جامعة إدلب
Idlib University

GUIDELINE OF SCIENTIFIC RESEARCH ETHICS IN

IDLIB UNIVERSITY

The committee that developed the guide

This guide was developed by a committee formed by Idlib University Council Decision No. /230/ dated 9 Shaaban 1442 AH corresponding to 3/22/2021 CE. The committee consists of:

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In the name of Allah, the Beneficent, the Merciful

"Are those equal, those who know and those who do not know? Az-Zumar 9

Introduction

Scientific progress in science requires values and ethics in a charter and a guide to be a reference, mentor and basis for faculty researchers and graduate students to stand with oneself in a moment of credibility or real conviction, that is an imperative for research institutions to succeed, we didn't find a creative scientist without credibility, morality and honesty are the basis for success, Scientific success is the foundation of nations' progress, that's what the nation needs for all the creative people and scientists to work hard with transparency, credibility and good manners.

To achieve scientific research and carry out the desired results you must be committed to a sound scientific approach to be under consideration ethical values to be observed in carrying out this research. That is the importance of producing a guideline on the ethics of scientific research at the University of Idlib, which included the most important ethical values for carrying out scientific research according to global standards, it is a handbook that is bound by its content in scientific research carried out by researchers at the university and in all fields.

It is the ethics of scientific research that lights the way for decision-making in important scientific situations, from starting the overlap between scientific research and the researcher's personal interests, and it ends with the overlap between scientific research and the requirements of the public interest. Scientific research ethics is a standard of high-end professional ethics. This guide is part of the efforts of the administration of the University of Idlib to achieve its objectives to promote together scientific research and researchers with regard to the establishment of the ethic of scientific research and the advancement of the university community.

The objective of the guideline

The guideline aims at developing a unified system of scientific research ethics at the University, in addition to Control of scientific studies and research for members of the educational board and graduate students. It also aims to promote awareness of behavioral, ethical and value standards throughout scientific research. It sets out the rights and duties of university researchers with regard to the characteristics of scientific research ethics. The Sections of this guideline are applied to research carried out by members of the educational board and graduate students; to achieve the following objectives:

1- Preservation of religious and ethical values in scientific research.
2- Take into account the application of the most important elements of quality in the preparation, implementation and dissemination of scientific research.
3- Take into account global standards in scientific research at the University of Idlib.
4- Do not harm human beings, animals and the environment.
5- Periodic monitoring of compliance with scientific research controls.

Guideline domain:

The guideline includes a set of general concepts of the scientific research ethics, Characteristics and ethics of scientific research relating to researchers and scientific research in research levels for the Preparation of master's and doctoral theses and postdoctoral research at the university.

responsibilities and competence:

- University president is responsible for development and proper application of this guideline.
- University Vice president for scientific affairs and scientific research is responsible for proposing the establishment of a committee to monitor and develop the implementation of the guideline.
- University quality assurance center oversees the revision of the guideline and its redress of feedback during implementation.

Guideline adjustment:

The guideline is adjusted by submitting a proposal containing justification for modification to university Vice president for scientific affairs and scientific research which transmits this proposal to the quality assurance center at university for consideration the proposal and express an opinion, then it returns it to the university Vice president; who submits it to the council for scientific affairs and research for consideration and make the appropriate decision. It could be referred to the committee for follow-up and development of the guideline if needed. The quality assurance center at university follows up on the implementation of the committee's decisions regarding the required adjustment.

Section /1/: general concepts:

Knowledge: It's the set of meanings, perceptions, opinions, beliefs and facts that's made up in human beings, as a result of his repeated attempts to understand the phenomena and things surrounding him**.**

Values: It's a set of foundations that represent the faith-based that controls the researcher and his team and their treatment of all elements of scientific research, but it Does not change as circumstances change. All of these values must be available.

Controls: The set of governing regulations to work at scientific research ethics which should function.

Committee of Scientific Research Ethics: It is a specialized committee for the formulation of scientific research ethics and the establishment of arrangement for its application and compliance with it.

Research Proposal: Proposed plan for specific research submitted by the research team to the donor.

Composed: It contains every scientific or literary research or book.

Science: it's realization of things as it's, and the coordinated knowledge that arises from observation, study and experimentation for the purpose of identifying the nature and origins of phenomena that are subject to observation and study.

