Policy of Ethics of University Faculty and Staff

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Charter of Rights and Professional Ethics

Introduction

The Charter of Rights and Ethics aims to provide all professors, staff and students at Qassim University with clear standards of conduct. Everyone acknowledges their knowledge and understanding of the Charter and its procedures as well as the consequences of violating any of these standards. Violations may be of an academic or non-academic nature. All those who attend activities outside the University as their representatives to attend academic or non-academic activities are subject to the same disciplinary action in case of violation of the Charter. Based on the vision, mission and values of Qassim University and the pursuit of the best image, the University expects Qassim University students to follow the highest standards of behavior, and adhere to them in their dealings with their professors, colleagues, faculty and staff of the university and the university community in general and vice versa. The University also expects its students and staff to act maturely and responsibly in their relationship with each other.

Each faculty member, administrative body, students (male/female) are expected to sign a copy of the charter, which will be placed in their individual files. Violators of this charter will be held accountable for their actions and will face disciplinary actions that could go to the level to the termination or dismissal from Qassim University. A copy of the charter is available via the University's website.

General Undertaking

As an employee / faculty member / student at Qassim University, I undertake to understand clearly and accept explicitly the Charter of Rights and Professional Ethics at Qassim University and to abide by the highest standards of honesty and integrity in academic and non-academic or administrative activities, and will not in any way insult Or expressly or implicitly violate this Charter or any policy at the University. In this context, I agree to:

• Support and comply with all Qassim University policies, and assist my colleagues to comply with them.

• Carry out tasks and activities with the utmost good faith, objectivity, transparency, efficiency, and to perform all the duties with care, and professionalism.

• Adhere to the highest standards of literature and good behavior.

- Refrain from any act or doing that may directly or indirectly violate the ethics of the profession.
- Dealing with my colleagues in a spirit of professional friendship.
- Be accountable and responsible for all my actions and mistakes, and contribute to fostering a culture of trust in society.
- Doing my best to support and strengthen the University in supporting excellence and progress as a leading academic institution.
- Adherence to the principles of equality, non-discrimination, honesty, integrity and respect in all actions.
- Follow the highest ethical standards and principles above even in cases of disputes or complaints.

Charter of Rights
University Student (male/female) Rights

A- In the academic field

1- Receiving a student guide that provides information about the University, and its systems and facilities;
2- A Party reception for newcomers;
3- The education received by students will be evaluated and their observations will be used to improve the quality of teaching at the University. The students will evaluate the courses that they have studied and the faculty members who have taught them (the evaluation questionnaire is showed in the appendices) provided that the student deals with this credibly and is free from personal, partisan and tribal influences.
4- Providing the appropriate study environment so students can study and learn easily by providing all the educational capabilities available to serve this goal.
5- Obtaining the scientific material and knowledge associated with the university courses taught in accordance with the university rules and regulations governing academic work.
6- Obtaining the study plans in the faculty or department and the specializations, as well as reviewing the study schedules before the start of the study, conducting his/her registration in the courses offered to the student by the system, providing the rules of registration, taking into account the prioritization of registration in accordance with fair controls when it is not possible to achieve the wishes of all students.
7- Dropping or adding any course, dropping the entire semester as provided by the system of study and registering to the university within the specified period and announced to students.
8- Faculty members of the university will be committed to the dates, times of lectures to meeting the scientific and practical hours and they should not cancel the lectures or change their times unless necessary. In case of a cancellation of any lecture for whatever reason, an alternative lecture on those canceled or absent by the faculty member to complete the course would be given, after coordination with the students and the department.
9- Appropriate scientific inquiry and discussion with faculty members without censorship or punishment, whether during the lecture or during the announced office hours to meet the students.
10- The test questions should be within the course and its contents and the issues raised or referred to during the lectures. The distribution of grades would be balanced and logical in order to achieve a fair assessment of the student's abilities.
11- Conducting all the tests that are held for the course unless there is a legal obstacle that prevents them from being conducted in accordance with the relevant regulations and instructions.
12- The student will be provided the key answer to the questions of the quarterly tests and the distribution of scores on the parts of the answer, which is based on the assessment of student performance before the final test of the course.

13- The student has the right to review his answer sheet in the tests according to the regulations and decisions issued by the university in regulating the mechanism of that review and its controls.
14- Facilitate obtaining all his rights within the university by the administrative or academic bodies in accordance with the regulations and rules of the university.
15- The student will be provided the results obtained in the monthly, quarterly and final tests performed after emptiness corrected and adopted.
16- The commitment of faculty members, staff and employees of the university employees to respect the student and give him all his academic and literary rights.
17- Adopting the electronic system in monitoring grades and limiting absence to be monitored regularly and not be delayed more than a week.
18- Notifying the student of the total grades of his work quarterly and practical before entering the final exam.

B- In the non-academic field

1- Enjoy the benefits and social welfare provided by the University and participate in the activities established there in accordance with the regulations and university rules governing it.
2- Access to adequate health care through treatment within hospitals and health centers affiliated to the university.
3- Utilize the services and facilities of the university (e-book libraries, gym hall, the cafeteria,…,etc.) according to the rules and regulations of the university.
4- Obtaining the financial incentives and rewards prescribed by law, especially for the superior student.
5- Nomination for training courses and programs and internal and external trips and increase his participation in cultural activities as well as participation in community service activities and volunteer work.
6- The complaint or grievance of any matter that affects the student in relation to faculty member, department, college or any of the University units, and the submission of the complaint or grievance in accordance with the rules governing the unit for the protection of Student Rights, and enable the student to know the status of his complaint.
7- Enable him to defend himself before any party in the university in any disciplinary case filed against him. The student will not be sentenced until after hearing his statements, unless it proves that his absence was an unacceptable excuse after being summoned for the second time.
8- Grievance against the disciplinary decision issued against him in accordance with the rules established in this regard under the provisions of disciplining students.
9- Maintain the contents of his file inside the university, dealing with it with care, not handing it over to anyone except to the student or his guardian or whoever delegates that file by the investigating authorities or the judiciary or another government agency. The contents of his file may not be disclosed or published unless such publication is the result of a disciplinary punishment against the student.

10- The right of the student with special needs to receive appropriate and appropriate service according to the rules and regulations in force.

