



KOLEGJI - COLLEGE  
**BIZNESI**  
Prishtine

**KOLEGJI "BIZNESI"**  
Nr. 382-1/21 Data 24-09-2021  
PRISHTINE

# ACADEMIC INTEGRITY POLICY IN BIZNESI COLLEGE

2021

The policy of academic integrity in Biznesi College was drawn up pursuant to the Decision of the Higher Teaching Scientific Council, based on Law no. 04/L-037 "On Higher Education in the Republic of Kosovo", College Statute, article 81, in all other legislation in force. By Decision of the Higher Teaching Scientific Council dated \_\_\_/\_\_\_/2021, the following was approved:

## **ACADEMIC INTEGRITY POLICY**

Biznesi College is committed to fostering and maintaining a committed and ethical academic community within the framework of academic integrity. The principles of academic integrity in education apply to every member of the academic community and to all full-time and part-time students enrolled in the programs offered at Biznesi College and are based on the affirmation of honesty, integrity of standards and best behavior, high ethical standards in acquiring, pursuing and seeking knowledge. Biznesi College expects each member of the community to be responsible for ensuring that academic integrity is maintained.

Promoting and upholding the values of academic integrity, including honesty and the responsibility to uphold all policy expectations, add value and legitimacy to the College, to Biznesi College students, and to degrees awarded by the College and then used by students in their careers, their professional future. Violations of academic integrity threaten the sanctity, value and integrity of learning and higher education.

### **Aim**

Students enrolled in Biznesi College will be held to a high standard of ethics and academic integrity in all academic and teaching matters. This policy defines academic integrity and provides guidance on actions to be taken when a student has violated academic integrity.

### **Policy**

Biznesi College believes that the development of academic discipline and acceptable standards of academic integrity and honesty are important aspects of the learning process. Individual students must take responsibility for the measure of discipline and academic integrity appropriate to their role as students in the respective study programs. Academic integrity is a commitment, even in the face of difficulties, to five fundamental values: honesty, trust, justice, respect and responsibility. From these values derive principles of conduct that enable academic communities to translate ideals into action.

### **Basic values of academic integrity.**

Actions such as plagiarism, impersonation (impersonating someone else) and cheating are considered direct violations of academic integrity and will result in severe penalties.

## **Plagiarism**

Plagiarism is portraying, claiming, or using another person's work or ideas (sentences, thoughts, paragraphs, intellectual property, data, drawings, or images) without specific reference. In the academic world this is considered plagiarism. It is dishonest and irresponsible and will have serious consequences. This applies to materials from all sources - print, media, web, photos, graphics and diagrams. While exams and tests are intended to assess a student's personal knowledge of a subject, there are times when students must use sources written by others. In relevant subjects, this often consists of research findings, ideas and opinions. Proper referencing acknowledges ownership and shows respect for the work of others, allows the reader to locate the source of the information, and demonstrates the student's ability to research, digest, apply, and transfer knowledge. In addition, all exams must be the student's independent work. Duplicating another student's work is considered plagiarism. Group tasks are considered personal work of all group members divided equally. If other sources are used, they should be cited carefully. Tests and exams aim to determine the student's level of knowledge in a given subject. Tests and exams assess the knowledge required by the profession and cited in the course describe learning outcomes. Each student is expected to answer all questions independently. Copying from other students' works is prohibited. Except for open textbook exams, copying from notes or textbooks brought into the testing/exam room is not permitted.

## **Pretending (presenting) as someone else**

Impersonation is the act of impersonating another person during any assessment, exam or assignment and includes working as a group or team in online activities intended to be performed individually.

## **Fraud**

Cheating is an attempt to gain or secure an inappropriate advantage in an academic assessment. Examples of fraud are:

- Obtaining a copy of an exam before it is officially available;
- Copying another person's answer to an exam question during the exam;
- Consulting an unauthorized source during an examination;
- Bringing an unauthorized subject-specific resource to an evaluation; or
- Providing knowledge of exam materials to others (such as those writing in a second or separate session).

## **Punishments**

Violation of academic integrity is a serious offense. Depending on the extent, circumstances, and prior record, a breach of academic integrity will result in one or more of the penalties listed below:

- Loss of grade,

- Warning letter,
- Attending the academic ethics seminar,
- Re-examination,
- Suspension, and
- Exemption from the study program.

The above penalties may be accompanied by consequences such as a remark noted on the grade certificate (transcript) or the inclusion of documentation of the violation as part of the student's permanent record.


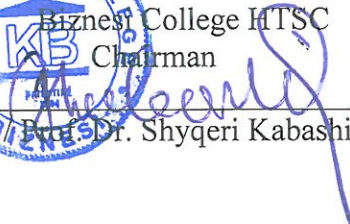
### **Complaints**

The student may appeal the decision through the Appeals Procedure. The student must adhere to the deadlines set forth in that policy and procedure.

### **Implementation**

The implementation of this policy is the responsibility of the Vice Dean for Education and Science and the Heads of study programs within the College. Each study program within the College should discuss which of the above objectives will be in their focus in terms of resources and staff time. The choice should be consistent with the strategic objectives of the College and the unit involved.

Prishtina, September 2021

  
Business College HTSC  
Chairman  
  
Prof. Dr. Shyqeri Kabashi/