

# **Staff & Students Code of Conduct**

**College of Pharmacy**

**Qassim University**

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## Introduction

All faculty members, staff and students of College of Pharmacy at Qassim University are responsible for conducting themselves in a manner that enhance the learning environment in which the rights, dignity, worth, and freedom of each member of the College community are respected. This Code of Conduct establishes the expectations for faculty members, staff and student conduct in the University and College as well as training sites. The Code of Conduct, therefore, prohibits the types of behavior that adversely affects the learning environment and the resulting actions that may be taken to guide the members of the College including faculty members, staff and students about behavioral expectations and also to protect the University, College and training sites community. Violations of the Code of Conduct may result in a violation of University or College policies, rules or regulations which lead to imposition of sanctions. The violation may take two forms: academic or non- academic. If any of those attend academic or non-academic activities as representative to the College and violate the criteria included in the Code of Conduct, the same disciplinary actions may be taken against them. This Code of Conduct describe the process to be followed when any one of the College faculty members, staff as well as students has been charged with a violation of the Code of Conduct. In addition to that and in order to protect the rights of the employees and students of the college, the Code of Conduct also describes the procedures that must be followed by an employee or student when felt that he did not commit the mistakes attributed to him.

**Scope of the Code:****Locations:**

Locations refer to the places where the terms of Code of Conduct apply. The code applies within or outside the College premises to any action taken that adversely affect the learning environment or reputation of either the University, College or sites of training. The person who reported the incident shall determine whether the misconduct take place within or outside the College and also to determine whether it is within the scope of the Code of Conduct.

**Persons Covered:**

The Code applies to all faculty members, staff and students of the College of Pharmacy at Qassim University. The College may initiate a disciplinary action against those who have violated the Code or any other policies, rules or regulations of the College or University.

The Code is divided into two parts: The first part explains the policies and procedures that are related to the students, while the second part concerns on the policies and procedures that relate to the faculty members and staff. In addition, the Code cover both the academic and non-academic misconducts.

## College of Pharmacy Vision, Mission and Values

### Vision:

- To be a nationally distinguished college in pharmacy education and research that supports local sustainable development.

### Mission:

- To provide an advanced and accredited pharmacy education that produces professionally qualified clinical pharmacists capable of conducting cutting-edge healthcare and applied research using the latest and effective approaches through collaboration with local, national, and international healthcare, pharmaceutical, and research institutions.

### Values:

- ✓ **Professionalism:** Professionalism in clinical pharmacy.
- ✓ **Creativity:** Creative initiatives that can be applied to teaching clinical pharmacy.
- ✓ **Quality:** Implementation of the highest quality criteria in teaching, application and output.
- ✓ **Distinction:** Provision of a distinguished, developed and accredited education so that upon graduation, clinical pharmacists have become highly qualified in research and at the profession level.
- ✓ **Transparency:** Transparency in all that are related to health care and pharmacy.
- ✓ **Cooperation:** Fruitful cooperation of the health team at Qassim University, national and international universities and all the concerned institutions.
- ✓ **Honesty:** Performance of work with complete sincerity and honesty with adherence to work ethics and morals.

- ✓ **Loyalty and Belonging:** Strengthening of the culture of loyalty and belonging to the University and nation.

## **Part I: Students code of Conduct**

### **Responsibilities towards the implementation of the Code of Conduct:**

- ✓ Reading and understanding the terms of the Code of Conduct.
- ✓ Seeking for guidance, assistance, explanations and clarifications regarding the Code of Conduct from their academic supervisor.
- ✓ Using all sources of information provided for them by the College or University.
- ✓ Reporting any misconduct behavior.

### **Obligations of the College Students:**

The student must respect the right of his fellow students in learning. Respect must be taken into account in all actions. Disruptive student behaviors that interfere with the ability of fellow students to learn in the classroom, or hinder faculty members or disrupts any other teaching activities in a class are considered violations of the law of Pharmacy rules of professional conduct. Below are examples of types of behaviors that demonstrate respectfulness in academic and non-academic areas.

