

## Code of Student Conduct

Faculty of Pharmacy Ain Shams University (FOPASU) issued this Code of Student Conduct to describe clearly the expected academic and personal attributes of the students.

The student conduct code inside FOPASU is related to the future attitude of students as Health Care providers to patients.

**FOPASU student code of conduct comprises five main parts:**

- 1- The five core values.
- 2- Students' rights.
- 3- Students' ethics.
- 4- Offences under the code and penalties.
- 5- Student conduct during Covid-19.

### **What is the student code of conduct?**

It describes the ethics and standards expected from students in FOPASU. Adhering to this code implies that every student is responsible for the consequences of his actions.

### **Who should adhere to this conduct?**

This is the conduct expected from all students in FOPASU with their colleagues, mentors as well as University admins and workers.

### **When?**

Students should abide by this code whenever they are on campus or during any occasion, they are representing **Ain Shams University**.

### **Where?**

Students should abide by this code in the labs, lecture halls, faculty entrance and corridors as well as in any other place they are representing **Ain Shams University**.

## 1. The Five Core Values

### **a) Honesty and Integrity**

Students with honesty and integrity will work hard to earn their degrees and will always adhere to the moral and ethical principles. Cheating compromises these core values.

### **b) Responsibility**

Responsibility, assisted by the discipline, will allow students to take the right actions to achieve all duties and tasks on time. Abiding to this core value will create a well-established environment where students can learn and gain knowledge in an environment devoid of chaos and disorder.

### **c) Competency and Academic Excellence**

FOPASU aims at providing Pharmacists of the highest quality with all the qualifications, which enable them to compete both nationally and internationally.

#### **d) Innovation and Creativity**

The goal of FOPASU is not to create stereotypes but rather competent students who are able to innovate. Their creativity is respected and encouraged in every course and activity in the Faculty of Pharmacy.

#### **e) Collaboration and Teamwork**

Collaboration improves the students ability to work together and improve their performance as well as their morale. Students of the same team must actively listen to each other, share ideas, experiences and opinions. Together we can achieve the best possible outcome of any work, boosted by the students' open-mindedness, respect to others and tolerance towards other ideas, feelings, habits.

## **2. Students' Rights**

- 1- Each student has the right to learn in a quiet and safe environment with high academic standards and a variety of high quality resources, which can help to build his academic and social development.
- 2- **Students have access to many student support services as:**
  - For general health problems: please contact the health center (ground floor).
  - For any psychological/ mental health/ well-being problems: please contact Mrs. Manal (at youth care office, mobile 01120608305).
  - For social Support : Please contact Mrs. Nahed Hussein at the Youth Care Office
  - For any student with a disability or special need, please fill in a form at the Vice Dean for Education and Students Affairs office (ground floor).
  - For asking for suspension of registration due to any circumstances please refer to the Vice Dean for Education and Students Affairs office (ground floor). The faculty council may suspend the student's enrollment for two consecutive or separate years during the study at the college if he presents an acceptable excuse that prevents him from attending the study.
- 3- Each student has the right to participate in all activities at FOPASU, without discrimination.
- 4- Each student has the right to address his concerns to the University using special well established and explained procedures through e-mailing the Dean or Vice Dean for Education and Students Affairs. Boxes, where students can put their complaints, are also available in each floor of FOPASU. These boxes are regularly checked.
- 5- Students are also encouraged to participate in community services through many activities: e.g. medical caravan, El-kheir Pharmacy, Scopes,...etc
- 6- Students have the right to participate in the governance of FOPASU through (Students Union (SU). The members of this union are elected on a yearly basis.

- 7- Academic and administrative departments are always keen to provide prompt responses to students requests.
- 8- Students who are not satisfied with their results may submit a remarking request to the office of student affairs within ten days of the release of the exam results.

### 3. Students' Ethics

Students' ethics are reflected in four main responsibilities: Educational tasks, Social relations, Activities, and the Environment

#### **First Responsibility: Educational tasks**

All students should be strictly aware of FOPASU bylaws. This could be found on <http://pharma.asu.edu.eg/> and will be explained to all students following registration in the Faculty.

#### **Here are some of the main students educational tasks:**

- Interacting with the instructor during the lecture.
- Staying silent when the professor is in the middle of explaining and showing mutual respect.
- Recognizing and protecting his/her rights.
- Abiding by the rules and laws of the faculty, and showing keenness on maintaining learning facilities
- Meet deadlines: for classwork, projects and assignments.
- Showing punctuality and arriving to classes and laboratories on time.
- Inquiring about the parts of the lesson that seem unclear or incomprehensible.
- Working independently while doing research, and using up-to-date references.
- Avoiding fraud, plagiarism, and stealing others ideas.
- Doing one's best, developing one's skills and knowledge to contribute to promoting the community.
- Attending and participating in cultural seminars and debates
- Taking courses in languages and computers.
- Any absence from the lab due to illness or any other justified reason should be reported to your instructor.
- Absence in labs should not exceed 25% of total labs in any course.
- Reading cultural books to develop one's knowledge and skills.
- Developing and refining scientific, sports talents and skills.
- Student exam handbook, **Appendix I**, should be read and the rules strictly followed.
- Under certain circumstances, students who are unable to fulfill the attendance requirements should ask for suspending their enrollment for the academic year/ semester according to a valid excuse presented to the Vice Dean for Education and Students Affairs and accepted by the faculty council.

