WIGWE UNIVERSITY, ISIOKPO, NIGERIA

ARTIFICIAL INTELLIGENCE (AI) ETHICS GUIDELINES For

Teaching, Research, and Administration

DOCUMENT CONTROL

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1.0	September 2026	Draft for Stakeholder Review	Governing Council (Pending)

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Prepared by: Director of Research, Wigwe University

PREAMBLE

Wigwe University recognises that Artificial Intelligence (AI) is transforming higher education, research, and institutional administration globally. In Nigeria, where AI adoption is accelerating across public and private sectors, Wigwe University is committed to preparing its students, faculty, and staff to use AI tools responsibly, ethically, and effectively.

These guidelines are not designed to restrict innovation. They are designed to guide innovation—ensuring that AI serves human flourishing, academic integrity, and the unique values of the Nigerian academic community.

These guidelines are informed by:

i. The Nigeria National AI Strategy (2024–2028)

ii. The Draft National Higher Education AI Framework (IIOE Nigeria National Centre, ABU Zaria)

iii. NUC Policy on Responsible AI Integration in the Nigerian University System

iv. Nigeria Data Protection Act (NDPA) 2023

v. International best practices adapted for the Nigerian context vi. Research on Nigerian student perspectives on AI ethics

Foundational Principle:

a. Good principles without robust systems are insufficient.

b. The measure of Wigwe University's AI ethics framework will not be the sophistication of the document—it will be the quality of the human judgment that the document demands, enables, and protects.

SECTION ONE: CORE PRINCIPLES

All members of the Wigwe University community—faculty, students, administrators, and affiliated researchers—shall adhere to these five core principles when using AI tools.

PRINCIPLE 1: TRANSPARENCY

Full disclosure when and how AI tools are used in academic and administrative work must be adhered to.

Role	What This Means in
Faculty (Academic staff)	Must include a statement in course syllabi indicating which AI tools are permitted, recommended, or prohibited. Must disclose when AI is used to generate teaching materials, (e.g., case studies, quiz questions, feedback drafts).
Students	Must disclose any use of AI tools in submitted assignments. Must specify which tool was used (e.g., ChatGPT, Gemini, Grammarly) and for which purpose (e.g., brainstorming, drafting, editing, translation).
	Must include a "Declaration of AI Use" in the methodology section of all research outputs, including journal articles, conference papers, and student theses.

Administrators	Must document which AI tools are used in student-facing communications (e.g., chatbots for FAQs, automated email responses) and make this information available to students and staff.

What is NOT required to be disclosed:

i. Basic spelling and grammar checking (e.g., standard Microsoft Word or Google Docs spellcheck)

ii. Routine plagiarism detection software (e.g., Turnitin)

iii. Standard accessibility tools (e.g., screen readers)

PRINCIPLE 2: ACCOUNTABILITY

Human beings remain responsible for all decisions and outputs involving AI.

Role	What This Means in Practice
Faculty (Academic Staff)	Every academic staff is ultimately responsible for any AI -generated content he/she uses in teaching. Therefore, all staff must verify AI outputs before presenting them to students. One must never outsource assessment design or grading entirely to AI.
Students	Students are responsible for all contents submitted, even if it was generated or assisted by AI. However, submitting AI-generated work without critical review, fact-checking, or original contribution is a form of academic misconduct.

Researchers	Lead authors are fully responsible for the accuracy, originality, and ethical compliance of AI-assisted research. AI cannot be listed as a co-author under any circumstances.
Administrators	Administrators who use AI for decision-support (e.g., admissions screening, student progress tracking) must verify AI outputs and ensure final decisions are made by humans.

Key Principle:

- The machine assists but it is The human that decides.

PRINCIPLE 3: FAIRNESS

There is need to ensure that AI tools do not create or reinforce unfair disadvantages or biases.

Role	What This Means in Practice
Faculty (Academic staff)	Must be aware that AI tools may produce biased or culturally inappropriate content. Must therefore review AI-generated materials for potential bias (e.g., gender, ethnicity, socioeconomic assumptions) before classroom use.
Students	Must ensure equitable access. If an AI tool is required for a course, free or low-cost alternatives must be offered. No student should be penalised for inability to afford premium AI subscriptions.

