



King Saud University College of Dentistry

STUDENT CODE OF CONDUCT

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I- INTRODUCTION

The Student Code of Conduct represents a set of principles of professional conduct, rules and responsibilities by which dental students must aspire to fulfill their duties to the patients, the public, the profession, their teaching faculty, the staff, their peers and research conducting.

The Code of Professional Conduct identifies the basic moral commitments and serves as a source of education and reflection. It outlines specific behaviors that are expected from dental students, in King Saud University-College of Dentistry (KSU-CD), in all clinical, educational and public settings.

This Code applies to behavior during presence in KSU-CD and when representing KSU-CD in public.

It shall be the responsibility of each student to become familiar with the provisions of this Code. Upon enrollment at KSU-CD each student will be given a copy of the Code and will sign a form acknowledging that he/she has read, understood and agreed to follow this Code.

Misconduct casts doubt on the integrity of individuals and their institutions, and deemed to be in violation of the Code.

II. PRINCIPLES OF CODE OF CONDUCT

The following principles are the foundation of the Student Code of Conduct. All students are required to be aware of and act consistently with the following values:

- Respect the dignity, professional status of, and professional relationships with their fellow students, teaching faculty, staff and other healthcare providers.
- Cultivate an environment whereby differences in perspective, experience and culture are recognized and valued.

- Maintain a cooperative and collaborative approach to inter-personal relationships.
- Act honestly and ethically in their dealings with University employees, consultants, fellow students, and any other members of the public.
- Maintain appropriate standards of accuracy, reliability, credit, honesty and confidentiality in all research and learning activities.
- Show consideration and respect for all components of and individuals associated with the research process.
- Respect the general resources and physical property of the University.

III. STUDENTS' RIGHTS

A. Academic Rights

Students shall have the academic right to be:

- Fully informed by the faculty about course requirements, evaluation procedures, evaluation marks before the final examination.
- Informed of grading criteria and to fair evaluation by the instructor, as well as a right to appeal a grade based on mathematical error or misapplication of grading criteria
- Evaluated in their performance solely on academic criteria.
- Able to seek advice and consultation from the faculty on academic matters.
- ***For more details please refer to King Saud University- Deanship of Student Affairs-Student Rights Protection unit.***

B. Non-academic Rights

Students shall have the right to be:

- Free from discrimination and harassment based on race, religion, ethnic origin, age, sex, disability.
- Protected against unauthorized disclosure of information contained in their medical and educational records.

IV. ACADEMIC CODE OF CONDUCT

A. Responsibility toward Educational Process

- It is a student's responsibility to maintain current information in the student information system, and observe key dates and deadlines;
 - read all official correspondence from the University, including email;
 - act ethically and honestly in the preparation, conduct, submission and publication of academic work and all forms of assessment, including formal examinations and informal tests;
 - avoid any activity or behavior that would unfairly advantage or disadvantage another student academically;
 - conform to the University's requirements for working with humans, animals and biohazards;
- Student should carry out his academic responsibilities diligently and according to the schedules prescribed by the school, department and lecturers.
- Achieve excellence in his/her study according to the prescribed rules and norms of good academic standards.
- If they know of fellow students who are cheating or taking unfair advantage of policies or procedures, they should bring that to the attention of the Standing Committee on the Academic Code. Such reports may be made anonymously, if the student so wishes.
- A student who commits an act of academic dishonesty is subject to disciplinary action as described in this Code.

B. Responsibility toward Faculty Members

- Student must recognize the value of the academic efforts made by the faculty member

- Student must conduct debate (topics with regard to different concepts and opinions) with faculty member in a professional and structured manner.
- Students must not reproduce or distribute any materials (e.g. articles, slides) given by the course director/faculty, in whole or in part, in any manner (electronic form or hard copy), without the prior written consent of the copyright holder (course director/faculty).
- Student shall not submit a scientific paper in any conference or meeting without the authorization and/or indication of the supervisor's name or the contributors (if there is any).
- Student must cooperate with staff members in the investigation of disciplinary matters.

