



Chairperson of the Steering Committee

No. Prot. 4653/19; Date: 27.12.2019

Prof. As. Dr. Samet Dalipi

Pursuant to Article 23 of the Provisional Statute of the University of Applied Sciences in Ferizaj (UShAF), The Steering Committee, at its meeting held on 27.12.2019, approve:

REGULATION

OF BEHAVIOR OF THE ACADEMIC STAFF, NON-ACADEMIC PERSONNEL, STUDENTS AND OTHER WORKERS IN THE UNIVERSITY OF APPLIED SCIENCES IN FERIZAJ

Legal basis

This regulation was drafted in accordance with Article 23 of the Statute of the University of Applied Sciences in Ferizaj (hereinafter: "University").

Article 1

Introduction

The regulation sets and clarifies standards of conduct for Staff, students and other employees, in their relationships within the University and between the University and the wider community.

Article 2

Purpose

The purpose of this regulation is to:

- support and promote interpersonal relationships;
- guides the principles of respect for fundamental human rights;
- identify and clarify acceptable behaviors;
- fulfills the mission of achieving the ethical values of employees at the University.

Article 3

Scope

The provisions of this regulation are mandatory for all staff employed at the University, regardless of the form and type of employment contract.

Article 4

Rules, principles and values

This regulation applies the general principles of ethical conduct, which govern: behavior and discipline pertaining to the employment relationship in relation to colleagues and students.

Article 5

This regulation includes the rules of general principles of ethical conduct, which are approved by the Steering Council of the University.

Article 6

Responsibilities of the Steering Council

The Steering Council of the University regarding this regulation, has the following responsibilities:

- a) They must put the interests of the institution above their own interests and must not seek to take advantage of their positions differently than required by applicable law;
- b) To declare a conflict of interest in advance before undertaking any administrative action;

- c) Must not accept any mandate to act, or refrain from acting in a particular way, from the body who designated them, or accept any instruction from any individual, or from any political party, union, religion or source other external;
- d) It must not seek or accept any bribes or other financial considerations, or seek or accept any other personal favor which may affect them in the decision-making process;
- e) It must immediately report any attempted bribery or provide personal favor to the relevant authorities.

Article 7

Managers

This regulation, based on the general principles of ethical conduct, includes rules of conduct for managers (Rector, Pro-Rectors, Deans of the Faculty, Program Directors, Secretary General).

Article 8

Managers' responsibilities

University managers have the following responsibilities:

- a) To set the interests of the institution above their interests, and to behave in accordance with the responsibilities provided by their employment contract;
- b) When performing their duties, they should not be influenced by any request which does not derive from the law on higher education or internal acts of the University;
- c) To declare a conflict of interest in advance before undertaking any administrative action;
- d) They must not allow the delivery of bribes or any other favors which may affect their work;
- e) Any attempt at bribery or any favors must be reported to the competent supervisor;
- f) Must not misuse the resources of the institution, or the personal or commercial information held by him, for personal gain or of any other person;

- g) It must ensure that all persons under their authority are informed of the relevant rules of this regulation.

Article 9

Academic Staff

Ethical principles

Academic staff members should behave in accordance with the general principles of ethical conduct in relation to:

- a) the governing body, management and other bodies of the institution,
- b) other academic and support staff,
- c) students, and
- d) any other person or group that has a contractual relationship or other relationship, or interest in the work of the institution.

Article 10

Rights of the Academic Staff

Academic staff has professional rights, especially the right to act in ways that guarantee independence and the learning environment at the University: and these rights include:

- a) Academic freedom, up to freedom of expression and freedom of research;
- b) To be evaluated as researchers and teachers based on intellectual and professional criteria and not on their political and religious views, or other issues of personal preference;
- c) To evaluate in an objective way the performance and achievements of students according to the University's grading policies and predetermined grading criteria;
- d) To not accept any instruction to act or refrain from acting in a particular manner by any individual other than a higher authority, or by any political party, trade union or religious group, except as permitted by applicable law;

- e) To report any alleged non-compliance with applicable law or ethical principles to the relevant authority in trust without negative personal consequences.

Article 11

Responsibilities of the Academic Staff

The academic staff of the University is responsible for:

- a) To set the interests of the institution above their interests, and to behave in accordance with the responsibilities provided by their employment contract;
- b) When performing the task, they should not be influenced by any request which does not derive from the law on higher education or internal acts of the University;
- c) To declare a conflict of interest in advance before undertaking any administrative action;
- d) They must not allow the providing or accepting of bribe or any other favor which may affect their work;
- e) Any attempt to provide bribe or any favors must be reported to the competent supervisor;
- f) It should not misuse the resources of the institution, or the personal or commercial information held by it, for personal gain or that of any other person;
- g) To not misuse the resources of the institution, or the personal or financial information held by it, including intellectual property, for personal gain or that of any other person or group;
- h) They should behave according to the general principles of ethical conduct when participating in the appointment, promotion or other committees affecting academic staff and when participating in commissions or other bodies interested in admission, evaluation, examination and other related actions. with students and in individual and group activities with students;
- i) Respect university students and avoid any exploitation or harassment, or discriminatory treatment of students;

