



**UNIVERSITY OF GJAKOVA
"FEHMI AGANI"**

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CODE OF ETHICS

Approved by the Steering Council ,nr,05/771, date 31.08.2017

Article 1

Legal basis

This code is drafted in accordance with article 163 and article 23 of Provisional Status of University of Gjakova “Fehmi Agani”, as well as by the applicable law.

In accordance with article 163 of Provisional Status, the University Senate, on meeting held on date 03.05.2017, has reviewed this code and proposed it for approval to the University Steering Council.

The Steering Council on the meeting held on 15.12.2017 approved amending the Code of Ethics, No. of protocol 05/771, date: 31.08.2017

Article 2

Aim

This Code defines standards of ethics and professional conduct as a system of values to be implemented by members of the academic staff at the University of Gjakova “Fehmi Agani”.

With this Code, the academic staff agrees to continuously respect the ethical principles and always act in the best interests of the University and society, the dignity of all students and colleagues and in the best interests of the profession.

The purpose of the Code of Ethics is to protect academic freedom, to help maintain the highest standards of learning and knowledge, and to develop a culture within the University of building a contemporary ethics based on commonly accepted values to enhance the image of the university. This Code informs all academic staff employed at the University of Gjakova about their rights, obligations, rules of conduct, and that violating this Code may form the basis for sanction.

Article 3

Scope of action

The Code of Ethics applies to all academic staff employed at the University of Gjakova “Fehmi Agani”, regardless of the form and type of employment contract, the level of appointment and whether the staff member is full-time or part-time.

Article 4

Professional rights of academic staff

Academic staff employed at the University of Gjakova have certain professional rights, in particular the right to act in ways that guarantee independence and the environment

to teach at the University. These rights include:

1. Academic freedom, including free research and the exchange of ideas;
2. The right to submit opposing materials relevant to the subjects of the lesson;
3. The right to freedom of expression guaranteed by the Constitution;
4. The right to moral support from the University, if the staff member is in trouble for adhering to ethical principles;
5. The right to be judged by colleagues, in accordance with fair procedures and due process in matters of promotion and discipline, solely on the basis of the professional qualifications of the staff member and professional conduct.

Article 5

Ethical principles

Every member of the academic staff in the performance of his / her duties and actions must be guided by the principles of academic ethics and public life:

1. Integrity;
2. Correctness, honesty and sincerity;
3. Conduct, goodwill, and cooperation;
5. High morale and objectivity;
6. Professional excellence and academic freedom;
7. Respect for academic and institutional hierarchy;
8. Mutual respect and human dignity;
9. Personal and institutional responsibility as well as accountability;
10. Citizen Responsibility.

Article 6

Types of unacceptable behavior

Academic staff may be subject to disciplinary action under this Code for any conduct that, although not specifically listed in this Code, is considered unacceptable. Unacceptable types of behavior, unlike ethical principles, are compulsory in nature, stating minimum levels of behavior

below which a member of the academic staff cannot fall without being subject to University discipline.

Article 7

Teaching and students - ethical principles

As teachers, the academic staff of the University of Gjakova should continuously be committed to:

- Të inkurajojnë ndjekjen e lirë të të mësuarit nga studentët e tyre;
- Të tregojnë respekt për studentët si individë dhe u përmbahen roleve të tyre përkatëse si udhërrëfyes intelektualë dhe mentorë;
- Të ndërmarrin çdo përpjekje të arsyeshme për të nxitur sjellje të ndershme akademike dhe për të siguruar që vlerësimet e tyre për studentët e pasqyrojnë meritën e vërtet të secilit student;
- Ti shmangen nxjerrjes së informacioneve të besueshme për studentët pa pasur lejen e tyre;
- Të mos bëjnë dallime ndër student, për shkak të njohjeve apo pëlqimeve personale;
- Ti shmangen çdo shfrytëzimi, ngacmimi, shantazhimi apo trajtimi diskriminues të studentëve;
- Të mos kërkojnë dhe të mos pranojnë në asnjë formë privilegje, përfitime, favorizime, pagesa apo dhurime, nga studentët, që kanë për qëllim marrjen e rezultateve të favorshme, të pa merituar prej tyre;
- Të promovojnë qëllimin e dimensioneve evropiane, në zhvillimin e kurrikulës, bashkëpunimit ndërinstitucional dhe skemave të mobilitetit, programeve të integruara të studimit, trajnimit dhe hulumtimit.

Neni 8

Mësimdhënia dhe studentët – sjelljet e papranueshme

1. Failure to fulfill learning responsibilities, which include:

- a. Arbitrary denial of access to learning;
- b. Failure to adhere, without legitimate reason, to the rules of the faculty during teaching, holding classes, or taking exams as scheduled;
- c. Evaluating student performance according to criteria that do not directly reflect the expected learning outcomes in the subject;
- d. Unnecessary and unjustified delay in evaluating student performance;

1.
 1. Exercising academic responsibility (teaching, assessment, or supervisory) for any student with whom the academic staff member is in conflict of interest or intimate relationship;
 2. Establishing conditions for meeting learning requirements, passing exams by requiring students to purchase certain literature or other teaching aids, or seeking political, sexual, financial, or other weighty favors;
3. Discrimination, including harassment against a student because of race, color, gender, language, religion, political or other opinion, national origin, property, economic, social status, sexual orientation, marital status, pregnancy, disability or any other personal status.
4. The use of a position or competence by a member of the academic staff to force the judgment or consciousness of a student or to cause harm to a student for arbitrary or personal reasons.

Article 9
Research and knowledge - ethical principles

Professors, guided by a deep conviction of the value and dignity of knowledge advancement, recognize the particular responsibilities placed upon them. Their primary responsibility is towards their subject matter and their active pursuit of truth and its declaration. The professors are committed to this with all their energy to develop and improve their scholarly competence. They acknowledge their obligation to exercise critical self-discipline and judgment in the use, expansion, and transmission of knowledge by demonstrating intellectual honesty. Although professors may pursue subsidiary interests, these interests should not seriously impede or jeopardize their freedom of research.

Article 10
Research and knowledge - unacceptable behavior

Violating standards of intellectual honesty, such as research misconduct and / or the intentional misuse of the writings, research, and findings of others.

Neni 11
Relationships with colleagues - ethical principles

The academic staff of the University of Gjakova should continuously commit to:
- To cultivate genuine collegial relationships based on respect, appreciation and

- mutual understanding;
- To show respect for the opinions of colleagues and to foster a culture of argumentative dialogue in public appearances, in exchange for criticism and ideas;
 - Avoid any kind of discrimination or harassment of their colleagues;
 - Be objective in their professional judgment of colleagues;
 - Respect new colleagues and assist them in their teaching and scientific development.
 - To accept their share of responsibility for the governance of the University;
 - To report the unethical behavior of their colleagues or to violate the provisions of this Code. -

Article 12

Relationships with colleagues - unacceptable behaviors

1. Assessments of the professional competence of other academic staff or candidates under consideration for employment, with criteria that do not directly reflect professional behavior, including refrain from criticism, due to personal interests or criticism of the work of others for personal reasons.
2. Discrimination, including harassment against a colleague on political grounds or because of race, color, gender, language, religion, national origin, property, economic, social status, sexual orientation, marital status, pregnancy, disability or any other personal status .
3. Defame, stigmatize or slander the professional and personal image of other University staff.
4. Violation of established rules governing confidentiality in personnel procedures.

Article 13

Responsibility to the University - ethical principles

Academic staff, in the course of performing their duties, must continuously commit to;

- Promote human values, the reputation of the profession and the academic community through public statements and actions that safeguard the integrity and dignity of the University.
- Perform their duties to the best of their knowledge, with dedication, conscience and honesty.
- Observe the University's adopted regulations, and enjoy their right to criticize and request revision of the regulations.
- To keep the confidentiality of all matters considered confidential.
- Demonstrate care of university property and resources.
- To respect the approved teaching schedule and its changes,
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- In the case of engagement outside the University, the character and level of engagement of the academic staff member should be consistent with the work and interests of the institution.
- Avoid cases where there is a conflict of interest under the Law on the Prevention of Conflict of Interest by declaring them to superiors. Aware of the incompatibility of other public and private functions and other activities with academic status.

Article 14

Responsibility to the University - unacceptable behavior

1. Deliberate disruption of functions or activities sponsored or authorized by the University.
2. Encouraging others to disregard University rules, when such incitement poses a clear and present danger that violence or abuse against persons or property will occur, or that the central functions of the University will be considerable impaired.
3. Unauthorized misuse or unauthorized use of University resources or facilities to a significant degree for personal, commercial, political or religious purposes.
4. Willfull damage to University property.
5. Threats to physical injury or harassment of another member of the University community that impede that person's university work and activities. These include lobbying, blackmail, extortion, bribery and corruption, as well as other forms of dishonesty that violate the standards of the academic profession.
6. Discrimination, including harassment against University employees on political grounds or because of race, color, gender, language, religion, national origin, property, economic, social status, sexual orientation, marital status, pregnancy, disability, or any other personal status.
7. Harassment of any kind, abusing a person's dignity in a way that causes hostility or fear of any person in the workplace.
8. Serious violations of University policies that regulate the professional conduct of academic staff, including, but not limiting, policies that apply to scientific research, extracurricular activities, conflicts of commitment, clinical practice or workplace violence.

Articele 15

Responsibility to society - ethical principles

The academic staff of the University of Gjakova enjoys the same rights and obligations as all citizens. They are free like other citizens to express their views and participate in community political processes. When they speak or act in their personal and private capacity, they must deliberately avoid creating the impression that they represent the University.

Article 16

Responsibility to society - unacceptable behavior

1. Deliberate distortion of personal views, as a statement of University stand.

2. The commission of the offense, which has led to conviction by a court and which clearly demonstrates the inability to continue as a member of the academic staff.
3. Acceptance of a public post or engagement in a political function, if it is not in accordance with the principles of professional objectivity.
4. Abuse of academic authority in order to achieve personal, family or political interests.

Article 17

Ethics Council

1. On the proposal of the Rector, the Senate of the University of Gjakova will establish a Council of Ethics which will have three(3) members, two(2) of them will be from academic community that are not Univeristy employees , and one(1) will be from the ranks of teachers within Univeristy.They must be persons with high public reputation and have considerable experience in the field of higher education. The mandate of the Ethics Council is 4 years. .
2. The Ethics Council will be responsible for conducting disciplinary proceedings that will accompany this Code of Ethics, including the right to hold hearings for any person accused of violating this Code and to propose disciplinary action in cases of violation of this Code.
3. The Ethics Council's decision must be confirmed in the Senate, respectfully in the Steering Council, depending on legal and statutory powers.
4. In making its decision, the Ethics Council shall apply the provisions of the Rules of Procedure for Disciplinary Proceedings, the Statute of the University, the provisions of the Labor Law, the Law on Higher Education, and the provisions of applicable laws and regulations.
5. The decision of the Ethics Council proposing the disciplinary measure must be reasoned and based on the standard of proof that goes beyond reasonable doubt.
6. The decision of the Council of Ethics proposing the disciplinary measure is first presented to the Rector and then proceeded to the Senate, respectively to the Steering Council at the latest thirty (30) calendar days after the violation has been filed.
6. The decision proposed by the Ethics Council becomes invincible upon approval by the Senate, respectfully by the Steering Council at the latest thirty (30) calendar days after its adoption.
7. The decision approved by the Senate, respectively by the Steering Council shall be submitted to the parties not later than five (5) working days from the date of its approval.
8. The Ethics Council will be responsible for monitoring the implementation of this Code, and for proposing changes and improvements to the Code of Ethics.

Article 18
Reporting violations

Any person (inside or outside the University of Gjakova) has the right to denounce or report on violation of the provisions of this Code, to members of the Ethics Council, the governing authority of the academic unit or the rector. Any report addressed to the academic unit's managing authorities and the rector must be processed by the Ethics Council.

Article 19
Enforcement

This Code shall be enforced on the day of its signature by the Chairman of the Steering Council of the University of Gjakova..

Chairman of Steering Council
Luan Ahma



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Nr.Prot.: _____

Datë: ____/____/____

In support of article 23 and article 163 section 2 of Provisional Statute of the University of Gjakova "Fehmi Agani", the Steering Council on a meeting held on 15.12.2017, took:

DECISION

- I. Amending the Code of Ethics of the University of Gjakova "Fehmi Agani"
- II. Article 17 section 1 of Code of Ethics of the University of Gjakova "Fehmi Agani" Nr.Prot.05/771, date 31.08.2017, is changed and reformulated as in the following text:

"With rector's proposal, Senate of University of Gjakova will establish the Code of Ethics which will have three (3) members, two (2) of them will be from academic community, which are not University employees and one (1) will be from the ranks of Teachers within University. They must be persons of high public reputation and have considerable experience in the field of higher education. The term of office of the Ethics Council is four (4) years."

- III. This decision shall enter into force on the day of its signature by the Chairman of the Steering Council, as annex to the Code of Ethics of the University of Gjakova "Fehmi Agani."

Reasoning

The Steering Council of University of Gjakova after having considered the proposal of the Chairman of the SC to amend Article 17, section 1, of the UGJFA Code of Ethics, considered reasonable the proposal that the Ethics Council should have three (3) members and not five as intended, and that two (2) of the members should be from the academic community outside the University of Gjakova, taking into account the capacities and number of the regular academic staff of the University of Gjakova, as well as the purpose of the decisions of the Ethics Council to be as objective as possible. Therefore, based on what was said above, the Steering Council decides as in the provision of this decision.

The decision is sent to:
UGJFA management
UGJFA Legal Officer
UGFA Archive.

Chairman of the Steering Council

Prof. Dr. Luan Ahma