

# SUSTAINABLE DEVELOPMENT GOALS



**16.2.5 Do you Publish the university's principles and commitments on organized crime, corruption & bribery?**

Yes. Integrity is one of the core values at the University of Business and Technology (UBT). The university maintains comprehensive, published policies that ensure ethical conduct, transparency, and accountability across all academic and administrative operations. These policies are accessible to all staff and students and cover areas such as faculty and staff conduct, disciplinary measures, research ethics, and intellectual property protection.

**Figure 16.2.5 A – UBT Core Values (Official Website)**

The UBT website highlights **Integrity** and **Responsibility** as two of the university’s seven core values, emphasizing honesty, ethical conduct, and accountability in all academic and administrative operations. This public statement reflects UBT’s institutional commitment to acting with dignity, adhering to professional and Islamic values, and serving as a catalyst for positive social change.

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### UBT CORE VALUES

In all that we do, we strive for demonstrating Passion, Responsibility, pursue Excellence, embrace Diversity, Integrity, and Creativity through power of Transformation.

Our Values PREDICT our Future


**Passion**

Being positive, enthusiastic, taking pride in what we do, with the spirit of nothing is impossible




**Excellence**

Pursuing and sustaining the highest quality standards in all that we do through continuous lifelong learning




**Integrity**

Acting with dignity and honesty while adhering consistently to the university ethical and professional codes, which are aligned with Islamic values




**Team Spirit**

Fostering a team-working environment that encourages the willingness to cooperate as part of a team stronger together.




**Responsible**

Serving as a catalyst for positive change and advancement of society




**Diversity**

Dealing fairly, respectfully and encouraging cultural diversity through inclusion of various perspectives, traditions and experiences



**Creativity**

Finding new ways to do things; being creative, flexible, and a change agent for the betterment of society



## 1. Faculty and Staff Disciplinary Policy (HR.07.01 | Approved 17 September 2024)

This policy defines procedures for addressing misconduct and performance issues among UBT employees.

It promotes fairness, transparency, consistency, and confidentiality in all disciplinary processes.

The policy explicitly prohibits acts of fraud, bribery, corruption, embezzlement, abuse of authority, and misuse of university resources.

Key features include:

- A clear definition of misconduct and the disciplinary actions that may follow (warnings, suspension, dismissal).
- Due-process rights for all employees, including formal investigation, hearing, and appeal stages.
- Oversight by the **General Department of Human Resources** and the **President's Office**.

### Figure 16.2.5 B – Faculty and Staff Disciplinary Policy (HR.07.01)

Policy excerpt outlining disciplinary procedures, misconduct definitions, and anti-corruption clauses approved by the University Council.

## Faculty and Staff Disciplinary Policy

<b>Policy Code:</b>	HR.07.01
<b>Policy Version No:</b>	Ver.1.0
<b>Approval Date:</b>	17/9/2024
<b>Implementation Date:</b>	17/9/2024
<b>Revision Date:</b>	September 2027
<b>Policy Owner:</b>	General Department of Human Resource

### 1. Purpose

UBT aims to establish a fair and consistent approach in order to address matters related to the conduct and performance of its faculty and staff members. The purpose of this policy is to promote a positive work environment, ensure accountability, and uphold the university's reputation as an institution committed to academic excellence and professionalism.

### 2. Scope

This policy applies to all faculty and staff members employed in any campus or branch of UBT, regardless of their positions, employment status, or tenure.

### 3. Definitions & Acronyms

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#### 3.1. Definitions

Term	Definition
Misconduct	Misconduct refers to any act, behavior, or omission by a faculty or staff member that violates the university's policies, regulations, or code of conduct. It includes any actions that are contrary to the ethical, professional, or legal standards expected of university employees.

#### 3.2. Acronyms

Acronym	Term

### 4. Responsibilities

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- The General Department of HR is responsible of overseeing the implementation of the policy.
- The Disciplinary committee is responsible of initiating the disciplinary action by investigating the issue.
- The President office receive the appeal and take action upon it.