#### **Second Responsibility: Social relations**

- Collaborating with and respecting other colleagues from same faculty or other faculties.
- No discrimination based on economic, cultural or religious difference is allowed.
- Dressing properly. Make sure you respect the dress code: Neat, modest, casual or dressy attire is accepted all over the University campus. NO revealing cloth, ripped jeans, shorts, flip-flops are allowed on campus.

- Maintaining good manners during speaking. Uncivil language or behavior is completely prohibited inside the facilities of Ain Shams University.
- Professional courtesy is a must between students and faculty as well as staff members.
- It is not allowed for students to carry any kind of Knives or weapons on the campus.
- Students should maintain good personal hygiene.
- Providing guidance to colleagues, listening to advice and giving priority to public interest.
- Showing mutual respect to faculty members, teaching assistants as well as administrative staff.
- Abiding by the regulations to get his/her rights and fulfill his/her duties.
- Cooperating and participating in various activities with teaching assistants.
- Assisting colleagues with special needs.

### **Third Responsibility: Activities**

- Showing motivation to participate in seminars, cultural, artistic and sports competitions.
- Working out regularly for your personal health.
- Abiding by deadlines and instructions of various activities.
- Wearing the appropriate cloth for each activity.
- Participating in festivals, celebrations and other FOPASU activities e.g. Medical Caravan, El Kheir Pharmacy, Career fair, ...etc

### **Fourth Responsibility: The environment**

#### **Lecture Halls & Classrooms**

Keeping your lecture halls, classroom computers, benches, walls, ... *etc*, clean and safe for the rights of others.

#### **Facilities**

- Be protective and keen to preserve the faculty facilities
- Throw trash in the provided suitable bins.
- Maintain the corridors clean
- Turn off water taps.
- Do not post posters without permission.
- No smoking in FOPASU.

#### **Library**

- Keep the library clean.
- Switch off mobile phones.
- Avoid eating or drinking inside the library.
- Keep silent inside the library.
- Return borrowed books in the same conditions as when received from the library, on time.
- Leave books in their proper place.
- Abide by the laws of photo copying pinned in the library.
- Document references accurately while observing copyrights.

#### **Laboratory**

- Students should wear appropriate professional dress for laboratory activities.
- Follow- strictly- the lab safety rules as announced in each lab

## General Laboratory rules

- 1- Always wear protective closed lab coats in the laboratory.
- 2- Wear closed shoes; sandals and slippers are not allowed (*i.e.* avoid bare feet).
- 3- Long hair and veils must be tied.
- 4- Dangling jewelry and baggy clothing must be secured.
- 5- Keep the work area free of unused stuff.
- 6- Drinking and eating are not allowed.
- 7- Wear goggles, masks and gloves.
- 8- Mouth sucking of liquids is not allowed.
- 9- Clearly label containers.
- 10- Use all lab equipment properly and leave them clean.
- 11- To turn on the flame, switch the matches first then the gas supply.
- 12- In case of spills: do not swallow anything, flush with water for at least 15 minutes and notify the instructors as soon as possible.
- 13- In case of accidents or injuries, report to the instructor as soon as possible.
- 14- Do not taste or smell chemicals.
- 15- Do not contaminate chemicals by returning back any residual chemicals to the main container.
- 16- Make sure to direct the test tube away from yourself and your colleagues.
- 17- Do not pick up broken glass with your hands but rather, report to the lab supervisor/technician.
- 18- Keep away from flame.
- 19- Report any fire, injury, accident to the instructor.
- 20- The lab is not a place for playing or kidding.
- 21- Switch off Bunsen burners when not in use.
- 22- You should be aware of the place of all emergency equipment in the lab: fire extinguisher, emergency exit, eye wash, shower, first aid kit.
- 23- Keep silent inside the lab.
- 24- Switch off mobile phones inside the lab.
- 25- Wash your hands before leaving the lab.



**For safety measures, please consult this video:**

<https://www.youtube.com/watch?v=9o77QEeM-68>

### Outside the institution

Students of FOPASU are representatives of their university outside of the university and must therefore keep same ethics and manners outside the University. Offensive comments are not acceptable *via* verbal or nonverbal communication (**social network, emails**)

All students in FOPASU should:

- Maintain confidentiality when using social networking sites.

