

Management and Science University Ethics Committee: Annual Report 2022_2023

ANNUAL PUBLIC REPORT

RE: Institutional Ethics Committee's Annual Report for the Academic Year
2022_2023

DATE: 30th June 2024

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The 2022_2023 Ethics Annual Report for Management and Science University (MSU) reflects our steadfast commitment to ethical education, community development, and sustainability. This year, we introduced several transformative initiatives, strengthened our community outreach programs, and achieved significant milestones in shaping ethical leaders.

Key achievements include the launch of the Ethics and Sustainability Initiative (ESI), impactful community engagement through the Adopt-a-School program, and student-led campaigns promoting ethical practices. This report also outlines our strategic goals for 2023_2024_2025 as we expand our impact regionally and globally.

The 2022_2023 Institutional Ethics Committee membership included:

Dato' Sharifah Huda Engku Muda	Senior VP for Administration & Human Capital
Prof Datin Dr Norhisham Mohamad	VP for Academic
Prof Halinah Atan	Registrar
Prof Dr Khairuddin bin Abd Wahab	Dean, International Medical School
Prof Adam Amril Jaharadak	Dean, Faculty of Information Sciences & Engineering
Prof Zunirah Mohd Talib	Dean, Graduate School of Management
AP Dr Sairah Abd Karim	Dean, Faculty of Health & Life Sciences
AP Dr Norshafarina Shaari	Dean, School of Graduate Studies
AP Dr Fadhli Asmani	Dean, School of Pharmacy
AP Nurul Asyikeen Abdul Jabar	Dean, Faculty of Business Management & Professional Studies
Mr Azizul Jamaludin	Dean, School of Hospitality & Creative Arts
Mdm Halijah Hassan	Director, Student Career and Development
Mdm Tanty Haryanti	Director, Centre of Foundation
Mdm Huraiza Che Ismail	Director, Human Resource (Secretariat)

The committee at Management and Science University (MSU) continues to provide consultation and advice for faculty, staff, and administrators. Regular meetings are held to address key topics, issues, and relevant policies, ensuring a proactive approach to governance and institutional compliance. The standing meeting schedule is communicated to all stakeholders for transparency and planning purposes.

To maintain alignment with MSU's policies and regulatory requirements, consultations are conducted with relevant entities when needed, such as the university's Office of General Counsel, Compliance, and Risk Management. Each committee member is tasked with reviewing and updating institutional policies and practices to ensure compliance with established governance frameworks.

An annual report summarizing the committee's activities and recommendations is prepared and made publicly available upon request. Although there is no legal obligation to disseminate the report proactively, it is readily available for stakeholders who request a copy. The committee remains cautious in handling the distribution to minimize risks associated with identifying details being included in the summaries.

This approach reflects MSU's commitment to fostering a culture of accountability and ethical governance while safeguarding the university's integrity and the confidentiality of sensitive information.

1.0 Governance and Oversight at Management and Science University (MSU)

1.1 Ethics Governance Structure

MSU upholds a robust ethics governance framework to ensure integrity and accountability in all aspects of university operations. The governance structure includes:

- a. **University Ethics Committee (UEC):** Responsible for overseeing ethical compliance and ensuring adherence to the university's code of conduct.
- b. **Strategic Initiatives & Institutional Affair (SIIA):** Monitors institutional practices to align with local and international ethical standards, such as those outlined by Malaysia's Higher Education Ministry.
- c. **Departmental Ethics Liaisons (Human Resource [HR]):** Each department has a designated ethics liaison to promote ethical awareness and address concerns within their respective units.

This multi-tiered structure ensures a streamlined approach to identifying, addressing, and resolving ethical issues.

1.2 Roles and Responsibilities

a. **University Ethics Committee (UEC):**

Formulates, reviews, and updates ethical policies and procedures. Provides guidance on ethical dilemmas and promotes a culture of integrity. Investigate reported violations and recommends corrective actions.

b. **Strategic Initiatives & Institutional Affair (SIIA):**

Conducts periodic audits to assess adherence to ethical practices. Organizes ethics training and awareness campaigns for staff, faculty, and students. Collaborates with relevant stakeholders to ensure compliance with external regulations, such as Malaysian legal frameworks and global accreditation standards.

c. **Ethics Liaisons (Human Resource [HR]):**

Serve as the first point of contact for ethical concerns within departments. Facilitate communication between the UEC and department members. Support the implementation of university-wide ethical initiatives.

