

Code of Conduct for Work University of Al-Ameed

Introduction:

These rules constitute one of the means of strengthening and developing the administrative and academic work of the University. Employees are required to adhere to these rules when performing their official duties, as the success of an institution depends on the efficiency of job performance and the ability of the University's administrative and academic staff to provide services to its beneficiaries and to maintain the regularity, continuity, and development of administrative and academic work at the University.

First: The Value Framework of the Code of Conduct for Employees at Al-Ameed University

1. Respecting and adhering to the religious, legal, and ethical obligations prevailing in the holy city of Karbala. These constitute the most noble principles upon which Al-Ameed University was founded.
2. Compliance with legal obligations stipulated in the applicable laws, regulations, and instructions, as well as judicial rulings and directives issued by the competent authorities at the University.
3. Protection of University funds and resources, refraining from misusing them, ensuring their rational use, and guaranteeing that service quality is not compromised.
4. Performing duties with honesty and dedication, so that these qualities constitute the prevailing characteristics of work at the University.
5. Refraining from pursuing any personal interests, in order to preserve the reputation and standing of the University and to promote the public interest.
6. Commitment to performing duties without unnecessary complication, procrastination, or delay, and avoiding negligence and indifference toward the interests of the University's beneficiaries.
7. Providing services to the University's beneficiaries impartially and offering them advice without discrimination on the basis of religion, nationality, or any other motive.
8. Commitment to quality in performance. This includes excellence in the content and delivery of services, as well as respectful and professional conduct towards beneficiaries, colleagues, superiors, and subordinates.
9. Commitment to transparency in work and to making information readily accessible in accordance with University laws and regulations.

Second: Code of Conduct for Senior Officials at the University

1.Management approach:

The general working environment within the University should be characterized by humanity and freedom of expression. Senior officials should ensure equal opportunities for professional development for all their subordinates.

2. Establishing the values of commitment and belonging.

Senior officials must cultivate commitment as a prevailing value and nurture a sense of belonging. This is achieved by serving as role models and demonstrating the highest adherence to the University's foundational principles.

3. Ensuring fairness among employees:

Decision-makers must act without favoritism, especially in disciplinary actions. This commitment to justice, complemented by compassion from senior officials, forms an essential foundation for the University's continued development.

4.Cooperation and solidarity:

It is essential to create an environment within the University that promotes teamwork, which in turn will contribute to achieving the University's objectives.

5. Fair competition:

Senior officials should foster an atmosphere of fair competition among employees, ensuring that outstanding contributions are rewarded, excellence is valued, and a culture of continuous development is cultivated.

6. Combating corruption:

Senior officials should demonstrate firmness and courage in addressing any action that violates legal, religious, or ethical obligations, and hold those responsible accountable within their scope of authority and in accordance with applicable laws.

7.Maintaining public order:

The responsible official should conduct daily follow-up of everything taking place within the University within the scope of their authority, in order to maintain the security and safety of employees, as well as to safeguard public morals, ethics, and decorum within the University.

8.Electronic environment:

It is particularly important for senior officials to monitor the University's and colleges' official electronic platforms and all University units, as these constitute an important and active component of ensuring the proper functioning of the educational process.

Third: Code of Conduct for Teaching Staff at the University

1. Personal qualities required of a university professor A university professor should possess the following qualities to an adequate degree in order to perform their duties:

- Honesty and integrity, particularly with regard to academic integrity.
- Objectivity and impartiality, whereby the professor must not favor one party over another except on objective grounds.
- Mutual respect among teaching staff and acceptance of differing opinions and viewpoints.
- Being a good role model for students and others through their ethics, academic conduct, and appearance.
- Seeking to achieve fairness in all actions and statements within the University and in matters related to their work.
- Creating a positive atmosphere within their work environment and avoiding negativity in the workplace.

