



REPUBLIKA E KOSOVËS REPUBLIKA KOSOVA MINISTRIA E ARSIMIT, SHKENCËS DHE TEKNOLOGJISË		UNIVERSITETI UNIVERZITETI "HAXHI ZEKA" PEJE
REKTORATI		
Nr. / Br. / No. <b>067</b>	Nr. i faq/ Br. str. No. pg <b>7</b>	
Data / Datum / Date: <b>13.01.2023</b>		Pejë / Peë

**UNIVERSITETI - UNIVERSITY - UNIVERZITET  
"HAXHI ZEKA"**

---

**CODE OF ETHICS FOR STUDENTS AT UNIVERSITY  
"HAXHI ZEKA" IN PEJA**

**Pejë, January 2023**

## CODE OF ETHICS FOR STUDENTS AT UNIVERSITY

### "HAXHI ZEKA" IN PEJA

Student life at UHZ should be an active, harmonious, ethical and positive experience focused on learning, scientific research and professional and personal growth.

UHZ expects its students to respect the values of the institution described below. Values are fundamental to guide every interaction for and towards UHZ members. Students are expected to take into account the values of UHZ for:

- **Professional and academic integrity** - Open and honest in our actions;
- **Inclusion and equality** - We value diversity, inclusion, care, respect and welcome everyone;
- **Freedom of expression and thought** – We encourage and value freedom of expression and critical academic thought;
- **Competitiveness** - The desire and motivation to become more successful and more distinctive;
- **Community service** - Cooperation with interest groups to best respond to their needs.

Studying at UHZ presents opportunities for interaction with other members of the UHZ community. UHZ recognizes and values the diversity of student experiences and expectations and is committed to treating students, academically and personally, fairly and transparently. All exchange students must comply with the requirements set forth in this Code.

### GENERAL PRINCIPLES

1. Based on the academic freedom guaranteed by the Constitution of the Republic of Kosovo for study, research and artistic activity, and on the autonomy enjoyed by the university, the Steering Council, following the proposal of the Senate of the University "Haxhi Zeka" in Peja, approves the Code of Ethics for the students.
2. Through this document, "Haxhi Zeka" University in Peja defines and guarantees the ethical obligations and responsibilities, responsible behavior of students for pursuing academic, scientific and research goals, for promoting merit and excellence, for creating a professional environment that is based on strict scientific and professional standards, respect for the rights of others, ethical behavior and awareness of the impact that science has on man and the environment that surrounds him, interpersonal relationships and the protection of individual values.
3. This document requires from students to fulfill and promote the basic principles and values of ethics such as: Integrity, Honesty, Truthfulness, Transparency, Respect for others, Accountability, Justice, Equality, Social Justice, Trust, Objectivity, Candor and Academic Freedom.

## **Article 1**

### **Purpose**

1. This Code is aimed for building a functional academic work environment, encouraging virtuous behavior as well as preventing and dealing with cases of unethical or illegal behavior within the university by students.
2. It aims to preserve the basic values of the academic community, to make students aware and to build an institutional and academic culture based on ethical and legal standards, to ensure a collaborative academic environment, between the student staff and the academic and administrative staff, and with any other person or group that have a contractual relationship or interest related to the work of the university.
3. It ensures the recognition and respect of individual academic rights and freedoms as well as the respect of the ethical duties and responsibilities of students in relation to the academic, administrative staff and to the institution. It defines the rules of conduct for students who directly or indirectly enjoy relations with "Haxhi Zeka" University in Peja.
4. The Code of Ethics for students promotes the values of UHZ and encourages active engagement between UHZ and students within the contexts of professional practice, learning and teaching and life within the institution.

## **Article 2**

### **Field of action**

1. The Code of Ethics is mandatory for all UHZ students, regardless of their form and type of status, who are part of "Haxhi Zeka" University in Peja.
2. The Code of Ethics extends its effects to the entire activity and functioning of the Ethics Council.
3. Academic and administrative personnel have a separate Code of Ethics, so they are not included in this Code.