1.3 Updates to Policy Changes and New Guidelines

In the past year, MSU introduced the following updates to strengthen its ethical governance:

- a. **Enhanced Research Ethics Guidelines:** New protocols were implemented to ensure ethical compliance in research projects, emphasizing responsible data handling and avoiding conflicts of interest.
- b. **Sustainability and Social Responsibility Framework:** Policies were revised to align with the United Nations Sustainable Development Goals (SDGs), reflecting MSU's commitment to ethical and sustainable practices.
- c. **Digital Privacy and Data Protection Policy:** A comprehensive guideline was introduced to safeguard personal and institutional data, in compliance with Malaysia's Personal Data Protection Act (PDPA).

These updates underscore MSU's dedication to fostering an environment of trust, transparency, and ethical leadership. The governance framework ensures that all university members are equipped to act responsibly and uphold the institution's values.

2.0 Training and Awareness at Management and Science University (MSU)

1. Ethics-Related Training Programs

MSU offered **THREE (3)** structured training every quarter for staff, faculty, and students to promote a culture of ethical conduct. These include workshops on academic integrity, research ethics, and compliance with sustainability guidelines.

2. Participation and Feedback

The training sessions record high participation rates across departments, with feedback consistently highlighting the relevance and practical applications of the material covered.

3. Awareness Campaigns

MSU runs initiatives like the Sustainable Development Goals (SDG) Awareness Program, integrating ethical principles into academic and extracurricular activities, fostering accountability and responsible behavior among all stakeholders.

3.0 Ethical Issues and Case Summaries at Management and Science University (MSU)

1. Overview of Ethical Challenges Addressed

During the past year, MSU has addressed various ethical challenges across its academic and administrative landscape. Key areas of concern included:

- a. Academic Integrity Violations (8 cases): Instances of plagiarism and cheating among students.
- b. Research Misconduct (5 cases): Issues like data manipulation or improper authorship claims.
- c. Policy Non-Compliance (7 cases): Breaches of university regulations, such as non-adherence to sustainability policies.
- d. Conflict of Interest (4 cases): Instances involving dual roles or undisclosed affiliations.

2. Significant Case Summaries

Case 1: Academic Integrity Breach

A group of students was found guilty of sharing answers during an online examination. The resolution involved counseling, retests, and mandatory ethics workshops to reinforce awareness of university policies.

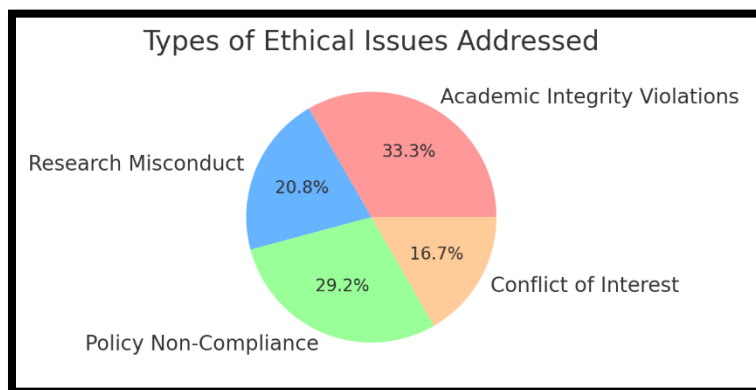
Case 2: Research Misconduct

A faculty member was flagged for omitting co-authors from a publication. Mediation led to an agreement to amend the authorship, with training introduced on ethical research practices.

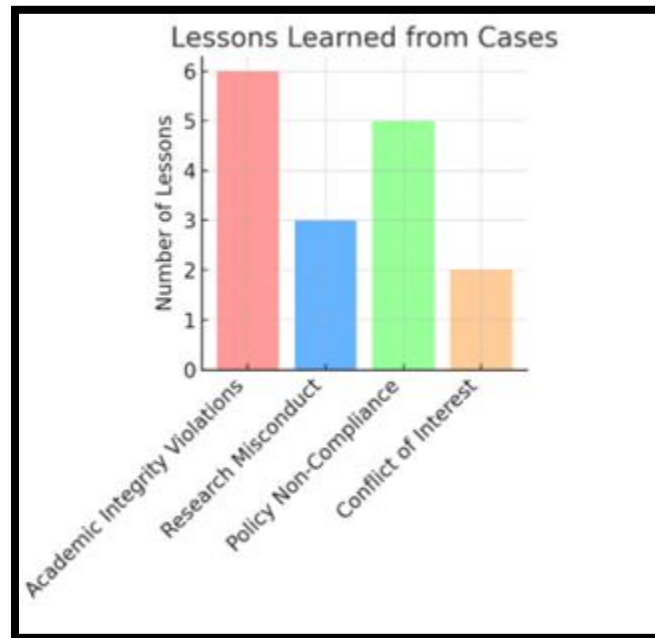
3. Resolutions and Lessons Learned

Resolutions focused on restorative measures, such as education and compliance reviews, rather than punitive actions. Key lessons include the importance of early intervention through training and the value of clear communication about policies.

