

Code of Ethics Guide
Faculty of Nursing, Assiut University
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College Code of Ethics

Introduction:

Ethics is one of the necessities of civilized life and a basic requirement for the organization and stability of society, and its absence means the predominance of the law of the jungle. Where "might is right" and not "right is might". The university in particular, as an institution with an educational, enlightening and educational role, is responsible for spreading ethics not only in its practices, but also in its policies and in everything it calls for. The university is responsible for the moral commitment to performance and is also responsible for the development of moral commitment among students.

It is extremely useful for the college or any academic institution to have a set of ethical standards that it adheres to and obligates its employees in a written charter that includes those standards, and is a reference and guide for all of them and a basis for evaluating their behavior or holding them accountable.

Definition of the code of ethics:

The code of ethics is a set of supreme values that the college seeks to adhere to in order to achieve its mission. It defines the rules that must be met in the behavior of faculty members, their assistants, administrators, auxiliary workers, and students.

Executors of the code of ethics:

All members of the college are committed to this professional organization, whether they are faculty members, their assistants, administrators, technicians, workers and students. The college takes the necessary measures to ensure that

all members are subject to and abide by the principles of this code of ethics. This is done through adequate notification with it, awareness and dissemination of it.

Supreme moral values: -

It is the special organization of the individual's experience, which works to form a social conscience and direct behavior in various situations in accordance with the prevailing standards in society. Such values as honesty in speech, sincerity in work, and honesty in responsibilities and duties. There is a difference between spiritual values and social values. The first derives from religion and the second from the culture, customs and traditions of society.

Objectives of code of ethics:

The code of ethics was drafted to help the faculty's employees adhere to professional standards and to reassure all parties dealing with them that all the faculty's scientific, research and educational activities are carried out in accordance with professional and ethical methods and methods.

The importance of ethics in the university

The nature of the category that the university professor deals with represents a real difficulty in the university professor's work. Rather, controversy may arise over who the professor's clients are:

- The patient has the right to appoint a representative to take the appropriate decision to care for him when he is unable to make a decision on his own
- The patient has the right to be aware of all his rights to health care.

The most important benefits of ethical commitment in the college:

- Commitment to ethics contributes to the improvement of the college community, so unfair practices decline and equal opportunities are available to all college employees.
- Commitment to work ethics contributes to achieving job satisfaction and supports team spirit among faculty members, their assistants and workers as a result of the fair distribution of tasks and linking income to effort.
- Efficient management of work ethics makes faculty members and their assistants and workers feel self-confident at work and this reduces anxiety, tension and pressures and achieves more stability and psychological comfort
- The moral commitment in the college is the commitment to legitimacy and adherence to the law, which leads to improving the work environment and helping to achieve the mission of the college credibility.
- Commitment to professional ethics and ethics supports a number of important programs such as human development programs, total quality and strategic planning, which achieves the development of the college and helps in achieving its mission.
- The existence of a code of ethics to which the college is committed, serves as a guide or reference to guide faculty members, their assistants, workers and students, directing them to resort in their dealings to the concerned authorities, which achieves justice and credibility.

Qualities of a university professor:

1. Honesty and truth

The university professor should be honest and truthful with oneself, honesty in his dealings with others, academic and educational honesty, honesty in words and actions.

2. Commitment and positivity

Commitment in all his various tasks (training - research - supervisory - service) Positive interaction in all tasks assigned to him, sincerity, enthusiasm and dedication to work in a spirit of friendship and love

3. Objectivity

Handling issues impartially and neutrality, giving priority to the public interest over personal interests

4. Mutual respect

Self-respect, respect and reverence of the young for the elder, and the respect and kindness of the elder for the younger, which is reflected on the members of the university community in their relations and dealings.

5. Opinion Sharing

Not being alone in making decisions, committing to implementing a decision and the opinion of the majority in a way that does not conflict with university laws, regulations, values and norms.

6. Differences of opinion do not spoil friendship

Accept the other opinion with respect and openness, not to transcend differences regardless of university boundaries and norms, not to resort to other parties outside the department, then the college, then the university to

settle any disputes, except after exhausting all avenues at the previous university levels.

