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MAGYAR AGRÁR- ÉS ÉLETTUDOMÁNYI EGYETEM

Rector's Directive No. 11/2025 (29 August)

the issuance of the REGULATION ON THE USE OF ARTIFICIAL INTELLIGENCE

in a uniform structure, including the amendments issued in Rector's Directive No. 7/2026 (April 9)

Acting as Rector of the Hungarian University of Agriculture and Life Sciences (hereinafter: the University), by the authority granted under Act CCIV of 2011 on National Higher Education and pursuant to Section 54 (12) of the Organizational and Operational Rules forming Volume I of the University's Organizational and Operational Regulations (hereinafter: OOR), I hereby order as follows:

1. §

The Regulation on the Use of Artificial Intelligence of the Hungarian University of Agriculture and Life Sciences (hereinafter: the Regulation) is hereby issued as Annex 1 to this Directive.

2. §

(1) (1) This Directive and the Regulation attached as Annex 1 shall enter into force on 1 September 2025.

(2) The personal and material scope of the Regulation is set out in the Annex.

(3) This Directive shall be published on the University's website.

(4) This directive has been amended by Rector's Directive No. 7/2026 (April 9); the amendments shall take effect on the day following the signing of the directive.

Gödöllő, 09 April 2026

Dr. Csaba Gyuricza
Rector

Hungarian University of Agriculture and Life Sciences

Annex 1 to Rector's Directive No. 11/2025 (29 August) in a uniform structure including the amendments issued in Rector's Directive No. 7/2026 (April 9)

REGULATION ON THE USE OF ARTIFICIAL INTELLIGENCE

Amended, effective as of April…. 2026

Content

The Rector of the Hungarian University of Agriculture and Life Sciences (hereinafter: the University), acting under the authorization set forth in Act CCIV of 2011 on National Higher Education (hereinafter: Nftv.) and in Section 54 (12) of the Organizational and Operational Rules forming Volume I of the University's Organizational and Operational Regulations (hereinafter: SZMR), having regard to Section 114/P of the Nftv., Regulation[1] (EU) 2024/1689 of the European Parliament and of the Council on Artificial Intelligence, and Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, repealing Directive 95/46/EC (hereinafter: GDPR), hereby issues the following Regulation (hereinafter: the Regulation).

PREAMBLE

Nowadays, the use of artificial intelligence (hereinafter: AI) is becoming increasingly widespread and has become part of everyday university life. At the same time, keeping pace with and regulating the rapid development of AI presents a significant challenge in both education and research. The University continues to uphold the primacy and importance of knowledge and the independent achievement derived from it, while supporting the conscious, prudent, ethical, and responsible use of AI, for which this Regulation serves as the University's first governing document.

I. GENERAL PROVISIONS

1. Objective of the Regulation

1. §

The general aim of this Regulation is to promote the responsible, ethical, transparent, and lawful use of AI in education, research, and administrative processes, while preserving academic integrity, so as to advance human-centered and trustworthy AI within the University's systems and support innovation and conscious, responsible AI usage. At the same time, it ensures a high level of protection for research, education, and data against potential harmful effects of AI systems. Furthermore, the Regulation aims to define the University's rules regarding AI as they apply to IT system components owned or managed by the University – namely, objects, devices, programs, data, data carriers, documents – and to individuals who interact with these IT systems in roles such as operators, administrators, service personnel, maintenance staff, and users..

[1] Regulation (EU) 2024/1689 of the European Parliament and of the Council (13 June 2024) on establishing harmonized rules for artificial intelligence, and amending Regulations 300/2008/EC, 167/2013/EU, 168/2013/EU, (EU) 2018/858, (EU) 2018/1139, and (EU) 2019/2144, as well as Directives 2014/90/EU, (EU) 2016/797, and (EU) 2020/1828 (hereinafter: the AI Regulation)

2. Scope of the Regulation

2. §

(1) The personal scope of this Regulation extends to all organizational units of the University, to all individuals employed by or otherwise legally engaged with the University, and to all students of the University.
(2) The material scope of this Regulation covers the regulation of AI use within the University.

3. Interpretative provisions

3. §

For the application of this Regulation:

1. **Data:** a carrier of information; a formalized representation of facts, concepts, or instructions that can be communicated, displayed, or processed by humans or automated tools.
2. **Data Security:** the entirety of technical and organizational measures and procedures taken to protect the confidentiality, integrity, and availability of data.
3. **Data Protection Impact Assessment (DPIA):** If a type of data processing – particularly one involving new technologies – is likely to result in a high risk to the rights and freedoms of natural persons, taking into account its nature, scope, context, and purposes, the data controller shall carry out a prior assessment to determine how the proposed processing operations will affect the protection of personal data. The assessment shall cover the source, nature, uniqueness, likelihood, and severity of the risk. It shall also include the planned measures, safeguards, and mechanisms intended to mitigate the identified risk, protect personal data, and ensure compliance with the GDPR.
4. **Anonymization:** the processing of personal data in such a way that it can no longer be used – by any means reasonably likely – to identify the natural person to whom the data relates.
5. **Anonymized Data:** data resulting from the anonymization of personal data, from which it is no longer possible—by any means or procedure—to identify the natural person to whom the personal data relates.
6. **Internal AI system**: any artificial intelligence-based application that has been developed internally by the University or deployed exclusively for internal use within the University, and which does not interact directly with external users, nor transmit data to external users or external systems.
7. **Confidentiality:** The property of an electronic information system whereby the data and information stored within it may only be accessed, used, or managed by authorized individuals, and solely in accordance with the level of their authorization.
8. **Security:** the state of an information system in which protection is implemented in a closed, comprehensive, continuous manner, and is proportionate to the associated risks.
9. **DPO (Data Protection Officer):** an independent, designated individual responsible for overseeing the University's data protection activities and ensuring compliance with the provisions of the GDPR.

