



USMANU DANFODIYO UNIVERSITY, SOKOTO
OFFICE OF THE VICE CHANCELLOR

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UDUS POLICY FOR THE USE OF GENERATIVE AI FOR STAFF AND STUDENTS

USMANU DANFODIYO UNIVERSITY, SOKOTO
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1. Introduction

One of the core values of Usmanu Danfodiyo University, Sokoto (UDUS) is promoting academic excellence through developing key skills like critical thinking, building well-supported arguments, and communicating ideas with clarity. Thus, while UDUS recognizes the transformative potential of Generative AI technologies in education, research, and creative endeavours, it believes that they cannot replace critical reasoning, scholarly engagement, and the in-depth knowledge. Nevertheless, these tools, when used responsibly, can enhance human creativity, streamline workflows, and contribute to academic and research excellence. To guard against misuse, the university is committed to ensuring that the use of AI aligns with its core values of integrity, innovation, inclusivity and equitable access to technology. Accordingly, this policy set the standards for responsible AI use for both staff and students.

2. Objectives

The primary goals of this policy are to:

- i. Encourage responsible and ethical use of AI tools to enhance creative and academic output.
- ii. Promote human-centered creative development while leveraging AI technologies.
- iii. Ensure ethical and responsible use of AI, safeguarding intellectual integrity and academic excellence.
- iv. Foster collaboration, research, and innovation through the appropriate use of AI.
- v. Establish guidelines for providing support, implementing corrective actions or issuing reprimand for AI misuse.

3. Guidelines for AI Use in Academic and Research Settings

3.1 Responsible Use of Generative AI Tools

- i. Automated text generators must not be relied upon to produce substantive academic arguments without thorough human analysis and reflection.
- ii. **For Students:** Students are encouraged to use generative AI tools, such as text generators, art generators, or design tools, to support their creative processes, research, and learning. However, the output generated by these tools should be used to complement their own original work and not replace it. For theses, dissertation or final year projects, students must limit AI assistance to specific supportive tasks (e.g., data analysis, paraphrasing).
- iii. **For Staff:** Staff are encouraged to utilize generative AI in research, content creation, paraphrasing, data analysis and pedagogy to enhance their teaching and administrative roles. AI can aid in creating materials, designing presentations, and even offering insights into research data. Nevertheless, staff should retain intellectual ownership and ensure AI is a support, not a substitute, for academic



expertise. Staff supervising research work are responsible for ensuring students understand how to use AI responsibly and within the ethical guidelines of the university.

3.2 Transparency and Disclosure

- i. Staff and students must disclose AI use in academic work, detailing its application (e.g., drafting, image generation). A full account should be included in the appendix for transparency in projects, theses, or dissertations.
- ii. All submissions containing AI-generated content must clearly label such content, distinguishing it from human-created material. This labeling ensures transparency and allows reviewers to easily identify AI contributions within the work.
- iii. All academic and research projects using AI tools must submit a semester-end report detailing AI usage, project impact, and insights. These reports, using a standardized template, will support annual reviews assessing AI's effectiveness and ethical compliance.

3.3 Ethical Considerations

- i. Users must ensure that AI tools do not compromise originality and academic integrity. For example, using AI to generate text for essays or research papers must not replace critical thinking, analysis, or argumentation that are expected in academic settings.
- ii. AI tools must not be used for unethical purposes such as generating misleading information, falsifying research data, or creating deceptive or harmful content.
- iii. Users must ensure that AI tools do not propagate bias or discrimination. For example, AI tools that generate content based on biased datasets or algorithms could result in unfair outcomes. It is the user's responsibility to assess and mitigate such risks.

3.4 Plagiarism and Intellectual Property

- i. The use of AI must comply with the university's plagiarism and intellectual property policies. Any content produced using generative AI should not violate copyright laws, and proper citations must be provided where applicable, even for AI-generated content.
- ii. AI outputs do not automatically guarantee originality, and students or staff are responsible for ensuring that their work adheres to academic honesty standards.

3.5 Data Privacy and Security

- i. Generative AI systems often collect user data. Staff and students should be cautious about the data they input into these systems, especially when handling sensitive or personal information. Ensure that any AI tool used complies with data protection and privacy regulations.



- ii. Users must refrain from inputting proprietary, sensitive, or personal data into both publicly available and privately managed AI systems without careful risk assessment and approval. When using any third-party AI service, consultation with the Directorate of Research and Innovation is required if there is any uncertainty about the service's data handling policies.
- iii. Before using third-party AI services, staff and students must conduct a data privacy risk assessment, focusing on data anonymization and security practices. For all projects involving sensitive data, consultation with the Directorate of Research and Innovation is required to ensure compliance with UDUS's data privacy standards.

3.6 Capacity Building and Skill Development

- i. UDUS aims to foster an environment where AI is not just a tool but a subject of study. Both staff and students are encouraged to develop skills in AI, exploring its potential applications in creative and academic settings while maintaining ethical boundaries.
- ii. The university shall organize workshops, training, and seminars to help staff and students understand how to effectively and ethically use AI tools in their respective disciplines.
- iii. Staff and students must regularly review and update their knowledge on the ethical implications of AI use, including fairness, accountability, and transparency. The university shall provide support structures, such as online resources and technical support.
- iv. The Directorate of Research and Innovation shall regularly organize specialized trainings and workshops on digital ethics, bias in AI, data privacy and the broader societal impacts of AI.

