



AMMAN - JORDAN

المستوى الذهبي

فلنجعل من أردن العرب جامعة للعرب

## Charter of Academic Ethics of the Applied Science Private University

### Article (1):

1. The principles of this Charter shall apply to all academics and their assistants at the Applied Science Private University.
2. This Charter is based on justice and equal opportunities principles, transparency, accountability, integrity, professionalism, neutrality, responsibility, belonging to the nation and the University, and working to achieve its mission and objectives.
3. This Charter shall be circulated to the faculty members and the current staff and every new faculty member shall be provided with a copy before commencing work.
4. Prior to commencing work, each new faculty member shall sign a document promising to abide by the provisions of this Charter and a copy of that document shall be kept in his/her job file.

### Article (2): This Charter aims to:

1. Enhance the importance of ethical conduct in University work.
2. Emphasize the role of universities in the preparation of the good citizen who works to serve the country efficiently and loyally.
3. Establish ethical standards and basic rules and principles for the ethics of university work through the quality of the workers in this sector in order to guide them towards proper job ethics through identifying their rights, duties and responsibilities.
4. Fight corruption in the academic community.
5. Adhere to the laws, legislations and norms governing the work.
6. Enhance the trust of the recipients of the University service.



AMMAN - JORDAN

المستوى الذهبي

فلنجعل من الأردن العرب جامعة للعرب

### Article (3): Ethics of Faculty Member Towards:

#### a. Students.

1. To ensure that the instructor masters the material he/she is entitled or eligible to teach before starting.
2. Good preparation of the material with adequate coverage of any innovations in order to be proficient while teaching.
3. To adhere to formal or informal quality standards in determining the scientific level of the material being taught.
4. To inform the students about the framework, objectives and contents of the course, in addition to the methods of evaluation, references, and accept relevant discussion.
5. To present the material to the students in accordance with the agreed and declared approach and explain clearly the educational objectives.
6. To adhere to the scheduled material without addressing issues or topics not related to the course and lead to the dispersion of the students' ideas.
7. To use teaching methods that induce self-education and enrich the material with illustrative and practical examples.
8. To use clear linguistic expressions that facilitate understanding and communication with students.
9. To follow the latest information and developments in the field of specialization and in the field of the course being taught and urge the students to be creative and conduct scientific research.
10. To be punctual in terms of the starting and ending time of lectures.
- 11 - Not to apologize for any lecture except for compelling reasons.



AMMAN - JORDAN

المستوى الذهبي

فلنجعل من الأردن العرب جامعة للعرب

12. To be committed to the number of scheduled office hours.
13. To monitor the performance of the students to the maximum extent possible, and provide the results of follow-up to the students themselves and other relevant bodies; to take action thereupon.
14. To allow discussion and objection within the lecture, according to the principles of constructive dialogue and ethics of speech, which provides better opportunities for learning and does not diminish any discussion on the part of the student.
15. To direct students to the sources of knowledge and information as well as the references.
16. The process of student assessment as well as grading shall be based on fair objective grounds and reflect the students' abilities and level of academic achievement without any bias or any personal, cognitive, sectarian, political, partisan, gender or other considerations.
17. To give, invigilate and correct exams in accordance with applicable regulations.
18. To allocate part of the lecture time to discuss the exam questions and duties assigned to the student.
19. To give care priority to the special needs and help them whenever they need.
20. To be an example for students by showing respect and civilized manners while dealing with them and be able and ready to offer them counseling.
21. To refrain from giving private lessons by no means.
22. To be careful not to go too far with any student to the extent that may affect objectivity of student evaluation and in order not to have the students as pressure on the University Administration or the rest of the students in case of conflicts with the faculty member.



AMMAN - JORDAN

المستوى الذهبي

فلنجعل من أردن العرب جامعة للعرب

23. To ensure complete secrecy with respect to the level of educational achievement of any student and this, therefore, requires not to discuss the student's academic status in front of fellow students, unless it was for purely scientific reasons.
24. To ensure justice and quality of the exam questions in order to be consistent with what is taught and what is attained, and be able to clarify the levels of students according to their academic superiority.
25. To make brainstorming sessions open to the students when teaching.
26. To keep up with the progress made by the students and provide them with advice and guidance continuously.
27. To seek constant development of performance and professional abilities, and make suggestions to improve work methods and level of performance in the department.
28. To refrain from any acts or practices that violate public conduct and morality, and refrain from insulting or criticizing the beliefs of others.
29. To allow reviewing the results when there is any grievance.

