CENTER FOR DIGITAL INNOVATIONS AND ARTIFICIAL INTELLIGENCE

ALIKO DANGOTE UNIVERSITY OF SCIENCE AND TECHNOLOGY

Wudil, Kano State, Nigeria

Centre for Digital Innovations and Artificial Intelligence (CDIAI)

ARTIFICIAL INTELLIGENCE ETHICS AND POLICY FRAMEWORK

Governing the Responsible Development, Deployment, and Governance of AI Systems

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FOREWORD FROM THE DIRECTOR, CDIAI

Artificial intelligence (AI) is changing the way we teach, conduct research, provide services, and solve problems. At Aliko Dangote University of Science and Technology (ADUSTECH), Wudil, AI offers useful opportunities to improve teaching, research, innovation, and university administration.

This Framework explains how AI should be used responsibly at ADUSTECH. It focuses on academic integrity, fairness, privacy, safety, transparency, and accountability. It also takes into account relevant Nigerian laws and recognised international standards.

This Framework is intended for staff, students, researchers, partners, and all units of the University. I encourage every member of the ADUSTECH community to understand and apply it in a practical way as we make responsible use of AI.

Dr. Auwalu Saleh Mubarak

Director, Centre for Digital Innovations and Artificial Intelligence (CDIAI)

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TABLE OF CONTENTS

1. Introduction and Context

2. Scope and Application

3. Guiding Principles

4. Regulatory and Standards Alignment

5. AI Risk Classification Framework

6. Data Ethics and Privacy Governance

7. Transparency, Explainability, and Accountability

8. Fairness, Non-Discrimination, and Inclusion

9. Academic Integrity and Generative AI

10. Research Ethics in Artificial Intelligence

11. AI Governance Structure

12. Incident Response and Remediation

13. Capacity Building and AI Literacy

14. Third-Party AI Systems and Procurement

15. Compliance Monitoring and Review

Appendices A–D

1. INTRODUCTION AND CONTEXT

1.1 Background to Artificial Intelligence and Institutional Context

Artificial Intelligence (AI) refers to computer systems that can perform tasks that normally require some form of human intelligence. These tasks include learning from data, recognising patterns, making predictions, solving problems, understanding language, supporting decisions, and generating content. AI has developed from simple rule-based systems to machine learning, deep learning, generative AI, large language models, and multimodal systems.

AI is now used in many areas, including education, healthcare, agriculture, finance, manufacturing, transportation, public administration, and scientific research. It can support faster analysis, better decision-making, improved services, and new discoveries. However, its use can also create problems such as bias, discrimination, loss of privacy, misinformation, security risks, unclear responsibility, and overdependence on automated decisions.

ADUSTECH recognises that AI will affect many areas of teaching, research, and university management. The establishment of the Centre for Digital Innovations and Artificial Intelligence (CDIAI) shows the University's commitment to responsible AI research, education, innovation, and governance. ADUSTECH therefore supports the useful application of AI while ensuring that people remain responsible for how these systems are used.

1.2 Purpose of this Framework

This Framework sets out the main principles and rules for the use of AI at ADUSTECH. It is intended to:

- Promote the beneficial and responsible use of AI in education, research, and administration.
- Protect the rights, dignity, and interests of students, staff, and the communities ADUSTECH serves.
- Ensure compliance with applicable Nigerian law and recognised AI governance standards.
- Equip the ADUSTECH community with the knowledge and tools to engage critically and ethically with AI.
- Position ADUSTECH as a national and regional leader in responsible AI innovation and governance.

1.3 Vision and Mission

Vision: To be a leading African university where Artificial Intelligence is developed and deployed ethically, inclusively, and in service of humanity, national development, and sustainable innovation.

Mission: To govern AI at ADUSTECH through principled, transparent, and accountable arrangements that protect individual rights, uphold academic excellence, and advance Nigeria's digital future.

2. SCOPE AND APPLICATION

2.1 Who This Framework Applies To

This Framework applies to all persons who interact with AI systems in connection with ADUSTECH's functions, including:

- Academic and administrative staff.
- Undergraduate and postgraduate students.
- Visiting scholars, adjunct faculty, and research collaborators.
- Third-party vendors, contractors, and technology partners.
- Institutional affiliates and partners using ADUSTECH Wudil data, platforms, or resources.

2.2 What This Framework Covers

The Framework applies to AI systems used, procured, developed, or tested within the University's institutional activities, including:

- AI-powered teaching, assessment, and learning-management tools.
- AI systems used in research, data analysis, or laboratory environments.
- Generative AI tools used for academic work, content creation, or administration.
- AI systems used in university operations, including HR, finance, security, and procurement.
- Research projects developing or evaluating AI systems.
- AI systems accessed through partnerships with external organisations or government agencies.

