

Guidelines for the responsible use of artificial intelligence tools

Guiding document for the PDI and PTGAS of the Universitat de València
Vice-Principal for Digital Transformation — Universitat de València

1. Introduction and purpose

The accelerated proliferation of generative artificial intelligence tools has transformed the way many academic, research and administrative tasks are carried out. The Universitat de València recognizes the potential of these tools to improve productivity, teaching quality and research creativity, but also assumes the responsibility of ensuring their safe, ethical and institutional values-aligned use.

This document **does not constitute a mandatory regulation** nor has it been submitted for approval by the University's governing bodies. It is a set of guidelines, drafted by the Vice-Principal for Digital Transformation, while the definitive regulatory framework is being developed. Its purpose is to provide UV staff with a set of clear and practical criteria for making informed decisions about the use of AI in their daily work.

2. Why the use of AI needs to be guided

The absence of shared criteria creates situations of uncertainty that can harm both individuals and the institution:

- **Heterogeneity of practices.** Each member of the university community uses different tools, models and versions, often without knowing their privacy guarantees or how they handle data.
- **Strict legal framework.** The General Data Protection Regulation (GDPR), Organic Law 3/2018, and the European Artificial Intelligence Regulation (in progressive application) impose specific obligations on the processing of personal data and on the use of AI systems in the educational and assessment contexts.
- **Institutional responsibility.** UV has a duty to protect the data of students, its own staff and third parties, as well as to guarantee academic integrity and the reliability of its administrative activities.
- **Consistency and equity.** Unprincipled use can create unjustified differences between departments or services and compromise the trust of the university community in institutional processes.

3. Risks of uncontrolled use

The use of AI tools without proper guidelines can lead to significant consequences:

- **Leakage of sensitive data.** When entering information into free or consumer versions of AI tools, the data can be stored, used to train models, and can get out of the University's control. This includes students' personal data, records, grades, health data, unpublished work and confidential code or research projects.
- **Regulatory non-compliance.** Processing personal data with tools that do not offer adequate contractual guarantees (data processing agreement, data location, etc.) can constitute a GDPR violation with punitive consequences.
- **Errors and «hallucinations».** Generative models frequently produce false information that appears to be true: non-existent references, invented citations, incorrect data or misinterpreted regulations. Relying on them without verification can seriously affect the quality of teaching, research or administrative work.

- **Bias and discrimination.** Models can reproduce social, linguistic or cultural biases, which are especially harmful in assessment or selection contexts.
- **Loss of intellectual property.** Uploading your own materials (notes, articles under review, project proposals) to unsecured services can result in the implicit transfer of rights or the loss of exclusivity.
- **Improper attribution and uncritical dependence.** The undisclosed use of AI in publications, papers or official documents can constitute academic misconduct. Furthermore, delegating tasks that require professional judgment erodes skills and affects the quality of public service.

4. Tools available at the Universitat de València

The choice of tool should be determined, first and foremost, by the type of data being processed. The following table summarizes the current options and their recommended use:

Tool	Status	Data that can be processed	Recommended uses
Microsoft 365 Copilot (basic education version)	Available with UV account	Internal information that is not particularly sensitive, within the institutional M365 ecosystem	Writing communications, summaries, drafts of administrative documents and teaching materials
Google Workspace for Education Fundamentals (built-in AI features)	Available with a UV account	Non-sensitive internal information, within the institutional Google ecosystem	Drafts, summaries and translations of non-confidential content
Personal AI tools in free or paid versions with a personal account	Strictly personal use	Only public or fully anonymized information. Never UV data.	Strictly personal learning, exploration and tasks. Payment does not imply contractual guarantees with the UV.
AI tools contracted with UV funds but on personal accounts	Practice discouraged	Same restrictions as personal tools	It is recommended to avoid this practice and wait for the institutional tools currently under negotiation
Frontier AI in Enterprise/Education version with a UV agreement	Under negotiation	Will be communicated at the time of deployment	Pending definition

Own and sovereign AI model (open source)	Under development	Will include data with high privacy requirements	Pending definition
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5. What you can do and what to avoid

It can be done with the right tool and always with human review

- Draft and review emails, reports or internal communications that do not contain sensitive personal data.
- Generate drafts of teaching materials, guides or presentations from your own published ideas or content.
- Summarise own documents or those in the public domain, and translate non-confidential texts.
- Generate auxiliary code for management or research tasks with public or synthetic data.
- Explore ideas, propose methodological alternatives or brainstorm.