Visual Insights



Pie Chart: Highlights the proportion of different ethical issues addressed.



Bar Graph: Depicts the number of lessons learned from each category of cases.

These insights help MSU enhance its ethical frameworks, ensuring a proactive and transparent approach to resolving future challenges.

4.0 Academic and Professional Integrity at Management and Science University (MSU)

1. Measures to Uphold Academic Honesty

MSU is committed to fostering a culture of academic integrity among students and faculty through:

- a. **Clear Policies:** The university enforces strict guidelines on academic honesty, plagiarism, and ethical research, outlined in the Academic Integrity Policy.
- b. **Honor Code:** All students and faculty pledge adherence to MSU's code of ethics at the start of their academic journey.
- c. **Monitoring Mechanisms:** Advanced plagiarism detection tools and proctored examination systems ensure compliance with ethical standards.

2. Programs to Address Breaches

- a. **Workshops and Training:** Regularly conducted sessions educate students and faculty on the consequences of plagiarism and cheating, focusing on proper citation and research practices.

- b. **Support Systems:** Academic advisors and writing centers provide guidance to students to avoid unintentional breaches.
- c. **Disciplinary Framework:** Incidents are addressed through a structured process, ensuring fair investigation and proportionate penalties while emphasizing learning from mistakes.

3. Ensuring Fairness in Recruitment and Evaluations

- a. **Faculty Recruitment:** A transparent hiring process based on merit and clear selection criteria ensures equal opportunities for all applicants. External panels may be involved for unbiased evaluations.
- b. **Student Evaluations:** Assessments are designed to be fair and inclusive, utilizing rubrics that reduce subjective bias. Peer reviews and anonymous feedback mechanisms provide additional checks.

MSU's unwavering focus on academic and professional integrity underpins its reputation as a leading institution that values fairness, ethics, and excellence in education.

5.0 Risk Management at Management and Science University (MSU)

1. Identification of Potential Ethical Risks

MSU proactively identifies ethical risks to safeguard the integrity of its operations. Key risks include:

- a. **Academic Misconduct:** Plagiarism, cheating, or unauthorized collaborations.
- b. **Research Ethics Violations:** Data falsification, lack of informed consent, or improper authorship attributions.
- c. **Conflicts of Interest:** Financial or personal interests influencing decisions in procurement, research funding, or faculty recruitment.

2. Mitigation Strategies

- a. **Policy Enforcement:** Regular updates to ethical guidelines and comprehensive training programs for all stakeholders.
- b. **Monitoring Mechanisms:** Implementation of automated systems for plagiarism detection, conflict disclosure forms, and third-party audits.
- c. **Awareness Campaigns:** Continuous engagement through seminars and campaigns to emphasize ethical decision-making.

3. Handling Conflicts of Interest or Biases

MSU ensures conflicts are managed through transparent reporting and resolution systems:

- a. **Conflict Disclosure Protocols:** Faculty and staff are required to disclose any potential conflicts at the beginning of every academic year.
- b. **Ethics Committee Oversight:** An independent committee reviews reported conflicts to recommend impartial solutions.
- c. **Bias-Free Review Processes:** For student and faculty evaluations, rubrics and anonymized reviews minimize personal biases.

6.0 Goals for the Next Year at MSU

1. Planned Initiatives to Enhance Ethical Practices

- a. **Ethical Leadership Program:** A new initiative to train faculty and administrators in fostering ethical behaviors within their departments.
- b. **Expanded Digital Compliance Tools:** Introduction of advanced platforms for managing compliance, including automated risk assessments and ethics reporting systems.
- c. **Community Ethics Dialogues:** Regular forums to engage students and staff in discussions about ethical dilemmas and best practices.

2. Key Performance Indicators (KPIs)

MSU will monitor progress in ethics governance through measurable targets, including:

- a. **Reduction in Ethical Violations:** A target of reducing reported academic and professional misconduct cases by 15%.
- b. **Training Completion Rates: Ensuring 95% participation in mandatory ethics training programs.**
- c. **Stakeholder Feedback Scores:** Achieving a satisfaction rate of 85% or higher in annual surveys on ethical practices and governance.
- d. **Policy Compliance Checks:** Conducting biannual audits to maintain 100% adherence to updated ethical guidelines.

By implementing these strategies, MSU reaffirms its commitment to cultivating a transparent, fair, and ethically robust academic environment.