

**Guide of Faculty Duties
Jouf University**

Introduction

The success of the educational system depends to a large extent on the faculty member. Therefore, Jouf University is keen to provide the greatest degree of justice and transparency for faculty members by preparing a guide to the duties of faculty members

Every profession in society has morals, charters, rules, and principles governing work and behavior, which should be respected and adhered to, and it reflects the general moral orientation in the lives of peoples and nations. Nations and societies derive ethics of professions from their values and pillars, and the Kingdom of Saudi Arabia, by the grace of Allah, derives the ethics of professions from the Holy Quran and Purified Sunah, and our teacher and role model is Prophet Muhammad (PBUH) as recited in the Holy Quran "You (Muhammad) are truly of a great character" (Surat Al Qalam)

The supreme nature of the teaching profession is manifested in its ethical content and educational outcomes, and its effect to individuals and society. This guide reflects what each faculty member must take into account in the performance of their mission and work in favour of their students and fellow workers in the field of science and knowledge in general.

From this point of view, Jouf University has prepared a guide for the duties of the faculty members, and those who are alike, with the aim of strengthening the members' affiliation with the university to their mission, enhancing the profession and contributing to the development of the society in which they live.

This, by Allah, I ask that He bestow allegiance upon all and maintain our faith and security. May Allah's peace and blessings be upon our Prophet Muhammad, his family and all his companions. May Peace and Allah's Mercy Be Upon you

University Vice Dean for Academic Affairs

Dr. Bandar bin Mazal Ash-Shammari

Table of contents

No.	Topics	Page number
1	Goals	4
2	Guide Terms	5
3	The values and ethical principles of faculty members	6
4	Duties and responsibilities	8
5	Faculty members' teaching hours	9
6	Teaching and learning leadership	11
7	Duties and duties of the course coordinator	13
8	Assessment	14
9	University services	16
10	Fellowship and administration	18
11	Scientific research	19
12	Community service	21
13	Supervision or arbitration of university theses	23
14	Scientific consulting	24

Principle of preparation the guide:

"This guide will be updated on an ongoing basis. Faculty members and those who are alike must ensure that they receive an updated copy of this document. The University reserves the right to modify and interpret policies and procedures provided for in the guide without the need for notification, and this guide is a substitute for the regulations or decisions made as an implementation of them. "

Goals

1. Preparing terms of reference for faculty duties, as a guide for faculty members and alike.
2. Promoting the principles of cooperation, dialogue, respect, integrity, transparency and equality of all components of the educational system
3. Reinforcing the principle of effective participation in all matters that serve the university in academic and administrative terms.
4. Forming a number of professional controls governing the relationship of faculty members with their students and colleagues.
5. Reinforcing professional obligations among academics in teaching, scientific research, management and dealing with students and all levels of society benefiting from the university.
6. Better teamwork, better performance and better role of the University through consolidation
7. Professional ethics, founding loyalty.

Guide Terms

University: Jouf University.

Faculty members: they are professors, associate professors, and assistant professors as well as lecturers, teaching assistants, language teachers and research assistants.

General ethics: These are ethics common to all professions (faithfulness, honesty, sincerity, and good treatment).

Professional Ethics: It is a set of values, principles, good qualities and supreme positive behaviors that academics in the field of higher and university education must abide by.

Ethics of the teaching profession: Meta, by which faculty members are committed to performing the educational and academic mission in an optimal manner, and obtains all the principles and lofty values those faculty members, must abide by, which protect the honor and prestige of the profession.

Regulations: It means all the systems that the university is implementing at present or in the future.

The values and ethical principles of faculty members

Article 38 of the Regulations Governing the Affairs of Teaching Staff provides that:

"A member of the faculty shall have the following qualities:

1. Honesty and righteousness, abide by established regulations, instructions, rules of conduct and morals, and promote each

What's wrong with the job honor.

2. To follow up on developments in his or her field of specialization and, through his scientific activity, to contribute to the development of his specialization.

3. To convey to his or her students the state of the art of science in his field of specialization, and to raise the love of science, knowledge and thought.

Sound science.

4. To participate actively in the work of the Board of the Section and in other boards and committees of which it is a member; The Department, Faculty and University level and actively participate in the activities of the Department, the College and the University in the service of the University

Society.

5. Full-time work at the University, and may not work outside the University until prior approval has been taken in accordance with the Regulations.

