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# Rector's Methodological Instruction

# č. 4/2025

## Using artificial intelligence in the study and production of written work produced as part of a degree at the Silesian University in Opava

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## Using artificial intelligence in the study and production of written work produced as part of a degree at the Silesian University in Opava

### Article 1
### Introductory provisions

1) This Rector's Methodological Instruction (hereinafter referred to as the "Instruction") regulates the use of artificial intelligence (hereinafter referred to as "AI") tools in the study and production of written work produced as part of studies at the Silesian University in Opava (hereinafter referred to as the "University"). It applies to all final qualification theses (bachelor's, diploma, rigorous, dissertation), term and seminar papers (hereinafter referred to as "written theses"), presentations, projects, case studies and other forms of study outputs.

2) This guideline applies to students, participants in lifelong learning, candidates registered for the state rigorosum examination and foreign students on mobility who are authors of written works, presentations, projects, case studies and other forms of learning outcomes (hereinafter referred to as "author").

### Article 2
### Definition of basic terms

1) For the purposes of this Guideline:

   a) author - an individual who has produced a written work, presentation, project, case study or other form of learning output, whether it is text, research, visual or audiovisual material, program code, database or other similar output. The author of is not considered to be AI as he/she is not a natural person and is not legally or ethically responsible. Therefore, the output produced by AI cannot be considered a work of authorship within the meaning of copyright law and must be properly identified and documented as an auxiliary means.

   b) Artificial Intelligence (AI) - any digital tool or system using machine learning, language models (e.g. LLM) or other forms of algorithmic processing that is capable of generating text, analysis, designs, code or other content based on given instructions (prompts). Tools using AI are divided into generative and other types of AI.

   c) Generative AI - a type of artificial intelligence that can create new content - for example, text, multimedia content (e.g., images, audio and audiovisual output), or program code - based on given instructions (prompts). The models used (e.g. GPT, DALL-E, Gemini, etc.) learn from large databases of text and other data. Among other things, they provide cues to the content or structure of the text.

   d) another type of AI - for example, a tool that can perform translations, grammar and style checking, improve readability and clarity, formulate summaries, or generate a note-taker and reference list. It can also be used to process and interpret data, automate text drafting activities, or search for scholarly publications and resources.

   e) prompt - an assignment or instruction by which the author specifies the task to be performed by the AI. In the context of written work or other output, it is the formulation of an input question, request, or instruction that the author gives to an AI tool (e.g., ChatGPT, Gemini, Copilot, etc.) to obtain an output (answer, text, analysis, etc.). The quality and specificity of the prompt directly affects the relevance and quality of the resulting output.

   f) plagiarism - an act in which an author knowingly or unknowingly passes off another's work or other intellectual property creation (ideas, texts, data, graphs, images, codes, etc.) as his or her own without properly acknowledging the original source. In particular, plagiarism may be considered to be:

      i) copying texts without attribution or proper citation,

      ii) paraphrasing someone else's ideas without reference to the source,

      iii) Taking parts of other people's works (e.g. seminar, thesis or other professional works) without the author's consent and without crediting the author,

      iv) self-plagiarism, i.e. reusing your own work without proper notice,

      v) unlabelled use of AI-generated outputs when they are presented as the result of your own creative efforts.

## Article 3
## Basic rules, principles and binding guidelines for working with AI

1) When providing information to AI tools, authors must not provide personal information about other persons unless they have the legal authority to do so. Providing personal information could violate the General Data Protection Regulation (GDPR), the Copyright Act, the Data Protection Act, or create additional security risks or other related consequences.

2) The use of AI tools is possible under the assumption of a fair and open approach in line with academic integrity. Any form of non-transparent behaviour based on passing off someone else's work/output as one's own, or attempting to mislead the supervisor, other assessors and authorities, may be seen as a breach of the author's obligations in fulfilling their academic duties, which may result in disciplinary action. Unauthorised use of AI may also be considered as a form of plagiarism.

3) The author should be critical of AI outputs. He is responsible for verifying the information obtained through AI. It is not recommended to use these tools to formulate conclusions, claims or arguments. The material generated by the AI tool must not be the actual written work, presentation, project, case study, or other form of learning output or parts thereof (e.g., a chapter). The author must carefully examine and critically evaluate the generated output, as AI may generate output that is misleading, incomplete, biased, or discriminatory.

4) The author takes full responsibility for the written work, presentation, project, case study or other form of learning output, including text, media, wording, translations and references to primary sources cited, including those generated by AI tools.

## Article 4
## Reference / Citation

1) An author who uses generative AI to create a text or multimedia output in his/her written work (or other output) in accordance with this guideline must cite the relevant passages according to the prescribed standard of the relevant department (institute). If the department does not have an established citation standard, another citation standard may be used, e.g., APA, Chicago Manual of Style, or MLA, according to industry practice.

2) If the AI tool is used as a significant source of information or background, the author is obliged to list the relevant prompts in a separate section in the List of References section in the following structure: date of use of the tool, name of the tool and its version (if known), specific wording of the prompt, brief explanation of how the output was used in the text of the written work (or other output).

   Sample notation:

| Date | Tool and version | Prompt wording | Use at work |
|---|---|---|---|
| 28. 02. 2025 | ChatGPT (model GPT-4) | "Explain the concept of a language system" | Definition of the term in chapter 2.1 |

3) The author is also obliged to include short declarations in the written work (or other output) in conjunction with a declaration by the author that he/she is aware of the advantages and potential limitations of using these tools, has carefully checked and edited the entire work and submits it with full authorial responsibility. The declaration shall include at least the following text:

   *"In the preparation of this thesis, the author has used [TITLE OF THE TOOL / SERVICE] for the purpose of [REASON]. After using this tool/service, the author has checked and edited the content as necessary and takes full responsibility for the content of the final (other) work".*

   Other wording may be used according to the industry or according to the supervisor's recommendation.

## Article 5

## Defence and presentation of student written work

1) If the author has used AI in the production of the written work, they must be able to demonstrate in the defence or presentation that they have critically evaluated and checked the output of these tools. In particular, the emphasis is on:

   a) Factual accuracy and demonstration of understanding of the topic - the author must be able to demonstrate that they understand the content of their work, including the parts that AI was involved in creating. It must be clear that the author understands the topic and that the results of the work are not simply the result of automated processing without the author's active input and critical thinking;

   b) Ability to critically analyse and work with information - the author is assessed on their ability to critically work with information, including verifying the accuracy of data, correctly citing sources and independently evaluating AI-generated outputs.

## Article 6
## Final provisions

This Instruction shall come into force and effect on the date of its publication.

In Opava on 3 June 2025

doc. Mgr. Tomáš Gongol, Ph.D.
Rector

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