

AL-HIKMAH UNIVERSITY

AI POLICY

University Committee on the Responsible Integration and Governance of Artificial Intelligence

Constituting Authority	The Vice-Chancellor, Al-Hikmah University
Reporting Line	University Management; Senate and Governing Council, as applicable
Secretariat	Directorate of Information and Communication Technology (ICT), supported by Academic Planning/Quality Assurance
Review Cycle	At least annually, or earlier following a material legal, technological or institutional change

1. Background and authority

The National Universities Commission (NUC), by Circular Ref. NUC/ES/138/Vol. 66/11 dated 10 June 2026, directed Nigerian universities to commence implementation of the approved Artificial Intelligence Roadmap for the Nigerian University System. The Circular requires institutional frameworks, policies, capacity-building programmes, governance structures, infrastructure development and other strategic measures for responsible AI integration.

Accordingly, the Vice-Chancellor shall constitute the University Committee on the Responsible Integration and Governance of Artificial Intelligence (“the Committee”) to coordinate and oversee AI adoption at Al-Hikmah University in teaching, learning, research, administration and community service, consistent with the University’s mission and moral and ethical values.

2. Purpose

The Committee shall translate the NUC AI Roadmap into a practical, phased and accountable institutional programme that enables innovation while protecting human dignity, academic integrity, privacy, security, fairness, inclusion and the reputation of the University.

3. Scope

The Committee’s mandate covers all faculties, departments, centres, directorates and administrative units; all staff and students; contractors and collaborators acting for the University; and every AI system procured, developed, piloted, connected to University data or used for University business. Existing statutory, disciplinary, ethics, procurement and appeal bodies retain their lawful functions.

4. Terms of Reference

1. Review the National AI Strategy, the NUC AI Roadmap and Framework Policy, and other relevant national and international instruments, and advise Management on their application at Al-Hikmah University.

2. Conduct and periodically update a University-wide AI readiness assessment covering infrastructure, connectivity, data, cybersecurity, staff and student capabilities, curricula, research capacity, finance, inclusion and institutional risks.
3. Prepare, recommend and annually review an institutional AI Policy and Code of Conduct that defines acceptable, restricted and prohibited uses of AI by students, academic staff, non-academic staff, researchers, contractors and partners.
4. Develop ethical and operational guidelines on privacy, data protection, cybersecurity, algorithmic fairness, transparency, explainability, accessibility, intellectual property, research integrity, academic integrity and meaningful human oversight.
5. Maintain an inventory of AI tools and systems used for University business, an approved-tools list and an institutional AI risk register, with named system owners and review dates.
6. Classify proposed AI uses by risk; require proportionate privacy, security, legal, ethics, bias, accessibility and impact assessments; approve low- and moderate-risk pilots within delegated authority; and recommend high-impact deployments to Management.
7. Ensure that AI does not make final, fully automated consequential decisions in admissions, grading, examinations, discipline, employment, promotion, finance or access to University services, and that affected persons have access to human review and appropriate redress.
8. Coordinate the responsible integration of AI literacy and discipline-relevant AI competencies into General Studies and academic programmes, subject to Senate and applicable NUC processes.
9. Issue guidance for AI-supported teaching, learning and assessment, including course-level rules, disclosure requirements, authentic assessment design, verification of outputs and fair handling of suspected misuse.
10. Promote responsible AI research and innovation, including locally relevant solutions, interdisciplinary collaboration, ethical review, transparent methods, appropriate authorship and intellectual-property arrangements.
11. Coordinate role-based capacity building for Management, academic staff, non-academic staff, technical and assurance personnel, researchers and students, and designate AI champions across faculties and units.
12. Identify and prioritise bounded AI pilots in teaching, student support, admissions, records, finance, human resources, library services and research; define success, harm and stop criteria; and evaluate evidence before scale-up.
13. Advise on AI infrastructure, data governance, interoperability, procurement, vendor due diligence, licensing, lifecycle cost, sustainability, business continuity and exit arrangements.
14. Establish accessible channels for reporting AI-related errors, unfair outcomes, academic misuse, privacy or security incidents and other harms; coordinate investigation and remediation with the responsible University offices.
15. Engage staff, students, alumni, industry, professional bodies, regulators, development partners and the wider community to build trust, gather input and support University–Industry–Government collaboration.
16. Develop an implementation roadmap, annual work plan, budget and resource-mobilisation strategy, including appropriate TETFund, industry, donor and partnership opportunities.
17. Develop key performance indicators for governance, capacity, curriculum, teaching and learning, administration, fairness and inclusion, privacy and security, research and innovation, trust and redress.
18. Submit quarterly progress and exception reports to University Management; provide annual reports to Senate and Council as appropriate; and prepare the University’s annual AI integration/readiness report and evidence for submission to the NUC.

19. Monitor developments in AI technology, regulation and good practice; recommend corrective action, suspension or retirement of unsafe or non-compliant systems; and review the institutional framework at intervals not exceeding one year.
20. Perform any other related assignment given by the Vice-Chancellor or the appropriate University authority.

5. Powers and access to information

- Request relevant records, demonstrations, contracts, assessments and reports from any University unit, subject to lawful confidentiality and access controls.
- Invite or co-opt internal and external specialists for defined assignments; co-opted persons shall have no vote unless formally appointed as members.
- Establish time-bound subcommittees or working groups, including Policy and Ethics; Teaching, Learning and Curriculum; Research and Innovation; Technology, Data and Cybersecurity; and Monitoring and Capacity Building.
- Recommend the pause, restriction or retirement of an AI system presenting material risk, while urgent operational action remains subject to the authority of the Vice-Chancellor or designated principal officer.