#### **A. Obligations in the Academic Arena:**

1. Show respect for others including the faculty members, the College staff and students.
2. Students must use appropriate and professional language in verbal and written communications with faculties, staff and colleagues.
3. Respect for the confidentiality of others including the faculty members, the College staff and students.
4. Students must arrive in the classroom before the start of the class and the following measures will be applied:

- a. Attendance should be taken once for the whole class session, and not for every hour.
  - b. A students will be counted as present if he/she is in class within 10 minutes of the start of class.
  - c. Students coming more than 10 minutes late but within 15 minutes of the start of class may be allowed to attend the class without being marked present.
  - d. Students coming more than 15 minutes after the class starting time will not be allowed to attend the class that day.
  - e. Break time will be strictly followed and students will not be allowed to take more than the stipulated 10 minute break.
  - f. An instructor may combine two break times of 10 minutes each for a class of 3 hours to allow students to have one 20 minute break.
  - g. Students not returning to class on time or not returning at all after the break will be marked absent for the whole class.
  - h. Attendance must be submitted to the Student Affairs Office directly after each class and one copy is to be kept by the instructor for his/her records.
5. Students must not engage in disruptive behavior during class (lecture, presentation and seminar) such as talking to each other, arguing with the instructor... etc.
  6. The faculty member has the right to send any disruptive student out of class and mark him/her absent.
  7. Mobile phones or devices must remain switched off or on silent mode at all times during class and in students' pocket. Students are not allowed to answer any phone calls during class.
  8. Once a class is in progress, students will not be allowed to leave the classroom for any reason until there is a break given or the class ends.
  9. Do not collect materials to give a sense of leaving the class until the lecturer has completed the lesson and any other explanations.
  10. Do not bring family members or other guests into class, seminars or other learning sessions unless permission is obtained from the instructor.



11. Do not eat, drink or sleep during the class.
12. The student's full commitment in the preparation of research and other academic requirements in accordance with the scientific integrity and disciplinary action will be taken against students for cheating in any form.
13. The student's full commitment to the rules and arrangements for the exams and the system and disciplinary action will be taken against students for cheating in any form.
14. The student's full commitment to the directions and instructions given by the official in the exam room.

### **Examples of Academic Violations:**

#### **Cheating:**

- a. To copy other student's answers during the test.
- b. To copy answers which have been written somewhere on the body organs, on clothes, arms, hands ...etc.
- c. To gain a copy of the test questions or any clues about its content prior to the test.
- d. To use references or notes during the exam where such thing are not permitted.

#### **Plagiarism:**

- a. Using references such as books, newspapers, encyclopedias, the World Wide Web...etc, without documentation.
- b. Presenting the same work for different classes.
- c. Purchasing an academic work or submitting a work that has been made by someone else.
- d. Submitting a work without respecting the particularities if documenting quotations inside the text.

### **Reduction of Plagiarism:**

In order to minimize cases of plagiarism, the students should be introduced to the following basic points:

- a. It is your responsibility to inform the teacher that your work isn't a 100% your effort.
- b. Refraining from mentioning the source of any information is considered lying, which is not acceptable in all standards and in all societies regardless of the underlying reason.
- c. Claiming that someone 's work as your own complete effort is considered stealing, or intellectual theft to be exact.

### **Providing Untrue Information and Facts:**

- a. Counterfeiting of the results of a certain survey or an experiment with the intention to do so.
- b. Counterfeiting the data of a study or a project.
- c. Counterfeiting the topic of certain study.

### **Submitting False Certificates:**

- a. Submitting false health treatment cards or medical reports.
- b. Using a personal card of someone else.

### **Submitting a Collective Work as done by an Individual:**

- a. When two students or a group of students work together on a homework that is supposed to be done individually.
- b. Asking for or having someone's help in doing a homework that is supposed to be done individually.

### **Non Real Participation in a Collective Work:**

- a. Claiming the participation in a collective work.
- b. Claiming that he\she has participated in the works of others.

### **Inappropriate Replacement:**

- a. When a student attends an academic exam or an activity on behalf of another.

