



UBT College Branch Ferizaj

**REPORT OF CASES HANDLED BY UBT SUB-COMMITTEES AND THE
CENTRAL ETHICS COMMITTEE ACADEMIC YEAR 2022-2023**

2023 Ferizaj, Kosovo

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1. INTRODUCTION

This annual report summarizes all ethical cases addressed at **UBT College Branch Ferizaj** for the academic year 2022-2023. The purpose of this report is to provide a comprehensive overview of the procedures and outcomes related to ethical violations, as well as to ensure transparency in the processes for handling such cases. The importance of maintaining high ethical standards in higher education is crucial for the academic and professional well-being of both students and faculty.

For the handling of ethical cases at the faculty level, the Ethics Sub-Committees are responsible, which consist of:

- 3 faculty members,
- 1 support staff member,
- 1 student.

Decisions made by the Ethics Sub-Committees can be appealed to the Central Ethics Commission, which is composed of 7 members, including a student who participates in the Commission's meetings but does not have voting rights.

The report will analyze the number of cases presented, the types of reported violations, the decisions made at the faculty level and those at the central level, as well as the effectiveness of the measures implemented during this academic year.

2. ETHICS CASES HANDLED BY THE FACULTY-ETHICS SUBCOMMITTEES

The handling of ethical cases at the faculty level is carried out by the Ethics Sub-Committees, which are responsible for reviewing and making decisions on issues related to ethical violations by students and staff. Each faculty has a Sub-Committee composed of 3 faculty members, 1 support staff member, and 1 student. The review process is transparent and aims to ensure fairness in every reported case.

During the academic year 2022-2023, a total of 20 cases were submitted for review by the Ethics Sub-Committees across various faculties. The reported cases include:

- Plagiarism violations,
- Unethical behavior in the academic environment,
- Disregard for the code of conduct.

Types of cases brought forward	Number of cases
Cheating in exam	9
Plagiarism attempt	4
Plagiarism	4
Misconduct by students	2
Misconduct by professors	1
Misconduct by administration	0

Types of penalties	Number of cases
Oral warning	16
Written warning	4
Suspension	0
Termination of contract	0

Cases appealed	Cases resolved
20	20

3. Cases Addressed by the Ethics Commission of UBT

The Central Ethics Commission has not addressed any cases during this year. This is consistent with its role, which is activated only when parties are dissatisfied with the decisions made by the Ethics Sub-Committees. This indicates that the Sub-Committees have functioned effectively as mechanisms for resolving ethical issues.

Types of cases brought forward	Number of cases
Cheating in exam	0
Plagiarism attempt	0
Plagiarism	0
Misconduct by students	0
Misconduct by professors	0
Misconduct by administration	0

Types of penalties	Number of cases
Oral warning	0
Written warning	0
Suspension	0
Termination of contract	0

4. Conclusion

During the academic year 2022-2023, **UBT College Branch Ferizaj** has demonstrated a significant commitment to addressing ethical cases through the Sub-Committees, which have handled 20 cases, the majority of which are related to cheating in exams and plagiarism. This indicates that the existing mechanisms at the faculty level are effective and ready to protect academic integrity. However, the need for education and awareness regarding academic ethics remains essential to prevent such cases in the future.

4.1. Recommendations:

1. Organizing training sessions for students on the importance of academic ethics and the consequences of cheating and plagiarism.
2. Creating informational materials that explain the rules of ethics and procedures for reporting cases.
3. Providing regular training for members of the Sub-Committees to assist them in handling cases and making decisions.

By implementing these recommendations, **UBT College Branch Ferizaj** will further strengthen its commitment to maintaining a fair and ethical academic environment for all students, faculty, and administrative staff.