



University of Mitrovica "Isa Boletini"

Code of Ethics

Mitrovica
February, 2020

Pursuant to Article 163 of the Provisional Statute of the University of Mitrovica, the University Senate, in its meeting held on 18.2.2020, revised the Code of Ethics and proposed it for approval to the Governing Council. The Governing Council of the University of Mitrovica "Isa Boletini", in the meeting held on 19.2.2020, with the proposal of the Senate approved:

CODE OF ETHICS OF THE PERSONNEL OF THE UNIVERSITY OF MITROVICA "ISA BOLETINI"

Article 1 Purpose

The Code of Ethics aims to establish the rules of conduct for academic, administrative and student staff, in accordance with the rules and standards established in accordance with the spirit of professional and moral ethics of the university and academic freedom. The code aims to develop the culture within the university to highlight the values and build contemporary ethics, based on mutually accepted values, to help guide our work and enhance the image of the university.

Article 2 Scope

The Code of Ethics is mandatory for implementation at the University of Mitrovica "Isa Boletini", including academic staff, administration staff and students (hereinafter: university members) and all other persons who in one way or another are related to the university.

Article 4 Guaranteed (universal) rights

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 own individual values, our common values are considered to be: honesty, morality, respect, accountability, responsibility, justice, correctness, solidarity, objectivity, dedication, transparency, virtue, tolerance, etc. .

Article 5 Respecting the integrity and dignity of university staff

1. University members are obliged to respect the integrity and personal and professional dignity of every employee of the university.
2. During daily activities, each member of the university should be interactive, communicative, respect the norms of civic education, avoiding any negligent or arrogant behavior or action.
3. University members are obliged to contribute to the creation of a democratic atmosphere, tolerance and cultural values.

Article 6
The principle of autonomy in the university

1. All members of the university have the right to act autonomously at the university in accordance with the Statute and in relation to the aims of the university.
2. University members are obliged to maintain their independence as a fundamental value of scientific work and to oppose any attempt that comes outside the university to impose assessments and criteria that have nothing to do with the purpose and vocation of scientific truth and professional rules.

Article 7
The principle of efficiency

Academic and administrative staff must organize their daily work efficiently.

Article 8
The principle of fair competition

1. University members should never declare or convey incorrect information with prejudice, in order to weaken or damage the reputation of fair competition in the university.

Article 9
The principle of academic freedom in the teaching process and in scientific and professional research work.

1. The University of Mitrovica "Isa Boletini" promotes individual freedom and autonomy as a prerequisite for study, teaching, professionalism, comprehensive professional and scientific research and the demand for knowledge.
2. Members of the university must behave honestly and responsibly in the exercise of academic freedom, so that the methods, results, integrity, and ethical implications of research are presented to the scientific community and society.
3. The members of the university will respect and implement the academic and administrative decisions which serve the efficiency, equality, impartiality and transparency of the institutional activities of the University.

Article 10
The principle of professionalism

The members of the university are expected to, professionally and ethically, fulfill the rights and obligations related to the teaching process, in accordance with the ethical principles of this code.

Article 11

The principle of compliance with laws and regulations

Every member of the university is obliged to work, study and act in accordance with the constitutional principles, relevant laws, bylaws, Statute, codes, regulations and other acts of the institution.

Article 12

The principle of prohibition of discrimination and harassment

1. The University should give equal opportunities to every person during the process of recruitment, appointment, promotion, payments, training and other practices implemented at the university regardless of race, color, gender, language, religion, political or other opinion, national or social origin, relation with any community, property, economic, social status, sexual orientation, birth, disability or any other personal status.
2. All university staff must adapt to the institution's anti-discrimination policy.
3. To foster an environment of respect for the dignity and well-being of everyone, university members are committed to creating a work environment free of any harassment.
4. Verbal, non-verbal and sexual harassment of students and any other member of the university staff at any hierarchical level is prohibited.

Article 13

Obligations in the learning process

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

Article 14

Prohibited practices in the learning process

1. Students should refrain from copying of any kind when performing the obligations arising within the teaching process (assignments, seminars, etc.), as well as when they are subject to knowledge assessment.
2. Copying also means accepting or providing assistance, which has an impact on the objectivity and correctness of the work evaluation of university employees.
3. All university members are not allowed support or any assistance related to copying.