University Student Obligations

A. In the academic field

1. The student's commitment to attend the study and fulfill all the study requirements.
2. The student's commitment to respect the faculty, staff and workers of the university employees.
3. The student's commitment to respect the rules and arrangements related to the conduct of lectures.
4. Commitment of the student in the preparation of research and other study requirements of the courses of scientific integrity and not cheating in any way.
5. The student should abide by the rules and arrangements related to the tests and the system therein and not cheating.
6. The student shall abide by the instructions and directions directed by the official in the test room.

B. In the non-academic field

1. The student's commitment to the University's regulations, rules, instructions and decisions.
2. The student's obligation to carry the university card while the student is at the university.
3. The student's obligation not to be exposed to the property of the university, or damage or tamper with or disrupt the universities work.
4. The student shall abide by the instructions concerning the arrangement, organization and use of the university facilities and equipment.
5. Commitment of the student to the appropriate uniforms, behavior of university and Islamic norms.
6. Student commitment to calm and tranquility within the facilities of the university and refrain from smoking in it.

Review an example of student rights:

The request for re-correction of test answer sheets is one of the most things requested by students by the end of each semester. Therefore the details for this right and the rest of the rights can be understood from the student manual.

Request to re-correct the examination answer sheets

Item (39) of the Regulations for the Study and Examination of the Regulations of the Higher Education Council states:

The Council of the College which is teaching the course, in cases of necessity to agree to re-correct the answer sheets within a period not exceeding the beginning of the next semester tests. Qassim University has established an executive rule for this rule according to the following controls:

1. The student shall submit to the Dean of the College which submitted the course a request to re-correct the answer sheet within two weeks from the calculation of the cumulative averages according to the academic calendar or the announcement of the results, including the justification for the request for the correction.

2. The college prepares a form - which includes the following data: student name, university number, course number, symbol and name, division number, semester work grade, semester, grade point average, number of academic warnings if any, name of course instructor, and test date.

3. The Council of the College which is in charge of teaching reviews the case and takes the decision in the case of the application submitted by the student.

4. Re-correction must take place within two weeks of the beginning of the next semester.

5. In case of approval of the re-correction, the College Board shall form a committee to re-correct the answer papers.

College Procedures

Through this executive rule, colleges can perform the following procedures when students apply for re-correction:

1. A student who has an objection to the final test score shall submit a request to re-correct his / her answer papers within two weeks from the date of the announcement of the final test result. The application shall be submitted to the department teaching the course, the application shall be entered into the academic system and shall be given notice thereof (the attached form of the request for re-correction shall be used).

2. The head of the department informs the student of his answer sheet and compares it with the key answers to the test.

3. In case the student is not convinced of the accuracy of the test correction, the head of the department forms a committee consisting of two faculty members in the department, not including the course instructor. The committee shall submit a report to the head of the department to decide whether to amend the student's grade or to reject the application.

4. In case the student is not convinced, the student may appeal to the College Board against this decision for two weeks from the date of notification. The grievance shall be formally presented to the Dean of the College, including the reasons and justifications for submitting it, and an undertaking from the student to the validity of the information provided. A statement from the Deanship of Admission and Registration of applications for re-correction previously submitted by the student, if any, and the decisions taken therein.

5. In case the College Council is not convinced of the seriousness and adequacy of the reasons for the grievance, it shall issue a reasoned decision to preserve it.

6. In the event that the College Council approves the correction, it shall form a committee of at least three faculty members, one of whom shall be from outside the department. The committee submit its report to the Council within fifteen days from the date of its decision. It shall be submitted to the Board for decision at the next first sitting.

7. The councils of colleges may add what they see without exceeding rule 39 of the list of study and tests of the regulation of the Higher Education Council and its executive base from Qassim University.

Violations of the Charter of Rights and Professional Ethics

First: Academic Violations

Include the following examples:

Cheating:

o Copying the answers of another student during the exam.
o Copying answers that was written on some body parts, clothing, etc.
o Obtaining in advance a copy of the exam or any information related to it.
o The use of references or notes during an exam in which it is prohibited.

Literary / Intellectual Theft:

o Using references (books, newspapers, encyclopedias, the Internet ...) without disclosing it.
o Providing the same work in different classes/courses.
o Buying an academic work or handing out work prepared by someone else.
o Handing over work without making appropriate citation when using other people's work.
o Providing incorrect information and facts.
o Intentionally falsifying the results of a field research or a particular experiment.
o Fabricating the data of a study or a project.
o Fabricating the title of a particular study.

Fake Certificates:

• Falsely claiming receiving IELTS / TOEFL certifications.
• Handing in Fake copies of school files.
• Providing false work certificates.
• Providing false medical reports or certifications.
• Using someone else's ID card.

Submitting Group Work as if it is Individual Work:

• Work with someone or other people to solve a homework assignment while the work is supposed to be individual.
• Seek help or get help to resolve an assignment that is supposed to be individual.

Not Participating in Collaborative Work:

• False claim of active participation in collective action.
• False claim that part of the work of others is the work of the plaintiff.

Inappropriate Pretending to Be Someone Else:

In the case of a student attending any test or activity of academic duty in place of another student.

Participation in Academic Disinformation:

By this we mean assisting another student or trying to help him commit an act of academic disinformation, such as doing the work of others, designing or producing a project for another student, or voluntarily providing them with answers during the test. Contacting a student during the probationary period and providing information, giving a student a copy of a test in advance, leaving relevant material at the test site, or changing the result.

Interference with the work of others:

This includes intentionally interfering with the work of other students, sabotaging their lab results, research and electronic files, providing misleading information, or disrupting student work.

Second: Non-Academic Violations

Non-academic violations of Qassim University standards of conduct include (but are not limited to):

1. Violating any of Qassim University properties, buildings, facilities or labs, or entering them without a permit.
2. Abuse (by word or act) and / or intimidation of colleagues, visitors to the university or college, and their staff.
3. Disruptive or abusive behavior within campus boundaries.
4. Behavior that threatens the lives or safety of others, whether physical or moral, within the campus premises and facilities.
5. Theft, which includes theft of services or personal/property belongings to the University within the university premises or in any university activity.
6. Disrespecting the University's rules in terms of appropriate clothing. The University respects cultural diversity and respects the requirements of a productive learning environment. Therefore, students should respect local culture and traditions in their clothing.
7. Vandalizing, destroying or damaging the property of the university or the property of others inside the campus.
8. Owning, copying or using keys to University buildings, facilities or property without permission.
9. Unauthorized access or use of the University's facilities or property, including computer tools or software.
10. Unauthorized placement of signs, notifications, banners, signs or notices. Such materials are placed in authorized bulletin boards or other designated locations. It is not allowed to put such materials on cars, trees, walls, doors or glass surfaces. Student event announcements that are distributed or displayed in most buildings on campus must be approved and stamped by the Department of Student Activities.