Scientific Research: It's an organized intellectual process by a person called a researcher, or group of persons for fact-finding on a particular issue or problem (subject matter), by using an organized scientific method called the research approach, in order to reach appropriate solutions for treatment or valid results to generalize to similar issues called search results.

Intellectual Property: Products of a moral or intellectual nature, intellectual property is often interpreted as copyright and accessories to production or broadcasting rights. The aim of these rights is to evaluate information for the advancement of knowledge. (Alawi, 2007).

Intellectual Property Rights: Moral rights is enjoyed by a person for his mental or intellectual creations, so it's phenomena are numerous, as well as legal rights resulting from intellectual activity in the scientific, literary and artistic fields (Ein Shams University Quality Unit, 2010).

Scientific Secretariat: It's the responsibility that all members of the academic community have to undertake. It is the responsibility of the researcher to make reference to the original sources of information that were used in his research without hacking. Search data may not be fabricated or modified. The secretariat also presented the results. It's not a presentation of results that correspond to the researcher's point of view (Wimmer & Dominick, 2000, p. 74-75).

One sign of the scientific secretariat is respect for the intellectual property of others and accuracy in conveying other people's ideas. We can notice that the concept of scientific secretariat has many subjects that considered as infringement of copyright and prejudice to academic integrity, it consists in:

Fraud: Compromising data integrity, accuracy and falsification

Deception: Violation of the rules of scientific research, and lack of reference to marginalization, referrals, quotation or translation.

Infringement Of Intellectual Property Rights: Violating copyright and seizing his intellectual effort by impersonation or scientific theft.

Examples of violations by The Scientific Secretariat:

1- Distortion the results of sources studies.
2- Selectively presenting results.
3- Presentation of fake data after a viewing or experiment.
4- Deliberately misapplying statistical methods.
5- Inaccurate interpretation or intended distortion of research results.
6- Impersonating other people's results or bulletins.
7- Delete the names of associate authors who have made a significant contribution to the research, or adding the names of persons who did not participate or contribute in valuable ways.
8- Negligence in giving instructions in the search or in conducting it, or the omission of procedures that allow for the detection of errors and inaccuracies.
9- Neglecting rules for handling confidential data, and unauthorized printing of inspection designs or computer programs.

There are many terms synonymous with the concept of scientific theft, among the most important:

1- Intellectual Theft
2- Literary Theft
3- Plagiarism
4- Literary Piracy

As for the relationship of these terms to each other, it can be said that both the concept of Plagiarism and the concept of intellectual theft intersect and unite as a form of scientific integrity, and infringement of copyright, which is considered one of the most prominent forms of intellectual property rights. On the other hand, the copyright relates to the scientific secretariat through the part of the scientific theft, which are aimed at violating the rights of authors and illegally robbing their work.

The most common cases of scientific theft are:

- Transfer or copying from the web without mentioning the writer or giving the source of information is a scientific theft. It's like a transfer from a book or from an article in a scientific journal without reference to references.
- Writing or reformulating ideas or information without mentioning their source, for example:

☒ The research writes: The most difficult crises the nation is experiencing today is the absence of a systematic mind.

☑ It's right for the researcher to write: I agree with Dr. Ansari that the most difficult crisis the nation is experiencing today is the absence of a systematic mind.

- Purchase of work or research from another person. Paying someone else to do the research instead of you is a scientific betrayal, and a form of duplicative theft; because you didn't do a job and the other guy didn't document what he has wrote.

- Stealing Idea or method; It is the use of a similar concept or opinion that is not part of general knowledge.

- Artistic plagiarism by using other media such as images, texts and video.
- Plagiarism by translating content into other languages, using it without referring to the original work.

- Some researchers might quote some paragraphs from Arabic or foreign references and attribute them to themselves, which is considered contrary to intellectual property rights, so the researcher has to document everything he quotes from others in the scientific and methodological ways that exempt him from accountability, even if it's a quote from his previous

books and research, and not to underestimate other people's rights. He has to adhere to scientific research ethics in this field, lack of documentation is considered a theft of punishment.

