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|  <b>CORVINUS<br/>UNIVERSITY</b><br>of BUDAPEST | <b>EXECUTIVE<br/>COMMITTEE<br/>PROVISIONS</b> | <b>12/2025</b><br>Version number: <b>00</b> |
| <b>ON THE USE OF ARTIFICIAL INTELLIGENCE SYSTEM</b>                                                                             |                                               |                                             |

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| <b>ON THE USE OF ARTIFICIAL INTELLIGENCE SYSTEM</b>                                                                             |                                               |                                             |

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## Preamble

### 1. §

The Corvinus University of Budapest (hereinafter: "University") is committed to technological innovation and supports the use of artificial intelligence (AI) systems in learning, teaching, research and organisational operations in relation to both its teaching and research responsibilities. In the context of the rapidly evolving generative artificial intelligence, the University encourages its students and staff to explore, experiment with and learn more about the use and development of these tools and services.

A working group set up by the Vice Rector for Academic Programmes and composed of experts from different departments and organisational units of the University (the Artificial Intelligence Integration Centre) developed the first guidelines for the responsible use of AI tools. The first public element of this regulatory work was the 1/2025 Provisions followed by the 6/2025 Provisions of the Vice-Rector for Academic Programmes on the use of generative artificial intelligence systems in education.

In the institutional shaping of the future of artificial intelligence, a new senior position, the Dean for Artificial Intelligence (hereafter: Dean for AI) was created in 2024 and was filled from 1 January 2025. The Dean of AI is responsible for supporting the work of the Executive Committee and developing the institutional regulatory framework for AI.

In compliance with Section 114/P (1) of Act CCIV of 2011 on National Higher Education Act, the present regulation also covers other types of artificial intelligence systems, such as machine learning-based and predictive models (collectively referred to as AI systems).

In developing this regulatory framework, we conducted an extensive international survey to learn about best practice in both regulatory and informal guidance from a number of leading universities (Monash University, Universität Wien, University of Delaware, London School of Economics, KU Leuven, University of Ghent and HEC Montreal).

It is our intention that this regulatory framework will evolve and be regularly updated based on our shared experience of using AI systems and tools.

## Purpose of the Provisions

### 2. §

- (1) The regulatory efforts on artificial intelligence aim to recognise, identify and raise awareness of the risks associated with artificial intelligence technology (including machine learning, predictive modelling, generative tools and algorithmic or AI-driven decision-making) and, on that basis, to eliminate or mitigate potential risks in a way that promotes the efficient, ethical and sustainable use of these tools.
- (2) In addition to identifying the basic risks, this framework also sets out the basic conditions of Definitions.

**ON THE USE OF ARTIFICIAL INTELLIGENCE SYSTEM****Scope****3. §**

- (1) The present Provisions of the Executive Committee (hereinafter: Provisions) govern the use of artificial intelligence systems and tools by the University community in their teaching, learning, research and all University work-related activities.
- (2) The personal scope of the Provisions apply to the employees and agents of the University, (both natural and legal persons), scholarship holders, and students in connection with the above activities, regardless of the nature of their employment relationship with the University.
- (3) All university regulatory documents after the entry into force of the present Provisions, shall be reviewed to ensure that they comply with the present Provisions. In this respect, the University has four types of regulatory documents for the use of AI:
  - a) those not directly affected by the application of the AI,
  - b) those that set a framework and influence the use of AI,
  - c) those that regulate certain aspects of AI or in certain specific contexts, and
  - d) those that need to incorporate AI-specific provisions.

**Interpretative provisions****4. §**

For the purposes of the present Provisions:

(1) The community of the University:

The students of the University, the staff of the organisational units serving the operation of the University, lecturers, researchers, external collaborators and other employees and agents, irrespective of the nature of their employment relationship with the University.

(2) Confidential information:

Any scientific, business or technical information or research results available to the University, a member of the University community, external collaborators or other third parties, that is held by the University as classified information or otherwise not in the public domain or that has been provided or shared under an obligation of confidentiality and the maintenance of its confidential nature or keeping it as a secret is in the interest of the University.

