

**UNIVERSITY OF NEW YORK TIRANA**

**CODE OF ETHICS**



**Tirana, 2020**

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## PART I

### GENERAL PROVISIONS

#### Article 1

##### LEGAL FRAMEWORK

The Code of Ethics of the University of New York Tirana is drafted in compliance with Law no. 80/2015 dated 09.12.2015, on 'Higher Education and Scientific Research in Institutions of Higher Education in the Republic of Albania', Law no. 7961, dated 12.07.1995, on the 'Labor Code of the Republic of Albania' (as amended), Law No. 9970, dated 24.07.2008 'On Gender Equality', Law no. 10221, dated 04.02.2010 'On Protection against Discrimination', Law no. 9887, dated 10.03.2008 'On the Protection of Personal Data' (as amended), Law no. 60/2016, dated 02.06.2016, 'On Whistle Blowing and Protection of Whistleblowers', the University Statute and other relevant internal regulations.

#### Article 2

##### SCOPE

The scope of this Code of Ethics is to uphold the core values of the University of New York Tirana as an educational institution and learning community based on academic honesty, integrity, honor, accountability, mutual respect, leadership, and social responsibility.

#### Article 3

##### APPLICABILITY

- 3.1 The principles and procedures as set out in this Code apply to all academic and administrative personnel at the University of New York Tirana, as well as its students and any other person acting on behalf of the University.
- 3.2 It is the responsibility of every person to whom this Code is applicable to respect, protect and support the University image and reputation of high ethical standards whilst upholding its mission as an education provider in the learning community.

#### Article 4

##### PURPOSE AND AIM

- 4.1 The main purpose of this Code is to define and adopt standards and rules of ethical behavior for academic and administrative personnel, students and any other person acting on behalf of the University.
- 4.2 This Code aims to serve as a guide on the day-to-day tasks and activities, as well as, decision-making actions of University personnel and students in accordance with the mission, values and the principles that guide the University.
- 4.3 This Code aims to preserve the basic values of the education community, to ensure the recognition and respect of personal rights and freedoms and to guarantee ethical and social duties and responsibilities towards the University.
- 4.4 The Code regulates internal relations between university personnel and its students and relations with all external actors, in order to avoid all forms of discrimination and abuse, govern conflict of interest, improve the organizational and work environment, promote virtuous behavior, and preventing unethical or illegal behavior.
- 4.5 This code sanctions the organization and functioning of the Ethics Commission.



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**PART II**  
**MAIN PRINCIPLES**

**Article 5**  
**THE PRINCIPLE OF LEGALITY**

- 5.1 Every person to whom this Code applies to must act in accordance with the laws and bylaws of the Republic of Albania, University Statute and internal regulations.
- 5.2 Illegal and unethical conduct is prohibited.
- 5.3 Any person who does not respect and violates this Code will be held accountable in accordance with the University rules and procedures on disciplinary measures.

**Article 6**  
**THE PRINCIPLE OF INTEGRITY**

- 6.1 Every person to whom this Code applies to must act honestly by adhering to moral and ethical principles and values.
- 6.2 The principle of integrity is best expressed through professional excellence and ethical behavior when performing all duties with professionalism, accountability, competence, and honesty in accordance with the University mission.
- 6.3 Every person must comply with their professional obligations in a timely manner and must refrain from conducting any activity that may discredit or hurt the reputation of the University.

**Article 7**  
**THE PRINCIPLE OF EQUALITY AND NON-DISCRIMINATION**

- 7.1 University of New York Tirana is committed to the principles of equal treatment, opportunity excellence, fairness, and respect for all persons.
- 7.2 All persons at the University have the right to be treated equally, with understanding, respect and honor and not to be discriminated against, directly or indirectly, by one or more factors, including religion, gender, conscience and personal beliefs, physical aspect and color, language, ethnic or social origin, citizenship, personal and health conditions, pregnancy, family choices, age.
- 7.3 University of New York Tirana promotes a respectful and productive work, educational and learning environment thus harassment of any kind is not acceptable.

**Article 8**  
**THE PRINCIPLE OF OBJECTIVITY**

- 8.1 Every person must ensure to perform the daily activities of teaching, research and learning, with objectivity and impartiality.
- 8.2 Every person should be careful that the expression of their personal views and considerations does not compromise or appear to compromise the results of the tasks assigned or the interests of the University in an impartial or subjective manner.