## **Article 3**

### **Duties and Responsibilities of Students**

Students have the duty to respect the provisions of this Code as long as they enjoy the student status. Students in the university space are obliged to:

1. To implement the lesson schedule and adhere to the rules sanctioned in the Statute and Regulations of the "Haxhi Zeka" University in Peja;
2. To present themselves in a serious and dignified manner in the premises of the institution, which means appropriate, non-extravagant clothing and not exposing the body, the university does not prohibit tattoos, piercings, henna painting, but the university does not

- allow the wearing of clothes or the display of tattoos, signs, symbols, etc., which show obscene messages or sectarian or discriminatory slogans;
3. To use an appropriate vocabulary, with regular intonations according to the norms of ethics, morality and courtesy;
  4. To respect the academic and administrative staff, colleagues and learning rules;
  5. Not to perform provocative or harassing actions and gestures towards academic staff, administrative staff or other students, in the premises of the institution;
  6. Not to offer in any form, privileges, benefits, interference, favoritism, payments or donations, by themselves or through other persons, in order to obtain high results, or other favors, which the academic staff or other staff members of the university can perform them because of the duty;
  7. Not to copy, not to deceive during the learning process, as well as not to avoid paying off the learning obligations;
  8. Not to distribute and consume alcoholic beverages, narcotic substances and tobacco in the premises of the institution;
  9. Not to use mobile phones and keep them switched off during class or exam hours in the classrooms;
  10. To carry the student card given by "Haxhi Zeka" University in Peja with them throughout the learning process;
  11. When participating in study or research activities, must not engage in plagiarism as defined in the institution's Regulations, mention or attribute the work of others, pass off the work of others as their own, or falsify results, and must to respect the ethical principles regarding the protection of personal data, and other specific principles in the defined subject areas according to the rules of the institution;
  12. Interference or disruption that impedes harms the university's mission, processes or functions that violate the rights of others. The criminal offenses included here are: occupation of any university building, or property or part thereof, without the authorization of the university, blocking the entrance or exit of any building of the university; setting fire or by any other means, damaging the building, property or university property;
  13. They are not allowed to implement programs or undertake activities/actions that constitute a violation of local or state law and university policies. Students are not allowed to speak on behalf of "Haxhi Zeka" University in Peja, with the media;
  14. Students are not allowed to invite media organizations to university premises or events, except when written permission is obtained from the governing authorities; Students as individuals or representatives of student organizations are not allowed to enter into verbal or written agreements that are intended to bind, oblige, or create any kind of responsibility for "Haxhi Zeka" University in Peja. The University will hold all such students responsible for the financial, legal consequences or damages that may result from such unauthorized actions;

15. Not to falsify or manipulate official documents and documents of the university, use official documents and data of the university for other purposes that can be misinterpreted. The use of the electronic data network or any electronic equipment owned and administered by the university for illegal/improper purposes, in violation of regulations, university policies or laws is prohibited;
16. Not to make unauthorized appropriations of assets or services within the university;
17. The possession, use, storage, or transportation of firearms, cold weapons, explosives, fireworks, or dangerous chemicals that pose a risk to the well-being of members of the university community is not permitted;
18. Not to offer or publish false evidence and information about colleagues and UHZ staff or to hide evidence in front of the Collegiate Bodies or members of the university staff;
19. Not to have behaviors that have a negative impact or cause concern for members of the community around the UHZ campus;
20. Dissociate from any act of discrimination (physical or verbal behavior) based on gender, sexual orientation, race, religion or religious beliefs, color, region, language, marital or family status, physical or mental disability of an individual;
21. It is forbidden to record video/audio, take pictures or broadcast audio/videos, thus violating the privacy of individuals, without the knowledge and expression of prior consent;

The list of actions that are prohibited above is not exhaustive, and violations that are not mentioned here may be sanctioned by UHZ, taking into account carefully the nature of the offense or misuse.

