

**FEDERAL UNIVERSITY OF AGRICULTURE, ABEOKUTA
(FUNAAB)**

**FUNAAB ARTIFICIAL INTELLIGENCE (AI)
MITIGATION AND RESPONSIBLE USE POLICY**

Version 1.0 (Draft)



TABLE OF CONTENTS

	Page
1.0 Preamble	
.....	4
2.0 Policy Statement.....	4
2.1 Purpose of the Policy.....	4
3.0 Scope	5
4.0 Definitions	5
5.0 Guiding Principles	6
5.1 Human-Centered AI.....	6
5.2 Transparency & Disclosure.....	6
5.3 Accountability & Responsibility	6
5.4 Academic & Research Integrity.....	6
5.5 Fairness, Inclusiveness	6
5.6 Privacy and Data Protection.....	7
5.7 Security & Risk Management.....	7
5.8 Accuracy, Verification, Reliability.....	7
5.9 Innovation & Continuous Learning.....	7
5.10 Compliance with laws.....	7
6.0 Governance Structure	7
7.0 Acceptable Use of Artificial Intelligence	9
7.1 Prohibited Use of Artificial Intelligence	10
7.1.1 Academic Misconduct.....	10
7.1.2 Research Misconduct.....	11
7.1.3 Unauthorised Disclosure of information.....	11
7.1.4 Administrative Misuse.....	11
7.1.5 Cybersecurity & Technical Misuse.....	12
7.1.6 Misrepresentation & Ethical Violation.....	12
7.1.7 Circumvention of Assessment Regulation.....	12
8.0 Academic Integrity and Assessment	12
8.1 Disclosure of AI Usage.....	13
8.2 Responsibilities of Academic Staff.....	14

8.3 AI Use and Thresholds.....	14
8.4 Responsibilities of Students.....	15
9.0 Research Integrity	15
9.1 Data Privacy and Security	18
9.2 Risk Assessment Framework	19
9.2.1 Low Risk AI.....	20
9.2.2 Moderate Risk AI.....	20
9.2.3 High Risk AI.....	20
9.2.4 Critical Risk AI.....	20
9.3 Risk Management.....	21
9.4 Continuous monitoring	21
9.5 Compliance and Enforcement	21
9.5.1 Academic Violations.....	22
9.5.2 Research violations.....	22
9.5.3 Staff & Administrative.....	23
9.5.4 Reporting of Violations.....	23
9.5.5 Continuous Improvement and Corrective Measures	23
10.0 Capacity Development	24
11.0 Policy Review.....	24
References	25

1.0 PREAMBLE

The Federal University of Agriculture, Abeokuta (FUNAAB) recognises Artificial Intelligence (AI) as one of the most transformative technologies of the twenty-first century. Artificial intelligence has significantly altered the landscape of teaching, learning, research, administration, decision-making, and service delivery across higher education institutions worldwide.

While these technologies provide immense opportunities, they also present substantial ethical, legal, social, academic, technological, and security challenges.

FUNAAB is therefore committed to ensuring that artificial intelligence is deployed responsibly, ethically, transparently, and securely in accordance with the University's core values of excellence, integrity, accountability, innovation, and service.

This policy establishes guidelines for the responsible use of AI technologies across the University.

2.0 POLICY STATEMENT

FUNAAB shall encourage innovation while safeguarding academic integrity, privacy, transparency, fairness, and institutional reputation.

Artificial intelligence shall serve as an aid to human intelligence and shall not replace human judgment, accountability, or responsibility.

All members of the University community shall remain responsible for the content, decisions, and outcomes resulting from the use of AI systems.

2.1 PURPOSE OF THE POLICY

The purpose of this policy is to establish a comprehensive framework for the responsible, ethical, transparent, and secure use of artificial intelligence technologies within the Federal University of Agriculture, Abeokuta (FUNAAB). The policy seeks to promote innovation and the beneficial application of artificial intelligence while protecting the University's core values of integrity, accountability, fairness, transparency, excellence, and service.

The policy also intends to safeguard the confidentiality, integrity, and availability of institutional data and information assets, preserve academic and research integrity, and ensure that the use of artificial intelligence aligns with applicable laws, regulations, and international best practices.

Furthermore, this policy aims to provide clear guidance to students, staff, researchers, and other stakeholders regarding acceptable and prohibited uses of artificial intelligence technologies, establish governance structures for their

implementation, and encourage the development of digital competencies and artificial intelligence literacy across the University community.

Finally, the policy is designed to ensure that artificial intelligence serves as a tool for supporting human intelligence, creativity, decision-making, and innovation rather than replacing human responsibility, ethical judgment, and accountability.

3.0 SCOPE

This policy applies to all members of the Federal University of Agriculture, Abeokuta (FUNAAB) community, including undergraduate and postgraduate students, academic staff, non-teaching staff, researchers, visiting scholars, consultants, contractors, and other individuals who use, develop, access, or interact with artificial intelligence technologies within the University's environment.

- i. The policy covers the use of artificial intelligence systems and tools in all University related activities, including teaching and learning, assessment and evaluation, research and innovation, administrative operations, decision-making processes, data analysis, software development, communication, and the management of institutional information resources.
- ii. This policy applies to both University-provided artificial intelligence platforms and externally available artificial intelligence tools accessed through personal or institutional accounts where such use is connected to the University's activities or involves University data, resources, or responsibilities.
- iii. The provisions of this policy are intended to guide the responsible adoption of artificial intelligence technologies and ensure compliance with ethical standards, academic integrity requirements, data protection obligations, cybersecurity practices, and the University's regulations.

