



UNIVERSITY
OF APPLIED SCIENCES
— FERIZAJ —

Chairperson of the Steering Committee
Prof. Asoc. Dr. Driton Sylejmani

Nr. Prot.: 314/19, Date: 22.02.2019

CODE OF ETHICS

Pursuant to Article, 17 and 23, point 1.3 and article 150 of the Provisional Statute of the University of Applied Sciences in Ferizaj (UASF), the Steering Committee, at the meeting held on 22.02.2019, approve:

CODE OF ETHICS

CHAPTER I

GENERAL PROVISIONS

Article 1

Purpose

The Code of Ethics is intended to establish rules of professional conduct for UASF members, including academic, auxiliary, teaching-scientific, administrative staff, and student, according to established standards, consistent with the spirit of academic, professional, and moral ethics of the university and with academic freedom. This Code aims to develop the culture within the University to highlight our values, and to build a contemporary ethic, based on commonly accepted values, values that help our orientation at work, to enhance the image of the university as an integral part of University assets. This Code notifies all interested parties of ethics policies and procedures and conduct rules, of potential ethics violations and UASF compliance rules.

Article 2

Scope of action

The Code of Ethics is mandatory for application to the UASF, the Rectorate, the academic and central administration units that are part of this university, to all staff, regardless of the form and type of employment contract, such as academic, auxiliary, scientific teaching staff, administrative and students of all levels.

Article 3
Mission, principles and values

UASF's mission is to be a nationally and internationally reputed teaching and research community where all staff and students must contribute and be guided by the principles of academic ethics and public life:

1. Integrity,
2. Punctuality,
3. Correctness, honesty and sincerity,
4. Courtesy, goodwill, solidarity and cooperation,
5. High morale and objectivity,
6. Academic excellence and academic freedom,
7. Respect for academic and institutional hierarchy,
8. Mutual respect and human dignity,
9. Personal and institutional responsibility and accountability,
10. Civic responsibility.

CHAPTER II
PERSONNEL

Article 4
Personnel obligations

Every member of staff, in the performance of their duties should be guided by the principles set forth in Article 3 of this Code and shall continue to commit to:

1. Promote the best interests of the UASF;
2. Promote the mission, vision and values of the university;
3. Maintain public respect and trust in UASF and its integrity;
4. Display and reflect personal integrity, honesty and responsibility in all his actions;
5. Provide an environment of mutual respect, impartiality and cooperation;
6. To maintain the confidentiality of all matters considered confidential;
7. Ensure the independence of fair trial from conflict interests;
8. Ensure that relationships that are or can be perceived as conflicts of interest are fully open and followed by the guidance of the university's governing bodies;
9. Comply with UASF policies and procedures and applicable laws;
10. Demonstrate care of UASF property and resources;

11. Respect the hours of work agreed upon with the employer or superior;
12. Comply with the approved teaching schedule and any changes thereto;
13. Maintain a serious work schedule, including serious and dignified clothing;
14. Use official language and a vocabulary of choice, with regular intonations and within the norms of ethics and civic behavior;
15. Execute correctly the duties and orders of the superior in accordance with legal and sub-legal acts;
16. Avoid cases where there is a conflict of interest under applicable law by declaring them to the superior as soon as they have arisen;
17. Do not allow personal relationships to affect professional relationships;
18. Do not seek or accept in any way privileges, benefits, interventions, favoritism, payments or endowments from students or other persons for the purpose of achieving undeserved favorable results, or favors and benefits that a staff member can perform because of duty;
19. Do not discriminate between students, subordinates or colleagues because of personal recognition or preferences;
20. Do not make and do not be subjected of any kind provocation, harassment by students or other persons for work purposes, for purposes that are inconsistent with this Code, applicable laws and regulations, and moral norms;
21. By their actions they should not prejudice the dignity, personality and professional image, professional opinions of colleagues and management authorities of any level, irrespective of any inconsistencies or conflicts of interest;
22. Do not consume alcoholic beverages or tobacco in the premises of the institution;
23. Do not use authority for activities that are not related to teaching or to offend and discriminate against students, to offend, slander or discuss for colleagues and leadership authorities of any level for any reason or conflict;
24. Do not put pressure on students in any form, with or without cause;
25. Do not offend, defame or tarnish the professional and personal image of other University staff members.

Article 5

Spread of knowledge and academic freedom

1. Academic staff enjoys academic freedom in research, scientific work and teaching methodology. Academic staff must abide by the responsible use of academic freedom, subject to an approved curriculum. They must deliver high-performance research, teaching, and practice through objective reading, study,

experimentation, observation, exchange, and self-evaluation, by choosing efficient, useful, understandable, and effective methods for students.

2. Every member of the academic staff must recognize and respect the scientific contributions of colleagues and students. In lectures, publications, or presentations, teachers should use acceptable professional practices for borrowed materials.
3. Academic staff should continually improve the methodology in order to be effective in teaching, encourage students to act freely and independently, and explain to them assessment methods.
4. Academic staff should explain to the students the objectives of the course in advance by accomplishing this through lectures, demonstration, practice and exams.
5. Academic staff should be transparent in evaluating and testing student knowledge, the methodology used, and their results, acting in accordance with UASF Regulations.
6. Academic staff should avoid disclosing confidential information for students without their permission, except in special cases where the law provides. Any information about views, beliefs, activities, political associations taken from student conversations should be kept confidential.