### **Participating in Academic Misleading:**

- a. When a student helps another or tries to help another in committing one of the acts of academic misleading, such as doing the job of others, designing or producing a project for a student, voluntarily providing others with answers during the exam, and even calling a student while having an exam to provide him\her with the answers.
- b. Another form is giving a student in advance a copy of the exam or leaving related material accessible in the exam scene, and so changing the results.

### **Interfering in others' works:**

- a. When a student intentionally interferes in the works of other students, spoils their laboratory experiments and their electronic research files, or providing them with misleading information.

### **B. Obligations in the Non-Academic Arena:**

1. Avoid possession, use, sale or distribution of illegal drugs and/or alcohol inside and/or outside the university.
2. The student's full commitment to University and College systems, regulations, instructions and decisions issued.
3. The student's full commitment to carry the ID card while at the university.

4. The student's full commitment not to cause any damage in the facilities of the university.
5. The student's full commitment to the instructions of arranging, organizing and use of the College facilities and equipment.
6. The student's full commitment to the dress code and behavior suitable for undergraduate and Islamic norms.
7. The student's full commitment to keep quiet and behave tranquilly in the University and College facilities and to refrain from smoking on campus.

**Faculty members have the authority to:**

- a. Identify disruptive students.
- b. Instruct students to discontinue such behavior.
- c. Require that students leave the classroom.

If the same student repeats the same behavior or other disruptive behavior, the student should be sent to the responsible authority to take further action.

**Examples of Non-Academic Violations:**

1. To enter any of the University or College properties including the buildings, establishments and the facilities without any permission.
2. To hurt people physically or verbally and/or terrifying the colleagues, visitors and the workers of the University or the College.
3. To act in a destructive and abusive behavior on campus.
4. To act in a life-threatening behavior which puts the life of others and their physical or emotional security in danger.
5. The act of theft which covers stealing the services, personal or University or College properties on campus or at any activates under the name of the University or the College.

6. To break the rules of the acceptable and compatible clothing with College of Pharmacy conventions. The College takes into account cultural variations and respects the requirements of creating productive learning environment. On their turn, students have to respect the local culture and conventions in the way they dress, since any incompatible dress whether by males or females will not be accepted and the student wearing it will receive the appropriate disciplinary measures.
7. To destroy the belongings of the University or the College or the belongings of others.
8. To have keys for the University or College buildings and facilities, or copying and using them without permission.
9. To put signs and notifications without permission. Such notifications have to be pinned on by authorized boards or in other specific places. It is not permitted to stick them on trees or walls, doors or on glass surfaces. As for the announcements of the students' activities which are distributed and displayed in most of the buildings, they have to be authorized and having the stamp of the department of students activities.

### **College Procedures and Guidelines:**

#### **A. The following procedures should be followed in all cases of student's academic misconduct/disciplinary actions:**

1. In any case of academic misconduct on the part of student, the faculty member has to fill in the "academic misconduct form" which should also be recorded in the student's file in the College archive.
2. If the faculty member is convinced that the misconduct originated unintentionally from the student, the faculty member needs to advice the student of other acceptable academic tasks and record that in the student's file.

3. The faculty member in-charge of misleading allegation forms should report the incident within three working days, and should send a copy to the Dean of the College who may deliver the complaint to head of Students Disciplinary Committee.
4. After discussing the act of academic misconduct with the faculty member and the student, the head of the Students Disciplinary Committee reports his opinion depending on how serious the misconduct was.
5. The form is then referred to the dean of the college who carries the responsibilities to solve the case.
6. If the students refused to attend any meeting required by the College (Students Disciplinary Committee), the decision shall be made based on the facts available and presented.

**B. The following procedures should be followed in all cases of student's non-academic misconduct/disciplinary actions:**

Any one of the College staff or faculty members can submit a complaint about any student for non-academic misconduct using a "non-academic violation form" within three days, and the offense will be reported to the Dean of College, who must in turn inform the student, interview him and determine whether the Code of Conduct has been violated and then decide the appropriate taken action accordingly.

