

**THE ETHICS POLICY
OF SUNYANI TECHNICAL UNIVERSITY**

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FOREWORD

The SUNYANI TECHNICAL UNIVERSITY Ethics Policy has been drawn for the guidance of staff and students of SUNYANI TECHNICAL UNIVERSITY. The Ethics Policy is one way to show that the

Institution is serious about ethics and committed to fostering behaviour of high ethical standard among staff and students. Thus, The Ethics Policy provides a frame of reference for disciplinary action against erring members.

Ethical or unethical behaviour is not caused by any single factor. Rather, ethical or unethical behaviour is the result of the interaction of a person to a particular situation and the institution's environment. Since there is no single cause of unethical behaviour at work, it is not surprising that the Ethics Policy of Sunyani UNIVERSITY is neither comprehensive nor exhaustive in its coverage.

The purpose of the Ethics Policy is to support a culture of openness, trust, participation and integrity in teaching and management of student affairs. The Ethics Policy therefore requires the participation and support of staff as well as students of the UNIVERSITY. It is equally important for Deans of Schools, Heads of Department, Resident Tutors, Unit and Sectional Heads to take steps to ensure ethical behaviour in their sectors.

The UNIVERSITY is committed to working with students and other stakeholders to build a congenial environment for knowledge mobilization and knowledge transfer.

The UNIVERSITY is committed to conducting teaching and learning with the highest standards of moral and ethical conduct.

The UNIVERSITY is further committed to: the responsible use of UNIVERSITY assets; provide accurate, complete and timely information to students and about students; respect the confidentiality of financial and other information; act in good faith and exercise due sense and diligence in all it does; comply with all rules and regulations as prescribed in the Statutes; and to promote ethical behaviour among staff and students.

SUNYANI TECHNICAL UNIVERSITY will continue to include ethics in its

orientation of freshmen and women and emphasize institutional ethics in its training programmes for staff.

The Ethics Policy should not be regarded merely as a catalogue of offences and penalties, or a document which negatively constitutes restraint on members' freedom; but rather a document meant to ensure that favourable conditions are created for effective and efficient teaching, learning and research in the UNIVERSITY.

According to this Ethics Policy:

- All employees of the UNIVERSITY have the responsibility to ensure that teaching, learning and research are conducted with high standards and professionalism.
- Discrimination and harassment of any kind is not tolerated.
- The Policy operates within applicable laws of the State and the UNIVERSITY
- Alcoholism, occultism and all anti-social behaviours such as rape and "ponging" of new students are prohibited.
- Examination malpractices are unacceptable.
- Misappropriation of funds, association dues, bribery, fraud and other forms of corruption are not tolerated.

SUNYANI TECHNICAL UNIVERSITY is grateful to the Registrar, Assistant Registrars, Deans of Schools and Heads of Department, and especially Mrs. Victoria N. A. F. Adu who spent time to edit this policy document, and made useful suggestions that enriched the content of The Ethics Policy of SUNYANI TECHNICAL UNIVERSITY.

PROFESSOR KWASI NSIAH-GYABAAH
(FORMER RECTOR)

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CHAPTER ONE

INTRODUCTION

1.0 Brief History of SUNYANI TECHNICAL UNIVERSITY

SUNYANI TECHNICAL UNIVERSITY began as a Technical Institute in November 1967 to train middle school leavers in technical courses. In January 1997, Government upgraded the Technical Institute to a UNIVERSITY with statutory objectives and functions to provide career-focused training at the tertiary level.

From its historical beginnings to the present, the UNIVERSITY has experienced productive growth, in terms of space and student population. Currently, Sunyani UNIVERSITY offers the Higher National Diploma (HND) and Non-Tertiary Programmes in technical and vocational courses.

The main aims and objectives of the UNIVERSITY, according to the UNIVERSITYs Act 2007, Act 745, include:

- Provision of tertiary education through full time courses in the field of manufacturing, commerce, science, technology, applied social science, applied arts and such other areas or fields as may be determined by the authority responsible for higher education.
- Encouragement of the study of technical subjects at tertiary level.
- Provision of opportunities for skills development, applied research and publication of research findings.

1.1 Vision and Mission Statements

SUNYANI TECHNICAL UNIVERSITY is a public institution of higher learning that is committed to the provision of career focused education and training at the tertiary level with hands on experience and entrepreneurship development to fill the middle level manpower needs of the country.

The mission of the UNIVERSITY is to become a centre of excellence for the provision of career-focused practically oriented middle level manpower training for the socio-economic development of the region in particular and the nation in general.

1.2 Core Values

SUNYANI TECHNICAL UNIVERSITY believes that striving to be the 'primus inter pares' or the first among equals, the staff must demonstrate a high sense of dedication and commitment to teaching. The UNIVERSITY's success depends on the competence, responsiveness and the ability of staff to deliver and achieve academic excellence and professionalism. The core values of the UNIVERSITY are, thus:

- Excellence
- Competence
- Competitiveness
- Responsiveness and
- Professionalism

1.3 Our Beliefs

SUNYANI TECHNICAL UNIVERSITY believes that:

- i. Its students are more successful with the active support of their parents, employees and the Ghanaian community as a whole;
- ii. The diverse academic programmes available in the UNIVERSITY provide students with skills leading to positive results, responsible behaviour and excellent performance;
- iii. Its students and staff need a safe, secure and clean environment to promote teaching and learning;

- iv. The UNIVERSITY is accountable to itself and the UNIVERSITY community.

1.4 Equal Opportunity

The Ethics Policy provides equal opportunity for all irrespective of sex, age, religion, tribe and language. Males and females have equal opportunities to participate in all training and development programmes in the UNIVERSITY and are equal before the laws and regulations in the UNIVERSITY.

Although less serious penalties may be reserved for minor offences, abuse of the laws can lead to either a warning or outright dismissal.

1.5 The Meaning of Ethics

Ethics refers to “the principles of conduct” governing an individual or group (Valesquez, 1992; Walter, 1995; Kaltenheuser, 1998) and specifically the criteria that institutions, individuals and groups use to decide what the standard should be. General ethical principals often adopt the values of “doing positive good” and “the avoidance of harm” and these should be at the heart of any ethical consideration.

Ethical decisions always involve normative judgement (Valasquez, 1992). A normative judgement implies that something is good or bad, right or wrong, better or worse – *dos* or *don'ts*. Ethical decisions also always involve morality, which is society's (or an organisation's) accepted standards of behaviour: approved or disapproved ways of doing things. Violating moral standards may make one ashamed or remorseful. For example indecent dressing or body exposure which attracts adverse comments from friends and onlookers can be considered a moral issue.

Ethics – principles of conduct – are rooted in morality and therefore, decisions that make us feel ashamed or remorseful are unethical.

1.6 Ethical Behaviour in SUNYANI TECHNICAL UNI-

VERSITY

Both students and staff in SUNYANI TECHNICAL UNIVERSITY are expected to exercise good ethical judgement in carrying out their academic, professional and administrative duties.

Students face ethical dilemmas everyday. For example, one's best friend applies for accommodation on campus. He/she is given a room in one of the halls on campus. Instead of taking the offer, this friend hires a cheaper room in town and gives his/her room on campus to a freshman in need of accommodation at twice the official price of accommodation on campus. Does one expose this friend or condone and connive with the friend to cheat the school authorities and the freshman in need of accommodation?

Likewise, your best friend who sits next to you at lectures absents himself from classes because he/she has been busy doing other things. The UNIVERSITY has taken measures to enforce the rule which states that students who miss classes for a period of six weeks must either defer their course or consider themselves dismissed. Your best friend who is out of campus calls you on phone to sign the class roll for him/her. You know that your friend has an urgent problem to solve. You also know that the class is so large that you can sign up for your friend easily without being caught. The dilemma is whether to help your friend by signing up for him/her or give him up.

Day-in day-out, we take decisions which border on ethics.

Many actions and conducts of employees in the UNIVERSITY may similarly be unethical. For example, when an employee uses the office phone to make personal or business contacts without permission from his/her boss, or when a messenger uses the photocopier in the office to copy documents for sale and keeps the proceeds.

