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Chairperson of the Steering Council  
Prof. Dr. sc. Ema Berisha Krasniqi

No. Prot:022/23, Date:08.12.2023

Based on Article 16 of the Statute of the Temple Academy and Article 11 of the working Regulations of the Steering Council at the meeting held on 08.12.2023 the Steering Council approves:

## **REGULATIONS OF THE CODE OF ETHICS**

### **Article 1**

#### **Legal basis**

This Code was drafted and issued in full compliance with the Law on Higher Education of the Republic of Kosovo, no. **04/L-037**; In the law no. 04/2015. For the Code of Conduct of 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 the legal and by-law acts in force that include the scope of this code, as well as the legal acts and by-laws in force that relate to the scope of this code.

### **Article 2**

#### **Purpose**

This codex defines the moral and ethical principles that must be adhered to by: professors, associates, scientists, researchers and administrative 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 lecturing ethics. The academic staff should not accept the ethical principles as passive, but

as a set of principles that carry them through scientific, educational and artistic work, as well as in private life. It is an obligation to adapt your work 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 maintain the prestige and dignity of the Academy and the profession he performs.

#### **Article 5**

The 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 must be polite, correct and tolerant, adhering to the principles of criticism and scientific truth. When organizing the work, he must be impartial and correct. Prestige and professional vocation should be advanced and proven with the results of his scientific-research, professional, or artistic work.

#### **Article 6**

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

The academic staff is obliged to reinforce the influence of the profession and always show its true meaning. The academic staff is obliged to show unprofessional statements and unfounded findings related to their profession, not praising their work too much and avoiding actions that will belittle, underestimate the prestige and the dignity of others.

He will publicly present his opinion regarding professional views if they are based on essential facts related to the examined issue, namely if his conviction is based on scientific and critical truth. It will behave the same as a witness in court or during work in professional and other commissions. Statements related to certain issues, which have been highlighted or paid in someone's interest, I will show only with the note on whose behalf it is presented.

#### **Article 7**

The academic staff is obliged to devote special attention to their teaching duties. I will accept these obligations only after the real assessment of my own skills and opportunities in a qualitative way by performing them in their entirety.

I am obliged to carry out the teaching obligations in accordance with scientific knowledge and technological achievements. The educational process should be developed in such a way that it enables the student to solve the problems encountered, so that on the basis of the knowledge achieved with understanding, he

accepts the scientific, technological and social achievements. I have to keep the lesson regularly in the specified term and for a specified duration.

#### **Article 8**

Students should be enabled to achieve relevant knowledge and sufficient preparation for the exam. The academic staff must be available to students to provide clarifications and reviews regarding the acquisition of the curriculum. The academic staff in the educational process, in the dialogue with the students and outside the teaching process must respect the principles of non-violent communication. The teacher is obliged to recommend the books, manuals, scripts and literature necessary for learning the curriculum. It is not allowed to shorten the information that is important for successful study to the students.

#### **Article 9**

In the exam, the teacher must evaluate the students based on the knowledge shown, the facts presented and knowledge of the subject matter, the acquired skills and the way of presenting these skills and apply them in real conditions. He should base his requirements on the achievement of all the necessary tools in the case of the demonstration of the educational program.

#### **Article 10**

The teacher does not dare to allow any interest from any other work to prevent the performance of teaching-scientific obligations. The work for which he was chosen at no time dares to subordinate to other obligations outside the Academy. The teacher does not dare to encourage, accept or perform tasks that are against the humane goals of the professor's personality and that can negatively affect his prestige and position, as well as the prestige and dignity of the Academy.

#### **Article 11**

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

#### **Article 12**

An active creative atmosphere and an objective and professional relationship towards work, colleagues and students should reign among the academic staff. The relationship between the staff should be based on collegiality, mutual respect, respect for knowledge, professionalism and personal dignity, on the provision of assistance and creative cooperation, then on professional and human solidarity.

Academic staff must be careful not to directly or indirectly spoil the professional prestige, progress or work of other academic staff. If you think that the designated academic staff is guilty of immoral, illegal or incorrect work, you must notify the responsible person.

Public criticism of other academic staff and their work should be restrained, bearing in mind that professor's councils, 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 apply it at all times exclusively and only in the interest of the prestige of the Academy, its own prestige and dignity, the prestige and dignity of the students and all other persons with whom it cooperates, then for the interest of the profession and the duties it performs.

### **Article 14**

Failure to act in accordance with the principles of this Code, namely the conscious violation of these principles, constitutes a violation of the honor and work duties of the academic staff, for which he can be held responsible.

### **Article 15**

#### **Compliance and violation of the Ethics Regulation**

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

- is familiar with the content of the Code of Ethics;
- becomes familiar with the standards of behavior defined by the Code;
- refers to the Ethics Committee to receive advice on the implementation of the Code of Ethics as well as related regulations.
- initiate procedures immediately before the Ethics Committee on violations and propose measures if their basis is proven.

