

## **(Code of Conduct for Students of the University of Jordan)**

**Issued by the Board of Deans Pursuant to its Resolution No. (167/2017) on 6/3/2017  
Based on Article (17/b/12) of the Jordanian Universities Law No. (20) of 2009 and its  
Amendments**

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**Article (1):** This code is called “Code of Conduct for Students of the University of Jordan”, and it shall be enforced as of the date of its issuance.

**Article (2):** The University of Jordan is a distinguished academic edifice with an independent identity and history, committed to noble human values and seeking to strengthen and consolidate them among university students and employees. In its quest to provide students with a distinguished learning experience, to adopt research that produces knowledge, and to build strong community bridges and effective partnerships, the University of Jordan promotes the values of creativity, innovation, excellence, tolerance and openness.

**Article (3):** This code of conduct applies to all students of the University of Jordan. It documents the university's expectations of students regarding the rules of conduct at the academic and non-academic levels, in a way that contributes to building students' personalities and making them able to assume responsibility within a framework of respect, honesty and responsible freedom.

**Article (4):** This code aims to explain the rules of acceptable behavior for students, help them understand the consequences of violating these rules in the educational environment, and help them make responsible decisions. Students should inquire and enrich their information about the laws, regulations and instructions of the university through consulting several sources. These include:

1. University website
2. Deanship of Student Affairs website
3. Student counseling offices
4. Assistant deans for student affairs
5. Student Affairs Office
6. Deans' offices
7. Students' Union
8. University staff, each according to his/her specialization

- Article (5):** The University of Jordan expects its students to adopt all noble human values, especially virtue, honesty, sincerity, loyalty, integrity, love, tolerance, love of work and helping others. It also expects them to uphold high ideals and moral principles. The university is working on preparing its students to become responsible people, capable of leading their society for the better. It also seeks to inculcate and consolidate academic and ethical principles and norms in their souls.
- Article (6):** University of Jordan students must abide by the principles of personal integrity, academic honesty, and respect for the rights, dignity, and identity of others in classrooms, laboratories, and library, on campus and during events held by the university on and off campus.
- Article (7):** The University of Jordan encourages freedom of expression and the exchange of ideas and opinions, but it does not allow any breach of ethical principles of conduct or any form of violence, harassment, discrimination or violation of academic integrity.
- Article (8):** Students admitted to the University of Jordan must abide by the laws, regulations, instructions, values, traditions, and rules of the university, including the university's right to take disciplinary measures for any behavior that is a violation of these legislation.
- Article (9):** Students must realize that their ignorance of the rules regulating the university's progress and this code of conduct does not absolve them of responsibility, and that ignoring and violating them will expose them to applying the penalties stipulated in the university's student disciplinary system and legal accountability before the judiciary.
- Article (10):** The forms of misconduct and their definitions mentioned below are not exhaustive. A student will be subject to disciplinary action if he/she commits any of the acts listed below or violates one of the principles mentioned in the introduction to this Code.

**First: Academic Misconduct:** it includes, but is not limited to:

- 1- Premeditated abstaining from attending lectures. Students may not interrupt lectures in any way. Side conversations outside the topic of the lecture are prohibited. Unacceptable behavior during lectures, including eating or drinking; and unauthorized use of electronic devices, including mobile phones, are prohibited, as well.
- 2- Cheating: students, during examinations, may not cheat, attempt to cheat or participate in cheating using any means, including cellphones. Cheating includes attempting to provide or obtain information during

the examination or attempting to take the examination in place of the examinee.

- 3- Plagiarism: this is done using the documented ideas or expressions of another person without giving credit to that person or the source from which those ideas or expressions were taken. Thus, students should document the information they have used when citing other people's work.
- 4- Dishonesty: students must act with integrity and honesty in all their dealings at the university. Forms of dishonesty include, but are not limited to:
  - a- Forging or signing official documents, or parts of them, including medical reports
  - b- Claiming to do an individual or collective action in an attempt to obtain a favor, a privilege, or a benefit
  - c- Illegal copying of computer programs
  - d- Involvement in bribery of any kind
  - e- Providing false information

### **Second: Non-Academic Misconduct**

- 1- Disruption and obstruction of academic activities: students of the University of Jordan have the right to express their views to the university administration in an organized and civilized manner. It is prohibited for any student or group of students, including the Student Union, to call for the suspension of work hours and/or classes without the approval of the university administration, as the university president is the only one authorized to suspend classes. It is also strictly forbidden to disrupt the conduct of lectures, seminars, courses, exams, and university activities and events, due to a student demonstration, sit-in or strike. Moreover, it is prohibited to prevent students, faculty members and administrators from going to their lectures or offices.
- 2- Distributing and disseminating unapproved material: pre-approval must be obtained for distributing and publishing any materials on campus, such as statements, leaflets, posters, and audio-visual materials; and the written approval must be stamped with the stamp of the Deanship of Student Affairs. This includes publishing materials on social networking sites that might offend the university and its reputation, its employees, or other individuals and groups. It is also strictly prohibited to publish inflammatory materials, or those that might cause conflicts and strife.

