

Thomas Adewumi University
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Nigeria

Artificial Intelligence (AI) Policies, Guidelines & Resources

Version 2.0(2024)



Acronyms

AI: Artificial Intelligence

AICtr: AI Research Centre, TAU

DripDev: Directorate of Research, Innovation and Product Development

FAIR: Federated AI-Ready

FAIR (Principles): Findable, Accessible, Interoperable, Reusable

FME: Federal Ministry of Education

GenAI: Generative Artificial Intelligence

GPTs: Generative Pretrained Transformers

LLMS: Large Language Models

NITDA: National Information Technology Development Agency

NUC: National Universities Commission

NDPR: Nigerian Data Protection Regulation



1.0 Purpose and Scope

This policy governs the use of Artificial Intelligence (AI) technologies within Thomas Adewumi University (TAU), establishing guidelines for students, faculty, staff, and administrators. The policy aims to promote innovative use of AI while ensuring academic integrity, ethical considerations, and compliance with Nigerian educational standards. To ensure easy navigation of the changing landscape of the university system in the age of AI, TAU has developed in addition to this policy, training for all stakeholders to foster awareness about the proper use of AI in administrative and academic activities.

2.0 General Principles

1. TAU recognises the transformative powers of AI technology.
2. TAU believes that AI has the potentials to enhance education and research when used appropriately.
3. TAU affirms that all teaching and research activities must be conducted with integrity and has laid-down policies to support them.
4. TAU affirms that the use of AI in teaching and research must align with the university's academic integrity policies and ethical standards as set out in the various handbooks.
5. TAU has made transparency about the use of AI tools in all academic and administrative contexts a mandatory requirement.
6. TAU insists that priority must be given to user privacy and data protection when using AI systems.

3.0 Guidelines on the Use of AI in Thomas Adewumi University

3.1 Academic Use Guidelines

3.1.1 For Students

TAU encourages her students to leverage AI tools as learning aids while maintaining academic integrity and developing critical thinking skills. In all research and coursework, students are permitted to use AI for preliminary research, literature reviews, and understanding complex concepts. Students may use instructor-prescribed AI tools for **language usage checks, writing improvement, and self-assessment purposes only**. In special circumstances and subject to the permission of the instructors, students can use AI tools as supplementary resource to traditional learning materials and instructor guidance when seeking explanations or clarifications on specific topics/subject areas.

Transparency Requirements for Students

Full transparency regarding AI usage in academic work is a strict requirement in TAU. Students must properly document any form of AI assistance in their assignments, including specifying



the AI tool(s) used and the extent of use (e.g. brainstorming ideas, confirming unsure factual statements, etc).

Every submission by students must include an AI disclosure paragraph.

Verification Requirements for Students

When using AI for writing assistance, it is the responsibility of the students to substantially revise and verify all AI-generated content, ensuring original thought and analysis in their work. Given that academic integrity is paramount at TAU, students are strictly prohibited from submitting AI-generated content as their original work without substantial modification and proper attribution.

Use of AI during Assessments

Using AI tools during assessments (quizzes, tests and examinations) is strictly forbidden unless explicitly authorized by the instructor/examiner in which case an AI disclosure paragraph is required.

Sharing AI generated Work

The sharing of AI-generated solutions to assignments among students is forbidden as this violates academic integrity policies of TAU and constitutes examination misconduct.

3.1.2 For Faculty

Faculty members play a crucial role in guiding the students towards appropriate use of AI in their courses. In TAU, faculty members may incorporate AI tools into their curriculum if they believe that the use will significantly improve learning outcomes.

Providing Guidelines on AI Usage

When implementing AI in courses, it is the responsibility of the faculty to provide detailed guidelines regarding acceptable AI use for specific assignments and learning activities. They are responsible for developing their students' AI literacy, teaching critical evaluation of AI-generated content, and fostering responsible AI use practices.

Assessment Design

Rather than ensure information recall and notes regurgitation, faculty must ensure to create assignments that emphasize critical thinking, promote creativity and application of knowledge in the students. Their assessment design must evolve to address the capabilities of AI technology by designing AI-aware assessments that test students' ability to analyse, evaluate, and synthesize information rather than reproduce it. While faculty may employ AI detection



tools to maintain academic integrity, they should focus on creating assignments that naturally require human insight and original thinking.