**Obligations in Clinical Rotations:**

Student should demonstrate professional attitudes and behaviors within the training site including interaction with preceptors, supervisors, colleagues, administration, patients and relatives of the patients. Below are examples of types of behaviors that demonstrate respectfulness of training site and learning environment:

1. Abide by the rules and regulations of the College and training site.
2. Show respect to colleagues, preceptors, supervisor and other individuals with whom you may come into contact.

3. Maintain proper professional behavior in relationships with both patients and training site staff.
4. Use of appropriate and professional language in verbal and written communications with preceptors, supervisors, training site staff, students, patients and other health care personnel.
5. Respect patients' confidentiality.
6. Respect for the confidentiality of others including preceptors, supervisors, training site staff, students, patients and other health care personnel.
7. Abide by health and safety rules of the training site.
8. Do not disrupt patient care.
9. Do not interfere with patient safety.

Disruptive student behavior that interferes with the above listed instructions in a training site considered violations of the law of Pharmacy rules of professional conduct.

Preceptors, supervisors or training site staff have the authority to:

- a. Identify disruptive student.
- b. Instruct students to discontinue such behavior.
- c. Require students to leave the place.

If the same student repeats the same or any other disruptive behavior in the training site, an event report must be submitted to the Office of Experiential Educational Committee within one week to take further action.

### **Student Grievances and Complaints:**

Academic complaints or grievances include: Admission, grades, academic suspension, deception, plagiarism, deliberate falsification of information, submission of an assignment prepared for a previous course in another course in addition to copyright violation. Examples for such violations are harassment (verbal or physical), threats, vandalism on the College, the exclusion from the use of a particular service, discrimination and imposed access to the records and violating policies.

### **Students' Procedures and Guidelines:**

- a. If the student feels that any faculty member treats him unfairly regarding grades, he must apply for re-correction of the examination paper.
- b. If the student feels that any faculty member treats him unfairly e.g. discrimination in the class, he should speak directly with a faculty member involved in the event. If the student feels he was unable to speak directly with that faculty member, the student must speak with the head of the department. If the department head is the faculty member involved in the event, the student must speak with the College Dean or Vice Dean for Academic Affairs.
- c. Complaints regarding admission, academic suspension should be submitted to the Vice Dean for Academic Affairs.
- d. Other complaints must be submitted to the responsible authorities.



## **Part II:**

### **Faculty Members and Staff Code of Conduct**

#### **Responsibilities towards the Code of Conduct:**

It's the responsibility of both the Faculty members and the Administration in the College to reflect the most refined ethical values, to respect the culture, traditions and to practice the laws of the Kingdom of Saudi Arabia; All faculty members and staff members are responsible for encouraging the spirit of learning, teaching, research, and academic and society service in addition to displaying high standards of professional ethics and academic integrity. Therefore, faculty and staff members are responsible for the following:

- ✓ Supporting and Working by the terms of the Code of Conduct.
- ✓ Supporting the implementation of the Code of Conduct.
- ✓ Explaining and clarifying the terms of the Code of Conduct to students and the consequences of violating the terms.
- ✓ Guiding students towards using all the information resources provided to them by the College or University.
- ✓ Reporting all cases of misconduct behavior.

#### **Commitment to the Teaching and Learning operations:**

As the students is main focus, the College has adopted several policies and guidelines addressing numerous issues such as preparation for lectures, relationship between faculty member and the students, and class discipline to be applied by the faculty members which may contribute in achieving the College's mission in producing professionally qualified clinical pharmacists. In this regard, the faculty members are expected to comply with following instructions:

1. Work to achieve the objectives of the College of Pharmacy at Qassim University.
2. Describe the basic outlines of the course including the knowledge and skills targeted for growth to the students.

