



KOLEGJI - COLLEGE  
**BIZNESI**  
Prishtinë

**KOLEGJI "BIZNESI"**  
Nr. 380-1/12 Data 30.09.2019  
**PRISHTINË**

## **THE CODE OF ETHICS OF THE COLLEGE "BIZNESI"**

Adopted by the Decision of the Higher Scientific Teaching Council, no. \_\_\_\_\_, date 27.09.2019

**Pristina 2019**

The Code of Ethics of the College "BIZNESI" has been drafted in support of the Decision of the Higher Scientific Teaching Council, based on Law no. 04 / L-037 "On Higher Education in the Republic of Kosovo", in the Statute of the College article 81; in the Rules of Procedure of the College "BIZNESI", heading 6 and Article 85, paragraphs 1 and 2; and all other legislation in power and approved by the Decision of the Higher Scientific Teaching Council no . dated 27/09/2019, of the College "BIZNESI".



## **INTRODUCTION**

1. Aware of the educational, research and social function of a higher education institution, the College "BIZNESI" recognizes the fundamental principles and ethical values accepted by the international scientific community in relation to teaching, scientific research and all other university activities.

2. The College supports the institutional and individual responsibility and commitment of the academic community. It considers ethics and responsible behaviour as fundamental values for pursuing institutional goals, promoting merit and excellence, for exchanges with the national and international scientific community, in creating a professional environment that is open to dialogue, interpersonal relationships and protection of individual values.

3. Through this Code, the College requires from the academic and administrative staff, as well as from the students, that each one within the institutional role and function, fulfill and promote:

- a. the fundamental principles recognized by the Convention and the Charter of the Human Rights; the ethical principles referred to international guidelines for the Institutional Code of Ethics in Higher Education; principles of the European Code of Conduct for Integrity in Research and the European Charter of Student Rights;
- b. constitutional laws and normative provisions regarding the transparency and dissemination of information by the public administration; preventing and combating corruption and lawlessness; Rules of Ethics in Public Administration;
- c. the basic principles and guidelines set forth in the College Statute.

### **Article 1**

#### **Legal basis**

This Code is drafted pursuant to Law no. 04 / L-037 "On Higher Education in the Republic of Kosovo", as well as the bylaws issued pursuant to it and its implementation, as well as the rules of ethics in public administration, of acts on special status and treatment of academic staff, as well as applicable laws and bylaws that cover the scope of this Code.

### **Article 2**

#### **The Purpose**

1. The Code aims to preserve the core values of the College community, to ensure the recognition and respect of the personal rights and freedoms, and to guarantee ethical and social duties and responsibilities to the institution. It sets out the rules of conduct of the community and of all persons who directly or indirectly enjoy relationships with the College "BIZNESI".

2. The Code regulates internal relations between members of the College community and the relations with all external actors, with the aim of avoiding all forms of discrimination and abuse, avoiding conflicts of interest, improving the organizational climate and working environment, promoting of virtuous conduct and the prevention of unethical or unlawful conduct.

3. The Code assumes the responsibility of promoting an atmosphere of academic honesty for the education of its entire community, ensuring that the institution policies are implemented in accordance with these norms, in the service of university integrity and image. Likewise, doing justice that people are treated carefully, not to be discriminated, abused or exploited, but by creating equal opportunities and a fair sharing of responsibilities and benefits, based on compliance with state laws.

4. The Code of Ethics of the College of "BIZNESI" recognizes as the core ethical values and principles for the institution and all its staff and their activities: Quality, accountability, collaboration, respect, innovation, commitment, independence, impartiality, integrity, accountability, transparency, discipline and professionalism. All the activity and progress of the institution is built on these values and principles.

### **Article 3**

#### **The scope of action**

1. The Code of Ethics is mandatory for application in the College "BIZNESI", in all its constituent units and branches. All staff, regardless of the form and type of employment contract, academic personnel, academic, scientific and administrative staff assistant, are required to comply with the provisions of this Code. Also, these provisions are mandatory for students attending the College "BIZNESI",.

2. The Code of Ethics contains rules of conduct and ethics and does not constitute a replacement, but a supplement to other acts that regulate this field.

3. The rules of conduct set forth in the Code shall apply to all other persons who are in any way affiliated with the College.

### **Article 4**

#### **Mission, principles and values**

1. The mission of the College "BIZNESI" is to be a teaching and research community with knowledge prestige at national and international level, where the entire staff and students contribute and are guided by the principles of academic and administrative ethics and public life.

2. The Academic and Administrative Code of Conduct sets out the general principles of good conduct that apply to the relations of the institution and its employees, the relations of the institution with other institutions, the relations between colleagues, superiors or subordinates, public relations or with third parties, which are:

- a) Integrity
- b) Punctuality;
- c) Correctness, honesty and sincerity;
- d) Courtesy, goodwill, solidarity and cooperation;
- e) High morale and objectivity;
- f) Academic perfection and freedom;
- g) Respect for academic and institutional hierarchy;
- h) Mutual respect and human dignity;
- i) personal and institutional responsibility as well as accountability; and
- j) civic responsibility;
- k) Independence from different political party views;
- l) Impartiality;
- m) Non / arbitrariness;
- n) Avoidance of conflict of interest;
- o) Honesty, impartiality and effectiveness;
- p) Maintaining confidentiality;

3. When it is alleged that the above principles of ethical conduct in the institution have been achieved, it is thought that civic values have been made for the entire College community to:

- to act and forge relationships with honesty, integrity, professionalism, without compromise that show high ethical standards;
  - ensure that decisions in the College are in accordance with the laws and regulations in force;
  - working as a team with respect and trust for each other;
  - avoid situations where our personal or family interests interfere with our ability to make sound decisions in the best interests of the College;
  - protect the College asset values including physical assets, intellectual property, confidential information, College name and reputation, as well as the confidentiality of the community, students and employees.
4. At the same time ethical values are also considered:
- Legality;
  - Non / discrimination;
  - Obligation to respond to requests;
  - Effectiveness and efficiency;
  - Responsibility;
  - impartiality and professional independence;
  - Transparency;
  - Avoiding conflict of interest;
  - The principle of equal opportunities for communities and genders;
  - Not be indifferent when faced with ethical problems;
  - Encourage dialogue, open discussion and non-bias;
  - Professionalism;
  - Objectivity;
  - Development;
  - Ensuring the best hygienic conditions of the environment;
  - Respecting the rules and customs of associates and students by ethnicity and religion, etc.

## **Article 5**

### **Ethics and ethical behavior**

1. Ethics helps Institution employees to determine their roles and responsibilities, both in relation to themselves, colleagues, partners, employees of other private and public administration institutions, third parties associated with them, or even our College where we work.
2. At "BIZNESI" College, ethics means that every employee must:
  - Support, both formally and practically, the spirit of ethics principles, laws, bylaws, rules and guidelines applicable to the institution;
  - Promote accountability to themselves, superiors and the public; eliminate the lack of respect for others, injustice and dishonesty;
  - Not be indifferent when faced with ethical problems;
  - Encourage the dialogue, open discussion and without prejudice;
  - Respect basic standards of conduct, both inside and outside the institution environment;
  - Be modest about what can be improved and how it can be done;
  - Create and maintain the trust of the College and its peers and students, without discriminating against subordinates, peers and students due to personal reports or



preferences, avoiding infringements of their dignity, personality and professional opinions.

