



# **SOUTH EASTERN KENYA UNIVERSITY**

## **ACADEMIC INTEGRITY POLICY**

**2018**

## **Vision**

To be a globally competitive center of excellence in teaching, research and innovation and service.

## **Mission**

To provide quality education through teaching, research, extension, innovation and entrepreneurship with emphasis on dryland agriculture, natural resources and environmental management

## **Core Values**

Professionalism

Innovation

Integrity

Freedom of Thought

Teamwork

Respect for and conservation of the environment

## **Philosophy**

Transforming lives through teaching, research, innovation and community service

## **ABBREVIATION AND ACRONYMS**

ARSA:	Academic, Research and Students Affairs
ASA:	Academic and Students Affairs
ASAL:	Arid and Semi-Arid Lands
AHRM:	Administration and Human Resources Management
CUE:	Commission for University Education
DVC:	Deputy Vice Chancellor
ISO:	International Standardisation Organisation
SEKU:	South Eastern Kenya University
SEUCO:	South Eastern University College
VC:	Vice Chancellor

## **DEFINITION OF TERMS**

**Integrity:** Quality of being honest and having strong moral principles

**Plagiarism:** Presenting someone else's work or ideas as your own, with or without their consent, by incorporating it into your work without full acknowledgement and includes all published and unpublished material, whether in manuscript, printed or electronic form.

**Academic malpractice:** Any activity intentional or otherwise that is likely to undermine the integrity essential to scholarship and research. It includes plagiarism, collusion, fabrication or falsification of results, and anything else that could result in unearned or undeserved credit for those committing it.

## **FOREWORD BY THE UNIVERSITY COUNCIL CHAIRMAN**

The University Council is committed to ensuring the development and sustenance of a culture that recognises and affirms the importance of integrity in the delivery of credible academic and research programmes. This policy will go a long way in enabling the University to comply with the standards of integrity in teaching, learning, examinations and research as provided under the Commission for University Education guidelines, Universities Act. No. 42 of 2012 and the Universities Regulations of 2014. In particular, the policy will play an important role in ensuring that there is quality teaching, learning and research to meet students' needs. It is therefore expected that both the students and staff will maintain the highest standards of academic integrity.

I call upon all staff of the University to fully familiarise themselves with the objectives and requirements of various provisions of this policy, which provides guidance in key areas such as the standards of academic integrity to be upheld by both students and staff and the role of the University personnel in fostering academic integrity within the University. Further, I urge the entire University fraternity to work together as a team to ensure that the provisions of this policy are fully implemented.

**DR. REUBEN K. CHIRCHIR**  
**CHAIRMAN OF COUNCIL**

## **PREFACE BY VICE CHANCELLOR**

South Eastern Kenya University's objective is to play a leading role in the development and expansion of opportunities for higher education and research in Kenya with special focus on agriculture, forestry, mining, energy, water, environmental sciences and entrepreneurship in the arid and semi-arid lands (ASALs). This is important for the realisation of Kenya's Vision 2030. In order to safeguard provision of quality education, the University has seen it fit to formulate an academic integrity policy to ensure the integrity of teaching, learning, examinations and research process. The University considers the formulation of the academic integrity policy as one way of assuring our staff, students and other stakeholders that the University is committed to providing quality education.

The purpose of the Academic Integrity Policy is to maintain and enhance the reputation of the University in the provision of quality education. The University deems academic honesty as the foundation of fair and supporting learning environment for all students. The University Management will strive to ensure that the policy is fully implemented by all faculties, schools, institutes and departments. The Management also expects every member of the University community to uphold the highest standards of academic integrity.

**PROF. GEOFFREY MULUVI, PHD**  
**VICE CHANCELLOR**

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## **1. INTRODUCTION TO THE POLICY**

### **1) Establishment of SEKU**

- (a) The University begun as SEUCO, a constituent college of the University of Nairobi established through the Legal Notice No. 102 of 18th July, 2008. The University College was granted Charter on 1st March 2013 to become the South Eastern Kenya University (SEKU). The University is governed by the Universities Act of 2012, University Charter and Statutes.
- (b) The University's main objectives and functions as outlined in its Charter, are to play a leading role in the development and expansion of opportunities for higher education and research in agriculture, forestry, mining, energy, water and environmental sciences on arid and semi-arid lands (ASALs). This is in line with Kenya's long-term development plan – the Vision 2030, which recognises the importance of the ASALs.
- (c) SEKU, being a new institution, requires a comprehensive academic integrity policy to ensure the integrity of teaching, learning, examinations and research processes.