#### **Article 4**

##### **Reporting Alleged Ethical Violation**

1. The disciplinary responsibility procedure begins with the reporting of a violation of the rules and ethical principles provided for in this code.
2. Within this procedure, any student, university staff or involved party, who claims that the rights sanctioned by this code have been violated against him, the university or the academic culture, has the right and is encouraged to submit the violation to the commission disciplinary body at the faculty level, as a first-level body.
3. When a reporting party reports a violation, he/she will be kept informed of the timelines associated with the investigation and any disciplinary process and will be notified when the process is complete.
4. The notice will be specific to each case and will be determined taking into account the privacy rights of all parties and the principles of justice.
5. Evidence of witnesses will be taken into account through written statements, statements in electronic form.

6. The University will also enable anonymous reporting electronically.
7. The University will not tolerate frivolous, disturbing or malicious reporting.

In addition to on-campus conduct, UHZ may also exercise jurisdiction over conduct that occurs off campus (including any event where the student represents UHZ) or through social media posts that constitute a violation.

#### **Article 5**

##### **The procedure and time limits for the initiation of the disciplinary procedure**

1. Alleged violation can be reported by academic, administrative staff, third parties or students.
2. If it is determined that there are sufficient facts for the case presented to initiate the disciplinary procedure, the secretary of the faculty notifies the disciplinary committee within (5) five working days after presenting the suspected violation, must initiate disciplinary procedure.
3. The procedure must be completed within five (5), respectively 15 working days, by taking the following steps:
  - a) notifies in writing the person/student suspected of violation that a disciplinary procedure has been initiated against him;
  - b) offers in writing to the person/student suspected of violation that a disciplinary procedure has been initiated against him;
  - c) the suspected of an ethical violation is given the right to testify;
  - d) contacts the person who submitted the suspected violation, notifying him of the initiation of the case and giving him the opportunity to make his statement;
  - e) contacts and obtains written testimony from anyone who can provide evidence related to the case;
  - f) the disciplinary commission must decide within 30 days, from the day the case was presented to it;
  - g) due to the complexity of the ethical issue, the disciplinary commission in the first instance may postpone the deadline for the completion of the disciplinary procedure, but not longer than 30 days from the day of the end of the initial deadline.
4. Upon initiation of the disciplinary procedure, the commission is obliged to handle the case competently, reliably, impartially and in full accordance with the basic principles of justice.
5. When disciplinary violations include or may include violations requiring criminal proceedings, the secretary of the faculty, in coordination with the dean, forwards the case to the competent bodies, while the disciplinary commission must not suspend the internal procedures for handling the disciplinary case.

**Article 6**  
**Pronunciation and appropriateness of the disciplinary measure**

1. Disciplinary measures are imposed in proportion to the consequences and damages caused.
2. When assigning a disciplinary measure, any mitigating or aggravating circumstances must be taken into account, such as:
  - a) the dangerousness of the violation;
  - b) the degree of responsibility of the student;
  - c) the circumstances in which the offense was committed;
  - d) the consequences caused;
  - e) the behavior of the student before committing the violation and during the disciplinary procedure;
  - f) if the student suspected of violation has received a previous disciplinary measure, which has not been cleared from the evidence of the student's file.

**Article 7**  
**Review procedure and taking measures**

The review of the alleged ethical violation and the imposition of measures were done by the council of the academic unit in accordance with the provisions of the regulations in force for the procedure and disciplinary measures for the students of the University "Haxhi Zeka" in Peja.

**Article 8**  
**Entry in force**

The Code of Ethics for Students of "Haxhi Zeka" University in Peja entered into force on the day of its approval by the Steering Council of UHZ.

Chairman of the Steering Council of "Haxhi Zeka" University in Peja  
Dr. Sc. Majlinda Belegu

  
