

**UMaT CODE OF EXCELLENCE FOR JUNIOR MEMBERS NOTIFICATION
LETTER**

Dear Student,

The Academic Board has officially adopted the Code of Excellence for Junior Members in order to promote a safe and orderly learning environment for every student. You are required to read this publication thoroughly and abide by it. If you have any question(s) about the required conduct and consequences for misconduct, you are encouraged to consult the Office of the Dean of Students or Student Affairs Unit.

You are required to sign the acknowledgement provided below in duplicate and return one to the Student Affairs Unit.

Thank you.

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Registrar

DECLARATION

I declare that I have received a copy of the UMaT Code of Excellence for Junior Members for the 20.../20... academic year and understand that I (student) would be held accountable for my behaviour and would be subjected to the disciplinary consequences outlined in the Code.

Name of student:

Signature of student: Date:

Department: Year of study:

STUDENT'S PLEDGE

I promise to abide by all University rules and regulations. I promise to conduct myself in an acceptable manner, comply with the requirements of the Code of Excellence of the University and follow all the relevant procedures in the Code of Excellence to resolve matters. I promise to uphold personal and academic integrity. Dishonesty in the form of plagiarism or copying another person's work, lying and deceit shall never be part of my life as far as I remain at the University.

I will respect the dignity of all persons and avoid any behaviour that demeans the dignity of my fellow students, lecturers, staff and any other group. I will respect the basic human rights of others and abstain myself from all forms of theft, vandalism, occultism, smoking, drug abuse, improper dressing, misappropriation, malicious damage to and destruction of property.

I will never display any behaviour that will violate my fellow students' rights to move freely or enjoy their privacy at the University. I promise to be punctual at all University gatherings.

I will submit myself to the cultural diversity and accept the values and the differences of other students. I will strive for personal and academic excellence at the University by attending all lectures, participating in all university activities, performing and submitting all exercises and assignments given to me on time. So help me God.

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1 PREAMBLE

1.1 Brief History

The University of Mines and Technology (UMaT), Tarkwa, started as the Tarkwa Technical Institute (TTI) on 3rd November, 1952 but was officially commissioned by the then Government of Ghana, more precisely by His Excellency the Governor of the Gold Coast, Sir Charles Noble Arden Clarke, on 7th October, 1953. In 1961, the Government, upon the advocacy of the Ghana Chamber of Mines redefined the mission of TTI to incorporate the training of mining technicians and other middle level manpower for the country's mining and related industries. In that same year, it was reorganised to become the Tarkwa School of Mines (TSM) to train the required manpower for the mining and allied industries in Ghana.

In 1976, the Government took cognisance of the capability of TSM and its strategic location, Tarkwa, which is at the centre of mining activities in the country. As this location gave TSM a special strength for mining education, TSM was affiliated to the Kwame Nkrumah University of Science and Technology (KNUST) as a faculty of the University so as to enable TSM offer degree, diploma and certificate programmes in mining and related fields. The name TSM was then changed to KNUST School of Mines (KNUSTSM) Tarkwa. The KNUSTSM, Tarkwa and the Kumasi School of Mines were put together to become the Institute of Mining and Mineral Engineering (IMME).

In 1988, a University Rationalisation Committee (URC) commissioned by the Ministry of Education, recommended the development of the school and its conversion into a University. In 2000, the conversion of KNUSTSM into a University was again strongly recommended by Louis Berger Inc. in association with Kwame Asante and Associates in the Report on Partial Commercialisation of KNUST.

In 2001, the Council of KNUST considered and approved proposals and recommendations of the Academic Board to merge the School of Mines at Kumasi and the School of Mines at Tarkwa into Western University College of KNUST, Tarkwa.

On 3rd November, 2004, the Parliament of the Republic of Ghana passed the bill of the University of Mines and Technology into an Act of Parliament. On 11th November, 2004, the President of Ghana gave the Presidential Assent and on 12th November, 2004 the University of Mines and Technology, Tarkwa Act 2004 (Act 677) was gazetted and thus, became a law.

