UNIVERSITETI - UNIVERSITY - UNIVERZITET
"HAXHI ZEKA"

CODE FOR ETHICS AND INTEGRITY IN SCIENTIFIC RESEARCH

Article 1
Object

The Code for Ethics in Scientific Research at UHZ contains the basic principles and norms of behavior of academic staff or scientific researchers, in accordance with the Statute of UHZ and the European Code of Conduct for Integrity in Scientific Research.

Article 2
Purpose

1. The purpose of the Code for Ethics in Scientific Research (CESR) at UHZ is to create a self-regulatory framework for conducting research in accordance with the principles and responsibilities for the ethics and integrity of research, which are carried out by academic, administrative staff, scientific researchers and students, of UHZ.

2. The Code for Ethicsin Scientific Research aims to preserve, guarantee and protect the transparency and academic, professional, institutional and moral integrity of academic and research-scientific activity and is in accordance with contemporary international standards of academic activity and scientific research.

Article 3
Field of Application

1. The Code for Ethicsin Scientific Research applies to:

a) Researchers (including academic staff, research assistants, research associates) or personnel employed by UHZ, either involved in the research process within UHZ, or in another institution;

b) Students undertaking research and their supervisors;

c) Any person engaged in UHZ who is involved in research within, or on behalf of, UHZ. The term "researcher" is used for convenience in this Code of Conduct and refers to one or all of the above categories, as appropriate.

Article 4

Academic freedom and scientific research

Academic activity and scientific research are based on academic freedom, which is guaranteed through the right to define academic and research questions, develop theories, collect empirical data and use appropriate methods. Academic activity and scientific research are developed independently from any negative influence on research and its results, as well as from ideological, political, economic, technological influences, or from changes in the research environment.

Article 5
Responsibility of the academic and scientific community

The academic and scientific community must develop and apply the principles, norms, standards and criteria of ethics in scientific research in institutions and relevant scientific disciplines.

Article 6
Principles of scientific research

The fundamental principles of integrity in scientific research guide researchers in their work and commitment to the practical, ethical and intellectual challenges that accompany or arise 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.

Article 8
Good practices in scientific research

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

- Research environment;
- Training for scientific research;
- Research and study leadership;
- Scientific research procedures;

- Research protection;
- Group work and cooperation;
- Publication of research results;
- Research evaluation

Article 8
Research environment

1. UHZ leads with policies and implements procedures based on the best practices of scientific research.
2. UHZ supports with the necessary infrastructure the use and protection of research data and materials in all their forms, related to reproduction, continuity of research and social responsibility of research results: statistics, information, process, documents, etc.
3. UHZ encourages the professional and institutional promotion of researchers, through remuneration, meritocracy and transparency.

Article 9
Training, supervision and leadership of scientific research

1. UHZ creates the conditions and provides guarantees for theoretical updating and methodological training of researchers.
2. UHZ supports the training of researchers for the implementation of ethical norms and integrity standards, reflected in the relevant regulations for scientific research.
3. Older researchers or those with experience in the field of research, support and promote the development of professional skills of younger researchers.

Article 10
Co-authorship

1. All collaborators in joint research recognize each other's contribution as co-authors at all stages of the research according to the Law on copyright and related rights. Depending on the journal where it is published, recognition of the contribution of the co-authors in the phase of conception, data collection, analysis and interpretation of the results.

2. Contributions of research collaborators and all others who directly or indirectly supported the research should be properly acknowledged. Not acknowledging the contributions of others is considered unprofessional unethical behavior.

Article 11
Publication of research results

UHZ will encourage and support researchers to publish their research findings. There may be situations where a request to delay publication is legitimately made (such as when collaborating with an industrial partner who may wish to delay publication until adequate protection of any intellectual property is ensured). The delay required for publication shall not be longer than necessary.

Article 12
Criteria for inclusion in scientific research

Inclusion criteria in scientific research include scientific researchers who possess the knowledge, methodologies and ethical practices related to their field of research.

Avoiding this responsibility damages the research process and relationships between researchers, undermines the credibility of scientific research, and causes an unjustified expenditure of resources. This constitutes a breach of integrity in scientific research and is punishable by the measures provided for in this code.

