



FEDERAL UNIVERSITY DUTSIN-MA

A POLICY ON THE USE OF ARTIFICIAL INTELLIGENCE (AI) TOOLS AND ADOPTION OF AI DECLARATION FORM FOR POSTGRADUATE STUDENTS

AUGUST, 2026

SECTION ONE

POLICY OVERVIEW AND GUIDING PRINCIPLES

1. Introduction

Advances in Artificial Intelligence (AI) present significant opportunities to enhance postgraduate education, supervision, research, and administration at the Federal University Dutsin-Ma (FUDMA). AI tools, ranging from generative text and code assistants to predictive analytics and automated transcription, can accelerate literature review, streamline data processing, improve accessibility, and support evidence-based decision making. At the same time, these technologies raise important ethical, legal, and academic integrity questions. Therefore, this policy establishes clear expectations for the responsible use of AI across all aspects of postgraduate work, balancing innovation with rigorous safeguards for privacy, transparency, and scholarly responsibility. Hence, it defines the scope of permissible AI applications, sets guiding principles for lawful and ethical practice, and affirms the central role of human oversight, Supervisors' judgment, and students' original intellectual contributions in all postgraduate activities.

I. Purpose

This policy regulates the use of Artificial Intelligence in postgraduate teaching, supervision, research, thesis/dissertation writing, data analysis, publication, and administrative processes in FUDMA. It seeks to promote innovation while protecting academic integrity, research ethics, student privacy, and responsible scholarship.

II. Policy Statement

FUDMA recognizes AI as a valuable tool for postgraduate learning and research, but its use must be ethical, transparent, lawful, and subject to human academic responsibility. AI must not replace scholarly judgment, ethical review, supervisor's oversight, or student's own intellectual contribution.

III. Scope

This policy applies to all postgraduate students, supervisors, lecturers, external examiners, research assistants, and administrative staff involved in postgraduate studies. It covers generative AI, predictive analytics, automated transcription, coding assistants, plagiarism detectors, translation tools, and any AI system used in thesis and dissertation works.

2. Guiding Principles

The University shall apply the following principles to postgraduate AI use:

1. Legality
2. Privacy
3. Transparency
4. Accountability
5. Academic Integrity
6. Research Ethics
7. Human Oversight

Where postgraduate research involves personal data, sensitive data, or vulnerable populations, stricter compliance with Data Privacy Act 2023 must be applied.

3. Acceptable/Unacceptable AI Use in Postgraduate Work

Postgraduate students may use AI to get hint for the following areas, under strict monitoring/guidance of Supervisors.

- I. Brainstorming
- II. Research gap identification
- III. Plagiarism reduction
- IV. Literature mapping
- V. Language polishing
- VI. Data analysis
- VII. Coding support
- VIII. Statistical assistance/analysis
- IX. Formatting and transcription
- X. Summarizing large bodies of text provided they verify the output and remain responsible for the final work. Supervisors may recommend AI tools for improving research workflow, but they must ensure the tools do not compromise originality, validity, or ethical standards. AI use should be disclosed in the research document, methodology section, acknowledgment and filling AI-usage declaration form domicile with the Centre of Artificial Intelligence (FUDMA – AICE).

4. Postgraduate students may use the under listed AI tools for any function in Sub-Section 3I – X listed above.

S/N	AI Tools
1.	Mendeley AI
2.	Claude
3.	Research Rabbit
4.	Zotero AI
5.	Perplexity
6.	SciSpace
7.	Scite
8.	Elicit
9.	Chapter2AI
10.	Google Gemini
11.	ChatGPT
12.	DeepSeek
13.	Other validated AI tools

Any thesis/dissertation with the aforementioned AI tools can only be accepted if the percentage of AI usage does not exceed the approve limits presented in the table below. Any thesis/dissertation above the approved limits (i.e., AI threshold), will be referred to the Consultancy Unit of FUDMA – AICE for necessary guidance.

Faculty	Degree	Acceptable AI use %
Sciences/Engineering	PDE/PGDE/M. Phil	30%
	MSc	35%
	PhD	40%
Other Faculties	PDE/PGDE/M. Phil	25%
	MSc	30%
	PhD	35%

5. Postgraduate Students Must Note the Following in Using AI Tools:

1. Integrity - Do NOT use AI to compromise originality

- i. Ghostwrite entire sections/chapters: You must be the primary author of your argument, analysis, and synthesis.
- ii. Fabricate data, citations, or references: AI can hallucinate fake journal articles, authors, DOI, or quotes which is regarded as academic fraud.
- iii. Plagiarism: Do not copy AI output directly without critical revision and proper attribution. AI can paraphrase other people's work without citing.
- iv. Falsify results: Do not use AI to "smooth" data, invent participants, or change statistical outcomes.