### 5. Policy Principles

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- **Fairness and transparency:** All faculty and staff members employed by UBT who are subject to disciplinary action will be afforded fair and transparent due process, including the right to be informed of allegations against them and to present their defense.
- **Consistency:** Disciplinary actions will be applied consistently and without

discrimination across all the university entities.

- **Confidentiality:** All information related to the disciplinary matters will be treated with utmost confidentiality, following applicable laws and regulations
- **Support and improvement:** This policy recognizes the importance of providing support and opportunities for improvement for UBT faculty and staff when appropriate.

## 6. Policy Statement

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It is the responsibility of every faculty and staff member at UBT to practice self-discipline in order to adhere to the expectations and regulations of UBT.

**6.1. Code of conduct:** All UBT faculty members and staff are expected to adhere to the university code of conduct in the Employee Handbook. Any type of act, behavior or omission by a faculty or staff that violate the university policies and regulations is considered as misconduct. The following are some types of behaviors that are considered as misconduct:

- Violate of the UBT policies, procedures, and regulations
- Engaging in behavior that is harmful, abusive, or harassing toward other employees, students, or members of the UBT community.
- Misuse or abuse of authority or power for personal gain or to the detriment of others.
- Theft, fraud, embezzlement, or misappropriation of university funds, property, or resources.
- Breach of confidentiality or unauthorized disclosure of sensitive information.

**6.2. Initiating disciplinary action** Where a misconduct is alleged, The General Department of HR shall form a Disciplinary committee which will perform the investigation in order to establish the facts. An investigation can be a simple gathering of relevant documents, or it can involve interviewing the concerned persons and relevant witnesses. The Disciplinary committee should inform the concerned persons by writing about the investigation. When the investigation is complete, and based on the gathered information, the committee will decide to go for a formal disciplinary hearing session decision or not. The committee should inform the concerned persons within 5 working days about the outcomes.

**6.3. Disciplinary hearing and action notice:** If the disciplinary committee decides to go for a formal hearing meeting, the meeting will be held within 5 working days. The practical arrangements of the hearing will

be prepared by the General Director HR. The outcomes of the hearing meeting can be one of the following:

- Issue a verbal warning
- Issue a disciplinary notice
- Issue a first/second written warning
- Issue a final warning letter
- Issue a disciplinary action such as suspension without pay, transfer, demotion, etc.
- Dismissal from the job
- Others suggested by the Disciplinary committee as per the UBT rules and regulations OR dismiss the disciplinary proceedings and take no further action

**6.4. Approval and communication:** After the disciplinary hearing meeting(s), the outcomes will be sent to the President's Office by the General Director of HR for final approval and then they are communicated by writing to the concerned persons within 5 working days after the date hearing meeting.

**6.5. Appeals:** Staff members have the right to appeal against the outcomes of the Disciplinary Committee. The appeal process if presented below:

- Filing:** If the staff member is dissatisfied with the resolution, they may file an appeal with the President Office within 30 days, providing the reasons for the appeal. The filled appeal form should clearly state the grounds for the appeal and include any supporting evidence. The appeal must be submitted in writing using the designated appeal form or through an official email addressed to the President office. If the decision is "Dismissal from the job", then the staff should appeal within 3 working days.
- Review:** The President Office will review the case including the original investigation, and resolution steps. Additional information may be requested if necessary. The President will nominate an appeal committee for the same.
- Decision:** The President Office will issue a final decision and submit it to the General Department of HR. The final decision will be communicated formally to the concerned employee within 60

days from the appeal date via the HR department. The appeal decision is final and binding.

**6.7. Exclusion and/or special circumstances:** Part-time faculty and staff members and those who are within their probationary period are exempt from the provisions of this policy. Their appointments may end as specified or at any time earlier without recourse.

**6.8. Documentation and records:** All documents related to the disciplinary case are maintained confidentially and securely by the General Department of HR in the staff file, with appropriate access management and limitation, ensuring compliance with data protection regulations.

