SENATE APPROVED INSTITUTIONAL ARTIFICIAL INTELLIGENCE (AI) POLICY

University Policy | Version 1.0 | October 2025

1.0 Preamble

Maryam Abacha American University of Nigeria (MAAUN), Kano, recognizes Artificial Intelligence (AI) as a transformative technology with significant implications for teaching, learning, research, innovation, institutional administration, student development and global academic competitiveness.

The University acknowledges the opportunities presented by AI to enhance educational quality, research productivity, operational efficiency, accessibility, knowledge creation and international collaboration. It equally recognizes the associated risks relating to academic integrity, misinformation, algorithmic bias, intellectual property, data protection, cybersecurity, research ethics and excessive technological dependence.

Accordingly, this Policy establishes an institutional framework for the responsible, ethical, transparent, inclusive and accountable development, adoption and utilization of AI technologies across the University.

The Policy is informed by internationally recognized principles of trustworthy AI, including the UNESCO Recommendation on the Ethics of Artificial Intelligence, UNESCO guidance on generative AI in education and research, and relevant Nigerian legal and regulatory requirements.

2.0 Policy Statement

MAAUN shall promote the responsible integration of Artificial Intelligence into its academic, research, administrative and community engagement activities while safeguarding human judgement, academic integrity, institutional autonomy, data privacy, intellectual property rights and the welfare of students and staff.

AI shall serve as a tool for enhancing human intellectual capacity and institutional performance, not as a substitute for independent scholarship, professional responsibility or accountable human decision-making.

3.0 Policy Objectives

This Policy seeks to:

1. Establish clear institutional standards for the ethical and responsible use of AI.
2. Promote AI-supported innovation in teaching, learning, research and administration.
3. Protect academic integrity and ensure transparency in AI-assisted academic work.
4. Strengthen institutional research capacity, scholarly productivity and global visibility.
5. Safeguard personal information, confidential institutional data and intellectual property.
6. Prevent discriminatory, misleading, unsafe or otherwise harmful AI applications.
7. Promote AI literacy and continuous professional development among staff and students.
8. Establish governance, oversight, accountability and compliance mechanisms.
9. Encourage interdisciplinary AI research and national and international partnerships.
10. Ensure equitable access to approved AI technologies and their educational benefits.

4.0 Scope and Applicability

This Policy applies to all members of the University community, including undergraduate and postgraduate students, academic staff, researchers, administrative and technical staff, visiting scholars, adjunct personnel, consultants, contractors and institutional partners.

It covers AI applications used in teaching, learning, assessment, research, scholarly publication, student services, admissions, recruitment, institutional management, communications, data analytics and external collaborations.

The Policy applies to both University-provided AI systems and independently obtained AI tools when used for University-related activities.

5.0 Guiding Principles

All AI-related activities at MAAUN shall be governed by the following principles:

5.1 Human Oversight and Accountability: Human beings shall retain responsibility for decisions, assessments, research conclusions and institutional actions supported by AI.

5.2 Academic Integrity: AI use shall uphold originality, honesty, attribution, independent intellectual contribution and established scholarly standards.

5.3 Transparency and Disclosure: Material AI assistance shall be disclosed where required by University rules, assessment instructions, research protocols or publication policies.

5.4 Privacy and Data Protection: Personal and confidential information shall be processed lawfully, securely and only for authorized purposes.

5.5 Fairness and Non-Discrimination: AI systems shall be evaluated for unfair bias and shall not be used to perpetuate discrimination or exclusion.

5.6 Accuracy and Reliability: AI-generated information shall be critically evaluated and verified before use in consequential academic, research or administrative decisions.

5.7 Inclusivity and Accessibility: AI adoption shall support equitable participation, including the needs of persons with disabilities and those with limited technological access.

5.8 Research Ethics and Intellectual Property: AI-assisted scholarship shall respect research ethics, copyright, licensing obligations, ownership rights and applicable publication requirements.

5.9 Security and Sustainability: AI systems shall be deployed with appropriate cybersecurity safeguards, proportionate resource use and consideration of environmental impacts.

5.10 Continuous Improvement: AI governance shall evolve through monitoring, institutional learning and periodic policy review.

6.0 AI in Teaching and Learning

6.1 Academic staff may integrate approved AI tools into curriculum design, lesson preparation, instructional materials, simulations, personalized learning and formative feedback, subject to academic quality standards.

6.2 Lecturers shall clearly communicate the permitted, restricted and prohibited uses of AI for each course and assessment.

6.3 Students may use AI for legitimate educational support, including brainstorming, conceptual clarification, language improvement, revision, practice exercises and research discovery, where permitted.

6.4 Students shall not submit substantially AI-generated work as their independent intellectual contribution where such assistance is prohibited or undisclosed.

6.5 AI-generated references, quotations, statistical results, legal authorities and factual claims shall be independently verified.

6.6 Academic staff shall retain responsibility for the accuracy, relevance, cultural appropriateness and pedagogical quality of AI-assisted instructional materials.

6.7 AI shall not replace meaningful student–lecturer interaction, critical thinking, creativity or independent learning.

7.0 AI in Assessment and Academic Integrity

7.1 Each course shall specify its applicable AI-use category:

Category	**Permitted Use**	**Requirement**
A — Prohibited	No generative AI assistance	Work must be independently produced, subject to approved accessibility accommodations
B — Limited	Proofreading, brainstorming or conceptual support	Assistance must remain within lecturer-defined limits

C — Permitted with Disclosure	AI-supported drafting, analysis or coding	Student must acknowledge material AI contributions
D — Integrated	AI is an explicit component of the assessment	Student must demonstrate critical evaluation, originality and independent understanding

7.2 Unauthorized AI-generated assignments, fabricated references, falsified data, impersonation and concealment of prohibited AI assistance shall constitute potential academic misconduct.

7.3 AI detection software shall not constitute conclusive evidence of misconduct. Allegations must be assessed through fair procedures, corroborating evidence and an opportunity for the student to respond.

7.4 Lecturers may adopt assessment strategies that test authentic learning, including oral defence, practical demonstrations, supervised assessments, reflective accounts and staged submissions.

7.5 Final grading decisions shall remain under authorised human academic oversight.

8.0 AI in Research, Innovation and Scholarly Publication

8.1 MAAUN shall encourage responsible AI applications in research design, literature discovery, data analysis, modelling, simulation, coding and interdisciplinary innovation.

8.2 Researchers shall remain fully accountable for the accuracy, originality, reproducibility, ethical compliance and scholarly integrity of their work.

8.3 AI-generated or AI-manipulated data, findings, images, quotations and references shall not be presented as authentic research evidence.

8.4 AI tools shall not be listed as authors of scholarly publications. Human authors must satisfy the applicable authorship criteria and accept responsibility for the final work.

8.5 Researchers shall disclose material AI use in accordance with institutional requirements and the policies of relevant journals, publishers, funders and ethics committees.

8.6 Confidential research information, unpublished manuscripts, identifiable participant data and proprietary materials shall not be entered into external AI systems without appropriate authorisation and safeguards.

8.7 Research involving AI-enabled interventions, automated profiling, sensitive personal information or significant participant risks shall undergo appropriate ethical review.

8.8 The University shall promote AI-driven research collaborations, innovation, intellectual property development and research commercialisation consistent with its strategic priorities.

9.0 AI in Institutional Administration

9.1 Approved AI tools may support administrative processes such as document preparation, scheduling, service delivery, institutional reporting, resource planning and operational analytics.

9.2 AI may assist with admissions, recruitment, student support, staff appraisal and other consequential processes; however, final decisions shall remain subject to accountable human review.

9.3 AI shall not be the sole determinant of decisions that materially affect admission, employment, academic progression, disciplinary outcomes or access to institutional services.

9.4 Institutional information used in AI systems must be accurate, appropriately authorised and protected against unauthorised disclosure.

9.5 Public communications substantially generated or modified using AI shall undergo appropriate human review before publication.

10.0 Data Protection, Privacy and Cybersecurity

10.1 All AI-related processing of personal data shall comply with the Nigeria Data Protection Act 2023 and other applicable laws, regulations and University requirements.

10.2 Staff and students shall not upload confidential institutional records, identifiable student information, personnel files, financial records, examination materials or sensitive research data into unapproved public AI platforms.

10.3 The ICT Directorate and designated data protection personnel shall evaluate institutional AI applications for security, privacy, access controls, data retention and relevant contractual safeguards.

10.4 High-risk AI processing shall be subject to documented risk assessment and, where legally required, a data protection impact assessment.

10.5 Suspected AI-related data breaches, security incidents and unauthorised disclosures shall be reported promptly through established University procedures.

10.6 AI system providers shall not be granted unrestricted access to University information systems or databases.

11.0 AI Governance and Institutional Oversight

11.1 The University shall establish an Artificial Intelligence Governance Committee (AIGC), subject to approval by the appropriate University authorities.

11.2 The Committee shall provide strategic guidance, coordinate implementation, evaluate institutional AI risks and recommend standards for the approval and use of AI systems.

11.3 The proposed Committee shall include representatives from Academic Planning and Quality Assurance, ICT, Research and Innovation, the University Library, relevant faculties, Student Affairs, the Registry and the University's data protection function.

11.4 The Committee shall perform the following responsibilities:

- Develop institutional AI implementation guidelines and operational procedures.
- Maintain a register of approved AI applications and significant institutional AI projects.
- Evaluate high-risk AI applications before deployment.
- Coordinate AI literacy, staff training and student awareness.
- Monitor compliance, investigate reported concerns and recommend corrective measures.
- Prepare an annual report on AI adoption, institutional benefits, emerging risks and policy implementation.

11.5 Academic departments and administrative units shall designate appropriate personnel to coordinate compliance within their areas of responsibility.

11.6 Approval of an AI tool for one institutional purpose shall not automatically authorise its use for unrelated purposes involving different risks or information.

12.0 Risk Classification and Approval of AI Systems

AI applications shall be classified according to their potential consequences for individuals, institutional operations and academic integrity.

Risk Category	**Examples**	**Institutional Requirement**
Low	General brainstorming, public-information summaries and routine drafting	Permitted within applicable University guidelines
Moderate	Teaching assistance, research coding, routine administrative analytics	Human verification and relevant departmental oversight
High	Admissions screening, staff recruitment, student profiling, sensitive research analysis and automated academic recommendations	Formal risk assessment, documented approval and human oversight
Unacceptable	Unlawful surveillance, discriminatory automated decisions, fraudulent impersonation and deliberately deceptive academic or research outputs	Prohibited

12.1 High-risk AI systems shall undergo assessment of accuracy, fairness, privacy, security, explainability and institutional suitability before implementation.

12.2 The University shall establish procedures for suspending or withdrawing AI applications that present unacceptable risks.

12.3 Individuals materially affected by AI-supported decisions shall have access to an appropriate mechanism for seeking explanation, human review or correction.

13.0 AI Literacy, Training and Capacity Development

13.1 MAAUN shall promote systematic AI literacy and digital competency development among students, academic staff and administrative personnel.

13.2 The University shall organise periodic workshops, seminars, certification programmes and professional development activities covering responsible AI use.

13.3 Training shall address AI fundamentals, prompt design, verification of outputs, academic integrity, data protection, algorithmic bias and discipline-specific applications.

13.4 Academic departments shall be encouraged to integrate appropriate AI competencies into curricula, subject to established academic approval procedures.

13.5 The University shall promote inclusive training opportunities and provide reasonable support for staff and students requiring additional digital skills development.

14.0AI Research, Partnerships and Institutional Visibility

14.1MAAUN shall encourage interdisciplinary research and innovation involving artificial intelligence, particularly in education, healthcare, counselling, engineering, business, environmental sustainability and social development.

14.2 The University shall support competitive research proposals, externally funded projects, institutional innovation initiatives and collaborations with reputable national and international partners.

14.3AI-supported research activities shall comply with institutional research ethics requirements, relevant funding conditions and applicable professional standards.

14.4 The University shall encourage responsible use of AI tools to support research discovery, bibliometric analysis, scholarly communication and institutional research visibility.

14.5 Institutional research records, researcher profiles, publications, citations and ranking submissions shall be based on authentic, independently verifiable evidence.

14.6AI-generated or AI-inferred institutional performance data shall not be submitted as verified information without appropriate validation.

15.0Intellectual Property and Copyright

15.1 Ownership of AI-assisted academic, research and institutional outputs shall be determined by applicable laws, contractual arrangements and University intellectual property policies.

15.2 Staff and students shall respect copyright, licensing conditions and third-party intellectual property rights when using AI systems.

15.3AI-generated materials shall not be presumed to qualify automatically for copyright protection.

15.4 Researchers shall disclose AI assistance where necessary to establish the provenance, originality and ownership of research outputs.

15.5 Confidential institutional intellectual property shall not be disclosed to external AI platforms without authorisation.

16.0 Prohibited AI Practices

The following activities are prohibited:

16.1Using AI to fabricate, falsify or manipulate research data, findings, references or academic records.

16.2Submitting AI-generated academic work in violation of assessment requirements.

16.3Using AI to impersonate students, lecturers, administrators or other individuals.

16.4 Creating or distributing harmful synthetic media, including deceptive impersonations, without lawful authorisation.

16.5 Uploading confidential institutional information or protected personal data into unauthorised AI systems.

16.6 Using AI for discriminatory profiling, harassment, unlawful surveillance or manipulation.

16.7 Circumventing institutional cybersecurity controls through AI-assisted activities.

16.8 Fabricating publications, citations, research collaborations, grants, institutional rankings or other evidence submitted for academic or regulatory purposes.

16.9 Deploying AI systems capable of making consequential institutional decisions without required authorisation and human oversight.

17.0Monitoring, Compliance and Enforcement

17.1 Compliance with this Policy shall be mandatory for all persons within its scope.

17.2 Suspected violations shall be reported through established University academic, administrative, research ethics or information security procedures.

17.3 Reported violations shall be investigated fairly, confidentially and proportionately, with due regard for the rights of affected individuals.

17.4 Disciplinary action, where warranted, shall be determined under existing University regulations and applicable laws.

17.5 Corrective measures may include education, retraining, withdrawal of AI access, revision of academic work, suspension of an AI system or referral to the appropriate disciplinary authority.

17.6 Individuals shall not be sanctioned solely on the basis of an automated AI detection result without adequate supporting evidence and procedural fairness.

18.0 Implementation Framework

The University shall adopt a phased implementation approach following formal approval.

Phase	**Proposed Timeline**	**Key Activities**	**Responsible Units**
Phase I: Policy Adoption	Months 1–2	Senate consideration, institutional approval, policy dissemination and establishment of governance arrangements	University Management, Senate, Registry
Phase II: Institutional Readiness	Months 3–4	AI tool inventory, risk assessment, baseline competency assessment and development of operational guidelines	AIGC, ICT, Quality Assurance
Phase III: Capacity Development	Months 5–6	Staff training, student orientation and departmental AI-use guidelines	Academic Planning, Faculties, ICT
Phase IV: Controlled Integration	Months 7–9	Approved AI pilot applications in teaching, research and administration	Faculties, Research Units, Administrative Departments

Phase V: Evaluation	Months 10–12	Compliance review, impact assessment, stakeholder feedback and policy improvement	AIGC, Quality Assurance, University Management

19.0 Monitoring and Evaluation Indicators

The effectiveness of this Policy shall be assessed using measurable institutional indicators, including:

Performance Indicator	**Measurement**
AI literacy and training	Number and proportion of staff and students trained
Policy awareness	Percentage of academic and administrative units implementing AI guidelines
Responsible AI adoption	Number of approved AI tools and applications
Research innovation	Number of ethically approved AI-related research projects
Academic integrity	Number and resolution of substantiated AI-related misconduct cases
Data protection	Number, severity and resolution of AI-related privacy incidents
Institutional efficiency	Documented improvements in approved AI-supported processes
International collaboration	Number of verified AI-related research partnerships and outputs

Baseline values and annual targets shall be established during implementation.

20.0Policy Review and Amendment

20.1 This Policy shall be reviewed at least once every twelve months.

20.2 An extraordinary review may be initiated following significant changes in AI technology, legislation, regulatory requirements, educational standards or institutional circumstances.

20.3 Proposed amendments shall be submitted through the appropriate University governance structures for consideration and approval.

20.4 Where this Policy conflicts with applicable legislation or binding regulatory requirements, the relevant legal or regulatory provision shall prevail.

21.0 Interpretation and Definitions

For the purposes of this Policy:

Artificial Intelligence (AI): Machine-based systems capable of generating outputs such as predictions, recommendations, classifications, decisions or content from supplied inputs.

Generative AI: AI systems capable of producing text, images, audio, video, computer code or other content in response to prompts or inputs.

AI-Assisted Work: Academic, research or administrative output developed with material assistance from AI technologies.

Human Oversight: Meaningful human supervision, evaluation and accountability in the development, deployment and use of AI systems.

Academic Misconduct: Conduct that violates the University's academic integrity requirements, including unauthorised or deceptive use of AI.

High-Risk AI: AI applications with the potential to materially affect individual rights, educational opportunities, employment, institutional security or other consequential interests.

AI Governance: Institutional arrangements for directing, overseeing, monitoring and regulating the responsible adoption and use of artificial intelligence.

22.0 Legal, Regulatory and International Reference Framework

This Policy should be interpreted alongside the following instruments and guidance:

1. Nigeria Data Protection Act, 2023, and applicable implementing instruments issued by the Nigeria Data Protection Commission.

Nigeria Data Protection Commission

2. UNESCO Recommendation on the Ethics of Artificial Intelligence (2021).
3. UNESCO Guidance for Generative AI in Education and Research (2023), which emphasises human agency, privacy, inclusion, educational suitability and institutional capacity development.
4. Applicable Nigerian intellectual property, cybersecurity and higher education laws and regulations.
5. Relevant National Universities Commission requirements.
6. MAAUN's approved academic regulations, research ethics guidelines, examination rules, ICT policies and staff and student disciplinary procedures.

23.0 Policy Approval and Commencement

This Policy shall take effect upon approval by the competent authorities of Maryam Abacha American University of Nigeria, Kano, and shall remain operational until amended, replaced or withdrawn through the University's established governance procedures.

Approval Particulars	**Details**
Policy title	Institutional Artificial Intelligence (AI) Policy
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