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**KAIRUKI UNIVERSITY (KU)**



**April 2026**

**ARTIFICIAL INTELLIGENCE (AI) POLICY AND GUIDELINES**

# Foreword

Artificial Intelligence (AI) is rapidly transforming higher education, research, healthcare, and institutional management across the globe. Universities are increasingly required to respond proactively to these developments in ways that promote innovation while safeguarding ethical standards, academic integrity, accountability, and human dignity.

In recognition of both the opportunities and challenges presented by emerging AI technologies, Kairuki University has developed this AI Policy and Guidelines to provide a clear, coherent, and authoritative framework for the responsible, ethical, secure, and effective use of AI across the University. This Policy reflects the University's commitment to academic excellence, innovation, good governance, and compliance with national laws and regulations.

This Policy and Guidelines are aligned with the National Guidelines for Artificial Intelligence in Education issued by the Ministry of Education, Science and Technology (MoEST), the Personal Data Protection Act, 2022, and other relevant legal and regulatory frameworks of the United Republic of Tanzania. It affirms that AI at Kairuki University is intended to support—rather than replace—human judgment, professional responsibility, and academic integrity, while promoting transparency, data protection, fairness, inclusivity, and accountability.

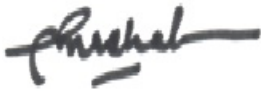
This document applies to all members of the Kairuki University community, including students, academic staff, researchers, administrative and technical staff, consultants, and external collaborators who use or interact with AI technologies in teaching, learning, research, administration, consultancy, and external engagements. All members of the University community are expected to familiarise themselves with and adhere to the provisions of this Policy and Guidelines.

The successful implementation of this Policy relies on collective responsibility, strong institutional governance, continuous capacity building, and regular review.

The University calls upon all stakeholders to actively support and uphold these Guidelines to ensure that AI is harnessed as a strategic enabler of digital transformation that advances Kairuki University's mission, values, and commitment to excellence, innovation, and ethical practice.

This AI Policy and Guidelines are issued under the authority of the University Council and shall take effect upon formal approval. The University remains committed to reviewing and updating this Policy as technologies, regulatory environments, and institutional priorities evolve.

signed,

A handwritten signature in black ink, appearing to read 'Yohana Mashalla', with a horizontal line underneath the name.

Prof. Yohana Mashalla  
Vice Chancellor

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## Document Control

<b>Item</b>	<b>Description</b>
Policy Title	Artificial Intelligence (AI) Policy and Guidelines
Policy Owner	Office of the Vice Chancellor
Responsible Offices	DVCAC, DPGS&RI; ICT Unit; Legal Unit; QA Unit
Applies To	All KU students, staff, contractors, and affiliates
Approval Authority	University Council
Effective Date	To be determined upon approval
Review Cycle	After 3 years or as required by regulatory or technological changes
Supersedes	New Policy

## Abbreviation

<b>AI</b>	-	Artificial intelligence
<b>KU</b>	-	Kairuki University
<b>DVCAC</b>	-	Deputy Vice Chancellor, Academic Affairs
<b>DPGS&amp;RI</b>	-	Director of Postgraduate Studies and Research Institute
<b>MoEST</b>	-	Ministry of Education, Science and Technology
<b>ICT</b>	-	Information and Communications Technology

## Definition of Key Terms

- i. **Artificial Intelligence (AI):** Computer systems capable of performing tasks that normally require human intelligence.
- ii. **Generative AI:** AI systems that generate text, images, audio, video, code, or data outputs.
- iii. **AI Tools:** Software applications or platforms that utilize AI techniques to perform specific tasks or solve particular problems.
- iv. **Ethical Use of AI:** Ensuring AI deployment aligns with moral principles, respects human rights, promotes fairness, transparency, and accountability, and minimizes harm.
- v. **High-Risk AI Use:** AI applications that may significantly affect individuals' rights, academic outcomes, employment, finances, health, or legal standing.
- vi. **Personal Data:** Any information relating to an identifiable individual, as defined under Tanzanian law.
- vii. **AI System:** Any software or automated tool that uses machine learning, natural language processing, or similar computational techniques to perform intelligent tasks.
- viii. **Capacity Building:** Strengthening the knowledge, skills, and resources of individuals and institutions involved in AI education and implementation through training and professional development initiatives.

