



Regulations of the Scientific Research

Faculty of Education, Helwan University

**Prepared by
the College's Research Ethics
Committee**

**Reviewed, edited, and produced by
Prof. Dr. Adel Hussein Abu Zeid,
Director of the Quality Assurance Unit**

2026/2025

Dean's Word: After

And the sender and the prophets, and the message, and the committee, and the scientific research ethics committee regulations issued on the occasion of the events witnessed in the field of education and research, and the changes that occur in light of the clear and evident challenges, the committee aims to establish a culture of research ethics and the need for adherence to the principles of research integrity, and to ensure that this regulation is in line with the standards of quality assurance.



The committee consists of members from the faculty and researchers who are committed to the principles of scientific research ethics, and they are responsible for ensuring compliance with these regulations. The committee will also work to enhance the quality of research and education, and to promote transparency and accountability in the research process.

This regulation aims to define the objectives and principles of scientific research ethics, and it addresses the roles and responsibilities of the faculty members and researchers in adhering to these principles. It also outlines the procedures for conducting research and the ethical considerations that must be taken into account during the research process.

The committee will provide guidance and support to faculty members and researchers in their research endeavors, and it will ensure that all research conducted within the university adheres to the highest ethical standards.

We, the faculty members and researchers, commit to upholding these principles and to fostering a culture of integrity and transparency in our academic and research activities.

Dr. Hamdi Hossam / Dean

Helwan University – Faculty of Education

List of contents

Page	Subject	M
5	Introduction	.1
5	Objectives and Research Ethics	.2
6	Author	.3
6	Research Objectives	.4
6	Research Ethics and Standards	.5
7	Research Ethics Formation	.6
8	Research Ethics Assessment	.7
8	Research Ethics System	.8
9	Research Procedures and Compliance	.9
10	Research Committees and Models	.10
11	Research Guidelines	.11
11	Research and Compliance Models	.12
12	Implementation and Personnel	.13
13	Appendices	.14
14	Research Ethics Assessment	.15
15	Appendices	.16
16	Research Ethics and Submission Model (1)	.17
17	Research Ethics and Submission Model (2)	.18
18	Research Ethics and Submission Model (3)	.19
19	Research Ethics and Submission Model (4)	.20
20	Research Ethics and Submission Model (5)	.21
21	Research Ethics and Submission Model (6)	.22
22	Research Ethics and Submission Model (7)	.23

Scientific Research Ethics Committee Guidelines

Introduction

This document is a guide for the Scientific Research Ethics Committee at Helwan University, Faculty of Education. It aims to ensure quality assurance and the development of scientific research and its outcomes. The committee seeks to enhance the results and improve the research environment, aiming to achieve transparency and integrity in research practices.

The committee is responsible for overseeing the ethical conduct of research, ensuring that researchers adhere to established guidelines and principles. This includes protecting the rights and welfare of research participants and maintaining the integrity of the research process.

The guidelines are designed to provide a framework for ethical research practices, including the responsibilities of researchers, the review process for research proposals, and the standards for conducting research. The committee emphasizes the importance of ethical considerations in all aspects of research, from design to implementation and reporting.

Researchers are expected to comply with these guidelines and to engage in ethical research practices that respect the dignity and rights of individuals. The committee will review research proposals to ensure they meet ethical standards and will provide guidance to researchers on best practices.

In conclusion, the Scientific Research Ethics Committee at Helwan University is committed to promoting ethical research practices and ensuring that all research conducted within the institution adheres to the highest ethical standards.

The author:

The author is the one who participates in the research in a way that makes him generally responsible for the content of the research. His participation includes adding an idea or design, providing an analysis or interpretation of the research data, and participating in the formulation of the research, and in the final formulation when the research is accepted for publication.

Objectives of Conducting Research within an Ethical Framework

To ensure that research is conducted ethically, the following conditions must be observed:

Care and Responsibility:

- The research should contribute to human and intellectual development and to improving the quality of life, including safeguarding human dignity.
- The expected benefits of the research must outweigh any potential harm that may result from it.
- The methods used in scientific research must be consistent with ethical principles, and a noble objective must never justify an unethical means.
- The research hypothesis and its outcomes must not conflict with ethical frameworks or the principles of protecting individuals and the society in which they live.

