



UNIVERSITY OF NIGERIA, NSUKKA

GUIDELINES ON THE RESPONSIBLE USE OF ARTIFICIAL INTELLIGENCE

IN TEACHING, LEARNING, RESEARCH AND ADMINISTRATION

Policy Title:	University of Nigeria, Nsukka Artificial Intelligence Policy
Policy Number:	UNN/AI/POL/001
Version	1.0
Policy Owner	University of Nigeria, Nsukka
Document type/status	Proposed Institutional Guideline for Senate/Governing Council consideration as applicable
Effective Date	Upon Approval by the Senate/Governing Council, as applicable
Scope	All students, academic staff, and administrative staff of the University of Nigeria, Nsukka (all campuses, faculties, and centres).
Prepared	September 2026
Proposed review cycle	Every three years, or earlier where significant technological/legal/regulatory development/institutional circumstances occur
Lead Coordinating Unit:	Information and Communication Technology Unit (ICTU)/ University Artificial Intelligence Governance Committee as applicable
Supporting Units:	Office of the Vice-Chancellor, Registry, Bursary, Library, Research and Innovation Directorate, Quality Assurance Unit, Legal Unit, Data Protection/Privacy Office, Faculties, Departments, Centres and Institutes.
Aligns with	NUC Artificial Intelligence Policy Framework and Implementation Roadmap for the Nigerian University System (2026); Nigeria Data Protection Act, 2023; NUC Core Curriculum and Minimum Academic Standards (CCMAS)

1. Preamble

The University of Nigeria, Nsukka (UNN), as a leading Nigerian institution of teaching, research, innovation and community service, recognises Artificial Intelligence (AI) as a transformative technology with significant implications for higher education, scientific research, healthcare, agriculture, industry, public administration, entrepreneurship and national development.

The University also recognises that AI technologies create important opportunities while presenting risks relating to academic integrity, privacy, cybersecurity, intellectual property, discrimination, misinformation, algorithmic bias, research integrity, employment, student assessment and institutional decision-making.

This Artificial Intelligence Policy establishes the principles, governance arrangements, standards, responsibilities and procedures that shall guide the responsible development, acquisition, deployment and use of AI throughout the University.

The Policy is designed to complement the University's existing ICT, research, academic, examination, intellectual-property, data-protection, cybersecurity and other relevant policies. It is also intended to align the University's AI development with applicable Nigerian law, national AI initiatives and internationally recognised principles of responsible AI.

UNN's existing strategic direction emphasises the integration of ICT into teaching, learning, research and administration and the need for the University to respond to rapid technological innovation. The University's ICT Policy similarly identifies ICT infrastructure, online learning, research, administration and institutional systems as important components of University operations.

Nigeria's National AI Strategy places emphasis on foundational infrastructure, an AI ecosystem, sectoral adoption, responsible and ethical AI, and AI governance. This Policy translates those broad national directions into an institutional framework appropriate for UNN.

2. Policy Status

2.1 This Policy shall apply to all members of the University community and to third parties using University systems, data, infrastructure or resources for AI-related activities.

2.2 Upon approval by the appropriate University authorities, compliance with this Policy shall be mandatory.

2.3 The Policy shall be interpreted together with applicable Nigerian legislation, University regulations and recognised international frameworks, including:

- i. the laws of the Federal Republic of Nigeria
- ii. regulations and directives of relevant government agencies

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- iii. applicable National Universities Commission requirements
 - iv. the Nigeria Data Protection Act, 2023
 - v. University statutes, regulations and policies
 - vi. research ethics requirements
 - vii. UNESCO Recommendation on the Ethics of Artificial Intelligence
 - viii. academic regulations
 - ix. intellectual-property and copyright law
 - x. cybersecurity policies
 - xi. contractual obligations applicable to University systems and data
 - xii. relevant professional and sectoral standards

2.4 Where there is a conflict between this Policy and applicable law, the applicable law shall prevail.

This Policy should be interpreted alongside applicable Nigerian legislation, University regulations and recognised international frameworks, including:

- Nigeria Data Protection Act 2023;
- applicable regulations and guidance issued by the Nigeria Data Protection Commission;
- Nigeria's National Artificial Intelligence Strategy and related national initiatives;
- UNESCO Recommendation on the Ethics of Artificial Intelligence;
- UNESCO AI Competency Framework for Students;
- UNESCO AI Competency Framework for Teachers;
- NIST Artificial Intelligence Risk Management Framework;
- applicable research-ethics requirements;
- applicable intellectual-property and copyright law;
- relevant professional and sectoral standards.