7. Good example

A faculty member must be a role model for everyone who deals with them in all his behaviors, actions and dealings, and this applies primarily to those who are assigned the responsibility of leading university work.

This means that the professor's behavior will be the model against which the students measure their behavior, and therefore the professor bears an additional responsibility in society in the matter of moral compliance. The accountant, engineer or worker acts as he sees fit and his behavior does not leave a great impact on others, but the professor when he acts, the students will look at him as this is the appropriate behavior,

8. Justice:

A faculty member is an educator, researcher and judge, and he must abide by the logic of justice in all the work assigned to him.

Sources of Ethical Principles

Ethical standards are derived from three main sources

The first source: Islamic Law and human values:

The basic human values emanating from the monotheistic religions, which stem from the fact that God Almighty distinguished the scholars when, the Most High, said, "Only God fears among His servants who are scholars."

The truth of God the Great and the fear of God, Glory be to Him, are comprehensive and broad, including every noble character and a sound principle of the law of universities. And the saying of the Messenger of God,

may God’s prayers and peace be upon him, “I was sent to perfect the noblest of morals.” The first place in the noblest of morals is where knowledge and scholars are located. Examples of these values derived from heavenly laws are honesty, truthfulness, and not harming others.

Second source: Laws and legislations:

Article 96 of the Universities Law 49/1972 states the following:

Faculty members must adhere to the traditions and authentic university values and work to spread them in the souls of students, and they must establish and support direct contact with students and take care of their social, cultural and sports affairs. The explanatory texts for this stated: It is clear that the texts prescribed for duties, no matter how many, have no value in themselves except after Commitment to it by the faculty members in letter and spirit.

In fact, the university community is governed by values and traditions that have the force of law, and scholars have become acquainted with them in our society and other societies. Those traditions are to create the ideal environment and suitable climate for the university's work.

The third source: the prevailing culture in society

The prevailing culture in society and what others do. What the professor sees in the behavior of others must leave an impact on him sometimes, but the behavior of the university president, for example, can become a criterion against which we can choose between two behaviors for discussion and behavior.

The scope of the professor's ethical responsibility

We explained in advance that everything a person does includes a moral message, whether it is intentionally or unintentionally, and the university professor is in a very special position for his students and for society, where he is expected to help in the sound moral upbringing of students, in addition to himself having the right morals in his behavior not only because this is his duty, but also because he is a model that affects the behavior of those around him.

Code of ethics texts:

The ethical code at the Faculty of Nursing - Assiut University includes the following topics:

1. The moral responsibility of the college dean.
2. The ethics of the university professor towards the teaching profession.
3. The ethics of the university professor towards scientific research and supervision of scientific theses.
4. The ethics of the profession of a faculty member in accepting gifts and donations.
5. The ethics of the university professor towards the students.
6. Ethics of a faculty member in student activities.
7. Professional ethics in evaluating students and organizing exams.
8. Ethics of a faculty member in dealing with colleagues.
9. Ethics of the university professor towards serving the university and society.
10. University Student Ethics.
11. Ethics and etiquette of administrators.

The moral responsibility of the college dean

The dean of the faculty implements the decisions of the faculty council and informs the university president of the reports of the sessions and decisions within eight days from the date of their issuance.

1. The dean of the college is the one who decides to a large extent the leadership style that he follows in managing the college, and this leadership style is directly reflected in the college's general climate and organizational environment.
2. The Dean supervises the preparation of the educational and scientific plan in the college and follows up on its implementation.
3. Submitting suggestions on completing the college's needs of faculty, technicians and other auxiliary groups.
4. The Dean is responsible for creating the scientific and psychological climate and encouraging faculty members and students to excellence and uniqueness in various fields.
5. The dean of the college is responsible for developing the values of discipline, commitment and respect for time through organizing the college, controlling behavior, adjusting study schedules, setting appointments in general, obligating everyone to fulfill their duties, holding accountable for negligence, taking corrective measures, punishing wrongdoers and rewarding hard-working