1.7 Aims and Objectives of the Ethics Policy

The Ethics Policy of SUNYANI TECHNICAL UNIVERSITY aims at setting specific standards that must be maintained, as well as provide required conditions to guide both workers and students to increase their output in the UNIVERSITY.

The main objective of the Ethics Policy, therefore, is to make workers more efficient at the workplace and ensure that workers improve upon their output; and to guide students to make appropriate moral decisions, for the development and growth of the UNIVERSITY.

The Ethics Policy is also designed to help every student in SUNYANI TECHNICAL UNIVERSITY to receive quality education in a friendly, orderly, safe and well-managed setting.

The Ethics Policy, thus, provides a uniform set of behaviour guidelines and consequences for all students and staff of the UNIVERSITY.

1.8 Summary

In a nutshell, the SUNYANI TECHNICAL UNIVERSITY Ethics Policy for the staff and students of the UNIVERSITY borders on:

- i. Compliance with all rules and regulations to enhance a disciplined and peaceful learning environment
- ii. Honesty and moral uprightness in all activities
- iii. Fairness in dealing with each other
- iv. Protection and ensuring proper use of the UNIVERSITY assets
- v. Respect and service to all regardless of sex, ethnicity and/or religion.
- vi. Responsibility and well-being of staff and students
- vii. Sustaining a clean and healthy environment for teaching and learning in the UNIVERSITY

viii. Disciplinary measures with members who contravene any section of the Policy

The Ethics Policy document is consequently made up of six chapters:

- Chapter One introduces the Policy;
- Chapter Two deals with ethics on Service Dispensation, Time management at the workplace, Service to the Community, the Maintenance and custody of UNIVERSITY Property and the Academic freedom of staff;
- Chapter Three concerns the conduct of students of the UNIVERSITY
- Chapter Four is about the conduct of staff of the UNIVERSITY
- Chapter Five is on the conduct of examinations in the UNIVERSITY and;
- Chapter Six is about communication, mutual respect, conflict management and resolution, sustaining a clean and healthy environment in the UNIVERSITY and other ethical concerns.

CHAPTER TWO

SERVICE DISPENSATION, TIME MANAGEMENT AND MAINTENANCE OF UNIVERSITY PROPERTY

2.0 Introduction

This chapter outlines the ethics associated with the dispensation of services, time management at the work place, dress code of workers, service to the community, the maintenance and custody of UNIVERSITY Property and academic freedom of staff.

2.1 ETHIC 1: Dispensation of services

- i. All staff and students of the UNIVERSITY are expected to act in accordance with the UNIVERSITY's regulations which apply to their particular activity.
- ii. All staff and students should be aware of ethical considerations and ensure that they act in an ethical manner when in any business of the UNIVERSITY.
- iii. Service providers in the UNIVERSITY should not unduly delay in the provision of services to their clients.
- iv. Workers must be guided by the concept of quality service delivery.
- v. Workers must always be on their seats
- vi. or service delivery points.
- vii. No officer should leave files unattended to for more than 48 hours.
- viii. The staff must attend to customers and students politely and time targets for attending to students should be specified.
- ix. Staff should politely explain reasons for delay in addressing specific issues
- x. Issues, especially complex ones, should be referred to the schedule officer promptly for action.
- xi. Failure on the part of a staff to perform an assigned

task may result in suspension from work, or other disciplinary action, decided by the superior of the staff or the Rector.

- xii. A suspension or dismissal letter shall be issued by the Rector.

2.2 ETHIC 2: Time Management at the Workplace

In any educational institution, workers and students should observe time management and report for work, lectures, and other official functions promptly.

- i. Staff and students must ensure punctuality and regularity to work and lectures.
- ii. Staff and students should not loiter in the corridors or on the campus during working hours.
- iii. Staff and students should strictly adhere to/observe time schedules on the academic calendar.
- iv. Examination questions, results and other academic reports should be submitted on schedule.
- v. All matters pertaining to ad hoc and special assignments should be handled within the specified period.
- vi. There should be specialisation and division of labour in work that involves processes.
- vii. Students who do not report for lectures promptly may face a two-week suspension from lectures (Ref: Students' Handbook)
- viii. All staff members who do not manage their time in terms of punctuality and regularity may face suspension or other disciplinary action decided by the superior/committee or the Rector.

2.3 ETHIC 3: Maintenance and Custody of UNIVERSITY Property

The maintenance, care and the overall protection of UNIVERSITY property should be the concern of every member of staff and student.

- i. Staff and students must ensure that computers, lights, air-conditioners, fans, etc (all electrical gadgets) are switched off before or when leaving the office or other rooms on campus .
- ii. Staff and students must keep offices, lecture rooms, hostels, toilets and all other facilities clean.
- iii. Staff and students must promptly report broken down equipment to the appropriate office.
- iv. Staff must ensure that offices are locked before leaving the office premise.
- v. Proper inventory must be taken yearly.
- vi. Property of the UNIVERSITY must be coded, labelled or numbered.
- vii. Waste of materials, (eg, paper, ink, etc) is to be reduced to the minimum.
- viii. Misuse of the UNIVERSITY's property including email, Internet and computers to engage in fraud, ("sakawa" or "419"), and pornography, constitute unethical conduct. The Internet and other facilities are intended to assist the academic staff to improve teaching, learning and research and for students to acquire new skills and knowledge.
- ix. Staff and students who cause damage to any UNIVERSITY property shall be made to pay for the damage.

2.4 ETHIC 4: Service to the Community

The UNIVERSITY is committed to being a responsible partner with the communities in the region, and is also committed to providing services that would reduce poverty and improve the wellbeing of the people.

- i. Service to the UNIVERSITY Community and its environs, the region and the nation as a whole is a criterion for promotion of all staff. Failure of any staff member to show documentary evidence of service to at least the communities may disqualify a member for promotion.

2.5 ETHIC 5: Academic Freedom

Academic freedom is a value which is cherished in SUNYANI TECHNICAL UNIVERSITY.

- i. Academic staff can carry out their scientific and scholarly work of research, teaching and publication without outside control and they are allowed to administer themselves within the laws and regulations of the 2007 UNIVERSITY Act.
- ii. While conducting research and other scholarly work, however, academic staff must not neglect their basic responsibilities. They must ensure that lecturing, setting and marking of examination scripts, and other official duties are well performed and on schedule.
- iii. Disciplinary action may be taken against academic staff who neglect their basic responsibilities of lecturing, setting and marking of examination scripts and other official duties while conducting research and other scholarly work.

CHAPTER FIVE

ETHIC 17: CONDUCT OF EXAMINATIONS AND MARKING OF SCRIPTS

5.0 Introduction

One of the core values of SUNYANI TECHNICAL UNIVERSITY is to achieve excellence by strictly enforcing the rules and regulations governing examinations. Examination is therefore one of the most important activities in the UNIVERSITY. This chapter deals with the ethics that must be adhered to in the conduct of examinations in the UNIVERSITY. The aim of this part of the policy is to prevent the occurrence of irregularity and malpractices in examinations in the UNIVERSITY.

5.1 Examination

An examination shall be conducted for each course to determine and describe the achievement of students over a whole range of knowledge, understanding, skills and attitudes for a programme or a course of study in the UNIVERSITY; and this shall account for 60% of the total marks.

5.2 Responsibility

The Central Administration through the Examinations Unit shall be responsible for the conduct of the end of semester examinations.

Academic Heads of Department and Deans of Schools shall act as supervisors and shall be present at the examination centres throughout the period of examinations.

Senior Members (Academic) and Senior Staff shall act as invigilators.

5.3 Period of Examination

The last two weeks of every semester shall be devoted for examinations.