Article 15

Utilizing people in scientific and professional research work

1. Research is not allowed, which can result in high risk of physical or psychological harm, but also if it has a negative impact on the environment.
2. The eventual support or assistance of other members of the university in these research activities with negative influences is not allowed either.
3. During the research, the principles of mutual agreements of the participants in the research process should be applied. The rights and dignity of the participants in the research process must be adequately protected.
4. If the members of the university develop the teaching or practice where the children are present, then, in addition to other principles, the international standards for children's rights must be respected.

Article 16
Fabrication and falsification of results

1. In the scientific research work, fabrication and falsification of data and results are not allowed.
2. The fabrication of data or results during certain stages of the research process is a very serious violation of scientific ethics. Fabrication means the fictitious presentation of data starting from sampling, the application of scientific methods, the use of inadequate equipment, although it is known that scientific research has not obtained that data.
3. Falsification means any action that contradicts the principles of scientific ethics by deliberately falsifying the results in all (or in one) stages of scientific research (object, methods, equipment, and processes).

Article 17
Plagiarism

1. Plagiarism of any form of works and ideas is a serious violation of scientific and professional ethics, i.e. the Code of Ethics.
2. Plagiarism means the act of appropriating or copying an idea, result, written work or any other form in whole or in part, without showing the source used and without having any merit for the same.
3. Scientific dishonesty is plagiarism itself, the repetition of ideas, data and results, which were previously published by the same author. Plagiarism itself is the case when the same information is published in various scientific journals, in order to increase the number of published works.

Article 18
Authorship

1. The authorship of a work (scientific or professional work) is subject to a strict ethical rule: "It is ownership that cannot be appropriated without contribution, nor can it be formally transferred to other authors." All members of the university who participate in the research work must guarantee the source of the published data and their authorship, starting from the idea of the work to the provision of information.
2. The employed members of the university are required to recognize as authors only those persons who have participated in the research process and who have made an intellectual contribution to the drafting of the scientific and professional work.
3. Authors of a scientific and professional work can not be persons who: have only funded the research; have provided the literature; are only leaders of the institution where the research was conducted; or laboratory technicians, who have assisted technically, colleagues, friends, family members, etc.

Article 19
Falsification and rearrangement of recommendations

1. Falsification and manipulation of official university papers, recommendations and documents, use of official university documents and data for the purpose of misinterpretation, is a violation of the Code of Ethics.

2. Improper presentation of academic achievements in written documents or other ways of communication, is prohibited and is a violation of ethical principles (selection in the call, formation of incompetent commissions, acceptance of Master thesis and Phd thesis without scientific basis, presentation of inexistent academic and scientific title, etc.).

Article 20

Acceptance of gifts

Members of the University shall not claim or accept any gift or benefit, even of a symbolic nature, which may directly or indirectly affect their activities at the University.

Article 21

Conflict of interest

1. Conflict of interest arises from a circumstance in which the official has a private interest, which affects, may affect or seems to affect the impartiality and objectivity of his official duty.

2. The private interest of a university member, not only of an economic nature, can be related to:

- the direct interest of the person in his capacity as a member of the university, the interest of a family member of a university member,
- the interest of institutions and companies, natural and legal persons with whom a member of the university has employment relations or economic relations;
- the interest of an institution, company or legal person, when he / she is controlled by a member of the university or when he / she possesses a significant financial share;
- the interest of a third party, when through it, a member of the university is deliberately favored.
- other cases provided for in the Law on the prevention of conflict of interest.

3. When a conflict of interest occurs, the university member should immediately inform the competent body / person and not become part of solutions and decisions.

3.

Article 22

Nepotism, favoritism and abuse of personal position

1. The University does not tolerate any form of nepotism and favoritism, because it is incompatible with human dignity, with fair and impartial recognition of opportunities and knowledge, honesty, integrity, professionalism, academic freedom, justice, impartiality and transparency. The University requires professors, researchers and any other member of the university to adhere to such a practice.

