



UNIVERSITY OF UYO, UYO

**CODE OF CONDUCT AND
ETHICS**

FOR

STAFF AND STUDENTS

OCTOBER, 2015

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FOREWARD

There is an emerging consensus both within and outside the university community that the Nigerian University System (NUS) is fast losing its traditional core values, quintessential for teaching and research.

The debasement of these values is arguably responsible in large part for the sad and unacceptable rise in vices such as examination malpractice, sorting, sexual harassment, cultism and the general mismanagement of funds at all levels in most if not in all of our Universities. In other words, these sharp practices which have become so common place and are fast assuming the status of a norm in the NUS have undoubtedly had a severe negative impact not only in the governance of our universities but perhaps even more importantly, in the fundamental *raison d'etre* of a university – teaching and research.

Clearly, the continued existence of the Nigerian University system as Centres of Excellence is now seriously threatened by this ugly development. It is in light of the above grave situation, that the 7th Governing council of the University of Uyo, decided to introduce (as a practical measure), a relatively comprehensive Code of Conduct and Ethics to serve as a veritable instrument in combating the creeping rot in the Nigerian University System. We therefore urge the entire University Community to key into this noble cause designed essentially to revive and strengthen our core Values which are universal and thereby help to deepen our commitment to redeem our lost glory, as great centres for learning and research in readiness for the continuous awesome challenges of the 21st century.

Professor Kimse Okoko

Pro-Chancellor and Chairman, Governing Council

PREFACE

The University of Uyo is an institution on a mission. That mission fosters international, interdisciplinary, comparative, administrative, pedagogical and research activities. The University's vision as "a centre of academic excellence", can be achievable only with high standards of integrity, responsibility and accountability. It is necessary to provide a framework to guide the University of Uyo Community. The *University Of Uyo Code Of Conduct And Ethics* is therefore designed to provide a framework of moral and professional principles, as well as provide a set of code for the implementation of the prescribed principles.

Ethics are a set of moral principles and best practices for a community, while Code of Conduct refers to a set of rules of conduct to guide the implementation of the Ethics. These ethical guidelines have been developed to provide the required framework to guide all the primary stakeholders in the University of Uyo Project, namely, staff and students. The Code of Conduct is designed to provide a set of minimum standards, to which all the University of Uyo staff and students are expected to adhere, in the implementation of the moral and professional principles outlined in the ethics.

Let us all join hands to continue to build this great "citadel our great forebears raised from nursery to its apogee".

Professor Mrs. Comfort Ekpo
Vice-Chancellor

UNIVERSITY OF UYO ANTHEM

Let us all rise as one
And light up wisdom's path
The citadel our great forebears
Raised from nursery to its apogee
Now stands like a giant
In the African sun
Arise, Arise Great UNIUYO

We shall arise and shine
And take our place in the firmament
Of cultured men and women
Blest with wisdom, depth of vision
And leave behind traditions
For generations to come

Arise, Arise
Arise and shine forth
GREAT UNIUYO

The Anthem is a further call to excellence in learning, training and service delivery.

CORE VALUES OF THE UNIVERSITY

- (a) Faith in God
- (b) Academic excellence in teaching and research
- (c) Institutional autonomy
- (d) Academic freedom
- (e) Peer and professional review
- (f) Qualitative service delivery
- (g) Strong work ethics
- (h) Equal opportunity
- (i) Creativity and Innovation
- (j) Integrity
- (k) Transparency and Accountability
- (l) Peace and Orderliness

The core values of the University stand out as statement of commitment to morals, ethics, and service as a Centre of Excellence.

SPECIAL PROVISIONS

1. What is itemized in the various sections of this document as conduct does not exclude other conducts not expressly mentioned in this document.
2. This document adopts in its entirety the existing Code of Conduct/Code of Ethics/Code of Practice of the various regulated professions.
3. The University shall adopt the Code of Conduct/Professional Ethics and incorporate same into the Regulations Governing Staff Conditions of Service and Students' Handbook when reviews of the Regulations and the Students' Handbook are undertaken.