## 1. Introduction

The rapid advancement of AI is transforming education, research, healthcare, business, and public administration across the world. Universities are increasingly adopting AI technologies to enhance teaching, learning, research productivity, institutional management, and innovation.

Recognising the transformative potential of emerging technologies, particularly AI, the Ministry of Education, Science and Technology (MoEST) has developed the National Guidelines for AI in Education. In response to the National Guidelines for Artificial Intelligence in Education issued by the MoEST, Kairuki University has developed this Artificial Intelligence Policy and Guidelines to provide a comprehensive institutional framework for the responsible, ethical, and effective adoption of AI technologies into Kairuki University's academic, administrative and technical systems. The policy and guidelines are developed to ensure AI is used to enhance academic and operational activities to enhance learning experience, improve teaching efficiency and the quality of outputs.

This document establishes governance structures, ethical standards, operational procedures, and implementation guidelines to ensure that AI strengthens academic integrity, improves institutional performance, and protects the rights and privacy of all stakeholders.

### 1.1 Rationale

The policy and procedures outlined below aim to:

- (i) Promote responsible and ethical use of AI technologies.
- (ii) Ensure privacy and data protection.
- (iii) Prevent bias and discrimination in AI algorithms.
- (iv) Enhance transparency and explainability of AI systems.
- (v) Establish accountability and liability for AI development and use.

## 1.2 University expectations

The University believes that a balanced approach to the use of AI in learning, teaching and assessment is essential. It does not seek to outright forbid its use but rather provide a supportive and common-sense approach to outlining safe, responsible and appropriate use.

## 2. Vision

The vision of the Kairuki AI policy and guidelines on the use of Artificial Intelligence is: *"Improved teaching, learning, research and operations at Kairuki University through digital technologies"*.

## 3. Purpose

The purpose of this AI Policy and Guideline is to establish a comprehensive framework that guides the responsible, ethical, secure, and effective development, adoption, and use of Artificial Intelligence technologies within Kairuki University.

By establishing this policy and guidelines, KU aims to create a framework that not only addresses the ethical and practical considerations of generative AI use in academia but also aligns with national and international standards for AI deployment in educational and research settings. This document serves as a dynamic resource that can be updated as AI technology continues to evolve, ensuring that KU remains at the forefront of integrating generative AI into academic work in a responsible and impactful way.

The Policy ensures that AI technologies:

- i. Promote innovation and responsible use of AI in education, research and administration.
- ii. Ensure that AI systems developed or used at the University adhere to ethical standards, legal requirements, and professional best practices.
- iii. Protect the privacy, rights, and safety of individuals whose data or interactions may be involved in AI systems.
- iv. Maintain academic integrity and research credibility.
- v. Support innovation and digital transformation.

#### 4. Scope

This Policy applies to:

- i. All *students*, staff, consultants and other individuals *associated* with the *University* who are responsible for AI use in the context of *research*, learning, teaching and/or operational functions.
- ii. All Artificial Intelligence systems developed, procured, or used for university activities.
- iii. AI applications used in teaching, learning, research, administration and consultancy.
- iv. AI systems accessed through university infrastructure or personal devices when used for university purposes.

#### 5. Consultancy and External Engagements

Kairuki University encourages academic staff, researchers, and professionals to engage in consultancy, collaborative projects, and external engagements that contribute to knowledge generation, innovation, and community development. Where AI tools are used in consultancy activities, such use must comply with professional standards, contractual obligations, and the University's policies and ethical guidelines.

In undertaking consultancy and external engagements involving AI, the following principles shall apply:

- i. Client Confidentiality
- ii. Compliance with Contractual Agreements
- iii. Transparency and Disclosure
- iv. Professional Responsibility
- v. Compliance with Institutional Policies

## 6. Policy Statement

Kairuki University supports the innovative and responsible adoption of Artificial Intelligence as a strategic enabler of institutional excellence; AI shall support, not replace, human judgment and accountability and all AI use at KU shall be lawful, ethical, transparent, secure, and subject to human oversight.