Procedures and Guidelines

The following procedures are followed in case of student academic violations:

1. It is the responsibility of the faculty member to deal promptly with cases of misinformation, plagiarism, or sabotage - in the classroom or other academic infractions. In the case of any academic violation committed by a student, the faculty member shall fill out the necessary form (registration form of

violations), which is documented in the student profile in the college archive and in the Office of the Vice President for Student Affairs. This procedure allows the University to follow up and record repeated cases of student irregularities at the university level.

2. If the faculty member is convinced that the alleged offense has arisen from a student's miscalculation rather than deliberate misinformation, he or she must advise the student for acceptable academic work and record it in the student's file. In such cases, the faculty member requests, for example, that the student rewrites the original work or assignment, or re-submit a new work or assignment.

3. The faculty member responsible for making reports of misleading allegations should prepare the report on these acts within three working days from the date of their occurrence. He should send this report to the college dean and department chair where such act took place.

4. The head of the department will write a report giving his opinion on the violation depending on the severity of the violation and after consulting with the faculty member, and after meeting with the faculty member and the student.

5. The form is sent to the Dean for processing or to the Dean of Student Affairs for submission to the Standing Committee on Student Rights.

6. In all cases, violations must be recorded and saved in the student's file.

7. In all cases, the student must attend all meetings required by the university or college where the violation occurred to be heard.

8. In case of failure to respond, the decision may be made based on the facts.

In cases where the faculty member does not approve the decision of the College Committee, it is possible to appeal to the Chairman of the Standing Committee on Student Rights. For non-academic offenses, any member of the university community can file a misconduct case against any student. The competent party shall complete a "non-academic violation form" within three days of its occurrence. The violation is registered with the Dean of Student Affairs, who in turn notifies the student concerned, to conduct an interview and determine whether the Code of Ethics has been violated and decides on the appropriate response.

وزارة التعليم العالي جامعة القصيم المملكة العربية السعودية	Kingdom of Saudi Arabia Ministry if Higher Education Qassim University

نموذج تسجيل المخالفات الأكاديمية لميثاق الحقوق و أخلاقيات المهنة

إلى: عميد
الموضوع: مخالفة ميثاق الحقوق واخلاقيات المهنة
التاريخ: ----------
يتعلق الوصف التالي بادعاء مخالفة أكاديمية لميثاق الحقوق واخلاقيات المهنة:

مدرس المادة: تاريخ الواقعة:
اسم المقرر ورقمه: البريد الالكتروني:
رقم الطالب: اسم الطالب:
طبيعة المخالفة:
الانتحال التعاون غير الملائم الوكالة غير الملائمة التضليل في الامتحانات أو الأعمال المقدمة
تقديم العمل المعد لمقرر ما في مقرر آخر تزير المعلومات عن عمد الاشتراك في التضليل
الأكاديمي انتهاك حقوق التأليف أخرى:
.....
على مدرس المادة الاجتماع بالطالب خلال يومين من تاريخ المخالفة، وإكمال هذا النموذج، الذي يشمل حجة الطالب. وعلى الطالب الذي يواجه تهم اً بارتكاب مخالفة، التوقيع على أحد الخيارات التالية:
1- أنا الطالب المعني، أتحمل المسؤولية عن المخالفة المدعاة وعقوبتها التي تقررها الجامعة
2- أنا الطالب المعني، أتحمل المسؤولية عن المخالفة المدعاة، ولا أقبل العقوبة المقررة وأعلم أنه لابد من التظلم من العقوبة.
3- أنا الطالب المعني، لا أتحمل المسؤولية عن المخالفة المدعاة، وأطلب التظلم في ذلك.
التاريخ: _____ توقيع الطالب: _____
توقيع مدرس المادة: _____ توقيع رئيس القسم: _____

المملكة العربية السعودية وزارة التعليم العالي جامعة القصيم	Kingdom of Saudi Arabia Ministry if Higher Education Qassim University

نموذج تسجيل المخالفات غير الأكاديمية

إلى: معالي مدير الجامعة
الموضوع: مخالفة ميثاق الحقوق واخلاقيات المهنة
التاريخ: ----------
يتعلق الوصف التالي بادعاء مخالفة غير أكاديمية للميثاق:

_____
تاريخ الواقعة:
يرجى تحديد مكان حدوث الواقعة:
اسم المبلّغ عن المخالفة:
البريد الالكتروني:
المبنى والغرفة:
الطلاب او الموظفين أصحاب العلاقة:
-1
-2
-3
-4

The Policy of Ethics of Scientific Research

(Reference: Deanship of Scientific Research)

The University of Qassim, represented by the Deanship of Scientific Research, is concerned with protecting the rights of all university employees and protecting the privacy of scientific research topics. The university is concerned with supporting scientific mobility within international scientific frameworks and foundations that raise the level of the university as a center of elaborate research with a distinguished level. This document was drafted to achieve these objectives and in response to the funding requirements for research from different funding bodies. The following is a description of the procedures and controls for scientific research at the university.

Item 1: types and areas of research:

Theoretically, all research topics have a congenital dimension, but there are some research trends in which the moral aspect has a special place: research that is concerned with the human and health aspects; research conducted using experimental animals; and research that has social and political sensitivity.

Item 2: Researchers:

Moral responsibility is primarily the responsibility of the researcher; the ethical aspects must be given special importance in all steps of research, from the idea to final steps, and results. In addition, the researcher must be familiar with, and have full knowledge of the rules and policies of the university in this aspect, and must apply these rules, and regulations. These rules and regulations apply to anyone who conducts research under the auspices of the university, whether research is conducted inside or outside the university.

