Centre of Excellence in Artificial Intelligence for Digital Humanities (AI4DH)
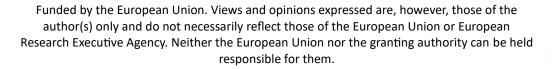
OPERATING PROCEDURES

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Management Board   Signatures
confirming awareness and agreement with the
content

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TABLE OF CONTENTS

Centre of Excellence AI4DH Operating Procedures

ABBREVIATIONS

AI	Artificial intelligence
AI4DH	Artificial Intelligence for Digital Humanities
CoE	Centre of Excellence
CoE AI4DH	Centre of Excellence in Artificial Intelligence for Digital Humanities
DH	Digital Humanities
DS	Data Science
GB	Governing Board
IAB	International Advisory Board
IRB	International Recruitment Board
LLMs	Large Language Models
NLP	Natural Language Processing
PMB	Project Managing Board
SRD	Research Department Office
UL FRI	University of Ljubljana Faculty for Computer and Information Science
UL MRIC	University of Ljubljana's Network of Research Infrastructure Centres

1 Introduction

The Centre of Excellence (CoE) in Artificial Intelligence for Digital Humanities (AI4DH) is an organizational unit in the structure of the Network of Research and Infrastructural Centres of the University of Ljubljana (UL MRIC). The Centre operates at the Faculty of Computer and Information Science and finances its activities from the ERA Chair project "Artificial Intelligence for Digital Humanities (AI4DH)" (EU ERA Chair project no. 101186647). This document specifies the operating procedures of the CoE.

The CoE AI4DH aims to foster interdisciplinary research and collaboration between the areas of Artificial Intelligence (AI) and Digital Humanities[1] (DH) at the University of Ljubljana and in the European research and higher education areas.

The CoE will focus on leveraging AI technologies to advance the field of DH, which tackles the challenges posed by the unprecedented amounts of data now available to researchers in the humanities and social sciences. The application of artificial intelligence (AI) was identified as vital to process the available datasets, uncover previously hidden patterns, and gain insights at unparalleled speeds. Establishing a CoE in AI for the field of DH is, therefore, key to supporting this transformation.

The CoE relies on two main elements that will synergistically support each other:

- The excellence of its research will ensure that it is visible in the fields of AI and DH and it becomes the go-to place for top researchers working on state-of-the-art methodologies that can aid DH scholars in their research.
- The services provided to the DH scholars will increase the UL's capacity and interdisciplinarity in these areas through a better appreciation of the possibilities of AI and by attracting promising project proposals where the CoE can be involved as a funded research partner.

2 Headquarters of the Centre of Excellence

From 01 February 2025 to 31 January 2030, the CoE AI4DH will operate through funding provided by the Horizon Europe programme of the European Commission, HORIZON-WIDERA-2023-TALENTS—01 call, project no. 101186647. The CoE is located and supported by the UL FRI within the Laboratory for Machine Learning and Language Technologies.

The CoE AI4DH is established as a permanent multidisciplinary infrastructure centre in the University of Ljubljana's **Network of Research Infrastructure Centres (UL MRIC)**.

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[1] We use a broad definition of Digital Humanities (DH) that combines the methodologies from traditional humanities disciplines (such as rhetoric, history, philosophy, linguistics, literature, art, archaeology, music, and cultural studies) and social sciences with tools provided by computing (such as data visualization, information retrieval, data mining, statistics, natural language processing, and artificial intelligence).

3 Centre of Excellence Activities

The CoE will primarily (but not exclusively) carry out the following tasks:

- **Research activity and strengthening of infrastructure** in areas such as
    - Natural language processing (NLP) tools for historical newspaper analysis
    - Comparative analysis of historical newspaper collections
    - Producing semantics data and evaluation datasets from lexical resources
    - Injecting knowledge into large language models (LLMs)
    - AI Infrastructure for data-driven folkloristics
    - Explanation of generative large language models
    - Tools for social science analyses of news media in less-resourced languages
- **Services and support for research development** in terms of:
    - Training for humanities scholars in the form of seminars and hands-on workshops
    - Tailored support to humanities scholars who need AI approaches
    - Support for the preparation and hosting of project proposals
    - Access and support for computationally demanding AI techniques
    - Long-term sustainability of the COE
- **Innovative training and teaching**:
    - Offering courses in AI applied to DH at MSc, PhD, and micro-credentials levels
    - Providing skills in AI (deep learning, NLP, LLMs, data science (DS), explainable AI)
    - Providing skills in the applications of AI to DH (data curation, dataset annotation classification, multimedia analyses, prompt engineering for LLMs, etc.)
    - Offering a course on the Ethics of AI
- **Dissemination and visibility**
    - Writing research papers and organising research events
    - Promoting the free movement of researchers
    - Establishing international collaborations
    - Offering opportunities for short-term research stays
    - Setting up an open-access international journal dedicated to AI for DH

4 Governance Structure

The ERA Chair of the AI4DH project, Prof Dr **Antoine Doucet,** chairs the CoE AI4DH.

The CoE AI4DH is guided and supervised by the **Governing Board (GB)** which—during the duration of the AI4DH project—is identical with the AI4DH Project Management Board (PMB).

