



KOLEGJI DARDANIA

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In accordance with Articles 17, 18 and 19 of Law No. 04/L-037 on Higher Education in the Republic of Kosovo and Articles 63, 64, and 76 of the Statute of Dardania College in Pristina, at the meeting of the Steering Council of Dardania College dated 21.10.2024, it is approved

CODE OF ETHICS OF DARDANIA COLLEGE

The Dardania College Code of Ethics contains the fundamental principles of professional ethics that guide: academic staff, students, and student services administration.

Article 1

The College's Code of Ethics consists of standards of conduct for academic staff that take into account the principles of freedom, scientific creativity, and practical work.

Article 2

PURPOSE

The purpose of the Code of Ethics is to protect the academic freedom of members of the Dardania College community by enabling them to achieve high standards of learning, scientific research, practical work, and student services.

The Code of Ethics sets forth basic standards of ethical behavior that consist of good interpersonal relationships for the entire Dardania College community.

The Code of Ethics aims to strengthen trust, loyalty and commitment among members of the College community, and to ensure transparency and social responsibility of the College's activities.

The Code of Ethics aims to encourage the autonomy of teaching and learning as well as the freedom of scientific research in order to promote a positive image of the College.

The Dardania College Code of Ethics is implemented through clear processes and mechanisms, for all staff, students and other personnel in the structural units of the College.

Article 3

Definitions

The Code of Ethics contains several specific definitions which should be understood as follows:

Academic staff, students and the student services administration are committed to honestly and responsibly maintain a fair stance, having critical thinking and tolerance in everyday practice in order to fulfill their work duties, thus enabling the preservation of their personal and collective integrity,

- **College Communities** - means all entities that study, teach, conduct research, provide services or care for the quality of work at Dardania College.
- **College Community** - means the total number of members of the College community.
- **Members of the academic community** - means all persons who participate in the educational process, in scientific research work, and in mentoring work with students.
- **Professors** - includes all subjects who teach at the College, regardless of their employment status (full-time, part-time associates, or as co-mentors of practical learning).
- **Students** - means all persons who are enrolled and attend lectures, exercises, practical work, in the various programs of Dardania College.

The designations of subjects used in this code of ethics include both genders without prejudice,

Article 4

GLOSSARY

EC - Ethics Council

EP - Ethical Procedure

KD- Dardania College

PA - Academic Staff

ST - Students

Article 5

Mission and values of Dardania College

Dardania College is a private institution of higher education that provides quality education in the fields of social sciences, economics, and psychology, offering professional development and practical training that contributes to building the necessary capacities for sustainable development of society.

Through teaching, scientific research and practical training, the College prepares qualified and professionally capable staff to contribute to the advancement of public policies, economic development and the enhancement of the quality of social and cultural life in Kosovo.

Dardania College offers interdisciplinary studies that advance students' knowledge by enabling them to learn throughout their lives.

As part of the European Higher Education Area, the College implements in its programs the common standards of the Bologna Declaration, promoting intensive cooperation with higher education institutions in the European Community and beyond .

Article 6

Members of the community (teachers, researchers, students and administrative staff) of Dardania College support the mission of the College by fully and continuously carrying out their activities, by participating responsibly in relevant bodies and by acting in accordance with the fundamental values of the College.

Article 7

The core values upon which Dardania College is based include excellence, honesty, autonomy, and freedom in teaching and research. These principles guarantee respect for personal integrity, promote humanized human relationships, and affirm justice, equality, and truth as the highest value.

enables academic staff, students, and administration to perform their work with integrity, responsibility, critical attitude, tolerance, and sincerity.

Article 8

APPLICATION

The Dardania College Code of Ethics ensures that all members of the community have the rights guaranteed by the Constitution of Kosovo, the Law on Higher Education, the College Statute and the relevant regulations. This Code of Ethics applies to:

- a) academic staff (assistants, lecturers, assistant professors , associate professors , full professors , as well as external collaborators) ;
- b) students (BA, MA, Alumni) ;
- c) administrative staff, and
- d) Employers with whom Dardania College cooperates.

