



PAN-ATLANTIC
UNIVERSITY

STUDENT CODE OF CONDUCT AND DISCIPLINE

Version 2.1

INTRODUCTION

Preamble

The student code of conduct and discipline is anchored on the “Christian principles and ideals” of the Pan-Atlantic University and also on the importance it attaches to the education of people in “responsible freedom”.

These principles guide the University in its dealings at all levels and it is expected that students will support and comply with these principles and ideals.

The disciplinary procedure ensures the University community is conducive for study and life. We encourage students to achieve and maintain very high standards of human conduct which the University expects of all in the community.

Application of the Code

The provisions of this Code of Conduct on non-academic misconduct apply within the University campus. Except a provision explicitly provides otherwise, the provisions of this Code of Conduct shall also apply beyond the campus in the following instances:

- If a student tests positive in a drug test and cannot offer a reasonable explanation for this, the provisions of the code will still apply even if the drugs were taken outside the campus.
- When there are other cases of gross misconduct that brings the University to disrepute.
- The provisions of this code shall also apply beyond the University campus whenever six or more PAU students act together as a group.

Application of the Code to External Accommodation

It is not compulsory for students of Pan-Atlantic University to live in halls of residence on the University campus or in hostels, outside the campus, officially approved by the University. Students are free to live with their families or make their own living arrangements.

However, when three or more students of the University live together in the same place the rules regulating halls of residence in the University shall apply. Halls of residence in the University are exclusively occupied by either male or female students and no mixed accommodation allowed.

TYPES OF MISCONDUCT

Category A: Academic misconduct

The following is a schedule of academic misconduct and their associated sanctions.

#	Misconduct	Sanctions
1	Possession of unauthorized material (physical or digital) brought into the examination venue by the candidate or by other persons.	Cancellation of the candidate's results in that examination. Candidate repeats the course.
2	Possession of unauthorized material (physical or digital) brought to a Continuous Assessment (CA) (tests, classwork, assignment, term paper and take home assessments) venue by the candidate or by other persons.	Cancellation of the candidate's result in that Continuous Assessment.
3	Copying from unauthorized material (physical or digital) carried by the candidate or by other person(s) to the examination venue or copying from other candidates work during an examination	Cancellation of candidate's results for the examination in the course concerned. Suspension for one academic year to expulsion from the University depending on the gravity.
4	Copying from unauthorized material (physical or digital) carried by the candidate or by other person(s) to the Continuous Assessment venue or copying from other candidates work during a Continuous Assessment	Cancellation of candidate's result for that Continuous Assessment. Suspension from the University for one month to one academic year depending on the gravity.
5	Circulating unauthorized material (physical or digital) to other candidates during an examination	Cancellation of the results of that examination in the course concerned for all parties involved. Expulsion from the University of the parties involved.
6	Circulating unauthorized material (physical or digital) to other candidates during a Continuous Assessment.	Cancellation of the results of that Continuous Assessment for all parties involved. Suspension for one year for the parties involved.
7	Communicating orally with other candidates during the examination.	Cancellation of examination results in the course for all parties involved.
8	Communicating orally with other candidates during a Continuous Assessment	Cancellation of results for that Continuous Assessment for all parties involved.
9	All cases of plagiarism (presenting another person's work as one's own) (except cases in nos. 11, 12 and 13 below)	Cancellation of the result in the course for the candidate(s) involved and suspension for 2 weeks to 1 academic session depending on the gravity.

10	Aiding plagiarism by sharing one's work in a Continuous Assessment or in an examination with another student.	Cancellation of the result for that work.
11	Marginal Plagiarism: Less than two paragraphs, or data of similar importance in a Continuous Assessment or in an examination	Cancellation of the specific paper in the course concerned. Additionally, suspension for one week in the case of an examination
12	Significant plagiarism: More than two paragraphs, but less than 20% of the total work in a Continuous Assessment or an examination	Cancellation of the specific paper; Suspension for one week. Additionally, suspension for two week in the case of an examination
13	Substantial plagiarism (more than 20% of the total work) in a Continuous Assessment	Cancellation of the specific paper; suspension for three weeks
14	Substantial plagiarism (more than 20% of the total work) in research projects or examinations.	Cancellation of the result in the course concerned. Suspension for one year
15	Substantial plagiarism (more than 20% of the total work) in Masters dissertation or doctoral thesis.	Expulsion
16	Continue writing after time allowed has elapsed	Written warning is issued
17	Willful disruption of University examinations	Cancellation of examination results in the course concerned for all parties involved. Suspension or expulsion from the University for those involved depending on the gravity of the misconduct.
18	Willful disruption of University Continuous Assessment	Cancellation of results for that CA for all parties involved.
19	Impersonating another candidate	Expulsion from the University of the candidates/students involved in the conspiracy.
20	Presenting oneself for an examination in a course for which one has not duly registered or is not eligible to write	Cancellation of candidate's examination results.

