



UNIVERSITETI - UNIVERSITY - UNIVERZITET  
"HAXHI ZEKA"

**Code of Ethics of Academic Staff  
of The University "Haxhi Zeka" In Peja**

Pejë, June 2022



UNIVERSITETI - UNIVERSITY - UNIVERZITET  
"HAXHI ZEKA"

---

**Code of Ethics of Academic Staff  
of The University "Haxhi Zeka" In Peja**

Pejë, June 2022

The Steering Council based on defined competencies from article 178, point 3, of the Statute of "Haxhi Zeka" University in Peja and the proposal from Senate , at the meeting held on 03.11.2020 approved :

**Code of Ethics of academic staff of the University "Haxhi Zeka" in Peja**

**Article 1**

**Purpose**

The purpose of the Code of Ethics is to protect academic freedom, to help maintain the highest standards of teaching and knowledge, and to advance the University's mission as an institution of higher education and a committed supporter of cultural, social and economic development of the Republic of Kosovo.

**Article 2**

**Scope**

The Code of Ethics applies to all academic staff employed at the University "Haxhi Zeka" in Peja, regardless of the form and type of employment contract, level of appointment (including, but not limited to, lecturer, assistant, assistant professor, associate professor and full professor). The rules of conduct set out in the Code apply to part-time academic staff as well as to full-time academic staff.

**Article 3**

**Professional rights of academic staff**

In support of the University's core functions, as an institution of higher education, a major responsibility of University leaders is to protect and encourage academic staff in teaching, learning, research and public service

The authority to discipline academic staff in appropriate cases stems from the mutual acceptance of the University community that the purpose of the discipline is to maintain conditions that are open to teaching, learning, research, and public service. Therefore, the academic staff has certain professional rights, especially the right to act in ways that guarantee independence and the environment for teaching at the University. These rights include for example:

1. Academic freedom, including free research and exchange of ideas;
2. The right to submit objectionable materials relevant to the courses / subjects;
3. The enjoyment of freedom of expression, protected by the Constitution;
4. The right to be supported by the University, if the staff member is in trouble due to compliance with ethical principles;
5. The right to be judged by colleagues, in accordance with due process and due process in matters of promotion and discipline, solely on the basis of the professional qualifications of the staff member and professional conduct.

#### **Article 4**

##### **Ethical principles**

As teaching staff and researchers, the ethical principles of academic staff affirm their highest professional ideals. They are aspirational in character and represent the goals towards which academic staff should be directed. Conduct in accordance with these ethical principles clearly avoids the application of a disciplinary sanction.

#### **Article 5**

##### **Types of unacceptable behaviors**

These attitudes, stemming from ethical principles, specify examples of the types of unacceptable behaviors that are subject to university discipline, as they undermine the core functions and mission of the University. Academic staff may be subject to disciplinary action under this Code for any conduct which, although not specifically listed in this Code, is considered unacceptable conduct referred to above. Types of unacceptable behaviors, contrary to ethical principles, have a binding character, stating the minimum levels of conduct, below which a member of the academic staff cannot fall without being subject to University discipline.

#### **Article 6**

##### **Teaching and students - ethical principles**

As teachers, the academic staff encourages the free pursuit of learning by their students. They show respect for students as individuals and adhere to their respective roles as intellectual guides and mentors. Professors and the entire teaching staff make every reasonable effort to promote honest academic conduct and to ensure that their assessments of students reflect the true merit of each student. They respect the confidential nature of the relationship between teacher and student; they avoid any exploitation, harassment or discriminatory treatment of students. The academic staff promotes the purpose of the European dimensions, especially in curriculum development, inter-institutional cooperation and mobility schemes, integrated study, training and research programs.

#### **Article 7**

##### **Teaching and students - unacceptable behaviors**

1. Failure to fulfill learning responsibilities, which includes:
  - a. Arbitrary denial of access to learning;
  - b. Failure to comply, without legitimate reasons, with the faculty rules during teaching, teaching the class, teaching the official classes or holding the exams according to the schedule;
  - c. Evaluation of student work according to criteria that do not directly reflect the expected learning outcomes in the given subject;
  - d. Unnecessary and unjustified delay in evaluating student work;
2. Exercise of academic responsibility (teaching, assessment or supervision) for each student, with whom the member of the academic staff is in conflict of interest or in intimate relations.

3. Setting conditions for meeting tuition requirements, passing exams by asking students to purchase certain literature or other teaching aids, or asking for political, sexual, financial, or other weighty favors;
4. Discrimination, including harassment against a student on political grounds or because of race, color, religion, gender, sexual orientation, gender identity, ethnic origin, national origin, descent, marital status, pregnancy, physical or mental disability;
5. The use of a position or competence by a member of the academic staff to enforce a student's judgment or conscience or to cause harm to a student for arbitrary or personal reasons

#### **Article 8**

##### **Research and knowledge- ethical principles**

Professors, guided by a deep credibility of the value and dignity of advancing knowledge, recognize the special responsibilities placed upon them. Their primary responsibility is to their subject matter and active search for the truth and its declaration. Therefore, professors devote all their energy to the development and improvement of their competence as academics. They acknowledge their obligation to exercise critical self-discipline and judgment in the use, extension, and transmission of knowledge by demonstrating intellectual honesty. Although professors may pursue subsidiary interests, these interests should not impede or seriously jeopardize their freedom of research.