Maintaining Base Knowledge of AI

Faculty members are encouraged to maintain current knowledge of AI capabilities and limitations within their field through participating in professional development activities related to AI in education and share best practices with colleagues. Regular department-level discussions about AI integration strategies and challenges are encouraged to ensure consistent and effective approaches across courses.

3.1.3 Research Guidelines

As TAU begins the needed transition from a teaching university to research intensive one, it is important to provide some guide for the use of AI tools in research.

- i. To maintain the highest standards of academic integrity, the integration of AI in all university research activities must align with the established research ethics guidelines specified in the TAU research ethics and compliance codebook.
- ii. Researchers utilizing AI tools must provide explicit disclosure in all publications, presentations, and research outputs, detailing the specific AI systems employed and their role in the research process.
- iii. AI technologies should serve only to enhance and accelerate scholarly inquiry rather than replace fundamental research methodologies or researcher judgment. This includes using AI for data analysis, literature review synthesis, and research process optimization while maintaining human oversight and interpretation of results.
- iv. Research data must be protected from unauthorized AI access or manipulation.
- v. All research datasets used for AI training, testing and analysis must be properly sourced, documented, and archived according to the FAIR Principles.
- vi. Privacy impact assessment is strictly required for all AI-assisted research projects in TAU.

3.1.4 Administrative Use Guidelines

TAU recognises the use of AI technologies to enhance administrative efficiency while maintaining security and service quality. The following are approved administrative applications for use in TAU:

- i. Integration of AI-powered student support services in the university portal (for admissions/enrolment management, academic advising, and career guidance).
- ii. Integration of workflow automation (focusing on routine tasks such as document processing, scheduling, and basic inquiry responses) into the staff portal.
- iii. The use of AI tools for data analysis and reporting processes for the purpose of generating insights for strategic planning and operational improvements.



- iv. The integration of AI-assisted communication systems (chatbots) into the student portal to enhance student support services, and ensure timely and accurate responses to routine inquiries.

Privacy and Data Protection in Administrative use of AI

TAU is bound by the Nigerian data protection regulations, therefore, data protection in administrative AI use must follow strictly the security protocols outlined in the Nigeria Data Protection Act, 2023.

- i. Under no circumstances should sensitive institutional, student, or staff data be input into public AI systems or platforms without proper security measures and agreements in place.
- ii. The university will conduct regular security audits of all AI tools and systems used in administrative functions, to ensure compliance with data protection requirements and maintain the confidentiality of institutional information.

Training

security protocols and data handling procedures to maintain the integrity of university operations.

4.1 Implementation and Compliance

Training and Support Requirements

All stakeholders must complete regular training on AI use as specified below:

1. **Mandatory Training:**
 - All faculty and staff must complete AI literacy training.
 - Students must complete AI ethics orientation.
 - Regular updates on AI policy changes.
2. **Support Systems:**

To provide institutional support, the DripDev and AICtr will:

- Establish an AI policy help desk.
- Organise regular workshops and guidance sessions.
- Provide online resources and documentation.
- Provide tool recommendations and evaluations.
- Self-paced study modules.



Review and Updates

This policy will be renewed yearly after policy effectiveness assessment, technology landscape evaluation and stakeholder feedback incorporation. However, emergency updates may be necessary due to rapid response to emerging AI challenges, immediate security threat handling and temporary measure implementation

Contact Information

- AI Policy Committee: dripdev@tau.edu.ng
- Technical Support: dict@tau.edu.ng
- Academic Integrity Office: academicaffairs@tau.edu.ng



Appendices

Appendix A.

Approved AI Tools List

The following are the approved AI Tools list. Please note that the list may be updated from time to time without a public announcement. It is the responsibility of all faculty, staff and students to consult this policy document before embarking on AI usage.

General Purpose AI Tools

1. ChatGPT (Premium accounts provided for faculty)
2. Google Bard
3. Claude (Institutional Licence)
4. Google Gemini

Specialized Academic Tools

1. Grammarly Enterprise
2. TurnItIn AI Writing Detection
3. Microsoft Copilot



Appendix B

Nigerian Educational Technology Guidelines Compliance Statement

This policy adheres to the following Nigerian educational technology regulations and guidelines:

1. National Universities Commission (NUC) Digital Learning Guidelines
2. Nigerian Data Protection Regulation (NDPR) Compliance
3. Nigerian Communications Commission (NCC) Guidelines
4. Federal Ministry of Education (FME) ICT Integration Policy
5. Nigerian Educational Research and Development Council (NERDC) Standards
6. NITDA (National Information Technology Development Agency) Framework