

Abubakar Tafawa Balewa University, Bauchi, Nigeria



Artificial Intelligence Policy for Teaching, Research, Administration and the Use of Generative Artificial Intelligence Tools

Acronyms and Definitions

Academic Misconduct: Any act by a student or staff member that violates the University's standards of academic honesty, including but not limited to plagiarism, cheating, fabrication, falsification, and the unauthorized or undisclosed use of AI tools in breach of this Policy.

Administration: Activities undertaken by university staff to manage the affairs of the University, uphold the conditions of service, and enforce the rules and regulations of the University.

Artificial Intelligence (AI): The simulation of human intelligence processes by computer systems, including learning, reasoning, perception, and decision-making.

ATBU: Abubakar Tafawa Balewa University

CEAISES: Center for Embedded Artificial Intelligence and Smart Energy Systems

Community Service: Activities undertaken by university staff and students to benefit the community, including outreach programs, volunteer work, partnerships with local organizations, and initiatives aimed at addressing social challenges.

DICT: Directorate of Information and Communication Technology

DRID: The Directorate of Research, Innovation and Development

Generative Artificial Intelligence (GenAI): A category of Artificial Intelligence that enables machines to create new content — such as text, images, audio, video, or code — in response to user inputs or prompts, by learning patterns from large volumes of training data.

Machine Learning: A subset of AI that enables systems to learn from data, identify patterns, and improve their performance over time without explicit programming.

Teaching: The academic exercises implemented by a lecturer of ATBU aimed at transmitting knowledge and interpersonal skills to students in the context of an educational institution on topics within the curriculum and/or course content, domiciled in a department, college, unit, schools or centers within the university.

1. Introduction

Artificial Intelligence (AI) is a set of technologies that empowers computers to learn, reason, and perform a variety of advanced tasks in ways that used to require human intelligence. Generative Artificial Intelligence (GenAI) is a type of artificial intelligence that allows machines to create new content like text, images, music, videos, code, and more, based on inputs or prompts. The rapid development and increasing adoption of AI, particularly GenAI tools capable of producing text, images, data analyses, computer codes, and other outputs, present both significant opportunities and notable challenges for higher education institutions. These tools are now widely accessible to students and staff and are increasingly influencing learning, teaching, administration, assessment, and research practices.

Abubakar Tafawa Balewa University (ATBU), Bauchi, is committed to promoting innovation, academic excellence, research integrity, and ethical conduct. In recognition of the potential benefits and risks associated with AI technologies, this Policy provides a clear institutional framework to guide the responsible, ethical, and transparent use of AI in learning, teaching, assessment, administration, and research across the University. This Policy is designed to safeguard academic integrity, data privacy, uphold intellectual honesty, encourage responsible innovation, and ensure that AI use aligns with the University's mandate, core values, and regulatory obligations.

2. Objectives

The objectives of this Policy are to:

- i. Guide the appropriate use of AI in teaching, learning, research, administration and community service activities;
- ii. Promote ethical, transparent, and accountable use of AI systems;
- iii. Protect the integrity of academic awards and research outputs of the University;
- iv. Ensure compliance with applicable data protection and regulatory requirements; and
- v. Encourage capacity building and responsible innovation in AI-related activities.

- vi. Support the development of secure, University-approved AI infrastructure — including a vetted institutional AI gateway — to reduce reliance on external tools that may pose data-privacy or reliability risks.

3. Scope of the Policy

This Policy establishes the institutional framework governing the use of AI and GenAI technologies within ATBU. It defines the categories of persons, activities, and technological tools to which this Policy applies. It extends to all academic and research engagements to ensure consistency, accountability, and ethical compliance.

Accordingly, this Policy applies to:

- i. All undergraduate and postgraduate students of the University and its affiliates.
- ii. All academic staff, including lecturers, researchers, supervisors, instructors, and visiting scholars.
- iii. All technical and administrative staff engaged in teaching, learning, assessment, research, or related academic support activities.
- iv. External partners using ATBU data, systems, or facilities; and
- v. All AI and GenAI tools, whether free, licensed, or subscription-based, utilized in any academic, administrative, instructional, assessment, or research-related activity within the University.