1- The researcher is responsible for obtaining the prior approval of all the subject of the research, and the researcher should clarify to the participants in the research as follows:
The aim of the research, the source of funding, their right to withdraw from the research, or the refusal to participate in the research should be respected.
2- If the participants in the research are unaware of the nature of the research, or the value of their participation in it, for example, children, a written consent must be obtained from a parent or guardian.

3- If the participants' knowledge of the nature of the research will affect the results, they should at least mention the research of those participants.
4- It is recommended that the researcher consults with experts in the research subject, or the opinion of one of his colleagues when there is a need, especially in research related to some disciplines such as:
• Dynamic, or psychological stress.
• Infringement on the privacy of others.
5- The researcher should clarify the nature of the research to the participants, and obtain their consent to participate in it, including the method of writing the names of the participants and how they will be arranged with the definition of their workplace.
6- Research participants should be made aware of the importance of not publishing any data on the results, the privacy of the research, as well as not disclosing or using the information and results of the research until it is completed and published.

Item 3: General principles and ethics of research:

1- Credibility and honesty: Focus on the importance of honesty in all research steps including: gathering information, recording results, the method used, writing and publishing the research.
2 - Objectivity of the research: The researcher should avoid bias to any point of view, or adopt a prior result in the steps of research such as, analysis of results, data, writing the research plan, review of views, and previous research.
3 - Accuracy: Commitment to accuracy, and seriousness in all aspects of research, and keep records of the steps and results of the search.
4 - Cooperation, sharing ideas, data and devices, as well as providing advice and assistance to those who need colleagues, and accept criticism, and suggestions.
5- Respect: Appreciate and respect the opinions and suggestions of the participants in the research, as well as the protection of minors, or unaware that may be covered or dealt with by the research.
6-Respect for intellectual property rights: such as patents, copyrights and other types of intellectual property.
7-Privacy: Protect the privacy of individuals and information in all aspects of research.
8-Justice, treating others with respect for and observance of their rights, giving each person his destiny, and his appropriate status.

Item 4: Regulations and Rules Governing Scientific Research

1- The researcher should follow the regulations and regulations set by the National Committee for Bioethics and Medical http://bioethics.kacst.edu.sa
2- The researcher should follow the rules and regulations stipulated by the university, college or department, if any.
3- In the first place, the researcher must demonstrate moral responsibility in all aspects of scientific research, including everything mentioned in the general principles and ethics previously.
4. The researcher must follow the regulations and regulations stipulated by other supporting bodies, or government agencies, or authorized to regulate this practice.
5- The researcher should follow the safety methods and keep the safety of the participants in the study, researchers, assistants and other workers. As well as maintaining the integrity of the facility, and the environment.
6- The researcher should dispose of all waste, including sharp, infectious, chemical and other wastes.

1. The researcher should familiarize himself with, and abide by all regulations and controls stipulated and regulated for misconduct in scientific research.

Item 5: Regulations and Rules Governing the Scientific Research on Human Beings:

All research and scientific studies involving humans, or similar genetic material DNA or RNA or Human Tissue must be subject to the following rules and regulations:

1. The researcher must abide by the provisions of Islamic legitimacy, principles, and scientific norms governing this practice.
2. The person participating in the study must know the subject of the research in full.
3. The participation of people in the research should be voluntary and optional after knowing the details of the research in full.
4. The persons studied shall be respected and protected by explaining all the details of the research, damages and risks, if any.
5. The subject should be accepted within the ethics and general customs of the region.
6. Written informed consent must be obtained from the person participating in the study, or his legal guardian.
7. To inform all persons participating in the study, if necessary, of the results.

8. Respect the privacy of individuals participating in the study and respect the privacy of the information relating to all aspects of scientific research.
9. Scientific research Information, especially personal and private information, must be protected.
10. Persons participating in the study shall be protected from the study sample, researchers or assistants, as well as the integrity of the facility and the environment.
11. Researchers in this field can learn more using the following websites:
    -Medical Research Council: Human tissues and biological samples for use in research
    www.mrc.ac.uk
    - Royal College of Physicians www.rcpath.org
    - National Health Foundation www.nih.org
    - The National Committee for Bioethics and Medical Ethics: http://bioethics.kacst.edu.sa

Item 6: Regulations and Rules Governing Scientific Research on Animals

The use of experimental animals in scientific research is one of the most important catalysts for conducting medical and applied research.

1. The researcher must abide by the provisions of Islamic legitimacy and scientific principles and norms governing this practice.
2. The researcher should review and apply all regulations and rules governing scientific research.
3. The minimum number of experimental animals should be used in scientific research.
4. Damage to experimental animals should be minimized at all stages of scientific research.
5. Experimental animals may only be used by trained persons.
6. Endangered animals may not be used.
7. The facility should contain the places suitable for the care of experimental animals during all stages of scientific research.
8. The persons involved in the study should be protected by researchers, assistants and others, as well as the integrity of the facility and the environment.

Item 7: Regulations and Rules Governing Scientific Research on the Environment

The human being is an essential part of the surrounding environment and he depends heavily on the natural resources in it. Accordingly, all environmental research will apply to the following regulations:
1- The researcher should apply all regulations and rules governing scientific research and adhere to the provisions of Islamic Sharia and scientific principles and norms.
2- The researcher should explain the mechanisms of the research in full and estimate all the damage resulting from the work of the research in addition to the development of other alternatives to do so.
3- To the extent possible, damage to all forms of life in the environment should be minimized, including humans, animals, plants and other natural resources.
4- The study should be initially done on a narrow size to verify the associated damage.
5. The researcher must respect private and public property in all aspects and coordinate in this regard.
6- Healthy and proper disposal of all harmful substances resulting from research, including infectious substances, chemicals and others.
7- Participants must be protected and natural resources protected.

Item eight: Some other ordinances that must be observed:

Conflict of Interest, Safeguarding Facility and Environment, Justice, Respect for Privacy, Intellectual Property Protection, Written Agreement with Researchers, Written Agreement with Supporters, Risk Assessment, Procurement Management, Financial Management, Cost-Benefit Analysis, Training, Student and Student Support Teaching staff.

Item nine: Policy of misconduct in scientific research:

The Deanship of Scientific Research and the University in general expects all researchers inside or outside the University to abide strictly by the rules and regulations governing scientific research referred to above. Any breach of these regulations will be taken very seriously, in order to minimize the damage caused and to maintain the level of scientific research and the reputation of the university as a leading center of scientific research.

