



Based on the Law No.04/L-037 on Higher Education in the Republic of Kosovo and based on the Statute of AAB College, the Senate on its meeting held on 17.05.2019 approved the following:

## **Code of Ethics**

### **About academic staff of AAB College**

#### **Article 1**

##### **General provisions**

This Code of Ethics has been drafted based on the basic principles as foreseen on the Law on Higher Education in order to ensure a framework of rules with the aim to ensure academic freedom, creation of equal opportunities for academic staff, to improve the organisational and work environment, and favouring the emergence of virtue behaviours and prohibiting non ethical behaviour.

#### **Article 2**

This Code of Ethics shall be applicable to all academic staff regardless of their form of engagement, full time or part time.

#### **Article 3**

##### **Purpose**

The purpose of this Code is to determine the ethical behaviour of academic staff within AAB College.

#### **Article 4**

##### **Fundamental values of higher education**

Fundamental values of higher education which should be considered by the academic staff at their work are the following:

1. Academic freedom
2. Institutional autonomy
3. Social responsibility
4. Equal treatment
5. Accountability
6. Protection of intellectual property

## **Article 5**

### **Principles**

1. Members of the academic staff, in compliance with the provisions of the Law on Higher Education who are part of the college, are expected to behave in compliance with the overall ethical principles as following:
  - a. Integrity
  - b. Honesty
  - c. Truth
  - d. Transparency
  - e. Respecting others
  - f. Trust
  - g. Accountability
  - h. Impartiality
  - i. Equality
  - j. Justice
  - k. Altruism
  - l. Objectivity
  - m. Academic freedom.
2. These principles shall be applicable in relation to:
  - a. Governing body, managers and other bodies of the college,
  - b. Academic and administrative staff
  - c. Students, and
  - d. Any other person or group who has a contractual relationship or other agreement or interest for the work of the college.

## **Article 6**

### **Main rules**

In support of the abovementioned principles the academic staff shall:

1. Act according to the interests of the college and should not seek to take advantage of their positions in ways other than those provided by the college's regulations and the legislation into force;
2. Reject any instruction for action or omission in a certain way by individuals - with the exception of a superior authority, by any political party, trade union or religious group, with the exception of those envisaged by the legislation into force;
3. In relation to persons or groups within or outside the college, neither seek nor accept bribes or other unlawful financial rewards, or seek or accept any other personal honour that may affect their work and must immediately notify any attempt to demand bribe or other personal honours to the relevant authority as set forth under the College's Rules of Procedures;
4. Submit a written statement to the Rector if they or a close relative have personal interests in matters affecting their work - human resources (including appointments and staffing), financial, contractual or other issues related to that;

5. Not misuse the resources of the college or the personal or commercial information that is owned by it, including intellectual property, for personal gain or of any other person or group;
6. When participating in appointment, promotion or other commissions affecting academic staff, must behave professionally and in accordance with the ethical principles as listed above;
7. When participating in commissions or other bodies involved in admission, assessment, examination and other actions related to students, as well as in individual and group activities with students, behave professionally and in accordance with ethical principles as listed above;
8. When participating in research activities, not be involved in plagiarism, sell the work of others as theirs, or falsify the results, and respect the ethical principles for the protection of personal data and other established principles in other areas;
9. Refrain from actions that may harm the college by not carrying out their contractual obligations during the term of the contract;
10. Any form of conditionality, exploitation, harassment or discriminatory treatment of students, or imposing conditions for acing exams or purchasing a particular literature, or seeking political, financial, sexual or other favours are strictly prohibited;
11. Any behaviour in relation to the colleagues and other staff of the College for the purpose of personal gain or of any third person is strictly forbidden;
12. The college promotes a favourable discussion environment, recognizes full freedom of thought and expression in critical form, but if the person holds any managerial position within the college then he/she must refrain from public statements of offensive, political, religious etc. content.
13. Any form of discrimination on political, racial, religious, gender, sexual orientation, gender identity, ethnic origin, national origin, descent, marital status, physical or mental disability grounds is forbidden;
14. Respect the time limits set in respect of the schedule of lectures, exercises, examinations, consultations, time of meetings determined by the college, and only in special cases or after approval by the college exceptions are allowed;
15. Refrain from statements of offensive content towards all staff of the college but also toward third persons who are not part of the college;
16. Make sure to represent the college at its best way by contributing to the enhancement of the image and not the opposite;
17. Regular academic staff should present their (employer) affiliation in all social networks, electronic platforms or elsewhere, avoiding the dissemination of information, texts or images that may harm the name and image of the college;
18. Submit an appeal-denounce the unethical behaviour of their colleagues or violations of the provisions of this code or other rules of the college;
19. Encouraging others to not respect the rules of the college or other prohibited actions is not allowed;
20. Unauthorized use of the resources of the college for the purposes of personal gain for political, religious and other purposes is prohibited;
21. Using the authority, position or name of the college for personal gains with third parties or outside the college is strictly forbidden;
22. All forms of lobbying, blackmail, threats, bribery, corruption and other actions that are in conflict with the professor's profession are strictly forbidden.

## **Article 7**

### **Ethics Committee**

1. Under this Code, the Senate shall establish an Ethics Committee which shall consist of three members among professors of the college;
2. Proposals for committee's members shall be made by the Rector;
3. At least one of the members of the Ethics Committee shall come from the area of law;
4. Mandate of the Committee's members shall be 4 years;

## **Article 8**

1. A member shall be ineligible to become a member of the Ethics Committee if he/she:
  - a. is absent more than 3 times in the committee's meetings;
  - b. is no longer member of the academic staff of the college;
  - c. does not fulfil its obligations towards the commission;
  - d. and for other reasons that directly affect the work of the Ethics Committee.
2. If any of the cases provided for under point 1 occurs, the Rector may complete the Ethics Committee with a new member for the remaining part of the mandate.

## **Article 9**

1. The Ethics Committee shall be responsible for reviewing and deciding at the first instance of all violations of academic staff;
2. Against the decisions of the Ethics Committee, within 15 days, the party is allowed to appeal to the Steering Council of the college;
3. Appeals against decisions of the Ethics Committee shall suspend the execution of the decision.

## **Article 10**

1. The Ethics Committee may issue a written warning, a financial punishment and a decision about termination of employment against the academic staff;
2. The Ethics Committee may also impose other measures that it deems appropriate and which positively affect the improvement of behaviour.

## **Article 11**

1. The Ethics Committee may issue working regulations and determine the manner of decision making;
2. Decisions of the Ethics Committee shall be taken on the basis of the evidences provided, statements and by organizing hearing sessions for the denounced person;
3. The right to submit and denounce violations shall have any person who is an internal person employed inside the college or third party;
4. The violation can be directly addressed to the Ethics Committee, either through the Rector or the Dean of the Faculty.

**Article 12**  
**Entry into force**

This Code of Ethics shall enter into force upon its approval date by the Senate.

Dr. Lulzim Tafa, Rector

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