C. Responsibility toward Peers

- A dental student should not make disparaging comments about fellow students or their work, to a patient or the public.
- When students suspect unethical conduct or incompetent or unsafe care and have reasonable grounds for concern about the behavior of colleagues in this regard, or about the safety of conditions in the clinic, they should address the issue with the offending student. If this fails to resolve the problem, the dental student is obligated to report the issue to the faculty.
- Students must not compete for patients or professional services by methods that would adversely affect the honor, dignity or prestige of the dental profession.
- Student should promote integration among the diverse students' ethnic backgrounds, and treat all peers with respect, dignity, impartiality, courtesy and sensitivity.
- The profession should be viewed as a partnership of equals. All students are colleagues with equal moral status and obligation in the decision making process of the activities of the profession and the school.

D. Responsibility toward Patients

Service

- **Life, Health and Well-Being:** The primary concern is the life, general health and well-being of the patient. It is the responsibility of the student to provide patients with the highest quality of care in a timely manner, acknowledging the constraints presented by the patient and the resources of the faculty.
- **Appropriate and Pain-free Oral Function:** It is the responsibility of the student to plan treatments that deal with the specific nature of dental health for each individual patient with regards to variables such as the patient's age, general health, underlying anatomy, and compliance with oral hygiene. This responsibility is dependent on the patient's cooperation, interest and commitment to the receipt of treatment.
- **Patient Autonomy:** The patient has the right to choose, on the basis of adequate information, from alternative treatment plans that meet professional standards of care. The treatment plan may or may not be the preference of the student or the supervising faculty. The student's role is to provide information in an effort to help the patient choose a treatment plan.
- **Dignity:** Dental students value and advocate the dignity and self-respect of patients. Students relate to all patients receiving care, as person's worthy of respect and endeavor in all their actions to preserve and demonstrate respect for each individual.
- **Fairness:** A dental student shall not exclude, as patients, members of society on the basis of discrimination with respect to factors such as race, ethnicity, culture, spiritual beliefs, social or marital status, gender, age, health status, lifestyle or the physical attributes of the patient.
- **Accountability:** Dental students conduct themselves with honesty and integrity. Students practice within their own level of competence. They seek additional information or knowledge; seek the help, and/or supervision and help, of an instructor when aspects of the care required are beyond their level of competence.

Competency

- Students must keep knowledge current and strive for new knowledge.

Confidentiality

- Patient information acquired in the practice of dentistry shall be kept in strict confidence, except as required by law.

Treatment According to an Approved and Accepted Plan

- Provision of treatment as discussed and agreed upon by student, clinic instructor and patient. It should be also signed by the clinic instructor.
- The treatment of patients shall be governed by each patient's individual needs and not influenced by graduation requirements or any other outside factor^{4,6,8}

Provision of Information

- A dental student is obligated to provide to patients an honest comment and opinion of their oral health.

Proper Management of Records

- A dental student must maintain accurate and comprehensive records of medical and dental histories, clinical findings, diagnoses, treatment plans, and treatments of each patient, which signed by the students and the supervisor. Such records or reports of clinical information must be released to the patient, or to whomever the patient directs, when requested by the patient, after the permission of Clinical Directorship
- When there is a transfer of patient care to another student or dentist, the original student practitioner must ensure that a copy of the patient's record is readily available to the new practitioner.
- The student must not falsify written or electronic documents including student or patient records in any manner such as changing previous entries, making false entries, or forging signatures, with the intent to defraud, injure or deceive another.

- In case of mishaps or malpractice during the treatment, student should record that in the patient file, and the patient needs to be informed about the incident and its consequence on the general oral health of the patient.
- The dental student must not misuse written or electronic documents, including patient records, by unauthorized removal of such documents from their location of instruction or storage, or unauthorized use or dissemination of personal or private information in such documents.
- Dental student or Dental Assistant must not sign someone else's signature or initials on a record unless they have been authorized and clearly marked that they are signing on behalf of another (e.g., by initialing the signature).

