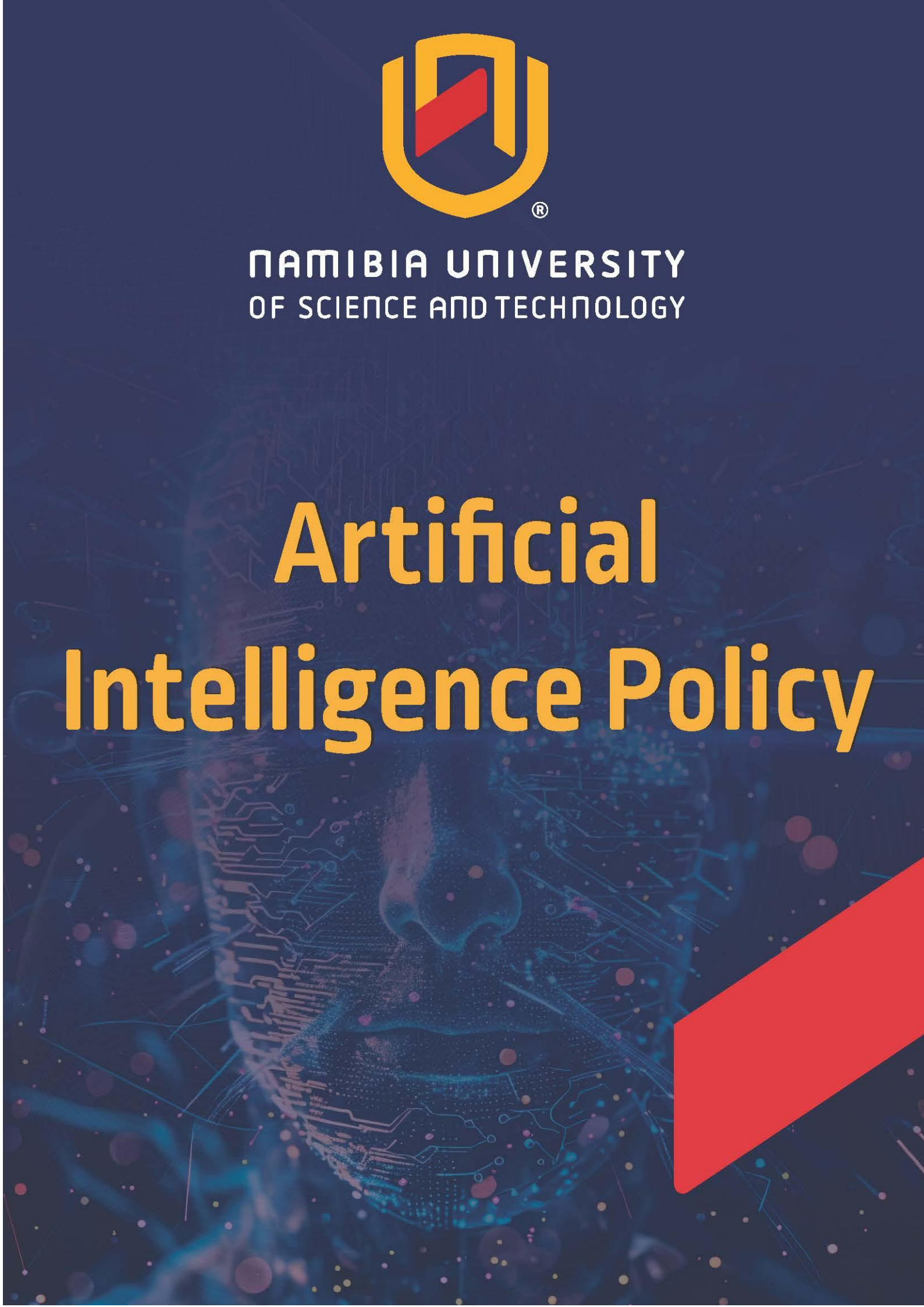
NAMIBIA UNIVERSITY
OF SCIENCE AND TECHNOLOGY

