TOPFAITH UNIVERSITY

Responsible Use of Artificial Intelligence Policy

Teaching Learning Assessment Research and Administration

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This policy establishes transparent and accountable use of artificial intelligence while preserving human authorship, academic integrity and demonstrable achievement of learning outcomes.

Policy at a Glance

Topfaith University permits responsible use of artificial intelligence where the use is consistent with the stated rules of an assessment or activity, is properly declared, protects confidential information and does not replace the human judgement or learning that must be demonstrated. Permitted and properly declared AI use does not, by itself, attract a mark deduction.

Area	University position
Student work	AI may support specified tasks such as brainstorming, research direction, language improvement, structure and visual presentation. Students remain responsible for verification, sources, reasoning and final submission.
Assessment	Every assessment should be classified as AI Restricted, AI Assisted or AI Integrated. The classification and any special conditions must appear on the assessment brief.
Declaration	Students must state whether AI was used, name the tool and describe exactly how it contributed. A truthful declaration of permitted use is not a basis for penalty.
Lecturer use	AI may support teaching and assessment preparation. The lecturer remains accountable for accuracy, relevance, fairness, copyright, confidentiality and final academic judgement.
Misconduct	Undeclared or unauthorised AI use is addressed through consistent academic integrity procedures. No person may be penalised solely because of an AI detection score.
Data protection	Personal, confidential, examination or commercially sensitive information must not be entered into an AI system unless the University has approved the system and the use.

1 Purpose

This policy provides a University-wide framework for the responsible use of artificial intelligence in teaching, learning, assessment, research and administration. It is intended to support innovation and digital competence while protecting academic standards, privacy, intellectual property, fairness and public trust.

The central test under this policy is whether the work or activity provides credible evidence that the relevant person has exercised the judgement, knowledge and skills required for the task.

2 Scope

This policy applies to all students, academic staff, non-teaching staff, visiting staff, researchers, external examiners, contractors and other persons acting for or on behalf of Topfaith University. It covers University activities conducted on campus, online, during industrial training, clinical or professional placements, collaborative work and externally funded projects.

Where a professional, regulatory, ethical, contractual or legal requirement imposes a stricter rule, the stricter rule shall apply. Faculties and departments may issue discipline-specific guidance that is consistent with this policy.

3 Definitions

Term	Meaning for this policy
Artificial intelligence or AI	A computer-based system that performs tasks commonly associated with human intelligence, including generating, analysing, classifying, predicting, recommending or transforming content.
Generative AI	AI that produces or modifies text, images, audio, video, code, data, presentations or other content in response to instructions or prompts.
AI tool	Any software or feature that uses AI, whether standalone or embedded in another application.
AI assisted work	Work in which AI supports a defined part of the process while the user retains responsibility for the substantive reasoning, decisions and final output.
Substantive intellectual work	The analysis, interpretation, argument, calculation, design, judgement, problem solving or creative contribution that an assessment is intended to evaluate.
AI use declaration	A statement identifying the AI tool used, the purpose and extent of use, and the user's verification of the resulting output.
Approved AI system	An AI system authorised by the University for a specified activity, particularly where institutional or personal information may be processed.

4 Governing Principles

Human accountability. The person using AI remains responsible for the accuracy, quality, legality, ethics and consequences of the resulting work.

Transparency. Material AI use must be disclosed in the manner prescribed for the activity.

Academic integrity. AI must not be used to misrepresent authorship, fabricate evidence or bypass the learning outcomes being assessed.

Learning before automation. AI use should develop understanding and professional capability, not replace the effort necessary to acquire them.

Privacy and security. Users must protect personal, confidential, examination, research and institutional information.

Fairness and inclusion. AI outputs must be reviewed for bias, discrimination, accessibility and unequal impact.

Verification. Users must check factual claims, calculations, quotations, citations, data, code and other outputs before use.

Proportionality. Restrictions and responses to misuse should be appropriate to the learning outcome, level of study, evidence and seriousness of the conduct.

5 Assessment Classification

The course lecturer or assessment team shall assign one of the following categories to each assessment and state it clearly on the question paper, brief or learning platform. Silence shall not be treated as permission for unrestricted AI use.

Category	Rule	Typical applications
AI Restricted	AI use is not permitted, except any basic accessibility, spelling or grammar support expressly allowed in the brief. The student must complete the assessed intellectual work independently.	Examinations, tests, oral assessments, practical competency checks, professional or clinical assessments and selected calculations.
AI Assisted	AI may be used only for the purposes stated in the brief. The student must retain authorship of the substantive intellectual work and declare all material use.	Essays, reports, projects, literature searches, presentations, data visualisation and programming tasks.
AI Integrated	AI use is required or encouraged as part of the learning outcomes. Students may be assessed on prompting, verification, critique, comparison, ethics and improvement of AI output.	Accounting technology, data analysis, software development, media production, design, simulation and AI literacy tasks.