Article 9

GENERAL PRINCIPLES

Dardania College Code of Ethics is based on fundamental principles such as:

4.1. **The principle of respecting the integrity** of the individual and the community in accordance with the guaranteed rights to life, integrity and dignity. The integrity of the teacher, researcher and students of Dardania College is expressed through ethical behavior within and outside its environment.

4.2. **The principle of privacy** which guarantees the right to life, integration and privacy.

4.3. **The principle of the right of the community** to act autonomously within the limits of its status and in accordance with the goals of the College.

4.4. **The principle of continuous professional development and improvement**, which consists of the right of all members of the community to develop professionally and improve throughout life, in accordance with personal opportunities and plans, without endangering others.

4.5. **The principle of responsibility which implies that all members of the college community have a duty to behave honestly**, sincerely and impartially towards others.

4.6. **The principle of equality**, which means ensuring the same and equal conditions for the fulfillment of professional duties, the expression of intellectual abilities and professional advancement.

4.7. **The principle of the right to academic freedom**, which means that all members of the academic community in their research should be guided by the idea of freedom of scientific creativity and free expression in the search for truth.

4.8. **The principle of dedication and loyalty** which implies that members of the College community are strongly committed and express their loyalty in fulfilling their work duties and responsibilities within Dardania College and beyond it, in order to implement, preserve and uphold its fundamental values.

Article 10

UNETHICAL ACTS

The Dardania College Code of Ethics aims to prevent unethical actions such as:

10.1. **Discrimination** - which means the exercise of any conscious or unconscious action when individuals or certain social groups (students, academic staff, non-academic staff, citizens, etc.) are treated unfairly due to various factors such as: gender, race, ethnicity, sexual orientation, physical abilities, religion, or social status such as marital status, physical appearance, etc.

10.2. **Intolerance** - means a lack of respect and acceptance of the possibility of diversity and differences between individuals. This includes any form of discriminatory, exclusionary or offensive behavior towards members of the community, including students, academic staff, or non-academic staff, based on factors such as race, gender, sexual orientation, ethnicity, religious belief, or any other characteristic.

10.3. **Anxiety** - refers to the feeling of uncertainty, fear, stress or dissatisfaction that students, academic staff or non-academic staff may experience due to various factors, as a result of high academic workload, pressure to achieve high results, a feeling of uncertainty regarding career development opportunities after graduation, or concern about employment opportunities in the labor market, etc.

10.4 **Harassment** - refers to any form of inappropriate, unauthorized and harmful behavior that is intended to make an individual or other social group feel unsafe, underestimated, frightened or emotionally harmed, including teasing, sexual harassment, offensive comments, ridicule, blackmail, involuntary touching, threats or contempt, which may occur from students, academic staff or other non-academic staff.

10.5 **Prejudice** - refers to the formation of negative and unmotivated thoughts, attitudes or opinions towards certain individuals or groups, based on characteristics such as race, gender, ethnicity, sexual orientation, religious belief, or any other factor. Prejudice often manifests itself in the form of various stereotypes and affects the way students, academic staff or non-academic staff are perceived or treated .

Article 11

Fundamental ethical values at Dardania College

The fundamental values of Dardania College are: excellence, honesty, autonomy, freedom in teaching and scientific research, respect for personal integrity, humanization of human relationships, justice, equality and truth as the highest value.

Academic staff, students, and student services administration are committed to honestly and responsibly implement ethical principles, demonstrating a fair attitude, critical thinking, and tolerance in their daily practice in fulfilling their work duties, thus enabling the preservation of their personal and collective integrity.

Academic staff and researchers at Dardania College exercise a responsible attitude at work through unsparing commitment to teaching, scientific research, and practical work, and their work results enable them to continue professional development and career advancement.

A responsible attitude towards work by the entire Dardania College community is demonstrated by the full and regular fulfillment of work obligations.

