



III. Dealing with the Public

The University administrative staff should observe the following considerations in dealing with the public:

- Observe the accepted norms, manners and standards of tact and courtesy in dealing with the public.
- Give as much time as possible to meet with the public, answer their queries and solve their problems.
- Guide the public to the shortest way possible to process their paper work legally.
- Adopt as their own the problems of the general public and search for ways to solve them.
- Listen to the complaints and demands of the public sympathetically and amicably, inform them about the procedures involved and guide them to the right way to proceed.
- Encourage the public to complete their paper work and help them avoid frustration and pessimism.
- Deal with the actual realities of people's problems without preconceived ideas, assumptions or expectations.
- Understand the circumstances of every person and deal positively with every problem.

IV. Personal Behaviour and Preserving the Honour of the Profession

The university administrative staff observe the following personal and professional codes of conduct:

- View the university job as a duty performed to accomplish a serious and sublime mission that benefits the wider community.
- Avoid whatever dishonours the job, on campus or outside.
- Accept mistakes and correct them.
- Keep job secrets confidential even after leaving work.
- Avoid deception and ways of tricking the system to achieve personal ends or to harm others.
- Endeavour to meet the needs and satisfy the beneficiaries of university services without violating the governing rules and regulations.
- Refrain from engaging in private business and commercial practices.
- Observe impartiality and objectivity in dealing with the public and upholding the principles of equality and



equal opportunity, shunning bias, favouritism, tribalism and nepotism.

- Provide guidance to colleagues and to the public, based on facts and correct, accurate information.
- Prevent waste and protect public money whether entrusted to the administrative staff or used by them.
- Deal kindly with all people related to the job, including subordinates and superiors.

V. Self-development and Public Appearance

The administrative staff observe the following considerations pertaining to self-development and public appearance:

- Ongoing self-assessment of professional and personal conduct.
- Ongoing assessment of professional achievement and development to reach job satisfaction.
- Keep up with the latest in the field of respective administrative specializations.
- Attention to the public appearance proper to the work environment.
- Attend training courses and workshops and invest the knowledge gained in practical job applications.
- Exemplary representation of the university symposia and training courses locally and internationally.
- Maintain discipline, tolerance and vivaciousness.



SECOND:

The Principal Codes of Ethics for University Administrative Staff



The Principal Codes of Ethics for University Administrative Staff:

I. Professional Performance

The university administrative staff observe the following professional considerations:

- Efficiency in accomplishing the work as accurately and quickly as possible.
- Adopt the easiest work practices and simplest legal frameworks to accomplish the job.
- Perform all tasks and duties with honesty, seriousness and sincerity.
- Exemplary implementation of university rules and regulations.
- Punctual time keeping of official work hours.
- Schedule work and set priorities.
- Contribute to developing overall performance while performing on the job duties.
- Accuracy and precision in performing duties and commitment to specializations.
- Endeavour as hard as possible to meet the needs of the public.
- Observe manners and courteous behaviour with the public and with superiors and subordinates.



II. The Work Environment

The university administrative staff take into account the following professional considerations in relation to the work environment:

- Active contribution to achieving the university vision, mission and objectives.
- Uphold the value of work and its philanthropic aspects.
- Gain the trust of colleagues in the work environment.
- Commitment to collective work through cooperation, persistence, seriousness, team spirit and joint responsibility.
- Pledge loyalty to the university and offer advice and good counsel in the best interest of the work and public morals.

- Strict confidentiality of all university information, including debates and deliberations of university committees and councils.
- Observe accepted academic and professional norms and manners in contacting and communicating with others.
- Present a good example and an ethical role model to students.
- Rise above suspicions and ill fame.
- Keep a decent personal appearance.
- Protect the environment on campus.