The mechanisms and methods of coping with scientific thefts vary between:

- ☞ Legal measures and procedures established by laws governing university and scientific research.
- ☞ Ethical consecration under academic custom, university compacts, and customary community ethics.
- ☞ Technical mechanisms based on digital technologies, So, for example, you can use famous free sites to verify the existence of scientific theft. Especially if you're not sure that some of the ideas and information in your research came from other sources:
  - http:/www.ThePlagiarism.com, this site provides you with a comprehensive report through which you can review any part of the article that It should have referred to the writer of the work.
  - **www.PlagiarismChecker.com**, this site examines the phrases of your article, and transform you to the search results in google Through a list of web sites containing one or more words that have been checked, Scientific theft programs help you discover additional information on the subject, then you can use this information to improve the level of the article.

- **http://smallseotools.com/plagiarism-checker/**
- **http://www.dustball.com/cs/plagiarism.checker/**
- **http://turnitin.com/**

Scientific theft is a crime because whoever does like this work violates academic ethics and standards, in addition to it's a form of theft and fraud. Whoever's doing this is deceiving themselves. Shortly, we can say it's a form of dishonest competition, it reflects lack or absence of efficiency.

Section 2: Objectives and Importance of Scientific Research:

The general objectives of scientific research are:

1) set of theories and laws to understand scientific and social issues, and development of human knowledge.
2) Refuse misconceptions.
3) Clarifying scientific facts and extraction of new ones, to resolve issues for society and the national economy.
4) Interpreting natural phenomena to control them, and predicting their changes.

5) The importance of scientific research to the scholar and society is evident.

A. Importance of Scientific Research for the Researcher:

- ✍ The researcher's self-reliance in acquiring knowledge.
- ✍ The researcher should be Patient, hardworking, and have a close relationship with the library and sources of knowledge.
- ✍ Access to scientific research curriculum to select and apply the most appropriate methods for conducting his research.
- ✍ Deepen in competence.
- ✍ Development of researcher personality in terms of thinking, behavior and discipline.
- ✍ Addressing research issues in substantive and integrity way.
- ✍ Commitment to the ethics of science and scientific research.

B. Importance of Scientific Research for The Society:

- ☼ Development of societies and dissemination of culture and awareness.
- ☼ It is the mainstay of economic welfare.
- ☼ Interpretation, change, control and prediction of natural phenomena, to solve diverse scientific, humanitarian, social and economic problems.

Section 3: Characteristics of Scientific Research:

1- **Objectiveness**: The steps of scientific research should be done objectively without bias. This makes it imperative for researchers not to let their feelings and personal opinions affect the results that may be reached after the implementation of the various stages planned for scientific research.

2- **Accuracy and Testability:** The problem or phenomenon must be investigational and it has many sources of information and enough accurate.

3- **Possibility of Results Replicate** : The same results can be obtained by using the same scientific methodology and conditions. This increases confidence in the accuracy of actions taken to identify the problem of research, its objectives and the methodology for its implementation.

4- **Simplification and Shorten**: It's the logical simplification of the treatment and sequential handling of the phenomena about subject matter, from simple to complex issues and procedures, as well as, simplification and shortening of procedures without lack of accuracy of results.

5- **Achieving an Object or a Purpose:** It is determination of the object and purpose of the search clearly and accurately which helps facilitate scientific research steps and procedures. It also helps speed up delivery and obtain appropriate data and promote results.

6- **Openness**: Participation among researchers in results, data, methods, ideas, technologies and tools, in addition to allowing other researchers to review their work and accept criticism and new ideas.

7- **appreciation:** We must appreciate those who deserve it. The appreciation encourages researchers to continue the research. It promotes cooperation, trust and responsibility. Appreciation and responsibility are complementary**,** that is, the researcher must be valued only for his part of the research, and publication is a form of appreciation.

8- **Dissemination and Use of Research Results for Prediction**: Results of scientific research may be used in the process of predicting many phenomena and situations before they occur, not only to treat a real-time problem.

Section 4: Levels of Scientific Researches:

1- Masters: The student selects the subject of his research in a specific area of specialization, and masters the scientific research skills needed to carry out his research, then he discusses the results of his research in a thesis that he presents to get that degree.

2- Doctorate: The researcher has good scientific research skills at this stage. He writes the subject of his research and thesis that includes scientific innovation, which is considered as a new scientific addition to get a doctoral degree.

3- Postdoctoral Research: At this stage the researcher or a team of researchers make a Specific scientific research with a clear purpose. Discuss the results of research in a scientific report or article published in a scientific journal or conference and it could be a book or part of it, etc.