## 7. Related Documents

*This includes the following: (in hierarchical order), legislation, policies, other procedures and standards, guidelines, forms and other useful resources.*

Document No.	Document Name	Document Type	Location
	Human Resources Procedures - UBT-04	Procedures	
	Employee Handbook (Arabic version)	Handbook	
	Complaints, Appeal and Grievance Policy (Faculty and Staff)	Policy	Internal

## 8. Version Control & Revision History

Version control	Date released	Approved by	Summary of changes

## 9. Approvals

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University Council	Chair Name	Signature	Date
1/4/8	Dr. Weam Tunsi		17/9/2024

### 3. Academic Integrity and Student Conduct

UBT takes academic integrity seriously and is committed to safeguarding student work from unethical practices such as plagiarism, cheating, and unauthorized collaboration.

The university has established clear policies to ensure that both students and faculty uphold the highest standards of academic honesty.

All academic members are required to act responsibly in producing, presenting, and assessing original work, while students are educated on proper citation and research ethics through workshops and course orientations.

UBT uses SafeAssign and other plagiarism-detection tools to verify assignment originality and maintain transparency in student evaluations.

Violations of academic integrity are subject to investigation under the Student Academic Integrity Policy, with disciplinary measures ranging from grade penalties to suspension or dismissal, depending on the severity of the violation.

#### **Figure 16.2.5 C – Student Academic Integrity Policy (Excerpt)**

Policy section demonstrating UBT's use of SafeAssign and procedures to uphold honesty, prevent plagiarism, and enforce academic integrity standards.

## **2. Research Ethics Policy (SR.02.01 | Approved 20 June 2022 | Revised 17 September 2024)**

UBT's Research Ethics Policy sets out principles for ethical research conduct and academic honesty.

It upholds integrity, transparency, originality, and safety as core values in all scholarly activity.

The policy prohibits fabrication, falsification, plagiarism, data manipulation, or conflicts of interest and mandates that all research involving human or animal subjects receive prior ethical approval.

- Oversight by the **Scientific Council** and the **Research Ethics Committee**.
- Mandatory use of **SafeAssign** and other plagiarism-detection tools for coursework and theses.
- Penalties for research misconduct include retraction, suspension of funding, or dismissal.

### **Figure 16.2.5 D – Research Ethics Policy (SR.02.01)**

Policy section illustrating UBT's principles on academic honesty, research integrity, and misconduct reporting.

## Research Ethics Policy

Policy Code:	SR.02.01
Policy Version No:	Ver. 2.0
Approval Date:	20/ 6/ 2022
Implementation Date:	20/ 6/ 2022
Revision Date:	17/ 9/ 2024
Policy Owner:	Deanship of Scientific Research

### 1. Purpose

- This policy works in concurrence with UBT Research Code of Ethics and underpins the principles for conducting research at UBT. It provides guidelines for good practice in research and describes the requirements for research ethical review and how research misconduct is dealt with across the institution.
- The UBT Research Code of Ethics on the other hand sets out how researchers in all disciplines at UBT should behave and work and the sort of obligations they have to comply with to ensure compliance and **research** integrity.

(Should and have been not the same in the same statement. So many ands are used as well).

## 2. Scope

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This policy applies to all faculty, researchers, staff, employees and students including those

working part-time or those visiting researchers, who conduct research within, or on behalf of UBT.

## 3. Definitions & Acronyms

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### 3.1 Definitions

Term	Definition
<b>Research:</b>	is defined according to the internationally accepted OECD Frascati Manual as “creative and systematic work undertaken in order to increase the stock of knowledge – including knowledge of humankind, culture and society – and to devise new applications of available knowledge.
<b>Research Funding :</b>	covers all forms of external funding in support of research and enterprise activities including research grants and contracts, philanthropic donations, consultancy and industrial research contracts and grants in kind providing access to external expertise, facilities, equipment etc
<b>Principal Investigator:</b>	is an individual responsible for the preparation, conduct, and administration of a research grant, cooperative agreement, training or public service project, contract, or another sponsored project.
<b>Research Ethics:</b>	Research ethics is the protection of human and animal subjects in the planning, conduct and reporting of research
<b>Research Data:</b>	refers to all recorded information, obtained during a research process, regardless of form or the media on which it may be recorded

## 4. Responsibilities

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- The University, its faculty, staff, students, researchers and collaborators all share in the responsibility for promoting and verifying good research practice

and for creating an ethos of professionalism and integrity.

