



SOUTH EASTERN KENYA UNIVERSITY

SEKU ARTIFICIAL INTELLIGENCE (AI) POLICY

JULY, 2026

*Approved by
Council on 14/07/2026.*

DOCUMENT APPROVAL FORM

SEKU – ISO 9001:2015 QUALITY MANAGEMENT SYSTEMS		
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Approved by: Prof. Francis Wachira Management Representative	Sign:	Date:
Authorized by: Prof. Eng. Douglas Shitanda Vice Chancellor	Sign: 	Date: 24/07/2026

THE MANDATE, VISION, MISSION, VALUES AND PHILOSOPHY

(1) Mandate

The core mandate of the University is research, teaching and learning, community service, innovation and commercialization.

(2) Vision

A globally competitive Centre of Excellence in Research, Teaching and Learning, Community Service, Innovation and Commercialization.

(3) Mission

To provide quality education through research, teaching, extension, innovation and entrepreneurship with emphasis on food and nutrition security, health, engineering and technology, environment and natural resources management for sustainable development.

(4) Core Values

In order to achieve the vision and mission, the University will be guided by the following core values:

- a) Patriotism
- b) Professionalism
- c) Democracy and good governance
- d) Innovation
- e) Integrity, transparency and accountability
- f) Inclusivity, equity and equality
- g) Freedom of thought
- h) Teamwork
- i) Sustainability

(5) Philosophy

Arid to green Transforming lives.

FOREWORD

Artificial Intelligence (AI) is rapidly transforming education, research, innovation, administration and society at large. For universities, this transformation presents both a major opportunity and a profound responsibility. As centres of knowledge creation, skills development and public service, universities must not only adopt and apply AI, but also ensure that its use is ethical, inclusive, accountable and aligned with human dignity and the public good.

This Policy provides a framework for guiding the South Eastern Kenya University community in harnessing AI responsibly, securely and equitably. It is anchored in the University's mandate, vision and core values, and sets out principles and governance measures to promote transparency, fairness, accountability, academic integrity, data protection, innovation and sustainable development in the use of AI across University functions.

In approving this Policy, the University Council reaffirms its commitment to responsible innovation, institutional integrity and future-focused education. The Policy will support a safe, inclusive and enabling environment in which staff, students, researchers and partners can use AI to enhance teaching, learning, research, administration, community engagement and societal impact.

The Council commends the collaborative effort and wide consultation that informed the development of this Policy. It is our expectation that the Policy will strengthen responsible AI practice within the University and position SEKU as an active contributor to national, regional and global conversations on AI use, governance, ethics and innovation.

Prof. Crispus Kiamba

CHAIRPERSON, SEKU COUNCIL

PREFACE

The Artificial Intelligence Policy marks an important step in guiding the responsible adoption and use of AI at South Eastern Kenya University. It translates the University's commitment to innovation, academic excellence, integrity and public service into a practical framework for teaching, learning, research, administration, community engagement and institutional development.

The Policy is intended to support responsible AI adoption while safeguarding academic integrity, data protection, cybersecurity, intellectual property, fairness, accountability and human oversight. It is supported by implementation instruments that will guide staff, students, researchers, administrators, partners and service providers in applying the Policy consistently across all the University functions.

Recognizing that AI is dynamic and continuously evolving, the Policy will be reviewed and refined from time to time to respond to changes in law, technology, institutional priorities, emerging risks and lessons learned from its implementation.

I extend my appreciation to staff, students and stakeholders who contributed to the development of this Policy. Let us move forward with a shared commitment in advancing the use of AI in ways that are ethical, inclusive, impactful and aligned with the University's core values.



Prof. Eng. Douglas Shitanda

VICE CHANCELLOR

ACRONYMS AND ABBREVIATIONS

Acronym / Abbreviation	Full Meaning
AI	Artificial Intelligence
AU	African Union
DPA	Data Protection Act
DPIA	Data Protection Impact Assessment
DVC-ARI	Deputy Vice-Chancellor, Academic, Research and Innovation
ICT	Information and Communication Technology
IP	Intellectual Property
ISERC	Institutional Scientific and Ethics Review Committee
MERL	Monitoring, Evaluation, Reporting and Learning
SEKU	South Eastern Kenya University
SEKU-ISERC	South Eastern Kenya University Institutional Scientific and Ethics Review Committee
SOP	Standard Operating Procedure
UMB	University Management Board
UNESCO	United Nations Educational, Scientific and Cultural Organization

DEFINITION OF TERMS

Artificial Intelligence (AI): Technology or systems designed to perform tasks that normally require human intelligence, including learning, reasoning, prediction, classification, content generation, decision-support, language processing and pattern recognition.

