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Guidelines
for the use of Artificial Intelligence

1. Introduction and Objectives

Artificial Intelligence (AI), particularly generative AI, represents a resource with the potential to transform the way we study, teach, conduct research, and work. The University of Pavia recognizes this technology as an opportunity to strengthen the competitiveness of the education and research system, while preserving its quality and promoting equity.

The purpose of this document is to provide a reference framework to promote the informed, ethical use of Artificial Intelligence tools, consistent with the current regulatory framework, in support of all University activities, while ensuring the fundamental values of quality, academic integrity, and the protection of individuals. The text of this document is intended to be dynamic, open to updates and operational additions, keeping pace with rapid technological and regulatory developments. The entire academic community is required to comply with the principles set out in this document.

The University promotes the use of AI tools, giving preference—where available—to those integrated into institutional environments (e.g., collaborative platforms adopted by the University), in order to ensure higher levels of security, control, and regulatory compliance.

2. General Principles

Human centrality: AI is a tool intended to support activities and does not in any way replace the central role of the individual in carrying them out. For all systems used within the University, continuous human oversight must be ensured, aimed at evaluating outputs and, where necessary, revising and correcting them prior to use.

Responsibility: anyone who decides to use Artificial Intelligence tools is personally responsible for how they are used and for critically verifying the accuracy of the generated outputs. Particular attention must be paid to the risk of generating inaccurate or unverifiable information, as well as to the possible variability of results produced by AI systems.

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The use of Artificial Intelligence must comply with the principle of "do no significant harm", avoiding applications that may have negative effects on individuals, communities, fundamental rights, safety, fairness, or the environment.
The use of tools other than those directly provided by the University—even when acquired with personal or project funds—entails additional responsibility for the user to carry out a prior assessment of their features, reliability, regulatory compliance (particularly with regard to data protection, security, and intellectual property), and suitability for the intended context of use.

Transparency: any significant use of Artificial Intelligence (i.e. beyond mere information collection and organization), whether in teaching, research, or administrative processes, must be explicitly declared, specifying the tool used, the scope of application, and the manner of use.

Academic Integrity: the use of Artificial Intelligence must comply with the principles of academic integrity, ensuring transparency, accuracy, and proper attribution of intellectual property in learning, research, and assessment processes. AI tools may support individual activities but must not replace personal contribution, critical thinking, and intellectual responsibility.

Security, Data Protection, and Confidentiality: when using Artificial Intelligence tools, it is essential that data processing fully complies with applicable regulations on personal data protection and confidentiality. The use of AI systems involving the processing of personal data must be assessed in advance in accordance with Regulation (EU) 2016/679, in line with the regulations, guidelines, and organizational models adopted by the University.

It is prohibited to input into AI systems—unless they have undergone prior evaluation by the University—special categories of personal data, confidential or strategic information (such as internal documents, data subject to confidentiality obligations, or content protected by intellectual property rights).

Appropriate levels of security must also be ensured when using AI tools, by adopting measures to prevent unauthorized access, including protecting one's account, e.g., through multi-factor authentication.

Training and AI Literacy: to ensure and promote the informed and responsible use of Artificial Intelligence tools, the University is committed to fostering training initiatives for faculty, students, and technical-administrative staff. These initiatives aim to provide the skills

needed to understand how the tools work, critically evaluate outputs, adopt good usage practices, and develop greater awareness of the limitations and risks associated with AI.

Inclusiveness and Environmental Sustainability: the use of Artificial Intelligence tools must comply with the principles of inclusiveness, fairness, and sustainability. All members of the academic community using AI tools are responsible for critically evaluating the outputs produced in order to prevent or mitigate potential discriminatory effects on individuals or groups, particularly vulnerable ones. To this end, it is essential to ensure the quality and appropriateness of data used throughout the different stages of system development and use.

Given the significant energy impact of many AI solutions, their use must also be carefully assessed from an environmental perspective, selecting both models and infrastructures that are proportionate to the intended objectives.

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3. Guidelines for Teaching

The University encourages the informed use of Artificial Intelligence tools in teaching activities, provided that they serve as a support and do not replace teaching and learning processes. Such use must respect academic freedom and promote fair, transparent, and responsible learning practices. The use of AI must always take place under human supervision and be subject to critical and informed evaluation of the results obtained.