Members of the Dardania College community do not hesitate to actively engage in the accomplishment of other work tasks at the college, as required, with self-initiative, sincerity, and high professionalism.

Article 12

Another important value of all academic staff, researchers and students is intellectual independence, which enables a critical and constructive attitude in rejecting any kind of apriorism in professional activity and scientific research.

The code of ethics obliges all internal stakeholders (academic staff, students and administrative staff) to act in accordance with the standards of ethical conduct by promoting high academic and professional standards and avoiding any conflict of interest in the performance of duties in everyday practice.

Article 13

Openness to new ideas is the foundation of scientific creativity and one of the key virtues of teaching and learning. Constructive criticism consists in the responsible acceptance of new ideas, which ensure a high level of quality while preventing simplification and extremism.

Article 14

Tolerance on the part of the Dardania College community enables acceptance of diversity. Respect for the ideas, attitudes and ways of life of other people. Being tolerant means being aware of differences in relation to oneself and accepting them in everyday life.

Article 15

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

I. TEACHING, THE RIGHTS OF THE STAFF OF DARDANIA COLLEGE

Article 16

In accordance with the Law on Higher Education and the Statute of Dardania College, the rights of the academic staff of the College as members of a higher education institution are organized, coordinated and continuously supervised by the governing bodies of the College. This is done in order to protect and encourage the academic staff for quality teaching, for continuous professional development, and for productivity in scientific research, as well as to raise awareness for the monitoring of changes and innovations in the service.

In this regard, the academic staff of the College has the rights guaranteed by the applicable legislation, the College Statute and the Code of Ethics, as follows:

- a) Academic freedom,
- b) The right to free expression,
- c) The right to support from the College if any member of the academic staff is in a disadvantageous and discriminatory position due to compliance with the ethical principles of this code;
- d) The right to be judged by peers in accordance with due process and procedures under the Code of Ethics;
- e) The right to promotion based on personal qualifications, educational and scientific contribution, and demonstration of ethical behavior.
- f) The right to provide evidence, testimony and facts in proceedings that may be conducted by the Ethics Council.
- g) Other rights provided for in the employment contract.

Article 17

According to the regulations of Dardania College and its academic units, teaching and research are mandatory for all academic staff. The scientific contribution and professional performance of the academic staff are regularly monitored and evaluated by the bodies of Dardania College.

Article 18

Members of the academic staff exercise their academic freedom through contemporary teaching, empirical findings, scientific research, and other creative activities that are consistent with generally accepted ethical standards.

Article 19

The members of the Dardania College community constitute an inseparable entirety that is willing and dedicated to their work. The purpose of teaching and learning by the academic staff is to disseminate knowledge, encourage creative, critical and responsible thinking.

Article 20

WORKING WITH STUDENTS, ETHICAL PRINCIPLES AND UNETHICAL BEHAVIOR

Dardania College promotes high academic and professional standards. Students are expected to always demonstrate a fair attitude towards work and learning activities, and to behave ethically, especially during classes, when presenting their work for assessment, and during exams.

The academic staff of Dardania College encourages the free pursuit of lectures, exercises and practical exercises by their students. The academic staff expresses respect for the student as an individual and for the students as a social community group through professional fulfillment and dedication to their role as leaders and as intellectual guides and mentors.

Students are required to respect all the norms defined by the Code of Ethics, which specifies the rights and responsibilities of students. Particular attention should be paid to academic behavior. Students should be aware of the consequences of possible unethical actions, such as: plagiarism, copying in exams, the tendency to represent another person in exams, falsification of data in seminar papers, unauthorized communication during exams, engaging another person to represent the work of someone else, etc.

Students must carefully use material resources, textbooks, and computer equipment at the College .