- UBT must develop and widely disseminate transparent Research Code of Ethics, policies and procedures pertinent to research ethical standards by which all researchers shall abide.
- All university researchers whether full-time or part-time are responsible for ensuring they meet the required ethical and research practice standards appropriate for their research whether the research was funded or not funded. It is the responsibility of all researchers (including students) to obtain the necessary ethical approval(s) when required and for meeting any external obligations, in order to proceed with their research.
- Some colleges within the university may also undertake a peer ethical review process prior to submitting their application to the University Research Ethics Committee to determine potential research ethics implications and the next step forward.
- Moreover, research projects which involve financial costs require sound financial management. UBT expects all researchers to uphold the highest standards of financial integrity and transparency when dealing with all financial, budget related and contractual aspects of research. (to be removed).
- Students engaging in research at UBT as part of their degree must discuss in detail with their main supervisor all aspects related to research standards and the expectations as per the university Research Code of Ethics. For such research, the supervisor will act as the Principal Investigator and will be responsible for ensuring ethical standards are met and for ethical review and/or management approval(s) are sought by the student as applicable.
- The Scientific Council is in charge of overseeing the adherence to the Research Code of Conduct and for establishing and reviewing policy guidelines for the proper conduct of ethics. The Council is also responsible for regularly reviewing and updating this Code to ensure it continues (to be reviewed) to reflect the needs of the university based on its research priorities and in accordance with any changes in internal or external regulations that may occur. Formal approval of any changes made to the Code is required by the University Council and the Board of Trustees.
- The Scientific Council forms under its jurisdiction a Research Ethics Committee which is responsible for reviewing applications for research

ethics review as well as for handling and investigating university wide cases of research misconduct.

- The Deanship of Scientific Research is responsible for creating awareness and applicable offer training opportunities to familiarize the UBT research community with UBT's Research Code of Ethics, guidelines and good practices.
- Deans of Colleges and Heads of Departments hold management responsibility for disseminating information to all staff of their individual responsibilities under this policy and UBT Research Code of Ethics, and for ensuring that all research with ethical implications undertaken in their college/ department complies with these.

## 5. Policy Principles

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- **Integrity:** Research must be conducted with both integrity and objectivity. No prejudice and bias must occur when designing experiments and/ or observations, analyzing data, and interpreting findings. Fabrication, falsification or plagiarism of the ideas, data, or research findings of any other party is a violation of this policy and of UBT's Research Code of Ethics as detailed under section 6.2 of this policy.
- **Transparency:** Researchers at UBT must ensure clarity about the research process and phases as well as about the data on which the research was based, how the data were collected, what and how results were obtained, analyzed and used. In the instance, where parts of the research or data are not to be made public, the researcher must provide a clear rationale of why this is not possible.
- **Excellence:** UBT strives for excellence when conducting research and aims to design, produce and disseminate the highest quality of original research that adheres with internationally accepted ethical standards.
- **Originality:** UBT researchers must strive to produce originality in their research, while at the same time they must also properly understand, and give credit to, the research results of other scientists. They must respect, from both an ethical and a legal standpoint, the intellectual property of other researchers.

- **Safety:** Researchers at UBT must ensure the safety and well-being of all involved in research and avoid unreasonable risk or harm to research subjects, participants, patients, animals, researchers and others as applicable within the type and scope of research undertaken now and in the future at UBT.

