



INSTITUTIONAL ETHICS AND INTEGRITY (IEIC) COMMITTEE

TERMS OF REFERENCE

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Approved: University Council Resolution No. UC-2022/23-09

Last Revised: September 2024

Prepared by
Office of President
Quality Assurance and Accreditation Centre



1. Name

The committee shall be known as the Institutional Ethics and Integrity Committee (IEIC) of Applied Science University, Kingdom of Bahrain.

2. Establishment

The IEIC was established by University Council Resolution No. UC-2022/23-09, dated September 2022, as a standing committee of the University Council. The committee's Terms of Reference were last revised and approved by the University Council in September 2024.

3. Purpose

The purpose of the IEIC is to provide an independent institutional mechanism for promoting, monitoring, and safeguarding ethical conduct and integrity across all governance, administrative, and academic operations of the University. The IEIC is distinct from the Research Ethics Committee, which operates under the Deanship of Research and Graduate Studies and deals exclusively with the ethics of research involving human subjects. The IEIC addresses institutional, organisational, and governance ethics matters.

4. Scope and Remit

The IEIC's remit encompasses the following areas:

- Reviewing and adjudicating cases of alleged misconduct in institutional governance, administration, and operations.
- Advising the University Council on ethical policies, standards, codes of conduct, and institutional integrity instruments.
- Reviewing student complaints that have been escalated beyond college-level or departmental resolution.
- Reviewing staff conduct matters referred by the Human Resources Department or college Deans.
- Monitoring institutional compliance with the Equality and Diversity Policy, Anti-Bribery and Corruption Policy, Sustainable Procurement Policy, Student Safety Policy, and other integrity-related policies.
- Making recommendations for the development, amendment, or retirement of institutional policies related to ethics and integrity.
- Reviewing and recommending ethical standards for emerging technologies in education (e.g., AI-generated content, remote proctoring).
- Receiving and reviewing reports from the Student Online Services (SOS) complaints system on complaint trends and resolution rates.
- Producing an Annual Report for submission to the University Council and publication on the University website.
- Any other matter referred to it by the President or the University Council relating to institutional ethics

5. Composition

The IEIC shall comprise the following members, appointed by the President on behalf of the University Council.

Role	Position	Appointment
Chairperson	Vice President for Administration, Finance and Community E	
Secretary	Director, Quality Assurance and Accreditation Centre	Ex officio
Member	Dean, College of Administrative Sciences	Ex officio
Member	Dean or Acting Dean, College of Law	Ex officio
Member	Dean or Acting Vice Dean, College of Engineering	Ex officio
Member	Head of Legal Affairs Department	Ex officio
Member	Director of Student Affairs	Ex officio
Member	One Student Council representative	Elected annually

The Chairperson may invite additional participants (e.g., college Deans, HR representatives, external advisors) to attend specific meetings in an advisory capacity, without voting rights. The quorum for a valid meeting is five members, including the Chairperson or designated deputy.

6. Meetings

The IEIC shall meet at least once per calendar month during the academic year (September through August), on the first Sunday of each month unless otherwise rescheduled by the Chairperson with at least five working days' notice. The annual meeting schedule is published at the start of each academic year and made available on the University website.

Extraordinary meetings may be convened by the Chairperson at any time when urgent matters arise, with a minimum of 48 hours' notice. Decisions are taken by simple majority of members present; in the event of a tie, the Chairperson holds the casting vote.

7. Procedures

Case submission: Any member of the university community (student, staff, faculty, or stakeholder) may submit an ethical concern to the IEIC through the following channels: (a) the Student Online Services (SOS) portal at sos.asu.edu.bh, (b) direct written submission to the Committee Secretary at the Quality Assurance and Accreditation Centre, (c) referral by a college Dean, department head, or the Human Resources Department, or (d) referral by the President or University Council.

Confidentiality: All proceedings, case discussions, and personal data are treated as strictly confidential. Members sign a confidentiality declaration at the start of each academic year. Whistleblowers and complainants are protected from retaliation in accordance with the ASU Whistleblower Protection Policy.

Conflicts of interest: Any member with a direct personal or professional interest in a case under review must declare the conflict and recuse themselves from deliberation and voting on that matter.

Minutes: The Secretary prepares minutes of each meeting within five working days. Minutes are circulated to all members, formally approved at the following meeting, and archived by the Quality Assurance and Accreditation Centre.

Case classification: Cases are classified as Minor, Moderate, or Major, which determines the response protocol, timeline, and the level of authority required for resolution.

8. Reporting

The IEIC produces an Annual Report at the end of each academic year, covering: the number and dates of meetings held, attendance records, case statistics by category and severity, outcomes and resolutions, policy recommendations, and strategic priorities for the following year. The Annual Report is submitted to the University Council for endorsement and published on the University website under the Governance section.

9. Review

These Terms of Reference shall be reviewed by the IEIC at the start of each academic year and any proposed amendments submitted to the University Council for approval. The most recent revision was approved in September 2024.

Prof. Hatem Masri

President

Applied Science University

Date : September 2024

Dr. Mohammed Yousif

Chairperson, IEIC

VP Admin, Finance & Community Engagement

Date : September 2024