



ACADEMIC INTEGRITY POLICY

2018

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FOREWORD

Maseno University is committed to this principle which encompasses integrity, trust, fairness, respect and responsibility. The University strives to instill the foregoing values to promote ethical practices and standards that do not tolerate academic misconduct.

Academic integrity is expected not only in formal coursework settings, but in all University relationships and interactions connected to the educational process, including the use of University resources. The reputation of the University and the value of the intellectual contributions of faculty, staff and students depend on the assurance that every member of the academic community adheres to the very highest standards of ethical behavior.

Accordingly, this policy has been designed to guide staff and students about the need to embrace and preserve ethical practices that promote academic integrity. Students are therefore expected to act ethically in the pursuit of knowledge and to avoid behavior that brings into disrepute the process of acquiring knowledge and the means of measuring the same. For this reason, the university community is expected to comply with this policy in all their academic endeavors leading to acceptable and fair attainment of academic credentials.



Prof Julius Omondi Nyabundi PhD, OGW
VICE- CHANCELLOR

APPROVAL AND COMMENCEMENT

This policy shall be referred to as Maseno University Academic Integrity Policy, hereafter also termed Policy No. MSU/ACA/PO/005 and shall take effect upon approval by Maseno University Council.

In exercise of the powers conferred by section 23(1) and section 35(1)(a)(iii) of the Universities Act, Section 19(2)(q) of the Charter for Maseno University 2013 and Schedule I (1.2)(q) of the Maseno University Statutes, Maseno University Council certifies that this policy has been made in accordance with all relevant legislations.

Dated the 12th day of October 2018

Signed Abdullah Naji Said Date 12/10/2018

Prof. Abdullah Naji Said
CHAIRMAN, MASENO UNIVERSITY COUNCIL

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UNIVERSITY VISION AND MISSION

Vision

The University of Excellence in Discovery and Dissemination of Knowledge.

Mission

To discover, harness, apply, disseminate and preserve knowledge for good of humanity.

CORE VALUES OF THE UNIVERSITY

- **Relevance**
The University is committed to ensuring relevance in its programs and activities.
- **Excellence**
Excellence shall be targeted in outputs of the university.
- **Equity**
The University shall ensure that there is equity in all the opportunities within its jurisdiction.
- **Quality**
All outputs and processes of the University shall ensure that quality is maintained.
- **Integrity**
The University shall ensure integrity in all their undertaking.

QUALITY STATEMENT

Maseno University is committed to quality through teaching, research and development, providing timely services to foster and develop academic excellence in basic and applied research at all levels of study by training practice oriented manpower, who can contribute effectively to social, intellectual and academic development.

The University is internally engaged with its employees, to continually improve its services, products, processes, methods, and work environment to ensure each customer is receiving the highest quality service or product at the committed cost and on time. It is committed to quality through teaching, research and development; providing on time services to foster and develop academic excellence in basic and applied research at all levels of study by training practice oriented manpower, who can contribute effectively to social, intellectual and academic development in the community, nation and community of nations. The University is committed to communicating exhaustively with its customers, and internally with its employees, to continually improve its services, products, processes, methods, and work environment to ensure each customer is receiving highest quality service or product at committed cost and on time.

In order to realize this commitment, the University Management will monitor and review its quality performance from time to time through implementation of an effective quality management system based on ISO 9001:2008 standard.

1.0 PREAMBLE

Academic integrity is a fundamental university value and through honest completion of academic work, students sustain the integrity of the university while facilitating the university's imperative processes of transmitting knowledge based upon generation of novel ideas. When academic dis-integrity by a staff or student occurs, it brings dishonor to the University. This then requires critically focused processes that provide guidance in resolving the allegations in accordance with laid down procedures. The procedures assume that many matters of academic dis-integrity will be resolved through consultation between the student and the faculty and the dispute custodial units of the University. This policy details by general category possible acts that may render academic practices unethical and, therefore, objectionable. All University students and faculty will abide by the University's Academic Integrity Policy regardless of the programme or Campus where the student is enrolled. All Campuses and Colleges at the University will use and enforce this policy.

