

**TAI SOLARIN FEDERAL UNIVERSITY OF EDUCATION,
IJAGUN, OGUN STATE, NIGERIA**

INSTITUTIONAL POLICY ON THE USE OF ARTIFICIAL

1. INTRODUCTION, PURPOSE, SCOPE AND GUIDING PRINCIPLES

1.1 Introduction and Purpose

Artificial Intelligence (AI) presents opportunities to improve teaching, learning, research and academic administration. This policy establishes guidelines for the responsible, ethical, transparent and secure use of Artificial Intelligence (AI) tools by students, lecturers, researchers and other members of the University community. It seeks to promote innovation and academic excellence while protecting academic integrity, human judgement and institutional values.

1.2 Scope

This policy applies to all students, lecturers, researchers and relevant staff who use AI tools for teaching, learning, assessment, research or official University activities.

1.3 Guiding Principles

AI use within the University shall be guided by academic integrity, transparency, human oversight, fairness, accountability, privacy, information security and respect for intellectual property.

2. PERMITTED AI APPLICATIONS IN TEACHING, LEARNING AND RESEARCH

Subject to University regulations and specific assessment requirements, AI tools may be used to support, but not replace, human learning, teaching, research and professional judgement. Permitted uses include:

- i. **Students:** Brainstorming ideas, explaining difficult concepts, improving grammar and writing, summarising materials, practising problem-solving, coding assistance and supporting research, where permitted by the lecturer.

- ii. **Teaching:** Preparing lesson plans, developing instructional materials, generating practice questions and supporting formative feedback.
- iii. **Learning:** Explaining concepts, brainstorming ideas, improving language, practising problem-solving and supporting coding and independent study.
- iv. **Research:** Exploring literature, assisting with data analysis, developing code, editing language and supporting research organisation.
- v. **Academic Administration:** Improving routine communication, documentation and other authorised administrative tasks.

AI shall serve as a support tool and shall not replace independent thinking, professional judgement or required human review.

3. RULES GOVERNING AI USE

All users shall observe the following requirements:

1. **Academic integrity:** AI-generated work must not be submitted or presented as entirely one's own original work where such use is prohibited or requires disclosure.
2. **Transparency:** Students and staff must disclose material AI assistance in assignments, publications, research outputs and other academic work, in accordance with University or departmental requirements.
3. **Human responsibility:** Users remain fully responsible for the accuracy, originality, quality and consequences of AI-assisted work. AI outputs must be checked for errors, fabricated references, bias and misleading information.
4. **Assessment compliance:** Lecturers shall clearly state whether AI use is prohibited, permitted or required for each assessment. Students must comply with the stated conditions.
5. **Privacy and confidentiality:** Users shall not upload personal data, confidential University records, unpublished research, examination questions or other restricted information to AI tools without proper authorisation and appropriate safeguards.
6. **Fairness and respect:** AI must not be used for plagiarism, impersonation, fabrication of research data, discriminatory practices, cheating or any other form of academic misconduct.
7. **Copyright and intellectual property:** Users must respect copyright, licensing conditions, research ownership and applicable University intellectual property rules.

4. RULES FOR STUDENTS AND LECTURERS

4.1 Students

Students shall:

- a. Use AI to support learning rather than substitute for their own intellectual effort.
- b. Follow lecturers' instructions on permitted and prohibited AI use in assignments, examinations and projects.
- c. Verify AI-generated information, facts, quotations and references.
- d. Disclose and acknowledge AI assistance as required by this policy or specific course instructions.
- e. Avoid submitting AI-generated work as their own original work where such submission is prohibited or misrepresents their contribution.

4.2 Lecturers

Lecturers shall:

- i. Clearly communicate AI-use requirements for courses, assessments and research projects.
- ii. Use AI responsibly in teaching and assessment preparation and verify its outputs.
- iii. Design assessments that promote critical thinking, independent learning and authentic demonstration of competence.
- iv. Review suspected AI misuse fairly and avoid treating AI-detection results alone as conclusive evidence of misconduct.
- v. Protect students' personal information and confidential academic records when using AI tools.

5. ACADEMIC INTEGRITY, PLAGIARISM AND DISCLOSURE

AI-generated content must not be used to facilitate plagiarism, cheating, impersonation, fabrication of research data or misrepresentation of authorship.

Users shall acknowledge material AI assistance in accordance with University, departmental, course or publication requirements. Where disclosure is required, it should identify the AI tool used, the purpose of its use and, where appropriate, the nature of the contribution.

AI-generated text, ideas, code, images or analysis shall be critically reviewed, verified and appropriately attributed where required. Users remain responsible for the accuracy, originality and integrity of their submitted work.

Violations shall be handled under the University's existing academic integrity, plagiarism and research misconduct regulations.

6. DATA PRIVACY, CONFIDENTIALITY AND PROHIBITED PRACTICES

All AI use shall comply with applicable Nigerian laws, including the Nigeria Data Protection Act 2023 where applicable, and relevant University information security, research ethics and intellectual property requirements.

Users shall not upload personal, sensitive, confidential or restricted information to AI platforms without appropriate authorisation and safeguards. This includes confidential student records, examination materials, unpublished research and identifiable research-participant data.

The following practices are prohibited:

- i. Using AI to cheat, plagiarise, fabricate evidence or falsify research findings.
- ii. Uploading confidential or personal information to unauthorised AI platforms.
- iii. Using AI for impersonation, fraud, harassment, discrimination or unauthorised surveillance.
- iv. Presenting fabricated references, AI-generated evidence or unverified outputs as established facts.
- v. Using AI in examinations or assessments contrary to stated instructions.
- vi. Violating copyright, intellectual property rights or research ethics requirements.

7. ACCOUNTABILITY, ENFORCEMENT AND POLICY REVIEW

All users are responsible for ensuring that their AI use complies with this policy. The University shall designate an appropriate office or committee to coordinate implementation, provide guidance and promote AI literacy among staff and students.

Alleged violations shall be investigated fairly, with an opportunity for the affected person to respond, in accordance with established University procedures. Appropriate sanctions shall be determined under existing student disciplinary, staff disciplinary, academic integrity and research misconduct regulations.

The University shall review this policy periodically, or when necessary, to address technological developments, emerging risks, changes in applicable laws and institutional needs.

8. RESEARCH, DATA PROTECTION AND SECURITY

AI-assisted research must comply with the University's research ethics procedures, applicable Nigerian laws, including the Nigeria Data Protection Act 2023 where applicable, and relevant publication standards. Sensitive information and research involving human participants must receive appropriate ethical and data protection safeguards before AI tools are used.

9. IMPLEMENTATION AND REVIEW

The University shall provide periodic AI literacy training, issue practical guidance and encourage responsible innovation. This policy shall be reviewed periodically to reflect technological developments, emerging risks and changes in applicable laws and institutional regulations.

10. APPROVAL AND COMMENCEMENT

This policy shall take effect on the date approved by the authorised University body and shall remain in force until amended or replaced.

University Name: TAI SOLARIN FEDERAL UNIVERSITY OF EDUCATION, IJAGUN,
OGUN STATE

Approval Authority: _____

Name and Designation of Approving Officer: _____

Signature: _____

Effective Date: _____

Review Date: _____