

# Code of Ethics and Policy on Student Conduct and Discipline



# The Authors





# Aim of the Policy

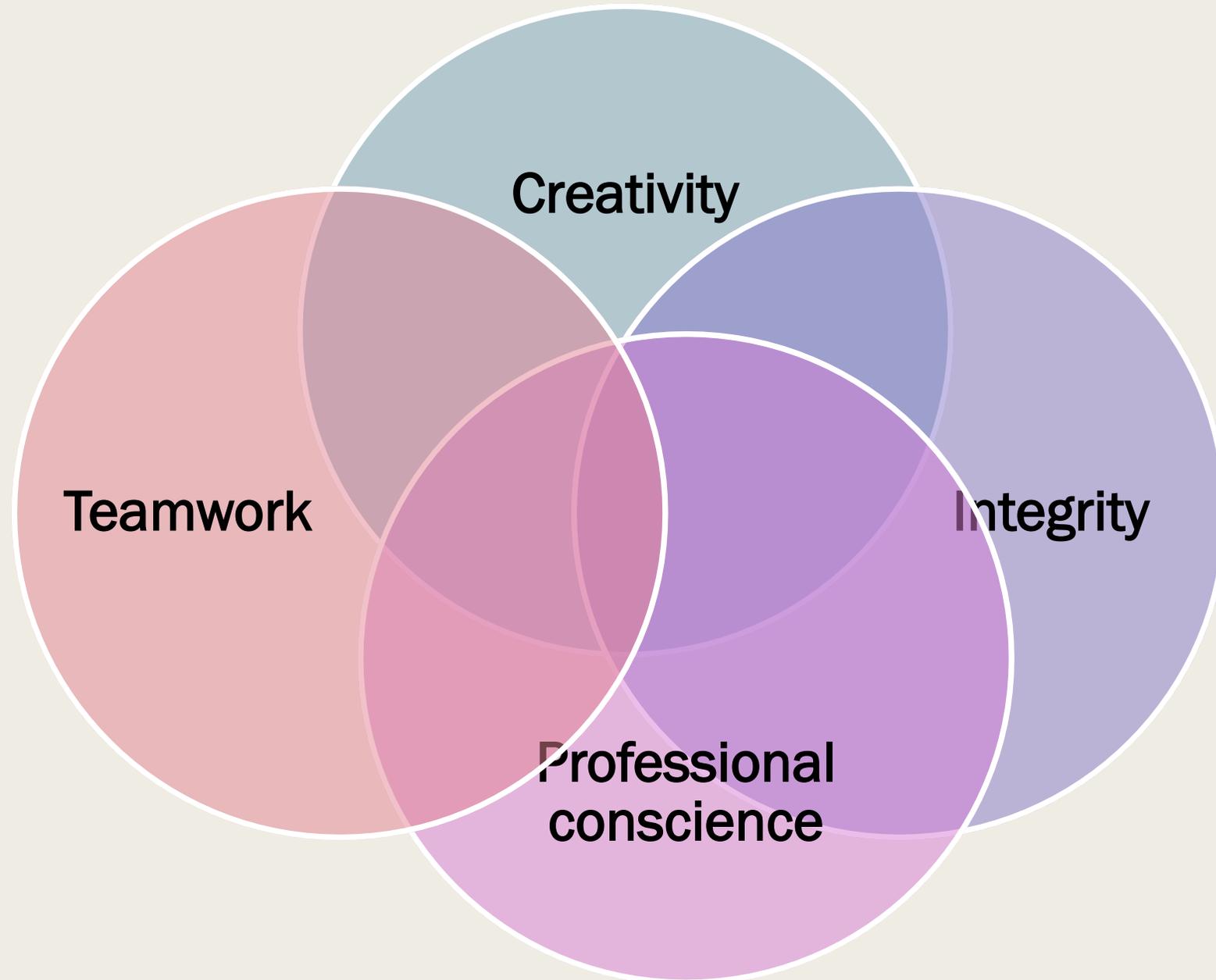
- Define the values and behaviors expected from FDASU students.
- Build a culture of honor and professional accountability in FDASU student interpersonal communication.
- Organize the student discipline and appeal process as outlined in the Law Regulating Egyptian Universities to assure an unbiased and systematic process.
- Support students and protect their rights and assure the accused students a fair hearing.