4.0 DEFINITION OF TERMS

➤ **Artificial Intelligence (AI)**

Computer systems designed to perform tasks requiring human intelligence.

➤ **Generative Artificial Intelligence**

Artificial intelligence systems capable of generating text, images, video, sound, computer programs, and other forms of digital content.

➤ **Machine Learning**

Algorithms that improve performance through experience and data analysis.

➤ **Academic Misconduct:**

Any act intended to gain an unfair academic advantage through unauthorized means.

➤ **AI Hallucination**

The generation of false, misleading, inaccurate, or fabricated information by AI systems.

➤ **Human Oversight**

Human review and verification of AI-generated outputs.

5.0 GUIDING PRINCIPLES

The Federal University of Agriculture, Abeokuta (FUNAAB) shall promote the responsible adoption and use of artificial intelligence based on the principles of ethical conduct, human responsibility, transparency, security, and accountability. The following principles shall guide the development, deployment, and use of artificial intelligence technologies across the University.

5.1 Human-Centred Artificial Intelligence

Artificial intelligence shall be used as a tool to enhance human capabilities, creativity, productivity, and decision-making rather than as a replacement for human judgment and responsibility. All AI-assisted activities shall remain subject to appropriate human review, evaluation, and oversight.

5.2 Transparency and Disclosure

The use of artificial intelligence in academic, research, administrative, and other University related activities shall be transparent. Users shall disclose substantive or material AI assistance in generating, analysing, modifying, translating, visualising, formatting, or otherwise supporting content, decisions, or outcomes, except for basic spelling and grammar checking that does not materially alter the content. Where disclosure is required, the user shall provide sufficient information to identify the AI tool and the nature and extent of its use.

5.3 Accountability and Responsibility

Individuals and units using artificial intelligence technologies shall remain accountable for the accuracy, quality, legality, and ethical implications of AI-generated outputs. Artificial intelligence systems shall not be regarded as responsible agents; responsibility shall always rest with the human user or approving authority.

5.4 Academic and Research Integrity

The use of artificial intelligence shall uphold the principles of originality, honesty, intellectual ownership, and scholarly integrity. AI tools shall not be used to commit plagiarism, fabricate information, manipulate research findings, or gain unfair academic or professional advantage.

5.5 Fairness, Inclusiveness, and Non-Discrimination

Artificial intelligence systems shall be selected and applied in ways that promote fairness, equity, and inclusion. The University shall take reasonable measures to identify, reduce, and prevent algorithmic bias, discrimination, or unfair outcomes arising from AI technologies.

5.6 Privacy and Data Protection

The use of artificial intelligence shall comply with applicable data protection laws and University information security policies. Personal, confidential, sensitive, or restricted information shall not be shared with AI systems without appropriate authorization and adequate safeguards.

5.7 Security and Risk Management

Artificial intelligence technologies deployed within the University shall undergo appropriate risk assessment, security evaluation, and monitoring to protect institutional resources, information systems, and stakeholders from potential threats.

5.8 Accuracy, Verification, and Reliability

Users shall critically evaluate and verify AI-generated information before relying on, publishing, submitting, or distributing such outputs. Artificial intelligence systems may produce inaccurate, incomplete, biased, outdated, fabricated, or misleading information; therefore, human validation and accountability shall remain essential. Users shall independently verify factual claims, references, data interpretations, figures, and other material outputs before adoption or dissemination.

5.9 Innovation and Continuous Learning

FUNAAB shall encourage responsible innovation, research, and experimentation with artificial intelligence while promoting continuous learning, training, and capacity development to enhance AI literacy among students and staff.

5.10 Compliance with Laws and Institutional Regulations

All artificial intelligence activities shall comply with relevant national laws, regulatory requirements, professional standards, and University policies, including provisions relating to academic integrity, data protection, cybersecurity, intellectual property, and ethical conduct.

6.0 GOVERNANCE STRUCTURE

The University shall establish an Artificial Intelligence Governance Committee (AIGC).

The committee shall comprise:

- i. Deputy Vice-Chancellor (Academic)

- ii. Deputy Vice-Chancellor (Academic)
- iii The University Librarian
- iv The Chairman, Committee of Deans & Director
- v Director, Academic Planning
- vi. Dean, Student Affairs
- vii. Dean, Postgraduate School
- viii. Director, DACIS
- ix. Director, DICTS
- x The University Legal Unit
- xi Registry
- xii. Others

6.1 Responsibilities of the committee

The Artificial Intelligence Governance Committee shall provide strategic direction, oversight, and coordination for the responsible adoption, implementation, and management of artificial intelligence technologies across the Federal University of Agriculture, Abeokuta (FUNAAB). The Committee shall ensure that the use of artificial intelligence aligns with the University's vision, mission, strategic objectives, ethical standards, and regulatory obligations.

