



ARAB REPUBLIC OF EGYPT INSTITUTE OF NATIONAL PLANNING



Code of Ethics Charter for Academic Profession

OCTOBER 2017

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Preface:

The Institute of National Planning (INP) was established as an independent public institution as per Law No. (231) of 1960 to keep pace with the first five-year development plan in Egypt. Law No. (13) of 2015 was recently issued to strengthen and ensure the institute's role and mission as an academic scientific institution for scientific thinking, whose activities are marked by its comprehensive nature and strategic thinking. The Institute provides the country with integrated services in the fields of scientific research, education, training, consultancy, and community service.

The researchers are the real wealth for any society, that requires a frequent effort to achieve Excellency in various scientific activities they perform .This should be achieved by adhering to Professional ethics which is, the Academic Profession. Adhering to the code of ethics is primarily achieved and influenced by the researcher's conscience as a normal human being who loves his society and his country , keens on raising the standard of his society.

The researcher's relationship with (INP) encompasses relations with institute's board and the departmental center's administration and the center he is affiliated to, and his colleagues, whether from the academic staff members or their assistants ,as well as the learners and researchers, in addition to other employees of all the supporting units in the institute, along with the scientific group to which the researcher belongs to according to his specialization. These multiple relationships must be governed by a set of ethical principles, most of which are derived from Academic norms that researchers have agreed upon through their experience of the best practices across different generations. This Charter aims mainly to prevent the occurrence of any defect or deficiency that may affect the moral and social value of the Institute as a scientific entity. It should act as a guide in leading the society.

This Charter is a social contract among all parties of the academic process. Adherence to its Provisions, principles and regulations contributes to promoting the level of the institute and helps in achieving its vision, mission and basic values; in a way that benefits the entire society. Thus, breaching its principles is considered an obstacle that hinders the desired progress, and affects the reputation of the Institute and all of its employees.

For the purposes of preparing this Charter, a set of local, Arab and international Charters, beside specific references relevant to Ethics of Scientific Research and the

Academic Profession were considered. Then, the Institute aims to develop a "Code of Ethics For Academic Profession" successively that is necessary for excellence and competitiveness, that goes in accordance with each of the Institute's law and its executive regulations and strategic plans, in all what is relevant to the commitment of both the academic and assistant staff members.

In this regard, I want to express my gratitude and appreciation to the teamwork that was entrusted with preparing the initial draft of the charter, headed by Prof. Dr. Ali Nassar, and the membership of Dr. Hamed Hatl and Dr. Amal Zakaria , Mr. Mohamed Salah, and Ms. Omaira Sultan, and to all academic staff members who participated in discussion sessions about the contents of the Charter, as well as all colleagues, the members of the Coordinating academic Council, who discussed various drafts of the Charter through several sessions. I ask Allah, the Almighty, by applying this Charter and committing to its provisions, to benefit our long-established institute and our beloved Egypt.

Our intentions are devoted to Allah

Prof.Dr. AlaaZahran

INP President

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Institute Vision

The Institute is to be among the top five-ranked scientific institutions classified locally and regionally in the fields of planning and development by 2020.

Institute Mission

Producing, disseminating knowledge, and providing innovative solutions to policy and decision makers at all levels of planning and development; through conducting research, studies, presenting consultations and providing capacity-building programs to achieve the goals of sustainable development plans

Institute Values

- Institutional Loyalty and Affiliation.
- Teamwork.
- Governance, Transparency and Accountability.
- Continuous Learning
- Creativity and innovation
- Intergenerational communication
- Adherence to the Academic Code of Ethics

The Main Roles of the Institute

The main role of the institute is to support the state's institutions starting with the presidency passing through the parliament and all ministries, the Government agencies, in particular, Ministry of Planning, Monitoring and Administrative Reform, the Egyptian Governorates, Business sectors, civil society organizations, and all units and activities of planning and monitoring in all sectors and agencies of the country and the private sector.

The main purposes of the institute, as defined by Law No. (13) of 2015 in Article No. (4), are to boost research and studies related to preparing comprehensive developmental plans of the state, the means of their implementation, and studying the foundations and scientific methods of planning and development; with the objective of providing those in charge of the planning process ,at all levels, and decision and policy makers with visions and strategic alternatives, and spreading awareness and knowledge of planning and developmental issues and its scientific and practical foundations.