All AI technologies used at Kairuki University shall:

- i. Be lawful and ethically deployed
- ii. Operate with human oversight and accountability
- iii. Protect data privacy and security
- iv. Promote fairness, transparency, and inclusivity
- v. Uphold academic integrity and professional standards
- vi. AI systems shall not replace human decision-making in high-stakes academic, clinical, or administrative decisions

## 7. Legal and Regulatory Alignment

This Policy aligns with:

- i. The Personal Data Protection Act, 2022 of the United Republic of Tanzania.
- ii. National guidelines for Artificial Intelligence in education (January 2025).
- iii. National Digital Education Strategy 2024/25 – 2029/30

## 8. Guiding Principles

AI use at KU shall adhere to the following principles:

- i. **Human accountability:** Humans remain fully responsible for decisions supported by AI.
- ii. **Academic Integrity:** AI shall not be used to misrepresent authorship or originality.
- iii. **Ethical application:** The KU community will ensure AI is used transparently, fairly, accountably and responsibly.
- iv. **Data security and privacy:** All personal and institutional data is protected and maintained securely.
- v. **Lawfulness and Privacy:** Personal data shall be processed lawfully and securely.
- vi. **Transparency:** Material AI use must be disclosed where required.

- vii. Security and Risk Management: AI systems must meet institutional security standards.
- viii. Fairness and Inclusion: Bias and discrimination must be actively mitigated.
- ix. Quality and Accuracy: AI outputs must be verified before use.
- x. Security and Risk Management: AI tools must meet institutional cybersecurity and information security standards.
- xi. Ethical Use: Ensuring AI is used transparently, fairly, accountably, and responsibly.
- xii. Equity and Inclusivity: Promoting equal access to AI for all users.
- xiii. Data Privacy and Security: Protecting personal data and maintaining security.
- xiv. Sustainability: Ensuring long-term viability and scalability of AI initiatives.

## 9. Governance and Oversight

### 9.1 AI Governance Committee (AIGC)

The University shall establish an AI Governance Committee responsible for:

- i. Institutional oversight of AI use.
- ii. Approval of high-risk AI applications
- iii. Maintenance of approved AI tools
- iv. Monitoring compliance and reviewing incidents
- v. Recommending policy updates.
- vi. Recommending updates to AI policies and guidelines

### 9.2 Roles and Responsibilities

- i. Vice Chancellor: Overall accountability for institutional AI governance
- ii. DVC Academic: Oversight of AI use in teaching, learning, and academic programs
- iii. DVCPFA: Oversight of AI use in planning, finance, and administrative activities
- iv. Director of Postgraduate Studies and Research Institute: Oversight of AI use in research and innovation
- v. Head of ICT unit: Technical evaluation, infrastructure support, and cybersecurity compliance
- vi. Corporate Counsel: Legal and regulatory compliance including data protection and privacy assurance.

- vii. Quality Assurance Unit: Monitoring adherence to academic integrity and institutional standards
- viii. Deans and Heads of Departments: Implementation and monitoring of AI use within their academic units
- ix. Users (Staff, Students and Consultants/Service providers): Responsible, ethical, and compliant use of AI technologies

## 10. Data Protection and Information Security

AI systems must comply with applicable privacy and data protection laws and regulations. Data collected and used by AI technologies should be anonymised, securely stored, and used only for authorised purposes.

### 10.1 Prohibited Data Inputs

Users shall not upload the following into public or non-approved AI tools:

- i. Personal data of students, staff, or partners.
- ii. Examination questions, marking schemes, or confidential assessments.
- iii. Financial, human resources, procurement, or disciplinary records.
- iv. Passwords, access credentials, or security configurations.

### 10.2 Approved AI Tools

Only AI tools approved by KU may be used for sensitive or institutional data processing.

## 11. Teaching, Learning, and Assessment Guidelines

Artificial Intelligence presents opportunities to enhance the teaching and learning experience by supporting personalised learning, improving feedback mechanisms, and assisting in the creation of educational resources. However, its use must be carefully managed to preserve academic standards and fairness in assessment.

### 11.1 Course-Level AI Use Statements

Each academic course should clearly outline how AI tools may or may not be used within the course. These statements help students understand the expectations and limitations regarding AI use in assignments, examinations, and other academic activities.