### **Article 16**

#### **Obligations of the employee and the student**

Academy employees must:

- To respect the working hours set by the employer. To maintain a serious appearance in front of students and other persons,
- During working hours, which includes serious and dignified clothing, the use of a chosen vocabulary and within the norms of ethics and civic behavior.
- To correctly implement the task and orders of the superior in accordance with the legal and by-law acts.
- To display good behavior, within the norms of civic and professional ethics towards students and to avoid cases where there is a conflict of interest according to the legislation in force, declaring them before the superior, as soon as they have appeared.

- Not to allow personal relationships to affect and not create the impression that they affect professional relationships.
- He must not seek and not accept in any form privileges, benefits, interference, favoritism, payments or donations, from students or other persons, aimed at obtaining high results, or other favors that the teacher may perform them due to duty.
- Not to discriminate between students, subordinates or colleagues due to acquaintances or personal preferences.
- Not to do and not to be a victim of provocations, harassment of all forms by students or other persons due to work, for purposes that contradict this Code, the legal and by-laws in force, as well as moral norms.
- To take care of the property of the institution and not to use it for personal gain. When undertaking private consultant work, the teacher must not use the authority he has and not act on behalf of the Academy, as well as not use his public financial resources in private activity.
- To treat subordinates, colleagues and students equally, avoiding violations of their dignity, personality and professional opinions.
- Not to consume alcoholic beverages or tobacco in the premises of the institution.

**Student obligations:**

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

- implement the lesson schedule and adhere to the rules sanctioned in the Academy's Statute and Regulations.
- present themselves in a serious and dignified manner in the premises of the institution, which means an appropriate, non-extravagant dress as well as the use of an appropriate vocabulary according to the norms of ethics, morality and courtesy.
- respect the teachers, friends and the rules of the lesson.
- do not perform provocative or harassing actions and gestures towards other teachers or students in the premises of the institution.
- do not offer in any form, privileges, benefits, interference, favoritism, payments or donations, by themselves or through other persons, in order to obtain high results, or other favoritism, which the teacher may perform due to duty.
- not to copy, not to cheat and not to deceive during the learning process, as well as not to evade the repayment of teaching obligations.
- do not consume alcoholic beverages or tobacco in the premises of the institution.

- do not use mobile phones in classrooms and library space.

## **Article 17**

### **Dissemination of knowledge and academic freedom**

The academic staff enjoys academic freedom in research, in scientific works and in teaching methodology. Teachers must adhere to the responsible use of academic freedom, subject to an approved curriculum.

They must carry out research, teaching and practice with high performance, through reading, study, experiment, observation, exchange and objective self-evaluation by choosing efficient, useful, understandable and fruitful methods and ways for students.

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

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

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

Teachers must be transparent in the assessment and testing of 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 defined as:

- Dishonest actions, including fraud, forgery and other related actions;
- Threats, physical injuries or other related forms that pose a risk to the lives of members of the student community or others.;
- The identity of the person, as well as the non-disclosure of information to the personnel of the Academy, which are required in the function of their duties;
- Committing acts that cause or lead to false statements, which are related to warnings of dangers, threats or arson, explosions of explosive substances or other emergency cases;
- Violation of duty by using official seals that do not belong to the hierarchy established by statute;
- Misbehavior in the Academy environment;
- Plagiarism of any form;
- Forgery, unauthorized modification or misuse of documents and materials protected by copyright law;

- Misuse, theft, embezzlement, destruction, damage or unauthorized use of the property of the Academy, related environments;
- Violation of Academy rules regarding the use of tobacco and alcoholic beverages; their possession, consumption, distribution or sale without authorization;
- Possession, use, distribution or sale of illegal drug substances, which are in violation of the law.

## **Article 19**

### **Intellectual property**

The intellectual property of the Academy must be owned by the Academy. Intellectual property is considered anything produced or written by academic, administrative staff and students where funds, resources or even objects for the creation of intellectual property are used by the property or resources of the Academy. Any other property produced or written where sources are not from the Academy are the property of the author.

## **Article 20**

### **Academic plagiarism**

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

- undisclosed copying of passages from electronic works and/or copies of the work of others in homework or course assignments, essays, scientific papers, or theses;
- undisclosed use of another person's views, opinions, or knowledge;
- the undisclosed paraphrasing of another person's phraseology, original characteristics, metaphor, or other literary projects.

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

The applicant is obliged to fully and accurately cite the author and their works, which he consulted as primary sources or secondary sources and used to inform himself about previous results or to argue and interpret the results of the research activity.

Institutions that carry out research activities provide software that automatically checks for plagiarism research papers and publications (letters, reports, scientific articles, dissertations, monographs, textbooks, manuals, course assignments or theses submitted for obtaining "Bachelor" or "Masters").

