) may only be used as supporting tools, for example, for brainstorming, drafting, or reviewing literature, provided their use aligns with the learning objectives of the assignment. Using generative AI to write the substantive content of the assignment is prohibited.

Participation in the course requires knowledge of and compliance with the Faculty and University regulations regarding AI use: <https://www.inf.elte.hu/en/ai-usage-policy>

Instructors for this course do not use AI tools when evaluating student performance. If a student fails to meet their documentation requirements or submits documentation containing false information, the instructor will refuse to evaluate the work and may initiate disciplinary proceedings against the student.

## ANNEX 2. STUDENT INFORMATION TEMPLATE BY COURSE OR ASSIGNMENT TYPE

### **AI Usage Policy – Strictly Prohibited**

In this course/assignment, all submitted work—including code, documentation, assignments, and any tasks to be graded—must be the student’s own work. The use of generative AI tools (such as language models, code-generating AI systems, text or image generators) to complete any part of the assignment is prohibited. Submitting work created with AI constitutes a violation of the university/faculty integrity policy and will result in the denial of a grade or other disciplinary consequences.

### **AI Usage Policy – Conditional Use Permitted**

The use of generative AI tools (e.g., text, code, or image generators) is permitted in practical (lab, project) courses/assignments as an aid—for example, for brainstorming, prototyping, drafting, or during the research phase—provided it aligns with the learning objectives of the assignment. The use of generative AI tools to write the substantive content of the assignment is prohibited.

### **AI Usage Policy – Permitted**

During seminars, theses, or research-oriented courses, generative AI tools can provide useful assistance for brainstorming, literature review, drafting, code/diagram generation, or testing alternative approaches. In this course, we welcome—and indeed encourage for certain assignments—the use of AI tools.

### **AI Use Rule – Expected**

The use of generative AI tools is expected in practical (lab, project) assignments, for example, to develop and analyze solution strategies, process literature, and summarize findings. Students must independently and critically evaluate the results based on the knowledge they have acquired. The proper, intended, and independent use of AI tools is part of the assessment of the assignment.

# ANNEX 3. STUDENT DECLARATION

## DECLARATION ON THE USE OF ARTIFICIAL INTELLIGENCE TOOLS

TO BE ATTACHED TO SUBMISSIONS IN ACCORDANCE WITH THE AI USAGE RULES SET BY THE INSTRUCTOR,  
AND MANDATORILY FOR THESIS SUBMISSIONS

### **Student information:**

Name:

Neptun code:

Program:

### **Submitted Work Information:**

Title:

Type (*e.g., seminar paper, thesis, etc.*):

Instructor/ Supervisor:

Course Code and Name (if applicable):

### **Please select one option below:**

I declare that:

I did not use any artificial intelligence tools in preparing the submitted work

I used artificial intelligence tools in preparing the submitted work as detailed below

What purpose? ( <i>e.g., drafting, literature review, AI development</i> )	Method of use? ( <i>e.g., validating AI output, adapting to assignment, revisions, evidence of critical and creative use</i> )	AI tool used? ( <i>pl. ChatGPT 3.0, Copilot, Grok</i> )	Which part of the work? ( <i>e.g., Table of Contents page 3, implementation</i> )

*Additional rows may be added to the table.*

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I declare and certify with my signature that:

- I take full responsibility for the content of the submitted work.
- I am familiar with the concept of plagiarism, the provisions on [Academic Integrity of Student Work](#) (Sections 74/A–E of the Academic and Examination Regulations, HKR), and Dean’s Instruction 1/2026 (III. 26.) [on the Use of Artificial Intelligence in Education, Research, and Administration](#).
- I have only used the AI tools listed in the table above for my work.
- I have not copied AI-generated text or code without verification and proper citation.
- I will retain the AI usage log (complete interaction) on the platform of the AI tool until the evaluation of the submitted assignment is completed, and present it to the instructor/supervisor upon request.

I acknowledge that:

- Directly copying AI-generated content and presenting it as my own work, failing to document AI usage in accordance with supported use rules, or providing a false declaration is considered equivalent to plagiarism.
- The text of my submission may be checked with plagiarism detection software after submission.
- In case of suspected plagiarism, the supervisor may verify orally or in writing that the results reflect my own knowledge.
- In case of plagiarism, my thesis/diploma work cannot be evaluated.
- Disciplinary proceedings may be initiated against me in the event of plagiarism.

Budapest, 20.....

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Signature of Student