3. Ethical conduct requires that all employees of the institution make conscious choices, make similar decisions, as well as have sound judgment, in accordance with the ethical values and principles set forth in this Code.

## **Article 6**

### **Freedom, autonomy, and quality in teaching and research**

1. The College "BIZNESI" recognizes the autonomy of scientific research and freedom of teaching as fundamental values for the creation and transmission of knowledge. It undertakes to create a suitable scientific and institutional environment to foster lifelong learning, exchanges between national and international scientific and academic communities, which constitute conditions for growth and quality assurance, ensuring:

- a) Academic freedom, including free research and the exchange of ideas;
- b) The right to submit objectionable material appropriate to the program subjects;
- c) The right to be supported by the College if a staff member is in trouble for adhering to ethical principles;
- d) The right to be judged by colleagues, in accordance with fair procedures and due process in matters of promotion and discipline, only on the basis of the professional qualifications of the staff member and professional conduct.

2. The College shall promote quality activities relevant to teaching and scientific research in accordance with international standards. It guarantees the development of syllabus with the aim of strengthening and protecting ethical values and academic integrity; promotes discussion and debate on ethical issues of interest to the community.

3. The exact fulfillment of institutional duties by all members of the College community predominates over all other extra-institutional professional activities, however legal they may be.

4. The Academic staff enjoys academic freedom in research, in scientific work and teaching methodology. The Academic staff must adhere to the responsible use of academic freedom, subject to an approved curriculum. They must perform research, teaching and practice with high performance through reading, study, experiment, observation, exchange and objective self-assessment by choosing efficient, useful, understandable and fruitful methods for students.

5. Every member of the academic staff should recognize and respect the scientific contributions of the colleagues and students. In lectures, publications or presentations, lecturers should use acceptable professional practices for the borrowed materials.

6. The Academic staff should continually improve the methodology in order to be effective in teaching, encourage students to act freely and independently, and explain the assessment methods to them.

7. The Academic staff should explain to students in advance the course objectives by achieving this through lectures, demonstrations, and practice exams.

8. The academic staff should be transparent in assessing and testing student knowledge, in the methodology used and their results, acting in accordance with the Internal Regulations of the College.

9. The academic staff should avoid disclosing confidential information to the students without their permission, except in special cases when required by the law. Any information about views, beliefs, activities, political associations taken from student conversations should be kept confidential.

## **Article 7**

### **Teaching activities and relations with students**

1. Students are part of the "BIZNESI" Collegecommunity, for whomthe key activities are designed and implemented, promoting a high level of cultural and professional teaching, and taking into account the needs expressed by society as a whole.

2. Relations between academic, academic assistant, administrative staff and students are based on the principles of integrity, trust, cooperation and mutual correctness, respect, equal opportunities, honesty and non-discrimination.

3. In dealing with students, the College "BIZNESI" realizes:

a. Effective counseling to:

I. Supports the university career choices, facilitating entry procedures to the study programs offered at the College, and meeting any additional specific criteria (set out in the introductory guidelines);

II. Meet the specific application procedures and special programs that distinguish the College from other public and private institutions of higher education;

III. Opportunities for entry into the labor market are created through guidance services (career counseling);

b. Organizing teaching activities, module exams and courses according to the transparency and merit recognition criteria;

c. Students' right to use common spaces for socialization and scientific debate;

d. The high quality of services that support teaching and the right to higher education;

e. Creating infrastructure facilities for full use of services by students with disabilities;

f. A transparent procedure for measuring students' opinions about the content and organization of study programs, the performance of academic,academic assistant and administrative staff.

## **Article 8**

### **Quality and transparency of scientific-research activities**

1. The academic and scientific communities have the responsibility to develop and apply the principles, norms, standards and criteria of research ethics in the College and in relevant scientific disciplines, as well as to respond appropriately to integrity violations.

2. In allocating funds designated for research funding, the College takes into account the needs and specific character of each field, as well as individual and group contributions to the field of science.

3. The College undertakes to guarantee the full transmission of scientific research results and promotes access to the followed methodology, using all appropriate means, in accordance with the relevant provisions of this Code.

## **Article 9**

### **The use and store of scientific research activity results**

1. The researchers and the responsible structures at the College shall enable the safe storage of the College research data and materials, including those not published, for a reasonable period of time, in accordance with the provisions of the Regulation "On Ethics in Research activity and Publishing". "

2. Researchers as well as responsible structures at the College shall ensure that access to data is as free as possible: make visible, accessible, interoperable, transparent, reusable. Access to the data may be limited as far as these structures deem necessary in order to preserve data on site security issues.

3. Researchers, the College, and subordinate research structures shall produce legitimate and potential data and products to be quoted, based on standards.

4. Researchers, the College and its subordinate research structures shall ensure that any contract or agreement for the publication or use of the search results shall respect intellectual property and copyright protection.

5. Members of the College community must abide the norms relating to intellectual property and plagiarism. Plagiarism is the use of the ideas and work of others as their own, without quoting the original source, violating of the rights of authors and their intellectual products. Plagiarism can be intentional or effect of an improper attitude.

## **Article 10**

### **Recognition of merit**

1. The College "BIZNESI" and all employees of this College recognize and promote individual merit as an essential criterion for personal and professional development. In terms of employment and advancement in career, merit constitutes one of the conditions of assessment and selection, according to ability, knowledge and experience. perben

2. Merit is the criterion by which students are evaluated in their study programs and are rewarded in the forms and ways prescribed according to the applicable legislation and the internal College Rules of Procedure.

3. The College supports the initiatives of its staff to enhance professional competencies and individual experiences for the benefit of the entire College community. It adopts internal and external staff and its evaluation procedures based on clearly defined objectives, with the aim to promote improvement of the organizational and individual performance.

## **Article 11**

### **Prohibition of discrimination**

1. All members of the College "BIZNESI" have the right to be treated equally, with understanding, respect and honor by not being subjected at any moment to discrimination, directly or indirectly, due to one or more factors, including religion, gender, conscience and personal beliefs, physical aspect and color, language, ethnic or social origin, citizenship, personal and health conditions, pregnancy, family choices, age, etc.

2. It constitutes direct discrimination when, on the basis of anyone of the motives set out and sanctioned in this Code and in the legislation in force, an individual is treated less favorably than has been treated or would be treated another one in a similar situation.

3. Indirect discrimination is that form of discrimination that occurs when a provision, criterion or practice, seemingly impartial, would put a person or group of persons in unfavorable conditions with regard to the causes set forth in the legislation in force, in relation to another person or group of persons, as well as that measure, criterion or practice, is not objectively justified by a legitimate aim, or when the means of achieving that goal are either inappropriate or indispensable and in a right proportion to the condition that caused it.

4. The College opposes any form of the unjust social prejudice, any harassment or disturbance due to any of the motives sanctioned in this Code and in the applicable legislation,



any offensive or degrading practice, any idea of an individual moral superiority of an individual or a group versus another individual or group.

