



**Kolegji AAB**  
CILËSI. LIDERSHIP. SUKSESI!

# CODE OF ETHICS

Pursuant to the Law No. 04/L-037 on Higher Education in the Republic of Kosovo and the Statute of AAB College, the Senate in its meeting held on 17/12/2021 adopts the following:

## **Code of Ethics**

### **Purpose**

#### **Article 1**

1. The purpose of the Code of Ethics is to determine the ethical conduct of academic, non-academic staff and students at AAB College.
2. The present Code of Ethics has been drafted based on the principles set out in the Law on Higher Education, for purposes of ensuring:
  - academic freedom,
  - equal opportunities,
  - high professional and ethical standards,
  - transparency and social responsibility,
  - virtuous behaviors,
  - prevention of unethical conduct,
  - improving the image of the institution.

#### **Article 2**

The present Code of Ethics applies to both academic and non-academic staff, students and all stakeholders related to the institution.

#### **Article 3**

##### **Core Values**

1. The core values that should be maintained and promoted by all members of the institution's community are the following:
  - 1.1. Academic freedom,
  - 1.2. Academic honesty,
  - 1.3. Equal access,
  - 1.4. Accountability and social responsibility,
  - 1.5. Protection of intellectual property.

## **Article 4**

### **Principles**

1. All members of the institution's community are, pursuant to the provisions of the Law on Higher Education, which are part of the Institution, expected to behave in accordance with the general ethics principles such as:
  - a. integrity
  - b. honesty
  - c. truth
  - d. transparency
  - e. respect for others
  - f. trust
  - g. accountability
  - h. impartiality
  - i. equality
  - j. fairness
  - k. altruism
  - l. objectivity
  - m. academic freedom.
2. These principles apply in relation to the following:
  - 2.1. governing body, directors and other bodies of the Institution;
  - 2.2. academic and administrative staff;
  - 2.3. students, and
  - 2.4. any other person or group that has a contractual or another type of relationship or interest in the work of the Institution.

## **Article 5**

### **Key Rules Related to Academic and Administrative Staff**

1. Pursuant to these general principles, all members of the academic and administrative staff of the Institution must:
  - 1.1. place the interests of the Institution above their own interests and not seek to take advantage of their positions in ways other than those provided for in the Institution's regulations and applicable legislation;
  - 1.2. not accept any instruction for action or inaction in a certain way from any individual, with the exception of the respective supervisory authority, from any political party, trade union or religious group, except as provided for by applicable laws;
  - 1.3. not seek or accept, in relation to persons or groups inside or outside of the Institution, bribes or any other illicit financial reward, nor seek or accept any other personal favor which may affect their work, and must immediately inform the relevant authority of any attempt to solicit bribes or other personal favors, as set forth in the Institution's regulations;



- 1.4. submit a written statement to the Rector if they or their close family members have personal interests in matters that affect their work, human resources (including staff appointments and promotions), financial, contractual or other matters related to them;
- 1.5. not misuse the resources of the Institution or the confidential, personal or commercial information in its possession, including intellectual property, for own or another person's or group's benefit;
- 1.6. behave, when acting as part of Committee's charged with appointments, promotions or other activities related to the academic or administrative staff, professionally and in compliance with the ethics principles listed above;
- 1.7. behave, when acting as part of Committee's or other bodies charged with admission, evaluation, examination and other actions related to students, as well as in individual and group activities with students, professionally and in compliance with the ethics principles listed above;
- 1.8. not engage, when participating in research activities, in plagiarism, use of the work of others as their own, or falsification of results;
- 1.9. abide by ethics principles related the protection of personal data within the scope of their work;
- 1.10. refrain from actions that could harm the Institution by non-compliance with contractual obligations during the term of the contract;
- 1.11. any form of conditioning, exploitation, harassment or discriminatory treatment of students, or imposing conditions on passing an examination, purchasing certain literature, or seeking political, financial, sexual or other favors, is prohibited;
- 1.12. any conduct in relation to colleagues and other staff of the Institution intended to bring a gain to oneself or any third person is prohibited;
- 1.13. refrain, in case he/she holds a managerial position within the institution, from public statements with an offensive political, religious, etc. content;
- 1.14. any form of discrimination on the grounds of political, racial, religious, gender, sexual orientation, gender identity, ethnic origin, national origin, background, marital status, physical or mental disability is prohibited;
- 1.15. respect the deadlines regarding the schedule of lectures, exercises, exams, consultations, meetings set by the Institution, and exceptions are only allowed in special cases or after prior approval by the Institution;
- 1.16. have proper appearance and dressing, which suits the nature of work and studies;
- 1.17. refrain from offensive statements concerning any member of the community of the Institution, but also third persons who are not part of the Institution;
- 1.18. take care to better represent the Institution by contributing to enhancing its image and not the other way around;
- 1.19. refrain from actions that could tarnish the image of the institution, including the publication or posting of inappropriate content on social networks and other relevant platforms;
- 1.20. regular academic and non-academic staff must present their affiliation (employer) in all social and professional networks on electronic platforms;
- 1.21. report their colleagues' unethical behaviors or violation of the provisions of the present Code or other rules of the institution;
- 1.22. urging or inciting others not to comply with the rules of the Institution or engage in other prohibited actions is prohibited;
- 1.23. unauthorized use of the Institution's resources for personal, political, religious, or other gain is prohibited;
- 1.24. use of one's authority, position or name of the Institution for personal gain with third parties or outside of the institution is prohibited;