All courses shall include a clear AI Use Statement specifying:

- i. Permitted AI uses.
- ii. Restricted or prohibited uses.
- iii. Disclosure requirements.
- iv. Penalties for misuse.

## 11.2 Student Responsibilities

Students are responsible for ensuring that their use of AI tools aligns with academic integrity policies. When AI is used to assist with learning activities such as summarizing content, generating study guides, or exploring ideas, students must ensure that the final work reflects their own understanding and efforts.

Where permission is granted, students may use AI to support a learning experience but shall:

- i. Disclose when they have used AI in their work, such as for research, brainstorming, etc
- ii. Where not permitted, not submit AI-generated work as solely their own.
- iii. Comply with assessment instructions.
- iv. Maintain academic integrity

## 11.3 Academic Misconduct

Improper use of AI tools may constitute academic misconduct if it results in plagiarism, falsification of work, or unfair academic advantage. Examples include submitting AI-generated assignments without acknowledgment or using AI tools during assessments where such use is prohibited. Such cases shall be handled in accordance with the University's academic misconduct regulations

## 12. Research and Scholarly Work Guidelines

Artificial Intelligence can significantly enhance research productivity by assisting researchers in analysing large datasets, identifying patterns, and generating new insights. However, responsible use of AI is necessary to maintain research integrity.

### 12.1 Permitted Research Use

AI may be used for:

- i. Literature exploration.
- ii. Data analysis support.
- iii. Coding and simulations.
- iv. Language editing and formatting.

However:

- i. Researchers remain responsible for the accuracy and integrity of their work.
- ii. Significant AI use must be disclosed in publications or theses.

Research involving human subjects, clinical data, or automated decision systems must obtain approval from the Institutional Research and Ethics Committee

### 12.2 Mandatory Disclosure

Researchers must disclose significant use of AI tools in research publications, theses, dissertations, and reports. Transparency regarding AI involvement helps maintain credibility and allows reviewers and readers to understand how research outputs were generated.

Material AI use in research outputs must be:

- i. Clearly documented.
- ii. Disclosed in publications, theses, or reports.

### 12.3 High-Risk Research

Research involving sensitive data, health information, automated decision-making, or profiling requires additional oversight.

Such research must undergo:

- i. Ethical clearance.
- ii. Risk assessment.
- iii. Formal approval from the Institutional Research and Ethics Committee.

### 13. Administrative and Operational Use

AI technologies may support administrative efficiency by automating routine tasks, analysing institutional data, and assisting in decision-making processes. These technologies may improve operational efficiency, reduce workload, and enhance data-driven management.

However, AI systems must not be used to make final decisions that significantly affect individuals or institutional governance. Critical decisions related to admissions, academic grading, recruitment, disciplinary actions, and financial approvals must always involve human judgment and oversight. AI tools may provide recommendations or analysis, but final decisions must remain the responsibility of authorised university officials.

AI may support administrative efficiency, but shall not:

- i. Constitute final decisions on admissions, grading, employment, discipline, or procurement.
- ii. Operate without human oversight.
- iii. Be used beyond its approved purpose.

### 14. Consultancy and External Engagements

Kairuki University encourages the responsible use of Artificial Intelligence in consultancy services, collaborative projects, and external engagements undertaken by staff and researchers. However, such use must adhere to professional standards, contractual obligations, and institutional policies.

For consultancy work:

- i. Client confidentiality must be preserved.
- ii. AI use must align with contract terms.

Material AI use must be disclosed where relevant.

## 15. Intellectual Property

The use of Artificial Intelligence in academic, research, or consultancy activities may raise complex intellectual property considerations. Users must ensure that the use of AI tools does not violate copyright laws, licensing agreements, or institutional intellectual property policies.

- i. AI outputs may be subject to third-party licensing.
- ii. Users are responsible for ensuring lawful use.

## 16. Guidelines

Following development and publication of the National Guidelines for Artificial AI, Kairuki University has responded to the call of the Ministry of Education, Science and Technology to develop institutional guidelines which provide a framework for effective, ethical and responsible integration of AI tools and applications into Kairuki University academic, administrative and technical systems. The guidelines are developed to ensure AI is used to enhance academic and operational activities to enhance the learning experience, improve teaching efficiency and the quality of outputs.