To safeguard the integrity of teaching and learning processes, uses of Artificial Intelligence that improperly replace students' individual work, compromise the fairness, transparency, and equity of assessment, violate data protection regulations, or negatively affect the quality of teaching are prohibited.

For Teaching Staff and Language Instructors and Experts

Autonomy: teaching staff are granted autonomy in defining policies for the use of AI in their courses, including authorizing or prohibiting specific tools.

Communication: the rules governing AI use, both for the course and for final assessments, must be clearly specified by teaching staff in the course syllabus at the beginning of the academic year and adequately communicated to students during lectures.

Awareness-raising: teaching staff are expected to promote students' understanding of the importance of responsibility, transparency, integrity, and fairness in the use of AI, with the aim of enhancing individual competencies and fostering an ethical approach to academic activities.

Assessment: it is never permitted to fully delegate the assessment of learning to AI tools, especially for examinations contributing to the final grade.

Design of assessments: teaching staff are encouraged to design examinations considering the potential use of AI tools and to adapt assessment methods accordingly.

Content generation: teaching staff independently determine the areas in which AI may be useful for generating course content, teaching materials, and examination tasks, without prejudice to the general principles set out in these guidelines.

Study support: AI tools may be developed by teaching staff and made available to students as a support for learning and study, as well as a means of enhancing student support services, without replacing the tutoring arrangements provided by the University.

Thesis work: the supervisor and/or academic bodies may introduce additional requirements beyond those set out in these guidelines with regard to the preparation of thesis work. These must be communicated to students through appropriate channels.

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Examples of AI use in teaching – teaching staff and language instructors (CELs)

Use Case	Permitted	Not Permitted
Preparation of teaching materials	Support in the creation of content and exercises, generation of examples and supplementary materials, always subject to verification of content accuracy	Use and/or dissemination of generated content without verification
Assessment and grading	Support for marking and preliminary analysis, ensuring that it does not determine the final decision	Full delegation of assessment to AI, use without human supervision
Surveys and student self-assessment questionnaires	Analysis of aggregated responses	Individual profiling of students

For Students

Study support: AI may be used as a tool to enhance and support learning, for example for brainstorming, organizing ideas, linguistic revision, and grammatical correction of texts written independently. Artificial Intelligence must never replace the student's personal and critical work.

Critical use: students are required to use AI tools critically, verifying the accuracy and reliability of the information generated and taking responsibility for the content produced.

Responsibility: students remain fully responsible for content presented as their own, even when supported by AI tools.

Compliance with teaching guidelines: the use of AI must comply with the instructions provided by the instructor for each course, assessment activity, or programme of study.

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Limits on use: the use of AI to generate answers during examinations and assessments is not permitted, unless explicitly authorized by the instructor, nor is its use allowed for the full drafting of theses and assignments without adequate critical reworking. Any violations will be assessed by the competent disciplinary bodies.

Mandatory disclosure: any assignment or thesis for which AI tools have been used must include a declaration specifying the tools employed, the scope of application, and the manner of use.

Examples of AI use in teaching – students

Use Case	Permitted	Not Permitted
Study support	Brainstorming, research, synthesis, and organization of information Clarification of concepts	Use as a substitute for personal study Production of assignments without understanding, verification, and reworking of content Insertion of copyrighted material into AI systems that have not undergone prior evaluation by the University
Examinations and assessments	Only in cases explicitly authorized by the instructor	Unauthorized use during examinations Generation of answers during individual assessments
Preparation of assignments and theses	Support in structuring content Linguistic and stylistic revision	Inclusion of AI-generated paragraphs without reworking Substantial delegation of composition and writing to AI

	Use with critical review and personal reworking	
Study assistance	Use as a virtual tutoring tool through platforms made available by the University	Replacement of institutional tutoring activities

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4. Guidelines for Research

Scientific integrity: the researcher remains solely responsible for methodological quality, data interpretation, and the accuracy of results, as well as for compliance with ethical standards and good research practices. The use of Artificial Intelligence tools must take place under human supervision. Researchers are required to verify the correctness of AI-generated outputs, including data, analyses, code, and bibliographic references, and to properly document the procedures adopted.