3. Describe and apply teaching strategies and assessment tools that are compatible with the course content and approved by the College Council to the students.
4. Provide students with all learning sources including faculty office hours and references.
5. Commitment to deliver the course fully (e.g., she/he was punctuality in start lecture timings, availability and preparedness for the lecture topics...etc).
6. The faculty member should be well versed in subject; meaning he knows the subject well.
7. The faculty member should be pleased to help students at any time.
8. Faculty member should be enthusiastic; meaning he is motivated and motivating.
9. Encourage students to ask questions and improve their personal thoughts in the course.
10. Describe the relationship between the course and others in the Pharm D Program to the students.
11. Motivate the students to participate in class discussion and other activities.
12. Encourage the students to read the text books and references.
13. Link between theory and practice.
14. Develop a method of self-learning for the students and increase their ability to research.
15. Help students to cooperative learning and foster a spirit of teamwork and participation.
16. Encourage students to concentrate during the lecture.
17. Pay attention to office hours to guide the students on how to handle their problems and solve personal and social issues.
18. Clarify the responsibilities of students and their rules of behavior at the start of their studies.
19. Encourage students and respect their right to express their personal views and not to resort deliberately to impose any decision or opinion.

20. Collecting student feedback on a regular basis to identify what was learned, what was confusing, etc.
21. Avoid giving private lessons under any name fully paid or unpaid.
22. Dealing with disciplinary action, criminal, personal or academic problems for students in strict confidence.
23. Treat all students equally and fairly.

### **Class Discipline:**

The College develops rules to improve effectiveness of classes, students' performance, and cultivate a professional attitude and culture. Hence, the faculty members are expected to comply with following rules in order to achieve these aims:

1. The faculty must motivate, encourage or force students to read, on a weekly basis. He must also encourage them to read in the textbooks or references of the subject, to cover the objectives constantly.
2. The faculty must ask questions about the main and fundamental objectives of the preceding lecture during each lecture.
3. The faculty members must give students equal opportunities to ask their questions or enquiries and answer them during the lecture time or during office hours.
4. The students must not engage in disruptive behavior during class such as talking to each other, arguing with the instructor, etc.
5. The faculty has the right to send any disruptive student out of class and mark him/her absent.
6. Mobile phones or devices must remain switched off or on silent mode at all times during class and in students' pocket. Students are not allowed to answer any phone calls during class.
7. Once a class is in progress, students will not be allowed to leave the classroom for any reason until there is a break given or the class ends.

## Scientific Research:

### A. The Researchers:

According to the **Article II** in Faculty and Staff Handbook, version 01, 2012/2013:

The researcher must be the first one responsible for the ethical ramifications of his research starting from the idea selection to the end of his/her research project. The researcher must be aware of the scientific research ethics policy and he/she must apply them in their research. This policy applies to any research done under the University supervision whether on campus or off campus.

1. The researcher must get the prior approval of all the participants in his research. He/she must explain the purpose of study and state its financing resources. Participants must be given the right to withdraw from the research project or to refrain from participating in it. If the participants are not aware of the research area, such as when the participating subjects are patients, the researcher must seek specialized people's help.
2. If the participants are not aware of the nature of the research or the value of their participation in it such as kids, their parents must provide a written approval for their participation.
3. If getting participants acquainted with the nature of the research helps to reach better findings then the researcher must expose them to the nature of his/her research.
4. It is better for the researcher to seek experts help in the field of his/her research or one of his fellow researchers once needed especially when the research deals with the following areas:
  - i. Biological or mental stress.
  - ii. Invading people's privacy.
5. The researcher must expose the participants to the nature of his research and get their prior approval to participate in his/her research. He/she must provide a list of their names including names of their employers.
6. Participants must be warned off not to reveal any of the research findings or make use of them until the research is completed and published.

## **B. The Research:**

1. Scientific research must be consistent with the Islamic Values, Arab habits and intellectual production.
2. The researcher must link scientific research with the College goals and avoid duplicity, and repetition.
3. The researcher must apply appropriate research methodology and get ethical approval from the responsible authorities to conduct scientific research.
4. Scientific research must be directed to benefit knowledge, society and humanity as a basic moral obligation.
5. The researcher must abide by the university rules and regulations for conducting scientific research.
6. The researcher must acknowledge contribution of others in research production.
7. The researcher must be committed to accuracy, integrity and honesty when producing scientific research or writing or publishing.
8. Research topic is supposed to discuss and provide solutions to the local community health problems.
9. Follow the rules of safety, security and prevention to protect the researchers and other participants.

