



CONFLUENCE UNIVERSITY OF SCIENCE AND TECHNOLOGY (CUSTECH), OSARA

ARTIFICIAL INTELLIGENCE (AI) POLICY

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Forward

Artificial Intelligence is rapidly reshaping higher education, research, innovation and institutional practices. As a university established to provide high-quality education in science, technology, and innovation for national development, Confluence University of Science and Technology (CUSTECH), Osara recognises both the opportunities presented by Artificial Intelligence and the responsibility to ensure that these technologies are used with integrity, competence and appropriate human oversight.



This Artificial Intelligence (AI) Policy provides a common institutional framework for the responsible, ethical, transparent and secure use of AI by staff, students, researchers and administrative units of the University. It is intended to encourage innovation and productivity while safeguarding academic standards, originality, research integrity, privacy, intellectual property, information security, fairness and accountability.

CUSTECH does not regard AI simply as a technology to be restricted, but as an important tool that members of the University community should understand, critically evaluate and apply responsibly. AI should enhance human creativity, scholarship and professional judgement; it must not replace independent thinking, authentic learning, sound scientific practice or the responsibility of individuals for work submitted or decisions taken in their names. In this regard, the Policy provides clear expectations for disclosure and verification of AI-assisted work, including defined limits for its use in undergraduate projects, Master's dissertations and PhD theses, as well as staff publications.

The effective implementation of this Policy is a shared responsibility. Faculties, Departments, Directorates, supervisors, examiners, researchers, students, ICT personnel and administrative officers are expected to promote AI literacy, apply the requirements of the Policy consistently and seek appropriate guidance where the use of AI raises academic, ethical, legal, security or data-protection concerns. Because AI technologies continue to evolve rapidly, the University will review this Policy periodically to ensure that it remains relevant and responsive to emerging developments.

On behalf of the University Management, I commend this Policy to the CUSTECH community and encourage every member of staff and every student to become familiar with its provisions. Our objective is to ensure that CUSTECH remains forward-looking in the adoption of new technologies while preserving the values of integrity, excellence, responsibility and service that should define a modern university.

Engr. Prof. Abdulrahman Asipita Salawu (FNSE)

Vice-Chancellor

Confluence University of Science and Technology (CUSTECH)

Osara, Kogi State, Nigeria

Background

The CUSTECH Artificial Intelligence (AI) Policy primarily addresses generative artificial intelligence and related developments. It also applies to other forms of artificial intelligence, such as machine learning, natural language processing, computer vision, robotics, expert systems, and emerging AI technologies.

Confluence University of Science and Technology (CUSTECH), Osara is committed to responsible innovation in teaching, learning, research, administration, and community engagement. Artificial intelligence presents significant opportunities to enhance productivity, creativity, accessibility, scientific discovery, and service delivery. However, it also introduces risks related to academic integrity, privacy, intellectual property, bias, misinformation, security, and over-reliance on automated outputs.

CUSTECH seeks to maximize the benefits of AI while ensuring its use remains lawful, ethical, transparent, inclusive, secure, and consistent with the University's standards of scholarship, research integrity, and professional responsibility.

1. CUSTECH's Policy on Artificial Intelligence (AI)

- 1.1 CUSTECH supports the responsible use of artificial intelligence where it advances the University's mission in education, research, innovation, administration and public service.
- 1.2 AI may be used as a support tool, but responsibility for academic, research, professional and administrative outputs remains with the human user. AI systems must not be treated as autonomous authorities, authors, assessors, decision-makers or substitutes for professional judgement where human accountability is required.
- 1.3 The University recognises that AI technologies evolve rapidly. Accordingly, this Policy establishes principles and minimum institutional safeguards that may be supplemented by Faculty, Departmental, programme, assessment, research ethics, ICT or administrative guidance.
- 1.4 All members of the University community are expected to use AI in ways that preserve academic integrity, protect confidential and personal information, respect intellectual property, mitigate bias and discrimination, and maintain appropriate human oversight.
- 1.5 Where a course, assessment, research protocol, professional body, funder, journal, regulator or University unit imposes stricter requirements than this Policy, the stricter requirement shall apply.