Authorship: an Artificial Intelligence system cannot be considered an author or co-author of a scientific publication. Authors remain fully responsible for the content produced, even when its production is supported by AI tools.

Transparency: the use of AI tools in scientific production must be clearly disclosed, specifying the methods, tools, and scope of use, in accordance with the editorial policies of the relevant publication venues.

Data use and confidentiality: the University promotes the use of Artificial Intelligence to support scientific research and technological innovation. It remains the responsibility of researchers to ensure compliance of such use with applicable regulations.

Examples of AI use in research

Use Case	Permitted	Not Permitted
Literature review	Exploration of the scientific literature Preliminary summarization of articles	Use of unverified or non-existent references
Writing of scientific articles	Support for linguistic and stylistic revision Brainstorming on article structure	Direct insertion of AI-generated content without review Substantial delegation of scientific writing to AI

Writing of research projects	Support in structuring, checking content requirements, and ensuring alignment with call objectives, in accordance with the limits set by each funding call. Text review	Insertion of non-verified content or copy-paste of AI-generated material
Data analysis	Support in defining the analysis process Automated analysis pipelines	Processing of personal data or confidential information using systems not compliant with the University's data protection regulations and applicable legal requirements Analysis substantially delegated to AI tools
Code production	Code generation and revision Debugging	Use of unverified or not fully understood code
Peer review	General support (e.g. organization of notes, checklists) Linguistic revision of reviews already prepared by the researcher	Insertion of confidential manuscripts or projects into AI systems that do not comply with intellectual property rules and publisher guidelines Delegation of evaluation of the contribution to AI systems

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5. Guidelines for Technical and Administrative Activities

This section supplements the General Principles of the University guidelines on the use of generative Artificial Intelligence tools in the context of the University's technical, administrative, and managerial activities, with reference to the University's role as a user (deployer) and to all parties involved, in various capacities, in the related processes, including institutional communication activities.

Service improvement: Artificial Intelligence is promoted to support staff in repetitive or time-consuming tasks.

Human oversight: any act or document produced with the support of Artificial Intelligence must be verified and validated by the responsible staff member. The use of AI systems for fully automated decision-making without appropriate human intervention is prohibited.

Data protection: it is prohibited to input sensitive or confidential University data into Artificial Intelligence tools that have not been previously certified or approved. The use of personal data is permitted only through authorized tools and in compliance with the principles of data minimization, security, and processing control.

Responsibility in the use of tools: staff are responsible for the use of Artificial Intelligence tools and for verifying the generated outputs before their use or dissemination. Any use of unauthorized tools is undertaken under the full responsibility of the user.

Transparency: the use of Artificial Intelligence in administrative processes must be communicated transparently. Depending on the significance of the process involving AI tools, the University is committed to providing a clear and meaningful explanation of the system's role in the decision-making process.

Automated systems and agents: non-conversational and semi-autonomous AI tools (also known as "agents"), which may be used to automate certain administrative processes of the University, must include clear mechanisms for control and interruption of ongoing activities by an operator responsible for the process in which they are used. Prior to deployment, the behaviour of such agents must be appropriately tested in a closed and controlled environment.

Monitoring: the use of Artificial Intelligence must be subject to continuous monitoring in order to assess its effectiveness, identify potential issues, and update usage practices.

The University promotes the use of institutional or authorized AI tools that have undergone prior evaluation from a technical, legal, and information security perspective, including regarding contractual conditions and data processing. The use of Artificial Intelligence tools not included in the University's official provision is strongly discouraged, unless specifically assessed and approved in advance. Staff remain responsible for the use of AI tools and for verifying the generated outputs; responsibility for any use of unauthorized tools lies entirely with the individual user.

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The use of Artificial Intelligence tools within the University's administrative processes must be agreed upon within the activities of the relevant administrative units.

Examples of AI use in technical and administrative activities

For illustrative and non-exhaustive purposes, some use cases of Artificial Intelligence in administrative processes are provided to guide staff in the proper use of such tools. These indications do not replace the specific assessments that must be carried out within individual organizational contexts.