- 3- Theft: it is strictly forbidden to steal from students or from others on campus or during any event held by the university off campus. This includes using any of the university's devices (such as phones, photocopiers or computers) and services without prior approval. The university also prevents possession of stolen property.
- 4- Property damage/intimidation/jeopardizing public safety: students are expected not to threaten others, to maintain their safety, and to protect and preserve university property. This includes offices, classrooms, laboratories, library, auditoriums, parks, and squares. Prohibited behavior in this respect include, but is not limited to:
  - a- Participation in acts of vandalism and willful damage of property and trees on campus or during university activities off campus (such as spraying paint or drawing on walls)
  - b- Dumping and disposing of rubbish (empty bottles, cigarette butts, food cans, etc.) in places other than those designated for it on campus
  - c- Irresponsible and frivolous use, destruction or tampering of fire extinguishers, fire alarm system or other safety devices
  - d- Vandalism or attempted vandalism of private property
  - e- Possession of private property without prior consent of its owner or the person legally authorized to maintain it
  - f- Unauthorized entry to buildings, copying of keys without prior permission, or any unauthorized use of university facilities
  - g- Participation in events and parades on campus, individually or in groups, without prior approval; and wearing masks or full head and face coverings
  - h- Carrying out military or paramilitary activities on campus
  - i- Setting fires on campus for any reason
- 5- Inflicting or causing psychological or physical harm: any actions that lead to any psychological or physical harm are prohibited. These include, but are not limited to:
  - a- Use of force that causes injury to people; or attempt to use force, incite violence, or inflict harm on others on campus or during any university event off campus
  - b- Participating directly or indirectly in intimidation, coercion, extortion, bribery, bullying, harassment, or threat to use force or harm others on campus or any university activity off campus

- c- Participation in any physical assault, including physically attacking others
  - d- Participating in any behavior that poses a danger or injury to others, such as deliberately starting a fire or causing a riot
  - e- Participating in any activity that endangers the safety and health of individuals, behaving in a manner that degrades and humiliates others, or behaving in a way that prevents an individual from pursuing his/her academic work.
  - f- Participation in a hunger strike on campus, whether actual or fabricated, voluntary or involuntary, for whatever reason
  - g- Possession of weapons or dangerous materials; use or distribution of any kind of weapons, explosive devices, dangerous chemicals, dangerous materials, or any tools designed to cause bodily harm or threaten to cause bodily harm on campus or at any event related to the university off campus. This also includes the use of firecrackers and fireworks. Also, tools and devices that use and simulate weapons and that endanger or potentially endanger the life of a person are a type of weapon.
  - h- Possession, use, distribution, sale, attempt to sell or distribute narcotics, narcotic drugs and stimulants on campus or at any event for the university off campus
- 6- Discrimination: The University of Jordan prohibits discrimination based on race, color, religion, age, gender, marital status, disability, disease, or nationality. This includes intimidating, insulting or threatening others verbally, in writing, or through electronic means.
- 7- Harassment: it is strictly forbidden to do or say anything that harms honor and dignity, offends modesty, or violates good conduct and morals observed on or off campus. It is strictly forbidden to sexually harass others, to utter words and comments of a sexual nature, and to acquire and display devices, films, pictures, tapes, newspapers or magazines that contain what is contrary to morals and ethics inside the university and its facilities.
- 8- Smoking, alcohol and drugs: the consumption of alcoholic beverages or drug use by students on campus is not permitted at all. Smoking is not allowed inside the buildings of the University of Jordan.
- 9- Using computer systems: it is not permitted to access protected computer accounts or disrupt any other computer functions at the University of Jordan; to deliberately transmit computer viruses, or to use university computers or its website unethically.