AI-Assisted Output: Any text, image, code, analysis, recommendation, summary, decision-support result or other output generated wholly or partly with the assistance of an AI system.

AI Governance: The structures, policies, procedures, controls and accountability mechanisms used to guide the responsible development, procurement, deployment, monitoring and use of AI systems.

AI Impact Assessment: A structured review used to identify and manage the potential effects of an AI system on privacy, fairness, academic integrity, cybersecurity, human oversight, service delivery, institutional reputation and affected persons.

AI System: Any software, platform, tool, model, application or technology that uses AI techniques to generate content, analyze data, automate tasks, support decisions or provide recommendations.

AI System Owner: The school, department, directorate, section, project team or officer responsible for the approved use, performance, monitoring and compliance of an AI system.

Algorithmic Bias: A systematic error or unfair pattern in an AI system that may produce discriminatory, inaccurate or unequal outcomes for individuals or groups.

Automated Decision-Making: A process where a system makes or substantially influences a decision with limited or no human involvement.

Confidential Information: Information that is not intended for public disclosure, including student records, staff records, examination materials, unpublished research, financial information, institutional reports, system credentials, security information, contracts and proprietary materials.

Data Minimization: The principle that only the minimum amount of data necessary for a specific approved purpose should be collected, processed or used.

Data Protection Impact Assessment: A structured assessment used to identify and reduce privacy risks where a system or activity involves personal data or sensitive personal data.

Generative AI: AI systems capable of generating new content, including text, images, audio, video, code, summaries, translations, presentations, reports or other outputs in response to prompts.

High-Risk AI System: An AI system that may significantly affect rights, opportunities, academic outcomes, employment decisions, access to services, privacy, security, safety or institutional reputation.

Human Oversight: The requirement that appropriate persons remain responsible for reviewing, validating and making decisions where AI is used to support activities with significant academic, administrative, legal, financial or personal impact.

Implementation Instrument: A controlled document issued under the AI Policy to support implementation, including manuals, SOPs, guidelines, forms, registers, matrices, checklists, templates and reporting tools.

Large Language Model (LLM): A type of AI model trained on large volumes of text and related data to understand, generate, summarize, translate or analyze language-based content.

Machine Learning: A branch of AI where systems learn patterns from data and use those patterns to make predictions, classifications or recommendations.

Personal Data: Information relating to an identified or identifiable natural person, including names, identification numbers, contact details, academic records, employment records, images, biometric data and online identifiers.

Prohibited AI Use: Any AI use that is unlawful, unethical, discriminatory, deceptive, unsafe, unauthorized or contrary to the SEKU Policy on Artificial Intelligence and related implementation instruments.

Prompt: Text, data, instruction, question, image or other input provided to an AI system to generate a response or output.

Responsible AI: The development, procurement, deployment and use of AI in a lawful, ethical, transparent, secure, fair, accountable, inclusive and human-centered manner.

Sensitive Personal Data: Personal data requiring higher protection due to its nature, including health data, biometric data, genetic data, ethnicity, religious belief, political opinion, children's data or other legally protected categories.

Shadow AI: The use of AI tools, platforms or services for University-related work without approval, registration, oversight or knowledge of the responsible University authority.

Third-Party AI System: An AI tool, platform, application or service provided, hosted or managed by an external vendor, consultant, collaborator, cloud provider or service provider.

Vendor Due Diligence: The review of an AI supplier or service provider to assess privacy, cybersecurity, confidentiality, intellectual property, reliability, legal compliance, service levels, audit rights and exit arrangements before engagement.

University Data: Any data created, collected, received, processed, stored or managed by or on behalf of South Eastern Kenya University, including academic, administrative, research, financial, personnel, student, operational and institutional data.