Use Case	Permitted	Not Permitted
Administrative document drafting	Support in drafting preliminary versions (resolutions, determinations, circulars), subject to verification of legal content, regulatory references, and formal consistency	Generation and direct use of the document without human review.
Document synthesis and analysis	Summarization of reports, regulations, and documents, subject to verification of the completeness and accuracy of the information	Use of unverified or distorted summaries.
Regulatory and administrative research	Support for legal research and regulatory guidance, following verification of official sources and up-to-date legislative references	Use of unverified or inaccurate references.
Institutional communications	Drafting of emails, FAQs, and standard notices, subject to linguistic review and verification of institutional content	Dissemination of unverified or misleading content.
Data management (non-personal data)	Analysis of aggregated or anonymised data	Use of unverified data or uncontrolled automated interpretations.

Use of personal data	Only through authorised/institutional tools	Input of data into unauthorised or public tools.
Sensitive/ confidential data	Only via institutional tools	Input into unauthorised AI systems.
Support for decision-making processes	Preliminary informational and preparatory support	Automated decisions or determinations without supervision.
Assessment or profiling of individuals	Based on aggregated or anonymised data	Any fully automated assessment, classification or profiling affecting individuals, without human oversight, without a proper legal basis, and lacking the safeguards and conditions required by applicable regulations.
Automation of administrative processes	Support for repetitive tasks (e.g. document classification), subject to ongoing monitoring and control	Full automation without human oversight.
Script (or code) development	Support for repetitive manual processes (code writing, insertion of comments in source code, code review and debugging), subject to strict full human oversight	Use of unverified or not fully understood code.
Project drafting (international, cooperation, educational, etc.)	Support in structuring the project Text review Text summary Collection of contextual data and information	Insertion of unverified content or copy-paste of generated materials.

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6. Riferimenti Normativi e Regolamenti di Ateneo
Regulatory References and University Regulations

This section collects the main national and European regulatory references, as well as internal University regulations, relevant to the use of Artificial Intelligence tools within institutional activities. These guidelines are consistent with and complementary to such sources, providing operational indications and practical guidance, including in relation to specific cases, in full compliance with the validity and precedence of applicable legislation. University regulations, including organisational and security models adopted by the University also in implementation of the NIS Directive (EU 2022/2555), may further specify and elaborate on the provisions set out in this document.

Regolamenti e fonti interne di Ateneo: Regolamento Generale di Ateneo Codice Etico Regolamento Didattico Regolamento Studenti Regolamento in materia di trattamento dei dati personali e dell'utilizzo delle risorse informatiche e dei servizi di comunicazione Regolamenti dei singoli Dipartimenti **e dei singoli Corsi di Studio**.	**Internal University Regulations and Sources:** General University Regulations Code of Ethics Teaching Regulations Student Regulations Regulations on the processing of personal data and the use of IT resources and communication services Regulations of individual Departments and Study Programmes
Riferimenti normativi nazionali ed europei: Regolamento europeo sull'Intelligenza Artificiale (AI Act) Regolamento (UE) 2016/679 (GDPR) Direttiva (UE) 2022/2555 (NIS2) Codice Privacy e Normativa italiana Decreto Legislativo 7 marzo 2005, n. 82 (Codice dell'amministrazione digitale - CAD) Legge sul diritto d'autore (Legge 22 aprile 1941, n. 633) Legge 132/2025 Disposizioni e Deleghe al Governo in materia di Intelligenza Artificiale EU ERA Living Guidelines for Responsible Use of Generative AI in research	**National and European Regulatory References:** European Regulation on Artificial Intelligence (AI Act) Regulation (EU) 2016/679 (GDPR) Directive (EU) 2022/2555 (NIS2) Italian Data Protection Code and national privacy legislation Legislative Decree 7 March 2005, No. 82 (Digital Administration Code – CAD) Copyright Law (Law 22 April 1941, No. 633) Legge 132/2025 Disposizioni e Deleghe al Governo in materia di Intelligenza Artificiale

	EU ERA Living Guidelines for Responsible Use of Generative AI in research