



SCHOOL *of*
MEDICINE

CODE *of* CONDUCT

2025-2026

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Purpose of the Code.

As a medical student you will study for a degree that automatically allows you to work as a general medical practitioner. The Medical School has a duty to ensure that its students can fulfill the requirements of the National Academic Reference Standards for Medicine, generated by the National authority for quality assurance and accreditation of education in Egypt (NAQAEE) and be able to follow the Egyptian law for ethics in medical practice (No.238/2003, Legislature 2,3,6,20,30,31,37). This includes ensuring you adhere to expected professional behavior and that you exhibit fitness to practice right from the start of the MBBCh program.

The policies will be updated from time to time. When a policy is updated, you will be notified via email/Moodle and the new policy will take immediate effect unless indicated otherwise.

Policies specific to the conduct

1. Absence Reporting
2. Attendance and Engagement
3. Communication Policy
4. Concerns Over Professional Behaviour(s)
5. Dress and Behaviour
6. Disclosure of Criminal Records
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8. Honesty and Probity
9. Patient Confidentiality
10. Patients in Medical Education
11. Plagiarism
12. Research Commitments and Responsibilities

1. ABSENCE REPORTING

Absence Requests and Absence Reporting by Students: Absence requests for more than 1 day: authorized absences for specific planned events of more than one day which cannot be arranged outside term time must be requested in advance following the guidance on the Authorized Absence request form for your year of study. This excludes holidays (which may not be taken during term time) but includes, for example, presenting at conferences and also multiple religious festivals within a module or placement.

Absence reporting up to 1 day: any absence from individual teaching sessions, clinical placements or formative assessments should be reported in advance with an explanation for the absence to the person from whose teaching session/placement you will be absent. This includes, for example, notification of absence for medical and dental appointments and sickness absence.

Students who are absent because of university-sponsored activities that are approved by the Dean for student affairs will be permitted to make up any work missed during the absence.

Extenuating circumstances for which an absence may be excused include participation in university-sponsored activities, hazardous weather conditions, personal hardship, extended illness or hospitalization, family emergencies, or death in the immediate family. School request documentation to verify the extenuating circumstances and upload it to the absence request form on <https://sportal.ngu.edu.eg/> before the end of 48 hours since absence started. **Requests submitted after 48 hours will not be accepted.**

2. ATTENDANCE AND ENGAGEMENT

NGU MBBCh program has been carefully designed to ensure you receive the teaching and learning support you need to meet the assessment requirements and be able to practice as a doctor safely.

You are expected to attend ALL teaching sessions during term time. This will include some sessions at weekends and out of hours. You **MUST** achieve **a minimum of 75 % attendance** performance through full academic year for all practical, clinical, hospital visits, and group work sessions to be allowed to enter the End of year Summative exams. Attendance still monitored for online sessions as well as spot quality checks for campus-delivered Lectures' sessions.

Attendance will be taken by the QR code generated through Moodle. You are requested to follow your weekly schedule as announced on the Moodle by the School of Medicine.

3. COMMUNICATION POLICY

The Medical School seeks to develop and employ effective communication methods to underpin the academic demands and complex logistics of the MBChB program. This guidance is provided for both staff and students with the aim of engendering a professional approach to communications and effective use of the technologies available at NGU.

The methods of communication used are Email to NGU addresses ngu.edu.eg, and Moodle moodle.ngu.edu.eg

4. CONCERNS OVER PROFESSIONAL BEHAVIOUR(S)

Concerns over Professional Behaviour(s) During All Years: Examples of concerns over professional behavior(s) which should be re-ported during the course include:

- Significant unexplained absence or lateness
- Repeated or unexplained absence from scheduled clinical activity or teaching
- Disruptive behavior or damage to property
- Rudeness
- Lack of probity
- Failure to submit a grade report form or required coursework
- Failure to obtain approval before leaving on elective or returning late from elective
- Plagiarism
- Patient safety issues
- Failure to pay financial charges and/or fines

Examples of concerns over professional behaviour(s) (**CoPBs**) which should be reported during clinical assessments include:

- Roughness with a patient
- Rudeness to either the patient or examiner
- Lack of professionalism
- Dangerous practice e.g., inappropriate disposal of sharps
- Patient safety issues

CoPBs reported during the programme of study for Years 1,2,3,4,5 should be directed to the Program Manager, Academic advisor and/or Student Support.

