



AC-F-15.V01: PROFESSIONAL ETHICS POLICY





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Date Endorsed by the Provost: 6 April 2017

Date Endorsed by the President: 20 April 2017

Date Approved by BOT: 8 May 2017

Effective Date: 8 May 2017

Last Updated:

1. PURPOSE

HBKU's central functions of teaching, scholarship and community service depend upon an atmosphere of academic freedom. This policy expresses the HBKU stand on academic freedom.

2. POLICY DESCRIPTION

HBKU subscribes to the principles of professional ethics as endorsed by the American Association of University Professors (AAUP). HBKU aspires to be a research incentive University; the faculty are the cornerstone to achieve the university's aspiration. Faculty members recognize and adhere to the ethical academic standards in their pursuit to advance knowledge.

2.1 DEFINITIONS

- **AAUP:** American Association of University Professors

2.2 POLICY STATEMENTS

1. Faculty members at HBKU are dedicated to advance knowledge and improve their scholarly competencies. They accept to uphold and practice academic ethical standards and practice self-discipline and judgment in using, producing and transmitting knowledge.
2. Faculty members are self-guided in practicing intellectual and scholarly honesty. Their pursuit for subsidiary interest should not in any way hamper their academic freedom nor compromise their academic honesty.
3. Faculty members should hold their students and research assistants accountable to the best scholarly ethical standards.
4. Faculty members respect their students, research assistants and postdoctoral fellows as individuals. They hold high standards as mentors and provider for guidance and advice to their students and research assistants. They act professional in fostering honest academic conduct and ensuring fair and merit base evaluation for each of their students. They respect the relationship with their students by maintaining confidential information, avoiding harassment or discriminatory treatment. Faculty members acknowledge the any significant academic or scholarly contribution provided by their students or assistants. They play an active role to protect the academic freedom of their students and research assistants.
5. Faculty members adhere and foster collegial relationships in their community of scholars. They guard themselves against discriminating or harassing colleagues. They respect and defend academic freedom of their colleagues. Respect to others opinion should prevail in any exchange of ideas, criticism. Professors are acting objectively and professionally in judging their colleagues. They actively participate in contributing to the shared governance of HBKU.
6. Professors should strive to be effective educators and scholars. They adhere to the institution policies and procedures. Professors recognize the effect of their decision to depart or interrupt their service to the institution and shall give due notice of their intentions.





HBKU Academic Policies Manual

- Unless authorized by the institution, faculty members avoid creating the impression as acting on behalf of the institution. They maintain their right and obligations as private citizens. As citizens they engage and promote free inquiry and advance public understanding of academic pursuit of knowledge.

Publishing and Plagiarism

- Academic and research integrity is of utmost importance to HBKU. All faculty members are prohibited from unethical practices such as plagiarism. Any faculty member who is deemed to have violated any rules of conduct will be subject to a detailed investigation by the University. If a faculty member violates these rules of conduct, then the University reserves the right to dismiss the faculty member for cause.
- As a research-intensive University, HBKU places significant importance on research publications. Such publications must include the following affiliation address: Hamad Bin Khalifa University (HBKU), [Division/Department name, Doha, Qatar].

Professional Conduct and Observation of Qatar Laws

- HBKU faculty are required to abide by all rules and regulations of Qatar while working at HBKU. Each faculty must agree to abide by these rules in their original appointment letter and their contract of employment.
- The areas of primary obligation and attention (in accordance with Qatari law) are:
 - Religion:** Honor Muslim holidays, especially the Holy Month of Ramadan relative to public eating, drinking, and smoking, prayer times, entering a mosque, and distribution of religious materials.
 - Social Conduct:** This includes photographs, gestures, sitting, and affection in public, clothing choices and separated entrances/areas.
 - Importation of Prohibited Goods:** Importation of alcohol, narcotics, pork products, firearms and pornographic materials.
 - Dress:** Wearing of swimming suits, revealing garments, clothes that cover selected areas of the body, and accommodations for men and women in public places.
 - Intimacy:** Public display of affection between men and women, teenagers, prolonged glances, and sexual behavior. Intimate physical relationships between the sexes outside of marriage are illegal.
 - Driving and Traffic:** Driving laws, especially with respect to driving under the influence of alcohol (Qatar follows a "zero tolerance" policy for any level of alcohol while driving), use of mobile devices, legal etiquette in roundabouts and higher speed traffic lanes.

3. RESPONSIBILITY/SOURCE/AUTHORITY

This policy and accompanying procedures were developed by the Office of the Provost, reviewed and endorsed by the University Academic Programs and Studies Committee and endorsed by the Provost and the University President and approved by the BOT.

This policy assigns the implementation of this process to the HBKU Provost in collaboration with appropriate college committees and deans.

3.1 COMMUNITY SHOULD KNOW THIS POLICY

President, Provost, Vice Presidents, Deans, Program Coordinators, Directors, Faculty, Students

4. UPDATES

SUMMARY OF CHANGES		
Date	Section	Change

5. ACCOMPANYING PROCEDURE

