



UNIVERSITY "UKSHIN HOTI" PRIZREN

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CODE OF ETHICS

FOR THE PERSONNEL OF UNIVERSITY "UKSHIN HOTI" PRIZREN

Prizren, March 2022

Based on the provisions of Article 178 of the Statute, after the proposal of the Senate, the Governing Council of the University "Ukshin Hoti" Prizren, in the meeting held on 28.03.2022, approved:

CODE OF ETHICS FOR THE PERSONNEL OF THE UNIVERSITY "UKSHIN HOTI" PRIZREN

Article 1

Purpose

1. Through the Code of Ethics, the University will promote the highest values of behavior and ethics for the academic and non-academic personnel of the "Ukshin Hoti" University, by respecting academic freedom and other principles promoted by the University Statute and this code.
2. The purpose of the Code of Ethics is to establish rules of conduct for the personnel of the University "Ukshin Hoti" in Prizren (hereafter the University), including the academic, supportive, teaching, scientific and administrative personnel, based on the established standards, in accordance with the academic and professional work ethic, respecting academic freedom, the basic principle of implementing and maintaining the fundamental values of the University.
3. The composition of this ethical code meets the principles embodied in the University statute.

Article 2

The scope of activity

1. The implementation of Code of Ethics is mandatory for the University, including academic and non-academic personnel as well as all organizational units that are part of the University.
2. The scope of this code of ethics rests on all academic and non-academic personnel, regardless of their work contract (regular or engaged personnel) and the University status.

Article 3

The mission, vision and values of the University

1. The code of ethics function is about the realization of the University mission and vision as well as the on the best promotion of the provisions of the University Statute and this code.
2. The code of ethics will be implemented to protect the mission, vision and values of the University.

- 2.1. Mission - University "Ukshin Hoti" Prizren is an academic and competitive institution focused on providing qualitative education by developing scientific research and contributing to innovation, in accordance with the requirements of the labor market and the community operating in local, national and international levels.
- 2.2. Vision - University "Ukshin Hoti" Prizren - center of academic excellence shall help students, researchers and society in the fields of IT, agribusiness and environment, business management and administration, law, linguistics and education by also being based on the advantages of ethnic, linguistic and cultural diversity.
- 2.3. Values - University "Ukshin Hoti" Prizren - promotes and protects general, group and individual values as follows:
 - 2.3.1. Freedom of expression and academic-scientific work in order to ensure the right of different opinions expression;
 - 2.3.2. Quality in the process of education and scientific-research work;
 - 2.3.3. Competitiveness within the University as an added value of academic and scientific development;
 - 2.3.4. Academic freedom of academic personnel;
 - 2.3.5. Transparency and freedom of critical opinion expression;
 - 2.3.6. Cohesion with labor market requirements;
 - 2.3.7. Meritocracy as a general value of recognizing individual and group contributions;
 - 2.3.8. Linguistic, ethnic and cultural diversity as an added resource value from the macro-environment of the Prizren region;
 - 2.3.9. Social and gender equality and empowerment of women's role;
 - 2.3.10. Financial sustainability through the diversification of sources for financing the work of the University;
 - 2.3.11. Equality and anti-discrimination;
 - 2.3.12. Effective academic practices;
 - 2.3.13. Cooperation with the business community at the level of the Prizren region, nationally and beyond;
 - 2.3.14. Promotion of the work of the University personnel, in the local and international market.
3. The implementation of this code of ethics is done with the aim of protecting the mission, vision and values of the University, if violated by parties affected by the code of ethics, it means unethical behavior.

Article 4

Ethical principles of University personnel

1. The integrity of the academic personnel of the University is mainly expressed through professional excellence and ethical behavior.
2. Academic and non-academic personnel based on work duties shall act with high and rigorous ethics and with the highest professional standards.
3. The conduct of academic and non-academic personnel based on the highest ethical standards embodies their vision and determination for the development of the University.
4. The manifestation of tolerance by the university personnel and students enables the acceptance of diversity within the University.