The responsibilities of the Committee shall include the following:

1. The Committee shall develop, review, and recommend artificial intelligence policies, guidelines, procedures, and implementation frameworks for approval by appropriate University authorities.
2. The Committee shall establish mechanisms for identifying, assessing, and managing risks associated with the deployment and use of artificial intelligence technologies within the University.
3. The Committee shall guide the appropriate use of artificial intelligence in teaching, learning, assessment, research, administration, and other University activities.
4. The Committee shall promote awareness and understanding of artificial intelligence among students, academic staff, non-teaching staff, and other stakeholders through training programmes, workshops, seminars, and capacity-building initiatives.
5. The Committee shall monitor compliance with this policy and recommend appropriate corrective measures where cases of misuse, unethical application, or non-compliance are identified.
6. The Committee shall develop standards for transparency, accountability, data protection, cybersecurity, and ethical considerations in the adoption and use of artificial intelligence systems.

7. The Committee shall evaluate proposals for the acquisition, development, or deployment of artificial intelligence solutions within the University and ensure that such solutions meet institutional requirements.
8. The Committee shall encourage research, innovation, and collaboration in artificial intelligence while ensuring that such activities conform to ethical and responsible AI practices.
9. The Committee shall review emerging developments in artificial intelligence and recommend updates to the University policies, procedures, and practices to address technological changes.
10. The Committee shall collaborate with relevant University units, as stated in 6.0 above, and other stakeholders to ensure effective AI governance.
11. The Committee shall submit periodic reports and recommendations to the University Management on the status, impact, challenges, and future direction of artificial intelligence adoption within FUNAAB.

7.0 ACCEPTABLE USE OF AI

The Federal University of Agriculture, Abeokuta (FUNAAB) recognises that artificial intelligence technologies can enhance teaching, learning, research, administration, innovation, and service delivery when used responsibly and ethically. Members of the University community may use artificial intelligence tools to support their academic, professional, and administrative activities provided that such use complies with this policy, University regulations, ethical standards, and applicable laws.

- i. Artificial intelligence may be used as a support tool for generating ideas, improving communication, assisting with language translation, enhancing accessibility, supporting data analysis, facilitating programming and software development, improving administrative efficiency, and assisting research activities. However, users shall exercise appropriate judgment and shall verify the accuracy, reliability, originality, and suitability of all AI-generated outputs before adopting or disseminating them.
- ii. Students may use artificial intelligence tools for learning support, brainstorming, improving writing quality, understanding concepts, conducting preliminary research, developing programming skills, and other approved academic purposes. However, such use shall not replace independent thinking, critical analysis, personal engagement, or the demonstration of individual knowledge and competence required in academic assessments.
- iii. Academic staff may use artificial intelligence tools to support course preparation, development of instructional materials, research activities, data analysis, academic writing support, assessment design, and administrative responsibilities. Academic staff shall ensure that AI-assisted materials are reviewed for accuracy, relevance, bias, and compliance with academic standards before use.

- iv. Researchers may use artificial intelligence tools to support literature exploration, data processing, modelling, programming, visualization, and other research-related activities. Researchers shall maintain research integrity by properly validating AI generated information, acknowledging significant AI assistance where required, protecting research data, and ensuring that artificial intelligence does not compromise originality, intellectual property rights, or ethical research practices.
- v. Administrative staff may use approved artificial intelligence tools to improve workflow efficiency, support data analysis, generate reports, automate routine processes, and enhance service delivery. Such use shall be subject to appropriate authorisation, data protection requirements, and human oversight.
- vi. The use of artificial intelligence tools within FUNAAB shall always require human review and accountability. Artificial intelligence shall be considered an assistive technology. It shall not be used as the sole basis for decisions involving academic progression, employment matters, disciplinary actions, financial decisions, admissions, or other sensitive institutional processes without appropriate human evaluation and approval.
- vii. All members of the University community are encouraged to develop AI literacy and adopt responsible practices that maximise the benefits of artificial intelligence while minimising potential risks to academic integrity, privacy, security, and institutional values.

7.1 Prohibited Uses

The Federal University of Agriculture, Abeokuta (FUNAAB) recognises that inappropriate or unethical use of artificial intelligence technologies may undermine academic integrity, research credibility, data security, privacy, and institutional trust. Consequently, members of the University community shall not use artificial intelligence systems in ways that violate University regulations, ethical standards, legal requirements, or the principles established in this policy.

The following uses of artificial intelligence are prohibited:

7.1.1 Academic Misconduct

The use of artificial intelligence tools to generate, complete, or substantially produce academic work that is submitted as an individual's original work without appropriate disclosure or authorisation shall constitute academic misconduct.

Students shall not use artificial intelligence to:

- i. Complete assignments, projects, examinations, dissertations, theses, or other academic submissions where such use has not been expressly permitted by the course instructor or assessment guidelines.

- ii. Present AI-generated content, ideas, analysis, or solutions as their own intellectual work.
- iii. Circumvent learning requirements or obtain unfair academic advantage.
- iv. Create fabricated citations, references, quotations, data, or scholarly materials.
- iv. Impersonate another person or use AI-generated content to misrepresent their knowledge, skills, or academic ability.

7.2 Research Misconduct

Artificial intelligence shall not be used to compromise the integrity, reliability, or originality of research activities. Researchers shall not use AI tools to:

- i. Fabricate, falsify, manipulate, or misrepresent research data, results, or findings.
- ii. Generate false references, sources, citations, or scientific evidence.
- iii. Submit AI-generated research outputs without proper review, validation, and disclosure.
- iv. Replace scholarly judgment, critical analysis, or expert evaluation.
- v. Breach ethical approval requirements or research protocols.

