



ABDULLAHI FODIO UNIVERSITY OF SCIENCE AND TECHNOLOGY, ALIERO

(AFUSTA)

POLICY ON THE RESPONSIBLE USE OF ARTIFICIAL INTELLIGENCE (AI)

***For Teaching, Learning, Research, Administration, Innovation and Community
Engagement***

October, 2026

1.0 INTRODUCTION

1.1 BACKGROUND

Artificial Intelligence (AI) has become an increasingly important technology in education, scientific research, administration, industry and society. AI systems can support teaching, learning, research, data analysis, accessibility, translation, communication, innovation and institutional decision-making.

Generative Artificial Intelligence (GenAI), including systems capable of generating text, images, audio, video, computer code and other content, has created additional opportunities and challenges for universities.

AFUSTA recognizes that AI should neither be treated as inherently prohibited nor adopted without appropriate safeguards. The University therefore adopts a human-centred, responsible and educationally appropriate approach to AI.

This approach is consistent with international guidance that encourages institutions to protect human agency, privacy, equity and academic integrity while developing the capacity of teachers, researchers and learners to use AI appropriately.

Nigeria's National Artificial Intelligence Strategy similarly identifies responsible and ethical AI development and robust AI governance as national priorities.

1.2 PURPOSE

The purpose of this Policy is to establish a clear institutional framework for the responsible use, management and governance of AI at AFUSTA.

The Policy seeks to ensure that AI contributes positively to the University's core functions without undermining:

- human judgement;
- academic integrity;
- research integrity;
- privacy;
- confidentiality;
- intellectual property;
- fairness;
- accountability;
- academic freedom; or
- the quality and credibility of University qualifications.

1.3 OBJECTIVES

The objectives of the Policy are to:

1. promote responsible and beneficial use of AI throughout the University;
2. develop AI literacy among students and staff;
3. protect academic and research integrity;
4. establish clear rules governing AI use in teaching, learning and assessment;
5. provide guidance on AI-assisted research;
6. protect personal, confidential and sensitive University information;
7. promote transparency in the use of AI;
8. prevent fabrication, plagiarism, impersonation and other forms of academic misconduct involving AI;
9. promote equitable access to AI-related opportunities;
10. encourage responsible AI research, innovation and entrepreneurship;
11. establish institutional responsibilities for AI governance;
12. support the University in adapting to emerging AI technologies; and
13. ensure that the University's use of AI remains consistent with applicable Nigerian laws, regulations and ethical standards.

1.4 SCOPE

This Policy applies to:

- undergraduate students;
- postgraduate students;
- academic staff;
- non-teaching staff;
- researchers;
- visiting academics;
- adjunct and contract staff;
- University administrators;
- consultants and other persons acting on behalf of the University; and
- University units, centres, departments, institutes and projects.

It applies to AI used in:

- teaching;
- learning;
- assignments;
- examinations;
- assessment;
- research;
- postgraduate supervision;

- publications;
- grant applications;
- administration;
- communication;
- student services;
- information management;
- innovation;
- entrepreneurship;
- community engagement; and
- other University activities.

2.0 DEFINITIONS

2.1 Artificial Intelligence

Artificial Intelligence means computer-based systems capable of performing tasks that normally require aspects of human intelligence, including learning, reasoning, prediction, classification, generation, recognition, decision support or problem-solving.

2.2 Generative Artificial Intelligence

Generative AI refers to AI systems capable of producing new content such as text, images, audio, video, computer code, summaries, translations or other material in response to user instructions.

2.3 AI-Assisted Work

Work in which AI has been used as a tool to support, but not replace, the human creator's intellectual contribution.

2.4 AI-Generated Content

Content substantially produced by an AI system rather than directly created by the human user.

2.5 AI Literacy

The knowledge and skills required to understand, critically evaluate and responsibly use AI systems.

2.6 Sensitive Information

Information whose disclosure, misuse or unauthorised processing may cause harm to an individual, the University or another organisation.

2.7 Personal Data

Information relating to an identified or identifiable individual, as recognised under applicable Nigerian data-protection law.

3.0 GUIDING PRINCIPLES

3.1 Human Responsibility

AI shall remain a tool supporting human decision-making. Responsibility for the final output shall rest with the person who uses or submits the output.

3.2 Academic Integrity

AI shall not be used to misrepresent another person's work, AI-generated content or automated output as the user's own intellectual contribution where such representation is prohibited.