Article 6

Anti-discrimination policies

UASF should provide equal opportunities to all persons in the process of recruitment, appointment, promotion, pay, training and other practices implemented at the University regardless of gender, race, ethnic origin, national origin, color, religion, age, service uniform or status he represents, with mental and physical disabilities or even political beliefs. All University staff must comply with the University's anti-discrimination policy and in accordance with the Constitution and the Anti-Discrimination Law.

Article 7

Confidentiality of information

University staff are entrusted with the retention and knowledge of personal and institutional data and information of all employees of any quality, as well as students, which data and information should be treated confidentially and used only for the performance of work in the University. Respect for personal and individual privacy requires the exercise of care and judgment. Unless required or permitted by

laws or regulations of the University, information, personal or institutional information of University staff and students shall not be disclosed to third parties without the consent of the individuals concerned. Where there is any doubt as to the confidentiality of the information, University staff should consider the information confidential until a different decision is made.

Article 8 **Using the "name" University**

University staff have a public role in the university and a private role as citizens, so they should be careful in separating the two roles appropriately.

University staff may not use or permit the use of the UASF name or logo or identify themselves as a UASF staff member in promotions, advertisements, or commercial products without the prior written consent of the University's competent authorities under the Statute. Individuals who speak or write publicly as an expert or professional in a particular field can identify themselves with the relationship they have with the university, but if so identified in all cases where it can give the impression of speaking on behalf of the University, should be careful to note that any views expressed are of the individual and do not represent that of UASF. University members have been encouraged to contribute to public debates as citizens. Where university members comment publicly as part of their official duties, they must do so using the University's official email addresses, and when commenting as citizens use their personal email addresses. All staff should use individual official email addresses to communicate on work-related issues, to share formal and official information. The composition of email messages should encompass all elements of institutional and academic writing norms.

Article 9 **University Resources**

University staff is responsible for the University's resources. University personnel are entrusted with the management, protection of University property, equipment and assets, and must therefore demonstrate and exercise responsibility, ethical conduct throughout the use of University resources. Restricted personal use of the University's fixed resources including computers and telephones, the payment of which does not result in the University is being allowed if it does not interfere with the duties assigned by the post. In certain situations, a member of the University staff may use the equipment outside the scope of his / her duties but only when its purpose is in line with that of the University. Anyone in such a case must have

written approval from the responsible person or device location administrator as they should be able to reimburse the entire cost of using the device.

Attempt or misappropriate, use or damage assets owned, guarded, or controlled by the university, resulting in their destruction or damage.

Devastation, destruction, displacement or damage to the property of others in University premises or at University sponsored events are not permitted.

Article 10

Sexual harassment

To foster an environment of respect for the dignity and well-being of everyone from University members, commitment is required to create a work environment without any harassment. Verbal or non-verbal and sexual harassment of students and any other University staff member at any level of hierarchy is prohibited. Any complaints about the harassment, coupled with the facts, will be investigated and dealt with in all ways approved by the University Ethics Council.

Sexual harassment means unwanted sexual advances, requests for sexual favors and other electronic, verbal, visual, written or bodily actions of a sexual nature where:

1. Such behavior explicitly or implicitly engages as the basis for decisions affecting the terms or criteria for participation in any program, organization, activity, status, or assessment (including grades) in an academic course;
2. Such conduct is aimed at or unduly affects the right, privilege, advantage, or opportunity of the student's education;
3. Such behavior is so visible or harsh that it creates a threatening, stressful, hostile, or offensive environment for the development of the learning process;
4. Sexual abuse occurs when the act is committed through:
 - a. physical force, violence, threats or intimidation;
 - b. ignoring other person's objections;
 - c. intoxication or harm to another using drugs or alcohol;
 - d. benefits from disability, frightened condition, helplessness, or other disabilities of the other person

Article 11

Personal relationships

The quality of decisions can be affected when individuals who make the decision have relationships with those who are the subject of the decision or and the potential beneficiary of the decision. The critical concern is that personal relationships, whether positive or negative, should not influence the decision inappropriately or unfairly. If family members, relatives up to the second degree of the bloodline are involved, or individuals with whom they may have close personal relationships of co-existence: then conflict of interest arises during decision making. Also, decisions regarding the current partner should be avoided. Individuals involved in such personal relationships should refrain from making such decisions.

The University emphasizes that individuals who are in leadership positions should not be included in any assessment of any individual to whom they have an intimate relationship. The existence of such a feeling can limit the desire and freedom of other individuals to participate. If one of the members is in such a relationship, he / she must report to his / her supervisor in order to arrange appropriate arrangements for an objective assessment of the student or staff member.

Article 12

Conflict of engagement

Decisions and judgments must be independent from conflict interests and consider the best interests of the University. Conflict of engagement is about the distribution of staffing efforts between engagement at the University and outside the University.