## 6. Policy Statement

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- The University is committed to maintaining the highest standards of rigor and integrity in the conduct of its research. It expects all those involved in research to observe these standards and to embed good practice in all aspects of their work. Generally, good research practice refers to the ways in which research is planned, designed, undertaken, funded and conducted; how results are recorded and reported, and how the outcome of the research work is disseminated, applied and leveraged.
- The term 'Research' within the context of this policy is defined as original investigation undertaken in order to acquire knowledge and understanding; it covers different types of activity including, but not limited to basic research, applied research, experimental development and service evaluation where the results are likely to lead to shared practices and improvements.
- All research whether undertaken by a group or by individuals must have a single named 'Principal Investigator' who shall take responsibility for research ethical review and for ensuring compliance with this policy and with the UBT Research Code of Conduct.

### 6.1 Research Ethics Review

- Where there are potential research ethics implications, an application for ethical review must be completed and submitted to the University Research Ethics Committee through the Deanship of Scientific Research. The Research Ethics Committee reviews the submitted proposals in terms of ethical issues they raise and not the scholarly or scientific merits of the research.
- All applications for research ethics review are dealt with at university level (University Research Ethics Committee)
- Research may require ethical clearance if it involves collection of individual-

level information/ data relating to human subjects (including deceased human subjects) or if the collection of data involves any risks to the researchers' safety, or to the safety of any other person involved in the research. It is also required for research involving socially sensitive topics.

- Ethical approval shall (better to be use highly required) be obtained prior to the start of any research which has the potential for ethical implications. The university Research Ethics Committee may allow in certain circumstances part of the research to commence, prior to full approval being granted, for those aspects of the research which do not relate to the ethical implications.
- The Research Ethics Committee scrutinize and reviews applications in relation to:
  - ✓ Aims of project/benefits to participants/society
  - ✓ Research design and methodology
  - ✓ Participant selection
  - ✓ Informed consent
  - ✓ Data collection and analysis
  - ✓ Risk analysis undertaken
  - ✓ Data protection and secure storage as well as dissemination
  - ✓ Input from the peer ethical review process (as applicable)
- The Research Ethics Committee reserves the right to request modifications or clarifications of any applications and proposals received for review. The decision of the Research Ethics Committee is one of the following:
  - ✓ approve the application.
  - ✓ approve the application subject to modifications or conditions which must be fulfilled
  - ✓ not to approve the application
- Supervisors of students' research in which there are potential research ethics implications are responsible for ensuring that the Research Ethics Application meets required standards in terms of research design, methodology and the identification of ethical issues.
- Where a Research Ethics Application for ethical review must be provided to an external ethical review body, and the University does not have the remit to provide its own review and approval, a researcher may not proceed until

external approval or favorable opinion has been gained and this approval has been confirmed by the University.

- Researchers conducting research fieldwork whether within KSA or overseas will be required to follow UBT protocols as approved by the relevant Research Ethics Committee. In the instance of research requiring travel, travel insurance cover in line with the University policy requirements must be obtained.

## 6.2 Research Misconduct

The University considers misconduct in research to be completely unacceptable. All Researchers must adhere to the principles of good practice outlined in this policy and in the Research Code of Conduct.

### 6.2.1 Types of Research Misconduct

The following list of types of research misconduct is not intended to be exhaustive:

- a) Fabrication** - includes the creation of data or other aspects of research or making up results and recording them as if they were real.
- b) Falsification** - includes inappropriate manipulation of research materials, processes, equipment or changing, omitting or supersession data or results without a valid justification.
- c) Plagiarism** - includes the misappropriation or use of others' ideas, intellectual property or work (written or otherwise), without acknowledgement or permission.
- d) Misrepresentation** – this includes misinterpretation of data such as the suppression of relevant findings, or knowingly presenting a faulty data interpretation; undisclosed duplication of publication; misrepresentation of qualifications and/or experience or involvement (i.e. claim to authorship and/or attribution of work where there has been no significant contribution, or the denial of authorship).
- e) Breach of duty of care** – this includes, whether deliberately or by gross negligence (i.e. Inappropriate conduct in peer review of research proposals or results; breach of any confidentiality provision; disclosing improperly the identity of individuals or groups involved in research without their consent, etc.)

