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## **Code of ethics**

*May/2020*

# **CODE OF ETHICS**

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**PRISHTINË, Maj 2020**

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Based on provisions of Law No. 04/L-037 on High Education in the Republic of Kosovo, as well as the provision of Article 88 of the Statute of the HEPP UBT College, the President approves this:

# **CODE OF ETHICS**

## **INTRODUCTION**

### **Article 1**

The Code of Ethics of the UBT College (hereinafter: the Code of Ethics) is aimed at guiding the conduct of the academic community of the College (hereinafter: the UBT).

Members of the academic community include staff, students and contractors (hereinafter: Academic Community Members) and the Code of Ethics applies to their interpersonal relations and their relations to UBT as an institution.

The Code of Ethics is a moral contract made between Academic Community Members to strengthen their connection and co-operation and enhance the UBT's reputation.

The Code of Ethics is subordinated to the law and employment contracts and should therefore not be construed as restricting any rights thereby granted.

The student status gives students all rights granted by the Kosovo Law on Higher Education, the Statute of UBT, and other specific regulations having precedence over the Code of Ethics.

### Article 2

The Code of Ethics foremost advocates the values of integrity, co-operation, responsibility, knowledge and academic freedom.

## **INTEGRITY**

### **Article 3**

The personal integrity of all Academic Community Members is essential for teaching and research activities and for providing appropriate conditions for work and study.

Academic Community Members shall, to the best of their ability, avoid situations giving grounds for doubt in their honesty and trustworthiness, and in particular they shall avoid conflicts of interest. A conflict of interest arises when the personal interests of an Academic Community Member are misaligned with their professional obligations and duties.

A conflict of interest may also arise in the performance of Academic Community Members' duties as members of various bodies of UBT.

#### **Article 4**

Compliance with the integrity principle in interpersonal relations between Academic Community Members entails, for example, the following:

- refusing to offer, receive or demand any favour or gift with the aim of influencing or bribing;
- refusing to offer, receive or demand gifts of any kind;
- refusing to render paid services to students, their close relatives or spouses;
- refusing to independently grade or participate in a committee for students who are relatives or intimate partners of the teacher (staff member).

#### **Article 5**

The administrative procedure integrity principle entails, for example:

- correct procedures for selecting, electing and appointing Academic Community Members;
- performing all expert tasks in the interest of UBT. Persons working in the UBT support departments shall refrain from using their position for personal benefit.

#### **Article 6**

The integrity principle in scientific research and expert work entails, for example:

- only persons participating in a piece of work can be deemed its authors;
- the respect of copyright and the strict citing of references in any paper. The citing of references shall also be required if researchers use the work of students in further research;
- ensuring the proper use of funds earmarked for research and listing sources of finance in the documents resulting from sponsored research;

- compliance with specific ethical standards when research includes humans or animals.

#### **Article 7**

Academic Community Members act in the interest of UBT and avoid all activities that discredit and/or in any way harm the UBT reputation.

### **CO-OPERATION**

#### **Article 8**

Activities within the academic community entail co-operation independent of the hierarchy and the age and gender of a person.

#### **The co-operation principle entails, for example:**

- politeness and respect;
- assistance; assistance can be given by Academic Community Members with proper qualifications whose work duties allow it;
- assistance to Academic Community Members with special needs;
- respect for linguistic, religious, national, social, gender and other differences among Academic Community Members;
- protection of confidential data and information in all forms of co-operation.

### **RESPONSIBILITY**

#### **Article 9**

The status of an Academic Community Member entails the Member assuming full responsibility for his or her action or any omission thereof.

#### Article 10

A responsible attitude to work entails fully and regularly meeting work obligations as well as taking initiative and assuming other tasks if necessary.

Teachers and researchers also show a responsible attitude to work through a commitment to research and by promptly following and improving scientific achievements in their respective fields even where there is no direct effect on their professional promotion or income.

The responsibility of Academic Community Members also entails:

- protecting and correctly handling the property of others;
- complying with the house rules such as, for example, prohibited parking and prohibited smoking and the consumption of alcohol and illegal substances on faculty grounds.

## **KNOWLEDGE**

### **Article 11**

A task of Academic Community Members is to create a constructive atmosphere for promoting the knowledge of all Members. In particular, they shall strive for excellence in study, teaching and research and excellence in expert work.