# FDASU student counseling and support services

- The Academic Advising Unit provides support to students with learning difficulties. For academic advising, please <mailto:academicadvising@dent.asu.edu.eg>.
- The Student Support Unit is deeply committed to supporting the mental health of all students and helping them navigate difficult times. For Student Support, please <mailto:dent-studentsupport@dent.asu.edu.eg>.
- The Social Solidarity Unit offers financial aid for students to decrease study expenses. For social solidarity, please email <mailto:dent-socialsolidarity@dent.asu.edu.eg>.



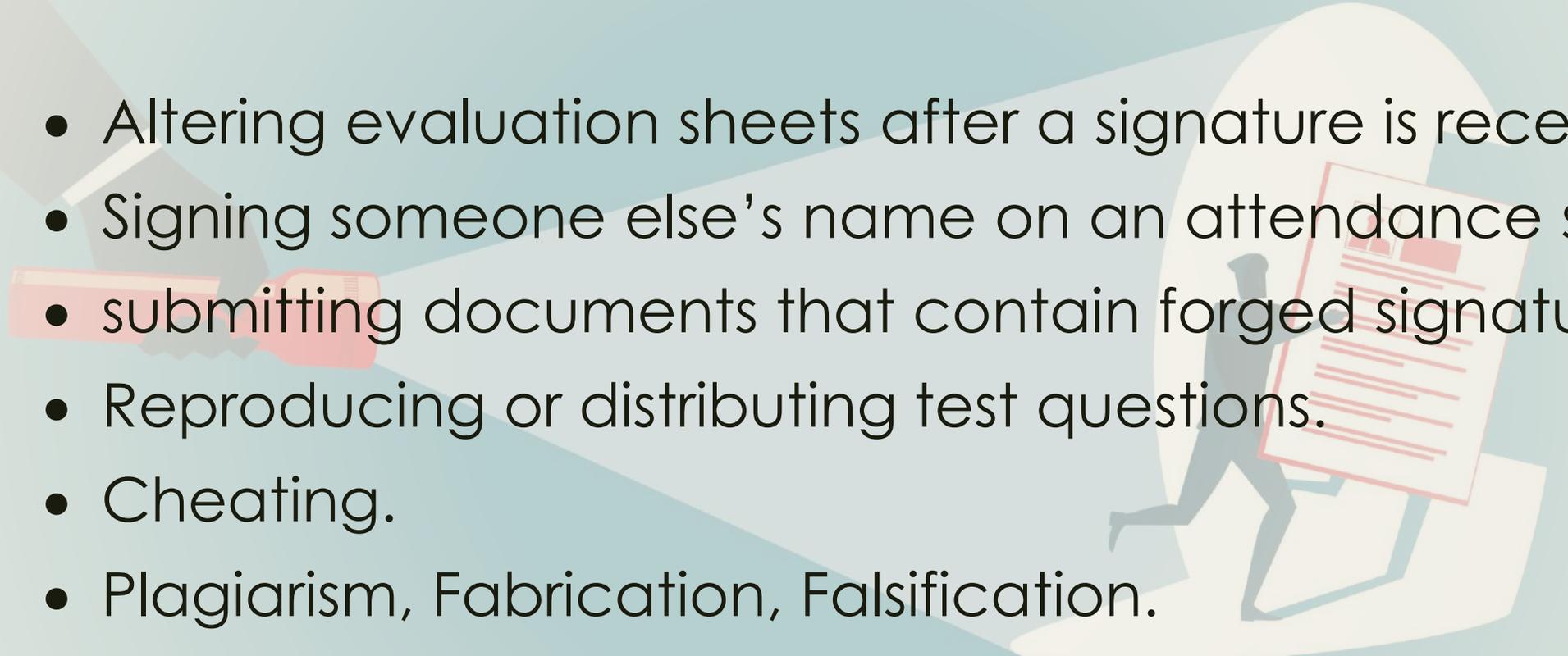
# SHARED VALUES



# FDASU NO DISCRIMINATION AND NO RETALIATION POLICY

- Within the limits of the country's laws and the requirements of the dental profession,
- FDASU will not discriminate and will take positive measures to ensure against discrimination based on race, color, religion, age, sex, sexual orientation, gender identity, citizenship, language, economic and social situation, military status, marital status, pregnancy, health status, disability, political or other opinion.
