

**THE ORDINANCE OF THE RECTOR OF WSB UNIVERSITY**

**No 46/2023/2024 of 14 February 2024**

**on the introduction of “The Principles of the Use of Artificial Intelligence Tools  
in the Education Process at WSB University”**

Acting pursuant to Article 23 of the Act of 20 July 2018 Law on Higher Education and Science and Paragraph 11(1), (2), (3) of the Statute of WSB University of 26 October 2021, as amended, it is ordered as follows:

§ 1

Due to the increased use of tools based on algorithms and so-called artificial intelligence by students, doctoral students, postgraduate students and academics, **“The Principles of the Use of Artificial Intelligence Tools in the Education Process at WSB University” are introduced**, which form Annex No. 1 hereto.

§ 2

The ordinance shall come into force on the date of adoption.

RECTOR

Assoc. Prof. Zdzisława Dacko-Pikiewicz, PhD

## **The Principles of the Use of Artificial Intelligence Tools in the Education Process at WSB University**

### **I. Introduction**

1. The document clarifies the principles of the use of content-generating AI systems, hereinafter referred to as AI systems, in the education process.
2. The overriding assumption of the use of AI systems in the education process at WSB University is to support the learning and teaching process and to develop digital competences of students and academics.
3. The use of AI systems by students or academics should be transparent and clearly marked in the materials for the preparation of which AI systems have been used.
4. The detailed rules and scope of the use of AI systems in the learning process should be clarified by the course instructor. Teachers are recommended to clarify the objectives, principles and ways of using AI systems during specific classes in course syllabi or to specify them during the first classes. In addition, during the first classes, the teacher should inform students about the ethical and legal consequences of using AI systems.
5. The content generated by AI systems (e.g. ChatGPT or similar) is not considered as independent student work.
6. The use of AI systems by students during written examinations conducted on Inpera or the OnlineWSB platforms is prohibited.

### **II. The purpose and scopes of the use of AI systems in the education process**

1. The use of AI systems by students in the learning process may include e.g.: translating texts, generating images and graphics for presentations, generating ideas, exploring the topic, creating outlines, generating summaries of reports or texts, searching for benchmarks, and editing texts (style change, error correction).
2. In the context of the development of student competences, the use of AI systems in the learning process can inspire experimentation and innovative thinking, support the development of critical thinking, identify the scope of application of AI systems in academia and/or professional environments, and develop digital competences.
3. AI systems can be used by students as part of the preparation of the thesis and end-of-term assessment (e.g. final papers) in agreement with the supervisor or teacher conducting the classes.

### **III. The use of AI systems in theses and other final papers**

1. The AI systems used, as well as the purposes and manners of their use, should be described in the paper and clearly marked, e.g.
  - a) in the case of a thesis – in the introduction or in the chapter on research methods,
  - b) in other final paper – in the introduction or in the bibliography.

2. The marking should include the name of the AI system (e.g. Chat GPT), the link to the system, the date of content generation, the purpose of the use and possibly an indication of the amount of material generated by the AI system and whether the fragment used was modified by the student or used in the original version.
3. The student bears responsibility for not writing the thesis independently or referring to non-existent source materials in the thesis or other final papers.
4. In the event that it is found that the thesis or other final paper violates the principles specified in this Ordinance, the procedure for cases in which the student is believed not to have written the thesis/paper independently, as specified in the WSB University Study Regulations, shall apply.

#### **IV. Recommendations**

1. The following is recommended:
  - a) spreading information on the manners of ethical, safe and responsible use of AI systems among WSB University students and teachers,
  - b) continuous improvement of teachers' knowledge of and skills in using AI systems in education, in particular of the quality of input queries (so-called prompts),
  - c) raising awareness of the possibility of errors of „hallucinations” and randomness of data in the content generated by AI systems, generating results exposed to bias, unethical content, replicating negative stereotypes and others among students and WSB University employees.
2. The teacher is responsible for choosing the form and method of the effective verification of learning outcomes. Limiting the forms of the verification of learning outcomes such as essays, digital presentations or others that increase the potential risk of AI systems being used by students to generate content and using the forms of the verification of learning outcomes which require the practical application of knowledge, skills and critical thinking, e.g. problem questions, case study analysis, public speaking and presentations, projects, and simulations are recommended.
3. The use of AI-generated content detectors and tools by teachers to verify the scope of use of systems to generate content, e.g.: ShareGPT or others, is recommended.

#### **V. The safety and ethics of the use of AI systems among staff (teachers) and students**

Entering the following into AI systems and other external information systems: personal data, confidential internal documents covered by secrecy, as well as other materials subject to copyright protection, is prohibited.

As regards the entry of input data, the following overriding provisions apply: the Constitution of the Republic of Poland, Journal of Laws, EU Directives, the Research Fellow Code of Ethics, the Student Code of Ethics, Internal Ordinances of WSB University.

It is unacceptable to use Deepfake technology for fraud, ridicule or misrepresentation.

RECTOR

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