



**ELON MUSK**

UNIVERSITY OF EAST AFRICA

**Boundaries Erased- Knowledge Unleashed- Minds Empowered**

**The University's**

**Academic Integrity Policy**

**Version 1.0**

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## Foreword

It is with great commitment to academic excellence, ethical scholarship, and authentic learning that I present the **Academic Integrity Policy** of the **Elon Musk University of East Africa (EMUEA)**. This policy represents one of the foundational pillars upon which the University's academic culture, credibility, and educational vision are built.

At **EMUEA**, we believe that education is not merely the acquisition of certificates or completion of assessments, but the genuine development of knowledge, competence, professionalism, creativity, and responsibility. In a rapidly evolving world shaped by digital technologies, artificial intelligence, and distributed learning systems, academic integrity has become more important than ever. It is the safeguard that ensures learning remains meaningful, trustworthy, and transformative.

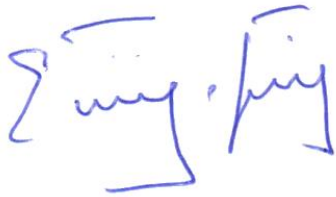
As a university founded on the philosophy of **Placement-Based Education for Impact (PBEI)**, **EMUEA** extends the concept of academic integrity beyond traditional classroom examinations into real-world practice environments, digital learning ecosystems, Impact Portfolios, research activities, and professional conduct within communities and workplaces. Our students are expected not only to demonstrate academic honesty, but also to embody ethical responsibility in practical and professional settings where their actions may directly affect individuals, institutions, and society.

This policy reflects our commitment to fostering a culture of honesty, fairness, accountability, originality, and ethical use of technology. It recognizes the opportunities presented by modern digital tools and artificial intelligence while simultaneously emphasizing the necessity of responsible and transparent use. **EMUEA** does not seek to restrict innovation; rather, we seek to ensure that innovation supports genuine learning rather than replacing it.

Importantly, this policy is not intended solely as a disciplinary framework, but also as an educational guide that promotes awareness, prevention, mentorship, and institutional responsibility. Academic integrity is a shared obligation among students, faculty, placement supervisors, administrators, and all stakeholders involved in the **EMUEA** learning ecosystem.

As **EMUEA** continues to pioneer innovative models of accessible, distributed, and impact-oriented higher education, maintaining strong academic integrity standards will remain essential to preserving the credibility of our programmes, the value of our qualifications, and the trust placed in our graduates by society.

I therefore encourage all members of the **EMUEA** community to uphold the principles and standards outlined in this policy with sincerity, professionalism, and responsibility.



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## I. POLICY FOUNDATIONS

### 1. Preamble

The Elon Musk University of East Africa (EMUEA) Academic Integrity Policy establishes the framework for ensuring that all academic work is conducted with **honesty, authenticity, and responsibility**.

As a university built on **Placement-Based Education for Impact (PBEI)** and digital learning systems, EMUEA recognizes that academic integrity extends beyond traditional examinations to include:

- Portfolio-based learning
- Real-world practice environments
- Use of digital tools and artificial intelligence

This policy ensures that all academic activities reflect:

- **Genuine understanding and effort**
- **Ethical use of resources and technology**
- **Respect for intellectual property and originality**

### 2. Purpose of the Policy

The purpose of this policy is to:

#### 2.1. Promote academic honesty

Ensure that all academic work reflects the student's own understanding and effort.

#### 2.2. Define academic misconduct

Clearly identify behaviors that violate academic integrity.

#### 2.3. Guide responsible use of technology

Provide standards for ethical use of digital tools and AI.

#### 2.4. Protect academic standards

Ensure fairness, credibility, and quality of academic outcomes.

## **2.5. Align with EMUEA model**

Integrate integrity into placement-based and portfolio-based learning.

### **3. Scope and Applicability**

This policy applies to all academic activities and stakeholders within EMUEA.