3.3 Transparency

Where AI use is material to an academic, research or professional output, appropriate disclosure shall be made.

3.4 Accuracy and Verification

AI-generated information shall not automatically be regarded as correct. Users shall verify factual claims, references, calculations, data interpretations and other consequential outputs.

3.5 Privacy and Data Protection

University and personal information shall be protected from unauthorised disclosure or processing through AI systems.

The University's AI practices shall comply with applicable data-protection requirements, including the Nigeria Data Protection Act 2023.

3.6 Fairness and Inclusion

AI shall be used in ways that do not unfairly discriminate against individuals or groups.

3.7 Accountability

Users shall remain accountable for AI-assisted decisions, submissions, publications and communications.

3.8 Intellectual Property

AI use shall respect copyright, authorship, ownership, licensing and other intellectual-property rights.

3.9 Human Oversight

AI shall not be permitted to make high-impact academic, disciplinary, employment or other University decisions without appropriate human review.

3.10 Academic Freedom

Nothing in this Policy shall unnecessarily restrict legitimate academic inquiry, experimentation or research involving AI, provided that applicable ethical, legal, security and institutional requirements are satisfied.

4. 0 ACCEPTABLE USE OF AI

4.1 GENERAL PRINCIPLE

AFUSTA permits responsible use of AI where such use supports learning, research, innovation, administration or other legitimate University purposes.

Examples of generally acceptable uses include:

- brainstorming;
- generating ideas;
- explaining difficult concepts;
- language improvement;
- translation;
- proofreading;
- summarising material;
- generating practice questions;
- developing teaching materials;
- coding assistance;
- research planning;
- data-analysis assistance;
- literature discovery;
- accessibility support;
- administrative drafting; and
- development of educational resources.

However, the user remains responsible for checking and validating the output.

4.2 USE BY STUDENTS

Students may use AI for learning where the lecturer or assessment instructions permit such use.

Examples include:

- obtaining explanations of difficult concepts;
- generating practice questions;
- practising languages;
- receiving feedback on drafts;
- exploring alternative explanations;
- coding practice;
- brainstorming research topics; and
- developing study plans.

Students must not rely on AI as a substitute for their own learning.

4.2.1 STUDENT RESPONSIBILITIES

Students using AI shall:

1. comply with the lecturer's instructions;
2. verify AI-generated information;
3. avoid fabricated references;
4. avoid submitting AI-generated work where prohibited;
5. disclose material AI use where required; and
6. retain responsibility for the final submission.

4.3 USE IN ASSIGNMENTS AND COURSEWORK

To avoid confusion, AFUSTA shall adopt three standard categories for coursework.

Category A — AI PROHIBITED

AI tools shall not be used.

This category may be applied where the assessment is specifically designed to measure the student's independent ability.

Examples may include:

- certain examinations;
- individual tests;
- laboratory reports where independent interpretation is required;
- oral assessments;
- foundational writing exercises; and
- other assessments designated by the lecturer or department.

Unauthorised AI use under Category A shall constitute academic misconduct where established under applicable University regulations.

Category B — AI PERMITTED WITH DISCLOSURE

AI may be used for specified purposes, but students must disclose its use.

Examples include:

- brainstorming;
- language editing;
- generating an outline;
- obtaining explanations;
- coding assistance;
- translation; or
- limited drafting assistance.

The student's own intellectual contribution must remain identifiable.

Category C — AI INTEGRATED INTO THE ASSESSMENT

AI is deliberately incorporated into the assessment.

Students may be required to:

- evaluate AI-generated answers;
- identify errors in AI output;
- compare AI-generated explanations with scholarly sources;
- improve an AI-generated response;
- analyse bias in an AI system;
- critically evaluate AI-generated data or arguments; or
- demonstrate appropriate use of AI in professional practice.

This category may be particularly useful in programmes where AI competency is becoming a professional requirement.

4.4 ASSESSMENT INSTRUCTIONS

Every substantial assignment or assessment involving potential AI use should, where practicable, state clearly:

AI Use Status:

- ☐ Category A – AI Prohibited
- ☐ Category B – AI Permitted with Disclosure
- ☐ Category C – AI Integrated into Assessment

The lecturer may specify the particular AI tools and functions permitted or prohibited.

5.0 AI AND EXAMINATIONS

5.1 EXAMINATION PRINCIPLE

Unless expressly authorised, students shall not use generative AI during examinations.