#### **Article 9**

##### **Research and knowledge- unacceptable behaviors**

Violation of standards of intellectual honesty, such as misconduct in research and /or intentional misuse of the writings, research, and findings of others.

#### **Article 10**

##### **Relationships with colleagues - ethical principles**

As colleagues, the academic staff has obligations arising from joint membership in the scholarly community. Professors do not discriminate or harass their colleagues. They respect and protect the free research of collaborators. In exchange for criticism and ideas, professors show appropriate respect for the opinions of others, while encouraging a culture of argumentative dialogue. Professors should be objective in their professional judgment of colleagues. Professors accept their share of responsibility for governing their institution. Academic staff mentors' new colleagues and assists them in their teaching and in their scientific development. Professors and all teaching staff have a moral duty to report unethical behavior of their colleagues or violation of the provisions of this Code

#### **Article 11**

##### **Relationships with colleagues - unacceptable behavior**

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

**Article 12**  
**Accountability to the University - ethical principles**

The academic staff promotes human values, the reputation of the profession and the academic community through public statements and actions, which preserve the integrity and dignity of the University. They perform their duties according to their best knowledge, conscience and honesty, as well as with dedication. Professors respect the declared regulations of the institution, as well as enjoy their right to criticize and request a review of the regulations. In the case of engagement outside the University, the character and level of engagement of the academic staff member is in line with the work and interests of the institution. The academic staff is aware of the conflict of interest and unsuitability of other public and private functions and other activities, considering and preserving the best interests of the University.

**Article 13**  
**Responsibility to the University - unacceptable behavior**

1. Intentional disruption of functions or activities sponsored or authorized by the University.
2. Encouraging others to disregard the rules of the University, when such encouragement constitutes a clear and present danger that violence or abuse will occur against persons or property, or that the central functions of the University will be so damaged considerable.
3. Unauthorized use of University resources or facilities to a significant degree for personal, commercial, political or religious purposes.
4. Threats of physical injury or harassment to another member of the University community that interfere with that person's work and university activities. This includes lobbying, blackmail, extortion, bribery and corruption, as well as other forms of dishonest acts that violate the standards of the academic profession.
5. Discrimination, including harassment of University staff on political grounds or because of race, color, religion, gender, sexual orientation, ethnic origin, background, marital status, pregnancy, physical or mental disability.
6. Serious violations of University policies that govern the professional conduct of academic staff, including, but not limited to, policies applied to scientific research, outside professional activities, commitment conflicts, clinical practices, or workplace violence

**Article 14**  
**Responsibility to society - ethical principles**

Academic staff enjoys the same rights and obligations as all citizens. They are free as well other citizens to express their views and participate in the political processes of community. When they speak or act in their personal and private quality, they should deliberately avoid creating the impression that they represent the University.

**Article 15**  
**Responsibility to society - unacceptable behavior**

1. Deliberate distortion of personal views, as a statement of the University's opinion.
2. The committing of a criminal offense, which has led to a conviction by a court and which clearly demonstrates the ineligibility to continue as a member of the academic staff.
3. Accepting a public position or engaging in a political function, if it is not in accordance with the principles of professional objectivity.
4. Abuse of academic authority in order to achieve personal, family or political interests.

**Article 16**  
**Ethics Council**

1. With the proposal of the rector, the Senate of the University "Haxhi Zeka" in Peja will establish the Ethics Council which will have 5 members from the ranks of UHZ academic staff. The mandate of the Ethics Council is 4 years.
2. The Ethics Council will be responsible for developing the disciplinary proceedings that will accompany this Code of Ethics, including the right to hold hearings for each person accused of violating this Code and to propose sanctions in cases of violation of this Code. The Rules of Procedure will be approved by the Steering Council upon the proposal of the University Senate.
3. The Ethics Council will be responsible for monitoring the implementation of this Code, including changes and recommended improvements

**Article 17**  
**Denunciation of violations**

Every person (inside or outside the University "Haxhi Zeka" in Peja) has the right to denounce or report violations of the provisions of this Code, before the members of the Ethics Council, the governing authority of the academic unit or the rector. Any denunciation addressed to the governing authorities of the academic unit and the rector, should be processed to the Ethics Council.

**Article 18**  
**Repealed (Annulled)**

With the entry into force of this Code, the Code of Ethics ref. no. 2027 dt. 27.10.2020 and the Regulation on the Work of the Ethics Council ref. no. 368 dt.18.02.2020 will be repealed

**Article 19**  
**Entry into force**

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

**Steering Council of UHZ.**  
Prof. Ass. Dr. Majlinda Belegu - Head



*Majlinda Belegu*