Islamic Sharia (Legislation) is the main source of university teaching ethics, as well as rules and regulations.

Administrative policies issued by the Higher Education Institution and Jouf University include the following:

1. Justice:

Expresses the extent to which an individual has an obligation to his or her right to his or her actions, his or her capacity for equality and non-discrimination, and the obligation with its rights and obligations.

- 2. Honesty

It is an Islamic moral a noble human trait based on preserving what the individual has been insured upon

3. Loyalty

Loyalty refers to what comes, it is a genuine association, direct contact with the college and university, and worked to achieve its strategic aims, respect for all laws, regulations and rules, pride and devotion in working with them and positive interaction with employees.

4. Equality and non-discrimination:

is a principle relating to the protection of the right and respect of human regardless of religion, race, sex, position, etc.

5. Mutual Trust:

Based on honesty and truthfulness, it plays a major role in regulating relations between members of society and is a fundamental pillar of the university and its progress.

6. Respect for privacy:

The confidentiality of the university's information, its employer or those who work for or within it. It must be maintained and not be publicized or used personally. And the privacy of faculty members within or outside the work must be respected.

-7 Integrity and impartiality:

They are essential for the performance of a university professor's teaching or research duties, and all the work assigned to him or her or her at the university. It is necessary for faculty

members to perform their tasks without prejudice or discrimination, so as to maintain mutual trust with the institution for not undermining their integrity and impartiality.

Duties and responsibilities

- Teaching and learning leadership
- Course coordinator
- Assessment and tests
- University services
- Fellowship and administration
- Scientific research
- Community service
- Supervising and refereeing scientific theses
- Scientific consultation
- Teaching hours

Faculty members teaching hours

Article 40 of the Regulations Governing the Affairs of Teaching Staff determines the teaching hours for faculty members.

Teaching is as follows:

The maximum quota for teaching staff and alike shall be as follows:

1. Professor 10 teaching units.
2. Associate Professor 12 teaching Units.
3. Assistant Professor 14 teaching Units.
4. lecturer 16 teaching units and his or her teaching units should be reduced during his or her studying period.
5. teaching assistant 16 teaching units and diluted by teaching units during the period of study
6. Language teacher 18 teaching units.

Article 41:

faculty members and alike shall perform 35 hours per week, which may be increased to 40 hours per week by a decision of the University Council, which they shall spend on teaching, research, academic guidance, office hours, scientific committees and other work assigned to them by the university.

Article 42:

Who is responsible for administrative work, such as university vice rectors, deans, their vice deans, directors of scientific centers and heads of departments, shall perform less teaching load for not less than three teaching units.

The following table shows an example of the teaching load of a of a faculty member performing administrative work. The university rector is delegated to adjust these loads according to the common good.

Administrative work	The minimum teaching load in teaching units
University vice deans, deans of colleges and assistant deanships	3
Vice deans of colleges and assistant deanships	4
Vice dean in addition to heading a scientific department	3
Heads of scientist departments and supervisors of scientific and administrative centers	4
Heads of scientific departments that are to get accreditation for one their programs.	3
Head of more than one scientific department	3
Heads of assistant departments (don not provide academic programs)	6
Supervisors and female coordinators of scientific department.	6-4
Assistants of scientific centers	6
Consultant in one of the university vice rectorates or assistant deanships	4 to 8 at maximum
Heads of units related to the university president	3
Head of units in one of the university vice rectorates	4 to 8 at maximum
Heads of units in colleges and assistant deanships	Reducing teaching load to 3 teaching units at maximum

General rules for the distribution of the teaching load

A. Head of department

1. Identifying equivalent teaching units according to the needs of the department and their approval from the Dean of the College.
2. Distributing the teaching load, approval by the Board of the Department and follow-up on its application.
3. Taking into account the balance in the distribution of the teaching load among faculty members.

4. Preparing the teaching load report for all teaching staff in the department with a list of those who have incomplete teaching load and bring it to the dean of the college mentioning the justification for that.

B. Dean of college

1. Approval of the distribution of teaching units equivalent to the departments.
2. Approval of the teaching load raised in the department's records and following up its application through the department heads.
3. Preparing a report on the teaching load for all faculty members in the college with a list of those who did not complete it their quorum, the justifications for this, and its submission to the Vice Dean for Academic Affairs.