UNESCO's AI ethics framework specifically emphasises proportionality, safety and security, privacy and data protection, accountability, transparency and explainability, human oversight, sustainability, AI literacy, fairness and non-discrimination.

3. Vision

To establish the University of Nigeria, Nsukka as a leading African university in responsible, ethical, innovative and inclusive Artificial Intelligence education, research, application and entrepreneurship.

4. Mission

The University shall harness Artificial Intelligence to:

- i. improve the quality of teaching and learning
- ii. strengthen research and innovation

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- iii. improve administrative efficiency and institutional decision-making
 - iv. develop highly skilled AI professionals and researchers
 - v. promote interdisciplinary AI research
 - vi. support Nigerian and African development challenges
 - vii. encourage entrepreneurship and technology commercialisation
 - viii. improve healthcare, agriculture, environmental sustainability and other socially important sectors
 - ix. preserve academic integrity and human intellectual responsibility; and ensure that AI is deployed in a safe, lawful, ethical, transparent and human-centred manner.

5. Policy Objectives

The objectives of this Policy is to integrate Artificial Intelligence into teaching, learning, research, rapid technological innovation, Entrepreneurship, Ethics and Trust and institutional administration.

UNESCO's Recommendation on the Ethics of AI specifically emphasises human rights, dignity, transparency, fairness and human oversight and addresses AI throughout its lifecycle.

6. Scope and Applicability

The scope and applicability of the guideline has three categories as summarised in table below: It covers the use of generative and agentic AI in coursework, examinations, grant writing, etc. It does not restrict the underlying spell-check, reference-management, and search functions that have long been part of ordinary academic work, nor does it apply to purely statistical or rule-based tools that do not generate new content or make autonomous decisions.

Table 1: Scope and Applicability

S/no	Categories	AI SCOPE and Applicability
1	Persons	Undergraduate and postgraduate students, all academic and administrative staff, researchers, visiting scholars, adjunct staff, consultants, contractors, University management, technology vendors, and partners operating AI systems on behalf of UNN
2	Activities	Teaching, learning, examinations and assessment, research, publication, supervision, admissions, recruitment, human-resource management, finance, library services, healthcare, security, student services, communications, institutional planning, infrastructure management, procurement, entrepreneurship, and community engagement.
3	Technologies	Machine learning, deep learning, generative AI, large language models, natural language processing, computer vision, speech and audio AI, recommender systems, predictive analytics,

		robotics, autonomous systems, intelligent agents, expert systems, AI-enabled cybersecurity systems, multimodal AI, AI-powered educational technologies, and future AI technologies that may emerge during the lifetime of the Policy.
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7. Definitions

For the purposes of this guideline:

- **Artificial Intelligence (AI):** A computational system that, given human-defined objectives, is capable of performing tasks associated with human reasoning involving learning, prediction, reasoning, perception, generation, optimisation or decision support.
- **Generative AI (GenAI):** AI systems that can generate new text, images, audio, video, data or software code or other content in response to a prompt (e.g., ChatGPT, Google Gemini, Microsoft Copilot, DALL·E, Grammarly's generative features).
- **Agentic AI:** AI designed to pursue a goal and take multiple actions toward it with limited human intervention at each step. It AI that can act on its own like an agent, not just answer question.
- **AI-assisted work:** work in which the student or staff member used AI for a bounded task brainstorming, checking grammar, restructuring one's own draft, or generating first-pass code while the substantive thinking, analysis, and final expression remain the individual's own.
- **AI-generated work:** content substantially produced by AI with minimal independent modification this is the category that normally requires disclosure or is restricted, depending on the tier set for the task (Section 12).
- **Human-in-the-loop (HITL):** an arrangement in which human actively supervises an AI system including the ability to review, verify, question, override or discontinue its output and take responsibility for AI output before it is relied upon or submitted.
- **Personally identifiable or confidential data:** information capable of identifying a specific staff member, student, research participant, or patient, or any University record marked confidential, restricted, or internal-only.
- **High-Risk AI:** An AI system whose failure, misuse or inappropriate output could cause significant harm to individuals, the University or society. Examples include AI used in high-stakes student assessment; admissions decisions; staff recruitment; disciplinary decisions; healthcare; security; financial decisions; and decisions affecting fundamental rights.
- **AI System:** A computational system incorporating AI models, algorithms, data and associated software or hardware.
- **AI User:** Any person who interacts with, deploys or relies upon an AI system.

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- **AI Developer:** Any person or organisation involved in designing, training, modifying or implementing an AI system.
 - **Sensitive Data:** Personal, confidential, health, biometric, financial, research-sensitive or other protected information requiring special safeguards.

8. Guiding Principles

The University's approach to AI is built on the following principles, in order of the weight given to them in this document:

8.1 Equitable Access

No student or staff member should be advantaged or disadvantaged in assessment or evaluation because of unequal access to data, devices, electricity, or paid AI subscriptions. Where an assessment assumes AI access, the University must provide a reasonable means of that access (Section 13).

8.2 Academic Integrity

AI may support learning and scholarship but must not replace the demonstration of a student's own understanding, or a researcher's own analysis, in any context where that demonstration is the point of the exercise.

8.3 Human Oversight and Accountability

A human being remains responsible for every piece of work, decision, or record produced with AI assistance. AI output must be checked before it is relied upon, cited, graded, or acted on 'the AI said so' is not a defence for an error.

8.4 Transparency and Disclosure

AI use must be disclosed honestly, including tools and the prompts where relevant.

8.5 Data Privacy and Confidentiality

Personal data, confidential University information, and unpublished research findings must not be entered into public AI tools without appropriate safeguards, consistent with the Nigeria Data Protection Act, 2023.

8.6 Fairness and Non-Discrimination

Staff and students should be alert to bias in AI-generated content, particularly anything presented as fact about groups of people, and should not let AI output stand unexamined where it touches gender, ethnicity, religion, disability, or region.

8.7 AI Literacy for All

The University commits to building practical AI skills among staff and students, recognising that responsible use depends on training and competence.

9. Permitted and Encouraged Uses

Subject to the disclosure tiers in Section 12 and the prohibitions in Section 10, AI use is encouraged based on the following categories of users:

9.1 Undergraduate students

- Brainstorming essay topics, generating practical questions from one's own notes, and getting explanations of concepts in one's own textbook or course materials.
- Checking grammar, clarity, and structure of one's own drafted work.
- Studying for examinations through self-generated quizzes, provided the final examination performance reflects the student's own knowledge.

9.2 Postgraduate (Master's and PhD) students

- Literature search assistance, reference formatting, and summarising one's own collected data, subject to Section 11 citation rules and Section 13 data-handling rules for research involving human subjects.
- Drafting support for administrative and grant-related writing, always reviewed and substantially owned by the researcher.
- Code assistance for data analysis, provided the underlying method and interpretation are understood and can be defended by the student, particularly at PhD level and in viva voce examinations.

9.3 Academic staff

- Drafting lecture materials, generating alternative explanations or examples for difficult concepts, and creating first-draft guidelines or question banks, always reviewed for accuracy and bias before use.
- Research support consistent with Section 13, and with journal and funder policies on AI disclosure.
- Redesigning assessments to work with, rather than against, the reality of student AI use, see Section 12.

9.4 Administrative staff

- Drafting routine correspondence, summarising meetings, and reorganising data for reports, with verification of names, figures, and any statement of fact before circulation.