Promoting knowledge as a value entails, for example:

- selecting the methods for assessing the knowledge and skills that match the course's objectives;
- avoiding excessive discussions of topics not related to the contents of lectures, exercises or seminars;
- accepting expert or scientific discussion when students or staff members provide substantiated reasoning on possible alternatives.

## **ACADEMIC FREEDOM**

### **Article 12**

Academic freedom relates to the spatially unlimited right of Academic Community Members to freely express their scientific and expert opinions at lectures, exercises, seminars, conferences, roundtables, interviews and in other forms of public appearance as well as in books, papers and other written work.

Academic Community Members shall avoid the following when expressing their opinions:

- political or religious propaganda on faculty premises;
- insulting Academic Community Members or any other person or institution;
- disseminating racist, nationalist, fascist or any other inappropriate contents.

## **ETHICS COMMISSION**

### **Article 13**

Violations of the Code of Ethics shall come before the Ethics Commission comprising:

- 3 members of the teaching staff;
- 1 member from support staff
- 1 student member.

The Rector shall not be a member of the Ethics Commission but may act as the organizer of the meetings.

The Ethics Commission shall elect the Chair and Vice-Chair by a majority vote for the duration of its two-year term.

The Secretariat shall provide administrative support to the Ethics Commission.

### **Article 14**

#### **Tasks of the Ethics Commission:**

- to receive initiatives and give proposals for amendments to the Code of Ethics;
- to discuss reported violations of the Code of Ethics and propose further proceedings concerning the violations;
- to compile annual reports for the UBT Academic Council.
- to adjudicate complaints to the decisions of Faculty Sub-Commission (s)

### **Article 15**

Complaints against the Decisions of Faculty Ethics Sub-Commission

The UBT Central Ethics Commission serves as the final instance of complaints to the Decisions of Faculty Ethics Sub-Commission

Complaints against the decisions of the Faculty Sub-Commission may be referred by all parties' subject of the proceedings

## **FACULTY ETHICS SUB-COMMISSION**

### **Article 16**

Violations of the Faculty Code of Ethics shall come before the Faculty Ethics Sub-Commission comprising:

- 1 member of the teaching staff;
- 1 member from support staff
- 1 student member.

The Dean shall not be a member of the Ethics Commission but may act as the organizer of the meetings.

The Ethics Commission shall elect the Chair by a majority vote for the duration of its two-year term.

The Faculty shall provide administrative support to the Ethics Commission.

### **Article 17**

#### **Tasks of the Sub-Ethics Commission:**

- to receive initiatives and give proposals for amendments to the Faculty Code of Ethics;
- to discuss reported violations of the Faculty Code of Ethics and propose further proceedings concerning the violations;
- to compile annual reports for the Faculty Council.

### **PROCEEDINGS FOR VIOLATIONS OF THE CODE OF ETHICS**

#### **Article 18**

Violations of the Code of Ethics shall be addressed to the Ethics Commission and submitted in writing to the Secretariat of Faculty and UBT.

A report on a violation shall contain the name of the person in violation, the name of the person reporting and a description of the actions deemed not to have complied with the Code of Ethics.

The Ethics Commission may disregard any anonymous reports; however, the person reporting may express a desire for anonymity which the Ethics Commission shall grant.

The Ethics Commission may act upon its own initiative to investigate violations.



### **Article 19**

After receiving a report, the Ethics Commission shall invite for a meeting the persons implicated or representatives of the bodies submitting the report.

The Ethics Commission may invite for a meeting any person who, in its opinion, may possess information relevant to the case.

The persons may remain anonymous upon their request.

The meetings and the Ethics Commission's day-to-day work are not open to the public.

Members of the Ethics Commission and the persons invited for a meeting shall not disclose the data and information referred to in the meeting.

The Ethics Commission shall present all significant information in the final report, which will be made available to all Academic Community Members (in electronic form) if a violation of the Code of Ethics is established.

### **Article 20**

After completing the investigation, the Ethics Commission shall submit the final report including any proposed measures to the management of UBT, which shall discuss the proposed measures.

## **FINAL PROVISIONS**

### **Article 21**

The Code of Ethics of UBT shall enter into force on the day following the date of adoption hereof by the Academic Council.

**PRISHTINË,**

**President of UBT College,**

**Data, 15.05.2019**

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