2. Artificial Intelligence (AI)

- 2.1 For the purpose of this Policy, Artificial Intelligence (AI) refers to computer-based systems designed to perform tasks that ordinarily require aspects of human intelligence, including learning, prediction, classification, reasoning, language generation, image or audio generation, pattern recognition, optimisation and decision support.
- 2.2 Generative AI is a category of AI capable of producing new content based on patterns learned from data. Such content may include text, code, images, audio, video, presentations, tables, simulations and other digital outputs.
- 2.3 Examples of AI-enabled systems include, but are not limited to:
 - Large language models and conversational assistants;
 - AI writing, summarisation, translation and grammar tools;
 - AI image, audio and video generation systems;

machine-learning and predictive analytics systems;
AI coding assistants and software-development tools;
computer-vision, biometric, robotic and expert systems; and
AI functions embedded within search engines, learning platforms, office software,
laboratory systems and administrative applications.

- 2.4 AI outputs may be inaccurate, incomplete, biased, fabricated, outdated or difficult to verify. Human users must therefore critically evaluate and, where appropriate, independently verify AI-generated or AI-assisted outputs before relying on them.

3. Principles adopted by CUSTECH

CUSTECH adopts the following overarching principles to guide the responsible use of AI across the University:

- 3.1 **Collaboration and good practice:** work with staff, students, professional bodies, regulators, funders, industry and other stakeholders to develop and share responsible AI practice.
- 3.2 **AI literacy:** build the capacity of staff and students to understand how AI works, where it adds value, its limitations, and the legal and ethical issues associated with its use.
- 3.3 **Transparency and fairness:** ensure that significant use of AI is appropriately disclosed and does not create unfair, hidden or inequitable conditions.
- 3.4 **Legal and ethical compliance:** keep policies and procedures under review and ensure that AI use complies with applicable law, ethics requirements, professional standards and University regulations.
- 3.5 **Academic and research integrity:** preserve originality, authorship, scholarly rigour, evidence-based reasoning and accountability in teaching, assessment and research.
- 3.6 **Privacy, confidentiality and security:** protect personal data, confidential University information, privileged information and intellectual property.
- 3.7 **Human oversight and accountability:** retain meaningful human judgement in consequential decisions and ensure that responsibility cannot be delegated to an AI system.
- 3.8 **Equity, inclusion and non-discrimination:** identify and mitigate algorithmic bias and barriers to equitable access.

3.9 Societal and environmental responsibility: consider proportionate social and environmental impacts when adopting AI at scale.

4. Academic integrity, assessment and student research

4.1 AI may support learning and research where its use is expressly permitted and appropriately disclosed. Permitted support may include brainstorming, language improvement, outlining, coding assistance, translation, data exploration, formatting and feedback, subject to the requirements of the relevant lecturer, supervisor, programme, faculty or research protocol.

4.2 Students remain responsible for the intellectual content, accuracy, originality, argument, data, analysis, interpretation, references and conclusions of all work submitted in their names.

4.3 Unless a stricter limit is specified by the relevant programme, faculty, supervisor, examination regulation, professional body or ethics approval, CUSTECH adopts the following maximum thresholds for AI-generated or AI-assisted content in major student research submissions:

Undergraduate project	20%	At least 80% of the submitted work must reflect the student's own substantive intellectual contribution.
Master's dissertation	15%	At least 85% of the submitted work must reflect the student's own substantive intellectual contribution.
PhD thesis	10%	At least 90% of the submitted work must reflect the candidate's own substantive intellectual contribution.
Research	10%	At least 90% of the submitted work must reflect the candidate's own substantive intellectual contribution.

4.4 The thresholds above are ceilings, not entitlements. They do not permit plagiarism, fabrication, falsification, ghost-writing, undisclosed substitution of AI for original scholarship, or submission of inaccurate content. Any AI-generated material retained in a submission remains subject to normal standards of citation, verification, originality and academic integrity.