4. Guiding Principles

The adoption and use of AI and GenAI technologies at ATBU shall be governed by core principles intended to uphold academic standards, promote responsible innovation, and ensure ethical compliance. These principles provide the foundational values for decision-making, implementation, and oversight of AI use in learning, teaching, assessment, administration, and research activities across the University.

The use of AI at ATBU shall be guided by the following principles:

- i. Academic Integrity: AI tools shall not be used to misrepresent authorship, originality, or intellectual contribution through Plagiarism, Cheating in examinations or assignments, and fabrication or falsification of research data.

- ii. Transparency: The use of AI tools shall be openly and clearly acknowledged where applicable.
- iii. Human Accountability: Users remain fully responsible for all academic, instructional, and research outputs, whether AI-assisted or otherwise. Hence, AI outputs must be reviewed before use in teaching, assessment, research, or administration.
- iv. Ethical Responsibility: AI use shall comply with established ethical standards, applicable laws, and University regulations.
- v. Capacity Development: AI shall serve to enhance, and not replace, critical thinking, subject mastery, and scholarly competence.
- vi. Innovation with Caution: The University shall encourage innovation while instituting appropriate safeguards against misuse and unintended consequences.
- vii. Data Protection and Privacy: AI tools shall be used in a manner that safeguards personal and institutional data, and complies with the Nigeria Data Protection Act and the University's data protection policies. Confidential or personally identifiable information shall not be entered into public or unapproved AI tools.
- viii. Equity and Access: The University shall take reasonable steps to promote equitable access to approved AI tools and related training across students and staff, and shall be mindful that unequal access to devices, internet connectivity, and paid AI subscriptions may affect individuals' ability to comply with, or benefit from, this Policy.

5. Use of AI Tools by Students

This section sets out the conditions under which students of ATBU may engage with AI and GenAI tools in the course of their learning and research activities. The objective is to encourage responsible and constructive use of AI as a learning aid, while preserving academic integrity, originality of work, and the attainment of intended learning outcomes. Students are therefore required to comply strictly with the following.

5.1 Permissible Use

Students may use approved AI tools as supportive aids in learning and research, provided such use does not compromise academic integrity or replace individual intellectual effort. Permissible uses include, but are not limited to:

- i. Generating preliminary or intermediate drafts that are subsequently reviewed, revised, and substantially developed by the student.
- ii. AI-assisted contributions to academic journal articles, or to B.Sc., M.Sc., and Ph.D. Thesis should not exceed 30% of the overall work.
- iii. Brainstorming ideas, outlines, or research directions.
- iv. Reviewing and critically evaluating AI-generated outputs for accuracy, relevance, and completeness.
- v. Language support, including grammar checking and clarity improvement, where such use is permitted under specific course guidelines.

Students are expected to demonstrate adequate understanding of the subject matter and shall not rely solely on AI-generated outputs as substitutes for independent learning or critical thinking.

5.2 Non-Permissible Use

The following practices constitute improper and prohibited use of AI tools by students:

- i. Submitting AI-generated work as a whole or in part as one's own original work without appropriate acknowledgment.
- ii. Using AI tools to complete assignments, tests, or assessments where such use has been expressly prohibited.
- iii. Generating responses to examinations, tests, or graded tasks intended to assess individual understanding without explicit authorization.
- iv. Processing another person's work using AI tools and presenting it as original work without proper attribution.

5.3 Acknowledgement of AI Use

Where the use of AI tools is permitted, students shall clearly and appropriately acknowledge such use in all submitted work (i.e., assignments, projects, and publications). Paraphrasing or modifying AI-generated content does not exempt a student from the obligation to disclose AI assistance. Failure to make such

disclosures shall constitute academic dishonesty and shall be treated in accordance with the University's regulations. For clarity, an acceptable acknowledgement should state the name of the AI tool used, the specific purpose for which it was used, and the extent of its contribution to the work.