- Retaliation is the act of mistreatment of any person involved in the Student Conduct and Discipline process based on the person's reporting or participation in FDASU complaint resolution procedures.
- Retaliation is prohibited.

# Academic misconduct

- Altering evaluation sheets after a signature is received.
  - Signing someone else's name on an attendance sheet
  - submitting documents that contain forged signatures.
  - Reproducing or distributing test questions.
  - Cheating.
  - Plagiarism, Fabrication, Falsification.
  - Facilitation of academic dishonesty is helping someone commit any type of academic dishonesty.
- 
- The background features a light blue gradient with a large, faint illustration. On the left, a hand in a grey suit sleeve holds a red pen over a document. On the right, a grey silhouette of a person is running while carrying a large, white document with red lines and a red box, suggesting a sense of urgency or evasion.

# RESEARCH MISCONDUCT

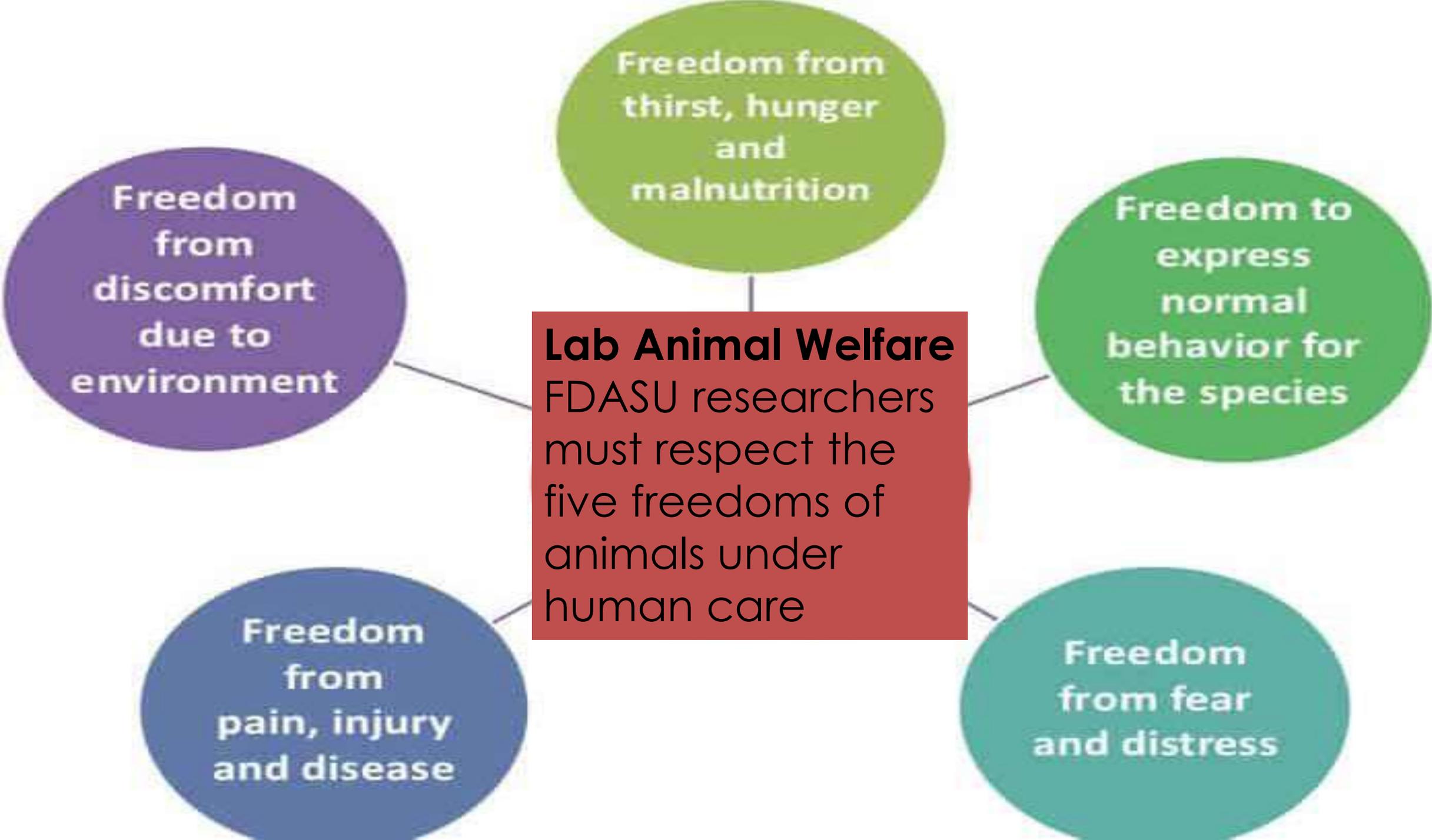
- *Research fabrication, falsification and plagiarism.*
- *Conflicts of interest.*
- *Authorship.*



