

KIGALI INDEPENDENT UNIVERSITY

ULK



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PLAGIARISM POLICY

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CREATION, VISION, MISSION, PHILOSOPHY, MOTTO, VALUES, OBJECTIVES, RESPONSIBILITIES AND POWERS

Article 1: CREATION

Kigali Independent University ULK is a private Institution of higher learning founded on 15th March, 1996 and now governed by the new Law n° 010/2021 of 16/02/2021 determining the organization of education, Ministerial Order determining standards in education N° 003/MINEDUC/2021 of 20/10//2021, Ministerial Order determining Rwanda qualifications framework N° 003/MINEDUC/2021 of 20/10//2021, the ULK statutes, the present Internal Regulations and other academic regulations.

Article 2: VISION

Kigali Independent University ULK has a Vision to stand out as a remarkable university for excellence at the heart of Africa with highly motivated students and highly qualified personnel endowed with elevated ethical values.

Article 3: MISSION

The Mission of ULK is: to educate, teach, conduct research and serve the community. The fundamental mission of ULK is to provide the students with a training which will enable them to become actors and organizers of a complete development of the nation.

Article 4: PHILOSOPHY

The philosophy of Kigali Independent University ULK is based on four fundamental principles:

- To have faith in God;
- To know one's mission on earth;
- To live ethical values;
- To have positive thoughts.

Article 5: MOTTO

The motto of Kigali Independent University ULK is "Science and Conscience".

Article 6: OBJECTIVES

Kigali Independent University ULK has the following objectives:

- Providing a solid scientific, intellectual and professional training to the students;

- Promoting research in order to meet the community needs;
- Providing services to the community;
- Creating a competent human resources potential and endowed with moral and civic values;
- Organizing conferences and seminars to reinforce its teachings and research;
- Etc...

Article 7. Responsibilities of ULK

The main responsibilities of Kigali Independent University ULK are the following:

1. to develop a curriculum to be approved by the agency in charge of the institutions of higher learning;
2. to offer higher education courses leading to the award of certificates or degrees that it is authorized to award;
3. to carry out and promote research in all scientific and technological disciplines and on different issues at the national, regional and global level;
4. to publish and disseminate research findings;
5. to impart knowledge and skills through face-to-face learning, distance learning or both and promote technology for job creation purposes;
6. to promote education, Rwandan culture and values;
7. to contribute in solving other national development related issues.

Article 8: Powers of Kigali Independent University ULK

Kigali Independent University ULK has the following powers:

1. to award degrees at cycles of education it offers in accordance with relevant laws;
2. to award certificates to candidates who successfully complete short-time training courses;
3. to conclude partnership and cooperation agreements with different organs in charge of education and with other national and foreign institutions of higher learning in accordance with relevant laws;
4. to award merit titles and awards that recognize exemplary achievements;
5. to promote their lecturers, researchers and staff in accordance with relevant laws and ULK Regulations;
6. to award an honorary degree in accordance with relevant laws and ULK Regulations.

Article 9: Founder and President's Office

The Founder and President's Office comprises:

- Founder and President of the University;
- Advisors;
- The Committee of Auditors.

Article 10: Attributions

The attributions of the Founder and President are:

- to represent legally the university;
- to designate the Chancellor to be approved by the Governing Body;
- to appoint and cancel the appointment of any member of the Governing Body;
- to designate members of Executive Organ to be approved by the Governing Body;
- to appoint and dismiss ULK authorities;
- to appoint and dismiss members of the auditors committee;
- to appoint and dismiss his advisers;
- to ratify activities programmes and the University budget;
- to decide about the University investments and extension;
- to decide about the strategic plan of the University.

Article 11: Committee of Auditors

The Committee of financial Auditors carries out the financial control of financial statements, bank accounts, and the quality of services provided by the Kigali Independent University ULK establishments. Its members shall check all accounting documents without moving them from the place where they are kept.

The Committee of Academic Auditors carries out the academic control of the content of module syllabus and notes, the veracity of marking, students' marks, etc.

Article 12: Type of Institution

ULK is a private education institution complies with education standards in Rwanda and is subject to regular inspection by the National agency in charge of the inspection of education institutions for the category to which such an education institution belongs.

