

Kingdom of Saudi Arabia

Ibn Sina National College for Medical Studies, Jeddah.



Students - Rights and Responsibilities

1.1 Student Rights

1.2 Students Responsibilities

1.3 Students Code of Conduct

1.4 Code of Ethics for Students

(Updated: October – 2018)

Student Rights and Responsibilities

Students at Ibn Sina National College for Medical Studies (ISNC) have the same rights and protections that are included in the constitution of the Kingdom of Saudi Arabia as citizens or non-citizens. In addition, students must adhere to the rules and regulations issued by the Ministry of Education (MoE). Following list provides the students' rights, along with rights come certain responsibilities which are either academic or non-academic.

1.1. ISNC Student have the Right to:



1. Be valued as individuals and treated fairly and impartially without any discrimination of age, disability, marital status, nationality, race, religion, sect or gender.



2. Have a safe, secure environment that is free from intimidation, bullying, harassment, violence and injury, and that caters better learning and innovation.
3. Access to statements of policies, procedures, and guidelines.
4. Access the college buildings and facilities during the working hours.
5. Be informed of their academic progress and followed up on regular basis.
6. Right to re-verify the assessment results based on the college policies and guidelines.
7. Participate fully in the programs or activities in academic and extra-curricular activities to represent the college as per the rules and regulations of college.
8. Access the college services including student clubs.
9. Be involved in the decision-making process of the college following approval of the administration.
10. Participate in research projects and other scholarly activities as per the regulations of the college.
11. Inquiry, provided they do not interfere with the rights of others or violate colleges' policies and procedures.
12. For protection of their privacy.
13. Be valued as individuals and have their unique learning styles recognized.
14. Be catered so that they can learn and maximize their potential.
15. Fairly process any investigation of allegedly breach of students' code of conduct.



1.2 ISNC Student is Responsible for:

1. Following national laws and ISNC's students' code of conduct and ethics.
2. Acting consistently with the values of the college.
3. Respecting the rights of fellow students, staff and members of the College.
4. Abiding by all the students policies of ISNC.
5. Exercising their expression with honesty, integrity, and respect for all students and staff.
6. Refraining from conduct that threatens or endangers the health, safety, well-being, or dignity of any person.
7. Providing correct information about themselves and their current contact information.
8. Reading Emails/SMS directed to them.
9. Reading and understanding all forms that you are asked to sign.
10. Live up to all agreements that are signed.
11. Maintaining security of passwords of the college's electronic facilities
12. Not intervening with college's computer hardware, software, systems and networks provided by the College in any manner.
13. Maintaining and using the network file storage area responsibly and not interfere in others' folders work or files.
14. Familiarizing with course outlines, content, evaluation methods, timelines and methodology.
15. Obeying all health and safety procedures outlined for classrooms, laboratories, practical, clinics and field trips.



16. Behaving in a positive manner that contributes to the learning of fellow students, does not disrupt the learning of students and enables teachers to teach in an atmosphere of cooperation.
17. Using the resources and teachers of the College to facilitate and support their learning.
18. Resolving academic, social, psychological or personal problems by communicating with academic advisors or students support and guidance unit.

1.3 Students Code of Conduct

(In compliance with code of ethics of Healthcare Practitioners, SCFHS)

Ibn Sina National College for Medical Studies (ISNC)'s Code of Conduct is derived from Islamic ethical values of devotion and feeling the Worship of Allah (SWT), truthfulness, honesty, integrity, humbleness, respect for others, patience, forbearance, passion, love, moderation, fairness, avoidance of trivialities and pettiness.

Code of conduct regulation asserts that certain actions are appropriate and others inappropriate and it supports our commitment in strictly adhering to the ISNC code of ethics (in compliance with the Code of Ethics for Healthcare Practitioners by the Saudi Commission for Health Specialties).

The Code of Conduct applies to our students and interns in all the programs (Medicine, Dental, Pharm. D and Nursing) of Ibn Sina National College for Medical Studies.

The approach outlined in this Code of Conduct for students and interns is not something we merely aspire to. It is the performance standard our students and interns commit to every day. It is our enduring ethical guide – its principles are extremely important, and they are not negotiable.

