ARDHI UNIVERSITY

POLICY ON ACADEMIC DISHONESTY

June 2012
### LIST OF ABBREVIATIONS AND ACRONYMS

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
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<tbody>
<tr>
<td>ARU</td>
<td>Ardhi University,</td>
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<tr>
<td>ARUSO</td>
<td>Ardhi University Student Organization</td>
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<tr>
<td>ARUPAD</td>
<td>Ardhi University Policy on Academic Dishonesty</td>
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<tr>
<td>DUP</td>
<td>Director of Undergraduate Programs</td>
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<tr>
<td>DPGRP</td>
<td>Director of Postgraduate, Research and Publication</td>
</tr>
<tr>
<td>ICT</td>
<td>Information and Communication Technology</td>
</tr>
<tr>
<td>MU</td>
<td>Mzumbe University</td>
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<tr>
<td>SCEM</td>
<td>School of Construction Economics and Management</td>
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<tr>
<td>SUA</td>
<td>Sokoine University of Agriculture,</td>
</tr>
<tr>
<td>TURNITIN</td>
<td>Turn It In</td>
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<tr>
<td>UE</td>
<td>University Examination</td>
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CHAPTER ONE
INTRODUCTION

1.1 Background Information

Ardhi University (ARU) is a public institution of higher learning whose primary business is to advance learning and knowledge by teaching, research and consultancy service for improved quality of life of the Tanzanian people. With the acquisition of a status of a fully fledged university, a new Ardhi University Charter 2007; and a Corporate Plan 2009/10 – 2018/19, the University would like to become a centre of excellence and a valued member of the Global academic community. In that regard, the University would re-affirm its commitment to achieve the highest level of academic excellence in all its programmes and units by providing quality tertiary education, quality research, quality consultancy and public services that are commensurate with the pressing challenges of globalization at national, regional and international levels. This commitment is amply expressed in the Ardhi University Charter, 2007; Article 4 and 5 which provide the general objects and functions of the University respectively as hereunder described.

1.2 ARU Vision, Mission, Functions and Values

1.2.1 ARU Vision

The vision of ARU is to be a centre of excellence in seeking knowledge and disseminating it to a wide spectrum of beneficiaries at national, regional and global levels.

1.2.2 ARU Mission

The mission of ARU is to provide integrated teaching, research, and public services that are geared towards achieving sustainable social-economic development of Tanzania and the World at large.

1.2.3 ARU Functions

The main functions of ARU related to academic dishonesty are:

(i) To conduct quality and practice-oriented programmes at the Undergraduate and Postgraduate degree levels and where the need arises, conduct courses at the certificate and diploma levels;

(ii) To engage in applied research in various disciplines and use the results to improve teaching, learning and the provision of public service;
To provide consultancy and advisory services to the general public;

(iv) To promote effective and efficient Human Resource Management function at the University; and

(v) To employ modern library, technology and management techniques in the provision of training, research and consultancy services.

1.2.4 ARU Values related to academic dishonesty

In order for ARU to achieve its vision and mission, it subscribes to the following values:

1. Academic excellence and integrity ensured in line with the international benchmarks in teaching, research and consultancy services to the public, and ensure that the same is well recognized and forms an important part of the academic and organizational life of the institution.

2. Professional and ethical standards by upholding the highest professional standards and ethical behaviour, and through openness, honesty, tolerance and respect for the individual in all disciplines.

3. Equity and social justice by ensuring equal opportunity and non-discrimination on the basis of personal, ethnic, religious, gender or other social characteristics.

4. Public accountability by ensuring transparent decision-making and open review as well as the full participation of stakeholders in the development of the institution and major policy shifts.

5. Academic freedom by upholding the spirit of free and critical thought and enquiry, through the tolerance of a diversity of beliefs and understanding as well as fostering open exchange of ideas and knowledge amongst the staff and/or students.

6. Information and communication technology orientated – by application of ICT in enhancement of academic delivery and management.

7. Internationalisation through participation in the regional and global world of scholarship, by being receptive and responsive to issues within the international environment as well the enrolment of an increasing size of the international student body.

In addition to the above values, the ARU Corporate Plan 2009/10 – 2018/19 highlights directions and goals in response to existing as well as the anticipated challenges and opportunities. The critical elements of this Corporate Plan related to academic dishonesty are:

(i) Equity in students enrolment;
(ii) Teaching, research, innovation and publication and consultancy;
(iii) Application of quality assurance systems;
(iv) The use of ICT in teaching, library and research; and
(v) Good governance.

