



جامعة الأميرة  
نورة بنت عبدالرحمن  
كلية الصيدلة



# COLLEGE OF PHARMACY

## Code of Ethics

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## 0. Introduction

The College of Pharmacy Code of Ethics has been established in furtherance of maintaining and promoting our strong national identity, maximizing our Islamic principles and adhering to our established values. The Code of Ethics sets the general principles to which we expect every member of the college (including administrators, academic staff, students, and other stakeholders) to adhere. These principles have been derived from national laws and regulations, university laws and regulations, and generally accepted principles of ethical conduct.

Every member of the College shall, at all times, conduct all activities in accordance with the highest professional and ethical standards.

Every member of the college is expected to become familiar with the ethical standards set in the code of ethics, regulations, and university rules which are applicable to each one's position and duties.

## 1. Code of Ethics for Academic and Other Teaching Staff

## 1. Code of Ethics for Academic and Other Teaching Staff

Academic staff (and all other teaching staff) should adhere to the principles and standards stated in this Code of Ethics as well as all other related rules and regulations towards college/university, the colleagues, the students, the academic supervision and academic process, scientific research and all other related rules and regulations. Academic staff should commit to the ethical principles with regard to:

### 1.1 Ethical Conduct Towards College/University

1. Demonstrate loyalty and sincerity to the college and interact with all that supports its interests.
2. Adopt the College's vision and mission and work towards achieving its goals.
3. Adhere to the regulations, rules, instructions and decisions issued by the University.
4. Represent the College as best as they can at any occasion they participate, nationally and internationally.
5. Effectively participate in the membership of committees formed by the College/University when requested to do so.
6. Commit to transparency in dealing with academic problems.
7. Avoid personal interests when dealing to any aspect related to the College.
8. Carry out practices that protect and enhance the reputation and prestige of the College/University.
9. Adhere to the College/University academic calendar and to conduct lectures on time.
10. Maintain the confidentiality of the information presented to him/her.
11. Not to publish or transmit the College's/University's news in the media without the permission of the authority.
12. Prepare the teaching materials in a professional manner and use the resources available to achieve the goals set for the course.
13. Show full respect to the community's ethical principles.

### 1.2 Ethical Conduct Towards the Colleagues

1. Respect colleagues and acknowledge personal freedom.
2. Show objectivity when talking with colleagues about any professional situation.
3. Accept constructive criticism from colleagues and consider it as an opportunity for improvement.

4. Discard any practice that may lead to discriminating others based on any grounds.
5. Exchange experiences and transfer knowledge gained with colleagues.
6. Not mentioning colleagues on social media or in media about things that may hurt their feelings, or affect their reputation, or may be misused by others.

### **1.3 Ethical Conduct Towards Students**

1. Promote Islamic and National values and develop positive interaction with all cultures in a way that does not conflict the values of the society.
2. Take into consideration individual differences while interacting with them.
3. Commit to objectivity and justice besides providing equal educational opportunities to all of them.
4. Adopt educational practices that support their self-learning skills and independent thinking.
5. Respect their perspectives and allow them to discuss and debate based on constructive dialogue principles.
6. Maintain the confidentiality of students' personality and academic affairs.
7. Prohibit any member to receive any kind of gifts.
8. Inform them of regulations governing the educational process at the beginning of the semester.
9. Appreciate their scientific contributions through giving them immediate and detailed feedback.
10. Prohibit insulting or threatening them by any means.
11. Fairly assess their performance by accurate assessment methods that frankly and objectively reflect the level of their performance in the light of the objectives of the course.
12. Adhere to the regulatory disciplines that control the examinations and related matters in accordance with the College's regulations and instructions.
13. Encourage them, when dealing with their classmates, to demonstrate the concepts of cooperation, dialogue and mutual respect.

### **1.4 Ethical Conduct Toward the Educational Process**

1. Provide students with the knowledge and skills, and develop their abilities to apply them.
2. Commit to the standards of quality and efficiency of the educational process in order to achieve the College's objectives.
3. Effectively use the available educational technologies in the development of the

educational process.

4. Develop an integrated course outline including its description and requirements, activities, the way of grades distribution, the names of learning resources, assignments and the delivery deadline, besides any relevant information.
5. Ensure and inform students about office hours besides guiding them about their academic problems.
6. Encourage students to give feedback about their experience with the course.
7. Commit to Islamic, national and College/University values and also to be guided through them regarding all educational process.
8. Commit to the standards of integrity, objectivity and justice for all aspects related to the educational process.
9. Maintain the educational means in the classrooms, and activating them for the benefit of the educational process.
10. Follow up with all decisions and instructions related to the educational process.
11. Promote the principle of effective dialogue in all aspects of the educational process.