1. Social Behaviors

Students / interns are asked to treat all the faculties and staff, clinical supervisors, the Director of Clinical Education, peers, patients or care givers and community members with respect and courtesy.

2. Appearance



Students / interns are expected to reflect proper ethical and professional standards through their appearance while present in the ISNC or representing the ISNC outside the campus.

(For details refer to Dress Code)

3. Identification

- 3.1 Students / interns must carry their College Identity (ID) card at all times and identify themselves as such during any kind of interactions in ISNC and in the hospitals during clerkships and internships.
- 3.2 Students / interns must hand over their ID card to staff when requested; failure to do so will be dealt with under the college disciplinary procedures.
- 3.3 It is unacceptable to allow someone else to use college ID card to gain access to the ISNC campus and its facilities.

4. Academic Integrity, Academic Dishonesty and Misconduct

4.1 Academic Integrity

In specifying appropriate actions, this Student & Intern Code of Conduct asserts **Academic Integrity** as:

“The pursuit of scholarly activity in an open honest and responsible manner. Academic Integrity means that each and every stakeholder involved in ISNC’s mission statement behaves with personal integrity, respect other students’ dignity, rights and property, and help create and maintain an environment in which all can succeed through the fruits of their efforts.”

4.2 Academic Dishonesty and Misconduct

In specifying inappropriate actions, this Student & Intern Code of Conduct asserts **Academic Dishonesty and Misconduct** as:

“*any deliberate action that violates the Code of Ethics of the ISNC*”

Examples include but are **not limited** to the following:

4.2.1 Deception and Forgery violations (hereafter DF)

Examples include but are not limited to **using means of deception and forgery to:**

- a. Present any information as legitimate or authentic.
- b. Mislead any college staff, whether an instructor, administrator, security or others.
- c. Produce other people’s signatures (whether hard copy or digital).
- d. Alter and tamper with official academic documents such as transcripts, certificates, student reports, previously graded exams or assignments, **or any other** document of academic significance.



- e. Present work, (e.g. Exams, presentations or assignments) as originating from other than the original producer of such work.
- f. Cite from non-existing or fictitious sources.
- g. Acquire unauthorized access or make unauthorized use of college documents, records, keys, student identification, keycards or services.
- h. Provide false or misleading information

4.2.2 Privacy, Confidentiality & Copyright violations (hereafter PCC)

Examples include but are not limited to **acts that violate Privacy, Confidentiality and Copyright through:**

- a. Unauthorized access to, or unauthorized tampering or interference with another person's property or ISNC property.
- b. Obtaining a copy of an exam or assignment prior to its approved release by the instructor.
- c. Dissemination of information through any media, or any other method of communication without the express consent of the copyright holder (lecture notes, handouts, readers, recordings, worksheets or any other information provided by an instructor, in whole or in part).
- d. Publishing, distributing or disseminating any materials or making any statement in public without the prior authorization of ISNC that will adversely affect the good name and reputation of ISNC and its members.
- e. Taking photographs and filming (including through mobile phones) are not permitted in any area, except with written permission from the Dean of ISNC or the concerned authority of the Hospitals.

4.2.3 Sabotage

Examples include but are not limited to **acts of Sabotage like:**

- a. Removing, defacing, or deliberately keeping from other students' library materials that are on reserve for specific courses.
- b. Sabotaging or another person's assignment, book, paper, notes, instrument, experiment, project, electronic hardware or software.

4.2.4 Cheating

Examples include but are not limited to **acts of Cheating through:**

- a. Using or referring to notes, books, devices or other sources of information during an Academic Evaluation when such use has not been expressly allowed by the faculty member who is conducting the examination.
- b. Copying another student's answers or allowing another student to copy one's answers on an Academic Evaluation.



