

This Code includes the values and ethics that everyone should abide by to achieve the principles of integrity, justice, equality and societal responsibility, in addition to belonging, loyalty, transparency and honesty to upgrade the system of the academic, administrative and ethical performance on Campus



The Professional and Ethical Code of the University (The Code of Conduct)

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The Professional and Ethical Code of the University

First: The Concept of the Code

Al-Ahliyya Amman University is keen on maintaining its vision, mission, objectives and core values in accordance with the highest ethical, academic and professional standards. Therefore, the University has developed this ethical code, which sets a roadmap for its academic & administrative staffs and students.

This code sets forth many values and ethics to abide with in order to achieve the principles of integrity, justice, equality and social responsibility in addition to belonging, loyalty, transparency and honesty which upgrade the system of academic, administrative and ethical performance on campus.

Second: the Objectives and Benefits of the Code

This Code aims to document the foundations, principles and trends that govern the conduct among the students and staffs in the University in order to raise the awareness in the ethics of seeking knowledge and high quality of professional performance in order to upgrade the University as a whole.

The following are the main objectives and benefits of the Code:

1. To be a guide for the ethical values and principles of the students of the University for the purpose of disseminating, boosting and abiding by them when dealing with others inside and outside the University and to enhance the students' confidence in the services that the University provides by acquainting students with their rights, responsibilities and university

duties and to focus on abiding by them when dealing with others, thus support their values of justice, integrity, belonging and citizenship.

2. To be a standard for the academic & administrative staffs conduct in respect to their professional relations with students and colleagues, thus raising the level of their academic and administrative performance within the University.
3. To be supportive for a number of other important programs such as the sustainable development programs, the comprehensive quality programs and the strategic planning programs which contribute to the prosperity, development and success of the University. In addition, it assists in- in the long term- the development of the University surrounding community, the scientific research, the teaching process and the educational effectiveness development.

Third: Principles of the Ethical Code

A) The Ethical Code of Student's Conduct toward the University:

A student shall consider the following ethics in respect to his/her conduct in the University:

- Respecting the vision, goals and mission of the University and abiding by its regulations, instructions, programs and plans.
- Respecting the University's staffs by adhering to good behavior, ethics and public morals.
- Being acquainted with the rights of the academic and non-academic fields as stipulated in the student's rights & responsibility statement which guarantees him/her a supportive educational environment.
- Abiding by submitting assignments and participating in co-curricular activities, especially the ones that represent the University in the local community or on the universities level in addition to assuming responsibilities to improve the quality of performance in the University.

- Assuming responsibility for knowing and following-up the study system and related policies, including the graduation requirements mentioned in the study plan.
- Adhering to credibility and accuracy when giving information and data to the concerned authorities in the University.
- Preserving the public and private property and respecting the rights of intellectual property.
- Following up the bulletin boards in faculties and the official website of the University; reading them and following-up the related generalizations and announcements.
- Communicating with the University after graduation by registering in the graduates' gate.

B) The Ethical Code of Student's Conduct toward Faculty Members and Staffs in the University

A student shall consider the following ethics in respect to his/her conduct toward the faculty members and staffs in the University:

- Respecting the faculty member; adhering to the discussion principles with him and abiding by the faculty member's instructions which govern his/her conduct with students.
- Interacting with the faculty member and listening to him/her through full mental and physical attendance in lectures.
- Evaluating the faculty member upon a course completion according to related prepared models taking into account honesty and objectivity during the evaluation.

C) The Ethical Code of Student's Conduct toward his/her Colleagues

A student shall consider the following ethics in respect to his/her conduct toward his/her colleagues:

- Developing good relations with his/her colleagues and choosing friend with good knowledge and manners.
- Respecting the freedom of his/ her colleagues in expressing their opinions and convictions; accepting constructive criticism; adhering to dialogue principles and avoiding verbal and physical violence.

- Abiding by working in a team spirit and constructive cooperation where benefits and services belong to them.

D) The Ethical Code of Student's Conduct toward his/her Community

A student shall consider the following ethics in respect to his/her conduct toward the community:

- Abiding by the community's values and public morals.
- Belonging to and serving the community by pursuing knowledge that meets the needs of the labor market; upgrading the community's reputation; preserving the community potential and participating in its various occasions and events.
- Enjoying a good community culture which makes him/her familiar with and aware of the problems that his/her community encounters and providing solutions to these problems.

Fourth: The Principles of the Ethical Code of Faculty Members

A) The faculty member's conduct toward students and evaluating them

A faculty member should consider the following ethics in respect to his/her conduct toward students:

- Dealing respectfully, humanely and fairly with all students without discrimination; taking into account individual and personal differences among them and assigning specific times to guide them.
- Believing that university education is a noble and sublime mission, and therefore it is trust and responsibility in formulating students' minds and personalities and adhering to the honesty and loyalty values in the educational process in terms of preparing scientific materials, teaching, supervising, evaluating and guiding.
- Exerting the utmost effort in performing the University mission; contributing effectively in achieving the vision and mission of the

University, with all hard work required to develop the human values of the students' freedom of thinking and opinion expression.