VI. Self-development

Faculty and teaching staff should observe the following:

- Academic and technical self-development and familiarity with modern educational practices.
- In depth knowledge of respective field of specialization.
- Keep up with the latest in the respective field of specialization and invest the knowledge acquired in the best interest of the educational process, academic research and social services.
- Exchange knowledge and expertise acquired among faculty and teaching staff.
- Make use of student assessments results in analyzing and developing academic performance.
- Join training courses and workshops, and take part in academic symposia and conferences directly related to the field of specialization and respective research and academic interests.



VII. Academic Research

Faculty and teaching staff observe the following ethics in the academic research processes:

- Firm belief that academic research is the way to raise the level of education in the university.
- Observe the need for originality and creativity in conducting research.
- Maintain public safety in applied research, including the personal safety of the researcher and the target audience.
- Rationalize the use of resources for teaching and research and avoid unnecessary waste and extravagance.
- Adopt strict academic standards, based on established body of scientific evidence, to reach accurate and precise facts and results.
- Endeavour to establish Sattam bin Abdulaziz University isms and schools of thought that enhance its reputation and elevate its status in international academic circles.
- Decline participation in research activities that endanger the unity, cohesion and security of the wider community.
- Observe intellectual property rights and laws.
- Observe animal rights in conducting applied research.
- Maintain objectivity and impartiality in academic refereeing.
- Exemplary representation of the university in local and international conferences and symposia.



III. The Ethics of the Relationship with the Work Community

Faculty and teaching staff observe the following ethics in their relationship with the work community:

- Pledging complete allegiance and loyalty to the university and offering active advice on public morals and academic work to its respective bodies.
- Maintaining efficient and effective teamwork and team spirit.
- Observing the principle of mutual respect and the right to differ in disputes and debates.
- Respecting all academic disciplines and appreciating the people working in them.
- Respecting the rights of colleagues and carrying out duties conscientiously.
- Active participation in academic councils.
- Active participation in university activities and investing them in strengthening the moral constitution of male and female students.
- Maintaining honesty and trust in all relations with students, colleagues and administration.
- Focusing on the positive side and commending achievements rather than finding faults or picking on the mistakes and mishaps of colleagues and students.
- Volunteering kind advice and guidance to students and colleagues.
- Enriching students and colleagues with academic and administrative experience and expertise and enabling them to work constructively in the best interest of the university and the community.
- Giving preference and priority to public over private interests.
- Promoting practices that enhance the status and reputation of the university and help put its resources and equipment to best use.



IV. Rapport with Society

Faculty and teaching staff observe the following ethics to establish the proper rapport with the surrounding community:

- Consecrate the concept of good citizenship among social members.
- Observe the moral values and norms prevalent in the community.
- Show responsibility towards the social body and respond to its needs and variable changes.
- Effective communication between students and social institutions.
- Link the social services provided by the university with the vivid social reality.
- Activate social services according to the common rules and regulations observed.
- Active participation in developing society and solving its problems by conducting relevant studies and research, building up human capabilities and expertise, and using technical applications according to its needs.
- Establish rapport and social interaction with the surrounding community in line with the university mission.



V. Personal Behaviour and Public Appearance

Faculty and teaching staff observe the following ethics in their personal behaviour and public appearance:

- Observe the norms of courtesy and tactful talking, humility, rectitude, honesty, integrity, probity, decisiveness, discipline, tolerance and vivacity.
- Commitment to fairness and impartiality in dealing with others, irrespective of colour, culture, gender, age or handicap.
- Honest reporting of university news to the media, double checking their sources and authenticity, and contacting the relevant university department before publication to find out the truth.



The Principal Code of Ethics for Faculty and Teaching staff:

I. The Ethics of the Educational Process

Faculty and teaching staff observe the following ethics in the educational process:

- Active contribution to realizing the university vision, mission and objectives, and to adopting its values.
- Commitment to quality standards in preparing and teaching the set curriculum and in assessment methods.
- Constant innovation and inventiveness in teaching methods and strategies in light with the latest scientific findings and technological discoveries.
- Reliance on diverse and up to date reference material.
- Giving top priority in teaching to comprehension, explanation and accuracy of information.
- Helping students achieve their educational aims and aspirations by providing knowledge, skills and expertise.
- Effective management of lectures in the students' best interest, constantly developing their capacities and encouraging them to be creative and innovative.
- Enriching lectures by the active participation of students.
- Attention to field studies in order to realize the practical objectives of the educational process.
- Attention to teaching in an academic, articulate and sound language.
- Fairness and impartiality in student assessments.