For anything that is 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 are applied accordingly.

### **Article 21**

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

1. The Ethics Committee is elected by the Academic Council of the Academy.
2. Disciplinary Committee elected by the Academic Council of the Academy.
3. Ad-hoc Disciplinary Committee, appointed by the Director of the Academy.

### **Article 22**

#### **Ethics Committee**

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

- To observe the implementation of the provisions of this Code and to propose changes, improvements or other binding measures related to the Ethics of the Academy.
- To propose disciplinary measures to the Director of the Academy when the offense is minor, it is for the first time and it is related to disciplinary behaviors at work.
- In the case of election processes, in the absence of the Director, decisions on disciplinary measures are taken by the Ethics Committee.
- To propose measures to the Council of the Academy when violations are related to academic matters.
- To propose to the Disciplinary Commission when the violation is repeatable and is considered serious.

The decision of the Director and the Academic Council on the severe measures imposed is final.

The Academic Council takes the final decision on serious violations.



The Ethics Council examines only cases where the denunciations, complaints or reports identify the individual who made the complaint .

### **Article 23**

#### **Composition and creation of the Ethics Committee**

The Ethics Committee consists of three members from among the academic staff, one administrative staff and one representative from the students, who themselves are nominated or proposed by the Collegial bodies of the Academy and elected by the Academic Council for a four-year term, with the right to re-election.

The Chairman of the Ethics Committee is elected by the members of the Ethics Committee.

The Ethics Committee can issue the Working Regulations, which will regulate the issues that are not foreseen by this Code.

The mandate of the members of the Committee is related to the mandate of the body that elects them.

### **Article 24**

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

### **Article 25**

#### **Ad-hoc disciplinary commission**

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

### **Article 26**

#### **Commencement of proceedings**

The procedures for the authenticity of the violation of any principle of the Code of Ethics of the Academy can be started with the submission of the presentation sheet for violation of the Code, in written form, to the bodies for the implementation of the Code of Ethics.

All employees can submit the report for violation of the Code of Ethics, but it must be justified with all the data and evidence for the persons, time, place, possible witnesses and be signed by the bearer of the report. Anonymous submissions will not be considered.

### **Article 27**

#### **Ethics Committee work procedures and deadlines**

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 calls the meeting of the Committee within thirty (30) days from the date of receipt of the report.

If the Ethics Committee confirms the non-existence of violations of the principles by the teachers and associates, with its own decision it rejects the submission as unfounded.

If the Ethics Committee proves that any of the principles of the Code of Ethics have been violated, it proposes to the Academic Council with a decision the corresponding measure, which is: a written warning or a public warning. In case these violations become repeated, the Ethics Committee proposes to the governing authority other strict punishments.

For the violation of the principles of the Code of Ethics, as the case may be, the Ethics Committee proposes disciplinary measures from summons to dismissal.

If the Ethics Committee proves that the violations of any of the principles of the Code of Ethics, by the teachers and associates of the Academy, contradict the Labor Law and the Statute of the Academy, it proposes measures in accordance with the Labor Regulations of the Academy and the Law on higher education.

The decisions of the Committee are taken by the majority of votes of the general members.

## **Article 28**

### **Disciplinary Committee procedures and deadlines**

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

## **Article 29**

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

Based on the presentation sheet submitted about the violation of any of the principles of the Code of Ethics by the non-academic personnel of the Academy, the appointed ad-hoc commission begins the procedures for the authenticity of the violations of the ethical principles of the Code, within thirty (30) days from the date of receipt of the application form.

If the ad-hoc Commission proves that there is no violation of the principles of the Code of Ethics of the Academy, it rejects the submission as unfounded with a decision.

If the ad-hoc Commission proves that the ethical principles of the Code of Ethics have been violated, then it proposes to the rector one of the measures: written warning, public warning.

If the ad-hoc Commission confirms that the ethical principles of the Code of Ethics have been violated, which contradict the Labor Law, the Higher Education Law and the Statute of the Academy, then the

Commission proposes to the relevant bodies the initiation of disciplinary procedures according to the mentioned legal acts .

### **Article 30**

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

The decision of the Council of the Academy based on the proposal of the Ethics Committee, for the measure proposed for minor violations, is final.

The Director's decision, 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 31**

#### **Transitional and final provisions**

The interpretation of the Code of Ethics was made by the Steering Council of the Academy.

### **Article 32**

Amendments and additions to this regulation are made with the same procedure as that of its approval.

### **Article 33**

With the entry into force of this regulation, the Regulation of the Code of Ethics no. 005 / 20 dated 28.12.2020.

### **Article 34**

The Code of Ethics enters into force from the day of approval by the Steering Council.

Chairman of the Steering Council

Dr. Sc. Ema Berisha Krasniqi

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