Artificial intelligence systems shall not be listed as authors, co-authors, researchers, or contributors in scholarly publications because they cannot assume responsibility, accountability, or intellectual ownership of research outputs.

7.3 Unauthorized Disclosure of Information

Members of the University community shall not submit confidential, sensitive, or restricted information into public or artificial intelligence platforms.

Prohibited disclosure includes:

- i. Student academic records;
- ii. Staff personnel information;
- iii. Examination questions and answers;
- iv. Financial information;
- v. Research data;
- vi. Intellectual property;
- vii. Passwords, security credentials, or system information;
- viii. Personal or sensitive data protected under applicable data protection regulations.

7.4 Administrative Misuse

Artificial intelligence shall not be used to:

- i. Manipulate official University records or databases.
- ii. Make unauthorized decisions affecting students, staff, or stakeholders.

- iii. Generate misleading institutional reports or communications.
- iv. Circumvent established administrative procedures and approval processes.
- v. Automate sensitive decisions without appropriate human review and authorization.

7.5 Cybersecurity and Technical Misuse

Artificial intelligence tools shall not be used for malicious activities, including:

- i. Developing or distributing malware.
- ii. Conducting unauthorised access to the University's systems.
- iii. Circumventing cybersecurity controls.
- iv. Attempting to exploit vulnerabilities in institutional information systems.
- v. Conducting activities that threaten the confidentiality, integrity, or availability of University resources.

7.6 Misrepresentation and Ethical Violations

Members of the University community shall not use artificial intelligence to create or distribute:

- i. False or misleading information.
- ii. Deep fakes or manipulated media intended to deceive.
- iii. Content that promotes discrimination, harassment, hate speech, or harm.
- iv. Materials that violate copyright, intellectual property rights, or professional ethics.

7.7 Circumvention of Assessment Regulations

Students shall not use artificial intelligence tools during examinations, tests, interviews, oral assessments, or other controlled assessments unless such use has been explicitly authorized by the responsible academic authority.

Where AI use is permitted, students shall comply with all disclosure and documentation requirements established by the instructor or examination regulations.

Any violation of this section shall be investigated in accordance with applicable University procedures and may result in disciplinary action, academic penalties, withdrawal of privileges, or other sanctions as provided by relevant University regulations.

8.0 ACADEMIC INTEGRITY AND ASSESSMENT

The Federal University of Agriculture, Abeokuta (FUNAAB) recognises that academic integrity is fundamental to the pursuit of knowledge, teaching, learning, and research. The use of artificial intelligence in academic activities shall therefore be guided by the principles of honesty, originality, transparency, accountability, and responsible scholarship.

Artificial intelligence tools may provide valuable support for learning and academic development; however, their use shall not undermine students' responsibility to demonstrate their own understanding, critical thinking, creativity, problem-solving ability, and mastery of subject knowledge. Students remain fully responsible for all academic work submitted in their names, including work developed with the assistance of artificial intelligence technologies.

Academic staff shall clearly communicate the acceptable level of artificial intelligence use for each course, assignment, project, examination, or assessment activity. Instructors shall have the authority to determine whether artificial intelligence tools are prohibited, restricted, permitted, or integrated into specific assessments based on the learning objectives and expected competencies of the course.

For effective implementation, academic assessments shall be classified into the following categories:

Category A: AI-Prohibited Assessment

Artificial intelligence tools shall not be permitted for assessments where the primary objective is to evaluate individual knowledge, understanding, reasoning ability, practical competence, or personal performance. Such assessments may include examinations, supervised tests, oral examinations, practical demonstrations, and other controlled assessment activities.

Category B: Limited AI-Assisted Assessment

Students may use artificial intelligence tools only for specific purposes approved by the instructor, such as language improvement, spelling and grammar correction, accessibility support, translation, or preliminary idea generation. The student remains responsible for the originality, accuracy, and quality of the submitted work.

Category C: Guided AI-Assisted Assessment

Students may use artificial intelligence tools as part of the learning process where such use contributes to achieving the learning objectives of the course. Examples may include programming assistance, data analysis, research exploration, modelling, simulation, or content development. Students shall disclose the AI tools used, the purpose of use, and the extent to which AI contributed to the final output.

Category D: AI-Integrated Assessment

Artificial intelligence may form an intentional component of the assessment where the objective is to develop students' ability to understand, evaluate, design, or apply AI technologies. Such assessments may include artificial intelligence projects, machine learning exercises, data science applications, and other technology-focused activities.

8.1 Disclosure of AI Usage

Where artificial intelligence tools have been used substantively in academic work, students and staff shall provide appropriate acknowledgement or disclosure. Basic

spelling and grammar checking that does not materially alter the content does not require disclosure. Where disclosure is required, it shall indicate:

- i. The name of the AI tool used;
- ii. The purpose for which it was used;
- iii. The sections or components influenced by AI assistance;
- iv. The verification measures undertaken to ensure accuracy and reliability.

A recommended disclosure statement is:

Artificial intelligence tools were used in the preparation of this work in accordance with the instructions provided for this assessment. The tool(s) used, purpose and extent of use, and affected component(s) have been identified above. The author accepts full responsibility for the accuracy, originality, interpretation, and integrity of the submitted work." Where AI is used for translation, language improvement, or similar assistance, the underlying academic ideas and substantive content shall remain attributable to the student or staff member, who shall review the output for accuracy, meaning, context, and unintended changes.

