

KUMASI TECHNICAL UNIVERSITY



ETHICS POLICY

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1.0 Introduction

The Kumasi Technical University, in pursuance of training skilled tertiary level manpower for the socio-economic development of the country is committed to ensuring that its staff conduct themselves in such a manner that promotes mutual trust as well as public confidence in the University.

Staff of the University are responsible to one another for exhibiting the highest ethical standards and for avoiding any impropriety or appearance of improper behaviour that might reflect negatively upon the image of the University community.

The University appreciates and honours ethical standards of conduct included in the University's policies, as well as those of the professional groups to which members of the University belong for the achievement of its vision, mission and objectives.

The University aspires to maintain acceptable ethical standards and behaviour and will therefore strive to achieve its vision by educating its members to be exemplary in ethics, character, excellence and citizenship.

Members of the University community are responsible for conducting themselves in accordance with this Ethics Policy. The Ethics Policy is not intended to create any new rights and obligations on the part of staff and students. Its purpose is to serve as a guide to the acceptable ethical conduct of members of the University.

2.0 Objectives of the Ethics Policy

This ethics policy seeks to:

- i. safeguard the reputation of the University

- ii. provide standards to guide and protect the conduct of students, staff and affiliate groups within the University.
- iii. give assurance to external bodies that in their dealings with the University, the appropriate ethical standards will be applied.
- iv. ensure that the rights of members of staff, students and other stakeholders of the University are adequately protected.
- v. educate staff, students and stakeholders or interested parties on issues that constitute ethical standards and behaviour in the conduct of their duties.
- vi. ensure that best practices are adhered to in order to guarantee public confidence in the university at all times.

3.0 Student–Student Relations

In addition to the students' Handbook of the University, this Ethics Policy is intended to serve as a guide to students of the University on issues of ethical conduct that may arise in the course of their studies.

- i. A student of the University shall behave ethically and respectfully in his / her dealings with other students of the University.
- ii. A student shall respect the rights, differences and welfare of other students of the University thereby refraining from harassment of other students.
- iii. A student may engage in legitimate academic debate on any issue; however, the language used must be decent

and in accordance with the University's Communication and Public Relations Policy.

- iv. A student shall respect every contribution made by other students when working as a group to promote participation of all students in the group.
- v. The principle of academic honesty of the University applies to all students.
- vi. Cheating, plagiarism, impersonation, misrepresentation, fabrication or falsification of data, and any activities that may unfairly disadvantage other students academically are not acceptable.
- vii. A student shall dress decently in a socially acceptable manner to lectures in order not to disrupt the concentration of other students.
- viii. No student living with contagious diseases shall deliberately or willfully infect other students of the University with the disease.
- ix. No student shall disclose the health status of others unless compelled under the appropriate laws or authority to do so.
- x. Students shall for the avoidance of doubt, disclose the health status of other students to the Counselling Unit, if his/her silence may put others at risk.
- xi. No student shall discriminate against a fellow student diagnosed with HIV/AIDS by refusing to attend lectures or be housed with such student.

- xii. No student shall intentionally threaten or cause physical or emotional harm to other students.
- xiii. No student shall indulge in the sale and use of narcotic and alcoholic beverage on campus or at the halls of residence.
- xiv. No student shall steal properties of other students either at the hall of residence or on campus.
- xv. No student shall ridicule or use abusive language against any other student
- xvi. No student shall incite other students into demonstration without exhausting all the avenues for redress.
- xvii. No student shall engage in gambling with other students at the hall of residence or on campus.
- xviii. No student shall force other students into dangerous or reckless activity for the purpose of initiation into any organization or group.
- xix. No student shall engage in occultism on campus or halls of residence.
- xx. No student shall discriminate against any student on the bases of gender, personality, relationship, race, religion, ethnicity and political affiliation.
- xxi. No student shall engage in any mob action or instant justice against fellow students or any member of the society
- xxii. No student shall engage the Police for a bail or report a case which has occurred within campus or the halls of

residence without the prior approval from the Dean of Students.