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1.0 INTRODUCTION

1.1 Background Information

South Eastern Kenya University is a fully-fledged Public University which was awarded its Charter on 1st March 2013 by the then President and Commander in Chief of the Defense Forces of the Republic of Kenya, His Excellency Hon. Mwai Kibaki. The University Main Campus is located in Kitui County in a serene and conducive learning environment, 12 Kilometres off Kwa-Vonza Township, along the Kitui-Machakos road. Artificial Intelligence is increasingly transforming higher education and creating new opportunities for academic excellence, research productivity, innovation, digital transformation and institutional efficiency. At the same time, AI presents risks relating to academic integrity, data protection, cybersecurity, intellectual property, bias, accountability, research ethics and responsible use. This Policy is therefore developed to provide an institutional framework for the responsible, ethical, secure and accountable adoption, development and use of Artificial Intelligence within the University. It shall be implemented in accordance with applicable laws, national policies, regulatory requirements, University statutes, institutional policies and relevant ethical, data governance, cybersecurity and responsible AI standards adopted by the University.

1.2 Purpose of the Policy

The purpose of this Policy is to establish an institutional framework for the responsible governance, integration and use of Artificial Intelligence in teaching, learning, research, innovation, administration and community engagement, in alignment with national development priorities, applicable laws and recognized international standards.

1.3 Policy Objectives

The objectives of this policy are to:

1. Mainstream AI literacy and practical AI competencies in teaching, learning and curriculum development across relevant academic programmes.
2. Promote interdisciplinary AI research and innovation that responds to institutional, national and societal priorities, including food security, health, climate, environment and sustainable development.
3. Strengthen institutional capacity for responsible AI adoption through training, infrastructure, approved tools, laboratories, data systems and strategic partnerships.

4. Ensure that the design, acquisition, deployment and use of AI systems uphold ethics, human dignity, privacy, fairness, transparency, accountability and non-discrimination.
5. Support the responsible use of AI in administration, decision-support, service delivery and institutional planning, while maintaining human oversight and accountability.
6. Promote community-oriented AI applications that address local challenges and contribute to inclusive social and economic development.
7. Support the incubation, protection, commercialization and responsible transfer of AI-based innovations developed within the University ecosystem.
8. Establish governance, compliance, risk management and partnership mechanisms that align AI adoption with applicable laws, institutional policies, national priorities and recognized regional and international frameworks.

1.4 Rationale

South Eastern Kenya University recognizes Artificial Intelligence as a transformative technology with significant potential to enhance teaching, learning, research, innovation, administration and community engagement. At the same time, AI presents institutional risks relating to data privacy, academic integrity, bias, transparency, cybersecurity, intellectual property, accountability and responsible decision-making.

This Policy is, therefore, necessary to provide a clear framework for the ethical, secure, inclusive and accountable adoption and use of AI across the University. It ensures that AI supports the University's mandate and strategic priorities while safeguarding human rights, institutional integrity, academic standards and compliance with applicable laws, national strategies and recognized international standards.

1.5 Scope of the Policy

This Policy applies to all Artificial Intelligence-related activities undertaken by or on behalf of South Eastern Kenya University, including the development, acquisition, deployment, integration and use of AI systems in teaching, learning, research, innovation, administration, governance, service delivery and community engagement.

It applies to all University organs, schools, institutes, directorates, departments, sections, staff, students; researchers, consultants, collaborators, vendors, service providers

and other third parties who develop, procure, use, access, manage or use AI systems for university purposes.

This Policy covers both internally developed and externally provided AI systems, including generative AI tools, automated decision-support systems, AI-enabled software, cloud-based AI platforms and any other technologies that use AI to generate content, analyse data, support decisions or automate tasks.

1.6 Guiding Principles

In alignment with applicable national laws, Kenya's AI Strategy, the African Union AI Strategy and recognized international frameworks on responsible AI, this Policy shall be guided by the following principles:

- 1) **Human Rights and Dignity:** AI shall be developed, deployed and used in a manner that respects human dignity, fundamental rights, privacy, data protection and informed consent.
- 2) **Transparency and Explainability:** AI systems and AI-assisted decisions shall be documented, understandable and disclosed where appropriate, particularly where they affect students, staff, researchers, partners or members of the public.
- 3) **Accountability and Human Oversight:** The use of AI shall not remove human responsibility. Decisions supported by AI shall remain subject to appropriate human review, oversight and redress.
- 4) **Fairness, Inclusivity and Non-Discrimination:** AI shall be used in ways that promote equal opportunity, accessibility and inclusion, and shall not create or reinforce bias, discrimination or unfair disadvantage.
- 5) **Privacy, Security and Confidentiality:** AI use shall comply with data protection, cybersecurity, confidentiality and records management obligations, especially where personal, sensitive, academic, research or institutional data is involved.
- 6) **Academic Integrity and Responsible Innovation:** AI shall support academic excellence, research quality, innovation and creativity while upholding honesty, originality, intellectual property rights and scholarly standards.
- 7) **Accessibility, Sustainability and Public Trust:** AI shall be used in ways that promote accessibility, reasonable accommodation, responsible resource use, accurate public information and trust in the University.

- 8) **Sustainable Development and Public Good:** AI initiatives shall contribute to sustainable development goals (SDGs), institutional effectiveness, social impact and the long-term well-being of the University and its wider community.

2.0 POLICY STATEMENT, LEGAL FRAMEWORK AND CITATION

2.1 Policy Statement

South Eastern Kenya University is committed to the responsible, ethical, secure and lawful adoption of Artificial Intelligence in teaching, learning, research, innovation, administration and community engagement. The University shall use AI to enhance academic excellence, institutional efficiency, research quality, innovation, service delivery and societal impact, while safeguarding human dignity, privacy, academic integrity, intellectual property, cybersecurity and public trust.

All AI systems developed, procured, deployed or used for University purposes shall comply with applicable laws, institutional policies, approved governance structures and recognized standards of responsible AI. The University shall ensure that AI use is transparent, fair, inclusive, accountable and subject to appropriate human oversight, particularly where AI may affect students, staff, researchers, partners, communities or members of the public.

The University shall maintain mechanisms for AI governance, risk management, approval, monitoring, capacity building and continuous improvement to ensure that AI adoption remains aligned with the University's mandate, strategic priorities, national development goals and the public good.

2.2 Legal, Regulatory and Institutional Framework

This Policy shall be implemented in accordance with the following legal, regulatory, policy and institutional instruments, as may be amended from time to time:

- 1) Constitution of Kenya, 2010;
- 2) Universities Act, 2012;
- 3) Data Protection Act, 2019;
- 4) Computer Misuse and Cybercrimes Act, 2018;
- 5) Copyright and Industrial Act, 2001;

- 6) Public Procurement and Asset Disposal Act, 2015;
- 7) Kenya Artificial Intelligence Strategy 2025-2030;
- 8) Kenya Vision 2030;
- 9) SEKU Charter and Statutes;
- 10) SEKU Strategic Plan 2023-2028;
- 11) SEKU Research Policy;
- 12) SEKU Academic Integrity Policy;
- 13) SEKU Staff Training and Development Policy;
- 14) African Union Agenda 2063;
- 15) UNESCO Recommendation on the Ethics of Artificial Intelligence, 2021;
- 16) ISO/IEC 42001:2023 on Artificial Intelligence Management Systems;
- 17) ISO/IEC 23894:2023 on Artificial Intelligence Risk Management;
- 18) Regulation (EU) 2024/1689 of the European Parliament and of the Council of 13 June 2024 laying down harmonized rules on artificial intelligence (Artificial Intelligence Act).
- 19) OECD Recommendation of the Council on Artificial Intelligence, 2019, as amended in 2024;
- 20) Relevant ISO standards and other data governance, cybersecurity, research ethics, information security and responsible AI standards adopted by the University.

2.3 Citation

This Policy may be cited as the South Eastern Kenya University Artificial Intelligence Policy, 2026 and may be abbreviated as SEKU AI Policy (2026).

3.0 GENERAL PROVISIONS

This section sets out the general obligations, restrictions and safeguards that shall govern the development, procurement, deployment and use of Artificial Intelligence at South Eastern Kenya University. The provisions apply to all AI-related activities undertaken by staff, students, researchers, consultants, collaborators, vendors and other persons acting for or on behalf of the University.

Detailed procedures, tools, forms, registers, checklists and guidelines for implementing these provisions shall be developed and maintained as implementation instruments under this Policy.