5. DRESS AND BEHAVIOUR:

In order to gain and maintain the trust and confidence of patients, there are certain rules of behavior that a doctor or medical student must observe. Abuse of drugs implies that you are not to be trusted with drugs and medicines, and a conviction for a drugs-related offence may mean that we cannot certify you as fit to practice.

You should regard the clinical aspects of the course as an apprenticeship for your professional career as a doctor. Certain standards of appearance are necessary, both in your own interests and, most importantly, for the well-being of patients. Please remember that patients come from various backgrounds and that people who are ill or worried may more easily become anxious about small details. Many of them will regard you in the same way they will a fully trained doctor.

Students should be smartly dressed in an appropriate and professional manner and in compliance with infection control policies whilst on hospitals wards, at GP surgeries, at clinical skills sessions with patients at OSCEs.

- Appropriate length skirts or dresses
- No sheer, tight, or figure-hugging tops/blouses unless camisoles
- No trainers, no stilettos
- No wrist watches, bracelets, or charity wrist bands
- NO JEWELRY EXCEPT:
 - Rings (one single metal band, no stones Earrings, small studs only)
 - Necklaces (a simple chain if tucked inside clothing, NO PIERCINGS other than earrings)
- Face visible (Except for a medical disposable face mask)
- Ties secured inside shirts unless asked by an individual consultant to remove them
- Hair kept neat and tidy, long hair tied back, modest hair coloring/ highlights only
- Fingernails short and clean, no false nails
- Identification visible at all times – except during OSCE examinations when badges showing candidate numbers will be issued
- NGU students are required to provide their own theatre shoes

6. DISCLOSURE OF CRIMINAL RECORDS:

An enhanced disclosure of criminal records check is required on entry to Medical School and Medical Students are required to declare any subsequent cautions/reprimands or convictions incurred during the MBBCh course.

7. HEALTH CLEARANCE:

All medical students must complete health screening before participating in patient contact sessions to ensure patient and personal safety.

8. HONESTY AND PROBITY:

Cheating in assessment or plagiarism of course work is unacceptable behavior and will be reported through the college disciplinary procedures. Students must not aid and abet other students in dishonest behavior e.g., they should not sign absent friends into teaching sessions when attendance is being monitored.

9. PATIENT CONFIDENTIALITY:

All information about patients is strictly confidential, including clinical notes, x-rays, and the results of laboratory investigations. Students will come into contact with patients and with documents and materials related to patients, such as clinical notes, x-rays, and the results of laboratory investigations during their course. It must be understood that such information is as highly confidential as the medical details of patients who are being looked after by the doctors. In particular teaching these days is computerised and available on various computer networks, it is of utmost importance that such material is not made available to a wider audience. Patients should not be discussed in public areas – the lifts, visitors' canteen, and areas where patients' relatives may gather.

10. PATIENTS IN MEDICAL EDUCATION:

Patient Rights and Consent - Guidelines for Students

- Whenever you are involved with patients for educational purposes, the patient's permission must always be obtained (patient's consent or the consent of the patient's guardian, if < 12 years/unconscious or disabled).

- You must always be identified as a medical student and must not identify yourself as a doctor.
- The patient's consent must be fully informed and given voluntarily. No pressure of any kind must be applied. If the patient refuses, this must be accepted immediately and without any expression of disapproval or disappointment.
- Special permission is required from the patient/guardian if a student wishes to observe the surgical procedure.
- The patient has the right to demand a friend or family member accompany him/her during the teaching process.
- If the patient feels uncomfortable at any time during the history taking or examination, he/she have the right to withdraw without further consequences related to the quality of treatment they are receiving.
- A limited number of medical students (not more than 3) should be allowed to examine a single patient.
- Examination should be stopped if the patient becomes distressed or in pain; and the examination procedure should never incur pain.
- Students are responsible at all times for keeping any personal information divulged during the history taking or examination as strictly confidential.