2.3 What This Framework Does Not Cover

This Framework does not cover personal use of AI that has no connection with a person's role at ADUSTECH, Wudil. It also does not apply to work that has no connection with ADUSTECH, Wudil data, systems, resources, identity, or institutional activities.

3. GUIDING PRINCIPLES

ADUSTECH Wudil, will use eight main principles to guide the responsible use of AI. The practical requirements for these principles are explained in the relevant sections of this Framework.

Principle	**Policy Statement**
Human Centricity	AI must serve people, preserve human agency, and retain meaningful human judgment in consequential decisions.
Fairness and Non-Discrimination	AI must not create or amplify unjustified discriminatory outcomes.
Transparency	Affected individuals must receive clear and meaningful information about relevant AI use.

Accountability	Every deployed AI system must have identifiable human and institutional accountability.
Privacy and Data Rights	Personal data must be processed lawfully, proportionately, securely, and with respect for data-subject rights.
Safety and Reliability	AI systems must be tested, monitored, and maintained for safe and reliable operation.
Inclusion and Accessibility	AI should be accessible and responsive to disability, language, digital-literacy, and local-context needs.
Sustainability	Environmental and resource impacts should be considered, with efficient alternatives preferred where feasible.

4. REGULATORY AND STANDARDS ALIGNMENT

This Framework is guided by relevant Nigerian laws and policies. It also draws on recognised international standards and principles for responsible AI.

4.1 European Union AI Act (2024)

The EU AI Act provides a risk-based regulatory model for AI. ADUSTECH Wudil, uses its risk-tiered approach as a benchmark, particularly for international collaborations, while applying the Framework within the University's Nigerian legal and institutional context. Relevant concepts include risk classification, prohibited practices, human oversight, conformity assessment for high-risk systems, and transparency obligations.

4.2 OECD AI Principles (2019, Updated 2024)

The OECD AI Principles provide an important normative reference for inclusive growth, human-centred values, transparency, robustness, safety, and accountability. These concepts are reflected in ADUSTECH's guiding principles.

4.3 ISO/IEC 42001:2023 – AI Management System Standard

ISO/IEC 42001:2023 provides an international AI management-system standard. ADUSTECH Wudil’s governance, risk-management, monitoring, and documentation arrangements are intended to support systematic institutional management of AI.

4.4 Nigerian Regulatory Context

ADUSTECH, Wudil will apply this Framework consistently with applicable Nigerian laws, regulations, and national digital-policy instruments, including relevant data-protection requirements and AI-related guidance issued by competent authorities.

5. AI RISK CLASSIFICATION FRAMEWORK

Before an AI system is used at ADUSTECH Wudil, its level of risk must be identified. The risk level determines the type of approval, documentation, human oversight, and monitoring required.

Risk Category	Examples	Level	Required Action
Tier 1 – Unacceptable Risk	Social scoring; subliminal manipulation; prohibited mass-surveillance uses; AI exploiting vulnerable persons	Unacceptable	Deployment prohibited; suspected use must be reported to CDIAI.
Tier 2 – High Risk	Automated grading without meaningful oversight; staff recruitment screening; medical/health diagnosis tools; automated sanctions	High	AIIA, CDIAI ethics review, human oversight, audit trail, and AI Ethics Committee approval before deployment.
Tier 3 – Limited Risk	Chatbots; virtual assistants; generative-AI writing aids; automated scheduling; learning analytics	Medium	User transparency, appropriate departmental approval, CDIAI registration, and periodic review.
Tier 4 – Minimal Risk	Spam filters; grammar checkers; basic image labelling; low-impact recommendation tools	Low	Standard IT onboarding and unit-level record keeping.

5.1 Classification and AI Impact Assessment

Before a Tier 2 or Tier 3 AI system is introduced, the responsible unit must complete an AI Impact Assessment (AIIA) and submit it to CDIAI. The assessment should explain what the system will do, who may be affected, the data it uses, its risk level, how people will supervise it, and how it will be monitored or discontinued. Appendix A provides the main AIIA requirements.

Tier 2 systems must be approved by the ADUSTECH Wudil, AI Ethics Committee before they are used. CDIAI will keep a record of Tier 2 and Tier 3 systems in use at the University and review the record regularly.

6. DATA ETHICS AND PRIVACY GOVERNANCE

6.1 Lawful Basis for Data Processing

Personal data used by AI systems must be handled in line with Nigerian data-protection law. Sensitive information, such as health or biometric data, requires stronger protection and a clear legal basis for its use.

