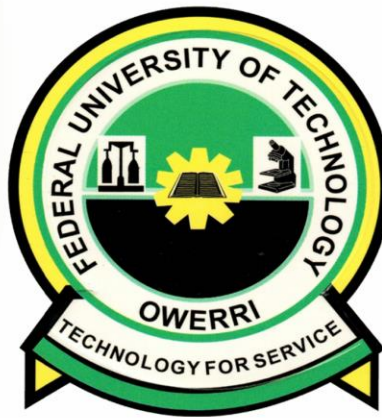


FEDERAL UNIVERSITY OF TECHNOLOGY, OWERRI - FUTO



ARTIFICIAL INTELLIGENCE (AI) POLICY (FUTO-AI POLICY)

First Edition

DOCUMENT CONTROL

Policy owner: Federal University of Technology, Owerri, Nigeria

Coordinating offices: Office of the Deputy Vice-Chancellor (Research, Development and Innovation); Information, Communication Technology (ICT) Centre; Centre for Research, Innovation and Development (CRID); Directorate of Academic Planning and Development, Quality Assurance Unit; University Library; Registry (Legal Unit); Bursary; and other relevant units.

Approval authority: Senate of the Federal University of Technology, Owerri, Nigeria

Effective date: July 2026.

Review cycle: Three years, and earlier where there are material changes in technology.

Status note: The Policy does not itself amend existing University Act or Statutory regulations/ approval processes.

FOREWORD

The Federal University of Technology, Owerri (FUTO) is committed to advancing the frontiers of knowledge, technology and human development in service of society. As the premier University of Technology in Nigeria, the FUTO recognises artificial intelligence (AI) as a transformative force reshaping how knowledge is generated, teaching and learning are delivered, research is conducted, institutions are managed, and innovative ideas are translated into practical solutions. The University also plays a significant role in advancing research, education and application in Nigeria. Through its academic strengths in computer science, engineering, mathematics, health and other science and technology disciplines, the University is well positioned to contribute to the development of knowledge, expertise and solutions that address national and global challenges. Its academic programmes, specialised training and research activities provide opportunities to equip students and researchers with the knowledge, competencies and innovative mindset required to participate meaningfully in the evolving AI ecosystem in Nigeria and beyond.

The University's commitment to technological innovation is also reflected in the retooling of old, and development of new degree programmes designed around AI-driven technologies and their applications across critical sectors of the economy. These include financial services, health, built environment, oil and gas, agriculture, core engineering, and the wider science and technology sectors. By integrating emerging technologies into education, research and professional training, FUTO seeks to prepare graduates who can respond to changing industry demands, develop context-specific solutions, create new enterprises and contribute to sustainable economic growth. This commitment is further strengthened through collaborations with industry, government agencies, and national and international organisations in AI-related research, capacity development, technology transfer and innovation.

For a technology-focused institution whose motto is **"Technology for Service,"** the responsible adoption of artificial intelligence presents an important opportunity to strengthen teaching and learning, accelerate research and innovation, improve institutional administration, support entrepreneurship, enhance engagement with industry and society, and increase the University's visibility and competitiveness in the global knowledge economy. AI also offers new possibilities for interdisciplinary research, the development of locally relevant technologies, the commercialisation of research outputs and the advancement of solutions to Nigeria's developmental priorities.

This AI Policy therefore adopts an enabling but accountable approach. It does not regard artificial intelligence as a substitute for human judgement, professional responsibility, academic learning or institutional governance. Rather, it establishes principles, responsibilities and safeguards to enable members of the University community to harness AI effectively, ethically and responsibly while protecting privacy, academic integrity, fairness, intellectual property, information security and public trust. The Policy is intended to promote a culture in which technological experimentation and creativity are encouraged, but always accompanied by transparency, accountability and respect for established academic and professional standards.

The Policy further provides a framework for strengthening AI literacy and competencies among staff and students, promoting responsible AI research, encouraging interdisciplinary collaboration, supporting innovation and entrepreneurship, and facilitating the translation of research outcomes into practical applications. Its successful implementation will involve sustained consultation, con-

tinuous staff and student training, appropriate digital infrastructure, access to relevant tools, clear operational guidelines, effective institutional oversight and periodic review in response to technological developments and emerging regulatory requirements.

As FUTO advances its vision under the mantra **"FUTO. The Pioneer. The Innovator. To Serve,"** this Policy represents an important step towards positioning the University as a leading centre for responsible AI education, research, innovation and application. It calls upon all members of the University community to embrace the opportunities presented by artificial intelligence, contribute to its responsible development and deployment, and ensure that technological progress remains firmly directed towards knowledge creation, national development and the service of humanity.

I commend this Policy to the staff and students of the Federal University of Technology, Owerri and encourage its diligent implementation in the pursuit of academic excellence, technological leadership, innovation and service to society.

