

LADOKE AKINTOLA UNIVERSITY OF TECHNOLOGY, OGBOMOSO



AI POLICY

LAUTECH POLICY ON ARTIFICIAL INTELLIGENCE (AI)



LAUTECH 2026



INTRODUCTION

This policy sets out the rules and procedures for the use of Artificial Intelligence (AI), including generative AI, in teaching, assessment, research, administration and student support at Ladoke Akintola University of Technology (LAUTECH). It defines what staff and students may do with AI tools, what they must disclose, what data must never be entered into such tools, and which offices are responsible for training, approval of tools, monitoring, and review. The policy applies to all units of the University.

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The following members of the University community served on the committee that developed this policy.

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1.0 PREAMBLE

The vision and mission of Ladoke Akintola University of Technology are stated as follows:

Vision: To be a center of academic excellence for the advancement of technology in meeting socio-cultural needs of society.

Mission: To provide suitable conditions for the advancement of knowledge through research and learning, produce self-reliant graduates, apply technology-driven knowledge to creativity and positive impact on the global environment and be epitome of integrity and service.

AI tools are already in wide use among LAUTECH staff and students, who support AI-assisted teaching, feedback, and research, while some are concerned about transparency, bias, data privacy, and the reliability of AI-assisted assessment (Adeoye *et al.*, 2025). The National Universities Commission (NUC) has stated that the question for Nigerian universities is no longer whether to adopt AI but how to govern it responsibly (Vanguard, 2026), and the Federal Government has urged universities to adopt policies that regulate its use (Idoko, 2026). This policy answers that call by giving the University community one set of rules for the responsible use of AI, which prepares graduates to work with AI tools and protects both the credibility of LAUTECH degrees and research and the personal data of staff and students. It is to be read together with the University policies listed in Section 5.0.

2.0 ARTIFICIAL INTELLIGENCE MANDATES

This policy has been developed in accordance with the international instruments, national laws and regulatory requirements that govern the use of AI in Nigerian higher education. These are set out in Sections 2.1 to 2.3, and the University will update this policy as they change.

2.1 Global mandate on AI in education

The adoption of an AI policy at LAUTECH is informed by the UNESCO Recommendation on the Ethics of Artificial Intelligence (UNESCO, 2021), by UNESCO's guidance for policy-makers on AI and education (Miao *et al.*, 2021) and by its guidance on generative AI in education and research (Miao and Holmes, 2023). In line with these instruments, LAUTECH commits to:



- i. Protect human rights, human dignity and human oversight in the use of AI systems.
- ii. Promote fairness, non-discrimination and inclusion in AI-supported education.
- iii. Protect privacy and personal data as AI evolves.
- iv. Build AI literacy among teachers, learners, administrators and the entire University community
- v. Require transparency and accountability from those who deploy AI systems.

This policy takes a risk-based approach, permitting lower-risk uses of AI and restricting or prohibiting higher-risk ones (Sections 9.0 and 10.0) in consistent with the European Union AI Act and the United States National Institute of Standards and Technology (NIST) AI Risk Management Framework (European Union, 2024; National Institute of Standards and Technology [NIST], 2023).

2.2 National mandate on AI and data protection

- i. The Nigeria Data Protection Act, 2023, which governs the collection, processing, storage, and transfer of personal data, including data entered into AI tools hosted outside Nigeria.
- ii. The National Artificial Intelligence Strategy issued by the Federal Ministry of Communications, Innovation and Digital Economy, which sets national priorities for the ethical and inclusive use of AI for 2025–2029 (Federal Ministry of Communications, Innovation and Digital Economy [FMCIDE], 2025).
- iii. The Nigerian Copyright Act, 2022, as it applies to authorship and ownership of AI-assisted works.

2.3 NUC and regulatory requirements

The National Universities Commission (NUC) has described AI as a strategic capability that is transforming teaching, research, governance and administration, and is developing an AI Policy Framework and Implementation Roadmap for the Nigerian University System. The stated priorities are to retain human judgement in accreditation and licensing decisions, to integrate AI competencies and ethics across disciplines under the Core Curriculum and Minimum Academic Standards (CCMAS), to strengthen institutional data governance, and to monitor compliance through periodic reviews and capacity building (Vanguard, 2026).



This policy gives effect to aforementioned priorities at LAUTECH. It will be reviewed whenever the NUC issues a formal AI framework, guideline, or circular, and any binding NUC requirement will prevail where it conflicts with this policy.