1.3 Rationale for the Policy on Academic Dishonesty at ARU
Academic dishonesty or academic misconduct is any type of cheating that occurs in relation to a formal academic exercise. It involves acts that may subvert or compromise the integrity of the educational process at the University level. Included is any act by which a student gains or attempts to gain an academic advantage for himself or herself or another by misrepresenting his or her or another's work or by interfering with the completion, submission, or evaluation of work.

ARU policy on academic dishonesty (ARUPAD) is an affirmation and clarification for members of the University of the general obligation to maintain the highest standards of academic honesty. The ARUPAD recognizes the general responsibility of all University members including students to foster acceptable standards of academic conduct and to be mindful of and abide by such standards. Academic honesty requires that persons do not falsely claim credit for the ideas, writing or other intellectual property of others, either by presenting such works as their own or through impersonation. Similarly, academic honesty requires that persons do not cheat (attempt to gain improper advantage in an academic evaluation, recycling academic materials for additional credit), nor attempt or actually alter, suppress, falsify or fabricate any research data or results, official academic record, application or document. So for the purpose of maintaining such standards, and due to the reason that ARU does not have policy for such purpose, this policy serves to ensure that academic standards at ARU are met through avoiding acts of academic dishonesty by students, lecturers and all members of the University.

1.4 Objectives of the policy
The main objective of this ARUPAD is to stipulate strategies to curb all matters relating to academic dishonesty at all levels of the University in order to foster academic excellence and integrity as a quality control measure.

1.5 Typology of Dishonesty Conduct

Students’ academic dishonesty: This is any type of dishonesty being committed by students in their day to day University life. It ranges from dishonesty while attending lectures,
fulfilling various assignments, sitting for both tests and final University examinations, receiving results and any other conducts a student does while at the University.

**Academic Staff dishonesty:** Includes improper grading of students' papers and oral exams, deliberate negligence towards cheating or assistance in cheating. This can be done for reasons of personal bias towards students (favoritism) or a particular viewpoint (intellectual dishonesty), for a bribe, or to improve the teacher's own perceived performance by increasing the passing rate. It is still occasionally done for matters of ego or to procure sexual favors (sexual harassment).

**Administrative staff dishonesty in academic affairs:** Includes favours an administrative staff provides to a student during registration, (e.g. putting qualifications that a student never had, etc) examinations preparations (e.g. showing examination questions to a student prior to exam time), results compilation (e.g. changing of original grades / results of a student in order to favour her / him etc) and release or any other favour against the University laws and/or policies that an administrative staff can provide to a student, It also includes alteration of documentation relating to the grading process, for example, changing examination solutions to negotiate for a higher grade or tampering with an instructor’s grade book.

**Professional (ethics) dishonesty in academic affairs:** This applies to both academic and administrative staff when they conduct business contrary to their professional requirements (ethics) in order to favour a student.

1.6 **Layout of the Document**

The document on Policy on Academic Dishonesty is divided into four chapters. Chapter one has given the introduction that contains ARU values related to academic honesty, rationale the policy, objectives and typology of academic dishonesty. Chapter two provides the SWOC analysis, while the major policy issues, policy statements and strategies for implementation are provided in chapter three. Handling of academic dishonesty cases is provided in chapter four while chapter five is on management arrangement of implementing the policy.
CHAPTER TWO
STRENGTHS, WEAKNESSES, OPPORTUNITIES AND CHALLENGES
(SWOC) ANALYSIS

Following survey conducted at ARU, the following details present an analysis of strengths, weaknesses, opportunities and challenges in regard to academic dishonesty at ARU.

2.1 Strengths

i. Existence of the University Quality Assurance Policy and Quality Assurance Bureau;
ii. Existence of University examination regulations;
iii. Existence of staff with integrity;
iv. Constitution of students’ government (ARUSO) to raise awareness on academic dishonesty;
v. Use of ARIS in the compilation and dissemination of final university examination results;
vi. ARU has a provision on academic dishonesty in its guidelines and procedures for the assessment of academic staff performance;
vii. Some forms of students’ dishonesty e.g. cheating in exams are always addressed in relevant meetings from departmental level, School/Institute to Senate and sometimes up to the University Council;
viii. Existence of the offices of the Director of Undergraduate Programme (DUP) and Director of Postgraduate Studies, Research and Publication (DPGSRP) helps to raise awareness on academic dishonesty;
ix. Existence of Integrity Committee;
x. Anti corruption policy is in place.