11. PLAGIARISM:

- Plagiarism is defined as the presentation of another person's thoughts, words, artefacts, or software as though they are your own.
- Any quotation from the published or unpublished work of another person must, therefore, be clearly identified as such by being placed in quotation marks, and you should identify the source as accurately and fully as possible.
- A series of short quotations from several different sources, if not clearly identified as such, constitutes plagiarism just as much as does a single unacknowledged quotation from a single source. If you summarise another person's ideas, judgements, figures, software, or diagrams, you must make a reference in the text to that person, and the work referred to must be identified, e.g., in a bibliography.
- There are standard systems for citing your references correctly and guidance on how to do this systematically will be given by library staff at appropriate times in the course. Recourse to the services of 'ghost writing' agencies (for example in the preparation of essays or reports) or of internet essay providing services, or of outside word-processing agencies which offer correction improvement of English is strictly forbidden, and students who make use of the services of such

agencies render themselves liable to an academic penalty. All course work, essays, and reports that you submit must be your own work, and you may be required to sign a statement to the effect that the work you have submitted is your own unaided work. Submission of plagiarised work, or of work prepared by another person in the pretense that it is your own work, is a serious offence, and you render yourself liable to an academic penalty.

- When work you submit is the result of collaborative work with fellow students, you must note who else was involved in the preparation of the work you are submitting as your own. You must not plagiarise yourself – work that has been submitted once must not be recycled and resubmitted as part of another assignment.
- All cases of suspected plagiarism will be reported to the Faculty and School management for disciplinary action to be taken as appropriate and as referred to in the DISCIPLINARY POLICIES BY LEVEL OF VIOLATION and DISCIPLINARY SANCTIONS in NGU.CODE OF CONDUCT 2022/23

12. RESEARCH COMMITMENTS AND RESPONSIBILITIES:

NewGiza University follows high ethical standards in any research conducted by its employees, faculty, and staff. NewGiza University does not tolerate the misuse of research funds received from governmental or private sources.

1. Faculty staff and employees involved in research projects are responsible for assuring that all research finances are used for the purpose designated by the grant or contract and that all accounts properly reflect the expenses.
2. Researchers should strictly adhere to the appropriate research guidelines and maintain the highest ethical standards in all their written and oral communications regarding their projects.
3. Research should be conducted in an ethical manner. The results should be reported truthfully, and credit given to all those involved in the work, including them in the final publication.
4. Research should regard the confidentiality and the privacy of patients and research participants as a central obligation.
5. Obtain a written consent from all participants.
6. Research should be conducted only after the approval of the Research Ethics Committee (REC).
7. A humanitarian approach to animal research involving considerations in situations that may incur suffering on live animals: commitments and responsibilities following the international guidelines of animal research.

NGU Medical Student Consent

By accepting a place of the NGU MBBCh program students are agreeing to abide by the policies within this code of conduct handbook. Students are required to read this handbook carefully and clarify as soon as possible with a member of staff or management any item they do not understand or feel they will have difficulty complying with.

During the first week of term, students will be required to sign a code of conduct as produced below:

I AGREE TO:

- Abide by medical school code of conduct and policies.
- Where applicable, carry a student support card outlining any restrictions to my practice or any special requirements and to present the card to each educational supervisor to whom I am attached so that they are aware of my circumstances.

I CONSENT TO:

- My photograph being made accessible to teaching/professional services staff at NGU.
- My examination results being published on my personal student portal profile and/or emailed to my NGU email account.
- My examination results being copied by email to my Personal Tutor.
- My personal details and NGU email address (student ID number, full names, date of birth, home address, telephone numbers and photograph) being passed to university administration.

Name:

ID:

Signature: