

## **CODE OF ETHICS**

### **Article 1**

#### **Legal basis**

This Code has been drafted and issued in full compliance with the Law on Higher Education of the Republic of Kosovo, No. 04 / L-037; In law no. 04/2015 On the Code of Conduct for the Civil Service of the Republic of Kosovo and the statute of the Academy and the Code of Ethics in the Research Activity of the Academy as well as laws and bylaws in force that include the scope of this code and legal acts and applicable bylaws relating to the scope of this code.

### **Article 2**

#### **Purpose**

This code defines the moral and ethical principles which must be adhered to:

professors, collaborators, scientists, researchers and administration employees who carry out teaching - scientific or teaching - artistic, scientific - research and administrative activities at the Academy, as well as students during joint work and independent research work.

### **Article 3**

Honesty, justice, humanity and courtesy, mutual support as the basis of moral philosophy, represent the importance of teaching ethics. Ethical principles should not be accepted by the academic staff as passive, but as a set of principles which accompany it in scientific, educational, and artistic work, as well as in private life. It is an obligation of his work to conform to these principles.

### **Article 4**

The academic staff is obliged to more responsibly perform the tasks for which it is assigned, in the best way, with dignity and responsibility. With his behavior in public and private life he is obliged to preserve the prestige and dignity of the Academy and the profession he performs.

## **Article 5**

Academic staff is obliged to participate in social life and use their knowledge for the benefit of society. In relation to colleagues, collaborators and students he should be polite, correct and tolerant, adhering to the principles of criticism and scientific truth. When organizing work must be impartial and correct. He must advance and prove his professional prestige and vocation with the results of his scientific-research, professional, respectively artistic work.

## **Article 6**

Academic staff should perfect the profession by publishing professional results, exchanging knowledge, data and experiences with collaborators and students, as well as through scientific, professional work and artistic associations.

The academic staff is obliged to strengthen the influence of the profession and always show its true meaning.

Academic staff is obliged to show unprofessional assertions and unfounded findings related to his profession, not overestimating his work and avoiding actions that will underestimate, underestimate prestige and the dignity of others.

He will publicly present his opinion regarding the professional views if they are based on essential facts which are related to the issue under consideration, respectively if his conviction is based on scientific and critical truth. He will behave equally as a witness in court or while working in professional and other commissions. Statements regarding certain issues, which have been raised or paid in the interest of someone, I will show only with the note in whose name he presents them.

## **Article 7**

Academic staff is obliged to pay special attention to their teaching obligations. I will accept these obligations only after a realistic assessment of my skills and abilities in a qualitative way, fulfilling them in full.

Learning obligations by students are obliged to perform in accordance with scientific knowledge and technological achievements. The educational process should be developed in such a way as to enable the student to solve the problems encountered, so that based on the knowledge achieved with understanding to accept the scientific, technological and social achievements. Classes are held regularly on a certain term and for a certain duration.

## **Article 8**

Students should be enabled to achieve relevant knowledge and sufficient exam preparation.

The academic staff should be available to students to provide clarifications and reviews regarding curriculum acquisition. The academic staff in the educational process, in dialogue with

students and outside the teaching process must respect the principles of nonviolent communication. The teacher is obliged to recommend the books, manuals, scripts and literature necessary for the acquisition of the curriculum. Students must not be deprived of information that is important for successful study.

### **Article 9**

The teacher in the exam, should evaluate the students based on the knowledge shown, the facts presented and the knowledge of the subject, the acquired skills and the way of presenting these skills and apply them in real conditions. It must base its requirements on the achievement of all necessary means when demonstrating the curriculum.

### **Article 10**

The teacher must not allow any interest from any other work to hinder the performance of teaching-scientific obligations. The jobs for which he has been selected must not at any time be subordinated to other obligations outside the Academy. The teacher must not promote, accept or perform tasks which are contrary to the humane intentions of the professor's personality and which may adversely affect his prestige and position, as well as the prestige and dignity of the Academy.

### **Article 11**

The academic staff has a duty and obligation to convey the trust given in the educational work to those who fully deserve it. It is obliged to ensure the possibility of scientific and professional development and progress of all persons with whom it cooperates impartially.

### **Article 12**

There should be an active creative atmosphere and an objective and professional attitude towards work, collaborators and students among the academic staff. The relationship between the staff should be based on collegiality, mutual respect, respect for knowledge, professionalism and personal dignity, in providing assistance and creative cooperation, then in professional and human solidarity.