10. Prohibited Uses

The following are not permitted, regardless of tool or context:

- a) Submitting AI-generated work as one's own original output where a course or examination rule designates a task as No-AI (Tier 1, Section 12).

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- b) Entering personally identifiable student, staff, patient, or research-participant data, or confidential University records, into a public AI tool.
 - c) Using AI to fabricate data, citations, or sources, or to generate content designed to evade plagiarism or AI-detection checks.
 - d) Using AI in place of the peer-review process or presenting AI-generated peer review as one's own scholarly judgement.
 - e) Deploying or making available any AI tool, e.g. chatbot, or model developed using University data for external or public-facing purposes without prior written approval from the Directorate of Research, Innovation and ICT and the University AI Committee.
 - f) Using AI to impersonate another person, fabricate official University communication, or generate content that is discriminatory, defamatory, or otherwise unlawful.
 - g) Relying on AI-generated content in any admissions, grading, disciplinary, or personnel decision without a human review of that specific content.

11. Disclosure, Citation, and Attribution

11.1 Citation is required whenever AI-generated material is used beyond brainstorming, basic editing, or proofreading, example- where AI-generated text, analysis, or images appear in a submitted assignment, thesis chapter, publication, or official report. Citation is not required for internal, informal use such as an email or a personal study aid.

11.2 Minimum disclosure content: the name of the AI tool and version, the date used, and the general purpose for which it was used. Where a discipline's style guide (APA, MLA, Chicago, Vancouver, etc.) or a target journal specifies its own AI-citation format, that format takes precedence over this general rule.

11.3 AI-generated images and other media must be checked, so far as practicable, against existing copyrighted or trademarked work before use in any University publication and must never depict recognisable real individuals without consent.

12. Assessment Design and Academic Integrity

Rather than a single campus-wide ban or free-for-all, this guideline asks each Department, in setting each piece of coursework, take-home assessment, or project, to state clearly which of three tiers applies. Departments are encouraged to state the tier on the assignment sheet itself.

Tier 1: No AI

Used for tasks specifically designed to test unaided knowledge or skill for example, closed-book examinations, in-class tests, and viva voce examinations. Any AI use here is an academic integrity violation under Section 16.

Tier 2: AI-assisted, with disclosure

The default tier for most coursework, essays, and reports. Students may use AI for the bounded purposes in Section 9, must disclose that use as in Section 11, and remain fully accountable for the accuracy, originality, and defensibility of what they submit. Lecturers may require a short reflective note on how AI was used.

Tier 3: AI-integrated

For assignments explicitly designed to build AI fluency for example, a task that asks students to generate, critique, and improve on AI output, or to use AI for a first draft that is then substantially reworked and defended. Full transparency about process is expected.

Lecturers are encouraged to pair written coursework with a short oral check-in, in-class exercise, or annotated draft history, particularly for capstone projects, theses, and dissertations, as a more reliable way of confirming a student's own understanding than AI-detection software alone, which remains unreliable and should not be used as the sole basis for an integrity finding.

13. Data Privacy, Security, and Research Ethics

13.1 No personally identifiable information about staff, students, or research participants may be entered into a public AI tool without the individual's consent and appropriate anonymisation, consistent with the Nigeria Data Protection Act, 2023.

13.2 Researchers planning to use AI in data analysis, coding of qualitative data, or any stage of a study involving human subjects must state the intended use in their ethics review application, and should not rely on AI as the sole coder of sensitive qualitative data.

13.3 Unpublished research findings, grant proposals still under review, and any University information marked confidential must not be shared with AI tools without the approval described in Section 10 (5).

13.4 AI note-taking or transcription tools used in meetings should be disclosed to participants as a matter of courtesy, and staff should be aware that such records may be subject to University records and freedom-of-information obligations.

13.5 UNN staff and students must always adhere to **UNN institutional data policies** and specific types of data should be handled in different ways when using a generative

AI product (e.g. Public data, Confidential and Internal data, Research data, Intellectual property, etc.)