2.0 ABBREVIATIONS

AIP	-	Academic Integrity Policy
ASA	-	Academic and Student Affairs
COD	-	Chairman of Department
CUE	-	Commission for University Education
DVC	-	Deputy Vice Chancellor
SWS	-	Student Welfare Services
VC	-	Vice Chancellor

3.0 DEFINITION OF TERMS

- Academic dishonesty:** is to knowingly act or fail to act in a way that result or could result in unearned academic credit or advantage.
- Academic programme:** The design of learning content, which is multi-dimensional and includes intentions, structure of content, delivery modes, academic resources and assessment modes.
- Academic staff:** Any person who has been appointed to teach, train or carry out research at the University.
- Chairman of Department:** The academic and administrative head of department in the University who is also the chief examiner in the department.
- Department:** An academic Division into which a faculty or school is divided for purposes of teaching, examination and administration of matters related to teaching, examination and research.
- Integrity:** the quality of being honest and having strong moral principles.
- School/ Faculty:** An academic division larger than a department so designed or established by university statutes to coordinate teaching, learning, examination and research.
- Plagiarism:** one of the gravest forms of academic dishonesty in university life, whether intended or not, is academic fraud.

4.0 SITUATIONAL ANALYSIS

Academic integrity and academic misconduct violations tarnish the University's reputation and discredit the accomplishments of past and present students. Even while recognizing that University students are still developing an understanding of academic integrity, sanctions are needed to protect and foster a scholarly community that embraces the values of integrity, trust, fairness, respect and responsibility.

Having academic integrity is important for several reasons. First, having academic integrity means that others can trust you. Secondly, having academic integrity is important because it provides value to your degree and thirdly employers prefer to hire graduates whom they believe to have high personal integrity.

5.0 SCOPE OF THE POLICY

This policy shall provide guidelines on integrity in academic and research activities among students and staff.

This Policy applies to all registered students, to students who have withdrawn or graduated if it is alleged that they committed academic dishonesty during the time they were registered students or in order to obtain admission or registration, and to students who have withdrawn from the University but who submit work for academic evaluation for the purpose of gaining readmission.

6.0 OBJECTIVES OF THE POLICY

The objectives of the policy are to:

- i. Spell out acts that constitute breach of academic integrity outline procedures for addressing acts of violation of academic integrity.
- ii. Provide a framework for ensuring compliance with academic standards and ethics ensure that academic misconduct penal procedures are transparent, consistent, fair and consistent with the principles of natural justice.
- iii. Identify responsibility and accountability for decisions and processes in the detection and resolution of integrity-related issues.
- iv. Ensure that appropriate decision-making on academic misconduct is undertaken at responsible levels within the University.
- v. Provide for the competent membership of committees constituted to consider academic misconduct; and define a framework of penalties which may be imposed upon proven academic misconduct.

7.0 GUIDING PRINCIPLES

MSU academic community acknowledges and promotes the following fundamental principles:

- i. Respect for one's own academic work as well as respect for others' work, including acknowledgment of others' and own contributions to a project, paper, presentation, or any other academic product.
- ii. Ethical treatment of self and others in research and academic work.
- iii. Trust in one's self and others' to conduct work in an honest manner.
- iv. Fair treatment of all members of the academic community in regards to all aspects of academic work

8.0 IMPLEMENTATION FRAMEWORK

ROLES AND RESPONSIBILITIES

8.1 All Members of the University Community

All members of the University community (students, faculty, staff and invigilators) have responsibility for the maintenance of an atmosphere of academic integrity in all phases of academic life, including research, teaching and learning.

All members of the University have the responsibility to:

- i. detect and report incidents of academic dishonesty, falsification of documents, etc., and
- ii provide assistance and co-operation in the prosecution of alleged offenders.

8.2 Office of the Registrar Academic and Student Affairs

The Office of the Registrar is responsible for procedures to detect misrepresentation of credentials during the admissions process and to maintain academic integrity. The office shall provide secretariat services during the hearing of the cases.

8.3 Faculty Staff

Faculty members are responsible for using educational strategies that encourage students to behave honestly.