10- Misbehavior in the library: it is not allowed to engage in any work that hinders the safe and effective use of the library by all its visitors, for the purpose of individual and group study, research, reading and any other academic activities

11- Other forms of impermissible behavior:

- a- Criminal behavior and rebellion against laws, regulations and instructions
- b- Refusal to provide personal identification and appropriate documents to security guards upon request
- c- Bringing any kinds of animals to university campus without prior permission from its administration.
- d- Taking someone else's property without prior and express permission
- e- Inviting speakers to the university without prior written permission
- f- Disclosure of general information on behalf of the university without prior written permission
- g- Organizing or holding any activity or event at the university without prior written permission
- h- Using university property without prior written permission
- i- Holding gatherings or races at the university without prior written permission
- j- Holding gatherings, races, or events off campus without prior written permission
- k- Using the university's name, logos, units, or facilities for any purpose without prior written permission
- l- Not taking into account the customs and traditions of the Jordanian society in choosing clothes, grooming and general appearance

**Article (11):** Faculty members and the administrative staff are responsible for implementing the provisions of this code of conduct.

## **(Code of Conduct for Faculty Members at the University of Jordan)**

**Issued by the Board of Deans Pursuant to its Resolution No. (151/2017) on 27/2/2017  
Based on Article (17/b/12) of the Jordanian Universities Law No. (20) of 2009**

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**Article (1):** This code shall be called “**The code of conduct for faculty members at the University of Jordan**”, and it shall be enforced as of the date of its issuance.

**Article (2):** The following terms, wherever mentioned in this code, shall have the meanings assigned to them below, unless the context indicates otherwise: -

**University:** University of Jordan.

**President:** University's president.

**Faculty Member:** A faculty member or a full-time lecturer at the university

**Article (3):**

- A. The provisions of this Code apply to all faculty members at the university.
- B. Each faculty member must sign a document pledging to abide by what is stated in this code; a copy of this document is kept in his/her file in the human resources department at the university.
- C. This code is based on the following values and principles: justice, professional integrity, impartiality, pertinence, keenness to achieve the university's mission and goals, responsibility, and adhering to the legislation governing the work of a faculty member at the university.
- D. A faculty member subjects himself/herself to accountability and disciplinary measures in accordance with the provisions of the faculty system and instructions in force at the university in case of violation of the provisions of this Code.

**Article (4):** This code aims to establish basic standards, rules and principles for the ethics of a faculty member at the university and to promote commitment to them. It also aims to establish the foundations of ethical practices and good governance. This is accomplished by educating the faculty members and directing them towards sound job ethics and self-discipline frameworks that govern the workflow at the university in line with the legislation in force, by stating their job duties and responsibilities.

**Article (5):** The duties of a faculty member include, but are not limited to, the following:

- a) Taking the oath of faculty before the president before starting work at the university
- b) Actively performing his/her job duties and tasks entrusted to him/her with honesty, integrity, accuracy, professionalism and impartiality; and working to serve the university's goals, objectives and interests.
- c) Familiarity with the laws, regulations and instructions that govern the work at the university and applying them objectively and without any transgression or negligence
- d) Devoting official working hours to the tasks and duties of his/her job, and not doing any activity that contradicts the mission and goals of the university
- e) Constantly striving to improve his performance, develop his professional capabilities, follow up on the latest developments in his/her field of specialization, and submit proposals that would improve the level of performance in the academic department to which he/she belongs
- f) Refraining from any practices or actions that violate morals and good behavior
- g) Refraining from offending the religious beliefs or political opinions of others on or off university campus; or inciting such offense
- h) Strengthening the links between the university and other universities, institutions, bodies and scientific institutes nationally, regionally and globally
- i) Not to strike work or incite others to strike, and to adhere to the legal and legitimate means of grievance
- j) Fulfilling all financial dues to the university, if any, in accordance with the legislation in force without delay
- k) Maintaining a high level of mastery in his/her scientific specialization, with an emphasis on the correctness and up-to-dateness of the academic subject content
- l) Using appropriate educational methods and activities that ensure the achievement of the objectives of the course
- m) Positivity and honesty in dealing with various academic topics
- n) Ensuring the development of scientific, independent and creative thinking, personal initiative and the spirit of teamwork among students
- o) Commitment to attend the required lectures and academic meetings without delay, and if circumstances call for absence or delay in lectures, the faculty member must make up for those lectures
- p) Attending academic and non-academic events, such as graduation ceremonies
- q) Adhering to the announced office hours



**Article (6):** Dealing with Others.

A- In dealing with students, the faculty member must abide by the following:

1. Respecting the rights of students, and dealing with them fairly, respectfully, impartially and objectively without discrimination on the basis of race, gender, religious or political beliefs, social status, disability or any other form of discrimination
2. Gaining the students' trust through integrity, responsiveness and correct behavior in all aspects in accordance with the legislation in force
3. Correcting students' exams and their semester work with the required speed and accuracy; answering their inquiries accurately and objectively, and stating the reasons in the event of a delay in announcing their results
4. Giving adequate care and attention to students with special needs and providing them with aid and assistance
5. Dealing with documents and personal information related to students in strict confidence and in accordance with the applicable legislation, and not using these documents and information for personal purposes
6. Refraining from any action that negatively affects the students' confidence in the teaching process
7. Not to be lenient in taking the necessary measures when controlling cheating among students
8. Evaluating students' performance in an objective and fair manner that reflects the reality of their performance
9. Commitment to the evaluation mechanisms stipulated in the course plan
10. Enhancing the moral and religious values of students and paying attention to the Arab-Islamic heritage
11. Developing a sense of belonging to the homeland and a sense of responsibility among students
12. Not to assign students to any tasks outside the framework of academic courses and university activities

B- In dealing with his/her superiors, a faculty member must abide by the following:

1. Adherence to the implementation of the orders, directives and instructions of his/her superiors according to the administrative hierarchy and in accordance with the legislation in force at the university

2. Dealing with his/her superiors with respect and not trying to achieve any privileges by unfair or illegal methods
3. Not to use any university documents with the aim of influencing the decisions taken or impeding the progress of work
4. Cooperating with his/her superiors and providing them with objective and honest opinion, advice and experience
5. Informing his/her immediate superior of any transgression, violation or difficulties he/she faces to ensure the continuity of work
6. Cooperating with his superiors when forming committees at the department, school or university presidency levels

C- In dealing with colleagues, a faculty member must abide by the following:

1. Dealing with respect, tact and honesty with his/her colleagues; maintaining sound and friendly relations with them without discrimination; respecting their privacy, and refraining from using any information related to their private lives with the intent to offend them
2. Cooperating with his/her colleagues and sharing his/her opinions with others with high professionalism and objectivity; providing them with assistance wherever possible to solve the problems they face in the field of work; and making sure to spread positive trends among colleagues to help advance work and improve its environment
3. Not to allow students to criticize the performance of any other colleague or criticize his personality
4. Not inciting students to file a complaint against another colleague
5. Not urging students to take certain courses or refraining from taking them with other colleagues, regardless of those colleagues' competencies and experience

D- In dealing with his/her subordinates, a faculty member must abide by the following:

1. Developing the capabilities of his/her subordinates, assisting and motivating them to improve their performance, and setting a good example for them by working to adhere to the legislation in force
2. Transferring his/her acquired knowledge and experiences to his/her subordinates and encouraging them to increase the exchange of information and knowledge transfer among them
3. Supervising his/her subordinates and holding them accountable for their work, evaluating their performance objectively and

- impartially, and seeking to provide training and development opportunities for them in accordance with the legislation in force
4. Refusal of any pressures from others that would lead to preferential treatment of the subordinate
  5. Not assigning administrative staff to work that is not entrusted to them or outside their job description
  6. Respecting the rights of his/her subordinates and cooperating with them in a highly professional manner without favoritism or discrimination
  7. Respecting the rights of students and dealing with them objectively and professionally without discrimination

**Article (7):** Trust and Reliability

The faculty member must abide by the following:

- a) Not to disclose the confidentiality of information, manuscripts and documents obtained or viewed during the performance of his/her work, whether in writing, verbally or electronically, especially regarding the confidentiality of which legislation, instructions or special decisions have been issued
- b) Refraining from making any comment, statement, or intervention related to topics that are still under study or deliberation at the university.
- c) Maintaining the confidentiality of information related to the student and his/her privacy, so that it is not disclosed except with the consent of the student himself/herself or his/her guardian, or for legal or academic purposes
- d) Full and accurate disclosure to the competent references of all official information that is required to be disclosed by virtue of the faculty member's job.
- e) Not to exploit information related to the student to achieve personal interests, even if it is research or teaching
- f) Refraining from performing any activity that would lead to the emergence of a real, apparent or potential conflict of interests between a faculty member's responsibilities and his/her job duties

**(Article 8):** Accepting or Requesting Gifts and other Privileges

The faculty member must abide by the following:

- a) Not accepting or requesting cash, gifts, benefits or any other privileges, of any kind or amount, directly or indirectly, from students or their families