Academic staff should be careful not to directly or indirectly tarnish the professional prestige, advancement or work of other Academic Staff. If he / she thinks that the assigned Academic Staff is guilty of immoral, illegal or incorrect work, he / she should inform the responsible person.

In the public criticism of other academic staff and his work should be restrained, given that the advice of the professor, professional and scientific societies, then professional newspapers are adequate places for professional and critical debate.

### **Article 13**

By accepting the principles of this code, the staff is obliged to implement it always exclusively and only in the interest of the prestige of the Academy, its own prestige and dignity, the prestige and dignity of students and all other persons with whom it cooperates, then in the interest of the profession and the tasks it performs.

### **Article 14**

Failure to comply with the principles of this Code, i.e. a conscious violation of these principles, constitutes a violation of the honor and duties of the academic staff, for which he may be held liable.

### **Article 15**

#### Observance and violation of the Regulation of Ethics

In accordance with the provisions of the Code of Ethics, it is the duty of the academic staff, administrative staff, students and any other member of the Academy:

- a) to get acquainted with the content of the Code of Ethics;
- b) to become familiar with the standards of conduct set by the Code;
- c) contact the Ethics Committee for advice on the implementation of the Code of Ethics and related regulations.
- d) Initiate proceedings immediately with the Ethics Committee on violations and propose measures if their basis is established.

### **Article 16**

#### Obligations of the employee and the student

The staff of the Academy must:

- a) Respect the working schedule set by the employer Maintain a serious appearance in front of students and other persons,
- b) during working hours, which includes serious and dignified clothing, the use of a chosen vocabulary and within the norms of ethics and civic behavior.

- c) To correctly implement the duty and order of the superior in accordance with the laws and bylaws.
- d) To show good behavior, within the norms of civic and professional ethics towards students and to avoid cases when there is a conflict of interest according to the legislation in force, declaring them before the superior, as soon as they have appeared.
- e) Not to allow personal relationships to affect and not to create the impression that they affect professional relationships.
- f) He must not seek and accept in any form privileges, benefits, interventions, favors, payments or donations, from students or other persons, aimed at obtaining high results, or other favors which the teacher may perform them due to duty.
- g) Not to discriminate between students, subordinates or colleagues due to personal acquaintances or preferences.
  
- h) Not to make and not to fall prey to provocations, harassment of all forms by students or other persons due to work, for purposes that are contrary to this Code, laws and regulations in force, as well as norms moral.
- i) To take care of the property of the institution and not to use it for personal gain. When undertaking the work of a private consultant, the teacher should not use the authority he has and should not act on behalf of the Academy, as well as not use his public property resources in private activity.
- j) Treat subordinates, colleagues and students equally, avoiding violations of their dignity, personality and professional opinions.
- k) Not to consume alcoholic beverages or tobacco in the premises of the institution.

**Obligations of students:**

Students have a duty to respect the provisions of this Code as long as they enjoy student status, as well as to behave in accordance with the ethical-moral norms of good citizenship. Thus, students in the premises of the Academy should:

- a) To follow the teaching schedule and adhere to the rules sanctioned in the Statute and the Rules of the Academy.

- b) To appear in a serious and dignified manner in the premises of the institution, which means an appropriate, non-extravagant clothing and the use of an appropriate vocabulary according to the norms of ethics, morality and etiquette.
- c) Respect teachers, peers and teaching rules.
- d) Not to perform provocative or harassing actions and gestures towards other teachers or students, in the premises of the institution.
- e) Not to offer in any form, privileges, benefits, interventions, favors, payments or donations, themselves or through other persons, in order to obtain high results, or other favors, which the teacher may perform. due to duty.
- f) Not to copy, not to cheat and not to cheat during the teaching process, as well as not to deviate from the payment of teaching obligations.
- g) Not to consume alcoholic beverages or tobacco on the premises of the institution.
- h) Do not use the mobile phone in the classrooms, and the library space.

## **Article 17**

### Dissemination of knowledge and academic freedom

Academic staff enjoys academic freedom in research, research, and teaching methodology. Teachers should adhere to the responsible use of academic freedom, subject to a well-established curriculum.

They must perform high-performance research, teaching and practice, through reading, study, experimentation, observation, exchange and objective self-assessment by choosing methods and ways that are efficient, useful, understandable and fruitful for students.