3.7 Collaboration and Innovation

- i. Staff and students are encouraged to explore collaborative opportunities that involve AI, both within the university and with external partners. AI should be viewed as a tool for research collaboration, innovation, and academic partnership, particularly in areas such as energy, health, environment, peace, etc.
- ii. The use of AI should align with the university's commitment to sustainable development goals (e.g. SDG 4) and the broader vision of promoting inclusivity, gender equality, and equitable access to technology.

3.8 Publication of Research Output Involving AI Tools

- i. AI may be employed to assist with research, generate ideas, draft preliminary content, and streamline tasks, but should not be used to produce the final version of any academic publication.



- ii. All research outputs must be primarily authored and thoroughly reviewed by human researchers. AI-generated content should never be presented as the sole authorial voice of any research paper, report, or publication.
- iii. Outputs generated by AI are prone to bias, errors, and misinformation. Therefore, any AI-generated content used in research must be critically reviewed, edited, and checked for accuracy, appropriateness, and alignment with UDUS's academic standards, research ethics, and tone.

3.9 Enhancing Diversity and Inclusion

- i. UDUS is committed to promoting diversity and inclusion in the use of AI by ensuring equitable access to AI tools and resources across all cultural, linguistic, and socioeconomic backgrounds.
- ii. The university will support initiatives aimed at fostering a more inclusive AI environment, with special attention to marginalized voices and perspectives.
- iii. UDUS shall strive to provide resources and accessibility options for non-English speakers and individuals from underrepresented communities.

4. Enforcement and Monitoring

- i. The Directorate of Research and Innovation will oversee the implementation of these guidelines. The Faculty Research and Innovation Coordinators shall serve as AI compliance officers and act as a point of contact for reporting violations and providing guidance on AI usage.
- ii. UDUS shall establish a Continuous Improvement System (CIS) for monitoring AI usage and policy compliance. Through annual reviews, the Directorate of Research and Innovation will assess AI impact and update AI policies, addressing emerging ethical and technological challenges in AI use.
- iii. Regular audits shall be conducted by the Directorate of Research and Innovation to ensure adherence to these guidelines. Violations of this policy, such as the undisclosed use of AI in academic submissions or the use of AI tools for unethical purposes, will be subject to the university's disciplinary procedures.

5. Disciplinary Measures for Violations

5.1 Failure to Disclose AI Use

This refers to not informing relevant parties, such as instructors, supervisors, or colleagues, about using artificial intelligence (AI) tools in producing academic or creative work.

- I. First Violation: Issuance of a formal warning and mandatory attendance at an AI usage ethics workshop.



- ii. Subsequent Violations: Grade reduction for the assignment or project involved, along with a requirement to resubmit the work with appropriate disclosures.
- iii. Persistent violations: This may lead to suspension from academic activities for a semester or more.

5.2 Academic Dishonesty

This refers to the misuse of AI tools to produce academic work that does not reflect the user's original thinking or effort. Presenting AI-generated content, such as essays, research papers, or code, as their own work without proper attribution or using AI to fabricate data, results, or analyses.

- i. First Violation: Redo the work, along with mandatory participation in an academic integrity workshop.
- ii. Second Violation: Automatic failure or a grade of zero for the affected assignment, paper, or examination along with mandatory participation in an academic integrity workshop. For staff, a reprimand and mandatory participation in an academic integrity workshop.
- iii. Third Violation: The student shall be placed on probationary status for one semester, and a formal query will be added to the student's academic record. For staff, a formal query will be made to him/her.

5.3 Use of AI for Unethical or Harmful Purposes

This refers to employing AI in ways that violate ethical guidelines, cause harm to individuals or society, or breach the trust and standards expected in academic or professional environments (e.g. deepfakes, cyberattacks, harassment, or surveillance without consent).

- i. First Violation: Immediate suspension from academic activities for one semester, a formal warning, and referral to counselling for ethical conduct.
- ii. Second Violation: Permanent suspension from the university for students. For staff, possible termination or demotion after a formal review by the university administration.

5.4 Misuse of Sensitive Data in AI Systems

This refers to the improper handling, processing, or use of personal, confidential, proprietary or sensitive information (e.g. personal details, financial information, National Identification Numbers, Bank Verification Numbers, medical records, trade secrets, unpublished research finding, prototype details, intellectual property) in the development, training, or application of AI systems.

- i. First Violation: Formal reprimand, removal of access to sensitive data, and a mandatory workshop on data privacy and security.



- ii. Second Violation: Suspension from the use of university facilities, research centres, and data systems for a semester, and an internal audit of the individual's access to university resources.
- iii. Third Violation: Expulsion from the university (for students) or termination of appointment (for staff) following a review by the university's disciplinary committee.

5.5 Repeated or Egregious Violations

This refers to either multiple instances of breaking established rules or a single, particularly severe breach of policy that significantly undermines the integrity, safety, or ethical standards of UDUS. Severe violations such as academic dishonesty, repeated plagiarism, or misuse of AI for harmful activities (e.g., generating deepfake content to deceive or harass others).

Any egregious violation or repeated non-compliance may lead to a comprehensive review by the university's disciplinary committee. If found guilty, the violator may face one of the following, depending on the severity of the offense:

- i. Extended suspensions, probation, or additional corrective actions could be considered before permanent penalties.
- ii. Permanent expulsion for students, and termination of appointment for staff.
- iii. Revocation of academic degrees or honours awarded, if violations affect previously submitted work.
- iv. A permanent ban from accessing university AI tools and research facilities.