Article 5

1. Dissemination of knowledge, academic freedom and teaching

1. The provisions of the Statute, in accordance with the legislation in force, the University encourages the personnel to contribute to the community that surrounds them in the professional field to which they belong by creating communication links between the University and public, private or individual with the aim that the University's professional capacities are also at the service for the community.
2. The academic personnel of the University have the academic freedom in research, in scientific works and in teaching methodology.
3. The academic personnel acts on the basis of intellectual independence, which enables a critical attitude towards various issues in the social environment and in research or professional activity.
4. Academic personnel of the University must adhere to the responsible exercise of academic freedom, by going through approved curriculum. They must carry out research, teaching and practice with high responsibility, through readings, studies, experiments, observations, exchange and objective self-evaluation and by using efficient, useful, understandable and fruitful methods for students.
5. Each member of the academic personnel should recognize and respect the scientific contributions of colleagues and students. In teaching, publishing or presenting, University academic personnel must use acceptable professional practices for the borrowed materials.
6. Academic personnel must constantly improve the methodology in order to be effective in teaching, encourage students to act freely and independently, and explain to them the assessment methods.
7. The academic personnel should explain the course objectives to the students by lectures, demonstration, practice and exams.

8. Academic personnel must be transparent in the assessments and testing of students' knowledge, in the methodology used and its results, acting in accordance with the Regulations of the University "Ukshin Hoti" in Prizren.
9. Based on the implementation of academic freedom, the academic personnel must freely express his/her opinion, without infringing the integrity, personality, dignity and scientific work of other colleagues.
10. The academic personnel of the University must correctly assess the students in the teaching process, research and other actions, accordingly with the highest ethical standards.
11. Academic personnel of the University encourage their students on the free pursuit of learning.
12. The academic personnel of the University undertake every action to promote the scientific creativity of their students and the correct and meritorious evaluation of this scientific creativity.
13. The academic personnel of the University shall respect the confidential approach in relation with the students, regarding the assessment of the individual and group work with their students.
14. Equal treatment, non-discrimination, protection from any kind of harassment or unethical assessment and other values that this code promotes are guaranteed to every student without any exception. Unequal treatment, discrimination, harassment or any other form of unethical evaluation of academic and non-academic personnel, towards students is prohibited.

Article 6

Personnel obligations of the University concerning the code of ethics

1. Every member of the academy and non-academic personnel The University, while performing its duties, must be guided by the principles mentioned in Article 3 of this code, as well as continuously commit to:
 - 1.1. To promote the interests of University;
 - 1.2. To promote the mission, vision and values of the University;
 - 1.3. Contribute to build, maintain, respect and earn the public's loyalty toward the University's integrity;
 - 1.4. To preserve and protect the reputation of University;
 - 1.5. To display and reflect personal integrity, honesty and responsibility in all his/her actions, outside and inside the premises University;
 - 1.6. To commit to ensure an environment of mutual respect, impartiality and cooperation;
 - 1.7. To maintain the secrecy of all matters that are considered confidential;
 - 1.8. Avoid situations that are or may be perceived as conflicts of interest, be completely open and follow the instructions of the governing bodies of University;

- 1.9. To act in harmony and implement the policies and procedures of University, statute and laws in force;
 - 1.10. Demonstrate care for University property and resources;
 - 1.11. To respect the work duties defined by the statute and according to the work contract of the University;
 - 1.12. To respect the work schedule, the approved teaching schedule and its changes in any case;
 - 1.13. To maintain a serious appearance during working hours, which includes serious and dignified clothing, the use of a chosen vocabulary and within the norms of ethics and civic behavior;
 - 1.14. Not to allow personal relationships to affect professional relationships;
 - 1.15. To maintain a correct report and correct behavior in the work environment;
 - 1.16. Not to ask or accept any form of privileges, benefits, interference, favoritism, payments or donations, from students or other persons, with the aim of obtaining favorable undeserved results, or other favors and benefits which the personnel member may perform due to duty and avoid such situations;
 - 1.17. Not to discriminate students, subordinates or colleagues due to acquaintances or personal preferences and to apply the principle of equality;
 - 1.18. Not to do or fall under the influence of provocations, harassment of all forms by students or other persons due to work, for purposes that contradict this code, legal and bylaws in force, as well as moral norms;
 - 1.19. With his actions, he should not cause violations of dignity, personality and professional image, professional opinions of colleagues and leading authorities at any level, despite inconsistencies and conflicts of interests;
 - 1.20. Not to do actions that do not correspond to the legislation in force;
 - 1.21. Not to use authority for activities not related to teaching, or to insult and discriminate students, slander or discuss for any reason or conflict with colleagues and management authorities of any level;
 - 1.22. To respect the decisions of the bodies University, as defined in the Statute and other regulations in force, within University;
 - 1.23. To act according to the best standards of research and scientific and professional creativity, without violating academic divisions;
 - 1.24. To respect the work relationship as a primary University commitment by being uninvolved in any other engagements to University;
 - 1.25. To accurately fulfill the obligations arising from his/her employment contract;
 - 1.26. To respect the provisions of the law on the use of tobacco, alcoholic beverages and other substances, in the premises of the University or when presenting the University;
2. Violation of the obligations defined in this article, during the performance of work duties for academic personnel, is considered an ethical violation.

