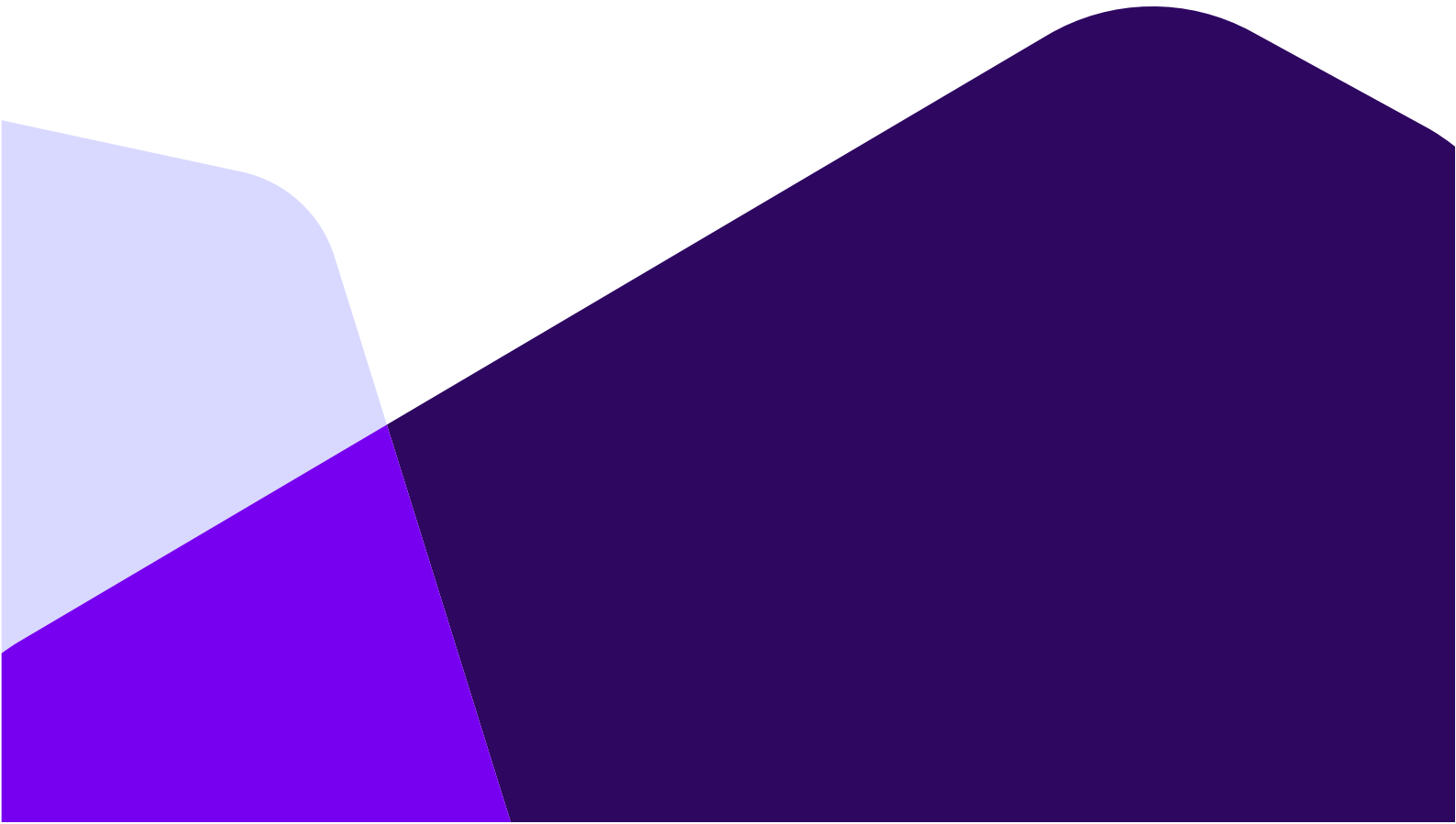


# **Policy for the Use of Artificial Intelligence (AI) at USN**

Adopted  
17 June 2025



## **Foreword**

Artificial intelligence (AI) is one of the most far-reaching and transformative technologies of our time. The University of South-Eastern Norway is committed to addressing the development of AI with academic rigour and a sense of social responsibility, working to ensure that the responsible development and use of AI can advance knowledge, learning, and the broader good of society.

This policy establishes shared principles and a common framework for the use of AI at USN, with particular emphasis on ethics, data protection, and academic integrity. The document has been prepared by the USN Council for Artificial Intelligence on behalf of the Rectorate, and is intended to support staff and students in the safe and responsible use of AI technologies across education, research, and administration.

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**Terminology**  
In this policy, artificial intelligence (AI) is used as a general term. The main focus is on generative AI (GenAI) technologies that can generate text, images, audio and other forms of content based on user input. This includes tools such as ChatGPT, Microsoft Copilot and similar systems.

## **1. Introduction**

Artificial intelligence (AI) holds considerable potential to enhance research, education, and administration. At the same time, its use brings with it challenges relating to ethics, data protection, security, and academic integrity. This policy sets out principles for the responsible use of AI at USN.