- c. Acting as substitute for another student or utilizing another student as a substitute during an Academic Evaluation.
- d. Preprogramming a calculator, cell phone, or other device to contain answers or other unauthorized information for exams.
- e. Using unauthorized materials, prepared answers, written notes, or concealed information during an exam.
- f. Allowing others to do an assignment or portion of an assignment, including the use of a commercial term-paper service.
- g. Submission of the same assignment for more than one course without prior approval of all the instructors involved.
- h. Forging of another student's signature on the attendance sheet.
- i. Aiding or not reporting* to the Disciplinary Committee known acts of cheating by others.
- j. Aiding or not reporting* those taking unfair advantage of policies or procedures to the Disciplinary Committee.
- k. Aiding of Such reports may be made anonymously, if the student so wishes.

4.2.5 Plagiarism & Collusion

The Student and Intern Code of Conduct defines Plagiarism as *using the words, ideas, concepts or data of another person without proper acknowledgement*. It may exist in circumstances where the student implies that he/she is the original source of the information. Plagiarism includes both direct use and the paraphrasing of words, thoughts or concepts of another without proper attribution.

The Student and Intern Code of Conduct defines Collusion as *the active cooperation of two or more students to deceive assessors* in one of the ways set out in the Regulations governing Student Discipline. You will be guilty of collusion if you knowingly allow any of your academic work to be acquired by another person for presentation as if it were that person's own work. If you offer to provide work to another student to be passed off as their own you are guilty of collusion.

Examples of **acts of Plagiarism and Collusion** include but are not limited to:

- a. Copying of passages from electronic and/or copy works of others into one's own homework, essay, term paper, or thesis without acknowledgment;
- b. Use of the views, opinions, or insights of another person without acknowledgment;
- c. Paraphrasing of another person's characteristic or original phraseology, metaphor, or other literary device without acknowledgment.



4.2.6 Harassment, Endangering Self and Others

Examples of **acts of Harassment, Endangering Self and Others** include but are not limited to:

- a. Carelessness or the compromise of patient safety and dignity.
- b. Insults, gestures, or abusive words directed towards a student, member of staff or authorized visitor to the college by any means that may reasonably cause emotional distress.
- c. Stalking, taking or threatening action that endangers the safety, physical or mental health, or life of any person, or creates a reasonable
- d. Any act that causes distress or fear.
- e. Breaching campus safety or security policies.
- f. Any act of physical assault and violence to people or property.
- g. Acts of bullying, intimidation, coercion, extortion, blackmail or bribery.
- h. Disorderly discriminatory or threatening/offensive behavior during any college activity or on isnc / hospital premises.
- i. Any physical or mental abuse occurring between students or unrelated individuals; engaging in physical aggression.
- j. Producing, distributing, possessing, storing, or using weapon, device, explosive, dangerous chemical, hazardous materials, or any other instrument designed to do bodily harm or to threaten any person in the campus or off-campus of isnc.
- k. Lack of reporting of any of the above examples (4.2.6, a-k) to the clinical supervisor or director of clinical education, head of security, or relevant d department heads.

4.2.7 Theft / Unauthorized use

Examples of **acts of Theft / Unauthorized** include but are not limited to:

- a. Theft or unauthorized use of ISNC Campus or other property, including the unauthorized entry into an ISNC building, Hospital building, ISNC office, or other facilities; the unauthorized use of services; or possession of stolen property.
- b. Stealing another person's assignment, book, paper, notes, instrument, experiment, project, electronic hardware or software.

4.2.8 Controlled Substances

Examples of **Controlled Substances** include but are not limited to:

Producing, distributing, possessing, storing, transferring, selling or attempting to sell, deliver, use or attempting to use, any illegal drugs or drug paraphernalia, narcotics or hallucinogens, whether on campus or off campus



1.4 Code of Ethics for Students

Health education depends to great extent on professional health practice. This requires achieving conditions of academic curricula in all programs of Ibn Sina National College for Medical Studies. Such requirements include:

1. Knowledge
2. Skill
3. Medical Behavior & Ethics

Medical ethics were influenced recently with several factors so it is important to pay attention to medical ethics as follows:

1. The biological information revolution that can be witnessed and the new techniques of diagnosis and treatment and emergence of several sensitive issues.
2. Excessive increase of treatment costs and entrance of costly techniques in view of rapid decrease of government spending which subject health practitioners in difficult practical and moral situations.
3. Severe competition among the increasing number of health practitioners and the attempts to market medical services and the huge interest in financial benefit regardless of moral values.
4. Increase of awareness in society about patients' rights. This is noticeable through the increase of lawsuits of medical liability against health practitioners to claim compensation for errors during practicing profession.

