

# **CONVENTION OF STUDENT RIGHTS AND RESPONSIBILITIES OF UBT COLLEGE PEJA BRANCH**

## **STUDENT RIGHTS AND RESPONSIBILITIES**

### **Article 1**

College UBT Branch Peja is committed to protecting students' dignity and security, freedom of expression and confidential information. College UBT Branch Peja makes all the efforts to provides a free and respectful environment to help students develop personally and academically.

## **ASSOCIATION AND REPRESENTATION ON BODIES OF THE COLLEGE**

### **Article 2**

Every student has the right to pertain to any lawful association of his or her choice and shall not be subject to any prejudice by the College.

### **Article 3**

Branch bodies that make decisions on policies of the College that are directly related to students must provide the students with the opportunity to be represented in those bodies.

### **Article 4**

Recommendations for student membership in these particular bodies are requested by the College from the UBT's Student Council.

## **RIGHT TO DIGNITY**

### **Article 5**

Every student enjoys within the College all rights and freedoms recognized by law.

### **Article 6**

Every student has a right to the safeguard of his or her dignity and a right to be protected by the College against upsetting conduct displayed by a representative of the Branch acting in an official capacity.

## **RIGHT TO EQUAL TREATMENT**

### **Article 7**

Every student has a right to equal treatment by the College; this right must not be impaired by discrimination based on ethnicity, race, colour, civil status, religion, political belief, language, sex, sexual orientation, social condition, age, personal handicap.

### **Article 8**

The services provided must ensure that services are accessible to all students, including those with disabilities. Promoting an inclusive environment where all students feel welcomed and supported is a vital part of the responsibilities of this service.

## **RIGHT TO INFORMATION FOR FINANCIAL AID**

### **Article 9**

The College UBT Branch Peja is obliged to provide students with available relevant information concerning financial assistance offered by public and private financing bodies for the pursuit of higher education.

### **Article 10**

Students shall have equal access to non-competitive funding for which they are eligible, and criteria for eligibility shall not be arbitrary; applications to the College Branch for such funding must receive a fair and impartial evaluation.

## **FREEDOM OF EXPRESSION**

### **Article 11**

Every student enjoys within the College UBT Branch Peja the right to freedom of opinion, of expression and of peaceful assembly.

### **Article 12**

Every group of students has a right to organize and to promote the interests of its members, if the purposes of such group are lawful. Every such group shall also have the right to publicize and hold meetings, to debate any matter and to engage in lawful demonstration.

## **FREEDOM FROM HARASSMENT**

### **Article 13**

Every student has a right to the safeguard of his or her dignity and a right to be protected by the College Branch against upsetting conduct displayed by a representative of the College Branch acting in an official capacity.

### **Article 14**

Every student has a right to be free from a sexual solicitation or advance made by a person in a position to offer or deny to the student an academic advantage or any opportunity pertaining to the status of student.

#### **Article 15**

Every student has a right to be free from a reprisal or threat of reprisal for the rejection of a sexual solicitation or advance where the reprisal is made or threatened by a person in a position to offer or deny to the student an academic advantage or any opportunity pertaining to the status of student.

#### **Article 16**

The College UBT Peja Branch has an obligation to ensure that administrative decisions are made, or actions taken, with fair consideration to the known and legitimate interests of students.

### **RIGHT TO PROTECTION OF PERSONAL INFORMATION**

#### **Article 17**

Personal information implies information regarding a student or a former student and recorded by the College Branch under this student's or former student's name or identification number.

#### **Article 18**

Every student has a right to consult any record of personal information kept by the College, with the condition that such information was not transmitted to or recorded by the College in circumstances of confidence. If the student is denied an opportunity to consult personal information, the College shall inform the student of the existence of this information and of the reasons preventing its disclosure. Upon request by the student, the Branch's Academic Complaints Sub-Committee may determine whether the reasons stated by the College are in conformity with the present paragraph.

#### **Article 19**

No personal information shall be disclosed by the College Branch to a third party in a manner which permits the identification of the student or former student unless such disclosure is required by law. Upon request by the student or former student, the Branch's Academic Complaints Sub-Committee may determine whether disclosure is authorized under the present paragraph.

### **RIGHT TO SAFETY**

#### **Article 20**

UBT College Peja Branch is obliged to maintain safe and suitable conditions of learning and study.

#### **Article 21**

UBT College Peja Branch is obliged to ensure that adequate measures are taken to protect security of students on College's property.

## **RESPONSIBILITY TO UPHOLD ACADEMIC INTEGRITY**

### **Article 22**

Students are responsible to demonstrate ethical behavior in their academic work. Responsibilities of students include:

- Follow academic integrity in all the spheres of academic life;
- Follow the rules and guidelines of academic staff with regards to standards of performance pointed out by professors during the introduction of course syllabus;
- Students treat each other with respect and foster the environment of honesty, ethical behavior, and mutual respect

### **Article 23**

Plagiarism is a theft of intellectual property. Plagiarism is the failure of professors and students to reference the work of others and acknowledge the ideas and words of others. Plagiarism violations include but are not limited to the following:

- Quotations without proper citation;
- Reformulating without proper citation;
- Insufficient acknowledgment of sources;
- Using the structure and organization of thoughts based on other authors without properly citing their work.