10. **FAIR:** a widely recognized international framework for managing scientific data and metadata, aimed at ensuring that they are easily usable by both humans and machines. The acronym FAIR refers to four key principles: data should be Findable through unique identifiers and detailed descriptions; Accessible via standard protocols; Interoperable, meaning they can be easily integrated with other data and systems; and Reusable, thanks to clear licensing and rich contextual information. Applying these principles increases the value of research data and supports scientific collaboration.
11. **User:** a natural person who uses the University's IT infrastructure.
12. **Generative AI models:** a special type of AI model. While many models are designed for data classification or prediction, the primary function of a generative model is to create entirely new, original content—such as text, images, or audio—based on the patterns it has learned.
13. **Student:** for the application of this Regulation, a student is any Hungarian or foreign national enrolled in higher education vocational training, undergraduate, master's, undivided, specialized further education, or doctoral programs at any faculty and in any study schedule, who holds a student status with the University. This includes those participating in partial studies, parallel or guest student status, as well as learners engaged in certified technician training who have a prior student relationship with the University.
14. **Student work:** an independent task carried out within the framework of studies, aimed at deepening scientific thinking, research skills, and the theoretical or practical knowledge of a given subject. Its purpose is to enhance students' knowledge and develop their professional skills, particularly in research, analysis, and written communication. Student work typically involves scholarly written assignments. This includes, in particular, seminar papers, project work, theses, scientific student association papers, and any task based on processing a specific topic, analyzing literature, or conducting empirical research.
15. **ISO (Information Security Officer):** the person responsible for the security of electronic information systems.
16. **Information:** an observation, experience, or knowledge provided in an accessible form about certain facts, objects, or phenomena, which changes, transforms, or fundamentally influences someone's knowledge or knowledge base by organizing it, reducing or eliminating uncertainty.
17. **Information security:** the totality of security procedures and tools that broadly protect the University's confidential data from misuse, unauthorized access, service interruptions, and destruction.
18. **Risk:** the extent of threat, which is a function of the likelihood (frequency) of a threat occurring and the magnitude of the damage it causes.
19. **Researcher:** For the application of this Regulation, a researcher is defined as both individuals employed by the University and those conducting research activities under other legal relationships with the University.
20. **Artificial Intelligence Expert Committee:** the body of the University responsible for matters related to the use of AI as specified in the Rules of Organization and Operation.
21. **AI tool:** a specific software application, program, or user interface with which the user interacts directly. The tool enables the complex functions of an underlying AI system to be easily utilized for a specific purpose.
22. **AI Coordinator:** the person, the head of the Center for Digital Transformation and Artificial Intelligence, responsible for coordinating the application, development, and supervision of AI systems within the University.

23. **AI model:** a computational unit created through training on data using AI technologies. Essentially, it functions as the central, operational component – or the "brain" – of a larger AI system, capable of drawing inferences or generating new data based on learned patterns.
24. **AI system:** a complete, functional machine-based application that integrates one or more AI models to perform a specific task. This comprehensive system is what an AI tool makes tangible and usable for the user.
25. **AI service:** not part of the technical hierarchy of AI, but a business and access model. It typically provides access to an AI system or AI tool over a network for a fee, without requiring the user to install or operate it.
26. **AI technology:** the most comprehensive umbrella term encompassing the scientific principles, theories, algorithms, and methodologies that underpin the operation of AI. Specific implementations, such as AI models and AI systems, are all created through the application of these fundamental technologies.
27. **Employee:** a person employed by the University under an employment contract, as well as a person engaged in other work-related legal relationships with the University (in particular, contracts for services).
28. **Lecturer:** for the application of this Regulation, a lecturer is defined as both individuals employed by the University as teaching staff and those conducting teaching and examination activities under other legal relationships with the University.
29. **Prompt:** the input instruction, question, or text provided by the user to the AI system in order to receive a response, content, or some form of output.
30. **Pseudonymization:** the processing of personal data in such a manner that the personal data can no longer be attributed to a specific natural person without the use of additional information, provided that such additional information is stored separately and technical and organizational measures are in place to ensure that the personal data cannot be linked to an identified or identifiable natural person.
31. **Personal data:** any information relating to an identified or identifiable natural person ("data subject"); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, identification number, location data, online identifier, or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural, or social identity of that natural person.

II. Principles

1. General principles to be applied during the use of AI, including data protection and information security provisions.

4. §

(1) At the University, adherence to the principles detailed below is mandatory when applying artificial intelligence.

1. **Ethical use:** When applying AI, special attention must be given to independent work, compliance with domestic and international scientific standards, the specific characteristics of the scientific discipline, and the University's regulations. AI may produce decisions that are biased, discriminatory, or otherwise inconsistent with the provisions of this Regulation or applicable laws. Every user is obliged to adhere to the

principles set forth in this Regulation as well as those outlined in the University's Code of Ethics when using AI.

2. **Use as an auxiliary tool:** AI systems may only be used as auxiliary tools.
3. **Transparency:** Students, instructors, and researchers of the University are required to document the use of AI in the cases specified in this Regulation, in accordance with Appendices 2–5. In such cases, the completed documents must be accompanied by documentation (as per Appendices 2 and 3) that enables verifiable traceability of AI usage. This transparency contributes to the maintenance of scientific integrity.
4. **Liability Statement:** The University does not consider artificial intelligence (AI) to constitute a legal entity in any form. Accordingly, AI systems cannot be held accountable for the content they generate or the decisions they make. The individuals or organizations involved in the development, operation, or maintenance of AI systems — who may influence the functioning or decision-making of such systems — operate outside the jurisdiction of the University and therefore bear no liability in this context. Responsibility for the use of AI and any content generated through AI rests solely with the user. Users are expected to exercise due diligence and carefully assess critical factors such as information security, data protection, legal compliance, intellectual property rights, and the preservation of academic integrity. The University emphasizes that users remain fully accountable for ensuring that all AI-generated content is used in accordance with applicable laws, regulations, and institutional standards.
5. **Human control:** When using artificial intelligence (AI), it must be ensured in all cases that the operation of the system is transparent and that its outputs are subject to human control. In any process that may have legal or significant consequences for the individual concerned, it is strictly prohibited to make decisions based solely on AI, without human control or intervention.
6. **Academic integrity:** Artificial intelligence (AI) must not be used to facilitate cheating, plagiarism, or any other unethical activity.
7. **The traceability of AI usage** shall be ensured by using the prompt log found in Appendices 4 and 5 of this Regulation to enable tracking and retrieval of the results generated by the AI system.
8. **General information security principles** prohibit the use of AI for creating malicious code (such as malware, viruses, worms, trojans, botnets) that could be used to commit cybercrimes or to produce, support, or distribute content that violates laws or harms the University's reputation (for example, through negative publicity).