These may include:

- i. clearly articulating expectations about appropriate academic behavior at the beginning of the course,
- ii developing course outlines that clearly set out expectations for referencing sources of information, for group work and so on,
- iii using mechanisms during testing that reduce or eliminate the opportunities for copying, e.g., test facilities and randomized seating,
- iv producing new assignments (such as laboratories and essay and report topics) on a regular basis to discourage copying from previous years' assignments, and
- v asking students to sign declarations that the work submitted is their own as a reminder of the necessity for academic integrity and the consequences of academic dishonesty.
- vi Faculty members also have a responsibility to support academic integrity by reporting any act of academic disintegrity in a timely manner and in accordance with the procedures described in this policy.
- Vii Faculty members have a responsibility to be clear in expectations related to academic assignments, exams and other academic endeavors.

8.4 Students (Certificate, Diploma and Bachelors)

Students are responsible for being aware of and demonstrating behaviour that is honest and ethical in their academic work.

Such behaviour includes:

- i following the expectations articulated by faculty for referencing sources of information and for group work,
- ii asking for clarification of expectations as necessary,
- iii preventing their work from being used by others, e.g., protecting access to computer files,

- iv adhering to the principles of academic integrity when conducting and reporting research.
- v Students are responsible for their behaviour and may face penalties under this Policy, if they commit academic dishonesty.

8.5 Graduate Students

- i. Graduate students, having been deemed admissible to higher studies, are expected to be competent in the acknowledgement of other peoples' work, whether that work is in print or electronic media.
- ii Graduate education concentrates on the formation of appropriate research skills and prepares students to undertake independent inquiry. All graduate students are responsible for familiarizing themselves with the definitions of research integrity and research misconduct in the University policies.

8.6 Committee on Academic Integrity

- i The Committee on Academic Integrity is responsible for making recommendations to the Senate on policy and procedures relating to issues of academic integrity and on measures designed to reduce instances of academic dishonesty.
- ii recommending to Senate, from time to time, guidelines with respect to appropriate sanctions for certain offences, such guidelines to be affixed to this Policy as indicated in 11.0
- iii providing advice to lecturers, students, Faculties, the Office of the Registrar, ASA and so on with respect to individual case investigation, documentation and presentation,
- iv additionally, the committee makes recommendation on penalties and presents such report to the Senate.

9.0 VIOLATIONS OF THIS POLICY INCLUDE, BUT ARE NOT LIMITED TO:

All forms of academic dishonesty including cheating, plagiarism, misrepresentation, and obstruction are violations of academic integrity standards.

9.1 Cheating includes copying from another's work, falsifying problem solutions or laboratory reports, or using unauthorized sources, notes or computer programs.

9.2 Plagiarism includes the presentation, without proper attribution, of another's words or ideas from printed or electronic sources. It is also plagiarism to submit, without the instructor's consent, an assignment in one class previously submitted in another.

9.3 Misrepresentation includes forgery of official academic documents, the presentation of altered or falsified documents or testimony to a university office or official, taking an exam for another student, or lying about personal circumstances to postpone tests or assignments.

9.4 Obstruction occurs when a student engages in unreasonable conduct that interferes with another's ability to conduct scholarly activity. Destroying a student's computer file, stealing a student's notebook, and stealing a book on reserve in the library are examples of obstruction.

9.5 Copying or Collaborating on Assignments without Permission
When a student submits work with his/her name on it, this is a written statement that credit for the work belongs to that student alone. If the work was a product of collaboration, each student is expected to clearly acknowledge in writing all persons who contributed to its completion.

9.6 Fabrication or Falsification of Data or Records
it is dishonest to fabricate or falsify data in laboratory experiments, research papers, reports or in any other circumstances; to fabricate source material in a bibliography or "works cited" list; or to provide false information on a résumé or other document in connection with academic efforts. It is also dishonest to take data developed by someone else and present them as one's own.

9.7 Deception and misrepresentation.

This involves providing exaggerated information or pure fabrication academic credentials about oneself with a view to gaining academic advantage.

9.8 Compromising or Interference with Examination and Evaluation Integrity.

This entails unauthorized accessing of examination instructions or questions or materials prior to the time stipulated for the examination for oneself or for another candidate as well as altering or attempting to alter examination results or putting into execution undue manipulation of the outcome of an examination process.