- xxiii. Without prejudice to one's faith, beliefs and practices, no student shall invoke curses on another on campus.

4.0 Staff–Staff Relations

- i. Staff of the University shall not use insulting or intimidating behaviour against a superior, colleague or subordinate.
- ii. Staff of the University shall not defame or slander another. Doing so shall be subject to disciplinary action.
- iii. Staff of the University shall not sexually harass other staff by virtue of their position or relationship with them.
- iv. Staff shall not accept gifts that may influence their judgment in relationship to academic and other related issues.
- v. Staff of the University shall not receive or give bribe of any form or accept to be an agent of any person who intends to bribe a member of the University.
- vi. Staff of the University shall not take narcotic drugs or drink alcoholic beverages during official working hours. Working under the influence of alcohol is an offence and such staff will face disciplinary action.
- vii. Staff and members of the University, who are privy to sensitive information such as employees' records, disciplinary records and salaries of employees, shall ensure the confidentiality of such records. Violation

of this confidentiality provision constitutes unethical behaviour and disciplinary actions shall apply.

- viii. No staff of the University living with any contagious disease shall deliberately or willfully infect other staff of the University.
- ix. Staff of the University shall respect the rights of other staff living with HIV/AIDS and other forms of diseases. Staff shall avoid prejudicial or discriminatory attitude or behaviour towards people living with HIV/AIDS.
- x. No staff shall intentionally threaten or cause physical or emotional harm to other staff.
- xi. No staff shall steal properties of other staff either at the office or on campus.
- xii. No staff shall incite other staff into demonstration without exhausting all the avenues for redress.
- xiii. No staff shall force other staff into dangerous or reckless activity for the purpose of initiation into any organization or group.
- xiv. Husbands and wives employed in the University shall not be made to work in the same department and on standing committees.
- xv. Without prejudices to one's faith, beliefs and practices, no staff shall invoke curses on another member of staff on campus.

5.0 Staff–Student Relations

- i. a. Senior Members (Teaching) shall make available and/or direct students to various relevant sources of information on programmes and courses to assist them cultivate the habit of seeking information on their own.
- b. Teaching staff shall prepare and hand over to students' course outline and related references at the beginning of every semester.
- ii. Teaching staff shall employ the delivery process of lecture, case-study and discussion approach in addition to other relevant approaches to lead students towards independent, critical and divergent reasoning.
- iii. Teaching staff shall not dictate notes or pin students to various compiled sources such as pamphlets or handouts which could result in narrow-minded scholarship
- iv. Staff of the University shall dress decently and formally at all times to serve as role models and leaders for students to emulate.
- v. A high level of tolerance shall be employed in dealing with students' participation by way of questions and contribution during lectures. Under no circumstances should a staff ridicule or use abusive language on students who provide inaccurate answers during discussions.
- vi. Teaching staff should desist from using National Service Personnel to lecture students or take over completely the delivery of a course.

- vii. Under no circumstances should a National Service Personnel mark examination scripts.
- viii. Teaching staff shall not conduct lectures beyond 6.00pm and not earlier than 8am in the case of regular students. For evening students, lectures should not go beyond 9.00pm and not earlier than 4.00pm unless otherwise authorized by the Academic Board.
- ix. The staff of the University shall not meet students at Hotels, Pubs and Clubs for academic discussions.
- x. Staff shall make themselves available to students during working hours in their offices or appropriate lecture halls and not in their homes.
- xi. Staff of the University shall not intimidate and/or verbally abuse students; instead, they are expected to be of good behaviour at all times. To avoid confrontation, academic staff should walk out of lectures if students are not cooperating. Under no circumstances should a staff fight students physically.
- xii. Members of the University shall ensure confidentiality in the handling of students' records so as to respect the rights of students.
- xiii. Lecturers shall regularly assess students through presentations, quizzes, projects and assignments and the results shall be communicated to the students.
- xiv. The University shall institute mechanisms to evaluate the teaching of various courses by lecturers through the use of student appraisal. To do this, students shall