In the event of any violation of the regulations of ethics of scientific research, the matter is referred to the research center concerned to make a recommendation to the Committee on Ethics of Scientific Research at the University.

Paragraph (1) Application:

The policy of misconduct in scientific research is applied at all stages of scientific research starting from the idea, research proposal, literary review,

research work mechanisms, references, final report, researchers, assistants, supporters and others.

Paragraph (2) Definition:
Misconduct in scientific research is defined as follows:
• Making or fabricating results and reports.
• Distorting and falsifying the results and methods of research and other work or selectivity in showing some of the results and hide some.
• Plagiarism or literary theft, including all stages of scientific research, starting with ideas and ending with reports.
• Mistakes and damages resulting from the lack of full compliance with the regulations and rules governing scientific research.
• Misconduct in scientific research does not include spontaneous errors or different methods of interpretation among researchers.

Paragraph (3) Proof:
In order to prove misconduct in scientific research the researcher must:
- If there is an unacceptable error or far from practicing scientific research.
- If the commission of this mistake was done on purpose by the researcher or as a result of recklessness and non-compliance with controls.
- To be prove that by evidence.

Paragraph (4) Responsibility:
The responsibility for reporting misconduct in scientific research rests with everyone, so that anyone who believes that misconduct in scientific research has occurred or happens should inform the Dean or Dean of Scientific Research.

Paragraph (5) Investigation:
The supporting body, represented by the Deanship of Scientific Research, shall ensure the verification of misconduct in scientific research in the appropriate manner after the initial evaluation. The Deanship of Scientific Research is also in charge of communicating with relevant external bodies, both governmental and private. All papers shall be referred to the Scientific Research Ethics Committee for appropriate decisions.

Paragraph (6): Possible penalties:
After all the evidence has been investigated and the relevant parties heard, the possible penalties for misconduct in scientific research vary

according to the wrongdoing and there are several stages of the resulting penalties.

- Not supporting the project in case of submission.
- Monitoring and following-up the researcher's work in particular.
- Removing the researcher from a specific research project.
- Not reducing or cancelling the fund of the future research projects of the researcher.
- A letter of attention to the researcher may be included in the researcher file.
- Deduction from the monthly salary or deprivation of the premium.
- Stop the job promotion.
- Termination of service.

Other penalties may be applied from third parties relevant to the case depending on the applicable system.

All research proposals submitted to the Deanship of Scientific Research at the Qassim University with an ethical dimension should be evaluated by the Research
Ethics Committee according to the following form:

Kingdom of Saudi Arabia Ministry of Higher Education Qassim University Scientific Research Deanship	المملكة العربية السعودية وزارة التعليم العالي جامعة القصيم عمادة البحث العلمي

Request for Approval of the Scientific Research Moral Committee

1) The study Title

.....

2) The study Goal

.....

3) The researchers' names

.....

4) The reason of choosing the sample

.....

5) The mechanism, goal, and time of participation of the sample

.....

6) The dangers if any exists

.....

7) Description of any benefits if exists

.....

8) The Compensations if exists

.....

9) Ways of Protecting Information

.....

10) The right of withdrawing or terminating the participation in the study

.....

11) Information sources

.....

12) The approving signature of the researcher and the study participants

.....

13) Signature of Witnesses if required

.....

- All the regulations and rules that regulate the scientific research are reviewed.
- All the information attached are correct and updated information
- The proposed research is fully attached.

Name of the main researcher ..... Signature ……

Recommendation of the Scientific Center

……..

□ Approval and it will not be sent to the scientific research moral committee at the university.

□ Disapproval of conducting the research.

□ Recommendation to send the report to the scientific research moral committee at the university and attaching all the reviews and opinions conducted by the committee members.

The Scientific Research Moral Committee

□ Approval □ Disapproval

Date ----------

The Ethics of Teaching and Learning

The set of high values and ethical rules of conduct that the University seeks to establish in the field of learning and education is determined by the need for the commitment of both faculty members and students to the following items:

Programs and Courses:

1- Working to achieve the objectives of higher education in the Kingdom of Saudi Arabia, and ways to achieve them in accordance with the possibilities of the curriculum being taught and access to sufficient information to reach the vision and mission of the university.

2 - Attention to the Saudi framework and rules that are acceptable in the field of specialization, including the requirements of the professions that the students are prepared to practice.

3- Planning programs in the form of integrated packages of options, with plans to deliver and evaluate programs in the light of their knowledge, skills, teaching strategies and continuous development processes, and take any necessary action to ensure that necessary adjustments are made to the content and references to ensure continuity of quality and consistency.

4 - Description of any course or program to include methods of teaching, and methods of assessment that fit with different types of learning.

5- Designing and implementing of the components of the course and its objectives, scientific content, activities and educational media that help in teaching and are useful in evaluating the performance of students, including the preparation of integrated scientific content, and sources of learning that enable access to knowledge in the easiest ways, with the choice of methods and teaching strategies appropriate to the nature of the content And calendar methods.

6. Benefit from educational programs or courses offered by international organizations, including e-learning or other distance learning programs or courses, unless approved or shown to be quality assured and approved by a relevant educational quality assurance agency, authorized From the government in the country of origin.

7. Submit a report on the course that has been taught. The student may express his opinion in what he learned after being exposed to the scientific content of the course.

8. Maintain records of student completion rates in all courses. They are used under performance indicators.

9. Make appropriate modifications to the plans of teaching courses after studying the courses reports and taking into account what is contained in it.

10. Provide program managers (department head or other officials) with regular reports (at least annually) on the teaching of each course.

11. The use of appropriate mechanisms (honest and consistent), programs to verify the levels (standard) of student achievement compared to the relevant benchmarks (levels or levels), both internally and externally
12. Monitor the quality of the program and program courses as a whole regularly through appropriate evaluation mechanisms, with regular adjustments and comprehensive reviews.
13. Retain in the course file and program file, details of changes made. This is when these changes were made as a result of periodic evaluations.