2. Nepotism is when a professor, a researcher, or a member of technical or administrative staff, directly or indirectly (even, using third-party funding) uses his reputation or persuasive ability to provide favors, to adapt vacancy announcements and employment contracts, to influence the results of competition or selection procedures, in particular those related to the commencement or continuation of a university career (this includes scholarships, contracts, contracts for research assistants), as well as the admission of children, family members and relatives (in the form of cohabitation and friendship).

3. The favors of a professor towards his students are also considered nepotism. This behavior is incompatible with the values of honesty and impartiality, as well as with the interests and careers of merit-based candidates.

4. University members shall not, directly or indirectly, use their academic or official position to order university members to benefit in their favor, unless it is a legal obligation to them. In addition, abuse exists when behavior does not constitute an illegal act, but there is an apparent incompatibility with the spirit of 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 members of the university must respect transparency and access to the criteria and methods of assessment during professional work (enrollment, exams, professional development, etc.).

2. All members of the university, who, based on their work duties, within the university have data which have the status of *confidential data*, shall enable their protection. The data that have the *confidential* status are those data which are trusted for the protection of the rights of university members and which by law and university regulations have been assessed as confidential.

Article 24

The right and obligations for continuous education and lifelong learning

The University of Mitrovica promotes and requires from its members continuous commitment (regardless of scientific title or status) to gaining new scientific and professional knowledge and to passing it on to students and their subordinates.

Article 25

Professional development

1. The University of Mitrovica shall give equal opportunities to every person during the various recruitment and appointment processes, promotion, training or advancement in university regardless of religion, gender, sexual orientation, appearance, skin color, language, ethnic and social origin, citizenship, personal situation and health status, pregnancy, age, and his/her position within the university.

2. The duty and obligation of the dean is to engage in the renewal of academic, artistic and research staff.

Article 26

Public appearance

1. University members shall respect the good name of the university and shall not damage its reputation.

2. Members of the university cannot use without authorization the name and logo of the university, of the academic units respectively, during the public presentation.

Article 27

Use of University resources

1. University members must use the resources of the university responsibly, carefully and reasonably, in such a way that the justified expenses and those at the request of the university are proved through documents or account keeping.
2. Without the clear permission of the university, no member of the university is allowed to use research facilities, spaces, human resources, materials, hardware or software, or financial resources of the university, in person or through the permission of third parties (persons or institutions). for personal or purposes other than the institutional ones of the university.

Article 28

Responsibility for violating the Code of Ethics

1. Failure to comply with the principles of this code, i.e. violation of these principles, is a violation of the honesty and duty of teachers, associates, students, administration staff and others associated with the university, for which they must be held accountable.
2. The resolution of denunciations or reports on the violation of the Code of Ethics is made by the bodies for the implementation of the Code of Ethics of the university.

Article 29

Ethics Council

1. The Ethics Council is a professional body of the University Senate, which is established on the proposal of the Rector and is competent to implement the procedures, in cases where the rules of the Code of Ethics are violated by teachers and associates of the University.
2. The Ethics Council consists of: four members from the academic units with a four-year mandate and the representative of the Student Parliament with a two-year mandate.
3. The Chairman of the Ethics Council is elected by the members of the Council and has a four-year mandate.
4. The Ethics Council may issue a Rules of Procedure, which shall regulate matters which are not provided for in this Code.
5. The Ethics Council will be responsible for conducting disciplinary proceedings in accordance with the regulation on disciplinary measures and procedures related to UMIB staff, approved by the Governing Council, including the right to hold hearings for any person accused of violating this Code.
6. The Ethics Council will be responsible for monitoring the implementation of this Code.

Article 30

Denunciation of violations

Each person (inside or outside UMIB) has the right to denounce or report violations of the provisions of this Code to the Ethics Council, the governing authorities of the

academic unit or the rector. Any denunciation addressed to the leaders of the academic unit or the rector shall be processed by the Ethics Council.

Article 31
Entry into force

This Code of Ethics enters into force on the day of its approval by the Governing Council of UMIB.

Prof. dr. Ali Topalli

Chairman of the Governing Council