



# MUST University

## Code of Ethics

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## INTRODUCTION

This document describes the ethical values and principles which apply to all members of MUST University. It sets-out detailed ethical standards for morality, integrity, and professionalism. It provides a compass for MUST's community, offering clear guidance on ethical problem-solving, fostering relationships, and navigating interactions with diverse entities—colleagues, students, administrators, external partners, and national and international organizations.

At the heart of this policy is the recognition that every staff member and student at MUST University bears a personal responsibility to uphold and embody the principles of ethical conduct with unwavering integrity and accountability.

Members of the MUST University community are required to place a special emphasis on relentlessly pursuing honesty, striving for excellence, ensuring equal opportunities for all, and safeguarding academic freedom. This academic freedom encompasses the liberty to educate, learn, conduct scientific research, disseminate information, and communicate ideas and opinions freely. In doing so, members of MUST University accept, acknowledge, and pledge that they shall always abide by the ethical values and principles detailed in this document.



## SECTION ONE – DEFINITIONS, VALUES, AND PRINCIPLES

### 1.1. Definitions

1. **Ethics:** Ethics is a body of values, norms, and guidelines that professions, institutions, and people can use to guide their behavior and define what is "good" and "right."
2. **Fabrication:** Presenting non-existent data or results as if they are real.
3. **Falsification/Alteration:** Deliberate modification, concealment and/or distortion of data and/or results.
4. **Plagiarism:** Presenting and publishing others' ideas, methods, data, work, and publications partially or completely as one's own without properly citing or referencing the source or without obtaining due authorizations.
5. **Academic Honesty:** Academic honesty refers to the ethical practice of conducting one's academic work with integrity, truthfulness, and a commitment to originality. It involves avoiding plagiarism, cheating, fabrication, falsification, and any form of deceit in assignments, examinations, and research.
6. **Academic Integrity:** Academic integrity encompasses a broad set of values and principles, emphasizing the moral and ethical foundation of academic pursuits. It involves upholding honesty, fairness, and responsibility in all aspects of academic life, extending to all academic processes in which a faculty member is involved, in relation to all stakeholders, and extending to all phases of the creation, presentation, and assessment of scientific work, recruitment and promotion, and the training of the next generation of scientists and professionals.
7. **Duplicate Publication:** Publishing the same study in its integrity more than once, as if it were a different publication. Considered a duplicate publication the publishing of the same study by fragmenting it into several parts to increase one's list of publications.
8. **Honorary/Unearned Authorship:** Utilizing one's personal authority to deliberately present oneself or be presented by others as the study's author or co-author without contributing to the study in any way (during the research design, data collection and analysis, or the preparation and publication of the study).
9. **Ghost Authorship:** Not listing an individual who makes a substantial contribution to the study among the co-authors.
10. **Uninformed Consent:** Obtaining the consent of volunteers without fully informing them about the procedures to be followed throughout the research study, possible outcomes, and risks of the research as well as their right to withdraw/opt out from the study.



11. **Violating the Principle of Voluntary Participation:** Coercing a student or other groups of subjects into participating in research.
12. **Violating the Principle of Confidentiality:** Failing to keep the identity of subjects confidential or disclosing personal or corporate information obtained from subjects without a legal obligation to do so, or without obtaining the required authorizations.

## 1.2. Fundamental Values and Principles

MUST University's Ethical Principles can be divided into the following categories:

1. **Academic Freedom and Autonomy:** Academic freedom is the freedom of scholars to individually or collectively acquire, develop, and disseminate new information through research, analysis, discussions, documentation, teaching, and writing. Academic autonomy is the independence of higher education institutions from public or social authorities in all matters and decisions relating to their academic operations and to determine their own policies pertaining to education, research, social service, international relations, and for all other related activities. MUST University is a supporter of academic freedom and institutional autonomy.
2. **Academic Integrity:** Academic integrity is being honest, fair, and responsible in all academic activities, and acting in compliance with ethical principles and standards that reinforce trust in science and scientists.
  - A. MUST University expects academic integrity not only from its students but also from all its stakeholders in all their actions. Academic integrity entails the commitment to act with trustworthiness, honesty, fairness, and respect. All these values are essential for the overall achievement of the university community. All members of the university community are entitled to expect all other members to maintain the highest level of academic integrity. Any violation of academic integrity is considered as a breach to the fundamental mission of the University.
  - B. Members of MUST University are expected to maintain their academic integrity and avoid any conflict between their personal interests and professional responsibilities.
3. **Responsibility and Accountability:** Responsibility is fulfilment of all roles and responsibilities as well as any scientific and academic activity or conduct according to requisite standards; and efficient use of national or institutional resources by members of MUST University. Accountability is the obligation of all members of MUST University towards those who have provided them with resources to fulfil a responsibility to be transparent and to account for how and to what degree the resources are used and the responsibility is fulfilled. All employees must use the University's resources in the most efficient and economic manner by paying maximum attention to their work and



expenditures and must be sensitive to the protection of the environment and natural life.

4. **Protection and Promotion of Fundamental Rights and Freedoms:** MUST University protects and promotes the fundamental rights and freedoms of all its members as well as those of its partners and members of society at large. MUST University is committed to public service and positive social impact. It is therefore dedicated to help overcome social challenges and meeting community needs. MUST University supports all activities that aim to contribute to the well-being of society and to safeguard the environment and biodiversity. To these ends, the University proactively seeks partnerships and joint ventures with relevant institutions.
5. **Respecting Others:** Members of MUST University must respect and value differences among individuals, never allow discrimination or harassment, treat all colleagues, employees, students, stakeholders and external parties and individuals with courtesy and respect; and protect the dignity and honor of all stakeholders. Members of MUST University are responsible for cooperating with the university management to help prevent acts of violence and harassment within campus premises and wherever MUST events and activities are held. MUST University hires academic and administrative staff and admits students regardless of gender, race, color, national or ethnic origin, creed, religion, age, or disability; and does not discriminate on the basis of gender, race, color, national or ethnic origin, creed, religion, age, or disability in the administration of its educational and employment policies, its scholarship awards, or any university-sponsored programs.
6. **Academic Merit:** The principle of upholding academic merit is the commitment to select, promote, and assign positions or roles to members of the MUST University community on the basis of their skills, qualifications, and experiences based on the standards required by the respective position or role.
7. **Diversity:** MUST University values diversity and its role in enriching student experience and in promoting social cohesion and intercultural understanding. The university encourages creativity and innovation and promotes various forms of learning and discovery. The University strives to provide a wide array of opportunities for intercultural exchange, international academic cooperation, and student and faculty international mobility.
8. **Accessibility:** MUST University is founded on the principle of making its programs accessible to the widest possible segments of society. Thanks to its scholarship system, the university offers opportunities to outstanding and talented students with limited financial resources.
9. **Environmental Awareness:** MUST University promotes awareness within its community and within society at large of the essential importance and the responsibility to protect



the environment, natural life, and biodiversity and to abide by the relevant rules and regulations.

**10. Anti-bribery and anti-corruption:** The University is committed to prohibiting bribery and corruption and to promoting a culture of anti-corruption.

**11. Adherence to the principle of confidentiality:** All members of the university community are required not to disclose any confidential information, trade secrets, or other information the University might expect to be kept confidential due to its nature, and which may be obtained or disclosed in connection with the University's operations and administrative processes, without the explicit written approval of the University. This principle must be upheld whether such confidential information is disclosed by accident or because of the roles and responsibilities of the community member within the University. Additionally, this principle must be respected during the contractual relationship and even after the termination of the contractual relationship for any reason, excluding any information disclosed due to legal obligation. All members of the University community commit to making the utmost efforts and taking all necessary precautions to prevent the access or disclosure of such confidential information.