3.0 DECLARATION DEFINITIONS

1. **Artificial Intelligence (AI):** Computer systems that perform tasks associated with human intelligence, including analysing data, recognising patterns, generating text, images, audio, video or code, making predictions and automating decisions (OECD, 2024).
2. **Generative AI:** AI systems that produce new content in response to a prompt. Examples include ChatGPT, Gemini, Microsoft Copilot, and Claude.
3. **Large Language Model (LLM):** A type of generative AI trained on large bodies of text to predict and produce language.
4. **AI Tool:** Any software, platform, plug-in, or feature that uses AI, whether stand-alone or embedded in another system such as a word processor, search engine, or Learning Management System (LMS).
5. **Approved AI Tool:** An AI tool that has been assessed and listed in the LAUTECH Approved AI Tools Register.
6. **AI-Assisted Work:** Work produced by a person in which an AI tool was used for part of the process, such as brainstorming, outlining, language editing, translation, coding support or data analysis, with the person remaining the author.
7. **AI-Generated Content:** Text, images, code, data or other material produced substantially by an AI tool with limited human modification.
8. **AI Use Disclosure Statement:** A written statement in which a staff member or student declares which AI tools were used, for what purpose and to what extent (Section 10.2).
9. **Unauthorised AI Use:** Use of an AI tool in a manner prohibited by this policy, a course AI statement (section 9.2), an examination regulation or a research ethics approval, or use that is not disclosed where disclosure is required (Sections 9.3 and 10.3).
10. **Human Oversight:** The requirement that a qualified person reviews, verifies, and takes responsibility for any AI output used in teaching, assessment, research, or administrative decisions (Section 8.0).



11. **AI Literacy:** The knowledge and skills needed to use AI tools effectively and critically, including understanding their limitations, risks of bias and inaccuracy, data-sharing practices and ethical implications.
12. **Personal Data:** Any information relating to an identified or identifiable person, as defined in the Nigeria Data Protection Act, 2023. This includes names, matriculation and staff numbers, grades, examination scripts, health information, photographs and contact details.
13. **Course AI Statement:** The statement in a course outline that specifies the level of AI use permitted in that course (Section 9.2).
14. **Academic Staff:** Staff who hold an academic rank such as professor, reader, senior lecturer, lecturer, assistant lecturer, graduate assistant, e-tutor, learner support staff or an equivalent rank.
15. **Non-Teaching Staff:** Technologists, technicians and administrative staff.
16. **Student:** Any person registered for a programme of the University, including undergraduate, postgraduate, sandwich, part-time, open and distance learning students and other senate approved programmes.
17. **Faculty:** A branch of teaching or learning (such as Technology, Engineering, Pure and Applied Sciences or Basic Medical Sciences etc.) in the University.
18. **Department:** A distinct course of study within a faculty or college (such as Chemistry, Fine Art or Mechanical Engineering etc.).
19. **Directorate:** A unit of the University in charge of a particular activity.
20. **College:** A unit of the University that provides higher education or specialised professional training in the medical and health sciences.

4.0 POLICY DECLARATION

Ladoke Akintola University of Technology (LAUTECH) permits the use of AI tools in teaching, learning, assessment, research and administration where such use is disclosed, is subject to human oversight, protects personal data, and does not misrepresent the authorship or originality of work. The University will neither prohibit AI outright nor permit its unrestricted use. Each use is governed by the course, examination, research or administrative context in which it occurs.



The University will maintain a register of approved AI tools, provide AI literacy training for staff and students, and invest in the network and computing infrastructure needed for equitable access. Students without personal access to AI tools will not be at a disadvantage in any assessment that requires their use.

In view of the multilingual nature of Nigeria, LAUTECH will encourage the evaluation of AI tools for accuracy in Yoruba, Hausa and Igbo, and will not rely on AI translation for official, assessment or legal documents without human verification. This policy will be applied with regard to the needs of persons with impairment and disability.

5.0 POLICY ALIGNMENT

This AI policy will be implemented in alignment with other policies and regulations of the University, including:

1. LAUTECH Open Educational Resources (OER) Policy (2023), in particular its provisions on licensing and attribution of materials produced with AI assistance.
2. Information Communication Technology (ICT) Policy.
3. Quality Assurance Policy.
4. Intellectual Property and Patent Policy.
5. Examination Regulations and the Student Code of Conduct on examination misconduct and plagiarism.
6. Research Ethics Policy and the guidelines of the University Research Ethics Committee.
7. Postgraduate School regulations on theses and dissertations.
8. Conditions of Service for staff.
9. Library and institutional repository policies.
10. Policies on gender inclusion, disability and student welfare.