6.2 Data Minimisation and Purpose Limitation

AI systems should use only the data needed for their stated purpose. Data collected for one purpose should not be used for a different purpose without proper justification and, where required, consent.

6.3 Data Quality and Representativeness

Data used to train or operate AI systems should be checked for quality, completeness, relevance, and representativeness. Where Nigerian populations or local conditions are poorly represented, this limitation should be clearly stated and considered when interpreting the results. ADUSTECH Wudil encourages the development of datasets that better reflect local needs.

6.4 Data Subject Rights

Individuals whose personal data is processed by ADUSTECH Wudil AI systems retain applicable rights of access, correction, erasure, objection, and restriction. Individuals must be informed when AI materially contributes to a consequential decision about them and must be able to request human review when appropriate.

6.5 Data Security

AI systems handling personal or confidential data must implement appropriate technical and organisational safeguards, including access controls, encryption when appropriate, secure storage and transmission, incident detection, and secure deletion. Third-party providers must demonstrate equivalent safeguards.

7. TRANSPARENCY, EXPLAINABILITY, AND ACCOUNTABILITY

7.1 Transparency Obligations

People who interact with an ADUSTECH AI system, or whose important decisions may be affected by it, should know that AI is being used. They should also be told what the system does, its main limitations, who is responsible for it, and how they can ask questions or request human review.

7.2 Explainability Standards

When AI contributes to important decisions, such as assessment, academic progression, employment, research-integrity checks, or welfare decisions, the result should be explainable in a way that people can understand. If the system cannot provide a clear explanation, stronger human review is required.

7.3 Accountability Assignments

Every AI system used at ADUSTECH, Wudil must have a named System Responsible Officer (SRO). The SRO is responsible for the system's documentation, monitoring, communication, and

coordination with CDIAI. AI may support a decision, but responsibility for that decision remains with people and the University.

8. FAIRNESS, NON-DISCRIMINATION, AND INCLUSION

8.1 Bias Assessment Requirements

Tier 2 systems, and Tier 3 systems when relevant, must undergo bias assessment before deployment and at appropriate intervals. Assessment should consider data representativeness, differences in outcomes across relevant groups, whether observed disparities are justified, and whether the system creates or worsens barriers.

8.2 Gender, Disability, Language, and Context

AI used in student services, assessment, or recruitment must be evaluated for relevant gender and disability bias. Accessible alternatives should be provided where necessary. Language-based systems should account, where technically feasible, for Nigerian English and multilingual contexts.

8.3 Remediation of Unfair Outcomes

Where significant unfairness is identified, the responsible unit must document the finding and implement a corrective action plan approved by CDIAI. Systems producing clearly discriminatory outcomes that cannot be adequately mitigated must be suspended, re-engineered, or replaced.

9. ACADEMIC INTEGRITY AND GENERATIVE AI

Generative AI can support teaching, learning, research, and writing, but it can also be misused. ADUSTECH therefore supports responsible use while protecting academic integrity.

9.1 General Policy Position

Faculty members, in consultation with their departments, may determine the permissible use of generative AI for specific assessments. Module outlines and assessment briefs must state the applicable AI-use rules clearly.

9.2 Disclosure Obligations

Where disclosure is required, students using generative AI in assessed work must:

1. Identify the AI tool or tools used and describe how they were used.
2. Include an AI Use Declaration with the submitted work.
3. Ensure that arguments, analysis, conclusions, and submitted work reflect genuine intellectual engagement and appropriate verification.

Failure to disclose AI use where disclosure is required may constitute academic misconduct and may be addressed under the University's applicable academic-integrity and disciplinary procedures.

9.3 Prohibited Uses of Generative AI

- Submitting AI-generated text, code, or analysis as entirely one's own work where disclosure is required.

- Using AI to defeat the purpose of an assessment designed to evaluate individual competence or original thought.
- Using AI to fabricate references, citations, evidence, or research data.
- Entering another person's personal or confidential data into AI tools without an appropriate lawful basis or authorisation.
- Using AI in ways that violate applicable law, University policy, or the rights and safety of others.

9.4 Permitted and Encouraged Uses

- Idea generation, brainstorming, and literature exploration where permitted and appropriately disclosed.
- Grammar, language, and writing-clarity support.
- AI-assisted literature discovery and review, subject to verification of sources.
- Coding assistance where explicitly permitted.
- Translation and accessibility support.
- Critical evaluation of AI outputs as part of teaching and learning.

10. RESEARCH ETHICS IN ARTIFICIAL INTELLIGENCE

Research involving AI must follow this Framework and the University's existing research-ethics requirements.