#### **3.1. Activities Covered**

- Coursework and assignments
- Continuous and final assessments
- Placement-based learning activities
- Impact Portfolios
- Research and academic writing
- Digital and online learning activities

#### **3.2. Stakeholders**

This policy applies to:

- Students
- Academic and administrative staff
- Placement supervisors (where applicable)
- External collaborators involved in academic activities

#### **3.3. Learning Contexts**

The policy applies across:

- Digital learning environments
- Physical placement settings
- Hybrid and distributed learning contexts

### **4. Definitions of Key Terms**

- **Academic Integrity:**  
Commitment to honesty, trust, fairness, respect, and responsibility in academic work
- **Academic Misconduct:**  
Any action that undermines the integrity of academic work
- **Plagiarism:**  
Use of another's work without proper acknowledgment
- **Collusion:**  
Unauthorized collaboration on academic work
- **Fabrication:**  
Making up data, information, or results
- **Falsification:**  
Manipulating or altering data or results
- **Contract Cheating:**  
Submitting work completed by another person or service
- **Artificial Intelligence (AI):**  
Digital tools capable of generating or assisting with content or analysis
- **Impact Portfolio:**  
Documented evidence of learning, activities, and outputs in placement-based learning

## 5. Core Principles of Academic Integrity

Academic integrity at EMUEA is guided by the following principles:

### 5.1. Honesty

All academic work must reflect **truthful and accurate representation** of effort and understanding.

### 5.2. Authenticity

Students must produce **original work** and demonstrate their own learning.

### 5.3. Fairness

All students must be assessed under **equal and consistent standards**.

#### **5.4. Responsibility**

Students and staff are responsible for **upholding integrity** in all academic activities.

#### **5.5. Accountability**

All stakeholders are accountable for their actions and subject to institutional policies.

#### **5.6. Ethical Use of Technology**

Technology, including AI, must be used:

- Responsibly
- Transparently
- Without undermining learning objectives

## **II. ACADEMIC MISCONDUCT**

### **1. Definition of Academic Misconduct**

Academic misconduct refers to any act that **undermines the integrity, authenticity, or fairness** of academic work.

Such acts violate EMUEA standards and compromise:

- Learning outcomes
- Assessment validity
- Institutional credibility

### **2. Plagiarism**

Plagiarism is the use of another person's work without proper acknowledgment.

#### **2.1. Forms of Plagiarism**

- Copying text without citation
- Paraphrasing without proper attribution
- Using ideas, data, or structure without acknowledgment
- Self-plagiarism (reusing one's own work without disclosure)

### **3. Collusion**

Collusion involves unauthorized collaboration between individuals.

#### **3.1. Examples**

- Working with others when individual work is required
- Sharing answers or solutions improperly
- Submitting similar or identical work

## **4. Contract Cheating**

Contract cheating involves submitting work completed by another person or service.

### **4.1. Examples**

- Paying someone to complete assignments
- Using third-party services to generate academic work
- Submitting work written by another individual

## **5. Fabrication and Falsification**

### **5.1. Fabrication**

- Creating false data, results, or evidence

### **5.2. Falsification**

- Altering or manipulating data, results, or records
- Misrepresenting findings or activities

## **6. Misconduct in Examinations and Assessments**

Academic misconduct in assessments includes:

- Cheating during exams
- Using unauthorized materials or devices
- Impersonation or allowing another to sit an exam
- Unauthorized access to assessment materials

## **7. Misuse of Artificial Intelligence (AI)**

EMUEA recognizes AI as a tool, but misuse constitutes misconduct.

### **7.1. Prohibited AI Use**

- Submitting AI-generated work as entirely one's own
- Using AI to bypass learning objectives

- Generating assessments without understanding

## **7.2. Misrepresentation**

- Failing to disclose AI use where required
- Presenting AI-generated content as original thinking

## **8. Misconduct in Placement-Based Learning (PBEI)**

Given EMUEA's model, misconduct extends to real-world environments.

