



# Code of Ethics

**Faculty of Oral and Dental Medicine**

Misr International University

**Introduction:**

The Faculty of Oral and Dental Medicine – Misr International University is honored to introduce the Code of Ethics of the Faculty of Oral and Dental Medicine, which defines the higher values that the faculty seeks to adhere to achieve its mission. This code of conduct defines ethical standards for faculty members, their assistants, administrators and students. It emanates from the ethical code of conduct of Misr International University and that to provide an educational environment in which university ethics are respected as well as laws and regulations. Most of the provisions of this ethical conduct are known to everyone in the faculty and that it will be a reference and guide for all employees and students in the faculty and a basis for evaluating their behavior or holding them accountable.

## Contents

Page Number	Subject
2	Introduction
4	Vision, Mission, and Faculty Values
6	Dental Profession Ethics
8	Ethics of the faculty Member
14	Intellectual Property Rights
16	Student Ethics
17	Ethics of the Administrative Staff

### **Faculty Vision:**

The Faculty of Oral and Dental Medicine aspires to be a recognized educational institution, regionally and internationally, by providing advanced educational programs, innovative applied research, and sustainable community development.

### **Faculty Mission:**

The mission of the Faculty of Oral and Dental Medicine is to prepare knowledgeable and well-trained dentists committed to human values and professional ethics, by developing advanced educational programs that correspond to the actual needs of the local and global labor market. The faculty is also committed to preparing applied research in line with national strategies, as well as providing sustainable community service following international quality standards.

### **Core Values:**

Our core values include the philosophy of the faculty and the principles on which we rely when making decisions in our daily lives, as well as in our interactions with others.

#### **I- Quality and Excellence**

- We provide innovative educational experiences that make students active members and leaders of the healthcare community.
- We strive for excellence in dental clinical practice and in the delivery of the highest level of patient care.
- We seek new knowledge and disseminate it through our research and explorations.
- We act professionally to achieve the highest level of knowledge, respect and trust.

#### **II- Respect**

- We are committed to ethics, honesty, respect, and integrity.
- We respect and empathize with patients' autonomy and apply professional ethics when dealing with them.
- We value diversity and do not tolerate any form of discrimination.
- We respect the ideas, rights and dignity of all students, Faculty members, employees, patients, colleagues, and members of the community.

### **III- Accountability**

- We take responsibility for our conduct and pledge to comply with university laws and policies.
- We work to enhance the efficiency of operations and pursue a management style characterized by responsibility and transparency.
- We take responsibility for our decisions and actions, celebrate our successes, and learn from our experiences.

### **IV- Social responsibility**

- We are committed to improving the quality of life for our faculty members, employees, and students.
- We enhance social accountability of our students, staff, employees, and alumni.
- We work on providing healthcare to the community in a fair manner.

### **V- Creativity**

- We value teamwork as an approach to finding creative and innovative solutions to common problems.

### **VI- Leadership**

- We provide students with skills to become future academic and community leaders.
- We encourage all staff and employees to adopt leadership capabilities and ethical decision-making skills.

## **First: Dental Profession ethics**

- The Code of Dental Ethics is a collection of moral guidelines and regulations that all dentists working in the field of dentistry are required to follow.

Graduates are required to take the following oath before starting to practice the profession.

### **Dentist Oath**

I swear to God Almighty that I will carry out my duties with honesty and honor, and that I will preserve the secret of the profession, implement its laws, and respect its traditions and manners.

## **First: Dentist ethics**

The dentist must be:

- Sincere in his work.
- Moral.
- Grateful to his professors and instructors.
- Generous with his knowledge and appreciative of the efforts of others.
- Exemplary in taking care of his health and general appearance.
- Respectful for the profession inside and outside the workplace.

## **Second: The dentist's duties towards the patient:**

- To listen well to the patient's complaints, treat him well and be kind to him. He should not mock or ridicule him, and he must respect the patient's point of view if this does not prevent him from providing the patient with appropriate guidance.
- To provide equal treatment to all patients, and not to discriminate between them in medical care because of differences in their economic or social status, or because of his personal feelings towards them, or because of their religious or ethnic affiliation, gender, nationality, or color.