The University allows employment outside the University or self-employment in the profession if there is no conflict of interest or conflict of engagement. It is expected that University staff will prioritize professional honesty, time and energy devoted to the University, teaching and research. Commitment conflict usually occurs when pursuing commitments outside the University adversely affects the fulfillment of obligations to students, colleagues, or other University activities. These conflicts can become apparent in regular performance reviews, in relation to annual salaries, reappointments, or job positions addressed by the respective units.

A University staff member may be employed outside the university when other employment does not constitute a conflict of interest for the university and when the hours outside the university do not conflict with the programmed hours at the university or when they do not affect the ability of the staff to perform satisfactorily, in accordance with UASF law and regulation. A university staff member may work

outside the university when he / she is on vacation but without conflict with the interests of the University.

Article 13 **Conflict of interest**

Every UASF employee is required to maintain, respect and trust the University. Trust in the University is at risk when the behavior of a member of the University staff is involved or appears to be involved in a conflict between personal interests and obligations to the University.

University staff members should avoid behaviors that lead members of the general public to conclude that he / she is using his or her post for personal professional interests or the interests of any of his or her relatives. In such cases of conflict or perceived as such, it is necessary to move away from the issue or situation.

Conflicts of interest is a situation in which a staff member of the University has such a personal interest that affects or may affect the impartiality or objectivity of his or her performance. The personal interests of staff include any advantage to themselves, family, family relatives to the second degree with which the staff member has direct relationships. Conflicts of interest also include cases of direct dependence of the managing authorities and the heads of administration on the employment and evaluation of family members, relatives up to the second degree. Conflict of interest also includes any kind of financial liability of personnel.

UASF is not permitted to recruit / hire candidates within any of the basic organizational structures (department / branch or program) if they have regular working relationships or close family relationships (spouse, parent-child, sibling) - sister, sister - brother, brother - brother).

When a staff member is aware that such a situation exists, he or she shall:

- a. verifies that there is a current potential conflict of interest;
- b. takes the necessary steps to avoid such conflict;
- c. immediately informs, at his own initiative, the superior and the personnel unit of any actual or potential conflict of interest;
- d. in suspicious cases of a conflict of interest situation, consult your University Supervisor and / or staff unit immediately;
- e. obeys any final decision not to participate in the decision-making process or give up the conflict-causing advantages

The potential conflicts of interest of a candidate for employment in the public administration must be resolved before his or her appointment.

Specific relationships and activities present a conflict of interest when a University staff member is involved in research or related activities.

The conflict of interest can arise when the professional judgment of a staff member may or may appear to be influenced by professional interests. It is important that potential conflicts are identified and reviewed by the Ethics Council. Upon identification, the Council may make a judgment on the matter and seek appropriate oversight, restrictions or prohibitions. It is important to remember that every relationship is different, and many factors must be considered when determining whether a conflict exists.

Article 14 **Administrative services**

In order to effectively carry out administrative and audit responsibilities, the relevant authorities must be independent and ensure objectivity.

It is a violation of the University Code of Ethics to mislead, give false information or intentionally remove material as well as facts from the audit. Administrative and audit services are categorized according to the institutional ethical positions and norms that they must implement in accordance with their responsibilities and profitability of work:

- 1. Academic staff** must ethically, correctly, and punctually fulfill all administrative responsibilities assigned to them:
 - a. Must maintain case registers until submission to central administration for teaching matters;
 - b. Must prepare exam theses, procesverbal, and submit exam documentation correctly in accordance with UASF regulations;
 - c. Academic staff leading the subject and the assisting colleague should demonstrate ethics, impartiality and rigor in cases where irregularities have been identified during the exam;
 - d. In addition to teaching, they must respect the institutional tasks that may arise including technology transfer, organization of scientific events and engagement in leadership and advisory positions;
 - e. In exceptional cases at the request of the institution, they should engage in internal audit activities to ensure ethics, quality and equity.
- 2. The teaching-scientific support staff** (Laboratories) must ethically, correctly and punctually implement all teaching-scientific responsibilities assigned to them:
 - a. Must maintain and audit laboratory cabinets during office hours;
 - b. They should prepare the labs before the lesson begins;
 - c. They should check labs and assist lecturers during class;

- d. Must perform an inventory of physical equipment at the end of each hour of instruction and report periodically to the Division of Information and Technology;
- e. Must report cases of breaking the laboratory rules, and physical violence against laboratory equipment by students.

3. The personnel of the Information and Technology Division must ethically, correctly, and punctually carry out all administrative and audit responsibilities assigned to them:

- a. Should take care of the security and confidentiality, integrity and quality of the infrastructure and IT systems within the institution;
- b. Coordinate periodically with research support staff, audit process and laboratory inventory;
- c. Must prepare a proactive emergency protection or migration plan for the integrity of the computer system within the University;
- d. Should periodically report to the supervisor for the current state of the laboratory and suggest changes and improvements to the current information and technology system. They are responsible for implementing the projects they are assigned;
- e. They must collect and preserve and not hide evidence;
- f. They must prepare guidance materials for University staff and assist them in emergencies.