1. INTRODUCTION

CONSCIENCE IS THE INNER VOICE THAT WARNS US {THAT) SOMEBODY MAY BE LOOKING----- <i>H L MenCKen</i>
--

The University of Uyo, as a public institution, has set for itself fundamental values which must be actualized by a code of conduct which is in agreement with the provisions in the Constitution of the Federal Republic of Nigeria for Public Servants.

Without prejudice to the requirements of the guidelines contained in the Staff Conditions of Service and the Students Handbook, University Staff and students (the image and conscience of the University) must be properly guided on issues of discipline, conduct and official service delivery.

The Code of Conduct and Ethics of the University of Uyo is therefore intended to provide resource material to guide staff and students in achieving institutional standards in the broad areas of discipline, loyalty, honesty, transparency, integrity, accountability, respect for constituted authority, good conduct and ethical behaviour, etc. The publication is set out in sections to include:

Introduction; Code of Conduct and Ethics for Academic Staff; Code of Conduct and Ethics for Non-Teaching Staff; Code of Conduct and Ethics for Students.

In addition, since University staff members are grouped as public servants, the Code of Conduct for Public Officers as contained in the Fifth Schedule of the 1999 Constitution (as amended) is reproduced as appendix to guide everybody. There is also a section on the ideal behaviour expected from a responsible public officer and particular ethical codes/standards prescribed for the different

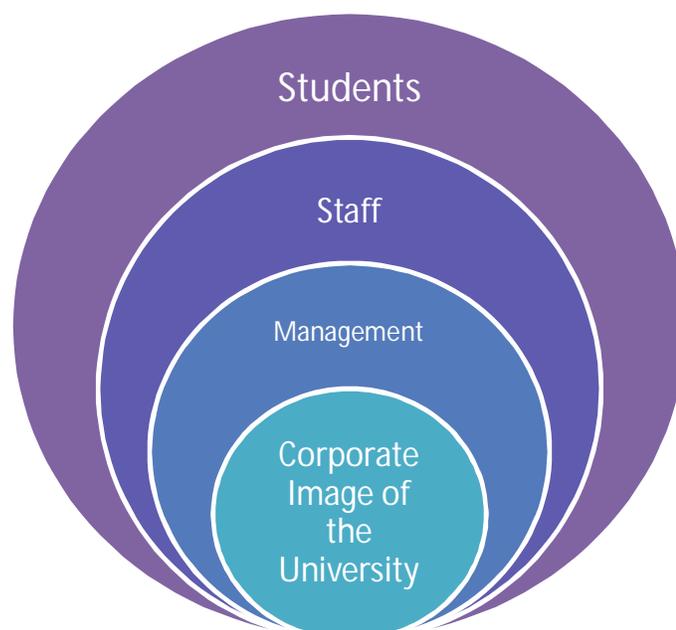
professionals, as well as the core values of the University and the University Anthem. All these give guidance to why the University exist and why it and be run with avoided guided ethical standards. This document adopts the standard codes and ethics of the various professions as well as the Guidelines Governing the Conditions of Service of staff in the University and all matters of discipline shall consider relevant documents to which the document is complementary.

It is hoped that this publication will be useful in achieving the core values of the University of Uyo and the overall objectives of the Federal Republic of Nigeria as non-compliance or breaches may attract appropriate sanctions.

Professor Trenchard O. Ibia

Deputy Vice-Chancellor (Administration)