Researchers	Must audit AI tools used in data analysis for potential algorithmic bias, especially when working with Nigerian datasets that may be under-represented in global AI training data.
Administrators	Before implementing AI tools for admissions, grading, or student support, must conduct an equity impact assessment. Must ensure the tool does not systematically disadvantage any group of students.

Nigerian Context Note:

Many global AI tools are trained primarily on Western datasets. They may misunderstand Nigerian names, accents, cultural references, or business contexts. Faculty and administrators must exercise heightened scrutiny when using such tools for any consequential decision affecting students or staff.

Additional Safeguard – The "Right to Oral Defence" (Viva):

Any student whose work is flagged by an AI detection tool as potentially AI generated shall have the right to an oral examination (viva voce) to demonstrate their understanding of the submitted work before any adverse academic integrity finding is made. This safeguard recognizes the documented bias of AI detection tools against non-native English writers.

PRINCIPLE 4: PRIVACY

It is of utmost importance to protect the confidentiality of students, staff, and institutional data when using AI tools.

Role	What This Means in Practice
Faculty (academic staff)	Must not upload student's work (essays, exams, personal information) to public AI tools without explicit consent. Must use institutional-approved AI tools that comply with data protection standards. Must not upload confidential institutional information (e.g., unpublished research, exam papers, staff personal data) to public AI tools.
Students	Must be aware that uploading personal data to public AI tools may compromise one's privacy. They must use only approved tools for coursework.
Researchers	Must anonymize all personal data before using AI for analysis. Must ensure compliance with the Nigeria Data Protection Act (NDPA) 2023.
Administrators	Must ensure that any AI tool used for student records, communication, or support must have a clear data privacy policy. Student's consent must be obtained before their data is processed by AI systems.

Prohibited Practices:

a. Uploading student exam papers to public ChatGPT or similar tools

b. Using student email addresses to train AI models without consent

c. Storing institutional data on AI tool servers located outside Nigeria without explicit legal review

Wigwe University shall maintain an **Approved AI Tools Whitelist** specifying:

i Which AI tools are approved for use with student data
ii. Where each tool stores data (data residency)
iii. Whether cross-border data transfers comply with NDPA 2023 requirements

A **Data Protection Officer (DPO)** shall be appointed to oversee NDPA 2023 compliance, including the conduct of mandatory Data Protection Impact Assessments (DPIAs) for all AI tools used in student-facing processes.

PRINCIPLE 5: HUMAN OVERSIGHT

AI is a tool to augment, not replace, human judgment.

Role	What This Means in Practice
Faculty (Academic staff)	AI can help draft feedback, but final feedback must be reviewed by a human. AI can generate quiz questions, but a human must review them for accuracy and appropriateness.
Students	AI can help brainstorm or outline, but the final submission must represent one's own thoughts and understanding. AI should serve as a study partner, not a ghostwriter.
Researchers	AI can assist with literature review and data organization but sources must be authenticated and duly acknowledged; research questions, methodology design, interpretation of findings and final conclusions must be human led.
Administrators	AI can triage student enquiries, but complex or sensitive matters must be escalated to human staff. No automated system may deny a student access to services or impose sanctions without human review.

NON-NEGOTIABLE RULE:

Any action that would require professional judgment, ethical reasoning, or contextual understanding **must be performed or approved by a human being.**

Risk Classification for Administrative AI:

The following AI applications are classified as **HIGH-RISK** and require mandatory human oversight, documented bias audits, and NDPA-compliant Data Protection Impact Assessments before deployment:

Application	**Risk**	**Required Safeguards**
AI-assisted admissions screening	HIGH-	Bias audit; final decision by human
AI-assisted	HIGH-	Human advisor review
AI-assisted disciplinary recommendations	PROHIBITED	All disciplinary matters human judged
AI-assisted automated grade changes	PROHIBITED	Grade changes require human authorisation

SECTION TWO: GUIDELINES FOR TEACHING

2.1 For Faculty (Academic Staff)

Activity	Permitted?	Conditions
Using AI to draft lecture notes	Yes	Must review for accuracy and cultural appropriateness
Using AI to generate case studies	Yes	Must fact-check and adapt for Nigerian context
Using AI to create quiz questions	Yes	Must review all questions before use
Using AI to provide personalized student feedback	Yes with caution	Must verify feedback; do not rely solely on AI for assessment
Using AI to grade student work	No	Summative grading must be done by humans
Using AI detection tools to identify AI-generated student submissions	Yes	As one piece of evidence, not sole determinant
Requiring students to use a paid AI tool	No	Free alternatives must always be available

