

KING KHALED UNIVERSITY

CODE OF ETHICS

*In the Name of Allah, the Most
Merciful, the Most Compassionate*

Contents

Introduction.....	4
University Vision:.....	4
University Mission:	4
University Objectives.....	5
University Values	5
Purpose of the Code of Ethics	5
Importance of the Code of Ethics.....	6
Scope of Application.....	7
Preparation Mechanism of the Code of Ethics at King Khalid University	7
Responsibility of the Academic & Administrative Officials	7
Teaching Staff Responsibilities	8
1- General Responsibilities:.....	9
2- Responsibilities towards the University:.....	9
3- Responsibilities towards the Department/Unit:	9
4- Teaching Responsibilities	9
5- Students Assessment Responsibilities	10
6- Scientific Research Responsibilities.....	11
7- Societal Work Responsibilities	12
8- Responsibilities towards Colleagues	13
University Students Responsibilities	13
Administrative Body Responsibilities	14
Responsibilities of the University Personnel towards its Resources:.....	15
Violations to the Code of Ethics	15
Code of Ethics Violation Recommendations	16

CODE OF ETHICS OF KING KHALID UNIVERSITY

Introduction

King Khalid University is committed in all its policies, decisions and transactions to a particular code of ethics. It is also governed by a group of values derived from the true Islamic Religion which is the main approach embraced by the nation leaders and in consistency with the policies followed by the Ministry of Higher Education, leading King Khalid University to a more brighter future. Therefore it is interested not only in the educational, research and society service activities, but it portrays itself more as an academic association for providing such three functions within a valuable and ethical scope as well. There is no doubt that the diversity and bifurcation of the functions performed by the university, the increasing tasks to be accomplished and the expanding inside and outside relations require the existence of a scope of ethics to be followed by its members, especially when there is a number of contradicting points of view regarding a definite behavior patterns. Thus, a definite ethical code with an agreed group of instructions, ethical standards, responsibilities, guidelines and controls is needed in order to direct the university practices, which is different from the applicable rules and regulations, since the Code is deemed as an express agreement among a group of parties in the light of an ethical and valuable framework and a definite behavioral rules to be applied in the different situations that is ethically binding for everyone.

University Vision:

The University seeks to play a pioneering regional rule on one hand and an international rule on the other hand, in addition to a knowledgeable, research and societal cooperation distinction that leads to an active competitive quality.

University Mission:

Providing a high-quality academic environment, accomplishing creative researches, providing constructive societal services and the best application for the information technologies.

University Objectives

- Guaranteeing quality in all the academic courses and administrative affairs.
- Providing an academic environment adequate for reaching the international teaching standards
- Supporting the scientific researching order to reach a pioneering role.
- Activating the fruitful partnership with the society, including its different institutions.
- Creativity in technology functioning in the way for achieving the knowledge society.

University Values

- Honesty
- Determination & Responsibility Assumption
- Trust
- Quality & Distinction
- Openness & Transparency
- Justice
- Integrity & Respect

Purpose of the Code of Ethics

This code is reflecting the policies adopted by King Khalid University regarding the commitment to the instructions and values of the Islamic Religion through a group of ethics regulating the general behavior and its members' behavior according to the policies adopted by the Ministry of Higher Education and the whole Kingdom to ensure the integrity at all the involved authorities and also to be in conformity with the visions and aspirations of all the society members towards the University. From this point, all the University members are committed to such Code in the way for assuming their own responsibilities towards the University, including the students, administrators, teaching staff and leaders, in addition to the material aspect, including the buildings, variable resources and the surrounding society.

This code is not intended to currently embody new unapplied values in the University or referring to its lack in its individuals. It only explains and ensure the agreed behavioral patterns and practices among the University members, especially in case of contradicting

points of view existing at the same time regarding any particular situation. It also functions as a guideline for the new University members and a declaration to all other society organizations with the Code of Ethics applicable at King Khalid University.

