RESEARCH INTEGRITY

Research Code of Ethics

Together for ethical research practice

College of Management and Technology – Cairo

Arab Academy for Science, Technology and Maritime Transport

EFFECTIVE DATE	APPROVED BY	RESPONSIBLE OFFICE
September 2026	**College Board**	**Vice Deanship for Postgraduate Studies and Research**

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Code of Ethics for Scientific Research — College of Management and Technology – Cairo

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01 Introduction

The College of Management and Technology (CMT) - Cairo at the Arab Academy for Science, Technology and Maritime Transport (AASTMT) is committed to fostering an environment of integrity, honesty, and rigor in all research activities undertaken within its jurisdiction. This Code of Ethics outlines the fundamental principles and standards that guide the conduct of researchers, faculty, staff, and students involved in research at the College. Adherence to these ethical guidelines is paramount to ensuring the trustworthiness of our research, the protection of participants, and the reputation of the College.

02 Purpose

The primary purpose of this Code of Ethics is to:

- Provide clear ethical guidelines for all research conducted under the auspices of the College of Management and Technology - Cairo.
- Promote a culture of ethical research practice and accountability.
- Safeguard the rights, dignity, and well-being of research participants.
- Ensure the integrity, accuracy, and reliability of research findings.
- Maintain public trust in the research conducted by the College.

03 Scope

This Code of Ethics applies to all research activities conducted by faculty members, researchers, staff, postgraduate students, and any other individuals affiliated with the College of Management and Technology - Cairo, regardless of the funding source or location of the research. This includes, but is not limited to, empirical studies, theoretical research, data analysis, and the dissemination of research findings.

04 Definitions

Research	A systematic investigation designed to develop or contribute to generalizable knowledge.
Researcher	Any individual involved in the planning, conducting, or reporting of research.
Research Misconduct	Fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting research results.
Fabrication	Making up data or results and recording or reporting them.
Falsification	Manipulating research materials, equipment, or processes, or changing or omitting data or results such that the research is not accurately represented.
Plagiarism	The appropriation of another person’s ideas, processes, results, or words without giving appropriate credit, including self-plagiarism.
Unacceptable Research Practices	Practices that fall outside the definition of research misconduct but breach this Code, as listed in Section 15.

Human Participant	A living individual about whom an investigator conducting research obtains (1) data through intervention or interaction with the individual, or (2) identifiable private information.
Vulnerable Populations	Groups with diminished capacity to give free and informed consent or at increased risk of harm, such as minors, prisoners, and individuals with cognitive impairments.
Anonymity	The irreversible removal of information that could identify a participant, directly or indirectly.
Conflict of Interest	A situation in which a researcher's personal interests (financial, professional, or other) could compromise, or appear to compromise, their professional judgment in the design, conduct, or reporting of research.
AI	Artificial Intelligence, encompassing systems that exhibit intelligent behavior by analyzing their environment and taking actions – with some degree of autonomy – to achieve specific goals.

05 Institutional Commitments

The College of Management and Technology - Cairo is committed to:

- Providing resources and support for ethical research conduct.
- Establishing and maintaining a Research Ethics Committee (REC) to review and approve research protocols.
- Promoting transparency and accountability in all research endeavors.
- Protecting researchers from undue pressure or coercion.
- Upholding the highest standards of academic integrity.

06 Standards for Good Research Practice

All research conducted at the College must adhere to the following standards:

Integrity: Honesty and truthfulness in all aspects of research.

Objectivity: Avoiding bias in data collection, analysis, and interpretation.

Carefulness: Diligence and attention to detail in all research activities.

Openness: Willingness to share data, results, and methods with peers, and to consider new ideas and criticism.

Respect for Intellectual Property: Honoring patents, copyrights, and other forms of intellectual property.

Confidentiality: Protecting sensitive information of participants and collaborators.

Responsible Publication: Publishing to advance knowledge and research, not to advance only one's career.

Mentorship: Assisting in the ethical conduct and training of junior researchers.