4. Administrative staff shall carry out ethically, correctly and punctually all the administrative responsibilities assigned to them:

- a. Must maintain and audit the premises and physical objects they are responsible for;
- b. Must report to each other, to academic staff and scientific support staff on the progress of the work;
- c. They must report to the superior in cases where they have found irregularities or unethical acts and keep and not hide evidence that corroborates them;
- d. In special cases, at the request of the institution, they should engage in internal audit activities;
- e. Respect colleagues and academic staff. Address them with second person plural as well as the respective academic titles.
- f. Maintain the safety, confidentiality, integrity and quality of work within the UASF Central Administration;
- g. Supervise the registers, procesverbal, exam documentation as well as electronic documents in the Central Administration;
- h. Must prepare the register before class and check them after submission to the administrative service;

- i. They should prepare the procesverbal and send them to teachers by email before taking the exams;
- j. Should assist lecturers before and during the submission of procesverbal and exams;
- k. Must provide written notice of changes affecting the teaching process and teachers;
- l. They should report to the supervisor about the tasks assigned to them and the problems that may be caused. They should not hide any irregularities that have to do with ethical issues;
- m. Must prepare supporting material for academic staff regarding registers, procesverbal, exam envelopes and other regulations;
- n. Respect colleagues and academic staff. Address them with second person plural as well as the respective academic titles.

5. The Collegial Bodies shall ethically, correctly, and punctually fulfill all administrative and audit responsibilities assigned to them:

- a. They should ensure the preservation of ethical and institutional norms by drafting regulations and the Code of Ethics in accordance with legal and sub-legal acts;
- b. Must be transparent and impartial in the process of drafting regulations excluding interests, personal conflicts or superiors;
- c. Supervise the work and activity of the university and advise when violations of regulations or the Code of Ethics are observed or reported;

Leaders of Academic and Administrative Units must ethically, correctly, and punctually implement all administrative and audit responsibilities assigned to them:

- d. They must preserve the confidentiality of decisions made prior to their adoption and publication.

Article 15

Gifts and favors

University Personnel shall not seek or accept gifts, favors, or any other benefits, or avoid potential losses, and promises thereof, for themselves, their family, relatives, persons or organizations with which they are employed, which affect or appear to affect the impartiality of the performance, are or appear to be remuneration for the manner in which official performance is performed. This does not apply in the case of

ordinary invitations, traditional hospitality, and gifts of symbolic or traditional value, courtesy, which do not raise doubts about the impartiality of staff.

No staff member shall accept any remuneration, monetary or non-monetary, if there is a clear or implied assumption that it has been exchanged for favor.

In case of doubt or impartiality of benefits, staff consult with the University staff unit.

For any kind of gift given or received by a UASF staff member, the applicable law must be followed.

Article 16

If a staff member is offered an unfair advantage, he must:

- a. refuses it, without having to accept it for use as evidence;
- b. tries to identify the person making the bid;
- c. avoids long contact with the person who made the bid, but knowing the reason for the bid can serve as evidence;
- d. if the gift cannot be refused to be returned to the sender, it must be retained, used as little as possible and reported immediately to the superior;
- e. has witnesses, if possible, colleagues working with him;
- f. report the effort, as soon as possible, to his superior or staff unit;
- g. continues working normally, especially for the problem for which the unfair advantage is offered.

CHAPTER III

STUDENTS

Article 17

Student's behaviuor

Students at UASF facilities should:

- a. Implement the lesson schedule and adhere to the rules enshrined in the UASF Statute and Regulations;
- b. To be presented in a serious and dignified manner on the premises of the institution, which implies a suitable dress, pants or skirts not shorter than the knee and blouse or shirt with short or long sleeves, not décolleté, and the use of a vocabulary appropriately, with regular intonations according to the norms of ethics, morality and decency:

- c. Respect academic staff, scientific teaching assistants and administrative staff, peers and teaching rules. Address the academic and administrative staff in the second person plural as well as their full academic titles;
- d. Do not engage in provocative or harassing actions or gestures against academic staff or other students in the institution's premises;
- e. Do not offer in any form, privileges, benefits, interventions, favoritism, payments or endowments, on their own or through other persons, for the purpose of obtaining high results, or other benefits, which the teacher or lecturer or other staff member of the University may perform them because of duty;
- f. To not duplicate, cheat during the teaching process, and not to evade teaching obligations;
- g. Do not consume alcoholic beverages or tobacco in the premises of the institution;
- h. Do not use a cellphone and keep it turned off during class or exams;
- i. Use the textbook during the exam only if this action has been approved by the University or academic unit;
- j. The student who is involved in a prohibited act or breaking the law that results in disrupting class lessons may be ordered by the teacher - the lecturer to leave the class for the remainder of the lessons. For longer exemptions as a result of classroom breaks, written decisions should be made by the relevant authorities;
- k. They should carry with them the ID or student ID card provided by UASF throughout the teaching process and submit it upon request based on the academic or administrative staff members of the University.