Prof. Ikechukwu N. S. Dozie

Vice-Chancellor

Federal University of Technology, Owerri, Nigeria

EXECUTIVE SUMMARY

This Policy establishes a University-wide framework for the responsible development, acquisition, use and oversight of AI systems at FUTO. It applies to teaching, learning, assessment, research, publication, innovation, community engagement, administration, student support, institutional analytics and services delivered by third parties on behalf of the University.

The Policy permits beneficial uses of AI while requiring users to disclose and verify AI assistance where appropriate, protect confidential and personal information, respect intellectual property, assess bias and reliability, and retain human accountability for consequential decisions. It distinguishes routine, low-risk uses from high-impact uses that require prior review and written approval. It also provides for governance, training, procurement coordination, monitoring, incident reporting, enforcement and phased implementation.

Brief history of Federal University of Technology, Owerri

Federal University of Technology, Owerri also known as FUTO was established by Executive fiat in October 1980 as the pioneer University of Technology in Nigeria. FUTO admitted her first set of 225 students in the 1981/1982 academic session into the School of Natural and Applied Sciences with initial staff strength of 23 and Prof. Umaru Dechi Gomwalk as the pioneer Vice-Chancellor. The law establishing the University has been consolidated into the Federal Universities of Technology Act, Cap F23, Volume 7, Laws of the Federation of Nigeria, 2004.

Motto:

The motto of the University is *Technology for Service*.

Vision:

The Federal University of Technology, Owerri seeks to become a Centre of excellence in Science and Technology for training high level manpower capable of contributing to the development of society.

Mission:

The University is to be a model citadel of learning and scholarship with emphasis on imparting not only theoretical knowledge, but more importantly, practical skills that can provide solutions and service to humanity.

Objectives of the University:

The objectives of the University as contained in the Act establishing it include the following:

- To encourage the advancement of learning and to hold out to all persons without distinction of race, creed, sex or political conviction, the opportunity of acquiring a higher education in technology.
- To develop and offer academic and professional programmes leading to the award of diplomas, first degrees and higher degrees which emphasize planning, adaptive, technical maintenance, developmental and productive skills in engineering, scientific, agricultural, medical, and allied professional disciplines

- To act as agent and catalyst, through postgraduate training, research and innovation for the effective and economic utilization, exploitation, and conservation of the country's natural, economic, and human resources.
- To establish appropriate relationship with other national institutions involved in training, research, and development of technologies.
- To identify technological problems and needs of the society and find solution to them within the context of overall national development.
- To provide and promote sound basic scientific training as a foundation for the development of technology and applied sciences.

Objective of the FUTO Artificial Intelligence (AI) Policy (FUTO-AI Policy):

This policy establishes guidelines for the acceptable use of AI within the University, balancing innovation with ethical considerations. By adhering to these principles, the University aims to harness the benefits of AI while safeguarding the rights and well-being of its community members.

Scope of the AI Policy: This policy applies to all faculty, staff, students, and third-party vendors utilizing AI technologies on behalf of the University.

TABLE OF CONTENTS

	Acronyms	9
1. 0	Introduction and institutional context	10
2.0	Purpose and objectives	10
3. 0	Scope and application	11
4.0	Definitions	11
5. 0	Guiding principles	12
6. 0	Risk classification and approval	13
7. 0	AI in teaching, learning and assessment	14
8.0	AI in research, scholarship and publication	15
9.0	AI in innovation, technology transfer and community engagement	16
10.0	AI in administration and institutional decision-making	16
11.0	Data governance, privacy, cybersecurity and intellectual property	17
12.0	Procurement, development and deployment of AI systems	18
13.0	Governance and responsibilities	18
14.0	Capacity building and AI literacy	20
15.0	Transparency, disclosure and documentation	20
16.0	Monitoring, evaluation and audit	21
17.0	Non-compliance, complaints and remedies	21
18.0	Implementation roadmap and funding	21
19.0	Policy review and commencement	22
	Appendix A: Suggested AI-use disclosure statements	23
	Appendix B: Minimum AI system assessment checklist	24
	Appendix C: Quick guide to AI use in coursework	25
	References and related instruments	26

ACRONYMS

AI — Artificial Intelligence

GenAI — Generative Artificial Intelligence

DVC, RD&I — Deputy Vice-Chancellor, Research, Development and Innovation

CRID — Centre for Research, Innovation and Development

ICT — Information and Communication Technology

NUC — National Universities Commission

NDPA — Nigeria Data Protection Act

NDPC — Nigeria Data Protection Commission

QA — Quality Assurance

VC — Vice-Chancellor

DPIA — Data Protection Impact Assessment

IP — Intellectual Property

RDM — Research Data Management

1.0 INTRODUCTION AND INSTITUTIONAL CONTEXT

1.1 Background

FUTO was established in 1980 as a pioneer university of technology in Nigeria. Its vision, mission and statutory objectives place emphasis on science and technology, practical skills, research, innovation, productive capacity and solutions to societal needs. AI can support these priorities when adopted in ways that are safe, inclusive, transparent and fit for local contexts.

