



University of Mitrovica  
Isa Boletini  
Received on 26.02.2016  
Number 221

## **University of Mitrovica “Isa Boletini”**

### **Code of Ethics**

Mitrovica

February 2016

Pursuant to Article 163 of the Provisional Statute of the University of Mitrovica, the Senate of the University, in its meeting of 12 February 2016, reviewed this Code and proposed it for approval to the Governing Board. The Governing Board of the University of Mitrovica "Isa Boletini", at the meeting held on February 25, 2016, with the proposal of the Senate approved:

## ***Code of Ethics***

### **Part One (I)**

#### **INTRODUCTORY PROVISIONS**

##### **Purpose**

##### **Article 1**

The Code of Ethics aims to establish rules of conduct of the academic, administrative and student staff, 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 principle. This Code aims to develop a culture within the university that emphasizes our values and contributes to building a contemporary ethics based on shared values in order to guide our orientation to work and increase the image of the university.

##### **The Scope of the Code**

##### **Article 2**

The Code of Ethics is compulsory for implementation at the University of Mitrovica "Isa Boletini", 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.

##### **The Structure of the Code of Ethics**

##### **Article 3**

This code consists of five parts:

1. Part one, introductory provisions
2. Second Part, Principles and Basic Rules
3. Part Three, Rules of Ethics.

4. Part Four, Bodies and Procedures for the Implementation of the Code of Ethics
5. Part Five, Final Provisions

**PART TWO (II)**  
**PRINCIPLES AND BASIC RULES**

**Guaranteed Rights (Universal)**

**Article 4**

1. This code recognizes and protects the guaranteed (universal) 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, morality, respect, accountability, responsibility, justice, correctness, solidarity, objectivity, dedication, transparency, virtue, tolerance, etc.

**Respecting the integrity and dignity of university staff**

**Article 5**

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.

**Principle of autonomy at university**

**Article 6**

1. All university members have the right to autonomously operate at the university in accordance with the Statute and in relation to the goals of the University.
2. 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.

**Efficiency Principle**

**Article 7**

Academic and administrative staff should organize their daily work efficiently.

## **The principle of fair competition**

### **Article 8**

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.

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

### **Article 9**

1. The University of Mitrovica "Isa Boletini" 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.

## **The principle of professionalism**

### **Article 10**

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

## **The principle of respecting laws and regulations**

### **Article 11**

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.

## **The Principle of Prohibition of Discrimination and Harassment**

### **Article 12**

1. The University should give 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, age, service uniform or the status that the person represents, with mental and physical challenges or even political beliefs.

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. Verbal, non-verbal and sexual harassment is prohibited to students and to any other member of the university staff at every hierarchical level.

### **Part III.**

## **RULES OF ETHICS IN TEACHING, PROFESSIONAL AND ARTISTIC SCIENTIFIC RESEARCH WORK**

### **Obligations in the teaching process**

#### **Article 13**

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

### **Prohibited practices in the teaching process**

#### **Article 14**

1. Students must refrain from copying any type during the performance of 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 is 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 not allowed to support or assist in any form copying.

### **Use of people in scientific and professional research**

#### **Article 15**

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.

### **The fabrication and counterfeiting of results**

#### **Article 16**

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 in relation to scientific ethics. Fabrication refers to the process of inventing fictional data in relation to sampling, application of scientific methods, use of equipment, although it is well known that scientific research has not acquired those data.
3. Falsification means 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).

### **Plagiarism**

#### **Article 17**

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. 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.
3. 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.

### **Authorship**

#### **Article 18**

1. 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.
2. 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.

3. Authors of a scientific and professional work cannot be persons who: have only funded the search; have provided the literature; are only managers of the institution where the research was conducted; or laboratories which have provided technical help, colleagues, friends, family members etc.

### **Falsifying and correcting recommendations**

#### **Article 19**

1. The counterfeiting 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, the admission of master thesis and doctoral theses without a scientific basis, the presentation of an academic and scientific title which the person does not have, etc.).