Student work, academic teaching, research and practical training are the main pillars of the life and academic work of Dardania College. These are defined by the College Statute, the relevant regulations and the obligations are also specified in the student contract. Failure to meet the above listed requirements is considered irresponsible by any member of the Dardania community, which can be expressed as:

- a) arbitrary denial of access to education,
- b) failure, without a major reason, to adhere to the rules of the academic unit, including lectures, exercises and seminars, during the course;
- c) consistent lack of active participation in learning activities;
- d) failure to deliver exams according to the announced schedule;
- e) failure to deliver consultations according to schedule;
- f) the evaluation of student work according to criteria that do not reflect objectivity in the conditions and criteria they maintain,
- g) Failure to continuously evaluate activities according to the progress of "what the student knows, what the student says and what the student does" as a result of reflection of curricular content,
- h) delay in the publication of exam results and continuous assessment of student work;
- i) manipulation and falsification of student work;
- j) avoiding nepotism in the evaluations of students with whom the academic staff member has a conflict of interest (siblings , husband - wife , children - parents , and vice versa).

Article 21

With the Dardania College Code of Ethics, students enjoy academic freedom, which implies autonomy in achieving their goals through responsible study and personal initiative, as well as the adoption of ethical behavior in accordance with generally accepted standards.

Article 22

Students are provided with an encouraging environment for learning, practical work and research. Students contribute to the normal flow of the learning process through their commitment and responsible work, which contributes to the continuous improvement of the learning process.

Article 23

Staff respects the prerequisites of a confidential relationship between teacher and student, avoiding any type of exploitation, harassment, discriminatory treatment, violation of rights or violation of their dignity.

Article 24

Student discrimination, including harassment on political grounds or differences due to race, color, religious affiliation, gender, sexual orientation, personal beliefs, ethnic origin, environmental background, marital status, pregnancy, physical or mental disability, etc. constitutes a violation of the Code of Ethics.

The misuse of position or powers by a staff member to consciously or unconsciously judge the behavior, action or inaction of a student in order to harm the person for arbitrary or personal reasons constitutes a prohibited act .

II. STUDIES

Article 25

Scientific research activities are based on freedom of research guided by professionalism and honesty in research and on the preservation of personal, academic and institutional integrity.

Article 26

Honesty in scientific research includes the constant respect for authorship, accurate recognition of the scientific research achievements of other researchers, with responsible citation and consistency according to the requirements of the methodology of scientific work.

In scientific research, appropriate research methods are applied that enable an objective examination of research hypotheses, statistical processing of data, and professional and objective interpretation of research results.

Article 27

Dardania College researchers, in addition to applicable regulations, also adhere to internationally accepted ethical rules and standards that apply in specific fields of scientific research.

III - PLAGIARISM

Article 28

The academic staff of Dardania College must be at the level of their duty and ethical and professional competence in their scientific-research work, avoiding any kind of plagiarism in their written works, in their books and in their scientific-research activity.

Article 29

This Code of Ethics prohibits plagiarism of any kind. Thus, the prohibited forms of plagiarism are :

- accidental plagiarism;
- unintentional plagiarism;
- blatant plagiarism;
- auto plagiarism.

Accidental plagiarism occurs when a person uses other materials (e.g. ideas, phrases, paragraphs or parts of text) without citing them properly, without malicious intent or without the intention to deceive. This can happen due to negligence, lack of knowledge of citation rules or simply due to the workload and pressure to complete the task as soon as possible.

Unintentional plagiarism is considered any careless paraphrasing, failure to include a footnote, or failure to accurately identify the source used, without respecting the recommendations of contemporary scientific research methodology.

Intentional plagiarism is considered any act of copying, pasting texts (compilation) from print materials, online sources or texts formed by chat-gpt, completely disregarding the standards of scientific research methodology, which can be considered "borrowing" **material** without the author's permission!

Self-plagiarism is considered the action when the author - part of the academic staff, in his scientific research creativity "forgets" or "unintentionally" ignores the citation of his previously published sources, or by modifying them very slightly!

Article 30

CODE OF ETHICS TRAINING

Dardania College organizes trainings on academic ethics conduct for academic staff, students and administrative staff. Dardania College organizes trainings with the aim of informing the community (teachers, administration, students, alumni and representatives) in greater detail on

the provisions of the Code of Ethics and the obligations of community members for the practical implementation of its provisions.

