



Tanta University Code of ethics

Professional ethics is of great importance as the braces of any profession require a professional ethical constitution whose members are obliged to implement it. Tanta University as a long-standing government educational institution means to prepare students scientific, cognitive and ethical to serve the nation and society and contribute to its prosperity and progress. Therefore, the University is guided in the fulfillment of its mission by a code of ethics as a reference behavior for students and all employees in the performance of the tasks assigned to each of them. This code stems from the belief that teamwork does not represent a privilege or authority for those who practice it, but is the performance of a public service with great goals and a message of honesty, sincerity, responsibility and mutual respect.

This ethical code is based on a set of principles derived from the values of our society and our civilized environment, and of human and moral values, in the forefront of which is the respect for human dignity and his right to think, express and disagree with others in opinion and commitment to equality with his peers without discrimination of any kind whatsoever.

The University's Code of Ethics consists of a set of rules of conduct that members of the university community of management, academic and administrative staff and students are obliged to respect and adhere to while performing their various work. This Code was adopted by Tanta University in a statement of general principles and ethical rules that should be available in the institution as a whole and for each of its components.

First: General Code of Conduct All members of the university community are committed to:



1. Respect the laws and regulations governing the work of the university and the decisions issued by its competent councils and abide by them
2. Sincerity in belonging and loyalty to the university, the responsibility of upgrading its reputation, the primacy of its public interest and concern for the safety of its facilities and equipments.
3. Obligation not to disclose any information related to it.
4. Ensuring the establishment of relations with others on the basis of mutual respect with freedom of expression and disagreement with others, provided that it is expressed in a civilized manner away from rhetoric and defamation.
5. Perform business and tasks honestly, seriously and sincerity.

Second: University Administration: In dealing with members of the university community, the university administration is committed to:

1. Dedicate to the principles of justice and equality and determine the material and moral rights of workers based on qualifications and experience
2. Respect the standards, rules and procedures governing the work of the university, whether in the field of education and research or in the field of technical and administrative services
3. Openness to all scientific and administrative staff and students in the university and allow regular communication with them to discuss the conditions of academic and administrative work in an atmosphere of free and meaningful dialogue in order to improve the level of work at the university in all its aspects
4. Encouraging creativity and scientific research through the provision of necessary supplies and incentives for staff members of the educational and administrative staff and students

Third: Faculty Members: Faculty and Associate Staff are committed to:



1. Responsibility for the development and dissemination of knowledge and understanding. They are therefore dedicated to excellence in research, practice and education. Hence, we emphasize the traditional responsibility of the faculty to serve as the conscience of the community and the pioneers of thought.

2. Academic freedom is a necessity for research and the acquisition of science and practice. All faculty and associate staff have the freedom for implementation of teaching roles in colleges. This academic freedom carries with it the duty of every academic to use this freedom in a manner consistent with the general rules of faithfully requesting and disseminating knowledge in scientific research, practice and education. Thus, faculty members should only participate in research and teaching in their field of expertise and the opinions expressed on the specialization should be clearly separated from those on a personal opinion.

3. Faculty member activities should be consistent with the responsible use of academic freedom and should in no way of a faculty member to do or omit any action that would reduce the academic freedom of another person.

4. Emphasizing the commitment of the faculties to all agreements signed by Tanta University and the frameworks and standards set by the Ministry of Higher Education and Scientific Research in the Arab Republic of Egypt.

▪ **TEACHING RESPONSIBILITY:** The teaching staff and the supporting staff are committed to:

1. Treat students with respect at all times and do not allow personal relationships with students to influence professional relationships
2. Encourage students to think independently, exchange ideas freely and maintain a high level of knowledge and experience in the areas they teach.



3. Communicate effectively in both formal and informal contexts with students for the purpose of teaching and allocate sufficient time for students to reach this goal.

4. Develop fair and effective assessment procedures that contribute to the education and management of students in a fair and effective manner and ensure that students are aware of the procedures and regulations governing their teaching and assessment procedures.

5. Seek to improve their training competence based on the collection of data and statistics available about their performance and their impact on students and to review the activities of professional development aimed at improving the effectiveness of education.

6. Refrain to disclose confidential information about students without their permission except in case of emergency or where required by law.

▪ **RESEARCH RESPONSIBILITY:** Faculty and Associate Staff should:

1. Treat other researchers with respect at all times

2. Seek to develop an understanding of each new in the areas of expertise, both in order to increase knowledge for itself or for the public interest.

3. Acknowledge with utmost accuracy and honesty the contributions made by others towards his colleagues, especially colleagues and students.

4. Accept the commitment to publish the results of his research through publication, conferences and other appropriate ways. 5. Comply with the standards and ethics of the profession

▪ **FUNCTIONAL RESPONSIBILITY:** Faculty and Associate Staff should:

1. Avoid taking actions that in any way interfere with his / her functional duties as specified in the University regulations.

2. Refrain from taking actions that undermine the integrity and independence of the University.



3. Refrain from representing himself as a formal speaker for the University unless he is authorized to do so.
 4. Take all care and responsibility to uphold the reputation and prestige of the college and university affiliated to it and not engage in activities that would in any way harm their reputation and status
 5. Avoid misuse of publicly funded resources of the University for gain
 6. Contribute to achieve the objectives and plans of the university
 7. Participate appropriately in the founding life of the university.
- **SOCIAL RESPONSIBILITY:** Faculty and Associate Staff should:
1. Preserve his right as a citizen to participate in community and public affairs without neglecting his professional duties.
 2. Respect local environment traditions and norms in social behaviors and relationships
 3. Contribute to the development of the local environment and the community within the limits of the possible through the submission of proposals that help to solve the current problems
 4. Use public relations available to serve the educational institution and not to serve his interests.
 5. Not be interested in other activities during the academic year outside the educational institution that may hinder him from performing his educational tasks to the fullest.
 6. Avoid discourse or inappropriate behavior that does not suit the general shape of the faculty member.
 7. Not accept any funding or be subjected to any pressure, whether internal or external, directly or indirectly, from any side to promote partisan, sectarian or racist principles.



Fourth: Students: The University students should abide by the following rules:

1. Respect and appreciate the members of the educational and administrative staff and deal with colleagues in a spirit of love, affection and cooperation
2. Dedicate to the duties of the educational process as attending theoretical lectures and practical lessons and exams and the completion of research in the specified dates and in all seriousness and mastery with a commitment to the ethics of scientific research
3. Contribute effectively to the various scientific, cultural, social and sporting activities held at the University or with their participation or sponsorship.
4. Refrain within on-campus from doing any work or activity that would disturb the atmosphere of a healthy university life and the proper functioning of the educational process
5. Care for the university buildings and facilities, furniture, equipment and cleanliness to maintain the appearance of civilization.

Fifth: Members of the Administrative Board: The administrative staff of the University abide by the following rules of conduct:

1. Perform the work duties assigned to them with accuracy and honesty and implement it as soon as possible within the limits of the regulations and instructions in force
2. Ensure the provision of services to the concerned personnel, faculty, reviewers and students easily and conveniently within the limits of the regulations and instructions in force
3. Committe not to exploit the job position to achieve personal benefits