E. Responsibilities toward Community

- Since dentists have an obligation to use their skills, knowledge and experience for the improvement of the dental health of the public and are encouraged to be leaders in their community, dentists in such service shall conduct themselves in such a manner as to maintain or elevate the esteem of the profession.
- Dental students are encouraged to support and participate in community and university affairs, particularly when these activities promote the health and well-being of the public.
- Students are encouraged to educate the public in the promotion of oral health.
- Student shall not exclude any members of the public from the community service on the basis of discrimination with respect to factors such as race, ethnicity, culture, beliefs, gender, age, financial or health status.

F. Responsibilities toward Research Conduct

It is incumbent on all participating investigators and their colleagues to conduct any research to the highest standards of ethical practice, with due consideration of any local legislation and regulations. Where the population may be vulnerable to exploitation it is important to respect their human rights and ensure that the research has relevance and potential benefit to their

well-being. Scientific research must adhere to the fundamental standards of College of Dentistry Research Center (CDRC).

Human research

Human participant research comprises, but is not limited to, investigative clinical research, clinical trials, studies using tissue samples and records. Biogenetics, using stem cells and utilizing tissue banks requires complete transparency in all aspects of consenting and confidentiality. It is imperative that investigators remain up to date as these areas are more likely to be subject to legislative change.

Animal research

An investigator using animals in research should strive to advance understanding of basic principles and/or to contribute to the improvement of human or animal health and welfare. Laws and regulations notwithstanding, an animal's overall protection depend upon the scientist's appropriate stewardship.

Every effort must be made: (a) to replace the use of live animals by non-animal alternatives; (b) to reduce the number of animals used in research to the minimum required for meaningful results; and (c) to refine the procedures so that the degree of suffering is kept to a minimum.

❖ *For more details please refer to Code of Ethics for College of Dentistry Research Center-King Saud University.*

V- PERSONAL CODE OF CONDUCT:

A. Social Behaviors

Students are asked to treat Information Services staff and fellow users with respect and courtesy. The university will not tolerate antisocial behavior, this includes:

- demeaning, abusive, indecent or offensive language or comments
- shouting and / or use of aggressive or inappropriate gestures
- threatening behavior

- verbal or physical harassment
- comments that discriminate on the basis of sex, race or any other irrelevant distinction
- Taking of photographs and filming (including where these features are available on mobile phones) are not permitted in any Information Services area, except with written permission from the local head of service.

Such behavior will result in an immediate ban from all services and will be referred to the Students Affairs Deanery under the university's disciplinary procedures. The ban will remain pending the outcome of the referral.

B. Appearance

Dental students are expected to treat patients and therefore should reflect proper ethical and professional standards through their appearance while presence in the KSU-CD or representing the KSU-CD outside university campus. This include:

- Adherence to the student's code of dressing as assigned by the college administration.
- Proper trimming of hair and fingernails.
- Good care of personal hygiene.
- Not smoking inside the campus of KSU-CD (***please refer to the No-Smoking policy of KSU***)

C. Identification

- Students must carry their University ID card at all times; this is a University requirement
- Students must hand over their ID card to university staff when requested; failure to do so will be dealt with under the university disciplinary procedures

It is unacceptable to:

- Gain access to KSU-CD facilities by means other than the designated entrance.
- Gain access to KSU-CD facilities by means of a university ID card other than student's own.
- Allow someone else to use university ID card to gain access to the libraries.