8.3 The principle of objectivity is affected by any action, arbitrary inaction or any preferential treatment performed by bias, favoritism, or any other personal, political, family and social interest.

#### Article 9

#### THE PRINCIPLE OF CONFLICT OF INTEREST

9.1 The University of New York Tirana requires its personnel, in the performance of their duties, to respect the principles of fairness and impartiality, working first and foremost in the interest of the University while avoiding situations of conflict of interest.

9.2 A 'conflict of interest' is a set of circumstance when the personal interest of a person inappropriately influences or appears to influence the professional judgment or actions of the individual when performing their duties towards the University. 'Personal interests may include business, commercial or financial interests, as well as relationships, private and career interests.

9.3 The following non-exhaustive cases of 'Conflicts of Interest' are prohibited:

- 1) the private interest, not related to economic nature can be considered:
  - a) the direct interest of the person, in the capacity of a university member;
  - b) the interest of a relative of a university member;
  - c) the interest of subjects, natural or legal persons with which the member of the university has an employment relationship, economic or financial nature,
  - d) the interest of third parties, when they can consciously bring advantages to the member of the university against university interests;

2) Unauthorized secondary work (full time or part time employment during the same course of employment with the University);

3) when an Employee or a Related Party representing the University, whether directly or indirectly, has a personal interest in a contract or a proposed contract to be entered into by the University or a University-related body, or obtains, or is likely to obtain, a personal advantage or benefit as a result of a decision made by the University or a University-related body;

4) when an Employee accepts gifts, gratuities or favors from a person, body, enterprise or association engaged in or wishing to engage in transactions with the University;

5) when an Employee uses their position to help a person or body, enterprise or association in dealings with the University in a situation which gives rise to real or perceived preferential treatment from the perspective of a reasonably well informed and impartial person;

6) when an Employee is engaged in or begins an intimate relationship with a Student;

7) when an Employee uses information obtained in the performance of their duties and responsibilities which is not generally communicated to the public for their own advantage or benefit, or for the advantage or benefit of a Related Party;

8) when an Employee uses or allows to be used, directly or indirectly, the University's goods or services for activities other than those approved by the University for their own advantage or benefit, or for the advantage or benefit of a Related Party.

9.4 Any person that has a conflict of interest with the University should refrain from exercising possible comments, reviews or decisions related to it.



- 9.5 If the University personnel is offered an unfair advantage, or engages in a certain action or circumstance that has an interest in conflict with that of the University s/he shall:
- reject it;
  - try to identify the person making the offer.
  - report the offer or action, as soon as possible, to his superior.
- 9.6 In case of doubt about the impartiality of the benefits, University personnel must consult with their immediate superior.

## Article 10 THE PRINCIPLE OF CONFIDENTIALITY

- 10.1 The University of New York Tirana ensures respect for the rights, fundamental freedoms and dignity of the persons concerned.
- 10.2 The University ensures a balance between fundamental personal and academic freedoms and the need to measure and monitor university activities.
- 10.3 Academic and administrative personnel are required to use confidential and personal data related to the activities of the university obtained during the performance of his/her duties and responsibilities in accordance with professional secrecy, ensuring the confidentiality of any information obtained during the exercise of their activity in accordance with applicable legal provisions.
- 10.4 Information or data obtained during the performance of his/her duties and responsibilities shall not to be used for purposes other than those for which the information is sought.
- 10.5 University of New York Tirana prohibits disclosure of confidential information, either during or after employment with the University. Such information includes, but is not limited to:
- Personal and official information about students, such as academic and personal data;
  - Financial information about students or university personnel;
  - Health information;
  - Information regarding University business transactions;
  - The Human Resource employee files, unless required by law;
  - The opinions, advice and decisions made by members during commission evaluation process;
  - The opinions, advice and decisions made by members in regard to performance appraisals of members of commission.