## SECTION TWO – RESPONSIBILITIES OF FACULTY MEMBERS

### 2.1. Responsibilities towards colleagues

- A. To be fair and respectful to all colleagues whether they are members of the academic or administrative staff.
- B. To strive to maintain fairness, objectivity, and neutrality when evaluating or presenting professional opinions regarding the work of colleagues, and to refrain from intentionally making inaccurate or malicious statements about them.
- C. To avoid any discrimination on grounds of race, religion, age, gender, ethnic origin, disability, or any political, arbitrary, or personal considerations.
- D. Not to disclose any confidential or personal information about colleagues unless legally required to do so.
- E. Not to exercise any pressure or coercion on their colleagues to influence their professional decisions.
- F. To contribute to the professional development of their colleagues.
- G. To stand for the academic rights and freedoms of their colleagues.
- H. Not to hold back their colleagues from exercising their professional rights and authorities, or from fulfilling their roles and responsibilities.

### 2.2. Responsibilities in research activities

- A. To continuously develop themselves in their respective academic fields.
- B. To maintain academic honesty and integrity in all their scholarly endeavors.
- C. Not to present misleading information, misrepresent their professional qualifications, or deliberately hide facts about their skills or qualifications when applying for a position.
- D. Not to accept any awards, gifts, or donations that might influence their professional judgement or behavior. Members of the MUST University community may not accept, directly or indirectly, any gifts; may not gain any material or non-material benefits; and may not accept any loans from any individual or organization with whom they have a business relationship.
- E. Not to denigrate or disparage other fields of science.
- F. Not to serve as a referee, researcher, subject matter expert, or member of the examination, dissertation, assignment, or appointment committee in the fields in which they are not specialized.



- G. Not to serve as a referee, subject matter expert or member of the appointment, assignment, and assessment committee for scholars with whom they have a “conflict of interest,” or a relationship based on “self-interest”.
- H. Not to engage in any immoral methodological practices and/or experimentations.

### 2.3. Responsibilities towards the University

- A. To participate in the governance of the university through committees, commissions, work groups, board memberships, or assignments.
- B. Not to engage in external professional activities that do not comply with their roles and responsibilities at the University.
- C. To treat other members of the University with fairness and respect and not to abuse them verbally or physically.
- D. To use the financial resources of the University honestly in a manner that fits their purpose.
- E. Not to misuse their professional and institutional positions to gain personal benefits.
- F. To accept that the University’s Directives on Intellectual Property Rights and other related rules and regulations in effect at the time shall prevail in utilizing any intellectual property or sharing any related pecuniary rights. Intellectual property rights include but are not limited to all kinds of inventions, utility models, industrial designs, software and trademarks, and any other products capable of being protected as intellectual property which may pertain to or result from any activity performed by the faculty member as part of his/her role at the University.

### 2.4. Responsibilities towards society

- A. To strive to play an effective role in serving society and developing its scientific, economic, social, and cultural capital.
- B. To distinguish scientific findings from personal opinions when making public proclamations.
- C. To set personal opinions apart from the University’s institutional position when making a public statement about an administrative, management, or public relations issue.
- D. To instruct and research the issues that are closely linked to the scientific, cultural, social, and economic development of the country; present their findings in the service of society; and communicate opinions, ideas, and recommendations in the adequate forums.
- E. To support and promote fundamental rights and freedoms of all members of the society.
- F. To support and preserve not only human rights but also the rights and welfare of all human or nonhuman experimental or testing subjects.