Article 7

The University's anti-discrimination policies

1. The University offers equal opportunities to every person during the process of recruitment, appointment, promotion, training and other practices implemented at the University without distinction of gender, race, ethnic origin, national origin, color, faith, religion, economic, educational or social status, gender identity, sexual orientation, disability, political beliefs or for any other reason.
2. All academic personnel of the University must comply with the University's anti-discrimination policy and in compliance with the Constitution and anti-discrimination law.
3. The University and its personnel, through this code of ethics and its implementation, undertakes to implement the legislation in force for protections against discrimination, in all areas defined by this legislation.

Article 8

Confidentiality of information at the University

1. University personnel are entrusted with keeping and knowing personal and institutional data, information, data of employees and students, which must be treated confidentially and used only for the performance of work in University.
2. Respect for personal and individual privacy requires care and proper judgment. Except when required or permitted by law or regulations The University, information, personal or institutional data of academic and non-academic personnel as well as students must not be given to third parties without the consent of the individuals in question. When there is doubt about the confidentiality of information, University personnel members must treat the information as confidential until a decision is made otherwise.
3. The disclosure of confidential information in the files of academic, non-academic personnel and students will be sanctioned with disciplinary measures and constitutes a violation of this code of ethics. The principle of confidentiality through this code is promoted as a value before being treated as a legal obligation.

Article 9

Use of the University's name and status and outside behavior of personnel

1. Outside of the University, the behavior of academic and non-academic personnel of the University and students represents respect for the values and ethical standards defined in this Code.
2. University personnel may not use or allow the use of the University's name or logo, or identify themselves as a member of the University's personnel, in promotions, advertising or commercial products without prior written consent from the competent authorities of the competent authorities in University, according to the Statute.
3. Individuals, as part of the personnel of The University who speak or write publicly as an expert or professional in a certain field can identify themselves with the relationship they have with the University. However, when identified as such they should always make it clear that this views are personal and do not represent those of the University.
4. Academic and non-academic personnel of the University can contribute to public debates as citizens. In cases where University personnel comment publicly as part of their official duties, they must use the official email addresses of University, and when commenting as citizens to use their personal email addresses. All personnel must use individual official email addresses to communicate on work-related matters, to exchange formal and official information.
5. Ruining the University image during by using the name and status in public by the personnel constitutes an ethical violation.
6. Academic and non-academic personnel of the University have the right to join political parties in accordance with the legislation in force, professional associations and interest groups, religious communities and other legal organizations and may express their opinions as private individuals. When speaking or acting as such they avoid potential conflicts of interest so their activities do not conflict with their responsibilities and duties in University.

Article 10

The sources of University

1. University personnel are responsible for infrastructural, scientific and other resources University.
2. University personnel are entrusted with the management and protection of property, equipment and assets University, so they must demonstrate and exercise responsibility, ethical behavior during the use of resources University. In certain situations, academic and non-academic personnel may use infrastructure and scientific equipment outside the scope of their duties, but only when their purpose is consistent with that of University. Anyone in such a case must have written approval from the responsible person or administrator of the location of the equipment as well as be able to reimburse the entire cost of using the infrastructure and scientific equipment. The use of the equipment must be based on the highest ethical standards.
3. The personnel of the University according to the competences or engagement in commissions or in any other engagements, with ethical and moral responsibility will use the property of the university in accordance with the legal authorizations, by

removing any form of misuse of the property or resources of the University, being guided by the principle of economy and efficient use of resources.