8.2 Responsibilities of Academic Staff

Academic staff shall:

- i. Clearly define acceptable AI use requirements for assessments.
- ii. Guide students on responsible AI practices.
- iii. Design assessments that encourage critical thinking, creativity, and independent learning.
- iv. Apply fair and transparent procedures when investigating suspected misuse of AI.
- v. Avoid relying solely on AI-detection tools for determining academic misconduct due to limitations in accuracy and reliability.

8.3 AI Use and Thresholds

Postgraduate students may use artificial intelligence tools to support approved academic and research activities, subject to the requirements of their programme, supervisor, Department, Faculty, and the University. AI use shall not replace the student's independent intellectual contribution, critical thinking, scholarly judgement, originality, or responsibility for the work.

The following AI-use thresholds shall apply to postgraduate academic and research activities:

- i. Coursework and Seminar Papers: maximum 0–30% — Controlled Use.
- ii. Thesis/Dissertation: maximum 0–20% — Strict Control.
- iii. Data Analysis and Coding: maximum 0–40% — Supervised Use.
- iv. Research Design and Findings: maximum 0–12% — Minimal AI.

(a) *Coursework and Seminar Papers (0–30%)*

AI may be used within the approved threshold for appropriate academic support, including brainstorming, language improvement, literature exploration, translation, and other permitted activities. The student shall remain responsible for the intellectual content, analysis, interpretation, and final submission.

(b) ***Thesis/Dissertation (0–20%)***

Strict Control. AI use shall be strictly controlled. AI may be used for approved supportive activities, but shall not replace the student's independent scholarly contribution, critical thinking, analysis, interpretation, conclusions, or originality. Substantive AI use shall be appropriately disclosed and verified.

(c.) ***Data Analysis and Coding (0–40%)***

Supervised Use. AI may be used to support coding, debugging, data processing, statistical analysis, modelling, and visualisation, subject to appropriate supervision. Students shall understand, verify, and be able to explain AI-assisted code, analytical procedures, and outputs.

(c) ***Research Design and Findings (0–12%)***

Minimal AI. AI use shall be minimal and subject to strict human oversight. AI shall not replace the student's independent formulation of research questions, objectives, methodology, interpretation of findings, conclusions, or scholarly judgement. AI shall not be used to fabricate, manipulate, or misrepresent research data or findings.

Compliance with these AI-use thresholds shall not exempt postgraduate students from the requirements of disclosure, verification, academic integrity, research integrity, and human accountability established by this Policy. The prescribed percentages are institutional control thresholds and shall not be interpreted as permission to use AI for activities otherwise prohibited under this Policy.

8.4 Responsibilities of Students

Students shall:

- i. Use artificial intelligence tools honestly and responsibly.
- ii. Follow instructions provided by course instructors regarding AI usage.
- iii. Verify the accuracy and reliability of AI-generated information.
- iv. Disclose significant AI assistance where required.
- v. Accept responsibility for all submitted academic work.

Any unauthorized use of artificial intelligence in academic assessments shall be treated as a violation of academic integrity and shall be investigated in accordance with FUNAAB regulations governing academic misconduct.

9.0 RESEARCH INTEGRITY

The Federal University of Agriculture, Abeokuta (FUNAAB) recognizes that artificial intelligence technologies can enhance research productivity, innovation, data analysis, knowledge discovery, and scholarly communication. However, the use of

artificial intelligence in research activities shall be guided by the principles of research integrity, transparency, accountability, originality, and ethical responsibility.

- i. Researchers using artificial intelligence tools shall remain fully responsible for the accuracy, reliability, interpretation, and integrity of all research outputs. Artificial intelligence shall be regarded as a supporting tool and shall not replace the expertise, critical judgment, creativity, and accountability of researchers.
- ii. The use of artificial intelligence in research shall comply with established University research policies, ethical approval requirements, intellectual property regulations, data protection obligations, and relevant professional and disciplinary standards.
- iii. Researchers may use artificial intelligence tools to support activities such as literature exploration and search, language improvement, translation, data organization, coding assistance, statistical analysis, visualization, simulation, modelling, manuscript preparation, and other approved research-related activities, provided that appropriate verification, human oversight, and transparent reporting are maintained. Where AI is used as part of the research methodology, its use shall be described sufficiently in the Methods or equivalent methodological section to permit appropriate evaluation, reproducibility, and understanding of potential limitations or bias.
- iv. Researchers shall critically evaluate and validate all AI-generated information because artificial intelligence systems may produce inaccurate, incomplete, biased, outdated, or fabricated information. Researchers shall ensure that AI-generated content, data interpretations, references, figures, visualisations, and conclusions are independently reviewed before inclusion in research outputs. Authors remain responsible for the accuracy and integrity of all research and scholarly content, whether generated, assisted, edited, or formatted using AI.
- v. The use of artificial intelligence in research shall not involve the fabrication, falsification, manipulation, or misrepresentation of research data, methodologies, findings, references, or scholarly contributions. Researchers shall not use AI tools to generate fictitious citations, create false evidence, or present AI-generated materials as original scholarly contributions without appropriate acknowledgement.
- vi. AI-assisted literature searches may be used, but researchers shall verify the accuracy and relevance of information retrieved or suggested by AI and shall report the use in the Methods section for research reports where it forms part of the research process, or in an appropriate acknowledgment for other scholarly outputs.
- vii. AI may be used to assist with manuscript preparation, translation, language improvement, formatting, data analysis, or graphic visualisation where appropriate. Such use shall be disclosed when substantive or material and the resulting content shall be checked for accuracy and integrity.