### **2) Aims and Objectives of the Policy**

- (a) The aim of the Academic Integrity Policy is to support the University's efforts to achieve its vision and mission through the implementation of teaching, learning, examination and a research system that meets national, regional and international standards.
- (b) The objectives of the Academic Integrity Policy are to:-
  - i) create principles which students and academic staff can adhere to in order to ensure that everyone is given proper credit for their academic and other scholarly work and accomplishments,
  - ii) ensure all student work is fairly evaluated and no student has an inappropriate advantage over others,
  - iii) foster the academic and ethical development of all students and staff,
  - iv) assure the stakeholders that the University has established systems and processes for the maintenance and enhancement of quality education, and
  - v) maintain and enhance the University's reputation, which lies primarily in its teaching, research and scholarship.
- (c) Failure to abide by the principles of academic integrity threatens both the reputation of the University and the value of the certifications obtained by its students.

### **3) Academic Integrity Policy Statement**

- (a) The academic integrity policy statement is a reaffirmation of the University's commitment to the development and sustenance of a culture that recognizes the importance of maintaining integrity in the delivery of its academic and research programmes.
- (b) The University is committed to the principles of academic integrity and expects the highest standards of academic integrity of its students and academic staff. The University deems academic honesty as the foundation of fair and supportive learning environment for all students.

### **4) Scope**

- (a) The academic integrity policy shall be applicable to both staff and students of the University and shall cover areas related to teaching and research conducted by both staff and students. This policy therefore defines the responsibilities of the schools and departments in as far as matters related to academic dishonesty in both studies and research are concerned.

## **4. POLICY, LEGAL AND INSTITUTIONAL FRAMEWORK**

- 1) The policy is consistent with the Constitution of Kenya 2010; the Universities Act No. 42 of 2012; the Education Act 2012; the Employment Act and subsequent Subsidiary Legislation; the South Eastern Kenya University Charter of 2013; the Commission for University Education Universities Standards and Guidelines 2014; the South Eastern Kenya University Statutes 2017; and the South Eastern Kenya University Code of Conduct and Ethics 2014.
- 2) The academic integrity policy of the University is important in ensuring that the University contributes to the realisation of the Government of Kenya development Blueprint, the Vision 2030. The policy also compliments the Education Strategy and is consistent with the Sessional Paper No. 1 of 2005 on Policy Framework on Education, Training and Research, and the Sustainable Development Goals (SDGS).

## **5. VIOLATIONS OF ACADEMIC INTEGRITY**

The following shall be considered to be violations of academic integrity:

### **1) Cheating**

- (a) The use of inappropriate or prohibited materials, information, sources, or aids in any academic exercise shall be considered cheating. Cheating shall also include submitting

papers, research results and reports, analyses as one's own work when they were, in fact, prepared by others.

(b) The following shall be considered to be cheating practices:

- i. Using or attempting to use unauthorised assistance, information or study aids in any academic exercise.
- ii. Copying answers from or looking at another student's examination.
- iii. Possessing any material not permitted during an examination, such as notes and books.
- iv. Possession or use of electronic devices such as cell phones, digital cameras, data storage devices, computers, internet or other electronic devices unless permitted by the lecturer for the required coursework.
- v. Continuing to write after a timed examination has ended.
- vi. Taking the examination booklet or answer book from the examination room and later claiming the lecturer lost it.
- vii. Taking the examination booklet or answer book from the examination room.
- viii. Fraudulent possession of a test prior to examination date.
- ix. Submission of the same term paper or other work to more than one lecturer or institution.
- x. Submission of term papers or projects or thesis done by others.
- xi. Any other cheating practice provided in the examination rules and regulations.

## **2) Fabrication**

(a) Falsification or invention of any information or citation in an academic exercise shall be considered to be fabrication.

(b) Fabrication practices shall include the following:

- i. Changing answers after an examination has been returned.
- ii. Falsifying or omitting data and/or sources, otherwise violating the ethical principles of research.
- iii. Citing a source that does not exist.
- iv. Making up or falsifying evidence or data or other source materials.
- v. Falsifying research papers or reports by selectively omitting or altering data that do not support one's conclusions or claimed experimental precision.
- vi. Any other fabrication practice provided in the examination rules and regulations.

