

GUIDELINES ON THE RESPONSIBLE USE OF ARTIFICIAL INTELLIGENCE (AI) TOOLS AT THE FACULTY OF ECONOMICS AND BUSINESS IN OSIJEK

1. Subject matter and objective of the Guidelines

These Guidelines set out the principles, rules and recommendations for the appropriate, ethical and responsible use of artificial intelligence tools (hereinafter: AI tools) at the Faculty of Economics and Business in Osijek (hereinafter: Faculty). Terms used in this document that have a gender meaning are used neutrally and refer equally to the male and female gender.

The aim of the Guidelines is to ensure that artificial intelligence is used in a way that contributes to the quality of teaching, scientific and professional work, while preserving the academic integrity, transparency and accountability of each user. With this document, the Faculty encourages the development of digital literacy and competencies that enable the critical, thoughtful and creative use of AI tools in academic and professional contexts.

The guidelines also seek to ensure the compliance of the Faculty's practice with national and European regulations, including the Artificial Intelligence Act of the European Union, as well as with the principles of ethical and socially responsible use of technology. In this way, artificial intelligence is seen as a tool that complements, rather than replaces, human knowledge, judgment and creativity.

2. Application of the Guidelines

These Guidelines apply to:

1. students of the Faculty,
2. teaching and non-teaching staff,
3. external associates and other persons who use AI tools within the scope of the Faculty's activities.

The guidelines apply to all forms of work – including teaching, research, professional affairs and public communication.

3. Fundamental principles of using AI tools

The use of AI tools at the Faculty is based on the following principles:

- (1) **The principle of transparency** – each user must clearly state when and how they use AI tools.
- (2) **The principle of academic integrity** – AI tools must not replace the personal work of a student, teacher or employee, nor lead to deception.
- (3) **Principle of responsibility** – the ultimate responsibility for the content and interpretation of the results lies with the person using the tool.
- (4) **The principle of fairness** – all users must have equal access to AI tools and equal treatment in evaluation.
- (5) **The principle of data protection** – it is prohibited to enter personal, confidential or sensitive data into AI systems without adequate protection and authorisation.

- (6) **The principle of promptness** – the Faculty regularly monitors the development of technology and adapts the Guidelines to new circumstances.

4. Using AI tools in teaching

- (1) The use of AI tools can make it easier for teachers to prepare and implement lessons, create teaching materials, and speed up the evaluation process. At the same time, the use of such tools can contribute to the development of students' critical thinking through innovative forms of teaching and learning.
- (2) Teachers should gain an understanding of the capabilities and limitations of AI tools and encourage the development of AI literacy among students.
- (3) AI tools can be used to support teaching and learning, for the purpose of generating ideas, language checking, researching sources, and encouraging critical thinking.
- (4) The method of using AI tools is defined by teachers for each individual course in accordance with these Guidelines.
- (5) Teachers are required to familiarise students with the rules of using AI tools and clearly state the allowed and prohibited forms of application.
- (6) Teachers are responsible for verifying the accuracy and credibility of materials created with the help of AI tools.
- (7) Teachers should encourage the use of AI tools as support, and not a replacement for independent learning and understanding of the course material.

5. Guidelines at the course level

- (1) Each teacher should state in the course syllabus the rules on the permissible use of AI tools in accordance with these Guidelines.
- (2) The teacher can request a statement from the student about the use of AI tools in a written work.
- (3) Tools for detecting AI-generated content can be used as an aid, but the decision on the actual use of AI tools must also be based on additional elements, such as comparison with the student's previous work, verification of sources, level of understanding of the material, and other relevant indicators.
- (4) In case of suspected misuse of AI tools, the teacher should:
 - document the report on the detected AI-generated content,
 - request a written or oral explanation from the student about the method of creating the paper, the sources used and the possible use of AI tools,
 - involve the Student Ethics Committee as appropriate.

6. Use of AI tools by students

- (1) Students are only allowed to use AI tools if it does not conflict with these Guidelines.
- (2) The student is obliged to clearly state which tool they used, for what purpose and to what extent.
- (3) It is prohibited to submit AI-generated content as one's own without specifying the tool used
- (4) Permitted uses include:

- checking the language and grammatical errors,
- structuring and planning of work,
- literature research and elaboration of ideas.