AI-enabled tools are increasingly embedded in search, writing, translation, coding, data analysis, learning platforms, image and video production, robotics and administrative software. These tools may improve access to expertise and productivity, but can also generate inaccurate or fabricated information, reproduce bias, expose confidential data, infringe rights, weaken learning if misused, or obscure the basis of decisions.

1.2 Institutional approach

FUTO shall pursue human-centred and risk-proportionate adoption of AI. The University shall encourage experimentation and research while ensuring that AI deployment is aligned with its statutes, academic regulations, research and publication policies, ICT and information-security requirements, procurement rules, financial regulations, data protection obligations and other applicable laws.

1.3 Relationship with other instruments

This Policy shall be read together with relevant University policies and national laws. Where a conflict appears to arise, the matter shall be referred to the University's Legal Unit. This Policy does not override statutory powers, academic regulations, approved assessment rules, employment terms, research ethics requirements or applicable law.

2.0 PURPOSE AND OBJECTIVES

The purpose of this Policy is to provide a clear and adaptable framework for acceptable, ethical, secure and productive use of AI throughout FUTO.

- Promote responsible AI adoption in teaching, learning, research, innovation, administration and community engagement.
- Protect academic integrity, human agency, privacy, confidentiality, intellectual property and institutional information.
- Develop AI literacy and practical competence among staff, students and other relevant stakeholders.
- Support interdisciplinary research, local-language and locally relevant AI solutions, entrepreneurship and responsible technology transfer.
- Ensure AI systems are selected, developed and deployed through appropriate governance, risk assessment and procurement controls.
- Prevent or mitigate discrimination, unfair treatment, misinformation, unsafe outputs and unjustified reliance on automated decisions.
- Improve service quality, operational efficiency, research productivity, evidence-informed planning and institutional visibility without compromising data quality or integrity.

- Create mechanisms for disclosure, monitoring, incident reporting, audit, review and accountability.

3.0 SCOPE AND APPLICATION

This Policy applies to all University staff, students, researchers, visiting scholars, contractors, consultants, vendors, collaborators and other persons who use AI systems in University-related activities or process University data on the University's behalf. It applies to AI tools whether free or paid, locally hosted or cloud-based, developed by FUTO or acquired from third parties, and whether accessed through a browser, mobile device, software application, laboratory equipment or integrated institutional system.

The Policy covers, among other activities, teaching and learning; coursework and examinations; research design and data analysis; theses, dissertations and publications; grant applications and reports; peer review where authorised; software development; student services; admissions and recruitment; staff management; finance and procurement; library services; institutional reporting and rankings; communications; and commercialisation. Personal use of AI unrelated to University activities is outside the direct operational scope of this Policy, except where it involves University resources, data, identity, reputation or obligations under applicable University rules or law.

4.0 DEFINITIONS

4.1 Artificial Intelligence (AI): Computer-based systems that infer from inputs how to generate predictions, recommendations, content or decisions that may influence physical or digital environments.

4.2 Generative AI (GenAI): AI systems capable of producing new text, images, audio, video, code, synthetic data or other content.

4.3 AI system: A tool, model, application or integrated service that uses AI to perform a task or support a decision.

4.4 AI-assisted work: Work in which AI has contributed to ideation, drafting, analysis, translation, coding, editing, visualisation or another substantive stage.

4.5 High-impact use: Use that may materially affect a person's rights, opportunities, safety, academic progression, employment, finances or access to essential University services.

4.6 Personal data: Information relating to an identified or identifiable individual, as defined under applicable data-protection law.

4.7 Confidential information: Non-public information entrusted to or held by the University, including examination materials, unpublished research, personnel records, student records, credentials, procurement information and protected commercial information.

4.8 Human oversight: Meaningful review by a competent and authorised person who can question, correct, override or stop an AI-supported process.

4.9 AI-use disclosure: A clear statement describing material AI assistance, the tool or service used where relevant, and the nature of the assistance.

4.10 AI literacy: The ability to understand AI capabilities and limitations and to use, evaluate and govern AI responsibly.

5. 0 GUIDING PRINCIPLES

Human agency and accountability. AI shall support, not displace, appropriate human responsibility. A named person or office remains accountable for decisions and outputs under their authority.

5.1 Academic integrity. AI shall not be used to misrepresent authorship, learning, data, research conduct or competence, or to evade assessment rules.

5.2 Transparency and disclosure. Material use of AI shall be disclosed when required by this Policy, course instructions, research protocols, publication rules or the nature of the decision.