2.2 Weaknesses

i. ARU does not have a policy on academic dishonesty, this creates room for dishonest activities among both students, lecturers and administrative staffs;
ii. lack of remuneration and incentive scheme to staff, for instance in marking university examinations scripts, creating conditions for academic dishonesty;
iii. lack of a conducive study environment making students and or staff prone to acts of dishonesty;
iv. Inadequate space and ICT facilities tempting students and staff to conduct cheating;
v. The provision stated in the guidelines and procedures for the assessment of academic staff performance is not sufficient as it addresses matters relating to publication and promotion of staffs only;
vi. lack of robust and transparent system of processing examination papers making examination papers prone to leakage;
vii. Inadequate tools and mechanisms to enforce policies, by-laws, rules and regulations;
viii. The available regulations on dishonesty are often applicable during semester examinations; however there are a lot of acts of dishonesty during tests and assignments;
ix. Inadequate time for students to prepare for University Examinations (UE) and hence tempted to acts of dishonesty.
x. Compact / tight semester system where a lecturer / staff is occupied all the time living little time for attending to other matters. However, this goes together with the fact that some lecturers prioritize consultancies rather than attending classes;
xii. Inadequate number of invigilators during examination, e.g. one staff invigilating a class of more than 100 students;
xii. Tedious processes for probing when someone reports an act of academic dishonesty such as favours or cheating during examinations.

2.3 Opportunities
i. Existence of Tanzania Universities Council which accredits curricula;
ii. Use of external examiners in curriculum reviews and examinations;
iii. Availability of Handbooks for Quality Assurance in Higher Education developed by the Inter-University Council of East Africa e.g. Guidelines for External Program Assessment;
iv. Availability of software that can detect acts of plagiarism such as TURNITIN which is the leading academic plagiarism detector, utilized by teachers and students to avoid plagiarism and ensure academic integrity;
v. Various national and international policies and legislation that address academic dishonesty matters including professional ethical issues;

2.4 Challenges
i. Information and communication technology (ICT) has become one of the worldwide media to enhance commitment of academic dishonesty;
ii. Most universities have no policies on academic dishonesty to which experiences could be drawn from;

iii. The status and prestige of the teaching profession is deteriorating and thus not prioritised within the community;

iv. Inadequate resources, especially budget allocations that constrain putting up measures to curb and deter acts of dishonesty.
CHAPTER THREE

POLICY ISSUES, STATEMENTS AND STRATEGIES FOR IMPLEMENTATION

3.1 Cheating

Cheating can be explained in many ways. It amounts to: using unauthorized notes or other study aids during an examination; using unauthorized technology during an examination; improper storage of prohibited notes, course materials and study aids during an exam such that they are accessible or possible to view; looking at other students' work during an examination or in an assignment where collaboration is not allowed; attempting to communicate with another student in order to get help during an exam or in an assignment where collaboration is not allowed and or obtaining an examination prior to its administration.

Cheating may also be committed through altering graded work and submitting it for re-grading; allowing another person to do one's work and submitting it as one's own; submitting work done in one class for credit in another without the instructor's permission; obstructing or interfering with another student's academic work; unfair marking and grading by the lecturer; undertaking any activity intended to obtain an unfair advantage over other students. There have been some incidences of cheating where students have been caught with unauthorized materials in examination. Some students have also been caught submitting design works, which are not theirs.

Policy statement

(i) The University shall establish a system where students and staff will be periodically informed on the consequences of cheating.

Strategies

(i) The University will require Deans, Directors and Heads of departments to be responsible for informing students and all staff on cheating and other offences relating to academic dishonesty and their consequences. This shall be an annual event.

(ii) The School/examination office will ensure that the University Examination Regulations are abided to whereas mechanisms would be put in place to curb any type of cheating.
(iii) Appropriate actions will be taken by the University according to the existing University and Government policies, procedures and regulations should an act of cheating be confirmed.

