



University of Kigali (UOK)  
**Academic Integrity, Sexual  
Misconduct and Plagiarism Policy**

# TABLE OF CONTENTS

1

The Scope of the University of Kigali (UOK) Academic Integrity, Sexual Misconduct and Plagiarism Policy

2

Staff and Student Responsibilities

3

The Academic Integrity & Sexual Misconduct Committee

4

Possible Sanctions for flouting the Academic Integrity Sexual Misconduct and Plagiarism Policy

# 1 The Scope of the University of Kigali (UOK) Academic Integrity, Sexual Misconduct and Plagiarism Policy

## Academic Integrity

Academic integrity is founded upon and encompasses the following values: honesty, trust, fairness, respect, professionalism, customer responsiveness and responsibility. Supporting and affirming these values is essential to promoting and maintaining an elevated level of academic integrity at the UoK. Each member of the academic community must stand accountable for his or her actions. As a result, a community develops in which students learn the responsibilities of citizenship and how to contribute honorably to their professions.

If knowledge is to be gained and rigorously evaluated, it must be pursued under conditions free from dishonesty. Deceit and misrepresentations are incompatible with the fundamental activity of University of Kigali and shall not be tolerated. Members of the University of Kigali are expected to foster in their own work the spirit of academic honesty and not to tolerate its abuse by others.

Responsibility for academic integrity lies primarily with individual students and staff of this community. A violation of academic integrity is an act harmful to all students, faculty, and the University. When faculty, students, and staff arrive at UOK, they join an academic community founded on our motto “Labour for the Future” Labouring for the future means that we strive to be open and honest in all our dealings and work with the highest levels of integrity in our professional and personal lives.

UoK communicates and supports clear standards of integrity so undergraduate and graduate students can internalise those standards and carry them forward in their personal and professional lives. Violations of academic integrity demean the violator, degrade the learning process, deflate the meaning of grades, discredit the accomplishments of past and present students, and tarnish the reputation of the university for all its members.

This University of Kigali (UOK) Academic Integrity, Sexual Misconduct and Plagiarism Policy is designed to place equal responsibility for appropriate workplace behaviours on all UOK instructors, staff, and students admitted into UOK in any department or program, including conditional or probationary admittance.

The University community subscribes to the following fundamental values of academic integrity: honesty; trust; fairness; respect; professionalism; customer responsiveness and responsibility. All violations of the Policy are violations of the value of honesty but may also create questions related to trust, fairness, respect, and responsibility.

Violations of academic integrity listed below are typical, but not exhaustive, examples of the acts that constitute breaches of academic integrity:

1. No student shall represent the work of another person as his/her own in any academic assignment, thesis, or project even if the material so represented constitutes only a part of the work submitted.
2. No student shall contribute any work to another student if he/she knows or should know that the latter may submit the work in part or whole as his/her own work.
3. Receipt of payment in whatever form of work contributed shall raise a presumption that the student had such knowledge.

Violations of academic integrity also include cheating and misrepresentation of academic experiences, ability, or effort. These two violations are explained next:

### **CHEATING**

Honesty involves presenting one's own level of knowledge as accurately as possible. Misrepresenting or providing false information in any matter of academic achievement or work is cheating.

### **EXAMPLES OF CHEATING INCLUDE:**

- Possessing, copying, or any sharing of exam questions or answers.
- Having another person take an exam.
- Using notes, books, and other unauthorized materials in closed-book examinations.
- Presenting work done by others as one's own.
- Fabricating text, sources, or citations.
- Unauthorized altering of graded work after it has been returned, then submitting it for regrading.
- Signing another person's name on an academic exercise or attendance sheet.
- Collaborating on any assignments such as homework, take-home exams, or projects in which the instructor does not allow collaboration.

## Misrepresentation of Academic Experiences, Ability, or Effort

One is expected to accurately and fairly present one's experiences, ability, or effort so that others may accurately assess those accomplishments. Providing false or misleading information concerning academic background or academic work is a violation of academic integrity.

### **EXAMPLES OF MISREPRESENTATION INCLUDE:**

- Falsifying, altering, or presenting misleading information about the substance of an internship; the content of prior coursework; a graduation contract or student petition; reasons for classroom absences, late work, or inability to meet course requirements; the level of effort on a group or solo assignment; submission or use of "invented" data, such as lab experiments or interviews; or any official department, college, or university academic document, application, grade report, letter of permission or excuse, petition, drop/add form or other registration material, and university ID card.
- Submitting essentially the same work in two or more courses without explicit permission from all instructors. Instructors have the right to assume that any work submitted for their classes has not earned or will not earn credit in another class. Presenting all or partial work done for one course in another course requires permission of all the instructors involved. Some connected or paired courses may require submission of the same work in the two associated courses; this will be explicitly stated for this type of assignment. In all other circumstances, failure to gain permission from all instructors in submitting the same work is cheating.
- Failing to disclose a criminal conviction in appropriate circumstances when a conviction is relevant to the disciplinary area of study, professional credentialing, internships, placements, or practical. This includes convictions imposed after being admitted. For example, a conviction for child abuse would be relevant to the fields of elementary and secondary teaching and school counselling.