Teaching and learning leadership

The duties of faculty members in teaching and learning leadership are as follows:

- Being proud of the profession, and not consider it just a profession to earn from.
- Proficiency in the scientific subject entrusted with teaching.
- Fluency in the language used in teaching.
- Follow up on everything new and updated in his field of specialization.
- Commitment to quality standards in determining the scientific level of the subject he is teaching, so that it is not higher than what is required and creates unjustified difficulties, or it is easier than what is required and negatively affects the learning process
- Preparing the course plan
- Identifying references and primary and secondary sources of information, according to the approved study plans
- Optimal use of teaching time.
- Using modern and appropriate teaching methods in presenting the scientific material in a way that suits individual differences among students.
- Develop students' higher levels of thinking, and encourage them to innovate and be creative.
- Giving the opportunity for discussion and instructive criticism among students with regard to dialogue politeness and in a way that enhances learning.

- Applying justice, equality and integrity in dealing with students.
- Sincerity, honesty and perseverance in the performance of his work.
- Ensuring that students are rehabilitated with knowledge, skills, and morals
- giving private lessons is forbidden under any circumstances or in any name, with or without pay.
- Commitment in dealing with students to the rules and regulations set by the university, as well as what is stated in the student by Jouf University.
- Commitment to the regulations of giving lectures in terms of time and place.
- Presenting himself as a role model for the community.
- Adherence to university traditions and its original values.
- Enhancing the spirit of loyalty among students to their religion and country.
- Develop a culture of tolerance and positive interaction with other cultures.
- Consolidating the value of preserving public property and respecting private property and intellectual property rights.
- Creating a learning environment that helps students acquire lofty values.
- Using modern technologies to develop the educational process and e-learning and to support the current university trends in distance education.
- Encouraging students for lifelong learning.
- Leading the learning process professionally, starting with setting goals and ending with evaluation.
- Commitment to office hours to guide and guide students and solve their personal study and social problems.

Course coordinators' duties and tasks

The coordinating faculty members' duties are as follows:

- 1) Preparing the course plan according to the form approved by the University vice Presidency for Academic Affairs, and submitting it to course teachers before the start of the semester.
- 2) Preparing the course specification according to the form of the Education Evaluation Commission, formerly, National Commission for Academic Accreditation and Evaluation, and handing it over to the course teachers at the beginning of the semester, and to the coordinator of the quality and academic accreditation unit in the department.
- 3) Preparing the course file and handing it over to the department head/supervisor after completing the auditing the grades and approving them for all course divisions, provided that it includes:

- Brief CV of the coordinator.
- Study schedule
- The course's teaching plan.
- Course description.
- Student attendance sheets in all divisions.
- The final results statements are approved for all course sections.
- Samples of the semester exams, and the final exam that includes pictures:
 - Answer booklet for the student with the highest score.
 - The answer booklet of the student with the lowest score.
 - Student's booklet with average grades.
- Course report according to the form of the Education Evaluation Commission "formerly the National Commission for Academic Accreditation and Evaluation."

General Instructions:

- 1) The teacher who teaches the course individually for one or more sections is considered the coordinator of this course, and then performs all the previously mentioned tasks.
- 2) Each teacher submits to the course coordinator the student attendance sheets for the semester and final exams before each session at least a week before the test.
- 3) Each teacher shall provide the course coordinator with the attendance sheets of the students during the semester, and the final result statements after it is approved for all sections they teach, to be included in the course file.
- 4) Each teacher provides the course coordinator with a sample of the semester test for each section they teach, including photocopies of:
 - Answer sheet of the student with the highest score.
 - The answer sheet of the student with the lowest score.
 - Student's sheet of average grades.
- 5) Each teacher provides the course coordinator with a sample of the final exam for each section he teaches, including pictures:
 - Answer sheet of the student with the highest score.
 - The answer sheet of the student with the lowest score.
 - Student's sheet of average grades.
- 6) Each teacher shall provide the course coordinator with the course report according to the form of the Education Evaluation Commission "National Commission" of Evaluation and Academic Accreditation." for each section he teaches.
- 7) The Control Committee shall provide the course teachers with the model answer form for the final exam upon receiving the answer sheets for marking.

Test categories

The most important duties of faculty members in the field of examinations are as follows:

- Training students on the necessary skills to answer tests.
- Training students on electronic exams.