- Adopting a teaching pattern that supports students' self-learning skills and independent thinking; helping students in achieving their educational aspirations which contribute to developing their abilities and skills and allowing discussion and objection in accordance with the principles of constructive dialogue.
- Using accurate and precise assessment methods appropriate to the theme of evaluation that reflects fairly and objectively the students' performance level provided that students should be informed before starting the course.
- Offering an attractive learning environment for students and providing them with immediate and detailed feedback on their performance in assignments and university exams.
- Striving to be role models for students by dealing with them in a respectful and civilized manner; being capable to advise and guide students continuously and keeping pace with the students' progress.

B) The Ethical Code of Faculty Members' Conduct toward their Colleagues

A faculty member shall consider the following ethics in respect to his/her conduct toward colleagues:

- Respecting colleagues and taking into consideration the opinion and the other opinion, in expressing opinions and convictions, and renouncing all practices of sectarian intolerance and racial discrimination.
- Taking into consideration the ethics of scientific dialogue without exclusion, suspicion, ill-thinking, malice, insult or abuse by word or deed.
- Respecting and developing human and social relations through adhering to objectivity in judging the colleagues' actions and not to engage in malicious complaints.
- Cooperating and working in the spirit of one team by focusing on the importance of group work; giving priority to the public interest; respecting laws and regulations; encouraging the development of teaching profession and participating in scientific research and authorship.

- Encouraging colleagues to develop the educational process; transferring the experiences and abilities gained from teaching to them; the oldest faculty member is obliged to help his newest colleague and the newest respect his older colleague.

C) The Ethical Code of Faculty Members' Conduct toward the University

A faculty member should consider the following ethics in respect to his/her conduct toward the University:

- Contributing effectively in achieving the vision and mission of the University and to represent its values; promoting practices that protect the university's prestige and reputation.
- Adhering to the regulations and procedures governing the academic staff of the university.
- Being honest and loyal to the University through promoting and developing practices that protect and upgrade the University's reputation and prestige and providing effective advice to the University in accordance with public ethics and labor interests.
- Abiding by the academic calendars of the University and the requirements of quality.
- Representing the University effectively in conferences and seminars held inside and outside Jordan and participating in meetings held in the department or faculty, meetings of the various academic committees and co-curricular activities.
- Being Honest and loyal in his/her conduct with students, colleagues and the University administration; by focusing on the pros and overlooking their mistakes and errors.
- Maintaining the property of the University and using the University resources and equipment properly.

D) The Faculty Members' Conducts toward Community

A faculty member shall consider the following ethics in respect to his/her conduct toward community:

- Adhering to the values and public morals of the community and preserving the national identity which reflects the original values

and ethics and all the components of the Jordanian culture with its various tributaries.

- Communicating with the community in line with the University's mission and the achievement of effective communication between students and community institutions.
- Activating community services according to the applicable regulations and linking them with the reality of living and the needs and challenges of community.
- Contributing to the community development and participating effectively in solving its problems through conducting research and studies; building human capacities and experiences and providing advice and expertise to the institutions of the local and civil communities.
- Preserving the status that a faculty member enjoys in the community as a role model and a source of good values and conduct, and not to abuse it.

E) Ethics of Scientific Research / Scientific Publishing

A faculty member shall consider the following ethics in respect to the scientific research process:

- Abiding by the laws and regulations of the institutions and the organizers of the scientific research; avoiding any behavior that violates them, which would subject the scientific research to degradation and the researcher to accountability.
- Guiding research to the benefit of knowledge, community and humanity as a fundamental ethical obligation by virtue of its function and not for undesirable personal interests.
- Adhering to scientific honesty in conducting his/her research and authorships without attributing them to himself but only to his thoughts and work provided that the amount of benefit from others is known and specific.
- Respecting intellectual property as patents and copyrights and that the source of the quotation is specific and clear without any ambiguity.

- Respecting the privacy and confidentiality of research information and clarifying the roles of participants in joint research accurately.
- Announcing any conflict of interests that may affect the research results before proceeding, whether personal, financial or social.

F) Ethics of Accepting Gifts and Donations:

- Not accepting any in-kind of gifts or cash from the students which consequently abuse of the faculty member's image and questioning his/her integrity.
- Declaring with full transparency grants, gifts and donations that the University or Faculty receives.
- Adhering to the University regulations regarding accepting gifts or donations.

Fifth: The Principles of the Ethical Code of the Administrative Staff and Administrative Managers

Administrative employee and administrative manager shall consider the following professional ethics:

- A)** Contributing in the achievement of the University vision, mission and goals.
- B)** Realizing that assuming administrative positions in the University is an act of honesty and responsibility that aim to preserve the University independence achieve its objectives but not for any personal purposes.
- C)** Adopting the principles of respect for the laws and regulations, the democracy of administration and institutional work; denying personalization in all administrative levels and respecting all relevant principles such as honesty, truthfulness, objectivity, justice, defending the oppressed, avoiding personal considerations, non-exploiting the job, preserving public funds, transparency, cooperating with former officials and transferring expertise to new officials.
- D)** Mastering and scheduling work by setting priorities with full commitment to tasks and responsibilities related to the job and by giving

them sufficient time; paying attention constantly to capacities development and keeping pace with the scientific and technological developments.

- E)** Abiding by the necessities of the university work through cooperation, follow-up, seriousness and stimulating the team spirit in addition to providing a good role model and developing human and social relations among all.
- F)** Taking into account the official working hours and refraining from performing any special work or any other paid work during the official working hours or being preoccupied by it in any way.