## PART III

### ACADEMIC PERSONNEL RIGHTS AND DUTIES

#### Article 11

#### DISSEMINATION OF KNOWLEDGE AND ACADEMIC FREEDOM

- 11.1 Academic personnel enjoy academic freedom in research, scholarly work and teaching methodology.
- 11.2 Academic personnel should ensure high-performance in research, teaching and practice, through reading, study, experiment, observation, sharing and adopt individual objectives by choosing methods which are efficient, useful and accessible for students.
- 11.3 Course Instructors must adhere to responsible use of academic freedom and teaching methodology subject to an approved curriculum.
- 11.4 Course Instructors must provide to students clear and transparent course objectives and explain the method of evaluation.
- 11.5 Academic personnel must recognize and respect the scientific contributions of colleagues and students.
- 11.6 Academic personnel must comply with intellectual property and copyright laws.

#### Article 12

#### ACADEMIC PERSONNEL RESPONSIBILITIES

In the performance of his/her duty, academic personnel, shall comply with the following ethical and professional standards:

- 12.1 To promote the best interests of the University;
- 12.2 To support and contribute in the fulfillment of the University mission and values;
- 12.3 To preserve the University's integrity and maintain the respect and trust of the public;
- 12.4 To display personal integrity, honesty and responsibility in all his/her actions;
- 12.5 To maintain an environment of mutual respect, impartiality and cooperation;
- 12.6 To respect and implement applicable laws of the Republic of Albania and University policies and procedures;
- 12.7 To respect the principle of confidentiality;
- 12.8 To care for University property and resources;
- 12.9 Respect the academic schedule and work efficiency;
- 12.10 To maintain a serious appearance during working hours, including the dressing of serious and dignified clothing;
- 12.11 To avoid cases of conflict of interest in accordance with this Code;
- 12.12 Maintain a professional working environment thereby avoiding cases of favoritism among students, subordinates or colleagues due to personal preferences or interests;
- 12.13 Not to provoke or harass any personnel or student at work contrary to this Code or the legislation in force;
- 12.14 Not to consume alcoholic beverages or smoke on University premises;



- 12.15 Not to use the University classes and facilities for activities unrelated to teaching without prior permission from immediate superior;
- 12.16 Not to exercise direct or indirect form of pressure against students;
- 12.17 Not to use, directly or indirectly, his/her authority or persuasive ability to give benefits, to favor tasks or appointments, to influence the outcome of competitions, exams or selection procedures relating to University personnel, students and other related activities;
- 12.18 Not to record the conversation of another person without the full knowledge and consent of all parties to the conversation;
- 12.19 Not to use University of personal property or electronic equipment or networking such as computers, electronic mail, the network or the Internet for inappropriate or illegal purposes such as commercial sales, practical jokes, the intentional breaking of security, and the sending of abusive or offensive material and / or unwanted chain letters;
- 12.20 Not to use improperly the University logo and name.

### Article 13

#### RESPONSIBILITIES DURING THE TEACHING PROCESS

- 13.1 Academic personnel undertake to carry out their teaching activities in accordance with the organization and general planning of the respective units of the University.
- 13.2 Support the academic and cultural growth of students through mechanisms and scientific activities guaranteed and supported by the principles of the University.
- 13.3 Advising students on teaching and learning issues at the designated time and place within the University premises.
- 13.4 Use appropriate language within the norms of communication ethics and civil conduct.
- 13.5 Not seek or accept in any form privileges, benefits, interventions, favors, payments or donations from students or other persons, aimed at obtaining high results, or favors and benefits of other which the academic staff member may perform due to his/her duty.
- 13.6 The identification of such cases is disciplined according to the procedures of the Criminal Code of the Republic of Albania, as well as, the internal disciplinary measures of the University resulting in Employment Contract Termination.