### 17.1 Basic guidelines

#### 17.1.1 Responsible use of generative AI is encouraged.

The use of generative AI is encouraged, provided that it aligns with these AI Academic Guidelines. In particular, when using generative AI, users always remain responsible for the final content of their academic output. In the context of team based academic work, each group member is individually responsible for ensuring that their use of generative AI aligns with the AI Academic Guidelines.

#### 17.1.2. The limitations of generative AI should be recognised.

Generative AI has various limitations that highlight the importance of using it as a supplement to, rather than a substitute for, human intelligence in academic work. These

limitations include a lack of access to current research and real-time updates; the potential for “hallucinations” or generating false information; and an inability to conduct its own research or understand complex academic contexts.

### 17.1.3. Academic quality is key.

Academic quality in the use of generative AI necessitates critically evaluating AI outputs, especially considering their limitations. Academic staff and students must verify AI-generated content against credible sources to ensure accuracy.

## 18. Guidelines for key areas of academic activity

The Kairuki University Guidelines for AI consist of ten key areas which if implemented effectively will enhance the successful integration of AI in the university teaching and learning and efficiency.

### 18.1 Policy development and advocacy

Policy development and awareness campaigns are necessary processes for establishing a coherent framework for the ethical and effective use of AI across the university. The University shall therefore:

- i. Develop a policy that govern the ethical and responsible use and development of AI in teaching, learning, and administrative processes.
- ii. Regularly review and update the university policy to reflect AI advancements and emerging ethical, privacy, and security considerations to meet needs at all levels.
- iii. Appoint a committee to monitor the implementation of the university policy across all levels of education to ensure alignment with national and international standards.
- iv. Conduct awareness campaigns and understanding of responsible AI use through workshops, seminars, and informational materials.
- v. Develop feedback mechanisms where academic staff, students and administrators can report policy effectiveness and suggest areas for improvement.

### 18.2 Security, Privacy and Ethics

Ensuring ethical and responsible use of AI tools is necessary in protecting the privacy, rights, and dignity of all staff, students and administrative staff. To achieve these, Kairuki University shall ensure that:

- i. AI guidelines for teaching, learning and administration must include ethical principles that ensure fairness, transparency, accountability, and respect for privacy and promote inclusive, and equitable learning environments.
- ii. AI tools and applications must comply with data privacy laws and regulations, including obtaining informed consent for data collection and use.
- iii. AI tools used in teaching and learning education must be audited for bias to ensure fair treatment of all stakeholders regardless of background or identity.
- iv. Structures are developed to monitor AI use.
- v. Training on the ethical use of AI is regularly provided to the teaching, technical, administrative staff and students.
- vi. The benefits and addressing risks of use of AI is emphasised.
- vii. Data privacy and security standards are upheld to protect the teaching staff and students' personal information.
- viii. Data privacy, security, and social implications of AI misuse are integrated in the teaching curricula.

### 18.3 Teaching and learning

Artificial Intelligence applications in education have the potential to significantly enhance the efficiency and effectiveness of teaching and learning processes. To achieve this, Kairuki shall:

- i. Ensure that AI tools and applications are accessible to all staff and students regardless of socio-economic background.
- ii. Use AI tools to provide a fair, continuous, and unbiased assessment of student performance.
- iii. Integrate AI literacy into curricula to assist students and teaching staff to understand AI's ethical, societal, and technological implications.
- iv. Monitor and evaluate the effectiveness of AI tools in teaching and learning by gathering feedback from all stakeholders.
- v. Use AI to create inclusive learning environments that accommodate diverse learner needs, including those with disabilities.
- vi. Provide professional development for staff to effectively integrate AI into teaching and learning.

## 18.4 Assessment and evaluation

Assessment and evaluation are critical components across all levels of education and adopting AI tools in assessments is essential for improving the quality and equity of education. To take advantage of AI, Kairuki University shall:

- i. Design AI assessment tools to be inclusive and accessible to all students including those with disabilities.
- ii. Conduct an awareness campaign to students on how to complete assessment tools.
- iii. Establish regular evaluation mechanisms for AI assessment tools to ensure their effectiveness, reliability, and continuous improvement.
- iv. Align AI assessment tools with national and international educational standards and curricula to maintain consistency and relevance.
- v. Provide training opportunities for teachers on the use of AI-driven assessment tools and the interpretation of AI-generated data.

