



**TAKORADI TECHNICAL UNIVERSITY**

**CODE OF ETHICS POLICY**

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## 1.0 PREAMBLE

The Takoradi Technical University per its legal mandate believes the University shall be sustainable not only on its teaching and learning structures, but also on its capacity to build the institution based upon its *Core Values and Cultural Practices* for the development of the institution for excellence.

## 2.0 PUNCTUALITY AND DILIGENCE

The basis of the University's relationship with members of staff and students is teaching and learning. Consequently, staff and students shall be implored to attach utmost importance to their tasks by exhibiting punctuality and industry to ensure increased efficiency at all levels and at all times.

## 3.0 PROHIBITED CONDUCT

Members of staff and students shall be prohibited from engaging in a conduct resulting in, or leading to any of the following;

### 3.1 *Conflict of Interest*

This arises when a situation that has the potential to undermine the impartiality of a member of staff and students because of the possibility of a clash between their self-interest and professional interest. As international best practices in the corporate world frown on conflict of interest, the University similarly prohibits such conduct.

### 3.2 *Academic Dishonesty*

This entails violating the University Rules and Regulations on academic work by committing, or attempting to commit academic dishonesty including, but not limited to, cheating, plagiarism, fabrication, unauthorised collaboration and facilitation of academic dishonesty.

### ***3.3 Forgery, Unauthorized Use of Documents or Furnishing False Information***

Staff and students shall not intentionally furnish false information to the University and/or its officials, misuse affiliation with the university to gain access to services and agencies external to the University; or use false information or University resources to compromise the name of the University. Furthermore, forgery, unauthorised alteration or use of any University document, electronic transmission, instrument of identification, or academic and non-academic records, signatures, seals, or stamps thereof are prohibited.

### **4.0 ABUSE, ASSAULT, ENDANGERMENT AND THREATENING BEHAVIOUR**

These include intentionally or recklessly endangering, threatening or causing physical or mental harm to any person or oneself, on the premises of the university or university-sponsored activities, as well as intentionally causing reasonable apprehension of such harm including, but not limited to abusive language and/or physical or verbal intimidation, harassment and coercion.

### **5.0 FIREARMS, EXPLOSIVES, WEAPONS AND OTHER DANGEROUS CHEMICALS**

The unauthorised possession, use or storage of firearms, explosives (including, but not limited to fireworks), other weapons or dangerous chemicals on the university premises. Persons who are licensed and obligated to carry firearms must obtain prior express permission from the Vice Chancellor or his appointed representative to bear such on the University campuses.

### **6.0 FIRE SAFETY EQUIPMENT**

Staff and students shall not intentionally or recklessly misuse or damage any fire safety equipment.

## **7.0 PROPERTY DAMAGE, DESTRUCTION OR DEFACING**

Members of staff and students shall not intentionally or recklessly destroy, damage, deface, or attempt same with respect to property belonging to the university or any other person at University-sponsored activities. Similarly, having knowledge of such acts and failing to report to the appropriate university official(s) or the security agencies shall constitute an offence.

## **8.0 THEFT**

Consistent with the country's various criminal legislations, the university proscribes stealing or attempted theft of any form whatsoever and omission to report one's knowledge of same as offences.

## **9.0 FALSE ALARMS**

It is forbidden to intentionally initiate or cause to be initiated any false report, warning, or threat of fire, explosion, or other emergencies on university premises or at University-sponsored activities.

## **10.0 DRUGS**

In tandem with national legislation, the university proscribes the unlawful possession, cultivation, manufacture, distribution, dispensing or use of illegal drugs, other controlled substances or paraphernalia on University premises or at University-sponsored activities.

## **11.0 ALCOHOL AND ALCOHOLIC BEVERAGES**

Staff and students shall not engage in the unauthorised distribution, possession and consumption of alcohol and alcoholic beverages on university premises or at university-sponsored activities.

## **12.0 DRINKING/DRUNKENNESS**

Members of staff and students shall not consume alcohol and/or alcoholic beverages or be drunk whilst on duty or at universi-

ty-sponsored activities.