1.2 Vision Statement

The vision of the University is to become a Centre of Excellence in Ghana and Africa for producing world-class professionals in the fields of Mining, Petroleum, Technology and related disciplines.

1.3 Mission Statement

The mission is to provide higher education in mining, technology and related disciplines, to promote knowledge through effective teaching and learning; to promote knowledge through active research and dissemination of information and to offer professional services through extension activities to the mining and allied industries.

1.4 Core Values

The core values of the University are Knowledge, Truth and Excellence.

1.5 Guiding Philosophy

The philosophy of UMaT is to guide students to develop their intellectual capabilities and appreciate good social and moral values. The major aim is to produce world class graduates capable of providing useful professional services.

2 PURPOSE OF THE CODE OF EXCELLENCE

2.1 Principles

The Student Code of Excellence for the University of Mines and Technology, Tarkwa referred to as the Code of Excellence for Junior Members is developed by students, lecturers and the entire university community members and ratified by the Academic Board. The University is committed to providing high quality teaching and learning environment for all students. This can only be achieved if members of the University community live and work beside each other in an environment which promotes respect. The Code of Excellence outlines the University's expectations of students' conduct. Since all students are expected to comply with the University rules and regulations, this Code of Excellence is designed as a guide for the students to ensure that they conduct themselves appropriately in their day-to-day activities, especially during their stay in the University. Where students fail to conduct themselves in an acceptable manner or comply with the requirements of the Code of Excellence, the University will follow relevant procedures in the Code of Excellence to resolve matters. Disciplinary action shall be administered in order to protect other students, employees or properties, and maintain a positive learning environment. Student discipline shall be administered fairly and equitably and will be based on a careful assessment of the circumstances of each case.

2.2 Application of the Code

The Code of Excellence is applicable to Junior Members of the University. All Junior Members are required to comply with the obligations set out in this Code and act in ways that further the University's objectives and uphold its values. It provides guidelines for junior members in the following areas:

- a. Academic Integrity and Honesty
- b. Social and Behavioural Integrity
- c. Offences and Sanctions

Similar guides exist for senior members, senior and junior staff of the University and are found respectively in the Code of Conduct for Senior Members and the Unionised Code of Conduct for Junior and Senior Staff of the Public Universities in Ghana.

2.3 Scope

This Code of Excellence applies to all students of the University. It includes:

- a. activities in which they engage in their capacity as students of the University; or
- b. services or facilities they enjoy by virtue of being a student of the University; or
- c. their presence in the vicinity of, or their access to, any premises owned, leased or managed by the University, or the UMaT SRC or;
- d. any activity not covered by a), b) or c) above, which is considered to affect adversely the safety, interests or reputation of the University, its students, employees or authorised representatives, as outlined in this Code.

3 ACADEMIC INTEGRITY

3.1 Overview

As an institution that values academic integrity and intellectual exploration, UMaT expects all members of its community to abide by the highest standards of scholarly conduct. The reputation of the institution depends on the ability of both Faculty and students to uphold the principle of academic honesty. UMaT asserts that attending a tertiary academic institution is a privilege earned by the most intelligent, motivated and committed students. With this privilege comes the responsibility of each member of the University community to demonstrate the highest ethical behavior and personal integrity.

3.2 Class Attendance

Students are required to attend lectures, tutorials and practical classes specified for their course of study, and all such examinations as the University or the departments may from time to time conduct, and to take part in all written and practical work

assigned to them.

Students who absent themselves from lectures, tutorials and practical classes for a total of thirty percent (30%) or more in any one semester will be deemed not to have satisfied the attendance requirements for the semester. Such students shall not be allowed to take part in the end of semester examinations of that course.

3.3 Student and Course Assessment

Students are required to uphold academic honesty by avoiding plagiarism and the use of foreign materials during examination and any other quizzes. During examination, students are expected to demonstrate the highest ethical behaviour and personal integrity.

Students will experience various assessments designed around topics of the semester's course outline during the academic year. Each student is required to take part in all assessments and submit for marking. Students who intentionally fail to submit their assessments for marking will be liable to sanctions as stated in the Student Guide.

3.4 Referencing

Students are required to include or provide bibliography/references of all of the sources they consulted in completing any assignment or project work. It is an offence for a student to forge or in any other way alter or falsify any reference for his/her assignment or project work.

3.5 Assessment of Lecturers

Students are required to assess lecturers fairly in the various courses at the end of each semester to expose the strengths and weaknesses of lecturers with intent to enhance effective teaching and learning.

3.6 Library/Educational Materials

Students must not hinder the educational opportunity of other students by behaviours such as removing, hiding, or defacing educational materials. Students who are found to have illegally removed, hidden or defaced library materials will be subjected to sanctions, including suspension, or dismissal from the University. Students are also required to adhere to all other library rules and regulations to make it a better place of study and research. Students should note that they will be charged for damaged or lost textbooks. Students are required to visit libraries for further research works to upgrade their knowledge.

4 SOCIAL AND BEHAVIOURAL INTEGRITY

4.1 Overview

University of Mines and Technology places great importance on living its core values and as such provides training to make students exhibit the core values. In view of this, the University expects students to demonstrate these core values in everything they do: in the way they dress, the way they maintain the environment, the way they treat each other and other members of the community, and the diligence and professionalism with which they approach their roles as junior members in-statu pupillary (students).

4.2 Dressing and Personal Hygiene

In the University's quest to nurture and produce world-class professionals, we expect students to show a sense of responsibility and professionalism in their mode of dressing and overall conduct at all times. UMaT places emphasis on students' appearance since one may be addressed according to the way he/she dresses. Students are therefore advised to pay attention to the way they dress and carry themselves. Students are expected to appear decent because an academically excellent student who is seen to be indecent in dressing or appear unkempt may not appear attractive to an employer. As a result, we encourage students to desist from indecent dressing to all University functions. Students are entreated to dress neatly to all University functions.

UMaT believes that a sound mind lives in a sound body so to ensure that students live healthy lives, they are encouraged to observe personal hygiene. This is because most common diseases can easily be prevented when students observe personal hygiene. Lecturers have the right to refuse interaction with any student who looks unkempt, smells bad or dresses provocatively. Apart from lectures where a student can put on smart casual, the required dressing for all other university functions is formal.

4.3 Disorderly and Reckless Conduct

Disorderly conduct is not permitted. Violation of the orderly operation of the University includes but is not limited to:

- a. Excessive noise, which interferes with classes, University offices, or other campus and community activities;
- b. The use of mobile phones during lectures without the permission of the lecturer;
- c. Unauthorised entry into or occupation of a private work area;
- d. Conduct that restricts or prevents Faculty or staff from performing their duties;

- e. Failure to maintain clear passage into or out of any University building or passageway;
- f. Inciting to break the law;
- g. Conduct that places oneself or another in imminent danger of bodily harm;
- h. Distribution of any form of pornographic material; and
- i. The practice of occultism in the University.

The standard as to what constitutes imminent danger is solely at the discretion of the Management of the University.

4.4 Alcohol and other Drugs

UMaT is dedicated to establishing and maintaining an environment that is safe and healthy for students and staff. The University believes in the right of everyone to live and work in an environment that is devoid of the effects of substance abuse. Students who get drunk and/or abuse drugs are not only a danger to themselves but to others. These habits may not allow students to enjoy the full benefits of their academic prowess and therefore strictly prohibited in the University.