In order to achieve the Purposes of the Institute, It carries out the following activities:

1. Conducting Research and Studies in all the fields that contribute in achieving the Institute's goals.
2. Preparing Cadres specialized in Planning by organizing training programs in the fields of planning and development, and provide program certificate of completion.
3. Providing Academic Degrees (Diploma - Masters - Doctorate) in the fields of planning and development either separately or in cooperation with Corresponding scientific entities inside the country or abroad.
4. Granting scholarships and Rewards to encourage conducting research and studies.
5. Delegating internal and external academic missions.
6. Holding conferences, seminars and academic meetings.
7. Issuing and publishing research, studies, reports and academic periodicals, in addition to translating and authoring books and references relevant to the purposes of the Institute.
8. Expressing opinions on draft laws and decrees related to planning and development issues.
9. Assisting in spreading the culture of planning and development in the community.
- 10 . Providing academic consultation to the entities working in the areas of planning and development, inside and outside the country.

The Academic Code of Ethics Charter

The Academic Code of Ethics charter means a set of ideals, ethical principles, and duties that are agreed upon by professionals in the Academic work, which governs their practices, helps in promoting the system of morals and ethics within the institute and enhances their affiliation and loyalty, whether to the institute in particular or to the country generally.

Objectives of the charter

- 1- Protecting the Academic Profession and its professionals within the framework of accepted ethical principles in the academic research community, especially in cases where professionals may be held accountable.
- 2- Providing standards for professional conduct that clarify professional obligations, especially with regard to the relations among practitioners of the profession and those requesting their services of any kind, on one hand, and among colleagues or learners or any societal groups, on the other hand.
- 3- Promoting considerations of applying justice, honesty, objectivity, integrity, transparency and accountability in the conduct of all academic activities.
- 4- Support the application of the quality standards to all academic activities, in addition to obtaining academic accreditation, either on the institutional or programmatic level.

Code of Ethics for Academic Profession in the strategic plan of the institute

It is no coincidence that the title of the charter in hand is consistent with the first goal of the fifth purpose existed in the strategic plan of the Institute 2015/ 2016-2019/2020. The fifth purpose came was titled “Professional Ethics and Values”, and it included two goals. First consolidating the principles of Academic professional ethics Which in turn identified a set of initiatives represented in:

- Preparing and publishing a guide to complete the academic profession Code of Ethics.
- Putting code of ethics mechanism that enables researchers to apply the ethics of the scientific research.
- Organizing the Intellectual Forum for Intergenerational communications (For the aim of consolidating and instilling the institution's values among the workers).
- Preparing a guide includes the procedures for protecting intellectual property rights.

The second goal is to establish a realistic and credible system that links between rewards and incentives on the one hand, and real productivity On the other hand, it comprises set of initiatives represented in:

- Revising and amending the regulations that allow for establishing rules that increases the efficiency of performance and motivate the staff in the institute.

- Establishing an internal system of rewards that allows motivating the workers, and linking rewards with productivity to achieve the desired justice.
- Establishing mechanism that guarantees considering the social dimension among the members of the academic staff on the one hand, and between it and the administrative body on the other hand; which will have positive repercussions on the productivity of the institute as a whole.
- Developing a mechanism that ensures the measurement and analysis of the job satisfaction degree for all institute's employees.

Code of Ethics Standards for Academic Profession

Upholding the ethical standards, that will be mentioned, must be among the main qualities of the professionals in the academic profession, the researchers in the first place. These standards derived from the academic values and norms; whose adherence to help in preserving the credibility of the profession.

1- Honesty and Integrity

It means to perform all the work entrusted to the member of the academic staff with honesty, sincerity and impartiality, to enhance the spread of confidence and comfort ability inside the working environment.

2- Loyalty and Belonging

It means devotion to work that helps in achieving the vision, mission and objectives of the institute to which he belongs to, with a sense of pride in belonging to the Institute and believing in its roles that contribute in achieving the goals of the society.