Where a provision of this policy conflicts with a statutory requirement, the statute prevails. Where it conflicts with another University policy, the matter will be referred to Senate for resolution. LAUTECH will collaborate with national and international organisations on AI in education and research.



6.0 POLICY OBJECTIVES AND POLICY STATEMENTS

6.1 Policy objectives

The LAUTECH AI Policy is directed at the responsible, transparent and equitable use of AI by staff, students and other members of the University community. The following objectives will be pursued:

1. Sensitisation of the LAUTECH community on the capabilities, limitations and risks of AI tools, including inaccuracy, fabricated references, bias and data exposure.
2. Protection of academic integrity by defining permissible and impermissible AI use in coursework, examinations, theses, and publications (Sections 9.0 and 10.0).
3. Protection of the personal data of staff and students in compliance with the Nigeria Data Protection Act, 2023.
4. Development of AI literacy among academic, technical and administrative staff, and its integration into the undergraduate and postgraduate curricula.
5. Equitable access to AI tools and the infrastructure that supports them, so that students are not disadvantaged by cost, disability, location or limited digital skills.
6. Protection of the professional judgement of academic staff over course design, assessment and disciplinary standards.
7. Establishment of a risk-based procedure for evaluating and approving AI tools before institutional deployment.
8. Establishment of a mechanism for monitoring, feedback from stakeholders and regular review of this policy.
9. Encouragement of staff and students to conduct research on AI and to collaborate with national and international partners on AI in education.

6.2 Policy statements

This policy will guide LAUTECH colleges, faculties, departments, directorates and units in decisions on the adoption, use, evaluation and governance of AI. It sets out minimum requirements that apply across the University; colleges, faculties and departments may adopt stricter rules for their own programmes, provided these are communicated in writing to staff and students and do not conflict with this policy. The University will develop mechanisms to recognise staff who



produce quality AI-related teaching resources, research and training. Given the pace of change in AI technologies, this policy is a living document and may be reviewed annually, with a full review every three years or as University Senate directs.

7.0 SCOPE AND APPLICABILITY

The LAUTECH AI Policy applies to:

1. All teaching staff, non-teaching staff and students of the University.
2. All academic and support units of the University.
3. Visiting, adjunct, part-time and contract staff, external examiners and consultants engaged by the University, for the duration of their engagement.
4. All uses of AI in teaching, learning, assessment, research, publication, administration, admissions, student support and communications carried out in the name of the University or with University data.
5. AI tools procured, licensed or developed by the University, and AI features embedded in University systems such as the LMS, student records and library platforms.
6. Personal AI tools used by staff and students where the use involves University work, assessment or data.

Where AI is used in a project carried out with another institution or a funder, the terms of the Memorandum of Understanding (MOU), Memorandum of Agreement (MOA) or grant agreement will prevail. Any such agreement should take this policy into account before a deviation is agreed upon and approved by Senate.

8.0 GUIDING PRINCIPLES

All uses of AI at LAUTECH are governed by the following principles:

1. **Academic integrity:** AI use must not misrepresent who did the work, what sources were used, or what a student has learned (Section 10.0).
2. **Data privacy and security:** Personal data and confidential University information must not be entered into AI tools except approved tools, and then only for authorised purposes (Section 9.3).



3. **Equity and access:** AI requirements in courses and services must not be at a disadvantage to students because of cost, disability, language, location or limited digital skills.
4. **Transparency:** Staff and students must disclose AI use where this policy, a course AI statement or a publisher requires it (Section 10.2).
5. **Academic autonomy:** Academic staff retain authority over course design, assessment and disciplinary standards, including the decision to permit, limit or prohibit AI use within the framework of this policy (Section 9.2).
6. **Human oversight and accountability:** A named person is responsible for every AI output used in teaching, assessment, research or decision-making. No academic, disciplinary, admission or employment decision will be made by an AI tool alone.

9.0 AI IN TEACHING, ASSESSMENT AND RESEARCH

9.1 Permitted uses

Unless a course AI statement, examination regulation or research ethics approval provides otherwise, staff and students may use AI tools to:

- i. Correct grammar, improve style and clarity, and adjust the length of their own text.
- ii. Map the literature, organise ideas and structure topics when planning academic work.
- iii. Support translation and the understanding of material in other languages, subject to Section 4.0.
- iv. Explore different approaches and perspectives on a topic, and connections between texts, authors, theories and methods.
- v. Test their own ideas and drafts by asking an AI tool to identify gaps, weaknesses or inconsistencies.
- vi. In the case of academic staff, draft rubrics, assessment criteria and general questions, and edit the language of feedback they have written themselves, provided no personal data, confidential material or student work is entered into the tool.