(5) Illicit uses include:

- generating complete seminar, diploma or research papers,
- using AI tools when solving examinations or assignments aimed at testing individual knowledge,
- paraphrasing or plagiarising AI-generated content.

(6) Students are responsible for the content and authenticity of their own work, regardless of the use of AI tools. The tools can be used to support learning, but they must not diminish the teacher's ability to fairly assess the student's knowledge and competences. Violation of these rules is considered a violation of academic integrity.

- (7) The AI tool cannot be listed as the author or co-author of the student paper. The role of AI tools must be clearly described and transparently displayed in the context of the student's own contribution. Paraphrasing or rewriting other people's sources with the help of AI tools without properly citing sources is considered plagiarism and a violation of academic integrity.
- (8) If there is a suspicion of misuse of AI tools, the teacher can ask the student for additional clarification or defence of the thesis.

7. The use of AI tools in scientific research

(1) In research work, AI tools can serve as support for data analysis, information processing, idea generation, finding research questions and relevant sources.

(2) Researchers must maintain a critical distance and responsibility for results, interpretations, and conclusions.

(3) AI tools should not be used to produce scientific papers without human auditing and specifying the methods used.

(4) The use of AI tools must comply with ethical standards and rules for researching and citing sources.

(5) Allowed uses of AI tools:

- proofreading, grammar checking, style improvement and text translation,
- elaboration of ideas, drafting and consideration of different approaches to solving the research problem,
- creating or modifying images, tables, graphs and multimedia materials, provided that copyright and privacy requirements are respected, and with a clear indication that the material was partially or wholly generated using AI tools.

(6) In accordance with the above, it is necessary that researchers:

- apply AI tools in a way that improves the quality and efficiency of research, while maintaining academic accountability and ethics,
- understand the difference between the legitimate use of AI tools and the unauthorised downloading of someone else's content, and verify the authenticity of the generated material,
- test reliability and bias of data and texts generated by AI tools,
- verify the credibility of the information produced by AI tools, in particular in cases of possible creation of inaccurate or fabricated data ('hallucinations'),

- use AI tools in line with the principles of academic integrity, while promoting an ethical, transparent and accountable research approach.
- (7) The use of AI tools in the process of reviewing scientific and professional papers
- Reviewers are not recommended to use AI tools in the process of reviewing scientific papers, as such practices can lead to unauthorised disclosure of data, including personal information and proprietary content.
 - Editors and reviewers are not allowed to upload manuscripts, images, or other information from unpublished papers to generative AI systems, as this may constitute a violation of copyright and proprietary rights.
 - In exceptional cases where AI tools are nevertheless used, reviewers are required to clearly state the purpose and scope of their application, while ensuring the protection of confidential data and carefully assessing the tool's limitations and possible risks to the integrity of the review process.

8. AI tools in the Faculty's professional affairs

- (1) The faculty can use AI tools in professional affairs while respecting the General Data Protection Regulation and internal security policies.
- (2) Confidential information and data on students, employees or partners must not be entered into external AI systems without the approval of the competent authority.
- (3) Any application of AI tools in professional jobs and processes must be transparent and documented.

9. Privacy and data protection

- (1) Users are obliged to maintain the confidentiality and privacy of data.
- (2) It is prohibited to share personal, academic, or business information with AI tools that store it or use it to train models.

10. Education, supervision and sanctions

- (1) The Faculty will organise trainings and workshops on the responsible use of AI tools for students and employees, with a special emphasis on the risks related to the generation of inaccurate information ("AI hallucinations"), algorithm bias, copyright infringement and unauthorised use of personal data
- (2) Any use of artificial intelligence contrary to the principles of academic integrity, transparency and professional responsibility is considered to be the misuse of AI tools.
- (3) For any misuse of AI tools, the user may be held accountable before the Ethics Committee of the Faculty, which acts to promote and protect ethical principles in teaching and scientific activities, professional work, mutual relations and public appearances of teachers, associates, other employees and students.

11. Final provisions

- (1) These Guidelines shall be applied from the date of adoption by the Faculty Council.
- (2) The Faculty will regularly review and, if necessary, update the provisions of these Guidelines.

- (3) The guidelines were developed with the support of AI tools that were used for language design and technical refinement of the text, and are based on the analysis and comparison of good practices from world and Croatian universities and institutions.