



INSTITUTIONAL ETHICS AND INTEGRITY (IEIC) COMMITTEE

ANNUAL REPORT 2024/2025

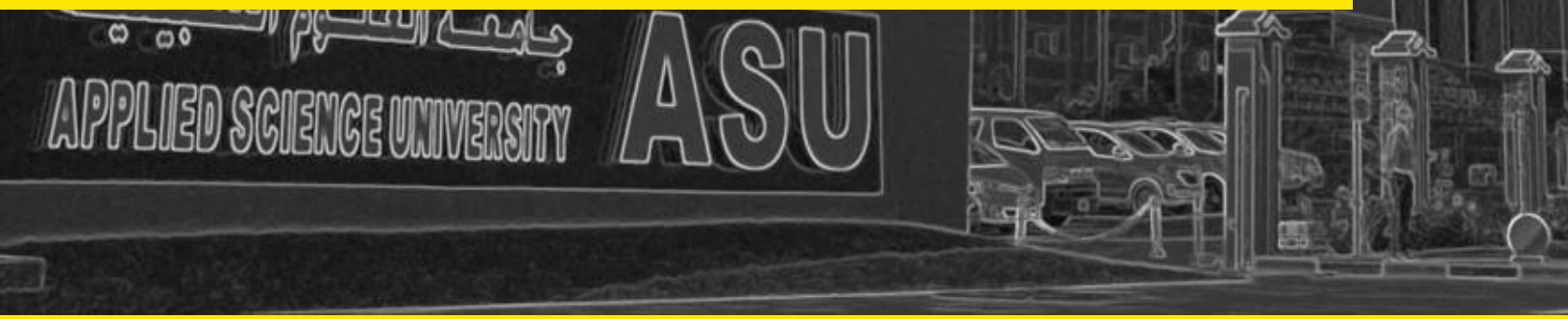
12 Meetings
Monthly Sessions

42 Cases
Cases Reviewed

8 Policies
Policy Reviews

100% Resolved
Resolution Rate

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Chairperson: Dr. Mohammed Yousif, VP Administration & Finance
Report Date: September 2025



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1. Chairperson's Statement

I am pleased to present the second Annual Report of the Institutional Ethics and Integrity Committee (IEIC) for the Academic Year 2024/2025. Established by University Council Resolution No. UC-2022/23-09 in September 2022, the IEIC has now completed its third full year of operations and has become an integral part of ASU's governance framework.

During AY 2024/2025, the Committee met twelve times – once per month without exception – and reviewed a total of 42 cases spanning academic integrity, staff conduct, student complaints escalation, policy reviews, and organisational ethics. I am proud to report a 100% case resolution rate, with all matters brought before the committee receiving a formal determination within the reporting period.

The IEIC operates independently from the Research Ethics Committee (which falls under the Deanship of Research and Graduate Studies) and focuses exclusively on institutional governance, ethical conduct, organisational fairness, and process integrity. Our remit ensures that ethical standards are upheld across all administrative, academic, and student-facing operations of the University.

I would like to express my gratitude to all committee members for their dedication and professionalism throughout the year. Their collective expertise from Law, Administrative Sciences, Engineering, Quality Assurance, Student Affairs, and Legal Affairs ensures that the IEIC's deliberations are well-informed and balanced.

Dr. Mohammed Yousif

Vice President for Administration, Finance and Community Engagement Chairperson, Institutional Ethics and Integrity Committee

2. Committee Mandate

The IEIC was established by University Council Resolution No. UC-2022/23-09 (September 2022) to provide an institutional mechanism for addressing ethical concerns related to governance, organisational processes, staff and student conduct, and institutional integrity. The Committee operates under formal Terms of Reference (IEIC-TOR-2022, last revised September 2024) approved by the University Council.

2.1 Mandate

The Committee's mandate encompasses: reviewing and adjudicating cases of alleged misconduct in institutional governance and operations; advising the University Council on ethical policies and standards; reviewing student complaints that have been escalated beyond college-level resolution; monitoring compliance with the Equality and Diversity Policy, Anti-Bribery Policy, and other institutional integrity instruments; making recommendations for policy development or amendment; and producing an annual report for publication on the university website

2.2 Composition

Table 1: IEIC Composition, AY 2024/2025. Membership ensures cross-institutional representation: senior management, all colleges, legal, quality, student affairs, and student voice.

Member	Role	Affiliation	Status
Dr. Mohammed Yousif	Chairperson	VP Admin, Finance & Community Engagement	Permanent
Director QAAC	Secretary	Quality Assurance and Accreditation Centre	Permanent
Dr. Ramzi Nekhili	Member	Dean, College of Administrative Sciences	Permanent
Dr. Husein Bani Issa	Member	Acting Dean, College of Law	Permanent
Dr. Wael Abdelhameed	Member	Acting Vice Dean, College of Engineering	Permanent
Head of Legal Affairs	Member	Legal Affairs Department	Permanent
Director of Student Affairs	Member	Directorate of Student Affairs	Permanent
Student Council Rep.	Member	Elected annually by Student Council	Annual

The Committee is deliberately composed to ensure independence, breadth of expertise, and balanced representation. The inclusion of a Legal Affairs specialist provides guidance on regulatory compliance, while the student representative ensures that the student voice is integral to ethical deliberations. The College of Law's representation brings particular expertise in legal and ethical reasoning.