## **C. General principles and research ethics:**

According to the **Article III in Faculty and Staff Handbook version 1, 2012/2013:**

1. Integrity and honesty: The researcher must maintain integrity and honesty throughout the research including data collection, recording findings, research methodology, writing and publishing.
2. Objectivity: The researcher must avoid bias towards any point of view. Also he/she must not reach certain conclusions before analyzing the findings, collecting data, putting the research plan and reviewing related literature.
3. Precision: the researcher must maintain precision and seriousness. He/she also must keep records of the research procedures and findings.

4. Scientific research requires cooperation, sharing ideas, data and equipment, offering advice and help, accepting criticism and suggestions.
5. Respect: The researcher must respect the participants' points of view and suggestions and must protect underage people which the research might deal with.
6. Respecting the rights of intellectual property such as patents, copyrights and other types of intellectual property.
7. Privacy: protecting the individual's privacy and the secrecy of information all through the research.
8. The researcher must establish justice and treat other people fairly and respect their rights.

**D. Rules and regulations which govern scientific research:**

According to the **Article IV** Faculty and Staff Handbook version 1, 2012/2013:

1. The researcher must follow the regulations and rules established by the National Committee of Biological and Medical Ethics. <http://bioethics.kacst.edu.sa/>
2. The researcher must follow the University's regulations and rules or the faculty and department's regulations.
3. The researcher must show ethical responsibility in the first place including all the aforementioned general principles and ethics.
4. The researcher must follow the regulations of the benefactors, the participating governmental parties or any party authorized to take part in the research.
5. The researcher must take measures for his own safety and must be responsible for the participant's safety including fellow researchers, assistant researchers and other staff members. He/she must also keep the safety of the institution and the environment.
6. The researcher must get rid of all kinds of harmful wastes safely.
7. The researcher must be acquainted with the regulations and must abide by them including the regulations of scientific research misbehavior.

**E. Other restrictions and rules which must be taken into consideration:**

According to the **Article VIII in Faculty and Staff Handbook version 1, 2012/2013:** Conflict of interests, protecting the environment and the institution, impartiality, respecting privacy, protecting intellectual property, the researchers written agreement, the benefactors written agreement, risk estimation, purchase management, financial administration, analysis of cost and expected outcomes, training, supporting students and faculty members.

- ❖ *The complete Rules, regulations and policies for conducting scientific research available in Faculty and Staff Handbook, version 1.0, 2012/2013.*

**F. Plagiarism:**

Plagiarism is considered one of the most common actions which is an indicator to the lack of knowledge or misunderstanding on the behalf of both students and faculties.

The reasons that lead to such violation of rules are:

- a. The false and incorrect assumption among some students and faculties if the information is accessible to everyone as in the case of the internet, then there is no reason to prevent them from using such information in their writings.
- b. The lack of knowledge of the appropriate methods of quoting and documentation
- c. The false assumption that the use of what others have written is not considered an offense.
- d. The Lack of time and poor planning for completing research projects and preparation for exams.
- e. The belief that there is nothing wrong with committing plagiarism as long as other students and faculties are doing it.
- f. The belief that it would be difficult for the teacher to detect plagiarism.

## G. College procedures:

In case of breach of any of the regulations ethics of scientific research, the matter shall be referred to the Research Centre to make a recommendation to the ethics committee of scientific research at the university.

## H. Application:

**Article (1):** in (Faculty and Staff Handbook version 1, 2012/2013):

The scientific research misbehavior policy must be applied all through the research starting from finding the concept, research proposal, review of related literature, procedures, references, the final report, researchers, assistants and benefactors.

**Article (2):** in (Faculty and Staff Handbook version 1, 2012/2013):Scientific research misbehavior is defined as follows:

- a. Falsifying reports and research procedures or fabricating findings or biased selection of certain findings and concealing certain ones.
- b. Plagiarism which may take place in any of the research steps.
- c. Mistakes and damages which result from violating the scientific research regulations.
- d. Scientific research misbehavior policy excludes unintentional mistakes and the researchers' subjective points of view.