### **13.0 HAZING/INITIATION**

Members of staff and students shall not intentionally or recklessly endanger the physical or mental health of others through forced consumption of items such as alcohol or drugs. In addition, staff and students shall not forcibly procure the participation of others in dangerous or reckless activities for the purpose of initiation into or affiliation with any organisation or group whether registered on campus or not.

### **14.0 SMOKING**

Smoking is prohibited on any of the university campuses, buildings and at any university-sponsored activity except in an area clearly designated for such purpose.

### **15.0 INTERFERENCE WITH UNIVERSITY OPERATIONS**

Members of staff and students shall not intentionally or recklessly interfere with the normal operations of the university or university-sponsored activities such as studying, research, teaching, information systems, methods of communication, administrative work and emergency services.

### **16.0 IDENTIFICATION CARDS**

Staff and students shall be expected to wear and carry, produce or surrender their identification cards or other such insignia upon due request by an authorised official of the university.

### **17.0 COMPLIANCE WITH OFFICIAL DIRECTIVES**

Members of staff and students shall comply with directives of university officials acting in lawful performance of the officials' duties.

### **18.0 VIOLATION OF UNIVERSITY RULES, REGULATIONS AND POLICIES**

Staff and students to whom this policy applies shall not violate all



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university rules and regulations or policies as published.

## **19.0 INTERPERSONAL RELATIONSHIPS**

### ***19.1 Inter Staff Relationship***

No member of staff shall;

1. Molest, intimidate or be rude to colleagues and university officials;
2. Engage in amorous relationships (whether married or not) (with the opposite or same sex) during working hours that has a tendency to undermine discipline or productivity at work;
3. Act in consent with any other member of staff in bingeing, smoking and using or abusing drugs;
4. Be a member of any organisation or participate in any illegal or secret meetings organised by such societies or fraternities, which may impact negatively on the university community.

### ***19.2 Staff-Student Relationship***

Staff or Student shall not;

1. Molest, intimidate or be rude to each other;
2. Engage in amorous relationships with the opposite or same sex during the pendency of a student's course of study at the University;
3. Act in consent with a student in bingeing, smoking and using or abusing drugs;
4. Be a member of any proscribed organisation or participate in any illegal or secret meetings organised by such societies or fraternities.

5. Sell course materials in the form of handouts and/or pamphlets to students. Again, staff shall not forcibly sell any other materials to students conditionally. For the avoidance of doubt, any such commercialisation may only be permissible if the lecturer has duly been issued with an ISBN and published the material.

## **20.0 HARASSMENT**

The university prohibits such conduct. It includes making remarks, placing visual or written material aimed at a specific person or group that demean their race, gender, marital status, religion, creed, disability, sexual orientation, national origin, ancestry, age, or medical condition:

- a. With the intention of causing harm to the person or group, and/or
- b. Creating an environment which limits a student's educational opportunity or a staff member's employment and educational opportunity.

## **21.0 SEXUAL HARASSMENT**

Members of staff and students shall not engage in any of the following conducts:

- a. Making unwanted verbal or physical advances or sexually explicit derogatory statements toward individuals, which cause them discomfort or humiliation or which interferes with their educational or employment opportunities.
- b. Demanding sexual favour, accompanied by implied or overt threats concerning one's job or performance evaluation (grades).
- c. Demanding sexual favour in exchange for a job or perfor-

mance evaluation (grades) by a person in a position of authority over another.

- d. Unsolicited physical or bodily contact with the opposite sex including but not limited to pinching, tickling and touching.

## **22.0 RAPE/DEFILEMENT/INDECENT ASSAULT**

These constitute felonies in the Criminal and Other Offences Act, 1960 (Act 29) and are thus prohibited.

## **23.0 SLANDER AND LIBEL**

The University encourages the right to free speech. Nonetheless, such right shall not lead to peddling, saying, publishing or causing to be published, any false information about a staff, student or any officer or person connected to the university.

## **24.0 PROVOKING OTHERS TO MISCONDUCT**

The University frowns on the intentional use of words or actions to provoke or encourage others to violent or retaliatory behaviour or other acts of misconduct.