3-Justice

It means equality in the distribution of burdens and responsibilities for workers/researchers at all job levels. It also means granting rewards and incentives according to the productivity and excellence in performance.

4-Non-discrimination

It means that all workers/researchers are to be treated appropriately with the same manner and way, regardless their job ,Position, religion, gender , color, disability or language, etc.

5- Respect For Privacy

Respecting the privacy, whether for researchers ,learners or trainees, and everyone who deals with a member of academic staff, that prevent the interfering at each person's affairs, preserving the dignity of the researchers; so that they will not be criticized or being blamed in front of their professors or their colleagues, in addition to not disclosing any information that harms the interest of the Institute or its members together with respecting the freedoms of others, and keeping the confidentiality of the heads, colleagues and subordinates.

6-Objectivity

It is a synonymous of the concept of neutrality. It means that the researcher deals with his colleagues, researchers and learners, in all situations, without any personal biases, referring to his professional conscience and exerting the usual professional proficiency before having a stance, especially in the situations that require an objective opinion, such as examining research or correcting students' tests.

7- Transparency

It means disclosing all essential information that helps all the institute's employees to develop their performance, leaving no chance for diligence and confusion among the workers, as well as the right of everyone who works in the institution to be acquainted with all the developments and updates related to the work of the institution, this won't undermining the interest of the institution.

Code of Ethics General Principles for Academic Profession

- Adherence to support the development of the state and its institutions, on top, the Ministries of the Economic Group, and in particular, Minister of Planning, Monitoring and Administrative Reform, planning activities and administrations in ministries, sectors, regions and localities, business sectors and civil society.
- Inculcating the ideas of comprehensive and sustainable development in Egypt, strategic thinking and updating policies and methods of decision support systems, and looking ahead to the future.
- Emphasizing the importance of continuous learning, and making use of updated knowledge, accurate data and modern methods in developing Planning for natural, human and knowledge resources.
- Promoting the development of social, human and environmental awareness, and their trends in inclusion and interaction, in addition to maximizing the benefit of

- countries' experience in development around the world and the experiences of advancement, cooperation and integration in the development process.
- Choose the scientific research approach, complying with the standards of honesty, integrity and impartiality of the researchers.
 - Accurate precision, in the light of scientific knowledge available internationally, in drafting the research, defining its problems, questions and methods, and documenting its sources.
 - Define the strategic goals for the future of the institute in accordance with the national development strategies.
 - Support the motives for innovation, creativity and diligence in carrying out research, teaching, training, and research and community service activities.
 - Keep up with the latest methods of teaching, learning, training, dissemination of knowledge, cooperation, interaction and teamwork in a way that is consistent with the values of social sciences and Humanities, and allows the overlapping and interaction of different disciplines in a proper way.
 - Present academic studies in an honest, accurate and clear form, with an explanation of their effects and returns on development and society in general, and the scientific research community in particular.
 - Respect the difference in opinions, and strive to make scientific research and other practical activities more effective in achieving Social justice and avoiding the marginalization of any group in the society.
 - Maintain the applicable laws, and the belief in citizenship and the individuals' privacy and intellectual property rights.
 - Take into account the national and development interests, and adopting what is deemed by the society as priorities and basics for freedom.
 - Take responsibility for any risks arising from impartiality or transparency in the implementation of the scientific activities.

Mechanisms of Implementation and Monitoring the Charter

The members of the academic staff and their assistants shall adhere to this Charter. They must implement and follow up its terms, as it is collective responsibility among everyone; starting with the senior -level leadership of the institute; represented in the president, the scientific coordinating council, the scientific and organizational levels, and down to the responsibility of each member of the academic staff. All the ideas included in this Charter and its terms will be reviewed and amended regularly, including the need of mechanisms and institutional arrangements to achieve the objectives of this charter.

The institute's management is committed to provide the members of the academic staff and their assistants all the learners and researchers at the institute, with a copy of “code of honor”, so that they can refer to it and benefit from it as well.

The Responsibilities

The responsibility of implementing this Charter and following up on its provisions is a collective responsibility among all, starting with the senior-level leadership of the Institute represented in the President, the Scientific Coordinating Council, the scientific and organizational levels, including all the scientific and administrative committees, to the responsibility of each member of the academic staff their assistants. The responsibilities and roles are distributed as follows:

A- The Institute's Administration Responsibility.

1. Introducing the institute’s scientific work and its achievements in an honest, accurate and clear way, with explaining its positive effects on the society and the scientific research.
2. Achieving the link between the strategic purposes of the institute along with the strategies of sustainable development, in addition to programs of expanding the forms of Political participation, as well as boosting energies and the developing various capabilities.
3. Taking the responsibility of providing cultural and humane conditions that enables collective scientific work among researchers, technicians and administrators.
4. Taking Responsibility of providing developed alternatives in the scientific research method and its various sub-methods and the necessary implementation tools, and enabling discussions and essential meetings to take place for the success of the collective research.
5. Raising the awareness concerning developing the curricula and the scientific methods globally and its importance, in addition to Providing global networks and different publishing sources, stressing on the importance of knowledge management and training researchers on research practices and work as a team.
6. Cooperating with the other national and international institutions, without prior exclusion of opportunities or academic knowledge and with respect to the national consent around identity and national security.

7. Working on creating an academic environment that encourages the crystallization of schools of thought and academics that pushes for thriving in modern sciences and resulted in rising of creative scholars who are acquainted with the needs of their society.
8. The appropriate and rational use of the financial resources allocated for the research.
- 9 .Offer reports on research results in a way; consistent with discipline standards, according to what the supervisory committee has agreed upon.
10. Readiness to cooperate with the scientific publications; that opens the door, simultaneously, to the scientific and epistemological cooperation among researchers of the developing countries.
- 11 . Support the local and global publishing sites that unfold the misuse of scientific research, methodologies and tools; uncovering forgery and fraud.
12. Ensure that the social and environmental dimensions are not neglected, whether for each collective research or for research proposal in all research.
- 13 . Encourage the use of multiple approaches in one research, and benefiting from the interaction of quantitative and qualitative analysis in the research methodology.
- 14 . Encourage continuous evaluation, and welcome criticism for each member of the academic staff regarding the methodologies and the tools used in research, and comparing research contributions with the global academic progress.
- 15 . Seek excellence in global indicators classification related to research quality and focusing on social and human research that support planning and decision-making, which is based on interdisciplinary academic and cross-disciplinary branches.
16. Provide clear policies and procedures regarding good research practices and transparent and proper dealing with violations.
- 17 .Support infrastructure library for rapid provision of references, data and research materials, and considering access to data to be in accordance with data management principles.
- 18 . Coordinate and organize knowledge and developing services in order to access information databases that are useful for future scientific research use at the Institute, along with coordinating the exchanges of experiences with a selected number of academic institutions.
- 19 . Transparency and impartiality in appointing and promoting the researchers.

A) The primary responsibilities of the Academic Entity

The members of the academic entity must abide by the authentic academic values and traditions, being devoted to the scientific research work, teaching, training and following up the activities of the assistant staff and the trainees, in accordance with what is assigned by the center's council or the institute administration. They have to participate in the activities of the councils and committees, as well as the general conference of the Institute.

It is not permissible for members of the academic staff to teach outside the institute, perform any activity based on work experience, or provide counseling in a specific issue, unless the approvals of the INP president and the concerned center director are granted. It is not permissible for the members of the academic staff to get engaged in trade or participate in managing commercial, financial or industrial activities, or having another job that would contradict with the dignity of the first job. The president of the institute may decide to prevent a member of the academic staff from undertaking any work that deems its performance and contradicts with the duties of the job and proper functioning. The President of the Institute, after getting the center's director, may authorize for academic staff members to practice their profession outside the institute after the official working hours, provided that the licensee acquires experience in the academic specialization, on condition that this license does not conflict with the duties of the institute stipulated in the Institute's Law No. (13) of 2015.

- Emphasize the importance of the academic research updates in the social and humanitarian fields, in terms of investigation, questionnaire and survey, theorizing and modeling and putting forward designs for data bases and comprehensive knowledge system.
- Adopt contemporary scientific management concepts that are consistent with the updated behavior, and follow up on continuous updates on the topics and research methodologies, logical thinking, gathering facts and observations, and drawing recommendations.
- Adherence to responsibility and societal values.
- Preserve the authenticity of the Arabic language, as it is the backbone of the Arab culture and a symbol of identity.
- Create channels of communication and dialogue between the Institute and media institutions of professional and educational rehabilitation for the workers professionals in the media field by specialists of planning and development affairs and in formulating social responsibility.

- Cooperate with the media and cultural institutions in deepening citizenship and the spirit of tolerance and brotherhood and rejecting all claims of prejudice, discrimination and intolerance.
- Optimize the use and utilization of traditional and modern media in spreading the culture of planning and development.
- Raise the levels of cultural discourse among the staff at the institute to support youth and encourage diversity, dialogue, creativity and innovation.
- Ensure that the Institute's various publications are spreading the culture of scientific mind thinking, and put the basis of the scientific critical thinking.

The responsibility of the academic staff towards their assistants, learners and trainees is to provide the support system through all the means that enable them to refine their skills, scientific and practical experience, including:

- 1- Enhance the scientific knowledge provided to them on a continuous and updated way.
- 2- Ensure consistency between what is written and said by the member of the academic staff on one hand, and his actions on the other hand.
- 3- Encourage discussion, diversity, teamwork and team spirit.
- 4- Rehabilitate and train researchers and learners on research design, methodology and analysis, with the emphasis on ethics and integrity in conducting research, ensuring that all concerned are informed of the relevant laws and regulations.
- 5- Emphasis on managing the office hours needed by researchers and learners.
- 6- Consider the conformity of the personal and social circumstances of the researchers with the work requirements.
- 7- Gradually encourage adherence to scientific research code of ethics, and set a good example for researchers and learners.
- 8- Encourage research in issues that concern the community, and use the scientific method and modeling tools.
- 9 - Deal with researchers and learners fairly and justly.
- 10- Activate cultural diversity among researchers and learners in a way that enhances its transformation into sources of knowledge and applications.

c) The Main Responsibilities of the Academic Staff Assistants

The assistants of the academic staff should exert utmost effort in their studies and scientific research in order to obtain a master's or doctoral degree or their equivalent. They are obligated to perform the assistive academic work assigned

to them, taking into account coordinating between workload and their studies and research without exhaustion or retardation. The assistants of the academic staff are not allowed to register for a master's and doctoral programs in other specializations other than those of the scientific centers they are affiliated to, unless a decision is made by institute's president after asking the opinion of the director of the competent center ,as per Institute Law No. (13)of 2015.

Provide the necessary support to the members of the academic staff to enable them to fulfill their aforementioned responsibilities, in a way that helps in refining their skills, and their academic and practical experience, which at the same time, is considered to be one of the basic tasks and responsibilities assigned to the academic staff.

The following section reviews the ethics of the academic work profession that are followed by researchers and actors in this field. The main focus of these ethics is in the fields of scientific research, teaching, training/ capacity building, consultation, and community service.

First: The scientific Research.

While conducting the scientific research, the researcher must take into consideration the following ethics:

- 1- Researches should be oriented to what is beneficial to the knowledge and society as an ethical and essential commitment.
- 2- All research work must be conducted within the framework of scientific research' ethics and its regulatory rules.
- 3- Scientific integrity and respecting other's intellectual rights .It includes:
 - Conveying the ideas and citing the information must be done with high accuracy according to the research's principles and methodologies.
 - Avoiding the intention or unintentional attribution of other's ideas to anyone but themselves.
 - De -contextualizing is prohibited whether intentionally or unintentionally to avoid missing the original author meaning.
 - Honesty and accuracy during the process of collecting data without any kind of bias or prejudice.
 - All references must be cited scientifically and accurately to enable researchers to review them.
- 4- In Joint research, participants' roles should be clarified.
- 5- Researchers should use the latest methodologies of scientific research.
- 6- Given the available global scientific knowledge, the researcher must be careful in framing the research and its problem, questions, and references' citation.
- 7- Researcher must pay attention to the choice and the formulation research methods' philosophy, in order to agree upon the terminologies, concepts, and steps of the research and to determine the way of interactions of the respondents.
- 8- No discrimination in selecting the participants in the research can happen or be allowed.
- 9- Starting from the formulation of the research concept, Researcher must take into consideration the benefits and needs of the partners, stakeholders, citizens, and those who may benefit from the research.
- 10- All participants and stakeholders in collective research should agree upon the objectives of the research and its execution methods and take full responsibility of research integrity, rules, and regulations that shall be applied to protect the intellectual property of researchers.

- 11- Respect the researcher's privacy and ideology, cultural, and moral preferences in formulating and presenting the research topics and the choice of the appropriate methodology to execute it.
- 12- Researcher must avoid all types of bias in interpreting and analysing of data and must use the statistical tests to determining the confidence level in any relationship between variables.
- 13- Accuracy, honesty, and credibility in collecting information from the field must be followed without any distortion or fabrication of data.
- 14- Researcher is prohibited to supervise or examine any research paper or thesis that are out of his knowledge scope or field of specialisation.
- 15- Researchers must agree upon the distribution of responsibility and duties of each and every participant before the conducting the research.
- 16- Researchers must respect their colleagues' decisions to accept or refuse to participate in the research and if they decide to withdraw at any time.
- 17- Provide the researcher student with all information on how to conduct a research and guide him towards the latest publications, references, and periodicals that are related to his research topics.
- 18- The scientific thesis supervisor must be sure of the researcher's ability to conduct the research.
- 19- Develop researcher's ability to take responsibility of and defend his research and its results is among the scientific thesis supervisor's responsibilities.
- 20- Researcher who supervise or is invited to examine research papers or theses must provide just and accurate assessment.
- 21- Out of Ethical responsibility of cognitive and moral development of the researcher, No offence to the researcher or underestimation to him during the scientific discussion sessions are allowed.
- 22- All research work is entitled to Continuous affirmation of scientific integrity, non-disclosure, and scientific research code of ethics.
- 23- Develop the researcher's ability to think creatively and develop his scientific research morals.
- 24- Commitment to regulation, common rules, and systems in scientific research and thesis must be applied. .
- 25- The honest and devoted guidance to researcher in the research topics' selection and adoption.
- 26- Respect the freedom of the researchers to present their opinions and methods and encourage them to show their scientific perspective in the research.
- 27- Assure that the research plans are aligned with the National strategic orientation in the light of moral commitment of the research topics and its feasibility.

- 28- Publish the results of the research in a transparent and precise way, present its policy recommendations with honesty and accuracy, and respect the information or data confidentiality when legally required disclosing them.
- 29- Publish the negative results of the research in regard to certain circumstances, procedures, and/ or policies objectively and transparently, unless that would harm the society.
- 30- Expand and diversify scientific research partnerships with research entities inside Egypt and abroad, in the framework of national capacity of the NPI and researchers, equally.
- 31- Avoid incompatible simplification or overuse of teaching notes, university books, and focusing on the wide availability of new and updated sources from reliable scientific libraries and knowledge database.
- 32- Being honest and clear in research meetings, adhering to the highest degree of transparency, and knowledge sharing in an altruistic manner, in a way that doesn't violate what has been decided between the Institute, partners and stakeholders/financiers.
- 33- Informing all researchers, within the framework of each research, and their contribution in crystallizing the methodology applied in the research and the continuation of its development if possible. In addition to providing any comments on the consistency of the research objectives, methodology, Information database, research team, and possible potential.
- 34- The "Principal Researcher" played the major role in following up the extent of the research members' commitment to the academic ethics.
- 35- Emphasis on the importance of mutual trust between the research team's members and their scientific institution.
- 36- The research team's members assumed responsibility; for spreading knowledge, expanding the vision's horizon, and not to harm one another.
- 37- Ensuring the validity, when delegating and distributing responsibilities, whether in determining the principal researcher, or when delegating Principal researcher one of the researchers with specific responsibilities.
- 38- Clarify the contribution of each of the academic and technical staff in the completion of the research work.
- 39- Avoid forcing any researcher to participate in a research or scientific activity or to publish and promote a research work.
- 40- The principal researcher declare his commitment in research, When it comes to signing contracts with entities, donors, and financiers, to the signed code of honour and ethics, and define the limits of his interference in the supervision, promotion and publication processes.

- 41- Take responsibility for any errors or defects in the researchers' integrity in accomplishing what they are responsible for, and present it honestly.
- 42- All researchers hold full responsibility for the content of the publication, unless otherwise is agreed.
- 43- Ensure the availability of the work by the researchers to the colleagues in a timely manner, unless otherwise is agreed.
- 44- Guarantee the rights of researchers and publishers to introduce corrections, or to withdraw if necessary, and to obtain their permission in case of re-using parts or data relevant to their work.

Second: Teaching

The academic staff plays a vital role in building the character of the student/learner morally and academically, acts as a role model inside and outside the hall; by instilling the values of quality, perfection, respect for the value of time, constructive dialogue, pluralism, acceptance of criticism and respect of differing views. Thus, the member of the academic staff /Instructor must:

1. Feel proud of the teaching profession and preserve its lofty values and goals.
2. Act honestly in the conveying scientific and practical knowledge in the field of the course.
3. Be familiar with the latest scientific and practical developments in the field of specialization and the teaching courses.
4. Update the student's curriculum and linking it the corresponding to the global trends.
5. Enhancing self-education and expanding personal knowledge regarding societal developments and transformations.
6. Improve the teaching process by applying practical standards to the course(s), and being acquainted with the modern teaching techniques.
7. Introduce the course framework's student, objectives, the learning outcomes, and the methods of evaluating students that go in accordance with the modern teaching methods.
8. Manage the lectures professionally, in a way that maximizes the use of the time assigned to the sessions and achieves the best interests of the students.

9. Train the students on scientific thinking skills, encouraging them to be innovative and creative, by applying diversified teaching strategies, and implement it according to the lecture's theme.
10. Encourage discussions and expression of opinions based on the principles of constructive dialogue that help in creating better learning opportunities.
11. Refrain from teaching unauthorized private courses under any Institutions' name.
12. Adhere to all items of the regulations that are given to the student at the beginning the course.
13. Punctual in attending conferences, sticking to its place and time, and not assigning them anyone else. Any change takes place should be incompatible with the official procedures.

14. Preserve the image of the role model mentally and practically, by avoiding verbal insults and maintain emotional stability.
15. Refrain from everything that breaches the member's obligations, as a member staff, such as accepting gifts and so on.
16. Encourage students to continue learning, with the possibility of their participation in field studies.
17. Encourage students to have scientific honesty, whether in the exam or in undertaking research, individual and collective assignments.
18. Create a working environment based on trust and mutual respect, and treat students with complete justice and avoid insulting or degrading them.
19. Consider the individual differences between the students, with being fully aware of the nature of the students; their characteristics and the various stages of their development.
20. Consider the office hours for guiding and solving the student's academic and social problems.
21. Allowing the students to review their answer sheets in the light of the Institute's regulations.
22. Take all necessary precautions to protect exam questions from leakage or loss.
23. Using the Institute's resources efficiently for the purposes assigned to it.

Third: Training / Capacity Building

The staff member/trainer must:

- 1- Be acquainted with the latest training methods and techniques through Training of Trainers (TOT) programs and continuous learning.
- 2- Identify the recent developments in the field of training program themes.
- 3 - Utilize all the academic and practical capabilities for the benefit of the trainees.
- 4- Have honesty in transferring knowledge and facts without embellishing or falsifying sites.
- 5- Give the trainees an opportunity for meaningful discussion and constructive dialogue.
- 6-Accept criticism from trainees and make use of feedback to develop training performance.
- 7- Provide opportunities to communicate with the trainees after the training program to confirm the positive impact of the training in the fields of their work.

Fourth: Consultations

The staff member/consultant must:

- 1- The Economists, Statisticians, and those in charge of national accounts, should deal ethically towards whom they present service and consultation to, based on professional obligations and in a manner that achieves credibility.
- 2- Provide the usual professional diligence in offering consultations in accordance with quality standards reference.
- 3- Not to overestimate the value of the consultations provided to the various parties, especially consultations presented to the direct national interest.
- 4- Not to disclose the client's secrets and the information and data provided for completing the consultancy work.

Fifth: community service

The staff member should:

1. Encourage voluntary work among the institute's partners to serve the environment and society.
2. Believe in the spirit of teamwork and work as one team.
3. Link Institute's services in the community with its needs, and exert effort to identify the problems that the community suffers from, and find appropriate applicable solutions to it.
4. Build and develop the human resources that community needs, supported with updated knowledge and experiences.
5. Strengthen the links and interaction with the various productive institutions in the field of Institute, thus this interaction contributes in solving the problems facing these institutions.
6. Participate in all matters related to community's awareness, such as participation in public debates, press, visual media and audio within the scope of the institute's work.
7. Observe balance and moderation in posing social and intellectual problems, while maintaining the fixed principles of the Egyptian society.
8. Contribute to the development of community service knowledge, to promote citizens' capability in participating actively in the society.
9. Participate in the committees' membership formed by the institute or the centre pertaining to social responsibility.
10. Engage with the Institute's social, cultural, intellectual, sports activities, and others.
11. Keen on attending the events of a societal nature organized by the Institute.

General Rules

- 1- Commitment to attend department and/or center's meetings and the decisions that result from it.
- 2- Commitment not to represent the Institute or to speak on its behalf officially in forums and events unless authorization to do so is granted
- 3- Preserving the public fund in the equipment, supplies and raw materials to be used.
- 4- Not to employ a family member in any project that the INP finances unless after obtaining the necessary approvals.
- 5- Publicly disclosing that the opinions adopted in the various media channels as well as social networking sites express their own point of views and do not necessarily reflect the Institute's ones.
- 6- Not to criticize or blame the institute in any media platform, and to refer to the official authorities in it, if the need exists.
- 7- Commitment to the confidentiality of the sessions and the attended meetings.
- 8- Behave in a manner that would be fitting the social and academic standing of their profession without debasing or arrogance, in both public and private life.
- 9- Commitment to seek and contribute to the prevention of all kinds of discrimination against any person or group, or to seek any personal preferences or benefits.
- 10- With regard to the use of the computer network and websites, the following purposes must be avoided:
 - a) Possessing or using the passwords of other users without their consent
 - b) Attempting to gain unauthorized access to files and information.
 - c) Attempting to disrupt or sabotage the institute's information networks and computer systems.
 - d) Misuse of e-mail or other means of communication within the institute.
 - e) Access to private or prohibited websites.
- 11- Certain pages to be added to the academic file of the academic staff member in the affiliated center, which shows the extent of their commitment / violation to the Charter.
- 12- The ethical commitment of the member of the academic staff to carry out responsibilities and perform duties towards activating all the code of honor terms. If a violation or breach the Charter's provision is committed by anyone inside or outside the institute, they will be subject to accountability. The director of the competent center is commissioned by the NPI's president to carry out the investigation and present a report. Then the Institute's president shall send the

interrogator to the Disciplinary Committee in accordance with the provisions of the Law of the Institute and the Egyptian universities and their executive regulations.

- 13- Dealing wisely with the contradictions that we may encounter sometimes, especially when it requires to choose between reliance on impartiality and the pursuit of objectivity, and taking into account the identity, privacy and the rights of certain societal groups, and considering this choice is an academic contribution in itself.
- 14- Presenting an honest and public-interest oriented scientific report on every work accomplished or in the process to, providing policy recommendations and developing ideas and theories of development.
- 15- The academics, especially in the economic field, should take into consideration that their work has a rapid and direct impact on people which requires:
 - a) Putting the professional dignity ahead of their own interests, and to avoid deceiving the public.
 - b) Continuing their dialogue on the topics and theories of development in developing countries.
 - c) Familiarity with the crises experienced by the developing countries due to their mistakes, or their lack of awareness.
 - d) Always observing the highest levels of honesty, neutrality and fairness.
 - e) Avoid giving advice that only fits what stakeholders' own interests.
- 16- The publication of documents that do not comply with prevailing and applicable standards, methods and conditions of decision-making or it contradicts the principles and values of society, are not permissible.