## SECTION THREE – THE ETHICS OF SCIENTIFIC RESEARCH, PUBLICATION, AND EVALUATION

### 3.1. The ethics of scientific research and publication

- A. To demonstrate proficiency in designing and conducting research, maintaining self-criticism, honesty, integrity, and transparency throughout the research process and the analysis of findings; and to show respect for both concurrent and past studies conducted by fellow researchers on the same subject.
- B. To embrace an honest and objective approach towards the research topic, ensuring transparency and honesty in reporting research results; and to acknowledge and give due credit to all contributors who have played a role in the research process.
- C. To establish clear delineation of roles and responsibilities in research, along with the allocation of rights in publications from the outset, ensuring that the scientific work complies with both the research methodology and ethical standards.
- D. To acknowledge all resources, including online resources, and methodologies employed to conduct the research study and to collect and analyze data.
- E. To abide fully by the fundamental principle that any material presented in scholarly publications must be accurate and comprehensive, and that relevant information must not be deliberately withheld from publications; and to adhere to the ethics of scientific research throughout the creation and development of knowledge, ensuring the publication of information and data that is scientifically developed and meticulously compiled.
- F. To strive to create impartial and objective content for publications, committing to maintaining the integrity of research results without alterations for personal gain, commercial interests, political bias, or any other unscientific considerations.
- G. To properly cite all resources used in the research study and the authoring of the publication; and to acknowledge all individuals who have made substantial contributions to the production, compilation, analysis, and writing of the information presented in the publication either by listing them as authors or by giving them due credit.
- H. To preserve the right of authorship, which entails responsibility and accountability in research and publication, in all scientific studies, and to list the names of all authors based on their corresponding contributions.
- I. To rule out any ethical violations of presenting others' written, printed or online work or artistic applications as one's own work wholly or in part without proper scientific citation; to present findings and artistic applications without explicitly indicating that



they are excerpts to present others' work as one's own work by rewording or paraphrasing; to present others' information, opinions, or practices as one's own.

- J. Not to withhold any information when making citations of related work and to provide sufficient information about the source.
- K. To keep the data and analyses used in the research for at least five years.

### 3.2. The ethics of scientific evaluation

- A. To be impartial, honest, balanced, and objective in performing scientific evaluations and while serving as a reviewer, editor, subject matter expert, referee, and the like.
- B. To be accurate and transparent in scientific evaluations and provide justifications.
- C. To adhere to the evaluation schedules and deadlines; to provide constructive feedback and recommendations in scientific evaluations; and to avoid making offending statements about the owner of the work.
- D. To adhere to the principle of confidentiality.
- E. Not to infringe on the intellectual property rights of the authors of works they referee.
- F. Not to breach scientific standards when selecting referees.
- G. Not to serve as a referee to evaluate the scientific publications of scholars with whom one has a "conflict of interest" or a relationship based on "self-interest".



## SECTION FOUR – THE ETHICS OF TEACHING

### 4.1. Responsibilities in the classroom

- A. To teach courses in compliance with the curriculum approved by authorized boards.
- B. To prepare a written course schedule for all courses taught and make them accessible to all enrolled students.
- C. To provide the necessary support and assistance to students with disabilities as required by law.
- D. To contribute to a friendly and orderly classroom environment that is conducive to effective learning.

### 4.2. Responsibilities towards students

- A. To build an environment that promotes and encourages intellectual curiosity and effective learning.
- B. To help students learn the fundamental values and the necessary skills, and to inspire them to freely express their opinions and to think independently.
- C. To evaluate students' academic work and performance fairly, objectively, and honestly.
- D. To grade students' academic work and examinations and to announce grades in a timely manner.
- E. To contribute to students' learning through evaluation and assessment; and to provide constructive and timely feedback.
- F. To never disclose the grades and assessments received by a student without his/her prior written consent.
- G. To support the academic freedom of students and to stay away from practices that may hold back the learning process.
- H. To take into consideration student feedback from course evaluations.
- I. To respect and maintain the confidentiality of the personal-private information of students, other than those which must be disclosed as required by law.
- J. Not to take advantage of students in any way for personal gain.
- K. To be fair and professional when writing reference/recommendation letters to students.
- L. Not to enter into a close personal or intimate relationship with a student beyond the standard boundaries of professionalism.
- M. Not to condone or ignore any abusive, exploitative, violent, oppressive, degrading, or disturbing act in any way, and to take the necessary course of action.



- N. To constantly research and advance in the respective field of teaching, to always present students with a high quality and up-to-date knowledge.
- O. To acknowledge that each student has different skills and characteristics; and to contribute to the intellectual and personal development of each student.
- P. To serve as a role model to prepare students with the highest professional ethical values and contribute to their multidimensional development.
- Q. To encourage students to respect each other and all members of faculty.
- R. To endeavor to keep students away from environments that might hinder their learning or cause harm to their health or safety.
- S. To be fair and to treat all students equally.
- T. Not to accept any gifts from students.
- U. Not to coerce students into purchasing their own books or similar other printed or visual material; and not to use grades as means of pressure.