## **3) Facilitating Academic Dishonesty**

(a) Facilitation of dishonesty shall include knowingly or negligently allowing one's work to be used by another student or otherwise aiding others in committing violations of academic integrity.

(b) A student or staff who intentionally facilitates a violation of academic integrity shall be considered to be as guilty as the student who receives the assistance, even if the facilitator does not benefit personally from the violation.

- (c) The following shall be considered practices of facilitating academic dishonesty:
- i. Collaborating before a quiz, test or examination, to develop methods of exchanging information.
  - ii. Knowingly allowing others to copy answers to work on a quiz or examination or assisting others to do so.
  - iii. Distributing an examination from an unauthorized source prior to the examination.
  - iv. Distributing or selling a term paper to other students.
  - v. Taking an examination for another student through impersonation.
  - vi. Knowingly helping or attempting to help another to violate any provision of this policy.
  - vii. Allowing another student to copy one's work.
  - viii. Having another person take an examination or complete an assignment for oneself.
  - ix. Taking an examination or completing an assignment for another student.
  - x. Staff writing project reports or thesis for students.
  - xi. Incomplete coverage of syllabi.
  - xii. Knowingly, admitting or allowing submission of fabricated thesis or project reports for examination.
  - xiii. Procurement of thesis or project report.
  - xiv. Disruption of examination session.
  - xv. Any other academic dishonesty practice provided in the University examination rules and regulations.

#### **4) Plagiarism**

- (a) The use of another person's words, ideas, or results without giving that person appropriate credit is plagiarism.
- (b) The following shall be considered to plagiarism practices:
- i. Copying word for word (quoting directly) from an oral, printed, or electronic source without proper acknowledgment.
  - ii. Paraphrasing without proper attribution-presenting in one's own words another person's written words or ideas as if they were one's own.
  - iii. Submitting a purchased or downloaded term paper or other materials to satisfy a course requirement.
  - iv. Incorporating into one's work, graphs, drawings, photographs, diagrams, tables, spreadsheets, computer programmes, or other non-textual material from other sources without proper attribution.
  - v. Representing the words, research findings or ideas of another person as your own in any academic exercise.
  - vi. Copying of intellectual property without proper attribution

#### **5) Misrepresentation of Academic Records**

- (a) Altering academic records with an intention of misleading or giving undue advantage to a student shall be considered to be misrepresentation of academic records.

- (b) Practices that shall be considered to be misrepresentation of academic records shall include:
- i. Misrepresenting, tampering with or attempting to tamper with any university academic document, either before or after admission to the University.
  - ii. Creating or altering a University transcript, diploma, degree, verification of enrollment or any other official university document
  - iii. Submitting false records or other documents such as transcripts from another institution.
  - iv. Failure to disclose all academic work attempted at other institutions after admission to the University.
  - v. Forgery, alteration or misuse of official academic documents and stamps.
  - vi. Allowing students to graduate without fulfilling the minimum graduation requirements.
  - vii. Intentional misrepresentation of facts on student's performance and academic records in the University Senate.
  - viii. Misuse of official University rubber stamps and letterheads.

## **6. VIOLATIONS OF RESEARCH ETHICS**

South Eastern Kenya University students and academic staff are expected to adhere to high standards of ethics and integrity in research. The following shall be considered to be violations of research ethics.

### **1) Plagiarism**

The following shall be considered to be plagiarism practices:

- i. Taking credit for someone else's work and ideas without acknowledgement.
- ii. Stealing others' research results or methods
- iii. Copying the writings of others without acknowledgement.
- iv. Taking or releasing the research data of others without permission.

### **2) Falsification of Data**

The practices that shall be considered to be falsification of data includes dishonesty in reporting results, ranging from fabrication of data, improper recording of data, negligence in collecting or analyzing data, to selective reporting or omission of conflicting data.

### **3) Dishonesty in the Dissemination of Research Work**

Practices that shall be considered to be dishonesty in presentations and publications include the following:

- i. Knowingly presenting material or publishing articles that will mislead listeners or readers, e.g., misrepresenting data, particularly its originality.
- ii. Adding the names of other authors to research papers without their permission.
- iii. Deliberately omitting names of persons who contributed to research works.
- iv. Adding names of authors who have not earned any credit in the research.
- v. Citing unpublished works without permission of their authors.
- vi. Including inadequate footnote or endnote attributions so that readers cannot tell who produced which data.
- vii. Publishing the same material more than once without identification of prior publication.
- viii. Serving as a co-author of a research paper or article without reviewing the material to be published.