6. Suggested membership

Members should be appointed by designation where practicable to preserve continuity. Nominees should demonstrate relevant competence, sound judgement, commitment to responsible innovation and willingness to undertake required training.

No.	Office/Unit representation	Status	Primary contribution
1	Deputy Vice-Chancellor (Academic) or a senior Professor nominated by the Vice-Chancellor	Chair	Executive leadership and academic accountability
2	Director/Head, Information and Communication Technology	Member/Secretary	Technical coordination, systems inventory, security and vendors
3	Director/Head, Academic Planning and Quality Assurance	Member	Standards, curriculum coordination, KPIs and NUC reporting
4	University Legal Officer	Member	Legal, contractual, regulatory and intellectual-property advice
5	Data Protection Officer	Member	NDPA compliance, DPIAs and data-subject rights
6	Representative, School of Postgraduate Studies/Research and Innovation Directorate	Member	Research governance, grants and innovation
7	Chair/Representative, University Research Ethics Committee	Member	Ethics review and responsible research practice
8	Representative, Registry/Admissions	Member	Student records, admissions and institutional procedures
9	Representative, Bursary	Member	Financial controls, budgeting and finance use cases
10	Representative, Human Resources/Establishment Unit	Member	Workforce, staff development and employment safeguards

11	University Librarian or nominee	Member	Information literacy, copyright, discovery and learning support
12	Director/Representative, Centre for Learning, Teaching and Educational Technology (or equivalent)	Member	Pedagogy, assessment and staff support
13	Dean/nominee from Computing, ICT, Engineering or a closely related discipline	Member	AI and computing expertise
14	Dean/nominee from Humanities, Social Sciences, Law, Education or Islamic Studies	Member	Human, social, legal and ethical perspectives
15	Representative, Internal Audit	Member	Independent assurance and control monitoring
16	Representative, Student Affairs	Member	Student welfare, inclusion, communication and redress
17	One postgraduate student nominated through the appropriate student structure	Member	Learner and research-student perspective
18	One undergraduate student nominated through the appropriate student structure	Member	Learner voice and user experience
19	External AI/industry adviser appointed by the Vice-Chancellor	Member or co-opted adviser	Independent technical and industry perspective

7. Tenure

Members shall serve for an initial term of two years, renewable once at the discretion of the Vice-Chancellor. Membership held by office ends when the member ceases to occupy that office, and the successor or a formally nominated representative assumes the role. Student members should ordinarily serve for one academic session and remain registered students throughout their tenure.

8. Meetings and decision-making

- The Committee shall meet at least once every quarter and may meet more frequently during the foundation and pilot phases.
- The Chair may convene an emergency meeting where an AI-related incident or high-impact decision requires urgent consideration.
- Quorum shall be one-half of appointed voting members, including the Chair or authorised deputy, the ICT representative and at least one representative from Academic Planning/Quality Assurance, Legal or Data Protection.
- Decisions should ordinarily be by consensus; where a vote is required, a simple majority shall decide, and the Chair shall have a casting vote in the event of a tie.
- The Secretariat shall circulate papers in advance where practicable and keep minutes, decisions, assigned actions, declared conflicts and an auditable record of approvals.

9. Ethics, confidentiality and conflicts of interest

Members shall protect confidential, personal, security-sensitive and commercially sensitive information. A member with an actual, potential or perceived conflict of interest shall declare it promptly; the Chair shall determine whether the member may receive papers, participate in discussion or vote. Committee membership shall not substitute for required professional independence, including that of the Data Protection Officer and Internal Audit.

10. Deliverables and initial timetable

Timeline	Required output
Within 30 days	Inaugural meeting; approved work plan; faculty/unit focal persons; communication to all University units.
Within 60 days	University-wide inventory of AI tools, systems, vendors and use cases; preliminary risk classification; readiness and skills baseline.
Within 90 days	Draft institutional AI Policy/Code of Conduct; interim approved-tools and data-handling guidance; incident/reporting channel; first-year training and budget plan.
Within 6 months	Prioritised pilot charters; assessment and procurement templates; foundational training; curriculum and assessment guidance.
Within 12 months	Evaluated pilot reports; first annual scorecard and institutional AI integration report; annual policy and roadmap review.

11. Key performance indicators

- Percentage of AI systems inventoried, risk-classified, approved and reviewed on schedule.
- Completion and demonstrated competence rates for role-based AI training.
- Proportion of courses with clear AI-use and disclosure rules and extent of AI-literacy coverage.
- Accuracy, service improvement, human-override, complaint and appeal outcomes for approved pilots.
- Completion of required DPIAs, security reviews, fairness tests, accessibility checks and vendor assessments.
- AI-related incidents, response and closure times, recurrence and implementation of corrective actions.
- Responsible AI research outputs, partnerships, grants, prototypes, patents, start-ups and community impact.
- Timely submission of quarterly reports, annual institutional review and NUC-required evidence.

12. Reporting and review

The Committee shall report quarterly to University Management and annually to Senate and Governing Council as appropriate. Academic recommendations remain subject to Senate approval, while financial, procurement and policy matters shall follow established University approval processes. These Terms of Reference shall be reviewed at least annually and amended by the constituting authority as necessary.

13. Source basis

This domesticated Terms of Reference is based on the NUC Circular on Commencement of Implementation of the Artificial Intelligence Roadmap for the Nigerian University System (Ref. NUC/ES/138/Vol. 66/11, 10 June 2026) and the Report of the Committee on Integration of AI in the Nigerian University System (November 2025), particularly its original Terms of Reference, Ethical AI Guidelines, governance provisions, implementation phases, operational checklist, monitoring framework and call for institutional AI Governance Committees and Ethics Boards.

Approval

Approved by	Vice-Chancellor, Al-Hikmah University
Name	_____
Signature	_____
Date	_____