- Urging students to be scientifically honest, in exams or preparing research.
- Continuous assessment of students, informing them and providing immediate feedback.

- Allow students to review their own answer sheets according to the applied regulations at the university.
- Taking all necessary precautions to maintain the confidentiality of the tests.
- Appropriate test questions.
- The test questions measure all aspects of learning (cognitive, emotional, and skill).
- Questions cover the topics of the course that have been taught.
- Questions measure all levels of thinking, and are not limited to lower levels.
- Clarity of test paper instructions.
- The accuracy of the test and the clarity of its questions.
- The distribution of grades for each question, as well as the sub-questions.
- Commitment to attend during the examination of his courses.
- Accepting students' comments and deal with them calmly and objectively.
- Collaboration with colleagues during the course of exams.
- Marking students' answers according to a codified form.
- Organizing the auditing process to achieve complete accuracy and impartiality.
- Submitting the results according to the timetable specified for that.
- Official personal receipt of students' answer sheets.
- Writing the total score in numbers and letters and signing it.
- Obligation to mark questions related to it only if the test is in it more than one faculty member.
- Deliver the ORA, the test to the testing unit or authorized official on time.
- Allowing the results to be reviewed in the event of any grievance, while examining the grievance very seriously.
- Preserving students' answer sheets from damage or loss, according to the legal period specified for that.

University services

The duties of the faculty members in the field of university services are as follows:

- Supporting the university in achieving its vision, mission and goals.
- Full knowledge of the strategic plan of the university, and then the college in which he works, and the scientific department in which he works and affiliated to.
- Behaving in public and private life in a manner befitting the social and academic standing of a faculty member.
- Avoiding using an academic or administrative position for undue personal gain.
- Doing his or her best to assist and develop the supporting authority, including lecturers, teaching assistants, or members of lower academic rank.
- Loyalty to the university in which he works, and not seeking mere personal gain.
- Commitment to the regulations, laws, regulations and all the rules that are legislated, and if not seen, have a system or rule to be taken the legal procedure for objecting or attempting to amend through effective and organized participation.
- Participation in the membership of committees formed by the university, colleges and departments, whenever requested to do so.
- The university's participation in its social, cultural, intellectual, sports and scientific activities.
- Attending the various events held by the university.
- Commitment to attend department meetings and the resulting decisions.
- A good and honorable representation of the university to which he belongs in appearance, word and deed everywhere.
- Not to engage in any work outside the university that conflicts with the responsibilities and duties of a faculty member
- It is not permissible to engage in any work or provide advice to others for a fee or without payment, except after obtaining
- The necessary approvals are in accordance with the university's practice.
- Avoid employing a family member in any project that the university supervises financing without the approval of a specialized committee So.
- Avoiding the exploitation of equipment and laboratory capabilities in his custody for his own purposes.
- Preserving the university's property in terms of equipment, supplies and raw materials.
- Disclosing publicly that the opinions it adopts in all audio-visual media channels and on the

- The Internet (represents its personality and does not express the university's point of view.
- Avoid directing criticism or blame in the media that damages the university or one of its employees and refer to the authorities' official in the university.
- Avoid using the university's computer and network services for the following purposes:
 - Possessing or using secret numbers for other users without obtaining official approval.
 - Attempting to gain unauthorized access to files and information.
 - Attempting to disrupt the university's network or computer system.
 - Misuse of e-mail or other means of communication within the university

Fellowship and Administration

- University work elevates the value of teamwork, and the progress and advancement of this work requires the availability of a healthy environment. It is built on high-level collegial relationships on both professional and ethical levels. The most important duties of a faculty member with colleagues and management are as follows:
- Show high moral behaviors of Islam in dealing with management, colleagues and all university employees.
- Respecting and appreciating the university's administrative leaders and higher academic ranks.
- Pride in his specialization and respect for the specialties of others.
- Doing everything in his power to assist faculty members who are lower in scientific rank.
- Maintaining social relations with colleagues based on mutual cooperation, whether at personal and scientific levels
- Respecting colleagues' right to expression and academic freedom during dialogue and when disagreeing with opinions, and avoiding any kind of intellectual conflict.
- Making an effort to serve colleagues honestly, faithfully and seriously, in a manner that does not violate the rules and regulations.
- Building bridges of communication, scientific cooperation and research with colleagues.
- Transferring skills and abilities gained from work in teaching or in different positions at a college or university to colleagues.