2. Transparency - Do NOT hide AI use

- i. Failure to disclose AI use: Most universities now require a statement in methodology/acknowledgement e.g., "AI tool X was used for grammar/language editing".
- ii. Present AI-generated ideas as your own intellectual contribution: Your supervisors and examiners need to assess your thinking, not ChatGPT's others.
- iii. Use AI for blind peer review: Do not upload your manuscript, supervisor's comments, or reviewer's reports into public AI tools. It breaches confidentiality.

3. Accountability - Do NOT outsource core scholarly duties

- i. Use AI for critical analysis and argument building: The core of Masters/PhD is your original contribution to knowledge. AI cannot be held accountable for your claims.
- ii. Rely on AI for literature synthesis without verification: You are accountable for reading, understanding, and critiquing the sources.
- iii. Use AI to take exams, do viva defense, or write ethics applications: These assess you as a scholar.
- iv. Use AI to impersonate authorship: The person who signs the declaration of originality must have done the intellectual work.

4. Ethics and Bias - Do NOT use AI to falsify data

- i. Use AI to generate biased, discriminatory, or harmful contents about participants, cultures, or groups in your research.
- ii. Upload sensitive data: Patient data, survey responses and interview transcripts. Public AI tools are not GDPR/NHREC compliant.
- iii. Ignore your university's AI Policy: Most universities now require you to cite AI as a "tool", like SPSS.

Rule of thumb for Masters/PhD: AI is an assistant, not an author. You are accountable for everything with your name on it.

SECTION TWO

SANCTIONS, ACCOUNTABILITY MEASURES AND RATIONALE

The principle behind the punishment is not to punish technology, but to protect 3 things:

1. Integrity of the degree
2. Transparency of who did the intellectual work
3. Public trust - especially in fields like Medicine, Law and Education where PhD/Masters graduates will serve the society more with diligent and caution.

A. Proposed Sanctions for AI Misuse in Academic Writing

1. Used AI for grammar without disclosure, AI-paraphrased 1-2 paragraphs

Sanctions:

- i. Warning
- ii. Resubmit the section with proper citation and AI disclosure statement
- iii. Rescheduling for internal defense for failure to declare

2. Submitted AI-generated Literature Review/Literature Synthesis/Sanctions

Sanctions:

- i. Revision of AI-generated content
- AI declaration clearance will not be issued iii. No scheduling of student for internal defense.

3. Failure to disclose AI tool used

Sanctions:

- i. Rejection of thesis/dissertation
- ii. No award of higher degree (MSc/PhD)

4. Use AI fabricated data, fake references or AI wrote entire thesis/dissertation

Sanctions:

1. Fail the thesis/dissertation outright
2. Rustication for one (1) Academic Session

3. Withdrawal of degree if already awarded.

5. Use AI to falsify data

Sanctions:

1. Withdrawal from the University
2. Blacklisting from further admission in the University
3. Reporting to NUC and Professional bodies e.g., MDCN, COREN, ICAN
4. Retraction of any published papers from the thesis/dissertation.

B. Additional Accountability Measures

1. AI Detection + Viva cross-check.
2. Mandatory AI Declaration Form: Signed alongside clearance slip from the University's FUDMA – AICE.
3. Supervisors' accountability: Supervisors can also be queried if they approved AI-generated work without the proofreading or clearance slip from the FUDMA – AICE.

SECTION THREE

THESIS, RESEARCH STANDARDS, ROLES AND IMPLEMENTATION

A. Thesis and Dissertation Rules

Every thesis and dissertation report submitted under this policy shall include an AI usage declaration form before Viva can take place. Therefore, the student must specify the tool used, for what purpose and the extent of human verification. Supervisors shall ensure that the final work demonstrates original analysis, defensible methodology, and academic ownership by the student. AI cannot be listed as an author, co-author, examiner, or contributor in the formal academic sense.

B. Research Ethics and Data Protection

All postgraduate researches using AI must comply with the Nigeria Data Protection Act 2023, including lawful processing, data minimization, purpose limitation, security, and retention controls. Where research involves personal data, health data, school records, interview transcripts, or identifiable populations, the researcher must seek ethics approval and adopt privacy-by-design measures. Cross border cloud tools used in postgraduate research should be assessed for data transfer risk, access control, and confidentiality. Research supervisors are responsible for checking that postgraduate projects do not expose respondents or university data to unauthorized AI platforms.

