



UNIVERSITETI "KADRI ZEKA" UNIVERSITY

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"Kadri Zeka" University Gjilan

Regulation on the Code of Ethics in UKZ

Gjilan
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Pursuant to Article 163 of the Provisional Statute of the University “Kadri Zeka”, the Steering Council, in its meeting held on 5.12.2016, based on the University Senate proposal issued:

THE REGULATION ON THE CODE OF ETHICS IN UKZ

Article 1

Purpose

The Code of Ethics aims to establish rules of conduct of the academic, administrative staff and students, according to the rules and standards established in accordance with the spirit of professional ethics and moral of the university as well as with the academic freedom. This Code aims to develop a culture within the university that nourishes our values and contributes to building contemporary ethics based on our common values in order to guide our orientation to work and increase the image of the university.

Article 2

The Scope

The Code of Ethics is compulsory for implementation in “Kadri Zeka” University, including academic staff, administration employees and students (hereinafter referred to as university members) and all other persons who in some other form are related to the university.

Article 3

Denominations

1. Plagiarism refers to the act of appropriating or copying the idea, the results, the written work of some other form in whole or in part, without indicating the source used and without any merit for that work.
2. The authorship of a work (scientific or professional work) is subject to a rigorous ethical rule: "It is a property that cannot be acquired without having contributed to it, nor can it be formally passed to other authors ". All university members who participate in research should guarantee the source of the published data and their authorship starting from the idea of the work to the provision of information.

3. The private interest of a university member, not only of economic nature, may relate to:
 - 3.1 the direct interest of the person in his capacity as a member of the university, the interest of a member of the family or of a university member,
 - 3.2 the interest of institutions and companies, natural and legal persons with whom a university member has employment or economic relations;
 - 3.3 the interest of an institution, company or legal person who is controlled by a member of the university or when the university member has a substantial financial part in it;
 - 3.4 the interest of a third party, when through it, a university member is intentionally made favors.
4. The data bearing the status *confidential* are the data which trusted data for the protection of the rights of university members and which, by the law and university regulations, have been evaluated as confidential.
5. The Council of Ethics is a professional body of the Senate of the University, which is established upon the proposal of the Rector and is competent for the implementation of procedures, in cases when the Code of Ethics is violated by the teaching staff and associates of the university.
6. The Disciplinary Commission is a professional body established by the University Council of Academic Units, which is competent for the implementation of procedures, in cases of violation of the Code of Ethics by university students.

Article 4

Universally guaranteed rights

1. This code recognizes and protects the universally guaranteed rights that are part of democratic societies.
2. Believing that each of us is unique and has his/her own individual values, our common values are considered to be: honesty, ethics, respect, accountability, responsibility, justice, correctness, solidarity, objectivity, dedication, transparency, virtue, tolerance.

Article 5

Respecting the integrity and dignity of university staff

1. University members are obliged to respect the integrity as well as the personal and professional dignity of each university employee.
2. During daily activities, every member of the university should be cooperative, communicative, respect civic education norms, avoiding any behavior or action that can be regarded as negligent or arrogant.

3. University members are obliged to contribute to the creation of a democratic atmosphere, tolerance and cultural values.

Article 6

Principle of autonomy at university

1. University members are obliged to maintain their independence as a fundamental value of scientific work and oppose any attempts that come out of the university to impose assessments and criteria that are not related to the purpose of the scientific truth and to professional rules.

Article 7

Principle of Efficiency

Academic and administrative staff should organize their daily work efficiently.

Article 8

The principle of fair competition

1. University members should never pronounce or pass on inaccurate biased information in order to weaken or damage the reputation of fair competition at the university.

Article 9

The principle of academic freedom in the teaching process and the scientific and professional research

1. The University "Kadri Zeka" in Gjilan promotes individual freedom and autonomy as a prerequisite for study, learning, professionalism, comprehensive professional and scientific research and the demand for knowledge.

2. University members should behave honestly and responsibly in the exercise of their academic freedom, so that the methods, results, integrity and ethical implications of research can be made available to the scientific community as well as the society.

3. University members shall respect and enforce academic and administrative decisions that serve the effectiveness, equity, impartiality and transparency of institutional activities of the University.