Chairman



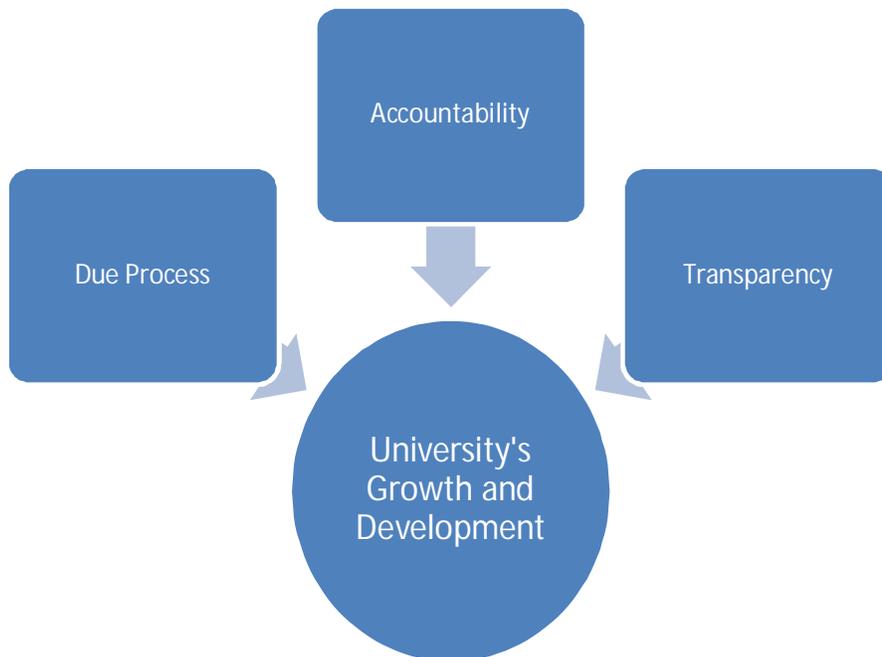
2.

CODE OF CONDUCT FOR ACADEMIC STAFF

EDUCATION WITHOUT VALUES, AS USEFUL AS IT IS, SEEMS RATHER TO MAKE A MAN MORE CLEVER DEVIL ----- <i>C S Lewis</i>
--

- i Obey the laws and regulations of the University.
- ii Maintain Honesty, Integrity, Fairness and High Performance in all activities.
- iii Respect the statutory rights of staff and students.
- iv Must not engage in or be a member of any secret cult.
- v Should not divulge official secrets, alter or forge official documents, or aid/abet others in doing same.
- vi Commence lectures promptly, adhering strictly to the official University time-table and venue. Changes require written approval of the HOD.
- vii Provide detailed schedule of lectures/practicals/clinicals during the first lecture.
- viii provide adequate explanation while lecturing and only staff officially assigned by the departmental board are permitted to give lectures.
- ix Must not compel students to buy books/handouts overtly or covertly using tactics such as keeping records of students' names and matriculation numbers, attachment of assignments to books and withholding of grades or results of assignments/tests/examinations.
- x Must not write projects/assignments for students in exchange for gratification or collude with students in examination misconduct.

- xi Must not victimize students for sex, immoral, ethnic, religious or personal reasons.
- xii Observe all copyright laws and acknowledge authors/students whenever their works are used.
- xiii Should not do anything that will tarnish the image of the University.
- xiv Timely release and proper custody of examination scripts and results.
- xv Shutting of offices and other facilities at the close of work.
- xvi Should ensure proper conduct, supervision and invigilation of examinations when scheduled.
- xvii Shall not attempt to injure falsely and maliciously the employment position of a colleague.



3 CODE OF CONDUCT FOR NON-TEACHING STAFF

**I COUNT HIM BRAVER WHO
OVERCOMES HIS DESIRES THAN
HIM WHO CONQUERS HIS
ENEMIES----- *Aristotle***

- i Obey the laws and regulations of the University.
- ii Maintain honesty, integrity, fairness and Total Quality Management (TQM) in all activities (i.e. doing the right things at the right time).
- iii Must respect the statutory rights of staff and students.
- iv Must not engage in or be a member of any secret cult.
- v Must not divulge official secrets, mutilate, expunge, conceal, alter or forge official documents/receipts or aid/abet others in doing same.
- vi Must not intercept or misappropriate University money or approved expenditure for goods/services not delivered or over-invoicing of same.
- vii Must not aid/abet examination malpractice or engage in dubious transactions, including demanding or receiving gratification for official duties.
- viii Must respect and maintain the hierarchy in Administration.
- ix Must adhere strictly to the official resumption/closing time and must dress decently and appropriately.
- x Must not use official time for private business or engage in practices such as trading and enrolment in full-time studies.
- xi Must not use unauthorized persons to perform official duties.