4.5 Smoking

UMaT is committed to ensuring good health and sound mind for all students. Students are encouraged to desist from acts that will have adverse effects on their health. The inscriptions on various packages of cigarettes include: smoking kills, smoking clogs the arteries and causes heart attacks and strokes, smoking can cause a slow and painful death amongst others. As such, smoking of tobacco and other substances in all indoor and outdoor areas throughout UMaT campus, including but not limited to halls of residence, lecture rooms, laboratories, library and car parks is strictly prohibited.

4.6 Weapons and Fireworks

To ensure an environment that is safe for all members of the University community, no student may possess or use firearms on any UMaT property or its environs. Weapons including but not limited to chainsaws, machetes, daggers, rifles, shotguns, handguns, airguns and all forms of ammunition are not allowed on campus.

4.7 Cleanliness

UMaT attaches utmost importance to cleanliness. Cleaning is a responsibility for all members of the University community.

The University will clean lecture rooms, library, auditorium, hallways, stairways, study rooms, kitchens and bathrooms of the university halls. Students are however encouraged to desist from littering. Dustbins placed at vantage points are meant to be used for such purposes. It is the responsibility of students to clean their rooms.

It is recommended that roommates come up with a suitable cleaning roster where students can clean their rooms in turns.

4.8 Harassment

The University seeks to sustain an environment devoid of harassment of any kind. Those who harass others will be subjected to various degrees of sanctions. Students are admonished to respect themselves and know the limit to friendliness. Students should be mindful of the fact that the one being harassed may become provoked to harm the one harassing.

4.9 Time Management and Consciousness

To get the world-class professionals desired by the University, UMaT encourages students to manage their time well. Students are advised to apportion their time well so that they do not go through unnecessary stress during examinations. Students are also entreated to keep to time when attending lectures, as well as submitting assignments and any other University function. Lateness to University functions will not be entertained.

5 OFFENCES AND SANCTIONS

It shall be considered misconduct for any student to put up an act without reasonable excuse, or to fail to perform in a proper manner any duty imposed upon him/her, which contravenes any regulation, instruction or directive relating to students of the University, or tends to bring the University into disrepute.

Appropriate sanctions shall be meted out to those who violate the rules and regulations of the University. For the list of offences and sanctions refer to the Student Guide, Guidelines for Postgraduates Studies and the Conduct of Undergraduate/ Postgraduate Programmes in UMaT.

6 AMENDMENT OF THE CODE OF EXCELLENCE

The University reserves the right to change rules, regulations and policies as well as programmes and course requirements without prior notice.

APPENDIX

DETAILS OF THE PLEDGE

In the Code of Excellence for Junior Members, the following in the pledge shall mean:

Junior Member means any person registered for a programme of studies or research in the University

“I will respect the dignity of all persons” means students will not entertain any behaviour which compromises or demeans the dignity of individuals or groups. Such behaviours include but not limited to intimidation, teasing, baiting, ridiculing, insulting, harassing and discrimination.

“I promise to uphold personal and academic integrity” means students will avoid dishonesty of any kind; the practice of plagiarism, copying another person’s work (assignment and examination), lying and deceit.

“I will respect the rights and property of others” means students will avoid all forms of theft, vandalism, misappropriation, malicious damage to and destruction of property. Any behaviour that violates a person’s rights to move freely, to express him/herself appropriately and to enjoy his/her privacy will be avoided by students.

“I will submit myself to the cultural diversity and accept the values and the differences of other students” means students will not deny their fellow students of equal rights and opportunities because of their age, sex, race, religion, disability, ethnic heritage, socioeconomic status, political, social or other affiliation or disaffiliation.

“I will respect the basic human rights” means students will not exhibit behaviour(s) which are inconsiderate, insensitive, inhospitable, or inciteful, or which unjustly or arbitrarily inhibit another’s abilities to feel safe and welcomed in the pursuit of their academic goals.

“I will strive for personal and academic excellence” means students will attend and participate in all lectures, practical sessions and discussions with their lecturers. Students will abide by all University rules, regulations and procedures and demonstrate academic integrity throughout their academic and professional lives.