5.4 Pre-Examinations Activities

- i. Heads of Department shall submit examination questions and detailed marking schemes to the Assistant Registrar (Academic) who shall forward them to the Examinations Unit ten (10) weeks before the commencement of the semester examinations.
- ii. The Examinations Unit shall forward the examination questions and detailed marking schemes to respective external examiners for moderation, eight (8) weeks before the commencement of the semester examinations.
- iii. All corrections/comments of external examiners should be duly effected before the commencement of the Examinations.
- iv. Examination timetable shall be published two weeks before commencement of examinations.
- v. The Examination Officer and/or his/her representatives shall ensure that the examination halls are tidy and desks are arranged serially with examination numbers before the commencement of each paper

5.5 The Nature of examination malpractices

The nature of examination malpractices which this Code of Ethics addresses include:

- i. Leakage or having fore knowledge of the questions.
- ii. Bringing foreign materials into the examination hall.
- iii. Seeking and/or receiving help from invigilators, lecturers, fellow candidates or other non-candidates
- iv. Collusion with other candidates—where a student is caught during examination passing notes for help from other students or receiving or giving assistance, talking with or colluding with other candidates to gain unfair advantage during an examination
- v. Impersonation
- vi. Using mobile phones or programmable calculators or any electronic communication device or material to gain unfair advantage during examinations.
- vii. Physical assault or an act of insubordination to any of the following examination officers: invigilators, supervisors and inspectors, before, during and after the examination.

CHAPTER THREE

CONDUCT OF STUDENTS OF THE UNIVERSITY

3.0 Introduction

Students of SUNYANI TECHNICAL UNIVERSITY are expected to behave in a responsible manner, respectful of the learning environment, inside the classroom and throughout the UNIVERSITY campus, to accomplish the core business of the UNIVERSITY: teaching and learning. This chapter therefore provides ethical principles that students need to observe in their conduct as students of the UNIVERSITY. These ethics include the general conduct of students, the responsibilities of students towards teaching and learning, academic misconduct of students, other discipline infractions, conduct in the library, substance abuse, bullying and the student dress code.

3.1 ETHIC 6: General Conduct of Students

All students enrolled at SUNYANI TECHNICAL UNIVERSITY are expected to conduct themselves well on campus and abide by the rules and regulations of the UNIVERSITY.

- i. Every student must read the Students Handbook thoroughly in order to help him/her to understand the operations of the UNIVERSITY and organise his/her life on campus. Every student must obey the rules and regulations specified in the Students' Handbook.
- ii. All students shall register with the UNIVERSITY at the beginning of each semester in order not to lose their student status.
- iii. Students shall settle their debts at the Accounts Department of the UNIVERSITY before they are registered.
- iv. All freshmen/women are compelled to attend the matriculation ceremony held at the beginning of each academic year. No student will be allowed to take any UNIVERSITY examination until he/she is duly matriculated.

- v. Students shall attend lectures, tutorials and practical classes specified for their programmes of study and shall also take part in all examinations required by their schools/ departments.
- vi. Students are expected to make themselves familiar with the regulations of the UNIVERSITY Library and abide by them.
- vii. Rape, occultism and other anti-social behaviour which affect academic work and create interpersonal problems are not entertained in the UNIVERSITY.
- viii. All students must abide by the Code of Ethics as approved by the UNIVERSITY.
- ix. Students who engage in any unacceptable behaviour, or violate any of these principles on the general conduct of students, shall be subject to disciplinary action (including possible suspension or dismissal) recommended by a disciplinary committee appointed by the Rector.

3.2 ETHIC 7: Substance Abuse

- i. Substance abuse, which includes the use of alcohol, drugs and other substances and smoking are major offences that attract expulsion from the UNIVERSITY.

3.3 ETHIC 8: Bullying

- i. Bullying especially "ponding" of fresh students during and after Matriculation Ceremonies is a form of harassment and assault that is punishable by the UNIVERSITY.
- ii. The UNIVERSITY does not accept liability for any injuries from "ponding" or other forms of bullying and shall hold any student or "group of students" liable to such offence.
- iii. Bullying and ponding constitute an unacceptable behaviour and those who engage in these practices would face a disciplinary action ranging from two week suspension to expulsion/dismissal from the UNIVERSITY.

3.4 ETHIC 9: Responsibilities of Students towards Teaching and Learning

- i. All students are expected to accept responsibility for their behaviour on SUNYANI TECHNICAL UNIVERSITY property (including lecture halls and hostels) and/or institutionally sponsored events.
- ii. All students are expected to attend lectures and other prescribed assignments, except when ill or otherwise lawfully excused, and shall be on time to all lectures or assignments.
- iii. Students must cooperate with all lawful and reasonable directives issued by the lecturer.
- iv. Students must establish and maintain a positive attitude towards learning.
- v. Students must attend lectures prepared with assigned work and appropriate learning materials.
- vi. Students must participate in group/team work to promote effective teaching and learning.
- vii. Students must establish an effective working relationship with colleagues in the lecture room.

- viii. Students must show respect for others and protect property of the UNIVERSITY.
- ix. Students must express opinions and ideas in a respectful and courteous manner.
- x. Students must refrain from using profane, insulting and threatening language or making inflammatory remarks.
- xi. All students must strive towards self-discipline and academic excellence.
- xii. Students who fail to act responsibly towards teaching and learning in the UNIVERSITY may be disciplined by a lecturer or may be subject to an action recommended by a disciplinary committee.

3.5 ETHIC 10: Academic Misconduct of Students

Academic misconduct of students in the UNIVERSITY are regarded as very grave since such behaviour incline to lower academic standards in the UNIVERSITY. Allegations of misconduct shall be dealt with in an unbiased and timely manner. Academic misconduct may include, but are not limited to, acts in the following categories:

3.5.1 Cheating

- i. Copying from another student's test paper or other assignment.
- ii. Allowing another student to copy from test paper or other assignment.
- iii. Claiming as one's own any work that is not one's own.
- iv. Cheating in examinations as specified in Ethic 20 (Conduct of Examinations) of this Policy.
- v. Collaborating, without authority, during a test with any other person.
- vi. Taking a test for someone or permitting another person to take a test for a registered student.
- vii. Stealing, buying or obtaining all or part of an unadministered test or any information about the

test.

- viii. Selling or giving away all or part of an unadministered test or any information about the test.
- ix. Unauthorized previewing of a test
- x. Changing, altering, or assisting in the changing and/or altering of a grade in the official academic records of the UNIVERSITY
- xi. Any of these cheating misconduct may lead to suspension or dismissal from the UNIVERSITY.

3.5.2 Fabrication

- i. Citing information not taken from the source indicated.
- ii. Listing sources not used in the academic exercise in the references/bibliography.
- iii. Inventing data or source information for academic exercises or research.
- iv. Any of these fabrication misconduct may lead to suspension or dismissal from the UNIVERSITY.

3.5.3 Plagiarism

- i. Submitting as one's own, another persons actual words, whether written or spoken (without giving credit to that person for his/her words).
- ii. Submitting as one's own, another persons ideas, opinion or theory even if it is completely paraphrased in one's own words (without giving the person the credit for his ideas, opinion or theory).
- iii. Submitting facts, statistics or other illustrative materials regardless of sources, without appropriate citation unless the information is common knowledge.
- iv. Any of these plagiarism misconduct may lead to suspension or dismissal from the UNIVERSITY.

3.6 ETHIC 11: Other Discipline Infractions

Students (and staff) of SUNYANI TECHNICAL UNIVERSITY are expected to behave well at all times in order to

make the vision, mission and core values of the UNIVERSITY achievable. This implies that any behaviour that disrupts efforts towards the achievement of these goals of the UNIVERSITY is unacceptable and would not be tolerated. Discipline infractions and other misconduct may include, but is not limited to the following.

