

**OBAFEMI AWOLOWO UNIVERSITY
ILE-IFE**



**CODE OF CONDUCT FOR THE
UNIVERSITY COMMUNITY**

VII. DEFINITION OF MISCONDUCT

Misconduct as stipulated in the general University regulations governing conditions of service and all other regulations shall be defined as stated below: "Misconduct" means "general misbehaviour to the prejudice of the good name or reputation of the University, and/or of discipline and the proper administration of the University. Without prejudice to the generality of the foregoing, misconduct includes corruption, dishonesty, drunkenness in the course of duty; false claims against the University or any of its constituent parts; insubordination, negligence of duty, falsification, suppression or unauthorised disclosure of accounts or records, unauthorised dissemination or disclosure of University information or records; conviction for criminal offences other than traffic offences; absence from duty without excuse; the performance of any other acts which are inconsistent with, or failure to perform acts which are essential to proper execution of the duties for which the employee was engaged; failure to appear before or to answer questions satisfactorily in any investigation before any person or body designated by the University or any of its constituted bodies for the purpose of investigating any matter provided for in or arising out of any of the affairs of the University, or the conditions of service or the Code of Conduct. For the avoidance of doubt, misconduct includes any act or omission, which has the effect of embarrassing or tarnishing or bringing into ridicule the good name of the University, including the Senate, Council and the officers of the University".

Sanctions For Code VII

Any act of misconduct shall be reported to the Vice-Chancellor in writing, who shall set up an Investigation Panel to investigate and report to him within three weeks. After a *prima facie* case of misconduct had been established against the member of staff, the Vice-Chancellor shall suspend such staff from office pending the final determination of the case.

Any complaint arising from this Code of Conduct shall be investigated by the Vice-Chancellor and shall be concluded within three months or at such a reasonable period of time thereafter as may be decided by the Vice-Chancellor.

OBAFEMI AWOLowo UNIVERSITY

ILE-IFE



CODE OF CONDUCT FOR THE UNIVERSITY COMMUNITY

AS APPROVED BY COUNCIL WITH EFFECT FROM
25TH NOVEMBER, 1990

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conflict with their duties and responsibilities.

- (v) An employee of the Company/Commercial Venture or his/her relations shall not be engaged in any business with the same Company/Commercial Venture.
- (vi) An employee of the Company/Commercial Venture shall not be engaged in any other business.

(D) Directors

A Director in any Company/Commercial Venture shall not engage in any business with the same Company/Commercial Venture without disclosing his/her interest.

Sanctions For Code V(A)--(D)

- (a) An employee of the Company/Commercial Venture who violates this code of conduct shall be liable to dismissal.
- (b) A Director of the Company/Commercial Venture who is found liable shall render account of the proceeds of the business and in addition, he/she shall be removed from office.

VI. CODE OF CONDUCT FOR TRADERS

- (i) All traders operating on the campus must obtain necessary permission for their operations. They shall renew their permits regularly at the stipulated time. They shall be bound by the regulations guiding their operations;
- (ii) Trading is prohibited in the staff residential areas of the campus.

Sanctions For Code VI

- (a) The regulations guiding each category of people shall be invoked as deemed appropriate. Violation of the existing guidelines or regulations shall carry with it appropriate disciplinary measure or penalty including expulsion from the University residence on campus;
- (b) A violation of Code VI(ii) above, shall lead to the forfeiture of the right of residence by the occupier;
- (c) Any investigation carried out by a Panel must determine the extent of the violation as early as possible to enable the University dispose of each case within three (3) months of the violation.

economy in the utilization of these resources and there shall be no false claims on the company.

- (iv) Merit shall be employed in the evaluation of subordinate staff.

(B) Non-Managerial Staff

- (i) Non-managerial staff shall provide a healthy atmosphere for good labour relations through their honesty, loyalty, dedication to duty and observance of all laid down rules and regulations for the proper running of the Company/Commercial Venture.
- (ii) Non-managerial staff shall follow the proper channel for venting their grievances on industrial and other matters relations.

