UNIVERSITY - UNIVERSITY
"ISA BOLETINI"
MITROvICa

Chairman of the Governing Council
Prof. Ass. Dr. Ilir Mazreku

No. Prot. 447, Dt. 21.02.2023

In accordance with Article 175 of the University Statute, the University Senate, at its meeting held on 30.11.2022, has reviewed the Code of Ethics and proposed it for approval to the Governing Council. The Governing Council of the University "Isa Boletini" in Mitrovica, at its meeting held on 02.12.2022, upon the proposal of the Senate, adopted:

DECISION

1. For the approval of the Code of Ethics at the "Isa Boletini" University in Mitrovica .

2. Attached to this decision is the Code of Ethics of the University "Isa Boletini" in Mitrovica.

3. With the entry into force of this Code, the Code of Ethics with protocol no. 280, dated 19.02.2020, is repealed.

4. The decision enters into force immediately.

The decision should be sent to:
1. UMIB Archives;
2. UIBM Management;
3. Faculties;
4. Faculty Secretaries;
5. Office for information and communication with the public.

Prof. assoc. dr. Illir Mazreku

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Chairman of the Governing Council

University "Isa Boletini" Mitrovica

Code of Ethics

MITROVICA
December, 2022

In accordance with Article 175 of the Statute of the University “Isa Boletini” Mitrovica, the University Senate, at its meeting held on 30.11.2022, has reviewed the Code of Ethics and proposed it for approval to the Governing Council. The Governing Council of the University “Isa Boletini” Mitrovica, at its meeting held on 02.12.2022, upon the proposal of the Senate, approved:

CODE OF ETHICS FOR THE STAFF OF THE UNIVERSITY “ISA BOLETINI” MITROVICA

Article 1
Purpose

The Code of Ethics aims to establish the rules of conduct for academic, administrative and student staff, according to rules and standards established in accordance with the university's professional and moral ethics and with academic freedom. The Code aims to develop a culture within the university to highlight values and build a contemporary ethic, based on commonly accepted values, to help our orientation at work and to enhance the image of the university.

Article 2
Scope

The Code of Ethics is mandatory for implementation at the University "Isa Boletini" in Mitrovica, including academic staff, administrative employees and students (hereinafter: university members) and all other persons who are in any way connected with the university.

Article 4
Guaranteed rights (universal)

1. This code recognizes and protects the guaranteed (universal) rights that are part of democratic societies.
2. Believing that each of us is unique and has our own individual values, our common values are considered to be: honesty, morality, respect, accountability, responsibility, justice, correctness, solidarity, objectivity, dedication, transparency, virtue, tolerance, etc.

Article 5
Respecting the integrity and dignity of university personnel

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

Article 6

The principle of autonomy in the university

1. All members of the university have the right to act autonomously in the university in accordance with the Statute and in relation to the goals of the university.
2. University members are obliged to maintain their independence as a fundamental value of scientific work and to oppose any attempt from outside the university to impose assessments and criteria that are unrelated to the purpose and calling of scientific truth and professional rules.

Article 7
Principle of efficiency

Academic and administrative staff must organize their daily work efficiently.

Article 8
The principle of fair competition

University members should never make statements or convey inaccurate information with prejudice, with the intent to weaken or damage the reputation of fair competition at the university.

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

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

Article 10
The principle of professionalization

University members are expected to fulfill their rights and obligations regarding the teaching process in a professional and ethical manner, in harmony with the ethical principles of this code.

Article 11
The principle of respecting laws and regulations

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

Article 12
The principle of prohibition of discrimination and harassment

1. The University shall provide equal opportunities to every person in the process of recruitment, appointment, promotion, remuneration, training and other practices implemented at the University without distinction of race, colour, sex, language, religion, political or other opinion, national or social origin, association with any community, property, economic or social condition, sexual orientation, birth, disability or any other personal status.
2. All university personnel must comply with the institution's anti-discrimination policy.
3. To foster an environment of respect for the dignity and well-being of everyone, university members are required to commit to creating a work environment free from any form of harassment.
4. Verbal, non-verbal and sexual harassment against students and any other member of university staff at any hierarchical level is prohibited.

Article 13
Obligations in the learning process

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

Article 14
Prohibited practices in the teaching process

1. Students must refrain from copying any form of writing while performing obligations arising within the learning process (assignments, seminars, etc.), as well as when they are subject to knowledge/knowledge assessment.
2. Copying also means accepting or giving assistance, which has an impact on the objectivity and correctness of the evaluation of the work of university employees.
3. All members of the university are prohibited from supporting or providing any assistance related to copying.