5. It is the duty of the College and its members to encourage the initiatives directed at protecting and evaluating disadvantaged categories.

6. The College "BIZNESI" should give equal opportunities to every person during the process of recruitment, naming, promotion, payments, training and other practices applied in the College regardless of gender, race, ethnic origin, national origin, color, faith, religion, age, service uniform or status that he represents, with mental and physical disabilities or even political beliefs. All College staff must comply with the anti-discrimination policy in accordance with the Constitution and anti-discrimination law.

7. In dealing with complaints / requests, as well as in decision-making, for employees and students, the "BIZNESI" College should ensure respect for the principle of equality of treatment. The Subjects that are in the same situation should be treated in the same way. If any differentiation is made in treatment, for one or more employees or students it should ensure that this be justified by a relevant objective feature of a particular case.

## **Article 12**

### **Sexual abuse and harassment**

1. Sexual abuse and harassment are defined as requests for sexual favors, and / or unwanted sexually suggestive services with sexual context, and / or offensive behavior or verbal expressions that have as the object the personal sphere of sexuality of a person, based on sex. or his sexual orientation.

2. College "BIZNESI" does not tolerate abuses or harassment of a sexual nature, understood as discriminatory behavior that infringes on human dignity and provides victims with appropriate protection, free from prejudice.

3. The existence of an unequal position between the abuser and the victim constitutes an aggravating element of sexual abuse or harassment.

4. To urge a respectful area for the dignity and well-being of everyone in the College, commitment is required to create a work environment without any harassment. Verbal or nonverbal and sexual harassment of students and any other staff member of the College at any level of hierarchy is prohibited. Any complaints about the aforementioned harassment, coupled with the facts, will be dealt with in all ways approved by the College Ethics Council.

5. Sexual harassment is also compounded by requests for sexual favors and other electronic, verbal, visual, written or bodily actions of a sexual nature that directly affect the decision to pursue work or study in the relevant program; unduly affecting the student's right, privilege, advantage, or access to education; that creates a threatening, stressful, hostile, or offensive environment for the development of the learning process.

6. Sexual abuse occurs when the act is committed through:

- a) physical force, violence, intimidation or threatening;
- b) ignoring the objections of the other person;
- c) intoxication or harm to another by the use of narcotic drugs, psychotropic substances or alcohol;
- d) benefits from the disability, frightened condition, impotence, or other disabilities of the other person.

**Article 13**  
**Nepotism and favoritism**

1. We are dealing with nepotism or favoritism when a member of the academic, assistance / academic or administrative staff, directly or indirectly, uses his authority or persuasive ability to give benefits, favor duties or appointments, influence conclusions of contests or selection procedures that relate, in particular, but not exclusively, to the initial stage of university careers or to the preference of children, families or persons living with them.

2. Nepotism also contains all forms of favoritism against students and associates in subordinate positions, where this is understood to be unjustified and arbitrary conduct that is contrary to the rules of non-discrimination and recognition of merit and may damage the prestige of the College.

3. College "BIZNESI" is anti-nepotism and favoritism, which contradict human dignity, the evaluation of individual merits, professionalism and academic freedom, legality, impartiality and transparency and require student staff to refrain from such practices and refer cases of suspicious behavior to the Council of Ethics.

**Article 14**  
**Abuse of position**

1. No staff member at "BIZNESI" College shall be permitted to use, directly or indirectly, his or her academic positioning authority or voice fulfilling, as having a prior obligation of the Capital College in his or her favor, The service of this is not provided for as a legal injunction of the latter.

2. Abuse of position refers to conduct intended to obtain protection from other parties, services to render, although we cannot be prohibited by expression from the laws in force, fall under the principles of this Code.

**Article 15**  
**Gifts and favors**

1. BIZNESI College personnel need not seek or accept gifts, favors, receptions or other selections, and / or avoid potential losses as well as promises for them, services, family, sins, persons or data-driven organizations are likely to have the opportunity to offer a free service offering, or you will be able to reward them for facilitating the use of official officials.

2. Paragraph 1 of this Article shall not apply formally to invitations, to traditional hospitality, to gifts with symbolic or traditional services, to courtesy, and to protocol gifts, in order not to create suspicion of impartiality of the servant. The best protocol gifts for gifts from representatives of foreign citizens and visiting organizations and other occasions or behavioral gifts easier. If the occasional gift is not a personal characteristic, then it will be property to the College.

3. Doubtless about the impartiality of the uses, the College's services provided a unit and human resources of management.

4. If the employees offered an advantage, they must:

- a. refuse, without face, to admit him to the test;
- b. the service to identify the person making the offer;
- c. report the capability, as soon as we provide the opportunity, to the supervisor.

5. Truth and prejudice should not be accepted as monetary gifts.

## **Article 16**

### **Responsibilities and conflicts of interest**

1. In accordance with its fundamental principles of academic freedom and autonomy, College "BIZNESI" is a free and independent institution in all forms and conditions of external interests. The College demands that its members, in the performance of their institutional duties, respect the principles of fairness and impartiality, working first and foremost in the interests of the Institution by avoiding situations of conflict of interest.

2. There is a conflict of interest when the self-interest of a member of the College, with the exception of the student, actually or potentially conflicts with the College's, not only economic, interest.

3. Orienting students to purchase goods or services to a member of the academic, assistance / academic and administrative staff that provides them is a conflict of interest.

4. A member of the College who, in a given action or circumstance has an interest in conflict with those of the College, shall immediately notify the body or person in charge or superior, and shall be limited by possible deliberations or decisions concerning the.

5. When a member of the College is aware that such a situation exists, he is obliged to:

a) verify if there is a current potential conflict of interest;

(b) take the steps necessary to avoid such conflict;

c) immediately inform, at his own initiative, the direct superior and the personnel unit of the actual or potential conflict of interest;

ç) In case of doubt about the situation in a situation of conflict of interest, consult with the direct superior and / or the staff of the institution;

d) to obey any final decision not to participate in the decision-making process or to give up the conflict-causing advantages.

6. A member of the College shall maintain the public's respect and confidence in the College. Trust in the College is at stake when the conduct of a College staff member is involved or appears to be involved in a conflict between personal interests and obligations to the College. College staff members should avoid behaviors that lead members of the general public to conclude that he / she is using his or her post for the personal best interests or 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.

## **Article 17**

### **Avoiding conflicts of interest**

1. The competent structures of the College, with the support of the Personnel Unit, on the basis of their data, shall take the necessary proceedings to avoid the appointment of an employee to positions where there may be or may be conflicts of interest or employees should not be assigned tasks that could lead to a potential conflict of interest.



## **Article 18**

### **Using College resources**

1. Members of the College "BIZNESI" shall use the College's resources in a responsible and proper manner so as to be able to justify expenses and provide the necessary documentation or information at the request of the College.

2. No member shall be permitted to use or allow outside persons or entities research equipment, facilities or human, material or financial resources of the College for purposes of a personal nature and / or for purposes other than those of the institution university, or in any case not expressly approved by the latter.