- i. Actions or misbehaviours interrupting a student's right to learn or a teacher's efforts to teach.
- ii. Failure to abide by the UNIVERSITY rules, regulations and procedures.
- iii. Bothering other students, inappropriate or loud talking, defacing UNIVERSITY property, harassing students/ staff and/or verbal abuse.
- iv. Any act or behaviour that disrupts smooth academic work and/or violates the UNIVERSITY laws and regulations.
- v. Any behaviour which presents health hazards or safety risk to the student, his/her colleagues or a member of staff.
- vi. Any activity in residence or outside campus which is considered anti-social and which tends to bring the UNIVERSITY into disrepute.
- vii. Any of these discipline infractions or misconduct may lead to:
 - Warning
 - Suspension
 - Dismissal or expulsion from the UNIVERSITY

3.7 ETHIC 12: Conduct in the Library

- i. The SUNYANI TECHNICAL UNIVERSITY Library plays an integral role in the academic life of the UNIVERSITY. The Library is for research and study. In cooperation with the users of the Library, the Library staff are responsible for maintaining a calm and quiet atmosphere which is conducive to concentrated, deliberate study. This policy therefore ensures that the

- Library works effectively.
- ii. People (both students and staff) entering the Library agree to abide by this Ethic, to identify themselves by name, address and identity number when asked to do so by a member of the Library staff, and to comply with all other reasonable requests made by the Library staff.
 - iii. Library users are to observe absolute silence in and around the Library.
 - iv. Library users must, in accordance with the library regulations, keep/leave their bags, briefcases and attaché cases in the cupboard near the entrance of the Library.
 - v. Library users must submit all books and materials to the security checkpoint for scrutiny while leaving the Library.
 - vi. Books and other materials may be borrowed from the Library by presenting a valid Library card and following the prescribed procedures.
 - vii. Borrowers are responsible for all materials noted on the Library card issued to them and are expected to abide by all the rules regarding borrowing in the Library.
 - viii. Disturbance of library services, the academic environment of the Library, or another individual's studies is not permitted.
 - ix. Detaining, threatening, or abusing members of the Library staff or other users of the Library will not be tolerated.
 - x. All people are responsible for the appropriate and careful use of all Library property including books, materials, equipment, facilities and supplies; and must not write, remove pages, mark or underline sentences in library books or other materials.
 - xi. Mechanical and electrical equipment which is audible or disturbing to others (including typewriters, laptop computers, radios, walkmans, mobile/cellular phones) must not be used in the Library, except in designated

- areas.
- xii. Animals are not permitted in the Library.
 - xiii. Eating or drinking is not permitted in the Library.
 - xiv. Smoking is not permitted anywhere in or around the Library building.
 - xv. Photography, polling, interviewing, canvassing, soliciting, advertisements, selling, or giving away items in the Library must be authorized by the Librarian or designated Library staff.
 - xvi. Library staff have the authority to administer this policy on conduct in the library. Anyone failing to comply with any part of this policy or the reasonable directions of the Library staff is subject to immediate expulsion from the Library. Serious or repeated violations may result in suspension of library privileges and/or suspension/expulsion from the UNIVERSITY.
 - xvii. Anyone found with books, materials, or equipment which have been removed from the Library, without proper authorization, will be considered to be in possession of stolen goods and shall be dismissed from the UNIVERSITY.
 - xviii. Library users who mutilate, write on, mark and misappropriate library books and other materials shall be made to pay the current price of the books and also lose their entry and borrowing rights for one semester.
 - xix. Failure to return library books that have been borrowed shall result in a remind letter from the Librarian after which the borrower shall be made to pay twice the current cost of the book.
 - xx. All final year students are required to return their library books on the last Thursday preceding the second semester examinations or four days before the beginning of the second semester examinations.
 - xxi. The names of all such students shall be sent to their Deans and those who do not return their books by the stated period shall not be allowed to take their

final year examinations.

xxii. When a student has unpaid fines or other charges owing to the Library, the UNIVERSITY will not process further registrations and will withhold transcripts.

3.8 ETHIC 13: The Student Dress Code

The clothing one puts on communicates a lot about that person. A person's clothing may tell others who he/she is, what he/she is like, how he/she feels and what he/she would like to be. This implies a student's conduct is related to his/her clothing, and hence, Sunyani UNIVERSITY is directly concerned about the UNIVERSITY student's clothing. The appropriateness of a student's clothing for the school environment should prescribe the choice of clothing and grooming practices on each given day. All students are therefore expected to observe the following dress code.

- i. All students are expected to adhere to common practices of modesty, cleanliness and neatness; to dress in a respectful manner within the acceptable standards of the community and in such a manner as to contribute to the academic atmosphere.
- ii. Any clothing, accessories, symbols, jewellery, or other paraphernalia, which depicts or suggests association with a gang, secret society, or fraternity, shall not be brought to the UNIVERSITY, worn at the halls, or in any way be present at any UNIVERSITY event.
- iii. Any other considerations will be determined by the UNIVERSITY administrators. The administration shall have the right to consider any current fashion to determine its acceptability for wear in the UNIVERSITY.
- iv. Clarification regarding clothing should be obtained prior to wearing it in the UNIVERSITY; this can be obtained from the UNIVERSITY administration. Students in violation of this policy will be subject to disciplinary action as determined by the UNIVERSITY administration.
- v. The academic staff is charged with the responsibility of enforcing student dress code in the lecture rooms

as well as on campus. Administrators and other UNIVERSITY personnel share the same responsibility.

- vi. Any clothing, jewellery or accessories with decorations, patches, lettering, advertisements, etc, that may be considered obscene or offensive are not to be worn to lectures or anywhere on the UNIVERSITY campus. This includes any clothing, jewellery, accessories that may be used as weapons, accessories having drug or sexual emblems, tobacco or alcoholic beverage references or designs.
- vii. Form-fitting garments may only be worn with another layer of clothing, which meets the dress code.
- viii. Clothing that expose parts of the breast, stomach, inner or upper thighs, loins or panties is unacceptable.
- ix. Crop tops, tube tops halters and strapless dresses without jackets are unacceptable.
- x. Transparent and/or see through material is considered unacceptable. Shirts/tops must touch the waist of trousers/skirts at all times (ie when in movement, when arms are raised, and when in seated position, etc). Low-cut tops or blouses are inappropriate.
- xi. The length of a skirt/dress must be a minimum of half the distance between the fingertips and the top of the knee when the student's hand is fully extended down the side of the student's leg.
- xii. The minimum length of shorts/shirts must be no shorter than the tip of the longest finger when student's hand is fully extended down the side of the student's leg.
- xiii. Intentionally torn or cut/slashed pants/trousers are considered inappropriate. Manufactured boot-cut slits are unacceptable
- xiv. Seductive or provocative dresses (that expose parts of the breast, stomach or inner thighs) are unacceptable.
- xv. Students shall wear their trousers or overalls

- properly; the waist at the waist and no sagging.
- xvi. All students must wear shoes or some form of foot wear and must not walk bare-footed.
 - xvii. Hair should be kept neat, clean and reasonably styled.
 - xviii. Proper undergarments should be worn but not visible.
 - xix. Facial hair should be neat, clean, closely trimmed and not be a distraction to the learning environment.
 - xx. Pierced body ornaments are restricted to the ear.
 - xxi. Tattoos must not be visible. The UNIVERSITY reserves the right to restrict body piercings or tattoos that may reflect negatively on the UNIVERSITY.
 - xxii. Beads worn around the hips/waist must not be exposed.
 - xxiii. Religious exceptions must be cleared by the Rector.
 - xxiv. Academic gowns or formal/appropriate dresses shall be worn by students on occasions such as matriculation and congregation and any others specified by the Registrar.
 - xxv. Students who dress indecently would be referred to the Counselling Department for counselling in the first instance.
 - xxvi. Students who show no change after counselling and who fail to comply with the students' dress code of SUNYANI TECHNICAL UNIVERSITY may be suspended or subjected to other disciplinary actions.

3.9 ETHIC 14: Clubs and Societies

- i. Students shall have freedom of association; but certain clubs like secret societies/cults shall not be allowed to function in the UNIVERSITY.
- ii. Clubs/societies shall be approved and recognised by the Residence Committee. Only clubs/societies recognised by the Residence Committee shall be

- entitled to use the UNIVERSITY facilities.
- iii. Every club/society which collects or receives official fund must account for its financial operations in accordance with the UNIVERSITY Financial and Stores Regulations.
 - iv. Club/society secretaries are required at the beginning of each semester to submit through the Student Representative Council (SRC) to the Residence Committee a certified copy of their approved constitution and the particulars of principal officers and committee members.
 - v. Any club/society which does not follow the above procedures ceases to operate within the UNIVERSITY.