Artificial Intelligence Policy



NAMIBIA UNIVERSITY OF SCIENCE & TECHNOLOGY

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Related Policies and other Documents (Internal and External)	***Legislation and/or Other Regulatory Imperatives***	***Institutional Policies, Guidelines, Procedures, Rules and/or Frameworks***
	• *Namibian Constitution* • *Copyright and Neighbouring Rights Protection Act (Act No. 6 of 1994)* • *Higher Education Act (Act No. 26 of 2003)* • *Communications Act (Act No. 8 of 2009)* • *Namibia University of Science and Technology Act (Act No.7 of 2015)* • *Electronic Transactions Act (Act No. 4 of 2019)* • *Access to Information Act (Act 8 of 2022)*	• *Policy on Student Plagiarism* • *Intellectual Property Policy and Guidelines* • *Curriculum Framework* • *Quality Management Policy* • *Research Ethics Policy* • *Research, Technology and Innovation Policy*

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ABBREVIATIONS AND ACRONYMS

Abbreviation	Meaning
AI	Artificial Intelligence
IT	Information Technology

Acronyms	Meaning
EXCO	Executive Management Committee
NUST	Namibia University of Science and Technology

DEFINITIONS

Term	Definition
Academic dishonesty	Engaging in dishonest or unethical use of AI technologies or tools to gain an unfair advantage in assessments and research without acknowledgement or citation.
Academic staff	Faculty members (e.g. lecturers, professors, research fellows) whose primary responsibilities include designing and delivering teaching, supervising research, and producing scholarly work.
Academic support staff	Individuals employed by NUST to aid the enhancement of educational processes, including instructional support, curriculum development, technology integration, and academic advising, aimed at improving both teaching efficacy and student learning outcomes.
Administrative support staff	Non-academic personnel responsible for delivering and managing essential support functions – such as student services, finance, human resources, facilities and communications – to ensure smooth university operations.
Artificial Intelligence (AI)	Computational systems designed to perform tasks, which generally need human intelligence, such as reasoning, learning, decision-making, perception, creativity, and problem-solving. AI encompasses a broad range of technologies, including but not limited to: • Machine Learning – Systems that improve performance through data-driven learning without explicit programming. • Generative AI – Models capable of producing text, images, code, audio, or other media in response to prompts. • Natural Language Processing – Technologies enabling machines to understand, interpret, and generate human language. • Computer Vision – Systems that analyse and interpret visual data. • Robotics and Autonomous Systems – Machines capable of performing physical tasks with varying degrees of autonomy. • Expert Systems and Decision Support Tools – AI-driven platforms that assist in complex decision-making.
AI safety	A field dedicated to designing and managing artificial intelligence systems to prevent harm and promote beneficial outcomes for humanity.
Closed AI ecosystem	An AI ecosystem is a complex, interconnected network of components—including data, foundational models, infrastructure, development tools, human expertise, and applications—that enables the creation and use of AI. A closed AI ecosystem in this policy refers to one hosted, managed and limited to the University's network.
IT support staff	Individuals employed by NUST to provide technical support services such as securing NUST's data; setting up the servers, network, client computers, data security, firewalls, and other security products located at the edge of the university's network.

Plagiarism	The act of using someone else's work (human or AI) or ideas without giving proper credit or attribution. This includes self-plagiarism, which is reusing one's own previously submitted work, without proper attribution, in a new work.
Predictive analytics	The process of using data to forecast future outcomes. The process uses data analysis, machine learning, artificial intelligence, and statistical models to find patterns that might predict future behaviour.
Researchers	All full-time, part-time, volunteers, and contract employees, as well as stakeholders who produce research in affiliation with NUST.
Research support staff	All NUST employees who provide services to assist its researchers in conducting high-quality research. These services can include grant writing assistance, research methodology guidance, data management support, compliance with regulatory requirements, and access to specialised research facilities or equipment.
Stakeholders	All students, staff, partners and service providers of NUST.
Students	All registered students of NUST.