3. Any activity with the resources of the College may be carried out only with the approval of the founder and upon the justifications of the Board and the Higher Scientific Teaching Council.

## **Article 19**

### **Using the College's Name and Reputation**

1. All members of the College "BIZNESI" must respect the name and take all actions to maintain the College's reputation.

2. College staff enjoy a public role in the university and a private role as citizens, so care must be taken to appropriately allocate these two roles.

3. Unless expressly authorized, no member of the College shall be allowed to:

a. improperly use the College's logo and name;

b. to use the College's reputation in connection with professional activities, employment, assignments, or other outdoor activities, in promotions, advertisements or commercial products without the prior written consent of the College's competent authorities under the Statute;

c. to express a close personal point of view using the College's name. Individuals who speak or write publicly as an expert or professional in a particular field may identify themselves with the relationship they have with the College, but if so identified, may not give the impression of speaking on behalf of the College, but being careful to note that any point of view expressed are of the individual and do not represent or reflect that of College "BIZNESI"

ç. To use the College's official email addresses when commenting on citizens.

## **Article 20**

### **Confidentiality and protection of personal service**

1. During the processing of personal service, the College "BIZNESI" ensures the respect for the rights, fundamental freedoms and dignity of persons which are and can be a part of it as employer and students. He wants that the members of the College communities to use data about activity of College within roles which they do in accordance with professional secrecy, confidentiality and finding information which are taken during their activities in accordance with legal provisions in competence. College staff is more trusted with keeping and using personal services and information for everyone you can find in any service even students have the opportunity to use their data confidentiality and doing their activities inside the College. The respect for personal and individual privacy demandsthe fight for care and judgement.

2. The College undertakes to balance the basic personal freedoms and the offer to measure and monitor ideal services. Information, personal service or the creation of staff and students may not be disclosed to third persons without the wish of individuals, as and when required or permitted by College laws or regulations.

#### **Article 21**

##### **Internal and institutional communication**

1. In order of institutional reporting to stakeholders, using the relevant instruments, the College promotes the image, identity, values, institutional functions and activities inside and outside the College.

2. The College manages relations with third persons in accordance with the principles of transparency and correctness. The information and communication to / with third persons must be true, complete, cleared and distributed in accordance with the guidelines and internal acts of the College.

#### **Article 22**

##### **Publication of data**

1. Aware of the social importance of research, BIZNESI College supports and promotes all forms of dissemination of scientific knowledge and results, in order to contribute to the development and well-being of the community.

2. The College supports the publication of data not only through written and electronic communication, but also through access to institutional archives for consultation and possible reuse of scientific literature and research results, within the limits of laws protecting cultural heritage, intellectual property, confidentiality and personal data storage.

#### **Article 23**

##### **Free expression of critical thinking**

1. The College "BIZNESI" facilitates the possibilities for debate and recognizes the freedom of thought and expression, even where the judgment is critical, in order to guarantee full personal fulfillment without violating the provisions of this Code.

#### **Article 24**

##### **International relations**

1. BIZNESI College recognizes the importance of international relations and their contribution to the development of scientific research and academic freedom. It undertakes to promote an appropriate institutional context for promoting mutual exchanges and the international dimension of research and education.

2. The staff of the College cooperates with the international scientific community through research, educational projects and capacity building. In implementing these projects, they fulfill their institutional role correctly and clearly, coordinating their activities with the relevant offices of the College administration.

3. The College promotes the international mobility of its students in order to increase the quality of learning and guarantees full recognition of learning activities undertaken abroad, in accordance with the preliminary agreements signed by the stakeholders. It adopts policies and actions aimed at promoting equal opportunities in international mobility.

4. The academic, assistance/ academic and administrative staff that is part of the international cooperation, is obliged to share the experiences and knowledge of foreign partners in the structures of the College. They must respect the various forms of organization of partner universities and promote the image and name of the College "BIZNESI" abroad.

5. "BIZNESI" College cooperates with international partners according to the principle of equal treatment, exchanging and benefiting from scientific and teaching experiences. In carrying out scientific activities, seminars and research projects, or other institutional activities undertaken in partner countries, the College works according to the principles established by international organizations. The staff and students of the College "BIZNESI" act in accordance with international principles and relevant codes of conduct and ethics.

## **Article 25**

### **Teacher staff responsibilities during the teaching process**

1. The members of the College community undertake to carry out their teaching activities in accordance with the organization and general planning of the respective structures of the College.

2. The academic staff is obliged to fulfill its educational role with responsibility and correctness, supporting the academic and cultural increase of students through guaranteed scientific mechanisms and activities and supported by the principles of the European Charter of Student Rights.

3. The evaluation of students is done according to the procedures approved in the Internal Regulation of the College, for which the students are notified preliminarily. This assessment is carried out in accordance with the needs of the approved programs and subjects in each study program. Advising students on issues of teaching and learning at the time and place defined within the College premises is an essential part of the teaching staff's academic duties. Any other similar activity, committed against a material reward by the interested person, is considered a violation under the provisions of this Code.

4. The academic staff of the College should use the official language and a suitable vocabulary, within the norms of communication ethics and civil behavior.

5. The academic staff of the College must not seek or accept in any form privileges, benefits, interventions, favors, payments or donations from students or other persons, which are intended to obtain high results, or favors and benefits of other which the member of the academic staff may perform due to duty. The identification of such cases is punished according to the articles of the Criminal Code of the Republic of Kosovo.

6. The academic staff should not make or fall prey to provocations, harassment of all forms by students or other persons due to work, for purposes that are contrary to this Code, legal and sub-legal acts in force, such as and with moral norms.



## Article 26

### Other staffing obligations

1. Members may be personalized to the College "BIZNESI", holding office of opportunity to secure more of the principles offered in the preceding Articles made by the Code, and in continuity organized to:

- a. promote the best interests of the College;
- b. work on realizing the mission, vision and values of the College;
- c. maintain public respect and confidence in the College of "BIZNESI", and its integrity;
- d. display personal integrity, honesty and care in all his actions;
- e. provide an environment of mutual respect, impartiality and cooperation;
- f. maintain the confidentiality of all matters in accordance with the provisions of the law;
- g. provide independent resolution of issues;
- h. ensure that relationships that are or may be perceived as conflicts of interest are fully open and followed by the guidelines of the College's collegial bodies;
- i. comply with College policies and procedures and applicable laws.
- j. demonstrate care of College property and resources;
- k. respect the working hours according to the employment contract and respect the approved teaching schedule and its changes in any case;
- l. maintain a serious appearance during working hours and present with serious clothing in accordance with the function performed; College staff clothes must fulfill standards of professionalism and modesty without causing debate and distraction;
- ll. use the official language and a selected vocabulary, with regular intonations and within the norms of ethics and civil behavior;
- m. correctly perform the duties and orders of the superior in accordance with legal and sub-legal acts;
- n. avoid cases where there is a conflict of interest under applicable law, declaring them before the superior once they have appeared;
- o. do not allow personal interests to affect professional relationships;
- p. not to seek and accept in any form privileges, benefits, interventions, favors, payments or donations, from students or other persons, which are intended to obtain favorable results, not deserved by them, or other favors and benefits of which staff member may perform due to duty;
- q. do not discriminate between students, subordinates or colleagues due to personal acquaintances or preferences;
- r. not to make and not be subjected to provocation, harassment of all kinds by students or other persons for work purposes, or any purposes that are inconsistent with this Code, applicable laws and regulations, and moral standards;
- rr. to treat subordinates, colleagues and students equally, avoiding infringements of their dignity, personality and professional opinions despite the inconsistency of opinions and / or interests;
- s. do not consume alcoholic drink or smoking in the institution's internal area;
- sh. not to offend, defame or stain the professional and personal image of other College staff members;
- t. not use the auditor for activities that are not related to teaching or to offend and discriminate against students, to offend, slander or discuss with colleagues and management authorities of any level for any reason or conflict;
- th. do not pressure students in any form, with or without cause.