Where an examination is designed to assess independent knowledge, reasoning, calculation, writing or problem-solving, unauthorised AI assistance shall be treated in accordance with University examination and disciplinary regulations.

5.2 AI-ENABLED ASSESSMENT

Where AI is intentionally permitted during an assessment, the examination or assessment instructions shall specify:

- the permitted AI tool or tools;
- the permitted functions;
- whether internet access is allowed;
- whether external references are allowed;
- whether AI-generated output must be submitted;
- whether prompts must be recorded; and
- how AI use will be assessed.

6.0 AI IN RESEARCH

6.1 GENERAL PRINCIPLE

AFUSTA recognises AI as a potentially valuable research tool but requires researchers to maintain scientific integrity, transparency and human responsibility.

Researchers may use AI for:

- literature exploration;
- language editing;
- coding;
- data organisation;
- statistical assistance;
- image analysis;
- modelling;
- simulation;

- transcription;
- translation;
- generation of research ideas; and
- other legitimate research activities.

6.2 RESEARCHER RESPONSIBILITY

Researchers shall verify AI-generated:

- facts;
- references;
- quotations;
- datasets;
- statistical interpretations;
- scientific explanations;
- computer code;
- images;
- tables; and
- conclusions.

AI shall never be used to fabricate or manipulate research data, experimental results, observations, references or evidence.

6.3 AI AND RESEARCH DATA

Researchers shall not upload confidential or sensitive research data into publicly accessible AI systems unless:

1. the use has been appropriately authorised;
2. privacy and confidentiality risks have been assessed;
3. applicable consent requirements have been satisfied; and
4. the data-processing arrangement is lawful and secure.

Particular caution shall apply to:

- human-subject data;
- medical information;
- student records;
- staff records;
- confidential research data;
- unpublished research results;
- proprietary information;
- examination materials; and
- information subject to non-disclosure agreements.

6.4 AI AND RESEARCH ETHICS

Where AI is used in research involving human participants, researchers shall comply with applicable ethical requirements and the approval conditions of the relevant Research Ethics Committee.

Where a proposed AI application presents substantial privacy, safety or ethical risks, an appropriate risk assessment shall be undertaken before deployment.

6.5 AI AND RESEARCH PUBLICATIONS

Researchers shall comply with the authorship and disclosure requirements of the target journal, publisher, funding organisation and relevant professional body.

AI systems shall not be listed as authors.

A researcher remains responsible for the accuracy, originality, integrity and legality of the final publication.

Where required by the publisher or research protocol, the researcher shall disclose the material use of AI.

6.6 AI-GENERATED REFERENCES

Researchers and students shall independently verify every reference generated or suggested by an AI system before citing it.

Fabricated or non-existent references shall constitute research or academic misconduct where intentionally or recklessly presented as genuine.

7.0 AI IN POSTGRADUATE EDUCATION

7.1 POSTGRADUATE STUDENTS

Postgraduate students may use AI as a research and learning tool subject to:

- supervisor instructions;
- research ethics requirements;
- departmental regulations;
- postgraduate school regulations;
- intellectual-property requirements; and
- this Policy.

Supervisors should discuss appropriate AI use with postgraduate students at the beginning of research projects.

7.1 THESIS AND DISSERTATION

AI may assist with permitted aspects of thesis preparation, but the:

- research question;
- methodology;
- data collection;
- analysis;
- interpretation;
- scientific argument;
- conclusions; and
- intellectual contribution

must remain the responsibility of the student and supervisory team.

A department or postgraduate programme may impose stricter requirements where appropriate.

8.0 AI IN UNIVERSITY ADMINISTRATION

8.1 ADMINISTRATIVE USE

AI may be used to support:

- drafting routine correspondence;
- summarisation;
- data organisation;
- workflow improvement;
- translation;
- document classification;
- meeting support;
- planning;
- communication; and
- other approved administrative activities.

8.1 HUMAN REVIEW

AI-generated administrative documents must be reviewed by an authorised officer before official release where they contain substantive institutional information.

AI shall not independently make final decisions concerning:

- staff appointment;
- promotion;
- discipline;

- student admission;
- student discipline;
- examination results;
- graduation;
- financial sanctions;
- staff termination; or
- other decisions with significant consequences for individuals.

9.0 DATA PROTECTION, PRIVACY AND CONFIDENTIALITY

9.1 DATA PROTECTION

The University shall ensure that AI-related processing of personal data complies with applicable Nigerian data-protection requirements.