CHAPTER FOUR

CONDUCT OF THE UNIVERSITY STAFF

4.0 Introduction

This chapter attempts to spell out some specific commendable behaviours and practices that staff (both teaching and non-teaching) of the UNIVERSITY may carry out in their conduct as employees of the UNIVERSITY. The chapter also points out those practices that must be eluded. The ethics discussed in this chapter, thus, borders on the general professional conduct of staff, ethics of teaching, conduct of research and other scholarly activities, dress code of UNIVERSITY Staff and trouble-free working and learning environment.

4.1 ETHIC 15: General Professional Conduct of Staff

The Professional conduct of Academic and/or non-Academic Staff of the UNIVERSITY include the following:

- i. Discharge at all times their responsibilities, duties and roles with integrity, and observe the standards

- prescribed by the practice of their profession.
- ii. Not misuse their authority or office for personal gains such as collecting money from students in order to award them high marks during examinations or admission into a programme in the UNIVERSITY, or provide other unacceptable favours.
 - iii. Comply with the statutory regulations as prescribed in the UNIVERSITY Statutes, UNIVERSITY Law, and in the spirit of other relevant legislations.
 - iv. Attend lectures and official duties regularly, and avail themselves also for other work (apart from lecturing and their usual duties).
 - v. Lecturers, supervisors and support staff shall not offer assistance to students during examinations with the intent to cheat, or allow students to cheat during examinations.
 - vi. It is a serious offence or misconduct for anybody to leak internal or external examination questions to any candidate or person.
 - vii. Any deliberate omission by a staff of the UNIVERSITY such as stealing, falsification of records, students examination grades or marks or a deliberate misrepresentation of facts is a gross misconduct that may result in warning, reprimand, suspension with loss in salary, dismissal or prosecution.
 - viii. A staff of the UNIVERSITY shall not in the course of his/her duties disobey, disregard, or wilfully default in carrying out any lawful instruction from the Head of Department, Dean or Rector, or a reasonable order by the UNIVERSITY Council, Academic Board or any Committee having authority to give such order or instructions.
 - ix. No UNIVERSITY staff shall use illegal drugs in the UNIVERSITY or be found to be drunk while at work.
 - x. Any incapability of a UNIVERSITY staff caused by the use of illegal drugs or alcohol is a serious misconduct and a breach of discipline which is punishable by dismissal.

- xi. No UNIVERSITY staff shall directly or indirectly introduce students or encourage students to be involved in drinking, smoking and the use of illegal drugs.
- xii. It is misconduct and gross indiscipline for a staff to demand or receive a bribe before performing his/her normal duties to a student, colleague or the public.
- xiii. It is unlawful and gross misconduct for staff to accept bribes from applicants with the intent of influencing their admissions into the UNIVERSITY. Any staff or student of the UNIVERSITY who engages in such misconduct would be dismissed from the UNIVERSITY.
- xiv. Members of staff who contravene these general professional conduct would be suspended or dismissed or subjected to appropriate sanctions by the Rector, based on the recommendations by a Disciplinary Committee, as authorized in the Statutes of the UNIVERSITY.

4.2 ETHIC 16: Ethics of Teaching

The purpose of Ethic 16 is to provide a set of fundamental ethical principles to guide and define the professional responsibilities of the academic staff or teaching staff in the UNIVERSITY.

- i. The teaching staff of the UNIVERSITY must maintain a high level of knowledge of subject matter and ensure that course content is current, accurate, representative and appropriate.
- ii. In addition to knowing the subject matter, the teacher/ lecturer/ instructor must have the needed skills required to impart the knowledge to the students.
- iii. Topics the students are likely to find sensitive or discomfoting must be dealt with in an open, honest, and respectful way.
- iv. The paramount responsibility of the teacher/ lecturer/ instructor is to contribute to the intellectual development of the student, and to avoid actions

such as exploitation and discrimination that detract from student development. Thus, the teacher/ lecturer/ instructor must not engage in behaviours that include sexual or racial discrimination; derogatory comments towards students; taking primary or sole authorship of a publication, report or research conceptualized, designed, and conducted by a student collaborator; failure to acknowledge academic or intellectual debts to students; and assigning to students research work, that serves the teacher and is unrelated to the educational goals of the course.

- v. To avoid conflict of interest, a teacher/ lecturer/ instructor may not enter into relationships with students, that are likely to reduce the quality of student development or lead to actual or perceived favouritism on the part of the teacher/ lecturer/ instructor. This implies that it is the responsibility of the teaching staff to avoid entering into relationships such as sexual or intimate relationship with a current student; borrow money from students; give or accept from students gifts of significant value.
- vi. A teacher/ lecturer/ instructor must respect the dignity of colleagues and work cooperatively with colleagues in the interest of promoting student development.
- vii. Given the importance of assessment of students in UNIVERSITY education, it is the responsibility of teachers/ lecturers/ instructors to ensure that assessment of students is valid, open, fair and in line with the course objectives and grading system of the UNIVERSITY.
- viii. Teachers, lecturers/ instructors share a collective responsibility to uphold the mission, vision, beliefs and educational goals and standards of the UNIVERSITY.
- ix. It is a misconduct and gross indiscipline for a lecturer to absent himself/herself from a lecture without permission or reasonable excuse or cause. A lecturer/ instructor/technician leaving the UNIVERSI-

TY for duty elsewhere shall inform the Head of Department and/or Dean of his/her where about to facilitate his recall in an emergency.

- x. Members of the teaching staff who breach the principles outlined in the ethics of teaching would be subject to appropriate sanctions by the Rector, based on the recommendations by a Disciplinary Committee, as authorized in the Statutes of the UNIVERSITY.

4.3 ETHIC 17: Conduct of Research and Scholarly activities

SUNYANI TECHNICAL UNIVERSITY supports and encourages research work among students and the academic staff, and aims at maintaining high ethical standards in research and scholarship. However, the main responsibility of high standards of conduct in research and scholarship rests on the individuals carrying out the activities. The UNIVERSITY shall therefore actively promote the understanding of issues involved in integrity in research and scholarship through a variety of means including workshops and seminars and the dissemination of written materials. Allegations of the misuse or misconduct of research and scholarship shall be dealt with in a fair, unbiased and timely manner.

The UNIVERSITY shall expect all persons engaged in research in the UNIVERSITY to abide by the following principles:

- i. To use scholarly and scientific rigor and integrity to obtain, record and analyze data, and to report and publish results; not to fabricate or falsify data or results.
- ii. Recognize the substantive contributions of all collaborators; use unpublished work of other researchers and scholars only with their permission and/or with due acknowledgement; and use archival material in accordance with the rules of the archival source.
- iii. Ensure that authorship of published work includes all persons who have materially contributed to, and share responsibility for, the contents of the

publication, and only those persons.

4.3.1 Research Misconduct

- i. Misconduct in research includes, but is not limited to, any deviation from the principles outlined above.
- ii. The UNIVERSITY is responsible for investigating allegations of misconduct of research involving its researchers.
- iii. Allegations may be well-founded, honestly erroneous, mischievous or malicious. Whatever their source, motivation or accuracy, allegations of misconduct in research have the potential to cause great harm to the person accused, to the person making the accusation, to the UNIVERSITY and to research and scholarship in general. Such allegations therefore require prompt, effective action by the UNIVERSITY.

4.4 ETHIC 18: Dress code of the UNIVERSITY Staff

Professionalism as an educational institution is reflected by the appearance and manner of dressing of staff and employees. Consequently, the purpose of the dress code ethic for SUNYANI TECHNICAL UNIVERSITY staff is to encourage staff and employees of the UNIVERSITY to wear appropriate clothing that would promote a positive image of the UNIVERSITY while also allowing maximum comfort and flexibility towards good morale and respect for individuals in the UNIVERSITY.