Article 15
The use of people in scientific and professional research work

1. Research that may result in a high risk of physical or psychological harm, or that has a negative impact on the environment, is not permitted.
2. Any support or assistance from other members of the university in these research activities with negative impacts is not permitted.
3. During scientific research, the principles of mutual agreements of participants in the scientific research process should be applied. The rights and dignity of participants in the scientific research process should be adequately protected.

4. If university members conduct teaching or practice where children are present, then, in addition to other principles, international standards for children's rights must also be respected.

Article 16
Fabrication and falsification of results

1. In scientific research, fabrication (fiction) and falsification of data and results is not permitted.
2. Fabrication of data or results during certain stages of the research process is a very serious violation of scientific ethics. Fabrication means the fictitious presentation of data, from sampling, application of scientific methods, use of inadequate equipment, even though it is known that scientific research did not obtain those data.
3. Falsification means any action that violates the principles of scientific ethics by intentionally falsifying results in all (or one) stages of scientific research (object, methods, equipment and processes).

Article 17
Plagiarism

1. Plagiarism of any form of works and ideas is a serious violation of scientific and professional ethics, i.e. of the Code of Ethics.
2. Plagiarism means the act of appropriating or copying an idea, result, written work or any other form in whole or in part, without indicating the source used and without taking any credit for the same.
3. Plagiarism itself is also scientific dishonesty, the repetition of ideas, data, and results that have been previously published by the same author. Plagiarism itself is also the case when the same information is published in different scientific journals, in order to increase the number of published papers.

Article 18
Authorship

1. The authorship of a work (scientific or professional work) is subject to a rigorous ethical rule: “It is ownership, which can neither be appropriated without contribution, nor formally transferred to other authors”. All members of the university who participate in research work must guarantee the source of the published data and their authorship, starting from the idea of the work to the provision of information.
2. Members employed at the university are required to designate 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 persons who: have only financed the research; have provided the literature; are only the directors of the institution where the scientific research was conducted; or laboratory technicians who have assisted from a technical aspect, colleagues, friends, family members, etc.

Article 19
Falsification and rearrangement of recommendations

1. Falsification and manipulation of official university letters, recommendations and documents, use of official university documents and data for the purpose of misinterpretation, is a violation of the Code of Ethics.
2. Unfair presentation of academic achievements in written documents or other means of communication is prohibited and is a violation of ethical principles (selection in a call, formation of incompetent committees, acceptance of master 's and doctoral theses without scientific basis , presentation of an academic and scientific call that one does not have, etc.).

Article 20
Accepting gifts

University members may not request or accept any gift or benefit, even of a symbolic nature, which may directly or indirectly influence their activities at the university.

Article 21
Conflict of interest

1. A conflict of interest arises from a circumstance in which the official has a private interest that influences, may influence or appears to influence the impartial and objective performance of his official duty.
2. The private interest of a university member, not only of an economic nature, may be related to:

- the direct interest of the person in his capacity as a member of the university, the interest of a family member of a member of the university,
- the interest of institutions and companies, natural and legal persons with whom a member of the university has working or economic relations;
- the interest of an institution, company or legal entity, when it is controlled by a member of the university or when he/she possesses a significant financial stake;
- the interest of a third party, when through it, a member of the university is intentionally granted favors.
- other cases foreseen by the Law in force on the prevention of conflict of interest.

3. Personnel of the university during the exercise of his function, based on his knowledge and in good faith, is obliged to make a prior self-declaration, case by case, of the existence of his private interest or that of persons close to him related to the decision-making in a certain matter, which may cause a conflict of interest to arise and to withdraw from this decision-making.

Article 22
Nepotism, favoritism and abuse of personal position

1. The University does not tolerate any form of nepotism or favoritism, as this is incompatible with human dignity, fair and impartial recognition of opportunities and knowledge, honesty, integrity, professionalism, academic freedom, justice, impartiality and transparency. The University requires professors, researchers and any other member of the University to refrain from such a practice.
2. Nepotism is when a professor, a researcher, or a member of the technical or administrative staff, directly or indirectly (even using third-party funding) uses his reputation or persuasive ability to offer favors, to adjust job advertisements and contracts, to influence the results of competition or selection procedures, in particular, those related to the start or continuation of a university career (this also includes scholarships, contracts, contracts for research assistants), as well as the admission of children, family members and relatives (in the form of cohabitation and friendship).
3. Favors by a professor towards his students are also considered nepotism. This behavior is incompatible with the values of honesty and impartiality, as well as with the interests and careers of deserving candidates.
4. Members of the university may not, directly or indirectly, use their academic or official position to order members of the university to benefit themselves, unless there is a legal obligation on them. Abuse also exists when the conduct does not constitute an illegal act, but is clearly inconsistent with the spirit of the university's rules and regulations.

