



UNIVERSITY "UKSHIN HOTI" PRIZREN

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CODE OF ETHICS FOR STUDENTS OF UNIVERSITY "UKSHIN HOTI" PRIZREN

Prizren, 2022



In support of article 144, paragraph 1.6 of the Statute of the University "Ukshin Hoti" Prizren, the Governing Council of the University, in the meeting held on 02.09.2022, approves:

CODE OF ETHICS FOR STUDENTS OF UNIVERSITY "UKSHIN HOTI" PRIZREN

Article 1 Purpose

1. The Code of Ethics is intended to define the rules of conduct and ethical standards of behaviours for the students of "Ukshin Hoti" University in Prizren.
2. The purpose of the Code of Ethics for the students of the "Ukshin Hoti" University in Prizren is to promote and advance the values of the students and the University.

Article 2 Scope

1. This Code of Ethics applies to regular students, correspondence students, visiting students, as well as to any student who is enrolled in studies of all levels or in certification programs offered by "Ukshin Hoti" University in Prizren.
2. This Code of Ethics defines the standards of ethical behavior of the students of University "Ukshin Hoti" in Prizren as well as the types of unethical behavior on the part of students.

Article 3 Abbreviations and definitions

1. For the purpose of implementing this Regulation, the following definitions have the meaning as follows:
 - 1.1. University-University "Ukshin Hoti" in Prizren;
 - 1.2. Students - Regular and correspondence students of the University, including international and visiting students.

Article 4 Standards of ethical behavior of students

1. The University aims to provide an environment suitable for academic development, as well as equal, correct and dignified treatment for all students.



2. Students must behave according to high ethical standards , acting carefully with the purpose of protecting the University property and image, the University's personnel, its scientific and research work as well as the University's values.
3. Students are obliged to comply with the acts of the University, including the Statute and all other regulations approved by the University.
4. Students in the premises of the University must behave in such a way as not to hinder the work of the University personnel and its own students .

Article 5

Principles and standards of student behavior

1. Students must behave according to this Code of Ethics and based on the following principles:
 - a) The principle of legality;
 - b) The principle of transparency;
 - c) The principle of honesty and integrity;
 - d) The principle of mutual and collegial respect;
 - e) The principle of academic honesty;
 - f) The principle of academic freedom and research;
 - g) The principle of respecting the rights of personnel and fellow students;
 - h) The principle of respecting the University's regulations and decisions.
2. Students of the University must orient their actions as defined in this Code and on the basis of these principles.
3. Actions or inactions that are considered a violation of the University 's Code of Ethics are the ones that violate the following principles:
 - a) Violation of personal integrity;
 - b) Denial of freedom of expression;
 - c) Violation of privacy;
 - d) Violating the integrity of the University;
 - e) Violation of the integrity of academic and non-academic personnel;
 - f) No tolerance;
 - g) Infringement of intellectual property;
 - h) Abusing with the financial trust;
 - i) Violation of library and laboratory rules;
 - j) Violation of university infrastructure;
 - k) Improper and unprofessional behavior in academic processes such as: lessons, exams, professional practice and similar;



Article 6

Students' obligations

1. Students in the premises of "Ukshin Hoti" University in Prizren, according to this Code of Ethics are obliged to:
 - a) To implement the lesson schedule and adhere to the rules sanctioned in the Statute and Regulations of the University "Ukshin Hoti" in Prizren;
 - b) To appear in a serious and dignified manner in the premises of the institution, which means an appropriate dress for educational institutions;
 - c) To use appropriate vocabulary, according to the norms of ethics, morality and decency;
 - d) To respect the academic personnel, scientific teaching assistants and administrative personnel, students and lectures rules;
 - e) Not to perform provocative or harassing actions and gestures towards academic personnel, administrative personnel or other students, in the University premises;
 - f) Not to offer, in any form, privileges, benefits, interventions, favouritism, payments or donations, by themselves or through other persons, with the aim of obtaining high results, or other favouritism, which may be given to University personnel perform due to its duty;
 - g) Not to copy, not to cheat during the learning process, as well as not to avoid paying off the learning obligations;
 - h) Not to consume alcoholic beverages, tobacco or prohibited substances in the premises of the institution;
 - i) Not to use mobile phones and keep them switched off during class or exam time;
 - j) A student who does prohibited act or violate applicable norms that results in disruption of class may be ordered by the instructor to leave the classroom for the rest of the lecture. For longer exceptions, as a result of disruption of the lesson, written decisions must be made by the relevant bodies;
 - k) Should carry the student ID card given by the University "Ukshin Hoti" Prizren, or identity card and to present or submit it according to a request based on the academic or administrative personnel members of the University.
2. The students of the University fulfill their obligations, by taking into account this Code of Ethics, the Statute and other valid acts of the University.

Article 7

Students' rights

1. Students of the University "Ukshin Hoti" Prizren, have the following rights:
 - a) Every student has the right to be free from racial, religious, ethnic, political affiliation, age, gender and disability discrimination.



