



VNIVERSITAT DE VALÈNCIA

Code of Practice for the Responsible Use of Artificial Intelligence (AI) in Teaching and Assessment Activities at the Universitat de València

This code of practice has been drawn up on the basis of the rights and duties of the university community set out in the Universitat de València's Code of Coexistence and Good Practice, and in accordance with the Regulations on Assessment and Marking, the Protocol for Dealing with Fraudulent Practices, and personal data protection legislation. Its purpose is to provide coherent and reasonable guidance for the current uses of artificial intelligence within the context of education.

Purpose and Scope

The purpose of this code of practice is to establish criteria and guidelines for dealing with the use of AI, ensuring its responsible and appropriate use in teaching, learning and assessment, while safeguarding the originality of learning outcomes, academic integrity and the protection of personal data.

It applies to all teaching and learning activities (classes, practical sessions, examinations, bachelor's and master's theses, doctoral theses, etc.) in both official and UV-specific degrees of the Universitat de València. It applies to students, to teaching and research staff and, where relevant, to technical, management, and administration and services staff.

Basic Principles

- AI is just another tool. It is readily available to students and is commonly used in many areas of society. Its use therefore does not, in itself, constitute academic misconduct.
- Limits on the use of AI. Its use is legitimate when it is declared and when students explain how it has been used and demonstrate that the work or outcome submitted is the result of their own intellectual effort, through which they can demonstrate achievement of the intended learning outcomes. In all cases, such achievement must be verified by the teaching staff.
- Authorship and responsibility. Students are the authors of the work or outcomes they submit and are therefore always responsible for their originality and accuracy, regardless of the tools used to produce them, as well as for compliance with the rules governing academic integrity, particularly Article 35 of the Universitat de València's Code of Coexistence and Good Practice.
- Academic integrity. Any deceptive use of AI intended to falsify results or misrepresent authorship is prohibited.
- Transparency. Teaching staff must inform students in advance about the use or restrictions of AI in each activity, particularly in all assessable activities, and about the associated citation and assessment criteria. When the use of AI is not authorised, this must be explicitly stated in the instructions for completing the test or activity.
- Privacy and protection of personal data. Personal or confidential data must not be entered into unauthorised external tools. To provide greater safeguards, institutional solutions must be used whenever available.
- Declaration of AI use. In any piece of work or activity in which the use of AI is permitted, teaching staff may require students to include an explicit declaration of AI use (see a template in the Annex), identifying the tools used and the purpose for which they were employed. The detection of undeclared AI use may be considered an indication of plagiarism or academic misconduct or, at the very least, of failure to disclose properly the conditions under which the work was completed.



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Frequently Asked Questions on the Use of Artificial Intelligence in Teaching and Assessment Activities at the Universitat de València

1. Is it permissible for students to use AI in assessable activities?

Yes. The use of AI is legitimate when it is used responsibly, transparently and is properly declared.

It is not considered academic misconduct in itself, provided that students explain how and for what purpose they have used AI, and that the resulting work is the product of their own effort and demonstrates the achievement of the intended learning outcomes.

2. What information must teaching staff provide regarding the use of AI?

Teaching staff must inform students in advance about:

- Whether the use of AI is permitted, restricted or prohibited in a specific activity.
- The citation and assessment criteria relating to its use, when AI is not prohibited.
- The materials that are permitted or prohibited (including digital tools, electronic devices and Internet access) in examinations, practical sessions, laboratory work, bachelor's and master's theses, doctoral theses, and other activities.

This information must be clearly included in the instructions or briefs for each test or activity.

3. What obligations do students have if they use AI in assessable activities?

Students must:

- Explicitly declare the use of AI whenever required by the teaching staff by submitting a declaration of AI use, specifying the tools used, the prompts provided, the sections of the work affected and the extent of their own review.
- Assume authorship and responsibility for the final result, guaranteeing its originality and accuracy.
- Refrain from entering personal or confidential data relating to health, finances, unpublished research or protected materials into external AI tools that have not been approved by the University of Valencia or that do not provide institutional safeguards.
- Defend their work orally if requested by the teaching staff, and provide drafts or previous versions as evidence of the development process whenever the responsible staff considers this appropriate and necessary to verify the achievement of learning outcomes and to assess the work properly.

4. What fraud-detection tools may teaching staff use?

Teaching staff may use similarity-comparison or plagiarism-detection tools to help identify potential misuse of AI.

However, such tools do not constitute conclusive evidence; rather, they provide indications that must be evaluated alongside other evidence. Any final decision must be properly justified and must ensure that students are given the opportunity to be heard.



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5. What are the consequences of detected fraudulent use of AI by students?

Improper use of AI (for example, submitting content generated entirely by an AI tool as one's own work or using AI to falsify results) is considered a fraudulent practice.

Possible consequences include:

- A fail mark (zero) for the activity or the subject.
- Referral of the case to the faculty/school director or to the University's general secretary for possible disciplinary action in accordance with the University of Valencia's Protocol for Dealing with Fraudulent Practices.

6. Can AI be used in face-to-face examinations?

As a general principle, the use of AI and other materials, such as electronic devices and Internet access, is prohibited in face-to-face examinations unless expressly authorised in the exam paper or in the instructions provided by the teaching staff.

Teaching staff are advised to adopt the following measures:

- Clearly specify permitted and prohibited materials, including electronic devices and Internet access, in the exam paper.
- Follow these basic precautions during the examination:
 - Verify students' identities.
 - Ensure that students are not carrying any unauthorised active electronic devices.
 - Require personal belongings to be placed away from examination desks.
- In the event of an incident:
 - Retain the examination script and any associated materials or notes.
 - Expel the individual(s) involved from the examination, where appropriate.
 - Award a fail mark (zero) for the examination or subject when fraud is confirmed.
 - Refer the matter to the faculty/school director or to the University's general secretary for possible disciplinary action in accordance with the University of Valencia's Protocol for Dealing with Fraudulent Practices.