- b) If a faculty member, by virtue of his/her administrative work, obtains a gift, it should be handed over to the university and kept with the concerned administrative authority
- c) The university opens a special record for gifts granted to the university in which the gifts mentioned in paragraph (b) of this article are recorded and the mechanism of how to deal with them is determined, whether keeping them at the university, donating them, or keeping them with a faculty member
- d) Avoiding the establishment of close relations with individuals or institutions whose interests depend mainly on his/her decisions or the decisions of the administrative body within which he/she works

**Article (9):** Preserving the University's Interests and Property

The faculty member must abide by the following:

- a) Preserving the university's interests and property, not compromising any of its rights, and informing his/her direct superior of any encroachment on public money or the public interest of the university and of any negligence or behavior that harms its interests
- b) Not to use university funds and properties for personal gain or to promote goods or benefits for others
- c) The following should be observed when the faculty member uses his/her personal computer on campus: -
  - 1. Taking all necessary measures to protect the computer from damage
  - 2. Not to download programs to the device until after consulting with the computer center at the university
  - 3. Ensuring that the device is turned off before leaving the workplace
  - 4. Maintaining the confidentiality of the information found or saved on his/her own device by using his/her password and not divulging it to others
  - 5. Not using the device for entertainment purposes and not downloading entertainment programs
  - 6. Not to enter other people's devices and try to obtain information from them
  - 7. Using the device for the purpose of developing skills and capabilities in line with the interests of the university
  - 8. Rationalizing the use of printers as much as possible and using them for work purposes only

d) The faculty member must observe the following when using the Internet and social media: -

1. Commitment to using the Internet and social media for work purposes, including teaching, research, and developing capabilities and skills related to the nature of the faculty member's work
2. Adhering to the terms and requirements of intellectual property rights for files and programs, and observing the terms of licensing their use
3. Immediately consulting with the computer center at the university when noticing any abnormalities during the use of the Internet
4. Not to download texts and images that contain immoral or racist materials, or contain extremist political views, or incite violence and hatred or any illegal activities
5. Not to download files that are not directly related to the nature of the faculty member's work, such as video files and multimedia files, such as movies, songs, music, and the like
6. Not to use the Internet to send confidential materials, or material that contain threats and harassment to others
7. Not to use social media with students for non-academic matters

e) A faculty member must observe the following when using his/her email:

1. Not to use his/her e-mail to create and distribute messages that contain propaganda, personal, or immoral materials, or those that include extremist political views or racist comments about religious beliefs and practices, gender, age or race. If any message is received from any faculty member in this regard, the computer center must be informed about it directly.
2. Not to send incoming messages that may contain jokes, pictures or movie files
3. Not to resend incoming messages that may contain viruses or files that may be suspected of containing viruses. In this case, the help of the university's computer center must be sought.
4. Taking into account that there is no privacy with regard to messages that reach a faculty member or that he sends through the university's e-mail system, as the e-mail of any faculty member may be monitored by authorized employees without prior notice
5. Not to open any incoming messages whose source is suspicious
6. Using e-mail for the purposes of teaching, research, and developing capabilities and skills in accordance with work requirements

**Article (10): Rights of a Faculty Member**

Towards the faculty member, the university is committed to the following:

- a) Clearly defining the duties and responsibilities of the faculty member
- b) Dealing with a faculty member in everything related to his/her job situations on the basis of merit, competence, competitiveness and equal opportunities; and motivating him/her to develop and achieve
- c) To secure good and safe working conditions for the faculty member and to ensure that no discrimination is practiced against him/her in the workplace, due to his/her position.
- d) To provide appropriate and continuous training opportunities to improve the faculty member's career progression in accordance with the legislation in force at the university
- e) To guarantee his freedom of opinion and expression within the framework of law and in accordance with the provisions of this code
- f) To guarantee the faculty member's right to file a complaint about any wrong or unjust decision taken against him/her, in accordance with the legislation in force
- g) Faculty members with disabilities have the right to obtain the possible adaptations, modifications and facilities that help them perform their duties in line with the provisions of the Law on the Rights of Persons with Disabilities No. (25) of 2017.

**Article (11): General Provisions**

- a) The faculty member must review this code, be familiar with its contents, and abide by it.
- b) The university shall enable faculty members working at the university and all its students to view and read this code.

**Article (12):** The president, deans of schools and chairs of academic departments at the university are responsible for supervising the implementation of this code.

**University of Jordan**

**Human Resources Department**

**Acknowledgement**

**I, the undersigned faculty member, (.....), acknowledge that I have read the provisions of “The code of conduct for faculty members at the University of Jordan”, and I pledge to fully abide by its provisions.**

**Name: .....**

**Signature: .....**

**Date: .....**