5.3 Accuracy and verification. Users shall verify facts, citations, calculations, code, translations and other consequential outputs against reliable sources or independent methods.

5.4 Privacy and confidentiality. Personal, sensitive, confidential or restricted information shall not be entered into an AI service unless the use is authorised and the service and processing arrangements have been assessed as appropriate.

5.5 Fairness and inclusion. AI use shall be assessed for bias, accessibility, discriminatory effects and unequal impacts on groups or individuals.

5.6 Safety and security. Systems shall be proportionate to their intended purpose, tested for foreseeable risks, protected against misuse and monitored after deployment.

5.7 Lawfulness and respect for rights. AI use shall comply with applicable laws, licences, intellectual property rights, research ethics and University rules.

5.8 Proportionality. The degree of review and control shall reflect the likelihood and severity of harm, the sensitivity of the data and the significance of the decision.

5.9 Local relevance and sustainability. FUTO shall encourage solutions suited to Nigerian and African contexts, responsible resource use, interdisciplinary collaboration and equitable access.

6. o RISK CLASSIFICATION AND APPROVAL

Every proposed institutional AI system shall be considered according to its purpose, data, users, likely consequences and available safeguards. The following categories guide review; the University may issue a detailed assessment procedure.

6.1 Routine / lower-risk use

Examples may include brainstorming, language polishing, generating non-sensitive teaching examples, summarising public information, or assisting with code where no protected data is used. Users remain responsible for checking outputs and complying with disclosure requirements. Routine use does not require individual system approval unless other rules apply.

6.2 Moderate-risk use

Examples may include AI-assisted analysis of non-sensitive research data, student-facing chatbots, automated transcription of authorised meetings, or tools integrated into teaching workflows. The responsible unit shall document purpose, data handling, limitations, accessibility, human review and a route for correcting errors. Relevant ICT, data protection, QA, research or legal review shall be obtained as applicable.

6.3 High-impact or high-risk use

Examples include AI that materially informs admission, grading, progression, staff recruitment or appraisal, disciplinary decisions, access to financial support, health or wellbeing support, security monitoring, or allocation of significant resources. Such use requires documented risk assessment and written approval by the competent University authority before deployment. Meaningful human review, an appeal or correction route, testing for bias and errors, security review and ongoing monitoring are mandatory. AI alone shall not make final high-impact decisions unless expressly permitted by applicable law and formally authorised under an approved governance process.

6.4 Prohibited uses

- Using AI to fabricate research data, results, citations, qualifications, records, signatures or evidence.
- Submitting AI-generated work as wholly one's own where this misrepresents authorship or breaches the assessment, publication or research rules.
- Entering passwords, authentication secrets, examination questions, unpublished peer-review materials, restricted personnel records or confidential University data into an

unapproved AI service.

- Using AI to discriminate unlawfully, harass, impersonate, defraud, manipulate, or create deceptive material presented as authentic University communication.
- Deploying covert or unauthorised surveillance, biometric identification or emotion-inference systems in University settings.
- Using AI outputs as the sole basis for consequential academic, employment, disciplinary or student-welfare decisions without authorised human review.
- Circumventing cyber security controls, licensing restrictions, research ethics approvals or procurement rules through AI tools.
- Any additional prohibited use under applicable law or University regulations remains prohibited.

The University may suspend a system or use where there is credible evidence of serious harm, data exposure or unlawful processing.

7. o AI IN TEACHING, LEARNING AND ASSESSMENT

7.1 Responsibilities of lecturers, technologists and instructors

Lecturers, technologists and instructors should state, in course outlines, assignment briefs, teaching materials or the learning platform, what AI uses are permitted, restricted or prohibited for each relevant activity. Expectations should be clear before students undertake the work. Where no specific instruction is given, students should seek clarification rather than assume that all uses are permitted.

Instructors are encouraged to explore AI-supported teaching, including supplemental explanations, discussion prompts, ideation, language practice, simulations, formative feedback, accessible learning materials and comparative critique of AI-generated content. AI-generated material used in teaching must be checked for accuracy, relevance, bias, accessibility and appropriateness.

7.2 Student use

Students may use AI in ways expressly permitted by the lecturer/technologists/instructor and consistent with the learning outcomes and assessment rules. Students remain responsible for submitted work, including its accuracy, originality, sources, reasoning and compliance with instructions.

- Permissible uses may include brainstorming, planning, explanations of concepts, language support, practice questions and feedback where allowed.
- Restricted uses may include drafting substantial portions of assessed work, generating code or analysis that the student is expected to produce independently, or using AI in take-home examinations. The instructor shall specify the boundary.
- Prohibited uses include unauthorised AI assistance during examinations, concealing material AI contribution where disclosure is required, submitting fabricated references or data, and using AI to impersonate another student or misrepresent competence.