## **1.5 Ethical Conduct Towards Scientific Research**

1. Adhere to all scientific research regulatory rules adopted by the College/University.
2. Follow the official procedures related to the registration and protection of intellectual property, patents and copyrights.
3. Obtain official approvals from the responsible authorities before conducting any research or data collection.
4. Maintain the confidentiality of information and data obtained.
5. Adhere to scientific integrity in transporting, quoting and referring to the scientific sources used in the research.
6. Address violations and breakthroughs that may occur in the field of scientific research by others.
7. Commit to scientific neutrality in research work.
8. Comply with the regulations, laws, health and environmental rules issued by the College/University during research proceeding.
9. Comply with the rules and regulations that control copyright, intellectual property, and printing at the university.

## 2. Code of Ethics for Administrative Staff



## **2. Code of Ethics for Administrative Staff**

The administrative staff at the College of Pharmacy should adhere to the ethical values and standards set in this Code of Ethics pertaining their interactions towards the College/University, their colleagues, professional practice, the direct supervisor, and any other relevant rules and regulations.

### **2.1 Ethical Conduct Towards the College/University**

1. Demonstrate loyalty and sincerity to the College/University and interact with all that supports its interests.
2. Adopt the College's vision and mission and work towards achieving its goals.
3. Adhere to the regulations, rules, instructions and decisions issued by the University.
4. Represent the College as best as they can at any occasion they participate, nationally and internationally.
5. Effectively participate in the membership of committees formed by the College/University when requested to do so.
6. Commit to transparency in dealing with all administrative issues.
7. Avoid personal interests when dealing to any aspect related to the College.
8. Carry out practices that protect and enhance the reputation and prestige of the College/University.
9. Maintain the confidentiality of the information presented to him/her.
10. Not to publish or transmit the College's news in the media without the permission of the authority.
11. Show full respect to the community's ethical principles.

### **2.2 Ethical conduct Towards Colleagues**

1. Treat colleagues with respect, courtesy, appreciation and maintain good relationship without any sort of discrimination.
2. Accept constructive criticism from colleagues and consider as an opportunity for improvement.
3. Commit to the dialogue objectivity when talking about any professional situation.
4. Not mentioning colleagues on social media or in media about things that may hurt their feelings, or affect their reputation, or may be misused by others.
5. Collaborate and work with colleagues in a team spirit.

6. Exchange experiences and transferring knowledge gained to them.

## **2.3 Ethical Conduct Towards Professional Practice**

1. Achieve tasks quickly and very precisely and performing all assigned tasks with honesty, seriousness and sincerity.
2. Attend training programs and workshops and apply what has been learned in the field of practice.
3. Recognize rights and duties according to the civil service system and its executive regulations.
4. Schedule work, set priorities and maintain official working hours.

## **2.4 Ethical Conduct Towards the Direct Supervisor**

1. Follow the direct supervisor's instructions, and treat him/her with respect and appreciation.
2. Cooperate with the direct supervisor and provide him/her with your opinion and advice based on your experience.
3. Follow up with all work-related tasks and constantly inform the direct supervisor in order to solve any problem in the interest of work.
4. Inform the direct supervisor of any violations or practices that may harm the interest of the work.

### **3. Code of Ethics for Students**

## 3. Code of Ethics for Students

Students at the College of Pharmacy should adhere to the values and ethical standards set in this Code of Ethics, in areas related to the College/University, teaching staff, colleagues, students activities, scientific research, and any other relevant rules and regulations.

### 3.1 Ethical Conduct Towards the College/University

1. Comply with the Islamic and national values, in particular, those related to the educational process.
2. Participate in the College's/University's related activities.
3. Promote the implementation of the College's vision, mission and objectives.
4. Respect all university employees and comply with the authorizations granted to them.
5. Promote a positive image for the College.
6. Maintain the dress code that is compatible with the requirements of the College/career and traditions.
7. Commit to the academic and non-academic duties assigned to you in accordance with the College regulations.
8. Be responsible and follow-up of issues regarding the study system and graduation requirements.
9. Adhere to the regulations, rules, instructions and procedures that govern the educational process at the College (lectures, examinations, cheating, etc.).

### 3.2 Ethical Conduct Towards the Teaching Staff

1. Respect the teaching staff and adhere to their instructions that regulate the relationship with College students.
2. Commit to the discussion, and ask for permission before talking as well as when entering or leaving the room.
3. Concentrate with the teaching staff during sessions and do not engage with useless conversations.
4. Effectively and transparently participate in evaluating your experience with the course.

### 3.3 Ethical Conduct Towards Colleagues

1. Treat colleagues with respect, courtesy and appreciation and maintain a good relationship with them without discrimination.

2. Collaborate and work with colleagues as a collective team.
3. Comply with the conversation ethics with your colleagues and avoid verbal or physical violence.
4. Not mentioning colleagues' personal issues via social media that could harm their feelings or reputation.