It should be avoided, or it shouldn't be done

- Entering personal data of students, staff or third parties into unauthorised tools: names, ID numbers, records, grades, health data or personal situations.
- Uploading student assessment work (dissertations, theses, exams) to unsecured tools: this can violate both students' rights and intellectual property.
- Using AI as the sole criterion in decisions affecting individuals (grades, staff selection, grant awards). European regulations require significant human supervision in these cases.
- Uploading peer-reviewed articles, unpublished research data or materials subject to confidentiality to unsecured services.
- Presenting content generated by AI as one's own without indicating its use when required by academic practice, the publisher or an administrative procedure.

6. Principles for ethical and responsible use

1. **Human responsibility.** The user of AI is always responsible for the outcome. AI is a tool, not an agent to which decisions are delegated.
2. **Critical verification.** No AI-generated result is used without substantive review: data, citations and reasoning must be cross-checked.
3. **Minimal data exposure.** Only information strictly necessary for the task is shared with the tool. When in doubt, do not share.
4. **Transparency.** The use of AI must be declared when relevant: in scientific publications (in accordance with the publisher's guidelines), in internal reports that require it and to students when it affects their learning or assessment.
5. **Fairness.** Potential biases in the results must be monitored, especially when they affect people.
6. **Proportionality.** The use of AI must be proportionate to the task. It is not justified to resort to external services when the institutional tool is sufficient.
7. **Institutional consistency.** Individual practices must be consistent with the values of public service, academic quality and the trust of the university community.

7. Illustrative cases

- **PDI — Assignment marking.** It is not advisable to upload students' complete assignments to unsupported tools. If you wish to use AI to support feedback, you should anonymise the

assignments, do so within institutional tools, and retain the marking decision in the teacher's professional judgement.

- **PDI — Preparation of teaching materials.** The use of AI for drafts, exercises or examples is legitimate with the appropriate critical review. It is recommended to explicitly state to students which practices of AI use are expected in the course.

- **PDI — Research and publications.** Policies of each journal or funding agency regarding the use of AI must be respected. In general, AI cannot be listed as a co-author; its substantial use must be declared. Non-anonymised research data should not be uploaded to unsecured services.

- **PTGAS — Administrative tasks.** The use of institutional tools (M365 Copilot, Workspace) for drafting reports, notes or communications is appropriate, always with human review before submission. On the other hand, tools without contractual guarantees with the UV should not be used to handle files with identifying or sensitive data: we must wait for the availability of tools with a contract or the sovereign model.

8. Next phases

The Vice-Principal for Digital Transformation is working simultaneously on four fronts: establishing agreements with frontier model providers (Enterprise/Education versions with contractual guarantees); deploying our own sovereign AI model, based on open source, for tasks with high privacy requirements; developing an institutional regulation which, once approved by the governing bodies, will replace these guidelines; and offering specific training courses for academic, administrative and research staff.

9. Staff commitments and contact

Staff are expected to exercise caution when in doubt (if it is unclear whether a particular data set can be processed with a tool, they should refrain from doing so and consult), participate in the actions training on the use of AI, data protection and academic integrity, and report any relevant incident, query or suggestion related to the use of these tools to the Vice-Principal for Digital Transformation.

For enquiries, suggestions or to report incidents related to the use of AI, you can contact the Vice-Principal for Digital Transformation.