Article 13. Cycles in each category of education

The general education at ULK is comprised of the following cycles:

Kigali Independent University ULK has two cycles. The first cycle (Bachelor degree with honours) and the second cycle (Graduate studies)

Article 14. Establishment

ULK is an established private education institution undertaking the education development with a focus on courses (Economic and Business studies, Computer Social sciences, and law. These courses are needed in the country and on the labour market in Rwanda

Article 15. Management

ULK is managed by the owner through the established organs in accordance with education law, ministerial orders, education policies and other relevant laws in managing private organisations without prejudice to the interests of Education.

Article 16: Management organs

ULK management organs are the following:

1. The chancellery
2. The Governing Body
3. Executive organ
4. Academic Senate
5. Senior management committee

The chancellor of ULK is designated by the owner and approved by the Governing Body.

The chancellor of ULK is responsible for presiding over the academic year opening ceremonies, graduation ceremonies and awarding of other merit titles and may also attend other events or meetings if necessary.

Article 17: Purpose of Plagiarism

Kigali Independent University ULK demands a high level of scholarly behaviour and academic honesty. Work submitted must be the original of the learner. Demonstration of

integrity in all academic efforts is expected. Anyone suspected and discovered to have committed plagiarism or any other form of academic dishonesty will be sanctioned as detailed in this policy and is likely to be subjected to disciplinary action.

Article 18: Authority

All students, staff and faculty members of the University are responsible for adhering to the policy. The positions of authority responsible for the adherence and compliance of this policy are: Vice chancellor, Deputy vice chancellor academics, Deans, Director of Student Affairs, all Directors, Registrar, Heads of Department (HOD), Lecturers, Researchers, Student Supervisors.

Article 19: Academic Misconduct

Academic misconduct consists of academic dishonesty or unethical behaviour not limited to acts of plagiarism. The University considers these matters to be serious which can affect the credibility and integrity of the education process. Therefore, the University will discipline students who have engaged in acts of academic dishonesty or unethical behaviour.

Article 20: Categories of Academic Misconduct

The submission of assignments in the form of essays, lab reports, presentations, tests and examinations must meet the required standards of quality assurance for accreditation purposes. It is required that students present assignments based on their own effort, except in the case of group work. Academic misconduct may be minor or major offenses.

- **Minor offenses:** Minor infractions, are usually ones in which the student has accidentally copied or partly copied the work of another person, without properly citing it. 5 Major infractions, are usually cases in which the student has taken deliberate steps to copy someone else's work in order to pass it off as their own. Major cases normally result in severe consequences, and it is not unknown for students to be suspended from their course, or even expelled.
- **Major offenses:** Plagiarism is a form of intellectual theft. If you fail to acknowledge your sources or make it appear that someone else's work is your own, you are guilty of plagiarism. The scholarly world operates by exchanging information and crediting

the sources of that information. If you violate that process, you have committed a crime in the academic community. If you are having difficulty completing a paper on time, or need some additional help, or are unsure of how or where to document a source, please contact your lecturer or go to the librarian for help so you can avoid inadvertently or intentionally plagiarizing a source.

Article 21: Definition of Plagiarism

Plagiarism is the presentation of work for credit without appropriate attribution. Whether done deliberately or inadvertently, it is unacceptable, since it is an attempt to claim credit for work previously submitted by you and/or not done by you and fails to give credit for the work as appropriate.

Plagiarism applies not just to text but applies to any other format such as graphics, tables, formulae, or any representation of ideas in print, electronic or any other media, in addition to computer software and algorithms.

Whether deliberate or inadvertent (as in the case of carelessness or poor academic discipline) plagiarism undermines scholarship, is a form of academic misconduct, and conflicts with the ethos of the University. The University takes any form of plagiarism very seriously and plagiarism is subject to disciplinary procedures.

Article 22: Types of Plagiarism

The following are types of plagiarism

- **Self-plagiarism**, the presentation of work previously submitted by a candidate in a different context without citing that it was previously presented, is treated in the same way as any other form of plagiarism.
- In some cases, particularly in the professional academic arena, plagiarism may also be a **breach of copyright**, which may expose the copier to civil and/or criminal proceedings if within the timeframe of the copyright.

- Plagiarism may also relate to **unpublished material**, such as the notes of others, which may not be covered by copyright. There is no expiry date on plagiarism: inappropriate use of material which is no longer subject to copyright may also constitute plagiarism.
- **Collusion**, where work is permitted to be copied/presented without appropriate attribution, is a form of plagiarism by both parties. Collusion also applies where a joint effort is presented by an individual without due recognition of the input of others.