3.1 Responsible Use of AI

AI shall be used lawfully, ethically, securely and transparently to support the University's teaching, learning, research, innovation, administration and community engagement functions. Users shall remain responsible for verifying AI-assisted outputs and for ensuring that AI use does not compromise academic integrity, privacy, fairness, institutional reputation and must align with other University policies.

3.2 Approved AI Tools and Systems

AI tools and systems used for University purposes shall be approved, registered and used only for authorized functions. The University shall maintain an AI System Register and shall issue implementation instruments to guide approval, access, use, monitoring and review of AI systems.

3.3 Prohibited AI Uses

AI shall not be used for unlawful, unethical, deceptive, discriminatory, unsafe or unauthorized purposes. Prohibited uses include academic misconduct, impersonation, fabrication of records, unlawful surveillance, disclosure of confidential information, compromise of University systems, generation of harmful content, or final automated decisions affecting rights, opportunities or access to services without appropriate human review.

3.4 Use of Generative AI

AI-generated or AI-assisted content intended for public communication, official University correspondence, teaching materials, reports or publications shall be verified for accuracy, appropriateness, bias, intellectual property compliance and institutional reputation before release.

AI shall not be used to create, distribute or endorse misleading synthetic media, deep-fakes, false institutional communication, fabricated evidence or content that may mislead students, staff, partners, regulators or the public

3.5 Shadow AI and Unapproved Tools

The use of unapproved AI tools for University work is prohibited where such use may expose confidential, personal, academic, financial, examination, research, system or institutional information. Staff, students and other users shall declare AI tools used for official University purposes in accordance with approved implementation instruments.

3.6 Data Protection, Privacy and Confidentiality

AI shall be used in compliance with applicable data protection, privacy, confidentiality and records management requirements. Personal data, sensitive personal data, student records, staff information, research data and confidential University information shall only be processed through approved AI systems and for authorized purposes.

3.7 Cybersecurity and Access Control

AI systems shall be subject to appropriate cybersecurity controls, including secure access, authentication, authorization, monitoring, logging and incident reporting. Users shall not use AI tools in a manner that compromises University networks, systems, accounts, credentials, data or digital infrastructure.

3.8 Human Oversight and Accountability

Where AI substantially supports a decision that affects rights, opportunities, academic outcomes, employment, discipline, access to services or other significant interests, the affected person shall have access to appropriate human review, explanation or redress in accordance with applicable University procedures.

3.9 Academic Integrity and Student Use of AI

Students and staff may use AI to support research, learning, teaching, and academic work where permitted by University rules, course requirements and approved guidelines. AI shall not be used to commit or aid in plagiarism, cheating, fabrication, unauthorized collaboration or any other form of academic misconduct. Users shall disclose AI assistance where required and remain responsible for the originality, accuracy and integrity of their work.

3.10 Research, Innovation and Intellectual Property

AI shall be used in research and innovation in a manner that upholds research ethics, academic integrity, intellectual property rights, confidentiality and responsible scholarship. Users shall not upload unpublished research, datasets, proposals, inventions, source code, confidential technical materials or proprietary University information into public or unapproved AI tools. AI-assisted research, innovation, commercialization and technology transfer activities shall be managed in accordance with applicable research

ethics, data protection, intellectual property, innovation and commercialization requirements.

3.11 Procurement, Vendor Risk and Third-Party AI Systems

Contracts, memorandum of understanding and collaboration agreements involving AI tools, platforms or services shall require compliance with this Policy and relevant University data protection, cybersecurity, intellectual property, confidentiality and records management requirements.

3.12 AI Risk Management and Impact Assessment

AI systems shall be reviewed throughout their lifecycle, including design, acquisition, deployment, major update, periodic review and decommissioning. Risk assessment should consider contextual relevance, data quality, local applicability, accessibility, environmental impact and potential bias.

3.13 AI Incident Reporting and Non-Compliance

All actual or suspected AI-related incidents, misuse and breaches of this Policy shall be promptly reported through approved University channels.

The University shall ensure that reported incidents are appropriately assessed, investigated, contained, resolved, and documented in accordance with the AI Incident Reporting and Compliance Procedure. Persons who report incidents in good faith shall be protected in accordance with applicable University instruments.

