Ordinance No. 31/2025
of the Rector of Lodz University of Technology
23 September 2025

on the Principles of using Artificial Intelligence tools
in teaching and research and in the performance of
employee duties at Lodz University of Technology

Pursuant to Article 23(1) and (2) of the Act of 20 July 2018 - Law on Higher Education and Science (Journal of Laws of 2024, item 1571, as amended), § 14 (1) and (2) of the Statute of Lodz University of Technology – Resolution No. 88/2019 of the Senate of Lodz University of Technology of July 10, 2019, I order the following:

§ 1

I introduce the **Principles of using Artificial Intelligence tools in teaching and research and in the performance of employee duties at Lodz University of Technology**, which constitute an attachment to this Ordinance.

§ 2

1. The Ordinance determines:

    1) the principles of using artificial intelligence tools in teaching by academic teachers, non-academic personnel, doctoral students and students of Lodz University of Technology;

    2) the principles of using artificial intelligence tools when conducting research and preparing scientific publications by academic teachers, non-academic personnel, doctoral students and students of Lodz University of Technology;

    3) the principles of using artificial intelligence tools in connection with the performance of employee duties of persons employed at Lodz University of Technology.

2. The provisions of this ordinance apply to academic teachers and non-academic personnel, students and doctoral students of Lodz University of Technology, as well as to persons conducting teaching classes at Lodz University of Technology on the basis of civil law contracts in all forms of education carried out by the University.

§ 3

The ordinance enters into force on September 23, 2025.

prof. dr hab. inż. Krzysztof Jóźwik
Rector of Lodz University of Technology

/- signed with a qualified digital signature/

Appendix
to Ordinance No. 31/2025 of the Rector of Lodz University of Technology of September 23, 2025
on Principles of using Artificial Intelligence tools in teaching
and research and in the performance of employee duties at Lodz University of Technology

Principles of using Artificial Intelligence tools in teaching and research and in the performance of employee duties at Lodz University of Technology

Preamble

The development of tools based on artificial intelligence and their increasing use by the academic community in the process of education, scientific and research activity and everyday professional work is the basis for the University to define recommendations for a responsible and safe approach to innovation.

Conscious implementation of artificial intelligence tools in everyday activities related to education, science, professional work allows to fully use its potential, while minimizing the associated risk including responsibility for the use of content generated using them, but also the risk of violation of legally protected goods, including intellectual property rights, business secrets, personal data.

Using artificial intelligence tools, the user (student, doctoral student, academic teacher, employee of the University who is not an academic teacher) takes responsibility for the use of content created using these tools. The information obtained through content generators may be unreliable, misleading or untrue (so-called hallucinations). This information may also reflect patterns of historical bias or systemic disparities in the data on which they are trained (so-called AI bias). Therefore, it is advisable to verify this information in scientific sources each time.

Chapter 1
General provisions

§ 1

Whenever these Terms and Conditions refer to:

1) artificial intelligence – hereinafter referred to as "AI", it should be understood as the field of computer science, dealing with the design of models, algorithms and systems that, when implemented on computer machines, give them the ability to learn, analyse, infer, predict or create new content;

2) an artificial intelligence system – hereinafter referred to as the "AI system", it should be understood as a machine system that has been designed to operate with different levels of autonomy after its implementation and which may show adaptability after its implementation, and which – for the purposes of explicit or implicit purposes – concludes how to generate results based on the received input data, such as predictions, content, recommendations or decisions that may affect the physical or virtual environment;

3) generative artificial intelligence – hereinafter referred to as "GenAI" or interchangeably "content generator", it should be understood as a form of artificial intelligence that uses statistical and probabilistic methods to generate new content most often in the form of digital formats. Examples of GenAI are: ChatGPT, Google Gemini, Microsoft Co-Pilot (for generating written content), DALL-E (for generating images), Midjourney (for generating images), GitHub Copilot (for programming);

4) content generated by generative artificial intelligence tools – it should be understood as content created in formats such as images, films, sounds, texts, documents, software codes, presentations or computer files with different content based on algorithms and computer models trained in the process of machine learning on specific data sets;

5) artificial intelligence tools/AI tools/AI models – it should be understood as software or applications using AI technology;

6) prompt – it should be understood as a command issued by the user to initiate the creation of output content in large language models and generative artificial intelligence;

7) user – it should be understood as a student, doctoral student, participant in postgraduate studies and other forms of education, an employee of the University or a third party – using AI tools;

8) University – it should be understood as Lodz University of Technology.

