



JNU GAMF Faculty of Engineering and Computer Science

DEAN'S ORDER

GUIDELINES FOR THE USE OF ARTIFICIAL INTELLIGENCE

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Guidelines for the Use of Artificial Intelligence

1. Introduction: Motivation and Definitions

1.1. Motivation

Artificial intelligence (AI), especially generative AI (GAI), is rapidly developing and providing new opportunities for improving education, research, and administrative processes. The emergence of this technology raises challenges related to academic integrity, data security, and ethical use. The purpose of this document is to establish guidelines that provide a structured framework for the responsible use of GAI at the GAMF Faculty of Engineering and Computer Science of John von Neumann University (hereinafter referred to as the Faculty).

1.2. Definitions

Artificial Intelligence (AI): a system capable of performing tasks that typically require human intelligence, i.e., it can learn, solve problems, or make decisions in a manner like human intelligence.

- *Generative Artificial Intelligence (GAI)*: a special branch of AI that can create new, original content based on existing data patterns, such as generating text, images, sound, or video content (e.g., ChatGPT, Claude, Grammarly, DALL-E, etc.).

- *Non-generative (traditional) AI*: makes predictions, categorizations, or decisions based on existing data (e.g., spam filters, recommender systems, predictive analytics, grammar checking).

- *Large Language Models (LLM)*: GAI systems trained on text data capable of generating content (text, image, sound, etc.) similar to that created by humans.

- *Sensitive contexts*: documents or situations containing personal data, grades, or critical university decisions.

2. Scope of Application

These guidelines apply to all employees and students of the Faculty whenever they use artificial intelligence tools in education, research, and administrative tasks.

3. General Guidelines for the Use of Artificial Intelligence

3.1. The Faculty encourages the exploration and responsible application of AI tools, particularly those that use GAI. However, users must carefully consider critical aspects such as information security, data protection, legal compliance, copyright issues, and maintaining academic integrity.

3.2. Users of GAI tools must be aware of the limitations of this technology, especially that LLMs may reflect biases present in their training data, reproduce copyrighted material as their own and provide incorrect or “hallucinated” information. Results provided by AI tools must be critically evaluated and verified before further use.

3.3. Faculty staff and students should use AI tools in line with the following principles.

3.3.1. *Transparency and Accountability*: each user is responsible for documents created by them using AI tools, including the accuracy of the information and copyright issues. Any use of GAI must be clearly indicated and properly referenced. In group work, this responsibility applies jointly to all authors or users.



- 3.3.2. *Data Security*: confidential or sensitive information must not be uploaded into AI tools, unless explicitly permitted by the University's information security policies. Data or content provided by third parties (databases, case studies, etc.) must not be entered into AI tools unless explicitly allowed by contract with those parties.
- 3.3.3. *Ethical Use*: AI tools may not be used in ways that compromise professional and academic integrity, e.g., creating unverified content for evaluation or research purposes.

4. Guidelines for Students on the Use of Artificial Intelligence

- 4.1. The Faculty allows the use of GAI and similar technologies in certain situations. However, students must make sure that the use of AI tools is permitted in the given case and must take into account any restrictions.
- 4.2. When using GAI tools, students must be aware of the technology's limitations and follow best practices, especially ensuring the following.
- 4.2.1. *Data Security*: students must not upload confidential or encrypted data, including non-public research data, into GAI tools. Information shared with GAI tools under default settings is not confidential and may disclose protected or sensitive information to unauthorized parties.
- 4.2.2. *Responsibility*: students are responsible for all the content they submit or publish (essays, software, designs, homework, etc.), even if it contains AI-generated elements. AI-generated content may be inaccurate, misleading, fabricated, or include copyrighted material. Students must carefully review all AI-generated content, considering that they are ultimately responsible for the accuracy of their submitted work.
- 4.2.3. *Proper Citation and Referencing*: when permitted, students must appropriately reference the use of AI tools. Failure to do so violates the Study and Examination Regulations and will be treated the same as plagiarism. Submitting AI outputs without editing and citing in a thesis, assignment, or equivalent work constitutes academic misconduct.
- 4.3. The head of the study program, the head of the department responsible for the study program, and specialization leaders may establish additional rules for the respective program or specialization concerned.

5. Guidelines for Instructors on the Use of Artificial Intelligence

- 5.1. Regarding the use of GAI tools, the course instructor must specify one of the following three options in the course description:
- 5.1.1. Use of GAI tools is not permitted for solving assignments. This means GAI tools cannot be used to complete formative or summative assessments, and using GAI constitutes academic misconduct. The use of AI tools for spelling and grammar checking does not fall under this prohibition.
- 5.1.2. Use of GAI tools is permitted in a limited manner (e.g., for literature search support or specific tools). In this case, the course instructor is responsible for defining where and how GAI tools may be used in assignments. The course description must specify in detail how GAI tools may be used during the course.
- 5.1.3. Use of GAI tools is fully permitted, provided their use is properly cited and does not compromise achieving the learning outcomes defined in the course description.



- 5.2. Regardless of the chosen option, the main task of the Faculty's programs, courses, and instructors remains to teach students the ethical and responsible use of GAI tools, so that they can effectively support learning processes and independent problem-solving skills.

6. The Use of Artificial Intelligence in Research

- 6.1. *Critical Evaluation*: researchers must critically evaluate AI-generated content in terms of accuracy, reliability, and ethical compliance.
- 6.2. *Referencing*: the use of GAI tools in research outputs must be transparently declared and properly referenced, including a description of the tool's use in methodology or appendices.
- 6.3. *Data Integrity*: non-public research data may only be entered into GAI systems if explicitly approved by the data owner.
- 6.4. *Originality*: GAI should be used as a supporting tool and may not replace the researcher's intellectual contribution.
- 6.5. The use of AI in research must comply with relevant ethical requirements, data management principles, publication guidelines, and collaboration protocols.

7. Citation Templates

In text: The ... was produced with the help of ChatGPT [1].

Bibliography:

[1] OpenAI, "ChatGPT", <https://chatgpt.com/> Accessed: 2025-09-05.

In text: This code was created using GitHub Copilot [2].

Bibliography:

[2] GitHub Copilot, OpenAI Codex AI-powered code generation tool, GitHub, Inc., <https://github.com/features/copilot>. Accessed: 2025-09-05.

In text: The literature summary was partly generated by Claude [3].

Bibliography:

[3] Anthropic, "Claude", <https://www.anthropic.com/> Accessed: 2025-09-05.

8. Procedures in Case of Improper Use of Artificial Intelligence

- 8.1. Improper use of AI, such as failure to declare its use, violation of course-specific rules, or endangering data security, constitutes a breach of academic or professional integrity.
- 8.2. In case of non-compliance, institutional ethical or disciplinary procedures shall apply.



9. Final Provisions

The guidelines contained in this document are subject to regular review to reflect rapid technological changes and evolving academic standards. Faculty members, researchers, students, and administrative staff are responsible for staying informed of updates.

10. Temporal validity

This order is valid from 16 September 2025 until revoked.

Dated: Kecskemét, 15 September 2025

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Dr. Lóránt Kovács
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