3.2 Plagiarism

This connotes to the use, whether deliberate or unintentional, of an idea, phrase, or other materials from a source without proper acknowledgment of that source in a work for which the student or staff claims authorship; the misrepresentation of sources used in a work for which the student or staff claims authorship; the improper use of course materials in a work for which the student or staff claims authorship. It also connotes to the use of papers purchased online and turned in as one's own work signifying that the use of ICT has become a challenge worldwide as far as students’ and staff’s communication and cheating is concerned; submitting written work, such as laboratory reports, computer programs, or papers, which have been copied from the works of other authors or, with or without their knowledge and consent.

Policy statement

(i) The university shall put in place mechanism that ensures all staffs and students abide to proper citation or credit in every written documents / works a student or staff produces and / or presents.

Strategies

(i) The University will create an electronic database of all dissertations / research papers / any written works, established jointly between ARU and other Universities or by ARU alone where by all written works by students and University staffs shall be put to test by comparing it with the database to find if there is any plagiarism conducted and ensure that proper citation is done.

(ii) The University will use software, such as TURNITIN, to detect plagiarism.

(iii) The University will ensure that the participatory organs implements existing local and international policies and regulations for curbing plagiarism.

(iv) The University participatory organs shall put in place methods of avoiding plagiarism in written work by clearly indicating, either in footnotes or in the write up itself, the source of any major or unique idea or wording.
3.3 Improper research practices

One of the most important academic responsibilities at ARU is the generation of scholarly knowledge through research and creative activity. The necessity for the maintenance of ethical standards in research is self-evident. The value and benefits of research are vitally dependent on the integrity of research. Academic research includes the collection, analysis, interpretation and publication of information or data obtained in a scientific laboratory or in the field. Forms of improper research practices include, dishonest reporting of investigative results, either through fabrication, falsification; taking or using research results of others without permission or due acknowledgement; misrepresentation or selective reporting of research results or the methods used. It is also means plagiarism in proposing performing, or reviewing research or in reporting research results. Falsification is manipulating research materials, equipment or processes or changing or omitting data or results such that the research is not accurately represented in the research record. Research misconduct does not include honest error or differences of opinion. In some cases, staff and / or students have been found falsely reporting to have attended field work while he / she have not.

Policy statements

(i) Ardhi University and staff shall enforce the ARU research policy and other related regulations in the course of conducting research.

(ii) The University through its participatory organs shall device procedures that ensures honesty in all aspects of research, accountability in the conduct of research, ethical and professional courtesy and fairness in working with others and good stewardship of research on behalf of others.

Strategies

(i) Researchers will take responsibility for the trustworthiness of their research.

(ii) Researchers will take responsibility for their contributions to all publications, funding applications, reports and other representations of their research.

(iii) Researchers will disclose financial and other conflicts of interest that could compromise the trustworthiness of their work in research proposals, publications and public communications as well as in all review activities.

(iv) Researchers will report irresponsible research practices that undermine the trustworthiness of research such as carelessness, improperly listing authors, failing to report conflicting data, or the use of misleading analytical methods.
(v) The University will promptly establish a unit of enquiry whenever there are allegations of research misconduct in order to take appropriate actions including correcting the research record.

3.4 Dishonesty in Publication

It is a violation of academic honesty to knowingly publish information that will mislead or deceive readers. This includes the falsification or fabrication of data or information, as well as the failure to give credit to collaborators as joint authors or the listing as authors, others who have not contributed to the work. Some submitted works to department and schools have been found to use fabricated data. Also, some staff have published papers using students’ data without co-authoring or acknowledgement.

Policy statements

(i) The University schools, institutes, centres and staff shall ensure that all publications are prepared in the manner that they do not mislead readers.

(ii) The University academic units and staff shall ensure that all who contributed in the vent of any publication are acknowledged and / or cited properly.

Strategies

(i) Seminars and workshops on principles of publications will often be conducted by the academic and non academic units of the university.

(ii) Appropriate actions will be taken by the University according to the University Operational Policy and Procedures in Research and Publication in cases of dishonesty in publication.

3.5 Denying others Access to Information or Materials

Any act that maliciously hinders the use of or access to library or course materials; removing of pages from books or journals or reserved materials; removal of books from libraries without formally checking out the items; intentional hiding of library materials; refusal to return reserved readings to the library, delay to issue prospectus and other by laws to students. At ARU, there are some incidences of removing pages from books, the whole book or manuscripts from libraries and resource centers at the University. In other occasions borrowed books and other materials have not been returned in time or not returned at all. All of these are harmful to the conduct of University academic activities.
Policy statement

(i) The University shall make sure that all staff and students have access to academic information and that no one shall deny any other person access to any unclassified materials.