2. Teaching-related obligations

- Mastering the academic subject assigned to them and continuously striving to develop their knowledge of the subject.
- Adhering to the quality standards established within the curriculum. Academic material and teaching methods should not go beyond the required level so as to create unnecessary burdens for students, nor should they drop below it and thereby deprive students of the intended learning outcomes.
- Integrating practical and theoretical aspects, which is very important for achieving a high level of understanding of the academic material among students.
- Adhering to the time allocated for teaching and to the examination schedules determined by the competent authorities.
- Respecting students' academic abilities and allowing them the opportunity to express their innovations and opinions within the framework of academic standards.
- Directing students toward reliable sources for acquiring knowledge and introducing them to appropriate methods for developing their abilities and skills.
- Promoting a culture of rewarding excellence, enforcing accountability for academic shortcomings, and ensuring equitable treatment of all students.
- Refraining from encouraging students to seek private tutoring, as this practice may disrupt their academic focus and compromise the effectiveness of classroom instruction.

3. Teaching staff obligations regarding student assessment:

- Daily assessment of students is necessary whenever possible, with particular attention given to students who are falling behind in order to improve their academic level.
- Emphasizing students' attendance at lectures and compliance with instructions concerning regular attendance.
- Adhering to standards of fairness and quality when preparing examination questions, in accordance with what has been taught, so that the questions fulfill their intended purpose

of assessing students and distinguishing high-performing students from those who are falling behind.

- Adhering to standards of academic integrity during examinations, preventing cases of cheating, and taking appropriate action when such cases occur.
- Maintaining the required confidentiality in the grading of student examination papers.
- Ensuring accuracy and promptness in preparing examination results and announcing them at the specified time by the legally authorized body.
- Allowing students to appeal their results when the applicable instructions permit this, and reviewing the grading accurately and honestly in order to achieve the actual purpose of the appeal.

4. Research Ethics

- Adhering to academic integrity; a teaching staff member conducting research must not attribute to themselves work that is the product of others.
- Directing research capabilities toward serving society in general and the University in particular.
- Maintaining neutrality and avoiding bias when expressing opinions through research outputs.
- In collaborative research, names of individuals who did not actually participate in the research must not be added as a matter of courtesy or favoritism.
- Researchers' opinions must not be selectively quoted or taken out of context to support the researcher's own opinion, as this necessarily violates academic integrity.
- In research samples and field data, accuracy and integrity must be observed when identifying and analyzing such data and samples. Results must not be fabricated in a manner that does not reflect what the researcher actually reached.
- The confidentiality of data must be maintained, particularly when it concerns personal matters relating to research participants or financial matters concerning the study sample.
- Proper and official procedures must be followed when publishing research.
- Researchers should seek publication in reputable and scientifically recognized publication venues
- The researcher must use the University's name as their institutional affiliation in all their published research.
- When evaluating the research of others, neutrality and integrity must be observed, and excessive criticism or praise must be avoided.

Fourth: Code of Conduct for University Employees University employees are required to:

- Respecting superiors, colleagues, subordinates, and all members of the wider university community.
- Personally performing assigned duties accurately, honestly, and in a timely manner, following all applicable instructions and exercising due care.
- Protecting University property entrusted to them and refraining from retaining any work-related records or documents.

- Not disclosing any confidential information obtained in the course of their duties.
- Complying with occupational health and safety rules.
- Adhering to attendance and departure times and designated rest periods in accordance with the University's applicable practices.
- Not pretending to be ill for the purpose of avoiding work.
- Not receiving visitors inside the University for purposes unrelated to official duties, except with supervisor approval.
- Refraining from accepting any gift, benefit, or advantage contrary to the instructions and ethical standards applicable at the University.
- Not performing external or private work during designated working hours.
- Not using a vehicle, device, or machine contrary to the instructions or unless they have been authorized by their supervisors to use it.
- Avoiding jokes and actions that cause disorder and instability in the work environment.
- Meetings and gatherings may not be held without the approval of the relevant supervisors.
- Actively participating in training and development activities aimed at improving work efficiency.
- Seeking to submit proposals and ideas that contribute to the development of work within the University.
- Attending investigation committees and complying with their decisions when subject to such investigations.

Fifth: Code of Conduct for Students

Student conduct is governed by the instructions and regulations issued by the competent authorities. These include the Student Discipline Instructions (No. 160 of 2007), the Examination Instructions (No. 134 of 2000), regulations governing university residential halls, and all other relevant rules concerning campus conduct.