1.1.1 **Content responsibility:** the user bears full responsibility for any content generated by AI systems and for any activities carried out using them.

2. Data Protection Principles and Regulations Regarding the Use of AI

5. §

(1) Compliance with the GDPR, particularly the protection of personal data, data security, adherence to data protection principles, and the implementation of privacy by design and by default, must be ensured throughout the entire lifecycle of the AI system.

(2) In the event of the processing of personal data within an AI system or any changes in the circumstances of data processing, particularly changes in the purpose of data processing, the AI coordinator is required to involve the Data Protection Officer in a timely manner and seek their opinion. The Data Protection Officer is entitled to request additional information from the AI coordinator regarding any matters related to personal data.

(3) It is strictly prohibited to input any personal data into external, publicly accessible AI systems. Personal data may only be processed in authorized AI systems that comply with GDPR requirements, and only to the extent necessary to achieve the specified purpose. If the purpose can be fulfilled using anonymized data, the processing of personal data must be avoided.
(4) Personal data may only be processed in an AI system operated by a third party if a data processing agreement has been concluded with the operator.
(5) If the University acts as a data processor, the rules regarding data processing—especially the purpose and type of AI system usage, as well as the regulations governing data processing and handling—must be stipulated in a contractual agreement.
(6) If the data processing is likely to pose a high risk to the data subject, the University is obliged to conduct a data protection impact assessment (DPIA) in advance. Conducting a DPIA is also mandatory for data processing activities listed on the Data Protection Impact Assessment List of the National Authority for Data Protection and Freedom of Information (https://naih.hu/hatasvizsgalati-lista). In the event of any changes in the circumstances of data processing, particularly changes in the purpose of data processing, the data protection impact assessment must be conducted again.
(7) Every data subject has the right to be informed and receive transparent information about which AI system affects them, in what way, and to what extent. They also have the right to request human intervention in cases of automated decision-making and to challenge the decision.
(8) The provisions of this section shall be applied together with the regulations set forth in the Rector's Directive on the Issuance of the University's Data Protection Policy.

3. Information Security Regulations Regarding the Use of AI

6. §

(1) Technical documentation must be available for the procurement and inspection of AI systems, for verifying compliance with legal regulations and University requirements, as well as for monitoring their operation.
(2) The procurement of AI systems requires the approval of the Information Security Officer (ISO).
(3) The traceability of AI systems procured by the University must be ensured throughout their entire lifecycle. Additionally, events must be automatically recorded through logging, and activities must be monitored continuously for control purposes. In the case of in-house developed AI tools, the API (application programming interface) must be supervised to ensure the monitoring of communication between services.
(4) If the AI system allows for an opt-out option (where the user gives consent or authorization, for example, for marketing purposes), it is the user's responsibility to disable the use of input prompts for future training or development of the system.
(5) In the case of in-house developed AI systems, information security principles must always be taken into account during development, and secure programming practices must be applied throughout the development process.

III. Rules Regarding the Use of AI Systems

1. The Use of AI

7. §

(1) The use of AI is permitted solely as specified in this Regulation and the applicable university regulations.
(2) The use of AI tools, applications, systems, technologies, models, and services is permitted only if they are not listed on the blacklist published by the IT Directorate at https://it.uni-mate.hu.
(3) It is primarily recommended that users utilize AI tools, applications, systems, technologies, models, and services that have been identified as recommended by the IT Directorate on its website.

2. General Provisions on the Use of AI

8. §

(1) All users may use AI only in accordance with this Regulation, by which they also undertake to use it ethically and responsibly.
(2) Users undertake to comply with data and information security regulations and must ensure that the AI tools they utilize do not violate the rights of others.
(3) The use of AI tools, including any generated data and information, must comply with data protection and intellectual property laws.
(4) It is prohibited to input any confidential, research-related, business, financial, or similar information or data into external AI systems (e.g., publicly available chatbots, text analyzers, or translation tools). Such information and data may only be used within AI systems that are designated as recommended.

3. The Use of AI by Employees

9. §

(1) Employees of the University are permitted to use AI solely in accordance with the requirements outlined in Section 7.
(2) AI-generated outputs must be verified by users to guarantee their accuracy and suitability for the intended purposes.

4. Regulations on AI Usage for Teaching Staff

10. §

(1) AI systems and tools may be used in the University's educational activities in compliance with the provisions set forth in Section 7. Educators must disclose which AI tools were used in the creation of the content during their teaching activities.
(2) AI tools may only be incorporated into education in ways that promote individual development and deeper understanding. They must not be used for purposes that diminish students' active participation or independent efforts.

(3) AI tools may not be used in the evaluation of student performance, except for IT systems subscribed to by the University for examining student work (e.g., the E-learning system), as well as software that checks text similarities, text manipulations, and other types of generated content (e.g., Turnitin).

(4) If AI technology is permitted for use in the preparation of student work, this must be specified in the course requirements according to Section 32 of the Academic and Examination Regulations, and the extent to which AI tools may be used must be defined.

1. in cases of limited use, generative AI tools may be used in a manner predetermined by the course lecturer;
2. in cases of fully permitted use, AI tools may be utilized—provided that proper attribution is given in accordance with citation rules—so long as their use does not jeopardize the achievement of the learning outcomes specified in the course requirements.