This Code shall include a group of commitments and responsibilities agreed upon among the University members so as to stimulate their obligation, respect the stated values and practices and avoid the cautions. This Code states a very clear and defined values and ethics so as to guarantee individuals' esteem, protect their rights, commitment and responsibilities, provide an academic & administrative work atmosphere, construct the individual and institutional capabilities, respect the academic values and fairness of tests and performance efficiency.

And whereas the relationship between the University and the other society institutions varies and differ from time to time, therefore the behaviors of its members must be in conformity with such varieties in terms of diversity in order to satisfy the expected positive reactions, which requires the renovation of the Code of Ethics in order to comprise the new emerging behavioral patterns and which differs from the Code of Practice. However it shall include some moral responsibilities parallel to the professional ones, which may not be perceived as an overlap between the two domains or lack of perception of the nature of each of them, since that the main purpose is represented in performing the professional practices in an ethical frame of work.

Importance of the Code of Ethics

The Code of Ethics gains its essential importance from being:

- A guideline and instructor for the teaching staff, academic leaders & administrators, employees and students.
- Restriction to the acceptable and unacceptable practices inside and outside the University.
- A stimulator for the progress of the professional and ethical performance.
- Raising the level of each involved party inside and outside the University.
- Assuring the individual's rights, rights of others and the rights and respect of the firm.
- Reference with the purpose of assessment and interrogation.

Scope of Application

All entities and individuals affiliated to or connected with King Khalid University through a business relation which includes:

- University administrators and academic leaders
- Saudi, foreign and visitor teaching staff members
- Administrative body personnel & employees
- University Students
- Permanent and temporary labor (Projects - missions - etc.)
- Institutions working with the University under entered contracts

Preparation Mechanism of the Code of Ethics at King Khalid University

- We have reviewed the extinguished experiences in the same field in the Saudi and regional universities and have been taken into consideration.
- A preliminary vision for the Code was prepared by the University Under-Secretary for Quality & Improvement.
- The result were reviewed by the Quality & Improvement Dean and notes were taken on the preliminary suggested form for the Code.
- The suggested form was reviewed by some faculty deans for taking their own suggestions and visions.
- Amendments were performed in the light of the suggestions received by the deans, then reviewed by the faculties affiliated to the University to be reviewed by departments councils for further suggestions.
- The Code was finally improved in the light of the feedback received from the University units.
- The Code was approved and declared by the University Council and shall be effective and binding.

Responsibility of the Academic & Administrative Officials

- Leadership is more like a responsibility than a power of authority.
- Dedication of time & effort in the way for achieving a vision, message and objectives for the University in order to reach the expected progress.
- Working on achieving the values embraced by the University.
- Giving the priority to the interests and strategic goals over the personal interests.

- Observing all the work regulating items and rules stated in the universities organization regulations.
- Achieving abstract & professional safety and security requirements in all the units followed to the University and for all its members.
- Honesty in all the administrative work aspects and declaring the restrictions guiding the work performance according to its own nature (Rewards Regulations, Promotion Rules, Penalties Rules, etc.)
- Illustrating the reasons behind the imposed penalties upon any of the University affiliates.
- Accommodating the academic and administrative environment appropriate for the work nature in the University & its units.
- Distribution justice in relation to the material, natural resources of all the units and the university affiliates (according to the work nature) in a way that guarantees the efficient performance and prompt achievement.
- Limitation of the non-confidential resolutions, information and data review to only the work purposes.
- making sure of the applicable security system, resolutions, information and data keeping and assuring honesty of the involved parties and their appropriate utilization of the same.
- The prohibition of any trade & service relations by the leader or the administrator (e.g. contracts, procurements, etc.), any approvals or agreements on any trade or service transaction with any entity that has a personal relation, interests, cooperation or managed by him/her or any of his/her kinships.
- Refusing any abstract or material advantages presented from any entity that has a trade or service relationship (gifts - loans - products - facilities - etc.)
- Working on the utmost utilization of the University resources and capabilities in order to reach the best quality for the courses and outcome.
- Justice and equality among all university members and giving the priority to the most efficient in each field.