# Human Research Subject Protections:

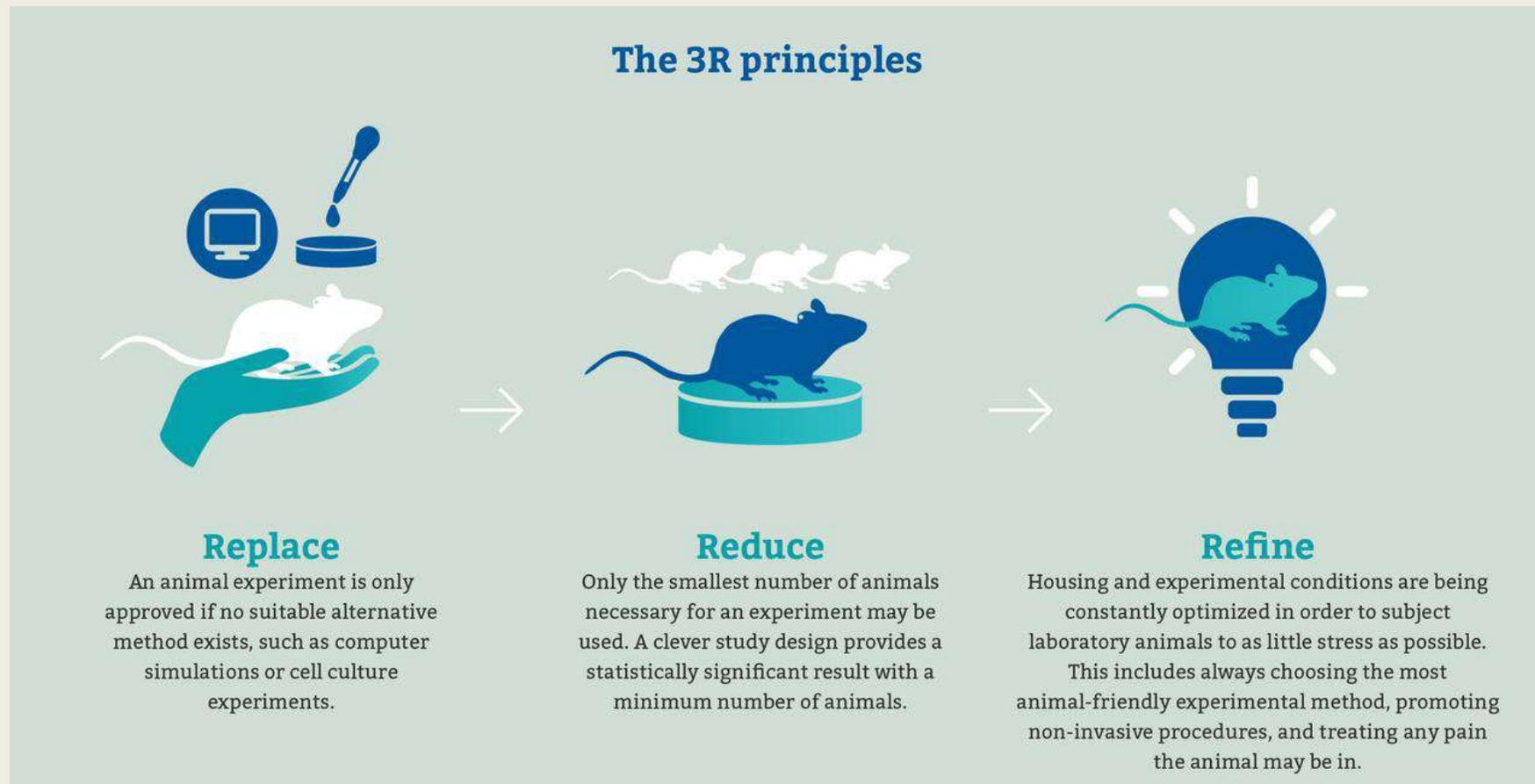
FDASU researchers will follow the recommendations of:

- Declaration of Helsinki,
- The Good Clinical Practice (GCP),
- The American Dental Association (ADA)'s Principles of Ethics and Code of Professional Conduct
- Etc....
- The Egyptian Law Regulating Clinical Medical Research its Executive Regulations regarding rights and welfare of research participants.

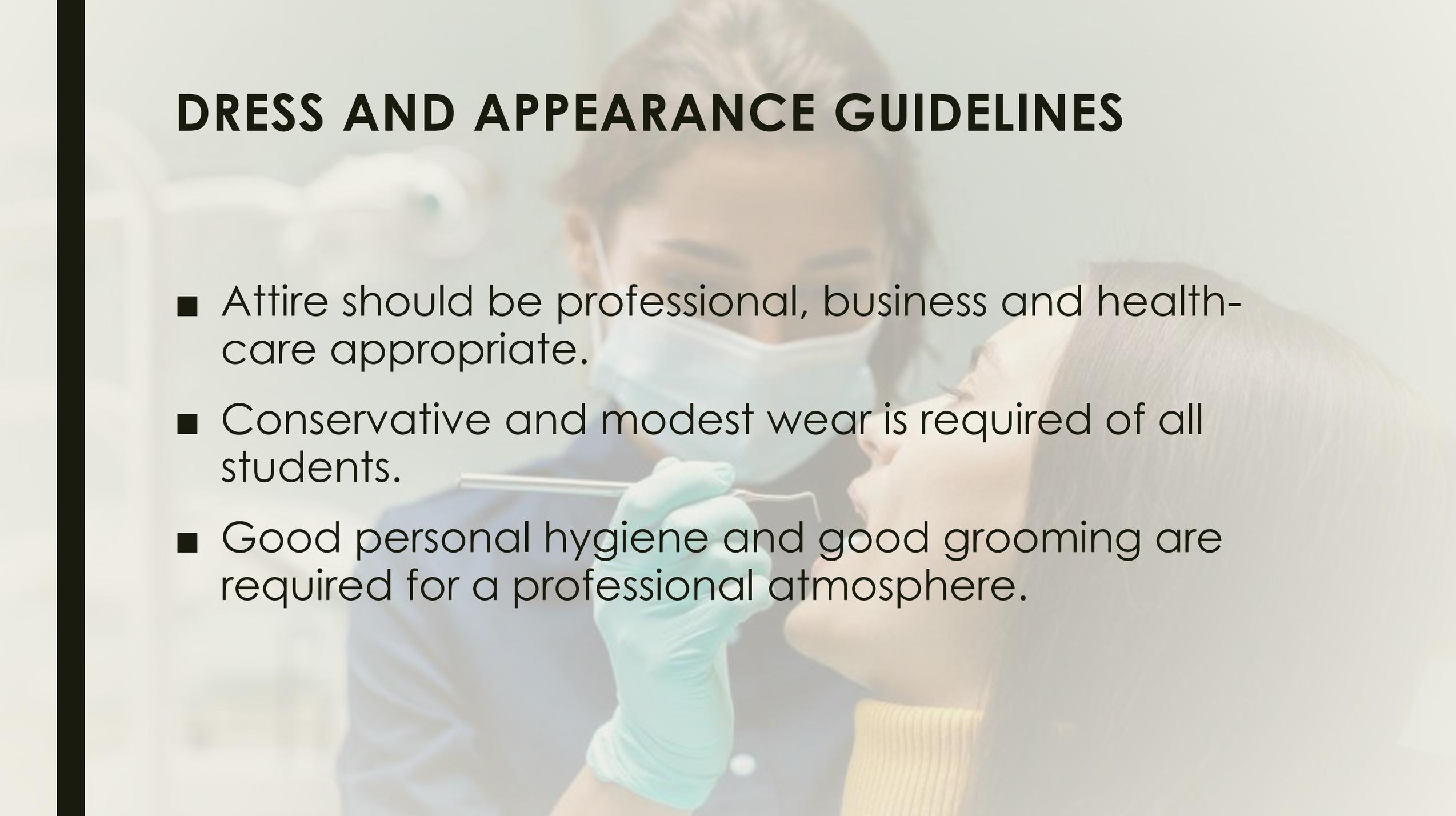


# Lab Animal Welfare

- FDASU researchers must be aware and respect the 3Rs guiding the use of animals in research;



# DRESS AND APPEARANCE GUIDELINES

A dental professional in a blue uniform, mask, and gloves is examining a patient's teeth with a dental instrument. The background is a soft-focus clinical setting.

- Attire should be professional, business and health-care appropriate.
- Conservative and modest wear is required of all students.
- Good personal hygiene and good grooming are required for a professional atmosphere.

# DRESS AND APPEARANCE GUIDELINES

- Students attending a lab should always be wearing a clean, ironed white lab coat or scrub suit with appropriate footwear.
- Students attending a clinic are required to wear a clean and ironed white lab coat or scrub suit, personal protective gear (face mask, face shield, head cap, gown, and foot cover) and sanitary footwear.



# FREEDOM OF SPEECH

- Internet-based speech will result in a disciplinary action only if:
  - *It is not the truth*
  - *It insults any person, religion or tradition*
  - *It causes “substantial disruption” of educational activities of other students*
  - *It involves or encourages illegal activities*
