



## KOLEGJI DARDANIA

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Pursuant to the provisions of the Statute of "Dardania", College, Prishtinë, the Steering Council of the College, at its meeting held on 16.06.2022 approved

### CODE OF ETHICS OF "DARDANIA" COLLEGE

The Code of Ethics aims at strengthening the loyalty among the members of the College community ensuring transparency and social responsibility of the College activities, to encourage autonomy in teaching and learning, as well as freedom in research in order to promote a positive image of the College.

The Code of Ethics of Dardania College is implemented through clear processes and mechanisms for the entire staff, students, and structural units of the college.

#### I. GENERAL PRINCIPLES

##### Article 1

The community members of the College, the academic staff, students and the administration for student services shall express their loyalty to Dardania College by complying with the basic principle of implementation and maintaining its basic values.

##### Article 2

Dardania College has the following values: excellence, honesty, autonomy, freedom of teaching and in scientific research by which it is achieved the respect for personal integrity, humanism of interethnic relations, justice, equality and truth as the highest value. By applying these values, the academic staff, the students and the administration for student services strive for integrity and accountability to their work and this is achieved through the critical attitude, tolerance and honesty.

### **Article 3**

Community members of the College, teachers, researchers, students and administrative staff support the mission of the College by carrying out their activities fully and permanently and by participating dutifully in the relevant bodies and acting in accordance with the basic values of the College and outside its environment.

### **Article 4**

An accountable approach towards the work by the entire community of Dardania College is demonstrated by the full fulfillment of work obligations and initiative and readiness to engage with other duties as required. Members of the academic staff and the researchers of the College exercise responsible work attitude through engagement in teaching and scientific research, and the results achieved directly contribute to professional development and career advancement.

### **Article 5**

The integrity of the academic and research staff, and the students of Dardania College is expressed mainly through ethical behavior within and beyond its environment.

### **Article 6**

The basic purpose of the entire community of the College, academic staff, researchers and students is the intellectual independence, which enables a constructive critical attitude in rejecting any apriorism in professional activity and in scientific research. The Code of Ethics imposes obligation to all internal actors (academic staff, students and administrative staff) to comply with high standards of ethical conduct. Academic staff promotes high academic and professional standards by avoiding plagiarism in research, and conflict of interest in performing daily tasks.

### **Article 7**

Dardania College promotes high academic and professional standards. Students are expected to always have a fair attitude towards work and learning activities, to behave ethically, especially during school hours, when presenting their work for assessment and during exams. Students must respect all norms that are defined by the Code of Ethics, which specifies the rights and responsibilities of academic staff, administrative staff and students. Special attention should be paid to academic behavior and behavior towards actions such as: plagiarism, copying in exams, tendency to represent another person in exams, falsifying or fabricating data in a seminar paper, unauthorized communication during exams, engaging another person in represent someone else's work as well as presenting the same task in more than one subject, or intentional misuse or

damage of technological equipment and other equipment within the college premises. The above actions not only not belong to academic subjects but at the same time they are unethical.

#### **Article 8**

Openness towards scientific creativity and new ideas is one of the key features of teaching and learning. The constructive criticism consists in accountable acceptance of new ideas, which provide a high level of quality that prevent simplification and extremism.

#### **Article 9**

The tolerance by the College community enables the acceptance of diversity. The advocacy of values conscientiously prevents the tolerance from returning to indifference and apathy.

#### **Article 10**

The loyalty of the College community is expressed by overall commitment to the preservation of the values achieved in teaching, research and public representation of the College.

## **II. TEACHING**

#### **Article 11**

The academic freedom is the fundamental right and responsibility of the community members of the college, academic staff and students. The members of the academic staff exercise their academic freedom through contemporary teaching, empirical findings as evidence of scientific research and creative activities which are in compliance with generally accepted ethical standards.

#### **Article 12**

The members of college community constitute an indivisible integrity which represent willingness and commitment to provide students an encouraging environment for learning, while students contribute in the normal course of the learning process through their conscientious and responsible work which affect the continuous improvement of the learning process.

#### **Article 13**

The purpose of teaching and learning by the academic staff is spreading the knowledge and promoting creative, critical and conscientious thinking.