## **Article 27**

### **Student Responsibilities and Rights**

1. Students in the area of the College "BIZNESI", must:

a. implement the teaching schedule and to adhere to the rules sanctioned in the Statute and in the internal Regulation of the College "BIZNESI";

b. be presented seriously in the area or local of the institution, which includes suitable clothes, as well as the use of a dictionary in accordance with the norms of ethics of communication and civil behavior;

c. respect the academic, assistance / academic and administrative staff, friends and teaching rules. To address the academic and administrative staff in the second person plural, as well as with the relevant academic titles;

d. not to do any provocative or harassing actions and gestures against academic staff or other students in the area or local of the institution;

e. not to offer in any form privileges, benefits, interventions, favors, payments or donations, alone or through other persons, for the purpose of obtaining high results, or other favors which the lecturer or other members of the College staff may perform them due to duty;

f. not to copy, not to commit acts that harm the learning process, and not to avoid paying off academic obligations;

g. not to consume alcoholic drink or smoke inside the Institution;

h. not to use the telephone and to switch it off during the lessons or exam in audit except any case in need, for any didactic aim.

i. use the teaching text during the exam only if this has been approved by the College or the relevant;

j) keep with themselves the identity card or student ID during the lessons which are given by the College and present / submit a request based on the academic or administrative staff of the College.

k) 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 auditorium 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.

2. As members of BIZNESI College, students follow rights and freedoms:

a. Every student has the right to be free from racial discrimination, religious, ethnic, political, age, gender, and disability;

b. Students have the right to freedom of expression, assembly and association as long as the exercise of these freedoms is consistent with the College's policies, does not interfere with the normal functioning of study programs, and respects the rights of others;

c. Students are free to organize and participate in student organizations, in accordance with the legislation in force, to promote their common interest within the College. Student organizations are free to consider and discuss all matters of interest, in accordance with the College's internal regulations. Admitted and recognized organizations may enjoy the privilege of using the College's facilities, facilities and services in accordance with the College's administrative policies and procedures;

d. Students have the right to be free from any harassment by members of the College community. Students have the right and responsibility to report, in good faith and without fear of

revenge, any breach of this College Code or Policy to the Ethics Council, College Academic or Administrative Directors.

3. Students who are accused of violating this Code have the following rights:

a. have all College policies and procedures available for the operation of the disciplinary process;

b. to inform and clarify, as required, of pending charges;

c. be free from threats by College personnel in resolving disciplinary matters.

d. confront the accuser and have the opportunity to re-interrogate them or any witnesses present;

e. be free from searches or confiscation, except the cases where these are based on reasonable causes and by the officials concerned.

## **Article 28**

### **Prohibited Behavior at "BIZNESI" College**

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

a. Interference or disruption that hinders and damages the mission of the College, the processes or functions that violate the rights of others. The criminal offenses included here are: blocking any building of the College or property, or parts of them, without the authorization of the College; blocking the entrance or exit of any College building; setting fire to or by any other means damaging the College building, property or assets;

b. Use, or distribution of narcotic or hazardous substances, unless expressly permitted by law. The College prohibits the possession, use, sale or distribution of illegal substances 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. Irregular behavior can also be performed without touching, hitting, or doing bodily harm. Depending on the circumstances, a mitigating factor for this irregular behavior may be self-defense;

d. Threatening or exercising physical violence;

e. Implementation of programs or activities that constitute violations of local or state law and the policies of the College. Students are prohibited from speaking on behalf of the College with any spoken or written media organization. Students are prohibited from inviting media organizations to the premises or activities of the College, except when receiving written permission from the governing authorities. Students, as individuals or representatives of student organizations, are prohibited from entering into verbal, written, or contractual agreements intended to bind, compel, or create any kind of liability for the College. The College will recognize all these students individually responsible for the financial, legal consequences or damages that may result from such unauthorized actions;

f. Obstruction of a member of the academic, support / academic and administrative staff to fulfill his duties and functions defined in the internal acts of the College or even in the legal provisions in force;

g. Falsification or manipulation of the official papers and documents of the College, use of official documents and data of the College for misinterpretation purposes. The use of telecommunications, data network or any electronic equipment owned and administered by the College for illegal / improper purposes, in violation of the regulations, policies of the College or laws, is prohibited.



h. Any action taken or situation created, intentionally or negligently, creating problems in the progress of the activities of the College. These actions include, but are not limited to:

- i. copying answers from another student during the exam;
- ii. unauthorized communication with others during an exam;
- iii. allowing another student to copy the answers;
- iv. replacing another person or using another as a substitute during an exam;
- v. prior programming of a computing machine or other electronic equipment bearing unanswered answers or exam information;
- vi. use of unauthorized materials, pre-prepared responses, written notes or information hidden during an examination;
- vii. allowing others to do for them a task or part of a task, including the use of the commercial service of works (their purchase); submitting the same assignment in more than one course without the prior approval of all lecturers involved;
- viii. Providing or giving myth to College staff or those holding leadership positions;
- ix. non-payment of financial obligations to the College;
- x. Unauthorized appropriation of assets or services within the College.
- xi. Unauthorized possession of firearms or cold weapons (weapons of various models and types, explosives, knives, etc.) that pose a risk to the well-being of members of the College community.
- xii. Possession, use, storage or transportation of firearms, explosives, fireworks or hazardous chemicals, excluding tools or materials for which there is authorization for use in the classroom.

i. Demolition, damage or destruction of public or private property. Entering or using the properties owned by the College or properties under the protection or control of the College, for an improper purpose, without proper authorization or by helping others to do so;

j. False testimony or concealment of evidence in front of Collegiate Bodies or members of the College staff. False reporting of the presence / threat of a bomb, device or other hazard situation. Recognition and non-reporting of an event / act that endangers College members. Realization of refutations in materials under the context of an academic assignment; changing information or data and presenting it as legal; providing false / misleading information to a lecturer or College official; sabotaging or stealing another person's task, book, work, notes, experiment, project, software or electronic hardware; obtaining a copy of the exam or assignment prior to the issuance approved by the lecturer; selling, distributing, posting on the website, or publishing notes of lectures, prospectuses, reviews, records or other information provided by a lecturer or using them for commercial purposes without the permission of the lecturer; falsifying the signature on a letter of recommendation or any other document of a lecturer; putting a person's name on another person's exam or assignment; changing an exam or assignment previously assessed for the purposes of a note appeal or to earn points in a re-evaluation process. Plagiarism is a violation of the Code of Student Ethics referred to in this Code.