4.5 For the purpose of applying these thresholds, the University may use approved AI-detection or verification tools as one source of evidence. No disciplinary finding should be based solely on an automated AI-detection score. Such scores must be interpreted alongside the student's drafts, notes, oral defence, version history, sources, methodology, supervisor observations and other relevant evidence.

4.6 Students using AI in projects, dissertations or theses shall include an AI-use declaration, substantially in the form provided in Appendix A, identifying the tools used, the tasks for which they were used and the steps taken to verify outputs.

4.7 Supervisors and examiners may require a student to explain, reproduce or defend any part of submitted work where there is reasonable concern about authorship, data integrity, methodology, references or inappropriate AI reliance.

4.8 For examinations, tests, quizzes, practical assessments and other controlled assessments, AI use is prohibited unless the assessment instructions expressly permit it. Where AI is permitted, the allowable scope must be stated clearly in advance.

5. Artificial Intelligence Adoption

Members of the University community must seek appropriate advice or approval before using AI in circumstances that present heightened institutional, legal, ethical, security or academic-integrity risk. In particular:

5.1 Procurement or institutional deployment of AI systems: No University unit should purchase, contract, integrate or deploy an AI-enabled system for institutional use without following the University's ICT, procurement, cybersecurity, data-protection and approval procedures. A proportionate risk assessment should consider security, vendor terms, data retention, model training practices, interoperability, accessibility, bias, business continuity and exit arrangements.

5.2 Use of AI in teaching, learning and assessment: Material changes to assessment design, marking, feedback, invigilation, student profiling or learning analytics involving AI should be reviewed through appropriate academic governance processes. Students must be informed in

advance about whether AI use is prohibited, restricted, permitted with disclosure or required as part of an assessment.

5.3 Research involving or materially affected by AI: Researchers should seek advice from the relevant Research Ethics Committee and other competent University units where AI is used in research design, participant interaction, data processing, modelling, decision support, image generation, publication preparation or any context that may affect research integrity or participant rights.

Where externally funded research is involved, the requirements of the relevant funder must also be followed.

5.4 Personal, confidential or sensitive data: Personal data, confidential University information, examination materials, student records, medical or health information, passwords, unpublished research data, legally privileged information, protected intellectual property or third-party confidential information must not be entered into public or unapproved AI systems unless appropriate authorisation, safeguards and contractual protections are in place.

5.5 Intellectual property and third-party content: Before uploading University-owned, jointly owned, licensed, unpublished or third-party content to an AI system, users must consider ownership, licence terms, confidentiality, copyright, commercialisation and whether the service provider may retain or use submitted material for model training or other purposes.

5.6 High-impact or consequential decisions: AI must not be the sole basis for decisions that materially affect admission, progression, graduation, discipline, employment, promotion, research ethics, student welfare or other significant rights and interests. Such decisions require meaningful human review and an appropriate route for challenge or appeal.

6. Artificial Intelligence Usage Monitoring

6.1 CUSTECH will monitor AI adoption through periodic review of policy implementation, training, academic-integrity trends, research practice, information-security incidents, procurement, accessibility, user feedback and emerging legal or sectoral guidance.

6.2 The University may adopt an AI maturity framework to assess progress from initial awareness and experimentation through operational use, embedded governance and responsible institutional transformation.

6.3 This Policy should be reviewed at least annually, or sooner where significant technological, legal, regulatory, academic or institutional developments occur.

6.4 Faculties, Directorates and Departments should report material AI-related risks, incidents and emerging practice to the appropriate University authority so that guidance can be updated in a timely manner.

7. Roles and Responsibilities

7.1 Vice-Chancellor and University Management

Ensure effective implementation of this Policy across the University.

Make strategic and operational decisions regarding institutional AI adoption and delegate responsibilities to appropriate units.

Ensure that material AI risks are addressed through academic, research, ICT, legal, administrative and risk-management processes.

7.2 Senate / Academic Board and relevant academic committees

Oversee academic standards, assessment integrity, research conduct and ethical considerations relating to AI.

Approve or recommend academic regulations and guidance on AI use in teaching, assessment and student research.

Review reports on opportunities, good practice and academic risks arising from AI.