Research Ethics

- Research ethics refer to the set of principles, values, and academic traditions that researchers must adhere to when conducting research. Ethical considerations are an integral and inseparable part of the research process. They include:
- Scientific integrity in conducting research.
- Commitment to scientific thinking and methodological rigor.
- Accuracy in data collection and analysis.
- Respect for intellectual property rights.
- Directing research toward societal benefit, and identifying the potential (direct and indirect) advantages of the study.
- Ability to innovate and create solutions for environmental and societal problems.
- Adherence to the university's Code of Research Ethics.
- Justice, fairness, and non-discrimination based on race, gender, religion, or any other characteristic.
- Maintaining the confidentiality of participants' data.
- Informed consent: Providing participants with all necessary information about the study, its potential risks (if any), and its benefits.

Ethical Obligations and Guidelines Researchers Must Adhere To

- Following recognized scientific and methodological principles throughout all stages of the research process.
- Credibility.
- Trustworthiness..
- Perseverance
- Respect for the required expertise and experience in conducting the research.
- Respect for the rights of research participants.
- Protection of the rights of individuals participating in the research.
- commitment to the values of teamwork within the research team, highlighting the contributions of each team member, and protecting the intellectual property rights of each member of the research team.
- Avoidance of conflicts of interest with individuals and organizations. Ability to Adherence to the university's Code of Research Ethics.

Ethical Obligations and Guidelines that Faculty Members Must Adhere to When Supervising Theses:

- Faculty members must maintain absolute ethical commitment, as they serve as constant role models for researchers.
- Providing sincere and honest guidance in selecting research topics that are original and beneficial to the student and the college, ensuring they have not been previously researched.
- Ensuring the researcher's ability to conduct their research under the professor's supervision.
- Teaching researchers how to access information and helping them acquire the necessary skills.
- Fostering a sense of responsibility in students for their research, analyses, and results, and preparing them to defend their findings.
- Not exploiting researchers for personal gain or publishing research without acknowledging their contribution.
- Monitoring researchers' adherence to ethical rules and values.
- Faculty members must maintain absolute ethical commitment, as they serve as constant role models for researchers.
- Providing sincere and honest guidance in selecting research topics that are original and beneficial to the student and the college, ensuring they have not been previously researched.
- Ensuring the researcher's ability to conduct their research under the professor's supervision.
- Teaching researchers how to access information and helping them acquire the necessary skills.
- Fostering a sense of responsibility in students for their research, analyses, and results, and preparing them to defend their findings.
- Not exploiting researchers for personal gain or publishing research without acknowledging their contribution.

Research Ethics Committee

To monitor the alignment of scientific research within the college with the ethics and principles of scientific research and the rules of scientific integrity, and to ensure that all parties involved and benefiting from scientific research uphold their responsibility and integrity, the College's Research Ethics Committee was formed. This committee operates as a subcommittee under the supervision of the College Council and is monitored by the University's Higher Committee for Research Ethics and the Vice President for Graduate Studies and Research.

Committee Formation:

- The committee is formed by a decision of the College Council, chaired by the Vice Dean for Graduate Studies and Research, with a rapporteur who replaces the chair in their absence, representatives from the college's academic departments, and an administrative member. The committee may invite anyone it deems appropriate to discuss a matter before it, provided that such invitees do not participate in the voting process.
- The following conditions are required for membership in the Research Ethics Committee:
 - a. The member must be a faculty member with experience in the field of general research.
 - b. The member must not have been subject to disciplinary penalties or had any court judgments against them that affect academic integrity or honor and reputation.
- The committee holds its meetings irregularly upon the invitation of the committee chair.
- A committee meeting is considered valid if more than half of its members are present.
- The committee has the right to terminate the membership of any member who is absent from three consecutive meetings, or more than half of the committee's meetings, without an acceptable excuse.
- The committee's term is one year, renewable.

The Research Ethics Committee at the Faculty of Education, Helwan University, undertakes several vital tasks aimed at ensuring adherence to ethical standards at all stages of scientific research. These tasks include:

1. Reviewing Scientific Research Protocols • Reviewing researchers' requests for ethical approval before commencing research. • Ensuring that the research methodology complies with locally and internationally recognized ethical principles. • Evaluating the extent to which the rights of research participants are respected and ensuring that their informed consent is obtained
2. Issuing Ethical Approvals • Granting ethical approval for conducting research after all conditions and standards have been met. • Issuing approval certificates that are attached to theses or published research papers.
3. Monitoring Ethical Compliance During Research • Monitoring the implementation of approved research to ensure adherence to ethical standards. • Regularly monitoring aspects of research ethics and scientific integrity in previously approved research to ensure the integrity of research participants' procedures. • Receiving and investigating complaints or reports related to ethical violations in research.
4. Promoting a Culture of Ethical Research • Organizing workshops, training courses, and seminars for faculty members, their assistants, and researchers on research ethics, scientific integrity, and intellectual property rights. • Preparing and distributing guidelines that clarify the ethical standards to be followed.
5. collaboration with relevant entities: • Coordination with scientific councils and other committees within the college and university to ensure integrated efforts. • Communication with external research institutions to exchange expertise and standardize practices
6. Updating Policies and Procedures • Periodically reviewing and updating the ethics code to align with scientific advancements and legislation. • Proposing amendments to adopted policies based on actual practices and feedback. • Reviewing complaints submitted by research participants regarding research disputes, violations, or infringement of intellectual property rights. The committee examines the complaint and prepares a comprehensive report, supported by documentation, for submission to the Vice Dean for Graduate Studies and Research, who then forwards it to the Dean for appropriate action.

7. Handling Cases of Scientific Integrity Violations • Investigating cases of plagiarism, forgery, or manipulation of research data. • Submitting appropriate recommendations regarding disciplinary measures if a violation is proven.
8. Preparing Periodic Reports • Submitting periodic reports to the college administration on the committee's activities, the number of applications submitted, and the approvals granted. • Documenting cases that were rejected or in which ethical violations were detected.

Committee Procedures:

- Research proposals must be received no later than 15 days before the committee meeting date.
- The committee will decide whether to accept the research without modification, reject it with a statement of reasons for rejection, or approve it after minor modifications that do not affect the core research area. A committee member will be assigned to ensure these modifications are implemented, without requiring the proposal to be resubmitted to the committee. The committee may also request additional information, approvals, or permits from relevant authorities as required by the research, or require substantial modifications. In this case, the research will be resubmitted to the committee to ensure compliance.
- Decisions will be made by a majority vote. In the event of a tie, the committee chair's vote will be decisive.
- The researcher will be notified of the committee's decision in writing within one month of the date the research is submitted to the committee.
- Committee members are obligated to maintain impartiality. If a committee member has a conflict of interest (such as participating in supervising or conducting the research, or having a relative by blood or marriage up to the fourth degree involved), they must recuse themselves from participating in the review of the research.
- Committee members are obligated to maintain the complete confidentiality of the committee's deliberations and all information presented to them concerning the research, and not to use it outside the committee.

The procedure for obtaining committee approval for research protocols is as follows:

- Completion of the researcher's personal data form.
- A declaration from the researchers that the research they intend to undertake and the research plan have scientific significance and will positively benefit society. The aim of the research is to enrich scientific research with new findings for societal, environmental, and economic development. The research is not for personal gain and will have a genuine positive impact on society. The researchers also declare their commitment to adhering to relevant Egyptian customs and legislation, as well as the regulations approved by the Egyptian House of Representatives and the Supreme Council of Universities.
- A declaration from the researchers that they are aware of all ethical guidelines for conducting scientific research.
- Completion of the application form for reviewing the research protocol.
- A declaration of no conflict of interest signed by the researchers.
- A statement of the research tools that will be used.
- Completion of the researcher's personal data form.
- A declaration from the researchers that the research they intend to undertake and the research plan have scientific significance and will positively benefit society. The aim of the research is to enrich scientific research with new findings for societal, environmental, and economic development. The research is not for personal gain and will have a genuine positive impact on society. The researchers also declare their commitment to adhering to relevant Egyptian customs and legislation, as well as the regulations approved by the Egyptian House of Representatives and the Supreme Council of Universities.
- A declaration from the researchers that they are aware of all ethical guidelines for conducting scientific research.
- Completion of the application form for reviewing the research protocol.
- A declaration of no conflict of interest signed by the researchers.
- A statement of the research tools that will be used.

Examples of Research Integrity Violations:

Scientific integrity is a fundamental principle that researchers must uphold at all stages of scientific research. Violating it constitutes a serious breach that undermines the credibility of the research and its outcomes. The following are some of the most prominent examples of research integrity violations:

1. Plagiarism
 - o Copying texts, ideas, or results from other sources without proper citation or documentation.
 - o Using excerpts from published or unpublished theses or research papers without permission or proper documentation.
2. Fabrication
 - o Inventing false data or results that were not actually obtained during the research.
 - o Providing false information in research tools or data collection processes.

3. Data Falsification: o Altering or deleting data or results to achieve desired outcomes or support unproven hypotheses. o Changing measurement tools or experimental conditions in a way that affects the results. o Intentionally applying statistical methods incorrectly to manipulate research findings. o Deliberately misinterpreting research results.
4. Unjustified Authorship: o Including the names of individuals who did not actually participate in the research in the list of authors. o Excluding researchers who made genuine scientific contributions from the list of authors. o Adding individuals who did not contribute to the research upon publication. Plagiarism: Taking data, expressions, images, or work from another person and claiming ownership of it or allowing it to be presented as one's own work.
5. Failure to obtain informed consent from participants: o Conducting research on individuals without informing them of the nature of the research or obtaining their explicit consent. o Using personal or sensitive data without prior authorization.
6. Breach of confidentiality: o Disclosing personal or sensitive information about research participants without scientific or legal justification. o Using data for purposes other than those for which it was collected.
8. Undisclosed conflict of interest: Failure to disclose financial or professional relationships that could affect the impartiality or results of the research. Conducting research funded by entities with vested interests without disclosing this.
7. Reusing previously published data without proper attribution. 6. Failure to obtain informed consent from participants: o Conducting research on individuals without informing them of the nature of the research or obtaining their explicit consent. o Using personal or sensitive data without prior authorization.
8. Breach of confidentiality: o Disclosing personal or sensitive information about research participants without scientific or legal justification. o Using data for purposes other than those for which it was collected.
9. Undisclosed conflict of interest: Failure to disclose financial or professional relationships that could affect the impartiality or results of the research. Conducting research funded by entities with vested interests without disclosing this.

Publication Guidelines:

- No one may be added to published research extracted from a thesis, except those mentioned in the thesis preparation, unless they have made genuine and effective contributions, and only after approval by the relevant department council, the graduate studies committee, and the college council.
- The name of any research participant mentioned in the thesis or research protocols may not be removed, and the actual role of each participant in the innovation and authorship must be clearly stated.
- The supervisor must not retain the research results, nor share them with the other supervisors, nor with anyone outside the supervisory body.

- The research results must not be published or presented at any scientific conference without the approval of all supervisors.
- The research results must not be used, in whole or in part, independently without the approval of the other supervisors or participants.
- Intellectual property rights, copyright, and citation rights must be respected, including those related to previous scientific works, to ensure the rights of others to publish. Any quotation or use of sentences, paragraphs, or words must be clearly and appropriately cited.
- The research must not be published in multiple journals or submitted to several journals or conferences simultaneously.

Forms Required to Obtain Approval for Scientific Research:

- Form (1) Application form, including the researcher's personal information and details of the research and its procedures.
- Form (2) Declaration from the researchers that the research they intend to undertake has scientific significance, will benefit society, and aims to enrich scientific research with new findings for societal, environmental, and economic development. The research is not for personal gain.
- Form (3) Declaration from the researchers to adhere to relevant Egyptian customs and legislation, as well as the decisions of the Egyptian House of Representatives and the Supreme Council of Universities.
- Form (4) Declaration from the researchers acknowledging their awareness of all ethical guidelines for conducting scientific research. In the event of a violation, the ethics committee's certificate will be revoked, and the researcher's academic institution will be notified.
- Form (5) Completed conflict of interest declaration form, signed by the researchers and supervisors.

Executive Summary :

- This regulation aims to organize and regulate research practices within the Faculty of Education at Helwan University by establishing a clear ethical framework to which researchers and faculty members must adhere.
- The regulation addresses the definition and objectives of scientific research, the ethical guidelines that must be followed during research, the responsibilities and operating procedures of the Research Ethics Committee, the application process for approval, examples of violations of research integrity, publication guidelines, and the required forms for research approval.

- Through this regulation, the Faculty seeks to promote a culture of ethical research and ensure the quality and credibility of scientific research outputs in accordance with national and international standards.

With my sincere regards, Prof. Dr. Adel Hussein Abu
Zeid, Director of the Quality Assurance Unit

Appendices

Form 1

Application to the Research Ethics Committee, Faculty of Education, Helwan University To the esteemed Professor Dr./Chairman of the Research Ethics Committee, Faculty of Education, Helwan University Greetings I, [Name], a postgraduate student/Lecturer/Assistant Professor in the Department of [Department], Faculty of [Faculty], [University], hereby submit my application for review and approval of my research protocol

entitled:
.....
.....
.....