k. Harassment of any kind against College 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. This behavior may include:

i. direct or implied threat to the activities of the College of other members of the College, to activities sponsored by the College, organizations or university groups.

ii. creating a frightening or humiliating situation / environment, causing personal, social, academic, psychological, emotional or unnecessary stress.

l. Participation or organization in betting activities within the premises of the College. Participation in demonstrations, riots or activities that disrupt the normal functioning of the College and / or violate the rights of others or lead or encourage other members to disrupt normal and / or planned activities.

m. Violation of regulations or policies set by the College, which include:

i. unauthorized use or violation of computer equipment, drinking of alcohol, smoking in the internal premises of the College, entry, use or unauthorized violation of the equipment and physical premises of the College.

ii. theft or attempted theft of the College's property and / or services;

iii. knowingly carrying or transporting stolen property; improper use or conversion of another's property for personal use.

iv. identity theft.

n. Threats, abuses or verbal, physical and sexual violence.

o. Revenge or direct persecution or not after taking any decision against members of the Ethics Council or other body involved in the matter. Persecution is defined as the intentional, malicious, and repetitive pursuit and harassment of a person that causes feelings of fear, intimidation, harassment, or violence. Persecution is the behavior of a student who maintains a repetitive attitude towards another person and creates a credible threat in order to intimidate the safety of himself or his family. Persecution can be physical or at official email addresses.

p. Attempts to perform the first / mentioned acts or cooperation in the first / mentioned acts.

## **Article 29**

### **Intellectual property**

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

## **Article 30**

### **Academic plagiarism**

1. Plagiarism is the use of another person's words, ideas, concepts or data without quoting it. Plagiarism can exist in circumstances where the student says he / she is the original source of information. Plagiarism involves the direct use and paraphrasing of another's words, thoughts, or concepts without quoting. It includes, but is not limited to:

a) unspecified copying of passages from electronic works and / or copies of the works of others in homework or courses, essays, scientific papers, or theses;

b) the unauthorized use of another person's views, opinions, or knowledge;

c) paraphrasing without showing phraseology, original features, metaphor of another person, or other literary projects.

2. Avoiding academic plagiarism serves to increase the quality of research and scientific creativity. For this it is required that:

a) The applicant is obliged to quote in full and accurately the authors and their works, which he has consulted as primary or secondary sources and has used them to be informed about the previous results or to argue and interpret the results of the research activity.

b) Institutions conducting research activities provide software that automatically controls for plagiarism research papers and publications (papers, scientific articles, dissertations, monographs, textbooks, manuals, course assignments or theses submitted for "Bachelor's" and "Master" degree.

c) For anything that is not covered by this Code of Ethics regarding plagiarism, the legal provisions of the Law on Copyright and other approximate rights and the internal regulations of the "BIZNESI" College are appropriately applied.

### **Article 31**

#### **Responsibility of academic and scientific communities**

1. The academic and scientific community of the "BIZNESI" College has the responsibility to develop and implement the principles, norms, standards and criteria of research ethics in the College and relevant scientific disciplines, as well as to respond appropriately to violations of integrity.

### **Article 32**

#### **Good research principles, requirements and practices**

1. Research-scientific activity is based on the principle of academic freedom, which is guaranteed through the right to determine research issues, to develop theories, to collect empirical data and to use appropriate methods. Research activity develops independently of any negative impact on research and its results, as well as ideological, political, economic, technological influences, or changes in the research environment.

2. The basic principles of research integrity guide researchers in their work and their commitment to the practical, ethical, and intellectual challenges that accompany or stem from scientific research. These principles are:

- a. research quality assurance;
- b. honesty in developing and communicating results with transparency, fairness and impartiality;
- c. respect for colleagues;
- d. care for cultural heritage and the environment;
- e. social responsibility for research.

3. Scientific research is guided by the model of best practices, which include the following aspects:

- a. search environment;
- b. research training;
- c. research and researcher leadership;



- d. research procedures;
  - e. researcher protection;
  - f. data usage;
  - g. teamwork and collaboration;
  - h. publishing research results;
  - i. research evaluation.
4. Violation of integrity in scientific research, constitute the following practices:
- a. manipulating authorship or denigrating the role of other researchers in publications;
  - b. republishing essential parts of its earliest publications as new (auto / plagiarism);
  - c. selective citation, in order to magnify one's own findings or those of editors, executives, or colleagues;
  - d. partial concealment of search results;
  - e. allowing financiers / sponsors to jeopardize the independence of the search or reporting process, in order to create one-sided or incomplete meanings;
  - f. unnecessarily expanding study bibliography;
  - g. malicious accusation of other researchers of unacceptable behavior or other violations;
  - h. unjustified increase in the importance and practical applicability of research findings;
  - i. delaying or obstructing the work of other researchers;
  - j. abuse of the highest position to encourage violations of research integrity;
  - k. concealment of possible violations of research integrity committed by other persons or inappropriate attitudes towards behaviors that violate the Code of Conduct for Integrity in Scientific Research, as well as other violations committed by institutions;
  - l. establishment or support of magazines or other predatory publications that undermine quality control of research;
  - m. concealment of conflict of interest;
  - n. as well as other ethical violations provided for in the legal and sub-legal acts in force

### **Article 33**

#### **Classification of publications**

1. The publications that will be realized in and from the College "BIZNESI", will be and are classified as follows:
- a) Articles in magazines:
    - i. Scientific articles published in indexed journals;
    - ii. Articles reviewed by colleagues in international journals with an ISSN code and the international editorial board, which circulate internationally and are open to international contributions;
    - iii. Scientific articles in Kosovo magazines and other research journals reviewed by a local editorial board;
  - b) Book / Monograph:
    - i. High level review research monographs;

- ii. Other monographs;
- iii. Published dissertations.
- c) Scientific articles in the publication procedure:
  - i. Articles / chapters in books published by publishers;
  - ii. Specific research publications (dictionaries, lexicons, map groups, guides (fields), critical publications in the text);
  - iii. Articles / presentations published in conference proceedings;
  - iv. Articles / presentations published in local conference proceedings.
- d) Scientific editorial publications:
  - i. Editing collections or special issues of research journals;
  - ii. Editing other research publications published by academic publishers.
- e. Published abstracts of the meetings:
  - i. Conference abstracts.
- ë. Other publications:
  - i. Complete articles in the encyclopedia;
  - ii. Textbooks and other study materials;
  - iii. Demotic scientific articles;
  - iv. Demotic science books;
  - v. Essays that accompany fiction books;
  - vi. Articles in magazines and other newspapers;
  - vii. Other creative activities.