- To give honest information to the patient or his representative about the medical condition, its causes and complications, and the benefit of diagnostic and therapeutic procedures. To inform them of the appropriate alternatives for diagnosis or treatment, in a humane, appropriate, simple, and clear manner.
- To care about and never abandon treating the patient in emergency cases, and in all circumstances, unless the patient refuses the instructions specified by the dentist, or his condition is beyond his specialization.
- To relieve the patient's pain with all the preventive and therapeutic means available to him. He must take care of his patient and use his skills to reassure the patient and comfort him.
- To explain to the patient the steps of treatment, the available alternatives, the advantages and disadvantages, and the effects and complications resulting from not taking the treatment honestly and not to exaggerate. He should not begin treatment until after the patient signs the informed consent form.
- To inform his patient, in advance, of his travel or absence for a certain period and provide the patient with the contact information of an appropriate dentist available for treatment when needed to ensure continued provision of treatment to the patient.
- To be a role model in maintaining his health and all his behavior and to take all necessary precautions to protect himself from all potential dangers while practicing the profession.
- To avoid everything that violates honesty and integrity, and everything that would undermine the medical profession, and would lead to the loss of confidence of the patient.
- To fear God and his conscience in all his actions.

### **Third: The dentist's duties towards the institution**

- To preserve the reputation and dignity of the institution in which he works, and to contribute effectively to the development and advancement of its performance.
- To commit to the laws, regulations, and instructions.
- To preserve the property of the institution and to make optimal rational use of it.
- To maintain the honor of his profession, adhere to the standards of practicing it and work to improve it, and to contribute effectively to the development of the institution scientifically and cognitively through research, studies, article writing, education and continuous professional development.

## **Second: Ethics of the faculty member**

### **Faculty member ethics in his relationship with his students. The faculty member must:**

- Ensure fair and just treatment, of students, and be respectful of their rights.
- Commit to educational tasks according to the established schedules.
- Encourage the free exchange of views and ideas with students.
- Train students on how to get information from diverse sources.
- Develop research skills and commitment to scientific research ethics.
- Work to discover students' abilities and skills and develop them to meet the needs of society.
- Encourage the students to participate in community services.
- Encourage the students to participate in students' activities.
- Refrain from the use of students for personal gain or to have interests that conflict with those of the students.

### **Staff member ethics in his relationship with his colleagues. The staff member must:**

- Respect the opinions and personalities of colleagues.
- Cooperate with colleagues and exchange opinions and experiences with them
- Have the insight and knowledge to serve as a source of development for people around him, both academically and personally
- Work within a system where his performance is integrated with the performance of colleagues.
- Participate with his colleagues in the preparation of scientific research.
- Commit to fairness and objectivity in evaluating the actions of others.

### **Staff member ethics in his relationship with the faculty**

- Respect the goals, vision, and mission of the faculty and work to achieve them.
- Commit to implementing the decisions and policies of the faculty.
- Maintain the confidentiality of faculty decisions
- Participate in faculty activities and educate students.
- Be Eager to learn about the latest developments in the scientific and academic sector.



- Express opinion objectively in the scientific councils and committees in which he participates and obey their decisions.
- Participate in the various activities of the faculty to serve the community.
- Provide proposals that contribute to the progress and development of the faculty to serve the community.

#### **Staff member ethics in his relationship with the community**

- Participate in the work of convoys to visit disadvantaged environments.
- Work to spread environmental, health and cultural awareness through seminars.
- Conduct joint research by opening scientific channels with international scientists and researchers.
- Seek to publish research in international journals, which contributes to putting the faculty on the global map.
- Follow up on the discoveries and achievements in developed societies to benefit from them in his field of specialization and try to apply them and benefit from them in solving society issues.

## **National Standards for the Academic Practice of University Teachers**

### **The first field: education:**

The staff member should be familiar with the nature of university education and proficient in different teaching methods and styles.

**The first standard:** the staff member should master the scientific content of his field of specialization.

#### **Indicators:**

- Proficient in the knowledge and skills of his specialization.
- Capable of connecting different parts of the curriculum in his specialization.
- Able to deal with scientific material in different ways according to the level of learners.
- Skilled in connecting his field of specialization with other disciplines.
- Proficient in different aspects of teaching methods related to the field of specialization.

**The second standard:** The staff member is able to plan well for the education process.

#### **Indicators:**

- Plan for different learning situations.
- Design an educational plan considering students' needs.