- Being fair and objective when issuing any adjudication, advisory evaluation or public discussion of colleagues' works.
- Respecting the confidentiality of the personal information of faculty members who submit their scientific productions for promotion.
- Settling any dispute that may arise between a faculty member and one of his or her colleagues in relation to the profession, cordially within the department or deanship to resolve the dispute before resorting to higher bodies inside or outside the university.
- Avoiding underestimating the capabilities of colleagues, and if there is a need to criticize a colleague professionally, it should be done in the same manner recognized professional.

Avoiding crowding out any colleague in an inappropriate manner in any work related to the teaching profession.

- Avoiding malicious complaints.
- Belief in the spirit of teamwork and one team.
- Not accepting gifts or donations from suspicious parties or notorious persons or that are raised around them controversies of morality or affecting honor and integrity.
- Commitment to the principles and ethics associated with the charters of different colleges, such as medical colleges and others

Scientific research

The most important duties of faculty members in the field of scientific research are as follows:

- Avoiding exposure to what contradicts Islamic principles and values in scientific research and intellectual production.
- Strengthening scientific research and ensuring its freedom in the university and scientific research centers.
- Achieving international standards that support trust in institutions of university education and scientific research and ensure respect her.

- Commitment to the ethics of scientific research and its organizing rules, the most important of which are:
 - Academic honesty in the implementation of his research and writings, and he only attributes to himself his thought and his work, and it must be
 - The amount of benefit from others is known and specified.
 - Compatibility of the research of the faculty member with the research plan in the department, college and university.
 - Directing his research to benefit knowledge, society, and humanity as a basic moral obligation by virtue of his job
 - Respecting the intellectual property of others and being accurate in conveying ideas and referring to the sources from which they were drawn according to the principles and methodology used in that.
- Being accurate and objective in presenting the scientific views of others.
- Not to amputate the transmitted texts in a way that violates the intent of their author, whether that was intentionally or unintentionally.
- Clarifying the roles of participants in the case of collaborative research accurately and avoiding putting names for courtesy or the aide.
- Being honest and accurate in collecting data without any bias on the part of the researcher.
- Paying attention to accuracy, truthfulness, and honesty, while avoiding suggesting to the respondents that they will answer when collecting field data.
- Maintaining the confidentiality of data, especially if it relates to personal matters, financial issues, or behaviorism.
- The researcher is responsible for analyzing and interpreting the data and not assigning it to others.
- Providing information in a clear form and writing the research in sufficient detail to enable researchers to verify the obtained results.
- Updating the scientific material in the literature prescribed for students so that they are informed of everything that is modern.
- Commitment to accuracy, integrity and scientific honesty when producing research, authoring or publishing.

- Avoiding directing the objectives of scientific research to any kind of compliment or to serve special objectives or for propaganda.
 - The amount of citation from the source must be specified, clear and understandable without any ambiguity or ambiguity with Write the full reference.
 - Writing references accurately that enables reference to access them and not writing references that have only been used as additional reading list.
 - Avoiding improper handling of the researcher's capabilities, both when conducting research and in public discussion sessions for messages.
 - Avoiding participating in supervising or refereeing scientific theses that do not fall within the framework of his general specialization
 - Avoiding using moral or administrative authority or influence to pressure subordinates to participate in research or continue it if they do not wish to participate or stop continuing it.
 - Protecting the right of the persons participating in the research from any harm incurred by them, whether this harm is material or moral
-
- Conclusion of an ATV contract, between researchers participating in the research, in which the responsibilities and duties of each of them are defined before conducting the research
-
- Respecting the freedom of colleagues and other people involved, whether in their approval or refusal to participate in the research or when they withdraw from it at any time they specify.
 - Detecting negative or unwanted effects and working to correct them in a scientific way to avoid any long term effects and not to promote or circulate the results of the research except after the approval of the competent authorities, according to the nature of the study.
-
- Ensuring security, safety and prevention rules to protect researchers, technicians and other users and make them aware of risks
 - that may harm their health.

- Taking into account depositing copies of literature in public libraries to facilitate researchers, as well as placing posters on international information network.
- The translator is free to act by making some modifications in the original text and it is necessary to indicate the original deletion, modification, and commitment not to prejudice the author's reputation and scientific standing in relation to published works in a foreign language.