9.9 Research misconduct shall include:

- i the misrepresentation, fabrication or falsification of research data,
- ii the abuse of confidentiality with regard to information and ideas taken from manuscripts, grant applications or discussions held in confidence,
- iii other kinds of misconduct, such as: the improper use of equipment, supplies, facilities, or other resources; the failure to respect University policies on the use of human subjects or animals.

9.10 Violations Reported After Graduation

In the event that a suspected violation of academic integrity standards is reported after graduation, DVC, ASA will make a determination as to the feasibility of investigation and adjudication. If a student is found responsible for a violation and the sanction imposed makes the student ineligible to earn his or her degree, the degree may be revoked.

10.0. PROCEDURES

Suspected cases of academic dishonesty should be reported to the course lecturer through the Dean of school under whose jurisdiction the suspected offense took place, or to any student authorized by that school to receive such complaints.

i Faculty/School

The School/Faculty and lecturers are required to report incidents of student academic misconduct promptly through their respective Chairmen of Departments and Deans/Directors of Schools for action.

ii Academic Division

Staff at the Academic Division is expected to report incidents of suspected student misconduct to the Deputy Vice Chancellor, Academic and Student Affairs

iii Reporting Misconduct

All cases of misconduct will be reported to the Registrar Academic and Student Affairs or the Dean regardless of how allegations are brought forward, the following details the steps that will be followed for the initial examination of the issue and the possible imposition of sanctions.

If a student observes or identifies others violating this policy, he/she is strongly encouraged to report the misconduct to a lecturer, Chairman of Department, or Dean/Director in a confidential manner.

10.1 Violation Found:

Where a violation is found, the student will be told of the sanction and asked to complete and sign the Academic Integrity Reporting form. To actualize this process, the faculty member should obtain the student's signature on the reporting form and accompanied by any evidence.

10.2 Determination of Violation and Conferral:

Upon determination that an action qualifies as academic misconduct, the Faculty member will complete the Academic Integrity Violation or Academic Misconduct Violation Form (available at www.maseno.ac.ke), which will then be forwarded to the Dean of the School for Submission to the Registrar, Student and Academic Affairs, or a report submitted to the Dean School of Graduate Studies through the Dean of the School. The Dean of the School shall confirm whether the information provided is sufficient and the actions therein may amount to academic misconduct, before forwarding the forms/report to the Registrar Academic and Student Affairs or the Dean School of Graduate Studies. This information will be used in the meeting to notify the student about the issue.

10.3 Findings Submission:

The faculty member should retain one copy of the reporting form, provide the student with a copy and forward the original to the Dean of the School for due process to be followed as prescribed in the Student Hand Book.

10.4 Severe and/or Repeat Offenses:

The severity of a sanction should consider prior instances of academic misconduct violations by the same student. Multiple academic integrity violations should normally result in more severe sanctions. It is for this reason that, before imposing sanctions, other academic integrity violations for which the student was found responsible must be determined and taken into account. If a student is found responsible for a second academic integrity or academic misconduct violation, the sanction will be automatic, with immediate expulsion from the University, representing a permanent separation from Maseno University

11.0. SANCTIONS

- i. All proven cases of academic dishonesty should be penalized as appropriate under the circumstances. Sanctions may include but are not limited to:
- ii. A letter of reprimand and warning.
- iii. A defined period of suspension
- iv. Revocation of an awarded degree for a specified period of time
- v. Cancellation of examination results
- vi. Denial of permission to use facilities of the University, including computer facilities and laboratories, for a designated period of time,
- vii. Forfeiture of right to work as Graduate assistant
- viii. Expulsion
- ix. Any combination of the above.

A copy of the sanction letter will be placed in the student's academic file.

12.0. RELATIONSHIP OF ACADEMIC MISCONDUCT TO OTHER POLICIES

The fact that a student is charged or found to have committed an academic misconduct violation does not preclude the student from also being charged or sanctioned under other applicable policies covering one or more aspects of the underlying behavior for which the student has been charged. This most commonly occurs when the academic misconduct involves damage to or loss of University property or compromise of the computer network system. In such circumstances, the facts of what occurred that may constitute a violation of other policies will be forwarded to the Office of the Director, Student Welfare or other appropriate office as is deemed by applicable policies, for a determination or responsibility and the possible imposition of sanctions under the applicable process.