1. PREAMBLE

1.1. Purpose

The Artificial Intelligence (AI) Policy seeks to establish a comprehensive framework for the incorporation and oversight of AI at the Namibia University of Science and Technology (NUST). This framework includes considerations for ethical compliance, academic improvement, workload alleviation, data security, and innovation. Our primary focus at the University is to prioritise the safety and well-being of our stakeholders, while embracing the potential benefits of AI technology use in education and ensuring that AI supports a safe, fair, and empowering environment for all.

1.2. Background

AI has become a ubiquitous presence worldwide, which has filtered into almost every aspect of our daily lives. As a forward-thinking, technology-driven university, NUST embraces the innovative use of AI in teaching, learning, research, and assessment. The University recognises the opportunities AI offers but is also cognisant of its ethical implications. The aim of this policy is to guide the responsible and transparent development, deployment, and use of AI technologies, while ensuring adherence to ethical principles, legal obligations, applicable university regulations, and the protection of academic freedom.

1.3. Objectives

The policy will enable the University to:

1.3.1 Promote equitable access to AI tools for all students and staff.
1.3.2 Maintain strong data security.
1.3.3 Develop AI literacy among students and staff.
1.3.4 Promote ethical and responsible use of AI.
1.3.5 Create flexible pedagogical environments that incorporate AI tools.
1.3.6 Design assessment parameters and hold students accountable for AI use.
1.3.7 Develop procurement guidelines for AI tools that align with institutional values.
1.3.8 Create a master plan for AI across education management, teaching, learning, research and assessment.

2. SCOPE OF APPLICATION

This policy applies to all NUST students, staff, and other stakeholders collaborating with the University.

3. POLICY STATEMENT

This policy will provide a framework for the use of AI in an ethical and equitable manner, in support of teaching, learning, assessment, research, and in the execution of administrative functions. It is important for promoting academic integrity, mitigating ethical risks brought about by AI biases, inaccurate information, and data security concerns, and ensuring institutional consistency in the use of AI.

4. LEGAL FRAMEWORK

The AI Policy is guided by the following relevant legislation:

4.1 Namibian Constitution, 1990
4.2 National Development Plan 6 (NDP 6)
4.3 Artificial Intelligence Readiness Assessment Report: Namibia (UNESCO, 2025)
4.4 African Union Continental Artificial Intelligence Strategy (2024)
4.5 Copyright and Neighbouring Rights Protection Act (Act No. 6 of 1994)
4.6 UNESCO Recommendation on the Ethics of Artificial Intelligence (20221)
4.7 Namibia University of Science and Technology Act (Act No.7 of 2015)
4.8 Higher Education Act (Act No. 26 of 2003)
4.9 Communications Act (Act No. 8 of 2009)
4.9 Electronic Transactions Act (Act No. 4 of 2019)
4.10 Access to Information Act (Act 8 of 2022)

5. PRINCIPLES GUIDING AI PRACTICES AT NUST

5.1 **AI Safety, Ethics, and Academic Integrity** – Promote safe, ethical AI use while maintaining academic integrity through clear protocols, detection systems, and appropriate sanctions.
5.2 **Training Skills** - Provide students and staff with the skills needed to make appropriate use of AI tools to thrive in an AI enabled workplace.
5.3 **Accessibility** - Aim to ensure all staff and students have access to the AI tools that they need.
5.4 **Data Governance** – Protect and manage University data by providing a closed AI ecosystem.
5.5 **AI Competence** - Develop an AI competency framework for students and faculty to guide effective and ethical use in learning and teaching.
5.6 **Human-centred** - Continue advocating human interaction and collaboration (human-centred mindset) between lecturers and students despite the increase influence of AI in education.
5.7 **University-owned AI Agents** – Responsibly develop and operate own AI agents, ensuring safety, transparency, accessibility, sustainability, and human oversight, in line with the University's governance and data privacy standards.