- i. Staff (both teaching and non-teaching) of the UNIVERSITY must dress decently to work or for lectures.
- ii. The attire must be:
 - Neat
 - Simple
 - Presentable
 - Smart
 - Suitable and/or
 - Professional
- iii. Seductive or provocative dresses (that expose parts of the breast, stomach or inner thighs) are

- unacceptable.
- iv. Hair should be clean-cut and/or carefully styled. Messy hair dos are unacceptable.
 - v. Accessories such as jewellery and make-up must be simple or moderate and/or traditional.
 - vi. Shoes or other foot wear must be worn.
 - vii. The UNIVERSITY reserves the right to restrict body piercings or tattoos that may reflect negatively on the UNIVERSITY.
 - viii. Staff who do not comply with the dress code may be referred to the Counselling Department for counselling and subjected to disciplinary action by the Rector if the behaviour persists.

4.5 ETHIC 19: Trouble-Free Learning and Working Environment

SUNYANI TECHNICAL UNIVERSITY recognizes the right of students and employees to have a positive learning and working environment that is free of disruptive and intimidating behaviour. This environment includes all locations on and off campus where any activity may be scheduled under the backing of the UNIVERSITY. The following principles may therefore be observed to ensure a trouble free learning and working environment.

- i. Any behaviour that interrupts the learning environment and serves to obstruct, bring disorder or break the flow of continuity in an activity is unacceptable.
- ii. In a class or lecture room, only students who have been registered in that class, and/or guests who have been invited by the teacher/ instructor/lecturer are allowed to be present.
- iii. In other learning situations where the use of facilities is restricted to SUNYANI TECHNICAL UNIVERSITY students, an instructor/lecturer or other employee can ask non-students or non-employees to leave

and, if they fail to comply, can be removed with the assistance of the Security Department.

- iv. Any employee who supervises a learning environment is responsible for determining if that environment is being disrupted, and for taking action to eliminate disruptive and intimidating behaviour.

CHAPTER FIVE

ETHIC 20: CONDUCT OF EXAMINATIONS

5.0 Introduction

One of the core values of SUNYANI TECHNICAL UNIVERSITY is to achieve excellence by strictly enforcing the rules and regulations governing examinations. Examination is therefore one of the most important activities in the UNIVERSITY. Thus, this chapter is dedicated to examinations in the UNIVERSITY and deals with the ethics that must be adhered to in the conduct of examinations in the UNIVERSITY. The aim of this part of the policy is to prevent the occurrence of irregularity and malpractices in examinations in the UNIVERSITY.

5.1 Examination

An examination shall be conducted for each course to determine and describe the achievement of students over a whole range of knowledge, understanding, skills and attitudes for a programme or a course of study in the UNIVERSITY; and this shall account for 60% of the total marks.

5.2 Responsibility

The Central Administration through the Examinations Unit shall be responsible for the conduct of the end of semester examinations.

Academic Heads of Department and Deans of Schools shall act as supervisors and shall be present at the examination centres throughout the period of examinations.

Senior Members (Academic) and Senior Staff shall act as invigilators.

5.3 Period of Examination

- i. The last two weeks of every semester shall be devoted for examinations.

5.4 Pre-Examination Activities

- i. Heads of Department shall submit examination questions and detailed marking schemes to the Assistant Registrar (Academic) who shall forward them to the Examinations Unit ten (10) weeks before the commencement of the semester examinations.
- ii. The Examinations Unit shall forward the examination questions and detailed marking schemes to respective external examiners for moderation, eight (8) weeks before the commencement of the semester examinations.
- iii. All corrections/comments of external examiners should be duly effected before the commencement of the Examinations.
- iv. Examination timetable shall be published two weeks before commencement of examinations.
- v. The Examination Officer and/or his/her representatives shall ensure that the examination halls are tidy and desks are arranged serially with examination numbers before the commencement of each paper.

5.5 The Nature of examination malpractices

Examination offences include the attempt on the part of a candidate to gain unfair advantage, and breach of the Examination Regulations and Instructions to candidates include refusal on the part of the candidate to occupy an assigned place in the examination room, any form of communication with another candidate, possession of a book, paper or written information of any kind except as required by the rules of a particular examination, smoking, leaving an examination room without permission from the invigilator or refusal to follow instructions.

The following shall therefore constitute misconduct in an examination.

- i. Leakage or having fore knowledge of the questions.

- ii. Bringing foreign materials into the examination hall. This includes taking into the examination room, or possessing whilst in that room, any books, notes, handbags/wallets, cellular phone, brief cases, calculator covers or other materials which have not been authorized.
- iii. Written information or possessing written information, regardless of relevance, on any part of a candidate's body during the examination.
- iv. The use of any answer book, writing or blotting paper other than that supplied.
- v. Seeking and/or receiving help from invigilators, lecturers, fellow candidates or other non-candidates
- vi. Collusion with other candidates—where a student is caught during examination passing notes for help from other students or receiving or giving assistance, talking with or colluding with other candidates to gain unfair advantage during an examination
- vii. Impersonation at all examinations both internal and external are not permitted and a breach is punishable by dismissal or prosecution.
- viii. Using mobile phones or programmable calculators or any electronic communication device or material to gain unfair advantage during examinations.
- ix. Physical assault or an act of insubordination to any of the following examination officers: invigilators, supervisors and inspectors, before, during and after the examination.
- x. Such behaviour, as may in the view of the invigilator, influences the performance of candidates.

5.6 Examination Regulations and Offences

5.6.1 Absenting from Examination

A candidate who fails to be present at an examination without a satisfactory reason shall be

awarded a grade zero (0). The following shall not be accepted as reasons for being absent from any paper at the UNIVERSITY's Examination.

- i. Mis-reading of time-table
- ii. Forgetting the date and time of examination
- iii. Inability to locate the examination hall
- iv. Inability to rouse oneself from sleep in time of examination
- v. Failure to find transport
- vi. Loss of relative or
- vii. Pregnancy

5.6.2 Seating Arrangement

- i. Distance from left or right of a candidate should be 1.5 metres and from front or behind should be 1.2 metres. Each student shall sit at his/her designated desk marked with his/her registration number.
- ii. Any candidate who tampers with the seating arrangements in anyway and especially swaps index numbers shall be considered as having committed an examination malpractice.

5.6.3 Reporting

- i. Students are advised to report at the venue of the examination at least 30 minutes before the commencement of the examination.
- ii. Students should not enter the examination hall until they have been called in by the invigilators.

5.6.4 Lateness

- i. A candidate who is more than 30 minutes late shall not be admitted into the examination hall. Such a case should be fully reported to the Examinations Unit.

5.6.5 Identification of Candidates

- i. Each student shall display his/her ID card on his/her desk in the examination hall.

5.6.6 Other Instructions in the Examination Hall

- i. There shall be absolute silence in the examination hall during the examination.
- ii. Students should bring their own materials such as pencils, rulers, erasers, calculators, etc. It is an offence (examination malpractice) to exchange materials including calculators during the examination.
- iii. A student shall indicate his/her intention to talk to the Invigilator during the examination by raising his/her hand.
- iv. A student who wishes to use the washroom should be searched by the Invigilator(s) before and after the use of the facility.

5.6.7 Foreign materials

- i. A candidate shall not bring into the examination hall or to the washroom of the examination hall any "foreign materials". Foreign materials during examination include the following:
 - Books
 - Papers, notes, cribs, plain sheets
 - Other written information/documents
 - Programmable calculators
 - Mobile phones
 - Bags, wallets, purses,
 - Any other materials that will aid cheating
- ii. Such materials should be deposited at a designated point. Candidates, however, leave such items at their own risk. Supervisor(s)/invigilator(s) has/have the right to search candidates. Before the distribution of answer booklets and question papers, the invigilator should also announce to all candidates to deposit such items at the designated point.
- iii. If a candidate is found with any of the items listed

in 5.6.7i above, the item would be seized/confiscated and the case reported to the Examinations Malpractices Committee for investigation and sanction recommendations made to the Rector.

- iv. If a candidate is found with a mobile /cellular phone in the examination hall, the phone will be immediately seized/confiscated and would not be returned to the candidate even after the examination.