Teaching Staff Responsibilities

The roles and tasks assigned to the teaching staff member in the University is variable in order to achieve the expected improvement. Thus there are group of responsibilities and commitments related to such roles to which the teaching staff member shall commit, including the following:

1- General Responsibilities:

- Observing good conduct, speech and good guidance
- Observing and commitment to the University systems, regulations and responsibilities within the scope of the defines Code of Ethics.
- Distinguished performance of all the assigned tasks
- Specialized, professional, administrative and personal development.
- Observing appropriate personal appearance
- Abstaining from receiving any gifts, financial or abstract privileges from any persona-known individuals (Students - Post-Graduate Studies Students - Master & PhD Students under supervision.... etc.)

2- Responsibilities towards the University:

- Awareness of the vision, message, objectives and values followed in the University and contributing to their achievement.
- Observing safety of the University, its members and constructions through the commitment to the good professional practices.
- Observing the general appearance of the University, its inward & outward buildings.
- Inwardly & outwardly honorable representation of the University
- Observing the confidentiality of the information related to the University, affiliate unites or individuals having the access to such information.
- Embodying the concept of the University bond.

3- Responsibilities towards the Department/Unit:

- Analyzing the vision, message, objectives and values of the Department and working for achieving them
- Taking the positive initiative in designing and developing the University courses and curriculums
- The active participation and integration with colleagues in order to achieve the academic courses and curriculums objectives
- Active participation in the official councils and administrative, research and academic development events in the department.
- Participation in the department cultural and social activities.
- Participation in the scientific and professional courses.

4- Teaching Responsibilities

- Curriculum appropriate preparation and defining the best teaching strategies necessary to achieve the expected objectives.
- Declaring at the first meeting of the curriculum objectives, building the relations between them and the course objectives and

motivating the students to achieve the same through the teaching activities.

- Declaring the scientific sources necessary for the curriculum (books - references - websites, etc.)
- Commitment to the scientific courses and lectures dates and making the utmost utilization from the available dates.
- Declaring and committing to the library hours to receive students for discussing their inquiries regarding the curriculum.
- The utmost utilization of the available scientific sources as much as possible.
- Commitment to build the relations between the theoretic and scientific aspects.
- Commitment to flexibility and amending the teaching practices in the light of the formative assessment results, students' points of view and follow-up throughout the theoretical and scientific classes.
- Curriculum objectives follow-up throughout the lectures progress.
- Observing individual differences among the students.
- Good conduct with students.
- Commitment to the scientific, academic and behavioral instruction and guidance of the students.
- Performing questionnaires throughout and after accomplishing the defined curriculum.
- Non-profitability through students exploitation (Forcing the students to purchase handouts, books, writings, additional sessions ... etc.)

5- Students Assessment Responsibilities

- Declaration of regulations controlling the assessment and its time schedule as of the academic year start.
- Announcing the assessment strategies to be followed throughout the academic year.
- Diversification of the assessment tools and methods
- Observing the necessary harmony between the curriculum academic objectives and the assessment process, including:
 - Observing the comparative importance for each objective and the related questions.
 - Balance between the test time defined for each curriculum and its related questions
 - Balance between the time defined for the test and the time necessary for answering its questions
 - Diversity of the skill, cognitive and emotional objectives.

- Providing the atmosphere necessary for the students throughout the assessment times.
- Technology & outcomes employment in the assessment whenever possible.
- Making use of the assessment results analysis in curriculum developing
- Observing the confidentiality of the tests and results
- Observing the individual differences among the students
- Non-usage of the students' scores as penalty method.
- Observing all the scientific aspects and quality considerations when preparing the tests.
- Preparing the tests questions in an appropriate and clear language
- Clear score distribution in the test document.
- Attending at the tests time in case of any emergency situation.
- Commitment to correct the tests paper by oneself and according to the answer form.
- Questions diversity, including the written and the objective aspects
- Preparing an answer form on which the score distribution is stated for reference before the tests correction process.
- Neutral an accurate assessment of the students' answers
- Allowing a score review process if any appeals are received.
- Declaring the final terms results according to their University ID number.