- b) Students have the right for freedom of speech, assembly and grouping as long as the use of these freedoms complies with university policies, does not hinder the smooth running of University affairs and respects the rights of others;
 - c) Students are free to organize and participate in student organizations to promote their common interest within the University. Student organizations are free to consider and discuss all matters of interest, in accordance with University regulations. Recognized and accepted organizations may enjoy the privilege of using University buildings, facilities and services in accordance with University policies and administrative procedures.
 - d) Students have the right and responsibility to report, on trust and without the fear of retaliation, any violation of this Code or the academic and administrative policies of the University to the academic or administrative leaders of the University.
2. The students of the University exercise their rights, taking into account this Code of Ethics, the Statute and other valid acts of the University.

Article 8

Unethical behaviors and serious violations of students

1. The unethical and prohibited behaviors of students according to this Code, which are also considered serious violations, include the following actions:
 - 1.1. Interference or disruption that hinders, damages the University's mission and image as well as processes or functions that violate the rights of others. Such conduct includes: occupying any University building or property or part thereof without University authorization; blocking the entrance or exit of any University building; setting fire or by any other means, damaging the building, property or university property;
 - 1.2. Use, distribution of narcotic or dangerous substances. The University prohibits the possession, use, sale or distribution of illegal substances or controlled substances;
 - 1.3. Disorderly, abusive, and violent behavior meaning: Any premeditated attempt or threat to injure another person, is prohibited. A disorderly conduct can be carried out without touching, hitting, or doing bodily harm. Depending on the circumstances, a mitigating factor for this behavior may be self-defense.
 - 1.4. The threat of violence or any form of violence;
 - 1.5. Implementation of programs or activities that constitute a violation of state interests and University policies. Students and their representatives do not have the right to conclude harmful and illegal agreements with third parties on behalf of the University, which may cause financial and material damage and ruin the image of the University;
 - 1.6. It is forbidden to falsify or manipulate the University's official papers and documents, use of the University's official documents and data for purposes of misinterpretation. The use of telecommunication, data network or any electronic device owned and administered by the University for illegal/ improper purposes, in violation of the regulation, policies of the University or laws is prohibited;



- 1.7 Copying or attempting to copy during exams, quizzes, tests or other forms of assessment; copying answers from another student during the exam; unauthorized communication with others during an exam; allowing another student to copy answers; replacing another person or using another person as a substitute during an exam; preprogramming a calculator or other electronic device that holds unauthorized exam answers or information; using unauthorized materials, prepared answers, written notes, or hidden information during an exam; allowing others to do a task or part of a task for them (eg a group task), including using the commercial service of works (purchasing them); submitting the same assignment in more than one subject without the prior approval of all teachers involved.
- 1.8 Use or possession of unauthorized tools in exams, colloquiums or other forms of evaluation, such as, for example, unauthorized use of telephones, calculators, books, various copies;
- 1.9 Entering colloquiums, exams, tests or other forms of assessment, on behalf of someone else, as well as preparing the thesis, seminars and assignments for other students;
- 1.10 Photographing the test and distributing the test on social networks or in any other way;
- 1.11 Offering or giving bribes to University personnel or those holding leadership positions;
- 1.12 Unauthorized appropriation of assets or services within the University is prohibited.
- 1.13 Unauthorized possession of any type of weapon (firearms, explosives, knives, etc.) or any means that pose a risk to the well-being of members of the university community are prohibited.
- 1.14 Vandalism, damage or destruction of public or private property is prohibited. It is not permitted to enter or use facilities, owned and controlled by the University, including infrastructure, equipment and inventory for an improper purpose, without proper authorization, or by assisting others to do so;
- 1.15 False testimony or concealment of evidence in front of collegial bodies or University personnel members. False reporting of any other dangerous situation: Knowing and not reporting an event/act that endangers University personnel; Changing information or data and presenting them as legitimate; providing false/misleading information to a University teacher or official; sabotaging or stealing another person's assignment, book, paper, notes, experiment, software or electronic hardware project; selling, distributing, posting on the website or publishing lecture notes, exercises, recordings, or other information provided by a teacher, or using them for commercial purposes, without the permission of the teacher; forging a signature on a letter of recommendation or any other document of a teacher; putting a person's name on another person's exam or assignment; changing



a previously graded exam or assignment for the purpose of gaining points in a reassessment process.

1.16 Harassment of any kind, including sexual harassment against academic and administrative personnel or University students. Manifestation of behavior in verbal, electronic, visual, written or bodily (physical) form towards an individual or group of individuals that is likely to provoke/result in a negative, damaging reaction and mental or emotional stress. This behavior may include:

- a) The direct or implied threat with consequences in the exercise of university activities of the member/others of the University and organizations;
- b) Unwarranted interference of school and university activities, personal activities of other members, but not limited to: behavior/communications that interfere with or hinder the teacher's work in the classroom, laboratory, professional practice, or related activities directly with teaching, guidance and academic advising, as well as support services throughout the University community.
- c) Creating an intimidating or humiliating situation, causing personal, social, academic, psychological, emotional harm, or unnecessary stress.