- j) Respect the diversity of students, including, but not limited to, their political and religious beliefs;
- k) Protect students' academic freedom;
- l) Do not engage in plagiarism, do not mention or attribute the work of others, falsify results and respect ethical principles regarding the protection of personal data, and other specific principles in defined areas, according to the rules of the institution (for example in science and sociological research) when participating in research activities;
- m) do not discriminate or harass colleagues and to respect the diversity of free thought and expression;

Article 12

Administrative (non-academic) staff

Members of the administrative staff must behave in accordance with the general principles of ethical conduct underlined in the Code of Conduct and these principles must be applied by the administrative staff. These rules include principles of conduct and provide sanctions for non-compliance with applicable law.

Article 13

Responsibilities of the Administrative Staff

The University's Administrative Staff has the following responsibilities:

- a) To put the interests of the institution above their own interests
- b) They must ensure the preservation of institutional ethical norms within the unit they lead.
- c) Not to discriminate or harass colleagues and to respect the diversity of free thought and expression;
- d) To declare a conflict of interest in advance before undertaking any administrative action;

- e) They should not allow offering the bribe or any other favor, which may affect their work;
- f) Not to misuse the resources of the institution, or the personal or financial information held by it, including intellectual property, for personal gain or that of any other person or group;
- g) To report to the superior in cases where they have found irregularities or unethical acts and keep and not hide the evidence that proves them.
- h) Respect the governing bodies, colleagues and academic staff.
- i) To respect students and maintain correct behavior towards them, in accordance with ethical and moral rules, without prejudice to the personal dignity of any individual.

Article14

Unacceptable behaviors

Unacceptable behaviors (contrary to this regulation) are sanctioned in accordance with the regulations in force at the University.

Article 15

Unacceptable behavior of academic staff in relation to students

1. Practice of the academic responsibility (teaching, assessment or supervision) for each student, with which the staff member is in conflict of interest.
2. Setting conditions for meeting the requirements of the course, passing exams by asking students to buy certain literature or other teaching aids, or asking for political, sexual, financial, or other weighty favors;
3. Discrimination, including harassment against a student on political grounds or because of race, color, religion, gender, sexual orientation, gender identity, ethnic origin, national origin, origin, marital status, pregnancy, physical or mental disability;
4. Using the position or competencies by the staff member to force a student's judgment or awareness or to cause harm to a student for arbitrary or personal reasons.

Article 16

Unacceptable behavior of academic staff in relation to Colleagues

1. Assessment of professional competencies of other academic staff or candidates under consideration for employment, with criteria that do not directly reflect professional behavior, including the content of criticism, due to personal interests or criticism of the work of others for personal reasons.
2. Discrimination, including harassment against a colleague on political basis or because of race, color, religion, gender, sexual orientation, gender identity, ethnic origin, national origin, origin, marital status, pregnancy, physical or mental disability.
3. Violation of certain rules governing confidentiality in personnel procedures.

Article 17

Sjelljet e papranueshme në raport me Universitetin

1. Unauthorized use of University resources or facilities to a considerable extent for personal, commercial, political or religious purposes.
2. Threats of physical injury or harassment to another member of the University community, which hinder that person's work and university activities. This includes lobbying, blackmail, extortion, bribery and corruption, as well as other forms of dishonest acts that violate the standards of the academic profession.
3. Discrimination, including harassment against University workers on political basis or because of race, color, religion, gender, sexual orientation, ethnic origin, background, marital status, pregnancy, physical or mental disability.
4. Serious violations of the University's policies, which regulate the professional behavior of academic staff, including, but not limited to, the policies applied for scientific research, external professional activities, commitment conflicts, clinical practices or workplace violence.

Article 18

Scientific research work

Violation of the standards of intellectual honesty, and intentional misuse of the writings, research, and findings of others, plagiarism runs counter to the provisions of this regulation.

Article 19

Student rights

Students are entitled to:

- a) Every student has the right to be protected from racial, religious, ethnic discrimination, political affiliation, age, gender and disability.
- b) Students have the right to freedom of expression, assembly and association to the extent that the exercise of these freedoms is consistent with university policies, while not interfering with the normal functioning of study programs and respecting the rights of others.
- c) Students are free to organize and participate in student organizations, in accordance with applicable law, to promote their common interest within the university.
- d) Student organizations are free to review and discuss all issues of interest, in accordance with University regulations. Well-known and recognized organizations may enjoy the privilege of using the University's buildings, facilities and services according to the University's administrative policies and procedures.
- e) Students have the right to be free from any form of 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 regulation or policy of the University to the Council of Ethics, academic or administrative leaders of the University.