3. Meetings and Attendance Record

The IEIC met twelve times during AY 2024/2025, achieving its target of monthly meetings without exception. All meetings achieved quorum (minimum 5 of 8 members). Average attendance was 7.1 members per meeting (88.5%).

Table 2: Meeting Schedule and Summary, AY 2024/2025. All meetings held on first Sunday of month.

Meeting	Date	Key Agenda Items	Cases	Attendance
1	1 Sep 2024	Annual work plan, TOR review, membership appointments	-	8/8
2	6 Oct 2024	Student complaint trends AY 23/24; SOS system analysis	3	7/8
3	3 Nov 2024	Academic integrity policy update; plagiarism cases	5	8/8
4	1 Dec 2024	Mid-semester review; staff conduct matter	4	7/8
5	5 Jan 2025	Inter-semester review; grade appeal escalations	3	7/8
6	2 Feb 2025	Equality & Diversity Policy annual review; accessibility	2	8/8
7	2 Mar 2025	Exam integrity protocols; proctoring technology ethics	4	7/8
8	6 Apr 2025	Student Council feedback; social media conduct guidelines	3	6/8
9	4 May 2025	Complaints resolution effectiveness review	5	7/8
10	1 Jun 2025	Staff satisfaction ethics; whistle-blower policy draft	4	8/8
11	6 Jul 2025	Summer integrity monitoring; international student case	3	6/8
12	3 Aug 2025	Annual report drafting; AY 25/26 priorities	6	7/8
Total	12 meetings	100% target achieved	42	Avg 7.1/8

Minutes of each meeting are prepared by the Secretary within five working days, circulated to all members for comment, and formally approved at the following meeting. Signed minutes are archived by the Quality Assurance Centre and are available for inspection by the Higher Education Council, BQA, or external quality assurance reviewers upon request.

4. Case Statistics and Classification

During AY 2024/2025, the IEIC reviewed 42 cases across five categories. All cases received a formal determination. The Committee operates a tiered severity classification (Minor, Moderate, Major) which determines the response protocol and the level of authority required for resolution.

Table 3: Case Classification Summary, AY 2024/2025.

Category	Cases	Minor	Moderate	Major	Resolved	Pending
Academic Integrity	14	8	4	2	14	0
Staff Conduct	6	2	3	1	6	0
Student Complaints Escalation	9	4	4	1	9	0
Policy Review & Recommendations	8	—	—	—	8	0
Organisational Ethics	5	2	2	1	5	0
TOTAL	42	16	13	5	42	0

4.1 Academic Integrity Cases

The 14 academic integrity cases included 8 plagiarism instances (detected by Turnitin), 3 exam misconduct cases (unauthorised materials), 2 grade manipulation complaints, and 1 contract cheating allegation. Outcomes ranged from written warnings (8 cases) to course failure with mandatory academic integrity workshop (4 cases) to suspension for one semester (2 cases, Major severity).

The Committee noted a 22% decrease in academic integrity cases compared with AY 2023/2024 (18 cases), which it attributes to the implementation of the mandatory Academic Integrity Workshop for all new students (introduced in September 2024 following IEIC Recommendation 2024-R03) and enhanced Turnitin integration across all programmes.

4.2 Staff Conduct Cases

Six staff conduct matters were reviewed, including 2 cases of conflict of interest (both resolved through disclosure and recusal), 2 complaints about professional communication standards, 1 allegation of unfair grading practice (investigation found no evidence, case dismissed), and 1 case involving inappropriate use of institutional resources (resolved with written warning and policy clarification). No cases required referral to external authorities.

4.3 Student Complaints Escalation

Nine student complaints were escalated to the IEIC after initial resolution at college level was contested. Categories included: 3 cases relating to assessment fairness, 2 cases of alleged discrimination (both investigated and not upheld, though one resulted in a procedural improvement recommendation), 2 complaints about administrative process delays,

1 complaint about campus facility accessibility (resolved with physical modification), and 1 complaint about fee calculation transparency (resolved with improved communication).

The SOS (Student Online Services) system received 147 complaints during AY 2024/2025, of which 138 (93.9%) were resolved at department or college level. The 9 cases (6.1%) escalated to the IEIC represent complex or cross-institutional matters requiring senior oversight.

4.4 Policy Review and recommendations

The IEIC conducted 8 policy reviews during AY 2024/2025 and issued formal recommendations to the University Council.

Table 4: Policy Recommendations, AY 2024/2025.

