

Guidelines for the Use of Artificial Intelligence in written work at the UHK

I. Introductory provisions

- 1) This text sets out guidelines for the use of generative artificial intelligence tools in the preparation of Bachelor's, Master's and doctoral theses (hereinafter referred to as the *Final Theses*) and other written work by students of the UHK.
- 2) For the purposes of this text, participants in lifelong learning programmes and participants in the Advanced Master's (Rigorosum) procedure are also considered to be students when producing written work.
- 3) When producing written work, the student is always the author of the work. Artificial intelligence should not be used directly to write any part of the text of the thesis but can be used for sub-tasks related to the production of the thesis.

II. Guidelines for Final Theses

- 1) It is recommended that specific tasks for which artificial intelligence can be used in the preparation of the Final Thesis be defined for individual study programmes, or that tasks be defined that students should perform independently without the use of artificial intelligence. Such definition shall be based on the profile of the study programme graduate and the learning outcomes. The responsibility for setting these guidelines lies with the faculty in which the degree programme is delivered. The guidelines may be common to more than one degree programme.
- 2) In the preparation of the Final Theses, it is required that the method of using artificial intelligence is declared in detail in the thesis, including a critical evaluation of the outputs and results obtained using artificial intelligence, e.g., in the introduction of the thesis, in the methods section or in other parts of the thesis where relevant.

- 3) The following statement shall be included in the Final Thesis: *“I declare that I have prepared this Bachelor’s/Master’s/doctoral thesis independently (under the supervision of the Bachelor’s/Master’s/doctoral thesis supervisor) and have cited all sources and literature used. In the case of the use of artificial intelligence tools, I have fully declared how they have been used in the development of this thesis.”*

III. Instructions for further written work

- 1) When assigning any written assignments that are part of the learning requirements for the completion of the course, it is recommended that the specific rules for the use of artificial intelligence be specified when assigning the relevant assignment, e.g., in the course syllabus, when specifying the conditions for the preparation of the paper at the beginning of the course, etc. The responsibility for these rules setting lies with the course guarantor or the teacher who assigns the task and takes into account the objectives of the task and the knowledge, skills and competences it tests.
- 2) The use of artificial intelligence tools in the work should be appropriately declared and must be in accordance with the rules set by the teacher for the task.

IV. Common provisions for the Final Thesis and other written work

- 1) Unauthorized use of artificial intelligence tools, their use beyond what was declared in the work, and their use in violation of the conditions set for the preparation of the work is considered unethical conduct or a disciplinary offence, and is a cause for action by the ethics committee, or a cause for disciplinary proceedings.
- 2) The students must familiarise themselves with the terms and conditions set by the providers of the artificial intelligence tools and take responsibility for ensuring that the privacy policy is respected when using these tools. Furthermore, they shall act in a way preventing the misuse of the information provided by them concerning activities and their results owned by the UHK or contractual partners of the UHK.
- 3) When using artificial intelligence tools, it is always necessary to approach their outputs critically and to verify the information obtained thoroughly.
- 4) It is recommended not to use artificial intelligence tools that could pose a security risk.

V. Final Provisions

This instruction shall take effect from 1 September 2024.

In Hradec Králové on 24. 04 2024

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