6. The dean of the college, who deals fairly and equitably with the professors, students and staff, this dean contributes by his behavior to the development of the values of justice, equality and equal opportunities
7. The Dean is responsible for developing a culture of honest competition that provides equal opportunities for everyone to demonstrate excellence, develop talent, or prove merit.
8. The dean contributes to moral development and moral education in the college by creating a working climate in teams and groups so that everyone gets used to working in a team, and to the success of teamwork as possible, and even an opportunity for greater achievement.
9. The dean is responsible for controlling exams and evaluating students to combat any cheating or initiation and to combat any leniency or intransigence. In doing so, he assumes his professional responsibility, and he also contributes to spreading the culture of justice, honesty and diligence among students and professors alike. It directly and indirectly also supports the scientific standing and scientific reputation of the college and university.
10. The dean is professionally responsible for the efficient use of the resources available to him, especially public money, and he must therefore be careful and accurate in spending, and in delegating the authority to decide on purchase or attribution, and the formation of envelopes opening committees, decision committees and receiving committees, all of these committees have a role in preserving money general.

11- The dean should direct the professors and workers to the fact that community service is an essential part of the university's responsibility, and he directs university activities in a way that leads to the advancement of this responsibility to the fullest.

12- The dean must be honest in presenting reports on performance evaluation for faculty members and the supporting body.

The ethics of the university professor towards the teaching profession:

Basic Responsibilities

The university professor must be committed to carrying out the teaching tasks, which are as follows:

- Ensure that he has mastered the subject he is entrusted with teaching or qualifies himself in it before accepting teaching it.
- Good preparation for his subject, with adequate briefing of its developments and innovations, in order to be proficient in the subject to the extent that qualifies him to teach it in the best way.
- Commitment to formal or informal quality standards in determining the scientific level of the subject he is teaching, so that it is not higher than what is required and creates unjustified difficulties, or it is easier than what is required and negatively affects the subsequent learning process, the level of the graduate, and the level of performance of professions in community in the end.
- Commitment to creating opportunities for his students to achieve the highest level of achievement that their abilities allow.

- To announce to his students the framework of the course, its objectives, contents and methods of evaluation, and to review its connection with the study program as a whole, and accept the students' discussion in all of this.
- To be committed to making good use of teaching time in a manner that achieves the interests of students, the university and society. To develop in the student, the abilities of logical and critical thinking, and accept his achievement of independent results based on this thinking.
- To respect the student's ability to think, encourage him to think independently, and respect his opinion based on specific evidence.
- To allow discussion and objection in accordance with the principles of constructive dialogue and according to the accepted etiquette of talk, in a way that creates better opportunities for learning.
- To master the skill of teaching, and to use the methods and means that help him to master teaching and make it interesting, enjoyable and useful at the same time.
- To perform his work in the lecture, laboratory, studio, etc. with honesty and sincerity, keen on the cognitive and moral growth of his students and assistants.
- To follow up on the performance of his students to the maximum extent possible, and to make the results of the follow-up available to his students and stakeholders to act on them.
- To be a model for democratic values in freedom of thought, freedom of opinion, freedom of expression and equality, and to strive to develop these values in his students.

- To give his students proper guidance regarding sources of knowledge, information sources, and study references
- To take into account, whenever possible, the transfer of an increased burden of learning responsibility to the student by following appropriate teaching methods.
- To refrain from giving private lessons under any name for a fee.

Ethics of scientific research and supervision of theses:

Faculty members and their assistants must adhere to a set of values that the college seeks to uphold. The code of ethics defines the rules that must be met in research, scientific writing and supervision of theses as follows:

(1) Scientific research (authorship) and respect for intellectual property rights

- 1- The university professor should be distinguished as a scientific researcher and able to use scientific research skills in his field of specialization.
2. Directing his research to benefit the community and providing the necessary knowledge references for research
3. He can work in a scientific research team and not discriminate against any of the team members except for his knowledge, competence and mastery of his work.
4. To develop research topics that depend on the skill side more than the descriptive side.
5. The university professor must not falsify or completely quote the research of others, and he must innovate and renew.