Given the rapid pace of development in the AI field, the principles and frameworks set out here must be reviewed and updated in line with new insights, experience, and technological developments. Faculties, departments, and administrative units at USN should assess whether there is a need to develop their own discipline-specific guidelines for AI use, within the overarching framework established by this policy.

## **2. Purpose and Scope**

**The policy aims to:**

- a) facilitate the use of AI in research, teaching, and administration
  - b) help ensure that AI is used in a responsible, ethical, and sustainable manner
  - c) safeguard data protection, academic integrity, and information security
  - d) provide overarching principles to guide staff and students in their engagement with AI
- uphold USN's role as a responsible contributor to the development and application of AI in society

### 3. General Principles for the Use of AI

**Copyright and confidentiality:** Confidential or copyright-protected material must not be uploaded to AI tools where it may be stored and used for model training. This includes but is not limited to: sensitive material, confidential research data, and unpublished manuscripts.

**Data protection:** Any processing of personal data using AI tools must comply with data protection legislation and be carried out through approved systems with a data processing agreement in place.

**Ethics:** AI must be used in a manner that upholds academic values, research ethics, and human dignity. Those using AI should be mindful of the risks of bias and discrimination.

**Transparency:** USN shall strive for openness regarding the use of AI in research, teaching, and administrative processes. Where AI has contributed to a piece of work or a decision, this must be clearly disclosed in order to maintain transparency and credibility.

**Reliability:** Users of AI should approach AI-generated information and outputs critically. All information produced by AI must be verified before use.

**Sustainability:** The environmental and climate implications of AI use should be taken into account.

**Accountability:** AI cannot replace human judgement. The individual user is responsible for how they make use of AI-generated outputs.

**Competence:** USN shall offer adequate and appropriate training in AI for employees and students. Staff are expected to develop the competence relevant to their field and area of work.

#### **4. AI in Education**

The development of AI has implications for educational goals, learning activities, assessment methods, and the broader pedagogical conditions of higher education.

For educational activities, the following apply:

**USN shall:**

- a) provide students with clear guidelines on the use of AI
- b) work systematically to review and quality-assure learning outcomes, learning activities, and assessment methods in light of developments in AI
- c) ensure suitable conditions for the necessary pedagogical development, including making suitable technology available to teaching staff and students
- d) ensure that knowledge and skills relating to AI are integrated across all degree programmes

**Staff shall:**

- e) have sufficient knowledge of AI tools to be able to judge whether and how their use may be appropriate in teaching and assessment
- f) support students' academic development and sense of ownership of their own learning when AI is used
- g) guide students in how to use AI in a professionally and ethically sound manner within their field

**Students shall:**

- h) develop competence in the critical and responsible use of AI tools relevant to learning and future work within their field
- i) clearly account for how AI has been used in their submitted work
- j) ensure that any use of AI in their work is academically sound and relevant

## **5. AI in Research, Artistic Development Work, and Dissemination**

- a) USN shall provide relevant AI tools for research purposes and maintain clear guidelines on which types of research data may be processed using different tools.
- b) Researchers shall adhere to recognised research ethics principles when using AI, in accordance with guidelines from the Norwegian National Research Ethics Committees.
- c) Use of AI shall be documented and reported in a transparent manner that ensures openness and enables verification.
- d) Researchers are responsible for their use of AI and must always verify AI-generated content before it is used.
- e) AI must not be listed as an author in scientific or artistic publications.
- f) Researchers shall be particularly aware of the risk of bias and other sources of error when using AI.

## **6. AI in Administration and Operations**

- a) USN may use AI to improve the efficiency of administrative processes, including case processing and decision support, but decisions affecting employees and students must not be automated without human oversight and accountability. All use of AI must be documented and carried out in a transparent manner.
- b) USN shall carry out thorough assessments, including risk assessments, prior to implementing AI systems in high-risk areas, in accordance with applicable legislation and relevant AI regulation.
- c) Employees using AI in administrative processes shall have the necessary competence to do so in a responsible manner.

## 7. Implementation and Follow-up

The USN Board holds overall responsibility for ensuring that AI is used in accordance with this policy.

- a) USN shall follow up this policy and support its implementation, including through the development of more detailed guidelines.
- b) USN shall have an AI council that provides recommendations on the use of AI to the organisation's management.
- c) USN shall promote the sharing of experience and knowledge related to the use of AI across the organisation..
- d) Leaders at all levels shall ensure that AI is used in accordance with applicable regulations and this policy within their respective areas of responsibility.

## 8. Policy Governance

The policy shall be made available to all employees and students at USN.

The policy shall be evaluated and revised as necessary, and at least annually, by the AI Council to ensure that it remains aligned with technological developments and changes in regulation.

### Relevant documents

- [AI Regulation \(EU\)](#)
- [the Norwegian implementation of the General Data Protection Regulation \(GDPR\)](#)
- [the Norwegian National Research Ethics Committees' guidelines for research ethics](#)
- [Norwegian National Strategy for Artificial Intelligence](#)
- [Artificial Intelligence in the Higher Education Sector. Report 01/2025, HK-dir](#)
- [Living guidelines on the responsible use of generative AI in research](#)