

GUIDELINES ON THE USE OF ARTIFICIAL INTELLIGENCE IN WRITTEN WORKS BY STAFF, DOCTORAL STUDENTS, AND STUDENTS OF THE POZNAŃ UNIVERSITY OF LIFE SCIENCES

This document reflects a commitment to maintaining the highest standards of scientific integrity, methodological transparency, and academic integrity, which remain the foundation of scientific activity and the functioning of the Poznań University of Life Sciences.

§ 1. Definitions

1. Artificial Intelligence (AI) – a field of knowledge encompassing fuzzy logic, evolutionary computation, neural networks, and robotics, as well as a branch of computer science concerned with the creation of models of intelligent behaviour and computer programmes that simulate such behaviour. An AI system means a machine-based system that is designed to operate with varying degrees of autonomy and which may demonstrate the ability to adapt after deployment, and which, in order to achieve explicit or implicit objectives, infers, based on received input data, how to generate output data such as predictions, content, recommendations or decisions that may affect physical or virtual environments. AI systems and the AI tools they comprise can be used in various areas of research, education, and practice, and their selection depends on specific needs and capabilities.
2. Written works – all articles, monographs, reports, reviews, conference proceedings, popular science books, textbooks, papers, and presentations affiliated with the PULS, which are made public in any way, particularly as peer-reviewed scientific works. Written works also include unpublished doctoral theses, master's theses, bachelor's theses, engineering theses, research and development reports, patent applications, and works assessment taken into account in the evaluation of academic progress of students and doctoral candidates.

§ 2. Intellectual property

AI has no legal identity or personality. The PULS assumes that AI does not meet the criteria for authorship and that responsibility for the content of a written work rests with humans. AI cannot, therefore, be regarded as the author of a written work, and its use does not infringe moral or economic copyright.

§ 3. Legality and restrictions

1. Authors using AI when preparing written works are obliged to comply with the guidelines of Regulation (EU) 2024/1689 of 13 June 2024 on the establishment of harmonised rules on artificial intelligence and amending Regulations (EC) on prohibited practices in the field of artificial intelligence and Regulation (EU) 2016/679 of the European Parliament and of the Council (EU) 2016/679 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 95/46/EC, as well as other legal provisions in force at national and European Union level.
2. In particular, it is unacceptable to input into AI systems personal data, defence-related data, information constituting trade secrets, and any information that could be used by external parties to unauthorised acquisition of source data, and research and implementation outputs not previously published in open access. The use of AI to process such information is permitted only on the servers of certified entities or on PULS internal servers, provided that they are secured in accordance with the relevant category of

information, that the appropriate, legally required permissions for their collection and processing have been obtained, and that compliance with the legal provisions applicable to the relevant category of information is maintained.

3. Authors of written work who use AI are required to exercise due diligence to minimise the risk of breaching applicable laws and these *Guidelines*. However, should such a breach occur, the author or any other person who has noticed it is obliged to notify their immediate supervisor without delay, and in the case of students and doctoral candidates, the relevant supervisor. The author and the notified supervisors are obliged to take all necessary and lawful measures to mitigate the negative consequences of the observed breach.

§ 4. Responsibility of authors of written works

1. Authors are fully responsible for the originality, scientific soundness, and integrity of the content of their written work (including any material provided by AI tools) and shall ensure, through thorough verification, that this content complies with all substantive and ethical principles of academic work.
2. In the event of breaches referred to in §3, authors who are PULS staff members shall be subject to the liability provided for under the Labour Code, whilst students and PhD students shall be subject to the liability provided for in the PULS Study Regulations. This does not preclude criminal or financial liability if the breach has resulted in an offence or a crime, and such liability arises under applicable law.

§ 5. Scope of AI use

1. The scope of AI use must not conflict with these *Guidelines*, the provisions of law, or the requirements regarding scientific rigour and respect for ethical principles.
2. The scope of AI use in articles, monographs, reports, reviews, conference proceedings, popular science books, textbooks, papers, and presentations affiliated with PULS and authored by academic staff is determined by scientific or teaching needs and is defined by the authors of these written works and the requirements established by the recipients of these works.
3. The permissible scope of AI use in doctoral theses, master's theses, bachelor's theses, and engineering theses is determined by the supervisor, and for coursework assessed as part of the evaluation of students' and doctoral candidates' academic progress, by the course coordinator and the lecturer. In doing so, the supervisor, course coordinator, and lecturer shall bear in mind that the overriding objective is for doctoral students and undergraduates to acquire the necessary knowledge and skills for independent research work and the analysis of source texts, the drafting of academic texts, and the formulation of research conclusions.
4. AI should not be used to generate the substantive content of written work, except in scientifically justified applications, e.g., research or testing of the functionality or development of AI systems and tools. This restriction does not apply to calculations, forecasts, and statistical models created by AI, provided that scientific rigour is maintained and information regarding the use of AI is included in the written work.
5. In the case of published, peer-reviewed scientific papers, compliance with both the guidelines of the relevant journal or publisher and these *Guidelines* is required.

§ 6. Obligation to disclose information

1. If AI has been used in the preparation of a written work intended for publication, this must be clearly indicated in the appropriate place within the written work, as specified by the journal's editorial board or the publisher. Where the editorial board or publisher has not stipulated such an obligation, information on the manner and extent of AI use shall be included in the methodology section of the publication or in a section allowing for additional information from the authors (e.g., *Notes* or *Acknowledgements*).

2. If AI has been used in the preparation of doctoral theses, master's theses, bachelor's theses, and engineering theses, this information must be disclosed in the Declaration on the Use of Artificial Intelligence (AI), a template for which is attached to these *Guidelines*.
3. In the case of coursework by undergraduates and doctoral students, information on the manner and extent of AI use shall be included in the methodology section.
4. The obligation to submit the declarations referred to in paragraphs 1–2 does not apply to:
 - 1) Assessment work taken into account when evaluating the academic progress of students and doctoral candidates;
 - 2) Papers and presentations, provided that their content is derived from a previously published written work and includes information regarding the use of AI;
 - 3) The use of AI to improve readability, style, language translation and the correction of linguistic errors.

**Declaration on the use of artificial intelligence (AI) in the
preparation of written work***

I, the undersigned

.....
(first name and surname)

employee / doctoral student / student at Poznań University of Life Sciences

hereby declare that:

- 1) I am familiar with and accept the guidelines governing the use of artificial intelligence in written works at the Poznań University of Life Sciences;
- 2) whilst preparing the written work entitled:

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(state the title and type of written work)

AI systems or tools were not used / AI systems or tools were used in the following areas:

- a) concept development
- b) experience design
- c) collecting or organising data
- d) searching for literature sources
- e) text editing (excluding improvements to readability, style, language translation, and the correction of linguistic errors)
- f) performing calculations
- g) producing charts and illustrations
- h) describing results or discussing them
- i) formulating conclusions
- j) other (please specify).....
.....

Information on the AI systems or tools used (name, version, model):

.....
.....

.....
(date and legible signature)

*Please complete the relevant fields and cross out any unnecessary ones