



**MSA Code of Ethics**  
**MSA Intellectual Property Guidelines**

## **I- Code of Ethics**

### ***A- Academic freedom***

MSA elected to adapt the American Association of University Professors' "Statement of Academic Freedom":

1. Faculty Members are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties; but research for pecuniary<sup>1</sup> return should be based upon an understanding with the authorities of the institution.
2. Faculty Members are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter which has no relation to their subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.
3. Colleges and university Faculty Members are members of a learned profession, and officers of an educational institution. When they speak or write as individuals, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence they should at all times observe the principles of Islam, the values, traditions and Laws of Egypt, be accurate, should exercise

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1. <sup>1</sup> relating to or consisting of money

appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the institution. “

### **Alternative phrasing**

Faculty members are free to conduct research and publish its results. Any financial gains resulting from such research shall be subject the Intellectual Property policy.

Faculty members can discuss their subjects’ in the classroom freely, but shall refrain from invoking controversy or offending the religious and social beliefs of the people of Egypt.

In Public speeches faculty members shall stress the fact that they are not representing the views or position of MSA.

Faculty members who believe their academic freedom has been compromised may complain as per the normal grievance procedures.

### **B- Statements of professional ethics for faculty;**

MSA as all professional bodies abide itself and its employees specially its faculty with a code of professional ethics that aims to achieve international class of teaching, research and academic activities and advancing the University goals and objectives.

This standard addresses the code of conduct of MSA faculty members towards five main groups; Students, peers, the academic profession, the University and the community. This is summarized in the following principles:

#### **a. The Students**

- Faculty members direct their students towards self-learning and protect their academic freedom.
- They represent to their students the best scholarly and ethical code of conduct of their discipline.
- Faculty members show respect for students as individuals and adhere to their proper roles as academic guides and mentors and respect the student privacy.
- Faculty members encourage students to adhere to honest academic conduct and
- Faculty members shall ensure that they evaluate students fairly and justly and avoid any discrimination between students.
- They acknowledge significant academic or scholarly assistance from students.

**b. The Faculty (Peers)**

- Faculty members show respect for their peers and respect their privacy.
- Faculty members shall not discriminate against or harass colleagues.
- Faculty members always keep the exchange of criticism and ideas between colleagues at the highest professional level showing curtsy and respect to their peers.
- Faculty members have always to be impartial and objective in their professional evaluation of colleagues.

- Faculty members carry out their share of academic and administrative responsibilities and cooperate with colleagues in the governance of the college.

### **c. The Academic Profession**

- Faculty members are educators and as such must carry out the great responsibility assigned to them with the dignity it deserves and observe academic honesty in their work
- Faculty members have the primary role of advancing their subject and adhere to the scientific methods in their research and teaching.
- Whenever a faculty member has other interests such as external consulting, these interests should not adversely affect their primary task of teaching and research.

### **d. The University**

- As members of an academic institution, faculty members shall endorse the university's vision and mission and work on fulfilling its strategic goals. Moreover they should participate in developing and enhancing these strategic values.
- Faculty members observe and enforce the regulations of the university while maintain the right to criticize it and seek improvement to it through faculty forums.
- Faculty members should not allow their secondary interests to affect the time devoted to fulfilling their primary role as scholars and educators at the university.

- Faculty members should consider the effect of work at the university so as not to affect the program of study or the students.

**e. The Community**

- Faculty members should observe the customs and tradition of the community in Egypt and abide by them
- Faculty members should encourage his students in engaging in scientific activities useful to their community.

## **II- Intellectual property guidelines**

The intellectual property policy is applicable to all full- and part-time faculty, staff, employees, students, and non-employees who participate in University-administered research.

### **A. Copyrights**

Definition:

Any creative work such as writing, pictures, moving pictures, music, or fine arts eligible for protection under the laws of Egypt is defined as copyrighted properties and falls under the rules of this policy.

Software products and database contents are also copyrighted properties that fall under the rules of this policy but have special provisions.

“work-for-hire” is any creative work commissioned or acquired by the university from university personnel or outside workers. Also falls under this category all work done as a result of a person’s employment by MSA or using its resources and facilities.