6. POLICY CONTEXT

AI is transforming higher education worldwide by reshaping teaching, learning, research, and administration at a rapid pace. NUST's AI Policy is developed in response to key global, continental and national development goals that emphasise responsible AI development and use. The policy supports the UNESCO Recommendation on Ethics of Artificial Intelligence, which advises that countries and institutions should ensure AI delivers fair, sustainable, and inclusive outcomes. It is also aligned with the African Union's Continental AI Strategy, Vision 2030 and NDP6, ensuring the institutional adoption of AI contributes to continental and national development goals and knowledge-based society. Furthermore, this AI Policy increases Namibia's commitment to implement AI ethically and responsibly for all their citizens, as stated in the Namibia Artificial Intelligence Readiness Assessment Report (UNESCO, 2025).

At institutional level, AI supports NUST's Strategic Plan and Quality Management Framework by enabling data-driven decision-making, efficient resource allocation, and innovative teaching and research practices. This includes the use of predictive analytics to identify at-risk students for timely interventions,

administrative automation to improve efficiency, and AI-assisted research for new knowledge creation.

7. STRUCTURES GUIDING THE POLICY

7.1 This policy is based on an AI ecological education policy framework (Fig. 1) that consists of governance, pedagogical and operational dimensions. Each dimension is led by a responsible party. The framework ensures that stakeholders consider the impact of AI adoption on the various aspects of teaching, learning, assessment, research and administrative processes.

7.2 AI tools that create content utilise a natural language model that allows users to communicate with the AI in a conversational manner. It is good at summarising information, generating computer code, translating text, analysing data, writing assignments and papers, and creating images and videos. As AI does not have critical thinking skills and cannot verify facts, one cannot rely solely on it to produce factual information.

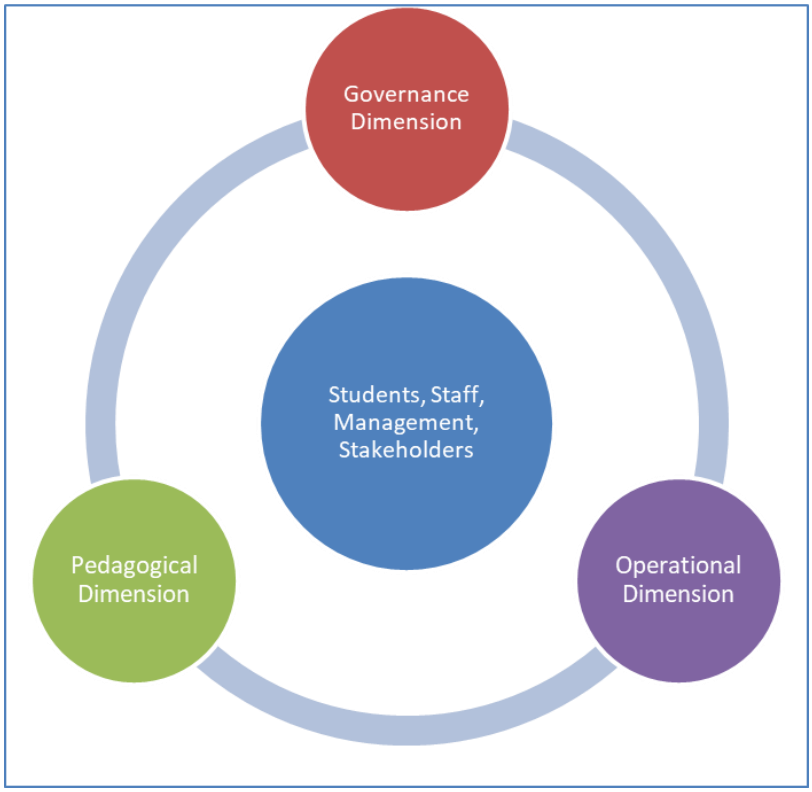


Fig. 1 AI ecological education policy framework (Chan, 2023, p. 20)

7.3 The **Governance Dimension** shall focus on academic misconduct, data privacy, transparency, accountability, security, and risk management issues, as well as AI development and application funding requirements. It addresses ethical challenges associated with AI, fosters responsible use, and helps to maintain trust within the university community. This dimension encourages the development of policies and guidelines to assist students and staff in navigating the ethical landscape of AI. The **Executive Management Committee (EXCO)** leads the activities in this dimension.