Ethics and Health Education

The issue of health occupations ethics was and still is one of the most important issues especially after the radical changes during the last period due to development of technological, epidemic, social, and geographical changes. The marketing to protect consumers led to the appearance of many moral problems. The relation between health practitioners and patients requires that the health practitioner do their utmost to serve the patient and at the same time the patient has to accept health practitioner's work.

Hence, Sina National College for Medical Studies is proud of its students and asks everyone to commit with the positive regulations and behaviors springing out of our sublime Islamic values and international ethical regulations of health practice as follows:



Honesty and Reliability

1. Honesty with patients and care of their rights
2. Maintaining the academic values and principles and respecting college regulations.
3. Not providing or receiving illegal activity unless permitted by law.
4. Recording the medical history of patient accurately and caring to follow and note down the physical examination and lab investigations related to patient care and keeping such information secret.
5. Conducting scientific researches in a moral method without bias while writing reports honestly.
6. Respecting confidentiality and secrecy in principle in all relations with patients and others.
7. Maintaining examinations integrity and secrecy in compliance with academic regulations

Respecting Others

1. Respecting all instructors and employees of the college and keeping their dignity and feelings and maintaining motivating learning environment.
2. Respecting patients' decisions in all cases.
3. Respecting patients and their relatives and keeping their dignity.
4. Dealing with patients on the basis of respect and equality and not discriminating them based on racial or social or other aspects.

Responsibility

1. Keeping good behavior and committing with legal and formal regulations.
2. Committing with the college uniform and the health conditions of wearing (gloves and coats) and following the principles and criteria of sterilization.
3. Exerting efforts to form knowledge, skill, and behavior in order to provide the necessary help and aid to serve patients.
4. Seeking help when needed, from those who are more experienced in the treatment of patients.
5. Not seeking to exploit patients, colleagues, or their relatives to make personal or illegal benefit.
6. Putting patient care as the priority of my career.
7. Not conducting any deed or behavior that contradicts our Islamic values, morals or affects the academic, professional position or clinical liabilities.
8. Striving to report concerned authorities about any unprofessional abuse or incompetent practices whenever recognized without compromising or undermining the reputation of others, the care team and academic research.



Ethics and Clinical Health Practice

It is known the necessity of health colleges' students to communicate with different classes of persons. So, in this section we shall review in brief the role of Ibn Sina National College for Medical Studies in applying clinical ethical practices within the international criteria including:

First: The Relation between Student/ Health Practitioner and Society

The occupation of student/ health practitioner is not limited in their relation to patients, colleagues, or other staff in the health field. However, it extends to include the surrounding society.

That the patient sees in the student/ health practitioner aid and hope. Many patients consult student/ health practitioner about their private problems and listen to their advice as if they take effective medicine. In many situations, student/ health practitioner becomes a friend of the patient and his family. So, the social role extends the health limit to give a helping hand and taking part in happy and sad occasions and through giving advice.

So, there are requirements that student/ health practitioner has to do towards society including:

1. Knowledge and skill in the academic and practical aspects. Health practice is not just a science but also an art and skill.
2. Humanity: one of most important characteristics of health student/ practitioner is care about patient's humanity when treating them.
3. Being jovial in behavior
4. That the health student/ practitioner must believe in Allah and commit with values, honesty, and sincerity.
5. Fostering trust with the patient
6. Reviewing the latest updates of sciences and knowledge and keeping up with development.
7. Committing with principles and ethics of health practice.
8. The health student/ practitioner exhibits ability and professionalism in order to earn the patient's trust and confidence.
9. Intelligence and Common Sense: that the ideal health student/ practitioner is a good speaker; selects their words and knows their implications and their effect on the patient.
10. Care about society's health through suitable health awareness and participating in preventive programs and environment protection.
11. The health student/ practitioner have to participate in the study of solving health programs and support the role of health bodies to enrich service for



public favor. They also have to cooperate with the concerned authorities with regard to the necessary data to draw the health polices and plans.