6- Scientific Research Responsibilities

- Commitment to the scientific honesty & fairness principals and the intellectual rights.
- Obligation towards the rights of others when preparing common researches
- Observing the harmony between the research activities and the research plans followed by the department, faculty and the University.
- Giving the priority to the applied sciences related to the contemporary societal problems.
- Avoiding the unnecessary utilization of the available scientific research resources.
- The appropriate utilization of the devices and equipments in order to guarantee its validity and soundness.
- In case a research requires data and information about members and associations, the following shall be committed to:

- Defining the type of the needed information and data, the purpose of and how such data shall be utilized with observing the agreed conditions.
 - Keeping the confidentiality of the data and information collected about any member or association
 - Discarding any papers and documents containing any information or data related to any member or association once finished handling the same.
- Commitment to the morals derived from the Islamic Religion in dealing with animal and human body parts in case used in the research experiments.
 - Honesty in announcing the research results without prejudice to any personal anticipated hypotheses.
 - Integrity and impartialness in case of participation in any research result judgment (researches, theses, research projects and patents) with neither positive nor negative bias to any of the involved parties.
 - Observing the sense of belonging to the University through stating his/her affiliation to it in the research publishing process.
 - In case of supervising on the theses the following shall be observed:
 - Instructor's scientific, moral and scientific honorable representation and good guidance for his students.
 - Good relation with students and maintaining his dignity and humanity.
 - No additional assignments shall be imposed outside the thesis topic and supervising limits.
 - announcing the name of the Thesis owner in case quoted or its results utilized in order to guarantee the appropriate scientific authenticity.
 - No researches shall be performed with any entities of common interests, specially production entities (As the research outcome may get biased to the product due to false marketing purposes).
 - Positive cooperation with colleagues in utilizing the common laboratories, equipments or chemicals.

7- Societal Work Responsibilities

- Observing the confidentiality of the University information and avoiding the confusion between the freedom of speech and the negative influence on the University vision, message, and its ability to achieve its own objectives.

- Being a good guidance in general whether in his/her behavior, sayings or actions and to provide respectful representative for the University.
- Commitment to the applicable ethics, regulations and rules
- Active individual or institutional participation in social work activities.
- Interconnection between the academic content, curriculums and explanations given to the students with the society problems and issues if possible.
- Interconnection between the research activities, society issues and problems if possible.
- Students actual and oral guidance to positive morals and behaviors to be followed in the society.
- Development and motivation of morals & values adoption by the students who are the cornerstone of the future.
- Due attention during all the research and professional activities to the public and environmental health.

8- Responsibilities towards Colleagues

- To be a good guidance in dealing with all University colleagues and outsiders.
- Maintaining good relations with them.
- Participation in the social and scientific activities organized by the department, faculty or the university.
- Full cooperation in all common missions (Teaching common curriculums, Academic courses and reports description preparation, Examination papers common correction and research cooperation).
- Participation in general activities prepared by either the department, faculty or the university in order to develop the educational process, scientific research, social work.
- Making the University resources available for all colleagues if needed (Equipments, chemicals, educational means, etc.)
- Observing everyone's privacy by neither interfering in any of their personal affairs nor announcing any information nor data related to them.

University Students Responsibilities

- Commitment to the morals, ethics and good behaviors.
- Inside and outside honorable representation of the University.