7.3 Assessment design

Departments and instructors should design assessment to evaluate learning outcomes, reasoning, practical competence and the student's ability to explain and defend their work. Where appropriate, assessment may include oral explanation, supervised work, practical demonstrations, drafts, reflective statements, process logs or verification of data and sources. AI-detection software shall not be treated as conclusive proof of misconduct; any allegation must be assessed fairly using multiple forms of evidence and established University procedures.

7.4 Disclosure in academic work

Where AI use is permitted and material, students should state the tool or service used, the purpose of use and the parts of the work affected. The instructor may require a fuller account, including prompts, output records or a reflection on verification. Routine spelling correction need not be disclosed unless the instructor or assessment instructions require it.

7.5 Equity and access

Departments should consider differences in students' access to devices, connectivity, paid tools, disability accommodations and language support. AI shall not be made compulsory for an assessment unless access arrangements are reasonable and equitable.

8. o AI IN RESEARCH, SCHOLARSHIP AND PUBLICATION

8.1 Responsible research use

AI may support literature mapping, research planning, translation, coding, statistical workflows, data visualisation, transcription, hypothesis generation and other research tasks where scientifically appropriate. Researchers must validate outputs, retain appropriate records and ensure that methods are reproducible to the extent required by the discipline.

AI-generated citations, quotations, datasets, images, analyses and claims must be verified. Researchers shall not invent or knowingly retain fabricated references, results or evidence. AI shall not be listed as an author where authorship requires human accountability; human authors remain responsible for the entire work and must follow the applicable journal, funder and professional requirements.

8.2 Research ethics and sensitive data

AI use involving human participants, animal subjects, clinical or health-related information, identifiable data, confidential institutional records, culturally sensitive knowledge or other regulated material must comply with the relevant ethics approval, consent terms, data-management plan and applicable law. Researchers shall seek ethics amendment or additional approval where the introduction of AI materially changes methods, risks, consent, data processing or participant communication.

8.3 Grant applications and reporting

AI may assist with planning, editing and presentation of grant proposals or reports where the funder permits it. Applicants and principal investigators remain responsible for factual accuracy, budgets, citations, originality, declarations and compliance with funder rules. AI shall not be used to fabricate preliminary findings, collaborator commitments, credentials, quotations or institutional approvals.

8.4 Peer review and editorial work

Unpublished manuscripts, confidential peer-review reports, grant applications and editorial materials shall not be submitted to an external AI service unless the relevant journal, funder or institution authorises it and confidentiality and data-protection requirements are satisfied. Reviewers shall not delegate confidential evaluative judgement to AI in a way that breaches the terms of their appointment.

8.5 Publication disclosure

Authors shall follow the disclosure and authorship policies of the target journal, publisher, conference or funder. Where required, the use of AI for writing, image generation, translation, coding or analysis shall be disclosed in the appropriate section. Researchers shall retain sufficient records to explain the role of AI in the work.

9. o AI IN INNOVATION, TECHNOLOGY TRANSFER AND COMMUNITY ENGAGEMENT

FUTO shall encourage AI research and application that responds to local and national priorities, including agriculture, health, engineering, manufacturing, energy, environment, education, public services and inclusive economic development. AI-enabled inventions, software, datasets, prototypes and services shall be managed under University IP, research, commercialisation, conflict-of-interest and partnership rules.

Researchers and innovation teams should assess the feasibility, safety, maintainability, affordability, accessibility and potential societal impact of AI solutions before field deployment. Pilots involving external communities or organisations shall include appropriate consent, stakeholder engagement, safeguards, monitoring and clear responsibility for harms or errors. The University shall promote interdisciplinary projects, shared infrastructure, responsible entrepreneurship, industry partnerships and international collaboration while protecting research independence and avoiding unnecessary duplication of tools and expenditure.

10. o AI IN ADMINISTRATION AND INSTITUTIONAL DECISION-MAKING

AI may be used to support document processing, service enquiries, scheduling, records management, facilities planning, financial analysis, quality assurance, institutional research, risk assessment and strategic planning. Deployment shall be authorised, documented and consistent

with approved workflows and records-management requirements. AI outputs used in institutional reporting, league-table submissions, accreditation, reputation surveys, performance dashboards or strategic planning must be traceable to reliable source data and checked by the responsible office. AI shall not be used to fabricate, manipulate or selectively misrepresent institutional performance, citations, research outputs, rankings data or stakeholder feedback.

Where AI informs decisions affecting students or staff, the responsible officer must retain authority and accountability, verify material facts, record the basis for the decision and provide an appropriate route for review or correction. AI tools used for recruitment, appraisal, promotion, discipline, admissions or assessment require high-impact review under Section 6. AI chatbots and automated service agents shall clearly identify themselves as automated where a reasonable user could otherwise be misled, provide a route to human assistance for complex or consequential matters, and avoid presenting uncertain outputs as authoritative University decisions.

