

Missions of the Research Ethics Committee at the University Level

The Research Ethics Committee was formed by a decision of the Dean's Council with a mandate of one academic year. Below are the duties and responsibilities of the committee.

A. Collecting, Processing, and Retaining Data

1. The collecting of data shall be subject to the approval and consent of the (human) subjects involved the study.
2. The data shall be correct, accurate, complete, and authentic.
3. The data shall not be manipulated or modified in order to be compatible with the outcomes needed/desired by the researcher/ researchers.
4. The data shall be available for others if/when needed.
5. The confidentiality of information about the subjects in the data shall be protected.
6. Parties who can have access to the data shall be named by the committee in person or capacity.
7. Data shall be saved for a period of no less than 5 (five) years following the date of publication.

B. Integrity in Academic Research

1. Complying with the standards of scientific integrity and intellectual property rights when preparing research plans, writing progress reports about them, and publishing them in international journals and other publishing outlets must be strictly observed.
2. The author(s) shall appropriately and explicitly acknowledge the authorship of all work (in any shape, form, or media) referred to during all the stages of conducting the research.

3. Impartiality and objectivity must be maintained when evaluating/ reviewing the work of other colleagues, whether it is meant to be published in international journals and/or meant to be submitted for purposes of academic rank promotions.
4. Conflict of interest of any kind shall be transparently disclosed, the party concerned shall relieve themselves from staying on the case.
5. Avoiding deliberate or unintentional plagiarism whatsoever is imperative. The following shall be considered instances of outright plagiarism:
 - Copying of words, sentences, paragraphs, or longer segments from published or unpublished works without due attribution of author of the source text.
 - Following the same sequence of research presentation and/or using the same sources and/or reaching the same conclusions without any value-added research-knowledge contribution.
 - Summarizing what other researchers concluded and retaining the original content without any value-added contribution.
 - Copying images, graphs, tables, and other data, regardless of their type, from a website without proper citation of the source(s).
 - Intended or unintended misattribution of information or ideas, even when the source does not exist.

C. Misconduct in Academic Research:

1. The following acts and behavior patterns shall be considered violations that breach the codes or procedures of research and its requirements. Any researcher(s) committing such acts shall be liable to prosecution in accordance with the disciplinary procedures set by the University:
 - Fabrication and/or falsification of data for purposes of submitting applications for funding and/or any type of support.
 - Concealing or obscuring the results of research and/or denying access to them.

- Failing to keep complete and documented intact records and data used in conducting the research work in question at the academic institution of work and/ or permanent affiliation.
- Refraining to report any such violations to the concerned dean at the University.
- Accusing others with a deliberate intention to harm without providing any objective evidence to support such allegations .
- Failing to declare any conflict of interest.

2. In instances of litigation on any of the above types of misconduct/violation, the University:

- Shall consider the commitment to the ethics of research an individual duty of the researcher. It shall be considered the responsibility of the researcher toward the institution and the academic community, in particular, and the entire community sectors, in general.
- Ensures the rights and reputation of all members, including those who report the violations and those who are accused of committing them.
- Informs the researchers of their rights and responsibilities in addition to the procedures of reporting research violations and how to deal with such instances in an objective and transparent way.
- Specifies the rights and duties of the specialized committees and their authorities regarding the initial investigation procedures, the official investigation procedures, hearing sessions, and eventually the final decision.
- Prevents the deliberate delay in evaluating research of anyone with the intention of giving a head start to someone else working on the same topic.
- Does not give priority to the research interests of a faculty member over the interests of their students.
- May organize workshops, training sessions, symposia aiming at the exchange and/or advancing knowledge.