Article 14

**ETHICAL CONSIDERATIONS IN SCIENTIFIC RESEARCH**

- 14.1 The University promotes and encourages a high quality research.
- 14.2 This Code of Ethics applies to University personnel or students who engage or contribute to research activities involving human participants and the protection of personal data, whether it is conducted within or outside University premises.
- 14.3 Academic personnel must ensure that scientific research must be conducted in adherence with ethical standards and in full respect and compliance with copyright laws.
- 14.4 Researchers shall be guided by the basic principles of research integrity when conducting their work such as:
- a) Ensure the quality of research;
  - b) Develop and communicate results with transparency, fairness and impartiality;
  - c) Respect and recognize the contribution and work of other colleagues;
  - d) Care for cultural heritage and the environment;
  - e) Respect and ensure social responsibility for research.
- 14.5 Scientific research activity shall be developed free of any negative impact on the research methodology and its results as well as free of ideological, political, economic, technological influences, or changes in the research environment.
- 14.6 Personnel conducting scientific research have a responsibility to develop and implement the principles, norms, standards and criteria of research ethics in the University and relevant scientific disciplines, as well as to respond appropriately to integrity risks or violations.
- 14.7 Individual and Project oriented publications must be conducted in full respect of the standards and requirements relating to intellectual property and plagiarism. Plagiarism is the use of the ideas and work of others as one's own, without citing the original source, violating the rights of authors and their intellectual property.
- 14.8 University of New York Tirana condemns and prohibits plagiarism and violation of intellectual property law.
- 14.9 Violations of integrity in scientific research, may consist but is not limited to the following practices:
- a) Manipulation of authorship or denigration of the role of other researchers in publications;
  - b) Auto plagiarism – the publishing of one's own essential parts of an earlier publication as a new publication;
  - c) partial or full concealment of search results;
  - d) production of bias or misleading results;
  - e) misleading conception of a fictitious exaggeration of number of citations and bibliography;
  - f) misuse and abuse of position to conduct breaches of integrity in research;
  - g) concealment of possible violations of research integrity committed by other persons or institutions which effects the University or its Members.



## PART IV ADMINISTRATIVE PERSONNEL OBLIGATIONS

### Article 15 ADMINISTRATIVE PERSONNEL OBLIGATIONS

- 15.1 University of New York Tirana strives to have a reputation of an institution where employees enjoy their work environment while delivering excellent services to its personnel and students.
- 15.2 The University goal is to create an environment that is comfortable and encourages open communication across all levels and divisions within the University.
- 15.3 Administrative personnel must implement with ethics, correctness and punctuality all administrative responsibilities assigned to them;
- 15.4 Respect colleagues, academic personnel and students to maintain a correct attitude towards them, in accordance with the ethical and moral rules, without violating the personal dignity of any individual.
- 15.5 To conduct themselves in a professional manner during the course of their employment.
- 15.6 Dress appropriately for conducting business within their departments as well as off campus.
- 15.7 Administrative personnel are expected to adhere to their specified work schedule, coming to work on time, working their shift as scheduled, leaving at the scheduled time and be available according to the expectations of their positions.
- 15.8 Not to record the conversation of another person without the full knowledge and consent of all parties to the conversation.
- 15.9 To report fraud, misappropriation of funds, theft, other misuse of university resources or assets, accounting irregularities, or other violation of these principles or University policies to immediate superior.
- 15.10 Maintain a professional working environment thereby avoiding cases of favoritism among students, subordinates or colleagues due to personal preferences or interests.
- 15.11 Not to provoke or harass any personnel or student at work contrary to this Code or the legislation in force.
- 15.12 Not to consume alcoholic beverages or smoke on university premises.
- 15.13 Not to use the University classes and facilities for activities unrelated to teaching, training without prior permission from immediate supervisor.
- 15.14 Not to exercise direct or indirect form of pressure against students.
- 15.15 Not to use, directly or indirectly, his/her authority or persuasive ability to give benefits, to favor tasks or appointments, to influence the outcome of competitions, exams or selection procedures relating to University personnel, students and other related activities.
- 15.16 Not to use university of personal property or electronic equipment or networking such as computers, electronic mail, the network or the internet for inappropriate or illegal purposes such as commercial sales, practical jokes, the intentional breaking of security, and the sending of abusive or offensive material and / or unwanted chain letters.
- 15.17 Not to use improperly the university logo and name.



## PART V STUDENT RIGHTS AND RESPONSIBILITIES

### Article 16 STUDENTS' RIGHTS

Students at the University of New York Tirana enjoy the following rights and freedoms:

- 16.1 The right to be free from racial discrimination, religious, ethnic, political affiliation, age, gender, disability and personal preferences.
- 16.2 The right to freedom of expression and assembly as long as the use of these freedoms do not interfere in the effective management of university courses and respect for the rights of others.
- 16.3 Students are free to participate in student organizations, to promote their common interests within the university premises.
- 16.4 The right to be free from any kind of harassment from university personnel.
- 16.5 The right to be informed on university policies and procedures regarding the functioning of the disciplinary process and measures.

