



A HAZA SZOLGÁLATÁBAN

INSTRUCTION

**No. 22/2024
OF THE RECTOR
OF THE LUDOVIKA UNIVERSITY OF PUBLIC SERVICE
on the use of artificial intelligence**

Pursuant to Section 13 (1) of Act CCIV of 2011 on National Higher Education, and Section 28 (3) of Volume I, Organizational and Operational Order of the Organisational and Operational Regulations of the Ludovika University of Public Service (hereinafter: the University) – with due regard to Government Decision No. 1573/2020 (IX. 9.) on Hungary’s Artificial Intelligence Strategy and certain measures necessary for its implementation – I hereby issue the following instruction:

CHAPTER I

GENERAL PROVISIONS

Purpose of the Instruction

Section 1

(1) The primary purpose of this instruction is to define the rules for the efficient, ethical, secure, and transparent use of artificial intelligence applications and artificial intelligence systems (hereinafter referred to as artificial intelligence – AI) at the University.

(2) While ensuring compliance with and enforcement of the applicable and relevant legislation, public-law regulatory instruments, and internal regulations, and recognising potential benefits as well as taking into account possible challenges – in line with the promotion of digitalization and efforts to introduce innovative technologies, creative procedures, and methods – this instruction supports the forward-looking, efficiency-enhancing, and ethical integration of AI into learning, teaching, research and functional processes.

(3) In view of the increasingly widespread use of AI in the social, economic, and academic spheres, as well as in public administration, law enforcement, defence, and water management sectors – taking into account expectations and demands



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arising from real-world processes and the labour market – this instruction supports the proactive application of AI in university education, training, and further education in order to develop institutional capabilities and enhance individual competencies and skills.

Scope of the Instruction

Section 2

(1) The personal scope of this instruction extends to all members of the university community, including in particular the employees of the University, including especially seconded and posted personnel, students, doctoral candidates, participants in other forms of education, as well as persons who have a contractual relationship with the University for educational, research, training, entrepreneurial purposes, or for the creation of intellectual works.

(2) The material scope of this instruction extends to the University's data assets, personal data, public data, intellectual works and databases created on the basis of the legal relationships referred to in paragraph (1), services used (in particular translation, proofreading, research), academic competitions, as well as activities carried out by students and other participants in education within the framework of their university studies to fulfil curriculum requirements, and the outcomes of the teaching activities of instructors and of the activities performed by employees in functional positions in that capacity.

Interpretative Provisions

Section 3

For the purposes of this instruction:

- a) **Intellectual work:** content created by persons falling under the scope of Section 2 (1) in the course of fulfilling their obligations arising from their legal relationship with the University, as well as any additional content that is **subject to copyright protection**.
- b) **Artificial Intelligence:** AI means software implementing artificial intelligence which, while replicating certain aspects of human intelligence, is capable of supporting or autonomously performing perception, interpretation, decision-making, or action-related processes.



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c) **Prompt:** a textual instruction or question entered by the user of the AI.

Fundamental Principles Section 4

(1) This instruction is based on the premise that AI is playing an increasingly prominent role in the social, economic, and academic spheres, as well as in public administration, law enforcement, defence, and water management sectors, and that AI is becoming an increasingly important tool in the development of institutional capabilities and individual competencies.

(2) A fundamental principle of this instruction is that human creation is the result of human intellectual effort and thinking (hereinafter: human intellectual creation), and the integrity of such creations is a fundamental value to be protected. Content generated by AI may form part of, or otherwise be connected to, human intellectual creation. The clear separation and distinction between human intellectual creation and AI-generated content serves to protect the integrity of human intellectual creation.

(3) Where AI is present in the creation process as a supporting tool or function used consciously by the author of the intellectual work, the clear indication of this fact also serves to protect the integrity of the intellectual work.