Section 5: Ethics and values of Scientific Researches:

General concepts:

Parts of ethics:

- **Public Ethics:** It's an ethic shared by all careers such as; honesty, secretariat, sincerity and good treatment.
- **Private Ethics:** It specializes in each career, every career has a private nature, every career has private problems, so it needs a private ethic thus, public and private ethics are the good behaviors that all careers must have.
- **Professional Ethics:** It's a set of behavioral standards (duties and obligations), which employer must abide by.

Sources of Scientific Research Ethics:

- **First source (doctrinal):** Islamic religion and beliefs regarding labor relations "**I was sent to complete the decency of morality**", **Prophetic tradition**, "**And indeed, you are of a great moral character**", **Al-Qalam**, Aya (4)
- **Second source (educational):** The values, information and integrity of the individual formed within family and school.

- **Third source (professional documents):** Ethical documents is made by professional groups, which defines professional ethical obligations such as; Honesty, Integrity, secretary, firmness, discipline, proficiency, good conduct in emergency situations and respect for the values, customs and tradition of society.

- **Fourth source (Legal regulations):** Laws, regulations and administrative instructions are issued by the institutions concerned, which defines the professional responsibilities and duties, and defines ethics to which all employees must abide by.

2- Scientific Research Ethics: It's a part of ethics science, it is intended to revive the ethical ideals of scientific research among researchers and scholars, which preserves science and research.

✍ **Researcher's Ethics:**

1- Dispassion: Emotional personality makes the results of research negative, and growing thinking is hampered by regular and systematic growth.

2- Fairness and objectiveness: The researcher must be fair and objective in his research. He discusses his results with others relying on scientific evidence to prove his hypothesis

3- scientific researcher eligibility: A researcher's willingness to read, train and master the necessary skills to achieve his research objectives

4- Respect for the intellectual property of others: It's a part of being a scientific secretary. The researcher must attribute ideas to their owners and attribute information to their original sources.

5- Targeted criticism: it is the using of objective criticism in writing scientific research to correct errors, checking of results, and improvement of conclusions and scientific facts

6- disobedience of people and ideas: The researcher has to deal with the idea without looking at its influence or popularity, for example; he supports an opinion or an idea

7- Accuracy and ease in conveying the opinions of others

9- **Honesty:** The researcher must base his research on honesty in words and work. The results of his research should be transmitted honestly and he should be secretary in his transfer, he also shouldn't to complete any incomplete information based on what he thinks. The researcher does not attempt to enter data based on theories results.

10- **Capacity of science**: it's the researcher's work to develop his knowledge and culture continuously, as well as to work hard to make use of that science.

11- **Patience:** Because of the difficulties that the researcher will face, he should be patient**.**

11- Safety: The researcher mustn't put himself at psychological, moral or physical risk. By arranging the necessary precautions through testing. He also must keep the safety intended in the research, and he mustn't put the sample of research at psychological or physical risk during the conduct of the research procedure.

12- Experience: The chosen subject of research must be suitable for researcher's experience, skills, physical and psychological potential.

13- Mutual Respect: The researcher must treat colleagues and science-seekers with mutual respect.

14- Effectiveness: Researchers mustn't waste physical resources, but they must use it effectively.

15- Separation of a researcher's scientific life from his family or personal life.

16- Avoiding government influences aimed at leaving vital public affairs.

17- Freedom: The researcher should be free to choose the search for any trouble or hypothesis. The researcher should know well that research funding is an excellence not a right, so funding opportunities for his research will be better depending on his choice of research which deals with issues concerning society and meets the needs of the national economy.

18- Trust: The researcher must be keen to build a bridge of trust between him and the sample members he's dealing with, during Implement procedures of research, to get the continuity of their cooperation with him until complete the search.

19- Preserve security of information and data: Preservation of the security of personal and economic information of persons and institutions targeted for research, and the security of the identity of the search sample members (participate). He mustn't use this information for other than scientific purposes and not reveal of the participate for any reason, as well as, this includes the researcher's obligation to Preserve field documents and paper forms in a secure location so that they are not there, so that there are no possibilities of being seen by other than the researcher, then the target people of research will be at risk of misusing the data and opinions given to the researcher. They often contain the participant's personal data. The researcher must literally adhere to this moral rule.

