SZÉCHENYI ISTVÁN UNIVERSITY

GUIDELINES ON ARTIFICIAL INTELLIGENCE

Effective: February 24, 2026

Responsible department: Center for AI- and Future Strategies

Tartalom

I. CHAPTER
PREAMBLE

1. §

(1) A Széchenyi István University (hereafter 'SZE') is committed to learning about, promoting, applying and conducting research into the latest technologies, including artificial intelligence ('AI'). The university aims to leverage the potential of AI to maintain and enhance excellence in education, research and innovation, as well as improving the efficiency of institutional operations. AI is treated as a supportive technological tool within the university's ecosystem of knowledge creation and sharing, and the application of AI is considered an important conscious and reflective practice. A fundamental prerequisite for this is the continuous development of AI literacy among students, faculty, researchers, administrative staff and industry partners.

(2) As a responsible institution and community preparing for the future, SZE strives to ensure that the application of AI primarily serves individual and social development; therefore, when developing AI guidelines and regulations, it takes a human-centred approach and is flexible and thoughtful in responding to internal and external needs and challenges.

(3) SZE's approach to AI is empowering. A key element is user accountability. It is based on the premise that AI is a readily applicable everyday technology where workflow integrity and result quality are paramount. The goal is to achieve better, more useful and more innovative results for which the creator assumes full responsibility. At the same time, it aims to ensure that human efforts triggered by AI, which convey information about the authenticity, originality and quality of the work, do not become meaningless. Therefore, its principle is not merely to prohibit and monitor, but to empower and hold accountable. It supports the use of AI while emphasising that AI produces raw material, not finished products. The creator is always responsible for the final version. The regulation's logic therefore follows not primarily the principle of control, but that of quality work and the personal and professional accountability that comes with it.

(4) SZE aims to ensure that, by 2030, its entire community (students, faculty and administrative staff) possesses a high level of AI literacy through training and support programmes designed specifically for this purpose. At the same time, the SZE aims to prevent the use of AI from having a negative or contradictory impact on the following areas: the independence and authenticity of work and performance; the legal and ethical implications of information use; the development of human capabilities; the preservation of mental and psychological well-being; data and knowledge protection; the university's general values and traditions; and environmental sustainability.

(5) The Guidelines on Artificial Intelligence of SZE provide a framework for university regulations and contain comprehensive AI guidelines applicable to all members of the university community, in line with the most advanced international practices.

II. CHAPTER
GENERAL PROVISIONS

2. §

(1) The Guidelines on Artificial Intelligence of SZE (hereafter referred to as the 'SZEMII') set out the main principles that guide the university's AI-related strategies and practices. As a comprehensive framework, the guidelines support the development of general and specific regulations, and establish a set of principles for the thoughtful, conscious and responsible use of AI across all areas of university life.

(2) A SZEMII considers the following to be the main added values of AI:

a) personalisation and adaptability,
b) new opportunities for mentoring and strengthening support for students' academic journeys, particularly with regard to career guidance,
c) efficiency and speed,
d) the enhancement of excellence,
e) the encouragement of innovation,
f) the development of new fields of knowledge, professions and work,
g) encouraging change and openness.

(3) SZEMII identifies the following as the main challenges and risks associated with AI:

a) data protection and the security of data assets,
b) cyberattacks,
c) the loss of human oversight and verification efforts, AI biases, and the unchecked acceptance of AI convenience automatisms, resulting in irresponsibility,
d) a manipulation and exploitation of vulnerabilities or unpreparedness,
e) lack of transparency and proportionality,
f) challenges and problems related to mental and environmental sustainability,
g) technological changes of unpredictable speed that cannot be controlled by individuals
h) any form of exploitation of human replaceability by AI.

(4) A SZEMII has set the following as its primary objectives:

a) to promote and ensure the competent and supportive use of A,
b) to identify attitudes, university activities and procedures in which the use of AI is recommended, accepted or avoided,
c) to establish frameworks for openness and transparency in the application of AI,
d) to ensure uniform frameworks for establishing rules regarding the application of AI at various organisational levels,
e) supporting scientific and professional credibility, scientific excellence, human development and mental well-being in the use of AI,
f) unconditional alignment with applicable laws and university regulations.