Where collaborative or group work is involved, the brief shall also state whether AI use must be declared individually, collectively or both.

6 Responsible AI Use by Students

6.1 Uses ordinarily permitted in AI Assisted work

Subject to the assessment brief, a student may use AI to assist with the following:

- brainstorming topics, questions, outlines or alternative approaches;
- identifying research directions, keywords, concepts and possible sources, provided the student consults and evaluates the original sources;
- explaining a difficult concept for learning or generating practice questions;
- improving grammar, spelling, clarity, organisation, formatting and presentation;
- creating or improving graphs, diagrams, images, tables, audio or other visual materials where this does not replace a learning outcome;
- supporting data analysis, spreadsheet work or coding where expressly permitted; and
- receiving formative feedback on a draft, provided the student independently decides what to accept and remains the author of the final work.

6.2 Student responsibilities

- read and follow the AI classification and specific instructions for each assessment;
- make a complete and truthful AI use declaration;
- verify all factual claims, calculations, citations, quotations, cases, statutes, data and technical outputs against reliable original sources;
- retain reasonable evidence of the work process, such as notes, drafts, source materials, calculations, prompts or version history, where required;

- protect personal, confidential and sensitive information;
- ensure that the final work reflects the student's own understanding and can be explained or defended; and
- acknowledge AI-generated or AI-modified images, audio, video, code or data where relevant to the assignment and citation practice of the discipline.

6.3 Prohibited student uses

Unless expressly authorised as part of an AI Integrated assessment, a student shall not:

- submit AI-generated content as the student's own substantive intellectual work;
- use AI in an AI Restricted assessment or beyond the stated conditions of an AI Assisted assessment;
- fabricate or alter references, quotations, legal authorities, research participants, data, laboratory results, clinical records, financial records or evidence;
- use AI to impersonate another person, complete attendance requirements or circumvent identity verification;
- enter examination questions, unpublished assessment materials, student records or other confidential University information into an unauthorised AI system;
- use AI to create harmful, discriminatory, deceptive, unlawful or sexually exploitative content; or
- make a false, incomplete or misleading AI use declaration.

7 AI Use Declaration

Every student submission shall include an AI use statement unless the assessment is conducted under controlled conditions where a declaration is unnecessary. A standard declaration appears in Appendix A.

Permitted and properly declared AI use shall not, by itself, attract a mark deduction. The work shall be marked against the published learning outcomes and rubric. Where AI performed a task that the assessment specifically required the student to perform, the lecturer may determine that the relevant learning outcome has not been demonstrated, even if the use was declared.

Where a student did not use AI, the student shall state: AI Use None Declared.

8 Marking and Academic Judgement

The award of marks is an academic judgement that remains with the lecturer, assessment team, examiner or other authorised person. AI may assist with rubrics, feedback frameworks, language consistency or preliminary pattern identification, but shall not independently determine a student's mark or final result.

Lecturers shall apply the approved rubric and distinguish between quality of the submitted work, failure to demonstrate a learning outcome and possible academic misconduct. Penalties for misconduct shall not be applied informally or inconsistently outside the University's approved procedures.

9 Suspected Unauthorised or Undeclared Use

A concern about AI use shall be considered fairly and on the basis of the totality of available evidence. An AI detection score may prompt further review but shall not, by itself, prove misconduct or justify a penalty.

Where there is a reasonable concern, the lecturer or authorised panel may:

- review the assessment instructions, declaration, drafts, sources, version history and related records;

- compare the work with the student's demonstrated level and earlier work, while recognising that writing quality may legitimately improve;
- ask the student to explain the argument, methodology, calculations, sources, code, design choices or other material aspects of the work;
- require a short oral defence, practical demonstration or supervised verification task; and
- refer the matter through the University's academic integrity or student disciplinary procedure where the evidence warrants it.

The student shall be informed of the concern and given a reasonable opportunity to respond before an adverse decision is made.

10 Classification of Breaches and Consequences

Consequences shall follow the University's approved academic integrity and disciplinary framework. The table below guides classification; it does not replace due process or any applicable regulation.

Category	Illustrative conduct	Normal institutional response
No breach	AI use was permitted, accurately declared and consistent with the learning outcomes.	Mark the work under the normal rubric. No penalty for the AI use.
Minor non-compliance	Permitted AI use was not fully declared, but the student's authorship and achievement of learning outcomes remain clear.	Require correction or clarification and apply the approved academic integrity response, taking account of level, intent and prior guidance.
Unauthorised assistance	AI was used beyond the permission given and materially affected part of the assessed work.	Refer for the prescribed academic integrity decision and any proportionate mark or assessment consequence.
Serious misconduct	AI substantially produced work presented as the student's own, or was used to fabricate sources, data, evidence, records or identity.	Refer under the formal disciplinary procedure. Apply the approved sanction only after due process.
Aggravated or repeated misconduct	Repeated, organised, commercial, deceptive or harmful conduct, or conduct affecting professional safety or institutional security.	Escalate under the relevant disciplinary, professional, employment or legal process.