6. The university professor must keep his research in line with contemporary problems and events and try to find appropriate solutions to them, and from here he proves his ability and superiority.
7. He analyzes and critiques various research sources and uses the results of his research to develop the educational process.
8. Adheres to the ethics of the profession and the ethics of scientific research
9. Publish his research in specialized local or international periodicals.
10. The university professor must respect the property of others and accuracy in transferring ideas and referring to the sources from which the researcher drew the information he used in his research according to methodological principles with mentioning the name of the author and not mentioning references that were not used except as an additional reading list.
- 11- The university professor must link the courses he teaches with the scientific skills that the student must master in order to complete the knowledge with the skill, as well as with learning the good behavioral trends that the student must have.
12. The researcher must investigate the accuracy in collecting data on the sample of the research he presents, as some details may differ from what is customary in the many books and literature, so it should not be ignored or left in line with what is customary.
13. The researcher must show respect and prestige to his teacher and be keen to learn from his experiences and follow him.
- 14- Researchers should explore and study all sources of bias in the data and alternative interpretations of its results, and important statistical tests should be used to determine the level of confidence in any relationship.

15- Maintaining confidentiality, especially personal, financial and behavioral matters.

16- Emphasizing the importance of analysis and criticism in order to develop the spirit of creativity and innovation.

Who is responsible for observing ethics in scientific research?

1- The researcher: bears full responsibility.

2- Scientific research institutions: they are responsible for the research that is conducted in them, and there must be ethics committees in them to monitor.

3- Editors of scientific journals: The research must be accompanied by the approval of the Ethics Committee of scientific institutions.

4- Funding agencies and organizations: funding should not be required until after providing guarantees to monitor the ethical principles of research.

(2) Supervising scientific theses

1. Show affection for the student researcher, motivate him continuously and develop his self-confidence so that he brings out his best and does his best to enrich the research.

2. Sincere and honest guidance in choosing and approving the research topic so as not to burden the researcher with a research topic that may not be in the researcher's circle of interest or assigning him a huge research sample without which the research can be completed.

3. Ensuring the researcher's ability to carry out his research and at the levels of rational theorizing.

4. Assisting the student in how to search for information and provide cognitive references.

5. Training the student on continuous assessment during the research period.

6. Not to underestimate the student and develop his ability to think scientifically.
7. Abandoning repetition and public transportation without text analysis.
8. Assisting the researcher in learning the skills of scientific research step by step.
9. Accurate and fair evaluation of research, whether it is supervised by it or called to participate in judging it. And to stay away from courtesy and favoritism while judging scientific research, and that this discussion contributes to enriching the research and identifying its weaknesses and strengths.
10. Ensure that all safety and prevention measures are available to conduct the study.

Ethics of a faculty member's profession in accepting gifts and donations:

1. A university professor shouldn't not exploit his position with the intention of achieving personal benefit or obtaining a material gain from a student, nor may he receive a wage for work that falls within the specialization of his primary job for which he is being paid.
2. Not to accept gifts or donations from suspicious parties or people of bad repute, or about whom moral arguments are raised, or affecting honor and integrity. Staying away from this is better for the College than any benefit that may be gained from the donation.
3. Gifts and donations received by the college must be announced with full transparency, and their uses must be made public.

4. The approval of higher authorities must be applied to grants and gifts that are not received from foreign governments.
5. Dealing with any party or person that has recently been proven to be involved in matters affecting integrity or honor must be stopped.
6. Gifts and donations should not be linked to college policies and activities. Faculty members and their assistants are prohibited from accepting any personal donations from people related to their work.
7. The college must issue an official policy on accepting gifts and donations and implement it accurately. This policy may be incorporated into the Code of Ethics, if any in the College, and other ethics.

The ethics of the university professor towards the students:

A- Ethics of the profession of a faculty member in student activities:

The role of the university professor is not limited to teaching and scientific research only, but also extends his role to other matters that require him to display university ethics in supervising activities and participating in community service and environmental preservation, such as:

- Informing new students of the various activities.
- Discovering, developing and nurturing young talents through student unions, student activities and families.
- Identifying students' problems and working to solve them.
- Working to spread the democratic spirit in dialogue and expression of opinion by example and encouraging students to participate in positive and legitimate participation and avoid introversion or passivity
- Work to create team spirit and teamwork.

- Spreading environmental awareness among students.
- Encouraging students to participate in the community, such as participating in literacy and medical convoys
- Developing social relations with students and employing them in building the right moral building for them.