### **8.1. Examples**

- Falsifying placement activities or logs
- Misrepresenting tasks performed
- Submitting fabricated Impact Portfolio entries
- Failing to engage while reporting participation

### **8.2. Professional Misconduct**

- Breach of confidentiality
- Unethical behavior in placement sites
- Misrepresentation of professional actions

## **9. Misconduct in Impact Portfolios**

Impact Portfolios must reflect **genuine learning and experience**.

### **9.1. Violations**

- Fabricating evidence or outputs
- Copying portfolio content from others
- Submitting unverifiable or false records

## **10. Aiding and Abetting Misconduct**

Individuals who assist others in misconduct are also in violation.

### **10.1. Examples**

- Providing work for others to submit
- Sharing answers during assessments
- Facilitating cheating or misrepresentation

## **11. Attempted Misconduct**

Attempting to commit academic misconduct is treated as misconduct.

### **III. PREVENTION AND PROMOTION OF ACADEMIC INTEGRITY**

#### **1. Institutional Commitment to Integrity**

EMUEA is committed to fostering a culture of **honesty, authenticity, and responsibility** in all academic activities.

##### **1.1. Integrity as a Core Value**

The University shall:

- Embed academic integrity in all programmes
- Promote ethical behavior in learning and practice
- Align integrity with the PBEI model and real-world responsibility

##### **1.2. Culture of Responsibility**

Integrity is promoted as a **shared responsibility** among:

- Students
- Faculty
- Placement supervisors
- Institutional leadership

#### **2. Student Education and Awareness**

Students must be actively educated on academic integrity.

##### **2.1. Orientation and Induction**

All students shall receive training on:

- Academic integrity principles
- Types of misconduct
- Ethical use of AI and digital tools
- Expectations in placement and portfolio work

## **2.2. Continuous Education**

Integrity education shall be:

- Integrated into modules and coursework
- Reinforced through feedback and mentoring
- Updated to reflect emerging challenges (e.g., AI use)

## **3. Assessment Design for Integrity**

EMUEA designs assessments to **reduce opportunities for misconduct.**

### **3.1. Authentic Assessment**

Assessments shall:

- Emphasize understanding and application
- Reflect real-world tasks and problem-solving
- Reduce reliance on rote memorization

### **3.2. PBEI-Aligned Assessment**

Placement-based learning inherently promotes integrity by:

- Requiring real-world engagement
- Linking assessment to observable practice
- Using supervisor validation and portfolio evidence

## **4. Responsible Use of Technology and AI**

EMUEA promotes ethical use of technology in academic work.

### **4.1. Guidance on AI Use**

Students must:

- Use AI tools as support—not substitution
- Disclose AI use where required
- Ensure understanding of all submitted work

## **4.2. Institutional Support**

The University shall:

- Provide guidance on acceptable AI use
- Update policies as technology evolves
- Promote digital literacy and critical thinking

## **5. Faculty and Supervisor Roles in Prevention**

Faculty and placement supervisors play a key role in maintaining integrity.

### **5.1. Faculty Responsibilities**

Faculty shall:

- Design assessments that promote authentic learning
- Provide clear instructions and expectations
- Detect and address potential misconduct

### **5.2. Supervisor Responsibilities (PBEI)**

Supervisors shall:

- Verify student engagement in placement
- Provide accurate feedback
- Support ethical professional conduct

## **6. Use of Detection and Verification Tools**

EMUEA may use tools to support integrity.

### **6.1. Detection Methods**

These may include:

- Plagiarism detection systems
- Portfolio verification mechanisms
- Supervisor validation reports

## **6.2. Ethical Use**

Detection tools shall be used:

- Transparently
- Fairly
- As part of a broader integrity system

## **7. Clear Communication of Expectations**

All expectations regarding academic integrity must be clearly communicated.

The University shall:

- Provide accessible policies and guidelines
- Clearly define acceptable and unacceptable practices
- Ensure students understand consequences of misconduct

## **IV. DETECTION, REPORTING AND INVESTIGATION**

### **1. Detection of Academic Misconduct**

EMUEA employs multiple mechanisms to detect potential academic misconduct.