- viii. Artificial intelligence shall not be used to generate, format, or otherwise manage bibliographic references where doing so may compromise reference accuracy or integrity. Researchers should use standard reference-management tools and shall independently check every reference for completeness, accuracy, existence, relevance, and proper attribution.
- ix. Researchers shall not present AI-generated data, analyses, findings, images, figures, or other outputs as original non-AI research or as evidence that was not actually produced or obtained through the stated research methods.
- x. AI-generated or AI-manipulated research images, figures, audio, video, or other multimedia shall not be used to misrepresent research evidence, participants, experiments, observations, or results. Where AI is part of the formal research design or methodology, its use shall be fully documented and disclosed, and original or underlying materials shall be retained where applicable.
- xi. Researchers and reviewers shall not enter confidential manuscripts, peer-review reports, unpublished research materials, proprietary information, or other confidential scholarly content into external AI systems unless expressly authorised and adequate confidentiality safeguards are in place. Use of AI in peer review shall not compromise the confidentiality of the material under review.
- xii. Where a publisher, funding body, professional body, research partner, or other legitimate authority imposes stricter AI-use or disclosure requirements, researchers shall comply with the stricter requirement.
- xiii. Where artificial intelligence tools have made substantive or material contributions to research activities or scholarly publication, researchers shall provide appropriate disclosure in accordance with disciplinary standards, publisher requirements, and University guidelines. The disclosure shall, where applicable, identify the AI software, platform, program, or tool; model/version and extension number; provider or manufacturer; date(s) or period of use; a brief description of how the AI was used and which portions of the research output were affected; and confirmation that the author(s) take responsibility for the accuracy and integrity of the resulting content. Basic spelling and grammar checking that does not materially alter content does not require disclosure.
- xiv. Artificial intelligence systems shall not be recognised as authors, co-authors, inventors, supervisors, or responsible contributors in research publications, theses, dissertations, patents, or other scholarly outputs because they cannot assume intellectual responsibility, accountability, or ethical obligations associated with authorship.
- xv. Researchers shall ensure that confidential, sensitive, proprietary, or restricted research information is not uploaded or disclosed to unauthorised artificial intelligence platforms. This includes unpublished research findings, participant information, institutional data, confidential datasets, examination materials, and intellectual property belonging to the University or research partners.

- xvi. Research involving artificial intelligence technologies, including the development of AI models, collection and processing of AI-related datasets, and deployment of AI systems affecting individuals or communities, shall undergo appropriate ethical review and risk assessment where applicable.
- xvii. The University encourages responsible artificial intelligence research and innovation that contributes to scientific advancement, agricultural development, societal improvement, and national development while maintaining the highest standards of research integrity.

9.1 Data Privacy and Security

The Federal University of Agriculture, Abeokuta (FUNAAB) recognizes that the responsible use of artificial intelligence technologies requires strong measures to protect personal information, institutional data, research data, and other sensitive information assets. The University shall ensure that the adoption and application of artificial intelligence systems comply with applicable data protection laws, cybersecurity standards, and institutional information security policies.

- i. All members of the University community who use artificial intelligence tools shall ensure that data shared with such systems is handled responsibly, securely, and in accordance with the principles of confidentiality, integrity, availability, and lawful processing. Users shall exercise caution when providing information to artificial intelligence platforms, particularly external or publicly accessible systems, as such platforms may process, store, or use submitted information in ways that may not be fully controlled by the University.
- ii. Personal, confidential, sensitive, or restricted information shall not be uploaded, entered, transmitted, or processed through unauthorized artificial intelligence platforms. Such information includes, but is not limited to, student academic records, staff personnel information, financial records, examination materials, medical information, biometric data, research datasets containing personal information, security credentials, institutional records, and proprietary University information.
- iii. The deployment of artificial intelligence systems within FUNAAB shall be subject to appropriate data protection and security assessments before implementation. Units introducing or adopting AI-based solutions shall ensure that such systems meet approved security requirements, protect user privacy, and provide appropriate safeguards against unauthorized access, data leakage, misuse, or cyber threats.
- iv. Artificial intelligence systems that process personal or sensitive information shall incorporate appropriate technical and organizational safeguards, including access controls, authentication mechanisms, encryption where applicable, monitoring, audit trails, and regular security reviews.
- v. Users shall assess the terms, privacy practices, retention arrangements, and data-use conditions of external AI or translation platforms before entering University

information into them. The convenience of an AI service shall not override confidentiality, data protection, intellectual property, or contractual obligations.

- vi. Members of the University community shall ensure that AI-generated outputs derived from institutional data are reviewed for accuracy, confidentiality, and compliance with relevant regulations before they are used for decision-making or official communication.
- vii. The University shall maintain clear accountability for AI-related data processing activities. Departments, units, and individuals using artificial intelligence technologies shall be responsible for ensuring that data handling practices comply with the Nigerian Data Protection Act (NDPA), applicable regulatory requirements, and FUNAAB information security policies.
- viii. Any suspected data breach, unauthorised disclosure, misuse of institutional information, or security incident involving artificial intelligence systems shall be reported immediately through the appropriate University reporting channels for investigation and corrective action.
- ix. The University shall promote continuous awareness and capacity development among staff and students on AI-related privacy risks, cybersecurity practices, and responsible data management to ensure that artificial intelligence adoption contributes positively to institutional growth while protecting the rights and interests of all stakeholders.