Article 13
Unacceptable conduct and practices in scientific research

Fabrication is making up results and recording them as if they were true.

Falsification is the manipulation of research materials, equipment or processes or the alteration, removal or avoidance of data or results without justification.

Plagiarism is the use of the ideas and work of others without acknowledging the value of the original source, thus violating the rights of authors and their intellectual products.

These three forms of violations are considered particularly serious as they disrupt research data. There are other violations of positive research practice that undermine the integrity of the research process or the researchers. In addition to direct violations of positive research practices set for in this Code of Conduct, examples of other unacceptable practices include, but are not limited to:

- Manipulating authorship or denigrating the role of other researchers in publications.
- Reprinting essential parts of one's own earlier publications, without citing the original ('self-plagiarism').
- Citing selectively to amplify one's findings or to please editors or colleagues.
- Hiding search results.
- Allowing funders/sponsors to compromise independence during the process
- research or in reporting results, in order to create biased contexts.

- Unnecessarily expanding the bibliography of a study.
- Accusing a researcher of unacceptable behavior or other misconduct in a malicious manner.
- Misrepresentation of research achievements.
- Exaggerating the importance and practical applicability of the findings.
- Delaying or obstructing the work of other applicants.
- Misuse of senior position to encourage breaches of research integrity.
- Avoiding potential violations of research integrity committed by others or coverage with inadequate responses to unacceptable behavior or other violations by institutions.
- Establishing or supporting journals that undermine research quality control ['predatory journals.

In their most serious form, unacceptable practices are sanctionable, however, every effort should be made to prevent, discourage and stop them through training, supervision and mentoring and through the development of a positive and supportive research environment.

Article 14
Council of Ethics in Scientific Research

1. The Ethics Council for Scientific Research (ECSR) at the University is a body elected by the UHZ Senate, according to the Rector's proposal.

2. ECRS consists of 7 members, one member from each academic unit, one member from the administrative staff and one student with an average grade above 9.

3. ECRS develops the procedures of verification and examination of reported violations and makes decisions on the basis of this code and according to the procedures provided by the work regulations of this council.

4. ECRS determine the standards for the ethical conduct of research within the University.

Article 15
Duties of the Council

1. *The duties of the Ethics Council in scientific research are:*
   1.1. Formulate and define policies, procedures and best practice documents relating to the conduct and publication of research and ensure that these policies are implemented within areas of responsibility;

1.2. Promote awareness of relevant legislation and ethical principles governing research practice;
1.3. To foster an environment that encourages taking a responsible and ethical approach in all areas of research conduct and publication practices;
1.4. Identify educational needs among committee members and researchers regarding ethical issues and provide seminars and training to address them;
1.5. To review best practices in scientific research, to consider the development of ethical policies and to promote education within the UHZ in matters of research ethics and integrity;
1.6. Review and report on all applications submitted for ethical review ensuring that research practices meet the general ethical standards established within the UHZ;
1.7. Review its own functions, procedures and results for quality assessment and quality improvement purposes;
1.8. To determine the standing orders related to governance, quorum, presidency, etc

Article 16
ECRS meetings

1. Council meetings are called by the Chairman, or by 2/3 of the members.
2. Proposal/decisions taken by absolute majority.
3. In order to hold council meetings, a quorum of 5 members is needed to proceed with the agenda of the meeting.
4. ECRS is obliged to issue its work regulations in accordance with this Code.

Article 17
Punitive measures

1. Punitive measures for staff who violate this code are:

1.2 Other punitive measures for the violations provided for in Article 17:

- ✓ Written notice
- ✓ No funding of research and projects for a period of 2 years
- ✓ 30% of salary for three consecutive months
- ✓ Non-participation in international projects for a period of 2 years

1. The review of the alleged ethical violation was done by the Council of Ethics in Scientific Research, while the imposition of measures was done by the Senate of the University according to the proposal of the Council of Ethics in Scientific Research.
2. The measures are pronounced in proportion to the consequences and damages caused.

Article 18
Entry into force

This Code enters into force on the day of approval by the Governing Council of "Haxhi Zeka" University in Peja.

The Chairman of Governing Council of UHZ.
Prof. Ass. Dr. Majlinda Belegu