Relevant factors include the assessment category, clarity of instructions, extent of AI contribution, student's level and prior training, intent, impact on learning outcomes, fabrication or deception, previous breaches and any professional or safety implications.

11 Responsible AI Use by Lecturers

11.1 Permitted academic uses

Lecturers may use AI to support course outlines, lecture notes, diagrams, graphs, examples, cases, practice questions, presentations, audio, video, accessibility materials, rubrics and other teaching resources. AI may also support administrative drafting and analysis where confidentiality requirements are met.

11.2 Lecturer accountability

The lecturer remains responsible for all AI-assisted material used or issued in the lecturer's name and shall:

- check accuracy, currency, relevance, level and alignment with the approved curriculum and learning outcomes;
- verify citations, calculations, legal authorities, cases, clinical guidance, data and other high-risk information;
- review outputs for bias, cultural appropriateness, accessibility and possible harm in the Nigerian and relevant professional context;
- respect copyright, licences, attribution and intellectual property obligations;
- state the permitted AI category and conditions for every assessment;
- protect examination materials, student information and other confidential records; and
- retain final control over feedback, grading, progression and other academic decisions.

11.3 Prohibited or restricted lecturer uses

- delegating final grading, disciplinary findings, progression decisions or professional fitness decisions to AI;
- uploading identifiable student work, records or confidential information to an unapproved AI system;
- using AI-generated examination questions or marking schemes without expert review, secure handling and alignment checks;
- representing unverified AI output as established fact or original scholarship; and
- using AI to produce discriminatory, misleading, unlawful or professionally unsafe material.

12 Research and Scholarly Activity

Researchers may use AI where the use is consistent with research ethics approval, funder conditions, publisher requirements, data governance rules and disciplinary standards. Researchers remain accountable for the integrity, reproducibility and authorship of their work.

- AI systems shall not be listed as authors because they cannot accept responsibility for scholarly work.
- Material AI assistance shall be disclosed in the manuscript, report, methodology or acknowledgement section as required by the relevant venue.
- Confidential participant data, unpublished findings, proprietary information and identifiable records shall not be entered into an unapproved AI system.
- AI-generated data, images, code or synthetic content shall be clearly identified and validated where used.
- Researchers shall not use AI to fabricate, falsify, manipulate or conceal research evidence.

13 Administrative and Institutional Use

Units may use AI to improve productivity, communication, analysis and service delivery where the use is authorised, proportionate and subject to human review. A person must remain accountable for every consequential decision.

AI shall not independently make final decisions on admission, employment, discipline, student progression, scholarships, financial aid, procurement, clinical matters or other decisions that significantly affect a person. Where AI materially informs such a process, the responsible officer shall verify the basis of the recommendation and ensure an appropriate route for human review.

14 Privacy Confidentiality Security and Intellectual Property

All AI use shall comply with applicable Nigerian law, University policies, contractual duties and professional obligations relating to privacy, confidentiality, information security, copyright and intellectual property.

Without prior authorisation and an approved system, users shall not enter into an AI tool:

- personally identifiable student, staff, patient, research participant, applicant or third-party information;
- student scripts, results, disciplinary records, medical information or financial information;
- examination questions, marking schemes or other assessment material before authorised release;
- confidential research, commercial, legal, security or institutional information; or
- passwords, access credentials, private keys or other security information.

Before using AI-generated content, users shall consider whether the output infringes copyright, contains protected material, requires attribution or is subject to licensing restrictions. Users shall not assume that AI output is free from third-party rights.

15 Equity Accessibility and Bias

The University shall take reasonable steps to avoid disadvantaging students or staff who have limited access to paid AI tools, reliable internet, appropriate devices or accessible technologies. No assessment should require a paid tool unless the University provides equitable access or an appropriate alternative.

AI-assisted content and decisions shall be reviewed for bias relating to sex, gender, disability, ethnicity, religion, language, socioeconomic status and other protected or relevant characteristics. Particular attention shall be paid to outputs that may inadequately represent Nigerian, African or local contexts.