#### **B. Colleagues:**

1. Not to allow students to criticize any colleague for any reason, except in some cases when the faculty member considers it necessary to inform the concerned colleague about it. He/she has the right to inform the Dean of the faculty or the Head of the department if the criticism affects the academic work or the students' interest clearly and directly.
2. Not to comment on the teaching methods followed by colleagues and criticize the level of their performance in order to underestimate the work they do or the effort they make. Targeted criticism towards any colleague should be directed through the official channels of the President and Vice President for Academic Affairs, the Dean of the faculty or the Head of the department. It is preferable to



AMMAN - JORDAN

المستوى الذهبي

فلنجعل من أردن العرب جامعة للعرب

criticize the faculty member concerned through dialogue and discussion and not for the sake of criticism only.

3. To resort to objective methods when judging any colleague or evaluating his/her research or academic performance.
4. To praise all forms of academic assistance received from other colleagues and choose the most appropriate way of praising.
5. To work in team spirit whether in teaching multi-section courses or conducting a joint research.
6. To maintain the confidentiality of information related to promoting or fully employing colleagues or even the penalties imposed on them.
7. To respect colleagues and accept opposing viewpoints magnanimously.
8. Not to directly supervise a relative student or one with whom he/she has a special relation, and apologize for participating in making decisions related to the promotion or appointment of a colleague if there exists a strong relation between them.
9. To respect fellow faculty and administrative members and not criticize them negatively during side conversations with other colleagues or students.
10. Faculty members experienced in University work should initiate academic communication with their colleagues, particularly in the context of involving them in their scientific activities and research projects.

### C. University Institution:

1. To agree to take the responsibility of or provide assistance in the necessary administrative work at the level of the department, faculty or University.



AMMAN - JORDAN

المستوى الذهبي

فلنجعل من أردن العرب جامعة للعرب

2. To participate as members in the committees that are formed at the level of the department or faculty and other technical and administrative committees that serve the educational process at the University.
3. To attend all meetings held at the level of the department or the faculty in addition to the meetings of the different committees and not to miss any except with an acceptable excuse.
4. To participate in the non-academic committees that are formed to supervise the student extracurricular activities which the University believes to have an impact on contributing effectively to the educational process, playing an active role in serving the society and giving an honorable image of the University especially when they have specific and clear objectives.
5. The University must treat faculty members as citizens who have rights, duties, interests and personal and professional freedom. However, if these interests conflict with the University interests, the faculty member must give priority to the latter.
6. Personal opinions expressed by a faculty member should not change in any way the views of the faculty which he/she is teaching at or the University to which he/she belongs.
7. To preserve the University property and not use the tools and materials purchased from the University budget to help in performing teaching or research duties for personal benefit.
8. To notify the University of any works, duties or responsibilities outside the scope of the university work, provided that this does not in any way interfere with his/her work and does not affect the level of his/her performance in the University to which he/she belongs.
9. To give the University the sufficient amount of notice in writing if he/she wishes to resign (or according to the contract) so that it can find a substitute in



AMMAN - JORDAN

المستوى الذهبي

فلنجعل من الأردن العرب جامعة للعرب

the right time without any disturbance of the academic progress of the course(s) he/she teaches.

10. To maintain the confidentiality of official information and documents that he/she views or gets to know during performing his/her tasks, whether written, spoken, or electronic, and not reveal any unless the regulations or responsibilities of work entail otherwise.

11. To comply with the regulations governing work.

12. To adhere to the must-follow methods of grievance.

#### **D. Community:**

1. To contribute effectively to the activities that fall within the scope of his/her specialization and experience, which the University undertakes within the framework of community service.

2. To link his/her scientific research to the most extent possible to the needs of the community and the goals of the University as well as the national development plans. He/she must avoid duplication and repetition and benefit from previous studies.

3. To contribute effectively to the development of professional and educational performance to achieve continuous excellence in completing the tasks entrusted to him/her in teaching, scientific research, or serving the University and society.

