Friendly English version of the UNICAM Guidelines on the Use of AI by Students

From DR_Linee-Guida-IA-studenti_signed.pdf (https://www.unicam.it/ateneo/archivio-documenti/linee-guida-e-sicurezza/altre-linee-guida)

Preamble and scope

UNICAM has adopted these guidelines in line with its Statute, Code of Ethics, and rules on teaching, academic integrity, personal data protection, and intellectual property.
They apply to bachelor's and master's theses, PhD and master's theses, reports, papers, multimedia products, and presentations submitted for assessment, as well as other final academic works.
They also apply to tools such as ChatGPT, Copilot, Gemini, Claude, and other systems that generate text, images, video, audio, code, or similar content from prompts.

General principles

AI is a support tool and must not replace the student's intellectual, critical, or creative work.
Anyone using AI remains fully responsible for the content produced, the methodological choices made, and the conclusions presented.
It is forbidden to present AI-generated content as one's own without declaration and critical revision, as this is treated like plagiarism and may have disciplinary or legal consequences.

Transparency and data protection

Any use of AI in assessed work must be clearly declared, including the tool used, its function, and its purpose.
Students must not upload personal data, sensitive data, confidential information, or unpublished research results into AI systems unless they are explicitly authorized by UNICAM.
AI should also be used in a way that does not amplify bias or discrimination and may support inclusion, especially for students facing language barriers or disabilities.

What is allowed

UNICAM uses a "traffic light" approach to AI use in teaching and assessment, which may be further specified by lecturers and degree programs.
Allowed uses, with declaration, include brainstorming ideas and titles, refining research questions and structure, grammar and style checking, and translations, summaries, or outlines of texts already read and understood.
Also allowed, with critical review, are suggestions for code, graphs, tables, or figures.

What is allowed only with explicit permission

With the explicit authorization of the supervisor or lecturer, and with a detailed declaration, AI may be used for drafting paragraphs that will then be rewritten and critically integrated, preliminary analysis of non-personal and non-sensitive datasets, and the creation of images, infographics, or slides for presentations.

What is not allowed

It is not allowed to let AI write all or most of a thesis, report, paper, or presentation without substantial personal reworking.
It is also forbidden to use fake data, invented interviews, non-existent court cases, or non-real references as if they were genuine.
Uploading personal, clinical, sensitive, or confidential research data, or using AI during exams when not expressly allowed, is also prohibited.

AI use in theses

In theses, AI may be used for topic definition, brainstorming, keyword search, language revision, help with structure, grammar correction, reformulation, technical suggestions in coding or software, and planning the oral presentation.
However, AI must not write whole chapters, generate fake data or fake studies, or be used without understanding and reworking the output.
Every thesis must include a declaration of originality and AI use, either stating that no AI was used or that limited use was declared and approved.

Citation and acknowledgment

Whenever AI contributes to a thesis or other assessed work, its use must be acknowledged and cited.
UNICAM recommends stating the tool name, producer, version if available, date of use, and purpose.
An example is included in the document for use in a note or declaration.

Academic integrity and detection

Presenting AI-generated work as one's own is considered plagiarism and may lead to disciplinary action.
In serious cases, such as submitting a completely non-original thesis to obtain a degree, it may also have legal consequences.
UNICAM may use plagiarism and AI-detection software, but no disciplinary decision will be based only on an AI detector result.

Training, inclusion, and public engagement

UNICAM commits to offering training on critical and responsible AI use, to supporting more equal access to AI tools, and to recognizing AI as a possible support tool for students with learning differences or other recognized conditions.
When student work is used for public engagement or outreach, AI use should be clearly declared when relevant, and scientific information must be checked against reliable sources.
The guidelines will be reviewed regularly, at least every two years, or earlier if the legal or technological context changes significantly.