



**STUDENT CODE OF CONDUCT AND DISCIPLINE**  
**Version 3.0**

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### Document Information

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### Revision History

Version	Date	Revision Author	Summary of Changes
3.0	18 September 2024	Mrs Anne Osezua	<ol style="list-style-type: none"> <li>Keeping the academic misconduct of plagiarism on the code in line with the university's plagiarism policy.</li> <li>Revision of the table of minimum sanctions applicable.</li> </ol>

### Approval

Name	Date
University Senate	18 September 2024

## **INTRODUCTION**

### **Preamble**

The student code of conduct and discipline is anchored on the “Christian principles and ideals” of the Pan-Atlantic University and 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 students are expected to support and comply with them.

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 bring 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. This applies also to online closed groups of PAU students. The term ‘closed group’ refers to any online community of only PAU students.

### **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 at 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 and circulation of unauthorised material (physical or digital) carried by the candidate or by other person(s) to the examination venue or copying from other candidate's work during an examination	Cancellation of candidate's results for the examination in the course concerned. Suspension for one academic year.
4	Copying and circulation from unauthorised 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	Community service for 40 hours is to be completed within a month from the date of receipt of the sanction letter; failure to complete it within the time frame will incur an additional cancellation of the course.
5	Communicating orally with other candidates during the examination.	Cancellation of examination results in the course for all parties involved.
6	Communicating orally with other candidates during a Continuous Assessment	Cancellation of results for that Continuous Assessment for all parties involved.
7	Marginal plagiarism: Less than two paragraphs or data of similar importance	Cancellation of the specific paper.
8	Significant plagiarism: More than two paragraphs, but less than 20% of the total work	Cancellation of the specific paper Suspension for two weeks
9	Substantial plagiarism (more than 20% of the total work) in Masters dissertation or doctoral thesis.	Expulsion

#	Misconduct	Sanctions
10	Substantial plagiarism (more than 20% of the total work) in any other work	Cancellation of the specific paper Suspension for one year
11	Continue writing after time allowed has elapsed	Deduct 5 marks from the candidate's examination score
12	Willful disruption of University examinations or continuous assessment	Cancellation of examination results in the course concerned for all parties involved. Suspension depending on the gravity of the misconduct.
13	Destruction of evidence for an examination or CA malpractice	Cancellation of candidate's result in that examination or CA Suspension depending on the gravity
14	Impersonating another candidate in an examination or CA	Expulsion from the University of the candidates/students involved in the conspiracy.
15	Presenting oneself for an examination in a course for which one has not duly registered or is not eligible to write	40 hours community service. to be completed within a month from the date of receipt of the sanction letter; failure to complete it within the time frame will incur an additional cancellation of the course
16	Commission of academic misconduct more than once.	A stiffer sanction will apply. NB: Any further violation of the code within the same category (academic or non-academic), irrespective of whether they are the same as the previous misconduct or not, will attract a stiffer sanction.

#### Note

*If a student had already received his/her degree and it is discovered that there is plagiarism in his/her project, thesis or dissertation, the student can still be sanctioned: the university has the power to revoke the student's certificate or degree. If a student had previously been found guilty and is again culpable and is to be punished for any type of plagiarism, the recommended sanction shall vary from suspension for two (2) years to expulsion from the university.*

## 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 regulations 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 or sale of marijuana and any other illicit drugs is expulsion. However, if the consumption of marijuana is for the first time it attracts suspension for an academic year, inclusive of evidence of rehabilitation before reintegration back into the University
  - Drug abuse and illicit use of drugs such as anti-depressants, sedatives and stimulants 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 authorized in accordance with the Drug Testing Policy.

### Type 2: Misconduct which attract community service, 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
- Production, Possession or distribution 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 including digital content which come across as offensive, derogatory and unfounded
- Bribery and undue inducement to staff.

### **Type 3: Misconduct which attract warning, community service or suspension (depending on the gravity of the misconduct)**

- Threats to the person, property or reputation of 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* ’
- Illegal Gambling (Illegal gambling as defined by the Nigerian Lottery commission)
- Providing false information in any form to the University.
- Willful 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, the matter will be referred to the appropriate 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.*

*All breaches of discipline will go to a proper hearing of the Disciplinary Committee.*

*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:*

- Appeals Committee - All Appeals.
- To the Senate- Sanctions of Expulsion.
- To the Governing Council - 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.*

*Students sanctioned for the same misconduct should all be equally accorded an appeal hearing in a case where one of them appeals and the appeal is granted.*