2.2 For Students

Activity	Permitted?	Conditions
Using AI for brainstorming ideas	Yes	Must disclose use
Using AI to summarize readings	Yes	Must verify key points against original text
Using AI to check grammar and spelling	Yes	No disclosure required for basic proofreading
Using AI to translate sources	Yes	Must disclose and cite original source
Using AI to draft entire essays	No	This constitutes academic misconduct
Using AI during closedbook exams	No	Unless explicitly permitted in writing by faculty
Sharing exam questions with AI tools	No	This violates academic integrity

2.3 AI Detection Tools – Mandatory Bias-Aware Protocol

Requirement	Description
No stand-alone AI findings	AI detection output shall not be used as primary or sole evidence in any academic misconduct proceeding.
Corroborating evidence	AI detection findings must be corroborated by independent evidence (e.g., human review of writing style, comparison with student's prior work, oral examination).
Right to Oral Defence (Viva)	Any student flagged by AI detection tools shall have the right to an oral examination to demonstrate understanding of the submitted work.
Bias-aware human review	Reviewers must receive training on linguistic diversity and West African English rhetorical patterns before evaluating AI-flagged submissions.
Documentation	All AI detection evidence and the bias-aware review process must be documented and retained by the Registrar's Office.

2.4 Sample Disclosure Statement for Student Submissions

Students are encouraged to include a disclosure statement on all submitted work.

Recommended template:

"*I declare that I have used the following AI tools in the preparation of this assignment: [Tool name, e.g., ChatGPT-4]: Used for [purpose, e.g., brainstorming initial ideas / generating an outline / checking grammar]. [Tool name, e.g., Grammarly]: Used for proofreading.*

I have reviewed and verified all AI-generated content. The final work represents my own understanding and effort."

Failure to disclose AI use when required may result in an academic integrity violation.

SECTION THREE: GUIDELINES FOR RESEARCH

3.1 For Faculty and Student Researchers

Activity	Permitted?	Conditions
Using AI for literature search	Yes	Document which tools and search strategies were used
Using AI to organize references	Yes	No disclosure required
Using AI to draft literature review sections	Yes with caution	Must verify all citations and paraphrasing; must disclose
Using AI for data analysis (quantitative)	Yes	Must document the tool and version; human must interpret findings
Using AI for thematic analysis (qualitative)	Yes with caution	Human must verify themes; possible risk of oversimplification
Using AI to draft discussion or conclusion sections	No	These sections require original scholarly argument
Listing AI as a co-author	No	Absolutely prohibited by all reputable journals
Submitting AI-generated content as original research	No	This constitutes research misconduct

3.2 Hallucination Mitigation Protocol (Citation Verification)

AI systems, particularly Large Language Models (LLMs), generate plausible but non- existent citations ("hallucinations") at rates that have caused journal retractions globally. The risk is amplified for African scholarship, where training data is thinner.

Mandatory Citation Verification:

Requirement	Description
Verify every AI-suggested reference	All AI-generated citations must be verified against authoritative databases (CrossRef, Google Scholar, institutional library access) before submission.
No AI-drafted conclusions	AI may not be used to draft discussion sections, conclusions, or reference lists.
Citation Integrity Declaration	All Wigwe University-affiliated research submissions must include a signed declaration affirming that every AI-suggested reference has been human-verified.

Sample Citation Integrity Declaration:

"*I declare that all citations in this work have been verified against authoritative sources. No AI-suggested reference has been included without human verification. I accept full responsibility for the accuracy of all citations."*

3.3 Sample Declaration for Research Publications

For any research output submitted for publication or assessment, include this declaration:

Declaration of AI Use:

In the preparation of this work, AI tools were used for the following purposes: [list purposes, e.g., literature search using Elicit; reference formatting using Zotero].

No AI tool was used to generate research questions, interpret findings, or draft conclusions. The corresponding author assumes full responsibility for the accuracy and originality of this work.