Acknowledgement of the influence of all sources quoted directly and/or not quoted directly must be made at the appropriate point throughout the work. The discipline-specific citation, referencing, credit and/or acknowledgement requirements must be applied in all submitted material. At a minimum a clear indication as to when any material is being quoted directly (e.g. by enclosing it in quotation marks [“”] in the case of text) must be provided in addition to a citation of the source.

Each Department may have additional plagiarism policies which identify any cultural, technical or other issues that may arise within a particular discipline and each School/Department shall inform students of the plagiarism policy through lecture(s), handbooks, hand-outs, the web, etc.

Article 23: Plagiarism detection Software

The ease with which students can access electronic sources has contributed to increased acts of plagiarism. Students rely heavily on web resources to write academic papers and often students unintentionally plagiarize. To supplement workshops on Academic Integrity, ULK has acquired the Plagiarism Detection Software (Plagiarism checker) to allow students to identify for revision, drafts of major papers which may have significant similarities with electronic sources. Having submitted their drafts and after receiving the similarity reports, students will have the opportunity to summarize, paraphrase or remove sections of their major papers that appear in other web resources. This academic quality assurance intervention makes it convenient for students to self-monitor to ensure that their papers are original. Likewise, lecturers are able to use evidence if necessary, to apply appropriate sanctions for students who submit papers with patch writing and other academic integrity infractions. Plagiarism Detection Software is intended for students to self-correct their papers based on the findings of Similarity.

Article 24: Guidance for instructors

- a) Attend all training sessions on the use of Plagiarism Detection Software
- b) Liaise with the ULK Chief Librarian for assistance with setting up a Plagiarism Detection Software accounts for your courses
- c) Set up a Plagiarism Detection Software account for your course by the second week of class
- d) Share the Plagiarism Detection Software in account details by the third week of class with students as well as instructions on how to join
- e) Heads of Department and Lecturers to select and include in their course outlines major written assignments to be submitted to that software
- f) For practice, allow students to submit a draft and final copy of a “low-stakes” assignment to Plagiarism Detection Software by the fourth week of class. Build in the reading and citation of at least two sources. This will facilitate practice and assist students to become comfortable with using the software.
- g) Academic Writing as well as writing-intensive courses to include Explicit Instruction on Summarizing and Paraphrasing
- h) APA Referencing guidelines, in-text citation and synthesis to be infused across all courses
- i) Special workshops to be planned by Chief Librarian in collaboration with lecturers on use of sources and documentation at strategic times during the semester
- j) Drafts of all major assignments including research papers to be uploaded to the Plagiarism Detection Software one week before the final assignment is due. Students will use this time to make changes, if necessary, based on the Similarity report.
- k) Final Hard copies of paper with Submission ID to be accepted one week after the draft was submitted.
- l) Final Papers that have not been submitted to the Plagiarism Detection Software will not be scored.

Article 25: Guidance for students

- a) Sign up for Plagiarism Detection Software by the third week of class
- b) Submit the drafts for major assignments one week before the final paper is due
- c) Download the Similarity Report
- d) Summarize or paraphrase sections of the report that have similarities with any electronic source. Check that all citations are accurately done.
- e) Final copies of major assignments should have a Similarity Index of 50% or less and should have all sources cited accurately

- f) Use the findings of the Similarity report to revise areas of the report with similarities to online sources one week before the final assignment is due. Students will revise papers and submit a revised copy that reflects very little similarity with online sources.
- g) Write the submission ID on the front right of the cover page of the hardcopy to verify that the final copy of the paper was submitted to the Plagiarism Detection Software.
- h) Final hard copies of assignment will not be graded unless the paper was submitted to the Plagiarism Detection Software.
- i) Before a research project defense, a student must present a certificate of plagiarism from the library or any other ULK relevant authority.

Article 26: Similarity Index(SI)

Papers that have a **Similarity Index** that is higher than **20%** may attract a penalty or may not be scored. Before marking final papers, lecturers will review the Similarity report to determine the degree of similarity to electronic sources. First markers will record the Similarity Index on the front right of major writing assignments before grading. Note that a paper with a Similarity Index (SI) of less than 20% may still have high similarities to electronic sources that were consulted in preparing the paper or may have instances of incorrect citations hence the Similarity report should always be checked. In addition, the Reference List should be checked for adherence to the APA standard. Final papers which show unacceptable degrees of similarities to web sources should be sent by email to the student and copied to the Head of Department indicating the action to be taken. At the discretion of the Head of Department, the paper may be disqualified or the student be given the opportunity to revise.