(5) It is the lecturers' duty regarding the use of AI systems in teaching to continuously raise students' awareness of the potential of AI use, promote ethical usage, and inform them about data protection and information security regulations as well as possible risks.

5. Approved Uses of AI Tools for Teaching Staff

11. §

The use of AI tools is supported for lecturers in the following application areas:

1. **Lecturers' Role Modeling in the Responsible Use of AI:** Educators can demonstrate the use of AI tools within their own teaching practice, for example, by showcasing translators, word processors, visualization applications, or content generation tools. This transparently models the beneficial, responsible, and ethical use of the technology for students.
2. **In the development of digital and ethical awareness:** educators may consider the use of AI suitable for enhancing students' digital literacy and sensitivity to technological ethics. In well-designed learning scenarios, AI can support conscious decision-making, the acquisition of data interpretation logic, and the understanding of how algorithms operate.
3. **AI tools can be integrated into the course curriculum planning process:** educators may propose the educational integration of AI-based tools during course design. AI can be useful, for example, in structuring the research process, demonstrating data processing techniques, and deepening students' independent reflections.
4. **Conscious AI use can be supported in learning:** the introduction of AI provides students with the opportunity to develop their independent thinking, critical perspective, and digital awareness. Educators can encourage the use of AI as a learning aid that fosters deeper understanding, task interpretation, and information acquisition.
5. **Supporting Student Equal Opportunities:** AI tools offer opportunities to make learning content more accessible, thereby promoting equal access to education for students with learning difficulties, disabilities, or other special needs. With their help, materials tailored to individual pacing, linguistic or cognitive characteristics, visual aids, and alternative interpretations can be more easily created.
6. **Developing Learning-Centered, AI-Open Task Formats:** the use of AI can be explicitly encouraged when designing academic tasks, especially in formats that support student autonomy, critical thinking, and creative processes. Examples include AI-assisted topic exploration, source organization, analysis of stylistic suggestions, and creative writing assistance.

7. **Development of Source Management and Citation Skills in AI Environments:** the critical interpretation of AI-generated content and the conscious application of citation rules emerge as new competency areas. Educators must support the development of these skills in students, particularly in evaluating the reliability of sources and ensuring transparent referencing.
8. **Shaping an Interdisciplinary Approach with AI Tools:** the integration of AI tools can contribute to uncovering connections between various scientific fields. Educators can support students in incorporating social science, technological, or philosophical perspectives alongside their own discipline in the learning process.
9. **Developing Course-Level AI Application Guidelines:** educators can establish clear guidelines regarding the use of AI tools in their courses. This promotes transparency and consistent expectations. It is necessary to include this information in the course requirements.
10. **Flexible Adaptation of Assessment Practices to AI Tools:** assessment criteria may be designed to take into account the responsible use of AI tools by students. For example, it may be acceptable for a student to use AI assistance for text editing, brainstorming, or structural advice, provided that the originality and substantive quality of the work is maintained, and the student is able to coherently summarize and present the achieved results in an oral presentation without reading from written notes.
11. **Supporting Continuous Renewal and Institutional Learning:** keeping up with the dynamic development of AI tools is part of educators' professional growth. It is recommended to experiment with new technologies, participate in professional forums, and share experiences with colleagues and students alike. Active involvement of educators in institution-wide knowledge sharing supports the creation of an adaptive and innovative educational environment.

6. **Rules for Student Use of AI**

12. §

(1) AI use cannot replace interaction with the instructor; therefore, even when completing tasks with AI tools, students must consult with the instructor.
(2) Modern AI-based solutions can contribute to personalizing educational content, structuring the learning process, and enabling faster and more efficient review of scientific materials.
(3) AI use does not substitute for conducting one's own research and learning tasks. While AI can be helpful in literature searches, evaluating data, forming arguments, and analyzing sources remain the students' own responsibility.
(4) The use of AI tools is prohibited during midterm tests, exams, and other assessment forms, except in authorized cases where the task specifically aims at understanding and applying AI operations.
(5) When using AI tools, students must not provide personal or research data in prompt inputs.
(6) Students must approach AI-generated content critically, as such content may originate from unchecked sources and must always be verified. Students are responsible for all content they produce that includes AI-generated material. They are accountable for the accuracy of all AI-generated content submitted as part of their academic work. Special attention must be given to verifying references in AI-generated content, as AI tools are capable of producing fictitious citations.

7. Approved Uses of AI Tools for Students

7.1. General Rules for Students

13. §

(1) The rules defined under this subsection apply to all students enrolled at all levels of education, including doctoral candidates participating in doctoral programs.

(2) The supported application areas of AI tools for students are as follows:

1. **Task Interpretation:** to facilitate a clearer understanding, clarify requirements, and identify examples and connections that promote deeper engagement with the task.
2. **Understanding Technical Terms:** AI can assist in achieving clearer comprehension and proper usage of technical terms, especially in complex or interdisciplinary topics.
3. **Selecting and Preparing Research/Student Work Topics:** AI can assist students in identifying relevant scientific questions. It can support the initial topic search and contribute to planning the research framework and main steps.
4. **Planning the Structure of Student Work:** AI can provide support in developing the logical structure of texts and studies, helping to organize content units clearly and coherently.
5. **Inspirational Support:** AI can offer creative directions, suggest new approaches, or provide motivation to initiate projects, scientific research, or student work processes.
6. **Translation Assistance and Language Refinement:** AI can aid in interpreting foreign-language scientific literature and assist with grammatical proofreading of texts.
7. **Preparation for Data Processing:** In the early stages of data analysis, AI can assist in organizing information and primarily determining the initial steps of analysis.
8. **Finalizing and Reviewing Text:** AI can assist in linguistic fine-tuning of student work, correcting stylistic and spelling errors, and making the text more fluent.
9. **Creation of Visual or Audiovisual Content:** AI can support the creation of illustrations, images, short videos, or animations, including visual style suggestions, script outlines, or narration text generation. This enables creative self-expression even for those without professional graphic or video skills. In all such cases—when used within the AI-supported application areas—the student is responsible for reviewing, supplementing if necessary, contextualizing, adapting, and tailoring any AI-generated interpretations, content, formats, or translations to the specific task's requirements and the conventions, procedural norms, and practices accepted in the respective field.

