



Gulf University Comprehensive Code of Conduct

Introduction

Gulf University is committed to fostering an environment of academic excellence, personal integrity, and mutual respect. This Comprehensive Code of Conduct serves as the foundational framework guiding the behavior, responsibilities, and ethical standards expected of all members of the university community, encompassing both staff and students. It aligns with the university's core values, the regulations of the Higher Education Council, and the traditions of the Kingdom of Bahrain. By adhering to these principles, we ensure a supportive, inclusive, and professional atmosphere conducive to learning, research, and institutional growth.

Institutional Core Values

The ethical framework of Gulf University is built upon seven fundamental core values that all community members are expected to embody and promote:

- 1 **Integrity and Ethics:** Demonstrating honesty and moral principles in all academic and professional endeavors.
- 2 **Collegiality:** Fostering a cooperative and supportive environment among peers.
- 3 **Leadership:** Inspiring others and taking initiative to drive positive change.
- 4 **Diversity and Inclusion:** Respecting individual differences and ensuring equal opportunities for all.
- 5 **Collaboration:** Working together across disciplines and departments to achieve common goals.
- 6 **Creativity:** Encouraging innovative thinking and novel approaches to challenges.
- 7 **Sustainability:** Acting responsibly to ensure the long-term well-being of the institution and the broader society.

Section 1: Staff Code of Conduct

The Staff Code of Conduct applies to all academic and administrative personnel employed by Gulf University. Staff members serve as role models for students and representatives of the institution to the wider community.

1.1 Professionalism and Ethics

Staff members are expected to maintain the highest standards of professionalism in their duties. This requires acting in a responsible, ethical, consistent, and transparent manner at all times. Employees must demonstrate a steadfast commitment to the university's values and ensure their actions uphold and enhance the proper image and reputation of Gulf University. All staff must treat colleagues, students, and visitors with grandeur, admiration, and respect, fostering a workplace free from discrimination, harassment, bullying, or oppression.

1.2 Academic and Personal Integrity

Academic staff must ensure credibility by conducting their teaching and research with full honesty, objectivity, self-criticism, and self-discipline. Administrative staff must perform their operational duties with diligence and transparency. All employees are accountable for their individual and group behavior, honoring the rights and property of others, and acting as responsible inhabitants within the larger society.

1.3 Research Ethics

Gulf University places a strong emphasis on ethical research practices. Academic staff engaged in research must adhere to fundamental principles, including strict observation of confidentiality and respect for the traditions and values of the Kingdom of Bahrain. Researchers must respect international policies and protocols, such as the European Commission Ethics for Researchers. Furthermore, it is imperative to respect intellectual property, recognize the achievements of other researchers, and strictly avoid plagiarism and the misuse of others' results. The university considers a maximum of 10% text matching as acceptable in research manuscripts, provided there is no matching of whole blocks or paragraphs without proper referencing.

1.4 Workplace Conduct and Mobile Phone Usage

Staff members must conduct themselves reasonably and perform their responsibilities efficiently. While mobile phones are essential communication tools, their use is strictly regulated to maintain a professional environment. Mobile phones are not allowed and must be switched off in classrooms, libraries, during meetings, and during extracurricular activities. Most importantly, mobile phones are strictly prohibited inside examination venues. Non-compliance with these regulations will lead to disciplinary decisions.

1.5 Staff Discipline, Complaints, and Grievances

Failure to comply with this Code of Conduct may result in disciplinary action, up to and including dismissal, in accordance with the Staff Disciplinary Procedures and the Bahrain Labor Law. However, Gulf University also provides robust mechanisms for staff to address concerns. Staff members have the right to file complaints regarding interpersonal conflicts or breaches of the Code of Conduct by colleagues. Additionally, staff may submit written grievances concerning disciplinary actions or substantive decisions, ensuring a fair and transparent resolution process.

Section 2: Student Code of Conduct

The Student Code of Conduct outlines the rights, responsibilities, and academic expectations for all students enrolled at Gulf University. It is designed to cultivate a respectful, safe, and academically rigorous environment.

2.1 Students' Rights

Gulf University guarantees its students a comprehensive set of rights to ensure a fulfilling educational experience. Students have the right to learn in a supportive environment that develops analytical thinking and encourages lifelong learning. They are entitled to receive quality education within approved curricula, participate in course review and development, and access essential facilities, including the library, IT services, e-learning platforms, and sports amenities. Furthermore, students have the right to respectful treatment from staff, consideration of their physical and psychological needs, and a learning environment free from intolerance and discrimination. The university also upholds their right to express viewpoints freely, participate in Student Council elections, and access career guidance and academic advising.

2.2 Students' Responsibilities and Behavioral Expectations

With these rights come significant responsibilities. Students must know and comply with all university policies, procedures, and regulations. Regular attendance at lectures and adherence to examination rules are mandatory. Students must respect academic and administrative staff, preserve university property, and maintain a calm demeanor while complying with non-smoking rules on campus. It is strictly prohibited to insult, harass, or intimidate anyone verbally or through actions. Students are expected to show loyalty to the University and the Kingdom of Bahrain, maintain an appropriate appearance, demonstrate a willingness for teamwork, and consistently uphold academic integrity and ethics.

2.3 Academic Code of Conduct and Integrity

Academic integrity is a cornerstone of Gulf University. Students are responsible for ethical behavior in all academic tasks and must strictly avoid plagiarism and academic dishonesty. Proper citation and referencing are required; students must credit original authors and follow instructor-directed referencing patterns. Modifying text without proper attribution constitutes plagiarism.

The university enforces strict plagiarism standards. For undergraduate students, minor plagiarism is defined as a 15-20% text-matching threshold, while major plagiarism exceeds 20%. These standards apply to both visual and text-based assignments. Cases exceeding the 15% threshold are referred to the Student Disciplinary Committee, and clear cases of plagiarism will result in zero marks. Furthermore, communication during online assessments with others (except in designated collaborative work) is strictly prohibited.

2.4 Examination Conduct

Conduct during examinations is subject to rigorous oversight. Cheating, or attempting to cheat, violates university guidelines and will result in strict disciplinary action. Any disturbances, including talking during exams, are prohibited. Repeated incidents of academic misconduct or examination violations may lead to severe penalties, including dismissal from the course, the semester, or the university entirely.

2.5 Mobile Phone Regulations for Students

Similar to staff regulations, students must silence their mobile phones in libraries and during meetings. The presence and use of mobile phones are strictly prohibited inside examination venues. Violations of this policy will result in immediate disciplinary action.

2.6 Student Grievances and Appeals

Gulf University provides formal channels for students to address grievances. Students may file complaints regarding university services, treatment by staff, or departmental decisions through the Student Services Unit or via designated email channels. In cases where disciplinary action has been taken against a student, the university guarantees the right to appeal these decisions, ensuring a fair and equitable process.

Conclusion

This Comprehensive Code of Conduct represents Gulf University's dedication to maintaining an ethical, respectful, and high-performing academic community. All staff and students are expected to familiarize themselves with these principles and integrate them into their daily activities at the university. By upholding these standards, we collectively contribute to the continuous success and prestigious reputation of Gulf University. For further details on specific policies and procedures, members are encouraged to consult the official documents available on the university's website and SharePoint portals.