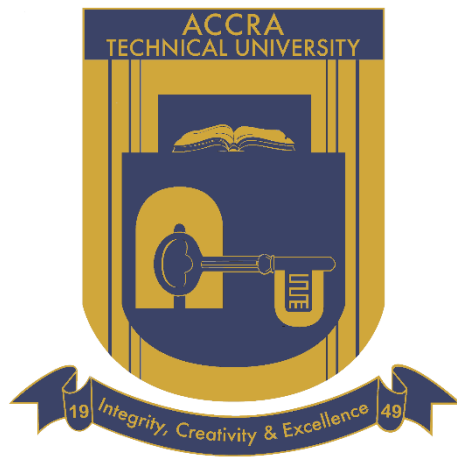


ACCRA TECHNICAL UNIVERSITY



POLICY ON ETHICS

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SUMMARY DETAILS TABLE

Version	1.0
Short description	Policy for ensuring the highest standards of professional integrity among staff and students, and in the execution of all Technical University functions.
Relevant to	All staff and students and stakeholders.
Issuing Authority (Approved by)	These Guidelines have been approved by Council.
Responsible officer	Technical University Registrar
Responsible office	Registry
Date Approved	Monday, May 23, 2016
Date(s) modified	
Next scheduled review date	1st, April, 2018
Related Technical University documents	Technical University statutes, conditions of service, code of ethics for senior members/ senior staff/ junior staff
Related legislation	Labour law, Technical University Act, Narcotic Drugs (Control, Enforcement and Sanctions) Law: 1990 (PNDCL 236)
Key words	Ethics, Conflicts, Sexual Harassments

SECTION ONE

1. DEFINITION OF TERMS

- | | |
|---------------|---|
| Ethics | - Moral principles that govern a person's behaviour or the conducting of an activity |
| Collaborators | - A person or organisation who works jointly on an activity or project with the Technical University. |

SECTION TWO

2. POLICY

2.1. POLICY STATEMENT

Accra Technical University shall maintain the highest standards of professional integrity in ethical, social and environmental issues arising from its activities in order to provide a healthy living, studying and working environment in the Technical University and positive benefits to the Technical University's stakeholders.

2.2. PURPOSE

To provide a framework to ensure that ethical standards are upheld by members of the Technical University community in carrying out their functions, and by our stakeholders in their dealings with the Technical University.

2.3. SCOPE

This policy shall apply to all members of the Technical University community and to anyone who deals with the Technical University.

2.4. PRINCIPLES

2.4.1. Professional Conduct

All members of the Technical University community shall

- 2.4.1.1. uphold academic integrity, demonstrate social and personal responsibility and accountability for one's actions and inactions and ensure compliance with policies of the Technical University.
- 2.4.1.2. conduct their work in a thoroughly professional manner to the benefit of all stakeholders of the Technical University.
- 2.4.1.3. not claim knowledge, competence or qualifications they do not possess.
- 2.4.1.4. take every precaution to ensure that their views are not subject to misrepresentation, and to take steps to correct them.
- 2.4.1.5. Respect and treat all individuals fairly and equitably, respecting different views.

2.4.2. Teaching

In its teaching the Technical University shall;

- 2.4.2.1. Bring all its knowledge to the design, delivery and assessment of all its teaching programmes.
- 2.4.2.2. Describe clearly and appropriately the level and content of all courses.
- 2.4.2.3. admit only students who meet the prescribed admission requirements.
- 2.4.2.4. Not discriminate on the basis of race, colour, nationality, ethnicity, religious views, sexuality/gender, disability or marital status.
- 2.4.2.5. Assess fairly and honestly performance of all students and maintain honest feedback to students concerning their progress.
- 2.4.2.6. Not tolerate sexual harassment or abuse of or by students.