- Not engage in behaviors that can harm the reputation of colleagues, faculty and staff members or the profession.
- Be aware of your online image and your faculty image.

## **4. Offences under the code and penalties**

### **4.1. Scholastic Dishonesty**

Scholastic dishonesty is manifested in the following acts:

- Fraud/Plagiarism in any assignment.
- Copying others' work.
- Cheating by any means during exams.
- Carrying mobile phones / smart watches or any similar devices during exams.
- An exam handbook will also be provided to the students to complement and show the exam rules and all rules in this handbook should be strictly followed.

#### **Violations that occur during the exam:**

- 1- Violation of the examination rules or the necessary calm for it.
- 2- Attempt to cheat in the exam.
- 3- Cheating in the exam.
- 4- Impersonating another person to take the exam instead.
- 5- Attending the exams while carrying mobile devices or any other means of communication such as headphones, etc

### **4.2. Inappropriate Behavior towards Individuals or Groups**

- Disruption of classes by any means
- Discrimination against any person or groups
- Dissemination of Malicious Material among individuals or on social media
- Violations of Safety or Dignity of any other student, faculty official, administrative staff.

### **4.3. Abuse or misuse of faculty resources**

- Damage to Property.
- Use of Facilities or Equipment or posting any posts without permission.
- Intentional destruction or damaging of faculty property will subject individuals to penalties.

### **4.4. Other Offences**

Students are expected to provide identification upon request by a University faculty, staff member or security personnel.

Reports received by the University of student misconduct, arrest, or involvement with other illegal activities off-campus are subject to administrative review for disciplinary action.

Ignorance of ethical standards do not represent an excuse for violating this code of ethical conduct.



**Disciplinary Penalties** to the above examples of misconduct or other offences are usually issued by administrative board including the Dean, the Vice dean, a faculty member and the responsible Faculty officer and the penalties can include, but are not limited to:

- Resubmission of work.
- Failing grade in one or more courses.
- Oral or written warning.
- Deprivation of some student services.
- Deprivation from attending the lessons of one of the courses for a period.
- Dismissal from the college for a period.
- Denial of an exam in one or more courses.
- Canceling the student's exam in one or more courses.
- Dismissal from the faculty for a period.
- Denial of the exam in one semester or more.
- Expulsion from the faculty

In all cases, the acts and penalties assessed will remain confidential, however they will be registered in the student's files

## **5. Student conduct during Covid - 19**

Students are responsible for complying with University precautions to protect against the spread of COVID-19 by applying the following measures:

### **1. Physical distancing**

A minimum of one meter of distance must be maintained between individuals in all University spaces.

### **2. General precautions**

- All students should be vaccinated and should be ready to show their vaccination certificate or a negative PCR test should be provided upon request.
- Everyone must wear acceptable face masks in all University spaces.
- Wash your hands with soap and water regularly or you can also use hand sanitizers
- Do not share common office supplies such as pens and notebooks.

### **3. Testing, Isolation, and Monitoring**

a- Students with COVID-19 symptoms are required to immediately isolate at home, and notify Vice Dean for Education and Students Affairs.

b- Symptomatic students awaiting test results, those who test positive for COVID19, or those who have been in close contact with a confirmed positive case are required to quarantine/isolate at home.

c- Students in isolation/quarantine must comply with all directives of University health officials.

All disciplinary penalties are available to respond to policy violations, including suspension and expulsion.

**Dean's Office**  
**مكتب العميد**

**تشكيل لجنة ميثاق الأخلاقيات بالكلية ( Code of Ethics )**

م	الاسم	الوظيفة
1	أ.د/ أماني أسامة كامل	عميد الكلية ورئيس اللجنة
2	أ.د/ ربحاب عثمان أحمد	وكيل الكلية لشئون التعليم والطلاب
3	أ.د/ ماريان جورج تادرس	أستاذ بقسم الأدوية والسموم
4	أ.م.د/ إيريني محسن منصور	أستاذ مساعد بقسم العقاقير
5	د/ إيمان زغلول الرزاز	مدرس بقسم الكيمياء الصيدلانية
6	د/ نيفين نبيل عبده أحمد	مدرس بقسم الكيمياء التحليلية
7	د/ مي منصور سليمان	مدرس بقسم الصيدلانيات والصيدلة الصناعية
8	د/ رنا سيد فؤاد	مدرس بقسم الصيدلة الإكلينيكية
9	د/ عمرو شاكر مصيلحي	بقسم الميكروبيولوجيا والمناعة
10	م.م/ ميرال مجدي	مدرس مساعد بقسم الكيمياء الحيوية

يعتمد،،

عميد الكلية

أ.د/ أماني أسامة كامل