Strategies

(i) The University Prospectus, operational policies and procedures, and other university regulations will be made available to staff and students on the ARU website and/or produced in hard copies.

(ii) Cases of denying other people access to unclassified materials of academic nature shall be handled in accordance to the existing regulations.

3.6 Fabrication

Falsifying or inventing any information, citation, or data; using improper methods of collecting or generating data and presenting them as legitimate; misrepresenting oneself or one's status in the University; perpetrating hoaxes unbecoming to students in good standing or potentially damaging to the University's reputation or that of the members of its academic community of students and scholars. Staff and student have often fabricated in their writings especially in the area of citation due to lack of reliable recording system.

Policy statement

(i) The University shall put in place mechanisms that ensure that there is no fabrication in all produced works.

Strategies

(i) The University will establish electronic database system whereby all dissertations and other reports produced by students and staff at ARU can be scrutinized to identify fabricated materials.

(ii) The University will put in place mechanism that ensures all documents proved to contain fabricated information, citation, data or any other fabricated material are disqualified.
3.7 Bribery
This is a form of offering money, sex or any item or service to a School/Department member or any other person to gain academic advantage for oneself or another. At ARU, there have been some suspicious acts of misconduct, for example, the act of violation of the procedures in the assessment of dissertations and or marking of examination papers.

Policy statements
(ii) University shall ensure that no acts of bribery or sexual favours of any kind shall prevail within the university that will affect day to day academic operations.

Strategies
(i) The Anti-Sexual Harassment Operational Policy and procedures should be enforced;
(ii) The ARU Anti-Corruption Policy and the National Anti-Corruption Policy should be enforced. At any case where a University staff or student is proven to have offered or accepted bribe of any kind, he or she will be forwarded to a court of law;
(iii) The training program for staff has to be adhered to;
(iv) Seminars and workshops for awareness raising on issues pertinent to bribery should be organised.

3.8 Facilitating Academic Dishonesty
This is an act of aiding another person in an act that violates the standards of academic honesty; allowing other students to look at one's own work during an examination or in an assignment where collaboration is not allowed; providing information, material, or assistance to another person knowing that it may be used in violation of a course, departmental, or college academic honesty policies and/or providing false information in connection with any academic dishonesty inquiry. Some staff have been found to combine test one and two contrary to teaching procedures and assessment and sometimes giving only one assignment which is purported as two assignments. In some circumstances, sitting arrangement in examinations or tests has facilitated students to copy from their neighbor works.

Policy statement
(i) The University shall create mechanism that ensures firm conduct of academic integrity.

Strategies
(i) Institutional arrangement will be put in place to probe any student, academic and non-academic staff providing false information in connection with any academic
dishonesty inquiry, found to be copying, allowing or allowing student to copy from each other or providing any academic assistance against the University regulations.

(ii) The University shall device appropriate measures and tools that will forge honesty in academic matters.

3.9 Falsifying Records and Official Documents

This may be described as forging signatures or falsifying information on official academic documents such as drop/add forms, incomplete forms, petitions, letters of permission, or any other official University documents. In very rare circumstances staff have falsified examination results through the manual record system.

Policy statement

(i) The University shall develop control mechanisms to restrain staff and students from falsifying academic records and official documents.

Strategies

(i) ICT should be enhanced and used by the university in order to restrain staff and students from falsifying records and official documents

(ii) Suspects of falsification will be immediately reported to the Integrity Committee and investigation carried out promptly;

(iii) Provisions of national laws, examination regulations, students by-laws etc, will be applied to penalise the culprits of falsification;

(iv) Whenever necessary, culprits proved guilty by the University’s respective committees will be handed over to the court of law for criminal proceedings.

3.10 Misrepresentation

Students misrepresent their work by handing in the work of someone else pretending to be theirs, for instance handing in a paper of some body else which was already examined or another student do their assignments or sitting in an examination on their behalf. At ARU students have submitted others work by just substituting the cover page. Students have also submitted assignments which had been written by their colleagues. Also, some lecturers put their names in publications where they have not contributed at all.