7. Can AI be used in online examinations?

Given the reduced level of direct supervision in online examinations, it is recommended that robust assessment activities be designed and that clear restrictions on AI use be established to ensure straightforward traceability in cases of non-compliance.

Recommended measures for teaching staff include:

- Creating randomised question banks, personalise assessment tasks and set tightly controlled response times.
- Asking application-based questions that demonstrate students' own reasoning processes (e.g. explanations of steps, references to course materials and justifications).
- Conducting a short oral defence (5–10 minutes), either at random or in cases where there are indications of inappropriate AI use.
- Establishing an explicit policy regarding authorised materials in the assessment instructions, stating whether AI is permitted, prohibited or restricted, and requiring a declaration of AI use where



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appropriate.

- Avoiding intrusive data collection. When remote-proctoring software is used, teaching staff must verify that it is authorised by the University, inform students in advance and offer an equivalent alternative assessment method in cases of conflict.
- In the event of an incident:
 - Retain the examination script and any associated materials or notes.
 - Expel the individual(s) involved from the examination, where appropriate.
 - Award a fail mark (zero) for the examination or subject when fraud is confirmed.
 - Refer the matter to the faculty/school director or to the University's general secretary for possible disciplinary action in accordance with the University of Valencia's Protocol for Dealing with Fraudulent Practices.

8. How may AI be used in classroom activities, practicals or laboratory sessions?

The approach generally adopted across higher education institutions is that AI may be used as a support tool — for example, to generate ideas, outlines or draft material — provided that the final output remains the student's own work and demonstrates achievement of the intended learning outcomes.

However, neither AI co-authorship nor the submission of entirely AI-generated content without substantial personal contribution is acceptable.

Teaching staff may restrict the use of AI in specific parts of an assignment or throughout the entire activity, particularly when procedural skills are being assessed (such as programming, calculations, academic writing or laboratory work). Any such restrictions must be clearly stated in the activity instructions and, where appropriate, in the subject course guide.

It is recommended that all assessable work of a certain academic standard include a student declaration of responsible AI use. Nevertheless, all work must be subject to critical review by teaching staff to ensure that the intended learning outcomes have been adequately achieved.

9. How may AI be used in bachelor's, master's and doctoral theses?

The use of AI as a support tool (for documentation, idea generation, language revision, verification, auxiliary coding, etc.) in bachelor's theses (TFG), master's theses (TFM) and doctoral theses is legitimate and may contribute to improving the final outcome when used appropriately within a process in which the student assumes responsibility for the results and properly integrates any improvements into the preparation of their own work.

However, under no circumstances may AI be used as a substitute for authorship. The submitted work must remain original and be the student's own. The submission of any content generated entirely by AI is not acceptable.

To ensure compliance, the responsible academic supervisor must monitor and tutor the development process to verify that the work is indeed the student's own, using the AI's contribution as a support rather than as a substitute for their own input.

Furthermore, the final assessment of the work must allow verification that the submitted work is original and genuinely the student's own, irrespective of any supporting use of AI.

Suggested measures for teaching staff include:

- Requiring a mandatory declaration of AI use detailing the tools employed and the tasks for which they were used.
- Using similarity-checking or plagiarism-detection tools as supporting evidence.



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- Requiring evidence of the development process (notebooks, working documents, code repositories, calculations, etc.).
- Increasing face-to-face supervision and tutoring, both to support students and to verify their learning process.
- Conducting a final oral assessment of the work.

10. Can an oral defence and additional information be requested for any assignment to confirm authorship?

Yes. At the request of the teaching staff, students must orally defend and provide supplementary information for any work submitted for assessment.

Students may also be required to provide drafts, notes, previous versions or editing histories in cases where fraud is suspected.

11. Can personal or confidential data be entered into AI tools?

Personal data (including images that may permit identification) or confidential information may only be entered into AI systems in accordance with the University of Valencia rules governing research activities where the use of such data is necessary, and only through the tools and procedures approved for those purposes.

Accordingly, it is prohibited to enter personal, health-related, financial, unpublished research or protected materials into external AI tools that have not been approved by the University or that do not offer institutional safeguards.

12. Where can a template “Declaration of Responsible AI Use” be found?

These code of practice include an Annex containing a model declaration that students may adapt. The document contains:

- Student identification details.
- The AI tools used and their purpose.
- Main prompts or instructions employed.
- Confirmation of critical review, of compliance with data protection requirements and of academic integrity.

This document is a translation of the original Catalan version of the Guia d'actuació per a l'ús responsable de la intel·ligència artificial (IA) en les activitats docents i d'avaluació a la Universitat de València. The Catalan version is the only legally valid document for the purposes of regulation and enforcement.



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Annex. Model Declaration of Responsible Use of Artificial Intelligence to be Attached to Work Submitted by the Student

I, _____ (National ID / Student Number _____),

declare that in this [assignment/exercise/test] I have used the following artificial intelligence tools:

- *Specify the AI tool and version used.*
- *Specify the task(s) for which AI was used.*
- *Provide a summary of the main prompts/instructions employed.*

I further declare that I have reviewed, cross-checked and critically integrated the content generated.

I assume authorship and responsibility for the final work and confirm that I have not entered any personal or confidential data in breach of personal data protection regulations. I also confirm that I have complied with intellectual property requirements and with the University of Valencia's provisions on academic integrity.

Date and signature