B- Professional ethics in evaluating students and organizing exams

- The university professor must abide by a number of basic responsibilities and behaviors
- Continuous or periodic evaluation of the students, with informing them of the results of the evaluation to benefit from them in correcting or strengthening the course according to the situation.
- Notifying the guardian of the results of the assessment in cases that require it, such as (putting the student on the warning list) or giving the student a last chance from abroad) or other cases according to the policy followed in the educational institution.
- Seeking fairness and quality in designing the exam to be in line with what is being taught and achieved, and able to sort students' levels according to their superiority.
- Seek accuracy, fairness, order and discipline in exam sessions.
- Strictly prevent fraud and punish fraud and attempted fraud.
- Organizing exams to provide the opportunity to apply firmness and fairness at the same time
- It is not permissible to involve relatives in their relatives' exams.

- Taking into account complete accuracy in correcting the answer sheets, while maintaining the confidentiality of the names, unless the system allows otherwise.
- Organizing the results monitoring process to ensure complete accuracy and complete confidentiality.
- The results are presented to the committee of examiners without revealing the names to make its decisions.
- Announcing the results simultaneously from one source.
- Allow the results to be reviewed in the event of any grievance, while examining the grievance very seriously.
- The cumulative evaluation is applied whenever possible to achieve a greater degree of justice.

5.Ethics of a faculty member in the service of the university or society:

The role of a faculty member in serving the university and society is not separated from his role in serving science and serving students. Rather, his service to his knowledge and his students is the most important thing he provides as a service to the university and society. The moral responsibility of a faculty member is summarized as follows:

- 1- To be keen to accept the tasks assigned to him in advancing the affairs of the university with an open mind and to carry out them with sincerity and mastery, and that difficulties or problems do not hinder him from carrying out the tasks assigned to him.
2. To be keen to do everything in his power to assist and develop the assistant staff, teaching assistants, teaching assistants, or members of the teaching staff who are lower in the job rank. A faculty member who does

not take care of demonstrators, assistant lecturer, or researchers in his department is negligent in his duty and abandons his responsibility.

3- To be aware of and supportive of the values of society.

4- To be keen to instill the virtuous values of society in its students who live in the society and work in its various positions, and this is represented in providing them with experiences that contribute to building the personalities of the future citizen.

5- A faculty member must preserve public money by any means he deems appropriate, whether in his use of equipment and supplies, or in the use of his time, or in expressing an opinion and participating in committees.

6. A faculty member must abide by the regulations, laws, regulations and all the legislated rules, and if he does not like a system or rule, he takes legal action to object or attempt to amend.

7. To base his relations with his colleagues, superiors and subordinates on mutual respect and concern for the public interest, and to avoid courtesies that threaten the public interest.

8. If he assumed an administrative position, he trained himself or welcomed the available training to perform his work to the fullest extent within his capabilities.

9. To be keen on preparing the human energies that society needs.

10. To be keen on developing applied research and linking it to the labor market.

11. He is keen to strengthen ties with productive institutions in the labor market.

7. Ethics of a faculty member in dealing with colleagues:

1. To treat colleagues with confidence and mutual respect.
2. To respect the scientific rank
3. To provide advice and guidance to his colleagues
4. To be keen on cooperation and scientific exchange
5. To maintain emotional participation and moral support
6. To be flexible in the relationship and not to discriminate between some faculty members on the basis of gender, age or religion.
7. To provide effective support to solve a variety of problems (professional and personal).

8. Principles of the Code of Ethics for Employees

- Looking at the job at the college as entrusting its employees, including faculty members, staff and students, in order to achieve a great profession that brings benefits to society, and that the administrative job is not based on the element of public service.
- Belief in the importance of cooperation and the spirit of teamwork for the success of the institution to which the community belongs.
- The employee should perform the work entrusted to him accurately and honestly, no matter how much this work is, whether this is stipulated in the law or not, and that his performance of his work is done objectively and impartially without affecting personal beliefs or affiliations so as not to affect the principle of equality among those who deal with the employee
Which has a negative impact on the administration and the college.
- The employee is obligated to maintain secrets, whether they are within the scope of his work or entrusted with them according to instructions

stipulating this, and to remain committed to the secrets, even after leaving the service, and providing information to the concerned authorities such as heads and supervisory or judicial bodies is not considered a disclosure of secrets or inconsistent with the duty of confidentiality.