  - *It involves or encourages violation of school rules*
  - *It involves or encourages threats, violence or harassment to a student, faculty or staff member.*

# **7. Grounds for Discipline**

**7.1 Violation of FDASU no discrimination and no retaliation policies as well as academic and professional policies**

**7.2 Academic dishonesty**

**7.3 Forgery**

**7.4 Failure to identify oneself**

**7.5 Theft**

**7.6 Selling, preparing, or distributing for any commercial purpose course lecture notes or video or audio recordings**

**7.7 Unauthorized entry**

# **7. Grounds for Discipline**

**7.8 Destruction or damage to any property**

**7.9 Abuse of University computers and electronic resources**

**7.10 threatening someone with harm**

**7.11 Physical abuse**

**7.12 Harassment and Sexual Violence**

**7.13 Stalking**

**7.14 Hazing**

**7.15 Intent to terrorize**

# **7. Grounds for Discipline**

**7.16 Cyber-bullying**

**7.17 Obstruction or disruption of teaching, research, administration disciplinary procedures, or other faculty activities.**

**7.18 Disorderly conduct or disturbance of peace**

**7.19 unlawful assembly**

**7.20 Creation of societies within the university or participation in them without previous license from the dedicated university authorities**

# 7. Grounds for Discipline

7.21 Unlawful manufacture, distribution, dispensing, possession, use, or sale of alcohol or controlled substances

7.22 Possession, use, storage, or manufacture of explosives, firebombs, or other destructive devices, firearm or other weapons