13.6 Only AI platforms that have been formally evaluated and approved by the Directorate of Research, Innovation and ICT and the University AI Committee may be used to process, store, transmit, or otherwise handle institutional data of the UNN.

13.7 Do not presume that any AI tool or platform is safe or authorized for processing confidential, sensitive, or regulated University data unless it has been explicitly evaluated and approved by the appropriate University authority. Users shall also comply with all applicable University-wide, faculty, departmental, unit-specific, and other relevant information technology policies, standards, and guidelines.

14. Equitable Access

AI Technology Challenges: That obstacles in using AI technologies include the cost of mobile data, the challenges of availability of electricity and internet access beyond major cities, and lack of proper training in using AI technologies among the students.

The evidence of AI technological challenges shows that data cost, electricity, and network connectivity are the main barriers to fair AI use across UNN's students and staff population, the University commits to the following as the guideline is implemented:

- a) No assessment may require a personal AI subscription or a specific paid tool. Where AI use is expected (Tier 3, Section 12), the Department must identify a free-tier option or provide access through University facilities.
- b) ICT-equipped centres, departmental computer laboratories, and the Library should be resourced, as funding allows, to offer computer and internet access sufficient for AI-related coursework, with priority given to students without personal devices.
- c) The Directorate of Research, Innovation and ICT should evaluate and recommend **enterprise-licensed AI tools** (e.g, OpenAI ChatGPT, Google Gemini, Microsoft Copilot, etc) and **AI tools and services for developers** (eg. OpenAI API Platform, Google Cloud Platform, Codex Local) that work reasonably well on low bandwidth and limited data, and should investigate options for subsidised or offline-capable access, given that campus internet reliability varies. Enterprise-licensed AI tools offer enhanced security and robust enterprise-level data protection in alignment with institutional data policies that are not available in free or personal editions.
- d) Lecturers should design Tier 3 assessments so that a student without home internet access is not structurally disadvantaged relative to one who has it, example-allowing lab-based completion windows.

15. AI Literacy and Capacity Building

15.1 The University, through the APU and Faculties, will develop short, practical orientation sessions/workshops on responsible AI use for incoming students each session, and periodic training for staff and students, covering b new technologies literacy, the opportunities and the limitations of these tools, including how bias can appear in AI output and how to verify facts, names, and figures before relying on them.

15.2 New and continuing staff should be supported to understand how to redesign assessments along the lines of Section 12, rather than left to develop individual, inconsistent responses to AI use in their classrooms.

15.3 The University should periodically survey staff and student AI use and attitudes so that this guideline can be revised based on the advancement of AI use on campus.

16. Compliance and Response to Unauthorised Use

Suspected breaches of Tier 1 rules or of the prohibitions in Section 6 are handled through the University's existing examination-misconduct and student/staff disciplinary procedures, not as a separate parallel process. In recognition of how new this technology still is to most students and staff, first-time, lower-severity cases (for example, undisclosed but otherwise honest AI-assisted drafting) should ordinarily be addressed first through education and a resubmission opportunity, with formal disciplinary sanctions reserved for deliberate fabrication, repeated violations, or serious breaches such as data-privacy violations under Section 13

17. Governance and Responsibilities

The table below sets out how implementation is proposed to be distributed. It is intended as a starting point for the Academic Planning Unit's own discussion, not a final allocation.

Body / Unit	Principal Responsibility
Senate	Approves the guideline and any substantive revisions; receives an annual report on its implementation.
Academic Planning Unit (APU)	Custodian of the guideline; coordinates its review; collects data on AI-related academic performance and integrity cases; advises Senate and the Vice-Chancellor; liaises with NUC on alignment with the national framework.
University AI Committee (proposed)	A standing, multidisciplinary committee chaired by the APU and drawing on ICT, Legal, the Directorate of Research, Innovation and ICT, the Library, Student

	Affairs, and Faculty representatives that vets tools, handles escalated cases, and drives training.
Faculties and Departments	Decide, at course level, which of the three disclosure tiers (Section 12) apply to each assessment; set local guidance consistent with this document; report recurring issues to the APU.
Directorate of Research, Innovation and ICT / AI Hub	Vets and maintains a list of recommended AI tools; manages any campus-subsidised or offline-capable access; leads staff and student AI-literacy training.
Examinations and Records / Student Disciplinary Committees	Handle suspected misuse through existing examination-misconduct and student-conduct procedures, applying the graduated response in Section 12.
Individual staff and students	Comply with this guideline, disclose AI use as required, and remain personally accountable for anything they submit, publish, or act on.

