IMO STATE UNIVERSITY, OWERRI

UNIVERSITY ARTIFICIAL INTELLIGENCE POLICY

Policy Reference: IMSU/AI/2026/001
Approving Authorities: Senate (academic provisions); University Council (ratification)
Responsible Executive: Vice-Chancellor
Custodian: University Artificial Intelligence Governance Committee (UAIGC)
Effective Date: [Date of Council Ratification]
Review Cycle: Not more than 12 months

PART A: FOUNDATIONS

1. Preamble and Rationale

Artificial intelligence (AI) is reshaping how universities teach, learn, research, and administer. National surveys indicate that most Nigerian lecturers and students already use AI tools, yet few have received formal training, and most institutions lack clear rules for their use. The National Universities Commission (NUC) now requires every university to adopt an institutional AI policy, constitute an AI Governance Committee, and define acceptable and prohibited uses of AI in academic work.

Imo State University, Owerri (IMSU) recognises that AI presents significant opportunities for enhancing learning, research, and administrative efficiency, but also poses risks to academic integrity, data privacy, and equity. Studies specific to IMSU have found that AI has substantially impacted students' reading culture and access to academic resources, and have recommended that lecturers be trained in AI use while administrators ensure students do not deploy AI unethically during examinations. This Policy is IMSU's response to these realities.

2. Policy Objectives

This Policy aims to:

(a) Establish clear, enforceable standards for the responsible, ethical, and transparent use of AI by all members of the University community;
(b) Protect and uphold academic integrity in teaching, learning, research, and examinations;
(c) Assign specific duties to lecturers, students, researchers, and administrative staff;
(d) Safeguard personal data in accordance with the Nigeria Data Protection Act 2023 and its Regulations;
(e) Ensure that AI supports, rather than supplants, human judgement in decisions that significantly affect individuals;
(f) Promote AI literacy and capacity building across the University; and
(g) Provide a fair and transparent process for investigating and sanctioning AI-related misconduct.

3. Scope and Applicability

This Policy applies to all:

- Academic staff (lecturers, professors, demonstrators, and teaching assistants);
- Students at undergraduate, postgraduate, and diploma levels;
- Researchers and research associates;

- Administrative and technical staff; and
- Third-party contractors and partners who use AI in connection with University activities.

It covers all AI systems, including generative AI tools (e.g., ChatGPT, Claude, Gemini), AI writing assistants, AI image generators, AI-powered analytics, and any AI features embedded in University platforms.

PART B: DEFINITIONS AND GUIDING PRINCIPLES

4. Key Definitions

Term	Meaning
AI-assisted work	Work in which a person used AI for part of the process and remains the author responsible for the final product.
AI-generated content	Content produced substantially by an AI system with little or no transformation by the person submitting it.
AI detection tool	Software that estimates whether content was produced by AI. Its output is a probability estimate and is **not** conclusive evidence of authorship.
AI disclosure form	The form on which a person records the AI tools used, their purposes, and how outputs were verified.
High-risk AI	AI systems used for decisions affecting admission, grading, progression, discipline, employment, or access to fundamental rights.

5. Guiding Principles

All AI use at IMSU shall be governed by the following principles, adapted from established Nigerian university AI frameworks:

1. **Human-centricity.** AI supports the work of teachers, researchers, administrators, and students. People make the judgements and carry the responsibility.
2. **Ethics and accountability.** AI use must be lawful, transparent, and subject to human oversight.
3. **Academic integrity.** AI serves honest scholarship, original thought, and deep learning. It must never be used to fabricate, falsify, or misrepresent academic work.
4. **Equity and inclusion.** AI deployment must not exacerbate the digital divide or create new forms of educational disadvantage.
5. **Data protection and privacy.** Personal data must be handled in compliance with the Nigeria Data Protection Act 2023.

PART C: GOVERNANCE AND ACCOUNTABILITY

6. University Artificial Intelligence Governance Committee (UAIGC)

The Vice-Chancellor shall constitute a standing University Artificial Intelligence Governance Committee with the following membership:

- Chair: A Principal Officer designated by the Vice-Chancellor;
- Representatives from each Faculty;
- Director of ICT;
- University Librarian;
- Data Protection Officer;
- Representative of the Students' Union;
- Legal Officer; and
- Co-opted experts as required.