5.4. Penalties and Academic Misconduct

This section outlines the consequences of students' misuse of AI and GenAI tools. The University adopts a zero-tolerance approach to academic dishonesty. It shall apply its established disciplinary procedures to any violation of academic integrity resulting from the inappropriate or unauthorized use of AI. All reported cases shall be investigated and addressed fairly, transparently, and in accordance with due process and applicable University regulations.

Accordingly:

- i. Any student who presents AI-generated content, in whole or in part, as original work without proper acknowledgment shall be deemed to have committed plagiarism and academic dishonesty.
- ii. The use of AI detection tools alone shall not constitute conclusive evidence of academic misconduct; such tools may serve only as preliminary indicators.
- iii. All allegations of AI-related misconduct shall be investigated in line with existing University rules, procedures, and due process requirements.
- iv. Proven cases of plagiarism, cheating, deceptive fabrication, or violation of intellectual property rights shall attract appropriate disciplinary sanctions as prescribed under ATBU regulations.
- v. Sanctions for proven AI-related misconduct shall be proportionate to the severity and frequency of the offence, and may follow a tiered approach, for example:
 - a. First offence, minor and undisclosed use (e.g., inadequate acknowledgment): a formal written warning and/or requirement to resubmit the affected work.
 - b. First offence involving substantial undisclosed use, or unauthorized use in an assessment: a reduced or failing grade for the affected work, together with a formal warning recorded on the student's or staff member's disciplinary file.
 - c. Repeated offences, or fabrication/falsification of data or sources: suspension, withholding of results, or other sanctions as prescribed under the University's

disciplinary regulations, up to and including expulsion or termination of appointment in the most serious cases.

The specific sanctions applicable at each tier shall be as prescribed under, and administered in accordance with, ATBU's existing disciplinary regulations and procedures.

6. Use of AI by Academic Staff

This section guides the responsible, transparent, and ethical use of AI and GenAI tools by academic staff of ATBU. The University recognizes the potential of AI to enhance teaching effectiveness, research output, and student engagement. However, such use must be anchored in professional responsibility, academic integrity, and institutional accountability.

6.1 Supportive and Responsible Use

All academic staff are encouraged to explore appropriate and innovative applications of AI to support teaching, learning, assessment, and research activities. In this regard, lecturers shall:

- i. Be transparent about the nature, scope, and purpose of AI tools used in teaching, assessment, or research activities.
- ii. Guide students on the ethical, responsible, and course-relevant use of AI tools.
- iii. Clearly communicate course-specific policies, expectations, and restrictions regarding the use of AI tools to students.
- iv. Ensure the accuracy, quality, originality, and academic integrity of all instructional, assessment, and research outputs, whether AI-assisted or otherwise.

6.2 Accountability

Notwithstanding the use of AI tools, academic staff shall remain fully accountable for:

- i. The correctness, reliability, and academic soundness of teaching materials, research outputs, and assessment instruments.
- ii. Any errors, biases, omissions, or inaccuracies arising from the use of AI tools.

- iii. Full compliance with institutional regulations, professional ethics, and applicable legal standards.

7. Use of AI by Non-teaching Staff and Administrative Issues

ATBU recognizes the transformative potential of Artificial Intelligence (AI) to enhance operational efficiency, support informed decision-making, and improve service delivery across the University. Accordingly, this Policy establishes clear expectations and guidelines for data handling, operational procedures, and security practices to mitigate risks associated with the use of AI, including unauthorized access, data breaches, inappropriate data disclosure, and the misuse or abuse of AI systems and algorithms.