Community service

The university is the leader of progress in society that graduates qualified cadres to work in all sectors of production and services in the state. Thus, the progress of society and its advancement depends on the level of graduates, and the extent of their ability to carry out the tasks assigned to them in light of competition and a new system that governs the mechanisms of work in the twenty-first century, and faculty members have a great responsibility towards society, and the most important duties in relation to a faculty member's relationship are teaching in the community, as follows:

- Adherence to the moral values and norms that prevail in society, and respect for the feelings of all citizens.
- Not limiting science to classrooms and laboratories and spreading scientific culture to all members of society through Science facilitation.
- Connecting what he or she is teaching to students with the needs of society, and to allocate a great deal of effort and knowledge to identify the problems of society and how to find quick applied solutions to them.
- Encouraging volunteer work among students to serve the environment and society.
- Creating a permanent and continuous link with the university's alumni, and encouraging mechanisms that achieve this, such as alumni associations and damaged colleges.
- Being keen on developing applied research and linking it to the reality of work in society.
- Attention to environmental issues from all aspects.
- Maintaining the status and reverence that the community feels towards faculty members by committing to conduct Correct in terms of form and subject matter.

- Avoiding participating in research aimed at compromising the unity and social security of society.
- Providing advice and advice to all state institutions in order to solve the problems they face in a correct scientific manner, in accordance with university laws and regulations.
- Avoiding putting the personal interest ahead of the public interest.
- Strengthening ties with various civil society institutions in a way that contributes to solving the problems facing these institutions.
- A sense of responsibility towards the community to which he belongs, and the adherence to be responsible productive member of Society, enthusiastic about the pioneering role he or she plays as a university faculty member.
- Participation in everything that raises community awareness, such as participation in public lectures and press and visual media and the audible within the limits of his specialization according to the system.
- Ensuring balance and moderation in posing social and intellectual problems, while preserving the constants of Saudi Arabian society.

Contributing to the development of human knowledge, related to community service, in a unique way

That enables citizens to qualify citizens who are able to participate in society effectively.

The supervision or arbitration of university theses

The duties and duties of faculty members in the field of supervising or refereeing university theses are as follows:

- Providing scientific advice in the process of selecting a research topic.
- Directing and providing the researcher with sufficient information on how to conduct the research and guiding him towards the most recent publications, references and periodicals on the subject of his research and how to search for them in databases and the Internet.
- Ensuring that the researcher is able to do his or her research under the supervision of a professor.

- Developing the researcher's capabilities to assume the responsibilities of his research, analyze his results, and prepare to defend them.
- Commitment to confidentiality, objectivity, and complete detachment from personal considerations when refereeing production and scientific production.
- Avoiding participating in the evaluation or arbitration of the results of his or her research or scientific activity or the research or other activities he supervised

- Accuracy and comprehensiveness in presenting his or her observations, opinions, criticisms and directions regarding the research under arbitration to the requesting party.

- Avoiding underestimating student or their abilities during the research or in the scientific discussion sessions for the theses. commitment to his moral responsibility to contribute to the cognitive and moral growth of the student.
- Continuous emphasis on scientific honesty, confidentiality and the ethics of scientific research.
- Developing the researcher's abilities to think and be creative in research fields, and develop his scientific research ethics.
- Commitment to the applicable rules and regulations and generally accepted rules in the field of research and scientific theses
- Honest and faithful guidance to the student researcher in selecting and approving the topic of his research.
- Providing scientific aid to the researcher, so that it is not more or less than what is required to achieve the maximum benefit desired in his or her scientific preparation.

- Respecting the researcher's freedom of opinion and freedom of his method, and encouraging him to highlight his scientific personality in research on a scientific basis
- .
- Adherence to attend to discuss research in different universities to learn about everything new in Scientific research
- .
- avoiding supervising or arbitrating research or scientific theses that are not within his competence

Scientific consulting

The tasks and duties of the faculty members in the field of scientific consultancy are as follows:

- Avoiding providing scientific advice except in his field of specialization and professional experience. after obtaining the necessary approvals according to
 - to be followed in the university.
 - Preparing scientific advisory reports with objectivity and transparency.
 - Maintaining the confidentiality of information while providing the consultation and not using any of it without the prior permission of the owner
 - Counseling.
 - Avoiding using the information received or resulting from the consultation to achieve personal interests for oneself or others.
- Avoiding undertaking or participating in the preparation of any advice related to personal interests.