Article 27: Plagiarism sanctions

Plagiarism is a serious offense that can result in a variety of sanctions ranging from failure of the course to suspension from ULK.

Category 1: Characteristic actions

Poor academic practice (PAP) Offences occurring for the first time in the first semester of a student's course should normally be treated as poor academic practice This is not a disciplinary offence and does not count as a first offence in the context of the Category 3 plagiarism definition. PAP involves collaboration or poor citation practice where there is evidence that the student did not appreciate the

rules of academic writing or where the extent of copied material can be considered so slight that it does not justify disciplinary proceedings or a penalty.

The work in question includes (among other characteristics):

- a limited amount of material or copied text expressing ideas or concepts taken from the work of others in the student's own words but without appropriate citation.
- a limited amount of material or copied text which is referenced in the bibliography but is not properly cited.
- a limited amount of material or copied text that has been subjected to minor linguistic changes with or without citation.
- a limited amount of material or copied text that is cited but not in quotation marks.
- limited collaboration between students as evidenced by structure, source or copied text; this includes cases where the written work is original throughout. A formal warning but no penalty is issued by the Head of Department and the student is directed to academic support within the department. The student is required to undertake the University's online plagiarism tutorial. In cases of poor academic practice, the mark will reflect the academic merit of the work; the mark is likely to be low. Category 1- plagiarism and/or collusion The work breaches the rules of academic integrity by presenting the material of others as the student's original material. Category 1 plagiarism includes (among other characteristics):

- short blocks of material or copied text expressing ideas or concepts taken from the work of others without appropriate citation, or copied text that is cited but not in quotation marks.
- short blocks of material or copied text which is referenced in the bibliography but is not properly cited short blocks of material or copied text that have been subjected to minor linguistic changes and presented as the student's own, with or without citation.
- short blocks of material or copied text that is cited but not in quotation marks.
- collaboration between students as evidenced by structure, sources or short blocks of copied text, (including copied text subjected to minor linguistic changes) or similar bibliographies. A short block of text may be as small as two continuing lines.
- short blocks of copied code, other. ***A mark of zero (0) should be awarded for the assessment in which the plagiarism was found to occur. The course mark is calculated on the basis of the zero mark for the plagiarised assessment. If this results in failure of the course, where resubmission is available, the student may resubmit the assessment for a capped course mark. The cap should be set at the pass mark for the programme.***

Category 2: Characteristic actions

Computer files or experimental results copied from another student or the work of others from online resources or books without appropriate referencing. Category 2- plagiarism and/or collusion A Category 2 offence will be committed when the copied material represents a significant proportion of the work. The line between Category 1 and Category 2 offences will be determined by the level of similarity between the work and the source material on a case by case basis.

Category 2 plagiarism includes (among other characteristics):

- significant or numerous blocks of material or copied text expressing ideas or concepts taken from the work of others without appropriate citation.
- significant or numerous blocks of material or copied text which is referenced in the bibliography but is not properly cited;
- significant or numerous blocks of material or copied text that have been subjected to minor linguistic changes and presented as the student's own, with or without citation.
- significant or numerous blocks of material or copied text that is cited but not in quotation marks. Significant blocks of text may be as small as several continuing lines
- collaboration between students as evidenced by structure, sources, significant or numerous blocks of copied text, (including copied text subjected to minor linguistic changes) or similar bibliographies.
- blocks of copied code, other computer files or experimental results copied from another student or the work of others from online resources or books without appropriate referencing.

A mark of zero (0) should be awarded for the assessment in which the plagiarism was found to occur. The module mark is calculated on the basis of the zero mark for the plagiarised assessment. If this results in failure of the module, the student should be required to resubmit the assessment in order to fulfil the learning outcomes and obtain the module credits where this is required for progression purposes. No mark will be awarded. If this penalty does not result in the failure of the module, the module mark obtained for the module should be further reduced by 10% of the maximum available mark.