- f) **Misuse of Data-** this refers to the willful, dishonest, accidental, ignorant, biased, careless or any combination of these uses of data within the research.
- g) **Failure to meet ethical, legal and/ or professional obligations-** this includes failure to meet the standards and guidelines of relevant professional bodies.
- h) **Conflict Of Interest-** a conflict of interest occurs when professional judgement regarding an interest (i.e. research, is unduly influenced by another interest such as a financial gain or gain in personal status). Conflicts of interests are an inherent and unavoidable part of the academic research environment and can be effectively managed by disclosure and transparency. Researcher conflicts of interests are an example of research misconduct when they are undisclosed. Researchers must familiarize themselves with and comply with the UBT Policy on Conflict of Interest.

#### 6.2.2. Reporting & Investigating Misconduct

- Any complaint of misconduct in research concerning a university member of faculty, staff or student must be made to the Chair of the Scientific Council. The Council will form an 'ad-hoc' committee to investigate the complaint and determine whether misconduct has occurred.
- Where there is evidence that an allegation of research misconduct is made with deliberate or malicious intent, the allegation may be considered as a disciplinary matter and may be dealt with through the related university disciplinary policies and procedures. A complainant may be given an opportunity to respond if the allegation is not accepted and if the complainant believes that they have been misunderstood or key evidence overlooked.

#### 6.2.3. Research Misconduct Penalties

The following represent a list of penalties or actions taken in the case of misconduct in research following the completion of an investigation; supplemental actions may be agreed in addition to any disciplinary or legal procedures:

- Retraction or correction of articles in published materials.

- Withdrawal/repayment of Research Funding.
- Notification of misconduct to regulatory bodies, funders, professional bodies or other employing organizations
- Adding a note of the outcome of the investigation to a researcher's formal record for any future requests for references
- Undertaking of a public statement necessary to protect the good name and reputation of the University.
- Addressing and remedying any research misconduct that may have taken place
- Reporting on any procedural or organizational issues which should be reviewed by the institution.
- Remedial training, mentoring and monitoring when the person(s) involved continue to work or study at the University.

## 7. Related Documents

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This includes the following: (in hierarchical order), legislation, policies, other procedures and standards, guidelines, forms and other useful resources

Document No.	Document Name	Document Type	Location
	Research Code of Conduct	Charter	
	Faculty Handbook	Handbook	
	Student Disciplinary Policy	Policy	
	Faculty/staff Disciplinary Policy	Policy	
	Research Data Policy	Policy	
	Research Grant policy	Policy	
	IP and Copyright Policy	Policy	

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## 8. Version Control & Revision History

Version control	Date released	Approved by	Summary of changes
1/4/8	17 / 9 /2024	University Council	

## 9. Approvals

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**University Council**  
1/4/8

**Chair Name**  
Dr. Weam Tunsi

**Signature**

**Date**  
17/9/2024

### **3. Intellectual Property and Copyright Policy (SR.04.01 | Approved 17 September 2024)**

This policy ensures that all creative and research output produced under UBT's umbrella respects intellectual-property and copyright law.

It reinforces academic honesty and prohibits unauthorized use or misrepresentation of another person's work.

Key principles:

- Ownership and revenue-sharing rules for inventions and research results.
- Copyright-compliance requirements for all faculty, staff, and students.
- Confidentiality provisions for managing IP disclosures.
- Alignment with KSA law and the Saudi Authority for Intellectual Property (SAIP).

#### **Figure 16.2.5 E – Intellectual Property and Copyright Policy (SR.04.01)**

Excerpt showing clauses on ownership, commercialization, confidentiality, and copyright compliance.

## Intellectual Property and Copyright Policy

<b>Policy Code:</b>	SR.04.01
<b>Policy Version No:</b>	Ver.1.0
<b>Approval Date:</b>	17/9/2024
<b>Implementation Date:</b>	17/9/2024
<b>Revision Date:</b>	September 2027
<b>Policy Owner:</b>	Deanship of Scientific Research

### 1. Purpose

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UBT fosters culture of innovation and intellectual production with full respect to Intellectual Property (IP) rules and copyright best practices. Accordingly, the purpose of this policy is to establish a clear framework for the management, protection, and utilization of intellectual property and copyrighted materials within the university community and with full respect to KSA rules and regulations in that regard.

### 2. Scope

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This policy applies to all members of the campuses and branches of UBT and its community, including students, academic staff, employees, as well as external partners and bodies engaged in collaborative research and innovation and academic content production related activities with UBT. The

policy also covers intellectual property created within the university's facilities, resources, or through university-related activities.

### 3. Definitions & Acronyms

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#### 3.1 Definitions

Term	Definition
Intellectual Property (IP):	Intellectual Property (IP): Original creations of the mind, including inventions, literary and artistic works, designs, symbols, names, and images.
Copyright:	The exclusive legal rights granted to creators of original works to reproduce, distribute, and publicly display their work.
Creator:	Creator: Any individual or group responsible for the creation of intellectual property.
Work:	Work: A tangible or intangible outcome of creative effort, including research findings, written works, software, patent, and artistic creations.

### 4. Responsibilities

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1.1. The Deanship of Scientific Research. is responsible for overseeing the appropriate application of the policy by all UBT community members.

1.2. Creators: It is the responsibility of creators in coordination with the Techno Valley to promptly disclose any potentially valuable intellectual property to the Deanship of Scientific Research. This includes detailed information about the creation, its potential applications, and any relevant prior work.

1.3. Deanship of Scientific Research is responsible, and in coordination with the Techno Valley for evaluating, protecting, managing, and commercializing intellectual property assets. The Deanship will work closely with creators to ensure proper protection and utilization of IP. The Deanship assures appropriate coordination with UBT entities to

enforce the policy implementation such as the Deanship of Graduate Studies and the Deanship of Students Affairs.

1.4. Research and Teaching Staff: Faculty members and researchers are responsible for ensuring that their use of copyrighted materials in research, teaching, and publications complies with copyright laws and regulations. They should also contribute to the disclosure of any IP developed as a result of their work.

1.5. Students: Students are expected to adhere to copyright laws and respect the intellectual property rights of others in their academic work and research projects. Academic Colleges and departments are to undertake appropriate action of dissemination awareness and guidance to students in order to assure their compliance with the Student Academic Honesty Policy.

1.6. Partners: External partners engaging in collaborative activities with the university must abide by the terms of agreements related to intellectual property, including ownership and usage rights.

1.7. Managers and Head of Departments: Managers and heads of departments are responsible for making sure that their dependents are aware of the UBT IP and copyright policy and do adhere to its practices.

## 5. Policy Principles

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5.1 Ownership -Intellectual Property: Intellectual property created by employees within the scope of their employment at UBT shall be owned by the university. Ownership of student-created IP will generally remain with the student, with exceptions outlined in specific agreements related to joint faculty/students' research.

5.2 Student Innovation: UBT encourages and supports student innovation. Students retain ownership of the intellectual property they create, promoting a culture of entrepreneurship and creativity. Students shall retain the ownership if the work made by them unless it falls under one of these statements:

- If a student has an internship program within the University
- If the work created is partly or fully funded by an UBT external or internal party
- If the student works was created using significant resources of the University
- All works and research activity created by postgraduate students Unless otherwise approved in advance by the President of UBT, all other work shall be owned by the University. Licenses and

assignments of these materials and works may be provided upon request.

- 5.3 Copyright Compliance: All members of the university community must adhere to copyright laws when using or reproducing copyrighted materials. Proper attribution and permissions must be obtained for any use of such materials. Additionally appropriate reference rules are to be complied with in all university produced documentation, course materials, research publication and official documentation.
- 5.4 Commercialization: UBT seeks to responsibly commercialize intellectual property to benefit the university, creators, and society at large. Commercialization efforts will be conducted in alignment with the university's mission and relevant KSA regulations in that regard.
- 5.5 Confidentiality: The university is committed to maintaining the confidentiality of disclosed intellectual property during the evaluation, protection, and commercialization processes and to safeguarding the interests of all material creators.