12. The health student/ practitioner in their position dedicates their efforts for Allah's pleasure and society's service with all potentials and powers in peace and war conditions.
13. Immediate notification in case of any suspect of epidemic disease in order to take the necessary precautions to protect society.

Second: The Relation between Health Student / Practitioner

The relation between health student/ practitioner and patient is important including:

1. Tenderness which is considered one of the most important features of health practice. It is important to strengthen the professional and ethical relations. It makes the patient trust that the best shall be done for his sake. Such feeling helps patients to get cured.
2. Putting the patient's health above any considerations besides respecting him and dealing him equally.
3. Introducing the health student/ practitioner with himself, rank, and position.
4. Getting the patient permission before examination and treating him gently during examination.
5. Committing with legal regulations when examining patients.
6. Paying attention not to be alone with patients from the other sex (male or female).
7. Paying attention to the legal regulations when examining patient's sexual organs and limiting exposure as necessitates only.
8. That the patient is to be given the right to make the decision related to treatment means assigned by the legal and ethical authorities. The patient has the right to make such decision as well as the right to accept or reject the proposed diagnosis means for treatment. In addition, he has the right to know the reasons for examination, treatment, and the consequences of rejecting the proposed treatment. The health student/ practitioner has to tell them about such consequences. For patients who are not eligible to make decisions, there must be a legal representative for them who may be the health student/ practitioner or other party.

Third: The relation between health student/ practitioner and colleges and health practitioners in health sectors

This aspect is not any less important than the previous ones on which the rights and duties of health profession are based. The relation between health student/ practitioner and colleges and health practitioners must be built on a base of affability, love, respect, and reciprocal trust. There are several points to take into consideration in this relation and they are as follows:



1. Rights and Duties

Health student/ practitioner has to enjoy good conduct and deal with colleagues with respect and fraternity. He/she must build such relation on love, fraternity, respect, and reciprocal trust. He/she has to avoid direct criticism of colleagues before patients regardless to his/her reasons. He/she also has to consider the legal regulations when dealing with colleagues.

2. Consultation & Medical Instructions Acceptance

Health student/ practitioner should not be shy of taking advice from colleagues in any problem that may affect negatively on patients. Meanwhile, he/she has to respond in case any colleague asks for his/her help.

3. Response to Clinical Examinations & Commitment with their Standards

Health student/ practitioner has to respond to clinical examinations that measure his/her abilities and potential and guide him to the weaknesses. He also has to commit with examinations standards and not breach them.

4. Colleagues and Patients Safety

A Colleague may do something that affects the safety of practice and patient safety such as the infection of an infectious disease or otherwise. In this case, advice must be given to this colleague. In case of disagreement, the situation must be reported to the concerned authorities for further examination and make the suitable decision.

Ethics & Academic Research

Ibn Sina National College for Medical Studies is keen on developing the academic research skills of its students as well as providing the appropriate infrastructure for the college members' service.

The college pays great attention to commit with the following regulations when conducting scientific researches in the college and its different facilities.

1. Asking the voluntary approval from patients before being subject to researches to keep their rights and ensuring that such researches are carried based on their agreement.
2. Every medical research conducted on patients must be approved by an independent ethical committee. Researchers have to explain the research objectives and the mechanisms and methods to be followed and explaining them. Researchers also have to explain the methods followed to get the volunteers' approval and the guarantees to protect them as well as the financial resources and potential of interest conflict.



3. The scientific value of the research to be carried on patients must be stated.
4. The social value added by the research is to be stated.
5. The risks and benefits must be stated. Researchers must prove that the risks of the research are limited in the permitted frame compared to the desired benefit.
6. Secrecy must be followed. Patients subject to medical experiments must get the same level of secrecy of other patients with regard to their health information.
7. If breach of academic research ethics comes to one's attention, one has to inform the concerned authorities at once in order to look in the matter.

Finally, the college puts the code of students' behavior that has been approved in the fourth session of Board of Trustees in 1435/1436 H according to which penalties and procedures that are applied to the college students.