(3) The following must be observed when completing student work:

1. The use of AI must always be documented by completing Appendix 2 (Declaration of Students and Doctoral Candidates on the Use of Artificial Intelligence) and attaching it to the student work. The declaration must be attached to doctoral dissertations, theses, diploma works, final papers, and portfolios even if the student has not used any AI tools.
2. Significant content contributions (e.g., generating an entire figure or a lengthy text segment) must be indicated in Table II of the declaration according to Appendix 2, and the related AI interactions must be documented using Appendix 4 [Artificial Intelligence (AI) Prompt Log for Researchers, Students, and Doctoral Candidates], then attached as an annex to the student work.
3. All AI-generated content that is actually used (text, images, data, etc.) must be cited both in the text and in the bibliography in accordance with the guidelines set forth in

Appendix 1 [Citation Guide for Content Created with Artificial Intelligence (AI) Tools], or according to supplementary rules provided by the instructor.

(4) The student bears full responsibility for every element of the submitted work, including its originality and academic validity.

7.2. Additional rules on the ethical use of AI applicable to doctoral students

14. §

(1) The use of AI tools is permitted in all student work produced during doctoral studies (including doctoral dissertations), but only as a supportive aid and in compliance with appropriate ethical principles and transparency. The application of AI tools must ensure that their use does not compromise the originality of the scholarly work and does not lead to plagiarism, falsification, or distortion.

(2) If any student work produced during the doctoral program involves the use of a chatbot or similar text-based AI system, the author is required to disclose the exact name of the AI system used and the specific queries (prompts) applied. Furthermore, the author must clearly present the steps taken to ensure balanced perspectives and to mitigate the risk of plagiarism. It is necessary to list prompts that were relevant during the research for establishing balanced viewpoints, ensuring the accuracy of the presented data, and excluding distortions. Prompts that contributed significantly to the content, along with the corresponding responses, must be documented in accordance with the guidance provided in Appendix 4 [Artificial Intelligence (AI) Prompt Log for Researchers, Students, and Doctoral Candidates] and, in cases indicated in the declaration found in Appendix 2, attached to the student work.

(3) Authors bear full responsibility for all content elements of their student work, including parts created or modified by AI tools. It is the author's duty to verify the accuracy, originality, and freedom from plagiarism or falsification of AI-generated material, as well as to properly cite all sources used, in accordance with the requirements set forth in Appendix 1 [Citation Guide for Content Created with Artificial Intelligence (AI) Tools]. Special attention must be given to avoiding potential biases that may appear in information generated by AI tools. This assumption of responsibility by the author is confirmed by a declaration made in accordance with Appendix 2, acknowledged by the supervisor.

(4) Authors who use AI tools in the preparation of any part of their doctoral dissertation (e.g., in text creation, image or graphic element production, data collection, or data analysis) are required to provide a detailed and transparent description of the tools used and the exact manner of their application in the "Materials and Methods" section of the student work. The fact and method of use must also be documented in accordance with Appendix 2 (Declaration of Students and Doctoral Candidates on the Use of Artificial Intelligence), which is mandatory to attach to every doctoral dissertation.

8. AI application during research activities

8.1. General Principles and Responsibilities in Research Activities

15. §

(1) The use of AI systems in research activities conducted at the University offers significant opportunities for innovation, increasing the efficiency of analyses, achieving new scientific results, and supporting publication activities. However, the use of AI technologies must be conducted exclusively in an ethical, transparent, and responsible manner, in accordance with

the ethical standards for research personnel set forth in the University's Code of Ethics, the applicable legal regulations, and the provisions defined in this Regulation.

(2) AI tools applied in research must be transparent and verifiable. AI systems may only be used as auxiliary tools; the user conducting the research (instructor, researcher) is always responsible for verifying the generated content, the professional and scientific accuracy of the verified content, and the conclusions drawn from the verified content.

(3) The person conducting the research is responsible for ensuring that the AI tools and methodologies they use comply with the provisions of this Regulation.

(4) During research reporting, the research supervisor is required to declare the use of AI based on the form titled "Declaration on the Use of Artificial Intelligence (AI) in Research Reports," as specified in Appendix 3.

8.2. Management and Use of Research Data in AI Systems

16. §

(1) Researchers may only use data in AI systems to which they have lawful access and for which permissions for research use are granted.

(2) In the case of research data containing personal information, it is mandatory to anonymize or pseudonymize the data before any AI-based processing takes place.

8.3. In-House Developed AI Systems in Research

17. §

(1) The development and use of AI must take into account the following international guidelines related to AI development:

1. Transparency: The algorithms and models used during development must be transparent and well-documented, especially in the case of publication or public presentation.
2. Documentation: The system's technical performance, resource requirements, as well as the source, nature, and data governance practices of the training data must be evaluated and documented using objective metrics.
3. Reliability: Particular attention must be paid during development to ensuring the AI system is free from bias and complies with data protection requirements.
4. Testability and Replicability: During research, the code, data, and experimental environment must be documented in a manner that enables other researchers to reproduce the results and independently test the system.
5. Responsibility and Accountability: Developers must clearly define who is responsible for the operation of the system, including any errors or unforeseen consequences. It is advisable to document the specific responsibilities of all stakeholders involved in the decision-making process.
6. Sustainability: The system's energy consumption and environmental footprint should be taken into account during development, especially in the case of large language models or other computationally intensive solutions.