(3) User:

Any member of the University community, which may be a person or an organisational unit that uses an artificial intelligence system or service for the purpose of performing a task based on a law, internal regulations or employer's provision.

(4) Generative artificial intelligence system (or in short: GAI system):

A machine-based system, tool or service that is designed to generate output content (e.g. an answer to a question, a written document, software code or a product design) of a quality similar to human problem solving, taking into account user questions, requests and other input (text, images, moving images, other works). The concept of generative artificial intelligence systems

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covers both stand-alone systems such as ChatGPT, Gemini+, MS Copilot, and solutions embedded in other software such as Github Copilot.

(5) Data-driven Artificial Intelligence system

Data-driven Artificial Intelligence in this context refers to business analysis solutions based on computer models that use Artificial Intelligence technologies to process large amounts of data, recognize or match patterns, predict characteristics, create optimizations, prepare decisions, and even make partially or entirely automatic decisions. This includes, among others, AI-based algorithmic and data-driven decision-making solutions, as well as models based on machine learning and big data tools.

(6) Personal data

Data and information defined in the interpretative provisions of Act CXII of 2011 on the Right of Informational Self-Determination and the Freedom of Information and other Hungarian and EU legislation related to the protection of personal data (in particular 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, and repealing Directive (EC) No 95/46/EC (General Data Protection Regulation: GDPR)).

(7) Intellectual property

A distinctive designation as defined in Section 1 of Act LXXVI of 1999 on Copyright, Section 1 of Act XXXIII of 1995 on the Protection of Inventions and Section 1 of Act XI of 1997 on the Protection of Trade Marks and Geographical Indications.

### Institutional principles related to the use of AI

#### 5. §

- (1) Below there is a set of principles setting out the expectations and application practices in connection to the use of AI.
- (2) While setting the guidelines, we took into account international regulatory documents on the ethical use of AI<sup>1</sup> and international best practice in higher education:
  - a) **Openness:** The University has to face the challenges and embrace the opportunities offered by new AI tools as members of the University community have to cope in a 21st century technology-enabled world. Therefore, the University supports the conscious, responsible, ethical, sustainable, and transparent use of AI tools (including generative applications).
  - b) **Initiative:** In line with its leadership role, the University is taking steps to ensure the responsible use of AI - so the University prepares its graduate students for the changing technological environment and supports them in acquiring the skills necessary to understand, successfully apply, responsibly manage artificial intelligence and manage

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<sup>1</sup> In particular Regulation (EU) 2024/1689 of the European Parliament and of the Council of 13 June 2024 laying down harmonised rules for artificial intelligence, amending Regulations (EC) No 300/2008, (EU) No 167/2013, (EU) No 168/2013, (EU) 2018/858, (EU) 2018/1139 and (EU) 2019/2144 and Directives 2014/90/EU, (EU) 2016/797 and (EU) 2020/1828 (the AI Regulation)

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the emerging risks, including the ethical decisions that go hand in hand with the emergence and spread of such new tools.

- c) **Professional and scientific integrity:** The University considers the integrity of intellectual work to be a fundamental value, and it is our shared responsibility to protect and develop it. Members of the University community are committed to assessing the risks associated with the use of AI tools and to acting in a manner that ensures the integrity of their work to the fullest extent possible.
- d) **Human oversight and responsibility:** The University should ensure that in its internal ethical and legal procedures relating to AI systems, responsibility can always be assigned to natural persons or existing legal entities. These include: the verifiability of these tools, the minimisation and reporting of potential negative impacts, the prosecution of ethical breaches and effective redress. Artificial intelligence systems can never replace ultimate human responsibility and accountability. Embracing AI tools should not mean accepting them uncritically.
- e) **Autonomy:** The members of the University community can freely decide whether to use AI tools in their academic activities, and lecturers (in particular subject leaders) are free to decide whether to allow students to use AI tools in a given subject, taking into account the provisions and limitations of EU directives, legislation and university regulations. For that, the University provides support in terms of technology, professionalism and teaching methods.
- f) **Transparency:** Members of the University community are obliged to ensure transparency in the use of AI tools, e.g. how lecturers use AI tools in a particular subject, or how students can use and refer to the use of these tools in their learning and assignment work. The University will, upon specific request, provide information on the University's policies and positions regarding the use of AI devices.
- g) **Equal Opportunities:** Equality of opportunity includes striving to ensure that AI tools and technologies are accessible to all on equal terms.
- h) **Data protection:** any use of AI at the University must comply with applicable national, EU and institutional data protection regulations.
- i) **Accountability:** All members of the University community should be committed to the responsible use of the AI tools. They are not used in a misleading or manipulative way in their academic work.
- j) **Dialogue on issues and concerns:** Members of the University community may at any time ask questions and express concerns about the use of AI tools, initiate dialogue with other members of the community, and contact the Dean for AI for clarification.
- k) **Sustainability:** The AI tools used at the University shall be implemented and operated in a sustainable way, including environmental (e.g. energy management, ecological footprint, recycling), economic (e.g. cost-effectiveness, total life cycle cost) and social (e.g. human-AI collaboration and labour market related) sustainability.