II. The Ethics of the Academic Relationship with Students

Faculty and teaching staff observe the following ethics in their relationship with the students:

- Serious and positive contribution to the cognitive and moral growth of students.
- Consolidating Islamic values and the basic principles of citizenship, moderation and academic belonging among students.
- Presenting a good example and a role model for students, particularly in showing dedication, sincerity, honesty and punctuality.
- Helping students cope with and overcome problems that adversely affect their academic performance.
- Assisting students to realize their aims and aspirations in acquiring knowledge, skills and expertise
- Encouraging students to build their academic characters by intensive specialized reading.
- Encouraging students to discuss and debate all issues, to voice their opinions and express their views in order to discover their innate potential and develop their talents.
- Motivating students and appreciating their efforts and distinguished work, and encouraging and developing the creative and innovative talents they have.
- Encouraging life-long learning and self-education.
- Assisting students to bear responsibility for developing themselves and promote the values of integrity, honesty and faith in their actions and decisions.
- Allocating enough time to meet with the students and discover their problems, develop their potential and provide them with appropriate academic guidance.
- Complete confidentiality regarding the secrets the students reveal in line with university rules and interests.
- Honesty and sincerity in providing knowledge to the students.
- Providing an attractive learning environment for students.
- Commitment to mutual respect between students, faculty and teaching staff.
- Active academic interaction with the students.
- Establishing personal relations with the students and refraining from money making and profiteering.
- Observing the principle of impartiality and equal opportunity among students.



The Code of Ehtics

- Develop the academic and administrative performance of university faculty and personnel.
- Instigate a positive trend that underscores the need for university faculty and personnel to commit themselves to the spirit and the letter of this Code.
- Assimilate the ethical values and principles in all aspects of life.
- Contribute to consolidating the present status and future advancement of the university within an ethical and moral framework well-defined and known to all.

Definitions

- **The University:** Sattam bin Abdulaziz University.
- **Faculty:** Full professors, associate professors and assistant professors.
- **Teaching staff:** lecturers, assistant lecturers, language instructors and research assistants.
- **Administrators:** University employees working in the administrative and technical sectors and systems.
- **Ideals:** The ethics and values university faculty and administrative staff should embrace and display. They include duties and obligations as well as exemplary codes of conduct.
- **The educational process:** The procedures and activities carried out in university lecture theatres to provide theoretical knowledge, practical skills and/or positive orientations to the learners.
- **The society:** The human environment surrounding the university from the outside.
- **The work community:** The human environment inside the university, which comprises faculty, teaching staff, administrators and students.
- **Personal behaviour:** All moral or material acts and activities carried out by faculty, teaching staff, administrators and students.
- **Self-development:** Developing one's own human potential and cultivating them by acquiring the basic skills in various scientific, practical, psychological and social aspects.
- **Moderation:** The set of attributes characterized by wisdom, knowledgeability and lack of extremism which university employees should exhibit.