8.4. Funded and Externally Partnered Research Projects

18. §

(1) In research projects funded by national or European Union sources, the application of artificial intelligence (AI) must be directly related to the specific research objectives and must comply with the terms and conditions outlined in the grant agreement or call for proposals.
(2) In the case of contractual research partnerships, the purpose and type of AI system usage, as well as the applicable data management regulations, must be clearly defined in the contract and its preparatory documentation.

8.5. Publication, Intellectual Property, and Dissemination of Results

8.5.1. Indication of AI Usage in Publications

19. §

(1) In the case of publications appearing with external publishers, the author is obliged to comply with the transparency and responsibility principles set forth in this Regulation, as well as to follow and apply the specific rules regarding AI usage established by the chosen journal or publisher.
(2) For works published by the University, it is mandatory that every publication overseen by the University (e.g., edited volumes, university textbooks, student theses) includes a detailed description—either in the "Methodology" section or in a separate subsection—of which parts of the publication rely on AI usage, where, and how (e.g., data collection, data analysis, text generation, figure creation).

8.5.2. S Authorship and Intellectual Property

20. §

(1) The use of AI-generated content (text, code, images, etc.) without proper citation is considered equivalent to plagiarism.
(2) AI cannot be credited as an author or co-author.
(3) It is prohibited to upload unpublished manuscripts, data, or research ideas to unauthorized external generative AI tools.
(4) When sharing research data and AI models, the FAIR principles must be followed.

IV. Organizational Structure and Responsibility System for AI

21. §

(1) The AI Coordinator’s responsibilities include, in particular, monitoring the legal and ethical compliance of AI usage, overseeing adherence to related internal regulations, ensuring

coordination between the University's organizational units, and maintaining communication with the IT Directorate, the Institutional Ethics Committee (IBF), and the Data Protection Officer.

(2) The University has an Artificial Intelligence Expert Committee (hereinafter referred to as the AI Committee), which functions as an authorizing, advisory, and consultative body to support the coordination and oversight of university activities related to AI applications. The provisions governing the duties, mandate, and organization of the AI Committee are set forth in the Rules of Organization and Operation.

(3) The responsibilities of the IT Directorate regarding the use of AI systems include the following:

1. before acquiring any AI tools, it consults with the organizational units involved in the procurement process, and furthermore
2. in the case of new AI tools or AI technologies, when procuring technologies, tools, or subscriptions not yet approved by the AI Committee, it ensures that the acquired tools provide adequate data protection and security safeguards;
3. the University publishes on its website a list of recommended and prohibited AI tools, applications, systems, technologies, models, and services.

(4) The responsibilities of the Information Security Officer (ISO) are as follows:

1. Conducts a risk assessment of the AI tools or systems intended for use before their procurement or subscription;
2. Grants professional approval for the acquisition of AI systems;
3. Reviews and/or approves access rights and permissions to the systems.

(5) In the event of processing personal data within an AI system or any changes in the circumstances of data processing, especially when the purpose of data processing changes, the Data Protection Officer (DPO) provides advice.

V. SUPERVISORY MECHANISMS

22. §

(1) The introduction, operation, and professional oversight of AI systems are the responsibility of the Directorate of Information Technology and the Information Security Officer (ISO).
(2) The Information Security Officer (ISO) is responsible for ensuring information security compliance, which includes the professional information security conformity of the implementation, operation, monitoring, and auditing of AI systems.
(3) The AI Committee is authorized to monitor the use of AI systems and to carry out related inspections.
(4) If a user detects a security risk, malfunction, or unauthorized data access while using an AI system, they are required to report it immediately to the ISO.
(5) A regular review of the use of AI systems must be conducted. This review is the responsibility of the AI Committee.

VI. Disciplinary Measures

23. §

In the event of a violation of the provisions of the relevant legislation or these Regulations, the AI Committee shall initiate proceedings within the jurisdiction of the competent university body.

VII. Final Provisions

24. §

(1) This Regulation shall become effective on September 1, 2025.

(2) The Regulation will be published on the University’s website.

(3) These Regulations were amended by Rector’s Directive No. 7/2026 (April 9); the amendments took effect on the day following the signing of the directive and the Regulations.

Gödöllő, 09 April 2026

Dr. Csaba Gyuricza
Rector

Appendices:

Appendix 1: Citation Guide for Content Created using Artificial Intelligence (AI) Tools

Appendix 2: Declaration of Students and Doctoral Candidates on the Use of Artificial Intelligence (AI)

Appendix 3: Declaration on the Use of Artificial Intelligence (AI) in Research Reports

Appendix 4: Artificial Intelligence (AI) Prompt Log for Researchers, Students, and Doctoral Candidates

Appendix 5: Artificial Intelligence (AI) Prompt Log for Lecturers

Citation Guide for Content Created Using Artificial Intelligence (AI) [2][3] Tools

I. Differences Between Content Generated by Artificial Intelligence (AI) and Other Sources

Content generated by AI is not like other sources you might cite. AI tools such as ChatGPT, Gemini, Grok, Midjourney, DALL-E, and similar generate text, images, and other outputs based on common patterns learned from millions of other sources — documents, images, or other data on which the AI tools were trained. It is generally impossible to trace AI-generated content back to the original training sources or to know exactly how the AI tool itself operates.

It is important to be aware that AI-generated content can replicate and amplify errors and biases present in the training data of the AI model. The prompts (i.e., questions or instructions given to the AI) and other ethical considerations related to AI tools go beyond the scope of this document and deserve separate, thorough reflection.

II. Exercise caution and transparency when using work generated by artificial intelligence (AI).

1. Before using AI tools in any task or during task preparation, consult with your instructor or advisor. Lecturers may not always allow the use of AI tools, or they may impose specific rules regarding their use. If you have not received explicit information or instructions from your lecturer, always discuss with them what purposes and in what ways you are allowed—or not allowed—to use these tools.

2. Always verify the accuracy of the facts in AI-generated content! Text-based AI tools like ChatGPT generate responses without ensuring factual correctness. These tools often do not disclose the sources of the "information" they provide and may sometimes produce completely false statements and/or fabricate incorrect references. We recommend primarily using and citing non-AI sources!