Category 3- plagiarism and/or collusion - 'repeat offence'

A Category 3 offence will be committed if Category 1 or 2 penalties have been applied to a student's work on a previous occasion (i.e. a repeat offence). Contemporaneous offences or offences in which a student has had no opportunity to act upon advice arising from an earlier offence due to close submission dates etc. are not treated as repeat offences but may attract

PAP, Category 1 or Category 2 penalties in the normal way. The Plagiarism officer shall determine whether the latest instance of plagiarism is Category 1. If both offences are Category 1 then the penalty on the second offence is a Category 2 penalty. If either of the two offences is a Category 2 offence, then the penalty on the second offence is a Category 3 penalty. The Category 3 penalty is as follows: ***A mark of zero (0) should be awarded for the assessment*** in category characteristic actions or Category 2 in the level of severity. The penalty to be applied shall then take into account the category of penalty of the prior offence, which the plagiarism was found to occur. The course mark is calculated on the basis of the zero mark for the plagiarised assessment. If this results in failure of the course, the student should be required to resubmit the assessment in order to fulfil the learning outcomes and obtain the course credits where this is required for progression purposes. No mark will be awarded. If the penalty does not result in the failure of the module, the course mark obtained for the course should be further reduced by 10% of the maximum available mark. If this penalty does not reduce the degree classification at the end of the programme by one class, the degree class should be reduced by one class. Where reduction in the degree class would result in undergraduate students not obtaining an Honours degree, or in Foundation degree students or postgraduate students failing the programme, their cases should be considered by a disciplinary panel.

Category 4- plagiarism and/or collusion.

A Category 4 offence is the most severe plagiarism where the departmental processes do not provide a sufficient penalty. Examples include purchasing of work or soliciting to do so or multiple repeat offences. It may also be appropriate to refer to a disciplinary panel a case which is complex and where the department is unable to establish the facts, for example a case of apparent collusion where the identification of the guilty party cannot be ascertained. A disciplinary panel has the power to impose penalties up to and including expulsion from the University. A Category 2 penalty applied to a postgraduate dissertation will result in failure to obtain a Master's degree since no Master's award can be made where a zero mark is recorded for the dissertation. In such cases a resubmission is not offered, and the Board of Examiners will consider whether an interim award is available.

Article 28: Important note on Plagiarism

Plagiarism is a form of intellectual theft. If you fail to acknowledge your sources or make it appear that someone else's work is your own, you are guilty of plagiarism. The scholarly world operates by exchanging information and crediting the sources of that information. If you violate that process, you

have committed a crime in the academic community. If you are having difficulty completing a paper on time, or need some additional help, or are unsure of how or where to document a source, please contact your lecturer or go to the librarian for help so you can avoid inadvertently or intentionally plagiarising a source. You will be charged with plagiarism if you:

- Copy from published sources without adequate documentation.
- Intentionally or unintentionally appropriate the ideas, language, key terms, or findings of another without sufficient acknowledgment that such material is not your own and without acknowledging the source.
- Purchase a pre-written paper (either by mail or electronically).
- Let someone else write a paper for you. ⊞ Reproduce someone else's project.
- Submit as your own someone else's unpublished work, either with or without permission
- Incorrectly cite or neglect to cite borrowed materials 13 Consequences of Plagiarism
- If the final work you submit—all of it—is not yours, it does not matter how you came by it.

Charges of plagiarism are brought to the attention of Academic Affairs, which initiates an investigation that may lead to formal charges. The process for the investigation and adjudication of charges may be accessed at the Head of students' Office.

Plagiarism is a serious offense that can result in a variety of sanctions (failure of the course in which the plagiarism occurred and suspension from ULK among them).

Appropriate Uses of Sources

A mark of strong academic writing is demonstrated when one appropriately identifies sources in his/her arguments and analyses. This practice is called documentation. Guidelines for how to correctly cite materials used within your writing and assembling the list of works that you cite in your paper are available in ULK student supervision policy. Whenever you draw on another's work, you must specify what you borrowed, whether facts, opinions, or quotations, and where you borrowed them from.

Avoiding Plagiarism

- Contact your lecturer and honestly discuss a strategy for completing an assignment rather than risk humiliation and legal charges.
- Become thoroughly acquainted both with the various ways in which plagiarism is construed, and with sources of proper documentation. Reference: American Psychological Association

(2009). Publication manual of the American Psychological Association, (6th ed.). New York:
American Psychological Association

Done at Kigali, May 26th ,2022

Prof. Dr KARANGWA Chrysologue
Chairperson ULK Governing Body