- xii Must exercise self-discipline and restraint at all times and deal politely with staff students and the general public.
- xiii Must not be absent from duty without official approval or approved sick leave (Excuse Duty Certificate) authenticated by the University Health Centre.
- xiv Must not do anything that will tarnish the image of the University.
- xv Must not attempt to injure falsely and maliciously the employment position of a colleague.

Code of Conduct and Ethics outlined apply to all categories of staff.

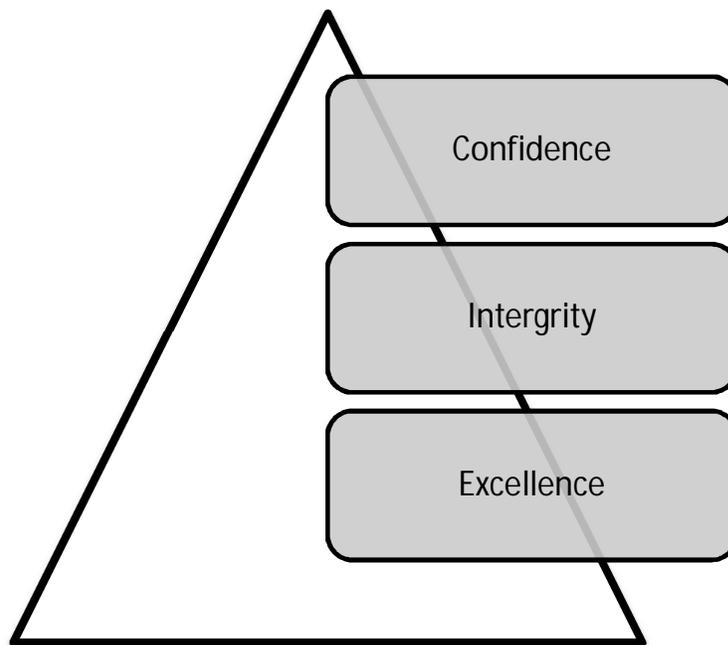


4 CODE OF CONDUCT FOR STUDENTS

THERE MAY BE TIMES WHEN WE ARE POWERLESS TO PREVENT INJUSTICE, BUT THERE MUST NEVER BE A TIME WHEN WE FAIL TO PROTEST (ALL FORMS OF INJUSTICE)-----*Elie Wiesel*

- i Obey the laws and regulations of the University including the matriculation Oath.
- ii Respect the statutory rights of staff and students.
- iii Must not engage in or be a member of any secret cult.
- iv Must not sell/lease university hostel accommodation and property to other students or persons.
- v Must not use classrooms and university property for unauthorized activities including religious meetings and parties.
- vi Must register for all courses and attend not less than 75% of the lectures/practicals/workshops/clinical to qualify to write semester examinations.
- vii Be punctual to lectures/ practicals/ workshops/ clinicals/ examinations and switch-off all cell phones.
- viii Must not be involved in any form of examination misconduct including impersonation or aid/abet others in doing same.
- ix Must not offer money, sex or other enticement in exchange for higher grades or alteration/forgery of records/documents.
- x Must not collect money, sell books/handouts on behalf of staff.

- xi Obey copyright laws and must not photocopy textbooks without permission from authors/publishers.
- xii Dress decently and be polite to all staff and the general public.
- xiii Should not do anything that will tarnish the image of the University.
- xv Should not extort money from fellow students for whatever reasons.
- xvi Shall not attempt to injure falsely and maliciously the employment position of a colleague.



