



UNIVERSITY OF MAIDUGURI

(A Federal University established by Act of the National Assembly)

ARTIFICIAL INTELLIGENCE (AI) POLICY

For Teaching, Learning, Assessment, Research and Administration

Prepared in line with the National Universities Commission (NUC) Guidelines for e-Learning in Nigerian Universities and applicable global best-practice frameworks, including UNESCO's Guidance for Generative AI in Education and Research.

DRAFT FOR SENATE CONSIDERATION

APPROVED ON BEHALF

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1.0 PREAMBLE

The University of Maiduguri (UNIMAID) recognises that artificial intelligence (AI), including generative AI tools, is fundamentally reshaping teaching, learning, research and administration in universities worldwide. In consonance with the National Universities Commission's (NUC) Guidelines for e-Learning in Nigerian Universities (April 2023, Revised), which require institutions to develop comprehensive policies covering “acceptable use... AI-assisted practices (e.g. use of ChatGPT)”, and drawing on global best-practice frameworks — including UNESCO's Guidance for Generative AI in Education and Research (2023) and the UNESCO AI Competency Frameworks for Students and Teachers (2024) — the University hereby establishes this Artificial Intelligence Policy (“the Policy”) to provide a coherent, human-centred framework for the responsible, ethical and effective use of AI across the University community.

This Policy responds to the rapid proliferation of generative AI tools (such as ChatGPT, Claude, Gemini, Microsoft Copilot and similar platforms) among students, faculty and staff, and to the urgent need — identified by the NUC, the Federal Ministry of Education's National Digital Learning Policy (2023), and Nigeria's National Artificial Intelligence Strategy — for Nigerian universities to develop clear, cohesive and locally relevant institutional guidelines on AI rather than proceed without regulation.

2.0 PHILOSOPHY AND GUIDING VISION

Consistent with UNESCO's humanistic approach to AI in education, the University affirms that:

- AI shall augment, not replace, human intellect, critical thinking, creativity and the mentorship relationship between staff and students.
- The University's core mission of producing globally competitive, ethically grounded graduates and advancing knowledge through research remains paramount; AI adoption is a means to this end, not an end in itself.
- The integration of AI shall promote, not compromise, inclusion, equity, academic integrity and Nigeria's cultural and linguistic diversity.
- Human agency and accountability shall never be ceded to AI systems in matters of assessment, grading, admission, discipline or other decisions materially affecting staff and students.

3.0 DEFINITIONS

- Artificial Intelligence (AI): systems that perform tasks typically requiring human intelligence, including learning, reasoning, problem-solving, perception and language understanding.
- Generative AI (GenAI): a class of AI systems (e.g., large language models, image and code generators) capable of producing new text, images, audio, code or other content in response to prompts.

- AI-assisted work: any academic or administrative output produced with the involvement of AI tools, whether for idea generation, drafting, editing, analysis, translation, coding or other purposes.
- Acceptable Use: use of AI tools that is disclosed (where required), does not undermine learning outcomes or academic integrity, and complies with this Policy.
- AI Literacy: the knowledge, skills and critical disposition required to use, evaluate and reason about AI systems responsibly.
- Algorithmic Bias: systematic and unfair discrimination embedded in, or produced by, an AI system's outputs.

4.0 PURPOSE AND OBJECTIVES

The Policy aims to:

- 4.1** Provide a clear institutional framework for the orderly, ethical and pedagogically sound integration of AI into teaching, learning, assessment, research and administration, in line with the NUC's CCMAS and e-Learning Guidelines.
- 4.2** Protect the integrity of academic qualifications awarded by the University against AI-enabled malpractice.
- 4.3** Promote AI literacy and responsible use among staff, students and administrative personnel.
- 4.4** Safeguard data privacy, security, intellectual property and the ethical rights of all stakeholders.
- 4.5** Ensure equitable access to AI tools and infrastructure across all Faculties, Colleges and campuses of the University.
- 4.6** Position the University to benefit from AI-driven opportunities for research, innovation and institutional efficiency while managing associated risks.
- 4.7** Establish clear governance structures, roles and accountability mechanisms for AI-related decision-making.

5.0 SCOPE AND APPLICATION

This Policy applies to all members of the University community — Principal Officers, academic and non-academic staff, undergraduate and postgraduate students, contractors, and any third party using AI tools on behalf of, or within, the University — across all Faculties, Colleges, Institutes, Centres, Directorates and campuses of the University of Maiduguri. It covers the use of AI in: (a) teaching and course delivery; (b) learning and self-study; (c) assessment and examinations; (d) research and scholarly publication; (e) administrative, financial and management operations; (f) student support and welfare services; and (g) procurement and deployment of AI-enabled systems and platforms.