This policy applies to all non-teaching and administrative staff of ATBU who would use, develop, manage, or interact with AI systems and tools in the course of their duties. Components of the AI Policy for Non-Teaching and Administrative Staff are:

- i. All staff must be accountable for the AI systems they use and manage.
- ii. All staff must ensure that AI decisions are transparent and explainable.
- iii. Clear documentation and audit trails should be maintained for AI processes and decisions.
- iv. AI-generated content should be carefully reviewed for accuracy, appropriateness, and bias before relying on it for work purposes.
- v. AI users should ensure that the AI-generated content aligns with the University's mission and values, and should actively work to identify and mitigate biases in AI systems.
- vi. The intentional use of AI to violate ATBU policies, rules, regulations, and contracts is prohibited.
- vii. Staff must ensure that AI applications are used in ways that respect the dignity, rights, and freedoms of individuals so as not to constitute discrimination (based on gender, religion, or tribe/race).
- viii. The use of AI to create fake memos, letters, contracts, academic results, certificates and credentials is prohibited. The use of AI to create fake pictures or mimic the voice of anybody is prohibited.
- ix. The use of AI to create or generate fraudulent data or any other activity that can adversely affect any individual or organization is prohibited.

- x. The use of AI tools to create content which will enable or aid in the breaking of federal, state, or local laws is prohibited.
- xi. All AI systems must comply with the university's data protection policies.
- xii. The University shall maintain a Register of Approved AI Tools, to be published and updated by a designated office (e.g., the Directorate of ICT), listing AI and GenAI tools that have been reviewed and cleared for institutional use.
- xiii. The University shall issue a Data Classification Guide indicating which categories of institutional data may, and may not, be entered into AI tools.

8. Innovation, Approval, and Ethical Oversight

ATBU is committed to fostering innovation and the responsible adoption of emerging digital technologies, including AI and GenAI, in support of teaching, learning, assessment, and research. However, the deployment of AI for sensitive or high-impact academic functions carries significant ethical, pedagogical, and reputational implications. This section therefore establishes a structured approval and oversight framework to ensure that innovation is pursued in a manner consistent with academic standards, fairness, transparency, and institutional accountability.

Consequently:

- i. The use of AI tools for sensitive academic activities including, but not limited to, virtual tutoring systems, automated or semi-automated marking, generation of assessment questions, personalized learning feedback, or similar functions, shall require prior institutional approval.
- ii. Such approval may be granted by the appropriate authority, which may include the Head of Department, Dean, Faculty Committee, or the University Artificial Intelligence Committee, as may be applicable.
- iii. Requests for approval shall be supported by verifiable evidence demonstrating the accuracy, reliability, validity, and trustworthiness of the proposed AI tool.
- iv. A qualified human reviewer shall, at all times, oversee, review, and validate all AI-generated outputs before their use for academic or assessment purposes.
- v. Failure to comply with the approval and oversight requirements set out in this Policy may constitute academic misconduct and shall be addressed in accordance with the University's disciplinary procedures.

- vi. The University Artificial Intelligence Committee shall be constituted by the appropriate University authority and shall include representation from academic, ICT, legal/regulatory, and student affairs units, with its full composition and terms of reference to be set out in a separate instrument.

9. Improper Use of AI Tools

ATBU upholds the highest standards of academic honesty and intellectual integrity. While the University recognizes the legitimate and constructive role of AI and GenAI tools in supporting learning and research, any use of such tools that undermines academic standards, misrepresents authorship, or compromises assessment integrity shall be regarded as improper. This section defines practices that constitute violations of the University's academic honesty standards in relation to AI use.

The following actions shall be considered improper use of AI tools and violations of academic honesty:

- i. Presenting AI-generated ideas, text, data, analyses, code, images, or other outputs, in whole or in part, as personal original work without appropriate acknowledgment or disclosure
- ii. Using AI tools to fabricate, falsify, manipulate, or misrepresent data, research findings, references, citations, or sources, including the creation of non-existent or misleading scholarly materials
- iii. Employing AI tools in a manner intended to circumvent prescribed learning outcomes, assessment objectives, or instructional requirements, including the substitution of independent intellectual effort with automated outputs
- iv. Unauthorized use of AI tools during examinations, tests, quizzes, or other graded assessments, whether conducted in-person or online, where such use has not been explicitly permitted
- v. Using AI tools to impersonate another individual, generate proxy responses, or otherwise gain unfair academic advantage
- vi. Processing the work of another person using AI tools and submitting it as original work without proper attribution.