## 18.5 Capacity building

Capacity building through training is required to equip teaching, technical and administrative staff and students with the necessary skills and knowledge to effectively and ethically use AI in education. Therefore, all Kairuki University shall:

- i. Develop continuous professional development programs on AI literacy and ethical use for educators and administrators to ensure they stay updated with evolving technologies.
- ii. Train teaching, technical and administrative staff with practical AI skills for teaching, assessment, and administrative tasks.
- iii. Establish partnerships with experts to facilitate the delivery of AI training to staff and students.
- iv. Organise workshops and seminars for practical AI experience for teaching staff and students ensuring activities are age-appropriate and context-specific.

## 18.6 Curriculum and content development

Integrating AI into curriculum and content development is critical for building a competitive, forward-looking raining curricula that aligns with national and global technological advancements. To achieve this, Kairuki University shall:

- i. Incorporate AI literacy and skills into all curricula to equip and empower students with relevant knowledge for current and future job markets.
- ii. Enhance students' employability by providing them with practical AI experiences.
- iii. Regularly update educational content with the latest AI advancements to ensure it remains current and fit for the purpose.
- iv. Use AI tools to create engaging, interactive, and personalised digital content for students.
- v. Ensure AI tools are accessible to all learners, including those with disabilities.

## 18.7 Artificial Intelligence infrastructure and access

The successful application of AI in education and training depends highly on a strong foundation of robust AI infrastructure and equitable access to AI tools and applications.

To achieve this, Kairuki shall:

- i. Annually allocate funds for the development and maintenance of ICT infrastructure required to support AI tools in teaching, learning, administration and research.
- ii. Establish a centralised platform where teaching staff, technical and administrative staff and students can access and share AI tools and applications efficiently.
- iii. Facilitate technical support and training for teaching staff, technical and administrative staff to effectively use and manage AI tools and infrastructure.
- iv. Implement a continuous improvement process to regularly review and update AI infrastructure, ensuring it meets the evolving technological and educational landscape.
- v. Encourage inclusive infrastructure planning that considers the specific needs.

## 18.8 Data Use and Management

Effective and ethical data use and management are essential for ensuring that AI applications in education and training respect the privacy and rights of all stakeholders. Proper data management practices enable the accurate and responsible use of data to improve educational outcomes, enhance student-centred learning experiences, and inform policy decisions. To achieve this, the University shall:

- i. Develop and implement effective data protection policies to ensure the privacy and security of all student and staff data collected and used by AI systems.
- ii. Ensure compliance with national and international data privacy laws and regulations, guaranteeing that data is stored securely, and access is restricted to authorised personnel only.
- iii. Establish procedures to ensure the accuracy and integrity of data used in AI applications, including regular audits and validation checks at all educational levels.
- iv. Develop and enforce guidelines for the ethical use of data, ensuring that data is used responsibly and in ways that benefit learners and the educational community.
- v. Promote a culture of data literacy among students, teaching and administrative staff, equipping them with the knowledge to understand the significance of data privacy, the ethical implications of data use, and their rights as data subjects.
- vi. Regularly review and update data management policies and practices to reflect technological advancements, regulatory changes, and emerging best practices.

## 18.9 Research and innovation

Research and innovation are essential for advancing the understanding and application of AI in education and training. Fostering a culture of research and innovation, Kairuki University can develop cutting-edge research using AI tools and methodologies that significantly enhance learning experiences and outcomes. To achieve this, Kairuki University may:

- i. Establish partnerships with AI experts, technology companies, and other educational institutions in the country to share knowledge, resources, and best practices on use of AI to foster research and innovation.
- ii. Foster a culture of continuous improvement, encouraging ongoing research and innovation to adapt AI tools to improve efficiency and quality of outputs.