10.1 Ethical Review Requirements

Research involving development, training, or evaluation of AI systems, or AI analysis of personal or sensitive data, must obtain the appropriate institutional ethics approval before commencement where required. Review should consider informed consent, potential harms, data governance, responsible documentation, and dual-use risk.

10.2 Open Science and Model Documentation

Researchers are encouraged to share models, datasets, and findings in accordance with open-science principles where ethically, legally, and contractually appropriate. Publicly released models and datasets should be accompanied by suitable documentation, such as Model Cards and Data Sheets, describing purpose, provenance, limitations, evaluation, and relevant bias considerations.

10.3 Dual-Use Considerations

Researchers who identify a credible risk that AI research outputs could be repurposed for harmful use must disclose the concern to the appropriate ethics body and CDIAI. Proportionate safeguards may include controlled access, modified disclosure, or consultation with relevant authorities.

11. AI GOVERNANCE STRUCTURE

Responsible use of AI requires clear roles. ADUSTECH therefore assigns responsibility for oversight, ethics, data protection, monitoring, and day-to-day management of AI systems.

Body	Core Responsibility
University Senate AI Sub-Committee	Strategic oversight; major policy changes; periodic framework review; receipt of institutional AI transparency reporting.
Centre for Digital Innovations and Artificial Intelligence (CDIAI)	Primary operational governance; AI system register; AIIA coordination; compliance guidance; incident intake and governance support.
AI Ethics Committee	Cross-disciplinary review of Tier 2 deployments and complex AI-ethics matters.
Institutional Research Ethics Committee (IREC)	Ethical review of AI-related research and coordination on research-specific risks, including dual-use concerns.
System Responsible Officers (SROs)	System-level documentation, monitoring, incident reporting, compliance coordination, and user communication.
Data Protection Officer (DPO)	Oversight of applicable data-protection compliance and review of AI systems involving personal data.

11.1 Annual AI Transparency Report

CDIAI will prepare an Annual AI Transparency Report summarising registered AI systems, material incidents, bias assessments, compliance activities, and planned governance improvements. Subject to applicable confidentiality and security requirements, the report should be made publicly available through appropriate University channels.

12. INCIDENT RESPONSE AND REMEDIATION

12.1 Definition of an AI Incident

An AI incident is an event in which an AI system causes, contributes to, or creates a material risk of physical, psychological, financial, reputational, academic, privacy, security, or other significant harm; materially departs from its approved function or risk classification; or is used in a manner prohibited by this Framework.

12.2 Incident Reporting Procedure

1. Any member of the ADUSTECH, Wudil community who becomes aware of an AI incident must report it to the SRO or directly to CDIAI through the designated reporting channel.
2. The SRO must notify CDIAI within 48 hours of becoming aware of a Tier 2-class incident.
3. CDIAI should acknowledge the report promptly and initiate an appropriate review.
4. Where personal-data compromise is involved, the DPO must be notified and applicable statutory breach-reporting requirements observed.

5. A post-incident report should document the cause, impact, response, corrective actions, and preventive measures within the applicable institutional timeframe.

12.3 Escalation and External Notification

Incidents involving significant harm, prohibited practices, or legally notifiable breaches must be escalated to appropriate University leadership and, where legally required, to the relevant regulatory authority.

13. CAPACITY BUILDING AND AI LITERACY

ADUSTECH will promote AI literacy among staff, students, researchers, and responsible officers so that they can use AI safely, critically, and responsibly.

13.1 Mandatory Training

- New staff: AI Ethics Induction within the University's prescribed onboarding period.
- System Responsible Officers: AI risk and governance training before or promptly after assuming the role.
- Students: foundational AI ethics and responsible-use content integrated into appropriate University curricula.
- Researchers using AI: research-ethics and AI training aligned with applicable IREC requirements.

13.2 CDIAI Training and Outreach

- Seminars on AI ethics, bias, privacy, safety, and governance.
- Practical workshops for faculty and professional staff.
- Periodic institutional AI ethics and responsible-innovation events.
- Partnerships with national and international organisations for advanced training and knowledge exchange.

13.3 Student Engagement

CDIAI should provide channels for student participation and feedback on AI systems affecting them, support student representation in appropriate governance structures, and encourage student-led responsible-AI activities and research where resources permit.

14. THIRD-PARTY AI SYSTEMS AND PROCUREMENT

AI systems supplied by external vendors must meet ADUSTECH's ethical, legal, security, and governance requirements before they are adopted.

14.1 Procurement Requirements

1. The vendor must provide appropriate documentation of the system's purpose, capabilities, limitations, and relevant data or model information.