III. CHAPTER
FIVE MAIN GUIDELINES OF SZEMII

(AI literacy)

3. §

(1) AI literacy refers to the dissemination of knowledge and awareness of AI, providing a thorough and up-to-date understanding of the technology and promoting its informed and responsible use.

(2) For the purposes of Section (1):

a) SZE defines AI as a supportive tool that can improve the quality of education, learning, research and institutional operations, but it cannot replace human intellectual work or responsible decision-making. Its use always requires appropriate subject-matter expertise, critical thinking and ethical responsibility.
b) The institution organises regular training sessions for faculty and administrative staff on institutional AI guidelines and their practical application to ensure the development of a shared value system and understanding. It provides access to up-to-date AI knowledge.
c) Aims to continuously develop the human skills necessary for the productive use of AI (e.g., curiosity, critical thinking, agility, and the ability to identify unexpected connections).
d) SZE promotes the continuous expansion of knowledge about AI (metaknowledge) and the maintenance of up-to-date awareness regarding AI.
e) SZE encourages, supports, and ensures the development of skills and knowledge regarding the use of AI, as well as the integration of AI awareness into educational, research, and HR programs, and provides stakeholders with up-to-date knowledge and training.
f) Promotes the oversight of AI as a conscious approach and preparedness, in order to preserve the integrity of education and research.

Protection and Security

4. §

(1) Protection and security require respect for fundamental human rights and compliance with European and domestic laws and regulations, such as the Digital Services Act, the AI Act and Hungary’s National Artificial Intelligence Strategy 2025–2030. They also require the promotion of personal and community awareness regarding protection, as well as compliance with relevant institutional regulations.

(2) For the purposes of Section (1):

a) The use of AI must comply fully with applicable European and Hungarian laws and the university’s internal regulations.
b) Only AI tools that have been approved and verified as safe in advance may be used at the university.
c) When using AI tools, systems that have been approved by the university must be employed. Given the rapid development of AI technologies, the list of applicable tools in specific areas of education and research may be updated following appropriate consultation.

d) These transparency principles stipulate that content or data generated with the assistance of artificial intelligence must not be presented as independent research results.

e) It is prohibited to provide personal data or confidential documents to AI systems unless their use is strictly necessary and legally permitted.

f) European data protection regulations (the General Data Protection Regulation, or GDPR) must be enforced in the university's use of AI, in accordance with the Regulation's seven principles, which are as follows:

i. Lawfulness and transparency: data processing must be lawful and transparent, and data subjects must be informed about how their data is processed.
ii. Purpose limitation: data may only be used for specific, explicit and legitimate purposes.
iii. Data minimisation: unnecessary data collection must be avoided; only the data necessary to achieve the specified purpose may be processed.
iv. Accuracy: Data must be consistent, accurate and up to date. Incorrect data must be deleted.
v. Limited retention: Data may only be retained for as long as is necessary. After this time, it must be anonymised or deleted.
vi. Integrity: Data must be protected from unauthorised access, loss and destruction using appropriate technological and organisational measures.
vii. Accountability: The data controller must demonstrate compliance with these principles by establishing and maintaining appropriate internal policies, documentation and records.

Responsibility and Oversight

5. §

(1) Responsibility and oversight: Human supervision and control are fundamental principles in the use of AI. The automatic adoption and application of professional, legal and ethical standards without human judgement must be avoided and personal responsibility is paramount in all cases..

(2) The purpose of the guidelines set out in Section (1) is:

a) to minimuse the risks inherent in AI,
b) to ensure that ethical considerations and a human-centred approach are kept in mind during the development and training of AI,
c) to ensure the reviewability of AI decisions,
d) the ability to interrupt or shut down AI,
e) oversight of AI agencies,
f) maintaining a critical stance towards AI platforms,
g) respecting and accounting for the sources of information and data,
h) ensuring the high quality and impartiality of data entered into the AI system,
i) protection of personal and institutional information,
j) compliance with European, national and institutional regulations,
k) comprehensive consultation with the university's decision-making and professional organisational units regarding new developments and innovations,
l) long-term impact analysis of AI implementation.