In every case, the user reviews the output critically and remains fully responsible for the quality, accuracy and integrity of the work.



9.2 Course AI statements

Every course outline will include a course AI statement specifying whether AI use in that course is permitted, restricted or prohibited, and which uses are acceptable for each assessed task. Where a course outline contains no such statement, students must obtain written guidance from the lecturer before using AI in assessed work. AI tools may not be used in invigilated examinations unless the examination instructions expressly permit it.

9.3 Prohibited uses

Staff and students must not use AI tools to:

- i. Present work generated wholly or partly by AI as their own original work, or name an AI tool as an author or co-author.
- ii. Complete or assist with an assessment without the express permission of the lecturer.
- iii. Generate, alter or fabricate research data, or simulate experimental results, except where such use is disclosed and approved as part of the research method.
- iv. Produce text, audio, images or video intended to mislead, or that spreads disinformation.
- v. Process copyrighted, confidential or personal material, including images of identifiable people, without the authorisation of the owner and of the person concerned.
- vi. Upload, review or analyse confidential or unpublished third-party documents, including theses/dissertation before examination, manuscripts and grant proposals under review, referee reports, research data and University records, unless an Approved AI Tool has been cleared for that purpose.

9.4 Research and publication

Researchers remain fully responsible for the integrity, accuracy and reliability of their data, analyses, interpretations and conclusions, whether or not AI was used. All references, data and factual claims produced with AI assistance must be checked against primary sources before use, since AI tools can generate non-existent authors, data and references.

Where AI contributes materially to the methods or data analysis, its use must be described in the methods or results section, and the prompts used, at least the initial ones, must be given in a



footnote or appendix. Researchers must also comply with the AI policies of the journal, conference, funder or publisher to which the work is submitted.

10.0 ACADEMIC INTEGRITY AND DISCLOSURE

10.1 Authorship and responsibility

AI tools cannot be authors (Committee on Publication Ethics [COPE], 2023). The intellectual contribution to any work submitted at LAUTECH must be human, and the named author answers ethically, technically, and legally for its content. The standards of academic and research integrity apply whether or not AI was used. Plagiarism, self-plagiarism, concealed authorship, fabrication or falsification of data, manipulation of results and the artificial splitting of one study into several publications remain misconduct under the Examination Regulations and the Research Ethics Policy.

10.2 Disclosure in projects, dissertations, theses and reports

Any undergraduate/postgraduate project, dissertation, thesis, report or publication in which an AI tool was used must include, immediately after the abstract, a section headed "Use of Artificial Intelligence" stating the tool or tools used, the purpose, the stage of the work and the extent of the contribution. The following wording may be used:

"In preparing this [type of work] titled '[title]', the author(s) used [name of tool] for [purpose, such as language editing, translation or organisation of the text]. [Name of tool] was also used at the [stage of the research] stage to [activities carried out]. The author(s) reviewed and verified all content after using these tools and take full responsibility for the accuracy, originality and integrity of the data, interpretations and conclusions presented."

10.3 Verification and misconduct

Supervisors, examiners and assessors may ask a student or author to explain or demonstrate their use of AI, including through an oral examination, whenever there is doubt about authorship, originality, method, data analysis or academic integrity. Undisclosed or unauthorised AI use will be handled as academic misconduct under the Examination Regulations and the Student Code of Conduct. The University's plagiarism software remains available for originality checks; an AI-



detection score is not, on its own, evidence of misconduct, since detection tools are neither accurate nor reliable enough for that purpose (Weber-Wulff et al., 2023).

10.4 Checklist before submission

Before submitting any assessed work, thesis or publication, the author confirms that:

1. Any AI use has been disclosed and described.
2. All information, references and data have been checked against reliable sources.
3. No personal, confidential or sensitive data has been entered into an AI tool, other than an approved tool used for an authorised purpose.
4. The AI use complies with this policy, the course AI statement and the rules of any journal, conference, programme or funder concerned.

11.0 LAUTECH AI TOOLS REGISTER

1. ChatGPT
2. Microsoft Copilot
3. Claude
4. Gemini
5. Grammarly
6. Checker/ Turnitin
7. Mendeley
8. I love pdf
9. Co-pilot
10. Deepseek
11. Grok
12. Leonardo
13. Any other AI tools



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