2.4.3. Research

In research the Technical University and its collaborators shall:

- 2.4.3.1. Not falsify data.
- 2.4.3.2. Not tolerate plagiarism.
- 2.4.3.3. disclose any case of conflict of interest.
- 2.4.3.4. not mislead potential subjects to participate in research.
- 2.4.3.5. not mislead the public as to ascription of authorship.
- 2.4.3.6. not obtain funding from two or more institutions for the same project or activity without notifying the funding sources.
- 2.4.3.7. not use funds obtained for the purpose of carrying out research.
- 2.4.3.8. not fail to disclose to the Technical University payments for conducting research.
- 2.4.3.9. not fail to safeguard the rights of human subjects as set out in the appropriate Code of Practice.
- 2.4.3.10. not handle animal subjects in an inhumane manner or in a manner not in conformity to appropriate code of practice.
- 2.4.3.11. Not improperly handle or dispose harmful chemicals, micro-organisms, and radioactive agents, in a manner, which may pose a risk to the researcher, the community, or the environment.

2.4.4. Academic Integrity and Plagiarism

Accra Technical University expects members to be responsible for acknowledging the use of other people's words, research results ideas, and methodologies.

Plagiarism involves the following;

- 2.4.4.1. Publishing written materials without acknowledging the source.
- 2.4.4.2. Deliberate attribution to, or citation of a source from which the reference was not made.

Plagiarism and cheating are attacks on the very foundation of academic life, and shall not be tolerated.

2.4.5. Support Services

In the delivery of its support services the Technical University shall:

- 2.4.5.1. Endeavour to deliver prompt quality service at all times;
- 2.4.5.2. treat all client (s) fairly;
- 2.4.5.3. Endeavour to give value for money;
- 2.4.5.4. Project at all times a caring image of the Technical University; and
- 2.4.5.5. Not take bribes from members of the public to influence any of its decisions.

2.4.6. Academic Dishonesty

- 2.4.6.1. Any member of the Technical University shall make known to the appropriate authority, any acts of academic dishonesty.
- 2.4.6.2. The following shall constitute academic dishonesty:
 - 2.4.6.2.1. Attribution and submission of the works of others as own;
 - 2.4.6.2.2. Offering support to a person or individual who is expected to work independently;
 - 2.4.6.2.3. Receiving support from a person or individual when it is expected that the individual would work independently;
 - 2.4.6.2.4. Deliberately attempting to influence or falsify an examinations mark, academic grade or record;
 - 2.4.6.2.5. Staff accepting bribes from students or students offering bribes to staff in order to award or change examinations marks;
 - 2.4.6.2.6. Not abiding by examination rules and regulations;
 - 2.4.6.2.7. Submitting of materials for academic evaluation that have been prepared by another person;
 - 2.4.6.2.8. Students and/or staff soliciting for examinations marks or grades; and
 - 2.4.6.2.9. Unauthorized collection of monies from students.

2.4.7. Sanctions for Academic Dishonesty

2.4.7.1. Students

Students who engage in academic dishonesty shall be sanctioned according to the rules and regulations on Examinations Malpractices.

2.4.7.2. Staff

Staff who engages in academic dishonesty shall face the following sanctions:

2.4.7.2.1. Outright suspension or dismissal when the acts involve falsification of documents, aiding and abetting, extortion of moneys from students to award marks, demanding sex from students for marks, leaking examination questions.

2.4.7.2.2. Any sanctions applied shall be in accordance with the Statutes of the Technical University.

2.4.8. Other forms of misconduct

This involves any act that violates the laws of the Republic of Ghana or brings the image of the Technical University to disrepute and includes but not limited to the following:

2.4.8.1. Contempt

2.4.8.1.1. Failure to comply with a written directive issued by appropriate authority.

2.4.8.1.2. Shallingly violating the terms of any disciplinary sanction imposed including failure to complete sanctions by the deadline.

2.4.8.2. Concealing Identity

- i. Failure to submit identification upon request.

2.4.8.3. Harassment

- i. Harassment is any unwelcome comments (written or spoken) or conduct which violates an individual's dignity and/ or creates an intimidating hostile, degrading, humiliating or offensive environment.

2.4.8.4. Theft

- i. The unlawful taking or use of the Technical University or another person's property.
- ii. Violation of the copyright laws.