## 18.10 Partnership and collaboration

Successful implementation of AI in teaching, learning and operations cannot be done without engaging in collaboration and establishing partnerships with other local and international institutions. Such partnerships enable the sharing of knowledge, resources, and best practices across institutions. Kairuki University aims to achieve this by:

- i. Engaging a diverse range of stakeholders, including training institutions, AI experts, policymakers, and community members, in the development and implementation of AI initiatives.
- ii. Establishing partnerships with leading technology companies to access cutting-edge AI tools, resources, and expertise that can be adapted to the needs of teaching and learning.
- iii. Fostering collaboration with local and international academic and research institutions to share knowledge and to conduct joint research.
- iv. Participating in international collaborations and networks to stay informed about global trends and best practices on the application of AI to improve teaching, learning and operations.
- v. Fostering collaboration with government agencies, private sector partners, and international organisations to secure funding and resources for AI infrastructure development.

## 19. Roles of Schools, Directorates, department and Units

This section outlines the key responsibilities and roles of Kairuki University directorates, Schools, Departments and Units involved in the implementation of the Kairuki University Guidelines on the use of Artificial Intelligence. Effective implementation of these Guidelines requires a concerted effort and engagement of the various academic, technical and administrative stakeholders to do the following:

- i. Integrate AI tools and applications into educational programs meaningfully and in a sound manner.
- ii. Incorporating AI tools and applications into curriculum and operational systems
- iii. Implement institutional policies that align with national guidelines on the ethical use of AI in education and training.

- iv. Establish collaborations with AI experts, tech companies, and other educational institutions to stay updated on the latest advancements and best practices in AI.
- v. Develop mechanisms for regular evaluation of the effectiveness of AI tools and applications and ethical impact in teaching, research and operations.

## 20. Incident Reporting and Management

Kairuki University recognises the importance of promptly addressing risks and incidents associated with the use of Artificial Intelligence systems. All members of the University community are responsible for reporting any suspected or confirmed incidents related to AI technologies.

All AI-related incidents must be reported immediately through the University's established incident management channels, including the ICT Unit or other designated reporting mechanisms. Upon receiving a report, the relevant authorities shall conduct a timely investigation to determine the nature, scope, and impact of the incident.

## 21. Compliance and Sanctions

All staff, students, researchers, and affiliates of Kairuki University are expected to comply with this Artificial Intelligence Policy and Guidelines when developing, accessing, or using AI technologies for academic, research, administrative, or consultancy purposes.

Non-compliance may result in:

- i. Disciplinary action.
- ii. Academic penalties.
- iii. Legal action where applicable.
- iv. Withdrawal of access to institutional AI tools or digital systems

## 22. Exceptions

Exceptions to this Policy require:

- i. Written justification.
- ii. Risk assessment.
- iii. Formal approval by the AI Governance Committee.

### 23. Monitoring and Evaluation

Monitoring and evaluation during implementation of institutional plans forms a basis for continuous identification of gaps, challenges, lines for improvement and review processes. A monitoring and evaluation framework shall be developed as part of the strategy implementation tool, which will describe clear processes for the collection, compilation, synthesis, analysis and evaluation of information related to the use of AI at Kairuki University. Collected information shall be processed to compare the various baselines with actual implementation, and findings will be disseminated to stakeholders. Effective monitoring will require collective effort and close cooperation from all key stakeholders.

### 24. Policy and Guideline Review

To ensure that the Artificial Intelligence Policy and Guidelines remain relevant, effective, and aligned with evolving technological developments and regulatory requirements, Kairuki University shall conduct periodic reviews of this Policy.

This Policy shall be reviewed:

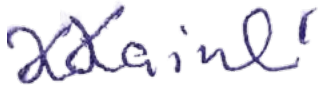
- i. Every three (3) years; or
- ii. Upon changes in law, technology, or institutional strategy.

### 25. Effective Date

This Policy shall become effective upon formal approval by the Kairuki University Council. From the effective date, all students, staff, researchers, and affiliates of the University shall be required to comply with the provisions outlined in this Artificial Intelligence Policy and Guidelines.

Following approval, the University shall ensure that the Policy is communicated widely across all Schools, Directorates, Departments, and Units to promote awareness and understanding of its requirements.

*This Policy was approved by the Board of Kairuki Health and Education Network at its meeting held on 29<sup>th</sup> April 2026. The Policy shall come into effect on 30<sup>th</sup> April 2026 and Management is responsible for its implementation and periodic review in accordance with University governance requirements.*

A handwritten signature in purple ink, appearing to read 'Kokushubila Kairuki'.

*Kokushubila Kairuki  
KHEN Chairperson*