7.23 Making a video recording, audio recording, taking photographs, or streaming audio/video of any person without that person's express consent

# 8. STUDENT DISCIPLINE AND APPEAL PROCESS

- The student conduct officer will have an organizational and decisive role in the process of student's discipline.
- The student conduct officer should be a professor or an assistant professor who has the appropriate seniority and knowledge to assess the alleged misconduct.
- The Student Conduct Officer must have previous experience in ethics.
- The student conduct officer may not be a visiting professor or visiting assistant professor or a member of the University's Disciplinary Council. (According to the Law Regulating Egyptian Universities).

# To Choose the student conduct officer

The Vice Dean for  
Education and  
Student Affairs

will appoint one  
member

The Vice Dean for  
Graduate Studies

will appoint one  
member

The Dean

will appoint one  
member

FDASU council  
shall then elect  
one of them by  
voting.

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graph LR; A[The Vice Dean for Education and Student Affairs] --> B[will appoint one member]; C[The Vice Dean for Graduate Studies] --> D[will appoint one member]; E[The Dean] --> F[will appoint one member]; B --> G[FDASU council shall then elect one of them by voting.]; D --> G; F --> G;
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## 8.3.1 FILING A COMPLAINT/ INCIDENT REPORT

- Any person may submit a written incident report of suspected policy violation(s) of the Grounds for Discipline
- to the Vice Dean for Education and Student Affairs if the accused is an Undergraduate Student
- or the Vice Dean for Graduate Studies if the suspect is a Graduate Student. The accusations must be presented in writing.
- Anonymous reports will not be accepted.

## 8.3.1 FILING A COMPLAINT/ INCIDENT REPORT

- The Vice Dean involved should then inform the Student Conduct Officer of the incidence.
- Upon learning of an incident report, the Student Conduct Officer will review the information submitted in consultation with the appropriate Vice Dean to determine whether there was sufficient evidence to warrant appointing a Committee of Inquiry or if the allegation should be dismissed.

## 8.3.2 PRELIMINARY DISCIPLINARY COMMITTEE

- A three-member Committee of Inquiry will be assigned: the Vice Dean involved, the Student Conduct Officer and a current or former member of the Faculty's research ethics committee. Committee members should not have a conflict of interest that would interfere with an objective review.
- Members of the Committee of Inquiry should be professors or assistant professors. Visiting professors or visiting assistant professors or members of the University's Disciplinary Council cannot contribute to the investigation. (According to the Law Regulating Egyptian Universities).
- The Preliminary Disciplinary Committee should conduct a discreet inquiry based on communication with the accused and the claimant. Identities of the accused and the claimant must be kept confidential by members of the committee, as much as possible.

## 8.3.2 PRELIMINARY DISCIPLINARY COMMITTEE

- The decision of the committee of Inquiry will be taken by voting. If they decide that no formal investigation is needed, the Student Conduct Officer will dismiss the accusation. They can also impose one of the first four disciplinary penalties listed in the Law Regulating Egyptian Universities. On the other hand, If they decide that a formal investigation must be conducted to impose more rigorous sanctions, the student conduct officer must refer the matter to the FDASU Disciplinary Council. If the Committee of Inquiry determines that the accusations have been made in a malicious manner, the Committee of Inquiry will write a Formal Warning to the claimant student.
- In all cases, both the accused and the claimant must be informed of the decision as well as the date, time and location of the FDASU Disciplinary Council's meeting if a formal investigation is to be held.

## 8.3.3 FDASU DISCIPLINARY COUNCIL

- The council should discuss the incident,
- Hear the student's perspective,
- Question and interview the claimant,
- Meet with applicable witnesses,
- Determine the extent to which misconduct has occurred.
- The investigation should be kept as confidential as possible.

## 8.3.3 FDASU DISCIPLINARY COUNCIL

- The FDASU Disciplinary Council will deliberate in private and reach a decision based on a preponderance of the evidence standard.
- The FDASU Disciplinary Council shall attempt to reach consensus on a decision, but the majority shall make the decision if consensus cannot be reached.