I am conducting this research as part of the requirements for my Master's/Doctoral degree under the supervision of:

- 1)
- 2)
- 3)

I am conducting this research for promotion to the rank of Assistant Professor/Professor. My research includes: (A brief description of the research, its scope, and main objectives.)
.....
.....

Form 2

Researchers' Declaration Submitted to the Research Ethics Committee We, the undersigned researchers, hereby submit this declaration to the Research Ethics Committee at the College of Education regarding the research we intend to undertake, and affirm the following:

1. Scientific Significance of the Research: We affirm that the research we are conducting possesses clear scientific value, as it aims to make a new contribution to the field of scientific research related to the areas of social, environmental, and economic development.
2. Societal Impact: We affirm that the objective of this research is to achieve a direct or indirect benefit to society by providing applicable scientific solutions and contributing to the development and improvement of society in the aforementioned areas.

3. Enriching Scientific Research: This research aims to add new and valuable insights to scientific knowledge and contribute to efforts to achieve sustainable development in society.
4. No Personal Interest: This research is not motivated by any personal gain for the researchers, but rather by a commitment to serving the public interest and enriching scientific knowledge
5. Our Commitment to Research Ethics: We adhere to ethical and professional standards throughout all stages of the research, from data collection and analysis to the publication of results. All research participants will be treated with integrity and respect.

Form3

Acknowledgment by researchers to adhere to relevant Egyptian norms and legislation, and the regulations of the Egyptian House of Representatives and the Supreme Council of Universities. We, the undersigned researchers, submit this declaration to the Research Ethics Committee at the Faculty of Education regarding the scientific research we intend to conduct, and affirm the following:

1. Commitment to Egyptian norms and legislation: We affirm our full commitment to all relevant Egyptian norms and legislation pertaining to scientific research, whether those approved by the Egyptian House of Representatives or those included in the regulations of the Supreme Council of Egyptian Universities.
2. Compliance with laws and regulations governing scientific research: We pledge to comply with all applicable laws and regulations in the Arab Republic of Egypt related to protecting the rights of individuals participating in research, ensuring respect for their dignity and privacy, and conducting the research with transparency and integrity at all stages.
3. Commitment to the Directives of the Supreme Council of Universities: We affirm our commitment to implementing all directives and decisions issued by the Supreme Council of Universities that regulate the conduct of scientific research in Egyptian universities, ensuring the integrity of research processes and their compliance with quality and safety standards.
4. Respect for Intellectual Property Rights: We pledge to uphold intellectual property rights as stipulated in Egyptian laws, refrain from infringing on the intellectual property rights of authors, institutions, or individuals, and ensure the proper documentation of all scientific sources used.
5. Social Responsibility: We affirm our commitment to considering the social, environmental, and economic impact of our research in accordance with sustainable development standards and Egyptian legislation.
6. Our commitment to research ethics: We adhere to the highest standards of integrity and scientific honesty in data collection, analysis, and presentation of results, and ensure the protection of research participants and respect for their rights.

شهادة قبول بكتة علمي

تشرف لجنة أخلاقيات البحث العلمي في كلية التربية بجامعة اسم الجامعة بأن تعلن عن موافقتها على البحث المقدم من الباحث:

الأستاذ/..... مقدم

بحث بعنوان:

تاريخ تقديم البحث: تاريخ الموافقة البحث:

وقد تم التأكد من أن البحث المقدم يلزم بالمعايير الأخلاقية المعتمدة من قبل لجنة أخلاقيات البحث العلمي، ويحقق الضوابط المطلوبة في التعامل مع المشاركين والمعطيات البحثية. وعليه، نمح هذه الشهادة لإثبات قبول البحث وإمكانية السروع في تنفيذه ضمن الأطر الأخلاقية المعتمدة.

وتمنياتنا بالتوفيق

رئيس لجنة أخلاقيات البحث العلمي أ.د.

التاريخ:



Certificate of Scientific Research Ethics Approval

The Research Ethics Committee at the Faculty of Education, Helwan University, is pleased to announce its approval of the research submitted by the researcher:

Name: -----

Title: -----

It has been verified that the submitted research adheres to the ethical standards adopted by the Research Ethics Committee and meets the required controls in dealing with participants and research data. Therefore, we issue this certificate as proof of the acceptance of the research.

We wish you all the best.

Chair of the Research Ethics Committee