7.3 Directorate of Research, Innovation and Development (DRID)

Provides guidance on responsible AI use in research, innovation, grant applications, research ethics and scholarly outputs.

Supports researchers in identifying AI-related integrity, ethics, data and intellectual-property risks.

Works with faculties, research committees and relevant University units to promote AI literacy and responsible research practice.

7.4 ICT Directorate

Assess AI-related systems, integrations and vendors for security and technical suitability.

Maintain controls for approved institutional AI services and advise on cybersecurity, access, retention and system risks.

Support implementation of safe and reliable AI-enabled infrastructure.

7.5 Faculties, Departments, programme coordinators, lecturers and supervisors

Provide clear, discipline-appropriate instructions on acceptable AI use in teaching, assessment and research.

Design assessments and supervision processes that promote authentic learning and allow students to demonstrate their own competence.

Apply the project/dissertation/thesis AI thresholds in this Policy together with any stricter approved programme requirements.

Use fair, evidence-based processes when concerns about inappropriate AI use arise.

7.6 Staff

Understand and comply with this Policy and related University policies and procedures.

Attend relevant training and keep their AI literacy current.

Protect personal, confidential and proprietary information when using AI.

Verify AI outputs and remain accountable for work produced or decisions made with AI assistance.

Escalate significant risks, incidents or uncertainties to the appropriate University unit.

7.7 Students and researchers

Follow assessment, supervision, research ethics and programme-specific instructions on AI use.

Disclose material AI use honestly and accurately.

Remain responsible for the originality, accuracy, sources, data, analysis and conclusions of submitted work.

Keep prompts, outputs, drafts or other records of AI use where these may be needed to demonstrate appropriate authorship or research integrity.

Never use AI to fabricate data, references, evidence, participation records or academic work.

Signature and Date of Senate Approval

Mrs Glory Ojochogu Yakubu
Registrar

Engr. Prof. Abdulrahman Asipita Salawu, FNSE
Vice Chancellor

Appendix A. AI-use declaration for academic work

The following declaration may be included in undergraduate projects, Master's dissertations and PhD theses, and may be adapted for other assessed work.

Student name / registration number	
Programme / Department	
Title of work	
AI tool(s) used	
Purpose(s) for which AI was used	
Estimated proportion of AI-assisted content	
How AI outputs were checked / verified	

Declaration: I declare that I have disclosed my use of artificial intelligence tools in this work. I understand that I remain fully responsible for the accuracy, originality, references, data, analysis, interpretation and conclusions contained in the submission, and that undisclosed or inappropriate AI use may constitute academic misconduct.

Student signature / date
Supervisor acknowledgement / date

Appendix B. Summary guide to acceptable and unacceptable AI use

Learning and study	Brainstorming, concept explanation, practice questions, language support and feedback, subject to lecturer instructions.	Submitting AI-generated work as one's own; using AI in a prohibited test or examination; fabricated references or facts.
Undergraduate project	AI-assisted drafting or editing within the approved 20% ceiling, with declaration and verification.	Exceeding the 20% ceiling; using AI as a substitute for research, analysis or original writing; fabricated data or citations.
Master's dissertation	AI-assisted use within the approved 15% ceiling, with declaration, supervisor guidance and verification.	Exceeding the 15% ceiling; undisclosed substantial generation of chapters, analysis or interpretation.
PhD thesis	Limited AI-assisted use within the approved 10% ceiling, with full scholarly accountability and declaration.	Exceeding the 10% ceiling; AI-generated thesis argument, findings or interpretation presented as the candidate's original scholarship.
Research	Limited AI-assisted use within the approved 10% ceiling, Coding support, literature organisation, language refinement, data exploration or modelling where ethically and methodologically appropriate.	Exceeding the 10% ceiling; Fabricating data, participant responses, references, images or results; uploading protected datasets to unapproved systems.
Administration	Drafting routine text, summarisation or productivity support using non-sensitive information and approved tools.	Entering confidential, personal, privileged or proprietary information into public/unapproved AI tools; relying solely on AI for consequential decisions.