Article 10

The principle of professionalism

University members are expected to fulfill their rights and obligations in a professional and ethical manner with regards to the teaching process, in accordance with the code of ethics.

Article 11

The principle of respecting laws and regulations

Each member of the university is obliged to work, study and act in accordance with constitutional principles, relevant laws, by-laws, statutes, codes, regulations and other acts of the institution.

Article 12

The Principle of Prohibition of Discrimination and Harassment

1. The University should provide equal opportunities to any person during the recruitment, appointment, promotion, payment, training, and other practices regardless of gender, race, ethnic origin, national origin, color, religion, religion and age.
2. All university staff are expected to adapt to the anti-discrimination policy of the institution.
3. In order to promote an environment of respect for the dignity and well-being of everyone, university members are expected to be committed to creating a working environment without any harassment.
4. Denigrating acts against any university staff is prohibited.
5. Communication professor-student should be limited to university space.

Article 13

Obligations in the teaching process

Academic staff should, during their work, act in accordance with the rules and obligations arising from the teaching process.

Article 14

Prohibited practices in the teaching process

1. Students must refrain from copying in any form while carrying out their obligations during the learning process (assignments, seminars, etc.) as well as on the occasion when they are subjected to assessment of knowledge.
2. Copying also refers to receiving or providing assistance, which has an impact on the objectivity and correctness of the assessment of the work conducted by the university employees.

3. All members of the university are prohibited to support or assist in any form of copying.
4. During the knowledge tests, it is forbidden to use mobile phones or any other technological devices.

Article 15

Use of people in scientific and professional research

1. Research which can result in the high risk of physical or psychological injuries, but also in negative impacts on the environment is not permitted.
2. It is not permissible for the other members of the university to support or assist in these research activities with negative impacts.
3. In the course of scientific research, the principles of reciprocal agreement of participants in the research process should be applied. The rights and dignity of the participants in the research process need to be adequately protected.
4. If the members of the university conduct teaching or practical exercises in the presence of children then in addition to the other principles, the international children's rights must also be adhered to.

Article 16

Fabrication and forgery of results

1. Fabrication and forgery of data and results is prohibited in scientific research work.
2. Fabrication of data or results during certain phases of the research process is a very serious offence of the scientific ethics. Fabrication refers to the process of inventing fictional data in relation to sampling, application of scientific methods, use of equipment, although known that those data have not been obtained through scientific research.
3. Falsification refers to any action that is contrary to the principles of scientific ethics by deliberately falsifying the results in all (or one) stages of scientific research (object, methods, equipment and processes).

Article 17

Plagiarism

1. Plagiarism of any form of work and ideas is the greatest injury to scientific and professional ethics i.e. the Code of Ethics.
2. Self-plagiarism is also a form of scientific dishonesty, the repetition of ideas, data and results, which have been published earlier by the same author. Self-plagiarism refers to the act when the same information is published in various scientific journals, in order to increase the number of published works.

Article 18

Authorship

1. Employees of the university are required to add as authors only those persons who have participated in the research process and who have given intellectual contribution to designing scientific and professional work.
2. Authors of a scientific and professional work cannot be persons who have only funded the research; have provided the literature; are only managers of the institution where the research was conducted; or lab technicians who have provided technical assistance, colleagues, friends, family members etc.

Article 19

Falsifying and correcting recommendations

1. Forgery and manipulation of university papers, recommendations and documents, as well as the use of official documents and official data for the purpose of misrepresentation is a violation of the Code of Ethics.
2. Improper presentation of academic achievements in written documents or other means of communication is prohibited and is a violation of ethical principles (open application call, the appointment of incompetent commissions, acceptance of master thesis and doctoral theses without a scientific basis, presentation of an academic and scientific title which the person does not have).

Article 20

Receiving gifts

University members may not seek or receive any gifts or benefit, even of a symbolic nature, which can directly or indirectly affect their activities at the university. Its value shall not exceed the amount of twenty-five (25) Euros, or the officer shall not accept occasional gifts, the value of which exceeds the amount of five hundred (500) Euros within a year.

Article 21

Conflict of Interest

1. When a conflict of interest occurs, the university member should immediately inform the competent body / person and refrain from solutions and decisions.
2. A conflict of interest occurs when the private interest of a university member, except for students, is in real or potential conflict with the (not just economic) interests of the university. This conflict also refers to employment in other educational institutions or universities which are considered as potential competitors.