Policy statement

(i) The University shall device methods and systems of eradicating misrepresentation.

Strategies
(i) The University will ensure that identity cards and examination numbers are used to bar students or anybody from sitting for someone else’s examination.

(ii) The University will device corrective measures so that a student or a University staff caught to be conducting an offence as stipulated above will repeat the work in order to ensure that there is no misrepresentation.

3.11 Obtaining Unauthorized Information

This is information obtained from unpublished materials; research and consultant reports which have not been officially allowed to be referenced. In some circumstances students and staff have referenced unauthorized materials for instance, in research and consultancy reports.

Policy statement

(i) The University shall develop mechanisms to ensure that all staff and students do not use unauthorized information in academic matters.

Strategies

(i) The university will device mechanisms of enabling reviewers or academic staff to curtail the use of unauthorized information.

(ii) The University will ensure that staff and students abide to intellectual property rights and University regulations and policies.

(iii) The University will ensure that trust is instituted to all staff and students.

(iv) The University will device a system to hasten the probing of students or staff caught using unauthorized materials.

3.12 Tendering of Information

Students or staff may give or sell their work to another person who plans to submit it as his or her own. This includes giving their work to another student or staff to be copied, giving someone answers to exam questions during the examination, taking an examination and discussing its contents with students who will be taking the same examination, or giving or selling a term paper to another student. Circumstantial evidences have indicated that staff and students had given each other information, for instance, final examination where students were caught with answers of all questions or staff have published papers using materials that belong to students or other staff without acknowledgement.

Policy statement

(i) The University shall put stern and strong penalties for anybody who will try to tender information dishonestly.
Strategy

(i) The University will implement measures including suspension, repeat of the said work or withdraw of submitted work to curb staff or students found guilty of tendering information dishonestly.

3.13 Nepotism (University staffs relationship with students)

Some University staff (lecturers and/or administrative) have relations with students such as a father/mother to daughter/son, wife / husband, religious, same ethnicity background, gender, political affiliation, friendships etc that might compromise quality academic service delivery or may lead to a student being favoured (nepotism) basing on the backgrounds stipulated above.

Policy statement

(i) The University shall develop mechanism to curb nepotism in the conduct of the University academic functions.

Strategies

(i) Declaration of interests by staff and students whenever there is a relationship between a lecturer / administrative staff and a student which might distract a staff’s ability to deliver quality academic services by favouring a student to whom he/she is related to;

(ii) Units of the University will identify and implement measures and tools for curbing nepotism.

(iii) Participating organs at the University shall follow University operational policies and procedures to punish persons who have violated codes of conduct.
CHAPTER FOUR
HANDLING OF CASES OF DISHONESTY PRACTICES

Suspected breaches of academic dishonesty will be investigated and charges shall be laid if reasonable and probable grounds exist. A student or a University staff who is charged with a breach of academic honesty shall be presumed innocent until, based upon clear and compelling evidence, a committee determines the student or staff has violated the academic honesty standards of the University. Finding of academic dishonesty shall lead to a range of penalties described in the next section of this policy and in other University regulations. In some cases the University regulations on non-academic discipline may apply. A lack of familiarity with the guidelines on academic dishonesty on the part of a student or staff does not constitute a defence against their application.

4.1 Measures to curb academic dishonesty

When verified, violations of academic honesty may lead to the following range of penalties, which may be imposed singularly or in combination for any offence. Table 1 displays penalties in ascending order of severity.

Table 1: Type of academic dishonesty and measures to be taken

<table>
<thead>
<tr>
<th>S/N</th>
<th>Type of dishonesty</th>
<th>Measure</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Cheating and fabrication</td>
<td>• Discontinuation from the University or suspension for a Definite Period by Senate, with transcript notation. Suspension is defined as a penalty of a variable but limited period during which the student is not allowed to attend lectures imposed for academic offences. A student who is otherwise eligible to graduate, but is suspended, shall not graduate until the suspension expires or is lifted. • Repeat of cheated work.</td>
</tr>
<tr>
<td>2</td>
<td>Plagiarism</td>
<td>• Discontinuation or suspension from the University for a Definite Period as will be decided by Senate or the University Council. Suspension is defined as a penalty of a variable but limited period during which the student or University staff is not</td>
</tr>
</tbody>
</table>
allowed to attend classes or work respectively imposed upon conducting a serious academic offence. A student who is otherwise eligible to graduate, but is suspended, shall not graduate until the suspension expires or is lifted.