The Nigeria Data Protection Act 2023 establishes requirements relating to lawful, fair and accountable processing of personal data and protection of data-subject rights.

9.2 PROHIBITED DATA DISCLOSURE

Unless specifically authorised, users shall not enter into public AI platforms:

- passwords;
- examination questions;
- examination scripts;
- student academic records;
- medical records;
- staff confidential records;
- financial information;
- confidential research data;
- personal identifiers;
- confidential contracts;
- unpublished intellectual property; or
- other protected information.

10.0 INTELLECTUAL PROPERTY AND COPYRIGHT

10.1 GENERAL PRINCIPLE

AI-assisted work shall comply with applicable copyright and intellectual-property requirements.

Users shall not assume that material generated by an AI system is automatically free of copyright, ownership or licensing restrictions.

10.2 UNIVERSITY INTELLECTUAL PROPERTY

Where AI is used in developing University research, software, inventions, teaching resources or other intellectual property, ownership shall be determined in accordance with applicable University intellectual-property policies and agreements.

11.1 AI AND ACADEMIC MISCONDUCT

11.2 AI-RELATED ACADEMIC MISCONDUCT

AI use may constitute academic misconduct where a student or staff member:

1. submits AI-generated work as independently produced when AI use is prohibited;
2. fabricates references;
3. fabricates research data;
4. falsifies AI-generated evidence;
5. uses AI to impersonate another person;
6. uses AI to circumvent examination rules;
7. deliberately conceals material AI use where disclosure is required;
8. submits another person's AI-assisted work as their own;
9. manipulates AI-generated material to deceive an assessor; or
10. otherwise violates University academic-integrity regulations through AI.

11.3 DETERMINATION OF MISCONDUCT

The University shall not impose a penalty solely because AI-detection software indicates that a piece of work may have been AI-generated.

AI-detection results shall not, by themselves, constitute conclusive proof of misconduct.

Where AI use is suspected, the University should consider available evidence, which may include:

- drafts;
- notes;
- version history;
- oral questioning;
- references;
- writing development;
- prompt records where required;
- assignment instructions;
- student explanations; and
- other relevant evidence.

Due process shall be observed in accordance with University regulations.

12.1 AI AND STAFF RESPONSIBILITIES

12.2 ACADEMIC STAFF

Academic staff shall:

- provide clear AI-use instructions for assessments;
- educate students on responsible AI use;
- verify important AI-generated material used in teaching;
- protect confidential student and University information;
- avoid unnecessary dependence on AI;
- disclose material AI use where appropriate; and
- encourage critical thinking.

12.3 HEADS OF DEPARTMENT

Heads of Department shall:

- ensure that departments implement this Policy;
- coordinate AI-use practices among lecturers;
- identify programmes requiring specialised AI guidance;
- support staff capacity building; and
- report significant AI-related issues to the appropriate University authority.

12.4 DEANS

Deans shall:

- monitor implementation within faculties;
- coordinate faculty-level AI awareness activities;
- support departments in developing assessment practices; and
- report implementation challenges to Senate or its designated committee.

13.0 AI DECLARATION

13.1 STUDENT AI DECLARATION

Where disclosure is required, students shall use the University's approved AI declaration.

AFUSTA STUDENT AI USE DECLARATION

I declare that I have complied with the AI-use requirements specified for this assessment.

Course: _____

Course Code: _____

Assessment Title: _____

Name: _____

Matriculation Number: _____

AI category:

- ☐ Category A – AI Prohibited
- ☐ Category B – AI Permitted with Disclosure
- ☐ Category C – AI Integrated into Assessment

AI tool(s) used:

Purpose of AI use:

- ☐ Brainstorming
- ☐ Explanation/learning
- ☐ Language editing
- ☐ Translation
- ☐ Coding
- ☐ Data analysis
- ☐ Literature/research assistance
- ☐ Other: _____

Brief description of how AI was used:

Declaration:

I confirm that the information provided above is accurate. I understand that I remain responsible for the content, accuracy, originality and integrity of my submission and that failure to disclose AI use where disclosure is required may constitute academic misconduct.

Student Signature: _____

Date: _____

13.2 RESEARCHER DECLARATION

Researchers may use the following statement where appropriate:

AI Disclosure: Artificial Intelligence tools were used in this work for [state purpose, e.g. language editing, coding assistance, data organisation or literature exploration]. The researchers independently verified the relevant output and remain fully responsible for the accuracy, integrity and interpretation of the work.