As members of UASF, students enjoy the following rights and freedoms:

- a. Every student has the right to be free from racial, religious, ethnic, political, age, gender and disability discrimination;
- b. Students have the right to freedom of expression, assembly and association if the exercise of these freedoms is consistent with University policies, does not interfere with the effective conduct of university courses, 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 review and discuss all matters of interest, in accordance with University regulations. Recognized and accepted organizations may enjoy the privilege of using the University's facilities and services in accordance with the University's administrative policies and procedures.
- d. Students have the right to be free and inviolable from any harassment by members of the University community. Students have the right and responsibility to report, in good faith and without fear of retaliation, any violation of this Code or the University's academic and administrative policy to the University's academic or administrative leaders.

Students accused of violating this Code have the following rights:

- a. Have all University regulations and procedures regarding the functioning of the disciplinary process available;
- b. Be informed and clarified as required on pending charges;
- c. Be free from threats by university personnel in resolving disciplinary matters.
- d. To face with the accuser (s) and can interrogate them / any witnesses present.
- e. They shall be free from examination or seizures unless these are based on reasonable grounds given by the officials concerned.

Article 18 **Prohibited behaviors**

Prohibited behaviors include actions defined as follows:

- a. Interference or disruption that impedes, damages the University's mission, processes or functions that violate the rights of others. The offenses included here are occupation of any University building or property or part thereof without the authorization of the University, blocking the entry or exit of any part of the University building; setting fire or any other means, damaging a university building, property or assets;
- b. Use, distribution of narcotic or hazardous substances, except as expressly permitted by law, the University prohibits the possession, use, sale or distribution of illicit substances or controlled substances;
- c. Disorderly, abusive, violent behavior or excessively loud expression. Any deliberate attempt or threat aimed at hurting the other person, along with the apparent ability to do so, is prohibited. A disorderly conduct can be committed without touching, striking, or causing bodily harm. Depending on the circumstances, a mitigating factor may be self-defense.
- d. Threatening or exercising physical violence is prohibited;
- e. Implement programs or activities that constitute a violation of local or state law and University policies. Students are prohibited from speaking on behalf of the UASF, with any spoken or written media organization. Students are prohibited from inviting media organizations to University premises or events, except in cases where written permission is obtained from the governing authorities. Students as individuals or representatives of student organizations are prohibited from entering into verbal, written agreements, or contracts intended to bind or create any liability for UASF. The University will recognize all these students

individually responsible for the financial, legal, or damages that may result from such unauthorized actions;

- f. Failure to comply with the instructions of University officials acting in the performance of their duties shall not be permitted. Failure to comply with or follow the guidelines and instructions of a member of the academic staff, administrative staff acting on his or her own behalf, or any other person in charge of a University structure shall not be permitted;
- g. It is prohibited to falsify or manipulate official University records and documents, or to use official University documents and records for misrepresentation purposes. Use of telecommunications, data network or any electronic equipment owned and administered by the University for unlawful / improper purposes, in violation of regulations, University policies or laws is prohibited;
- h. Any action taken, or situation created, intentionally or negligently, creating a problem for the University. These actions include but are not limited to: copying responses from another student during the exam; unauthorized communication with others during an exam; allowing another student to copy, the answers; replacing another person or using another as a substitute during an exam; pre-programming a calculator, or other electronic device that holds unauthorized answers or exam information; the use of unauthorized material, preparatory answers, written notes, or information hidden during an exam; allowing others to do a task for them or part of a task (eg group task), including using a commercial works service (purchasing them); submitting the same assignment to more than one course without the prior approval of all teachers or lecturers.
- i. Offering or giving bribe to University staff or those holding senior management positions; continued non-payment of financial obligations to the university are covered;
- j. Unauthorized appropriation of assets or services within the University is prohibited.
- k. Unauthorized possession of deadly weapons (firearms, explosives, knives, etc.) or that pose a threat to the well-being of members of the university community are prohibited. Ownership, use, storage, or transportation of firearms, explosives, fireworks, or hazardous chemicals are prohibited, except for vehicles / materials for which cabinet-laboratory authorization is available.
- l. Demolition, damage or destruction of public or private property are prohibited. It is not permitted to enter or use objects on the University property, or the properties in the custody or control of the University, for an improper purpose, without proper authorization, or by helping others to do so;

- m. False testimony or concealment of evidence in front of Collegiate Bodies or University staff members. False reporting of the presence / threat of a bomb, equipment or other danger situation: Recognizing and not reporting an event / act that endangers University members are prohibited. Conducting material reflections in the context of an academic assignment; changing information or data and making it legal; providing false / misleading information to a University lecturer or official; sabotaging or stealing another person's task, book, paper, paperwork, experiment, project, software or electronic hardware; obtaining a copy of the exam or assignment prior to issuance approved by the lecturer; selling, distributing, posting on the website, or publishing lecture notes, prospectuses, recenzime, records, or other information provided by a lecturer, or using them for commercial purposes, without the permission of the lecturer; forging a signature on a letter of recommendation or following another teacher's document; putting one person's name on another person's exam or assignment; changing an exam or assignment previously assessed for the purpose of a note appeal or to gain points in a reassessment process.

Plagiarism is a violation of the Code of Student Ethics referred to Article 23 of this Code.

- n. Harassment of any kind against University staff or students. Committing a behavior in verbal, electronic, visual, written or bodily (physical) behavior to 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:
 - 1. Direct or implied threat to the university activity of other University member (s), university organizations or groups.
 - 2. Unjustified obstruction / interference with school and university activities, other members' personal activities including, but not limited to: conduct / communications that interfere with or impede the work of the official worker / teacher in teaching, laboratory, professional practice, or activities directly related to academic teaching, guidance and counseling, or support services throughout the University community.
 - 3. Creating an frighten or degrading situation / environment, causing personal, social, academic, psychological, emotional, or unnecessary stress.
- o. Participation or organization in betting activities within the University premises is prohibited. Participate in demonstrations, riots, or activities that disrupt the normal functioning of the University and / or violate the rights of others or lead or encourage other members to disrupt normal and / or planned activities.

- p. Violation of regulations or policies set forth by the University which include unauthorized use or rape of computer equipment; drinking, smoking, unauthorized access, use or rape of University equipment and physical facilities. 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. The code also includes identity theft. Theft or attempted theft of University property and / or services; knowingly possessing or transporting stolen property; inappropriate use or conversion of another's property for personal use. The code also includes identity theft.
- q. Threats, abuses or verbal, physical and sexual violence.
- r. Direct or indirect retaliation or prosecution after making any decision against members of the Ethics Council or other body involved in the matter. Persecution is defined as the deliberate, malicious, and repetitive pursuit and harassment of a person that causes a feeling of fear, intimidation, harassment, or rape. Persecution is the behavior of a student who maintains a repetitive attitude towards another person and creates a credible threat in order to fear for his or her family's safety. The prosecution may be physical or at official email addresses.
- s. Attempts to perform the foregoing acts or cooperate in the foregoing acts.

CHAPTER IV

WRITTEN COMMUNICATION

Article 19

Written communication forms

Written communication is necessary to ensure ethical communication within the institution and to avoid misunderstandings that may arise as a result of verbal communication. There are two forms of written communication: official paperwork and email communications.

Article 20

Electronic communication

All messages drafted and / or transmitted through the University's internal network must comply with the Law, Statute, Regulations and Code of Ethics and respect the rules of official communication, privacy and confidentiality as required by law. Electronic communication should rely on the following criteria:

1. The official email address and messages are not the individual property of individuals.
2. The internal electronic network is the property of the University. All information that is posted, compiled, transmitted and / or obtained in the institution's electronic system is the property of the University in accordance with the provisions of the Copyright Act and other related rights.
3. Each staff member shall be assigned an email address in order to be used exclusively for University related work needs. The address is individual, and its use is password protected only by the individual, the relevant staff member.
4. Upon termination of contract, the University prohibits users from accessing the email system, including the right to download, send, print or retrieve any message placed on the system, regardless of the sender or recipient or the significance of the message except otherwise provided.
5. The University prohibits any form of discrimination based on age, race, gender, physical or mental ability, sources of income, religion, or political affiliation using electronic networks.

Using the computer network and emails to humiliate or discriminate for one of those reasons is prohibited.

6. The University reserves the right to monitor, review, interrupt or publish any message designed, sent or received through the Network. Monitoring, reviewing and interrupting messages can be performed with the help of content filtering software or by authorized personnel.
7. Private Internet address control using the computer network and Internet service provided by the University is not permitted.

8. The University reserves the right to change the route, destination or to suspend the sending of messages depending on the circumstances by immediately notifying the sender. This includes, but is not limited to:

- a. Prevent sending, alternating, archiving or deleting attachments or message code when it is suspected to be a threat to the functioning of the computer system.
- b. Eliminate additional content in messages (eg music) that are considered unnecessary for the University and take up memory space.
- c. Prevent sending or archiving suspicious content messages.
- d. Messages containing attachments with suspicious names and suffixes.
- e. Prevent sending or archiving offensive language messages.
- f. Prevent sending or archiving messages that are considered unofficial or commercial (spam).
- g. Attach a statement to the institution's email messages.

Use of the official email address for private purposes is prohibited.

Article 21

Ethics and the way of writing

1. The structure of the official memo within the institution (Memo) is made by applying the rules set by the UASF through a ready model.
2. Official email messages must have an aesthetic form and a set of rules for how to write. Its use is not only limited to sending simple text messages but also to sending various files and formats with limited capacity. The rules of writing an email message are as follows:
 - a. It should be remembered that emails can be saved and printed for administrative reasons. Therefore, they should contain a note with the name and contacts of the person sending it in the following format:

Name, Surname, Function, Department, Institution,
Phone, Fax, Mobile, Email, Web: www.UASF.net
Postal address (Institution, Street, No., City, State).