Ownership:

Ownership and hence income or royalties from copyrighted materials falls into Four categories:

- 1- *Software and database content*: The University shall share ownership of all patents, copyrights and other intellectual property rights with authors according to the terms of their contracts.
- 2- *Work-for-hire*: The University shall own of all patents, copyrights and other intellectual property rights to that work.

- 3- Work carried out by MSA and its employees under contract with a third party: The condition of such contract shall prevail.
- 4- All other copyrighted materials: Authors are entitled to own the copyright and retain any revenue derived from them.

## **B. Inventions and Patents**

### Definitions

*Inventor:* Is a person or persons who made an Invention that meets the criteria for inventor under Egypt patent laws and regulations.

*Invention:* Is an artifact or design or other patentable idea, discovery or knowhow under Egypt patent laws and regulations.

*Funded Invention:* Is an *Invention* conceived or proved in practice in the course of regular university work, using university space, facilities, materials or resources or work funded by the university.

*Incidental Invention:* Is an Invention produced by a university faculty staff or student making an incidental use of space, facilities, materials or other resources.

### Ownership

Ownership and hence income or royalties from patents falls into Four categories:

- 1- Funded Inventions: The University shall share ownership of all patents, copyrights and other intellectual property rights with authors according to the terms of their contracts.
- 2- Work-for-hire: The University shall own all patents, and other intellectual property rights to that work.



- 3- Work carried out by MSA and its employees under contract with a third party: The condition of such contract shall prevail.
- 4- Incidental Invention: Inventors are entitled to own the patent and other intellectual property rights and retain any revenue derived from them.

### Filing of Patent Applications

MSA is responsible for determining whether a patent application shall be filed on a Funded Invention on the basis of commercial potential, obligations to and rights of third parties, or for other reasons.

If MSA determines that it will not file a patent application on a Funded Invention, the Inventor(s) may request a release of the Invention to file the patent on their own.

## **C. Trademarks**

### Definitions

The essential function of a trademark is to exclusively identify the commercial source or origin of products or services, so a trademark, properly called, indicates source or serves as a badge of origin. In other words, trademarks serve to identify a particular business as the source of goods or services.

### Policy

1-The MSA Logo is a trademark of MSA that should only be used by the University. Any person or entity using this logo should get prior written permission from MSA and include the “registered sign” attached to the logo.

## **D. Trade Secrets**

## Definitions

A trade secret is a formula, practice, process, design, instrument, pattern, commercial method, or compilation of information which is not generally known or reasonably ascertainable by others, and by which a business can obtain an economic advantage over competitors or customers. In some jurisdictions, such secrets are referred to as "confidential information", but are generally not referred to as "classified information", since that refers to government secrets protected by a different set of laws and practices.

## Policy

- 1- MSA is an educational institute, therefore its role is to spread knowledge and the concept of trade secrets is foreign to its activity.
- 2- Administrative and financial information however do fall under the category of "confidential information" and should always be treated as such.

## **E. Fair Use of IP Protected Materials**

### Definitions

All creative works are entitled to intellectual property protection that depends on the kind of creative work developed. A person or organization can register a **copyrighted work**, **trademark**, or **patent** with the proper authority in Egypt to benefit from this protection. Trade secrets are not recorded but rather declared to employees as such and protected by contracts or non-disclosure agreements etc.

MSA is obliged to pay for the use of IP protected material such as buying original books from publishers, paying license for using

patented work or marking trademarks properly etc. An exception to that is applying the concept of “fair use “.

## Fair Use

In academic environment certain exemptions are allowed when using articles protected under intellectual property rights for educational and scholarly research. These exemptions are:

- 1- Small portions of copyrighted works can be used in discussing personal research claims, or support published research provided that the user request and receive proper permission from owner and proper citation is made.
- 2- Small portions of copyrighted works can be used for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), without being violation of the rights of the copyright owner provided that the user fulfill the following:
  - It is not for commercial benefit but rather for nonprofit educational purposes;
  - The copyrighted work is strongly related to the subject discussed.
  - The amount used is small compared to the copyrighted work as a whole;
  - The amount used does not diminish the potential market for or value of the copyrighted work.