21	Commission of academic misconduct more than once.	A stiffer sanction will apply
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Category B: Non-academic misconduct

Type 1: Misconduct which attract expulsion

- Membership or patronage of a cult.
(A cult for the purpose of this code of conduct is defined as any organization, body, membership, group of persons etc. registered or not whose actions or activities or objectives preach, encourage, promote or instigate any immoral or illegal or violent activity or any other act or behaviour which is not in conformity with the rules and regulation of the institution as determined by the Management Council of the University)
- The possession, use or trafficking of drugs prohibited by the laws of Nigeria, these include but are not limited to cocaine, marijuana, cannabis, LSD, etc.
 - The penalty for consumption and sale of marijuana and any other illicit drugs is expulsion. However, if the consumption of marijuana is for the first time it attracts only suspension for an academic year.
 - Drug abuse and illicit use of drugs such as anti-depressants and sedatives when not prescribed by a medical doctor for any known illness shall also warrant expulsion
- The possession of firearms or other deadly weapons within the University premises.
- Refusal, by a student, to take a drug test authorised in accordance with the Drug Testing Policy.

Type 2: Misconduct which attract suspension or expulsion (depending on the gravity of the misconduct)

- Failure, by a student, to show up for a drug test
- Involvement in a physical fight
- Physical or verbal assault against any member of the University community
- Vandalism of University property
- Theft of personal or University property
- Providing forged documents to the University
- Disruption of lectures
- Possession of pornographic material of any sort
- Sexual misconduct, lewd behavior, sexual harassment or breach of Christian standards of decent behavior. Where the misconduct involves sexual abuse of a minor or a vulnerable adult, it is considered very grave. *(Sexual abuse of a minor for the purpose of this code is defined as the engaging in sexual relations with a person under the age of 18 or exploiting persons under the age of 18 sexually in other ways including but not limited to the acquisition, possession or distribution of pornographic images, by whatever means or using whatever technology. Note that consent by the minor is no excuse. These also apply to vulnerable adults. The term “vulnerable adult” is understood as any person in a state of infirmity, physical or mental deficiency, or deprivation of personal liberty which, in fact, even occasionally, limits their ability to understand or to want or otherwise resist the offence.)*
- Statements and publications which come across as offensive, derogatory and unfounded
- Bribery and influence peddling

Type 3: Misconduct which attract warning or suspension (depending on the gravity of the misconduct)

- Threats to any member of the University community
- Disrespect towards any member of University management, faculty or staff
- Violations of the alcohol policy. *“Where there is reason to suspect that a student may have violated the alcohol policy, a confirmatory test will be carried out. Refusal to submit oneself for the test will be viewed as an infraction”*
- Gambling

- Providing false information in any form to the University.
- Wilful disregard or refusal to comply with disciplinary and other rules or procedures, or other directives, verbal or written, from the University
- Violation of disciplinary or administrative sanctions and restrictions
- Unauthorised use of the name of the University or of management, faculty and staff
- Misbehaviour in class, library or other areas of the University premises
- Violations of the dress code
- Other misdemeanours or conduct unbecoming of a member of the PAU community

THE STUDENT DISCIPLINARY PROCESS

The disciplinary process will usually be anchored around four major steps:

- Incident reporting and investigation
- Hearing and resolution
- Implementation of sanction
- Appeal

Incident Reporting and Investigation

Once a report of misconduct is made by faculty, staff or students to any Head of Unit, Head of Department or the Student Affairs Department a record is made and a preliminary investigation carried out immediately. This preliminary investigation is to determine if there has been a disciplinary infraction and the appropriate next steps to take.