## I. Sanctions:

According to **Article VI in** Faculty and Staff Handbook version 1, 2012/2013:After the investigation and collecting evidence and hearing sessions, the anticipated penalties for scientific research misbehavior vary according to the severity of the committed mistake. These penalties might be applied to different stages of the research.

- a. Stopping financial support once asked for.
- b. Scrutinizing the researcher's work exclusively.
- c. Suspending the researcher in a certain research project.



- d. Stopping or reducing the researcher's financial support of any future research projects.
- e. Giving a written reprimand letter to the researcher which may also be kept in his file.
- f. Deduction of his monthly salary or the annual allowance.
- ❖ Other penalties might be applied by external participants based on their regulations and rules.

### **Responsibility towards Community:**

1. Understand and respect the community members, their culture and religion, and treat them as human beings without discrimination.
2. Understand that the community service is a fundamental axis in the college mission, and the main purpose for which the College was established.
3. Develop a sense of responsibility towards the community.
4. Address the community health problems in scientific research.
5. Participate in community service to contribute in achieving the college mission and goals.
6. Guide the students to serve the community through work projects.
7. Respect for the rules and regulations and decisions aimed at achieving community safety, security, stability, progress and prosperity.
8. Guide the students to serve the society and the environment through work projects.
9. Enhance a student's sense of belonging to a religion and homeland.
10. Teachers should act as role models in ethical and social dealings and relationships with various community organizations.
11. 16. Avoid prejudice to any of the preceding items.

### **Responsibility towards Personal Professional development:**

1. Faculty member are expected to design a plan for personal professional development.

2. Faculty member should get approval from the College Dean to engage in any activity for professional development.
3. The expenses of paid professional development programs should be discussed with the College Dean.
4. Faculty member are expected to engage in professional development activities to:
  - a. Improve their knowledge and skills to contribute actively in improving the teaching and learning processes.
  - b. Recognize the process of planning, design and implementation of educational situations.
  - c. Improve lectures planning skills and teaching experience.
  - d. Master the skills associated with new strategies in teaching and learning process.
  - e. Update their knowledge in the field of specialty to benefit the teaching and learning process.

### **Integrity:**

1. To work towards collaborative success rather than seeking individual limelight.
2. Not only gets the job done well and in time, but also deliver quality work consistently.
3. Upholding integrity and good reputation of the College.
4. To disclose any conflict of interest and try to find solutions.
5. To work together as a team to build trust and show integrity.
6. To adhere to the College and University rules, regulations, policies and procedures.
7. To use materials for work and not for personal use.
8. To stick to the provision of academic and professional environment fair with respect, appropriate communication and empathy to colleagues, staff and students.

9. To maintain a high level of confidentiality when dealing with administration, colleagues and students.
10. To recognize that you are a model for the students.
11. To protect the College resources and use them in a proper manner.
12. To be disciplined.
13. To focus on performance.
14. To admit mistakes and use mistakes as an opportunity for improvement.
15. To support the values of accuracy, fairness and honesty in the teaching, learning and production of scientific research.

## Part III

### **Implementation of the Provisions of Violating the Code of Conduct:**

1. Students: The implementation of what is included in the list of Student Disciplinary Actions. Students are punished according to the disciplinary actions introduced in the list if they commit misconduct.
2. Staff: In case of committing any misconduct, they are disciplined according to Article 32 on the list of disciplinary actions in the civil service system.
3. Faculty members: Faculty members are disciplined according to section of disciplinary actions and regulations issued by the Universities regulations or by the Council of Higher Education.

## Part IV

### Conflict of Interest:

#### Definition:

Conflict of interest refers to a situation in which a College employee (a faculty member or staff) has a personal interest influence or appear to influence the performance of his duties at the college. Conflict of interest involve financial and/or non-financial interest of the employee, a family member or friend of the employee and the interests of the college.