Where a journal, funder or professional body requires a different disclosure format, its requirements shall be followed.

14.0 POLICY POSITION STATEMENTS

For clarity, AFUSTA adopts the following institutional positions:

Policy Statement 1

AFUSTA supports responsible and beneficial use of Artificial Intelligence in teaching, learning, research, innovation and administration.

Policy Statement 2

AI shall augment human capability and shall not replace human responsibility for academic, research or institutional decisions.

Policy Statement 3

Students shall not be penalised merely for using AI where its use has been expressly permitted under the assessment conditions.

Policy Statement 4

Unauthorised use of AI in an assessment may constitute academic misconduct where established in accordance with University regulations.

Policy Statement 5

AI-generated information shall be independently evaluated and verified before being relied upon for academic, research or institutional purposes.

Policy Statement 6

The University shall protect personal, confidential and sensitive information from inappropriate disclosure to AI systems.

Policy Statement 7

AI shall not be used to fabricate research data, results, references, experimental observations or other research evidence.

Policy Statement 8

AI systems shall not be treated as authors or bearers of academic or research responsibility.

Policy Statement 9

The University shall promote AI literacy among staff and students.

Policy Statement 10

High-impact AI applications shall remain subject to appropriate human oversight.

Policy Statement 11

The University shall promote equitable access to AI-related learning opportunities.

Policy Statement 12

AFUSTA shall periodically review this Policy to ensure that it remains relevant to technological, educational, legal and ethical developments.

15. CONCLUSION

Artificial Intelligence presents significant opportunities for AFUSTA to improve teaching, learning, research, administration, innovation and community engagement. It also presents significant risks if used without appropriate safeguards.

AFUSTA therefore adopts a position of responsible adoption rather than unrestricted adoption or blanket prohibition.

The University's approach shall be guided by the principles of Human responsibility, Academic integrity, Transparency, Privacy, Security, Fairness, Verification and Innovation.

The ultimate purpose of this Policy is to ensure that AI contributes to the University's mission while preserving the values, credibility and human-centred character of university education and research.

APPENDIX I

MODEL AI USE STATEMENT FOR COURSE OUTLINES

Lecturers may insert the following into course outlines:

Artificial Intelligence Use

Students are required to comply with the University's Policy on the Responsible Use of Artificial Intelligence.

For this course, AI use is classified as:

- ☐ **Category A:** AI prohibited
- ☐ **Category B:** AI permitted with disclosure
- ☐ **Category C:** AI integrated into assessment

Specific instructions:

Students remain responsible for the accuracy, originality and integrity of their submitted work.

APPENDIX II

MODEL AI ASSESSMENT MATRIX

Assessment	AI Status	Disclosure	Lecturer's Responsibility
Examination	Normally prohibited	Not applicable	State clearly
Individual test	Normally prohibited	Not applicable	State clearly
Essay	Lecturer determines	If required	State permitted uses
Assignment	Lecturer determines	If required	Define boundaries
Research proposal	Usually permitted with controls	Yes where material	Verify sources
Programming assignment	May be permitted	Yes where required	Define permitted assistance
AI evaluation task	Required	Yes	Provide AI output/context
Take-home assessment	Must be specified	Yes if required	State rules clearly
Thesis/dissertation	Limited responsible use	As required	Supervisor guidance

APPENDIX III

MODEL AI RISK ASSESSMENT

Before introducing an AI system for institutional use, the responsible unit should consider:

1. What problem is the AI system intended to solve?
2. What information will be processed?
3. Does the system process personal data?
4. Does it process confidential information?
5. Where is the data stored?
6. Who can access the data?
7. Can the AI output cause harm?
8. Is human review available?
9. Can the output be independently verified?
10. What happens if the AI system produces an incorrect result?
11. What are the intellectual-property implications?
12. What are the financial implications?
13. What are the cybersecurity implications?
14. Is the system accessible to all intended users?
15. Is the proposed use consistent with University policy and applicable law?

APPENDIX IV

MINIMUM AI DISCLOSURE FORMAT

Where disclosure is required, the following minimum information should normally be provided:

AI Tool: _____

Purpose: _____

Nature of assistance: _____

Extent of use: _____

Verification undertaken: _____

Human contribution: _____