When the incident being reported borders on the suspicion of sexual abuse, a written record should be made of the report by the one who receives it. This report should not contain any details that identify the alleged victim. If the alleged victim or the reporting party (if not the victim) files this as a formal report, they are to sign the report as long as they have no objections. If they are not willing to, they should not be forced to sign the formal report. This can be stated as a note at the end of the report in place of the signature.

Once the University comes to the knowledge of misconduct that involves the sexual abuse of a minor, the Student Affairs Department must inform the parents of the minor. *(When the only source of information about an incident of this type comes from what the victim has mentioned to a person of the University they trust, it should not be transmitted to the parents without the permission of the victim. Kindly note that confidential information given under the seal of secrecy must be kept, save in exceptional cases where keeping the secret is bound to cause very grave harm to the one who confided it and where very grave harm can be avoided only by disclosing the truth.)*

The alleged victim will be offered spiritual and psychological assistance through the Student Support Services.

Hearing and Resolution

If, after carrying out a preliminary investigation, it is believed that a student or group of students may have committed some grave misconduct (*misconduct which attracts a sanction of more than 2 weeks of suspension*), the matter will be referred to the Director, Student Affairs. The Director, Student Affairs will summon the students and refer them to the Disciplinary Committee who will determine the culpability or innocence of the students and decide on appropriate sanctions.

The student will be informed of all the allegations against him and informed of the evidence given in support of the allegations and the statements made. The student is then given a fair opportunity to correct and/or contradict the evidence in his response.

If the Disciplinary Committee decides that the appropriate sanction is to expel a student, the matter will be referred to Senate for a final decision. In other cases, the sanction decided by the Disciplinary Committee, barring any appeals, will take effect.

In the case of smaller infractions there is no need for a full-scale disciplinary hearing. Heads of Departments and the Director, Student Affairs are empowered to administer appropriate disciplinary action on a student involved in such misconduct as soon as it is reported. The Student Affairs

Department should be notified of all such action. All grave breaches of discipline will go to a proper hearing of the Disciplinary Committee.

Where the student does not accept the case of misconduct brought against him at the summary hearing it is referred to the Disciplinary Committee via the Student Affairs Department. The student will be notified that if the Disciplinary Committee agrees with the outcome of the summary hearing then the sanction to be imposed will be stiffer.

In accordance with the provisions of the PAU Constitution, the Vice-Chancellor may exclude any student from the University or any part thereof until the next meeting of Senate.

Implementation

The decisions in a disciplinary hearing are communicated in writing to the student, his parents or guardian and University stakeholders such as the Dean of the student's school. Documentation of the entire process shall be kept in the disciplinary case files and copied to the student's file.

Appeal

Any student, on whom a sanction has been imposed, has a right to an appeal. The following are the bodies to which appeals can be made:

- To the Dean from sanctions imposed by a Head of Department
- To the Vice-Chancellor from sanctions imposed by the Director, Student Affairs
- To the Senate from sanctions imposed by the Disciplinary Committee
- To the Governing Council from sanctions imposed by the Senate

Students who wish to appeal against penalties imposed on them must do so within two weeks of the date the sanction was communicated to them. Once a student files an appeal the application of the sanction is suspended until the appeal has been decided.

Generally, there is right to only one appeal. However, when the penalty imposed is expulsion from the University, or withdrawal of a degree, there is always a right of final appeal to the Governing Council.

Please note that an appeal can only be made to the appropriate higher body only if the appellant is contesting the outcome of a disciplinary panel. Appeals for compassion can only be addressed to the body that imposed the penalty, not to a higher body.

STUDENT GRIEVANCE MECHANISM

Any student of Pan-Atlantic University who feels aggrieved can seek redress through the student grievance mechanism. Issues for grievance resolution would be alleged violations by any member of the University community, any rules or policies of the student's school or of the University in general which directly affects the student.

The student grievance mechanism is aimed at providing a fair hearing to any aggrieved student. The opinions or concerns of students are never taken for granted in the University. Students should lodge their grievances with the Director of Student Affairs.

Usually the first step is to resolve the matter in an informal setting where the parties deliberate and try to resolve the issue. Where this fails the matter will be referred to appropriate officers. Where the matter involves an infraction of University policy the appropriate disciplinary process will be invoked.