5.6.8 Communication

- i. A student should not communicate with another candidate, pass or attempt to pass information to another candidate or to be engaged in any similar activity.
- ii. A student should not disturb or distract any other candidate/invigilator during examination.

5.6.9 Drunkenness

- i. A student should not smoke or drink any alcoholic beverage at the examination hall or before the examination.

5.6.10 Handling of Answer Booklets

- i. At the end of each examination, candidates should ensure that they do not take away any answer booklet whether **used or unused** from the examination room. Possession of answer booklets by students at any time is an offence and a student shall be made to explain the origin of such document to the appropriate body.

5.6.11 Leaving the Examination Hall

- i. A candidate who finishes an examination ahead of time may leave the examination room after handing out his/her answer booklet to the invigilator. However, the candidate shall not be allowed to return to the examination room.
- ii. Candidates can leave the examination hall only after 30 minutes of the commencement of the

paper. Such students should leave the question paper and may come for it at the end of the paper.

5.6.12 Physical Assault

- i. A candidate/student shall not physically assault or act in an insubordinate manner towards an invigilator, supervisor, inspector, lecturer or examiner before, during or after an examination. Physical assault or insubordination towards and invigilator/ inspector/ lecturer/ examiner is a gross misconduct and a student who engages in such misconduct would be dismissed from the UNIVERSITY.
- ii. A candidate/ student shall not threaten or cause harm to anything belonging to an invigilator, supervisor, inspector, lecturer or examiner before, during or after an examination.

5.7 Examination Malpractice Sanctions

- i. A candidate/student who violates any of the examination regulations or commits any of the above offences shall be deemed to have engaged in examination malpractice.
- ii. In any instance of examination malpractice or offence a formal report shall be made to the Examinations Malpractices Committee as soon as practicable.
- iii. In any case of misconduct, the chief invigilator or his/her alternate shall write a report and submit to the Head of Examinations who will report to the Chairman of the Examinations Malpractices/ Disciplinary Committee. The Committee will investigate the matter and make recommendations to the Rector.
- iv. Engaging in examination malpractice may lead to suspension or dismissal from the UNIVERSITY.
- v. Depending on the gravity of the examination malpractice, penalties that may be recommended may include, but is not limited to;

- Withdrawal or expulsion
 - Rustication for a stated period
 - Cancellation of a paper
 - Suspension from the use of the UNIVERSITY services or facilities for a stated period
 - A written warning
 - A reprimand
 - An apology
 - A fine
 - Signing a bond of good behaviour
- iv. The Rector who is the Chief Disciplinary Officer shall decide the appropriate sanction based on the recommendations of the Examinations Malpractice Committee.

5.8 Instructions for Invigilators

- i. Invigilator/s shall collect the materials for the examination from the Examinations Unit. The materials should include:
- question paper (packaged and sealed)
 - required number of answer booklets
 - loosed ruled sheets
 - twine
 - pair of scissors
 - paper punch
 - attendance sheets
 - Envelopes for used answer booklets
 - Stapler
 - Examination Malpractice Report Forms
 - Plastic Envelopes (for examination malpractice evidence)
- ii. The invigilator/s shall arrive at the examination venue at least 30 minutes before the commencement of the paper.
- iii. When everything is set, students could be called in. Invigilator/s shall ensure that each student sits at the desk with his or her examination number.
- iv. Invigilator/s shall place one answer booklet on each

- marked desk.
- v. Invigilator/s shall announce to students to note and observe all the examination regulations.
 - vi. After a student or two have been invited to inspect and confirm that the package is intact, the invigilator/s shall open the package containing the question papers in the presence and in full view of the students.
 - vii. Invigilator/s shall give one (1) question paper to the examiner, who must be there, to inspect and check for any errors in the question paper.
 - viii. Invigilator/s shall distribute the question paper (face-down) on the desks.
 - ix. Invigilator/s shall allow five (5) minutes for students to read through the questions and for the examiner to announce corrections, if any.
 - x. At the exact time invigilator/s shall announce "**start work**" to the hearing of all.
 - xi. In the course of the examination, candidates shall be alerted of the time spent after half of the period and the last five (5) minutes to end the examination.
 - xii. The examiner shall leave the examination hall after the commencement of the paper.
 - xiii. Five (5) minutes into the examination, the attendance form should be filled.
 - xiv. A male/female attendant as appropriate shall accompany a student who wishes to use the washroom.
 - xv. Where the invigilator/s has/have reason to suspect a possible malpractice by a student who wishes to use the washroom, the invigilator shall search the student.
 - xvi. At the exact time, the invigilator/s shall announce "**stop work**" to the hearing of all and observe students as they leave the hall.

- xvii. The invigilator/s shall collect the answer scripts, check them against the attendance list and return them to the Examinations Unit. The invigilator/s shall ensure that all extra sheets are securely returned to the Examinations Unit.
- xviii. The invigilator/s should position themselves at vantage points in the hall and be very vigilant and occasionally walk to trouble points.
- xix. Under no circumstance should Invigilator/s fraternise with the candidates in the examination hall.
- xx. The invigilator/s shall write and submit to the Examinations Unit a report on any examination malpractice or any incident which occurred during the examination.

5.9 Marking of Scripts

- i. The examiner shall be responsible for marking the scripts.
- ii. The examiner shall record the scores on the score sheet provided by the Heads of Department and compute the total score by adding the continuous assessment component to the examination score.
- iii. The examiner shall submit the marked scripts, marking scheme and the score sheet to his/her Head of Department **one (1) month** after the end of the examination.
- iv. Heads of Department are expected to store and care for the marked scripts for a minimum of three years before disposing them off.

5.10 Consideration/ Publication of Results

- i. Heads of Department shall collate the results from the various examiners and compute the students' grades and Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA).
- ii. The various Departmental and School Boards shall

meet and correct all anomalies in the results.

- iii. The Academic Board shall meet and consider the results before they are published. Results that have not been considered by the departmental and school boards shall not be considered for publication.
- iv. In the event of an involvement of a member of staff in an examination malpractice, the Rector shall decide on appropriate sanctions based on the recommendations of the Examinations Malpractice Committee.

5.11 Request for Review of Examination Results

- i. Since teaching and learning is the core business of the UNIVERSITY, all teaching and non-teaching staff are expected to contribute to the successful conduct of examinations by performing their tasks as required and conducting themselves in a professional manner consistent with the institutions' vision, values and objectives.
- ii. A candidate who is not satisfied with the results of an examination may request a review by submission of an application to the UNIVERSITY Registrar, through the Head of Department, and on payment of a reviewer fee which shall be determined by the UNIVERSITY's Central Administration.
- iii. An application for review shall be submitted to the UNIVERSITY Registrar not later than twenty – one (21) days after the release of results and shall state the grounds for the review.

CHAPTER SIX

COMMUNICATION, MUTUAL RESPECT AND OTHER ETHICAL ISSUES

6.0 Introduction

The use of communication in all its forms will ensure the free flow of information and contribute immensely to the progress of every institution. Similarly, mutual respect amongst all workers irrespective of social, academic, professional and ethnic background is also essential in ensuring smooth social cohesion in the UNIVERSITY.

Likewise, since it is inevitable that any human grouping, like the UNIVERSITY, cannot exist without members either intentionally or unintentionally offending one another, it is important to manage all conflict situations to ensure peace and harmony in the UNIVERSITY. The UNIVERSITY finds it equally important to keep the UNIVERSITY surroundings and environment clean at all times to ensure safe and sound health for both students and staff of the UNIVERSITY.

In view of the above, this chapter outlines those parts of The Ethics Policy that dwell on communication, mutual respect, conflict management, safety, health and environment and other necessary ethical issues.