7.4 The **Pedagogical Dimension** focuses on the teaching, learning, and assessment of AI integration.

This falls under the purview of the **academic staff and researchers** at the university.

7.5 The **Operational Dimension** focuses on the practical implementation of AI at the university. The **academic support staff, the research support staff, information technology (IT) support staff, and administrative support staff** lead the activities in this dimension.

7.6 The following governance structures are responsible for the implementation of this policy:

a) EXCO
b) AI Governance Committee
c) Academic Staff
d) Researchers
e) Academic support staff
f) Research support staff
g) IT Support Staff
h) Administrative support staff
i) Students

8. IMPLEMENTATION

8.1. Roles and Responsibilities

8.1.1 EXCO promotes equitable access to AI tools for all students and staff and establish an AI Governance Committee and approves institutional strategies and resource allocation necessary for the implementation of this Policy.

8.1.2 AI Governance Committee is responsible for policy oversight, compliance monitoring, risk assessment, tool vetting, and grievances. It develops procurement guidelines for AI tools that align with institutional values and create a master plan for AI across administrative processes, education management, teaching, learning, research and assessment.

8.1.3 Academic staff create flexible pedagogical environments that incorporate AI tools. They also design assessment parameters and hold students accountable for AI use.

8.1.4 Researchers take full responsibility for the use of AI in their research and any data entered onto AI tools. They must ensure the originality, validity, reliability and integrity of research outputs created or modified by AI tools.

8.1.5 Academic support staff develop AI literacy among students and staff. They also ensure that AI-specific guidance in all course outlines and study guides is updated annually.

8.1.6 Research support staff promote, guide and support the responsible use of AI in research activities, including ownership of AI-generated content and IP rights.

8.1.7 IT support staff support the successful integration of AI through careful planning, security measures and ethical considerations, and by ensuring the delivery of seamless and reliable technology

services and infrastructure. They maintain strong data security and protect AI-generated material.

8.1.8 Administrative support staff apply AI technologies in streamlining operational tasks and aiding in content creation, while aligning with institutional values regarding the responsible use of technology and data.

8.1.9 Students are responsible for acquainting themselves with their study guides and university regulations for the user of AI tools for educational purposes. They should ensure they know when they are required or permitted to use AI tools, which AI tools may be used, and for what purpose. The use of AI-generated content without citation, will be treated as academic misconduct (plagiarism).

8.2 Support and Advice

8.2.1 The Director: Library and Information Services shall serve as the primary contact person for advice relating to the interpretation and implementation of this Policy.

8.2.2 Support and advice relating to this Policy may be obtained from:

a) Library and Information Services;

b) The Office of the Registrar

8.3 Communication

8.3.1 The Office of the Registrar and the Policy Custodian shall issue a joint circular to NUST community ensuring that this Policy is communicated to all relevant stakeholders.

8.3.2 The University shall communicate this Policy through appropriate institutional communication channels, including:

a) Publication on the University website and policy repository;

b) Staff and student orientation programmes;

c) Circulars, notices and electronic communication platforms;

d) Workshops, seminars and awareness campaigns; and

e) Faculty, departmental and management meetings.

9. COMMENTS

9.1 All members of the University community and other relevant stakeholders may submit comments, suggestions or concerns relating to this Policy.

9.2 Comments shall be submitted in writing to the Policy Custodian or through any process established by the University for policy review and consultation.

9.3 The Policy Custodian shall consider all comments received and, where appropriate, consult relevant stakeholders before recommending amendments to the Policy.

9.4 Comments received shall not amend or override the provisions of this Policy unless such amendments have been approved through the University's policy approval processes.

10. REVIEW

The AI Policy will be reviewed every five years from the date of implementation or as the need arises.

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Artificial Intelligence Policy

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