- Commitment to the appropriate outfit and full respect to social and Islamic traditions.
- Commitment to the University rules, traditions and applicable regulations.
- Getting acquainted with the course objectives and academic curriculums and the devotion to their achievement.
- Commitment to the academic courses classes dates and times
- Commitment to providing the atmosphere appropriate for the academic and research process progress.
- Respectful behavior with teachers in a way that preserves their dignity.
- Participation in the students activities provided by the University in the way for reaching the balanced development, reinforcing the concepts of cooperation and belonging within the limits of the applicable regulations.
- The utmost utilization of the University capabilities and equipments
- Protecting the University properties and constituents
- Claiming for one's rights through the official and permitted means, giving due consideration for the applicable hierarchical order (structure).

Administrative Body Responsibilities

- Commitment to public morals and good conduct
- Commitment to the applicable rules, systems and regulations
- Awareness of the description of the held position and the ability to afford its prerequisites.
- Due consideration for the professional development in the way for achieving individual progress and alleviating work performance level.
- Protecting and maintaining University equipments.
- Observing the confidentiality of the information and data accessed by him/her.
- Exerting the utmost efforts in achieving the assigned tasks in order to support the University in achieving its own vision and message and to preserve its values.
- Fruitful cooperation with all University members in order for each one to be able to accomplish the tasks assigned to him/her.
- Appropriate conduct with all supervisors
- Observing the working hours to be utilized in achieving the assigned tasks and responsibilities.

- Work honesty, dedication and contribution to the achievement of the University objectives.

Responsibilities of the University Personnel towards its Resources:

The University resources includes its buildings, communication lines and Internet networks, stationary, photocopying and printing equipment's, vehicles, chemicals, laboratory samples, all the resources bought or paid for by the University (Electricity, water, telephone ... etc.)

- Limitation of resources utilization to only the work purposes (Except for emergencies).
- Resources conservation (e.g. lighting, printing & photocopying, water, laboratory chemicals ... etc.)
- Appropriate utilization of the equipments and appliances to extend its validity period and to minimize the maintenance costs.
- Not making inaccessible any resources needed by others and giving due consideration for the just and neutral distribution of it.
- Giving due consideration for the secure conduct to guarantee safety for all the University resources and properties.

Code of Ethics Application Mechanisms

- Forming a permanent committee with the mission of applying the Code, suggesting recommendations necessary for its development, provided being held once in the academic term.
- The permanent committee shall discuss the suggestions provided for the Code development or the violations that might be committed by any of the members.
- Reviewing the Code violations by the competent official or his assistant for taking the appropriate instructions after being discussed by the committee.

Violations to the Code of Ethics

- Whereas it is agreed that the Code of Ethics shall act as a social commitment to which all the University members shall be subjected in order to contribute to the University progress, visions and messages achievement in the way for the nation progress, is violation shall be deemed as a hindrance against achieving such

progress and negatively affecting the University & its personnel reputation. Thus, it is essential to create rectification proceedings to guarantee non-repetition according to the violation severity and the terms and provisions stated under "Code of Ethics Violation Recommendations"

Code of Ethics Violation Recommendations

The main objective of applying the Code of Ethics is the progress of the behavioral practices acted by the University members. It is deemed as an agreement to commit to such Code with the purpose of the University progress and the society progress as a whole. And in order to guarantee the same, gradual proceedings must be applied to guarantee non-recurrence in accordance to the violation nature, gravity, recurrence rate (Only one or more times) and the surrounding conditions to illustrate whether committed on purpose or unconsciously.. etc.

The Code Committee is recommended to issue and of the recommendations stated in the applicable regulations regarding the violations committed by the University members or imposing the following penalties:

- 1- Gradual cautioning with non-recurrence of the committed violation starting from the oral caution to the written one.
- 2- The application of the related universities unified laws and regulations
- 3- responsibility towards the property damages maintenance costs and expenses
- 4- Prohibition of the violator from participating in any works or activities related to such violation.
- 5- Cancellation of any of his/her leadership or supervision assignments
- 6- Deprivation of some or all of the tangible or intangible privileges for a limited term.
- 7- Denial of participation in some or all of the permitted activities (for students).