6.0 GUIDING PRINCIPLES

- 6.1** Human-Centredness and Human Agency — decisions with significant academic, financial or welfare consequences shall always retain meaningful human review and final human decision-making authority.
- 6.2** Transparency and Disclosure — use of AI in academic and administrative work shall be disclosed where required by this Policy, course-level guidelines, or examiners' instructions.
- 6.3** Academic Integrity — AI shall not be used to misrepresent authorship, fabricate data, or circumvent genuine learning and assessment.
- 6.4** Equity and Inclusion — AI adoption shall not widen the digital divide among staff, students, or between the University's campuses; special provision shall be made for learners with disabilities and those with limited connectivity.
- 6.5** Privacy and Data Protection — use of AI tools shall comply with the Nigeria Data Protection Act, 2023, and the University's Data Protection/ICT Policy.
- 6.6** Accountability — every AI-related decision or output used within the University remains the responsibility of the human user, not the AI system.
- 6.7** Quality Assurance — AI-related practices shall be subject to the same quality assurance rigour required of all academic processes under the NUC's CCMAS and Quality Assurance frameworks.
- 6.8** Continuous Review — this Policy shall be reviewed periodically to remain current with the pace of global AI development.

7.0 GOVERNANCE STRUCTURE

- 7.1** University AI Policy Committee (UAIPC) — Senate shall constitute a standing University Artificial Intelligence Policy Committee, chaired by the Deputy Vice-Chancellor (Academic) or as Senate determines, comprising representation from the Directorate of ICT, the Academic Planning Unit, the Quality Assurance/Linkages Directorate, Deans of Faculties/Colleges, the University Librarian, the Students' Affairs Division, the Legal Unit, and elected staff/student representatives.
- 7.2** Functions of the UAIPC shall include: advising Senate on AI policy matters; reviewing and approving institutional AI tools; monitoring implementation and compliance; coordinating training; and recommending periodic policy review.
- 7.3** The Directorate of ICT shall serve as the technical secretariat, responsible for vetting, approving and maintaining a register of approved AI tools and platforms for institutional use.
- 7.4** Faculty/Departmental AI Focal Persons may be appointed to coordinate discipline-specific implementation and provide first-line guidance to staff and students.

8.0 AI IN TEACHING AND LEARNING

- 8.1** Academic staff are encouraged to explore the pedagogically sound use of AI tools to enhance course design, content delivery, personalised learning support and administrative efficiency, consistent with the NUC's e-Learning Guidelines (Section 4.2).
- 8.2** Course/module outlines shall explicitly state the extent to which AI tool use is permitted, restricted or prohibited for that course, including for specific assignments.
- 8.3** Lecturers shall design learning activities and assessments that develop, rather than bypass, critical thinking, and shall progressively incorporate AI literacy into curricula, guided by the UNESCO AI Competency Frameworks for Students and Teachers.
- 8.4** Where AI tools are integrated into course delivery (e.g., adaptive learning platforms, chatbots for student support), such tools shall first be vetted and approved by the Directorate of ICT in consultation with the UAIPC.

9.0 AI IN ASSESSMENT AND EXAMINATIONS

- 9.1** Every course outline and examination instruction shall clearly state the permitted level of AI use, using at minimum the following categories: (a) no AI use permitted; (b) AI permitted for defined purposes only (e.g., grammar-checking, literature search) with disclosure; (c) AI use permitted and encouraged, with disclosure of tools and prompts used.
- 9.2** Undisclosed or unauthorised use of AI to generate answers, assignments, projects, theses or examination responses submitted as a candidate's own original work constitutes examination malpractice/academic misconduct and shall be treated with the same severity as plagiarism, impersonation or other forms of malpractice under the University's Examination Regulations, consistent with the NUC e-Learning Guidelines (Sections 4.6.11–4.6.15).
- 9.3** Faculties/Departments shall deploy appropriate plagiarism and AI-content detection tools, proctoring solutions, and redesigned assessment strategies (e.g., oral defence, in-class components, process-based assessment) to safeguard authenticity, recognising the current limitations of AI-detection technology.
- 9.4** The Examination Malpractice Committee shall handle allegations of AI-related malpractice through the University's existing disciplinary procedures, with penalties determined by Senate/the Board of Examiners as for other forms of malpractice.
- 9.5** AI shall not be used to autonomously grade, rank or make final pass/fail determinations on student work; where AI-assisted grading tools are used, output must be reviewed and approved by a qualified human examiner.

10.0 AI IN RESEARCH AND SCHOLARSHIP

- 10.1** Researchers (staff and postgraduate students) may use AI tools to support literature review, data analysis, coding and editing, provided such use is disclosed in accordance with journal, funder and University research ethics requirements.
- 10.2** AI tools shall not be listed as authors or co-authors of scholarly outputs; human authors retain full responsibility for the accuracy, originality and ethical conduct of AI-assisted research outputs.
- 10.3** Fabrication or falsification of data or findings using AI, or misrepresentation of AI-generated content as original scholarship, constitutes research misconduct under the University's Research Ethics Policy.
- 10.4** The University's Research Ethics Committee(s) shall incorporate AI-specific considerations (e.g., use of AI in human-subject research, data privacy in AI-assisted analysis) into their review protocols.
- 10.5** Researchers shall ensure compliance with intellectual property, data protection and confidentiality obligations when inputting proprietary, sensitive or personal data into third-party AI tools.

11.0 ACADEMIC INTEGRITY: ACCEPTABLE AND UNACCEPTABLE USE

- 11.1** Acceptable uses (subject to course-level disclosure rules) include: brainstorming, literature search assistance, grammar and language editing, code debugging, generating practice questions, translation and administrative drafting.
- 11.2** Unacceptable uses include: submitting AI-generated work as one's own without disclosure where disclosure is required; using AI during closed-book/proctored examinations unless expressly permitted; using AI to fabricate references, data or results; and using AI to impersonate another person or complete another person's academic work.
- 11.3** Students and staff remain fully accountable for the accuracy, originality and ethical soundness of any work they submit, regardless of AI involvement.

12.0 DATA PROTECTION, PRIVACY AND SECURITY

- 12.1** All use of AI tools within the University shall comply with the Nigeria Data Protection Act, 2023, the Nigeria Data Protection Commission's regulations, and the University's ICT and Data Protection Policies.
- 12.2** Staff and students shall not input personally identifiable information of third parties, confidential University data, unpublished research data, or classified/sensitive institutional records into public/third-party AI tools without appropriate authorisation and data protection safeguards.

12.3 The Directorate of ICT shall maintain a list of AI tools assessed and approved for handling institutional data, and shall conduct periodic data protection impact assessments for AI systems deployed institution-wide.

12.4 Where AI systems are used to process staff or student data (e.g., learning analytics, admissions screening), affected persons shall be informed, and such processing shall be subject to human oversight and a right of appeal.

13.0 INTELLECTUAL PROPERTY AND COPYRIGHT

13.1 Ownership of AI-assisted works created by staff or students in the course of University duties shall be governed by the University's existing Intellectual Property Policy, subject to applicable Nigerian copyright law.

13.2 Users shall exercise caution regarding the copyright status of AI-generated content and shall avoid representing AI outputs as wholly original where substantial third-party copyrighted material may have been reproduced.

13.3 Proper attribution shall be given for AI tool use in line with the disclosure requirements in Sections 8–11 above and any citation style prescribed by the relevant Faculty/Department.

14.0 EQUITY, ACCESSIBILITY AND INCLUSION

14.1 The University shall work towards equitable access to AI tools and the infrastructure (devices, internet connectivity, electricity) required to use them, recognising infrastructural disparities among students and across campuses.

14.2 AI tools deployed for teaching, learning or student support shall, as far as practicable, be usable in low-bandwidth environments and accessible to learners with disabilities.

14.3 No student shall be academically disadvantaged solely due to inability to access AI tools; where AI-enhanced learning is offered, equivalent non-AI-dependent alternatives shall be made available.

14.4 The University shall have regard to gender, disability and socio-economic equity in the rollout of AI-related training and infrastructure, in line with UNESCO's inclusion principles.

15.0 AI IN ADMINISTRATION AND INSTITUTIONAL OPERATIONS

15.1 AI tools may be adopted to improve efficiency in admissions processing, student records management, financial administration, library services and other operational functions, subject to approval by the appropriate Principal Officer and vetting by the Directorate of ICT.

15.2 Automated or AI-assisted decisions affecting staff or student status (e.g., admissions, probation, disciplinary matters) shall always be subject to final human review and shall not be solely determined by an algorithm.

15.3 Departments deploying AI-powered chatbots or virtual assistants for staff/student enquiries shall ensure users are informed they are interacting with an AI system and can escalate to a human where necessary.

16.0 PROCUREMENT, VETTING AND APPROVAL OF AI TOOLS

16.1 No Faculty, Department, Directorate or Unit shall procure, subscribe to, or institutionally deploy an AI tool or platform without prior vetting and approval by the Directorate of ICT in consultation with the UAIPC.

16.2 Vetting shall assess, at minimum: data privacy and security safeguards, reliability and accuracy, cost, accessibility, alignment with pedagogical/administrative goals, and vendor terms of service.

16.3 An institutional register of approved AI tools shall be maintained and published for the guidance of staff and students.

17.0 CAPACITY BUILDING AND TRAINING

17.1 The University, through the Directorate of ICT, the e-Learning/Distance Learning Unit and relevant Faculties, shall organise regular training and sensitisation programmes on AI literacy, ethical AI use and AI-assisted pedagogy for staff and students, in line with the NUC e-Learning Guidelines (Section 4.1.2) and the UNESCO AI Competency Frameworks.

17.2 AI literacy shall be progressively integrated into orientation programmes for new students and induction programmes for new staff.

17.3 Continuous Professional Development (CPD) on AI shall be incorporated into staff training calendars and considered in staff performance and promotion criteria where relevant.

18.0 ETHICS, BIAS AND RESPONSIBLE USE

18.1 Users shall remain alert to the risk of bias, inaccuracy (“hallucination”) and cultural or contextual insensitivity in AI outputs, and shall independently verify AI-generated information before relying on it for academic, research or administrative purposes.

18.2 AI tools shall not be used in any manner that violates the fundamental human rights and dignity of staff, students or third parties, or that promotes discrimination, harassment or hate speech.

- 18.3** The University condemns the use of AI (e.g., deepfakes, impersonation) to harass, defame or misrepresent any member of the University community, and such conduct shall be treated as a serious disciplinary offence.

19.0 ROLES AND RESPONSIBILITIES

- 19.1** Senate — approves the Policy and any subsequent amendments; receives periodic implementation reports.
- 19.2** Vice-Chancellor — provides overall leadership and ensures Policy implementation, resourcing and alignment with NUC directives.
- 19.3** University AI Policy Committee — as described in Section 7.
- 19.4** Directorate of ICT — technical vetting, infrastructure, and maintenance of the approved AI tools register.
- 19.5** Deans/Directors/Heads of Department — ensure Faculty/Departmental/Unit-level compliance and course-level disclosure requirements.
- 19.6** Academic Staff — set clear AI-use expectations for their courses; model responsible AI use; report suspected misconduct.
- 19.7** Students — comply with disclosure requirements; use AI tools responsibly and ethically; report concerns.
- 19.8** Non-Academic/Administrative Staff — comply with approved-tool requirements; safeguard data when using AI in administrative tasks.
- 19.9** Directorate of Quality Assurance — monitors AI-related quality indicators as part of routine academic audits.

20.0 MONITORING, COMPLIANCE AND REVIEW

- 20.1** The UAIPC shall submit an annual implementation report to Senate, covering compliance levels, emerging risks, training uptake and recommendations.
- 20.2** This Policy shall be formally reviewed at least once every two (2) years, or earlier where warranted by significant developments in AI technology, national regulation, or NUC guidelines.
- 20.3** Faculties and Departments shall incorporate AI-policy compliance checks into existing quality assurance and accreditation self-study processes.

21.0 BREACHES AND SANCTIONS

21.1 Breach of this Policy by a student, in relation to academic work, shall be investigated and sanctioned in accordance with the University's Examination Regulations and Student Disciplinary Procedures.

21.2 Breach of this Policy by a staff member shall be investigated and sanctioned in accordance with the relevant provisions of the University's Conditions of Service and extant Public/University Service Rules.

21.3 Sanctions shall be proportionate to the severity of the breach and may range from a warning, through remedial coursework, to suspension, withdrawal or dismissal, as determined by the relevant disciplinary organs of the University.

22.0 IMPLEMENTATION ROADMAP

Phase 1 (0–3 months)

Constitute the University AI Policy Committee; conduct an institution-wide AI readiness/situation analysis; publish interim AI-use guidance for courses and examinations.

Phase 2 (3–9 months)

Roll out staff and student sensitisation/training; establish the approved AI tools register; embed AI-use disclosure clauses into course outlines and examination instructions.

Phase 3 (9–18 months)

Integrate AI literacy into curricula guided by the UNESCO Competency Frameworks; deploy approved AI-assisted plagiarism-detection and proctoring tools; conduct the first annual review.

Phase 4 (Ongoing)

Continuous monitoring, capacity building, infrastructure investment and biennial policy review.

23.0 REFERENCES

- National Universities Commission (2023, Revised). Guidelines for e-Learning in Nigerian Universities.
- National Universities Commission. Core Curriculum and Minimum Academic Standards (CCMAS), 2023/2024.
- Federal Ministry of Education (2023). National Digital Learning Policy.
- Federal Ministry of Communications, Innovation and Digital Economy & National Information Technology Development Agency. National Artificial Intelligence Strategy.

- UNESCO (2023). Guidance for Generative AI in Education and Research.
- UNESCO (2024). AI Competency Frameworks for Students and for Teachers.
- UNESCO (2021). Recommendation on the Ethics of Artificial Intelligence.
- Nigeria Data Protection Act, 2023.
- University of Maiduguri Act; University of Maiduguri Examination Regulations; University of Maiduguri ICT Policy (as applicable).