- Not to make statements about the work of his job to newspapers and other media outlets unless he is authorized to do so by the responsible head.
- The employee shall not collect signatures on complaints for illegal purposes or submit anonymous or malicious complaints that he knows are incorrect.
- The employee is obligated to preserve the public money, whether it is in his custody or what he uses, and to maintain it as he preserves his private money, so no one is allowed to seize it or allow himself to use it for his benefit.
- The employee is not allowed to request, accept, solicit or receive performance in cash, gift, or other privilege or in kind, directly or indirectly, in order to carry out or refrain from carrying out his duties and tasks.
- The employee is not allowed to request, accept, solicit or receive performance in cash, gift or other privilege directly or indirectly, in order to carry out or refrain from carrying out his duties and tasks
- An employee is not allowed to accept a gift or any other privilege that would affect a person's judgment for the benefit of his family members or friends.
- The employee should not use public property or resort to services and visions for other activities that do not fall within the scope of his competencies and tasks.

- The workers should seek to provide everything new in the field of public administration science, and to prevail in the principle of administration democracy for the sake of the public interest.
- Preserving the value of respecting those who are older, not being condescending and adhering to the etiquette of dialogue when differing in opinion.
- Developing social relations with colleagues in various occasions
- Confirming the spirit of fellowship and avoiding the formation of groups and fanaticism.
- Rejection of negative habits such as hatred, mistrust, divulging secrets and spreading false rumors.

9.University Student Code of Ethics

- The university student today faces challenges that affect his thought, feelings and behavior, and may direct them to break away from the controls that are acceptable to the community and the university, and then commit behaviors that cause a bad relationship with the community or contribute to a low self-confidence or lead to weakness in his studies or cause tension in his relationship with his professors and his colleagues, so he will be a troublesome member of his university and society.
- If he is immunized with ethics, which he must possess, and he is made aware of the duties that he must abide by, the rights he enjoys in all his interactions in university life, and the laws that apply to him, then he can face these challenges ably.

- Contemporary trends in university education call for the student to be an important member of the university family and to be an active partner in making its reputation and prestige in the community.

College student ethics

1. The student should behave modestly to his teacher and be polite with him, even if he is younger than him in age, less famous, lineage, and righteousness.
2. The student should behave modestly to the knowledge, for by his humility he realizes it, and he must be patient with education
3. He should submit to his teacher, consult him in his affairs, and accept his words
4. To be keen on education, persevering in it at all times in which he is able to do so, and not be content with a little while being able to do a lot, and not burdening himself with what he cannot bear for fear of boredom
5. That the student sanctifies the university system and its laws and respects the scientific regulations in force, as well as the scientific certificate that he will bear after graduation.
6. The student should have decent morals and respect his colleagues and the people he contacts and coexist with them
7. That the student be far from suspicions, concerned with his affairs, far from thinking of harming others, and keen to benefit and benefit scientifically.
8. He should not be intolerant of an opinion that he sees or a point he is associated with, but rather what science, logic and common sense approve of.

9. He is keen to benefit from the university library and appreciates the role of books in education, so he works to maintain and protect them from damage.
10. Benefit from the expertise of faculty members and researchers and their scientific experiences.
11. To pay attention to the teaching materials and be keen to collect them and to attend the theoretical and practical lectures on time and perform his scientific and research duties on time.
12. The student should participate in the university activity to show his personal capabilities that his colleagues may benefit from.
13. Respect for intellectual property rights. It is not allowed to copy electronic programs or reprint a book without the permission of its author.

Scientific sources:

- Researcher Attributes - Classification of Health Research - Dental
- Damascus University
- Developing faculty members in Arab universities in line with the
principles of total quality management
Dr. Muhammad Awad Al-Tarturi - Amman - Jordan
- Professional ethics and etiquette in universities
Prof. Dr. Seddik Mohamed Afifi - Head of The Integrated Teba
Academy and Head of the National Moral Education Project.