(3) As part of the guidelines set out in Section (1), the following applies to University staff and students:

a) Measurement, experimental or empirical data generated or analysed using AI may not be presented as independent research results.
b) Instructors bear full responsibility for ensuring the professional, pedagogical and ethical appropriateness of AI-supported course materials while adhering to the institution's AI principles. The use of AI must be pedagogically justified, and instructors must be familiar with the relevant principles, as well as the possibilities and limitations of its use. To this end, the SZE ensures access to up-to-date AI knowledge and the conditions for the continuous development of expertise.
c) Research participants are fully responsible for the authenticity, independence, originality and reliability of knowledge creation and dissemination carried out using AI.
d) Students bear full responsibility for the independence, personal value and authenticity of work performed with AI support that can be considered and evaluated as an achievement or contribution.
e) Those performing support and administrative work bear full responsibility for the security, timeliness and authenticity of information management, as well as other institutional data security and ethical considerations. They are also responsible for preserving the human scale and uniqueness of interpersonal communication in administrative processes.

Transparency and Accountability

6. §

(1) Transparency and accountability require transparent processes for the responsible use of AI. All members of the university community must clearly indicate how, in what manner and to what extent they have used AI tools when preparing a thesis, research project or other assignment. The work must demonstrate a significant personal intellectual contribution that goes beyond AI support. AI tools may not be used to fully automate the evaluation or decision-making processes without human participation and oversight.

(2) To ensure transparency, all information necessary to trace AI use must be made public, including:

a) The databases and platforms used.
b) The search terms and prompts used.
c) The purpose of use.
d) The extent of use.
e) The nature and sources of human oversight.
f) In connection with other regulations and data regarding use, e.g. the exact time of use (query) and the exact transcript of transactions that took place.

Individual mental-psychological, social and environmental sustainability

7. §

(1) Individual mental, psychological, social and environmental sustainability: The operation and application of AI involves significant consumption of intellectual, emotional and environmental resources; therefore, it is necessary to assess in every case whether the given task truly requires the use of AI or whether a solution that is less energy-intensive and more sustainable exists.

(2) The primary goal of SZE is to promote and ensure the intellectual well-being of its students, faculty, researchers and staff, as well as their academic and professional development. At the same time, it aims to serve and support the integrity of social and natural ecosystems. Therefore, the necessity of using AI for any university activity, whether teaching, research, administration or communication, must be assessed.

(3) As part of these guidelines, the following must be ensured:

a) Consultation services to address AI-related issues arising at the university.
b) Raising awareness of the impact of AI on people and nature.
c) Strengthening responsibility and agency regarding AI's energy consumption.

IV. CHAPTER
THE FIVE PRINCIPLES OF SZE REGARDING AI

8. §

(1) Preparedness regarding AI must be continuously expanded and developed. This is the responsibility of both individuals and institutions.

(2) Managing digital data requires awareness and responsibility. The protection of personal data is non-negotiable. Acquiring and applying knowledge in this regard is the responsibility of each individual and is an essential element of institutional operating culture.

(3) Personal responsibility is paramount when using AI: AI cannot be considered a substitute for humans, a decision-maker or an autonomous actor in any university process. Human control and supervision are mandatory.

(4) The use of AI must always be deliberate, transparent and proportionate, and its involvement must never be concealed or denied.

(5) AI must not be used if it could be harmful, based on evidence and/or knowledge regarding human and environmental health and sustainability.

(6) All university processes related to AI, whether strategic, procedural or substantive, must comply with the five above-outlined guidelines and principles. Given the rapidly changing technological environment, the SZEMII may be modified flexibly in accordance with internal and external needs, goals and challenges, under the guidance of senior management and based on institutional consultations. It must be regularly reviewed in light of external and internal changes, and amended as necessary.

V. CHAPTER
FINAL PROVISIONS

9. §

(1) These regulations shall enter into force on February 24, 2026, following approval by the Senate (Senate resolution No. 62/2026. (II.23.).

Győr, February 23, 2026

Dr. Filep Bálint President	Prof. Dr. Friedler Ferenc Rector	Dr. Kovács Zsolt Vice President for General and Educational Affairs