CHAPTER II USE OF ARTIFICIAL INTELLIGENCE

General Rules for the Use of AI Section 5

(1) Persons referred to in Section 2 (1) may use AI in connection with their activities, subject to the limitations set out in this instruction or in any further instruction issued pursuant to paragraph (4).



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(2) A person falling under the scope of Section 2 (1) shall, in any intellectual work created in the course of fulfilling obligations arising from their legal relationship with the University, clearly identify the content generated by AI and specify which parts of the content were created using AI as a supporting tool or function. If, based on all the circumstances of the case, partial or full identification of this fact cannot reasonably be expected from the author of the intellectual work, this circumstance shall be taken into account when assessing responsibility. The AI used shall be identified in a manner suitable for subsequent identification, in accordance with the rules of citation applicable to scientific publications. The citation shall indicate the AI application used to generate the referenced content, its availability, and the exact date of content generation. This form of identification shall be applied in the creation of content related to education and scientific activity.

(3) In the event that an intellectual work is published or otherwise made accessible to others in violation of the provisions of paragraphs (1)–(2), responsibility shall be determined in accordance with the University's Code of Ethics.

(4) The issuance of a rector's instruction defining the limitations on the use of AI referred to in paragraph (1), with regard to the relevant personal and material scopes of use, shall be initiated by the Vice-Rector for Research by 31 December 2024, during which broad consultations shall be conducted with organisational units connected to the persons falling under the scope of Section 2 (1).

Recommendations on the Use of AI Section 6

(1) Persons who are in a student status with the University, as well as persons submitting a doctoral dissertation, are advised to:

- a) treat the use of AI as an opportunity and a tool to support their studies;
- b) take into account that the use of AI cannot replace human interaction, mentoring, and consultation with instructors;
- c) avoid providing personal data or data of public interest when formulating prompts during the use of AI;



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- d) adopt a critical attitude when using AI, as generated content and outputs may originate from unverified sources; therefore, their verification is mandatory in all cases;
 - e) bear in mind that AI algorithms optimized for analysing large volumes of data according to predefined criteria, even when outperforming human capabilities in quantitative terms, cannot replace the holistic analytical and evaluative abilities unique to humans.
- (2) Instructors are advised to
- a) regard AI as a supporting tool for experience-based and creative teaching methods;
 - b) develop their capabilities and competencies and keep teaching materials up to date through the application of AI in accordance with Section 5 (1)–(2);
 - c) continuously raise students' awareness during teaching of the opportunities offered by AI use, its practical and ethical limitations, the relevant data and information protection rules, and potential risks;
 - d) consider AI as a tool for tracking and supporting students' individual preparation and progress, as well as for monitoring their performance;
 - e) with due regard to point d), and with consideration for equal opportunities, use AI where necessary to produce individualized learning materials;
 - f) when developing teaching materials, and by applying AI in accordance with Section 5 (1)–(2), strive to design tasks that support comprehension, critical thinking, and the development of analytical skills;
 - g) in conjunction with the implementation of points a) to f), utilize the potential of AI to provide up-to-date and competitive knowledge and to develop skills that facilitate the integration of students fulfilling their academic obligations into sectors that make intensive use of AI.
- (3) Persons engaged in scientific research are advised to:
- a) regard AI as an innovative tool that expands research opportunities and supports their research work and publication activities;
 - b) during the use of AI in accordance with Section 5 (1)–(2), treat the primacy of data and information security, as well as the principles of research ethics, as paramount considerations.



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(4) An AI Competence Officer is appointed at the University, whose tasks include answering questions related to the use of AI, assisting the AI-related activities of persons falling under the scope of Section 2 (1), and supporting the validation and implementation of new AI applications.

CHAPTER III

CLOSING PROVISIONS

Section 7

(1) This instruction shall enter into force on the day following its signature.

(2) Responsibility for the necessary updating of this instruction, and for its review at least annually, shall lie with the Vice-Rector for Research.

Budapest, 15.07.2024.

Dr DELI Gergely
rector