#### **4) Violation of Research Regulations**

The following shall be considered to be violations of regulation practices.

- i. Failure to adhere to safe research practices or ethics.
- ii. Failure to receive the approval required for research work according to the regulations of national or county government or university authorities.
- iii. Failure to adhere to University's research policy guidelines and procedures.
- iv. Misuse or misallocation of research funds.
- v. Failure to receive ethical clearance from relevant authorities.
- vi. Failure to register with relevant authorities.

#### **5) Legal Violations in Research**

The following practices shall be considered legal violations.

- i. Stealing research property or research supplies, equipment or products.
- ii. Destroying or intentionally damaging research property including supplies, equipment or products.
- iii. Misuse or misallocation of research funds.
- iv. Inappropriate or unethical research practices.
- v. Involvement in harmful research practices that cause damage or injury to students or the community.

### **7. SANCTIONS FOR VIOLATION OF ACADEMIC INTEGRITY**

#### **1) The extent and level of violations**

- (a) The students and staff who violate the policy shall be subject to an appropriate sanction or penalty as defined in this policy including the university statutes, code of conduct, examination rules and regulations and national regulations.

- (b) The sanction given to a student for violation of academic integrity policy is entirely up to the relevant Students' Disciplinary Committee.
- (c) In case of legal violations the person shall be handed over the law enforcement agencies for prosecution in court of law.
- (d) The Students' Disciplinary Committee in the process of meting penalty for the violations of this policy shall make its decision considering the following:
  - i. The nature and importance of the academic exercise.
  - ii. The degree of premeditation or planning.
  - iii. The extent of dishonesty or malicious intent.
  - iv. The academic experience of the student.
  - v. Whether the violation is a first-time or repeat offense.
- (e) The sanctions that shall be given for the violation of Academic Integrity shall be one or more of the following:
  - i. Warning.
  - ii. A make-up assignment that may be more difficult than the original assignment.
  - iii. No credit for the original assignment/examination.
  - iv. A failing grade on the assignment/examination.
  - v. A reduced final grade for the course unit.
  - vi. A failing grade for the course unit.
  - vii. Denial of access to internships or research programmes.
  - viii. Graduate with non- honors degree.
  - ix. Suspension for one or more semesters or academic year.
  - x. Permanent expulsion from the university.

## **2) Recommended sanctions according to the extent of violation**

- (a) Academic integrity violations at South Eastern Kenya University shall be subdivided into two levels called minor and major violations.
- (b) Sanctions for minor and major violations shall be as follows;

## **3) Minor Violations**

- (a) The minor violations shall be those that are generally quite limited in extent, occur on a minor assignment or quiz or constitute a small portion of a major assignment and/or represent a small percentage of the total course work.
- (b) Sanctions for minor violations shall include one or more of the following, and shall not include suspension or expulsion:
  - (i) Sit for a make-up assignment that may be more difficult than the original assignment.
  - (ii) Receive no credit for the original assignment.
  - (iii) Be given a fail grade on the assignment.
  - (iv) Be given a fail grade for the course unit.

- (v) Receive disciplinary/academic warning.

#### **4) Major Violations**

- (a) The major violations shall be very serious violations of academic integrity that affect a more significant portion of the course work compared to minor violations. These violations shall be characterized by substantial premeditation or planning and clearly dishonest or malicious intent on the part of the student committing the violation.
- (b) The Sanctions for major violations shall include one or more of the following:
  - i. Receive a grade of Fail in the specific coursework.
  - ii. Graduate with non-honors degree.
  - iii. Denial of access to internships or research programme in the school or university.
  - iv. Loss of departmental/schools' endorsements for internal and external fellowship.
  - v. Removal of fellowship or assistantship support.
  - vi. Suspension from the University for one or more semesters or academic years.
  - vii. Permanent expulsion from the University with a permanent notation of disciplinary expulsion on the student's transcript.
  - viii. Handed over to law enforcement agencies for prosecution in a court of law.