PUBLIC OFFICE IS A TRUST, DON'T ABUSE IT

(Courtesy: CODE OF CONDUCT BUREAU)

APPENDIX I

CODE OF CONDUCT/ETHICS FOR PUBLIC OFFICERS IN THE FEDERAL REPUBLIC OF NIGERIA

Under the Fifth Schedule of the 1999 Constitution of the Federal Republic of Nigeria (as amended), Part 1 stipulates Code of Conduct for Public Officers and Part II lists Public Officers for the purpose of the Code of Conduct which include in Item 15: all Staff of Universities, Colleges and Institutions owned and financed by the Federal or State Governments or Local Government Councils.

By this Constitutional provision, the staff of the University of Uyo must ensure that actions and behaviour as public officers confirm to the highest standards of public morality and accountability.

For ease of reference, the code governing the conduct of public officers are as provided for in the Constitution below:

PART I

General

1. A public officer shall not put himself in a position where his interest conflicts with his duties and responsibilities.
2. Without prejudice to the generality of the foregoing paragraph a public officer shall not:
 - (a) Receive or be paid emoluments of any public office at the same time as he receives or is paid the emoluments of any other public office; or
 - (b) except when he is not employed on full time basis, engage or participate in the management or running of any private business, profession or trade; but nothing in this paragraph shall prevent a public officer from engaging in farming or participating in the management or running of any farm.
3. The President, Vice President, Governors, Deputy Governors, Ministers of the government of the Federation and Commissioners of the Government of State, members of the National Assembly and the Houses of Assembly of the States

and such other public officers or persons, as the National Assembly may by law prescribe shall not maintain or operate a bank account in any country outside Nigeria.

4. A public officer shall not, after his retirement from public service and while receiving pension from public funds, accept more than one remunerative position as Chairman, Director or employee of a company owned or controlled by the government or public authority or receive any other remuneration from public funds in addition to his pension and the emolument of such one remunerative position.
- 5 (i) A public officer shall not ask for or accept any property or benefit of any kind for himself or any other person on account of anything done or omitted to be done by him in the discharge of his duties.
- (ii) For the purpose of sub-paragraph (1) of this paragraph the receipt by a public officer of any gifts or benefits from commercial firms, business enterprises or persons who have contracts with the government shall be presumed to have been received in contravention of the said sub-paragraph unless the contrary is proved.
- (iii) A public officer shall only accept personal gifts or benefit from relatives or personal friends to such extent and on such occasions as are recognized by custom:

Provided that any gift or donation to public officer on any public or ceremonial occasions shall be treated as gifts to the appropriate institution represented by the public officer, and accordingly, the mere acceptance or receipt of any gifts may not be treated as a contravention of this provision.

6. The President, or Vice-President, Governor or Deputy Governor, Minister of the Government of the Federation or Commissioner of a State or any other public officer who holds office of Permanent Secretary/Director General or head of any public corporation, University or other Parastatal, Organization shall not accept.

- (a) A loan, except from government or its agencies, bank, building society or other financial institution recognized by law, and
 - (b) Any benefit of whatever nature from any company, contractor, or businessman, or the nominee or agent of such person: Provided that the head of public corporation or a university or other parastatal organization may, subject to the rules and regulations of the body, accept a loan from such body.
7. No person shall offer a public officer any property, gift or benefit of any kind as an inducement or bribe for the granting of any favour or the discharge in his favour of the public officer's duties.
8. A public officer shall not do or direct to be done in abuse of his office an arbitrary act prejudicial to the rights of any other persons knowing that such act is unlawful or contrary to any government policy.
9. A public officer shall not be a member of, belong to, or take part in any secret society and or any society the membership of which is incompatible with the functions and dignity of his office.
- 10 (i) every public officer shall within 3 months after taking office and thereafter:
- (a) at the end of every four years; and
 - (b) at the end of his term of office, submit to the Code of Conduct Bureau a written declaration of all his properties, assets and liabilities and those of the spouse, or unmarried children under the age of 21 years.
- ii. Any statement in such declaration that is found to be false by any authority or person authorized in that behalf to verify it shall be deemed to be a breach of this Code.
 - iii. Any property or assets acquired by a public officer after any declaration enquire under this constitution and which is not fairly attributable by sub-paragraph (1)(a) of this gifts or loan approved by the code shall be deemed to have been acquired in breach of this Code unless the contrary is proved.