University Book:
Adherence to the specifications of the quality of the university book in terms of:
1. The existence of clear and measurable goals.
2 - An introduction explaining the organization of its content.
3 - It includes headings and subheadings for each topic.
4 - Integration of content with the objectives of the curriculum.
5 - Presentation of the article in a comprehensive and coherent logical manner.
6 - The proportion of its content is suitable with the number of hours set for it.
7 - Containing the appropriate drawings and illustrations.
8 - Using the appropriate methods for evaluation of primary and structural formative.
9 - Motivate the student to think in different ways.
10 - Suitable for the level of the learner in his language and style.
11 - The learner is directed to various relevant scientific activities.
12 - Guide the learner to other sources of knowledge available.
13 - Linking theoretical and practical matters.
14 - Utilization of available knowledge and learning resources in the local environment.
15 - Linking the learner to the surrounding community issues.
16 - Help the learner to better understand what the lecturer offers him.
17 - The development of the methods of self-learning, and increases his ability to research and investigation.
18 - Help the student to collaborative learning, and promote the spirit of teamwork and participatory.

Approach Used:
1. Clarify students' responsibilities and codes of conduct, and ensure that they are fully aware of them at the start of their studies.
2. Clearly identify the developmental characteristics of students with the development of appropriate mechanisms to achieve, and evaluate and report to develop.

3. Encouraging students to respect their right to express their personal views, not to deliberately impose any decision or opinion, and to provide a scientific environment based on trust, mutual respect and fair treatment, while avoiding humiliation or degradation of their abilities. Providing a scientific climate based on trust, mutual respect and fair treatment while avoiding humiliation or degradation of their abilities.
4. Social interaction between students and faculty members, and create an atmosphere of good relations between them, while being patient about mistakes.
5. Develop disciplinary systems against the right of the student who exceeds the limits of literature in dealing with his teacher as a way to preserve the dignity of the professor and educate the generation on morality virtuous.
6. Informing students of the requirements of assignments and student assessments (this information can be obtained in detail from the course description forms).
7. Helping students to develop their information, skills and positive attitudes towards religion, science and society through the acquisition of mental and scientific skills that develop scientific thinking and criticism, and love of continuous self-learning and practice.
8. - The right of the faculty member to listen to the professor during the lecture.
9. Informing the students of the course objectives, vocabulary, content, and methods of evaluation in the course of accomplishment, through the Internet and through the university website, e-mail or personal account of each student or by other means.
10. Discipline in the presence of lectures and commitment to the place and dates of the beginning and end in accordance with the general schedule, and not assigned to anyone, and any change must be based on the formal procedures governing it, and in case of approval of the change is placed in the room allocated to inform the students of the change, and the student must adhere to this.
11. Attention to office hours to guide students and guide them on how to deal and solve their personal and social study problems, in a public manner, and the student to review the faculty members on a regular basis.
12. Maintaining the system within the classrooms and lectures to allow students to achieve the highest level of achievement allowed by their abilities.

13. To instill balanced Islamic concepts and values in the minds of students, as well as to acquire knowledge and information, and develop their abilities to apply.
14. Providing a list of reference books for the department's materials and facilitating the students' access to them, while directing them to the various sources of knowledge, information vessels and study references in terms of their place and time of publication.
15. Inform students in advance and fully about course requirements through course descriptions that should include knowledge and skills targeted for development.
16. Avoid giving private lessons completely under any name pay or without pay, and whoever commits this offense, whether a member of the teaching staff or students to the punishment based on the results of investigations.
17. Urging students to scientific integrity and in the event of breach, whether in the exam or in the preparation of research is to apply the penal laws in force at the university.
18. Prepare a list of students' names, and use them in monitoring attendance and absence, and record the grades of the work of the year and the results, in a way that allows quick recall and extraction if needed.
19. Allow the student to review his / her answer papers in all cases.
20. Deal with disciplinary, penalty procedures, academic or personal problems of students in strict confidentiality, and respect the confidentiality of information relating to students, and not leaking information or giving it except to only those who are directly concerned with their affairs.
21. Design an integrated and comprehensive program to guide and direct new students; to ensure full understanding of the types of services provided by the institution, as well as the duties and responsibilities placed on them.
22. Implementation of the method of electronic guidance and provide the requirements for its implementation on the university website and its needs of manpower.
23. Create effective systems to help students learn through academic guidance and follow-up on students' progress, encourage high-performance students, and provide assistance to individuals who need it.
24. To be present at sufficient and specific times in a schedule to provide appropriate counseling and guidance to partially regular students as well as to wholly organized groups.
25. Evaluate the effectiveness of academic guidance through the use of electronic means and data available, such as analysis of response

time and the results of the assessment of students, in the case of procedures for the guidance and academic direction of the student through electronic communications, including e-mail and others.

26. Provide adequate (private / extra) lessons to students to ensure their understanding and ability to apply what they are learning.
27. Maintain documentary files (Portfolio) containing evidence and witnesses of orthodontic processes and improvement strategies.

Teaching Process:

1. Work on self-growth and develop academic, technical and professional performance through continuous follow-up of scientific developments and developments in the field of specialization and evaluation of scientific material, and then develop them according to these innovations.
2. Good preparation for the duration of the scientific to reach the target scientific level, and take into account not to deviate from the lecture issues not related to the article, while adhering to the duration of the lecture from the beginning to the end.
3. Mastering the teaching process and make it more interesting and fun, using appropriate teaching strategies to develop the skills of scientific thinking, criticism and creativity of the student.
4. Giving the student equal opportunities in dialogue and discussion, and expressing his ideas in a sequential, logical and related to the subject matter, while committing to a quiet dialogue sober away from passion.
5. Self-emotional awareness in terms of self-knowledge and acceptance and management of emotions and anger and away from verbal insults or quarrel and maintain appropriate emotional control does not let the opportunity of anger to possess and does not give quick judgments of different positions, and set an example.
6. The textbooks include recent references and the latest developments in the field of study.
7. The right to educational rehabilitation, which can enable the performance of the educational mission in the best way, through the provision of innovations contained in programs to develop the capabilities of faculty members.
8. The right to teach in the field of specific and qualitative specialization and not assigned to other disciplines, or administrative work is not the competence of his competence, with the justice in the distribution of lectures and tasks within the college, and to have full sovereignty in the lectures received, and to be criticized or taken from a qualified and satisfactory according to controls known.