Article 11

Harassment

1. University is committed on creating a free work environment without type of harassment.
2. Academic, non-academic personnel as well as students are encouraged to play an active role against such negative phenomena by reporting them to the relevant bodies of the University.
3. Verbal and non-verbal harassment of all kinds against students and any other member of the University personnel at any level of hierarchy is prohibited. Any complaint about the above-mentioned harassment, accompanied by facts, will be investigated and dealt with in all ways approved by the University's Ethics Council and will be addressed based on the legislation in force.
4. Verbal, in writing or physical harassment, are considered serious violations of the code of ethics.

Article 12

Personal and collegial relationships

1. Academic and non-academic personnel have obligations of correct and ethical behavior towards each other, in the University working environment. The academic personnel are obliged on respecting the highest ethical standards that lead to respect for each other's ideas, opinions and constructive criticism.
2. Non-human and non-professional behavior, based on the basis of discrimination against other colleagues, by academic and non-academic personnel of University is prohibited. Academic and non-academic personnel in personal and collegial relationships must separate private and public/official interests.

Article 13

Conflict of interest

1. Academic and non-academic personnel Universities must avoid conduct that leads on the idea that he/she is using that position for personal professional interests or that of family member which may affect the impartiality or objectivity of his duty performance.
2. Individuals who are in leadership positions should avoid cases where there is a conflict of interest according to the legislation in force, declaring them before the superior as

- soon as they appear. When such conflicts exist, the member is obliged to withdraw from decision-making processes or similar activities.
3. When the personnel member is aware that such a situation exists, he is obliged to handle it in accordance with the legislation in force:
 - 3.1. To verify whether there is an actual potential conflict of interest;
 - 3.2. Take the necessary steps to avoid such a conflict;
 - 3.3. Notify immediately, on his own initiative, the superior and the personnel unit about the actual or potential conflict of interest;
 - 3.4. In case of doubt about the situation in a situation of conflict of interest, immediately consult with the superior and/or with the personnel unit of University;
 - 3.5. To obey any final decision not to participate in the decision-making process or to give up priorities, which causes a conflict of interest.
 4. Academic and non-academic personnel must take all measures to prevent and avoid the conflict of interest that has arisen or may arise. The conflict of interest cannot be implied, when the Statute and internal regulations of the University are applied.
 5. Academic and non-academic personnel must address the issue of conflict of interest, taking into account the legislation in force.

Article 14

Administrative services and ethical issues

1. In order for academic and non-academic personnel to effectively carry out administrative and audit responsibilities, the relevant instances must be independent and guarantee objectivity.
2. It is a violation of the code of ethics to deceive, provide false information or intentionally omit material and facts from the audit.
3. Academic personnel (who have administrative responsibilities) and non-academic personnel, teaching-scientific support personnel, information technology personnel, administrative personnel, heads of academic and administrative units as well as collegial bodies must ethically, correctly and meticulously implement all the responsibilities assigned to them by statute and employment contract.

Article 15

Gifts and favors concerning the ethical aspect

1. University personnel must not request or accept gifts, favors, or any other benefits, avoid of any possible losses, as well as promises for themselves, family, relatives, persons or organizations with which they have working relationships, which affect or

- seem to affect the impartiality of the performance of the duty, are or seem to be a reward for the way of performing the official duty.
2. The academic and non-academic staff should accept any type of reward, monetary or non-monetary, if there is a clear or implied assumption that it has been exchanged for a favor.
 3. In case of doubt or the impartiality of the benefits, the staff consults with their academic unit. For any type of gift given or accepted by a staff member of the University "Ukshin Hoti" Prizren, the relevant legislation in force must be applied.
 4. If the personnel member is offered an unfair advantage, he must:
 - 4.1. Reject it, without having to accept it to use it as evidence;
 - 4.2. Try to identify the person making the offer;
 - 4.3. 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;
 - 4.4. If the gift cannot be refused to be returned to the sender, it should be kept, used as little as possible and reported immediately to the superior;
 - 4.5. To have witnesses, if possible, colleagues who work with him;
 - 4.6. To report the effort, as soon as possible, to his superior or to the personnel unit;
 - 4.7. Continue working normally, especially for the problem for which the unfair advantage has been offered.
 5. Receiving and accepting gifts related to official duties is considered a serious violation of the code of ethics. Gifts and favors are treated according to the relevant legislation in force.