#### **1.1. Sources of Detection**

Misconduct may be identified through:

- Faculty review of student work
- Supervisor reports from placement sites
- Plagiarism detection systems
- Portfolio verification and inconsistencies
- Reports from students or staff

#### **1.2. Indicators**

Possible indicators include:

- Unusual similarities between submissions
- Inconsistencies between performance and submitted work
- Implausible or unverifiable portfolio evidence
- Sudden unexplained changes in academic performance

### **2. Reporting of Suspected Misconduct**

All suspected cases must be formally reported.

#### **2.1. Who Can Report**

Reports may be made by:

- Faculty members
- Placement supervisors
- Students
- Administrative staff

## **2.2. Reporting Procedure**

Reports must:

- Be submitted through designated institutional channels
- Include relevant evidence or observations
- Be made in good faith

## **3. Preliminary Review**

All reports undergo an initial review.

### **3.1. Purpose**

The preliminary review aims to:

- Determine whether there is sufficient evidence
- Distinguish minor issues from serious violations
- Decide whether a formal investigation is required

### **3.2. Outcomes**

The case may be:

- Dismissed (insufficient evidence)
- Addressed informally (minor issues)
- Escalated to formal investigation

## **4. Formal Investigation**

Serious cases are subject to formal investigation.

### **4.1. Investigation Process**

The University shall:

- Review all relevant evidence
- Seek explanations from the student
- Consult faculty or supervisors

- Ensure impartial and objective evaluation

#### **4.2. Due Process**

The process must ensure:

- Fair hearing for the student
- Opportunity to respond to allegations
- Confidential handling of the case

#### **5. Decision-Making**

Decisions are made based on evidence and policy.

##### **5.1. Determination**

The University shall determine whether:

- Misconduct occurred
- The severity of the violation
- Appropriate action is required

##### **5.2. Documentation**

All decisions must be:

- Documented clearly
- Supported by evidence
- Recorded for institutional purposes

#### **6. Confidentiality and Protection**

All cases must be handled with confidentiality.

## **6.1. Confidential Handling**

The University shall:

- Protect the identity of involved parties
- Limit access to information
- Ensure privacy of records

## **6.2. Protection Against Retaliation**

Individuals who report misconduct in good faith must be protected from retaliation.

## **V. SANCTIONS AND DISCIPLINARY ACTIONS**

### **1. Principles of Sanctioning**

Sanctions for academic misconduct at EMUEA are guided by the principles of:

- **Fairness** – equal treatment for similar cases
- **Proportionality** – penalties aligned with severity
- **Consistency** – standardized application across programmes
- **Educational value** – promoting learning and correction

### **2. Levels of Academic Misconduct**

Sanctions are applied based on the severity of the violation.

#### **2.1. Minor Misconduct**

Examples:

- Inadequate citation
- Minor referencing errors
- Limited misunderstanding of academic standards

#### **2.2. Moderate Misconduct**

Examples:

- Significant plagiarism
- Unauthorized collaboration
- Misuse of AI without disclosure

#### **2.3. Serious Misconduct**

Examples:

- Contract cheating
- Fabrication or falsification of data
- Impersonation in assessments

- Falsified placement or portfolio evidence

### **3. Types of Sanctions**

Sanctions may include one or more of the following:

#### **3.1. Educational Sanctions**

- Requirement to redo the work
- Mandatory training on academic integrity
- Formal warning

#### **3.2. Academic Penalties**

- Reduction of marks
- Failure of the assignment or module
- Requirement to repeat the module

#### **3.3. Disciplinary Actions**

- Suspension from the programme
- Termination of enrollment (expulsion)

### **4. Aggravating and Mitigating Factors**

Sanctions may be adjusted based on context.