Article 22

Nepotism, favoritism and misuse of position

1. The University does not tolerate any form of nepotism and favoritism because it is incompatible with human dignity, with the fair and impartial recognition of opportunities and knowledge, honesty, integrity, professionalism, academic freedom, justice, impartiality and transparency. The University requests from professors, researchers, and every other member of the university to refrain from such practice.
2. Nepotism is when a professor, a researcher, or a member of the technical or administrative staff, directly or indirectly (even using third party funding) uses his/her reputation or compelling ability to offer favors to adapt job advertisements and contracts, to influence competition outcomes or selection procedures, particularly those relating to career start-up or continuation (this also affects scholarships, contracts, contracts for research assistants), as well as the admission of children, members of the family and relatives (in the form of cohabitation and friendship).
3. A professor's favors towards students are also considered to be nepotism. This behavior is incompatible with the values of honesty and fairness, as well as with the interests and the career of meritorious candidates.
4. Members of the university cannot, directly or indirectly, use their academic or official position to order other university members to provide benefits for them, unless it is a legal obligation towards the latter. Abuse can also exist when the conduct does not constitute an illegal act, but there is obvious inconsistency with the university rules and regulations.

Article 23

Transparency and confidentiality

1. The University promotes and supports transparency and confidentiality in its documents and the activity of its members as one of the elementary values.
 - 1.1. All university members should respect transparency and access to criteria and methods of assessment during professional work (registration, examinations, professional upgrading, etc.).
2. All university members, who on the basis of their duties within the university possess data that are considered to be *confidential*, are expected to protect such data.

Article 24

The right and obligations for continuous training and lifelong learning

The University “Kadri Zeka” promotes and seeks from its members continuous engagement (regardless of the scientific title or status) in gaining new scientific and professional knowledge and this knowledge to be conveyed to their students and subordinates.

Article 25

Professional growth

1. The University “Kadri Zeka” shall provide equal opportunities to any person during the various recruitment, appointment, promotion, training or advancement courses at the university without taking into account religion, gender, sexual orientation, appearance, skin color, language, ethnicity and social status, citizenship, personal situation and health status, pregnancy, age and position within the university.
2. The task and obligation of the teaching staff is to engage in the renewal of the research, artistic and teaching staff.

Article 26

Presentation in the public

1. University members shall respect the good name of the university and shall not damage its reputation.
2. University members cannot use the name and logo of the university during public presentations without authorization.

Article 27

The use of University resources

1. University members should use university resources responsibly, carefully and reasonably, in such a way that justified costs upon request from the university can be proven through documents or account keeping.
2. Without the explicit permission of the university, no university member is allowed to use research facilities, spaces, human resources, materials, hardware or software, or financial resources of the university, either personally or through the enabling of third parties (persons or institutions) for personal or purposes other than those of the university.

Article 28

General Tasks

All bodies in academic and university units are obliged, within their authority, to ensure the application and advancement of ethical standards at the university and the

implementation of the Code of Ethics.

Article 29

Accountability in relation to Code of Ethics violations

1. Failure to comply with the principles of this Code, i.e. violation of these principles, represents a violation of honesty and the duties of teaching staff, associates, students, administrative staff and others related to the university, for which they are to be held accountable.
2. Resolving denunciations or reports of violations of the Code of Ethics are made by the bodies responsible for the implementation of the Code of Ethics of the University.

Article 30

Bodies for the implementation of the Code of Ethics

1. Bodies that have competence for the implementation of the Ethics Code of the University are:
 - a. The Ethics Council, which is elected by the Senate of the University.
 - b. The Disciplinary Commission, elected by the Academic Council of the University Unit.
 - c. Ad-hoc Disciplinary Commission, appointed by the university rector, respectively, by the dean / director of the academic unit of the university.

Article 31

The Ethics Council

1. The Ethics Council consists of four members from academic units with a four-year mandate and a representative of the Student Parliament with one-year mandate.
2. The Chairman of the Ethics Council shall be elected by the members of the Council and shall have a four-year mandate.
3. The Ethics Council may issue a Rules of Procedure to regulate issues that are not foreseen in this Code.

