

Bartësi Privat i Arsimit të Lartë  
Private Bearer of Higher Education



**ALMA MATER EUROPAEA**  
**CAMPUS COLLEGE REZONANCA**



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# Code of Ethics

Prishtina, 2021

Based on article 13, point 1.4 of the Statute of Alma Mater Europaea Campus College "Resonance", the Steering Council, in the meeting held on 31.03.2021 approved:

## Code of Ethics

### Chapter I

#### GENERAL PROVISIONS

##### Article 1

###### Purpose

The Code of Ethics is intended to establish rules of professional conduct for members of the College, including academic staff, teaching assistants, administrators and students, according to established standards, in accordance with the spirit of academic, professional, and moral ethics of the College; and with academic freedom. This Code aims to develop a culture within the College to highlight our values, and to build a contemporary ethic, based on commonly accepted values, values that help guide our work, to enhance the image of the College, as an integral part of assets of the College. This Code shall notify all interested parties of the ethical policies and procedures and rules of conduct, of possible violations of the ethics and compliance rules of the College.

##### Article 2

###### Scope

The Code of Ethics is mandatory for implementation in the College of Medical Sciences "Resonance", in the Rectorate, in the academic units and those of the administration that are part of this College. All staff, regardless of the form and type of employment contract, such as academic staff, support staff, scientific teaching staff, administrative staff and students of all levels.

##### Article 3

###### Mission, principles and values

The mission of Alma Mater Europaea Campus College "Resonance", consists of:

☐ development and implementation of new concepts of 21st century medical education in Kosovo.

Offering, promoting and developing quality study programs of all three study cycles, according to international standards, in accordance with the needs of society.

☐ commitment to the development and implementation of a formal and integrated Quality Assurance management system in all College processes.

Imin realization and promotion of scientific research in the fields of medicine, through the increase of general capacities for scientific research work in higher education,

☒ creation of institutional infrastructure and increase of intellectual capacities for academic and research work.

☒ enriching the health system in the community with quality services, especially the deficient medical services in Kosovo for the current period.

Rimin providing services in the community, through the promotion of health and health education of the general population.

The principles of academic ethics and public life, which should guide all the staff and students of the College are: Integrity, punctuality, correctness, honesty and sincerity; courtesy, goodwill, solidarity and cooperation; high morale and objectivity; academic excellence and academic freedom; respect for academic and institutional hierarchy; mutual respect and human dignity; personal and institutional responsibility as well as accountability; civic responsibility; protection of human rights and freedoms; prohibition of discrimination, abuse and prejudice; banning the consumption of addictive substances; observance of the law and legal procedures; the principle of professionalism; the right and obligation to receive vocational training, show professional transparency and respect professional confidentiality; Freedom of expression; scientific honesty; banning the invention, falsification or plagiarism of data or ideas; prohibition of abuse of authority; collegiality; adherence to ethical principles related to the home institution and students; respect for the rights and obligations of students; prohibition of accepting gifts or other goods; prohibition of conflict of interest and nepotism, and protection of respondents

## Chapter II

### PERSONNEL

#### Article 4

##### Obligations of personnel

Every member of the staff of the College, while performing his / her duty, should be guided by the principles mentioned in article 3 of this code and continuously commit to:

- 1) Promote the best interests of the College.
- 2) Promote the mission, vision and values of the College.
- 3) Maintain public respect and trust in the College and its integrity.
- 4) To display and reflect personal integrity, honesty and responsibility in all his actions.
- 5) Provide an environment of mutual respect, impartiality and cooperation.
- 6) Maintain the confidentiality of all matters deemed confidential.
- 7) Ensure the independence of a fair trial from conflicting interests.
- 8) Ensure that relationships that are or may be perceived as conflicts of interest are fully open and followed by the guidance of the College's governing bodies.

- 9) To comply with the policies and procedures of the College and applicable laws.
- 10) Demonstrate care for the property and resources of the College.
- 11) Respect the working hours set in agreement with the employer or superior.
- 12) Respect the approved teaching schedule and its changes in each case.
- 13) Maintain a serious appearance during working hours, which includes serious and dignified clothing,
- 14) To use the official language and a chosen vocabulary, with regular intonations and within the norms of ethics and civic behavior.
- 15) To correctly implement the duty and orders of the superior in accordance with the laws and bylaws.
- 16) To avoid cases when there is a conflict of interest according to the legislation in force, declaring them before the superior, as soon as they have appeared.
- 17) Do not allow personal relationships to affect professional relationships.
- 18) Not to seek and accept in any form privileges, benefits, interventions, favors, payments or donations, from students or other persons, intended to obtain favorable results, not deserved by them, or favors and benefits other which the staff member may perform due to duty.
- 19) Not to discriminate between students, subordinates or colleagues due to personal acquaintances or preferences.
- 20) Not to make and not to fall prey to provocations, harassment of all forms by students or other persons due to work, for purposes that are contrary to this Code, laws and regulations in force, as well as norms moral.
- 21) By his actions not to bring violations of dignity, personality and professional figure, professional opinions of colleagues and governing authorities of any level, despite inconsistencies and conflicts of interest.
- 22) Not to consume alcoholic beverages or tobacco in the premises of the institution.
- 23) Not to use the auditorium for activities not related to teaching or to insult and discriminate against students, to insult, slander or discuss with colleagues and governing authorities of any level for any reason or conflict.
- 24) Not to put pressure on students in any form, with or without cause.
- 25) Not to slander, not to slander and not to tarnish the professional and personal image of other members of the College staff.

#### Article 5

##### Dissemination of knowledge and academic freedom

- 1) Academic staff enjoys academic freedom in research, scientific work and teaching methodology. Academic staff must adhere to the responsible use of academic freedom, subject to an approved curriculum. They must achieve high-performance research, teaching and practice, through reading, study, experimentation, observation, exchange and objective self-

assessment by choosing methods, ways that are efficient, useful, understandable and fruitful for students.

2) Every member of the academic staff should recognize and respect the scientific contributions of colleagues and students. In lectures, publications or presentations, educators should use acceptable professional practices for borrowed materials.

3) Academic staff should continually improve methodology in order to be effective in teaching, encourage students to act freely and independently, and explain assessment methods to them.

4) Academic staff should explain to the students in advance the objectives of the course by achieving this through lectures, demonstration, practice and exams.

5) Academic staff should be transparent in assessing and testing student knowledge, in the methodology used and in their results, acting in accordance with the College Rules.

6) Academic staff should avoid disclosing confidential information to students without their permission, except in special cases provided by law. Any information about the views, beliefs, activities, political associations obtained from conversations with students must be kept confidential.

## Article 6

### Anti-discrimination policies

The College of Medical Sciences "Resonance", should give equal opportunities to every person during the process of recruitment, naming, promotion, payments, training and other practices implemented in the College regardless of gender, race, ethnic origin, national origin, color, creed, religion, age, service uniform or status he represents, with mental and physical disabilities or even political beliefs. All staff of the College must comply with the anti-discrimination policy of the College and in accordance with the Constitution and anti-discrimination law.

## Article 7

### Confidentiality of information

The staff of the College is entrusted with the maintenance and knowledge of personal and institutional data and information of all employees in any capacity as well as students whose data and information should be treated confidentially and used only for the performance of

work in the College. Respect for personal and individual privacy requires the exercise of care and judgment. Except as required or permitted by the laws or regulations of the College, the information, personal or institutional records of the College staff and students should not be disclosed to third parties without the consent of the individuals concerned. When in doubt as to the confidentiality of information, the College's staff should consider the information to be confidential until a different decision is made.

#### Article 8

##### Use of the "name" of the College

The staff of the College enjoys a public role in the College and a private role as citizens, so they must be careful in the proper separation of these two roles. College staff may not use or permit the use of the Alma Mater Europaea Campus College name or logo "Resonance", or identify themselves as staff members of the Alma Mater Europaea Campus College "Resonance" in promotions, advertisements or commercial products without prior written consent from the competent bodies of the College under the Statute. Individuals who speak or write publicly as an expert or professional in a particular field can identify themselves with the relationship they have with the College, but if they are identified in such a way in all cases where it may give the impression of speaking on behalf of the College, care should be taken to emphasize that any views expressed are those of the individual and do not represent or represent that of the Alma Mater Europaea Campus College "Resonance". College members are encouraged to contribute to public debates as citizens. In cases where College members comment publicly as part of their official duties, they should do so using the College's official email addresses, and when commenting as citizens use their personal email addresses. All staff should use individual official email addresses to communicate work-related issues, to exchange formal and official information. The composition of e-mail messages should contain all the elements of the norms of institutional and academic writing.

#### Article 9

##### College Resources

College staff are responsible for College resources. The staff of the College is entrusted with the management, protection of the property, equipment and assets of the College, so they must demonstrate and exercise responsibility, ethical behavior during the time of using the resources of the College. Limited personal use of the College's fixed resources, including computers and telephones, the payment of which does not result in the College being permitted as long as it does not interfere with the duties assigned to the job post. In certain situations a College staff member may use equipment outside the scope of his or her duties but only when his or her purpose is consistent with that of the College. Anyone in such a case must have the written approval of the person in charge or the administrator of the location of the device as they must be able to reimburse the full cost of using the device.

Attempting or misappropriating, using or damaging assets owned, guardianship or control of the College, resulting in their destruction or damage. Destruction, demolition, relocation or damage to the property of others on the College premises or at College-sponsored events are not permitted.

## Article 10

### Sexual harassment

To foster an environment of respect for the dignity and well-being of each of the members of the College, commitment is required to create a work environment without any kind of harassment. Verbal, non-verbal and sexual harassment of students and any other College staff member at any hierarchical level is prohibited. Any complaints about the aforementioned harassment, accompanied by facts, will be investigated and dealt with in all manner approved by the College Ethics Committee.

Sexual harassment means unwanted sexual advances, requests for sexual favors and other electronic, verbal, visual, written or bodily acts of a sexual nature where:

- 1) Such conduct explicitly or implicitly engages as the basic condition for decisions affecting deadlines or criteria for participation in any program, organization, activity, status or rating (including grades) in an academic course;
- 2) Such conduct, explicitly or implicitly, is engaged as the basic condition for decisions affecting deadlines or criteria for participation in any program, organization, activity, status or evaluation (including grades) in an academic course;
- 3) such conduct intentionally or unjustly affects the student's right, privilege, advantage, or opportunity for education;
- 4) such behavior is so obvious or harsh that it creates a threatening, stressful, hostile, or offensive environment for the development of the learning process;
- 5) Sexual abuse occurs when the act is committed through:
  - a) physical force, violence, intimidation or intimidation;
  - b) ignoring the objections by the other person;
  - c) intoxication or harm to another through the use of drugs or alcohol;
  - d) benefits from the disability, frightened state, helplessness, or other incapacity of the other person.

## Article 11

### Personal relationships

The quality of decisions can be affected when individuals who make decisions have relationships with those who are the subject of the decision or potential beneficiaries of the decision. The critical concern is that personal relationships, whether positive or negative, should not influence the decision inappropriately or unfairly. If family members, relatives up to the second degree of blood gender are included, or individuals with whom they can have a closely personal cohabitation relationship: then a conflict of interest is created during the decision-making process. Decisions concerning the current partner should also be avoided. Individuals involved in such personal relationships should refrain from making such decisions.

The College emphasizes that individuals who are in leadership positions should not be included in any assessment of any individuals to whom they have had an intimate relationship. The

existence of such a feeling can limit the desire and freedom of other individuals to participate. If one of the members is in such a relationship, he / she should report to his / her supervisor in order to make appropriate arrangements for an objective assessment of the student or staff members.

#### Article 12

##### Engagement conflict

Decisions and judgments should be independent of conflicting interests and should take into account the best interests of the College. Engagement conflict is about the distribution of staff efforts between engagement within and outside the College.

The College allows out-of-College employment or self-employment in the profession if there is no conflict of interest or conflict of interest. College staff are expected to prioritize professional honesty, time and energy devoted to the College, teaching and research. Engagement conflict usually occurs when pursuing engagements outside the College adversely affects the fulfillment of obligations to students, colleagues, or other College activities. These conflicts may become apparent in regular performance reviews, in relation to annual salaries, reappointments or job positions addressed by the relevant units.

A College staff member may be employed outside the College when the other employment does not constitute a conflict of interest to the College and when the hours outside the College do not conflict with the hours scheduled at the College or when they do not affect the staff's ability to perform satisfactorily. , in accordance with the law and regulations of the College.

A College staff member may work outside the College when he / she is on leave but without conflict with the College's interests.

#### Article 13

##### Conflict of interest

Maintain public respect and trust in the College. Trust in the College is jeopardized when the conduct of a College staff member is involved or appears to be involved in a conflict between personal interests and obligations to the College. College staff members should avoid behaviors that lead members of the general public to conclude that he / she is using his / her post for personal self-interest or the interests of a relative. In such cases of conflict or perceived as such it is necessary to move away from the issue or situation.

Conflict of interest is a situation in which a member of the staff of the College has such a personal interest, which affects or may affect the impartiality or objectivity of the performance of his duty. The personal interests of the staff include any priorities for themselves, the family, the family relatives up to the second degree with which the staff member has a direct employment relationship. Conflict of interest also includes cases of direct dependence of the governing authorities and the heads of the administration for employment and evaluation of family members, relatives up to the second degree. Conflict of interest also includes any financial liability of personnel. When the staff member is aware that such a situation exists, he is obliged to:

- a) verify if there is a current potential conflict of interest;
- b) take the necessary steps to avoid such a conflict;



- c) to inform immediately, on his own initiative, the superior and the staff unit of the current or possible conflict of interest;
- d) in case of doubt about the situation in a situation of conflict of interest, to consult immediately with the superior and / or with the staff unit of the College;
- e) to obey any final decision not to participate in the decision-making process or to give up the advantages caused by the conflict.

Potential conflicts of interest for a candidate to be employed in public administration should be resolved prior to his / her appointment.

Specific relationships and activities present a conflict of interest when a College staff member is involved in research, research, or similar activities. Conflict of interest may arise when the professional judgment of a staff member may or may not seem to be influenced by professional interests. It is important that potential conflicts are identified and reviewed by the Ethics Committee. Upon identification, the Council may make a judgment on the matter and request appropriate oversight, restrictions or prohibitions. It is important to remember that every relationship is different, and many factors need to be considered when determining if a conflict exists.

#### Article 14

##### Administrative services

In order to carry out administrative and audit responsibilities effectively, the relevant instances must be independent and guarantee objectivity.

It is also a violation of the College Code of Ethics to defraud, give false information or intentionally remove material as well as facts from the audit. Administrative and audit services are categorized according to the positions and institutional ethical norms that they must implement in accordance with their responsibilities and profit of work:

- 1) Academic staff must implement with ethics, correctness and punctuality all administrative responsibilities assigned to them;
  - a) Must maintain case registers until the moment of submission to the teaching secretaries;
  - b) Must prepare exam theses, minutes and submit exam envelopes correctly according to the regulations of the respective faculties;
  - c) The academic staff leading the course and the colleague assisting in the examination must show ethics, impartiality and rigor in cases where irregularities have been found during the examination;
  - d) In addition to teaching, they must respect the institutional tasks that may arise, including technology transfer, organization of scientific events, and engagement in leadership and advisory positions;
  - e) In special cases at the request of the institution, they should engage in internal audit activities to ensure ethics, quality and equality.
- 2) Teaching-scientific support staff (Laboratories) must implement with ethics, correctness and accuracy all the teaching-scientific support responsibilities assigned to them:
  - a) Must maintain and audit laboratory cabinets during official business hours;

- b) Must prepare laboratories before the start of the lesson;
  - c) They should control the laboratories and assist the pedagogues during the lesson;
  - d) Must carry out an inventory of physical equipment at the end of each lesson and report periodically to the Directorate of Information and Technology;
  - e) Must report cases of violation of laboratory rules, and physical violence against laboratory equipment by students.
- 3) The staff of the Directorate of Information and Technology to implement with ethics, correctness and punctuality all administrative and audit responsibilities assigned to them:
- a) Must take care of the security and confidentiality, integrity and quality of IT / IS infrastructure and systems within the institution;
  - b) Must periodically coordinate with research support staff, the audit process and inventory of laboratories;
  - c) Must prepare a proactive emergency protection or migration plan of the entire computer system within the College;
  - d) Must report periodically to the superior, on the current state of the laboratory and suggest changes and improvements to the current information system and technology. They are responsible for implementing the projects assigned to them;
  - e) We must collect and store and not hide evidence;
  - f) We must prepare orientation materials for the staff of the College and assist them in case of emergencies.
- 4) Administrative staff must carry out with ethics, correctness and punctuality all administrative responsibilities assigned to them:
- a) Must maintain and audit the environment and physical facilities in charge of them;
  - b) Must report to each other, to the academic staff and scientific assistants for the progress of the work;
  - c) They must report to the superior in cases when they have found irregularities or unethical acts and to keep and not hide the evidence that proves them;
  - d) In special cases, at the request of the institution, they must engage in internal audit activities;
  - e) Respect colleagues and academic staff. To address the academic staff in the second person sum as well as with the respective academic titles.
- 5) The teaching secretaries must implement with ethics, correctness and punctuality all the administrative and audit responsibilities assigned to them:
- a) Must take care of the security and confidentiality, integrity and quality of work Within the teaching secretariat of the respective faculty;
  - b) They should supervise the registers, minutes, exam sheets as well as electronic documents that are in the respective teaching secretaries;
  - c) Must prepare the registers before class and check them after submission to the secretary;

- d) They should prepare the minutes and send them to the pedagogues (teachers) by e-mail before the first exam;
  - e) Teachers should assist before and during the submission of minutes and exams;
  - f) Must make written notifications regarding changes that affect the learning process and pedagogues (teachers);
  - g) They should report to their supervisor about the tasks assigned to them and the problems that may be caused. They should not hide identified irregularities related to ethical issues;
  - h) Must prepare support material for academic staff regarding registers, minutes, exam envelopes and other regulations;
  - i) Must assist academic staff during multiple exam theses;
  - j) Respect colleagues and academic staff. To address the academic staff in the second person sum as well as with the respective academic titles.
- 6) The Heads of Academic and Administrative Units must implement with ethics, correctness and punctuality all administrative and audit responsibilities assigned to them:
- a) Must ensure the maintenance of institutional ethical norms within the unit they lead;
  - b) They should supervise the work and activity carried out by the unit they lead;
  - c) Must be transparent and impartial in the recruitment, management and auditing process to ensure quality, equality and ethics in the College premises, excluding the interests or personal conflicts of superiors.
- 7) The Heads of Academic and Administrative Units must implement with ethics, correctness and punctuality all administrative and audit responsibilities assigned to them:
- d) Must ensure the maintenance of institutional ethical norms within the unit they lead;
  - e) They should supervise the work and activity carried out by the unit they lead;
  - f) Must be transparent and impartial in the recruitment, management and auditing process to ensure quality, equality and ethics in the College premises, excluding the interests or personal conflicts of superiors.
- 8) Collegiate bodies must implement with ethics, correctness and punctuality all administrative and audit responsibilities assigned to them:
- a) Must ensure the observance of ethical and institutional norms by drafting regulations and the Code of Ethics in accordance with laws and bylaws;
  - b) Must be transparent and impartial during the regulation drafting process excluding interests, personal conflicts or superiors;
  - c) They should supervise the work and activity carried out by the College and advise in cases when violations or regulations of the Code of Ethics are noticed or reported;
  - d) Must maintain the confidentiality of decisions taken before their approval and publication.

#### Article 15

#### Gifts and favors

College staff should not seek or accept gifts, favors, or any other benefit, or avoidance of potential losses, as well as promises to themselves, family, relatives, persons, or organizations with which it has a working relationship. , which affect or appear to affect the impartiality of the performance of duty, are or appear to be a reward for the manner in which the official duty is performed. This does not apply in the case of ordinary invitations, traditional hospitality, gifts of symbolic or traditional value, etiquette, which do not create doubts about the impartiality of staff.

No staff member should accept any remuneration, monetary or non-monetary, if there is a clear or implied assumption that it has been exchanged for favor.

In case of doubt or impartiality of benefits, staff consult with the College's staff unit. The relevant law shall apply to any kind of gift given or received by a member of the College staff.

#### Article 16

##### Reaction to offers

If a staff member is offered an unfair advantage, he or she should:

- a) to reject it, without having to admit it to use it as evidence;
- b) try to identify the person making the offer;
- c) to avoid long contacts with the person who made the offer, but knowing the reason for which the offer is made, can serve as evidence;
- d) if the gift can not be refused to be returned to the sender, it should be stored, used as little as possible and reported immediately to the superior;
- e) have witnesses, if possible, colleagues working with him;
- f) report the effort, as soon as possible, to his superior or to the personnel unit;
- g) to continue working normally, especially for the problem for which the unfair advantage has been offered.

#### Chapter III

##### STUDENTS

#### Article 17

##### Student behavior

Students on the College premises must:

- a) To follow the teaching schedule and to adhere to the rules sanctioned in the Statute and the Regulation of the College;
- b) To appear in a serious and dignified manner in the premises of the institution, which means a suitable dress, pants or skirts not shorter than the knee and a blouse or shirt with short or long sleeves, not a neckline, as well as the use of an appropriate vocabulary, with regular intonations according to the norms of ethics, morality and etiquette;

- c) Respect the academic staff, scientific teaching assistants and administrative staff, colleagues and teaching rules. To address the academic and administrative staff in the second person sum as well as with the respective full academic titles;
- d) Not to perform provocative or harassing actions and gestures towards the academic staff or other students, in the premises of the institution;
- e) Not to offer in any form, privileges, benefits, interventions, favors, payments or donations, themselves or through other persons, for the purpose of obtaining high results, or other favors, which the lecturer or other staff members of the College may perform them due to duty;
- f) Not to copy, not to cheat during the teaching process, as well as not to deviate from the payment of teaching obligations;
- g) Not to consume alcoholic beverages or tobacco on the premises of the institution;
- h) Not to use a mobile phone and keep it turned off during the lesson or exam time in the auditorium;
- i) Use the textbook during the exam, only if this action has been approved by the relevant faculty or unit;
- j) The student who is involved in a prohibited action or violation of the law which results in the disruption of the lesson may be ordered by the lecturer to leave the auditorium for the remaining period of the lesson. For longer exceptions as a result of the disruption of the lesson, written decisions must be taken by the relevant bodies;
- k) To carry with them during the teaching process the identity card or the student card given by the College, and to present / submit it according to a request based on the members of the academic or administrative staff of the College.

As members of the College, students enjoy the following rights and freedoms:

- a) Every student has the right to be free from racial, religious, ethnic, political, age, gender or disability discrimination.
- b) Students have the right to freedom of expression, assembly and association as long as the exercise of these freedoms is in accordance with the policies of the College, does not interfere with the effective conduct of university courses and respects the rights of others;
- c) Students are free to organize and participate in student organizations, to promote their common interest within the College. Student organizations are free to review and discuss all matters of interest, in accordance with College regulation. Recognized and recognized organizations may enjoy the privilege of using the College premises, facilities and services in accordance with the College's administrative policies and procedures.
- d) Students have the right to be free and inviolable from any kind of harassment by members of the College community. Students have the right and responsibility to report, in good faith and without fear of retaliation, any violation of this Code or the academic and administrative policy of the College to the academic or administrative directors of the College.

Students accused of violating this Code have the following rights:

- a) To have available all the regulations and procedures of the College regarding the functioning of the disciplinary process;
- b) To be informed and clarified as required for pending charges;

- c) To be free from the threats of the College staff in resolving the disciplinary issue.
- d) Face the accuser (s) and have the opportunity to re-examine them / any witnesses present.
- e) To be free from checks or confiscations, unless these are based on reasonable grounds given by the relevant officials.

#### Article 18

##### Prohibited behaviors

Prohibited behaviors include actions defined as follows:

- a) Interference or disruption that impedes, damages the mission of the College, processes or functions that violate the rights of others. The offenses included are: occupation of any College building; or property or parts thereof without the authorization of the College, blocking the entry or exit of any College building; setting fire or any other means, damaging a building, property or university property;
- b) The use, distribution or distribution of narcotic or dangerous substances, except as expressly permitted by law, the College prohibits the possession, use, sale or distribution of illicit or controlled substances;
- c) Irregular, abusive, violent behavior or overly noisy expression. Any intentional attempt or threat with intent to injure the other person, together with the apparent ability to do so is prohibited. A disordered behavior can be performed without touching, hitting, or doing bodily harm. Depending on the circumstances a mitigating factor for this charge may be self-defense.
- d) The threat or use of physical violence is prohibited;
- e) Implementation of programs or activities that constitute violations of local or state law and the policies of the College. Students are prohibited from speaking on behalf of the College, with any spoken or written media organization. Students are prohibited from inviting media organizations to the College premises or events, unless written permission is obtained from the governing authorities. Students as individuals or representatives of student organizations are prohibited from entering into verbal, written or contractual agreements intended to enter into, coerce, or create any kind of responsibility for the College. The College will recognize all such students individually responsible for the financial, legal consequences or damages that may result from such unauthorized actions;
- f) Failure is not allowed in accordance with the instructions of the College officials acting in the performance of their duties. It is not allowed to fail to follow or follow the instructions and instructions of a member of the academic staff, an administrator of the administration acting according to his / her duty, or any other person responsible for a structure of the College;
- g) It is forbidden to falsify or manipulate the official documents of the College, to use the official documents and data of the College for misinterpretation purposes. The use of telecommunications, data networks or any electronic equipment owned and administered by the College for unlawful / improper purposes, in violation of the rules, policies or laws of the College is prohibited;
- h) Any action taken or situation created, intentionally or negligently, creating a problem for the College. These actions include but are not limited to: copying answers from another student during the exam; unauthorized communication with others during an exam; allowing another student to copy the answers; replacing another person or using another as a substitute during

an exam; pre-programming of a calculator, or other electronic device that holds unauthorized answers or information for the exam; use of unauthorized materials, pre-prepared answers, written notes, or information hidden during an exam; allowing others to do for them a task or part of a task (eg group task), including using the commercial service of works (purchasing them); submitting the same assignment to more than one course without the prior approval of all lecturers involved.

i) Offering or giving bribes to College staff or those holding management positions; persistent non-payment of financial obligations to the College are covered;

j) Unauthorized appropriation of assets or services within the College is prohibited.

k) Unauthorized possession of deadly weapons (firearms, explosives, knives, etc.) or that pose a threat to the well-being of members of the university community are prohibited. Possession, use, storage, or transportation of firearms, explosives,

prohibited fireworks or hazardous chemicals, excluding vehicles / substances for which there is an authorization for use in the classroom.

l) Demolition, damage or destruction of public or private property are prohibited. The property owned by the College, or the property under the custody or control of the College, may not be entered or used for an improper purpose, without proper authorization, or by assisting others to do so;

m) False testimony or concealment of evidence before the Collegiate Bodies or members of the staff of the College. False reporting of the presence / threat of a bomb, equipment or other hazard situation: Recognizing and not reporting an event / act that endangers College members are prohibited. Realization of material refutations in the context of an academic assignment; changing information or data and presenting them as lawful; providing false / misleading information to a lecturer or College official; sabotaging or stealing another person's task, book, work, notes, experiment, project, software or electronic hardware; obtaining a copy of the exam or assignment prior to issuance approved by the lecturer; selling, distributing, posting on the website or publishing notes of lectures, handouts, reviews, registrations, or other information provided by a lecturer, or their use for commercial purposes, without the permission of the lecturer; falsifying the signature on a letter of recommendation or any other document of a lecturer; putting one person's name on another person's exam or assignment; changing a previously assessed exam or assignment for the purposes of a grade appeal or to earn points in a reassessment process. Plagiarism is a violation of the Code of Student Ethics referred to in Article 23 of this Code.

n) Harassment of any kind against College staff or students. Engaging a behavior in verbal, electronic, visual, written or physical (physical) form towards an individual or group of individuals that is likely to provoke / result in a negative, damaging reaction and in a mental or emotional stress. This behavior may include:

1) Direct or implicit threat to the university activity of other members of the College, university organizations or groups.

2) Unjustified obstruction / interference in school and university activities, personal activities of other members including, but not limited to: conduct / communications that interfere or hinder the work of the instructor / lecturer in the auditorium, laboratory, professional practice, or activities directly related to teaching, mentoring and academic counseling, or support services throughout the College community.

3) Creating a frightening or humiliating situation / environment, causing personal, social, academic, psychological, emotional, or unnecessary stress.

o) Participation or organization in betting activities within the premises of the College is prohibited. Participating in demonstrations, riots or activities that disrupt the normal functioning of the College and / or violate the rights of others or leading or inciting other members to disrupt normal and / or planned activities.

p) Violation of the regulations or policies set by the College which include: unauthorized use or violation of computer equipment, smoking, smoking, unauthorized entry, use or violation of the equipment and physical facilities of the College. Theft or attempted theft of College property and / or services; conscious possession and transportation of stolen property; inappropriate use or conversion of another's property for personal use. The code also includes identity theft. Theft or attempted theft of College property and / or services; conscious possession or transportation of stolen property; inappropriate use or conversion of another's property for personal use. The code also includes identity theft.

q) Verbal, physical and sexual threats, abuse or violence.

r) Revenge or persecution directly or indirectly after any decision has been taken against members of the Ethics Council or other body involved in the matter. Persecution is defined as the intentional, malicious, and repetitive harassment and harassment of a person that causes feelings of fear, threat, harassment, or rape. Persecution is the behavior of a student who maintains a repetitive attitude towards another person and creates a credible threat with the intent to intimidate his or her safety or that of his or her family. The harassment can be physical or at official email addresses.

s) Attempts to commit the aforementioned acts or cooperation in the aforementioned acts.

## Chapter IV

### WRITTEN COMMUNICATION

#### Article 19

##### Forms of written communication

Written communication is essential to ensure ethical communication within the institution and to avoid misunderstandings that may arise as a result of verbal communication. There are two forms of written communication: official documents and electronic communications.

#### Article 20

##### Electronic communication

All messages drafted and / or sent through the internal network of the College must comply with the Law, Statute, Regulations and Code of Ethics and respect the rules of official communication, privacy and confidentiality of data as required by law. In particular, electronic communication should be based on the following criteria:

- 1) The official e-mail address and e-mails are not the individual property of individuals.
- 2) The internal electronic network is the property of the College. All information that is placed, drafted, sent and / or received in the electronic system of the institution, is the property of the College in compliance with the provisions of the Law on Copyright and other related rights.



3) Each staff member is assigned an email address in order to be used exclusively for work needs related to the College. The address is individual and its use is password protected which is only possessed by the respective individual staff member.

4) Upon termination or termination of the contract, the College shall deny the user access to the e-mail system, including the right to download, send, print or retrieve any message placed on the system, regardless of the sender or recipient or the importance of the message unless otherwise provided.

5) The College prohibits any form of discrimination based on age, race, gender, physical or mental ability, source of income, religion, or political affiliation using electronic networks. The use of computer network and e-mail for the purpose of humiliation or discrimination for one of those reasons is prohibited.

6) The College reserves the right to monitor, review, discontinue or publish any message drafted, sent or received via the web. Monitoring, reviewing and interrupting messages can be done with the help of content filtering software or by authorized personnel.

7) It is not allowed to control private Internet addresses using the computer network and Internet service provided by the College.

8) The College reserves the right to change the route, destination or suspend the sending of messages depending on the circumstances by immediately notifying the sender. This includes, but is not limited to:

a) Preventing the sending, alternating, archiving or deleting of attachments or message code when it is suspected to pose a risk to the functioning of the computer system.

b) Elimination of additional contents in messages (eg music), which are considered worthless for the College and take place in memory.

c) Preventing the sending or archiving of messages with suspicious content

d) Messages containing attachment documents with dubious names and suffixes.

e) Preventing the sending or archiving of messages formulated in offensive language.

f) Preventing the sending or archiving of messages that are considered unofficial or commercial advertisements (spam).

g) Attaching a statement to the institution's e-mail messages.

The use of official e-mail address for private purposes is prohibited.

## Article 21

### Ethics and manner of writing

1. The structure of official documents within the institution (Memo) is done by applying the rules set by the College, through a ready-made model.

2. Official e-mail messages should have an aesthetic form and a set of rules for the way of writing should be applied. Its use is not limited to sending simple text messages but also to sending various files and formats with limited capacity. The rules of ethics of writing electronic messages are as follows:

a) It should not be forgotten that electronic messages can be stored and printed for administrative reasons. Therefore, they should contain a note at the end with the name and contacts of the person sending it in the following format:

Name Surname, Function, Department, Institution,  
Phone :, Fax :, Mobile :, Email :, Web: www.uni-prizren.com  
Postal Address (Institution, Street, No., City, State)

b) This format is mandatory for all official addresses of the College and cannot be changed.

c) Electronic messages must be formally formulated. Care should be taken with confidential comments. Messages may be published for administrative purposes. Grammar and literary language should be used to avoid misunderstandings. Messages must be re-read before sending.

d) The message must contain an acceptable text format. The use of very long sentences should be avoided. It is advisable to use 10 to 20 words in the sentence. Messages should not be completely capitalized. It should be written concisely and directly. Messages must be ethical in public administration. Unnecessary files should not be attached.

e) The use of the words "Urgent" or "important" in the content of the message should be used with priority criteria.

f) It should be used critically and only when necessary, sending the message to all addresses of the institution. The "Reply to All" option should only be used when it is really needed. Care should be taken with name abbreviations and emotional icons.

g) Care should be taken in selecting the message format (html, rich text or plain text) because the integrity of electronic messages depends on it.

h) Complicated formatting can lead to incomplete reception of the message or its complete disorder that causes difficulty in reading.

i) No attempt should be made to withdraw a message. In case an incomplete message is sent or to an incorrect address, it is suggested that another explanatory email be sent.

j) The "Cc:" field should not be used when recipients do not need to receive a copy of the message. When replying to a message received from "Cc:" it must be decided whether to include other recipients listed in the field "Cc:"

k) Email messages should be politely worded and display formal and ethical communication.

l) Messages should also contain a "statement" according to the following text:

"The information transmitted in the content of this message is intended only for the individual or for the institution to which it was sent, may contain reliable and / or privileged material only for the recipient. Any review, transmission, distribution or performance of any other action similar to these, by persons or entities other than the intended recipient, is prohibited. If you receive this message incorrectly, please contact its sender urgently and delete any material transmitted to your computer. We accept no liability for damage or loss caused by malicious programs or viruses other than the rate of gross negligence, or misconduct and intentional conduct.

m) The name and surname of the person to be complete with all lowercase letters of the Albanian alphabet except the letters "ë" and "ç". The name of the College must be presented in

the form of an acronym and must be in Albanian and, if necessary, in the allowed foreign languages. Then when the name and surname of the two users are the same a number is placed at the end of the surname.

n) Authorized personnel who use direct communication software, provided with a password-protected individual identification address.

o) Email address passwords must be at least eight (8) characters long. Five (5) of these are letters, where at least one (1) must be uppercase; two characters must be numbers (0-9); and a character must be a symbol (eg \*, £,%, &).

## Chapter V

### PRINCIPLES OF ACADEMIC ACTIVITY AND SCIENTIFIC RESEARCH

#### Article 22

##### Intellectual wealth

College staff should be accountable for College resources. All intellectual property conceived, produced or written by faculties, administrative staff, students using College funds, facilities or other resources must be owned and controlled by the College. Traditional products of scientific activity which are considered as unlimited property of their author, such as. Scientific journals, textbooks, monographs and which are created without including the use of College resources will be the unlimited property of the author. Any form of unauthorized reproduction written by the author is prohibited.

#### Article 23

##### Academic plagiarism

Plagiarism is the use of another person's words, ideas, concepts or data without quoting. Plagiarism can exist in circumstances where the student says he / she is the original source of the information. Plagiarism involves the direct use and paraphrasing of another's words, thoughts, or concepts without quoting. It includes, but is not limited to:

- a) unsigned copying of passages from electronic works and / or copies of the work of others in homework or course, essays, scientific papers, or theses;
- b) the indiscriminate use of another person's views, opinions, or knowledge;
- c) without showing paraphrase of phraseologies, original characteristics, metaphor of another person, or other literary projects.

Avoiding academic plagiarism serves to increase the quality of research and scientific creativity.

1) The applicant is obliged to cite in a complete and accurate manner the author and their works, which he has consulted as primary or secondary sources and has used to be informed about previous results or argue and interpret the results of research activity.

2) For anything not covered by this Code of Ethics related to plagiarism, the legal provisions of the Copyright Law and other related Rights and internal regulations of the College shall apply *mutatis mutandis*.

## Article 24

## Academic and research freedom

Academic activity and research are built on academic freedom, which is guaranteed through the right to define academic and research issues, to develop theories, to collect empirical data, and to use appropriate methods. Academic activity and research are developed independently of any negative impact on research and its results as well as ideological, political, economic, technological influences, or changes in the research environment.

## Article 25

## The responsibility of the academic and scientific communities

Academic and scientific communities have a responsibility to develop and implement the principles, norms, standards and criteria of research ethics in relevant scientific institutions and disciplines, as well as to respond appropriately to risks or breaches of integrity.

## Article 26

## Principles of scientific research

The basic principles of research integrity guide researchers in their work and their commitment to the practical, ethical and intellectual challenges that accompany or stem from scientific research. These principles are:

- a) guarantee for the quality of the research;
- b) honesty in developing and communicating results with transparency, fairness and impartiality;
- c) respect for colleagues;
- d) care for cultural heritage and the environment;
- e) social responsibility for research.

## Article 27

## Classification of publications

Publication category	Description
A - Publications in scientific journals	
A1	Papers published in journals which are indexed on an academic basis with a coefficient of publications 1: a.1. Web of Science ( <a href="http://mjl.clarivate.com">http://mjl.clarivate.com</a> ) a.2. Scopus (Elsevier) ( <a href="http://www.scopus.com">http://www.scopus.com</a> ) a.3. EBSCOhost ( <a href="http://www.ebscohost.com/academic">http://www.ebscohost.com/academic</a> ) a.4. WorlCat ( <a href="http://www.worldcat.com">http://www.worldcat.com</a> ) a.5. Directory of Open Access Journals ( <a href="http://www.doaj.org">http://www.doaj.org</a> )
A2	Papers published in journals which are indexed on the three academic platforms determined by the Senate with a publication coefficient of 0.85:

	<p>b.1. WorldWideScience (<a href="http://www.worldwidescience.org">http://www.worldwidescience.org</a>)</p> <p>b.2. Microsoft Academic Search (<a href="http://academic.research.microsoft.com">http://academic.research.microsoft.com</a>)</p> <p>b.3. BASE (Bielefeld Academic Search Engine (<a href="http://www.base-search.net">http://www.base-search.net</a>))</p>
A3	<p>Papers published in journals which are indexed on two academic platforms determined by the Faculty Council with a publication coefficient of 0.70:</p> <p>c.1. PubMed (<a href="http://www.ncbi.nlm.nih.gov/pubmed">http://www.ncbi.nlm.nih.gov/pubmed</a>)</p> <p>c.2. ProQuest (<a href="http://www.proquest.com/libraries/academic/databases">http://www.proquest.com/libraries/academic/databases</a>)</p> <p>c.3. ERIC-Education Research Information Center (<a href="http://eric.ed.gov/">http://eric.ed.gov/</a>)</p> <p>c.4. ERIH PLUS (<a href="http://dbh.nsd.uib.no/publiseringskanaler/erihplus">http://dbh.nsd.uib.no/publiseringskanaler/erihplus</a>)</p>
A4	Papers published in journals defined by departments with a publication coefficient of 0.55:
A5	Papers published in international journals which are not to be indexed on the platforms of papers A1, A2, A3 and A4.
A6	Papers published in national journals
<b>B – Book</b>	
B1 Authorial - scientific (research)	Authorial books - written entirely by a single author, or by co-authors who share responsibility for the entire book (i.e. separate chapters are not attributed to different authors). It consists mainly of previously unpublished materials and makes an essential contribution to a certain field of knowledge. It is published by a well-known commercial publisher.
B2 Authorial - Others	<p>Books Authorship - others: This refers to books written only by the author (s). Publications in this category should be an essential part of the study:</p> <ul style="list-style-type: none"> <li>- Scientific monographs (research monographs)</li> <li>- textbook - a book aimed mainly at students;</li> <li>- textbooks (consisting mainly of new combinations of existing knowledge or updating of a set of knowledge set to make it more accessible)</li> <li>- books published by private individuals, departments and privately funded companies</li> <li>- Translations of published books and other books or monographs by authors not classified in B1.</li> </ul>
B3 Book - Edited	Edited Book: This refers to edited books, monographs or short series of volumes consisting of contributions from a number of authors.
B4 Book - Revised / New Edition	Revised Book or New Edition: This refers to books that have been previously published or a collection of previously published articles either by the current author or editor, or by a previous author or editor that has been updated by substantial addition or change of material.
<b>C – Chapter in the book</b>	
C1	Chapter(s) in category B3 books: This category refers to an individual contribution, consisting mainly of new material, in an edited summary in which the material is subject to editorial review..
C2	Chapter(s) in category B4 books: This category refers to an individual contribution, consisting mainly of new material, in an edited summary in which the material is subject to editorial review..
<b>F – Conference</b>	

<b>publications</b>	
F1	Full written paper - referenced in international conferences: This category refers to full written versions of conference papers, which are published in summary. The summary of works can be displayed in a variety of different formats, e.g. a volume of papers, a special edition of a magazine, a regular edition of a magazine, a book or a monograph, a CD Rom or a conference or organizer website. Papers should be reviewed by colleagues and presented at conferences, seminars or seminars of international importance.
F2	This refers to papers presented at international conferences in the form of posters.
F3	Full written paper - referenced in national conferences: This category refers to full written versions of conference papers, which are published in summary. The summary of works can be displayed in a variety of different formats, e.g. a volume of papers, a special edition of a magazine, a regular edition of a magazine, a book or a monograph, a CD Rom or a conference or organizer website. Papers should be reviewed by colleagues and presented at conferences, seminars or seminars of national importance.
F4	This refers to papers presented at national conferences in the form of posters.
F5	Edited volume of conference proceedings: This refers to edited volumes of conference proceedings in which one or more members of the institutional staff are identified as having editorial responsibility for the proceedings (ie if you have been charged with editing the proceedings of conference)
F6	Invited to host the major international conference
F7	Invited to chair the grand national conference
F8	Invited for keynote presentation at major international conference
F9	Invited to keynote presentation at major national conference
F10	Invited for plenary presentation at a major international conference
F11	Invited to plenary presentation at major national conference
<b>R - Editorial Board / Reviewer of works</b>	
R1	Member of the Editorial Board of an international scientific journal
R2	Peer reviewer in an international scientific journal
R3	Member of the Editorial Board of a national scientific journal
R4	Peer reviewer in a national scientific journal
<b>G Scientific projects</b>	
G1	Beneficiary / leader, or member of an international science project
G2	Beneficiary / leader, or member of an national science project
<b>P - Patent</b>	<b>Patent</b>
P1	This refers to patents for specific products or processes granted for the first time abroad.
P2	This refers to patents for specific products or processes granted for the first time in the country.

## Article 28

### Good practices in research

The research is guided by the model of best practices, which include the following aspects:

- a) research environment;
- b) research training;
- c) research and researcher leadership;
- d) search procedures;
- e) protection of the researcher;
- f) use of data;
- g) teamwork and cooperation;
- h) publication of research results;
- i) research evaluation.

## Article 29

### Search environment

1. Higher education institutions and research institutions promote the popularity of science and ensure the integrity of the research process.
2. Higher education and research institutions lead policies and implement procedures based on best research practices.
3. Higher education and research institutions support with the necessary infrastructure the use and protection of data and research materials in all their forms, related to the reproduction, continuity of research and social responsibility of research results: statistics, information, protocols, process, documents, other research products, accompanied by relevant explanatory data.
4. Higher education and research institutions encourage the professional and institutional promotion of researchers, through reward, meritocracy and transparency.

## Article 30

### Training, supervision and leadership of scientific research

1. Higher education and research institutions create the conditions and provide guarantees for the theoretical updating and methodological training of researchers.
2. Higher education and research institutions support the training of researchers for the implementation of ethical norms and integrity standards, reflected in the relevant codes and regulations for scientific research.
3. Older researchers and research leaders advise, support and promote the development of professional skills of younger researchers.

## Chapter VI

### PROCEDURES IN ACADEMIC ACTIVITY AND SCIENTIFIC RESEARCH

#### Article 31

##### Principles of scientific research procedures

1. Research questions and hypotheses are based on the context and needs of social development.
2. Researchers shall take the utmost care in the manner and procedures of analysis, documentation and formulation of research recommendations.
3. Researchers use research funds rationally, responsibly and with high awareness.
4. The results, interpretations, conclusions and recommendations of the scientific research are published clearly, with accuracy and transparency, respecting the confidentiality of the data or findings when this is necessary or when required.
5. Applicants report research results to the required standards and where applicable, in order to be verifiable.

#### Article 32

##### Respect and safeguards in scientific research

1. Applicants comply with the codes and regulations of the respective disciplines of the fields of study.
2. Researchers treat research subjects, be they human, animal, cultural, biological, environmental, physical, historical, with care and respect and in accordance with legal and ethical provisions in force.
3. Seekers show the utmost care for the health, safety, integrity, and well-being of the community, associates, and other persons participating in or related to the research.
4. Research protocols, methodologies and techniques respect the sensitivities associated with age, gender, sexual, cultural, religious, ethnic, economic, financial and social differences between communities, individuals, collaborators and other persons participating or who are related to research.
5. Researchers avoid potential risks and damages that research may cause to communities, individuals, the environment, historical and cultural heritage, as well as development prospects in the territory where the studies are conducted.

#### Article 33

##### Use and storage of data

1. Researchers, higher education institutions and research institutes enable the secure storage of research data and materials, including unpublished ones, for a reasonable period of time.
2. Researchers, higher education institutions and research institutions ensure that access to data is as open as possible: traceable, accessible, interactive, transparent, reusable. Access to data may be restricted to the extent deemed necessary by these institutions, in order to preserve data on national security issues or if required by research funders.



3. Researchers, higher education institutions and research institutes produce legitimate and potentially citationable data and products, based on citation standards set by the American Psychological Association.

4. Researchers, higher education institutions and research institutions ensure that any contract or agreement for the publication or use of research results, respects intellectual property and copyright protection.

#### Article 34

##### Joint responsibility

1. All collaborators in joint studies take responsibility for ensuring integrity throughout all stages of the research process.

2. All collaborators in joint studies agree from the beginning on the goals of research work and communication on the research process and results in the most transparent and open way.

3. All collaborators in joint studies agree from the outset on the standards for the integrity of the research process, on the laws and regulations to be applied, on the protection of copyright for collaborators, and on dispute resolution procedures in cases of violations of the provisions of the Code of Conduct for Integrity in Scientific Research.

4. All partners in joint studies agree from the outset on whether or not to publish the research results.

#### Article 35

##### Co-authorship

1. All collaborators in joint studies recognize each other's contribution as co-authors in all phases of research: conception, data collection, analysis and interpretation of results.

2. Co-authors shall ensure that the work of each is accessible to colleagues in the search process, in an open, transparent, accurate and timely manner, unless otherwise specified and decided.

3. All co-authors make known any conflict of interest, financial support or other support for the research and / or publication of results.

#### Article 36

##### Communication of search results

1. Co-authors are open and honest in communicating search results to the public and the media.

2. Authors and publishers consider for publication and distribution both the results that prove the research hypotheses, as well as the findings that do not prove them.

#### Article 37

##### Avoiding conflict of interest in assessments

1. Researchers consider participating in reviews and evaluation of results as part of their commitment to the research process.
2. Researchers review and evaluate articles for publication and research materials provided for evaluation in a transparent and reasoned manner.
3. Evaluators and editors who are in conflict of interest, according to the provisions of the European Code of Conduct for Integrity in Scientific Research and Albanian legislation in force on the conflict of interest of persons holding public office, withdraw from involvement in decisions on publication, funding, appointment , promoting or rewarding authors of research or scientific publications.
4. Managers maintain the anonymity of the evaluator, unless it has been decided in advance to make the evaluator public.
5. Evaluators and editors respect the rights of authors and seek permission from them to use the ideas, data or interpretations set forth in the materials they evaluate or edit.

#### Article 38

##### Criteria for inclusion in scientific research

Leaders or responsible authorities include in research the researchers who possess the knowledge, methodologies and ethical practices related to their field of research. Avoiding this responsibility damages the research process and the relationships between researchers, undermines the credibility of scientific research, and causes unwarranted resource costs. It constitutes a violation of the integrity of scientific research and is punishable by the measures provided for in the relevant legislation in force.

#### Chapter VII

##### VIOLATIONS OF INTEGRITY IN SCIENTIFIC RESEARCH

#### Article 39

##### Serious breaches of integrity in research

Serious violations of integrity in scientific research include fabrication, forgery, plagiarism and acceptance and / or submission of works to a body that is clearly incompetent or unauthorized in the relevant field.

#### Article 40

##### Other breaches of integrity in research

Violations of integrity in scientific research, constitute the following practices:

- a) manipulating authorship or denigrating the role of other researchers in publications;
- b) republishing essential parts of its earlier publications as new ones (autoplagerism);
- c) selective citation, in order to magnify the findings of itself or of editors, directors or colleagues;
- d) partial concealment of search results;

- e) allowing funders / sponsors to jeopardize the independence of the search or reporting process, in order to create one-sided or incomplete understandings;
- f) unnecessarily expanding the study bibliography;
- g) malicious accusation of other scholars of unacceptable behavior or other violations;
- h) unjustified exaggeration of the relevance and practical applicability of the research findings;
- i) delaying or obstructing the work of other applicants;
- j) abuse of the highest position to encourage breach of research integrity;
- k) concealment of possible violations of research integrity committed by other persons or inappropriate attitudes towards behaviors that violate the Code of Conduct for Integrity in Scientific Research, as well as other violations committed by institutions;
- l) establishing or supporting journals or other predatory publications that undermine search quality control;
- m) concealment of conflict of interest;
- n) as well as other ethical violations provided in the legal and sub-legal acts in force.

## Chapter VIII

### DISCIPLINARY MEASURES

#### Article 41

##### Clarifications and reporting of violations

Like all codes, this code will not be able to cover all possible situations. College staff and students are expected to report violations of this code to a designated individual at the College Protocol Office, to the Ethics Council. All heads of the College, faculties, departments and heads of various branches are obliged to identify cases of violation of the Code of Ethics of the College and report them to the Ethics Council. Every person who is subject to the implementation of the provisions of this Code has the right to denounce or report himself, through the report or student representative bodies, violations of the provisions of this Code, before the members of the Ethics Committee or the Rector, who is also advised with the Ethics Committee.

#### Article 42

##### Types of disciplinary measures

In addition to the violations that are punished by the provisions of the Statute and the Rules of Procedure of the College, as well as those that constitute criminal figures dealt with by the provisions of the Criminal Code, violation of the provisions of this Code constitutes a disciplinary violation which provides:

- a) Disciplinary measures with "Reprimand", "Written reprimand", and "Reprimand with exclusion notice" by the College ". In the event that these violations present recurring (repeated) cases, the Ethics Committee proposes to the governing authority, other more severe penalties.
- b) For the repeated violation of the points of article 4 and article 10, as the case may be, criminal prosecution, and / or disciplinary proceedings are foreseen until dismissal. In case the

staff member has precedents of violation of any of the points of article 4, he / she is deprived of the right to run or re-run in a high administrative position. In the event of an attempt to violate Article 10, the staff member shall not enjoy the right to run or re-run for management or representative positions.

c) For the repeated violation of point 1. of article 23 as the case may be, disciplinary proceedings are provided. In case the staff member has precedents of violation of point 1. of article 23, he is deprived of the right to run or re-run in a high administrative position and may be deprived of the degree or scientific title awarded by the College.

d) For the violation of each of the points c., d., p., j. Article 17 provides for the measure with "Warning" which is attached to the disciplinary file of the student, if he has not paid the obligations within the time limits. The disciplinary file contains records of student disciplinary conduct. Every student, in addition to the credits he must take before graduating, must also repay the obligations imposed by the Ethics Committee for the violations he has committed. Obligations include community work, settlement of financial liability for material damage caused to the equipment or physical facilities of the University as well as consultation with a psychologist as a result of unethical or aggressive behavior towards members of the College. The student can be expelled from the classroom directly by the lecturer of the course for a period of time. In case the violation is repeated, even after drawing attention, the student can be suspended from attending the lesson for the respective subject until a decision is made by the dean.

e) For violation of point f. of Article 17, students will be penalized with 0 (zero) points from the exam. In case the violation is repeated during the semester, the student may be suspended from attending the relevant course and may be assessed with a grade of 5 (five) in the relevant course until a decision is made by the Dean according to the provisions of the Statute and Rules of the College. For violation of sub-points a., B., And c. of article 23 as well as point 1 of article 23, provides evaluation with 0 (zero) points in semester assignments, cancellation of plagiarism publication as well as suspension for a period of defense of the topic in BSc, MSc or dissertation of one year.

f) For the violation of points of articles 16 and 17, which do not constitute a criminal offense, disciplinary measures can be taken against students in accordance with points d. and e. of Article 25, in accordance with the provisions of the Statute and the Rules of Procedure of the College.

#### Article 43

##### Ethics Committee (Body)

1) On the proposal of the Rector, the Steering Council of the College will establish the Ethics Council which will have 9 (nine) members from the ranks of teachers of the College, 1 (one) member from the administration of the College and 1 (one) student member . The mandate of the Ethics Council is 4 years. The term of the student representative is one year. While the Chairman of this commission must be one of the members appointed from the professional field of justice where his appointment is made by Decision of the Steering Council.

2) The Ethics Committee will be responsible for overseeing the implementation of ethics in the College, overseeing the licensing of bio-medical scientific research, proposing amendments and supplements to the Codes of Ethics, promoting the implementation of the College Codes of

Ethics, developing disciplinary procedures that will accompany this Code of Ethics including the right to arrange a hearing for each person accused of violating this Code and to propose sanctions for cases of violation of this Code. The Rules of Procedure shall be approved by the Governing Council upon the proposal of the College Senate.

3) The Ethics Committee will be responsible for monitoring the implementation of this Code, including recommended changes and improvements.

#### Article 44

##### Final provisions

1) The Code of Ethics enters into force immediately upon approval by the Governing Council and must be published on the College's website.

2) The regulations of the faculties must be harmonized with the provisions of this Code, Within two months from the entry into force of this Code.

3) With the entry into force of this Code on the day of approval by the Steering Council of the College, the regulations, decisions or other previous instructions of this nature are repealed.

#### Article 45

This regulation enters into force on the day of approval by the Senate on 31.03.2021