VI. MISCONDUCT

A. Academic Misconduct

Academic misconduct is a violation of the Student Code of Conduct. Academic misconduct is defined as any deliberate action that harms the academic ethics of the University in any other way than in the forgoing definitions. Academic misconduct shall include, but is not limited to:

- Removing, defacing, or deliberately keeping from other students library materials that are on reserve for specific courses.
- Fabricating or altering information or data and presenting it as legitimate.
- Providing false or misleading information to an instructor or any other Dental School official.
- Sabotaging or stealing another person's assignment, book, paper, notes, instrument, experiment, project, electronic hardware or software.
- Improper access to, or electronically interfering with, the property of another person or the University via computer or other means.
- Obtaining a copy of an exam or assignment prior to its approved release by the instructor.
- Distributing, website posting, or publishing course lecture notes, handouts, readers, recordings, or other information provided by an instructor, in whole or in part, in any manner (electronic form or hard copy), without the express permission of the instructor (copyright holder).
- Forgery of an instructor's signature on a letter of recommendation or any other document
- Submitting an altered transcript of grades to or from another institution
- Putting one's name on another person's exam or assignment
- Altering a previously graded exam or assignment for purposes of a grade appeal or gaining points in a re-grading process
- Citing from non-existing or fictitious sources

- Publishing, distributing and disseminating any materials or making any statement in public without the prior authorization of the University that will adversely affect the good name and reputation of the University and its members
- Failure to disclose details of identity to a member of staff of the University or a College in circumstances in which it is reasonable to require that such information be given.

B. Scientific Research Misconduct

It is the deviation from accepted practices in proposing, carrying out, or reporting results from research. It is the failure to comply with international, national, local and institutional requirements for the protection of researchers, human participants, the public and also to ensure the welfare of laboratory animals. It is also the failure to meet other legal requirements governing research.

Scientific research misconduct shall include but is not limited to:

- Submission of the same article simultaneously to more than one journal without informing the editors concerned.
- A lack of consent by co-authors (co-authorship of an article indicates that all individuals who have genuinely participated in research, in either a conceptual or practical sense, have full knowledge of, and are in total agreement with, the content of the article).
- A lack of acknowledgments of financial support
- Premature release of scientific data without agreement from other research contributors.

C. Cheating

Cheating is a violation of the Student Code of conduct. Cheating shall include but is not limited to:

- 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;
- Copying another student's answers or allowing another student to copy one's answers on an Academic Evaluation

- Acting as substitute for another or utilizing another as a substitute during an Academic Evaluation;
- Preprogramming a calculator, cell phone, or other device to contain answers or other unauthorized information for exams
- Using unauthorized materials, prepared answers, written notes, or concealed information during an exam
- Allowing others to do an assignment or portion of an assignment for you, including the use of a commercial term-paper service
- Submission of the same assignment for more than one course without prior approval of all the instructors involved
- Forgery of another student's signature on the attendance sheet

Academic evaluation includes:

- In-class examinations whether or not in writing
- Laboratory reports
- Take-home examinations
- Research or term papers
- Assignments, case studies and exercises
- Any other academic work intended to evaluate a student's performance in a course

❖ ***For more details please refer to Policy of cheating in KSU.***

D. Plagiarism

Plagiarism is a violation of the Student Code of conduct. Plagiarism consists of using the words, ideas, concepts or data of another person without proper attribution. 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. It shall include, but is not limited to:

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

E. Misuse of University Documents (and other related property):

Forgery, alteration, or unauthorized use of University documents, records, keys, student identification, Keycards or services.

F. Misuse of Registration Documents

Change of Course Permits, also known as Add/Drop slips, become official University documents once they are processed by the Registrar's Office. Registration transactions are mechanically clocked and dated; the original copy is retained by the Registrar. Students are handed a receipt, which is also an official document. Any alteration of the receipt to use as evidence of adding or dropping a course, of changing a grade option, or of gaining entrance to a course constitutes a serious violation of the Academic Code.

G. Harassment

Insults, gestures, or abusive words directed towards a student, member of staff or authorized visitor to the University or a College by any means that may reasonably cause emotional distress.

H. Inappropriate Physical Contact

Physical contact that endangers, threatens, or harms the health or safety of any person, or behavior that causes a reasonable person to fear such contact.

Any misconduct will be dealt with according to the University rules and regulations