3.14 Compliance, Sanctions and Recognition

- 1) All persons using Artificial Intelligence for University-related purposes shall comply with this Policy and its approved implementation instruments.
- 2) Non-compliance or misuse of AI shall be subject to appropriate corrective, administrative, disciplinary, contractual or legal action under applicable laws and University instruments.
- 3) The University may recognise and reward responsible, ethical, innovative and impactful use of Artificial Intelligence by staff. Detailed procedures on compliance, sanctions, corrective action, recognition and rewards shall be provided in the AI Incident Reporting and Compliance Procedure (Annex 1).

3.15 Institutional Application Areas

The University shall apply this Policy across its core academic, research, administrative, innovation and community engagement functions. The institutional application areas shall include, but shall not be limited to, the following:

- 1) **AI Literacy, Curriculum and Academic Integration:** Mainstreaming AI literacy, responsible AI competencies and appropriate AI-related content in academic programmes and staff development.
- 2) **Teaching, Learning and Assessment:** Supporting responsible use of AI in pedagogy, learning support, assessment design, feedback and academic quality assurance.
- 3) **Research, Innovation and Knowledge Creation:** Promoting responsible AI research, interdisciplinary collaboration, innovation and development of context-relevant solutions.
- 4) **Administration, Planning and Service Delivery:** Supporting responsible AI use in institutional planning, communication, records management, student services, human resource management, finance, reporting and decision-support.
- 5) **Infrastructure, Platforms and Technology Enablement:** Providing secure digital infrastructure, approved AI platforms, data systems, computing resources and technical support.
- 6) **Governance, Compliance and Risk Management:** Establishing mechanisms for AI approval, registration, risk assessment, ethical review, monitoring, compliance and incident management.
- 7) **Partnerships, Community Engagement and AI for Social Good:** Promoting strategic partnerships and AI initiatives that support public service, industry engagement, sustainable development, SDG implementation and local problem-solving.
- 8) **Commercialization, Entrepreneurship and Intellectual Property:** Supporting incubation, protection, commercialization and responsible transfer of AI-related innovations.

4.0 POLICY IMPLEMENTATION AND COORDINATION FRAMEWORK

This section sets out the institutional organs, offices, committees and persons responsible for coordinating, implementing and overseeing this Policy across all University functions and activities.

4.1 University Council

The University Council shall approve this Policy and provide overall strategic oversight for responsible AI adoption at the University. The Council shall ensure that AI governance aligns with the University's mandate, strategic priorities, legal obligations and availability of resources for the implementation of this Policy.

4.2 University Management Board

The University Management Board shall coordinate the institutional implementation of this Policy and ensure that appropriate structures and reporting mechanisms are in place. It shall provide oversight on AI-related institutional risks, compliance requirements, capacity-building, University-wide adoption priorities, and emerging AI related issues.

4.3 Senate

Senate shall provide oversight on AI matters relating to academic programmes, curriculum, teaching, learning, assessment, research and academic standards. Senate shall ensure that AI use in academic activities supports quality, integrity, innovation and responsible scholarship.

4.4 SEKU Institutional Scientific and Ethics Review Committee (SEKU-ISERC)

SEKU-ISERC shall provide ethical review and advisory support on AI-related research and applications involving human participants, personal data, consent, fairness, bias, safety or community impact. It shall guide responsible AI research and deployment in line with approved ethical standards and University procedures.

4.5 Directorate of ICT Services

The Directorate of ICT Services shall provide technical oversight for AI systems, platforms and digital infrastructure. It shall support cybersecurity, systems integration, access control, monitoring, technical review, approved tool management and secure deployment of AI technologies.

4.6 Directorate of Legal Services

The Directorate of Legal Services shall provide legal advice on AI-related compliance, contracts, intellectual property, confidentiality, data protection and regulatory obligations. It shall support review of AI-related agreements, vendor arrangements, data processing activities and institutional liability risks.

4.7 Directorate of Finance

The Directorate of Finance shall support budgeting, financial planning, cost control and value-for-money assessment for approved AI initiatives. It shall ensure that AI-related financial commitments are aligned with approved budgets, procurement requirements and institutional financial regulations.

4.8 Procurement Function

The Procurement function shall ensure that AI tools, platforms and services are acquired through approved procurement procedures, due diligence and contract management processes. It shall support vendor risk review and ensure compliance with applicable public procurement requirements.

