

# **Guidelines on the Use of Artificial Intelligence by Students in the Completion of Academic Work at the University of Hradec Králové**

## **I. Introductory Provisions**

- 1) The purpose of this Vice-Rector's Instruction is to establish recommended procedures for the use of generative artificial intelligence tools by students in the completion of academic work at the University of Hradec Králové (hereinafter referred to as the "*UHK*").
- 2) For the purposes of this Vice-Rector's instruction, participants in lifelong learning programmes, students on student mobility schemes and candidates in the rigorosum examination procedure are also considered to be students.
- 3) Artificial intelligence tools may be used in the completion of academic work only to the extent consistent with the intended learning objectives and in accordance with the rules set by the faculty or lecturer. Their use must be transparent, and the student remains the author of the thesis, project, or other academic work, bearing full responsibility for its content, accuracy, citations, and originality.

## **II. Guidelines for Final Theses and Projects**

- 1) It is recommended that, for each study programme, specific tasks be identified for which artificial intelligence tools may be used in the preparation of a final thesis or project, as well as tasks that must be completed independently without the use of such tools. These determinations should reflect the graduate profile of the study programme and its intended learning outcomes. The faculty responsible for delivering the study programme shall establish these guidelines, which may be shared across multiple study programmes. Unless otherwise specified for a particular task, these guidelines shall apply by default.

- 2) When preparing final theses or projects, any use of artificial intelligence tools must be disclosed in a clear and concise manner within the thesis or project. This disclosure shall specify, at a minimum, the purpose and extent of such use and, where relevant, the manner in which the accuracy of the outputs was verified.
- 3) The following declaration must be included in all submitted final theses or projects:

*I declare that I have prepared this Bachelor's/Master's/doctoral thesis/project independently (under the supervision of the relevant supervisor) and that I have cited all sources and literature used. Where artificial intelligence tools have been used, I have indicated their purpose and scope of use and have verified the accuracy of the information obtained.*

### **III. Guidelines for Completing Other Academic Work**

- 1) When assigning written work that forms part of course requirements, it is recommended that specific rules governing the use of artificial intelligence tools be established at the time the assignment is set (e.g. in the course syllabus or in the instructions for a seminar paper at the start of the course). The establishment of such rules falls within the remit of the course coordinator or the lecturer assigning the task and must take into account the objectives of the assignment and the knowledge, skills, and competences it is intended to assess.
- 2) The use of artificial intelligence tools shall be disclosed in the manner specified by the lecturer. Where no such manner is prescribed, the student shall at least indicate the purpose and scope of their use.

### **IV. General Provisions**

- 1) The unacknowledged use of artificial intelligence tools, their use beyond the scope declared by the student, or their use in contravention of the conditions set for the completion of an assignment, project, or other academic work shall be considered unethical conduct or a disciplinary offence and may constitute grounds for action by the Ethics Committee or for the initiation of disciplinary proceedings.
- 2) Students are required to familiarise themselves with the terms and conditions of providers of artificial intelligence tools and to ensure compliance with applicable data protection principles when using such tools. They shall also act so as to prevent the misuse of information they provide, including information relating to activities and results owned by UHK or its contractual partners. In particular, it is recommended that students do not input personal data or non-public information (including internal UHK materials) into

external artificial intelligence tools unless there is explicit consent and a valid legal basis for doing so, or unless the provider's terms and conditions clearly state that such data are not processed or retained and remain exclusively under the user's control.

- 3) When using artificial intelligence tools, students shall approach their outputs critically and verify the accuracy of the information obtained.
- 4) It is recommended that artificial intelligence tools that may pose security risks not be used.

## **V. Final provisions**

- 1) This Instruction repeals Vice-Rector's Instruction No. 01/2024.
- 2) This Instruction shall enter into force and take effect on 1 April 2026.

In Hradec Králové on 19 March 2026.

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