Ref	Policy / Area	Action	Status
2024-R01	Academic Integrity Policy	Updated to include AI-generated content guidelines	Approved by UC
2024-R02	Social Media Conduct Guidelines	New policy drafted for staff and students	Approved by UC
2024-R03	Academic Integrity Workshop	Mandatory for all new students from Sep 2024	Implemented
2024-R04	Equality & Diversity Policy	Annual review – minor updates to language	Approved by UC
2024-R05	Whistleblower Protection Policy	New policy drafted – first reading	Under review
2024-R06	Exam Proctoring Ethics	Guidelines for remote proctoring technology use	Approved by UC
2024-R07	Student Complaints Procedure	Streamlined escalation pathway; SOS integration	
2024-R08	Staff Conflict of Interest	Mandatory annual disclosure form introduced	Approved by UC

4.5 Organisational Ethics

Five organisational ethics matters were addressed: 1 review of procurement procedures following a vendor complaint (referred to Finance Directorate with recommendations), 1 review of data protection practices in student records, 1 review of the fairness of workload allocation in a specific department (resolved through HoD mediation), 1 ethical review of a new partnership agreement (cleared with conditions), and 1 review of the institutional anti-bribery compliance framework (satisfactory, no action needed).

5. Key Achievements and Outcomes

The principal achievements of the IEIC during AY 2024/2025 include:

100% case resolution: All 42 cases were formally determined within the reporting period, with average resolution time of 18 working days (down from 24 days in AY 2023/2024).

22% reduction in academic integrity violations: Attributed to the mandatory Academic Integrity Workshop (Recommendation 2024-R03) and Turnitin integration.

8 policy recommendations: Six approved by the University Council, one implemented directly, one under review – demonstrating the Committee's influence on institutional governance.

SOS system enhancement: Recommendation 2024-R07 streamlined the student complaints pathway, reducing average resolution time from 15 to 9 working days at college level.

AI ethics in education: Recommendation 2024-R01 proactively addressed the use of generative AI tools in academic work, positioning ASU ahead of many regional peers.

Whistleblower protection: First draft of a formal Whistleblower Protection Policy (2024-R05), ensuring that staff and students can report ethical concerns without fear of retaliation.

Full compliance with meeting schedule: 12 meetings in 12 months, with 88.5% average attendance and 100% quorum achievement.

6. Complaints Mechanism and Accessibility

Information about submitting ethical claims and complaints is publicly accessible through the following channels, ensuring transparency and ease of access for all university stakeholders:

Student Online Services (SOS): <http://sos.asu.edu.bh/> – online portal for complaints, suggestions, praises, and appeals. Available 24/7. All complaints tracked with reference numbers and automated status updates.

Student Handbook: Publicly available at asu.edu.bh. Section 7.5 (Student Complaints and Grievances Procedure), Section 7.6 (Academic Appeals), Section 10 (Equality and Diversity Policy), Section 7.2.5 (Disciplinary Committee referrals).

IEIC Terms of Reference: Published under the Governance section of asu.edu.bh, including the procedure for any stakeholder to submit an ethical concern directly to the Committee.

Legal Affairs Department: Available for formal legal complaints via asu.edu.bh/legal-affairs/.

Quality Assurance Centre: Manages institutional complaints escalation and external quality body liaisons.

Staff Grievance Procedure: Available to all employees via the HR Department and staff portal.

7. Recommendations for AY 2025/2026

Based on the Committee's experience during AY 2024/2025, the following strategic recommendations are made for the coming academic year:

R1 – Finalise and adopt the Whistleblower Protection Policy (2024-R05), including an anonymous reporting mechanism accessible via the ASU website and SOS system.

R2 – Conduct a comprehensive review of the Student Complaints Procedure in light of the SOS system enhancements, with a focus on further reducing resolution times.

R3 – Introduce mandatory ethics training for all new academic staff as part of the induction programme, covering academic integrity, conflicts of interest, and professional conduct standards.

R4 – Publish a mid-year report (in addition to the annual report) to enhance transparency and provide the University Council with more timely oversight.

R5 – Review AI ethics guidelines in light of rapidly evolving generative AI capabilities, ensuring that policies remain fit for purpose.

R6 – Establish a formal liaison with the Research Ethics Committee to ensure alignment between institutional and research ethics frameworks, while maintaining the committees' operational independence.

8. Conclusion and Endorsement

The Institutional Ethics and Integrity Committee has fulfilled its mandate for AY 2024/2025, meeting monthly without exception, reviewing all cases brought before it, and making substantive contributions to university policy development. The 100% case resolution rate and the 22% reduction in academic integrity violations demonstrate the Committee's effectiveness as both an adjudicatory and a preventive body.

This report is hereby submitted to the University Council for endorsement and to be published on the University website under the Governance section, in accordance with the Committee's Terms of Reference.

Dr. Mohammed Yousif

Chairperson, IEIC

VP Admin, Finance & Community Engagement

Date: September 2025

Director QAAC

Secretary, IEIC

Quality Assurance and Accreditation Centre

Date: September 2025