

ETHICS AND CODE OF CONDUCT FOR STUDENTS POLICY AND REGULATIONS

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Custodian	Pro-Vice Chancellor: Administration and Finance
Responsible division	Directorate: Student Affairs
Contact officer	Director: Student Affairs
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Approved by	Council
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Policy amended/replaced	NA
Signature of Chairperson	

Related legislation, policies and regulations

Legislation and/or other regulatory obligations	Organizational policies, procedures, guidelines and regulations
<ul style="list-style-type: none"> • The University of Namibia Act (Act No. 18 of 1992) • Anti-Corruption Act, Act 8 of 2003 • Combating of Rape Act, Act 8 of 2000 • The Constitution of Namibia 	<ul style="list-style-type: none"> • Delegation of Authority Policy • Anti-Fraud, Anti-Corruption and Whistle Blowers Policy • General Information and Regulations Prospectus • Policy on Academic Integrity • Security Policy • Sexual Harassment Policy and Procedure • SRC By-laws • Student Accommodation Policy • Student Extracurricular Policy and Procedures • UNAM Institutional Strategic Plan • UNAM SRC Constitution

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1.0 ACRONYMS AND ABBREVIATIONS

Acronym/ Abbreviation	Explanation
SRC	Student Representative Council
UNAM	University of Namibia
VC	Vice Chancellor

2.0 DEFINITIONS

In this Ethics and Code of Conduct for Students Policy and Guidelines, unless determined otherwise by the context, the following words and phrases shall have the following meaning:

Term / Acronym	Definition
Academic dishonesty/misconduct	Refers to any action aimed at gaining or attempting to gain an unfair academic advantage in a formal University assessment, or any activity that could undermine the integrity of academic programmes and research.
Code of Conduct	A collection of rules and regulations that include what is and what is not acceptable or expected behaviour.
Ethics	A moral principle that governs a person's behaviour or conduct.
Property	All fixed, movable, immovable, tangible and intangible assets belonging to UNAM including intellectual property.
Sexual harassment	Unwelcome sexual advances, requests for sexual favours or inappropriate promise of reward in exchange for sexual favours and other verbal or physical conduct of a sexual nature which are offensive, humiliating or intimidating
Student	Any individual, registered as a student at the University of Namibia, whether part-time/distance/full-time, including those who have finished their qualifications but have not yet received their qualifications or have not graduated.
UNAM	The University of Namibia as established in accordance with Section 2 of the University of Namibia Act, Act no. 18 of 1992.

3.0 INTRODUCTION

All students should align themselves with the UNAM core values.

4.0 POLICY OBJECTIVES

The objective of UNAM's Ethics and Code of Conduct Policy is to establish reasonable, fair, and transparent standards of behaviour and conduct.

5.0 SCOPE

This Ethics and Code of Conduct for Students Policy and Regulations shall apply to all kinds of conduct of students and registered student organisations that occurs on the University premises including University sponsored activities, functions hosted by other recognized student organizations and any off-campus conduct that has or may have serious consequences or adverse impact on the Universities interests or reputation.

6.0 ACCOUNTABILITY AND RESPONSIBILITY

- 6.1 The Pro-Vice Chancellor: Administration and Finance is the custodian of the Ethics and Code of Conduct Policy, and accountable for the implementation of the policy at UNAM.
- 6.2 The Directorate of Student Affairs is responsible for the implementation of the policy.
- 6.3 All students are responsible to ensure that they adhere to the provisions of this policy.

7.0 POLICY PRINCIPLES

This Ethics and Code of Conduct for Students Policy and Regulations is based on the principles of professional, ethical and fair conduct through the avoidance of real or apparent discrimination. This enables Students to serve in the best interests of the University and uphold the good name of University and its stakeholders, efficiently and effectively.

8.0 POLICY STATEMENT

- 8.1 All UNAM students shall behave in an ethical manner striving to uphold the core values of UNAM.
- 8.2 All UNAM students shall comply with the Student Disciplinary Policy, Regulations and procedures for students.

