



UBT College Branch Ferizaj

**REPORT OF CASES HANDLED BY UBT SUB-COMMITTEES AND THE
CENTRAL ETHICS COMMITTEE ACADEMIC YEAR 2024-2025**

2025 Ferizaj, Kosovo

TABLE OF CONTENTS

1. INTRODUCTION	3
2. ETHICS CASES HANDLED BY THE FACULTY - ETHICS SUBCOMMITTEES	4
3. CASES HANDLED BY THE UBT ETHICS COMMISSION	5
4. CONCLUSION	6
4.1. RECOMMENDATIONS	6

1. INTRODUCTION

This annual report summarizes all ethical cases addressed at **UBT College Branch Ferizaj** for the academic year 2024-2025. 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 **2024-2025**, **a total of 22 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	7
Plagiarism	5
Misconduct by students	1
Misconduct by professors	0
Misconduct by administration	0

Types of penalties	Number of cases
Oral warning	20
Written warning	2
Suspension	0
Termination of contract	0

Cases appealed	Cases resolved
22	22

3. Cases Addressed by the Ethics Commission of UBT

During the academic year 2024-2025, the Ethics Sub-Committees handled a total of 22 cases, two of which were escalated to the Central Ethics Commission.

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

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

4. CONCLUSION

During the academic year 2024-2025, the Ethics Sub-Committees handled a total of **22 cases**, two of which were escalated to the Central Ethics Commission. Both of these cases involved plagiarism by students. The escalation of two plagiarism cases to the Central Ethics Commission indicates that this issue remains a significant challenge.

4.1. Recommendations:

1. Introduce mandatory workshops for students on academic integrity, focusing on what constitutes plagiarism, how to avoid it, and the importance of proper citation practices.
2. Organizing training sessions for students on the importance of academic ethics and the consequences of cheating and plagiarism.
3. Providing regular training for members of the Sub-Committees to assist them in handling cases and making decisions.