(C) All Staff

- (i) Any Company/Commercial Venture staff shall not accept, obtain, or cause any person to accept, or attempt to obtain from any persons, for himself or for any other person, any gift or consideration as an inducement or reward for doing or forbearing to do any act in relation to the Company's/Commercial Venture's business or for showing or forbearing to show favour or disfavour in matters relating to the Company/Commercial Venture.
- (ii) A member of staff of the Company/Commercial Venture shall not disclose the contents of confidential documents or official information without proper authority.
- (iii) It is the duty of every member of staff of the Company/Commercial Venture to keep and preserve Company's property entrusted to him/her with due care and diligence. If the Company/Commercial Venture sustains a loss by reason of neglect or default of a member of staff, he/she shall as far as practicable be liable to make good the loss or damage. The assessment of what is payable shall be determined by the Company/Commercial Venture but this is without prejudice to the recommendation of any Board of Enquiry that may be instituted by the Company/Commercial Venture.
- (iv) All staff of the Company/Commercial Venture shall not put themselves in a position where their personal interests

PREAMBLE

Council, informed by its past experiences, decided to set up a Code of Conduct Committee for the members of the University Community. The purpose of the Code was to fashion out a set of rules that will, in addition to relevant regulations of the University, guide the day-to-day behaviour of the members of the University Community, with a view to enforcing discipline in the community. Members of the community shall not engage in any act that will constitute an offence under the laws of Nigeria.

I. CODE OF CONDUCT FOR ACADEMIC STAFF

- (i) An academic staff shall teach his courses, in depth, at scheduled times. Teaching and research in the various disciplines shall be of high standards.
- (ii) An academic staff shall constantly improve his knowledge in his areas of expertise.
- (iii) An academic staff shall not relate to his students in a way that could compromise or be seen to have compromised his position as a teacher, examiner and guardian.
- (iv) An academic staff shall not favour any student by disclosing examination questions before the scheduled time for such examinations or by awarding unearned grades or by acting in any other manner inconsistent with his or her status as a University Examiner.
- (v) An academic staff shall not plagiarise the work or works of other authors.
- (vi) An academic staff shall attend official meetings regularly and promptly.
- (vii) The Vice-Chancellor, Provosts, Deans, Heads of Departments, Directors and other constituted bodies shall promptly investigate any breach of this Code that is reported to them in writing. Such officers and bodies shall take decisions commensurate with their level of authority or refer the matter to such a person or body that has authority to act on the matter. Where a member of staff has been charged with an offence before a competent Court of Law or Judicial Tribunal, he/she shall be interdicted from service forthwith, and he shall be put on half pay until the final determination of the matter. If at the end of the trial he/she succeeds, he/she shall be entitled to the balance of his/her pay.
- (viii) An academic staff shall not disclose the contents of a confidential document or official information without proper authority.

Sanctions For Code I

The Code of Conduct shall be binding on all academic staff and where there is the need for sanctions, recourse shall be made to the existing statutes, ordinances, regulations and rules of the University as appropriate.

II. CODE OF CONDUCT FOR NON-ACADEMIC STAFF

- (i) A non-academic staff shall not disclose the contents of a confidential document or official information without proper authority.
- (ii) A non-academic staff shall not delay official work, official correspondence or any official duty.
- (iii) Any official work shall be meticulously carried out to the satisfaction of the University. Any official minutes, notes, correspondence, or such other relevant document shall be properly written to truly reflect the decisions.
- (iv) Prompt and courteous attention should be the hall-mark of a University staff.

Sanctions For Code II

The Code of Conduct shall be binding on all non-academic staff, and where there is the need for sanctions, recourse shall be made to the existing statutes, ordinances, regulations and rules of the University as appropriate.

III. CODE OF CONDUCT FOR ALL STAFF

- (i) A member of staff shall not be a member of, or belong to, or take part in any society the membership of which is incompatible with the functions or dignity of his/her office.
- (ii) All staff shall resign their appointments in accordance with the existing University laws on appointment.
- (iii) All staff shall give adequate notice (as stipulated in the Regulations) to the appropriate officer of the University and obtain prior approval before travelling out of the University or before extending their approved stay either in Nigeria or overseas.
- (iv) A University staff shall not accept, obtain, or cause any person to accept, or attempt to obtain from any persons, for himself or for any other person, any gift or consideration as an inducement or reward for doing or forbearing to do any act in relation to University affairs or business or for showing or forbearing to show favour or dis-favour in matters relation to the University.
- (v) It shall be the duty of every member of staff to keep and preserve

- (iii) A student shall not molest, intimidate or harass any University staff.
- (iv) A student shall not invite and accommodate any outsider(s) who is/are not cleared with the Vice-Chancellor or any other authorised University functionary.

