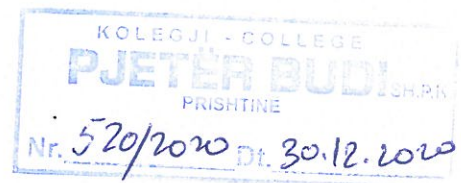




KOLEGJI - COLLEGE
PJETËR BUDI
PRISHTINË - PRISHTINA

“PJETER BUDI” COLLEGE



CODE OF ETHICS OF THE COLLEGE “PJETER BUDI”

Pristina, 2020



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Pursuant to Article 59 of the Statute, the Academic Senate of the College "Pjetër Budi", on the date 30.12.2020, approved the following:

CODE OF ETHICS OF THE COLLEGE "PJETER BUDI"

General provisions

Article 1

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

The Code of Ethics aims to build and maintain high professional and ethical standards among members of the College community, strengthen confidence, ensure transparency and social responsibility of KPБ activities, and encourage freedom of research, teaching and learning, and promote a positive public image of the College.

The Code of Ethics is mandatory for implementation of Pjetër Budi College in Prishtina, including academic staff, administration workers and students and all other persons, who are affiliated with the College.

Academic freedom

Article 2

1. Fundamental academic freedom includes the freedom of the College, as an academic institution to develop and implement a comprehensive concept of development and implementation of the objectives of educational, research and development activity. These objectives must be achieved in accordance with common moral principles and keeping a high level of ethics in the field of education, research and development activities.
2. The academic freedom of the members of the College includes in particular the freedom for decision-making in the field of teaching, learning, self-education and scientific research, including selection of decent of research material and relevant methodology.

General requirements of ethical conduct

Article 3

1. The conduct of an employee in the workplace and beyond must adhere to moral principles and standards.
2. Main requirements related to academic activities include:



- Adherence to specific ethical requirements related to field work;
 - Respect of work ethic in the field of education, research and development;
 - Adherence to relevant ethical principles approved at the institutional, national and international levels;
 - Avoid immoral behavior in the field of education, research and development activities;
 - Demonstrate honesty in teaching, research and development and involvement in continuing education, to improve teaching and research skills;
 - Keeping a position where education, research and development are considered as integral components for the further advancement of society;
 - Supporting the principle of academic freedom and intolerance against any violation or abuse.
3. An employee shall not use his or her position, whether academic or managerial, for the purpose of personal gain, the gain of others or any form of discrimination. If cases of abuse of authority arise, they must be challenged and brought to justice.
4. Every staff member must respect the equal rights of all persons with respect to access to information, education and employment. In accordance with his or her abilities and in accordance to the approved regulations College, each employee must:
- Try to eliminate obstacles that lead to discrimination and exclusion;
 - To contribute to the provision of equal opportunities for persons with sensory and physical disabilities, respecting their specific communication requirements and contributing to the creation of a suitable technical and organizational environment;
 - Promote positive attitudes supported by the academic community towards people with disabilities in order to facilitate their independent and full inclusion in academic and public life.

Article 4

Obligations in the teaching process

- Academic staff must, in the course of their work, comply to the rules and obligations arising from the teaching process. The professional rights and responsibilities of teachers include:
1. Teachers should be engaged in achieving and transmitting a high level of scientific knowledge about their subject. Knowledge should be conveyed to students more accurately, correctly and the content of the course should be in accordance with the study program.
 2. The teacher, through appropriate pedagogical methods should be engaged for the student to achieve the expected learning outcomes in that subject, in the most efficient way.
 3. The teacher will provide equal opportunities for the advancement of knowledge for all students.
 4. Issues that may be considered sensitive due to the issue of discrimination should be discussed in an open, honest and positive manner.
 5. The basic task of the teacher is to contribute to the intellectual development of the student, at least within the limits of his / her field, as well as to avoid any activity that may interfere in such a process.
 6. Teachers should provide students with valid, open, fair, objective and timely evaluation and grading. It is necessary to ensure transparency, which is the basic guarantee for the objectivity of grading.



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7. Teachers should respect the dignity of colleagues and cooperate in the context of student progress.
8. In order to develop students intellectually, the teacher must follow the educational goals, strategies and standards of the institution in which he / she teaches.
9. Teachers should not allow that students taking an exam to be conditioned by issues that are not included in the curriculum.
10. To improve the quality of the educational process, teachers should take into account the student's opinions and assessments regarding his / her educational competence.
11. The teacher is responsible for the quality of teaching and learning within the relevant subject or module. To this end, he or she is required to maintain a standard of the teaching methodology and tools used in the teaching process, ensuring the use of the latest scientific knowledge.
12. All employees of the College recognize the importance of continuing education as a prerequisite for increasing the quality of teaching and research.

Article 5 **Ethics in scientific research**

In relation to scientific research, the following principles of scientific integrity must be respected:

1. Employees, continuously promote the concept of research and development in all aspects such as: orientation, implementation and application as a tool for raising the level of public knowledge and as an active source of self-education dedicated to continuously supervise and contribute to the quality of education offered to students and young scientists.
2. College staff:
 - Considers the publication of research and development results as a standard and self-evident procedure and is involved in publishing activities in accordance to the standard practices of a certain field;
 - Takes responsibility for the quality and correctness of the results of research and development activity;
 - Respects the rules arising from internal regulations regarding the receipt, storage and use of research data.
 - Becomes a personal example regarding the application of ethical principles during research and development activities followed by students.
3. In connection with his or her research and development activities and their implementation, an employee accepts personal responsibility that:
 - Carefully choose the topic of research and development, especially in relation to the contribution to scientific knowledge, where special attention should be shown for the research topics previously addressed and with those topics that require higher cost compared to the contribution of predicted achievable results, etc.,
 - Objectivity of research and adequate choices of research methodology;
 - Accurate interpretation of research and development results achieved by other researchers;
 - Efficient use of financial and human resources,
 - Implementation of ethical research, compliance to relevant internationally recognized standards.



- Implementation of ethical research, compliance to relevant internationally recognized standards.
- 4. Withdrawal, knowingly or negligently, from known research procedures, which may result in unreasonable risk or physical and mental harm to persons, shall not be permitted.
- 5. In relation to scientific research, it is required to apply the principle of conscious and informed agreement of the examinee, in order to protect his / her rights and dignity as a person. The act of abrogating the principle of informed consent of the respondent is allowed only when such an act is in accordance to the law and if it is regulated through the ethical and professional code of each field. In such cases, additional supervision of the research process is required, by relevant experts.
- 6. With regard to the planning, implementation and reporting of research activities, members of the College should minimize the possibility of misinterpreting the results. It is unacceptable if the scientific research results on purpose are falsely adjusted or tended to be interpreted.

Article 6 **Principles of teamwork**

1. The moral duty of every employee is to contribute to the research results achieved through teamwork, contributing to the development of all major areas of research and development related to the work done by his / her team.
2. As a member of the research team, an employee acknowledges the intellectual, material, and practical contributions to the research team results made by other team members.
3. Each employee of "Pjetër Budi" College considers it self-evident that his / her research activities contribute to achieving a constructive effect within the research team, respectively by:
 - Adopting an objective approach to research and development carried out by team members;
 - Adopting an objective and critical attitude towards its results;
 - Expressing the willingness to engage in substantive discussions while respecting the opinions of other team members;
 - Approval of a personal and professional collegial attitude,
 - Expressing a self-evident willingness to engage in teamwork with students as equal partners.

Article 7 **Professional advancement**

1. The institution provides all staff members with equal conditions for promotion based on the performance of professional duties. The evaluation of the achievements related to the performance of the duties and professional skills of each member of the College should be objective and neutral, based on defined and transparent criteria.
2. The assessment of each of the members of the College regarding the conditions for the promotion of other members should be based exclusively on criteria that are directly relevant to the work performed or the professional task, which is based on the ability of the person, merits and results in relation to performing work duties as determined by the characteristics of the workplace.



3. Any form of direct or indirect discrimination in relation to the process of assessing the conditions for professional advancement and the advancement process itself shall be considered inadmissible.

4. Lecturers have a professional obligation to ensure the renewal of the scientific and educational community, to motivate the progress and independence of young assistants to become independent teachers and researchers in the future.

Article 8

Principles of planning projects in the field of education, research and development

1. In planning educational, research and development projects, each employee is required to do:
- Use generally accepted procedures to obtain external grants and internal financial support;
 - Maintain proper relations with external parties during research and development activities;
 - Avoiding conflict of interest when receiving financial support and possible conflict prevention, in case of occurrence by giving prior notice.