§ 2
Disclaimers for AI users

1. The use of AI tools requires the user to be familiar with the principles of operation of the tool, in particular with the rules regarding the use of input data by the owner of the AI model/system – including the content of user prompts. You should be aware that the **data entered into the AI model/system located outside the University's IT infrastructure (e.g. in the case of AI tools made available in the cloud service) may be disclosed or used by the owners of the AI model/system** to provide, maintain, develop and improve services, but also to train models. Therefore, it **is forbidden to use in external AI tools, including providing in the content of data prompts protected by law, in particular personal data, content constituting a business secret/know-how of the University or the University's contractors with whom confidentiality agreements have been concluded.**

2. Inclusion in data entered into external AI tools, including as the content of prompts of works protected by copyright, enters into the exclusive rights of the author, even if the work does not appear in the final result generated by the AI tool. Placing fragments of works protected by law in the content of data/prompts, without violating the rights of the author, is possible only on the basis of the provisions on the permitted use of works.

3. The results of the work of AI tools are not works within the meaning of the Act on copyright and related rights and are not subject to copyright protection.

Chapter 2
The use of AI tools in teaching

§ 3

1. Students, doctoral students, participants in postgraduate studies and other forms of education are obliged to consciously and responsibly use AI tools, respecting the principles of ethics and integrity. The use of AI tools must be transparent and include information about the purpose and scope of the use of AI in the course of education.

2. AI tools should support the learning process. The use of AI tools requires a balance between technological support and own contribution of work. Students, doctoral students, participants in postgraduate studies and other forms of education cannot use content generators to automatically generate diploma theses, doctoral dissertations, research projects and other forms of academic credits. Diploma thesis/credit assignments/doctoral dissertations and any other work carried out as part of the education process must be prepared independently by the author and may not contain part or all of other studies without proper indication of the source.

3. Students, doctoral students, participants in postgraduate studies and other forms of education are obliged to indicate the scope of use of content generated by AI tools. If fragments of a written work/project/presentation generated entirely automatically by the AI are included in the work such fragments must be clearly marked as AI-generated, either within the text or in footnotes, so they are

distinguishable from the author's own work. It is forbidden to present the results of AI work as your own. If AI tools are used at the stage of editing work elements (e.g. improving grammar and text style, editing images, editing or transcribing audio-visual materials, generating code, etc.), at least information about the tools used and the scope of their use should be included in the work.

4. Users of AI tools should always make sure that the sources provided in the content generated by AI actually exist and that this content is verifiable. A critical approach to the results obtained from these tools should be maintained, paying attention to their potential errors or bias.

5. The use of AI tools in written assignments or other forms of assessment requires prior agreement with the teacher, and in the case of a diploma thesis with the supervisor under whose supervision the thesis is prepared.

6. The use of AI tools during examinations and quizzes is prohibited unless the examination instructions explicitly allow it and specify the rules for such use.

7. It is not allowed to cite a generative artificial intelligence tool as a source of information.

8. Students, doctoral students, participants in postgraduate studies and other forms of education are fully responsible for the content used that has been generated using AI.

9. Violation by students of the requirements set out in (3-7), may be considered as non-independent preparation of the work and be subject to the consequences specified in § 14 (16) and (17) of the Study Rules at Lodz University of Technology and disciplinary liability.

10. If unethical use of content generators is detected by doctoral students, the doctoral student may be held liable for disciplinary action.

11. Credit assignments, student diploma theses and doctoral dissertations at each stage of preparation may be verified in the anti-plagiarism system used at the University or another system that has the function of detecting the probability of preparing a thesis using AI tools.

§ 4

1. Academic teachers and non-academic personnel at the beginning of the course are obliged to:

    1) determine the rules for the use of content generators in their classes, taking into account the rules resulting from this Ordinance;

    2) make participants aware of the potential dangers and risks associated with the use of content generators;

    3) determine the method and forms of assessments and examinations that enable the proper verification of learning outcomes and independent work.

2. Content generators used in teaching must meet the requirements of personal data protection.

3. If generative AI tools using user data are used in the class, users must be informed about the content generators used in the class and how their data will be used by these tools.