- assess the performance of lecturers at the end of every semester.
- xv. Evaluation of students by lecturers and the award of credit must be based on academic performance, participation in lectures, effective contribution in class discussions and not on matters such as gender, personality, relationship, race, religion, ethnicity, political affiliation and friendships.
 - xvi. The sale of pamphlets by lecturers to students is illegal
 - xvii. Staff shall not trade marks for sex, money or other inducements
 - xviii. Lecturers shall reschedule lecture periods that they have missed only at the convenience of the students and the lecturer.
 - xix. Without prejudice to one's faith, beliefs and practices, no student shall invoke curses on staff or vice versa on campus.

6.0 Institution–Public Relationship

- i. In order to protect and uphold the good image of the University, students and staff shall not disclose any confidential information about the University to the general public without approval by the Vice Chancellor of the University or their authorized representative.
- ii. Unless specifically authorized, students, staff and affiliate members of the University shall not communicate either directly or indirectly to the press any information obtained by virtue of their office.

- iii. Kumasi Technical University honours creativity and scholarly contribution to national development. It shall therefore encourage its students, staff and affiliate members to contribute to public debate as concerned citizens.
- iv. In making contributions such as speaking publicly in professional or expert capacities, chairing a function or contributing to public debate, members may identify themselves by the official titles of their University appointment or qualifications and may for that purpose, use the name of the University. However, they have to specify that the views expressed are entirely theirs and not necessarily the views of the University, unless mandated by the Kumasi Technical University to do so.
- v. All members of the University who may want to comment on public issues or contribute to public debate, other than doing so in their professional or expert capacities must not use the name of the University or identify themselves as members of the University.
- vi. Staff, students and affiliate members of the University shall be good ambassadors of the University wherever they find themselves.
- vii. The name of the University shall not be used arbitrarily. Members of the University shall not use the name of the University or shall not attach the name of the University in promoting or advertising any commercial product without prior approval of the University.
- viii. All invitations to programmes/ events of the University shall be approved by the Registrar. However, for student-

related programmes, such approval shall firstly be given by the Dean of Students.

- ix. Staff (without official headship positions) shall not use the official letterhead of the University to transact business with external bodies without the prior approval by the Registrar.

7.0 Conflict of Interest

- i. A conflict of interest arises when personal activities and relationships of an employee of the University interfere, or appear to interfere, with his or her ability to act in the best interest of the University.
- ii. Areas of potential conflict of interest include but not limited to the use of confidential information, use of office hours for personal business or endeavors, use of University property or resources for personal gain rather than the interest of the University, purchases not subject to competitive bids or from one's personal shop and the acceptance of gifts that are intended to solicit favour.
- iii. In the situations where it is difficult for members of the University to act in the best interest of the University as against their personal interest, the interest of the University shall prevail.
- iv. Any staff of the University with information on potential conflict of interest may petition the Vice-Chancellor, who shall within two (2) weeks constitute an enquiry and the findings made public.

8.0 Procedures and Sanctions for Breach of this Ethics Conduct

- i. Staff and students of the University are bound by this ethics policy and the University shall be responsible for its enforcement. In dealing with issues relating to reported violations of this policy, fairness shall be the underpinning principle. All reported cases of violation shall be investigated promptly in accordance with laid down regulations of the University and procedures as may be determined by the Vice-Chancellor.
- ii. No one shall be deemed to be responsible for or culpable of any reported unethical behaviour until the appropriate process of investigation has reached a conclusion.
- iii. No staff or student will falsely report misconduct of any sort of another staff or student for the purpose of discrediting or harming his/her reputation. Any staff or student guilty of such abuse will be subject to disciplinary action.
- iv. Depending on the magnitude of violation of this Ethics Policy, the University shall adopt the Students' Handbook, Statutes of the University and other relevant policies as a way of disciplining the person who violated any provision contained in this Ethics Policy.
- v. In an instance where the breach of this Ethics Policy constitutes criminality, such shall be reported to the appropriate security agency.