### **Article 24**

Cheating violations include but are not limited to the following:

- Sharing of exam questions and answers with other students;
- Using unauthorized materials as an aide during close book exams;
- Using another person to take an exam in both In Class Examinations and in Take Home
- Presenting work done by others as one's own especially in course project assignments; Collaborating with others in take home assignments in which the professor does not allow collaboration;

## **RESPONSIBILITY TO UPHOLD THE RESEARCH INTEGRITY**

### **Article 25**

Students of the Branch are responsible to uphold the research integrity during their academic process.

### **Article 26**

Misconduct in research from Students involved in research includes, but it not limited to:

- Fabrication of research data, which includes the fabrication of data, source materials, research methods and research results;
- Falsification of research data, which includes the manipulation of data, research methods and findings without proper acknowledgment;
- Plagiarism which includes the presentation of other author's published and unpublished work as its own, including theories, concepts, data, source materials, research methodologies without references;
- Lack of recognition of contributions of others, including the use of unpublished material of others without permission;
- Attribution of authorship to persons other than those that contributed sufficiently in line with the intellectual content, including acceptance to be listed as an author although the listing is highly inappropriate in terms of contribution and discipline;
- Self-plagiarism and redundant publication whereby own's previous publication is re-published without adequate acknowledgement of the source or justification;
- Failure to protect researchers, human subjects, the health and safety of the public, or the welfare of lab animals;
- Lack of disclosure of conflict of interest with regards to the College UBT Peja Branch and research sponsors;
- Misconduct in financial management of research funds and research projects of the College;
- Including the names of co-applicants, or partners on grants, and co-authors in papers, conference abstracts, and research articles without their written or explicit agreement;

## **RIGHT TO QUALITY EDUCATION**

### **Article 27**

Every student has a right to a quality education. The College UBT Peja Branch is obliged to do the following:

- the College Branch offers an education capable of providing students with an adequate level of competence in the relevant field of study, and

- the College Branch makes every reasonable effort to maintain the quality of education it dispenses, and
- the College Branch makes every reasonable effort to provide an appropriate environment for learning and assessment activities.

## **RIGHT TO RESEARCH SUPERVISION**

### **Article 28**

The College UBT Peja Branch are obliged to make reasonable efforts to provide adequate research supervision for undergraduate and graduate work, with due regard to the preference of the student,

### **Article 29**

Every student has a right to the due and explicit acknowledgement of any indebtedness owed to him or her by a member of the College for research or assistance in the preparation of an academic work.

## **RIGHT TO COURSE INFORMATION AND SYLLABUS**

### **Article 30**

The College Branch shall provide students with sufficient course information such as follows:

- Course descriptions,
- The method of evaluation, and

### **Article 31**

Every instructor shall provide students during the first week of lectures with a written course syllabus. This information should include, where appropriate:

- A description of the topics to be considered in the course,
- A list of required and recommended readings and other materials,
- A description of the means of evaluation to be used in the course, The course bearer's consultation hours for students;

## **RIGHT TO FAIR GRADING AND FEEDBACK**

### **Article 32**

The evaluation of a student's performance in a course shall be fair and reasonable, and shall reflect the content of the course.

### **Article 33**

Unless the method of evaluation renders such a determination impossible, every student has a right to be informed upon request of his or her standing or performance in a course while the course is in the process of being taught.

Subject to reasonable administrative arrangements, and provided the request is made by a student within a reasonable time after the notification of a grade:

- a. Every student has a right to consult any written submission for which he or she has received a grade and a right to discuss this submission with the course bearer, and
- b. Every student has a right to an impartial and competent review of any grade.

### **RIGHT TO ACADEMIC COMPLAINTS**

#### **Article 34**

The steps for academic complaint is described below:

1. The student files the complaint first to the course bearer;
2. If the student is not satisfied with the solution to the complaint by the course bearer, he/she has the right to address his/her grievance to Program Director of the Branch
3. If the Program Director does not provide satisfactory solution to the student, he/she has the right to address his/her grievance to the Vice-Dean of Teaching in the Faculty in which he/she studies
4. If the Vice-Dean is not able to resolve the grievance of the student the matter is further addressed to the Dean of Faculty;
5. If the problem still persists, the matter is addressed to the Chair of the Branch's Faculty Sub-Commission of Academic Complaints;
6. The Chair of Branch's Academic Complaints Commission further contacts the Committee and respondent;
7. Respondent party has the right to respond within 15 days;
8. Branch's Academic Complaints Sub-Commission meets and invites each party to make verbal arguments and holds a hearing and received written submissions;
9. Branch's Academic Complaints Sub-Commission brings the decision, which is communicated to the parties;
10. If the complainant is not satisfied, he/she has the right to make an appeal to the College UBT central Academic Complaints Commission;
11. College Academic Complaints Commission has the right to hold the hearing within 30 days;
12. College Academic Complaints Commission brings the decision to either uphold, reverse, or reject the decision of Branch's Academic Complaints Sub-Commission;
13. Professor and Student Affairs Office are advised and the matter is closed.

Prof. Dr. Edmond Hajrizi, President

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