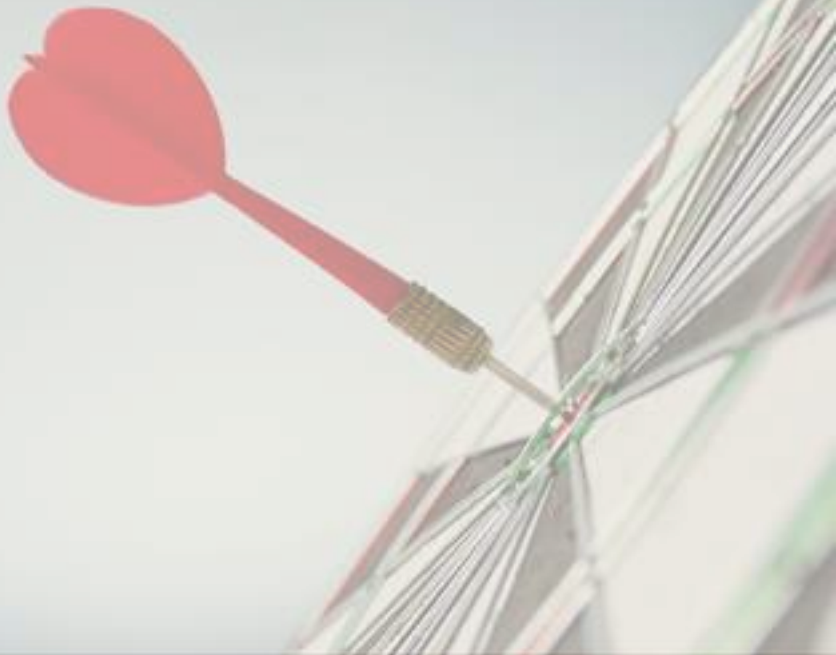
FIRST: The Principal Code of Ethics for Faculty and Teaching staff



Strategic Objectives

Ten major strategic objectives have been identified in response to the diagnostic and referential studies carried out. They are:

- Care for students and develop their potential.
- Attract distinguished faculty and teaching staff and retain them.
- Develop learning and provide attractive learning environments.
- Consolidate quality applications and ongoing development.
- Provide services for graduates and actively interact with the job market.
- Complete the establishment of postgraduate and academic research infrastructure.
- Complete the establishment of general university infrastructure.
- Build active partnerships both locally and internationally.
- Develop university financial resources.
- Develop a supportive administrative system.



The conception of the code of ethics

“The code of ethics is the set of sublime values and morals adopted and inculcated by Sattam bin Abdulaziz University to guide and control professional conduct and behavioural practice on campus.”

In this booklet they are defined as follows:



Accordingly, The Code of Ethics outlines the norms and the rules of conduct that sublimate mutual relations and spread the culture of dialogue, moderation and amicable friendship and camaraderie among university employees. It practically disseminates the moral values inspired by our Islamic Sharia and the basic principles of our civilization. Sattam bin Abdulaziz University employees are expected to possess these values and display them in their thinking, behaviour and multiple relations, first with God and then with themselves and with others. Only such moral and ethical values, we believe, would elevate Sattam bin Abdulaziz University to the ranks of locally and internationally advanced academic institutions. The present Code of Ethics is considered the criteria and the terms of reference from which the university derives the governing laws, regulations and the behavioural norms and rules of conduct on campus.

Aims and objectives



This Code seeks to assert the norms and the moral values of our Islamic principles which Sattam bin Abdulaziz University fully embraces and endorses. It raises awareness of the educational and administrative work ethics, consolidates the faith of PSAU employees in their mission to build a better future for the country, and motivates them to play their respective roles skillfully to improve the status of the university.

We can identify the most prominent aims and objectives as follows:

- Introduce and define the ethical codes to which university faculty and personnel are committed.
- Assert the professional and ethical responsibilities of university faculty and personnel.



Introduction by the Dean of Faculty and Personnel



The Dean of Faculty and Personnel

Dr. Mushref bin Ahmad
Al-Zahrani

Praised be God, and peace be upon His Prophet and his family, companions and loyal followers.

Institutions are judged by their values and principles and by the level to which their employees assimilate and act upon them. The present Code of Ethics outlines the values and principles that inspire the professional conduct of Sattam bin Abdulaziz University academic and administrative staff. It underpins our ideals, based on the abiding morals and the good ethical work we are delegated to perform. These ideals are without doubt the uppermost obligation to which we must be committed, for they are what elevate professional conduct to the realm of prospective perfection and exemplary behaviour. They also reflect a true, shining image of Sattam bin Abdulaziz University and its employees. In many ways, it is quite apt that the Deanship of Faculty and Personnel has undertaken to prepare and publish this Code of Ethics. The Deanship is one of the most prominent Sattam bin Abdulaziz University supporting bodies, entrusted with diverse duties and vital tasks, and directly in touch with both academic and administrative staff members.