- Repeat of work with proper citation, if it happens again in the repeated work then discontinuation will follow.
- Retraction of the work if already published.
- Demotion if staff was already been promoted.

<table>
<thead>
<tr>
<th>3.</th>
<th>Improper research practices</th>
<th>• Withdrawal of the said work</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.</td>
<td>Dishonesty in publication</td>
<td>• Withdraw or repeat of the said work with proper citation depending on the seriousness of the offence.</td>
</tr>
</tbody>
</table>
| 5. | Falsifying records and official documents | • Expulsion (Discontinuation) from the University with transcript notation. Expulsion is defined as permanently terminating a person’s right to continue as a student in the university. This penalty may be awarded by a school-level committee which is recognized by the university Senate as the responsible body to assign this penalty; however, the action will be approved by the Senate.  
• -An academic or administrative staff who assist in falsifying records and official documents shall be dismissed from work. |
| 6. | Bribery | • Suspension pending decision by the court of law; this is due to the reason that any act of bribery is a criminal offence decided by the court of law. |
| 7. | Denying others access to information | • Written disciplinary warning or reprimand.  
• Suspension will follow in case of repetition of the same offence. |
<table>
<thead>
<tr>
<th></th>
<th>Facilitating academic dishonesty</th>
<th>Charged according to the existing university regulations.</th>
</tr>
</thead>
<tbody>
<tr>
<td>9.</td>
<td>Misrepresentation</td>
<td>Repeat and representation of the one’s own work.</td>
</tr>
<tr>
<td>10.</td>
<td>Obtaining unauthorised information</td>
<td>Repeat of the said work.</td>
</tr>
<tr>
<td>11.</td>
<td>Tendering information</td>
<td>Suspension for the time which will be decided by the School level committee.</td>
</tr>
<tr>
<td>12.</td>
<td>University staff relations with students</td>
<td>Suspension which might lead to dismissal from work / studies in case of repeated offence.</td>
</tr>
</tbody>
</table>

### 4.2 Appeals

Appeals to any of the above measures (except the bribery case which should follow court procedures) shall be lodged to the Senate which will decide as it will see necessary.
CHAPTER FIVE
MANAGEMENT ARRANGEMENTS FOR IMPLEMENTING
THE POLICY ON ACADEMIC DISHONESTY

5.1 Implementation of the Policy on Academic Dishonesty
The existing institutional framework at ARU shall be responsible in implementing the policy. The main stakeholders who are to oversee the implementation of the policy include the University Council and the University Senate; Boards in Schools, Institutes and Centres; Academic and administrative departments; University staff and student community. Once the policy has been approved, the different stakeholders shall be required to ensure that it is implemented. A strategic action shall be prepared under the guidance of the Deputy Vice Chancellor of Academic Affairs; however, financial and human resources for implementing the action plan shall be obtained within the existing institutional framework of the University.

5.2 Monitoring, evaluation and review

In view of the envisaged rapid scientific and technological advances, this Policy on Academic Dishonesty shall continuously be monitored in order to determine its relevance and effectiveness in minimizing (or completely eliminating) dishonesty at ARU. Monitoring shall include backstopping and continuously getting invigilators’ reports from which all misconducts are extracted, well documented, and their trends statistically determined over a period of agreed time. This is an important basis for getting feedback so as to make timely decisions on its review.

Evaluation shall be carried out often in order to assess the impact of the policy implementation on curbing academic dishonesty at ARU. The result of the evaluation shall be used to measure success emanating from the guidance of this policy on academic dishonesty. Based on evaluations, and in consultations with stakeholders, ARU may revise its policy on academic dishonesty at any time.
ARU policy on academic dishonesty, which shall be dealing with issues that are very dynamic in nature, shall be reviewed as frequently as desirable. In normal circumstances, the reviews shall be carried out every four years.
APPENDIX 1: LIST OF DOCUMENTS REFERENCED


MU 2007: Mzumbe University, Examinations and students’ assessment criteria by laws, Morogoro, Tanzania.

Nipissing University, Policy on Academic Dishonesty,


Sokoine University of Agriculture (2007): The General University Examination Regulations for Undergraduate Degree Programmes, Morogoro, Tanzania.