- 1.25. all forms of lobbying, blackmail, intimidation, bribery, corruption and other acts that are contrary to the teaching profession are prohibited.

## **Article 6**

### **Main Rules Related to students**

1. In addition to the rules set out in the preceding article, which apply to students, during the course of study all students must also refrain from the following academic misconduct and academic dishonesty:
  - 1.1. plagiarism or taking another person's work without emphasizing the references well;
  - 1.2. submitting the same paper more than once;
  - 1.3. secret agreements/collaborations among students.

## **Article 7**

### **Ethics Committee'**

1. The Ethics Committee' is a Committee' established by the Senate, which consists of 3 (three) members from the internal staff.
2. At least 1 (one) member of the Ethics Committee' must come from the area of law.
3. The mandate of the Ethics Committee' members is 4 (four) years.

## **Article 8**

1. A member may become unfit to be part of the Ethics Committee' if:
  - 1.1. he/she is absent in more than three meetings of the Committee;
  - 1.2. he/she is no longer part of the internal staff;
  - 1.3. he/she fails not discharge his/her obligations to the Committee;
  - 1.4. other causes that directly affect the work of the Ethics Committee.
2. In the event of any of the cases provided for in paragraph 1 arises, the Rector may propose filling the vacancy with a new member of the Ethics Committee for the remainder of the term.

## **Article 9**

1. The Ethics Committee is responsible for dealing with and deciding in the first instance on all ethical violations.
2. The Ethics Committee makes decisions based on presented evidence and statements, and by organizing a hearing for the reported person.



3. Every member of the internal community of the Institution or anyone from outside who is not involved in the institution in any form has the right to report a violation.
4. The violation can be reported directly to the Ethics Committee or through the Rector or Dean of the Faculty.

### **Article 10**

1. An appeal against a decision of the Ethics Committee is allowed within 15 days. The appeal is submitted to the Steering Council.
2. An appeal against a decision of the Ethics Committee stays the execution of the decision.

### **Article 11**

#### **Measures against Ethical Violations**

1. The Ethics Committee may, depending on the nature of a violation, impose the following measures on an academic staff member:
  - 1.1. written admonition;
  - 1.2. demotion;
  - 1.3. financial penalty;
  - 1.4. ban on mentoring candidates;
  - 1.5. ban on involvement in evaluation committees and theses committees;
  - 1.6. revocation of a scientific or academic title;
  - 1.7. termination of employment.
2. The Ethics Committee may, depending on the nature of a violation, impose the following measures on an administrative staff member:
  - 2.1. written admonition;
  - 2.2. demotion;
  - 2.3. financial penalty;
  - 2.4. unpaid suspension from employment for no more than 3 (three) months;
  - 2.5. termination of employment.
3. The Ethics Committee may, depending on the nature of a violation, impose the following measures on a student:
  - 3.1. written admonition;
  - 3.2. warning of dismissal;
  - 3.3. ban on taking exams for a period of ----- (?) or longer;
  - 3.4. suspension from the Faculty for a period of 1 (one) year;
  - 3.5. permanent dismissal from the Faculty;
  - 3.6. revocation of the degree and annulment of the diploma.
4. The Ethics Committee' may also impose other measures that are deemed reasonable and that have a positive effect on improving behavior.



5. All violations that contain elements of a criminal offense are handled by the competent authorities according to applicable laws.

### **Article 12**

1. All violations of an ethical nature by the academic staff are dealt with under the present Code by the Ethics Committee.
2. All violations of an ethical nature set out in the present Code by students and non-academic staff are decided by the Ethics Committee.
3. Violations, measures and disciplinary proceedings involving administrative staff and students are regulated by the Regulation on Disciplinary Measures and Procedure.

### **Article 13**

The Ethics Committee may issue Rules of Procedure and determine how to make decisions.

### **Article 14**

The adoption of the present Code of Ethics abrogates the Code of Ethics No. 325/2019, dated 20.05.2019.

### **Article 15**

#### **Entry into Force**

The present Code of Ethics enters into force on the day it is endorsed by the Senate and signed by the Rector.

Dr. Bujar Demjaha, Rektor



Prishtine, 2021