Respect for Colleagues: Treating peers with respect and fairness.

07 Research Involving Human Participants

Research involving human participants must prioritize their safety, dignity, and rights. Key principles include:

Informed Consent: Participants must be fully informed about the research and voluntarily consent to participate. Consent must be documented.

Beneficence and Non-Maleficence: Maximizing potential benefits while minimizing potential harms.

Justice: Fair selection of participants and equitable distribution of research burdens and benefits.

Privacy and Confidentiality: Protecting participants' personal information.

Vulnerable Populations: Implementing additional safeguards when involving vulnerable groups (e.g., children, prisoners, individuals with cognitive impairments).

08 Research Data Management

Researchers are responsible for the proper management of research data. This includes:

Data Integrity: Ensuring data accuracy, completeness, and authenticity.

Data Security: Protecting data from unauthorized access, loss, or damage.

Data Storage: Storing data in appropriate formats and locations for the required retention period, which shall be a minimum of five (5) years after publication or completion of the research, unless a longer period is required by the funder or by law.

Data Sharing: Sharing data responsibly, in accordance with ethical guidelines and any applicable agreements, while protecting participant confidentiality.

Data Archiving: Preserving data for future verification and potential re-analysis.

09 Publication and Authorship Ethics

Authorship of research publications should reflect significant contributions to the research. Key principles include:

Authorship Criteria: Authorship should be based on substantial contributions to conception or design; acquisition, analysis, or interpretation of data; drafting or critically revising the manuscript.

Attribution: All sources must be properly acknowledged.

Plagiarism: Presenting the work or ideas of others as one's own is strictly prohibited.

Duplicate Publication: Submitting the same research manuscript to multiple journals simultaneously is unethical. Redundant publication of the same findings, and splitting a single study into multiple minimal publications ("salami slicing"), are also unethical.

Corrections and Retractions: Researchers have a responsibility to correct or retract published work if significant errors are discovered.

10 AI and Emerging Technologies

The use of Artificial Intelligence (AI) and other emerging technologies in research must be guided by ethical considerations. Researchers using AI are expected to ensure:

Transparency: Clearly disclose the use of AI tools in research design, data analysis, and manuscript preparation.

Accountability: Ensure that AI-generated outputs are critically reviewed and that ultimate responsibility for the research remains with the human researchers.

Bias Mitigation: Be aware of and actively work to mitigate potential biases embedded in AI algorithms and datasets.

Data Privacy: Ensure that the use of AI complies with data privacy regulations and ethical standards.

Originality: Use AI as a tool to enhance, not replace, human intellectual contribution and critical thinking.

Authorship: AI tools cannot be listed as authors or co-authors, as they cannot take responsibility for the work.

Confidentiality in Review and Supervision: Reviewers, examiners, and supervisors must not upload manuscripts, theses, or other unpublished work of others to external AI tools.

11 Conflict of Interest

Researchers must identify, disclose, and manage any potential conflicts of interest that could influence, or appear to influence, their research. This includes:

Disclosure: Promptly disclosing all relevant financial and non-financial interests to the College.

Management: Developing and implementing plans to manage disclosed conflicts, which may include recusal, independent review, or other measures.

Transparency: Ensuring that conflicts of interest are disclosed in publications and presentations.

12 Research Ethics Committee (REC)

The College of Management and Technology - Cairo shall maintain a Research Ethics Committee (REC) responsible for:

- Reviewing and approving research protocols involving human participants or sensitive data.
- Providing guidance on ethical research practices.
- Investigating allegations of research misconduct.
- Ensuring compliance with ethical standards and regulations.

The REC operates according to the following rules:

Composition: The REC comprises at least five members chaired by the Dean for a renewable two-year term, including faculty from different departments, at least one member with expertise in research ethics or law.

Quorum: Meetings require the presence of a majority of members, including the Chair or a designated deputy.

Members' Conflicts of Interest: Members must declare any conflict of interest and abstain from reviewing applications in which they are involved.