#### **Article 34**

##### **Joint responsibility and co-authorship**

1. All associates in joint studies take responsibility for ensuring integrity throughout the stages of the research process.
2. All associates in joint studies agree from the beginning on the objectives of the research work and the communication on the process and the results of the research in the most transparent and open way possible.
3. All associates in joint studies agree from the beginning on the standards for the integrity of the research process, on the laws and regulations that will be applied, on the protection of copyright for collaborators, as well as on the procedures for handling disputes in cases of violations of the provisions of the Code of Conduct for Integrity in Scientific Research.
4. All partners in joint studies agree from the outset on whether or not to submit research results.
5. All associates in joint studies recognize each other's contribution as co-authors at all stages of the research: conception, data collection, analysis and interpretation of results.
6. Co-authors ensure that their work is accessible to colleagues in the process of the research, more easily, transparently, accurately and genuinely, unless otherwise specified and established.
7. All previous co-authors notify any conflict of interest, financial support or any other type of support for research and / or publication of results.

## **Article 35**

### **Administrative Services**

1. In order to fulfill administrative and audit responsibilities, the relevant authorities must be independent and guarantee objectivity.

2. It is a violation of the College Code of Ethics to mislead, provide false information or intentionally remove material, and facts from 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 work profile.

3. Academic staff must ethically, correctly, and punctually carry out all the administrative responsibilities assigned to them. For this academic staff should:

i. Must maintain case registers until submission to teaching secretaries;  
ii. prepare exam papers, report and save exam documents correctly in accordance with the College's internal regulations;

iii. the academic staff leading the subject and the colleague assistant must demonstrate ethics during the exam, impartiality and rigor in cases where irregularities have been identified during the exam;

iv. in addition to teaching, they must respect the institutional tasks that may arise including technology transfer, organization of scientific activities and engagement in support activities for the institution, as well as leadership and advisory positions;

v. in special cases, at the request of the institution, they must engage in internal audit activities to ensure ethics, quality and equity;

vi. to respect colleagues, support staff / academic, administrative and students. To address them in the second person plural as the case may be;

vii. to be careful not to undermine the dignity and personality of the students.

4. Academic support / academic staff (laboratories) must ethically, correctly, and punctually implement the teaching-scientific responsibilities assigned to them. For this it should:

i. maintain and audit laboratory cabinets during office hours;

ii. prepare the labs before the lesson begins;

iii. control laboratories and assist lecturers throughout the class;

iv. perform an inventory of physical equipment at the end of each class;

v. report any cases of violations of laboratory rules and physical violence of laboratory equipment by students side.

vi. respect colleagues and academic staff. To address the academic staff in the second person plural;

vii. take care not to undermine on the dignity and personality of the students.

5. Academic Support / Academic Staff (Information and Technology / IT) must ethically, correctly and accurately implement the administrative and audit responsibilities assigned to them. For this it should:

i. take care of the security and confidentiality, integrity and quality of the infrastructure and IT systems within the institution;

ii. co-ordinate periodically with research support staff, audit process and laboratory inventory;

iii. report periodically to the supervisor on the current state of IT equipment, and suggest changes and improvements to the current information and technology system. They are responsible for implementing the projects they are assigned;



iv. collect and preserve and not hide electronic evidence that proves unethical acts during electronic communications;

v. prepare guidance materials for College staff and assist them in emergencies;

vi. respect colleagues and academic staff. To address the academic staff in the second person plural.

6. Administrative staff must implement ethically, correctly and punctually all the administrative responsibilities assigned to them. For this it should:

i. maintain and audit the environment and physical objects they are responsible for;

ii. cooperate with each other and with academic staff and academic support for the running of the work;

iii. report to the superior in cases when they have found irregularities or unethical acts and keep and not hide the evidence that corroborates them;

iv. In special cases, at the request of the institution, they engage in internal audit activities;

v. respect colleagues and academic staff. Address the academic staff in second person plural as well as the respective academic titles.

7. The College's teaching secretary and branch secretaries must ethically, correctly, and punctually fulfill all administrative and audit responsibilities assigned to them. For this it should:

i. take care of the safety and confidentiality, integrity and quality of work within the College Secretariat and branches;

ii. oversee the registers, reports and electronic documents available in the relevant secretariats;

iii. assist lecturers before and during the submission of reports and exams;

iv. make written announcements about changes affecting the teaching process and lecturers;

v. 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;

vi. prepare supporting materials for academic staff on reports, exams, and other regulations;

vii. assist academic staff in the multiplication of exam theses;

viii. respect colleagues and academic staff. Address the academic staff on the second person plural as well as the respective academic titles;

ix. Respect students and maintain a correct attitude towards them, in accordance with ethical and moral rules, without violence to the personal dignity of any individual.

8. The heads of academic and administrative units should ethically, correctly, and punctually implement the administrative and audit responsibilities assigned to them. For this it should:

i. ensure the maintenance of institutional ethical norms within the unit (branch) they manage;

ii. oversee the work and activity carried out by the unit (branch) they lead;

iii. be transparent and impartial in the process of hiring, directing, and auditing to ensure quality, equity and ethics in the College environment, excluding personal interests or conflicts.

9. Collegial bodies must ethically, correctly, and punctually implement the administrative and audit responsibilities assigned to them. For this it should:

- i. ensure the preservation of ethical and institutional norms by drafting regulations and the Code of Ethics in accordance with legal and sub-legal acts;
- ii. be transparent and impartial in the process of drafting regulations excluding personal interests or conflicts.
- iii. supervise the work and activity which is developed by College and advise when violations of regulations or the Code of Ethics are observed or reported.
- iv. maintain the confidentiality of decisions taken prior to their adoption and publication.

### **Article 36**

#### **Schedule**

1. The staff of the "BIZNESI" College shall respect and maintain working hours in accordance with applicable legislation. This service may not be newer to any other opportunity, better to find another opportunity to offer another opportunity, it is officially authorized in accordance with the legislation in force by the governing bodies of the College.

### **Article 37**

#### **Forms of written communication**

1. Written communication is necessary to provide ethical communication within the establishment and to avoid misunderstandings that may arise from verbal communication. The format of written communication offers two: official paperwork and communications through electronic mail.

### **Article 38**

#### **Electronic communication**

1. All messages compiled and / or transmitted through the College's internal network must comply with the Law, Statute, Regulations and Code of Ethics and respect the rules of official communication, the protection of privacy and confidentiality of data such as required by law. In particular, electronic communication should be based on the following criteria:

- a) The official email address and emails are not the sole property of the College staff or students;
- b) The internal electronic network is the property of the College. All information that is posted, compiled, transmitted and / or obtained in the institution's electronic system is the property of the College in compliance with the provisions of the Copyright Act and other related rights;
- c) Each staff member shall be assigned an email address for use exclusively for work purposes in connection with the College. The address is individual and its use is password protected only by the individual staff member concerned;
- c) By leaving the job or finishing the contract, the College shall prohibit users from accessing the email system, including the right to download, send, print or retrieve any message posted on the system, regardless of the sender or recipient or the importance of message unless otherwise provided;
- d) The college prohibits any form of discrimination based on age, race, gender, physical or mental ability, sources of income, religion, or political affiliation using electronic networks.