During the duration of the AI4DH project the CoE is advised by the **International Advisory Board (IAB)** which consists of the members of the AI4DH project IAB.

4.1   Chair of CoE

The CoE Chair plays a central leadership and strategic role in shaping and guiding the research, development, and impact of the CoE. The CoE Chair leads the CoE's scientific and strategic vision, ensuring excellence in interdisciplinary research at the intersection of AI and DH. The Chair is responsible for building and managing a high-performing research team, fostering collaboration across disciplines, securing research funding, and ensuring the international visibility of the CoE. The Chair acts as the key figure in engaging with academic, industry, policy, and public stakeholders. The Chair also ensures that ethical standards, open science principles, and inclusivity are embedded throughout the CoE activities. The Chair is instrumental in integrating the CoE with national and European research infrastructures and laying the foundation for the CoE's long-term sustainability.

4.2   Governing Board

Composition:

The Governing Board (GB) consists of five members and guides and oversees the work of the CoE AI4DH. The GB's primary role is to provide strategic direction, policy guidance, and oversight of the CoE. Members are responsible for establishing the CoE's vision, mission, and strategic goals, ensuring compliance with legal and ethical requirements, and holding the CoE Chair accountable for the CoE's performance.

The GB consists of:

- AI4DH project coordinator (chair of GB, Prof Dr **Marko Robnik-Šikonja**)
- Chair of CoE AI4DH (Prof Dr **Antoine Doucet**)
- Other leaders of the AI4DH project work packages (Dr **Kaja Dobrovoljc,** Prof Dr **Slavko Žitnik,** Dr **Špela Arhar Holdt**).

Membership in the GB is not limited in time and lasts until a new member is appointed by the GB**.** The AI4DH project coordinator chairs the GB. The chair is responsible for the coordination of GB. Decisions of GB are taken by a simple majority.

GB members provide strategic direction, policy guidance, and oversight to CoE. They report on their findings at GB meetings.

Responsibilities of GB:
- Strategic Direction:
  - Ensure alignment with the CoE mission, goals and work programme.
  - Develop and approve the CoE's strategic plan.
  - Set long-term goals and objectives.
- Oversight:
  - Monitor the progress of ongoing activities and initiatives.
  - Ensure compliance with ethical standards and internal rules.
  - Delegate reviewers of the CoE project's results and deliverables to ensure high quality of project results.
- Resource Allocation:
  - Approve budgets and allocate resources for various activities within the CoE.
  - Ensure efficient use of funds and resources.

- Decision Making:
    - o Make key decisions regarding new initiatives, partnerships, and collaborations.
    - o Resolve any conflicts or issues that arise within the CoE.

Meetings
Regular annual meetings or exceptional meetings are held to review progress, discuss challenges, and make decisions. Meeting agendas cover:
- Review of ongoing projects and initiatives.
- Discussion of new proposals and opportunities.
- Financial and resource allocation updates.
- Feedback and recommendations from the IAB.

Detailed minutes of each meeting are shared with all members of CoE to ensure transparency.

4.3   International Advisory Board

Composition:

The International Advisory Board (IAB) consists of internationally recognised experts in the research themes of the AI4DH. During the duration of the AI4DH project, IAB overlaps with the IAB of the AI4DH project:
- **Sally Chambers,** University of Ghent and British Library
- **Jenifer Edmond,** Trinity College in Dublin
- **Christian Henriot,** Aix-Marseille University
- **Frédéric Kaplan,** Swiss Federal Institute of Technology in Lausanne (EPFL)
- **Christophe Roche,** University of Crete
- **Laurent Romary,** INRIA research director
- **Ines Vodopivec**, Secretary General, Artificial Intelligence for Libraries, Archives and Museums

The meetings of the IAB are organised by the CoE Chair (Antoine Doucet) or the GB chair (Marko Robnik-Šikonja), who are also present at the meetings.

Responsibilities:
The IAB will provide external assistance in defining strategic plans, scientific monitoring of the CoE, and proposing ideas for the sustainability of the project.

Meetings
The IAB will convene at least once a year in live or web hybrid meetings.

5   Internal Rules

5.1   Research Ethics

The CoE will follow the code of research ethics as defined in:
- the European Code of Conduct for Research Integrity,
- the national-level Code of Conduct for Research Integrity and
- The Code of Conduct of the UL.

5.2 Collaboration

Creating a collaborative environment is an important aspect of CoE AI4DH. The CoE will strive to promote interdisciplinary collaboration between research fields and encourage joint research projects and publications.

5.3 Resource Allocation

The use of funds and resources is monitored in cooperation with the UL FRI Research Office (SRD), Accounting Office, and Human Resources. The Chair of the CoE AI4DH takes care that CoE's resources are utilised efficiently and in accordance with the CoE AI4DH 's strategic priorities. Any discrepancies or inefficiencies will be addressed promptly, and corrective measures will be implemented to optimise resource allocation.

The recruitment process will be based on the UL Policy of Open, Transparent, and Merit-Based Recruitment of Researchers. The UL is fully committed to respecting the principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers.