

Nasarawa State University Keffi



Policy on Artificial Intelligence

NSUK AI POLICY DOCUMENT

PREPARED FOR:

Nasarawa State University, Keffi

COORDINATING BODY:

University AI Governance Committee

DOCUMENT STATUS:

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Policy Document

Policy Number: NSUK/AI/POL/001

October 2026

1.0 Objective

To establish requirements for responsible AI use at NSUK, strengthen teaching, learning, research and services, and protect academic integrity, personal information and human accountability.

2.0 Scope

This policy applies to all faculties, institutes, centres and administrative departments, and to students, staff, researchers, visitors, contractors and partners undertaking University activities. It covers generative, predictive and agentic AI, including AI used through personal devices or accounts for University work.

3.0 Policy Statement

NSUK is committed to the responsible, ethical and effective use of AI across its academic, research, administrative and community-service activities. AI shall support human capability. Individuals and authorised University bodies remain responsible for their outputs and decisions.

4.0 Policy Principles

4.1 Responsible use: uphold academic integrity, human dignity, privacy and security.

4.2 Transparency: disclose material AI involvement and verify outputs and sources.

4.3 Accountability: retain meaningful human oversight and accessible review mechanisms.

4.4 Inclusivity: support equitable access, accessibility and protection against unfair bias.

4.5 Sustainability: consider benefits, lifecycle costs, computing demand, energy and proportionate alternatives.

5.0 Governance and Oversight

The Vice-Chancellor shall sponsor implementation. The University AI Governance Committee shall coordinate standards, risk reviews, registration and reporting to the Vice-Chancellor and Senate, and Council where applicable. The Registrar shall support publication and records; ICT shall oversee technical security and approved tools; the Data Protection Officer shall advise on lawful processing and privacy. Deans and system owners shall implement local controls.

Institutional AI deployments shall be registered and classified as low, moderate, high or prohibited risk. High-risk uses require documented assessment, Committee clearance, accountable executive authorisation, relevant specialist approvals and controlled testing. Material changes require reassessment. Committee clearance does not replace ethics, procurement or statutory approval.

6.0 Academic Use of AI

Policy 6.1: AI may support learning and assessment only within published instructions. Every assessed task shall state its permitted level and disclosure requirements before work begins.

Policy 6.2: The five levels are: Level 0, no AI assistance; Level 1, spelling, grammar and basic proofreading; Level 2, preparatory research and ideation without submitted AI-generated content; Level 3, generation of expressly authorised components with independent student reasoning; and Level 4, full integration with documented critical evaluation and validation. Approved accessibility arrangements apply throughout.

Policy 6.3: Levels 2 to 4 require disclosure of the tool, purpose and extent of use. Basic Level 1 correction need not be disclosed unless required. Where instructions are absent, AI-generated answers, analysis and code shall not be submitted, and AI shall not be used in controlled assessments.

Policy 6.4: Faculties may issue consistent disciplinary guidance. Assessment shall demonstrate authentic learning, and lecturers remain accountable for marks. AI-detector scores shall not be conclusive proof or the sole basis for penalties; students shall have an opportunity to respond.

7.0 Research and Innovation

Policy 7.1: Researchers shall obtain relevant ethics approval before AI research involving participants, sensitive data or AI-mediated recruitment, profiling or interventions.

Policy 7.2: Material AI assistance shall be disclosed according to University, publisher and funder requirements. Human authors retain responsibility; AI shall not be credited as an author.

Policy 7.3: Researchers shall document material tools, workflows, validation and limitations where necessary for reproducibility. Synthetic data shall be labelled; fabrication and falsification are prohibited.

Policy 7.4: Confidential research, peer-review material and patentable information shall not enter external AI services without appropriate authority and safeguards. University ethics, data and intellectual-property requirements apply.

8.0 Data Governance and Privacy

Policy 8.1: AI processing shall comply with the Nigeria Data Protection Act 2023 and applicable directives. Personal data require a lawful basis, defined purpose, minimisation and required notices.

Policy 8.2: Protected information shall be processed only through environments authorised for the relevant data class. Removing names does not necessarily anonymise data. Providers shall not train on protected inputs without express authorisation following review.

Policy 8.3: ICT shall apply appropriate access, encryption, logging and recovery controls. Procurement shall secure technical, privacy and relevant legal clearance, suitable contracts, local validation and exit arrangements.

Policy 8.4: AI agents shall have restricted permissions, logs and stop controls, with human authorisation for consequential actions. Autonomous final high-impact decisions and unlawful surveillance or discrimination are prohibited.

9.0 Equity and Accessibility

Policy 9.1: Required AI activities shall provide equitable access or an equivalent alternative without academic disadvantage.

Policy 9.2: Faculties shall ensure that AI-supported materials and services address disability access, connectivity, affordability and relevant language needs.

Policy 9.3: AI-assisted consequential decisions remain with authorised people. Affected individuals shall have access to human reconsideration. Chatbots shall identify AI use and offer human support.

10.0 Capacity Building and AI Literacy

Policy 10.1: NSUK shall support foundational student AI literacy and discipline-specific responsible-use guidance through approved academic arrangements.

Policy 10.2: Relevant staff shall complete role-specific training before AI responsibilities; existing users shall complete initial training within six months. High-risk operators require training before authorisation.

Policy 10.3: Faculties shall designate focal persons. Training shall cover integrity, verification, data protection, security, bias, accessibility, disclosure and incident reporting, with periodic refreshers.

11.0 Legal and Compliance Obligations

Policy 11.1: AI activities shall comply with applicable Nigerian law and University instruments. Relevant agreements shall receive legal review; intellectual-property rights shall follow University rules, contracts and law.

Policy 11.2: Fabrication, deceptive authorship, harmful impersonation, harassment, unauthorised disclosure and unauthorised assessment assistance are prohibited. Disclosure does not legitimise prohibited use.

Policy 11.3: Users shall report suspected exposure, harm or serious misuse through published ICT, DPO or Registrar channels. Complaints have a five-working-day acknowledgement target. Existing procedures shall provide fair investigation, reasoned outcomes and applicable appeals; good-faith reporting shall be protected from retaliation.

12.0 Monitoring and Review

Implementation shall establish governance within 30 days; inventories, risk classification and registers within 90 days; training and pilots in months 4 to 6; and evaluation in months 7 to 12. Legacy high-risk systems require review within 90 days. The Committee shall report annually on approvals, training, incidents, equity, benefits and costs. An initial implementation review shall occur after 12 months, followed by full reviews every two years or earlier as required.

13.0 References for National and Institutional Alignment

13.1 Nigeria Data Protection Act 2023 and applicable NDPC directives.

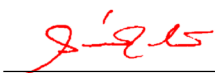
13.2 Applicable Nigerian cybercrime and intellectual-property legislation.

13.3 Nigeria's National Artificial Intelligence Strategy and applicable NUC requirements and guidance as issued or revised.

13.4 University governing instruments, assessment regulations, research ethics, disciplinary, procurement, information-security and records requirements.

14.0 Approval and Authorisation

To be completed after formal Senate approval and any additional approval required under University governing instruments.

Signature: 

Professor Sa'adatu Hassan Liman

Vice-Chancellor and Chairman of Senate

For and on behalf of the Senate

Nasarawa State University, Keffi

Date: 26th October, 2026