11.0 DATA GOVERNANCE, PRIVACY, CYBERSECURITY AND INTELLECTUAL PROPERTY

11.1 Data protection

All AI-related processing of personal data shall comply with the Nigeria Data Protection Act 2023 and other applicable requirements. Before processing personal or sensitive data, the responsible unit shall establish a lawful basis, define the purpose, limit data to what is necessary, set retention and deletion rules, control access and provide required notices. A data protection impact assessment or equivalent review shall be conducted where required by law or where the proposed use presents significant privacy risk.

11.2 Confidentiality and approved services

Users shall not upload personal, sensitive, confidential, unpublished or restricted information to public AI tools unless the service has been approved for that data category and the use has been authorised. Users must check service terms relating to data retention, model training, access by third parties, data location, deletion, ownership and reuse. When uncertain, use anonymised or synthetic data, an approved institutional service, or seek guidance from ICT and the appropriate data-protection officer.

11.3 Cybersecurity

AI systems must follow University cybersecurity controls, including identity and access management, secure configuration, software updates, logging where appropriate, backup and recovery, vulnerability management and incident reporting. AI-generated code or executable content must be reviewed and tested before use in production systems. Users must not rely on AI-generated security advice without competent verification.

11.4 Intellectual property and licensing

Users shall respect copyright, database rights, software licences, confidentiality obligations, contractual restrictions and the rights of research participants and collaborators. AI output does not automatically establish ownership or originality. Users must assess whether input materials may lawfully be used with the selected tool and whether output use creates attribution, licence, confidentiality or infringement concerns.

11.5 Data quality and retention

Data used to train, fine-tune, test or operate AI systems must be obtained lawfully, documented, fit for purpose and assessed for relevant bias and limitations. Records of significant AI-supported decisions and system changes shall be retained under approved records-management schedules.

12.0 PROCUREMENT, DEVELOPMENT AND DEPLOYMENT OF AI SYSTEMS

To reduce duplicated expenditure, improve interoperability and manage risk, the Office of the DVC (RD&I) shall coordinate institutional AI planning and act as the proposed clearing house for AI infrastructure and software, working with the Procurement unit, ICT, Bursary, Legal Unit, data-protection and other competent offices. This coordination is subject to existing procurement and financial approval powers; it does not replace them. Before acquisition or deployment, the proposing unit shall document the problem to be solved, alternatives considered, expected benefits, total cost of ownership, licence terms, data requirements, integration needs, accessibility, vendor support, security, privacy, exit arrangements and performance measures.

Procurement and deployment review shall consider vendor claims critically. Where practicable, the University should avoid vendor lock-in, require clear data-processing terms, confirm that University data will not be reused to train external models without authorisation, and ensure data export and deletion arrangements. AI systems developed internally shall undergo proportionate design review, testing, documentation, security assessment, user acceptance and approval before production deployment. Material changes to purpose, model, data sources or impact shall trigger reassessment.

13. 0 GOVERNANCE AND RESPONSIBILITIES

13.1 University Management and statutory organs

University Management shall provide strategic direction and resources within its authority. Senate and Council shall exercise their respective statutory powers in considering and approving this Policy and any amendments that require their approval. Existing statutory and delegated powers remain unaffected.

13.2 Office of the DVC (RD&I)

- Coordinate implementation, periodic review and institution-wide AI planning.
- Maintain, with relevant offices, a register of approved institutional AI systems and high-impact uses.

- Coordinate risk-based review and ensure that proposals are routed to competent offices.
- Promote interdisciplinary AI research, innovation, funding opportunities and partnerships.
- Receive periodic implementation reports and submit an annual summary to University Management and other organs as appropriate.

13.3 Centre for Research, Innovation and Development (CRID)

CRID shall support implementation in research and grant activities, develop practical guidance for responsible AI-assisted research, coordinate research-related compliance monitoring as assigned, and report material concerns to the DVC (RD&I). It shall work with research ethics bodies, the University Librarian and relevant Schools and Departments.

13.4 ICT Centre

The ICT Centre shall advise on technical architecture, cybersecurity, integration, approved platforms, identity and access controls, infrastructure requirements, technical testing, incident response and system lifecycle management. It shall maintain technical documentation for institutional systems within its remit.

13.5 Quality Assurance

The Quality Assurance function shall coordinate guidance and quality review relating to AI in teaching, learning, assessment and service delivery, working with Schools, Departments and relevant academic committees. It shall not replace the authority of instructors or statutory academic bodies.

13.6 University Librarian

The University Librarian shall support information literacy, source verification, citation practice, publication integrity and guidance on disclosure of AI use in scholarly outputs, in collaboration with CRID and relevant academic units.