1.17. Participating or organizing betting activities within the University premises is prohibited.

1.18. Participating in protests, riots or activities that disrupt the normal functioning of the University and/or violate the rights of others, as well as leading or inciting other members to disrupt the normal activities of the University.

1.19. Violation of regulations or policies established by the University which include: unauthorized use of or damage to computer equipment; Theft or attempted theft of University property and/or services; knowingly possessing and transporting stolen property; inappropriate use or conversion of another's property for personal use, this also includes identity theft.

1.20. Direct or indirect retaliation or persecution after taking any decision against the members of the Ethics Council or other body involved in the case. Stalking is defined as the intentional, malicious and repeated act of a person that causes fear, threat, harassment or violence. Harassment is the behavior of a student who takes a repeated attitude toward another person and creates a credible threat with the purpose of fearing for his or his family's safety. Stalking can be physical or on official email addresses.

1.21. 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 policies of the University to the academic or administrative leaders of the University.

2. Serious violations of the Code of Ethics are also considered this student actions:



- 2.1. Giving incorrect notes to University bodies, in order to acquire certain rights of students;
- 2.2. Alteration and/or improvement of notes in documents issued by the University;
- 2.3. Inciting and/or participating in incidents in University facilities where the development of academic, administrative and other processes is hindered;
- 2.4. Encouraging and engaging abusive behavior towards academic and administrative personnel, students and other parties that gravitate to the University. Abusive behavior is any form or attempt to exercise physical violence against others, threats, comments and insults about sexual orientation, age, special needs (disability), religion, ethnicity;
- 2.5. Stopping or hindering the organization of the learning process (lectures, exercises, colloquiums, exams and other types of learning and assessment);
- 2.6. Interference or obstruction of academic, administrative, sports, social, cultural or other activities of the University;
- 2.7. Lending or giving the use of the ID card, the university email password and other means of identification to students or other persons;
- 2.8. Unauthorized use of university tools and resources;
- 2.9. Unauthorized photocopying, photographing, filming and distribution of the lesson, exam preparation material and exam deadlines, tests, etc.;
- 2.10. Submitting plagiarized papers, seminars, projects and assignments for assessment;
- 2.11. Submission for assessment of works, presentations, research projects with falsified/fabricated results;
- 2.12. Hiding and helping other students in committing a disciplinary violation;
- 2.13. Any action or omission that harms or has the potential to harm the integrity of the University, its partners and its relationship with the communities.
- 2.14. Any violation according to agreements, codes, contracts, policies and other procedures of the University;
- 2.15. Any conduct leading to a criminal investigation or constituting a criminal offense;
- 2.16. Failure to comply with any requirement or punishment previously imposed according to the regulations in force;
- 2.17. Actions or omissions that threaten or harm the health or safety of students and personnel;
- 2.18. Other activities which are not mentioned in this Code, but are considered as violations with other acts approved at the Faculty and University level;
- 2.19. Any action that seriously offends the integrity of the Faculty/University, academic and non-academic personnel.



Article 9

Unethical behaviors and minor violations of students

1. A slight violation of the Code of Ethics by students is considered:
 - a) inappropriate behavior in University/Faculty facilities, where lectures, exercises and exams and other activities are held;
 - b) Disruption of order and peace during lectures in which the work flow of teachers and students is hindered;
 - c) unintentional destruction of teaching equipment, laboratories, computers, books in libraries, and other property at the University;
 - d) participation in gatherings in University facilities for which there is no permit;
 - e) performing other activities that cause minor consequences and violate the authority of the University, academic and administrative personnel, collaborators, other workers and students of the University.

Article 10

Student relationship with the University/Faculty

1. In relation to the University students have the rights and are obliged to take care of the University's resources. Students must be careful in their public behaviour in relation to the University.

Article 11

The relationship between students and academic and administrative personnel

1. Students should request that academic and administrative personnel perform their duties.
2. Students and personnel of the University are obliged to keep official reports with each other, at all times.
3. Electronic communication between students and academic and administrative personnel must be carried out only through official email and within the hours of 08.00 to 20.00.
4. Any form of communication between students and academic and administrative personnel through social networks, telephone or other applications is prohibited, except in urgent cases and only for representatives of the Student Parliament.

Article 12

Ethical behaviors of students in scientific and publishing work

1. University students are free to carry out scientific, research and academic activities in the premises of the University and in its name.



2. Students are obliged to respect the ethical rules of scientific research and academic honesty.

Article 13
Pronunciation of disciplinary measures and procedures

1. Procedures and measures for light and serious violations of the Code of Ethics are determined by special regulations.
2. The imposition of sanctions for students' ethical violations is based on the actions and inactions of students defined in this Code of Ethics.

Article 14
Final provisions

This Code of Ethics enters into force, after the approval by the Governing Council of the University "Ukshin Hoti" in Prizren.

Prof. Assoc. Dr. Arif Murrja

Chairman of the Governing Council