Chapter 3
The use of AI tools in research

§ 5

1. Academic teachers, non-academic personnel, doctoral students and other users conducting scientific research may use AI tools in research processes as technical support, e.g. to create a work structure, generate auxiliary content, search the literature, edit and correct the text, prepare abstracts or analyse data, but the use of these tools cannot replace independent reflection, interpretation of results and conclusions. It is necessary to critically verify the results obtained using AI tools each time and full transparency as to the use of AI tools.

2. All substantive content contained in the scientific publication, including the author's own formulations and content provided by other authors, should be the result of in-depth reflection by the author.

§ 6

1. The results of the content generators must not replace the original analyses or interpretations of the test results. Users are responsible for conducting original research and ensuring the accuracy and integrity of their results.

2. Users must ensure that the use of content generators complies with the highest standards of academic ethics.

3. Users must consider the ethical implications of using content generators in their research, especially when interpreting or making decisions based on the data generated by these generators.

4. The results obtained using content generators must be critically evaluated and verified with reliable scientific sources before they are incorporated into a scientific paper.

§ 7

1. It is not permissible to use content generators to:

    1) create key elements of the publication;

    2) create extensive excerpts, chapters or other sections of publications, which are then only edited by the author or other content generators;

    3) automatically generate hypotheses, theses or research questions that should be the result of intellectual reflection and understanding of the research material by the author;

    4) automatically generate descriptions and interpretation of test results;

    5) generate key research conclusions that should be the result of an independent analysis of the author of the work.

2. Creating texts, graphics, data sets or other objects for the purpose of their analysis as content created by artificial intelligence is allowed, provided that this type of content will be unambiguously marked with the source from which they were created. In the remaining scope of the written work, its author should apply the standards set out in this Ordinance.

§ 8

1. The use of material generated by content generators that may infringe copyright is unacceptable.

2. The author is responsible for all ethical and legal violations that may result from the improper use of content generators and is subject to disciplinary liability on the terms set out in separate regulations.

Chapter 4
The use of AI tools in connection with the performance of work
within the scope of employee duties

§ 9

1. The employee is entitled to use AI tools as support in the implementation of the duties entrusted to them, aimed at improving work processes. The use of AI tools must not in any way replace independent work, responsibility or decisions made by the employee.

2. It is absolutely forbidden to enter into AI tools data protected by law, including personal data, covered by a confidentiality agreement, and covered by a business secret/know-how.

3. The employee is required to clearly label content generated using AI tools that is shared outside the University, in particular documents/analyses/reports and other materials. The content generated with the use of AI tools is marked in the form of a note attached to the copy of the document left in the case documentation at the University.

4. The employee is obliged to critically assess and verify the effects of the work of AI tools, taking responsibility for their substantive correctness and compliance with applicable standards and regulations.

5. The employee is obliged not to use AI tools in a way that violates applicable copyright, intellectual property rights and license conditions under which software or materials generated by AI tools are made available. In particular, it is forbidden to copy, modify, distribute and use the effects of AI tools outside the scope provided for by the license granted by the creators or suppliers of these tools. The Employee should carefully read and comply with the terms of use and licenses of the AI software to the full extent in order to avoid the risk of legal violations and the related consequences for themselves and for the University. Any ambiguity regarding the right to use and the scope of the license should be immediately reported to superiors.

6. The employee is obliged to immediately report to the immediate supervisor any suspicion of violations of security rules, confidentiality or other irregularities related to the use of AI tools.

7. The employee is prohibited from using AI tools to generate content or take actions contrary to the values, ethical principles and policy of the University, including discriminatory, offensive or manipulative content.

Chapter 5
Recommended provisions in contracts with the University's contractors

§ 10

It is recommended that in contracts with the University's contractors, the subject of which is the performance of the work for the University, include detailed provisions on the rules for the use of the work with the use of AI tools. In particular, it is recommended that the fields of use should include:

1) reproduction of the work by any technique, including in digital form;

2) using the work for the purposes of machine learning and training artificial intelligence models;

3) creating and using derivative works, including adaptations, studies, translations and any modifications of the work, also implemented using artificial intelligence (AI) tools;

4) making publicly available and disseminating the work and derivative works in the network, electronic media and other distribution channels;

5) processing the work in ICT systems and databases.