13.7 Registry (Legal Unit), Bursary, Procurement and Data-protection Office

Each office shall advise on AI uses within its mandate, including records and employment matters, financial controls, procurement compliance, legal obligations, contractual risk and data protection. No single coordinating office shall displace another office's statutory or delegated authority.

13.8 Schools, Departments, Centres, Institutes and Units

Heads shall identify local use cases, appoint or designate an AI policy focal person where practicable, ensure staff and students receive relevant guidance, maintain records of approved uses, report incidents and submit implementation updates. Units shall not independently procure or deploy high-impact AI systems outside the approved process.

13.9 Staff and students

Every user is responsible for understanding the rules relevant to their activity, checking AI outputs, protecting information, making required disclosures and reporting suspected misuse or incidents. Supervisors and instructors shall provide clear instructions and apply existing procedures fairly.

13.10 Third parties

Vendors, contractors, consultants and collaborators using AI on behalf of FUTO shall comply with this Policy and applicable contract terms. Agreements should specify permitted data use, confidentiality, security, disclosure, audit rights, incident notification, retention and deletion, and responsibilities for errors or harm.

14. o CAPACITY BUILDING AND AI LITERACY

FUTO shall establish a continuing AI literacy and capacity-building programme for staff and students. Training should be role-sensitive and include basic concepts, strengths and limitations, verification, prompt and workflow design, data protection, cybersecurity, academic integrity, research ethics, intellectual property, bias, accessibility and responsible disclosure.

- AI orientation shall be incorporated into induction for newly appointed staff and student orientation.
- Departments should embed discipline-relevant AI literacy into curricula and course activities, subject to academic approval processes.
- Advanced training should be available for researchers, supervisors, librarians, ICT personnel, administrators, procurement staff, quality-assurance officers and system owners.
- The University should support peer learning, communities of practice, train-the-trainer programmes and collaboration with Nigerian and international institutions.
- Training and deployment plans should account for unequal access to devices, reliable electricity, connectivity and paid services.

15. TRANSPARENCY, DISCLOSURE AND DOCUMENTATION

Users shall disclose AI assistance when required by this Policy, course or assessment instructions, research protocols, funder or publisher requirements, or when non-disclosure would materially mislead a reader or decision-maker. Disclosure should be proportionate to the role AI played. For institutional AI systems, documentation should identify the system owner, purpose, vendor or model where relevant, data categories, risk classification, approval status, known limitations, human oversight, security and privacy controls, performance measures, incident contact and review date. Significant updates and material incidents shall be recorded. The University should maintain an accessible register of institutional AI deployments, subject to legitimate security, confidentiality and commercial restrictions. Public-facing uses should explain what the system does, what it does not do, and how users can obtain human assistance or challenge an error.

16.0 MONITORING, EVALUATION AND AUDIT

Monitoring shall assess both benefits and risks. Relevant indicators may include adoption and training levels, service quality, time saved, user satisfaction, research and innovation outputs, cost, accessibility, accuracy, error rates, security incidents, complaints, bias indicators and compliance with disclosure rules.

CRID shall coordinate research-related monitoring as assigned; Quality Assurance unit shall coordinate academic and service-quality review; ICT Centre shall monitor technical performance and security; and relevant data-protection and administrative offices shall oversee matters within their mandates. Reports should be consolidated by the DVC (RD&I) for quarterly implementation tracking and an annual institutional review, subject to available resources and approved reporting arrangements. High-impact systems shall be reviewed before deployment, after material changes, following serious incidents, and periodically during operation. The University may require an independent assessment where the risk, scale or public impact warrants it. Monitoring should include feedback from staff, students and affected stakeholders.

17.0 NON-COMPLIANCE, COMPLAINTS AND REMEDIES

Suspected violations shall be handled under applicable University regulations and established procedures, including provisions governing academic misconduct, research misconduct, staff discipline, ICT use, data protection and financial or procurement control. This Policy does not create a separate sanction regime that overrides existing rules. Responses shall be proportionate to the nature and seriousness of the conduct, intent, harm, recurrence and applicable rules. Possible outcomes under existing procedures may include guidance, correction or withdrawal of work, retraining, restricted system access, referral for investigation, academic or employment sanctions, contractual remedies or referral to a competent authority.

Individuals should be able to report suspected misuse, unsafe deployment, discrimination, privacy breaches or inaccurate consequential decisions through designated University channels. Reports shall be handled fairly, confidentially where practicable and without retaliation for good-faith reporting. Affected individuals should have access to a suitable human review or correction route where AI has materially affected them.

18.0 IMPLEMENTATION ROADMAP AND FUNDING

18.1 Phased implementation

Phase 1 — First 6 months after approval: Constitute or designate the coordinating governance mechanism; consult stakeholders; publish practical guidance; establish an initial AI-system register; identify high-impact systems; deliver introductory training; and review immediate data-protection and cybersecurity risks.