### **8. SANCTIONS FOR VIOLATION OF RESEARCH ETHICS**

- 1) Students and academic staff who violate the research ethics shall be subjected to an appropriate sanction as defined in this policy, the University statutes and staff code of conduct and regulations.
- 2) The Staff Disciplinary Committee shall determine sanctions to be given to an academic staff member who is guilty of violating research ethics.
- 3) The Students Disciplinary Committee shall determine sanctions to be given to a student who is guilty of violating research ethics.
- 4) The Disciplinary Committees, in the process of meting out penalty shall consider the degree of premeditation or planning and the extent of dishonest or malicious intent and met out penalty according to the weight of the violation.
- 5) The sanctions that shall be meted out following the violation of research ethics shall be one or more of the following:
  - (a) In case of staff members:
    - i. Disciplinary warning issued to the staff member.
    - ii. Denial of participation in research projects in the university.
    - iii. Ban from the supervision of undergraduate and postgraduate students.

- iv. Recovery of lost research funds.
  - v. Suspension from the University.
  - vi. Permanent dismissal from the University with loss of benefits.
- (b) In case of students:
- i. Disciplinary warning issued to the student.
  - ii. Ban from participation in research projects in the University.
  - iii. Thesis or project submitted to the University for examination rejected or failed.
  - iv. Recall of certificates awarded to the student.
  - v. Permanent discontinuation from postgraduate studies.

## **9. DISCIPLINING OF UNIVERSITY STUDENTS VIOLATING THE POLICY**

### **1) Procedure for reporting violations of the policy**

- (a) The procedures for reporting violation of the academic integrity policy shall be presented in the academic procedures of the University.
- (b) The reporting of the occurrence of examination irregularity shall be reported in writing to the Chairman of Department according to the University Procedures.
- (c) The Chairmen of Departments and Deans of Schools shall first satisfy themselves that the violations of the policy have actually taken place and the evidence is sufficient before forwarding the report to the Registrar (ASA).

### **2) Students' Disciplinary Processes**

- (a) The students who violates the academic integrity policy or are involved in any violations mentioned in this document shall be subjected to a disciplinary process defined in the university statutes, university examination rules and regulations, among others.
- (b) The Students Disciplinary Committee shall hear and determine cases of student's violations within a period of 6 weeks following the reporting of the violations.
- (c) In subjecting the students to disciplinary process, the Students Disciplinary Committee shall consider whether the violation can be categorized as either minor or major violation, and the sanctions shall take into consideration matters stated in section 5 (b)(i&ii).
- (d) The indictment of a student or staff for violations of the academic integrity policy shall be on the basis of evidence that shall be presented in a manner defined in the procedures for reporting violations.
- (e) The Vice Chancellor shall cause to be tabled to the University Senate, the report of the Students Disciplinary Committee and the decision of the Senate shall be communicated to the concerned student and the guardian in an expeditious manner.

### **3) The Students' Appeal Process**

- (a) A student who is not satisfied with the verdict of the Students Disciplinary Committee shall be at liberty to contest the decision of the committee by appealing in writing to the Vice Chancellor according to the University Statutes.
- (b) The University student shall accord the opportunity for affected students to appeal the decision in writing within a period four weeks of receipt of the verdict of the Students Disciplinary Committee.
- (c) The appeal shall be heard and determined within a period of one (1) month by an ad hoc Students Appeals Committee constituted by the Vice Chancellor.
- (d) The Vice Chancellor shall cause to be tabled to the University Senate, the report of the ad hoc Students Appeals Committee and the decision of the Senate shall be communicated to the concerned student and guardian in an expeditious manner.

## **10. DISCIPLINING OF UNIVERSITY STAFF VIOLATING THE POLICY**

### **1) Reporting violations by staff**

- (a) The procedures for reporting violation of the academic integrity by staff shall be presented in the academic and administrative procedures of the University as may be appropriate.
- (b) The occurrence of violations by a staff member shall be reported in writing to the Registrar (ASA) with evidence of the irregularity or violation that has been committed by a staff member.
- (c) The Registrar (ASA) shall bring to the attention of the Deputy Vice Chancellor (ARSA) the report on the violations committed by a staff member.
- (d) Where an officer in the University who has a specific role in the implementation of this policy violates this policy, the reporting of the violations committed by the officer shall be reported to the next senior officer or the Vice Chancellor.