Training is mandatory for all staff and is especially mandatory for new staff who have been hired or are engaged in any form in the overall activity of Dardania College .

IV. ACTIVITIES AND BEHAVIOR OF COMMUNITY MEMBERS OUTSIDE THE ENVIRONMENT OF DARDANIA COLLEGE

Article 31

Community members who act outside of Dardania College as private individuals must respect the values and ethical standards as defined by the Dardania College Code of Ethics.

Members of the College community have the right to join professional associations, political parties, religious communities and other organizations as private individuals. However, these private individuals must avoid conflicts of interest in their activities and not conflict with their responsibilities and duties at the College.

Article 32

Any action that produces a conflict of interest based on the Higher Education Law, the College Statute, and the employment contract is prohibited. In this regard, any action that creates a conflict of interest, including nepotism based on family relationships, whether in a direct or indirect line, is prohibited, such as: parent - son / daughter; brother / sister; sister / brother; uncle / niece; nephew / uncle , etc.

Any action based on circumstances of conflict of interest , for the bodies of Dardania College, is considered invalid and in violation of this Code of Ethics.

Article 33

Members of the Dardania College community: academic staff, students, administrative staff who are appointed as representatives of a political party cannot be elected or appointed to any leadership position within Dardania College.

Political activity or any other form of propaganda on Dardania College premises, if used as a means of exploitation in the teaching process, represents a serious violation of the Code of Ethics.

V. ACTIVITIES OUTSIDE COLLEGE

Article 34

Members of the Dardania College community may not carry out activities outside the institution if they impede the normal flow of the teaching process, research, or administrative work.

Article 35

Members of the College community, when involved in other activities outside the College, must adhere to the Code of Ethics, its fundamental values and rules, especially when it comes to honesty, critical attitude and professional and academic dignity.

VI. BEHAVIOR TOWARDS DARDANIA COLLEGE RESOURCES

Article 36

All members of the community (academic staff, students, administrative staff, and technical workers) must be careful when using the facility's spaces, equipment, and financial resources, which are intended for particular purposes, and use them economically because they are for the benefit of the community and not for private gain.

VII. ADMINISTRATIVE POSITIONS AT DARDANIA COLLEGE

Article 37

The administrative members of the College and the students who hold administrative positions must adhere to the standards of the College Code of Ethics. Their work and duties must be carried out in the spirit of academic tradition, with high dedication and responsibility. In this case, the long-term effects of the measures they propose and present must be taken into account, and consensus must be reached in decision-making to avoid overvoting.

VII. ETHICS COUNCIL

Article 38

Mandate of the Ethics Council

The Ethics Council of Dardania College has a stable structure with responsibility for the analysis and resolution of any potential violation of the Code of Ethics.

The Ethics Council is elected by the Senate of Dardania College upon the proposal of the Rector. The College Steering Council, upon the proposal of the Senate, appoints the Ethics Council and determines its members, duration of service and responsibilities. The mandate of the members of

the Ethics Council is four years with the possibility of re-election for a second term. The constitutive meeting of the Ethics Council is called by the oldest member. At the first meeting of the Ethics Council, the chairperson and vice-chairperson are elected by secret vote.

Article 39

Composition

The Ethics Council shall consist of five (5) members, three of whom shall be female and two of whom shall be male. At least one of the members of the Ethics Council shall be from the field of justice.

Article 40

Loss of Ethics Council Member Status

Loss of the Status of a member of the Ethics Council occurs in the following cases:

- when the member himself becomes the subject of treatment for action or inaction in accordance with the Code of Ethics;
- if he/she does not attend three consecutive meetings without any prior justification;
- if he retires or due to physical or mental disability;
- in case of death.