9. The right to attend the necessary training opportunities before and during service, and to facilitate access.
10. Providing the appropriate study environment that enables to work comfortably, and helps students to accommodate such buildings with good specifications and all the work required by the means and tools of modern educational help to achieve the goals and objectives of education.
11. Benefit from the educational techniques and media that facilitate the teaching and learning processes, and pay attention to the system of external scholarship to acquire and train in one or more skills.
12. Commitment by faculty to teaching and evaluation strategies explicitly stated in the descriptions of courses and programs, and the use of appropriate strategies for different categories of educational outputs (outputs).
13. Developing appropriate strategies to improve teaching performance.
14. Application of modern technology in distance education, such as the use of computers, video and communications via satellite.
15. Review the program report and the course report, and then develop the study plan for the period including all the items stipulated in the report of the course of the vocabulary and requirements, duties, activities and time stages of the study plan, the dates of delivery of duties and research, and the method of distributing grades and names of references and primary and secondary sources of information, and determine the office hours , Etc., and students are notified of the content of the plan at the beginning of each semester.

Activities and Evaluation:

1. Participate in diverse student activities.
2. Diversify the activities assigned to students to meet individual differences.
3. Follow up on duties and activities and make them have effective weight in the calendar.
4. Following up on the plan to organize, encourage, promote and diversify the participation of students in cultural, sports, artistic, social, educational, recreational, and development activities and other activities that suit their interests and meet their needs.
5. Finding the appropriate mechanism to follow up and evaluate the size of student participation in extra-curricular activities, and compared with the size of student participation in other similar institutions, and the development of policies to improve levels of participation.

6. The evaluation process is based on objective evidence and is linked to appropriate criteria and predefined performance indicators. Independent experts are also involved in the interpretation of evidence.
7. Evaluation based on inputs, processes and outputs, with emphasis on quality of outputs.
8. Evaluations for quality improvement include routine work and activities as well as strategic priorities for improvement.
9. Use appropriate evaluation mechanisms for programs and courses such as student questionnaires, graduate employment output data, employer views and post graduate performance
10. Take all necessary precautions to protect exam questions from leakage and loss.
11. Participating in the work of the examinations, preparing periodic examinations, correcting the exams, distributing the results of periodic examinations, review the answers with students, if necessary, and monitor the results and submit them to the responsible authorities of the university for adoption.
12. Avoid participation in the development of the exam questions or the correction process in the case of having a relative of the faculty member up to the fourth degree.
13. Commitment to the system and discipline in the examination sessions and work to prevent fraud strictly and punishing anyone who cheats or attempts to cheat.
14. Correcting the answer sheets according to key answers and organizing the data entry process of the exam marks in a way that achieves accuracy and neutrality.
15. Based on the grievances and processes of academic grievance and announced to students and are applied fairly
16. Be objective when preparing achievement exams and making sure that the exams are consistent with what has been taught, and that they have the ability to distinguish between different levels of students.
15. Encourage innovation, creativity and modernization.
16. Investigate accuracy and fairness in correcting the students' answer sheets.
17. Use effective procedures to verify that the work submitted by students is actually the work of the students themselves.
18. Criticize students constructively whenever having a discussion with them.
19. Distribute activities and duties regularly throughout the semester.
20. Ask questions and encourage students to think and seek answers.

21. To announce the results of periodic tests and written work in a timely manner.
22. Provide key answers to the questions of the periodic tests.
23. Make student assessments appropriate to the targeted learnings outcomes, and then apply student assessments effectively and fairly.
24. Make the mechanisms used to evaluate students' performance appropriate to the required learning patterns.
25. Avoid breaching any of the above clauses.

The Ethics of Relations with Colleagues

Relationships with colleagues play an essential role in achieving the University's objectives, provided that the faculty member is committed to a set of desired behaviors when establishing this relationship which are specified in the following items:

1. To show a high ethical Islamic behavior in dealing with colleagues and employees of the university staff and workers.
2. Maintaining social relations with colleagues based on mutual cooperation, both on a personal and scientific level.
3. Respect the right of colleagues of freedom of expression and academic freedom that is guaranteed by the system of higher education on the rights and duties of faculty members.
4. Be fair and objective when issuing any specialist judgment, consultative evaluation or public discussion of the work of the teaching staff.
5. Respect the confidentiality of personal information of faculty members who submit their scientific production for promotion.
6. Attending seminars, discussion and circulation of thoughts between him and his colleagues and those who have previous experience
in the field of scientific research.
7. Refraining from accepting gifts or donations from suspicious parties or from notorious persons or raising moral controversies or affecting honor and integrity.
8. Announce gifts, donations, grants, gifts and recipients, their uses and documentation in official records at the department, college or university.
9. Building bridges of communication and scientific cooperation and research with colleagues
10. Spreading the spirit of cooperation and fraternity between faculty members, students and staff.

11. Settling any dispute that may arise between a faculty member and one of his colleagues because of the profession by friendly means within the department and deanship, in a process of an attempt resolve the dispute before resorting to higher bodies inside or outside the university.
12. Avoid interfering of competing with the work of any colleague related to the teaching profession in an indecent manner.
13. Avoid diminishing the capabilities of colleagues and if there is a need to criticize a colleague professionally it has to be done in a professional way.
14. The oldest faculty members shall supervise the taught courses and prepare its tests in coordination with the participants in the teaching of the course if more than one member participates in the teaching the same course.
15. Use the expert people in the university in situations that require advice in solving specific problems that need experience.
16. Commitment to the principles and ethics associated with the various schools such as medical schools and others.
17. Avoid breach of any of the preceding provisions.
18.Practice literature and discussion between colleagues in a way that does not lead to some kind of intellectual conflict between them.

University Service Ethics

The faculty member who is concerned with the serving the University shall abide by the following items:
1. Review the employment booklet that contains all the regulations, policies and rules governing the recruitment process of faculty and staff at the university, as well as the rights and responsibilities of faculty and staff, and processes of recruitment, supervision, performance evaluation, promotion, guidance, support operations, career promotion, and complaints , Disciplinary, and appeal procedures.
2. The right to see the functional and penalty systems specifically, and this is what makes the teacher aware of his rights and duties.
3. Ensuring that an effective strategy is in place to ensure that regulations are understood and complied with.
4. Contribute to the creation of a positive organizational environment (ie, an atmosphere in which individuals feel involved in decision-making, their ability to initiate and achieve their career aspirations, in which faculty and management believe that their contributions are valuable).