2. The vendor must demonstrate compliance with applicable data-protection and security requirements.
3. Automated decision-making elements and available explanation or human-review mechanisms must be disclosed when relevant.
4. Contracts should address data portability, system exit, security incidents, and other material governance obligations.
5. CDIAI must be consulted for Tier 2 and Tier 3 procurements and provide the required institutional clearance before final adoption.

14.2 Vendor Ethics Assessment

CDIAI will maintain an appropriate vendor ethics assessment process for relevant procurements. Vendors that fail to meet mandatory ethical, legal, or security requirements may be deemed ineligible. Contracts should require continuing compliance with applicable provisions of this Framework.

14.3 Priority for African and Nigerian Solutions

Where technically suitable, secure, cost-effective, and functionally equivalent solutions are available, procurement may give appropriate consideration to reputable Nigerian and African AI technologies in support of national and continental digital development.

15. COMPLIANCE MONITORING AND REVIEW

15.1 Monitoring Mechanisms

- Periodic compliance checks for higher-risk AI systems.
- An annual institutional AI compliance review covering registered systems.
- Review of incidents and post-incident findings to identify systemic risks.
- Periodic staff and student feedback on material AI deployments.
- Independent or external review when appropriate to strengthen assurance and governance.

15.2 Framework Review

This Framework will be reviewed at least once every two years. An earlier review may be carried out when there are important changes in Nigerian law, international standards, AI technology, or the University's experience with AI.

15.3 Sanctions for Non-Compliance

Non-compliance may result in suspension or withdrawal of approval for AI use, action under applicable staff or student regulations, contractual remedies, or referral to competent authorities where required. Sanctions must be proportionate to the seriousness, consequences, and circumstances of the breach.

APPENDICES

Appendix A: AI Impact Assessment (AIIA) Key Sections

The detailed AIIA used by CDIAI should address the following:

1. System identification: name, version, vendor/developer, purpose, and deployment scope.
2. Risk classification: applicable tier and justification.
3. Data processing: data types, lawful basis, storage, access, retention, and security.
4. Bias and fairness: relevant pre-deployment assessment and mitigation.
5. Human oversight: human review and intervention mechanisms.
6. Transparency: how affected users will be informed.
7. System Responsible Officer: named accountable individual and contact details.
8. Monitoring and review: performance monitoring, incident arrangements, review schedule, and exit plan.

Appendix B: AI Use Declaration Template for Students

AI USE DECLARATION

I, [Full Name], [Matriculation Number], confirm that in completing [Assessment Title] for [Course Code], I used the following AI tool(s): [list tools]. The tool(s) were used for the following purpose(s): [describe purpose]. I have critically reviewed and verified the material used in my submission and accept responsibility for the accuracy, integrity, and originality of the work submitted. I understand that failure to disclose AI use where disclosure is required may constitute academic misconduct under applicable ADUSTECH policy.

Signature: _____ Date: _____

Appendix C: Key Definitions

Term	Definition
Artificial Intelligence (AI)	A machine-based system that, for a given set of objectives, generates predictions, recommendations, decisions, or content that can influence physical or virtual environments.
Generative AI	AI systems capable of generating text, images, audio, code, or other content in response to prompts or inputs.
AI Impact Assessment (AIIA)	A structured pre-deployment process for identifying, evaluating, and mitigating risks associated with an AI system.
High-Risk AI	AI whose use may create significant effects on rights, safety, academic standing, employment,

	welfare, or other consequential interests and therefore requires enhanced oversight.
System Responsible Officer (SRO)	The named individual accountable for an AI system's documentation, compliance coordination, monitoring, and ethical operation at ADUSTECH.
Bias	Systematic differences in AI outputs or performance that may produce unfair or unjustified disadvantage.
Model Card	Documentation describing a model's purpose, capabilities, limitations, training or evaluation context, and performance.
Data Sheet	Documentation describing a dataset's composition, provenance, creation process, intended uses, limitations, and relevant risks.

Appendix D: Reference Standards and Legislation

- European Union Artificial Intelligence Act (Regulation (EU) 2024/1689).
- OECD Principles on Artificial Intelligence (OECD/LEGAL/0449, updated 2024).
- ISO/IEC 42001:2023 – Information Technology – Artificial Intelligence – Management System.
- Nigeria Data Protection Act 2023.
- Nigeria Data Protection Regulation 2019 (NDPR), as applicable.
- Relevant NITDA and national AI-policy guidance.
- National Digital Economy Policy and Strategy (NDEPS) 2020–2030.
- UNESCO Recommendation on the Ethics of Artificial Intelligence (2021).
- African Union digital-transformation and AI-governance instruments, as applicable.