9.2 Risk Assessment Framework

The Federal University of Agriculture, Abeokuta (FUNAAB) recognises that the adoption and use of artificial intelligence technologies present both opportunities and potential risks to academic activities, research, administration, information security, privacy, and institutional reputation. The University shall therefore adopt a structured risk assessment framework to identify, evaluate, manage, and monitor risks associated with the deployment and use of artificial intelligence systems.

All artificial intelligence applications proposed for adoption or use within the University shall undergo appropriate risk assessment before implementation. The level of assessment required shall depend on the nature of the AI application, the sensitivity of the data involved, the potential impact on individuals or institutional processes, and the level of human oversight required. The University shall classify artificial intelligence applications into the following risk categories:

9.2.1 Low-Risk AI Applications

Low-risk AI applications are those that have minimal impact on individuals, institutional processes, or decision-making outcomes. These applications generally support routine activities and do not involve sensitive information or automated decisions.

Examples include:

- i. Grammar and spelling assistance;
- ii. Language translation;
- iii. Formatting and editing support;
- iv. General brainstorming and idea generation;
- v. Learning support tools that do not process confidential information.

Low-risk applications shall still require responsible use, verification of outputs, and compliance with this policy.

9.2.2 Moderate-Risk AI Applications

Moderate-risk AI applications are those that provide significant support for academic, research, or administrative activities but require human review and supervision before outputs are accepted or implemented.

Examples include:

- i. Data analysis and visualisation;
- ii. Research assistance;
- iii. Programming and software development support;
- iv. Content generation for teaching materials;
- v. Administrative reporting assistance.

Users of moderate-risk AI applications shall ensure that outputs are verified for accuracy, relevance, bias, and compliance with University's requirements.

9.2.3 High-Risk AI Applications

High-risk AI applications are those that may significantly influence individuals, institutional decisions, academic outcomes, or the management of sensitive information.

Examples include:

- i. Student assessment and evaluation support;
- ii. Admission-related processes;
- iii. Staff recruitment assistance;
- iv. Predictive analytics involving students or employees;
- v. Systems processing personal or confidential information.

High-risk AI applications shall require formal approval, documented risk assessment, appropriate security measures, and continuous human oversight before deployment.

9.2.4 Critical-Risk AI Applications

Critical-risk AI applications are those that may have substantial legal, ethical, security, or institutional consequences if improperly designed, implemented, or used.

Examples include:

- i. Automated decision-making affecting students, staff, or stakeholders;
- ii. AI systems controlling critical University infrastructure;
- iii. AI applications processing highly sensitive personal information;
- iv. AI systems influencing disciplinary, legal, financial, or security-related decisions.

Critical-risk AI applications shall require comprehensive review and approval by the appropriate University authority before deployment. Where necessary, the University may restrict, suspend, or prohibit the use of such systems.

9.3 Risk Management Measures

The University shall adopt appropriate measures to manage identified AI risks, including:

- i. Conducting impact assessments before deployment;
- ii. Ensuring human oversight of AI-assisted decisions;
- iii. Implementing appropriate cybersecurity controls;
- iv. Protecting personal and confidential information;
- v. Monitoring AI performance and reliability;
- vi. Reviewing systems periodically for bias, errors, and unintended consequences;
- vii. Maintaining documentation of AI systems, their purposes, limitations, and responsible users.

9.4 Continuous Monitoring and Review

Artificial intelligence technologies shall be subject to continuous monitoring to ensure that they remain accurate, secure, ethical, and aligned with University's objectives.

Departments and units responsible for AI applications shall periodically review their systems and report significant risks, challenges, or changes in functionality to the Artificial Intelligence Governance Committee.

The University reserves the right to modify, suspend, or discontinue any artificial intelligence application that presents unacceptable risks to academic integrity, data protection, cybersecurity, ethical standards, or institutional interests.

9.5 Compliance and Enforcement

The Federal University of Agriculture, Abeokuta (FUNAAB) is committed to ensuring that the use of artificial intelligence technologies across the University community is conducted responsibly, ethically, securely, and in accordance with this policy, existing University regulations, professional standards, and applicable laws.

All members of the University community who access, use, develop, or implement artificial intelligence systems shall be responsible for complying with the provisions of

this policy. Faculties, Departments, Directorates, Centres, and Administrative Units adopting or deploying artificial intelligence technologies shall ensure that such applications are used appropriately, monitored effectively, and aligned with approved University standards.

Compliance with this policy shall be supported through awareness programmes, training, guidelines, monitoring mechanisms, periodic reviews, and institutional oversight. The Artificial Intelligence Governance Committee, in collaboration with relevant University units, shall monitor compliance, provide guidance, and recommend appropriate actions where violations or risks are identified.

The University shall promote a fair, transparent, and evidence-based approach in addressing suspected misuse of artificial intelligence technologies. Investigations into alleged violations shall follow established University procedures and shall provide affected individuals with an opportunity to respond before any disciplinary action is taken.

The University shall not rely solely on artificial intelligence detection tools as the basis for determining misconduct because of limitations associated with accuracy, reliability, and fairness. Where AI misuse is suspected, investigations may consider multiple sources of evidence, including submitted work, drafts, research records, system logs, oral explanations, interviews, supporting documentation, and other relevant information.

