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*Ethics Code*

*May/2020*

## **STUDENT CODE OF ETHICS**

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**PRISHTINA, May 2020**

Based on the provisions of article 88 of the Statute of BPrAL College "UBT-e" L.L.C. Prishtina, President of "UBT", Prof. Dr. Edmond HAJRIZI, in Prishtina on 15.05.2019, issues:

## **STUDENT CODE OF ETHICS**

### **BASIC VALUES AND PRINCIPLES**

#### **Article 1.**

Students of all study levels (BACHELOR and MASTER) at BPrAL UBT College (here in after: "UBT"), in their work and behavior are obliged to promote basic human principles as well as professional principles.

#### **Article 2.**

Students are required to behave responsibly by applying appropriate legal norms, norms articulated in the normative acts of "UBT", basic human rights, justice, academic freedom and rules of cultural conduct and honesty towards teaching staff and employees others at UBT, external collaborators and students themselves.

#### **Article 3.**

The rights and obligations articulated in the CODE OF ETHICS OF STUDENTS of "UBT" (hereinafter: the Code), has to do with the action and behavior of students in spaces that use and perform, as well as actions that are in any way related with the presentation and representation of "UBT".

#### **Article 4.**

It is the moral obligation of every student to have a reflection on any unethical behavior, respectively, violation of the norms of this Code - at any cost.

### **I. STUDENT RIGHTS**

#### **Article 5.**

"UBT" values and protects the rights of students in:

- *participation in the learning process,*
  - *participation in the work of "UBT",*
  - *freedom of expression in accordance with moral principles and legal norms,*
  - *participation in discussions and sessions,*
  - *professional perfection and professional work, work in design and publication of results and professional work,*
  - *objective evaluation and fair work evaluation process,*
  - *protection from violence, coercion and threat of use of force,*
  - *protection from discrimination and harassment on the basis of ethnicity, religion, nationality, gender, sexual orientation, race, age, pregnancy, economic status and parental status, disability, physical appearance, health status and political orientation,*
  - *election and representation, democratic student organization, and responsible organization of the student community*
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- *use of the property of "UBT" for extracurricular activities in order to meet the needs of students if they are not contrary to the norms of "UBT", in accordance with the material possibilities of "UBT",*
  - *Admission of students and student organizations to the responsible bodies of "UBT", in order to present their views by notification and appointment in advance,*
  - *notifications with the rules and norms of "UBT", and access to normative acts of "UBT",*

- *clean and healthy and ecological working space.*

## **II. OBLIGATIONS OF STUDENTS**

### **Article 6.**

***UBT students have obligations:***

- *to implement and behave in accordance with legal norms and norms provided by normative acts of "UBT",*
- *to fulfill their student obligations in full compliance with the principles of honesty and conscientiousness,*
- *with personal behavior to preserve the image of "UBT", its students and employees,*
- *taking into account others and thinking differently,*
- *seek and support relations of tolerance and mutual respect,*
- *behave in accordance with the principles of justice and equality in order to exclude any form of discrimination, harassment, recovery, use of physical force and exploitation,*
- *take responsibility for its own statements, actions and processes,*
- *to take an active part in lectures, scientific and professional work and the like,*
- *to preserve the surroundings and the property of "UBT".*

## **III. VIOLATION OF STUDENTS 'RIGHTS AND OBLIGATIONS**

### **Article 7.**

Any violation of the rights and obligations of students described in this Code of "UBT" is unacceptable.

### **Article 8.**

Violations of students' rights and obligations are considered to be:

- *actions that are punishable offenses which are prosecuted ex officio and which according to the law can be imposed a prison sentence,*
- *actions that are punishable and those of minor offenses committed against teachers and other employees at "UBT", or against other students,*
- *the introduction of firearms and other weapons, or appropriate means to cause bodily injury,*
- *Intentional theft or damage to the property of "UBT",*
- *theft of property of students, teachers, employees and external collaborators,*
- *intentional damage or destruction of the index, respectively, the publication of the loss of the index for the purpose of illegal gain or gain of student rights,*
- *misuse or falsification of a student permit (aid),*
- *misuse or falsification of the index, certification, evidence and other official documents,*
- *Violation of the perceived order and rules for various forms of teaching or passing exams,*
- *equipment, transfer and / or use of teaching materials without the permission of teachers or other authorized persons,*
- *the use or purpose of the use of records, data, calculations or other forms of electronic use or programs during school hours and assessment, if by prior order*

- are prohibited,*
- *description of exams and colloquia,*
  - *plagiarism or distortion of the works or parts of the works of others (essays, seminar papers, final diploma and master or doctoral theses, scientific papers and the like,*
  - *using or not naming the works of others without adequate description of the source,*
  - *misuse of spaces and other material means, computer equipment and other equipment owned by "UBT",*
  - *misuse of published prohibitions and undertaking dangerous actions in the premises of "UBT",*
  - *humiliation, harassment, ill-treatment, use of violence and discrimination on any grounds,*
  - *Violation of the rules of cultural conduct and honesty towards teachers, associates and other employees of "UBT", respectively, against students and citizens in the premises of "UBT" or public spaces,*
  - *coming to school drunk or under the influence of drug use,*
  - *smoking in the premises of "UBT",*
  - *Violation of contractual obligations with "UBT",*
  - *all other actions that are not in accordance with the ethics of evaluations and accepted norms of social behavior,*

#### **Article 9.**

Any violation of student rights and obligations described by the Code is subject to liability in accordance with the STUDENT RESPONSIBILITY REGULATION.

#### **IV. ETHICAL COMMITTEE**

##### **Article 10.**

Violation of the provisions of the regulation of this Code is decided by the ETHICAL COMMISSION, which is appointed by the Rector of "UBT" on the proposal of the Academic Council and Student Meeting of "UBT".

##### **Article 11.**

The council consists of five (7) members, one of whom is a student.

The student member participates in the work of the Commission without the right to vote in order to protect student rights.

The teacher or another person whose code of ethics has been violated has no right to participate in the work of the Commission.

The Rector ensures normal working conditions for the Commission.

The Commission has the RULES OF PROCEDURE that upon the proposal of the Commission the consent is given by the Academic Council, and the same is approved by the Rector of "UBT".

##### **Article 12.**

The initiation of the procedure is decided by the Commission on the basis of its own initiative or at the initiative of the teacher, other employees, students or other persons who consider that the provisions of this Code have been violated.

**Article 13.**

UBT classrooms are monitored by cameras, so the video recordings can also be used as evidence and proof of violation of students' rights and obligations and are also based as a basis for initiating liability proceedings.

**Article 14.**

In case of violation of this Code, the Commission issues a notification and notifies the Rector of "UBT" about the case without delay.

In case the violation of this Code has led to the violation of the Law, other bylaws or normative acts of "UBT", the Rector within 15 days from the date of notification regarding the case notifies the competent bodies.

**V. TRANSITIONAL PROVISIONS**

**Article 15.**

By concluding and signing the CONTRACT FOR STUDIES, the student accepts this Code of Student Ethics, is obliged to read the same and thus to declare that he is obliged to have behavior and action absolutely in accordance with the same.

**Article 16.**

Meanings used under this Code and having a principled meaning, whether written in the feminine or masculine gender, include without exception the two genders.

**Article 17.**

This Student Code of Ethics entered into force on the day of its publication on the electronic network and the "UBT" Advertising Board.

**PRISHTINA,**

**Date, 15.05.2019**

**BPrAL UBT COLLEGE**

**President**

**Prof. Dr. Edmond Hajrizi**