Every teacher should recognize and respect the scientific contributions of colleagues and students. In lectures, publications or presentations, Teachers should use acceptable professional practices for borrowed materials.

Teachers need to continually improve methodology in order to be effective in teaching, encourage students to act freely and independently, and explain assessment methods to them.

Each teacher should explain to the students in advance the objectives of the course by achieving this through lectures, demonstrations, practice and exams.

Teachers should be transparent in assessing and testing students' knowledge, in the methodology used and in their results.

## **Article 18**

Violations that are subject to punitive measures;

- Violations that are subject to punitive measures are considered:

- Dishonest acts, including fraud, forgery and other related acts;

- Threats, physical harm or other related forms that pose a risk to the life of members of the student community or others;

- The identity of the person, as well as the failure to provide information to the staff of the Academy, which are required in function of their duty;

- Committing acts that cause or lead to false statements, which are related to warnings of dangers, threats or arson, explosions of explosives or other emergencies:

- Violation of duty using official stamps that do not belong to the hierarchy defined by the statute;

- Misconduct in the environment of the Academy.

- Plagiarism of any kind;

- Forgeries, unauthorized modifications or abusive uses of documents and materials protected by copyright law;

- Misuse, theft, misappropriation, destruction, damage or unauthorized use of the Academy property, relevant facilities;

- Violation of the rules of the Academy regarding the use of tobacco and alcoholic beverages; their possession, consumption, distribution or unauthorized sale

- Possession, use, distribution or sale of illegal drug substances, which are in violation of the law.

## **Article 19**

### **Academic plagiarism**

Plagiarism is the use of another person's words, ideas, concepts or data without quoting. Plagiarism can exist in circumstances where the student says he / she is the original source of information. Plagiarism involves the direct use and paraphrasing of another's words, thoughts, or concepts without citation. It includes, but is not limited to:

a. unauthorized copying of passages from electronic works and / or copies of other people's homework or course, essays, scientific papers, or theses;

- b. use without showing the views, opinions, or knowledge of another person;
- c. unspeakable paraphrasing of phraseologies, original features, metaphor of another person, or other literary projects.

Avoiding academic plagiarism serves to increase the quality of research and scientific creativity.

1. The applicant is obliged to cite in a complete and accurate manner the author and their works, which he has consulted as primary or secondary sources and has used to be informed about the previous results or about argue and interpret the results of research activity.
2. Institutions conducting research activities provide software that automatically checks for plagiarism research papers and publications (papers, lectures, scientific articles, dissertations, monographs, textbooks, manuals, course assignments or theses submitted for obtaining "Bachelor" degrees or "Master".
3. For anything not covered by this Code of Ethics related to plagiarism, the legal provisions of the Law on Copyright and other related Rights and the internal regulations of the Academy shall apply accordingly.

## **Article 20**

The bodies that have the competence to implement the Code of Ethics in the Academy are:

- 1.1. Ethics Committee which is elected by the Academic Council of the Academy.
- 1.2. Disciplinary Commission elected by the Academic Council of the Academy
- 1.3. Ad-hoc Disciplinary Commission, appointed by the Director of the Academy.

## **Article 21**

### **Ethics Committee**

The Ethics Committee is a body elected by decision of the Academic Council and operates in accordance with the Statute, the Regulations of the Academy and the Code of Ethics. Pursuant to this Code, it has the following competencies:

1. Monitor the implementation of the provisions of this Code and propose changes, improvements or other binding measures related to the Ethics of the Academy.
2. To propose disciplinary measures to the Director of the Academy when the violation is easy, it is for the first time and it has to do with disciplinary behavior at work.
3. In cases of electoral processes, in the absence of the Director, decisions on disciplinary measures are taken by the Ethics Committee.



4. To propose to the Council of the Academy the measures when the violations are related to the academic issues.
5. To propose to the Disciplinary Commission when the violation is recurrent and is considered serious.
6. The decision of the Director and the Academic Council for the severe measures imposed is final.
8. The final decision for serious violations is taken by the Academic Council.