- b. This format is mandatory for all official University addresses and cannot be changed.

c. E-mails should be formulated in a formal way. Care should be taken with confidential comments. Messages can be published for administrative purposes. Grammar and literary language should be used to avoid misunderstandings. Messages should be reread before sending.

d. The message should contain acceptable text format. The use of very long sentences should be avoided. It is advisable to use from 10 to 20 words per sentence. Messages should not be completely capitalized.

It should be written concisely and directly. The messages must be in line with ethics in public administration. No unnecessary files should be attached.

e. Priority should be used, and the words "Urgent" or "important" in the content of the message should be used.

f. It should be used with criteria and only when needed, sending the message to all institution addresses. The "Repley to All" option should only be used when really needed. Care should be taken with name shortcuts and emotional icons.

g. Care should be taken in selecting the message format (html, rich text or plain text) because the integrity of the emails depends on it.

h. Complicated formatting can result in incomplete reception of the message or complete disruption of the message that causes difficulty reading.

i. One should not attempt to retrieve a message. In case an incomplete message is sent or at the wrong address, another clarification email is suggested.

j. The "Cc:" field should not be used when recipients do not need to receive a copy of the message. When replying to a message received from "Cc:" it should be decided whether to include other recipients listed in the "Cc:" field

k. Email messages should be formulated in a polite manner and display a formal and ethical communication.

l. The messages should also contain a "statement" according to the following text:

The information transmitted in the content of this message is intended solely for the individual or institution to which it was sent, may contain credible and / or privileged material only for the recipient. Any review, transmission, distribution or performance of any other action like this by persons or entities other than the intended recipient is prohibited. If you receive this message in error, please contact

its sender urgently and delete any material transmitted to your computer. We accept no liability in respect of damage or loss caused by harmful programs or viruses except in the case of complete negligence, or wrong and willful misconduct.

m. The name and surname of the person should be complete with all lowercase letters of the Albanian alphabet except for the letters "ë" and "ç". The name of the University should appear in the form of an acronym and should be in Albanian and, where appropriate, in foreign languages permitted. When the name and surname of two users are the same, a number is placed at the end of the surname.

n. Authorized personnel using direct communication software, provided with a password-protected individual identification address.

o. Email address passwords must be no less than eight (8) characters long. Five (5) of these are letters, where at least one (1) must be uppercase; two characters must be numbers (0-9); and a character must be a symbol (eg *, £, %, &).

CHAPTER V

ACADEMIC CREATIVITY

Article 22

Intellectual Property

University staff must be accountable for University resources. All intellectual property conceived, produced or written by faculties, administrative staff, and students using University funds, facilities or other resources must be owned and controlled by the University. Traditional products of scientific activity which are considered as the unlimited property of their author, such as scientific journals, textbooks, and monographs that are created without including the use of University resources will be the unlimited property of the author. Any form of unauthorized reproduction in writing by the author is prohibited.

Article 23

Academic plagiarism

Plagiarism is the use of words, ideas, concepts, or data of another person without quoting. Plagiarism can exist in circumstances where the student says that he / she is the original source of information. Plagiarism involves the direct use and

paraphrasing of another's words, thoughts or concepts without quotation. It includes, but is not limited to:

- a. unsupported copying of passages from electronic works and / or copies of other people's homework or courses, essays, research papers, or theses;
- b. unsupported using of another person's views, opinions or knowledge;
- c. unsupported paraphrasing of phrases, original features, metaphor of another person, or other literary projects.

Avoiding academic plagiarism serves to increase the quality of research and scientific creativity.

1. The researcher is obliged to cite in full and accurately the author and their works, whom he has consulted as primary or secondary sources and has used them to inform him of previous results or of argue and interpret the results of the research activity.
2. Institutions conducting research activities provide software that automatically controls plagiarism for research papers and publications (papers, references, scientific articles, dissertations, monographs, textbooks, manuals, course assignments or theses submitted for "Bachelor" or "Master"degrees).
3. Anything not covered by this Code of Ethics regarding plagiarism shall apply accordingly to the legal provisions of the Copyright Law and other related rights and internal regulations of the UASF.

CHAPTER VI

Article 24

Bodies for implementing the Code of Ethics

1. The bodies that are competent to implement the Code of Ethics in the UASF are:
 - 1.1. Ethics Council elected by the UASF Senate on the proposal of the UASF Rector.
 - 1.2. Disciplinary Committee selected by the UASF Teaching / Scientific Council.
 - 1.3. The ad-hoc Disciplinary Commission appointed by the Rector of UASF.

Article 25

Ethics Council

The Ethics Council is a body established by the Rector's proposal and elected by Senate decision that functions in accordance with the Statute, UASF Regulations and Code of Ethics. Pursuant to this Code, it has the following competence:

1. Observe the implementation of the disposition of this Code and propose amendments, improvements or other binding measures that relate to the UASF Ethics.
2. To propose to the Rector disciplinary action when the offense is mild, for the first time and concerns disciplinary behavior at work.
3. In cases of electoral processes, in the absence of the Rector, decisions on disciplinary measures are taken by the Ethics Council.
4. To propose to the Senate measures where the violations relate to academic matters.
5. To propose to the Disciplinary Committee when the violation is repetitive and qualified as grave.
6. The decision of the Rector and the Senate on the severe measures imposed is final.
7. When the Teaching / Scientific Council decides on a disciplinary measure on the proposal of the Disciplinary Committee, the Senate shall decide on the second instance according to the report of the Appeals and Complaints Committee.
8. The final decision on serious violations is made by the UASF Senate.