### **SEXUAL MISCONDUCT**

Sexual misconduct refers to all forms of irregular sexual advances made either towards University of Kigali staff or students. The interpretation of sexual misconduct in the context of the University of Kigali therefore includes, but is not limited to activities such as:

1. Inappropriate messaging of or amorous conversations of a sexual nature between staff, or between staff and students
2. UoK staff exhibiting amorous behavior with students or subordinates and exploiting relationships with subordinate staff or students for sexual ends
3. UoK Staff using their position of power to elicit sexual or monetary gratification from students in order to confer marks or similar benefits to them
4. UoK Staff conferring undue favours to influence subordinate staff or students to yield to sexual desires. Any such behavior will be interpreted as sexual misconduct even in situations where the subordinate staff or student initiates the sexual advances.
5. Sexual Assault of any form, whether in brick-and-mortar or digital/virtual spaces
6. Sexual Abuse whether in brick-and-mortar or digital/virtual spaces
7. Sexually exploitative and degrading behaviour
8. Retaliatory and abusive behaviours directed towards either former relationship partners or individuals who have rejected the sexual advances of another
9. Sexual intimidation.

For the purpose of this policy, sexual misconduct shall be defined to include acts or behaviour constituting sexual abuse and sexual assault which occur within the definitional scope of this University's policy in relation to members of the University community.

**ALL SEXUAL MISCONDUCT BREACHES ARE MAJOR OFFENCES AND OFFENDERS ARE LIABLE TO SUMMARY DISMISSAL AND FURTHER CRIMINAL PROSECUTION.**

**PLAGIARISM** – Plagiarism is defined as the presentation of work by others as the writer's own without appropriate acknowledgement. Submitted work should be one's own work and it should properly acknowledge ideas, facts, the progression of thought or reasoning, and words from others. Plagiarism is intellectual theft in which the plagiarist presents work done by others—in writing or orally—as his or her own work. Plagiarism is the failure to properly and appropriately reference and acknowledge the ideas and words of others. This includes website material used in written, oral, or multi-media presentations.

Examples of plagiarism are:

- i.** The inclusion in a student's work of more than a single phrase from another person's work without the use of quotation marks and acknowledgement of the sources.
- ii.** Using direct quotations without quotation marks or proper citation.
- iii.** Paraphrasing without proper citation.
- iv.** Making only minor changes to an author's words or style.
- v.** Insufficiently acknowledging sources.
- vi.** The summarizing of another person's work by simply changing a few words or altering the order of presentation, without acknowledgement.
- vii.** The substantial and unauthorized use of the ideas of another person without acknowledgement of the source.
- viii.** Copying the work of another candidate, with or without that candidate's knowledge or agreement.
- ix.** Students should also be aware of AUTO PLAGIARISM which is deemed as a profoundly serious academic offence. "Auto plagiarism occurs where a student's own work is re-presented without being properly referenced".
- x.** Using the pattern, structure, or organization of an author's argument or ideas without proper citation.
- xi.** Failing to cite sources for uncommon facts or knowledge.
- xii.** Working with another student on a project but failing to put both names on the final product.
- xiii.** Having someone else re-write or heavily edit a paper.
- xiv.** The intentional use, misuse or alterations of university materials or resources to make them inaccessible to other users. Such misuse includes the unauthorized use of computer accounts, alteration of passwords, violation of library procedures or other intentional misuse or destruction of educational materials.
- xv.** Intentional and unauthorized falsification or invention of any information or citation in an academic exercise. Falsification includes knowingly reporting data, research, or reports so that either the process or the product is shown to be different from what occurred; falsely reporting having met responsibilities of attendance or participation in class, practicum, internship, or other types of field work experience; or submission of falsified excuses for attendance or participation in such experiences.

**xvi.** Intentionally or knowingly helping or attempting to help another to commit an act of academic dishonesty. Facilitating academic dishonesty includes acts that may not directly benefit the accused but assist another student in violations of the Policy.

Any student found to have committed or aided and abetted the offence of plagiarism may be subject to the following penalties depending on the severity of his involvement in the offence.

a) The student shall receive no mark for the relevant academic assignment, thesis, or project.

b) The student shall fail the subject, course, or programme of study, with or without a mark given for that subject, course, or programme of study.

c) If a student is found to have pirated/bought the dissertation they will fail and will be required to repeat the same at their own cost. And if found to do it second time, he/she will be discontinued from the University of Kigali.

d) The student shall be treated as having committed a disciplinary offence of the University of Kigali.

## **2 STAFF AND STUDENT RESPONSIBILITIES.**

### **2.1 STAFF OBLIGATIONS**

Staff are expected to become familiar with this Policy and to take the lead in discussing the meaning of academic integrity with all students. For example, faculty can and are encouraged to clarify their expectations on the course syllabus. Early in their courses, they shall state clearly course requirements and expectations including examination procedures and grading rationale as they relate to the Academic Integrity, Sexual Misconduct and Plagiarism Policy.