Functions of the UAIGC:

(a) Oversee the implementation of this Policy;
(b) Issue detailed implementation guidelines and a risk-approval matrix;
(c) Maintain a **Register of Approved AI Tools** for institutional use;
(d) Review and approve high-risk AI systems before deployment;
(e) Monitor AI-related incidents and trends;
(f) Recommend amendments to Senate; and
(g) Report annually to Senate and Council on AI governance.

7. Risk Classification and Approval Matrix

The UAIGC shall apply the following minimum approval requirements, adapted from the University of Ilorin AI Policy:

AI Application	Risk Level	Minimum Approval
Personal productivity tools (e.g., grammar checkers, citation managers)	Low	User / Unit
Teaching assistance (lesson planning, content drafting)	Low–Moderate	Department / Faculty
Research applications (data analysis, literature review support)	Moderate	Research governance structures
Institutional data analytics	Moderate–High	ICT Directorate / UAIGC

AI Application	Risk Level	Minimum Approval
Student admission or progression decisions	High	UAIGC and Senate-approved authority
Employment or recruitment	High	Management / appropriate authority
Sensitive personal data or biometrics	High	Data Protection Officer and UAIGC
Decisions affecting fundamental rights or significant opportunities	High	Designated senior governance authority

PART D: RESPONSIBILITIES BY ROLE

8. Responsibilities of Lecturers and Academic Staff

Academic staff shall:

(a) **Complete mandatory AI literacy training** provided by the University before integrating AI into teaching or assessment;
(b) **Clearly state in each course outline** the permitted level of AI use for every assessment, using the University's AI Use Level Scale (Section 10);
(c) **Design assessments** that promote original thinking and minimise opportunities for unauthorised AI use;
(d) **Disclose AI use in their own teaching materials and research**, where AI has contributed to content generation;
(e) **Not use AI to generate examination questions, marking schemes, or feedback without human verification** and departmental approval;
(f) **Report suspected AI-related academic misconduct** through the established procedures; and
(g) **Refrain from using AI to conduct covert surveillance or emotion recognition of students**.

9. Responsibilities of Students

Students shall:

(a) **Read and comply with the AI Use Level specified** for each assessment by the lecturer;
(b) **Submit an AI Disclosure Form** for any assessment where AI use above Level 0 is permitted, recording the tool used, its purpose, and how outputs were verified;
(c) **Remain the responsible author** of all submitted work—AI must not be used to produce work that is submitted as the student's own original effort where this is prohibited;
(d) **Not use AI to gain an unfair advantage** during examinations, tests, or practical assessments;
(e) **Not share, upload, or input confidential University data, personal data of others, or examination materials** into public AI tools; and
(f) **Complete AI literacy modules** as required by their Faculty.

10. AI Use Level Scale for Assessments

The University adopts a five-level scale, modelled on established practice, that specifies exactly how much AI each assessment allows:

Level	Description	Permitted Use
Level 0	No AI	AI tools may not be used at all. Applies to invigilated examinations, tests, and practicals.
Level 1	AI for planning only	AI may be used for brainstorming, outlining, or structuring ideas, but no AI-generated text may appear in the submission.
Level 2	AI for editing and refinement	AI may be used for grammar checking, paraphrasing, and language polishing of the student's own work.
Level 3	AI for drafting with disclosure	AI may be used to generate draft content, provided it is substantially revised, critically evaluated, and fully disclosed.
Level 4	AI as a collaborative tool	AI may be used extensively as a tool for exploration and generation, with full disclosure and critical reflection on its role.

Lecturers must specify the applicable level for every assessment in the course outline. Where no level is stated, **Level 1 (planning only)** shall apply as the default.

11. Responsibilities of Researchers

Researchers shall:

(a) **Disclose AI use in all research outputs**, including theses, dissertations, journal articles, and grant applications, specifying the tools used and their contribution;
(b) **Not list AI as an author** of any scholarly work—authorship remains with human researchers who take responsibility for the content;
(c) **Verify all AI-generated content** against primary sources and ensure that citations are accurate and not fabricated;
(d) **Comply with funder and publisher AI policies** where applicable; and
(e) **Obtain ethics approval** for research involving AI systems that process personal data or affect human subjects.