9.0 SANCTIONS

Non-compliance with this policy shall subject the student to disciplinary action in accordance with the Student Disciplinary Policy, Regulations and Procedures of UNAM.

10.0 PROCEDURES

The procedures of this policy are contained in the attached regulations that form part of this policy.

REGULATIONS

A. UNAM CORE VALUES

All students of UNAM shall uphold the core values of the University at the time.

B. CODE OF CONDUCT AND ETHICAL BEHAVIOUR

The Code of Conduct is based on adaption of ethical behaviour and principles.

All UNAM students shall:

- B.1 Perform their academic activities diligently to the highest level of excellence and with reasonable care at all times.
- B.2 Conduct themselves in a professional manner at the University as expected within their faculties, while upholding standards of honesty, integrity and ethics.
- B.3 Adhere to all lawful instructions from UNAM staff with the necessary authority.
- B.4 Behave in a respectful and professional manner towards fellow students, visitors and other stakeholders.
- B.5 Uphold the good name and reputation of UNAM at all times.
- B.6 Familiarise themselves with basic health and safety precautions at UNAM and report all hazards or potential hazards.
- B.7 Use appropriate channels and procedures to address problems.
- B.8 Refrain from using or being under the influence of intoxicating substances.
- B.9 Contribute to a safe and secure learning environment and refrain from acts of sexual harassment.
- B.10 Be honest and use UNAM funds, resources and assets efficiently, economically, with due care and diligence and for official, authorised purposes only.
- B.11 Protect and take reasonable steps to prevent the theft or misuse of, or damage to UNAM's assets, including all movable, immovable or tangible property and assets.
- B.12 Ensure that their appearance and dress code is appropriate.
- B.13 Obtain the necessary approval prior to conducting any research in the name of the University.
- B.14 Take all reasonable precautions to prevent unauthorised access to, or misuse of University's records, information, as well as intellectual property.
- B.15 Avoid incidents of hate speech, defamation and to handle the personal information of fellow students and any member of the UNAM community confidentially.
- B.16 Treat all students, visitors and other stakeholders fairly and not discriminate against or harass them on the basis of inter alia race, ethnicity, religion, age, gender, employment status, social status, sexual preference, marital status, political affiliation or opinion, physical or mental disability or impairment.
- B.17 Conduct themselves in compliance with all applicable UNAM policies, procedures, guidelines, rules and regulations and fulfil their financial obligations towards the University.
- B.18 Prevent and reduce environmental impact during the course of their studies and affiliation to the University.

University of Namibia Students who are members of the SRC shall further:

- B.19 Uphold and represent the interests of students both individually and collectively in line with their mandates and portfolios.
- B.20 Promote the needs of the students and advocate for them without fear or intimidation and foster links of solidarity, cooperation and communication with other student bodies having similar principles to those of UNAM's student body, both nationally and internationally.
- B.21 Respect the rights and dignity of all students and also to organise and unify students as one entity across all campuses of the University.
- B.22 Exhibit and foster professional conduct in the exercise of their duties and the embrace the vision, mission and strategic plan of the University through, amongst other things, the development of plans in the achievement of goals.
- B.23 Refrain from unfair conduct, favouritism, Nepotism and/or conduct which will result in them being deemed unfit to serve the students.
- B.24 Refrain from using their offices to gain an unfair advantage, gratification or to misappropriate and or deceive the University community.
- B.25 Act within the confines of their constitution and the University policies, rules and regulations and the law of the land and to promote the understanding, respect and protection of the UNAM rules, regulations and applicable laws amongst the student body.
- B.26 Promote equity amongst fellow SRC members and students.
- B.27 Strive to uphold the core values of the University and standards of good practice.
- B.28 Hold assemblies and meetings to inform students of the roles they occupy and the responsibilities they hold as students and also to hear the concerns of the students.