9.5.1 Academic Violations

Unauthorized or inappropriate use of artificial intelligence in academic activities shall be treated as a breach of academic integrity. Such violations may include, but are not limited to:

- i. Submitting AI-generated work as original work without disclosure or authorisation;
- ii. Using AI tools during assessments where such use is prohibited;
- iii. Fabricating references, data, results, or academic materials using AI;
- iv. Misrepresenting the extent of AI assistance in academic submissions.

Academic violations shall be addressed in accordance with FUNAAB regulations governing student academic misconduct and may result in appropriate penalties, including correction of work, reduction of marks, failure of an assessment, failure of a course, suspension, or other sanctions as prescribed by University's regulations.

Failure to disclose substantive or material AI use where disclosure is required may constitute a policy violation, particularly where the omission affects the transparency, integrity, reproducibility, or assessment of the work. Where undisclosed AI use is identified, the University may require correction, additional documentation, resubmission, withdrawal or correction of affected outputs, or other action in accordance with applicable University procedures.

9.5.2 Research Violations

Misuse of artificial intelligence in research activities, including fabrication of research information, manipulation of findings, breach of confidentiality, or failure to disclose significant AI assistance, shall constitute research misconduct.

Such cases shall be handled in accordance with the University's research integrity procedures and may result in withdrawal of research privileges, rejection or correction of research outputs, disciplinary action, or other sanctions as applicable.

9.5.3 Staff and Administrative Violations

Staff members who misuse artificial intelligence technologies in a manner that compromises institutional data, security, administrative processes, professional responsibilities, or public trust shall be subject to investigation and disciplinary procedures in accordance with relevant University regulations.

9.5.4 Reporting of Violations

Members of the University community are encouraged to report suspected misuse, unethical application, security breaches, or violations involving artificial intelligence systems through established University reporting channels. Reports shall be handled confidentially, objectively, and in accordance with applicable University procedures.

9.5.5 Continuous Improvement and Corrective Measures

Where weaknesses, risks, or unintended consequences are identified in the use of artificial intelligence systems, the University shall implement appropriate corrective measures, which may include additional training, modification of procedures, restriction of access, suspension of AI applications, or review of relevant policies. The University shall adopt a continuous improvement approach to AI governance to ensure that artificial intelligence adoption remains aligned with institutional values, academic excellence, ethical responsibility, and public trust.

10.0 CAPACITY DEVELOPMENT

The Federal University of Agriculture, Abeokuta (FUNAAB) recognizes that effective and responsible adoption of artificial intelligence technologies requires continuous learning, awareness, and skills development among members of the University community. The University shall therefore promote artificial intelligence literacy and build the capacity of students, academic staff, non-teaching staff, and other stakeholders to understand, evaluate, and responsibly use artificial intelligence tools.

The University shall develop and implement structured capacity development programmes aimed at improving awareness of artificial intelligence opportunities, ethical considerations, risks, limitations, and best practices. These programmes shall encourage responsible innovation while ensuring that users possess the necessary knowledge and skills to maximize the benefits of artificial intelligence technologies.

Academic staff shall be encouraged to develop competencies in the integration of artificial intelligence into teaching, learning, curriculum development, assessment design, and research activities. Training programmes shall focus on responsible AI pedagogy, assessment redesign, AI-assisted research methods, verification of AI-generated information, and strategies for maintaining academic integrity in an AI-enabled learning environment.

Students shall be provided with appropriate artificial intelligence literacy programmes that promote responsible use, critical evaluation of AI outputs, ethical considerations, data privacy awareness, and compliance with academic integrity requirements. Students shall be encouraged to view artificial intelligence as a learning support tool while maintaining independent thinking, creativity, and scholarly responsibility.

Non-teaching staff and administrative personnel shall receive relevant training on the appropriate use of artificial intelligence for improving operational efficiency, data analysis, service delivery, and decision support while ensuring compliance with information security and data protection requirements.

The University shall encourage collaboration among Faculties, Departments, Directorates, Centres, and relevant stakeholders to promote interdisciplinary learning, research, and innovation in artificial intelligence. Partnerships with professional organizations, technology institutions, research bodies, and other universities may be established to strengthen institutional capacity and promote knowledge exchange.

The Directorate of Academic Information Systems (DACIS), in collaboration with relevant University units, shall coordinate AI awareness initiatives, training programmes, knowledge sharing activities, and other capacity-building efforts to support the effective implementation of this policy.

The University shall periodically evaluate the effectiveness of AI capacity development initiatives and update training programmes in response to emerging technologies, changing institutional needs, and evolving global best practices.

Through continuous capacity development, FUNAAB shall ensure that its community is equipped to adopt artificial intelligence responsibly, ethically, and effectively in support of the University's mission of teaching, research, innovation, and service to society.

10.1 Policy Review

This policy shall be reviewed every two years or whenever circumstances require revision, including significant developments in artificial intelligence technology, applicable law, research integrity standards, academic practice, or scholarly publishing guidance.

REFERENCES (Materials Consulted)

- University of London Artificial Intelligence Policy.
University of Alberta Artificial Intelligence Framework.
- Yale University Artificial Intelligence Guidance.
- Nigerian Data Protection Act (2023).
- National Universities Commission regulations.
UNESCO Recommendation on the Ethics of Artificial Intelligence (2021).