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## Responsibilities of the University

### 6. §

- (1) In order to ensure compliance with these principles and to protect the University community from the risks associated with the increased use of AI, the University provides professional, methodological, pedagogical, ethical, and legal support and training (if required) to the University community for the effective and responsible (i.e. safe and ethical) use of AI. The University intends to set up an online forum to share best practices, ideas and risks identified in relation the use of AI, especially its generative form. These activities are coordinated by the Dean for AI.
- (2) The University should monitor the likely challenges expected to arise from the use of AI tools and, in addition to the ethical issues currently known, monitor potential future legal compliance, fiduciary, financial, sustainability and other challenges. These activities are coordinated by the Dean for AI.
- (3) The University continuously performs risk assessment and mitigation in connection with the implementation and use of AI tools, and implements its AI related developments taking into account the risks identified. These activities are coordinated by the Dean for AI.

## Raising awareness of the risks associated with AI tools

### 7. §

When using AI tools at the University the confidentiality of the data and the risks of its use must be taken into account. This includes information security, the secure processing, handling and protection of personal and confidential data, the protection of intellectual property and the integrity of academic work, as defined in other relevant University policies (10. §).

## Data confidentiality and quality risks

### 8. §

A fundamental risk associated with the use of AI tools is the possibility that

- a) the input data used to train or use the AI system becomes accessible to a specified unauthorised third party,
- b) such input data becomes available to any unauthorised third party (disclosure),
- c) the data used to build the models may be biased or inaccurate,
- d) the output data generated by the AI system is biased, misleading or inaccurate (output data quality risk).

## Risk areas and their interpretation

### 9. §

The risks under Section 8 may arise in the following areas:

- a) **information security:** if an AI tool is given access to confidential information or trade secrets, the University's intellectual property rights associated with that information or



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creations may be violated, and the information may be disclosed to unauthorized third parties or persons through the use of the AI technology;

- b) **the processing and protection of personal data, provision of data subjects' rights and freedoms:** if the generative artificial intelligence is given access to personal data, the technology may not respect the privacy rights of individuals; the related fundamental freedoms guaranteed by international treaties, the Fundamental Law of Hungary and other laws must be made clear in a manner necessary to comply with applicable data protection laws, so that the data subjects would know how they can use their rights related to the processing of their personal data;
- c) **protection of intellectual property:** the outputs of generative AI may infringe the intellectual property rights of other authors and may not themselves be protected by intellectual property rights;
- d) **integrity of scientific work:** the output of generative AI tools may be inaccurate;
- e) **ethical risk of scientific work:** any output resulting from the use of an AI tool may suggest or make decisions or rely on data that are biased, discriminatory, or otherwise not in accordance with University guidelines or are otherwise in violation of applicable laws.

**Rules of conduct****10. §**

In addition to adhering to the principles and the resulting standards of conduct laid out in this Provisions, all members of the University community must adhere to the following rules of conduct for the development and application of AI tools. Some university regulations may set more detailed expectations for the use of certain AI tools.