The Ethics Council only considers cases where denunciations, complaints or reporting have identified the individual making the complaint.

Article 26

1. The Council of Ethics is composed of: four members of the academic units with a four-year mandate and one representative of the student Parliament with a one-year mandate and one member of the administration with a four (4) year mandate.
2. The President of the Ethics Council is elected by the members of the Ethics Council.
3. The Ethics Council may issue rules of procedure to regulate matters not provided for in this Code.
4. The mandate of the members of the Council is related to the mandate of the body which elects it.

Article 27

1. The Disciplinary Committee is composed of four (4) members: two (2) academic staff, with four (4) years mandate, one (1) administrative staff member with four (4) years mandate, one (1) student delegated by the Student Parliament for one (1) year mandate, and a representative from the syndical organization from UASF in the capacity of a monitor (without voting rights).

Article 28

Ad-hoc Disciplinary Committee

The ad-hoc Disciplinary Commission is a body established by the decision of the Rector of UASF, which is responsible for the implementation of procedures, in cases where the Code of Ethics is violated by employees outside the teaching process at the Rectorate of UASF, respectively in academic units of UASF.

Article 29

Initiation of proceedings

1. Procedures for the veracity of a violation of any principle of the UASF Code of Ethics may be initiated by the submission of a Report of a Code Violation in writing to the implementing authorities of the Code of Ethics.
2. The application for violation of the Code of Ethics can be submitted by all employees, but it must be justified with all data and evidence about the persons, time, place, eventual witnesses and be signed by the bearer of the statement.
3. Anonymous submissions are not considered.

Article 30

Ethics Council working procedures and deadlines

1. Based on a report of violation of ethical principles by teachers and collaborators, according to the criteria of Article 20, the President of the Council of Ethics shall convene a meeting of the Council within thirty (30) days from the date of receipt of the report.
2. If the Council of Ethics confirms the non-existence of violations of principles by teachers and collaborators, it shall by its decision refuse to submit the application as unfounded.
3. If the Ethics Council determines that any of the principles of the Code of Ethics has been violated, it shall, by a decision, propose to the UASF Senate the appropriate measure: written or public reprimand. If these violations are repeated, the Council of Ethics proposes to the managing authority additional severe penalties.
4. For violating the principles of the Code of Ethics, as appropriate, the Ethics Council proposes disciplinary measures from taking calls, to dismissal.
5. If the Ethics Council determines that violations of any of the principles of the Code of Ethics by UASF teachers and collaborations are in violation of the UASF Labor Law and Statute, it shall propose measures in accordance with UASF Rules of Procedure and the Law on Higher Education.
6. The decisions of the Council shall be taken by a majority vote of the general members.

Article 31

Disciplinary Committee procedures and deadlines

The procedures of the Disciplinary Committee, established by the KMSH, are implemented in accordance with the rules of the UASF Statute and other normative acts.

Article 32

Ad-hoc Disciplinary Committee procedures and deadlines

1. On the basis of an application form submitted for violation of any of the principles of the Code of Ethics by non-academic staff of the UASF (Rectorate and Academic Units), the appointed ad-hoc commission shall initiate procedures for the authenticity of violations of the Code's ethical principles, thirty (30) days from the date of receipt of the application.

2. If the ad-hoc Commission proves that there is no violation of the principles of the UASF Code of Ethics, it shall by a decision reject the application as unfounded.
3. If the ad-hoc Committee proves that the ethical principles of the Code of Ethics have been violated, then it proposes to the Rector one of the measures: written remarks, public remarks.
4. If the ad-hoc Commission proves that the ethical principles of the Code of Ethics have been violated, which are contrary to the Labor Law, the Higher Education Law and the Statute of the UASF, then the Commission shall propose to the relevant bodies the commencement of disciplinary proceedings under legal acts mentioned.

Article 33

Decision of the Senate, Rector

1. The decision of the UASF Senate adopted based on the proposal of the Ethics Council on the proposed measure for minor offenses is final.
2. The decision of the Rector adopted based on the proposal of the Ethics Council and the ad-hoc Committee on the proposed measure for minor violations of the Code of Ethics shall be final.

Article 34

Final Provisions

1. Interpretation of the Code of Ethics is made by the Governing Council of the UASF.
2. The Rector of the UASF shall propose to the Senate for approval the list of members of the Ethics Council for approval immediately after the adoption of this Code of Ethics.
3. The Code of Ethics comes into force on the day of its adoption.
With the entry into force of this Code of Ethics, the provisions of the Code of Ethics of the academic staff of the University of Applied Sciences in Ferizaj no longer apply.
Prot.:35/15, dated 22.09.2015.

Chairperson of the Steering Committee

[Signed]

Prof. Asoc. Dr. Driton Sylejmani