6.1 ETHIC 21: Communication

- i. The agreed mode of communication in the UNIVERSITY shall be:
 1. Written:
 - a) Memoranda
 - b) Letters
 2. Verbal
 3. Non-verbal
- ii. Members of staff and students should endeavour to use the defined channels of communication.
- iii. All staff and students should ensure that information of any kind is directed to the appropriate officer or person.
- iv. In all situations, members of staff and students

- should exercise civility, decorum and tact in all forms of communication.
- v. Superiors should clearly communicate output expectations to subordinates.
 - vi. All staff members leaving their offices or service point should make their whereabouts known to their superiors or subordinates.
 - vii. Students/ staff communicating with the press or outside establishments shall do so in their private capacity only.
 - viii. No student or member of staff shall communicate either directly or indirectly to the press or to any unauthorized person any official UNIVERSITY information without authority from the Rector or the Registrar.

6.2 ETHIC 22: Mutual respect

- i. Every member of the UNIVERSITY should be mindful of the spirit of teamwork and support for one another.
- ii. Every member of staff and all students must appreciate the opinions, initiatives, potentials, and contributions, etc, of others.
- iii. Every member of staff and student should give fair treatment to all.
- iv. Members of staff and students should share achievements and failures.

6.3 ETHIC 23: Conflict Management

Conflicts in the UNIVERSITY may arise from, but not limited to the following:

- Undefined job description
- Disregard of established channels of communication
- Disrespect for authority, self-centredness and greed

- Discrimination or favouritism
- Misuse of authority
- Gossiping
- Casting of insinuations
- Absence of mutual respect
- Sowing seeds of discord amongst fellow workers
- Misinformation or disinformation
- Jealousy or envy
- Neglect of one's job schedule
- Sexual harassment
- Any form of misunderstanding or disagreement

In view of the above:

- i. All workers and students shall avoid petty squabbles and open, physical or verbal assaults, both within and outside the UNIVERSITY campus.
- ii. Workers and students shall avoid gossiping, casting insinuations and teasing.
- iii. Friends and colleagues or superiors of aggrieved parties shall be used to settle petty differences.
- iv. A complaint shall be lodged with the immediate boss of any of the parties involved for amicable settlement.
- v. Cases of extreme magnitude involving workers in the UNIVERSITY shall be lodged with the Rector for settlement and counselling.
- vi. Apart from criminal cases, members of staff shall desist from dragging one another to CHRAJ, court and other related institutions.
- vii. The UNIVERSITY Counselor, Chaplain, Heads of Department and Deans may assist in the management of conflict in the UNIVERSITY.

6.4 ETHIC 24: Sexual Harassment

Sexual harassment has always been a problem in our educational institutions. Today, it is observed on

campus, in the lecture halls and in the hostels.

- i. All forms of violence perpetrated against males and females, which result in their sexual, physical or psychological harm is considered sexual harassment according to this Policy.
- ii. It is unlawful for a staff to demand sex from a student as a condition for passing examinations or receiving good grade, before, during and after examinations. This is a serious misconduct which is punishable by dismissal or termination of appointment from the UNIVERSITY.
- iii. Persons subject to harassment by students or staff can report to the authorities of the UNIVERSITY because it is the policy of the UNIVERSITY that sexual harassment will not be tolerated.
- iv. Staff or students involved in the offence of sexual harassment shall be expelled and consequently handed over to the police

6.5 ETHIC 25: Safety Health and Environment

It is a belief of the UNIVERSITY that students and staff need a safe, clean and healthy environment to promote efficient and effective teaching and learning. The UNIVERSITY therefore encourages all students and staff to be responsible for maintaining a clean and healthy environment. Thus:

- i. It is the responsibility of all students and employees to ensure that all rooms, offices, classrooms/lecture halls, hostels and the UNIVERSITY compound is clean at all times.
- ii. Students and staff shall not litter the offices, classrooms/lecture rooms, hostels, compound or any part of the UNIVERSITY.
- iii. Students and staff shall place all forms of rubbish and garbage in dustbins provided in the UNIVERSITY.
- iv. The UNIVERSITY shall abide by all the regulations

and requirements of the Ghana National Fire Service (GNFS), The Environmental Protection Agency (EPA) and the Ghana Standards Board (GSB) necessary to ensure the safety and security of staff and students, as well as all UNIVERSITY Property.

- v. Students or staff shall not defecate or urinate indiscriminately on the UNIVERSITY campus but shall use the lavatories provided for such purpose.
- vi. Students and staff who breach this safety, health and environment ethic shall be subjected to disciplinary action recommended by the authorities or the Rector.

6.6 ETHIC 26: Other Ethical Situations

The following behaviours shall not be tolerated by the UNIVERSITY, and students or staff who engage in such behaviours shall be subject to disciplinary actions by the Rector of the UNIVERSITY.

- i. Inappropriate public display of affection or sex.
- ii. Solicitation of immoral or illegal acts.
- iii. Possession or using illegal drugs such as cocaine, marijuana, heroine, etc.
- iv. Participating in dishonest deceitful activities.
- v. Altering records or forging signature.
- vi. Using the internet for pornographic films or photographs
- vii. Using the internet for illegal activities, (e.g. sakawa).
- viii. Defiance of authority
- ix. Stealing or theft
- x. Fighting
- xi. Gambling
- xii. Using profane language

- xiii. Obscene gestures or actions
- xiv. Possession of guns or ammunitions or any object which could be used for the purpose of a weapon to intimidate or harm people.
- xv. Sexual harassment including physical contact.
- xvi. Engaging in sexual misconduct.
- xvii. Inciting others to violence.
- xviii. Violating copyright laws.
- xix. Forming unapproved organizations, secret societies or cult which advocate disruptive behaviour.
- xx. Blocking the entrance, exit or passageway of lecture halls and other UNIVERSITY buildings.
- xxi. Bullying others
- xxii. Engaging in an assault.
- xxiii. Engaging in gossiping about others.
- xxiv. Intentional exposure of private body parts.
- xxv. Being under the influence of alcohol.
- xxvi. Rioting, group disobedience or disturbance.
- xxvii. Any of the above misbehaviours may lead to;
 - Warning
 - Suspension
 - Dismissal from the UNIVERSITY

6.7 ETHIC 27: Strikes and Demonstrations

- i. Strikes and demonstrations are permissible. However, staff, students, associations and unions shall not involve themselves in strikes, riots, demonstrations without recourse to the due process.

6.8 ETHIC 28: Disciplinary Matters

- i. All members of the UNIVERSITY, including the teach-

ing and non-teaching staff and students, shall be subject to such rules regulating the conduct of staff and students as may from time-to-time be made by the Academic Board and approved by Council.

- ii. Disciplinary matters affecting students shall be referred to the Disciplinary Committee, which will investigate the matter and make recommendations to the Rector for necessary action.
- iii. Disciplinary matters affecting senior members of the Academic Staff would be handled by a committee of Council which will make recommendations to Council.

6.9 ETHIC 29: Use of UNIVERSITY Transport by Staff

- i. Staff members shall be required to submit a written application to the Rector, seven days, before the date of the journey, for consideration.
- ii. Each request must contain the following:
 - Purpose and destination of the journey
 - The period when the transport will be required
- iii. If the transport is required solely for a personal purpose, the applicant must buy fuel and bear the accommodation and feeding cost of the driver of the vehicle throughout the travel period.

6.10 Other steps to foster Ethics in SUNYANI TECHNICAL UNIVERSITY

Fostering ethical behaviour is not the responsibility of management alone. The Students Representative Council (SRC), UNIVERSITY Teachers Association of Ghana (POTAG), UNIVERSITY Administrators Association of Ghana (PAAG), Teachers and Educational Workers Union (TEWU), and all stakeholders have a role to play. All campus-based associations should educate their members to recognise ethical dilemmas and how to solve them. They are also encouraged to devel-

op
formal codes of ethical conduct and enforce them.
Management is committed to ethical conduct and will
continue to enforce moral values in the UNIVERSITY.

6.11 Conclusion

It is hoped that this Code of Ethics would help improve the conduct of staff and students of the UNIVERSITY to promote teaching, learning and research, and also help the UNIVERSITY achieve Academic excellence and professionalism.

Amendments and additions to this Ethics Policy may be made by the approval of the Academic Board on recommendations of the Research and Development and Quality Assurance Officers.

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COMPLIMENTS

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