## **25.0 DISORDERLY CONDUCT, LEWD OR INDECENT BEHAVIOUR, BREACH OF PEACE**

Staff and students shall not engage in disorderly, lewd, or indecent conduct; breach the peace; or aid, abet, or procure another person to breach the peace on University premises or at university-sponsored activities.

Disorderly conduct includes, but is not limited to, any unauthorised use of electronic or other devices to make an audio or video recording of any person while on university premises without their prior knowledge or effective consent when such recording is likely to cause injury or distress. This includes, but is not limited to, surreptitiously taking pictures of another person in a gym/ changing room.

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## **26.0 UNLAWFUL ASSEMBLIES AND UNAUTHORISED DEMONSTRATIONS**

The University frowns on such activities in any form.

## **27.0 POLITICAL ACTIVITIES**

Members of staff shall not engage in the unauthorised use of university facilities or equipment for political activities.

## **28.0 UNAUTHORISED ACCESS TO FACILITIES AND UNAUTHORISED DUPLICATION OF KEYS**

The unauthorised access or entry to, or use of university facilities and equipment are proscribed. Similarly, it is unlawful for staff members to engage in unauthorised possession, duplication or use of keys to any university premises, facilities or equipment; neither shall they have unauthorised entry to, or use the university premises.

## **29.0 UNAUTHORISED, MISCHIEVOUS OR MALICIOUS USE OF COMPUTER OR ELECTRONIC COMMUNICATION DEVICES**

Members of staff and students are prohibited from abusing computer facilities and resources including, but not limited to:

- a. Unauthorised entry and/or use of a file;
- b. Unauthorised use of another individual's identification and/or password;
- c. Interference with the work of a student or a member of staff;
- d. Sending obscene, abusive, or threatening messages;
- e. Intentional transmission of computer viruses;
- f. Unauthorised duplication of software or other violation of copyright laws;

- g. Unauthorised access to, mischievous or malicious use of university computer equipment or networks, or electronic communication devices to gain unauthorised access to, and/or use of off-campus computer equipment;
- h. Any violation of the University Computer Policy.

### **30.0 PETS**

Members of staff and students shall not be permitted to bring their pets to work/class with the exception of guide animals, those used for laboratory purposes or for which express permission has been granted by the university.

### **31.0 GAMBLING/BETTING**

The University frowns upon unauthorised and/or illegal exchange of money, favour or services in any competition whether official or otherwise.

### **32.0 OFF-CAMPUS CONDUCT**

Conduct occurring outside the premises of the University is ordinarily not subject to university discipline, unless such conduct:

- a. Seriously affects the interests, image and reputation of the university or the position of members within the university community, or
- b. Occurs in close proximity to university premises and is connected with offensive conduct on university premises, or
- c. Occurs in other facility which have been contracted by the university.

### **33.0 DRESS CODE**

The University recognises the fact that members of staff and students have individual choice and preferences. However, it does similarly attach great importance to modest and decent dressing

particularly since one's dressing adds value to one's personality, self-confidence and self-worth. In situating this within the context of the adage: 'dress the way you would like to be addressed', staff and students shall dress modestly and appropriately as befits the core values of the University, particularly in a way as not to unduly expose their sensitive parts and undergarments.

### **34.0 PENALTY**

The Code of Ethics shall be binding on all members of the university community and where there is the need for sanctions, recourse shall be made to the existing Technical University Act, 2016 (Act 922), Statutes, Rules and Regulations as appropriate. Furthermore, given that the 1992 Constitution of the Republic of Ghana stipulates a hierarchy of laws, the Criminal and Other Offences Act, 1960 (Act 29) and other relevant legislation in force shall be resorted to if the need arises.

### **35.0 CODE COMPLIANCE**

The University and its authorised key personnel shall ensure the full compliance of all the codes enshrined within this policy and shall from time to time evaluate its effectiveness for its purpose and seek to continuously improve its ethics for the sustainable development of the Takoradi Technical University.