#### **4.1. Aggravating Factors**

- Repeated offenses
- Intentional deception
- Significant impact on assessment integrity

#### **4.2. Mitigating Factors**

- First-time offense
- Lack of understanding (in minor cases)
- Evidence of good faith

## **5. Sanctions in Placement-Based Learning**

Misconduct in placement settings is treated with heightened seriousness.

### **5.1. Examples**

- Falsifying placement logs or activities
- Misrepresenting professional actions
- Breach of confidentiality

### **5.2. Consequences**

May include:

- Failure of placement component
- Removal from placement site
- Programme-level disciplinary action

## **6. Sanctions for AI Misuse**

Misuse of AI is subject to sanctions aligned with severity.

### **6.1. Examples**

- Undisclosed AI-generated work
- Use of AI to bypass learning objectives

### **6.2. Consequences**

May include:

- Reassessment or failure
- Integrity training
- Escalation for repeated misuse

## **7. Record of Misconduct**

All confirmed cases of misconduct shall be recorded.

### **7.1. Purpose**

Records are used to:

- Ensure consistency in sanctioning
- Identify repeated offenses
- Support institutional accountability

## **VI. APPEALS AND REVIEW**

### **1. Right to Appeal**

Students have the right to appeal decisions related to academic misconduct.

#### **1.1. Grounds for Appeal**

Appeals may be made on the basis of:

- Procedural error in the investigation process
- New evidence not previously considered
- Disproportionate or inappropriate sanction

#### **1.2. Timeframe**

Appeals must be:

- Submitted within a defined period after the decision
- Accompanied by supporting evidence

### **2. Appeals Process**

#### **2.1. Submission**

Students must:

- Submit a formal appeal through designated channels
- Clearly state the grounds for appeal

#### **2.2. Review**

The University shall:

- Review appeals independently of the original decision-makers
- Consider all relevant evidence

### **2.3. Outcome**

The appeal may result in:

- Upholding the original decision
- Modification of the decision or sanction
- Reversal of the decision

### **3. Finality of Decision**

The outcome of the appeal shall be considered final within the institution.

## **VII. ROLES AND RESPONSIBILITIES**

### **1. Institutional Responsibilities**

EMUEA is responsible for:

- Establishing and enforcing academic integrity standards
- Providing systems for detection, reporting, and investigation
- Ensuring fairness, transparency, and accountability

### **2. Faculty Responsibilities**

Faculty members are responsible for:

- Designing assessments that promote integrity
- Detecting and reporting misconduct
- Supporting students in understanding integrity expectations

### **3. Student Responsibilities**

Students are responsible for:

- Producing original and authentic work
- Using resources and technology ethically
- Understanding and complying with this policy
- Reporting concerns where appropriate

### **4. Placement Supervisor Responsibilities**

Placement supervisors are responsible for:

- Verifying student engagement and activities
- Reporting inconsistencies or concerns
- Supporting professional and ethical conduct

## 5. Shared Responsibility Framework

Academic integrity at EMUEA is a **shared responsibility**, where:

- The institution provides governance
- Faculty ensure academic standards
- Students uphold honesty
- Supervisors validate real-world learning

## **VIII. IMPLEMENTATION AND REVIEW**

### **1. Policy Implementation**

This policy shall be implemented across all EMUEA academic activities.

Implementation includes:

- Integration into learning systems and assessments
- Alignment with Teaching, Learning, and Assessment Policy
- Communication to all stakeholders

### **2. Training and Capacity Building**

EMUEA shall provide training for:

- Students (academic integrity and AI use)
- Faculty (assessment design and detection)
- Supervisors (verification and reporting)

### **3. Policy Review Cycle**

This policy shall be reviewed:

- At least every five (5) years
- Earlier where necessary due to:
  - Technological changes (e.g., AI developments)
  - Institutional feedback
  - Regulatory updates

### **4. Continuous Improvement**

EMUEA commits to:

- Monitoring integrity cases and trends
- Updating policies and procedures
- Enhancing systems to prevent misconduct