### **Receiving gifts**

#### **Article 20**

University members may not seek or receive any gift or benefit, even of a symbolic nature, which can directly or indirectly affect their activities at the university.

### **Conflict of Interest**

#### **Article 21**

1. The private interest of a university member, not only of economic nature, may be related to:

- 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,
- the interest of institutions and companies, natural and legal persons with whom a university member has employment or economic relations;
- the interest of an institution, company or legal person that is under the control of a member of the university or when the university member has a substantial part financial in it;
- the interest of a third party, when through it, a university member intentionally makes favors.

2. When a conflict of interest occurs, the university member should immediately inform the competent body / person and refrain from solutions and decisions.

3. A conflict of interest occurs when the private interest of a university member, except for students, is in real or potential contravention 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.

### **Nepotism, favoritism and misuse of position**

#### **Article 22**

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 asks 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. The 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.

### **Transparency and confidentiality**

#### **Article 23**

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. Data which are considered to entail a *confidential status* are those data that are entrusted to protect the rights of university members and which by law and by university regulations are assessed as confidential.

### **The right and obligations for continuous education and lifelong learning**



#### **Article 24**

The University of Mitrovica 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.

#### **Professional growth**

#### **Article 25**

1. The University of Mitrovica should give 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 skills.

#### **Presentation in the public**

#### **Article 26**

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

#### **The use of University resources**

#### **Article 27**

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.

### **PART FOUR (IV)**

## **BODIES AND PROCEDURES FOR IMPLEMENTING THE CODE OF ETHICS**

### **CHAPTER I - Implementation of the Code of Ethics**

#### **General Tasks**

#### **Article 28**

All bodies in academic and university units are obliged, within their authority, to ensure the application and advancement of ethical standards at the university as well as the implementation of the Code of Ethics.

### **Accountability in relation to Code of Ethics violations**

#### **Article 29**

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.

### **Bodies for the implementation of the Code of Ethics**

#### **Article 30**

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

### **The Council of Ethics**

#### **Article 31**

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

## **Disciplinary Commission**

### **Article 32**

1. The Disciplinary Commission is a professional body established by the Academic and Research Council of the university's Academic Units, which is competent for the implementation of procedures, in cases of violation of the Code of Ethics by university students.
2. The Disciplinary Committee consists of three members: the chairman and one of the members are elected among the academic staff or university associates with a four-year mandate while a member of student organizations will be appointed with a two year mandate.

## **Ad-hoc Disciplinary Committee**

### **Article 33**

Ad-hoc Disciplinary Committee 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 Code of Ethics has been violated by employees outside the teaching process at the University Rectorate, respectively in academic units.

## **CHAPTER II. Procedures for determining violations of the Code of Ethics' principles**

### **Initiation of procedures**

#### **Article 34**

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.

### **Work procedures and deadlines of the Ethics Council**

#### **Article 35**

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 proposes 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 "Isa Boletini" in Mitrovica, then the Council proposes 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.

### **Disciplinary Commission procedures and deadlines**

#### **Article 36**

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.

### **Ad hoc Disciplinary Committee procedures and deadlines**

#### **Article 37**

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.

### **The decision of the Senate, Rector, Dean, Director**

### **Article 38**

1. The decision of the Senate based on the recommendations of the Council of Ethics for the disciplinary measure proposed based on article 35 of the Code of Ethics, is final.
2. The decision of the rector, dean, director at the university issued based on the recommendations of the Disciplinary and Ad-hoc Committee for the disciplinary measure proposed based on article 36 of the Code of Ethics, is final.

### **Part Five (V) Final Provisions**

1. The interpretation of the Code of Ethics is done by the Senate of the University.
2. 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.
3. 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.

Dr. Sc. Vahid Avdiu

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Chair of the Managing Board

25.02.2016 Mitrovica