Article 41

The work of the Ethics Council

The work of the Ethics Council is based *on the Regulation on disciplinary measures and procedures for staff at the College and the Regulation on disciplinary measures and procedures and responsibility of students at the College*, as well as on the norms written in the Code of Ethics, in the Statute of Dardania College, on the norms specified in the Employment Contract and in the Law on the Establishment of Employment Relationship. The Ethics Council implements the applicable legislation in force in the Republic of Kosovo.

Article 42

Procedures for Handling Unethical Behavior

Dardania College guarantees a fair, professional and confidential process for handling behaviors that conflict with ethical principles:

reporting

Every member of the academic community has the right and responsibility to report suspicious misconduct.

Reporting can be made to the Ethics Committee, the relevant superior or through institutional email: sinjalizo@kolegjidardania.com

Anonymous reports are allowed, in accordance with the Law No. 06/L-085 on the Protection of whistle-blowers.

Preliminary Verification

The Ethics Committee reviews the validity of the reporting;

More complex cases are referred to the Central Ethics Commission.

Investigation and Evaluation

An internal investigation is carried out with the involvement of the parties;

The confidentiality and dignity of all parties involved is respected.

Decision-making

The Commission prepares a final report and proposes appropriate measures: warning, reprimand, suspension, termination of employment/study relationship, etc.;

The parties are informed in writing of the decision and the right to appeal.

Appealing

The penalized person has the right to appeal within the specified deadline;

The appeal is handled by an independent body or by the Central Ethics Commission, as appropriate according to College regulations.

VIII. DISCIPLINARY MEASURES

Article 43

The Ethics Council ensures that academic staff, students and administrative staff who have violated one or more of the standards of conduct of the Code of Ethics are subject to disciplinary measures. Ethical measures for academic staff for minor violations according to the Code of Ethics are imposed by the Ethics Council as the first instance and by the College Senate as the second instance. In this regard, the measures imposed by the Appeals Commission are:

- 1.1. Oral remark,
- 1.2. Written notice,
- 1.3. Written warning for the case to be processed by the Ethics Council,

For serious violations under the Code of Ethics, the Ethics Council proposes one of the following measures:

- 2.1. Reprimand,
- 2.2. Written warning for serious violations
- 2.3. Suspension from work of academic staff for six (6) months;
- 2.4. Suspension from work for more than six (6) months up to twelve (12) months .
- 2.5. Prohibition of involvement in any evaluation committee for a period of five (5) years.
Prohibition of involvement in undergraduate degree topics, master's degree theses and doctoral theses, for up to 5 years.

- 2.7. Prohibition of advancement and reappointment to a higher academic rank for a period of four (4) years.
- 2.8. Reduction in position, respectively in scientific rank,
- 2.9. Revocation of the academic title, which decision must be made by the body that granted the title (College Senate),
- 2.10. Dismissal.

The disciplinary measures provided for in paragraph one (1) of this article shall be imposed by the College Ethics Council, while the disciplinary measures from paragraph 2 of this article shall be proposed by the College Ethics Council and submitted for approval to the Senate, respectively to the Steering Council.

When reviewing cases of ethical violations, the Ethics Council is based on the Regulation on disciplinary measures and procedures for staff and student responsibility at the College, on the norms written in the Code of Ethics and, in accordance with it, imposes proportionate measures based on the circumstances and the level of the ethical violation.

Article 44

Protection of persons who report ethical violations

The College guarantees the protection of academic staff and students who report ethical violations by assuring them that they will not experience any form of punishment, retaliation or discrimination.

Article 45

The Ethics Council appointed by the College Steering Council, respectively the College Senate, reviews the parties' appeals against the decision of the Ethics Council.

The Governing Council also reviews complaints from other parties aggrieved by the proposals of the Ethics Council in accordance with the Regulation on disciplinary measures and procedures for

personnel and student responsibility at the College, the College Statute and the Employment Contract of the complaining party.

Article 46

This regulation enters into force on the day of approval by the Dardania College Governing Council.

Chairman of the Steering Council,

Prof. Dr. Halim Gjergjizi