11. Any allegation that a public officer has committed a breach of or has not complied with the provision of this Code shall be made to the Code of Conduct Bureau.
12. All staff of universities, colleges and institutions owned and financed by the Federal or State Governments or local government councils.
13. A public officer who does any act prohibited by this Code through a nominee, trustee, or other agent shall be deemed ***ipso facto*** to have committed a breach of this code.

PART II

Public Officers for the purpose of the Code of Conduct.

1. The President of the Federation
2. The Vice-President of the Federation
3. The President and Deputy President of the Senate, Speaker and Deputy Speaker of the House of Representatives and Speakers and Deputy Speakers of Houses of Assembly of States, and all members and staff of legislative houses.
4. Governors and Deputy Governors of States
5. Chief Justice of Nigeria, Justices of the Supreme Court, President and Justices of the Court of Appeal, all other judicial officers and all staff of courts of law.
6. Attorney-General of the Federal and Attorney-General of each State.
7. Ministers of the Government of the Federal and Commissioners of the Governments of the State.
8. Chief of Defense Staff, Chief of Army Staff, Chief of Naval Staff, Chief of Air Staff and all members of the armed forces of the Federation.

9. Inspector-General of Police, Deputy Inspector-General of Police and all members of the Nigeria Police Force and other government security agencies established by law.
10. Secretary to the Government of the Federation, Head of the Civil Service, Permanent Secretaries, Directors-Generals and all other persons in the civil service of the Federation or of the State.
11. Ambassadors, High Commissioners and other officers of Nigeria Missions abroad.
12. Chairman, members and staff of the Code of Conduct Bureau and Code of Conduct Tribunal.
13. Chairman, members and staff of local government councils.
14. Chairman and members of the Boards or other governing bodies and staff of statutory corporations and of companies in which the Federal or State Governments or local governments councils, have stakes.
15. All staff of universities, colleges and institutions owned and financed by the Federal or State Governments or local government councils.
16. Chairman, members and staff of permanent commissions or councils appointed on full time basis.

APPENDIX II

6. THE IDEAL BEHAVIOUR EXPECTED FROM A RESPONSIBLE PUBLIC OFFICER

Below are some of the ideal behaviours that public officers are encouraged to emulate.

(i) **DISCRIMINATION**

A public officer is not expected to discriminate against any citizen on the grounds of place of origin, sex, religion, status, ethnic or linguistic association. As instruments of state policy, public officers are expected to set the highest examples in pursuing these noble objectives to ensure national integration.

(ii) **DISCIPLINE**

This is the hallmark of a responsible public officer. Strict adherence to the rules and regulations of the public service is a must for a civil/public servant. Staff of the University, it is imperative that an officer complies with the code of Conduct and ensures that subordinates do the same.

(iii) **LOYALTY**

Loyalty should be an integral part of the behaviour of a public officer. This implies faithfulness to the nation and the employer and supportive of the aims for which one is employed.

(iv) **HONESTY AND TRANSPARENCY**

These should be cardinal principles for any individual holding public office, and should be demonstrated in conducting official duties and in dealing with members of the public. This means that the public officer should be conscientious on duty. All his/her actions must be clear and self-evident. Public officers should not demand or receive anything in return for performing official duties.

(v) **ACCOUNTABILITY**

A public officer should display responsible stewardship for all items, money, materials and men placed under his/her supervision. This implies that all government property entrusted with a public officer should be properly accounted for viz strict adherence to the civil service rules, financial regulations and all

other circulars pertaining to the disbursement, management and reporting on same.

(vi) **RESPECT FOR CONSTITUTED AUTHORITY**

A public officer should show unqualified respect for constituted authority and at all levels of service.

(vii) **PUNCTUALITY AND ABSENTEEISM**

A public officer should endeavour to be punctual at his/her place of work. Public officers should also not absent themselves from work except on approval.