**General use of AI tools****11. §**

- (1) In accordance with the Regulation of the European Parliament and of the Council on Artificial Intelligence<sup>2</sup> (the EU AI Act), members of the University community are prohibited from developing or using artificial intelligence systems and models that are unacceptable or high risk under the law.
- (2) When a new, significant AI tool or model is released and requested by a member of the University community or an organisational unit, the Dean for AI is responsible for assessing whether the tool meets the criteria for university usability and thus categorizing the tool.
- (3) Before using a particular AI system, device or model, the instructions for use must be read and the AI system must be used in accordance with them. If users perceive a risk during

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<sup>2</sup> Regulation (EU) No 2024/1689 of the European Parliament and of the Council of 13 June 2024 laying down harmonised rules for artificial intelligence and amending Regulations (EC) No 300/2008, (EU) No 167/2013, (EU) No 168/2013, (EU) 2018/858, (EU) 2018/1139, (EU) 2019/2144 and Directives 2014/90/EU, (EU) 2016/797 and (EU) 2020/1828 (the AI Regulation)



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use, they should report this to the Dean for AI or, where applicable, to the service provider and suspend use.

#### **Internal development of AI applications or models**

##### **12. §**

- (1) Within the terms of the present Provisions, the University may develop or purchase artificial intelligence-enabled solutions to improve the student experience, increase employee efficiency, and support or automate decision-making.
- (2) During development and selection, it should be ensured that these algorithmic tools are accountable, subject to human oversight, and that their outputs are regularly evaluated to detect bias or errors. The Dean for AI should be consulted before developing or implementing such tools or models.

#### **Non-permitted use of data-driven AI tools**

##### **13. §**

- (1) Data-driven and machine-learning models may not be used in a discriminatory or other manner that violates the University's policies listed in Subsection 29. § (2), that infringes the rights of minority groups or limits their opportunities.
- (2) AI models cannot be developed utilizing data from unknown sources or unverified data.
- (3) AI models based on pattern-matching cannot be used to analyse populations that differ from the characteristics of the training set.

#### **Permitted use of data-driven AI tools**

##### **14. §**

- (1) Data-driven and machine learning-based models can be used with due caution to improve the student experience and increase employee efficiency.
- (2) AI models developed to support or automate decision making can only be deployed after professional review by the Dean for AI and approval by the Executive Committee. These models will be included in the official AI register.
- (3) Only tools listed in the official registry of AI systems may be used at the University.

#### **Non-permitted use of generative AI tools**

##### **15. §**

- (1) Creating any part of a work using generative AI tools, including generating an abstract, a literary survey, or a visual representation, when it is claimed to be the own work of the user.
- (2) Adapting another author's work using AI and attributing the resulting work to the user.

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- (3) Disclosing statistical or other data series generated by a generative AI tool in text, due to concerns about the credibility, integrity and validity of the data produced, except for educational purposes in accordance with the Study and Examination Regulations.

#### **Permitted use of generative AI tools**

##### **16. §**

- (1) Post-editing of part or all of one's own work in order to improve spelling, language and legibility, provided that this operation is directed at the original work created by the author and does not create a completely new work as to its content.
- (2) Facilitating the analysis and evaluation of statistical or other data series.
- (3) Production of results co-created with a generative AI tool, if the use of the tool is authorised in the given context and the fact of use is clearly acknowledged in the declaration accompanying the work in the manner required in that context.
- (4) Other university regulations may permit additional modes of use, but the Dean for AI must be notified.

#### **Checking of output data**

##### **17. §**

- (1) A member of the University community will verify the accuracy, factual accuracy and lawfulness of information or other content generated by the AI tool before using it, with particular regard to the protection of confidential information, personal data and intellectual property.
- (2) Pursuant to the relevant regulations or legislation, the user of the GAI system may be held liable for any GAI-generated content that he or she uses in the course of performing his or her work or fulfilling his/her duties.

#### **Declaration of use**

##### **18. §**

- (1) If the user or author uses or borrows ideas from content produced by a generative artificial intelligence system in his/her work in a processed or adapted form (together: use), he/she shall make a written declaration to that effect as requested in the context of use.
- (2) The declaration shall typically include the fact of use, the purpose of the use, the name of AI system or service used and the version number if needed. Some institutional rules may require more detailed information on the use of such devices but may also waive the obligation to make a declaration.