The Ethics Council examines only cases where denunciations, complaints or reporting have identified the individual making the complaint

## **Article 22**

### Composition and establishment of the Ethics Committee

1. The Ethics Committee consists of three members from the ranks of the academic staff, an administrative staff and a representative from the students, who themselves are nominated or proposed by the Collegiate bodies of the Academy and are elected by the Academic Council for a four-year term, with the right reelection.
2. The Chairman of the Ethics Committee is elected by the members of the Ethics Committee.
3. The Ethics Committee may issue Rules of Procedure, which shall regulate matters not provided for in this Code.
4. The mandate of the members of the Committee is related to the mandate of the body which elects it.

## **Article 23**

1. The disciplinary commission consists of four (4) members: two (2) from the academic staff, with a mandate of four (4) years, one (1) member from the administrative staff with a mandate of four (4) years, one (1) student delegated by the Student Parliament for a term of one (1) year.

## **Article 24**

### Ad-hoc disciplinary commission

The ad-hoc disciplinary commission is a body, which is established by the decision of the Director of the Academy, which is competent for the implementation of procedures, in cases when the Code of Ethics has been violated by employees outside the teaching process at the Academy.

## **Article 25**

### **Initiation of procedures**

1. The procedures for the veracity of the violation of any principle of the Code of Ethics of the Academy, can begin with the submission of the application form for violation of the Code, in written form to the bodies for the implementation of the Code of Ethics.
2. The application for violation of the Code of Ethics can be submitted by all employees, but the same must be justified with all the data and evidence of persons, time, place, eventual witnesses and be signed by the holder of the application.
3. Anonymous applications are not considered.

## **Article 26**

### **Ethics Committee working procedures and deadlines**

1. Based on the report for violation of ethical principles by teachers and associates, according to the criteria from Article 20, the chairman of the Ethics Committee convenes the meeting of the Committee within thirty (30) days from the date of receipt of the application.
2. If the Ethics Committee confirms the non-existence of violations of principles by teachers and associates, by a decision of its own, it rejects the application as unfounded.
3. If the Ethics Committee finds that a violation of any of the principles of the Code of Ethics has been violated, it shall propose to the Academic Council a relevant measure which is: written reprimand or public reprimand. In the event that these violations become repeated, the Ethics Committee proposes to the governing authority other severe penalties.
4. For violation of the principles of the Code of Ethics, as the case may be, the Ethics Committee proposes disciplinary measures from receiving calls to dismissal.
5. If the Ethics Committee finds that violations of any of the principles of the Code of Ethics by the teachers and collaborators of the Academy are contrary to the Labor Law and the Statute of the Academy, it shall propose measures in accordance with the Rules of Procedure of the Academy. and the Law on Higher Education.
6. Decisions of the Committee shall be taken by a majority vote of the members as a whole.

## **Article 27**

### **Disciplinary Commission procedures and deadlines**

The procedures of the Disciplinary Commission, established by the Academic Council, are implemented in accordance with the rules of the Statute of the Academy and other normative acts.

## **Article 28**

### **Ad-hoc Disciplinary Commission procedures and deadlines**

1. Based on the report submitted regarding the violation of any of the principles of the Code of Ethics by the non-academic staff of the Academy, the ad-hoc appointed commission initiates the procedures for the validity of the violations of the ethical principles of the Code, within thirty (30) days from date of receipt of the application form.
2. If the ad-hoc Commission finds that there is no violation of the principles of the Academy Code of Ethics, it shall by a decision reject the application as unfounded.
3. If the ad-hoc Commission confirms that the ethical principles of the Code of Ethics have been violated, then it proposes to the Rector one of the measures: written reprimand, public reprimand.
4. If the ad-hoc Commission finds that the ethical principles of the Code of Ethics have been violated, which are in conflict with the Labor Law, the Law on Higher Education and the Statute of the Academy, then the Commission proposes to the relevant bodies to initiate disciplinary proceedings according to legal acts. mentioned.

## **Article 33**

### **Decision of the Council of the Academy, Director**

1. The decision of the Council of the Academy brought on the basis of the proposal of the Ethics Committee, for the proposed measure for minor violations, is final.
2. The decision of the Director based on the proposal of the Ethics Committee and the ad-hoc Commission, for the proposed measure for minor violations of the Code of Ethics is final.

## **Article 34**

### **Final provisions**

1. The interpretation of the Code of Ethics is made by the Steering Council of the Academy.
2. The Code of Ethics enters into force on the day of its adoption.

Chairman of the Steering Council

Dr.Sc Ema Berisha - Krasniqi