Levels of Review: Applications are classified as Exempt, Expedited (minimal risk), or Full Board review, according to the level of risk to participants.

Decision Timeline: The REC issues its decision within 30 working days of receiving a complete application (15 working days for expedited review).

13 Responsibilities of Researchers

Researchers have a primary responsibility to conduct their work ethically and with integrity. This includes:

- Adhering to this Code of Ethics and all relevant institutional policies and legal regulations.
- Obtaining REC approval before commencing research involving human participants.

- Ensuring the safety and well-being of research participants.
- Maintaining accurate and complete research records.
- Disclosing any conflicts of interest.
- Reporting suspected research misconduct.

14 Responsibilities of Supervisors

Supervisors of research students play a crucial role in fostering ethical research conduct. Their responsibilities include:

- Providing mentorship and guidance on ethical research practices.
- Ensuring that students understand and comply with this Code of Ethics.
- Monitoring student research activities for adherence to ethical standards.
- Creating a supportive environment where ethical concerns can be raised and addressed.

15 Research Misconduct

Research misconduct, defined as fabrication, falsification, or plagiarism, is a serious offense that undermines the integrity of research. The College takes all allegations of research misconduct seriously and will conduct thorough and fair investigations.

In addition, the following Unacceptable Research Practices are breaches of this Code:

- Duplicate or redundant publication.
- Unethical authorship practices (e.g., gift, ghost, or coerced authorship).
- Breach of confidentiality.
- Undisclosed or inappropriate use of AI tools.
- Conducting research without the required REC approval or informed consent.

Allegations are handled through the following stages:

> **Preliminary Assessment:** The REC reviews the report within 10 working days to determine whether it warrants investigation.
>
> **Investigation:** A panel of at least three members with no conflict of interest examines the evidence. The respondent is notified in writing and given the opportunity to respond.
>
> **Findings:** The panel submits its findings and recommendations to the Vice Dean for Postgraduate Studies and Research within 60 working days.
>
> **Decision and Appeal:** The decision is communicated in writing. The respondent may appeal to the Dean within 15 working days of notification.

16 Reporting Procedures

Any individual who suspects research misconduct should report it promptly to their supervisor, the Research Ethics Committee, or the Vice Dean for Postgraduate Studies and Research. All reports will be handled with confidentiality and due process.

No individual who reports suspected misconduct in good faith shall be subject to retaliation. Reports found to be knowingly false or malicious shall themselves be treated as a violation of this Code.

17 Training and Awareness

The College will provide regular training and awareness programs on research ethics for all members of the academic community. Participation in these programs is encouraged and may be mandatory for certain research activities.

18 Monitoring and Compliance

The College will implement mechanisms for monitoring compliance with this Code of Ethics. This may include periodic reviews of research practices and audits of research projects.

19 Disciplinary Actions

Violations of this Code of Ethics, including research misconduct, may result in disciplinary actions, up to and including termination of employment, academic sanctions, or other appropriate measures, in accordance with College policies and procedures.

Sanctions shall be proportionate to the severity of the violation and may include:

> **For Students:** written warning; requirement to revise or resubmit the work; failing the course or thesis; suspension; withdrawal of the awarded degree.
>
> **For Faculty and Staff:** written warning; suspension from supervision or research funding; retraction of publications; referral to the disciplinary board in accordance with AASTMT regulations.

20 Final Provisions

This Code of Ethics may be reviewed and updated periodically to reflect evolving ethical standards and research practices. It shall be reviewed at least every two years. Any amendments will be approved by the College Board.

Version 1.0 — Approved by the College Board, Session No. ___9/2026___ dated __22__ / __09__ / 2026.

21 Appendices

The following appendices provide supplementary forms and templates, and form an integral part of this Code:

Appendix A	Research Ethics Approval Form
Appendix B	Informed Consent Template
Appendix C	Conflict of Interest Disclosure Form
Appendix D	AI Use Disclosure Statement
Appendix E	Research Misconduct Reporting Form
Appendix F	Research Ethics Checklist