#### **Article 14**

The academic freedom of students implies autonomy in achieving their goals through conscientious study and personal initiative and also the adoption of ethical behavior in accordance with generally accepted standards by the Code of Ethics of "Dardania" College.

### **III. RESEARCH**

#### **Article 15**

The scientific research activities are based on the freedom of research, honesty and personal integrity in research.

#### **Article 15**

The honesty to scientific research involves continuous respect of the authors by citing precisely scientific research achievement of the other researchers. The continuous use of appropriate research methods brings an objective review of research hypotheses, resulting in a proper professional interpretation of the results on the data.

#### **Article 17**

In addition to the regulations in force, the researchers of Dardania College adhere to internationally recognized ethical rules and standards that apply to specific areas of scientific research.

### **IV. ACTIVITIES AND CONDUCT OF THE MEMBERS OF THE COMMUNITY OUTSIDE THE COLLEGE ENVIRONMENT**

#### **Article 18**

The community members who act outside the College as private persons must respect the values and ethical standards as defined by the Code of Ethics of the College.

The community members of the College have the right to join professional associations, political parties, religious communities and other organizations as private persons. During their activities these private individuals shall avoid conflicts of interest by not violating their responsibilities and duties at the College.

### **Article 19**

The community members of the College: academic staff, students and the administration who are appointed as representatives of a political party shall not be elected or appointed in any managerial position within the College.

Political activism or any other form of propaganda in the College premises, if it is used as a tool for use in the teaching process, is a serious violation of Code of Ethics.

## **V. ACTIVITIES OUTSIDE THE COLLEGE**

### **Article 20**

Members of the community of Dardania College may conduct activities outside the institution if such activities do not hinder the normal flow of the teaching and research processes, or the administrative work.

### **Article 21**

In cases when members of the Dardania College community engage in the conduct of other activities outside the College, they shall adhere to the Code of Ethics, and the principal values and rules, in particular when it relates to honesty, critical thinking, and professional and academic dignity.

## **VI. CONDUCT TOWARD THE COLLEGE RESOURCES**

### **Article 22**

All the members of the community (academic staff, students, administrative staff, and other technical workers) when using the facilities, equipment, and financial means entrusted for certain purposes, should be careful, use them economically because they are of benefit to the community and not to private benefits.

## **VII. ADMINISTRATIVE POSITIONS IN THE COLLEGE**

### **Article 23**

The administrative members of the College and students, who hold administrative positions, shall comply with the Code of Ethics of the College, by performing their duties in the spirit of academic tradition tasks, with loyalty and accountability. Taking into account the long-term effects of the measures these members propose and present, they should reach a consensus while decision making in order to avoid over voting.

## **ETHICAL CODE COMMITTEE**

### **Article 24**

With the proposal of the College Senate, the Steering Council of "Dardania" College shall nominate the Committee of the Code of Ethics and determine the membership, duration of service and its responsibilities.

## **IV. DISCIPLINARY MEASURES**

### **Article 25**

For the implementation of the Code of Ethics, Dardania College has created processes and mechanisms related to all activities related to management, administration, teaching and research. All decisions made by the Ethics Committee are made public.

### **Article 26**

The academic staff, students and the administrative personnel who have violated once or more the standards of the Code of Ethics shall be subject to the following disciplinary measures:

1. Warning
2. Trial period
3. Indemnity
4. Dismissal

### **Article 27**

The Disciplinary Commission imposes the disciplinary measures in the academic units of the College. Their revision is also done in the academic units by the Appeals Commission appointed by the Scientific-Teaching Councils of the academic units of the College, who act in accordance with the Regulation on Disciplinary Responsibility of the entire community of "Dardania" College.

### **Article 28**

The Code of Ethics Committee appointed by the Steering Council of the College shall review the appeals of parties regarding the decision of Disciplinary and Complaints Commission and also the other complaints of injured parties in accordance with the Regulation on conduct dedicated for the community of "Dardania" College.

### **Article 29**

This regulation shall enter in force on the day following its adoption by the Steering Council of "Dardania" College.

Chairman of the Steering Board of Dardania College

Prof. Dr. Halil Demolli

