

The British University in Egypt Faculty of Communication & Mass Media Code of Conduct

The Code of Conduct expects all academic and administrative staff to act professionally in line with all regulations, policies and procedures in the University. The Code of Conduct aims to ensure that no misunderstandings arise concerning the minimum expectations of staff. It is not an all-inclusive document and is subject to discussion and development. However, it seeks to establish a framework within which all staff are expected to operate. Suggestions for enhancements to the Code are welcome.

Our Values:

The University and Faculty's Core values are:

- Academic honesty and integrity
- Maintenance of high academic standards
- Continuous quality enhancement
- Mutual respect in multi-cultural environment
- Full engagement and involvement of staff and students
- Transparent leadership and management

Code of Ethics

1. Managerial and Administrative

All staff is expected to:

- Be courteous, behave professionally at all times and respect the views and opinions of colleagues and students
- Recognize the need for confidentiality and respect students' wish for privacy
- Maintain, in a timely and accurate manner, such records as are required for effective operation of their functions and/or are required by the University.
- Be prompt and attend all meetings at which their presence is required. In the case of their absence for valid reasons, unable to attend, apologies should be sent to the secretary.
- Keep an accurate record of meetings' minutes for which they are designated as secretary within 5 working days.
- Attend those functions and activities in support of the University where their presence is expected. If they are, for valid reasons, unable to attend, they should send apologies to the organizer.

2. Delivery of Teaching

All academic staff (MLs and TAs) are required to:

- Teach through the medium of English
- Commence and conclude all classes at the appropriate time, as per the scheduled timetable, and come prepared.
- Except in the case of emergency of unforeseen circumstances, obtain approval from the Programme Director for the postponement of any class at least 5 working days prior to its scheduled occurrence so that an adequate notice can be given to students

- Reconvene any postponed class at a time convenient to all students involved and within 10 working days of the postponement.
- Take all necessary steps in the case of an emergency to arrange for students to be notified of any postponement of class(es) in advance or to arrange for substitution
- Not to cancel any classes unless a prior approval was obtained from the Dean or the Program Director
- Not to take action which would expose a colleague or a student to any risk
- Not to take an action which may involve students in any additional expenditure

3. Examinations and Assessments

All academic staff (MLs and TAs) are required to:

- Produce all draft and final examination papers and assessments according to a schedule determined by the Programme Director
- Return all assessments to students with adequate feedback within 10 working days
- Mark all examination papers **anonymously** according to a schedule determined by the Programme Director.
- Be available for invigilation
- Attend all examination boards and treat all results as confidential until they are formally announced by the University

4. Scientific Research

All academic staff (MLs and TAs) are required to:

- Respect and protect intellectual property of others in all their scientific activities
- Avoid plagiarism in all their publications, or otherwise be subject to academic honesty investigations

5. Personal

All staff is required to:

- Treat each student fairly and in accordance with the University's regulations and procedures without showing any favoritism
- Refrain from entering into personal relationships with students which could compromise, or perceived as compromising, the student-teacher relationship.
- Refrain from accepting gifts with any commercial value that could be construed as inducements for treating a student more favorably than would be merited by his/her performance
- Disclose any circumstances that might compromise, or be construed as compromising, the student-teacher relationship
- Give due recognition to the cultural environment in which they are working and its accepted norms of behavior, for example, in relation to dress code, conduct, social interaction and the consumption of substance that are illegal or nor encouraged.

6. Dress Code Policy

Our dress code policy outlines the University's expectations from academic and administrative staff regarding their appearance. The policy's guidelines are not meant to unreasonably restrict the freedom of expression that is conveyed through one's attire. However, the way employees project themselves when they represent the University with visitors, students or other external parties can have direct consequences on how it is perceived. Therefore, they should be aware that appearance is seen as an integral part of the BUE cultural and any inappropriateness could expose the university's image and its reputation.

Proper Attire Guidelines:

- All clothes must be clean and in good repair. Discernible rips, tears or holes will not be accepted.
- All clothes must be appropriate for the office. Clothes worn typically in workouts, outdoor activities or recreation ventures are not allowed
- All clothes must project professionalism. Clothes that are too revealing or inappropriate are prohibited
- Employees should avoid clothes with stamps/slogans that might be perceived as offensive or inappropriate
- Proper formal attire must be worn during the working hours on weekdays, regardless of time
- Staff whose job duties require that they wear non-business attire in the workplace include, but are not limited to, physical education staff, coaches, Technicians, Site Engineers.
- In case of University events, formal meetings...etc., staff will be expected to come in complete formal attire

Examples of unacceptable attire:

For both academic & administrative staff, the following is considered as unacceptable attire:

- Shorts
- Miniskirts/Short Skirts(e.g., skirts that are above knee length)
- Sweat(sports)suits/pants
- Transparent pants/skirts/Tops
- Sleeveless Shirts/tops
- Clothes with offensives logans or pictures,e.g.,profanity and nude or seminude pictures, offensive gestures, suggestive cartoons
- Flip Flops
- Crocs/plastic sandals
- Wrinkled, torn/ ripped, stained, dirty, faded, patched clothing or clothes with missing buttons are not appropriate.
- Very low cut neckline blouses / dresses.

Disciplinary Consequences

If clothing fails to meet these standards, as determined by the Dean/ Head of Department, the employee will be asked not to wear the inappropriate item to work again. If the problem persists, the employee will receive a verbal warning for the first offense. Progressive disciplinary action will be applied if dress code violations continue. **(All Staff must abide by this code of conduct)**