13.0. RECORDKEEPING

All academic integrity violations for which a student was found responsible are to be kept on file in the Office of the Registrar, Academic and Student Affairs regardless of the source of the allegation, the level of determination of sanctions, or the ultimate outcome. This includes the reporting form, supporting documents and any recordings made at any step of the process.

14.0 APPEAL

The Vice Chancellor serves as the authority to which appeals under this policy can be directed. All appeals must be in writing, and received by the Office of the Vice-Chancellor within 14 working days after the student is notified on sanctions by the Office of the Registrar, Academic and Student Affairs or Directorate of Human Resource for staff.

Once the Vice Chancellor receives a letter of appeal he shall constitute a committee to deliberate on the case of the student. For staff, the appeal committee shall be constituted by the Chairman of Council. The report of the Appeals committee shall be tabled in Senate for students and in Council in case of staff.

14.1. Grounds for Appeal:

The only acceptable grounds for an appeal to the Vice-Chancellor are new information not previously available to the student or faculty member or specific errors in the procedures followed which denied the student or faculty member a reasonable opportunity to participate in the process. If it is determined that sufficient grounds for an appeal are not adequately stated, the appeal will be dismissed and the student so notified. If it is determined that sufficient grounds are stated for an appeal, the Committee will promptly meet to consider the appeal.

14.2. Appeal Committee

Therefore, it is the appellant's responsibility to submit all information available in support of an appeal. If the Committee determines that it will allow or require the appellant to appear, the following procedures will be used:

14.2.1. The Committee will expeditiously schedule a meeting date and notify the student, the faculty member and the Office of the faculty Dean/Director.

14.2.2. The appellant will be allowed the opportunity to first speak on the

grounds for his or her appeal, following which the Committee may ask questions of the appellant. The faculty member and/or a representative of the Vice- Chancellor depending on who imposed the final sanctions, will then be given an opportunity to respond, or in the case of a faculty member appeal, the student will have an opportunity to respond.

14.2.3. The Committee may choose to hear from others at their discretion,

but are not required to do so given the limited grounds for which appeal is permitted. If an appellant fail without good cause to appear at a scheduled meeting, the meeting may be held and the matter resolved with the appellant in absentia.

15.0 STRATEGIC FOCUS/INTERVENTIONS

- i. The main purpose of a university is to encourage and facilitate the pursuit of knowledge and scholarship. The attainment of this purpose requires the individual integrity of all members of the University community, including all graduate and undergraduate students
- ii. MSU intends to support the shared responsibility of faculty and students in maintaining an academic environment in which the values of truth and justice prevail in all activities related to learning, teaching, research, scholarship and practice.
- iii. The purpose of the academic integrity policy is to provide students, faculty, and staff with guidelines about what behaviors violate academic integrity expectations, and the **process** for addressing academic integrity problems.
- iv. The University will focus on deterring Academic Misconduct. The University will inform students of the need for Academic Integrity and honesty; help them identify appropriate practices; and adopt approaches to prevent Academic Misconduct.

16.0 MONITORING, EVALUATION AND REPORTING

The DVC, ASA shall implement this policy and submit reports to Senate after the meeting

17.0 REVIEW

The policy shall be reviewed from time to time

18.0. RELATED REGULATIONS AND DOCUMENTS

The policy should be read alongside the under mentioned:

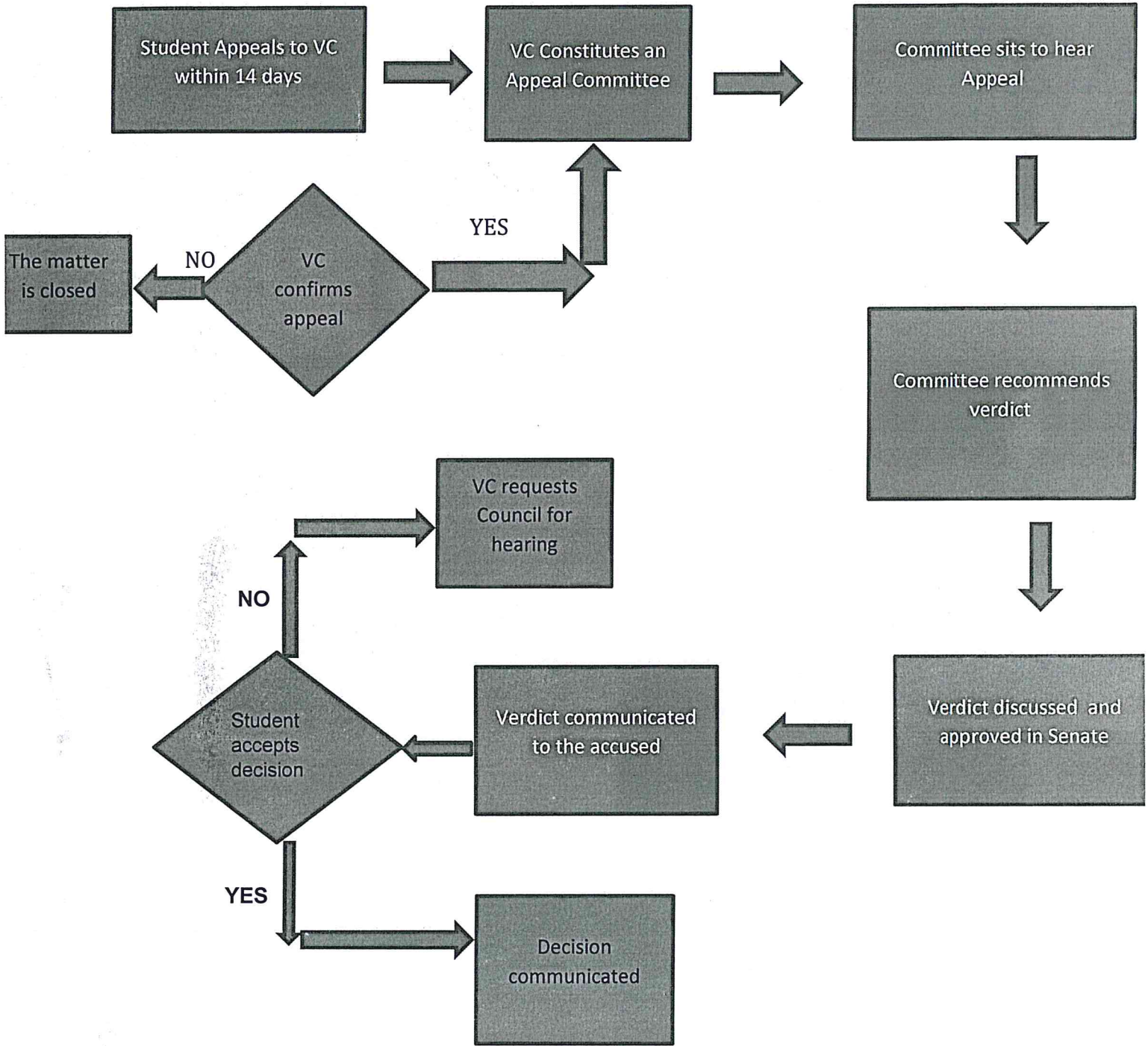
- i. Universities Standards and Guidelines (2014)
- ii. Teaching and Learning Policy 2018
- iii. Mentorship Policy 2018
- iv. Common Rules and Regulations for examinations
- v. Student Rules and Regulations Governing Conduct
- vi. ICT Policy 2018
- vii. Anti-plagiarism Policy 2018
- viii. Research Policy 2017

19.0 APPENDICES

17.1 Flow Chart

17.2 Reporting form

Flow Chart of Appeal Process





MASENO UNIVERSITY

Office of Registrar Academic and Student Affairs

Please complete the form and return via email to draa@maseno.ac.ke

REPORTER INFORMATION		
NAME (LAST, FIRST, MIDDLE)	REG. NO.	
EMAIL	PHONE	
AFFILIATION		
<input type="checkbox"/> Student <input type="checkbox"/> Parent <input type="checkbox"/> Staff <input type="checkbox"/> other		
STUDENTS INVOLVED		
NAME (LAST, FIRST, MIDDLE)	REG. NO.	TELEPHONE NO.

DATE/TIME OF INCIDENT	LOCATION OF INCIDENT
CATEGORY OF INCIDENT	
INCIDENT DESCRIPTION	

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