Article 23
Transparency and confidentiality

1. The University promotes and supports transparency and confidentiality in its documents and the activities of its members, as one of its fundamental values.
1.1. All members of the university must respect transparency and accessibility in the criteria and methods of assessment during professional work (registration, exams, professional development, etc.).
2. All members of the university who, by virtue of their work duties, within the university have access to data that has the status of *confidential data* , must ensure its protection. Data with *confidential status* are those data that are entrusted to protect the rights of university members and which are considered confidential by law and university regulations.

Article 24

The right and obligations for continuing training and lifelong education

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

Article 25
Professional development

1. The University of Mitrovica must provide equal opportunities to every person during the various processes of recruitment, appointment , promotion, training or advancement at the university without regard to religion, gender, sexual orientation, appearance, skin color, language, ethnic and social origin, citizenship, personal situation and health status, pregnancy, age, as well as his position within the university.

2. Duties and obligations of the dean is to commit to the renewal of academic, artistic and research staff.

Article 26
Public appearance

1. University members must respect the good name of the university and must not harm its reputation.
2. University members may not use the name and logo of the university, or of academic units, during public appearances without authorization.

Article 27
Use of University resources

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

Article 28
Liability for violation of the Code of Ethics

1. Failure to respect the principles of this code, namely the violation of these principles, represents a violation of the integrity and duties of teachers, associates, students, administrative personnel and others associated with the university, for which they must be held responsible.
2. The resolution of complaints or reports of violations of the Code of Ethics is carried out by the bodies responsible for implementing the Code of Ethics of the university.

Article 29
Ethics Council

1. The Ethics Council is a professional body of the University Senate, which is established upon the proposal of the rector and is competent for the implementation of procedures in cases where the rules of the Code of Ethics are violated by university teachers and associates.
2. The Ethics Council is composed of: four members from the academic units with a four-year mandate and the representative of the Student Parliament with a two-year mandate.
3. The Chairman of the Ethics Council is elected by the members of the Council and has a four-year mandate.
4. The Ethics Council may issue Rules of Procedure, with which it will regulate issues not provided for in this Code.
5. The Ethics Council shall be responsible for conducting disciplinary proceedings based on the regulation on disciplinary measures and procedures against UIBM personnel, approved by the Governing Council, including the right to organize a hearing for any person accused of violating this Code.
6. The Ethics Council will be responsible for monitoring the implementation of this Code.

Article 30
OMBUDSMAN

1. The Office of the Ombudsman is a body of the University Senate that is competent for the protection, supervision and promotion of the fundamental rights and freedoms of students, administrative staff and academic staff from the actions or inactions of bodies within the university.
2. The Senate elects the Ombudsman upon the proposal of the Rector, after consultation with the Dean of the Faculty of Law.
3. The Ombudsman is led by a member of the academic staff from among the academic staff of the Faculty of Law.
4. The mandate of the Ombudsman is 4 years with the possibility of re-election.
5. The Ombudsman is entitled to financial compensation in the amount determined by the Governing Council.
6. The Ombudsman must prepare the Rules of Procedure and the Organizational Chart of the Office within 3 months of taking office and submit it for approval to the Senate.

Article 31
Reporting violations

1. Any person (inside or outside UMIB) has the right to denounce or report violations of the provisions of this Code to the Ethics Council, the governing authorities of the academic unit or the rector. Any denunciation addressed to the governing

authorities of the academic unit or the rector must be processed by the Ethics Council.

2. False reports or the provision of false evidence will be processed by the competent authorities in accordance with the applicable Criminal Code.

Article 32
Entry into force

1. This Code of Ethics enters into force on the day of approval by the UIBM Governing Council.
2. With the entry into force of this Code, the Code of Ethics no. prot. 280 of 19.02.2020 is repealed.

Prof. assoc. dr. Illir Mazreku

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Chairman of the Steering Council