



POLSKO-JAPOŃSKA AKADEMIA TECHNIK KOMPUTEROWYCH

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Jerzy Paweł Nowacki
Rektor

Order of the Rector
of the Polish-Japanese Academy of Information Technology
of 1 April 2026

on the introduction of the Guidelines for the use of artificial intelligence in the teaching
process at the Polish-Japanese Academy of Information Technology

Pursuant to § 18 section 1 of the Statute of the Polish-Japanese Academy of Information Technology in conjunction with § 1 section 4 of the Regulations of Studies of the Polish-Japanese Academy of Information Technology, bearing in mind the need to ensure academic reliability, security of data processing and uniform rules for the use of artificial intelligence tools in the teaching process, the following is ordered:

§ 1.

Introduction of guidelines

1. The "Guidelines for the Use of Artificial Intelligence in the Teaching Process", hereinafter referred to as the "Guidelines", constituting Annex No. 1 to this Order, are hereby introduced into application at the Polish-Japanese Academy of Information Technology.
2. The guidelines set out the rules for the use of artificial intelligence (AI) tools by students and academic teachers in the following areas:
 - 1) conducting didactic classes,
 - 2) completing assignments and design work,
 - 3) preparing diploma theses,
 - 4) checking and assessing student works,
 - 5) data processing security using AI tools.

§ 2.

Scope

1. The guidelines apply to all students and all academic teachers conducting classes at PJATK, regardless of the form of education, faculty, mode and level of study.
2. The guidelines also apply to persons teaching commissioned classes, supervisors of diploma theses and persons supervising the didactic process.
3. The principles resulting from the Guidelines are applied respectively in the processes of writing diploma works and verification of their authenticity.

§ 3.

Responsibilities of HEI units

1. The deans of the faculties are obliged to:
 - 1) disseminate the Guidelines among academic teachers,
 - 2) monitor their use,
 - 3) ensure that the rules for using AI are properly included in the syllabus.



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2. The Committee for the Quality of Education is responsible for supervising the application of the Guidelines for diploma theses.
3. The Data Protection Officer supervises the compliance of the use of AI tools with personal data protection regulations.

§ 4.

Updating the guidelines

1. The guidelines are reviewed at least once a year, taking into account technological changes and the didactic needs of PJATK.
2. Requests to amend the Guidelines may be submitted by:
 - 1) Deans,
 - 2) Committee for the Quality of Education,
 - 3) Data Protection Officer,
 - 4) academic teachers,
 - 5) Student Government.
3. Amendments to the Guidelines must be approved by the Rector by way of an order.

§ 5.

Entry into force

The Order enters into force on the day of signing.

REKTOR

dr hab. Jerzy Paweł Nowacki

Appendix No. 1 to the Order of the Rector of the Polish-Japanese Academy of Information Technology of 1 April 2026 on the introduction of the Guidelines on the use of artificial intelligence in the teaching process

GUIDELINES ON THE USE OF ARTIFICIAL INTELLIGENCE IN THE TEACHING PROCESS AT THE POLISH-JAPANESE ACADEMY OF INFORMATION TECHNOLOGY

I. General

§ 1.

Purpose of the document

1. These guidelines set out the rules for the use of artificial intelligence (AI) tools, in particular generative tools, in the teaching process at the Polish-Japanese Academy of Information Technology (PJATK), including:
 - 1) conducting didactic classes,
 - 2) performing assignment work,
 - 3) preparation of diploma theses,
 - 4) communication between students and academic teachers.
2. The purpose of the document is to ensure:
 - 1) academic integrity,
 - 2) security of data processing,
 - 3) transparency in the use of AI tools,
 - 4) equal access of students to learning methods and tools,
 - 5) clear rules to support teachers and students.

§ 2.

Definitions

For the purposes of these guidelines, the following shall be assumed:

1. **Artificial intelligence (AI)** – information systems capable of generating new content or performing tasks based on input, including tools based on language, multimodal or generative models.
2. **AI generative tools** – tools that allow to create new content, such as: text, image, sound, video, code, 3D models or other forms of creative content.
3. **The main content of the work or project** – fragments of the diploma thesis or task that are subject to assessment as the student's individual work, including, e.g. analyses, conclusions, interpretations, research, reflection, description of methodology.
4. **AI usage report** – a document describing the scope and manner of using artificial intelligence in a final or diploma thesis.

§ 3.

General principles of using AI

1. The use of AI tools in the teaching process is only permissible as support, not a substitute for the student's independent work.

2. The student bears full responsibility for the content of the result of their work, regardless of the use of AI.
3. It is prohibited to pass to AI tools:
 - 1) personal data,
 - 2) sensitive data,
 - 3) content covered by the University's secret or the copyright of third parties,
 - 4) works by other students.
4. Teachers and students may use AI tools only in accordance with applicable law, in particular the GDPR and the Copyright Act.
5. These guidelines apply to all organizational units of PJATK.