4.9 Schools, Departments, Directorates and Sections

Schools, departments, directorates and sections shall implement this Policy within their respective areas of responsibility. They shall promote responsible AI use, support training and awareness, ensure compliance with approved guidelines and submit required reports on AI-related activities.

4.10 Staff, Students, Researchers and External Partners

Staff, students, researchers, consultants, collaborators, vendors and external partners shall comply with this Policy and use AI responsibly, lawfully, ethically and transparently. They shall protect University information, respect academic integrity and intellectual property, disclose AI use where required, and report AI-related risks, incidents or breaches through approved channels.

4.11 Implementation Instruments

The University shall develop, approve, maintain and periodically review implementation instruments necessary to operationalize this Policy. These may include manuals,

standard operating procedures, guidelines, forms, registers, checklists, templates, matrices and reporting tools.

The implementation instruments shall guide the practical application of this Policy across University functions, including AI approval, registration, risk assessment, acceptable use, data protection, vendor review, incident reporting, compliance monitoring and reporting. Where there is inconsistency between this Policy and any implementation instrument issued under it, this Policy shall prevail.

5.0 MONITORING, EVALUATION, REPORTING AND LEARNING

This section provides the framework for tracking implementation, assessing effectiveness, reporting progress and applying lessons learned in the use and governance of Artificial Intelligence at the University.

5.1 Monitoring

The University shall continuously monitor the implementation of this Policy to ensure responsible, secure, ethical and effective use of AI across University functions. Monitoring shall cover AI adoption, approved tools, compliance levels, training, risks, incidents, benefits and emerging issues.

5.2 Evaluation

The University shall periodically evaluate the relevance, effectiveness, efficiency and impact of this Policy. Evaluation shall assess the extent to which AI contributes to teaching, learning, research, innovation, administration, service delivery, community engagement and institutional performance while managing associated risks.

5.3 Reporting

Schools, departments, directorates and sections shall submit periodic reports on AI-related activities, risks, incidents, training and compliance as required. The University Management Board shall receive consolidated reports on AI adoption, governance, risk and impact for appropriate decision-making and continuous improvement.

5.4 Learning and Continuous Improvement

The University shall use lessons from monitoring, evaluations, audits, incidents, stakeholder feedback, technological developments and legal or regulatory changes to improve AI governance and practice. Relevant policies, procedures, guidelines and tools shall be updated where necessary.

5.5 Policy Review

This Policy may be reviewed as need arises.

ANNEXES

Annex I: Master List of AI Policy Implementation Instruments

This Annex lists the critical implementation instruments required to operationalize the South Eastern Kenya University Policy on Artificial Intelligence. The instruments shall provide the procedures, guidance, controls and tools necessary for responsible AI governance, use, monitoring, compliance and continuous improvement. Supporting forms, registers, templates, checklists, matrices and reporting tools shall be incorporated within the relevant instruments. The instruments may be reviewed, updated or expanded progressively in accordance with approved University document-control procedures and this Policy

No.	Document Code	Implementation Instrument	In-Type	Purpose
1	SEKU/DVC-ARI/AI/MAN/001/2026	AI Policy Implementation Manual	Manual	Provides consolidated operational guidance for implementation of the Policy across teaching, learning, research, innovation, administration, ICT, data protection, cybersecurity, academic integrity, risk management and institutional reporting. It shall incorporate the essential forms, registers, checklists and templates required for implementation.
2	SEKU/DVC-ARI/AI/SOP/001/2026	AI Tool Approval, Registration and Review Procedure	SOP	Prescribes the process for requesting, assessing, approving, registering, deploying, monitoring, reviewing and decommissioning AI tools and systems used for the University purposes.
3	SEKU/DVC-ARI/AI/SOP/002/2026	AI Incident Reporting and Compliance Procedure	SOP	Provides procedures for reporting, assessing, containing, investigating, escalating, resolving and documenting AI-related incidents and policy breaches. It also guides compliance review, corrective action, referral for applicable sanctions and recognition of responsible AI use.
4	SEKU/DVC-ARI/AI/FWK/001/2026	AI Risk Management, Monitoring, Evaluation, Reporting and Learning Framework	Framework	Provides the institutional approach for AI risk assessment, impact assessment, compliance monitoring, evaluation, reporting, institutional learning and continuous improvement.