## SECTION FIVE – THE ETHICS OF SERVICE

### 5.1 Principles and values of service applicable to all University members

- A. To respect laws and University rules and regulations, and to observe the principles of legality, fairness, equality, honesty, transparency and accountability in all acts and actions in the service of society.
- B. Not to engage in any discrimination based on language, religion, political opinion or affiliation, race, age, gender, and similar arbitrary reasons while performing one's roles and responsibilities or letting others benefit from one's services.
- C. Not to engage in any acts or actions that violate or restrict human rights and freedoms or that hinder the equality of opportunity.
- D. To always act in the best interest of society and humanity and demonstrate exemplary behavior in social and environmental responsibility.
- E. Not to fail to duly perform one's own roles and responsibilities at the University so as to participate in an event or activity that is not related to the University.
- F. To fulfill any compensated external work in compliance with effective laws and the principle of honesty.
- G. To avoid being used as a means of commercial advertisement.
- H. To protect the dignity and reputation of one's position and of the University during events that are not related to the University.
- I. To avoid participation in or association with events that might compromise one's honesty and objectivity.
- J. To provide public services (with the prior approval of MUST) in compliance with the required standards and processes; and to inform beneficiaries about applicable processes and procedures during the term of service.
- K. Never to engage in arbitrary behavior or oppressive, insulting, and threatening acts or actions; not to issue reports that do not rely on clear and conclusive evidence; and not to request any service, amenities nor seek other similar personal gain in violation of effective legislations.
- L. To promptly notify authorities when requested to engage in unethical or illegal acts or actions, or upon witnessing or becoming aware of such an act or action while fulfilling professional roles and responsibilities.
- M. To be cautious about conflicts of interest or relationships based on self-interest.



- N. Not to abuse one's own position, title or authority for one's own material or non-material benefit or for that of a family member or a third person.
- O. Members of MUST University may not accept, directly or indirectly, any gifts; may not gain any material or non-material benefits; and may not accept any loans from any individual or organization with whom they have a business relationship.

## 5.2. Principles and values applicable to University administrators

- A. To protect the personal dignity and professional reputation of the members of MUST University.
- B. Not to engage in discrimination practices between members of the University based on language, race, color, gender, appearance, political views, religious beliefs, or other arbitrary reasons.
- C. To strive to ensure institutional autonomy; to view academic freedom and coexistence of different views and opinions as a fundamental value of university life.
- D. To evaluate the appointment and promotion applications of faculty members based on board-approved academic performance criteria.
- E. Not to breach scientific standards during the recruitment, promotion, and appointment of faculty members.
- F. To take all necessary measures to educate, build awareness and provide information in order to exclude unethical behaviors from academic life including abuse, harassment, and workplace bullying; and to protect the rights of individuals who suffered from such behaviors.
- G. To evaluate cases of sexual abuse within the framework of ethical criteria, not within the narrow framework specified by effective laws. In the event of sexual abuse or the use of power and influence to this end, to adhere to the principle of confidentiality when reviewing the application of a faculty member, a student or a staff member who has suffered from sexual abuse.
- H. To observe the principles of fairness and merit when supporting or allowing faculty members to participate in national and international scientific activities.
- I. To avoid any behavior which might restrict the personal rights of employees or hinder their careers.
- J. To protect the legal rights of faculty members arising from their scientific and artistic work, research, and publications.
- K. To allocate course loads and academic duties among faculty members with fairness based on their fields of specialization and competency.
- L. To be transparent and accountable when managing or using the University's resources.



- M. Not to engage in any personal relationship based on self-interest with individuals, organizations or institutions that have a business relationship with the university.
- N. To observe the principle of objectivity in all relationships with political institutions and other non-governmental organizations.



## SECTION SIX – Student Code of Ethics

This code shall apply to all kinds of conduct of all students that occur on MUST University premises. Each MUST university student must abide the code of ethics specified in Section 11 of the Academic Guide entitled “Academic Integrity & codes of conduct.”