SECTION FOUR: GUIDELINES FOR ADMINISTRATION

4.1 For Administrative Staff

Tool / Use Case	Permitted?	Conditions
AI chatbot for student FAQs	Yes	Must disclose that responses are AI-generated; must provide human escalation path
AI for scheduling meetings / room booking	Yes	No special conditions
AI for drafting routine communications	Yes	Human must review before sending
AI for student admissions screening	Yes with caution	Must conduct bias audit; final decision by humans
AI for student progress alerts	Yes	Must notify students of AI involvement; human advisor must review
AI for disciplinary recommendations	No	All disciplinary matters must be human-judged

AI for automated grade changes	No	Grade changes require human authorisation

4.2 Data Sovereignty Framework (NDPA 2023 Compliance)

Any AI tool used for student administration must:

1. Have a published data privacy policy
2. Comply with the Nigeria Data Protection Act (NDPA) 2023
3. Store student data only on approved servers (data residency confirmed)
4. Allow students to request deletion of their data (30-day SLA)
5. Not use student data to train models without explicit consent
6. Be subject to annual Data Protection Impact Assessment (DPIA)

Approved AI Tools Whitelist:

The Director of Research, in consultation with the Data Protection Officer and AI Ethics Oversight Committee, shall maintain and publish an Approved AI Tools Whitelist specifying which tools are approved for use with student data, their data residency locations, and any conditions on their use.

SECTION FIVE: IMPLEMENTATION AND COMPLIANCE

5.1 AI Ethics Oversight Committee (AIEOC)

A permanent AI Ethics Oversight Committee (AIEOC) is hereby constituted with the following membership:

Member	Role	Appointment
Director of Research	Chair	By virtue of office
College Representative (x4)	Member	Elected by each College
Student Representative	Member	Appointed by Student Union
IT/Data Privacy Officer	Member	By virtue of office
External AI Ethics Expert	Member	Appointed by Governing Council

Terms of Reference (ToR):

The AIEOC shall have the following binding authority:

Power	Description
Interpretation	Issue binding interpretations of these guidelines
Adjudication	Hear and determine complex AI-related academic integrity cases
Approval	Approve or reject proposed AI tool deployments (including additions to the Approved AI Tools Whitelist)
Power	Description
Audit	Conduct annual audits of AI tool bias and compliance
Reporting	Publish quarterly decisions and annual transparency reports

Meeting Schedule: The AIEOC shall meet at least quarterly, with additional meetings as required.

5.2 Data Protection Officer (DPO)

A qualified Data Protection Officer shall be appointed to oversee NDPA 2023 compliance, including:

i. Maintaining the Register of Processing Operations

ii. Conducting Data Protection Impact Assessments (DPIAs) for high-risk AI tools

iii. Managing data subject access requests and deletion requests

iv. Liaising with the Nigeria Data Protection Commission (NDPC)

5.3 Effective Date

These guidelines take effect **1 October 2026**.

5.4 Transition Period

A three-month transition period (1 October 2026 – 1 January 2027) will allow faculty, students, and staff to familiarise themselves with these guidelines. During this period, violations will be addressed through education and warning rather than formal sanctions, except in cases of clear bad faith or serious misconduct.

5.5 Roles and Responsibilities

Role	Responsibility
Director of Research	Overall ownership of these guidelines; annual review; resolution of complex cases; Chair of AIEOC
AI Ethics Oversight Committee	Binding interpretations; adjudication; tool approval; annual audits
Data Protection Officer	NDPA 2023 compliance; DPIA and data subject requests
Faculty Members	Communicating guidelines to students; applying them fairly in courses
Academic Integrity Committee	Adjudicating alleged violations of AI-related academic misconduct (in coordination with AIEOC)
Registrar's Office	Maintaining records of AI-related violations; ensuring administrative compliance
Role	**Responsibility**

IT Department	Providing approved AI tools; advising on data privacy and security
Students	Understanding and complying with guidelines; disclosing AI use as required

5.6 Reporting Violations

Type of Violation	**Report To**
Student AI-related academic misconduct	Course Instructor → Head of Department → Academic Integrity Committee (with AIEOC consultation on complex cases)
Faculty AI-related misconduct	Director of Research → Dean → Governing Council