C. Supervision Standards

Supervisors shall guide students on responsible AI use, acceptable citation practice, and the boundary between assistance and misconduct. They must document concerns where a student's work appears excessively generated, poorly evidenced, or inconsistent with the student's claimed competence. Therefore, the College of Postgraduate Studies (CPGS) should provide training for supervisors, so that AI issues are handled consistently across departments.

D. Examination and Assessment

Postgraduate coursework assessments, proposal defenses, seminars, and oral examinations must be designed to test understanding, not merely AI-assisted outputs. Departments may restrict or prohibit AI use in specific assessments where independent reasoning or practical skills must be

demonstrated. Where AI use is permitted, the examiner may require the candidate to explain prompts, outputs, data sources, or verification steps.

E. Administrative and Library Use

The CPGS, Library, and ICT unit may use AI to support indexing, metadata creation, plagiarism screening, student support, and document processing, subject to approval and oversight. Any AI-enabled service used for postgraduate administration must be accurate, secure, and consistent with privacy and access-control requirements. Decisions affecting admission, progression, funding, disciplinary action, or graduation status must remain subject to human review.

F. Roles and Responsibilities

The Vice-Chancellor shall provide institutional leadership, while the Provost of the College of Postgraduate Studies oversees implementation. The Senate approves academic rules, and the CPGS shall issue detailed operational guidelines for students and supervisors. The Directorate of AI shall ensure ethical considerations (with regard to AI usage), data security controls, seek consent of the University Legal Unit for data protection and ensure compliance with Nigerian laws. Students and supervisors are jointly responsible for honest disclosure, proper verification, and ethical use of AI.

G. Capacity-building

FUDMA shall provide regular training for supervisors, postgraduate students, and examiners on AI literacy, research integrity, data privacy, and responsible academic practice. Orientation for new postgraduate students should include AI ethics module, and supervisor development workshops should be held at least once per session. The CPGS may also publish short guidance notes on acceptable AI use in theses and dissertations.

H. Monitoring and Enforcement

A postgraduate AI oversight committee/Directorate of AI shall monitor implementation, review complaints, and recommend updates on policy and practice. Violations may lead to correction, resubmission, disciplinary action, suspension of research approval, nullification of results, or other

sanctions under university regulations and applicable Nigerian law. The policy shall be reviewed at least every two years or sooner if national laws, NUC guidance, or NITDA directives change.

I. Guidelines for Payment, AI Check and Directorate of AI Clearance for Postgraduate Students

- a) All postgraduate students must pay the sum of **₦20,000** for PhD thesis and **₦10,000** for PGD/PGDE/M. Phil/MA/MSc to the University Bursary Unit. It should be noted that first and second proofreading shall be considered for the first payment while third proofreading shall attract additional charges of 50%.
- b) All payments shall be made to the University Account via FUDMA – CONSULT Account.
- c) All postgraduate students must pay the sum of **₦5,000** for Journal AI Proofreading.
- d) Students are to proceed to the FUDMA – AICE with their evidence of payment and submit for AI check/Proofreading.
- e) A soft copy of the completed thesis/dissertation should be submitted to the FUDMA – AICE before an External Examiner is appointed.
- f) Evidence of FUDMA – AICE clearance must be submitted to the CPGS before an External Examiner is approved for any PG student.
- g) FUDMA – AICE clearance copy must be presented at Department, Faculty and PG Board meetings before External Examiners are appointed.
- h) A copy of the FUDMA – AICE clearance should also be submitted to the Directorate of Quality Assurance for vetting and necessary recommendation.

Conclusion

FUDMA embraces AI as a supportive resource for postgraduate learning, research, and administration while insisting that its use be governed by law, ethics, and academic standards. By applying the principles of legality, privacy, transparency, accountability, academic integrity, research ethics, and human oversight, the University seeks to foster innovation without compromising the quality, credibility, and fairness of postgraduate scholarship. As a matter of fact, all members of the Postgraduate Community are expected to adhere to this policy, and departments are to implement procedures, so as to ensure compliance. Where research involves personal or sensitive data, or vulnerable groups, users must follow enhanced privacy protections under the

Data Privacy Act 2023. All in all, these measures will ensure AI strengthens FUDMA's academic mission while protecting rights and preserving scholarly trust.