## **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*

## TABLE OF MINIMUM SANCTIONS

<b>Misconduct</b>	<b>Minimum sanction applicable</b> (in the absence of any clear extenuating circumstances)	
<b>Type 1</b>	<b>Sanction</b>	<b>Duration</b>
Membership or patronage of a cult	Expulsion	
The possession, use or trafficking of drugs prohibited by the laws of Nigeria	Expulsion	
The penalty for consumption and/or sale of marijuana and any other illicit drugs is expulsion	Expulsion	
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	Expulsion	
The possession of firearms or other deadly weapons within the university	Expulsion	
The consumption of marijuana for the first time	Suspension	One session
<b>Type 2</b>	<b>Sanction</b>	<b>Duration</b>
Failure by a student to show up for a drug test	Suspension	One semester
Involvement in a physical fight	Community service	40 hours of community service to be completed within one month from receipt of the sanction letter. Failure to complete the community service within the time frame would result in an additional suspension for one semester.
Physical assault against any member of the university community	Suspension	One semester

<b>Misconduct</b>	<b>Minimum sanction applicable</b> (in the absence of any clear extenuating circumstances)	
Verbal assault against any member of the university community (first offence)	Community service	40hrs community service is to be completed within one month from receipt of the sanction letter. Failure to complete the community service within the time frame would result in an additional suspension for one semester.
Providing forged documents to the university e.g medical report, examination eligibility slip, manipulation of official documents and signatures, etc	Suspension	One semester
Vandalism of the university property	Suspension	One semester
Theft of personal or university property	Suspension	One semester, depending on the materiality of stolen property or object
Disruption of lectures	Community service	40hrs of community service to be completed within one month from receipt of the sanction letter. Failure to complete the community service within the time frame would result in an additional suspension for one semester.
Production, possession or distribution of pornographic material of any sort	Suspension	One semester-Expulsion depending on the gravity of the offence
Sexual misconduct, lewd behaviour, sexual harassment or breach of Christian standards of decent behaviour	Community service	40 hrs of community service, depending on how grave the offence is. The community service is to be completed within one month after receiving the sanction letter. Failure to complete the community service within the time frame would result in an additional suspension for one semester.

<b>Misconduct</b>	<b>Minimum sanction applicable</b> (in the absence of any clear extenuating circumstances)	
Statements and publications including digital content which come across as offensive, derogatory and unfounded against the university and any member of the university community	Suspension	One semester
Bribery and undue inducement to staff	Suspension	One semester
<b>Type 3</b>	<b>Sanction</b>	<b>Duration</b>
Threats to the person, property or reputation of any member of the university community	Suspension	One semester
Disrespect towards any member of the university management, faculty or staff	Community service	40hrs community service to be completed within one month from receipt of the sanction letter. Failure to complete the community service within the time frame would result in an additional suspension for one semester.
Violations of the alcohol policy	Community service	40hrs community service to be completed within one month from receipt of the sanction letter. Failure to complete the community service within the time frame would result in an additional suspension for one semester.
Illegal gambling as defined by the Nigeria Lottery Commission	Suspension	One semester
Providing false information in any form to the university	community service	40hrs of community service are to be completed within one month of receipt of the sanction letter. Failure to complete the community service within the time frame would result in an additional suspension for one semester.

<b>Misconduct</b>	<b>Minimum sanction applicable</b> (in the absence of any clear extenuating circumstances)	
Willful disregard or refusal to comply with disciplinary and other rules or procedures, or other directives, verbal or written, from the university	community service	40 hours of community service depending on the gravity; Community service is to be completed within one month from receipt of the sanction letter. Failure to complete the community service within the time frame would result in an additional suspension for one semester
Violation of disciplinary or administrative sanctions and restrictions	Additional sanction of the original sanctions	Repeat the sanction; This does not apply to non-completion of 40hrs community service sanction as the consequence for that is one semester suspension.
Unauthorised use of the name of the university or of management, faculty and staff	Warning or suspension depending on the gravity	Warning letter or suspension (40hrs community service; 40hrs community service to be completed within one month from receipt of the sanction letter. Failure to complete the community service within the time frame would result in an additional suspension (one semester) depending on the gravity.
<b>Summary Hearings</b>	<b>Sanction</b>	<b>Duration</b>
Dress code violation	Warning	Verbal (first), Written (second)
Consistent violations of the dress code	Community service	20 hrs community service to be completed within two weeks of receipt of the sanction letter.
Consistent violations of the smoking policy	Community service	20 hrs of community service to be completed within two weeks of receipt of the sanction letter.
Misbehaviour in class, library or other areas of the university premises	Community service	20 hrs of community service to be completed within two weeks of receipt of the sanction letter.
Falsification of attendance	Community service	20 hrs of community service to be completed within 2 weeks of receipt of the sanction letter.
Immoral conduct (first offence)	Community service	20 hrs of community service to be completed within 2 weeks of receipt of the sanction letter.

Note: In summary hearings, if the student fails to complete their community service within the stipulated time frame, they will be required to repeat the sanction until they get it right. Furthermore, community service can be served within or outside the university, depending on the student's preference.