Any act of improper AI use shall be treated as academic misconduct and shall be investigated and sanctioned in accordance with the University's established disciplinary procedures and regulations.

10. Limitations of Current AI Tools

While AI and GenAI tools offer significant potential to support learning, teaching, and research, users must recognize that these technologies have inherent technical, ethical, and contextual limitations. Awareness of these limitations is essential to prevent overreliance on AI-generated outputs and to ensure that academic and research activities remain accurate, credible, and ethically sound.

Users of AI and GenAI tools should therefore be aware that such tools:

- i. Are highly dependent on the quality, clarity, and specificity of user prompts, and may produce incomplete, ambiguous, or misleading outputs when prompts are poorly constructed
- ii. May generate information that is outdated, inaccurate, unverifiable, or inconsistent with current scholarly knowledge, professional standards, or regulatory requirements
- iii. May fabricate references, citations, data, or sources, including non-existent publications, authors, or digital objects, thereby posing risks to research credibility and academic integrity
- iv. May reflect embedded biases, subjective opinions, or perspectives derived from training data that do not align with accepted legal, ethical, cultural, or social norms
- v. Lack true contextual understanding, moral judgment, and domain-specific expertise, and therefore cannot replace human critical thinking, scholarly reasoning, or professional accountability.

Consequently, all AI-generated outputs must be subjected to rigorous human review, verification, and validation before use in any academic, instructional, or research-related activity within the University.

11. Implementation and Review

This Policy shall take effect upon formal approval by the Senate of ATBU, in accordance with the University's governance and regulatory framework. Upon

approval, the Policy shall be binding on all students, academic staff, and relevant administrative and technical staff of the University.

The Directorate of Research, Innovation and Development (DRID), Center for Embedded Artificial Intelligence and Smart Energy Systems (CEAISES), Directorate of Information and Communication Technology (DICT) and University Artificial Intelligence Committee shall be responsible for the dissemination, implementation, monitoring, and enforcement of this Policy. Faculties, Departments, and academic units shall take necessary steps to ensure awareness, understanding, and compliance with the provisions of the Policy among staff and students.

In recognition of the rapid evolution of AI technologies and their implications for higher education, this Policy shall be subjected to periodic review e.g. at least once every two (2) years. Such reviews shall take into account technological advancements, changes in national and international regulations, institutional experiences and developments, and emerging best practices in teaching, learning, assessment, and research.

The Policy may be amended, updated, or replaced as deemed necessary by the University through the appropriate approval processes, to ensure its continued relevance, effectiveness, and alignment with the University's mission and values.

12. Conclusion

AI presents ATBU with an opportunity to enhance teaching, accelerate research, improve institutional services, support innovation, and contribute to Nigeria's technological development. However, responsible AI adoption requires governance, transparency, human oversight, data protection, academic integrity, ethical awareness and continuous capacity development.

ATBU shall therefore pursue a human-centered, responsible and innovation-oriented AI strategy in which technology strengthens the University's core academic mission rather than displacing human scholarship and professional judgement. Hence, the University's approach shall be guided by the principle:

"AI should augment human intelligence, academic excellence and institutional effectiveness—not replace human responsibility."

Appendix A: Implementation Roadmap (2026-2028)

Phase	Timeline	Key Actions
Phase 1: Communication & Capacity Building	2026 Academic Session	1. Disseminate and launch the approved AI Policy. 2. Initiate mandatory awareness seminars for all academic staff. 3. Integrate AI literacy modules into undergraduate orientation programmes.
Phase 2: Infrastructure Development	2026-2027	1. Procure and deploy the pilot ATBU Secure AI Gateway. 2. Develop and publish detailed library guides on AI citation and use.
Phase 3: Deep Integration & Research	2027-2028	1. Incentivized curriculum redesign grants for AI-enhanced learning. 2. Launch a seed fund for research projects on AI for local/agricultural/engineering applications and bias mitigation. 3. Establish a community of practice for faculty on AI in education.

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