Article 16

Forms of personnel communication

1. Written communication is necessary to ensure an ethical standard of access to communication within the University and to avoid misunderstandings that may arise as a result of verbal communication.
2. In terms of the implementation of this code of ethics, there are two forms of written communication: communications by official letters and via electronic mail.
3. All messages drafted and/or sent via the internal network of the University must be in accordance with the Law, Statute, Regulations and Code of Ethics and respect the rules of official communication, preservation of privacy and confidentiality of data as required by law.
4. Communication through the official e-mail address is used in accordance with the intended purpose and only for official purposes.
5. The structure of official documents within the institution (Memo) is made by applying the rules defined by University, in order to protect the image and credibility of the University.

Article 17

The intellectual property of the University

1. All intellectual property conceived, produced or written by faculty, administrative personnel, students using funds of University, facilities or other resources must be owned and controlled by University.
2. Intellectual property of the University is protected according to the legislation in force.
3. Violation of the intellectual property of the University and the intellectual property of the academic and non-academic personnel is treated as a violation of this code of ethics.

Article 18

Academic and research honesty

1. Research integrity includes continued respect for copyright, recognition of the research achievements of other researchers, continued use of appropriate research methods, fair and professional interpretation of results, accurate reporting of data, and objective consideration of hypotheses. research.
2. Plagiarism is a violation of the Code of Ethics and the legal provisions of the Law on Copyright and other Related Rights and the internal Regulations of the University are applied accordingly.
3. Academic personnel of the University who conduct political analysis as experts according to academic standards may present their findings either to the general public or during their courses.

Article 19

Implementation of the code of ethics

1. Academic and non-academic personnel, based on this code of ethics, are obliged to report violations to the competent bodies that implement this code of ethics.
2. The Senate of the University elects the Council of Ethics which will consist of 5 (five) including 3 members from the ranks of the University's teachers, 1 (one) member from the administrative (non-academic) personnel of the University, and 1 (one) member elected by the Parliament of University Students.
3. The mandate of members elected from the academic and non-academic personnel is four (4) years. The mandate of the student member is 2 (two) years.
4. The Chairman of the Ethic Council must be one of the members appointed from the professional field of justice and his/her appointment is made by decision of the Senate.
5. The Ethics Council will be responsible for the development of disciplinary procedures that will accompany this Code of Ethics, including the right to organize hearings for

- each person accused of violating this Code and to propose sanctions on the violation of this Code. The regulation for the procedures will be approved by the Governing Council according to the proposal of the University Senate.
6. The Ethics Council will be responsible for monitoring the implementation of this Code, including recommended changes and improvements.
 7. The detailed duties of the Ethics Council will be determined by the relevant disciplinary regulations for academic and non-academic personnel.
 8. In order to implement this code of ethics, the Governing Council, based on Article 23 of the University Statute, issues the regulation on measures and disciplinary procedure for academic personnel.

Article 20

Disciplinary and ethical issues of students University

1. Issues of rules, measures and disciplinary procedures for students' University, are determined by special regulations.
2. Regulation on measures and disciplinary procedure for students' University is issued by the Governing Council, based on Article 23 of the Statute.

Article 21

The promise of non-retaliation

The University promises that there will be no adverse action, retaliation or other forms of retaliation for reporting in good faith a suspected violation of this Code, even if the allegations are ultimately unfounded. However, the University will pursue disciplinary action against any member found to have knowingly submitted a false report with intent to injure another.

Article 22

Final provisions

1. The Code of Ethics enters into force after approved by the Governing Council and must be published on the University's website.
2. After the entry into force of this code of ethics, the University issues regulations for its implementation.
3. With the entry into force of this code of ethics, the code of ethics, approved by the decision of the Governing Council, no. 219/16, dated 19.02.2016, is repealed.
4. Based on this Code of Ethics, the Governing Council, in accordance with Article 178 of the University Statute, issues other regulations that regulate specific ethical issues in the University.

5. The University reserves the right, at any time and without notice, to amend this Code of Ethical Conduct at its sole discretion.
6. This Code does not constitute a contract.

Article 23

Transitional provisions

1. All cases that are currently being handled by the University Council of Ethics, before the entry into force of this code of ethics, are treated according to the code of ethics approved by the decision of the Governing Council, no. 219/16, dated 19.02.2016.
2. This code of ethics cannot act retroactively on the rights of the parties it affects.

Prof. Assoc. Dr. Arif Murrja

Chairman of the Governing Council