



UBT College Branch Prizren

**REPORT OF CASES HANDLED BY UBT SUB-COMMITTEES AND THE
CENTRAL ETHICS COMMITTEE ACADEMIC YEAR 2023-2024**

2024 Prizren, Kosovo

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1. INTRODUCTION

This annual report summarizes all ethical cases addressed at **UBT College Branch Prizren** for the academic year 2023-2024. 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 2023-2024, a total of 12 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	8
Plagiarism attempt	1
Plagiarism	1
Misconduct by students	1
Misconduct by professors	1
Misconduct by administration	0

Types of penalties	Number of cases
Oral warning	11
Written warning	1
Suspension	0
Termination of contract	0

Cases appealed	Cases resolved
12	12

3. CASES HANDLED BY THE UBT ETHICS COMMISSION

The Central Ethics Commission has addressed 2 cases this year. This indicates that the Sub-Committees have functioned effectively as mechanisms for resolving ethical issues at the faculty level.

One case pertains to cheating in exams, which underscores the ongoing challenge of maintaining academic integrity among students. The other case involves inappropriate behavior by a professor.

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

Types of penalties	Number of cases
Oral warning	2
Written warning	0
Suspension	0
Termination of contract	0

4. CONCLUSION

The Ethics Sub-Committees have effectively managed the majority of ethical cases, with 12 cases reviewed during the academic year 2023-2024. This indicates a robust mechanism for addressing ethical violations at the faculty level. Overall, the limited number of cases addressed by the Central Ethics Commission suggests that the initial review process by the Sub-Committees is functioning well. However, it also highlights the necessity for continued education and awareness around ethical standards for both students and staff to prevent future violations.

4.1. Recommendations:

1. Implement regular training sessions for students and faculty on academic integrity and ethical behavior to foster awareness and prevent violations.
2. Providing regular training for members of the Sub-Committees to assist them in handling cases and making decisions.