Article 20

Responsibilities of students

Students at the University premises have the following responsibilities:

- a) To implement the teaching schedule and adhere to the rules sanctioned in the Statute and the University Regulations.
- b) To be presented in serious manner in the premises of the institution, which includes an appropriate and dignified dress, as well as the use of a dictionary in accordance with the norms of ethics of communication and civic behavior.
- c) To respect academic staff, academic assistants and administrative staff, peers and teaching rules. To address the academic and administrative staff with the respective academic titles.
- d) Not to perform provocative or harassing actions and gestures against academic staff or other students in the premises of the institution.
- e) Not to offer in any form privileges, benefits, interventions, favors, payments or donations, by themselves or through other persons, for the purpose of obtaining high results, or other favors, which members of the University staff may perform due to duty.
- f) Do not copy, do not perform acts that harm the learning process and do not avoid paying academic obligations.
- g) Do not consume alcoholic beverages or tobacco in the internal premises of the institution.
- h) Do not use a cell phone and keep it off during class or exam time in the auditorium, unless necessary for didactic purposes.
- i) The student, who is involved in a prohibited act or violation of the law, which results in the disruption of the lesson, may be directed by the lecturer to leave the hall for the remaining period of the lesson. For longer exceptions, as a result of the breakdown of the lesson, written decisions must be taken by the relevant bodies.

Article 21

Prohibited student behaviors

Prohibited behaviors include, but are not limited to, the following:

- a) Interference or disruption that hinders and damages the University's mission, processes or functions that violate the rights of others. Unlawful acts including: blocking any part of the University building, without the authorization of the University's managing authorities; blocking the entrance or exit of any part of the University building; setting fire to or by any other means, damaging the building, property or university assets.
- b) Use, or distribution of narcotic or hazardous substances, unless expressly permitted by law. The University prohibits the possession, use, sale or distribution of illegal or uncontrolled substances.
- c) Irregular, abusive, violent, or overly noisy behavior, any premeditated attempt or threat aimed at injuring another person, along with the apparent ability to do so, is prohibited.
- d) Threatening or exercising physical violence.
- e) Obstruction of a member of the academic and administrative staff to fulfill his duties and functions defined in the internal acts, or even in the legal provisions in force.
- f) Falsification or manipulation of official University papers and documents, use of official University documents and data for misinterpretation purposes. The use of telecommunications, data networks or any electronic equipment owned and administered by the University for illegal / improper purposes, in violation of regulations, University policies or laws, is prohibited.
- g) Any action taken or situation created, intentionally or negligently, creating problems in the smooth running of the University's activities. These actions include, but are not limited to:
 - copying answers 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 of a calculator or other electronic devices that hold unauthorized answers or exam information;
 - use of unauthorized materials, pre-prepared responses, written notes or information hidden during an examination;
 - allowing others to do for them a task or part of a task (eg group task), including the use of commercial service of works (their purchase) ;.
 - providing or giving bribe to University staff or those holding leadership positions;
 - non-payment of financial obligations to the University.
 - unauthorized appropriation of assets or services within the University.
 - unauthorized possession of firearms or white arms (weapons of various models and types, explosives, knives, etc.) that pose a risk to the well-being of members of the university community.
 - possession, use, storage or transportation of firearms, explosives, fireworks or hazardous chemicals, except for tools or materials for which there is authorization for use in the classroom.
- h) Demolition, damage or destruction of public or private property. Entry or use of University-owned facilities, for an inappropriate purpose, without proper authorization or by helping others to do so.
- i) Harassment of any kind against University staff or students. Engaging in verbal, electronic, visual, written, or physical behavior toward an individual or group of individuals that is likely to provoke / result in a negative, detrimental, and mental or emotional response.

Article 22

Denunciation of violations

Each person has the right to report, the violation of the provisions of this regulation, in front of the members of the Ethics Council, to the leaders of the academic unit or the Rector. Any denunciation must be processed by the Ethics Council.

Article 23

Disciplinary Measures and Sanctions

Disciplinary measures should be based on the principles of fairness, confidentiality and timely notice. Other issues regarding the imposition of measures are regulated by the internal acts of the University.

Article 24

Disciplinary Commission

The Disciplinary Commission is responsible for the development of disciplinary procedures that accompany this regulation of conduct, and proposes sanctions for violations of this regulation in accordance with the regulation on disciplinary measures and procedure.

Article 25

Complaint

Staff and students have the right to appeal the decision of the mandated unit to determine the disciplinary measure in accordance with the internal acts of the University.

Article 26

Final provisions

The provisions of the applicable laws apply to matters not provided in this Regulation.

This regulation comes into force on the date of approval by the Steering Council of the University.

Chairman of the Steering Council

Prof.As.Dr. Samet Dalipi

[Signed]