#### Examples of Conflict of Interest:

It is impossible to identify all possible conditions for conflict of interest, and therefore if the employee is in any doubt about whether there might be a conflict, he/she should seek the advice of the head of department or the Dean. The following are examples of the situations in which actual or potential conflict of interest may arise:

1. Using the College name, resources or College confidential information for personal or outside work.
2. Participating in outside activities that compete with the College mission and goals or interfere with the duties of their college.
3. Working with other organization for extra payment.
4. Promoting services or goods of a company from which he/she receiving grant for conducting scientific research.
5. Recommendation to buy goods or services from a company that he / she may gain a direct or indirect interest.
6. Engagment in a relationship which may negatively affect his/her commitment to the College duties.
7. Participating in recruitment, promotion, evaluation or grievance process of staff with whom he/she has a personal relationship.
8. Providing paid or unpaid private lessons for students enrolled at the college.

9. Conducting research which are funded by a company in which the researcher has a financial interest.
10. Dissemination of research results in a certain way to intentionally avoid publishing negative results of research for commercial reasons or personal gain.
11. Acceptance of gifts or services that may interfere with his/her performance of the college duties or decision making in certain situation.

**Disclosure of a conflict of interest:**

The employee bears the full responsibility to avoid and/or disclose any conflict of interest that occur or seems to happen, and may search for a solution to the situation. A disciplinary action may be taken in case of the employee fails to disclose the conflicts of interest, or to cease the situation until the dispute has been resolved. The penalty decision depends on the nature of conflicts of interest and the extent to which the employee is aware of the actual or potential conflicts of interest, and the damage that can be caused to the college.

**College procedures:**

Resolution of conflicts of interest would be the responsibility of the College Dean.


Therefore, he may take one of the following actions

1. If the potential for conflict is minimal or can be eliminated by disclosure and effective supervision of the employee concerned, no action will be taken.
2. In the case of the great conflict or the employee denies the presence of any conflict of interest, the Dean will address the situation as required by the rules and regulations of the Qassim University.

## Appendix.1: Definitions

- 1. Mission:** A brief general statement setting out the principal policy objectives for development of an institution.
- 2. Vision:** The ability to think about or plan for the future with imagination or wisdom.
- 3. Values:** A principle that guides an organization's internal conduct as well as its relationship with the external world. Core values are usually summarized in the mission statement or in a statement of core values.
- 4. Misconduct:** Behavior of non-conforming standards or laws mentioned in this Code of Conduct, or any of the other booklets issued by the college or university.
- 5. Conduct:** The way a person acts or manage something.
- 6. Code of conduct:** A set of behaviors, principles and expectations; the violation of which may result in a disciplinary action.
- 7. Integrity:** Means being honest, fair, truthful, keeping one's word, meeting commitments, and straightforward, i.e. having strong moral principles.
- 8. Policy:** A principle, rule, and guideline formulated or adopted by an organization to achieve its goals. Policies and procedures are designed to influence and determine all major decisions and actions, and all activities take place within the boundaries set by them.
- 9. Procedure:** A series of interrelated steps taken to help implement the policy.

**Appendix.2: Form of Academic Violations**

Kingdom of Saudi Arabia Ministry of Higher Education Al- Qassim University College of Pharmacy	
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**Form of Academic Violations**

**To:** The Dean of the College of Pharmacy

**Subject:** Violating the Code of Conduct.

**Date:**.....

**Description of the incident:** .....

.....  
 .....

**Date of incident:**.....

**Course lecturer:**.....

**Email:**.....

**Mobile:** .....

**Course title and number:** .....

**Student name:**.....


**Student number:** .....

**Nature of the Violation:**

-Plagiarism - Inappropriate cooperation - Inappropriate representing - Deception in the exam - presenting the research paper for a certain course in another one - falsifying information intentionally -Participating in the Academic Deception - Copyright Violation - Other.....

**Appendix.3: Form of Non-academic Violations**



<p>Kingdom of Saudi Arabia Ministry of Higher Education Al- Qassim University College of Pharmacy</p>	
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**Form of non-Academic Violations**

**To:** The Dean of the College of Pharmacy.

**Subject:** Violation of the Code of Conduct.

**Date:**.....

**Description of the incident:** .....

.....

.....

.....

**Date of incident:** .....

**Location of the incident:** .....

**Name of incident reporter:**  
.....

**Email:** .....

**Mobile:** .....

**The students and involved staff:**

- 1.....
- 2.....
- 3.....
- 4.....