18. Challenges and Risks Associated with Generative AI

Users must remain aware that AI systems present ongoing risks and limitations, including:

18.1 Misinformation and inaccuracies: AI-generated content may be incorrect or outdated. Always verify facts before use.

18.2 Bias and unintentional harm: AI models can reflect or amplify bias in their training data; outputs must be critically reviewed.

18.3 Inappropriate content: AI tools may occasionally produce or respond to content that is inaccurate, inappropriate, or unethical.

18.4 Algorithmic inference: AI systems can infer data patterns beyond intended inputs, potentially exposing sensitive or biased outcomes.

19. Recommended Practices

For all users of generative AI tools:

19.1 Consider carefully: Evaluate the data you intend to input and the implications for privacy, compliance, and accuracy. Once data is entered into an AI tool, it cannot be retracted.

19.2 Think critically: Independently verify AI-generated results using reliable sources or subject matter experts.

19.3 Understand expectations: Confirm disclosure or citation requirements before submitting or publishing work supported by AI tools.

19.4 Exercise caution: Treat all unvetted AI tools and new software features as unapproved unless explicitly communicated otherwise by UNN IT unit,

19.5 Stay informed: Follow ongoing university communications for updates on approved AI tools, evolving standards, and new risks.

20. Monitoring and Review

This guideline should be reviewed once in three years by the Academic Planning Unit, or earlier where significant technological/legal/regulatory development/institutional circumstances occur, or if the NUC finalises its national AI Policy Framework in a way that requires alignment, or if monitoring under Section 15.3 reveals that a provision is not working as intended in practice. Any substantive revision should be brought to Senate for approval, following the same route as this draft.

21. References

This draft was informed by: the National Universities Commission's Artificial Intelligence Policy Framework and Implementation Roadmap for the Nigerian University System (2026) and its CCMAS addendum introducing AI-related programmes (2025); the Nigeria Data Protection Act, 2023; published Nigerian survey and interview-based research on student and staff AI use, academic-integrity concerns, and infrastructural barriers (2024–2026); and, for comparative structure, the published AI-use policies of the State of Oregon's Enterprise Information Services (2026), Michigan State University Extension (2026), and the University of London (2024) adapted throughout to reflect UNN's own context rather than transplanted directly.

22 Appendix A Quick Reference

If you are an undergraduate student

Check the tier stated on your assignment. If none is stated, ask your lecturer before assuming AI use is acceptable. Disclose AI use in coursework unless the task is explicitly No-AI. You are responsible for anything you submit, even if AI helped produce it.

If you are a postgraduate student

The same disclosure rules apply, plus: check your ethics approval before using AI on data involving human subjects, and be ready to explain and defend your methods and analysis without AI assistance in your viva.

If you are a lecturer or supervisor

State the tier for each assessment. Verify any AI-assisted material you yourself use in teaching before presenting it as fact. Treat first-time, low-severity disclosure lapses as a teaching moment where appropriate.

If you are an administrative staff member

Do not enter personal or confidential data into public AI tools. Verify names, figures, and dates in any AI-drafted correspondence or report before it goes out under the University's name.

PROPOSED POLICY APPROVAL PAGE

Prepared for:
THE UNIVERSITY OF NIGERIA, NSUKKA

Policy: Artificial Intelligence Policy

Prepared by:
University Artificial Intelligence Policy Drafting Committee

Reviewed by:
Relevant University Statutory Committees

Recommended by:
The University Management

Approved by:
The Senate/Governing Council, University of Nigeria, Nsukka

Approval Date: _____

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