APPENDIX III

PECULIAR ETHICAL STANDARDS FOR THE VARIOUS REGULATED PROFESSIONS IN THE UNIVERSITY

1. Librarians in the University must resist the censorship of library materials by individuals and groups. Librarians should respect copyright and treat the intellectual property right of authors and creators according to legal rules.
2. Professional accountants in the University shall not knowingly engage in any business, occupation or activity that impairs or might impair integrity, objectivity or the good reputation of the profession and as a result would be incomplete with the fundamental principles, enumerated above.
3. Engineers in the University shall not exert undue influence of offer, solicit or accept compensation for the purpose of affecting negotiations for an engineering engagement.
4. Architects, Builders and Planners in the University shall respect the provisions of the Copyright Act in relation to designs and works executed by them or by other professionals. They shall not participate in considerations or actions with respect to services solicited or provided by them or their organization in private or public practice.
5. Surveyors in the University must not permit their names to be used in aid of an unauthorized practice of surveying by any person, agency or body corporate.
Surveyors shall not:
 - i) Duplicate the Common Seal of the Surveyors' Registration Council of Nigeria, or
 - ii) Duplicate plan numbers, or
 - iii) Duplicate beacons numbers, or
 - iv) Backdate survey records, plans, charts or data
6. Teachers in the University must not use their positions to spread their political, religious or other ideologies among the learners/students.

7. Health professionals in the University must observe the strict medical and health care ethics of:
 - **Respect for autonomy** where the patient has the right to refuse or choose their treatment.
 - **Beneficence** where the practitioner should act in the best interest of the patient.
 - **Non-maleficance** where the practitioner must “first do no harm”.
 - **Trustice** which concerns the distribution of scarce health resources, and the decision of who gets what treatment.
 - **Confidentiality** which requires the health and medical services provider to maintain strict confidentiality with regards to the patients’ health states/records.

8. University Administrators as custodians of University regulations must ensure that they take the lead in maintaining, informing and implementing ethical standards.

APPENDIX IV

Members of the Committee on Professional Ethics

1. Prof. Trenchard O. Ibia
DVC (Admin) - Chairman
2. Prof. Felicia E. Etim
University Librarian - Member
3. Prof. Memfin D. Ekpo
Representative, Faculty of Clinical Sciences - Member
4. Prof. Joseph N. Obinaju
Representative, PG School - Member
5. Prof. David O. Edem
Representative, Faculty of Basic
Medical Sciences - Member
6. Prof. Fidelis A. Onwioduokit
Representative, Faculty of Education - Member
7. Prof. Ekong U. Okon
Representative, Faculty of Agriculture - Member
8. Prof. Ini I. Uko
Representative, Faculty of Arts - Member
9. Prof. Matthew A. Ekpo
Representative, Faculty of Science - Member
10. Prof. Joseph T. Uyanga
Representative, Faculty of Env. Studies - Member
11. Dr. Olorunfemi A. Eseyin
Representative, Faculty of Pharmacy - Member
12. Dr. Benjamin R. Etuk
Representative, Faculty of Engineering - Member
13. Dr. Essien E. Akpanuko
Representative, Faculty of Business - Member

Administration

- | | | | |
|-----|--|---|-----------|
| 14. | Dr. Godwin E. Akpan
Representative, Faculty of Social
Sciences | - | Member |
| 15. | Dr. Dorothy E. Nelson
Representative, Faculty of Law | - | Member |
| 16. | Mrs. Christiana N. Ekong
Representative, Registry | - | Member |
| 17. | Mr. Cornelius B. Umoren
Director of Internal Audit | - | Member |
| 18. | Dr. Ini U. Enang
Representative of Senior Staff | - | Member |
| 19. | Mr. Emediong E. Godwin
Representative of Junior Staff | - | Member |
| 20. | Mr. Godfrey D. U. Essien | - | Secretary |

BUT FOR THIS BOOK, WE COULD NOT KNOW RIGHT FROM WRONG

ABRAHAM LINCOLN