4. To conduct joint research with researchers working in other academic institutions with a view to unifying national material resources and directing them to carry out valuable national cooperative research.

#### **Article (4): Deanship of the Faculty and Heads of Departments:**

1. To disclose in writing the relation or kinship with the student when the faculty member is assigned to supervise him/her, and with other colleagues in issues related to promotion, appointment or investigation. If he/she thinks that this



AMMAN - JORDAN

المستوى الذهبي

فلنجعل من أردن العرب جامعة للعرب

relation does not allow him to do the required work, he/she should provide a justified apology.

2. To inform the Heads about any bypass, negligence, deceit, or other acts that affect the common good of the work or represent violations of laws, regulations, and generalizations. Employee's inefficiency or indolence in performing work must be reported as well.

3. To coordinate with the direct Head the process of correcting any error related to the progress of work once discovered.

4. To deal with Heads respectfully and ensure not to mislead them, or conceal information regarding work in order to influence the decisions taken.

5. The Deanship of the Faculty and the Heads of the departments should create a sense of intimacy within the faculty members and not to treat any colleague favorably.

#### **Article (5): Fighting Corruption in the Academic Community:**

1. Not to use any academic or administrative official within the departments of the University faculties for personal financial or family interests, or allow others to influence his/her attitude towards personal benefits, or engage in any business, financial, commercial or other interests that conflict with professionalism.

2. To refrain from preferential treatment to anybody by means of favoritism and nepotism, whether directly or indirectly.

3. No academic or administrative official within the departments of the University faculties may accept or request any gifts or other benefits of any kind, whether directly or indirectly.

4. When any academic or administrative official within the departments of the University faculties is unable to decline gifts, the Department of Supplies and Assets shall create and retain a record of the gifts submitted to him/her.





AMMAN - JORDAN

المستوى الذهبي

فلنجعل من الأردن العرب جامعة للعرب

5. Not to use his/her job to serve partisan or personal purposes, objectives, and interests.
6. Not to exploit students to achieve personal goals.
7. To prevent cheating and punish whoever commits or attempts it.
8. A faculty member should not resort to lies, hypocrisy and malicious complaints when dealing with colleagues and the University Administration.

#### **Article (6): The Ethics of University Administration Towards:**

##### **A. Faculty members.**

1. Freedom of teaching and presenting everything related to the subject of the course to the student, while taking into account not to address matters and topics that are irrelevant to the course and do not serve the interest of the University and its general policy.
2. Freedom of scientific research and the publication of findings in accordance with the interest of the University where the faculty member works as well as its policies, provided that this does not contradict with the level of performance of other duties and tasks entrusted to him/her.
3. Freedom to act and speak as a responsible citizen who gives priority to the national interest and security. In this context, the faculty member must take into consideration that the society judges him/her by the actions he/she takes or the statements he/she utters.
4. The University Administration shall respect the opinions of the faculty members according to the University norms.
5. To follow up and review the University's laws and regulations in order to make the necessary amendments.



AMMAN - JORDAN

المستوى الذهبي

فلنجعل من أردن العرب جامعة للعرب

6. To take charge of training and qualifying faculty members in addition to encouraging them to attend scientific conferences.
7. To expand the policy of dispatching to prestigious universities in order to obtain higher degrees in the specializations that the University lacks with commitment to work for the University after graduation.
8. The dispatching process should have fair and clear basis for all those concerned.
9. The faculty members in one department shall hold periodic meetings in order to discuss and solve any problems related to the educational process.
10. To put a format for inter-university academic work as it became necessary to encourage those activities that increase mutual cooperation through external users of master's and doctoral dissertations as well as through joint research, training workshops, panel discussions or conferences that open new horizons to the faculty members in their field both in teaching and scientific research.
11. Not to overload the faculty member with a number of courses beyond his/her capacity, especially if he/she carries out research or other administrative work. He/she must be given sufficient time to correct the exams and supervise students who conduct scientific research for the common good of the University and the community as a whole.
12. To provide incentives for faculty members, including awards for teaching, scientific research, excellence in academic and administrative work, community service, and for those who remained stable in their work and did not move to another university.
13. To pay salaries that give the faculty member the sense of job security and financial stability which will lead him/her to love work and faithfully perform his/her duties.