#### **Protection of confidential Information**

##### **19. §**

No member of the University community may record confidential information in the AI tool unless required to do so in the performance of an approved contractual obligation, subject to security

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and confidentiality conditions, and then only when using devices that are centrally subscribed or formally approved by the University.

### **Protection of personal data**

#### **20. §**

A member of the University community may not record or process personal data about University employees, students, or other third parties in the AI models unless required to do so to comply with an approved contractual obligation or other legal obligation, subject to security and confidentiality conditions, and unless the legal ground for the processing and handling of the data is verifiably demonstrated, but then only when using tools provided or formally approved by the University.

### **Protection of intellectual property**

#### **21. §**

A member of the University community may not record or process in the AI any data, works or other content that may directly or indirectly infringe the intellectual property rights of other parties.

### **Impartiality check**

#### **22. §**

- (1) A member of the University community shall verify the impartiality and non-discriminatory nature of the data, works and other content produced by the AI tool before transmitting, publishing or otherwise using it.
- (2) In this context, he or she shall in particular consider whether the data recorded, processed or produced by the system does not result in a decision that discriminates against a group or a member of such a group that is particularly protected under applicable law, in particular on the basis of race, ethnicity, nationality, gender, age, religious or other beliefs, political opinions, membership of an advocacy organisation, sexual orientation, health, physical or mental disability.
- (3) The user who produces, transmits, publishes or otherwise exploits discriminatory content shall be responsible for any harm or damage caused by such content.

### **Prohibition of harmful, malicious or illegal content**

#### **23. §**

Members of the University community must not use AI tools to create harmful content, in particular malware, computer viruses, worms, Trojans, botnets, which may be used to commit cybercrimes or other illegal activities.

### **Selection of opt-out setting**

#### **24. §**

If the artificial intelligence system allows opting out, the member of the University community is obliged to disable the use of his/her data and input (prompts) related to performing university

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tasks for future training and further development of the system, except for the tools for which the University provides a subscription.

### **Additional responsibilities of AI users**

#### **25. §**

- (1) Before using AI tools in a professional environment, in particular in the context of university work, users who are members of the University community should familiarise themselves with the functionality and risks of the tool they intend to use. If necessary, users may also be required to attend training provided or approved by the University.
- (2) The University user is personally responsible for compliance with the University rules on the use AI. In the event of a breach of the rules on the use of University AI, ethics proceedings may be initiated against the user member of the University community.

### **AI systems recommended for university use**

#### **List of generative AI tools recommended by the University**

#### **26. §**

- (1) The University publishes on its website and updates as necessary a list of vetted and prioritised generative artificial intelligence systems, including subscriptions available at the University.
- (2) Members of the University community may safely use these controlled tools in the performance of their academic duties, including organisational and academic work or study, in accordance with the provisions of the present Provisions. The Dean for AI must be notified about the introduction of a new AI tool or model (16. § (4)).

### **Subscriptions made by the University**

#### **27. §**

- (1) The University may provide official, corporate or group AI subscriptions to members of its community. The rules and procedures for the selection of such tools and the allocation of accounts for institutional access to them shall be determined by the Dean for AI.
- (2) Only institutional subscriptions or tools provided by the University for this purpose may be used to manage confidential information or personal data (see also 19. § and 20. §).

### **Subscription process for generative AI tools**

#### **28. §**

The Dean for AI establish procedures for the selection of AI tools suitable for use and subscription. The procedure should also clarify the steps for allocating subscriptions to members of the University community. The selected AI tools must be approved by the Executive Committee and submitted to the Senate for information.

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### **Miscellaneous and final provisions**

#### **29. §**

- (1) The present Provisions shall enter into force on the day their publication.
- (2) The present Provisions shall be interpreted in accordance with all internal regulations of the University, but in particular with the Study and Examination Regulations, the Code of Conduct, the Provisions of the Presidential Committee 13/2023 on Data Management, the Equal Opportunities Regulation, the Regulation ensuring equal academic opportunities for students with disabilities, the Regulation on the protection and management of intellectual property and the Anti-plagiarism Regulation.