## 6. Policy Statement

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- 6.1 Confidentiality: The university is committed to maintaining the confidentiality of disclosed intellectual property during the evaluation, protection, and commercialization processes and to safeguarding the interests of all material creators.
- 6.2 Factors such as the nature of the IP, funding sources, and contributions of creators. The Deanship of Scientific Research is responsible of establishing appropriate procedure in that regard.
- 6.3 Student Works: Students retain ownership of intellectual property they create, except when developed as part of their student-faculty joint research, partial or full employment at UBT or through specific agreements. In such cases, ownership may be subject to negotiation and mutual agreement.
- 6.4 Copyright Compliance: All members of the UBT community are required to respect copyright laws and best practices. Proper attribution and permissions must be obtained for the use of copyrighted materials in research, publications, teaching, and other activities. Appropriate referencing is to be implemented and adhered to in all UBT research output, course materials and official documentation and developed E-Content for eLearning purposes.
- 6.5 Commercialization: The university may engage in the commercialization of intellectual property through the Techno Valley, licensing, partnerships, or other mechanisms. Revenue generated from commercialization activities will be distributed in accordance with

relevant university policies and agreements in that regard. Any commercialization activity is to be coordinated by the Deanship of Scientific research who will define appropriate procedures and templates to be used in that regard.

- 6.6 Confidentiality: The university will take appropriate measures to ensure the confidentiality of disclosed intellectual property. The evaluation and protection processes – if any-will be conducted with utmost care to safeguard the interests of creators under the supervision of the Deanship of Scientific Research.
- 6.7 IP Ownership Between UBT and any potential Partners: In the case of joint work between UBT and external partners, ownership of intellectual property will be governed by written agreements that outline the respective rights and obligations of the parties. These agreements should detail ownership percentages, usage rights, revenue sharing, dispute resolution mechanisms, and provisions for future modifications.
- 6.8 IP Ownership Between UBT and its Employees: For content created by employees, whether academic or administrative, ownership of intellectual property will be determined by the nature of their employment and the scope of their work. Generally, work created within the scope of employment are owned by the university. However, the policy recognizes that certain contributions may warrant shared ownership or specific arrangements finalized under the responsibility of the Deanship of Scientific Research.
- 6.9 E-Content Ownership and IP: Ownership of electronic content, including online courses, digital resources, and educational materials, created by faculty members or other employees as part of their job duties covered by their contractual agreement with UBT, remain with UBT. In any different case, ownership and usage rights shall be specified in separate agreements that consider factors such as the university's mission, creator contributions, and potential commercialization.
- 6.10 Interpretation: In cases where there is uncertainty or ambiguity in the interpretation of this policy, the final decision shall rest with the UBT Deanship of Scientific Research.
- 6.11 Laws and Regulations: This policy is subject to the laws and regulations of the Kingdom of Saudi Arabia (KSA) concerning intellectual property and copyright. In case of any conflicts between this policy and applicable KSA laws and regulations, the latter shall prevail. The university is committed to complying with all relevant legal requirements and will adjust the policy as necessary to ensure compliance.

## 7. Related Documents

*This includes the following: (in hierarchical order), legislation, policies, other procedures and standards, guidelines, And other useful resources*

Document No.	Document Name	Document Type	Location
	Student Academic Honesty Policy		
	Faculty Handbook		
	Student Handbook		
	Research Ethics Policy		

## 8. Version Control & Revision History

Version control	Date released	Approved by	Summary of changes

## 9. Approvals

University Council  
1/4/8

Chair Name  
Dr. Weam Tunsi

Signature

Date  
17/9/2024

## Conclusion

Through these published policies, UBT clearly demonstrates its institutional commitment to preventing organized crime, corruption, bribery, and unethical conduct.

The university's approach ensures that all community members—students, faculty, and staff—adhere to the highest standards of integrity and professional ethics, reinforcing transparency and accountability across research, teaching, and operations.