20- Social responsibility: Researchers must avoid causing any harm to society, and promoting social benefits through their research. They have to participate in people's discussions and inquiries, and help to develop a science policy that lives up to the top of society, in addition to participating in the dissemination of scientific awareness. He should explain to participants the nature of the research, its importance, its scientific value to society, the importance of their contribution to research, and the value of the information they provided to society.

21- Digital recording: The researcher must not record sounds, take pictures or video of them without the agreement of the participants. Their prior agreement must be obtained before registration begins, because taking agreement after registration is contrary to scientific research ethics.

22- Animal rights: Some laboratory research is required for experimental animals. There are some ethical considerations and controls that the researcher must adhere to when dealing with these animals. Such as; appropriate care and feeling of their pain and discomfort of these animals. The researcher should consult the research's supervisor or expert in dealing with experimental animals.

23- The researcher must state and explain the gaps of his research with all objectivity and transparency: This will increase the strength of the search, as opposed to what some expect. The gaps in behavioral and social science are due to the measurement of variables or methods of data collection or analysis.

Notes:

- There's a misconception that negative results aren't worth mentioning as positive ones, so that some researchers ignore the negative results because of the lack of relationship between study variables, but the lack of relationship between variables is as important as having a relationship. Both results are beneficial to society and academic board
- Some researchers claim that getting the results was planned**,** but actually he got them by accident, many researchers do not draft their assumptions until the data analysis has been completed and extract the results. In the ethics of scientific research is that the formulation of assumptions or questions is before data collection.

24- **The researcher shall do:**

- ☑ Non-identification of volunteers for research; explanation of procedures and risk; telling them that they can withdraw whenever they wish, and he mustn't deceive them with false hopes, in addition to priority in access to search results.
- ☑ Emphasis on the use of informed consent in health, medical and biological research, giving a comprehensive explanation of the objectives and details of the research to the patient and his family or relatives and respecting the opinion of those who refused to participate in the study.

Some ethics and values that the researcher must also keep them:

- Respect for the law on regulation of universities, its implementing regulations and the decisions of the competent councils.
- Researcher's interest in university promotion through hard work in departments and colleges.
- The strong belief that scientific research is the bedrock of society's progress, it raises the level of education at university. The publication of scientific research in world scientific journals has elevated the membership of the educational board, and the university.
- Activation and promotion of collective research.
- Innovation and better choice of research subject, aimed at exploring new scientific realities. Scientific research is valuable and has positive practical benefits for society and its sectors, especially in industry, agriculture and others.
- Scientific secretariat and adherence to established rules and traditions in this field of information obtained by a researcher in preparation for his research and recording of reference accurately and honestly.
- Objectivity and complete impartiality of personal considerations when judging published research manuscripts.
- Stay away from the use of scientific research for non-scientific purposes such as purely political objectives, and personal publicity, or adulation for any individual, board or institution.
- To emphasize the efforts of all those involved with the researcher in the preparation of the research in accordance with academic norms and traditions;
- Scientific research is an ongoing issue, so it needs to be continued and kept informed of journals and literature in the field of specialization, participation in scientific conferences and symposiums and present the new information to his colleagues for discussion.
- Ensuring the formation of specialized science schools that raise the university's profile in the global scientific community.
- Publication of scientific research in local scientific journals and attempt of publication in advanced scientific journals.

Ethical problems of sample members:

- It is essential for each researcher to balance the benefits of research against the costs of those benefits, this needs to be discussed before we start scientific research. If the ethical costs of research outweigh the desired results. He has to solve this problem and distract itself from the continued implementation of search procedures such as:

  1) Freedom to participate in search procedures: It means voluntarily sharing the search sample without any pressures, this will leave the researcher with a problem that he must solve by balancing the desired research results with the ethical costs of these results. The observation which is used to collect data is also a violation of one's freedom to approval or disapproval. It's not like to tell a person that he is under study, because his knowledge of this study may affect the results of the research.

  2) Self-Determination: it's the belief that the individual can make his own decision. When a researcher makes fundamental changes in the behavior of the participant, which is a violation of self-determination. It may be said that an individual does not have the capacity to make his own decision, because he's not qualified with enough knowledge and information; It is therefore necessary to go back to those who are able to do so on his behalf.