Sanctions For Code IV(E)

- (a) For the items in Code IV(E)(i) and (ii) above, offenders shall be ejected from the Halls of Residence and handed over to the University Security Unit immediately for other necessary action.
- (b) For the items in Code IV(E)(iii) and (iv) above, offenders shall be expelled from the University.

(F) Matriculation Oath

A student shall adhere strictly to his/her matriculation oath.

Sanction For Code IV(F)

Any student who violates his/her matriculation oath shall be appropriately disciplined for his/her failure to keep to the oath of allegiance to the University by the appropriate arm of the University.

V. CODE OF CONDUCT FOR UNIVERSITY COMPANIES/ COMMERCIAL VENTURES

(A) Managerial Staff

- (i) Managerial staff shall provide leadership by example in the performance of their duties.
- (ii) Leadership by example connotes reflecting honesty, efficiency, sincerity, industry and dedication to duty on the minds of the subordinate staff in order to enhance good performance expected of the enterprise by the shareholders.
- (iii) The resources of the company shall be judiciously employed primarily for the purpose of generating and widening the capital base of the Company/Commercial Venture. These resources shall not be used for the private affairs of the managerial staff to the detriment of the Company/Commercial Venture. There shall be strict

Sanctions For Code IV(C)

- (a) A breach of item in Code IV(C)(i) above, shall be punishable with expulsion from the Halls of Residence.
- (b) A breach of items in Code IV(C)(ii) and (iii) above, shall be punishable with the payment of 'reparation fees' to be determined by the Division of Maintenance Services and such students shall be liable to such other punishments, e.g. with expulsion from the Halls of Residence for a Semester or a Session as may be determined by the Halls Authority.
- (c) A break of items in Code IV(C)(iv)-(viii) above, shall be punishable by expulsion from the University.

(D) Environmental Issues

- (i) A student shall not walk on/ across the lawns.
- (ii) Indecent use of the bathrooms and toilets shall not be allowed.
- (iii) A student shall not wash clothes on the verandah.
- (iv) A student shall not disturb ornamental plants.
- (v) A student shall not ride a motor-cycle within the Halls of Residence.
- (vi) A student shall not cook in the rooms and along the corridors.
- (vii) Indiscriminate littering of the environment shall not be allowed.
- (viii) A student shall not discharge human waste in an unauthorised place.
- (ix) A student shall not walk across the top of cover-ways.
- (x) A student shall not pour water from top floors.
- (xi) A student shall not create unauthorised entrances in the Halls of Residence.

Sanctions For Code IV(D)

Any persistent commission of the offences listed in Code IV(D)(i)-(xi) above, may lead to expulsion of the offender from the Halls of Residence.

(E) Miscellaneous

- (i) A student shall not climb wall fence.
- (ii) A student who has been advised to withdraw from the University for any reason shall neither attend lectures nor live in any Hall of Residence.

any University property entrusted to him/her with due care and diligence. If the University sustains a loss by reason of neglect or default of a member of staff, he/she shall, as far as practicable, be liable to make good the loss or damage. The assessment of what is payable shall be determined by the University but this shall be without prejudice to the recommendation of any Commission of Enquiry that may be instituted by the University, the government or their Agencies.

- (vi) Any sum of money due to such a member of staff from the University may be withheld in partial or full satisfaction of such a loss or damage.
- (vii) Where a *prima facie* case of breach of any of these code of conduct has been made against a member of staff, such staff member shall not be granted leave, study leave or any other leave whatsoever, until the case has been disposed of. Such a case shall normally be concluded within three months or at such a reasonable period of time thereafter as may be decided by the Vice-Chancellor.
- (viii) Children and wards of staff shall keep to the laws of the land and all University regulations.

