



## CODE OF CONDUCT

### GITFiC–AfCFTA Professional Course in collaboration with the University of Ghana

#### 1. Purpose

This Code of Conduct outlines the standards of behavior expected of all individuals enrolled in the four-month GITFiC–AfCFTA Professional Course. The objective is to promote professionalism, academic integrity, mutual respect, and a conducive learning environment, consistent with the values of the University of Ghana and the Ghana International Trade and Finance Conference (GITFiC). The ethics committee is chaired by **Dr. Michael Kusi-Appiah**.

#### 2. Scope

This Code applies to all students for the duration of the programme and covers conduct during lectures, seminars, workshops, assessments, field activities, online sessions, and any programme-related events or engagements.

#### 3. Professional Behavior

Students are expected to:

- Demonstrate courtesy, respect, and professionalism toward lecturers, facilitators, administrative staff, guest speakers, and fellow students.
- Uphold diversity, inclusion, and non-discrimination irrespective of gender, ethnicity, nationality, religion, disability, or political affiliation.
- Refrain from harassment, bullying, intimidation, or any form of abusive or disruptive behavior.

#### 4. Academic Integrity

Students shall:

- Uphold the highest standards of honesty and integrity in all academic work.
- Avoid plagiarism, cheating, falsification of records, or any form of academic misconduct.
- Properly acknowledge all sources of information used in assignments, presentations, and research work.

## **5. Attendance and Participation**

- Regular attendance and active participation in all scheduled sessions are mandatory.
- Students must be punctual and prepared for classes and programme activities.
- Absences must be communicated and justified in accordance with programme guidelines.

## **6. Use of Programme Resources**

- Learning facilities, learning materials, digital platforms, and GITFiC–AfCFTA resources must be used responsibly and solely for academic and professional purposes.
- Misuse, damage, or unauthorized access to resources is prohibited and students can be referred to the ethics committee for appropriate sanctions when necessary.

## **7. Digital and Online Conduct**

- Students must maintain respectful and professional communication on all online learning platforms, social media groups, and digital forums associated with the programme.
- Sharing of confidential materials, recordings, or personal data without authorization is strictly prohibited. Violations of these will result in referral to the ethics committee.

## **8. Compliance with Rules and Laws**

Students are required to:

- Comply with all Ghana Tertiary Education Commission (GTEC) regulations, programme policies, and applicable laws.
- Adhere to health, safety, and security guidelines at all times.

## **9. Ethics Measures**

Violation of this Code may result in disciplinary action, including warnings, suspension, and removal from the programme, or referral to appropriate university authorities, depending on the severity of the offence or referral to the ethics committee, where sanctions may apply where necessary, depending on the severity of the offence.

## **10. Acknowledgement**

By enrolling in the GITFiC–AfCFTA Professional Course, students acknowledge that they have read, understood, and agreed to abide by this Code of Conduct.