  3) Physical And Psychological Damage: It's a premeditated damage to an individual; such as one of the research sample was get hurt to psychological or physical with the prior planning of the researcher. He was in awkward situations causing anxiety or failure or losing self - respect and so on.

  4) Hide the objective of searching for the sample members: Some participants in research realize that they're under study, but they don't know the truth or the purpose of the research, or they know part of it, so the research hides the truth of the object or tells them an unrealistic objective. This is contrary to the individual's right and human dignity.

  5) disinformation participant by hiding what he will do: it means that the researcher doesn't tell the members about the experience, but he deceives them that everything is normal. In fact, there is planning that leads him to bribe, lie, and so on wrong behavior. Some researchers say that this misinformation is a legitimate way to develop the science of human behavior, but this is contrary to the idea that it violates the freedom of the individual involved in the research and is not respectful to himself. The researcher must therefore be very careful in balancing results and damage. with the need to tell the participant after the research has been completed because of the lack of clarity from the beginning.

  Feedback: The researcher must ensure that the sample members or targets of the research are provided with feedback and results, if he can't, he should give them a summary or the most important recommendations that matter to them. The scientific secretariat also requires the researcher to show them the images, sounds or printed texts of the phrases they said before publication to avoid any physical or moral harm to them.

Professor's ethics as scientific supervisor:

The relationship between supervisor and student is governed by university ethics before regulations and laws, these ethics are as follows:

1- Faithful and honest guidance in the selection of the topic. The subject of the research should be authentic, for the scientific benefit of the student and the faculty, and make sure it's not done before.

2- ensure that the researcher is able to do his research under the supervision of the professor.

3- The professor does not use his authority over the student to harness him with work unrelated to the subject of his research.

4- Students must be directed to the right guidance in their duties, research or projects.

5- The student is used to taking responsibility for his research, analysis, results and to defend them objectively.

6- Continued emphasis on scientific integrity and confidentiality and strict adherence to the ethics of scientific research.

7- Development of scientific research Qualities in Students

8- Do not relent with his students in the curriculum or the origins of scientific research.

9- To allow for discussion and opposition in accordance with the principles of constructive dialogue and with the customary ethics of the talk.

justice for students supervised without discrimination 10- to do

11- Not to blackmail, humiliate or insult a student and to destroy his abilities whether in the research or in the public discussion of the thesis, because this behavior is a bad model for the student, and it can damage his character.

12- Full adherence to intellectual property rights.

Environmental conservation: If research requires experiments on the environment, especially animals and plants, The researcher has to deal with the environment in accordance with the laws in force ensuring the protection of the environment and its natural, plant and animal components, relying on the advice of Professor supervisor and experts in his field of research before starting.

Section /6/: Monitoring Mechanisms

- Socialization is the primary mechanism for transmitting scientific research ethics, and science culture in general.
- Increased penalties for scientific deviations such as scientific thefts.
- Establish strict controls over university promotion systems and graduate research
- Establish controls for scientific dissemination and work to improve its culture.

Section /7/: Implementation Mechanisms

Violations of this guideline in case of breach of its implementation shall be referred to the Scientific Research Ethics Committee Responsible for monitoring scientific research, and to propose appropriate penalties for cases contrary, or Referral of the offender to the disciplinary system in accordance with the Law on Regulation of Universities, its implementing regulations.

Conclusion:

The principle of secretary should govern scientific research, scientists have moral obligations, so that the commitment to secretary in scientific research is of great importance. All parties involved in scientific research must commit themselves to respect, promote and implement this guideline, in addition to promoting and applying it carefully, efficiently and in the manner that common sense dictates. Each member of the educational board and a student in the faculties, institutes and centers of the University should respect and apply this guideline. The scientific researcher's disregard for scientific research ethics undermines the scientific and valuable character of his research. It is essential that the researcher is not exposed to his fellow researchers in terms of their privacy, dignity or course approach, because politicization of objective research was contrary to scientific research ethics. the primary objective of this guideline is The development of a mature scientific conscience, and the fundamental sense of responsibility of the researcher; because developing these values will promote high scientific ethics and abide by it., rather than fear of punishment, it is a deterrent to commission of offences.

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دليل أخلاقيات البحث العلمي في جامعة إدلب