PART E: EXAMINATIONS AND ACADEMIC INTEGRITY

12. Examinations and Invigilated Assessments

(a) **AI tools are strictly prohibited** in all invigilated examinations, tests, and practical assessments (Level 0).
(b) Invigilators shall ensure that electronic devices capable of accessing AI tools are not used in examination halls, except where assistive technology is approved for students with disabilities.
(c) Any student found using AI tools during an invigilated examination shall be subject to the University's examination malpractice procedures. Under existing IMSU regulations, examination

malpractices attract expulsion from the University.
(d) The University shall deploy a combination of **visual inspection, software detection tools, and critical assessment of work** to identify AI-generated content in take-home and coursework assessments. AI detection tools shall be used as one indicator only, not as conclusive proof of misconduct.

13. Academic Integrity and AI-Related Misconduct

The following constitute AI-related academic misconduct:

(a) Submitting AI-generated content as one's own original work where the applicable AI Use Level prohibits such use;
(b) Failing to submit a required AI Disclosure Form;
(c) Fabricating or falsifying research data, citations, or results using AI;
(d) Using AI to impersonate another person or to complete an assessment on another's behalf;
(e) Circumventing AI detection tools or deliberately disguising AI-generated content; and
(f) Sharing or facilitating the sharing of examination questions or answers through AI tools.

14. Investigation and Sanctions

(a) Suspected AI-related misconduct shall be reported to the relevant Departmental Academic Integrity Officer and referred to the University's established disciplinary structures.
(b) **No sanction shall be imposed solely on the output of an AI detection tool.** Findings of misconduct must be supported by corroborating evidence and a fair hearing.
(c) Sanctions shall be proportionate to the severity of the misconduct and consistent with the University's existing Academic Integrity and Examination Regulations.
(d) Students and staff shall have the right to **appeal** any decision through the University's grievance procedures.

PART F: DATA PROTECTION, PRIVACY, AND PROHIBITED USES

15. Data Protection and Privacy

(a) All AI use involving personal data shall comply with the **Nigeria Data Protection Act 2023** and its Regulations.
(b) **Confidential University data, student records, staff records, and examination materials shall not be input into public AI tools** without express authorisation from the Data Protection Officer.
(c) AI systems that process sensitive personal data or biometrics shall be classified as **high-risk** and require approval from the Data Protection Officer and the UAIGC.

16. Prohibited Uses

The following AI uses are prohibited at IMSU, adapted from national best practice:

(a) Deliberately facilitating academic fraud or examination malpractice;
(b) Generating or distributing malicious, fraudulent, or unlawful content;
(c) Impersonation or identity fraud;
(d) Exposing confidential University or personal information without lawful authority;
(e) Intentional discrimination against individuals or groups;
(f) Manipulating individuals through deceptive or coercive means;
(g) Creating or distributing non-consensual intimate, defamatory, or deceptive synthetic content;
(h) Circumventing cybersecurity controls;
(i) Fabricating research evidence or manipulating results;

(j) Covert or indiscriminate surveillance, social scoring, or emotion recognition of students or staff;
(k) Fully automated final decisions on grading, discipline, admission, employment, or dismissal; and
(l) Any other use that violates applicable law or University regulations.

PART G: IMPLEMENTATION, CAPACITY BUILDING, AND REVIEW

17. Capacity Building and AI Literacy

(a) The University shall provide **mandatory AI literacy training** for all academic staff, with refresher sessions at least every two years.
(b) AI literacy modules shall be integrated into the curriculum for all students, with particular attention to ethical use, data privacy, and academic integrity.
(c) The University Library and ICT Directorate shall provide guidance and resources on approved AI tools and responsible use.

18. Infrastructure and Equity

The University recognises that disparities in digital infrastructure and access can affect the equitable use of AI. IMSU shall endeavour to provide adequate connectivity, computing facilities, and licensed AI tools to support staff and students, and shall monitor for any emerging digital divide in AI access.

19. Monitoring, Evaluation, and Review

(a) The UAIGC shall maintain records of AI incidents, approved tools, and high-risk system reviews.
(b) The Committee shall submit an annual report to Senate on the implementation of this Policy, including trends in AI-related misconduct and the effectiveness of mitigation measures.
(c) This Policy shall be reviewed at intervals of **not more than 12 months**, or earlier if national guidelines or technological developments so require.

20. Commencement

This Policy shall take effect from the date of ratification by the University Council and shall be binding on all members of the Imo State University community.

Approved by:

Vice-Chancellor
Imo State University, Owerri

Chairman, University Council
Imo State University, Owerri

Date: _____