- Set up long and short-term plans for various teaching and learning processes.
- Plan to use diverse teaching strategies.
- Develop its plans considering the available human, material, and cultural possibilities.

**The third standard: The staff member master the different teaching methods.**

**Indicators:**

- Determine the appropriate teaching method for his specialty and students.
- Employ different teaching methods according to the nature of the educational situation.
- Modifies teaching and learning strategies and methods in the light of student’s feedback.

**Fourth standard: The staff member master various teaching skills.**

**Indicators:**

- Encourage learners to learn through various techniques.
- use of different teaching aids appropriate to the educational situation.
- Employ different learning resources depending on educational situations.
- Employ educational activities efficiently and effectively.

**The fifth standard: The staff member has the skills of dealing with students and managing the educational situation:**

**Indicators:**

- Deas with students of different learning styles and personality traits.
- Evoke motivation and enthusiasm for learning in students.
- Handle group dynamics effectively.
- Manage the time available for learning to achieve its effectiveness.

**The sixth standard: The staff member masters the skills of the assessment process.**

**Indicators:**

- Use a variety of methods and tools for assessment.
- Build assessment tools that suit different learning outcomes.
- Instruct students towards the use of self-assessment.
- Provides feedback to students based on the results of formative assessment.
- Uses enrichment methods to improve learners' performance considering the assessment results.
- Identify the strengths and weaknesses of the educational process using evaluation methods.

**The seventh standard: The staff member should be able to plan, manage, and develop educational**

programs.

**Indicators:**

- have the skills of designing programs, courses, and study units.
- Apply the concepts of quality of education in the programs and courses he teaches.
- Apply different procedures and methods for evaluating educational programs and courses.
- Contribute to the development of continuous improvement plans in the department and the faculty.

**The eighth standard:** The staff member should have the skills of supporting students academically and socially and participating effectively in their activities.

**Indicators:**

- Possess the skills of academic advising for students.
- Contribute to student leadership in his faculty and university.
- Contribute to supporting student activities technically and administratively.
- Encourage students to participate in student activities.

**Second Field: Scientific Research:**

**Standard:** The staff member is distinguished as a scientific researcher and able to use research skills in his field of specialization

**Indicators:**

- Prepare and implement innovative scientific research in his field of specialization.
- Analyze and critique various research sources and use the results of his research in the development of the educational program.
- Participate in conferences and seminars in his field of specialization and in the development of the educational process.
- Commit to professional research ethics.
- Possess the skills of writing scientific research.
- Be able to manage/work in a research team.
- Publish his research in specialized journals at the national and international levels.

### **Third Field: Community Service:**

**The first standard:** the contribution of the staff member in the development of the local community and society.

**Indicators: Staff member should:**

- Offer practical ideas for the development of the local community.
- Provide ideas for the development of society.
- Contribute to community projects.
- Contribute to solving problems in his local and larger community.
- Participate in community development programs and activities.

**The second standard: the staff member 's commitment to social, religious and university values and norms. Staff member should:**

- Adhere to the prevailing values in the community during his work.
- Respect social norms and social laws and regulations.
- Set an example for his students and community members in all his behaviors.
- Provide the necessary support to students whenever required.

### **Fourth Field: Administrative Aspects and Professional Development**

**The first standard:** The staff member should be aware of successful management and leadership skills.

**Indicators: Staff member should:**

- Possess basic management skills.
- Make appropriate plans for different situations.
- Ensure that what was planned is actually executed.
- Possess monitoring and evaluation skills.
- Be able to formulate a clear vision for his work.
- Be able to set and accomplish goals.
- Contribute to the development processes of the institution and society.

**The second standard:** the staff member bears the responsibilities of professional development.

**Indicators:**

- Possess self-assessment skills.

- Identify the strengths and weaknesses of his performance in teaching, research and community services.
- Prioritize his professional development.
- Develop his knowledge and pedagogical skills.
- Follow seminars and lectures and participate in training courses and scientific conferences.
- Participate in the planning of training programs.
- Participate in the implementation of training programs.
- Adhere to professional ethics in university and social work.

**\*References:**

[1] National Authority for Quality Assurance and Accreditation of Education National Standards for the Academic Practice of University Teachers

## **Third: Intellectual Property Rights**

### **Intellectual Property:**

They are the creations of the mind from inventions, literary and artistic works, designs, logos, and trademarks.