AMMAN - JORDAN

المستوى الذهبي

فلنجعل من الأردن العرب جامعة للعرب

14. To create mechanism for salary scale amendment in accordance with the economic situation and the constant increase of the living costs in order to provide financial stability for faculty members.
15. The Administration shall inform the faculty members periodically about the level of their academic performance and any violations on their part of the University norms or the general system of the University and the laws and regulations in force.
16. To allow faculty members to review files or reports that state their failure to perform their work or any offenses on their part, provided that this does not harm any colleague or student who submitted the complaint or report against the faculty member concerned.
17. The University Administration shall ensure strict confidentiality of the violations committed by the faculty member against the University norms and laws and that access to these files shall be limited to the concerned persons only.
18. Any penalty or violation shall be added to the file of the faculty member with his/her knowledge, especially the negative reports that have nothing to do with the results of the student feedback survey on the performance of faculty members.
19. The University Administration, in cooperation with the specialized committees formed with the assistance of faculty members, should respect and abide by the ethics of University work.

#### **B. Students:**

1. The University Administration shall appoint qualified faculty members with broad experience and qualifications necessary to ensure that they carry out their teaching duties towards the students in full.



AMMAN - JORDAN

المستوى الذهبي

فلنجعل من أردن العرب جامعة للعرب

2. The University shall provide students with programs, study plans and educational materials in accordance with the latest educational, scientific and technological developments.
3. The University shall provide students with an integrated University environment with its buildings, facilities, and equipment required for its academic programs and extracurricular activities, and ensure maintenance and modernization in a professional manner.
4. The University shall facilitate admission, registration and fees payment using modern means of information and communication technology.
5. The University, through the Department of Student Transport (if any), or in cooperation with the Department of Transport in the public or private sector, shall facilitate the student transportation to and from the University.
6. The University administration shall support student organizations that aim at active participation of students in University activities, whether academic or non-academic, and their points of view are taken into consideration in the planning and implementation of these activities.
7. The University administration shall evaluate the teaching process, including the performance of faculty members according to specific criteria that are formulated and approved in advance, including the students' reviews.
8. In light of the results of the evaluation, the University administration shall take the necessary measures to enhance the positives and avoid the negatives.

### **C. Society:**

1. To strengthen the University's relation with the society and promote it in various aspects to meet its needs and requirements through various means and activities.



AMMAN - JORDAN

المستوى الذهبي

فلنجعل من الأردن العرب جامعة للعرب

2. To evaluate the professional assistance and scientific support needed by the public and private sectors institutions in order to communicate and cooperate according to an agreed plan with these institutions.
3. To disseminate culture, knowledge and scientific and technical awareness of different sectors of society through various modern means.
4. To organize seminars, courses and conferences on emerging topics of interest to different sectors of society.
5. To communicate the results of studies and research in different fields of knowledge to different sectors of society, especially those related to their work and tasks.
6. To provide counseling and information to individuals in addition to public and private institutions in order to promote a specific work or solve a problem that the University has the ability to handle.
7. To spread the Islamic, health, artistic, professional, cultural, social and educational awareness among the members of the society in cooperation with the relevant authorities.
8. To strengthen the community's sense of the University role and importance as an educational scientific institution, which in turn encourages the community to help the University achieve its objectives.
9. To provide programs in the areas of education and training services in addition to the ongoing teaching in the form of training courses and programs that aim at the development of human resources in the local community at different groups and levels of qualification.

#### **Article (7): Ethics of Scientific Research:**

##### **A. Data Collection, Processing and Retention:**

1. The data should be collected with the consent of the individuals to be studied.



AMMAN - JORDAN

المستوى الذهبي

فلنجعل من أردن العرب جامعة للعرب

2. The data should be correct, accurate, complete and original.
3. The data should not be subjected to any distortion or modification to match the results desired by the researcher/researchers.
4. The data should be available in case of there is a need for reference.
5. Confidentiality of data is maintained.
6. To identify whoever is entitled to access the data.
7. The data should be kept for a period not less than (5) years after publishing the results of the research.