Sanctions For Code III

- (a) For Code III(i)-(vii) above, the Code of Conduct shall be binding on all staff, and where there is need for sanctions, recourse shall be made to the existing statutes, ordinances, regulations and rules of the University as appropriate.
- (B) For Code III(viii) above, parents and guardians of children and wards who engage in anti-social behaviour (that is, any act that would amount to an offence under the laws of the land and such other conducts that would be a source of nuisance and inconvenience to neighbours) shall be held responsible for the actions of such children of wards.

IV. CODE OF CONDUCT FOR STUDENTS

- (A) **Allocation of Accommodation in the Halls of Residence**
 - (i) A student shall not obtain accommodation by fraudulent means.
 - (ii) A student shall not sell accommodation to another students.
 - (iii) A student shall not keep non-students in rooms.
 - (iv) A student shall not obtain double accommodation in one or more Halls of Residence.
 - (v) An undergraduate student shall not take accommodation in the Postgraduate Hall.

- (vi) No Graduate Assistant who is a University Staff on Study Leave who takes Housing Allowance or is provided with accommodation shall take accommodation in the Postgraduate Hall.
- (vii) Part-time postgraduate students shall not take accommodation in the Postgraduate hall.
- (viii) A student shall not harbour any squatters in the Halls of Residence.

Sanctions For Code IV(A)

The following sanctions shall apply to any violation of the codes listed in Code IV(A) above, except where otherwise indicated:

- (a) Forfeiture of bed space and accommodation fees, ejection from the Hall and black-listing for the first offender(s).
- (b) Suspension from the University for a Semester for a second offender(s).
- (c) Students violating items Code IV(A)(iii) and (iv) above, shall be made to appear before the University Disciplinary Committee.

(B) Inter-personal Relationship

- (i) A student shall not be rude to University officials.
- (ii) A student shall not keep guest(s) and visitors in rooms outside the official visiting hours.
- (iii) A student shall not organise private parties in the Halls of Residence.
- (iv) A student shall not engage in betting and gambling activities.
- (v) A student shall not engage in thefts and attempted thefts.
- (vi) A student shall not engage in hemp smoking and drug abuse.
- (vii) A student shall not engage in cases of drunkenness and smoking in rooms.
- (viii) A student shall not engage in sexual assault and abuse.
- (ix) A student shall not constitute a threat to the life of other students.
- (x) A student shall not be a member of any proscribed organisation.
- (xi) A student shall not participate in any illegal or secret meetings organised by societies/fraternities.
- (xii) A student shall not participate in noisy religious worship in the Halls of Residence and outside of designated areas for religious worship without permission.
- (xiii) A student shall not make a noise in the Halls of Residence.

- (xiv) A student shall not engage in any act that constitutes an offence under the laws of the country.

Sanctions For Code IV(B)

- (a) Offenders shall face the Students Disciplinary Committee depending on the seriousness of the misconduct.
- (b) For Code IV(B)(ii) above, suspension for one semester from the Halls of Residence and forfeiture of bed space and accommodation fees.
- (c) For Code IV(B)(iii) above, suspension for one semester from the Halls of Residence and forfeiture of bed space and accommodation fees.
- (d) For Code IV(B)(iv)–(xi) and (xiv) above, the culprit shall be expelled from the Halls of Residence and be made to appear before the University Disciplinary Committee.
- (e) For Code IV(B)(xii) above, the first offender shall be warned while the second offender shall be suspended and made to forfeit accommodation fees and for a third offender, expulsion from the Halls of Residence.
- (f) For Code IV(B)(xiii) above, the offender shall be warned. A persistent offender shall be expelled from the Halls of Residence.

(C) University Property

- (i) A student shall not use high voltage appliances, tamper with or alter electrical installations in the rooms.
- (ii) A student shall not damage or destroy carelessly any Hall property.
- (iii) A student shall not take away door keys during vacations/closures.
- (iv) A student shall not convert illegally University property to personal use.
- (v) A student shall not move any University property from one Hall to another.
- (vi) A student shall not illegally occupy the Vice-Chancellor's Lodge and the residence of other University staff.
- (vii) Students demonstrations resulting in the vandalism and/or theft of University property and those of staff shall not be allowed.
- (viii) Unauthorised seizure of University property shall not be allowed.