16 Roles and Responsibilities

Role	Key responsibilities
Senate	Approve academic policy, receive implementation reports and consider major revisions.
Directorate of Academic Planning	Coordinate implementation, templates, monitoring, review and University-wide consistency.
Deans and Heads of Department	Issue discipline-specific guidance, monitor compliance and resolve inconsistencies within faculties and departments.
Directorate of ICT	Assess approved tools, security, access, retention, integration and technical support.
Quality Assurance and relevant committees	Monitor assessment design, academic standards, fairness and programme-level risks.
Lecturers and examiners	Classify assessments, communicate rules, verify AI-assisted materials, apply rubrics and report concerns fairly.
Students	Follow assessment instructions, declare AI use, verify outputs, protect information and demonstrate their own learning.
All staff and researchers	Use approved systems where required, protect information and remain accountable for AI-assisted work.

17 Training Guidance and Support

The University shall provide continuing guidance for staff and students on AI literacy, prompt design, verification, citation, privacy, bias, academic integrity and discipline-specific applications. Orientation should form part of student onboarding and staff development.

Faculties and departments should use authentic and varied assessment methods, including supervised tasks, oral defence, practical demonstration, progressive drafts, reflective commentary and contextualised problems where these methods strengthen evidence of learning.

18 Records Appeals and Due Process

Records created during an investigation shall be handled confidentially and retained in accordance with University requirements. A student or staff member affected by a decision shall have access to the applicable review or appeal process. No adverse finding shall be based solely on automated analysis.

19 Monitoring Review and Commencement

This policy takes effect on the date approved by Senate. The Directorate of Academic Planning, working with relevant academic, ICT, quality assurance, legal and data protection functions, shall review the policy at least annually and may recommend earlier revision where technology, law, regulation or academic practice changes materially.

Faculties, departments and units shall align their assessment briefs, course guides, student handbooks and staff procedures with this policy within the implementation period approved by Senate.

Appendix A Standard Student AI Use Declaration

This declaration may be placed on the assignment cover page or entered in the designated field on the University's learning platform.

Student name: _____

Registration number: _____

Course code and title: _____

Assessment title: _____

Assessment AI category: AI Restricted / AI Assisted / AI Integrated

Declaration

Select one option.

☐ AI Use None Declared. I did not use an AI tool in preparing this submission, except any basic support expressly permitted by the assessment instructions.

☐ AI Use Declared. I used the following AI tool or tools in preparing this submission:

Tool name and version if known: _____

Purpose and exact use: _____

_____

_____

Parts of the work affected: _____

I confirm that I reviewed and verified the AI-assisted output, consulted the original sources where relevant, and remain responsible for the accuracy and integrity of this submission. The analysis, conclusions and academic arguments presented as my own represent my own work.

Signature: _____ Date: _____

Appendix B Assessment Brief AI Statement

Lecturers should include the following section in every take-home assignment, project or other relevant assessment brief.

Required field	Lecturer entry
Assessment category	AI Restricted / AI Assisted / AI Integrated
Permitted uses	State the exact tasks for which AI may be used.
Prohibited uses	State any task-specific restrictions.
Declaration required	Yes / No, and where it must appear.
Evidence to retain	For example notes, prompts, drafts, sources, calculations or version history.
How learning will be verified	For example oral defence, demonstration, supervised task or draft review.

Appendix C Lecturer Pre Release Checklist

☐ The assessment has been classified as AI Restricted, AI Assisted or AI Integrated.

☐ Permitted and prohibited uses are stated in plain language.

☐ The assessment still produces credible evidence of the stated learning outcomes.

☐ The rubric distinguishes quality, learning outcomes and academic integrity concerns.

☐ Any required declaration and supporting evidence are identified.

☐ Students who cannot access a paid AI tool have an equitable route to complete the task.

☐ Any AI-assisted question, case, calculation, citation, image or marking material has been checked.

☐ No confidential or identifiable information has been placed in an unapproved AI system.

☐ A method of human verification is available where the task presents a meaningful authorship risk.

Appendix D Examples of Acceptable Declarations

Use	Example declaration
Language support	I used Microsoft Editor to identify grammar and spelling issues. I reviewed each suggestion and made the final edits.

Use	Example declaration
Research direction	I used ChatGPT to generate search terms for working capital management in Nigerian listed firms. I independently searched, read and cited the original journal articles.
Structure	I used an AI tool to propose an outline for the report. I revised the outline and wrote the analysis and conclusions myself.
Graph or image	I used an AI-enabled chart tool to convert my verified dataset into Figure 2. I selected the variables, checked the plotted values and interpreted the result.
Coding or spreadsheet	I used GitHub Copilot to suggest part of the formula or code identified in the appendix. I tested, corrected and can explain the final solution.
AI Integrated critique	I generated an initial response with ChatGPT, preserved the prompt in the appendix, tested its claims against the prescribed sources and rewrote the response with a critical evaluation.

Document Control

Version	Date	Summary of change	Approval
1.0	To be inserted	Initial policy for responsible use of artificial intelligence	Senate