## 8.3.3 FDASU DISCIPLINARY COUNCIL

- The FDASU Disciplinary Council shall prepare a written Notice Of Decision documenting the extent to which misconduct has occurred.
- The Notice Of Decision will be given to the accused student and his/her guardian (following the Law Regulating Egyptian Universities), the claimant and the Director of the Office of Student Affairs or the Director of the Office of Postgraduate Student Affairs to be kept in the student's records.
- The decision issued for the disciplinary penalty may be announced within the college (following the Law Regulating Egyptian Universities).

## 8.3.6 STUDENT APPEAL PROCESS

- Decisions issued by the competent bodies imposing disciplinary penalties are final.
- However, it is permissible to object to the decision issued in absentia by FDASU Disciplinary Council within a week from the date of its notification to the student or his/her guardian (according to Article 129 of the Law Regulating Egyptian Universities).
- The student may appeal to the President of Ain-Shams University against the decision of FDASU Disciplinary Council within fifteen days from the date of being notified of the decision.

## 8.3.6 STUDENT APPEAL PROCESS

- The University President may refer the appeal to Ain-Shams University's Supreme Disciplinary Council for consideration (according to Article 129 of the Law Regulating Egyptian Universities).
- A student disciplined by "Final Dismissal" may request from Ain-Shams University Council "re-evaluation of the sanction" only after the lapse of at least three years from the date of the decision (according to the Law Regulating Egyptian Universities).

# TYPES OF STUDENT DISCIPLINARY ACTION

8.4.1 Verbal or written notice.

8.4.2 Formal Warning.

8.4.3 Deprivation from some student services.

8.4.4 Deprivation from attending the lessons of one of the courses for a period not exceeding one month.

8.4.5 Suspension from the Faculty for a period not exceeding one month.

8.4.6 Denial of examination in one or more courses.

8.4.7 Suspension of the student's registration for a master's degree or doctorate for a period not exceeding two months or for a semester.

8.4.8 Cancellation of the student's exam in one or more courses.

# TYPES OF STUDENT DISCIPLINARY ACTION

8.4.9 suspension from the college for a period not exceeding one semester.

8.4.10 denial of examination in one or more semesters.

8.4.11 depriving the student of enrollment for a master's or doctoral degree for one semester or more.

8.4.12 suspension from the college for a period exceeding one semester.

8.4.13 final dismissal from the university, and the dismissal decision is communicated to other universities, and it results in the student's inability to register or take exams in universities in the Arab Republic of Egypt.

## **8.5 SPECIFIC SANCTIONS IN INCIDENTS OF CHEATING**

Article 125 of the Law Regulating Egyptian Universities discusses incidents of cheating and imposes specific sanctions in cases of cheating:

### **EVERY STUDENT WHO CHEATS OR ATTEMPTS TO CHEAT IN AN EXAM AND IS CAUGHT RED-HANDED SHALL BE:**

- Taken out by the Dean or his representative,
- Denied exam entry in the rest of the subjects,
- Considered to have failed in all subjects of this examination,
- And shall be referred to FDASU Disciplinary Council.

### **IN OTHER CASES OF CHEATING WHERE THE STUDENT IS NOT CAUGHT RED-HANDED:**

- The exam will be cancelled by a decision from the Faculty's Disciplinary Council or the Faculty's Council.

# BODIES RESPONSIBLE FOR IMPOSING DISCIPLINE

1- Professors and Assistant Professors: have the right to impose the first four penalties.

2- The Dean of the Faculty: may impose the first eight penalties.

In the event of disturbance of order, the Dean may impose all the penalties stated, provided that the matter is presented within two weeks to the University's Disciplinary Council, or to the President of the University, in order to consider confirming, canceling or modifying the penalty.

3- The President of the University: may impose all the penalties indicated in the previous article except for the last penalty after consulting the Dean of the Faculty.

4- The University's Disciplinary Council: has the right to impose all penalties.

- The policy will be sent to mainstream, credit hours and postgraduate students by e-mail.



**Thank You**