### **3.4 Ethical Conduct in Relation to Attendance and Exams**

1. Avoid any act that violates public morals or public order in the classroom.
2. Close all electronic devices, including the mobile phone, and never use it inside the classroom.
3. No eating, drinking, or chewing gum inside the classroom.
4. Not to tamper with classroom / laboratory equipment, including furniture and electronic devices.
5. Adherence to lectures times.
6. Compliance with safety rules in the classroom / laboratory.
7. Persistence in studying and participating in the class.
8. The student is responsible for following up on the announcements, and assignments and activities of the course, even in her absence.
9. Obligation to submit the assignments or projects as per the specified time, and any delay may lead to deduct from the student's grade.
10. Adherence to the dates of the midterms and final exams.
11. The student is responsible for monitoring the hours of absence and bringing excuses within three days -not more- after the date of the test or lectures.
12. A regular student must attend lectures and scientific lessons, the student will be dismissed from entering the final exam if her attendance rate is less than the percentage determined by the university council which is not less than (70%) of the lectures and practical lessons for each course during the semester, the student who did not do the exam due to absence she will take (F) or (DN).
13. The regular student is denied from entering the final exam if her absence rate exceeds 25% of the total course time, and the denied student is considered to be –failed.
14. The course instructor gives the student a first warning, mostly if her absence rate exceeds 10% of the total course time, and a second warning if her absence rate reaches 20%.
15. In the case of absence from a midterm, the student goes to the course's department at the college to receive the absence form to complete it and submit it to the course instructor.

16. If the course instructor receives a copy of the excuses of the student's absence, it does not mean accepting the excuse, but the excuse will be presented to the Excuses Committee for a decision.
17. In the event of discovering any kind of tampering with excuses or presenting fake excuses, the student's disciplinary procedures will be applied to the student's right.
18. Not to invoke ignorance or lack of knowledge of the announced exams regulations.
19. Permissible excuses for exams, with the need for bringing an official excuse, include:
  - The death of a relative in the exams period.
  - Childbirth, bleeding, and anything like that, during the exams period.
  - Admission to hospital
  - Accompanying (the father, mother, husband, or son) in the hospital in the absence of a replacement, and a proof is required.
  - Chemotherapy appointment or dialysis appointment.
  - Fainting, coma, or epileptic seizures on the exam day with reports attached.
  - Traffic accidents that result in severe injuries or a fire at home on the day of the exam and the accompanying official reports from the responsible authorities.
  - Divorce in the exams period.
  - Medical excuses or social excuses that are convinced by the committee (Medical excuses from private centers and hospitals are not accepted).
20. Any excuse not submitted as mentioned in clause 16, it will be accepted under any circumstances.
21. The student is responsible of the consequences because of her breaching any of the mentioned items.
22. In the case of the student's absence from the alternate exam, she will not be allowed to take another alternate exam except in the presence of a compulsive excuse.
23. The first excuse submitted by the student will be considered and no other excuses will be presented later.
24. In the event that the absence is repeated more than once in the semester, the student's excuse will not be accepted, and the party submitting the excuse will be held accountable.
25. The alternate exam is held within one week at the end of the semester and the time is announced later.

### **3.5 Ethical Conduct in Relation to Research and Field Training**

1. Adhere to the attendance regulations and the required hour for field training.
2. Complete all required assignments for field training and research projects.
3. Consider integrity and objectivity while conducting scientific research.
4. Adhere to all professional ethics and all the regulatory issues of the training sites.

5. Maintain the confidentiality of information that must not be disclosed regarding the field training.
6. Cooperate and exchange experiences and knowledge with colleagues regarding field training tasks completion
7. Respect all staff at the training sites

### **3.6 Ethical Conduct Towards Students Activities**

1. Participate effectively in student activities organized by the College/University to achieve the student balanced development.
2. Adhere to honesty and credibility in all interactions with others during activities.
3. Represent the College/University honorably through participating in any means of permitted activities after given approval from the College/University.
4. Adhere to all assigned duties in any activity or event and act with responsibility.

## Resources:

1. Code of Ethics and Professional Conduct for Public Employment (Approved by Cabinet Resolution No. 555 dated 12/25/1437) - The Ministry of Education – Saudi Arabia
2. The law of Ethics of Research on Living Creatures. National Committee of Bioethics, King Abdulaziz City for Science and Technology - Saudi Arabia
3. Implementing Regulations of the Law of Ethics of Research on Living Creatures, Version 3 2022. National Committee of Bioethics, King Abdulaziz City for Science and Technology - Saudi Arabia
4. Admission Guide - Princess Nourah bint Abdulrahman University
5. Teaching and Learning Strategies – Princess Nourah bint Abdulrahman University
6. Rules and Regulations of Higher Education and Universities. The Ministry of Education – Saudi Arabia