Article 9

Publication of the results

1. Every employee, when publishing research results is obliged to comply to all legal regulations on copyright, the rules of publication and disclosure of research and development results in accordance to the standard practices established in certain areas and in accordance with existing national and international standards.
2. Every employee must respect the ethical principles related to adherence of intellectual property, respectively by:
- Rejection of plagiarism, falsification and misuse of results or withholding of results in the case of publicly funded research and development;
 - Adopt a responsible approach with regard implementation and transfer of technology;
 - In case of repeated publication of personal results in its original form, the employee is required to include information about their previous publication and cite the source;
3. Each employee of the Institution maintains an objective approach when evaluating his / her part of the authorship and the parts of other authors at the moment when the authorship of the research results is published.
4. When publishing research results, each member of the College should consider the following aspects:
- Maintaining an objective approach to evaluating the sources of information used, in publishing the results including accurate citation of the source when applicable;
 - Taking responsibility for the correctness of the data and interpretations presented within the scope of publication or implementation of the results;
 - Correction of errors contained in the dataset, interpretive results or conclusions that can be ascertained later in the publication;



- Critical evaluation of the contribution of the distribution of results - or the presentation of modified or supplemented research and development results, in some publications.

Article 10

Participation in evaluation activities and as experts

1. College members, when participating in evaluation activities and as experts for providing feedback and comments, should maintain an impartial approach to the evaluation of project applications, manuscripts, different papers (seminar papers, Bachelor and Master thesis) , further it means:

- Gives an expert opinion based in a field, where the evaluator is a well-known expert.
- Includes a clear opinion of the evaluated work;
- The assessment is made personally and keeps an impartial position and not influenced by external pressures.

2. As evaluators, the members of the College shall respect the confidentiality of information relating to the evaluation activities and of the experts in which he or she participates, refraining from using the information contained in the evaluated documents. Therefore, the evaluators should only provide their assessment of the received document and should not disclose such information to a third party.

3. Also the members of the College should:

- Consider responsibly whether or not he / she should accept an evaluation task, especially in view of the result of his / her critical evaluation of the ethical aspects of the criteria and guidelines set by the evaluation initiator; in case of acceptance, he / she follows the instructions set by the initiator;
- Implements an evaluation approach in relation to the accepted task, without making any attempt to use the evaluator position or any information contained therein for personal advantage or to the benefit and to the detriment of others;
- Evaluates objectively and critically any conflict of interest that may arise during the evaluation and expert activities and rejects the offer to participate in the event of such a conflict.

4. As a member of the staff recruitment committees, supports the idea of publishing the vacant position and uses a transparent, impartial and equal approach when recruiting staff members.

Article 10

Principles of collegial behavior

1. When interacting with colleagues and other employees of the KPB, an employee adheres to the principles of collegial conduct, respecting others, their right to express the opinion of the independent expert and the right of independent access to academic activities, as long as such choices are in line with accepted standards in a particular field of study and acceptable under this regulation.

2. The moral principles that guide the behavior of KPB employees include a collegial approach to students, based on respect for:



- Individual personality of students;
 - Freedom of access to education, where students are treated as legitimate and equal members of the academic community;
 - Students who perform creative work, should be recognized their equal status as authors or co-authors in case of application or publication of research and development results;
 - For students performing the duties of teaching assistant, beyond the scope of their study obligations, appropriate forms of compensation should be applied, including material compensation.
3. The members of the College do not approve of forms of non-collegial conduct, acts of discrimination, harsh behaviours, collegial conduct that violate the principles and key moral rules set forth in this code.

Falsification of scientific results

Article 11

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

Plagiarism

Article 12

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

Authorship

Article 13

1. The authorship of a work (scientific or professional work) is subject to a strict ethical rule: "It is property, which can neither be appropriated without contribution, nor transferred to other



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authors formally." All members of the College who participate in the research must guarantee the source of the published data and their authorship, from the idea of the work to the provision of the information.

2. Members employed in colleges are required to put 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. The author of a scientific and professional work cannot be the persons who: have only funded the research; have provided the literature; are only the leaders of the institution where the scientific research was conducted; or laboratory technicians, who have helped technically, colleagues, friends, family members, etc.

Falsification and re-regulation of recommendations **Article 14**

1. Falsification and manipulation of official papers, recommendations and official documents of the college, use of official documents and data of the College for the purpose of misinterpretation, 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 (professional advancement, establishment of incompetent committees, acceptance of Master and Doctoral theses without scientific background, presentation of the academic and scientific level without possessing it, etc.).

Acceptance of gifts **Article 15**

College members may not claim or accept any gift or benefit, even if very symbolic, which may directly or indirectly affect their activities in the College.

Conflict of interest **Article 16**

1. The private interest of a college member, not only of an economic nature, can be related to:
- The direct interest of the person in his capacity as a College member, the interest of a family member rather than a College member;
 - The interest of institutions and companies, natural and legal persons with whom a member of the college has employment relations or economic relations;
 - The interest of an institution, company or legal entity, when he / she is controlled by a member of the college or when he / she possesses a significant financial share;



- The interest of the third party, when through it, a member of the College is intentionally favored.
- 2. When a conflict of interest occurs, the member of the College 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 College member, with the exception of students, is in real or potential conflict with the (not just economic) interests of the College. This conflict also has to do with working relationships in educational institutions or other colleges and which are considered as potential competitors.

Public appearance
Article 17

1. The members of the College must respect the goodwill of the College and must not damage its reputation.
2. Members of the College may not use the name and logo of the College during the public presentation without authorization.

Use of College resources
Article 18

1. The members of the College must use its resources responsibly, carefully and reasonably, in such a way that the justified expenses and at the request of the college are proved through documents or keeping an account.
2. Without the expressed permission of the College, no member of the College shall be permitted to use the research facilities, space, human resources, materials, hardware or software, or financial resources of the College, in person or with the permission of third parties (persons or institutions) for personal purposes or for purposes other than those of the College.

Implementation of the Code of Ethics
Article 19

All bodies of the College are obliged, within their authorizations, to take care of the implementation of the Code of Ethics.

Liability for violation of the Code of Ethics
Article 20

1. Non-compliance with the principles of this code, i.e. violation of these principles, constitute a violation of the honesty and duties of teachers, associates, students, administration staff and others related to the college, for which they should be held accountable. .
2. The resolution of denunciations or reports for the violation of the Code of Ethics is made by the bodies for the implementation of the Code of Ethics of the college.



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Bodies for the implementation of the Code of Ethics

Article 21

1. The bodies that have competence for the implementation of the College Code of Ethics are:
-The Ethical Council, which is elected by the Senate of the College.

Ethical Council

Article 22

The Ethics Council is a collegial decision-making body, which is set up in the College as a permanent structure, which reviews the different behaviors of the academic staff and the support staff of the institution. The council also examines the behavior of students during their teaching and research activity in the institution, if they constitute violations of student ethics. The Ethics Council consists of 5 members with equal voting rights. The composition of the Council is represented by various structures of the College as follows: Vice Rector for Teaching, Research and Academic Development ex officio will be the Chairman of the Board, Secretary General, a member of the Board, 1 member of the College teachers who is elected by Academic Senate and 1 representative from the Student Parliament. The Ethics Council meets whenever there are issues to discuss within its jurisdiction. It takes a simple majority decision (50% + 1) and makes proposals to the Rector on these issues.

Initiation of procedures

Article 23

1. Procedures for the veracity of the violation of any principle of the Code of Ethics of the College, can begin with the submission of the report for violation of the Code, in written form, to the bodies implementing the Code.
2. The application for violation of the Code of Ethics can be submitted by all employees, but the same must be justified with all data and evidence of persons, time, place, eventual witnesses and be signed by the holder of the application .

Working procedures of the Ethical Council and deadlines

Article 24

1. Based on the application form for violations of ethical principles by teachers and collaborators, the Chairman of the Ethical Council convenes the meeting of the Council within 30 (thirty) days from the date of receipt of the application form.
2. If the Ethical Council confirms the non-existence of violations of principles by teachers and collaborators, by a decision it rejects the application as unfounded.
3. If the Ethical Council determines that a violation of any of the principles of the Code of Ethics has been committed, it shall, by a decision, propose to the College Senate the relevant



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- measure which is: written warning or public warning. In case that these violations become recurring, the Ethical Council proposes further stricter penalties to the governing authority.
4. For violation of the principles of the Code of Ethics, as the case may be, the Ethical Council proposes disciplinary measures (from several written remarks to job dismissal)
 5. If the Ethical Council finds that violations of any of the principles of the Code of Ethics, by teachers and colleagues of the College, are contrary to the Labor Law and the Statute of the College, then it proposes measures in accordance to the Rules of College Procedure and the Law on Higher Education.
 6. Decisions in the Ethical Council are taken by a majority vote of the general members.

Decision of the Senate and Head of the Study program Article 25

1. The decision of the Senate of the College brought on the basis of the proposal of the Ethical Council, for the proposed measure, is final.
2. The decision of the Rector and the program leader brought based on the proposal of the Ethical Council and the ad-hoc Committee, for the proposed measure is final.

Transitional and final provisions Article 26

1. This regulation is approved by the Senate of the College and after the Rector's signature.
2. Amendments and supplements to this Regulation shall be made by the same procedure as approved.

Rector of the College

PROF.ASS.DR. ARTAN HAZIRI