5 - Giving the faculty member a suitable educational level on the condition that his appointment was done fairly in accordance to the rules and regulations of the university. The rules of promotion also has to be clear and announced.

6 – To be given the right of promotion in the institution and to ensure fairness when necessary.

2. The right to incentives, rewards and material allowances in the light of accurate criteria.
3. Enjoy the health and security benefits and housing and consumer price discounts, with the establishment of special social clubs to give them the opportunity of educational meetings outside the walls of the university and develop social relations between them
4. Receive financial dues when assigning faculty members to work more than the official working hours, or the rewards of training courses they attend.

10. Review job descriptions, working conditions, mission, programs and detailed information on the nature of work, performance indicators and performance appraisals. As well as ensuring that the University contacts the referees that the applicant mentioned them in his application in order to make sure of his education, qualifications and experience.

11 .The right to participate in a program of reception and guidance for new faculty members to ensure that they learn about the institution and its services, programs, strategies for the development of students, and the priorities to achieve and support the university in achieving its mission.

12- Respect the university system in terms of regulations, laws and instructions in every work done by the faculty member.

13. Demonstrate a high level of ethics consistent with the university work ethics.

14. Contribute effectively to serving the University.

15. Developing academic capabilities, to ensure the continuity in scientific, research and service tasks, and seeking to disseminate knowledge in the best way on the basis of being up to date.

16. Avoid using academic or administrative office for personal gains or unfair benefits that are incompatible with the status of a university professor.

17. Participate in the membership of committees formed by the university, colleges and departments when requested to do so.

18. Benefiting from the abilities and experiences of the faculty members, documenting their outstanding achievements and activities such as studies and researches, etc., and introducing others to them and involving them.

19. Avoid practicing any work outside the university that is contrary to the responsibilities and duties of the faculty member at the university.
20. Avoid the provision of scientific consultations using the University's name without getting first the approval of the University.
21. Commitment of not representing the university and speaking in its name officially in forums and forums unless someone is authorized to do so.
22. Protecting public funds in any means he deems appropriate, whether in the use of equipment, tools, raw materials, his time, expressing his opinion and participating in financial committees.
23. Avoid the purchase of equipment, devices or services from any sources with which the faculty member has any relationship, whether family or personal, unless there is a committee formed for this purpose and has approved the purchase by a majority of its members according to required specifications and is subject to the terms of tenders applicable in such circumstances.
24. Avoid hiring a member of the family as an employee or consultant in any project supervised by the university, without the approval of a competent committee.
25. Avoid using the University's computer and network services for the following purposes:

◄ Obtain or use other users' passwords without their consent.
◄ Trying to access unauthorized files and information.
◄ Attempting to disable or slow down the network or the computer system of the university.
◄ Misuse of email or other means of communication within the university.

26. Ensure communication with officials who perform similar work in the male and female sections.
25 - Planning programs, facilities and services, which ensure the achievement of similar standards in the sections of male and female students, taking into account the diversity existing between the two sides due to different needs.
26. Participate in self-evaluation processes and cooperating with quality improvement processes and report on them in their respective fields.
27. Recognize mistakes and weaknesses in an understanding spirit, and work to help to overcome weaknesses.
28. Avoid refusal of senior faculty responsibility for quality management, and is given the necessary time and guidance and support the quality processes in the educational institution.
29. Avoid refusing the assignment of forming a quality committee that represents all the major units / departments in the institution.

30. Recognize that the quality assurance system in the educational institution is an integral part of routine planning and development strategies, in a specific series starting with planning, implementation, evaluation, and external review.
31. Paying attention to the provision of standard models, questionnaires and tools to conduct various surveys on the various tasks and activities of the educational institution in a framework that defines the processes and timetable for evaluation, review and reports.
32. Being keen to provide standard models, questionnaires and tools to conduct various surveys on the various tasks and activities of the institution within the framework of determining the processes and schedule of evaluation, review and reports.
33. Verify the results of the self-evaluation, by comparing them with the evidence obtained from the surveys, and the opinions of the stakeholders such as students, faculty, graduates and employers employed by the graduates.
34. Verify the validity of the interpretation of the evidence or proofs of the quality of performance by consulting people who are aware of the type of activity being examined, and use impartial mechanisms to eliminate the conflict between the different opinions.
34. Provide regulations and procedures to verify the level of student achievement compared to other educational institutions in accordance with the requirements of the National Qualifications Framework.
35. Participation of the University in the social, cultural, intellectual, sports and scientific societies.
36. Consideration of attending various events held by the University.
37. Consideration of attending the meetings of the section and abide by its directions
38 Seeking the official channels in the presentation of personal matters and commitment to the confidentiality of sessions.
39. Avoid breaching any of the foregoing clauses.

Ethics of Community Service

With respect to community service, the faculty member shall abide by the following items:
1 - A sense of responsibility towards the community to which the faculty member belongs.
2 - Publicly disclose that the views adopted by a member of the teaching staff expresses his own opinion and does not necessarily reflect the views of the university.

3- The University faculty member can provide external consultations provided that they do not affect the duties and academic performance of the member to be consulted.
4 - Participating in all matters that raise the awareness of the society, such as participation in public lectures, and in the press and audio-visual media.
5 - Taking into account the balance and moderation in the presentation of social and intellectual problems, with the responsibility to maintain the constants of the Saudi Arabian society.
6 - Contribute to the development of human knowledge associated with community service in a way that enables the graduation of citizens more able to participate in society effectively.
7 - Indulge in the affairs of society in all its intellectual, political and economic issues.
8 - Interact positively with the data and issues of the surrounding environment.
9 - Guiding and directing students to serve the community and the environment through work projects.
10 - Acting in public and private life in a manner appropriate to social and academic status without vulgarity or come.
11 - Respect regulations, rules and decisions aimed at achieving the safety, security, stability, progress and prosperity of society.
12 - The commitment of the contractor from outside the State to the laws, customs of society and traditions and not to prejudice.
13 - Enhance the student's sense of belonging to his religion and his country.
14 - Promoting positive interaction between the student and other cultures.
15 - Work for the sovereignty of love and sincere respect among students and others to achieve the security and stability of the homeland, and to enable its development and prosperity and to ensure its reputation and status among high-end human societies.
16 - Taking into account his status as a moral and social role model in his dealings and relations with various institutions of society.
17 - Avoid breach of any of the above clauses.