§ 4.

Risk-based approach (AI Act alignment)

1. The University uses a risk-based approach to the use of AI in teaching, taking into account the impact of AI on assessment, student equality, data security, and decision automation.
2. AI tools cannot make autonomous decisions about grading or passing.

§ 5.

University and public AI tools

1. The University can provide internal AI tools to ensure data security.
2. When using public AI tools, the limitations of these guidelines apply.

§ 6.

Technical Designs and Code

1. AI is allowed to be used for refactoring, debugging, and generating technical elements.
2. It is prohibited to generate solutions that are subject to evaluation without documentation of the work process.

§ 7.

Intellectual property and training data

The student is responsible for the copyright compliance of AI-generated content, including code, graphics, datasets, and models.

II. Didactic classes

§ 8.

Rules for using AI in class

1. The course teacher, with the consent of the Dean, determines the acceptable scope of use of AI tools by students within a given course/course.
2. The rules for the use of AI must be:
 - 1) discussed in the first class,
 - 2) applied equally to all students.
3. It is recommended to include information about the principles of using AI in the syllabus of the course.
4. The tutor must not require students to use paid AI tools.

5. If the instructor recommends specific tools, he or she is obliged to indicate available alternatives free of charge or with equivalent functionality.

§ 9.

The use of AI by instructors

1. Instructors can use AI to prepare materials, assignments, and feedback while maintaining human supervision and protecting student data.
2. The use of paid versions of AI models at the expense of the University, in addition to the Dean's consent referred to in § 8 section 1 above, requires the Chancellor's approval of securing financial resources and the opinion of the Head of the PJATK Hardware and System Database.

§ 10.

Checking student papers

1. It is prohibited to use AI tools – including API-based services – to automatically evaluate, analyse, classify, or verify student work.
2. The ban includes in particular:
 - 1) entering the content of works into tools such as ChatGPT, Copilot, Claude, Gemini, Midjourney, etc.,
 - 2) the use of so-called "AI detectors" that examine the probability of AI text generation (due to the high unreliability of these tools).
3. Students' works can only be analysed in:
 - 1) anti-plagiarism systems approved by PJATK,
 - 2) internal tools of the University to ensure data security.
4. The instructor may not use student work to train AI models.

§ 11.

Infringement procedure

In the event of suspicion of AI abuse, the lecturer evaluates the substantive work, documents the findings, conducts an interview with the student and, if necessary, refers the matter to the Dean.

III. Principles of preparing diploma theses

§ 12.

Acceptable use of AI

1. Students may use AI tools to support themselves in:
 - 1) generating inspiration, sketches, concepts, design versions,
 - 2) technical development of content (e.g. formatting, stylistic correction),
 - 3) support in coding, composition, visual narration.
2. It is allowed to use AI to create technical elements of work (tables, LaTeX, document structures, etc.).
3. AI tools can only be used as auxiliary tools and not as a source of content assessed as a student's own creation.

§ 13.

Unacceptable use of AI

1. It is prohibited for AI to generate the content of the core work, in particular:
 - 1) fragments related to research, description of methodology,
 - 2) discussions, conclusions,
 - 3) all or a substantial part of the text or design work,
 - 4) content that has the character of academic self-reflection.
2. The student must independently complete all the elements of the work that are the basis for the evaluation by the supervisor.

§ 14.

AI usage report

1. A student who has used AI tools in the preparation of a thesis is required to attach **the AI Usage Report** as an attachment to the thesis.
2. The report should include:
 - 1) a list of tools used,
 - 2) description of the scope and purpose of their use,
 - 3) the way AI has impacted the work process,
 - 4) assessment of the correctness of the generated content,
 - 5) declaration that the AI did not generate the content of the main work.
3. It is unacceptable to require a student to have a full conversation history with AI tools unless the student voluntarily shares it.

§ 15.

Student Statement

Each diploma thesis must contain a statement by the student that:

- 1) He or she has read these guidelines,
- 2) AI was used only as an auxiliary tool,
- 3) the content of the work is an independent creation of the student,
- 4) an AI Usage Report, if applicable, has been produced.

IV. Accountability, oversight and policy updates

§ 16.

Responsibility of students and teachers

1. The student bears full responsibility for the content of the submitted work regardless of the use of AI tools.
2. The Supervisor oversees compliance of the use of AI with the principles set forth herein.
3. Instructors are responsible for communicating these AI policies to students.

§ 17.

Body responsible for interpreting the guidelines

The interpretation of these guidelines will lie with:

- 1) Deans of Faculties – in the field of didactics,

- 2) the Committee for the Quality of Education – in the field of diploma theses,
- 3) Data Protection Officer – in the field of data security.

V. Final provisions

§ 18.

Entry into force

1. This document shall enter into force on 1 April 2026.
2. The guidelines apply to all students and employees of PJATK, regardless of the form of conducting classes and organizational unit.