The Deanship commissioned an affiliate consultative committee to prepare two questionnaires on the most basic values and principles that should be included in this Code. It distributed them to the vast majority of SU administrators, academics and consultants to gauge their opinions and leave it up to them to freely decide, voice their opinions and present their suggestions. The Deanship subsequently adopted the most common moral values, ethical principles and standards of conduct accepted and prioritized in the surveys.

This Code of Ethics therefore has distinct authoritative and referential powers. We hope everyone will be committed to the spirit and letter of its edicts; we hope everyone will observe them on the job in their professional conduct. We hope too that these professional ideals will become enshrined as solid and spontaneous attributes that characterize our conduct in all walks of life.

I would like to thank His Highness the Chancellor of Sattam bin Abdulaziz University for his constant encouragement and unwavering support for this project. My thanks are also due to the many people who contributed to the accomplishment of this noble task.



The University Mission

The University seeks to qualify competitive graduates by providing quality education that meets international standards in a research academic environment with distinguished human resources, effective social partnership and supportive administrative system.



The Core Ethics

The University derived four core values from the true principles of Islam. They are the cornerstone of its academic performance and the general framework that governs the ethical conduct of its students, faculty and personnel. They are excellence and dexterity, impartiality and fairness, team spirit, transparency and responsibility.

In this booklet they are defined as follows:

- Excellence and dexterity refer broadly to being godly and devout in every endeavour, committed to quality, distinction and ongoing development.
- Impartiality and fairness mean dealing with all university employees according to the same standards of justice without any bias, discrimination or favouritism.
- Team spirit is spreading the collective and cooperative spirit among individuals and groups to accomplish tasks and achieve aims and objectives.
- Transparency and responsibility mean documenting university reports of performance and directions, credibility in publishing them, and honesty in answering all queries pertaining to them without delay.

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The opening address of His Highness the Chancellor of Sattam University



Chancellor

Dr. Abdulrahman bin
Muhammad Al-Asimi

Praised be God, Lord of the worlds, and peace and blessings be upon the most honourable of Prophets and Messengers and upon his family, companions and followers.

Sublime morals and ethical conduct are by far the most salient manifestations of developed human consciousness. They are the standard measures by which organizations and their staff members are judged, precisely because they are the living proof and practical summation of all aspects of quality, imagination and the smart strategic outlook to which all organizations aspire. The faculty, teaching staff and administrative cadres at Sattam University, I am sure, are most worthy of such prestigious attributes. The University itself has sought excellence and distinction in its diverse academic, administrative, societal and all other activities. It is only natural to seek to consolidate the ethical conduct and moral fabric of its employees, labouring to elevate them to such levels that transcend the duties enjoined to the level of ideals every one of us wishes to see applied in practice.

The Deanship of Faculty and Personnel, in line with the tasks entrusted to it, has found it necessary to posit this comprehensive Code of Ethics to encompass all the moral ideals Sattam University hopes to turn into the general and spontaneous pattern of behaviour in the professional conduct of its cadres. It equally hopes that these ideals will become the norms and the general culture inculcated in their conduct in life.

Specific attention has been paid to quality and academic standards in preparing and publishing this Code, based on comprehensive surveys to which all Sattam University academic and administrative staff have contributed. It is my great pleasure to thank the Dean of Faculty and Personnel and his work team for the good efforts exerted in issuing this useful document in both Arabic and English. I sincerely hope to see its results reflected in the professional and personal conduct of all Sattam University staff members.



بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

In the name of Allah, most gracious, most merciful



جامعة الأمير سلطان
Prince Sultan Bin Abdulaziz University
Deanship of Faculty &
Personnel Affairs



The Code of Ethics



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