2.4.8.5. Proclamation of False Information

- 2.4.8.5.1. Intentionally furnishing oral or written false information about the Technical University or any member of the Technical University to the public in order to give a bad image to the Technical University.
- 2.4.8.5.2. Forgery or deliberate misrepresentation, unauthorized alteration, unauthorized use of Accra Technical University document or instrument of identification including but not limited to, letterheads, reports, certifications, ID cards.

2.4.8.6. Sexual Misconduct

- 2.4.8.6.1. Sexual assault; and
- 2.4.8.6.2. Sexual contact when the perpetrator knows or shall know that the behavior is offensive to the other person.

2.4.8.7. Bad Classroom Behaviour

- 2.4.8.7.1. Moving furniture outside the classrooms without authorization;
- 2.4.8.7.2. Disturbing when lectures are ongoing;
- 2.4.8.7.3. Disrupting lectures; and
- 2.4.8.7.4. Disrupting academic or administrative functions.

2.5. Alcohol Abuse

- 2.5.1. Only authorized agents of alcohol companies by the Technical University shall sell alcohol on campus.
- 2.5.2. Consumption of alcohol by persons under the age of 18 is illegal. Individuals under the age of 18 who are found consuming alcohol shall be subject to discipline and/or sanctions.
- 2.5.3. It shall be an offence for a member of the Technical University to come to work drunk.
- 2.5.4. No person shall be served alcohol on campus who appears to be intoxicated.
- 2.5.5. It shall be an offence for a member of the Technical University to drink alcohol during working hours.

- 2.5.6. Alcohol may not be consumed in public areas of the campus except in designated "licensed" areas. Special events in non-designated areas need to be approved by the Registry. All requests for approval shall be made at least ten (10) working days in advance before the event.
- 2.5.7. Events on campus or outside with student participants, at which alcohol shall be served, shall have prior approval of the Dean of Student Affairs. Such requests for approval shall be initiated ten (10) working days in advance before the event.
- 2.5.8. No individual shall use the name of the Technical University or any of its departments or association in an application for a special occasion or license to operate an event off campus.
- 2.5.9. No activity shall be permitted that would promote the immoderate consumption of alcohol.
- 2.5.10. No group associated with the Technical University may sell tickets that give the holder access to an unspecified number of alcoholic beverages.
- 2.5.11. The appropriate disciplinary process shall deal with problems that arise with faculty, staff or other Technical University personnel with respect to the use of Alcohol. Additionally, the Technical University may revoke event privileges where appropriate.
- 2.5.12. Bus trips to bars or drinking establishments or other events where alcohol is the primary focus shall not be permitted.
- 2.5.13. Any unauthorized vehicle sent to the campus by any off campus bar for the purpose of transporting individuals to their privately owned club or bar shall not be permitted on campus.
- 2.5.14. No alcohol shall be sold on campus except by the institution and in accordance with the institutional policies. Companies are prohibited from selling and/or delivering alcohol on campus except as arranged by the institution.

2.6. Drug abuse

The unlawful manufacture, distribution, dispensation, sale, possession or use of any drug by students and employees on the premises of Accra Technical University or as part of any of the institutions activities is prohibited.

2.7. Grievances procedures

Failure to pass through the approved channels and processes in addressing grievances.

2.8. Sexual Relationship

2.8.1. A Technical University staff shall not show favouritism to another member of the Technical University community based on a previous or existing sexual relationship between them.

2.8.2. No faculty member or coaching staff member shall enter into a romantic, or sexual relationship with a student, regardless of whether there is a supervisory or evaluative relationship between them or not.

2.8.3. It shall be forbidden to engage in a sexual act in an office, classroom or hostel.

2.9. Related Documents

The fundamental principles shall govern the conduct of each member of the Technical University. Whilst the principles defined apply to all activities, there are in addition a number of areas where more detailed ethical principles and practices have been set out. These include the Technical University's Human Resource Manuals, the Student Handbook, the Statutes of the Technical University, and the various conditions of service of the Unions.

SECTION THREE

3. PROCEDURES

Appropriate reference shall be made to the relevant information contained in the Statutes, Student Hand Book, and NABPTEX Guide.