Staff should inform students of any requirement to submit signed copies of the ACADEMIC INTEGRITY Sexual Misconduct and Plagiarism Pledge. Most importantly, staff must recognize their responsibility to exemplify the values of academic integrity in their own conduct and to convey by example as well as precept their expectation that the Policy shall be followed in all University activities in which they play a part.



Staff are responsible for being aware of the UoK Academic Integrity, Sexual Misconduct and Plagiarism Policy and contributing to student development by promoting academic integrity, appropriate workplace behaviours, and addressing dishonesty, and assisting in the development of ethical reasoning. Such behaviour includes:

1. Providing a clear and complete syllabus which describes course expectations, guidelines, and standards of performance, as well as those of the university that concern academic integrity.
2. Holding students responsible for knowing these expectations and guidelines.
3. Fostering an environment where academic integrity and appropriate sexual conduct is expected and respected.
4. Detecting and properly handling plagiarism and related breaches of academic integrity.
5. Fostering a classroom environment in which all students are treated with courtesy and respect.
6. Desisting from making unwanted sexual overtures to students and colleague staff
7. Desisting from telling sexual or offensive jokes or stories' as well as inappropriate comments about student's own or someone else's body
8. Desisting from sending unwanted sexual and/or offensive content via phone and/or social media
9. Creating assessments that are effective evaluations of student mastery of course content, and evaluating student work based on academic merit.
10. Giving students timely and honest feedback and being available to discuss appropriate academic matters.
11. Desisting from unwanted physical contact and approaches and persistent requests for dinner or drinks despite a student saying 'No'

## **2.2 STUDENTS**

Students should recognize their responsibility to uphold the ACADEMIC INTEGRITY Sexual Misconduct and Plagiarism Policy and to report apparent violations to the appropriate persons. Students who do not understand the Policy or its application are responsible for raising such questions with their faculty member.

By enrolling in the University, each student agrees to abide by the ACADEMIC INTEGRITY Sexual Misconduct and Plagiarism Policy. Students are responsible for being aware of the UoK Academic Integrity, Sexual Misconduct and Plagiarism Policy and demonstrating behaviour that is honest and ethical in their academic work. Such behaviour includes:

- Following the UoK Academic Integrity, Sexual Misconduct and Plagiarism Policy.
- Following UoK rules and processes related to Academic Integrity, Sexual Misconduct and Plagiarism as directed in the course syllabi and related University policy documents

- Asking staff for clarification if the standards of academic performance are not clear.
- Asking Staff for clarification if the syllabus, assignments, or grading rubrics seem unclear.
- Helping to foster a campus environment where academic integrity and proper sexual conduct is expected and respected.
- Treating each other with courtesy and respect and helping to foster a classroom environment in which all students are treated with courtesy and respect.

## 3.0 THE ACADEMIC INTEGRITY & SEXUAL MISCONDUCT COMMITTEE

The Academic Integrity & Sexual Misconduct Committee (hereafter referred to as the Committee) is a standing committee of the University of Kigali Senate, whose responsibilities are to promote academic integrity & sexual misconduct at UOK and to oversee the implementation of the academic integrity & sexual misconduct Policy by ensuring fair and efficient operation of hearing panels, serving as appellate hearing panels, and deciding on petitions. The Academic Integrity & Sexual Misconduct Committee will be headed by the DVC, FA,

### 3.1 THE DUTIES OF THE ACADEMIC INTEGRITY & SEXUAL MISCONDUCT COMMITTEE

The Committee shall receive forms recording the agreement that an academic or sexual misconduct violation occurred, and the sanction assigned for those violations managed by the faculty member and student.

1. All requests for hearings on cases of alleged academic violations shall be directed initially to the Dean of the School or relevant Unit Head, who shall then be responsible for drawing the hearing panel and notifying the student concerning the allegations and conduct of the hearing process in accord with the standards of the Student Code of Conduct and this Policy.
2. The Dean or relevant Unit Head shall maintain all records of academic and sexual misconduct violations by students. These files shall be permanently maintained in the Dean or relevant Unit Head's Office pursuant to the University Record Retention Policy.

3. The Dean or relevant Unit Head shall provide procedural interpretations of the Academic Integrity, Sexual Misconduct and Plagiarism Policy, make recommendations to the Senate concerning proposed changes in the Policy and the DVC (F&A) provide advice and information concerning the Policy to the general campus community.

## **4. POSSIBLE SANCTIONS FOR FLOUTING THE ACADEMIC INTEGRITY SEXUAL MISCONDUCT AND PLAGIARISM POLICY**

1. A Formal Warning
2. A requirement to successfully complete a university sponsored non-credit seminar on academic integrity
3. A reduction in grade for the assignment
4. A failing grade for the assignment
5. A reduction in grade for the course
6. A failing grade for the course
7. Rescinding or changing a grade for a past course in which a violation occurred
8. Removal of the privilege of representing the university in any official function or leadership position, or being demoted from a University administrative position
9. Summary dismissal from the University



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