3. In every case, provide a reference to the specific AI-generated content (text, image, video, audio, program code, etc.) that you use or draw ideas from. Unless you have received different instructions from your instructor, include both in-text citations and full references for AI-generated texts in a separate list—distinct from traditional sources—within your bibliography (for example: a section specifically for references to content generated by AI tools).

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[2] The citation guide for the scientific use of AI tools may change due to unforeseen developments and the emergence of new tools. The Hungarian University of Agriculture and Life Sciences (MATE) continuously updates this document as needed. The latest version of the guide is available on the MATE University Library and Archives website at https://lib.uni-mate.hu/ai-citations.

[3] The preparation of this guide utilized the document titled "APA Citations for Content Generated by Artificial Intelligence (AI) Tools" by Normandale Community College, available at https://www.normandale.edu/_files/documents/library/ai-apa.pdf, which is licensed under CC BY-SA 4.0.

III. Declaration on the Use of Artificial Intelligence (AI)

If a student uses AI tools in the course of their academic work, any generated textual content must always include an AI usage declaration. This declaration should be made based on the template provided in Appendix 2 of the Artificial Intelligence Regulations of the Hungarian University of Agricultural and Life Sciences (or an additional declaration required by the instructor), specifying which tool was used and how it was applied.

Even if AI tools were used solely for brainstorming or other preparatory tasks related to the assignment, the AI usage declaration must still be attached. In accordance with scientific formatting requirements, the declaration should be placed at the end of the student's work, after the References, as part of the appendices. Unless otherwise instructed by the lecturer, the declaration should start on a new page following the References.

The student's work should mention this declaration at least once to inform the reader or evaluator of its existence and content.

IV. Citation of AI-Generated Content

The following section demonstrates how to cite generative AI content using examples based on the current APA citation style guidelines (https://apastyle.apa.org/). If the rules for preparing the given work or your lecturer require a different citation style, please adapt the examples below accordingly.

IV.1. General format for the References

In citations, treat AI tools similarly to software. The format for references to AI tools in the References is as follows:

Creator or Company of the Tool. (Year of Version Release). ***Name of the AI tool or model*** **(version information, if known) [Type of AI model]. URL to the general website of the AI tool or, if available, to the specific content.**

Creator: Consider the company or creator of the tool as the creator.

Year: The year refers to the release year of the version you used. If it is unclear when a specific tool or its version was released, use a web search engine such as Google to find out. For example, a Google search for the release date of DALL-E 2 will show multiple results confirming that DALL-E 2 was released in 2022.

Version information: Different AI tools identify versions in various ways. Look for a version date (e.g., March 14 version), version name, or version number (e.g., version 3.3). Many AI tools no longer display version information. For some, the version number is part of the name (e.g., DALL-E 2). If no version information is provided, omit this part from the reference.

Model type: AI tools can be categorized into the following types based on their input and output characteristics.:

- **[text-to-text]**: model which convert text to text
  This is a general category that includes translation, summarization, and general text generation.

Examples: GPT-4, Gemini.

- **[text-to-image]**: model which convert text into image

Examples: Midjourney, DALL-E.

- **[text-to-video]**: model which convert text into video

Example: Sora, Pika.

- **[text-to- speech]**: model which convert text into speech

Example: ElevenLabs.

- **[text-to-music]**: model which convert text into music

Example: Suno, Udio.

- **[text-to-code]**: model which convert text into code

Example: GitHub Copilot.

- **[speech-to-text]**: model which convert speech into text

Example: OpenAI Whisper.

- **[image-to-text]**: model which convert image into text

Example: GPT-4 Vision.

If you use a model that is not listed in the previous categories, use the [input-to-output] format in square brackets.

URL: For traceability and transparency, if the AI-generated content has a unique, publicly accessible web address (URL), this must always be provided. If significant usage is documented in the prompt log (Appendix 4) with a shared conversation link, use that link in the references as well. If the content does not have a unique, shareable link, provide the general web address of the tool, for example, https://copilot.microsoft.com.

Examples:

xAI. (2025). Grok. (3.0) [text-to-text]. https://grok.com/share/c2hhcmQtMw%3D%3D_c5c05e9b-74c1-4df6-9277-acfbea4064b2

OpenAI. (2025). Sora (1. version) [text-to-image]. https://sora.chatgpt.com/

IV.2. Multiple references to the same AI company/creator with the same year in the references section

If there are multiple references with the same creator and year, add a letter to the year (a, b, c, etc.). This clarifies which in-text citation corresponds to which entry in the references.

Examples:

OpenAI. (2025a). DALL-E (4.o) [text-to-image]. https://chatgpt.com/share/68822750-e5fc-8002-8c90-d199ca7694ae

OpenAI. (2025a). ChatGPT (4.o) [text-to-text]. https://chatgpt.com/s/t_688227b5e84881918211005d3d1a7c5b

IV.3. In-text citations

The purpose of in-text citations is to direct the reader to the corresponding full reference in the references list. As with traditional citations, any direct quotations must be indicated with quotation marks. The in-text citation should include just enough information for the reader to easily identify which source is being referred to in the references.

In APA style, in-text citations include the author's name and the year of publication in parentheses. For AI tools and other software, the company or creator of the software is

considered the author. When directly quoting an AI-generated response, there is no need to provide page or paragraph numbers.

Examples:

1)

The peeled potatoes should be cut into “uniform cubes or sticks” so that they “cook evenly” (OpenAI, 2025).

2)

The year in the in-text citation must match the one in the references list. If there are references in the list where the year is followed by a letter (a, b, c, etc.), this letter must also be included in the in-text citation.

For preparing fluffy basmati rice, "rinse the rice twice in cold water" (xAI, 2025a). Another recipe suggests adding one tablespoon of oil to the rice (xAI, 2025b).