#### **B. Scientific Honesty.**

1. Commitment to the concept of the scientific honesty when preparing and implementing research plans in addition to writing and publishing reports in refereed scientific journals and other scientific publishing authorities.
2. Taking into account the accuracy of the reference to the efforts and achievements of others in different stages of research.
- 3 - Justice and objectivity in evaluating the work of other colleagues in relation to applications for financial support and giving opinion on the validity of their research for publication in the refereed scientific journals as well as promotion to a higher academic rank.
4. Disclosing with transparency all that may be perceived as a conflict of interest at the personal and professional levels.
5. Avoiding plagiarism and not to commit it intentionally or unintentionally. The following practices are considered to be plagiarism:
  - A. To quote words, sentences or paragraphs from published or unpublished works of other researchers without attributing to them.



AMMAN - JORDAN

المستوى الذهبي

فلنجعل من أردن العرب جامعة للعرب

- B. To copy the work of others and/or follow the same sequence while changing the research methods and reducing sources and come up with the same results without any scientific addition.
- C. To summarize the findings of other researchers while preserving the original content without any addition of value or assigning achievements to the original researchers.
- D. To copy printed material, images, tables and data of any kind from websites without reference.
- E. To refer the information or ideas to a source that is not included in the research.

### **C. Conflict of Interests in Scientific Research:**

1. All researchers and chairmen of the committees are requested to evaluate and support research projects and review their results and applications, especially those related to applied clinical and technological research, and cooperate and coordinate with relevant institutions to clarify in writing what may appear to be a conflict of interest.
2. To inform researchers as well as members and councils of the review and evaluation committees that the following practices represent a conflict of interest:
  - a. Conducting research to develop and / or adapt certain technology reached by a member of his/her family (spouse, sons, daughters, brothers, sisters, mother, father, and in-laws).
  - B. Conducting applied and clinical research on technology owned by an institution in which a university faculty member or administrator occupies a responsible administrative position.
  - C. Conducting research for a company in which the researcher or his/her family members hold 5% or more of its shares.



AMMAN - JORDAN

المستوى الذهبي

فلنجعل من أردن العرب جامعة للعرب

- D. Obtaining direct financial payments from the research financier and not through the University.
- E. The researcher may obtain revenues from marketing the treatment or the device on which the research is being conducted.
3. Compelling researchers and members of committees and councils concerned to provide a statement of their assets and financial interests.

#### **D. Ethics of Human Research:**

1. All human research projects shall be subject to review and prior approval by a special committee formed by the University for this purpose, which shall include representatives of the community and a competent legal specialist.
2. All researchers who conduct human research in different fields in humanities, social sciences, applied and health sciences must abide by the restrictions set by the University, whether in the collection of data through personal interviews, questionnaires, sound recordings, or in the study of documents, manuscripts and data especially those related to individuals and community figures, as well as research in the illegal activities of individuals and groups.
3. Researchers in this field should observe the following:
  - a. To ensure accuracy and transparency in dealing with the subjects of these research works. They must be familiarized with the real objectives of the research and how the collected data will be used.
  - B. To take written consent of the study subjects whether they are students, employees, company managers or others.
  - C. To conduct research for the public interest and not to cause the subjects intellectual, psychological or physical harm.
  - D. To maintain confidentiality regarding disclosure or non-disclosure of the study subjects with respect to sensitive data.





AMMAN - JORDAN

المستوى الذهبي

فلنجعل من أردن العرب جامعة للعرب

E. To use the research works in easing whatever may cause suffering to the community. When a researcher conducts a research on a sample of the society, he/she becomes indebted to it and it is his/her duty to employ the findings for its service.

F. To set a contractual formula that guarantees the rights of both parties, including full information about the nature of the research and its expected harms in addition to financial compensation that corresponds to the effort required of the study subjects and the action taken in case of breach by either parties and any additional articles serving this purpose.

#### **F. Ethics of Animal Research:**

The following procedures must be taken into consideration when animals (rabbits, mice, cats, birds) are used for laboratory experiments:

1. Obtaining the official approvals from the relevant authorities.
2. Providing an environment that is similar to the natural habitat of these animals.
3. Allocating separate places for each type of animal.
4. Keeping the animal in the laboratory for the least possible period of time to complete the experiment and not to extend the period that has been approved except for justified reasons provided that an approval of the concerned committee/committees is obtained.
5. Maintaining food and drink and not separating any animal from its peers except for scientific reasons and justifications.
6. Monitoring animals on a daily basis and handling any urgent matters to decrease pain and perform an autopsy to identify the cause of death.