Article 32

Disciplinary Commission

1. The Disciplinary Committee consists of three members: the chairman and one of the members is elected among the academic staff or university associates with a four-year mandate while a member of student organizations will be appointed with a one-year mandate.

Article 33

Ad-hoc Disciplinary Commission

Ad-hoc Disciplinary Commission is the body, which is established by the Rector of the University, respectively the Dean of the academic unit, who is competent to implement procedures in cases when the Ethics Code has been violated by employees outside the teaching process at the University Rectorate, respectively in academic units.

Article 34

Initiation of procedures

1. Procedures for the veracity of the violation of any principle of the Ethics Code of the University may be initiated by submitting a written reporting form for violations of the Code, to the bodies responsible for the implementation of the Code, as noted in the Article 31 of the Code of Ethics.

2. The reporting form for violations of the Code of Ethics can be submitted by all employees, but this same should be justified by all data and evidence in regards to persons, time, place, potential witnesses and must be signed by the reporting party.

3. The body responsible for the implementation of the Code of Ethics based on Article 31 of the Code will not consider anonymous submissions.

Article 35

Work procedures and deadlines of the Ethics Council

1. Based on the reporting form for violations of ethical principles by the teaching staff and associates, and in accordance with the criteria of Article 34, the Chair of the Ethics Council convenes the meeting of the Council within 30 (thirty) days from the date of receipt of the reporting form.

2. If the Ethics Council confirms the non-existence of violations of principles by teaching staff and associates, by issuing a decision Act it refuses the written reporting form as unfounded.

3. If the Ethics Council determines that a violation of any of the principles of the Code of Ethics has taken place, by a decision act it proposes to the Senate of the University the

respective measure which can be: a written notice or a public notice. If these violations are repeated, the Council of Ethics proposes to the governing authority other stricter penalties.

4. For violation of the principles of the Code of Ethics, depending on the case, the Ethics Council shall propose disciplinary measures from the withdrawal of academic titles to dismissal.

5. If the Ethics Council finds that violations of any of the principles of the Code of Ethics by the teaching staff and associates of the university are in contradiction with the Labor Law and the Statute of the University "Kadri Zeka", then the Council shall propose the measures in accordance with the University's Rules of Procedure and the Law on Higher Education.

6. Decisions on the Ethics Council are taken by majority vote of the general members.

Article 36

Disciplinary Commission procedures and deadlines

The disciplinary committee procedures, established by academic units of the university, are implemented in accordance with the rules of the University Statute and other normative acts.

Article 37

Ad hoc Disciplinary Committee procedures and deadlines

1. Based on the submitted written reporting form about violations of any of the principles of the Code of Ethics by non-academic staff of the university (Rectorate and Academic Units), the appointed ad-hoc Disciplinary Committee commences procedures for the veracity of violations of the Code's ethical principles, within 30 (thirty) days from the date of receipt of the reporting form.

2. If the Ad-hoc Committee verifies that there is no violation of the principles of the Code of Ethics it decides to reject the reporting form as ungrounded.

3. If the Ad-hoc Committee proves that the ethical principles of the Code have been violated, it shall propose to the Rector / Dean / Director, measures: written notice, public notice.

4. If the Ad-hoc Committee proves that the ethical principles of the Code of Ethics have been violated, which contradict the Law on Labor, the Higher Education Act and the University Statute, the Commission proposes to the relevant bodies the initiation of disciplinary proceedings according to the aforementioned legal acts.

Article 38

The decision of the Senate, Rector or Dean

1. The decision of the Senate based on the recommendations of the Ethics Council for the disciplinary measure proposed based on article 35 of the Code of Ethics, is final.

2. The decision of the rector, faculty dean issued based on the recommendations of the Disciplinary and Ad-hoc Committee for the disciplinary measure proposed based on article 36 and 37 of the Code of Ethics, is final.

Article 39
FINAL PROVISIONS

1. The interpretation of the Code of Ethics is done by the Senate of the University.
2. The Code of Ethics shall be discussed within academic units and the Senate before approval by Steering Council.
3. The Rector of the University should propose the list of the members of the Ethics Council to the Senate for approval within three months from the approval date of this code.
4. The Code of Ethics comes into force on the day it is made available in the website of the university and it is made public for the members of the university.



(signed)

Academic Fejzullah Krasniqi
Chair of the Managing Board