5.7 Training and Support

Wigwe University commits to providing:

i. Annual AI Ethics Workshop for all faculty (mandatory)

ii. Student orientation module on responsible AI use (mandatory for new students)

iii. Specialised AI literacy training addressing:

   a. AI bias against African and non-native English scholarship

   b. Hallucination detection and citation verification

c. NDPA 2023 compliance for administrative staff

iv. Online resource hub with FAQs, tool reviews, and case studies

v. Office hours with Director of Research for complex AI ethics questions

vi. Partnership with IIOE Nigeria National Centre (ABU Zaria) for accreditation of training content

5.8 Review and Revision

These guidelines will be reviewed:

i. Annually by the Director of Research in consultation with stakeholders

ii. As needed in response to significant changes in AI technology or national policy (e.g., finalisation of NUC AI guidelines)

SECTION SIX: ALIGNMENT WITH NATIONAL FRAMEWORKS

6.1 Nigeria National AI Strategy (2024–2028)

These guidelines align with the Nigeria National AI Strategy, which positions AI as a driver of economic growth, sectoral transformation, and inclusive innovation. The Strategy's five pillars include embedding ethical safeguards for fairness, transparency, and accountability—principles reflected throughout this document.

6.2 NUC Policy on AI in Nigerian Universities

The National Universities Commission has issued a national AI policy for universities and will commence annual compliance monitoring to ensure institutions adopt the framework and promote the ethical use of AI in teaching, learning, and research. These guidelines are designed to be consistent with emerging NUC policy. When

formal NUC guidelines are released, Wigwe University will review and align these guidelines accordingly.

6.3 Nigeria Data Protection Act (NDPA) 2023

The Nigeria Data Protection Commission has intensified enforcement of data privacy regulations, issuing compliance notices to over 649 tertiary institutions. These guidelines incorporate NDPA 2023 requirements, including the appointment of a Data Protection Officer, conduct of Data Protection Impact Assessments, and compliance with data subject rights.

6.4 Draft National Higher Education AI Framework

The IIOE Nigeria National Centre (ABU Zaria) has developed a Draft National Higher Education AI Framework that calls for responsible, ethical, and safe use of AI in teaching, learning, research, and decision-making processes within the Nigerian higher education sector. These guidelines operationalize that framework at the institutional level.

SECTION SEVEN: CONCLUSION

The development of these AI Ethics Guidelines places Wigwe University in the vanguard of Nigerian higher education AI governance. The document under review is a credible, structurally sound, and well-intentioned framework—and it deserves the Governing Council's support for adoption.

However, the central essence of this framework is that good principles without robust systems are insufficient. In the domain of AI ethics, insufficiency has consequences that are neither abstract nor distant:

The student who is wrongly found guilty of AI plagiarism because a biased detector misread their Nigerian English has suffered a real injustice. The researcher whose published paper contains a hallucinated citation has caused real institutional damage. The administrator who unknowingly uploads student records to a non-NDPA- compliant AI server has committed a real regulatory violation.

Human-Centric AI at Wigwe University means:

Every AI output that affects a student's academic standing must pass through a human reviewer who understands the sociolinguistic context of that student's writing.

Every research output that cites a source must have that source verified by a human researcher before submission.

Every student's data must be processed by AI systems evaluated for NDPA compliance.

Every AI deployment decision must be evaluated by a permanent, constituted body (AIEOC) with the authority to say no.

The measure of Wigwe University's AI ethics framework will not be the sophistication of the document—it will be the quality of the human judgment that the document demands, enables, and protects.

REFERENCES

i. Federal Ministry of Communications, Innovation and Digital Economy. (2024). *Nigeria National AI Strategy (2024–2028)*. Abuja, Nigeria.

ii. IIOE Nigeria National Centre, Ahmadu Bello University. (2024). *Draft National Higher Education AI Framework*. Zaria, Nigeria. iii. National Universities Commission. (2026). *Policy on Responsible AI Integration in the Nigerian University System*. Abuja, Nigeria. iv. Nigeria Data Protection Commission. (2023). *Nigeria Data Protection Act 2023*. Federal Government of Nigeria.

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ACKNOWLEDGMENT AND FEEDBACK

These guidelines are a living document. They will evolve as AI technology changes and as we gain practical experience at Wigwe University.

To provide feedback, comments, or report issues, please contact:

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Next review date: 1 September 2027