Phase 2 — 6 to 18 months: Complete unit-level AI needs assessments; develop approved-tool and procurement procedures; pilot selected teaching, research and administrative use cases; train AI focal persons; establish reporting and incident pathways; and evaluate pilot outcomes.

Phase 3 — 18 to 36 months: Scale proven use cases; strengthen infrastructure and research partnerships; embed AI literacy in relevant curricula and staff development; conduct an institution-wide audit; and revise procedures based on evidence.

Phase 4 — 3 to 5 years: Pursue sustainable integration across suitable University processes, subject to evidence of value, funding, infrastructure, staff readiness, risk controls and periodic approval. Full deployment shall not be assumed where AI is unsuitable or unsafe.

18.2 Unit implementation plans

Each School, Department, Centre, Institute and administrative Unit shall prepare an AI implementation plan identifying priority use cases, expected benefits, risks, data and infrastructure needs, responsible officers, training requirements, costs and measurable outcomes. Plans shall be submitted through the approved institutional process and updated periodically.

18.3 Funding and sustainability

Funding may be sought through approved University allocations, research grants, competitive funding, partnerships, donations and other lawful sources. Any proposal to earmark a percentage of research grants or Direct Teaching and Learning Cost (DTLC) for AI infrastructure requires separate financial, legal and statutory review and approval; this Policy does not itself authorise such deductions.

Business cases shall account for licensing, connectivity, electricity, cybersecurity, maintenance, training, accessibility, data storage, replacement and exit costs. Shared infrastructure and coordinated procurement should be prioritised where they offer value and do not compromise legitimate research needs.

19. POLICY REVIEW AND COMMENCEMENT

This Policy shall take effect only after approval by the competent University Senate. It shall be reviewed at least once every three years or earlier where changes in law, technology, national policy, University strategy or evidence of harm make review necessary. Proposed amendments shall follow the University's established approval process.

Guidelines, templates and technical standards may be issued under this Policy by the competent offices, provided they are consistent with the Policy and approved through the applicable governance arrangements.

APPENDIX A

AI-USE DISCLOSURE STATEMENTS

A1. General academic work

"I used [name of AI tool/service] to assist with [specific purpose, e.g., brainstorming, language editing or outline development]. I reviewed and verified the material used and take responsibility for the final work."

A2. Research methods or analysis

"[Name/version of AI tool or system] was used for [specific task]. The outputs were checked using [brief description of verification]. Data, methods and results reported here were reviewed by the research team, which remains responsible for the work."

A3. No AI use

Where a declaration is requested: "No generative AI tool was used in preparing this submission," provided that this statement is accurate.

These examples should be adapted to the instructor's, publisher's, funder's or research protocol's requirements. Users must not make a declaration that is incomplete or misleading.

APPENDIX B

MINIMUM AI SYSTEM ASSESSMENT CHECKLIST

- What problem is the system intended to solve, and is AI necessary or proportionate?
- Who owns the system and who is accountable for its operation and outputs?
- What data will be collected, entered, generated, stored or shared? Does it include personal, sensitive, confidential or restricted information?
- What lawful basis, consent, notice, retention and deletion arrangements apply?
- What are the system's known limitations, error modes, security risks and possible discriminatory effects?
- Could the system materially affect a person's rights, opportunities, safety, academic outcome or employment?
- What meaningful human oversight, review, appeal or correction mechanism is available?
- Have accuracy, accessibility, bias, robustness and security been tested in the intended local context?
- Are vendor terms, intellectual property, licensing, model-training use, data location and exit arrangements acceptable?
- What disclosure, user guidance, training, logging and documentation are required?
- What benefits and costs will be measured, how often will the system be reviewed, and what conditions would trigger suspension?
- Have the relevant ICT, data protection, legal, research ethics, QA, procurement and other competent offices been consulted?

APPENDIX C

QUICK GUIDE TO AI USE IN COURSEWORK

Instructors should communicate one of three positions for each task:

Permitted: AI may be used for specified purposes, with any required disclosure and verification.

Restricted: AI may be used only for specified stages or functions; the prohibited portions must be clearly identified.

Not permitted: AI assistance is prohibited for the specified task because independent performance is part of the learning outcome or assessment conditions.

Regardless of category, students must not fabricate sources or data, impersonate others, disclose restricted information to unapproved systems, or misrepresent AI-generated work as independently produced where that would breach the task rules.

REFERENCES AND RELATED INSTRUMENTS

- Federal University of Technology, Owerri. Draft Artificial Intelligence (AI) Policy
- Federal University of Technology, Owerri. Research Policy.
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- Federal University of Technology, Owerri. SERVICOM Charter
- Federal University of Technology, Owerri Quality Assurance Policy
- FUTOSpace Policy
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