### **Intellectual Property Rights:**

Intellectual property rights are like other property rights in that they allow the creator to benefit from the protection of moral and material interests resulting from the attribution of scientific or artistic production to its author, as well as the right to prevent infringement by others.

### **The importance of protecting intellectual property rights:**

**The importance of protecting the intellectual output of authors and creators arises for different reasons:**

**First:** The progress and well-being of humanity in its ability to achieve new innovations.

**Second:** Setting the wheel of economic progress and providing new job opportunities and industries.

### **Egyptian Law on Intellectual Property Protection**

The Egyptian legislator has prepared a unified legislation dealing with all aspects of intellectual property, and Law No. 82 of 2002 dealt with the protection of intellectual property rights in four books, and based on this protection, the executive regulations of this law were issued, which are divided into:

- Book I: Deals with patents, utility models, layouts of integrated circuits and undisclosed information.
- Book Two: Trademarks, Commercial Indications, Geographical Indications, Industrial Designs and Designs.
- Book Three: Copyright.
- Book Four: Plant Varieties.

### **Procedures followed by the faculty to preserve intellectual property rights and publishing.**

1. Preparation of the Code of Ethics Guide that includes the principles of intellectual property preservation.
2. Following the regulations of the library to preserve intellectual property rights and publishing from the rules of photography from references and scientific theses and instructions for benefiting from the intellectual works available in the library.
3. Adhering to the regulations set by the Information Technology Department to adhere to the original copies of computer programs and the procedures for control and periodic follow-up on libraries to determine the extent of their commitment to preserving intellectual property rights and publishing.
4. Applying the Turnitin service program to scientific research and assignments.

5. Committing to put scientific references at the end of students' notes.
6. Verifying complaints submitted by faculty members regarding intellectual property rights.
7. Spreading the culture of intellectual property rights and publishing according to the following procedures:
  - Raising awareness of the Code of Ethics and making it available to internal and external parties
  - Teaching intellectual property rights and publishing in some faculty courses for students (Ethics)
  - Conducting lectures to raise awareness of faculty members and the assisting body in the field of intellectual property rights and publishing.
  - Preparing booklets to spread the culture of intellectual property rights and publishing and distributing them.
  - Providing some books dealing with intellectual property rights and publishing in the library.
  - Providing the Egyptian Law for the Protection of Intellectual Property No. 82 of 2002 at the Quality Assurance Unit for review
  - Preparing posters in the library on intellectual property protection procedures for all visitors to view
8. Measuring the satisfaction of beneficiaries with the effectiveness of the procedures followed in the faculty to preserve intellectual property rights

## **Fourth: Student Ethics**

Students should:

- Interact with the professor inside the lecture and remain calmly and respectfully.
- Adhere to faculty regulations and maintain equipment properly when utilizing them.
- Commit to the scheduled time of lectures, laboratories, and clinics.
- Demonstrate excellence and strive for personal development to positively impact society.
- Read regularly cultural literature to help improve abilities and skills in sports and science.
- Cooperate and participate in group work.
- Respect faculty members, the teaching assistants, and the administrative staff
- Follow the regulations to obtain his rights and carry out his duties.
- Cooperate and participate in activities, seminars, and conferences.
- Commit to the cleanliness and safety of everything in the classrooms and faculty facilities.
- Follow library regulations and the rules of copying from books and scientific periodicals.
- Commit to protecting intellectual property rights.



## **Fifth: Ethics of the administrative staff**

Administrative Staff should cooperate and respect their colleagues and superiors with the preservation of professional values.

### **All administrative staff in all departments should:**

- Work to raise the quality of performance and maintain professional values.
- Ensure work is achieved with speed and high efficiency.
- Seek help from experienced people without sensitivity or embarrassment.
- Keep work secrets.
- Ensure timely communication to avoid missed opportunities to attend conferences, apply for them, and participate in other essential activities.
- Adhere to agreed-upon principles while using faculty facilities.
- Deal within the framework of mutual respect between members of the administrative staff, staff members and the teaching assistants.
- Preserve the rights of students.
- Follow up students' tasks efficiently and easily.
- Demonstrate teamwork and tolerance for opposing viewpoints.