### **4) Staff Disciplinary Process**

- (a) The Staff Disciplinary Committee shall hear and determine cases of violations of this policy by staff members within a period of 6 weeks following reporting of the violations.
- (b) The staff members shall be disciplined according to the existing University Procedures and Code of Conduct and shall have a right to appeal the decision of the Staff Disciplinary Committee.
- (c) The University shall promptly inform the accused staff member of the violations committed and shall provide adequate information on the violations committed.
- (d) The University shall accord the opportunity for the staff member to defend him/herself in the Staff Disciplinary Committee, and where necessary legal representation may be permitted.

### **5) Staff Appeal Process**

- (a) The accused staff member shall have the right of appealing to the University Council on the decision of the Staff Disciplinary Committee.
- (b) The appeal shall be heard and determined by a Committee of the Council constituted according to the University Statutes.
- (c) The decision of the University Council shall be final.

## **11. MAINTENANCE OF RECORDS**

- 1) The University shall ensure that records of students and staff in violation of academic integrity are properly kept in confidential files that shall be maintained by the Registrar (ASA).
- 2) Where the Students Disciplinary Committee or the ad hoc Students Appeals Committee and the Senate finds the students not guilty of charges related to the violation of academic integrity, the University Management shall expunge all such records in the students personal file by writing a letter exonerating the students.
- 3) Likewise, where the Staff Disciplinary Committee or the Staff Appeals Committee or the University Council finds the staff member not guilty of charges related to the violation of academic integrity, the University Management shall expunge all such records in the staff personal file by writing a letter exonerating the staff member.
- 4) Where records have been expunged from the student or staff personal file, the Registrar (ASA) shall communicate such information to the concerned student or staff within a period of seven (7) days.

## **12. MECHANISMS FOR DETECTING VIOLATIONS**

- 1) The University shall develop mechanisms and tools for detecting violations detailed in this policy document. The University shall ensure that such tools are used by relevant organs of the University including various academic Departments and Schools.
- 2) The University shall also provide incentives to students and staff to encourage them to report incidences of academic violations.
- 3) The University shall also ensure that the contents of this document are publicized to both the staff and students of the university.

### **13. IMPLEMENTATION OF THE ACADEMIC INTEGRITY POLICY**

- 1) The overall responsibility for the implementation of this policy shall lie with the Vice Chancellor who is the administrative and academic head of the University.
- 2) To ensure effective administration of the policy, the following University officers and offices are hereby assigned specific responsibilities.

#### **(a) The Role of Lecturers**

- i. The lecturers teaching various course units shall ensure that the provisions of this policy are brought to the attention of students in their classes and shall emphasize the need for students to maintain high standards of academic integrity.
- ii. The lecturers shall according to established procedures, report to the Chairperson of Department, any case of violation of academic integrity policy by the students.

#### **(b) The Role of the Dean of Students**

- i. The Dean of Students shall bring to the attention of all students on the contents of this policy and the need to comply with the student's code of conduct as well as examination rules and regulations.

#### **(c) The Role of the Chairmen of Departments**

- i. The Chairmen of Departments shall bring to the attention of all students on the contents of this policy (including the Academic Quality Assurance Policy) and the need to comply with the student's code of conduct as well as examination rules and regulations.
- ii. The Chairmen of Departments shall receive the report for violation of academic integrity policy and following consideration of the merit of the report, shall forward the same to the Dean of the School with appropriate recommendations.
- iii. The Chairman of Department shall periodically present a report on the violations of academic integrity policy in the Departmental Board meetings.

#### **(d) The Role of the Deans of Schools and Directors of Institutes**

- i. The Deans of Schools and Directors of Institutes shall bring to the attention of all students on the contents of this policy and the need to comply with the student's code of conduct as well as examination rules and regulations.
- ii. The Deans of Schools shall receive the report for violation of academic integrity policy and following consideration of the merit of the report, shall forward the same to the Registrar (ASA) with appropriate recommendations.
- iii. The Deans of Schools shall periodically brief the School Boards on the violations of academic integrity policy in the Schools.

**(e) The Role of the Registrar (ASA)**

- i. The Registrar (ASA) shall bring to the attention of all students the contents of this policy and the need to comply with the student's code of conduct as well as examination rules and regulations.
- ii. The Registrar (ASA) shall receive the report for violation of academic integrity policy and following consideration of the merit of the report, shall forward the same to the Deputy Vice Chancellor (ARSA) with appropriate recommendations.
- iii. The Registrar (ASA) in consultation with the Deputy Vice Chancellor (ARSA) shall cause to be tabled to the Students Disciplinary Committee, the report on the alleged violations of academic integrity policy by students.
- iv. The Registrar (ASA) shall expeditiously communicate the verdict of the Students Disciplinary Committee to the concerned students and guardians or parents.

