



## URGENT

**To:** Dr. Heba Khoshaim, Acting Vice Rector, Campus for Women/ Vice Dean, DAR  
Dr. Saad Al-Mosa, Dean, College of Business Administration  
Dr. Abdelhakim AlMajid , Dean, College of Engineering  
Dr. Mohammed Alkanhal, Dean, College of Computer and Information Sciences  
Dr. Fahad Almajid, Dean, College of Law  
Dr. Mamdouh Alenezi , Dean, Educational Services  
Dr. Hind Alotaibi , Dean, College of Humanities

### **Subject: IMPORTANT NOTICE TO ALL FACULTY MEMBERS**

*I would like to thank all faculty members and colleagues for the high standard of professional ethics sustained at Prince Sultan University.*

*However, very infrequently, situations arise which call for a re-statement of the code of ethics that governs us all. Two of the most common situations are:*

- **PREFERENTIAL TREATMENT**  
*It is totally unacceptable for faculty members to give preferential treatment of any kind to students, be it in the form of grades, latitude concerning absences, or any other type of favor. Conversely, it is equally unacceptable for faculty or staff members to accept gifts, favors or concessions of any kind from either students or their family members.*
- **PRIVATE TUTORING**  
*It is completely unacceptable for faculty members to give private lessons to students. Any tutoring should be carried out as part of the instructor's contractual duties and within either his/her allotted office hours or during any departmental tutoring sessions.*

*Should faculty or staff encounter other situations that involve professional ethics, they must seek instruction from the relevant College Dean or Department Chairperson.*

*The higher standards of the education environment require that equal justice be applied in all matters relating to students, and that self-interest must bow to the interests of the University. Failure to adhere to these principles will be considered a direct violation of the contractual agreement and obligations. Appropriate actions will be taken by the University against any faculty member who does not comply with these guidelines.*

*All faculty members in your college or department should be reminded about these points, and your cooperation in such matters is highly appreciated.*

*All violation cases must be reported by the Chairpersons and Deans to the office of the Vice Rector for Academic Affairs and Research.*

Best regards,

**Dr. Abdelhafeez Feda**

**Vice Rector, Academic Affairs**

Cc: Dr. Ahmed S. Al-Yamani, Rector  
Dr. Saad S. Al-Rwaita, Vice Rector, Administrative & Financial Affairs  
Dr. Mohamed Aljabreen AL-Misher, Deputy Vice Rector for Academic Affairs