#### **Unacceptable Behaviors in Scientific Research:**



AMMAN - JORDAN

المستوى الذهبي

### فلنجعل من أردن العرب جامعة للعرب

1. The following behaviors are contrary to the requirements of scientific research, and whoever performs any shall be held accountable according to the disciplinary procedures at the University:

- Forgery of data for the sake of research support or submission of incorrect research.
- Hiding the results of research and eliminating other colleagues' access to them.
- Not keeping records and complete documented data of the research works that have been conducted and published or those that are being done at the moment. They should keep a copy/copies in the academic units where they work.
- Not informing the concerned Dean at the University about the violations that the researcher commits or knows about other researchers and keeping them in secrecy.
- Accusing others with a deliberate intention to harm them without an objective evidence supporting their accusation.
- Not disclosing any conflict of interests.

2. In this respect, the University has the following responsibilities:

- The commitment to the ethics of scientific research is not an individual duty of the researcher, but rather a responsibility towards the institution and the academic community in particular and all segments of the society in general.
- Ensuring the rights and reputation of all members, including those who report violations and those accused of committing them.
- Familiarizing the researchers of their rights and obligations and the procedures of reporting research violations and deal with them objectively and transparently, in addition to the rights and obligations of the competent committees and the powers of each, starting with the procedures of initial investigation, through the



AMMAN - JORDAN

المستوى الذهبي

فلنجعل من أردن العرب جامعة للعرب

formal investigation procedures and the hearing sessions until reaching the final decision.

- Preventing deliberate deceleration in the submission of research projects of others with the aim of achieving priority of publication, especially when the evaluator is conducting research in the same field.
- Not directing students to conduct research works that match the interests of the researcher. Research must instead meet students' needs, abilities and narrow specializations.
- Ensuring that researchers adhere to the standards and restrictions set by the University in terms of research on living organisms, as well as the ethical and religious aspects of cloning, gene therapy, stem cell and other research works.
- Not using the research results for the benefit of others than those who have been the subjects of the study, except for the researchers concerned with investigation as they provide great service to the individuals and the community.
- Determining the procedures of carrying out research with the support of an institution that belongs to the researcher or (spouse, sons, daughters, etc.) or accepting financial contribution from the researcher or (spouse, children, daughters, etc.) The University shall identify the ceiling of this contribution if the results of this research lead to material benefit to him/her and his/her family members, rather than the promotion of scientific research in general and the reputation of the University in particular.
- Organizing lectures or seminars aiming at discussing the scientific research carried out by faculty members in order to disseminate knowledge.

G. Forming committees to investigate violations of scientific research:

The formation of these committees shall include the following:

1. Members of the Committee:



AMMAN - JORDAN

المستوى الذهبي

### فلنجعل من أردن العرب جامعة للعرب

- The members of the committee shall be academics who are well known for their objectivity and integrity. It is preferable that their research tracks are closely related to the track of research under question.
- No member of the Committee shall have any interest or financial and/or professional benefit or take advantage of the result of the investigation.
- The committee members should not have any old disagreements with the researcher, such as the latter has previously insulted or harmed the committee member.
- None of the committee members should be first degree relative to the researcher.
- The committee members should not have made previous judgments in the case.

### 2. Rights of the offending researcher:

The offending researcher has the right to:

- Be informed in writing of appearing before the Investigating Committee.
- Be given sufficient time to answer the requests of the Investigating Committee.
- To face whoever submitted the complaint against him/her.
- To assign a legal lawyer to defend him/her or any other person at his/her own expense.
- The investigation procedures should be carried out as soon as possible and the offender concerned should be informed of the decisions in writing.
- The procedures should take place within the most possible limits of confidentiality.



AMMAN - JORDAN

المستوى الذهبي

فلنجعل من الأردن العرب جامعة للعرب

- The offender has the right to appeal to the committees and/or the higher councils according to the regulations in force.

#### **Article (8): General Provisions**

a . The Employee shall have access to this Charter, be familiarized with its content and adhere to its provisions.

B. The educational institution should enable the recipient of service to have access to this Charter.

C. If a faculty member violates the provisions of this Charter, he/she shall be investigated and disciplinary actions are to be taken against him/her in compliance with the relevant provisions and legislations.