Declaration of Students and Doctoral Candidates on the Use of Artificial Intelligence (AI)

1. General information:

Name of the student:	
Neptun ID:	
Level of program (mark with X):	☐ BSc/BA ☐ MSc/MA ☐ Doctoral School (PhD) ☐ higher education vocational training ☐ Other: ……
Name and code of the subject*:	
Title of the student's work:	

* Not required to be completed in the case of a doctoral dissertation.

2. Declaration on the Use of AI

I, the undersigned, fully aware of my ethical responsibility, make the following declaration:

(Please choose one of the options below!)

☐ A) I have not used any artificial intelligence system or service.

(If you selected this option, completing the subsequent tables is not required.)

☐ B) I have used an artificial intelligence system or service.

(Please fill in the relevant tables!)

3. Details of Artificial Intelligence Usage

TABLE I: Assistant or Minor Usage (e.g., translation, language proofreading, brainstorming, etc.)

(For these uses, attaching the specific prompts and responses is not required.)

Purpose of Use	**Name and Version of the AI Tool Used**	**Affected Section (if not applicable to the entire text)**

TABLE II: Significant Content Contribution (e.g., generating an entire figure or a longer text section)

(In these cases, documenting the key prompts used and the raw responses provided by the AI, and attaching them as an appendix to the work, is required.)

Purpose of Use	Name, Version, and Access Information of the AI Tool Used	Exact Number of the Affected Chapter / Figure / Table	Entry Number of the Appendix Containing the Prompt Log

3/A. Additional Rules Prescribed by the Lecturer (if any)

If the instructor or supervisor of the course has established specific rules or expectations regarding the use of AI tools, please summarize them in the field below:

For example: prohibition of AI use for certain types of tasks; only specific tools are permitted; different citation requirements; documentation format, etc.

Rules Prescribed by the Lecturer or Supervisor

……

……

……

……

4. Declaration of Doctoral Program Participants[4]

In addition to the above, the following additional rules apply to students participating in the doctoral program:

1. **Mandatory Disclosure:** All circumstances of AI use listed in Table II must be presented in detail in the "Materials and Methods" chapter of the dissertation.
2. **Supervisor's Endorsement:** The declaration must also be approved by the supervisor..

I declare that I have read and understood the specific rules pertaining to the doctoral program detailed above, and I will fully comply with them during the preparation of my dissertation.

5. Declaration Applicable to All Students:

I declare that I have critically reviewed, edited, and incorporated any content potentially generated by AI in all cases. I take full responsibility for every element of the submitted work, including its originality and scientific validity. I acknowledge that the Hungarian University of Agriculture and Life Sciences may check the submitted work with an artificial intelligence detector and may initiate proceedings if my declaration is found to be false or incomplete.

Place and Date: ....., 202.. ..... month ..... day

.....

Signature of the Student

4This section applies exclusively to doctoral program students; at other educational levels, it can be removed from the document up to the Declaration Applicable to All Students.

I have acknowledged the student's statement:

Place and Date: ....., 202.. ..... month ..... day

.....

Signature of the Advisor/Supervisor

Declaration on the Use of Artificial Intelligence (AI) in Research Reports

1. General information

Name of the Research Project Leader	
Primary Managing Institution:	
Title and Other Identifying Information of the Research:	

2. Declaration on the Use of AI

I, the undersigned, fully aware of my ethical responsibility, make the following declaration:

(Please choose one of the options below!)

☐ A) I have not used any artificial intelligence system or service.

(If you selected this option, completing the subsequent tables is not required.)

☐ B) I have used an artificial intelligence system or service.

(Please fill in the relevant tables!)

3. Details of Artificial Intelligence Usage

TABLE I: Assistant or Minor Usage (e.g., translation, language proofreading, brainstorming, etc.)

(For these uses, attaching the specific prompts and responses is not required.)

Purpose and Reason of Use	**Name and Version of the AI Tool Used**	**Affected Section (if not applicable to the entire text)**

TABLE II: Significant Content Contribution (e.g., data processing, model creation, generating longer text sections, etc.)

(In these cases, documenting the key prompts used and the raw responses provided by the AI, and attaching them as an appendix to the work, is required.)

Purpose and Reason of Use	**Name, Version, and Access Information of the AI Tool Used**	**Identification of the Affected Section in the Research Report**	**Entry Number of the Appendix Containing the Prompt Log**

DECLARATION

I declare that I have critically reviewed, edited, and incorporated any content potentially generated by AI into the research report. I take full responsibility for every element of the submitted report, including its originality and scientific validity. I acknowledge that the Hungarian University of Agriculture and Life Sciences may check the submitted report with an artificial intelligence detector and may initiate proceedings if my declaration is found to be false or incomplete.

Place and Date: ....., 202.. ..... month..... day

.....

Signature of the Research Supervisor

Artificial Intelligence (AI) Prompt Log for Researchers, Students, and Doctoral Candidates

Guide: This appendix documents the AI interactions representing significant content contributions, as indicated in Table II of the declaration according to Appendices 2 and 3 of the Hungarian University of Agriculture and Life Sciences' Regulations on the Use of Artificial Intelligence.

The numbers listed here must correspond to the numbers provided in the "Entry Number of the Appendix Containing the Prompt Log" column of Table II in the declaration.

LOG ENTRY NUMBER: 1

(Please choose either option A or B!)

A) Detailed Documentation

Prompt provided:

AI's raw response:

B) Reference to Shared Conversation:

Publicly accessible conversation link (URL):

(For additional entries, copy this template with the appropriate new number.)

Artificial Intelligence (AI) Prompt Log for Lecturers

Guide: This appendix is used to track documents produced with AI and utilized in teaching by the instructor.

LOG ENTRY NUMBER: 1

(Please choose either option A or B!)

A) Detailed Documentation

Prompt provided:

AI's raw response:

B) Reference to Shared Conversation:

Publicly accessible conversation link (URL):

(For additional entries, copy this template with the appropriate new number.)