Use of computer networks and emails for the purpose of humiliating or discriminating for one of those reasons is prohibited;

e) The College reserves the right to monitor, review, interrupt or publish any message drafted, 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;

ë) It is not permitted to control private Internet addresses using the computer network and Internet service provided by the University;

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

i) prevention of sending, alternating, archiving or deleting attachments or message code when it is suspected to be a threat to the functioning of the computer system;

ii) Elimination of additional content in messages (eg music) that is considered to be of no value to the College and takes up memory space;

iii) Prevent sending or archiving messages of suspicious content,

iv) Messages containing attachments with suspicious names and suffixes,

(v) preventsending or archiving of offensive language messages;

(vi) Prevent sending or archiving messages considered unofficial or commercial,

vii) Attach a statement to the institution's email messages.

It is forbidden to use the official email address for private purposes.

### **Article 39**

#### **Ethics and the way of writing**

1. The structure of the official letter within the institution (Memo) is done by applying the rules set by the College "BIZNESI", through a ready model.

2. The official emails 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 not be forgotten 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, Sector, Institution,

Phone :, Fax :, Mobile: Email: Web: www.\_\_\_\_\_.com

Postal Address (Institution, Street, No., City, State)

b) This format is mandatory for all official College addresses and cannot be changed.

c) Electronic messages should be formally worded. The 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 in a concise and straightforward manner. The



messages must be in line with ethics in public administration. No unnecessary files should be attached.

e) The use of the words "Urgent" or "important" in the content of the message shall be used with priority.

f) It should be used with criteria and only when needed, sending the message to all addresses of the institution. The "Reply 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, which causes difficulties in 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 must be decided whether to include other recipients listed in "Cc:"

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

l) 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 whom it was sent, may contain credible and / or privileged material only for the recipient. Any review, transmission, distribution, or performance of any other action similar to these 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 broadcast material on your computer. We accept no liability in respect of damage or loss caused by harmful programs or viruses except in the event of gross negligence, or willful misconduct. "

m) The name and surname of the person must be complete with all lowercase letters of the Albanian alphabet except for the letters "ë" and "ç". The College's name must appear in the form of an acronym and must be in Albanian and, where appropriate, in foreign languages permitted. When the name and surname of two users is 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 not less than eight (8) characters long. Five (5) of these are letters, one (1) of them being large; two characters to be numbers (0-9); and a character to be a symbol (e.g. \*, £, %, &).

#### **Article 40**

##### **Superior - subordinate and peer relationships**

1. Relationships between superiors and subordinates, as well as relationships between peers, must be built on mutual understanding, mutual respect and solidarity to accomplish the tasks of the Institution.

2. Professional ethics violations shall be considered cases of non-information of a colleague about possible mistakes he / she may have made during the work process, expression in the presence of third parties, on the deficiencies of the colleague, subordinate and superior, or

their work, non-exchange of general thoughts and information on the progress of work that persons are aware of during their work, as well as high tones or offensive words about colleagues, subordinates or superiors.

#### **Article 41**

##### **Appropriate appearance and clothing of employees**

1. Presentation at work should be appropriate and such as to express the constant care and seriousness of the staff of the institution for their visual appearance, the necessary level of personal cleanliness, and attention to the manner of communication and stay in the premises of the institution.

2. The staff of the institution shall meet the necessary requirements of serious dress in office premises, men in jackets, shirts and tie, and women in appropriate and complete serious clothing.

3. In particular, wearing of inappropriate clothing is prohibited during official hours. Inappropriate clothing is considered: sports suits, shorts, miniskirts, jeans, sneakers, slogan dresses, bleached, torn, tight, transparent and / or provocative.

4. Every employee of the College is obliged to carry the identification card of the institution he represents in the visible place during the entire working hours.

#### **Article 42**

##### **Clarifications and reports of violations**

1. Like all codes, this code will not be able to cover all possible situations. College staff and students are expected to report violations of this code to a specific individual at the Ethics Council. All College leaders, programs, units, and branches are required to identify cases of violation of the College Code of Ethics and report them to the Ethics Council. Any person subject to the provisions of this Code shall have the right to denounce or report on their own, through their supervisor or elected student bodies, a violation of the provisions of this Code before members of the Ethics Council.

#### **Article 43**

##### **Types of disciplinary proceedings**

1. In addition to violations punishable by the provisions of the Statute and Regulation of the UK, as well as those which constitute figures of criminal offenses covered by the provisions of the Criminal Code, the violation of the provisions of this Code constitutes a disciplinary offense for which it is provided. :

a) Penalty with "Withdrawal", "Written Warning" and "Warning with Exclusion Warning" by the College. If these violations become repetitive, the Ethics Council proposes to the managing authority other, stricter penalties;

b) Repeatedly violating points where prosecution is provided, and / or. disciplinary proceedings until dismissal, the offender is prosecuted under applicable laws;

(c) A violation of each of the provisions of Article 28 shall be punishable by a "Withdrawal of Attention", which shall be attached to the student's disciplinary file if he has failed to pay the obligations within the time limit. The disciplinary file contains the records



5. The designated member begins work by initially checking whether or not the accused person (staff member or student) has violations recorded in the council records.

6. In the event that there are no prior recorded violations, he / she contacts the parties involved in the matter in the hope of finding a reason for mediation and when circumstances turn out to be not too serious and not recurring, he may propose a mutually agreeable solution that would not require the involvement of a Listening Group. When no solution is reached, a hearing is required and the designated member continues to gather facts from all parties involved.

7. In the event that the accused person has a recorded violation, a listening part shall be called and the designated member shall initiate a fact-finding inquiry, with a view to preparing the case for a hearing, at the end of which he shall submit a written summary, sending it Dean.

8. The Dean contacts other members of the council with the intent of calling a Listening Group. The Secretary shall maintain the minutes of the hearing.

9. The decision of the council shall be taken by a majority vote of the members present and shall be based on clear and convincing facts.

10. After hearing the opinion of each of the voting members, the Dean decides on the punitive measure.

11. The decision shall contain a summary of the facts and circumstances of the case, the outcome of the vote, the punitive measure and be signed by all members who participated in the vote. It must also reflect the opposite opinion.

12. In the event that the Dean, after having heard and the opinion of the members of the Council, finds that the evidence is not convincing or insufficient, he may set up a Listening Group in accordance with the specifics of the problem, who after examining the case, forward to Dean. The Dean then submits it to the Ethics Board for consideration and voting and then makes a final decision.

13. The Dean's decision is final and conclusive.

14. The imposition of penalties shall, as a rule, be of a progressive nature, unless the offenses are serious.

15. It shall be made on the basis of the type of violation, the intensity, the repetition and the consequent consequences.

16. When disciplinary action is taken against the staff of the administrative staff of the institution, the decision (s) taken shall be forwarded to the Secretary-General for further consideration and final approval by the Secretary-General.

#### **Article 46**

#### **Final provision**

1. It is the duty of the College to support the widespread dissemination of this Code, through notices, meetings, didactic activities and any other means deemed appropriate for this purpose.

2. The College shall immediately intervene, by any means necessary for the implementation of this Code, when this becomes necessary.

3. This code shall supersede the previous code and shall enter into force immediately upon approval by the Higher Academic Scientific Council of the College "BIZNESI".



**Prof. Dr. Shyqeri Kabashi**  
**Dean**