**(f) The Role of the Legal Officer**

- i. The Legal Officer shall assist the Registrar (ASA) to draft the charges on the violations stated in this document.
- ii. The Legal Officer shall also advice on the legal implications of the cases or reports submitted to the Registrar's Office and the students or staff Disciplinary Committee.

**(g) The Role of the Deputy Vice Chancellor (ARSA)**

- i. The Deputy Vice Chancellor (ARSA) shall chair the Students Disciplinary Committee and satisfy her/himself that sufficient evidence has been tabled to the Committee and that due process has been followed in referring the matter to the Committee.
- ii. The Deputy Vice Chancellor (ARSA) shall bring to the attention of the Vice Chancellor the decisions of the Students' Disciplinary Committee including any specific recommendation made by the Committee.
- iii. The Deputy Vice Chancellor (ARSA) shall present the Report of the Students Disciplinary Committee to the University Senate for deliberations and the way forward.

**(h) The Role of the Deputy Vice Chancellor (AHRM)**

- i. The Deputy Vice Chancellor (AHRM) shall chair the Staff Disciplinary Committee and satisfy her/himself that sufficient evidence has been tabled to the Committee and that the due process has been followed in referring the matter to the Committee.
- ii. The Deputy Vice Chancellor (AHRM) shall bring to the attention of the Vice Chancellor the decisions of the Staff Disciplinary Committee including any specific recommendation made by the Committee.
- iii. The Deputy Vice Chancellor (AHRM) shall present the Report of the Staff Disciplinary Committee to the Vice Chancellor who shall subsequently table the report to the University Council for approval and the way forward

**(i) Role of the Students Disciplinary Committee**

- i. The Students Disciplinary Committee chaired by the Deputy Vice Chancellor (ARSA) shall hear and determine the charges meted against on the violations of the academic integrity policy.
- ii. The Disciplinary Committee shall be fair to the accused student and its decision shall be on the basis of evidence presented to the committee and shall take into consideration the defence of the student.

**(j) Role of the Staff Disciplinary Committee**

- i. The staff Disciplinary Committee chaired by the Vice Chancellor (AHRM) shall hear and determine the charges meted against staff who violates the academic integrity policy.
- ii. The Staff Disciplinary Committee shall be fair to the accused staff members and its decision shall be on the basis of evidence presented to the Committee and shall take into consideration the defence of the concerned staff member.

**(k) Role of the Appeals Committee**

- i. Students who are aggrieved by the decision of the Students Disciplinary Committee and the Senate shall be at liberty to present an appeal to the Vice Chancellor according to the University Statutes.
- ii. The Vice Chancellor on receiving the appeal, shall constitute Ad-hoc Appeals Committee that shall hear and determine the merits of the appeal and make recommendations to the senate.
- iii. The Ad hoc Students Appeals Committee shall operate independently and its membership shall be different from that of the Students Disciplinary Committee.
- iv. The Vice Chancellor shall cause to be tabled to the University Senate, the report of the Ad hoc students Appeals Committee with recommendations.

**(l) Role of the Senate**

- i. The Vice Chancellor shall cause to be tabled in the Senate, the report of the Students Disciplinary Committee with recommendations.
- ii. In considering the report, the university Senate shall satisfy itself that the due process was followed and the student had been given a fair hearing and the decision of the Disciplinary Committee is within what is permitted by the policy, university statutes and examination rules and regulations.
- iii. Where the University Senate is not satisfied with the decision of the Students Disciplinary Committee, the report shall referred back to the Committee with recommendations.

- iv. Where the Senate is satisfied with the decision of the Students Disciplinary Committee, the Registrar (ASA) shall, in an expeditious manner, communicate the decision of the Committee and the University Senate to the affected students.

**(m) Role of the University Council**

- i. The University Council shall receive, consider and approve the report on the violations of this Policy involving staff of the University.
- ii. The University Council shall hear and determine cases of violations of this policy involving staff of the University.
- iii. The University Council shall constitute a Committee to hear and determine appeals made by staff members on the verdicts of the Staff Disciplinary Committee.

**14. REVIEW**

- 1) The policy shall be reviewed from time to time whenever necessary.