### Article 17 STUDENTS' RESPONSIBILITIES

Students are required to abide to the provisions of the University Code of Ethics and to comply with ethical and moral standards. They must:

- 17.1 Follow the class schedule and adhere to the rules of the University Statute and Course Regulation;
- 17.2 Present in a serious and dignified manner in the premises of the institution, which implies appropriate dressing, as well as the use of appropriate vocabulary, in accordance with the norms of ethics, morality and decency;
- 17.3 Respect the academics, assistant academics and administrative personnel, other students and Course Regulations;
- 17.4 Not engage in provocative or harassing actions or gestures against academics and assistant academic personnel or other students;
- 17.5 Not offer privileges, benefits, interference, favoritism, payments or endowments of any form directly or through other persons, in order to obtain high results, or to seek benefits from the university personnel assigned for this duty;
- 17.6 Not commit plagiarism as required by the University Student Honour Code signed by the student during registration period;
- 17.7 Not consume alcoholic beverages, tobacco, or other prohibited substances in the premises of the university;
- 17.8 Not use the cell phone or any other electronic device as well as keep them turned off during class hours or exams.



## Article 18

### PROHIBITIVE BEHAVIOUR

Prohibited behaviors include, but are not limited to, the following:

- 18.1 interference or disruption with the university mission as an education provider;
- 18.2 interference or obstruction of university personnel fulfillment of duties;
- 18.3 blocking the entrance or exit of any of the university buildings or parking areas;
- 18.4 damaging university property or setting fire to university assets and/or property;
- 18.5 use, possession or distribution of narcotic illegal, unauthorized or uncontrolled substances;
- 18.6 noisy, abusive, or violent behavior within university premises;
- 18.7 any attempt or intentional threat to injure another person;
- 18.8 engaging in verbal, electronic, visual, written, or physical (physical) behavior toward
- 18.9 an individual or group of individuals that is likely to provoke / result in a negative, damaging, and mentally or emotionally stressful reaction;
- 18.10 threat to cause or causing actual bodily harm against others;
- 18.11 implementation of activities, forums, or clubs that constitute violations of university policies and the laws of the Republic of Albania;
- 18.12 falsification or manipulation of official documents of the university;
- 18.13 providing false evidence to university personnel or collegiate bodies;
- 18.14 conducting oral or written communication of a false statement about university personnel, students or related family members that unjustly harms their reputation;
- 18.15 use of university of personal telecommunications, data network, computer equipment or any proprietary electronic equipment for illegal / improper purposes;
- 18.16 theft or attempted theft of university property and / or services;
- 18.17 selling, distributing, posting on the university website for illegal / improper purposes.

## Article 19

### INAPPROPRIATE ACADEMIC CONDUCT

Inappropriate Academic conduct includes but is not limited to:

- 19.1 Plagiarism - the use of words, ideas, concepts or data of another person, without citing its source. It includes, but is not limited to:
  - a) Copying without showing, paragraphs or parts of electronic works, and / or copy the work of others, in assignment such as homework, essays, papers or theses (dissertation);
  - b) Use without showing the views, opinions, or knowledge of another person;
- 19.2 copying answers from another student during the exam;
- 19.3 allowing another student to copy the answers;
- 19.4 unauthorized communication with others during an exam;
- 19.5 replacing another person or using another as a substitute during an examination;
- 19.6 pre-programming of a calculator or other electronic equipment that holds answers or unauthorized information for the exam;
- 19.7 use of unauthorized materials, pre-prepared answers, written notes or information hidden during an exam;
- 19.8 allowing others to do for them a task or part of a task (eg group task), including the use of commercial service of works (their purchase);



- 19.9 submitting the same assignment to more than one course without the prior approval of all lecturers involved.

## PART VI

### A. DISCIPLINARY PROCEDURE AND MEASURES for Academic and Administrative Personnel

#### Article 20

##### DUTY TO REPORT

- 20.1 University personnel and students are expected to report violations of this Code.
- 20.2 Upon the identification of a violation, University personnel shall report the violation in writing to
- a) Direct superior,
  - b) Rectorate,
  - c) Administrator of University
  - d) Human Resource Office.

#### Article 21

##### TYPES OF DISCIPLINARY MEASURES FOR PERSONNEL

- 21.1 A violation of the provisions provided in this Code is considered a justified cause for commencing procedure for disciplinary measures.
- 21.2 A failure to observe the University Statute, legal acts, the Code of Ethics, as well as for other acts committed at work that affect the ethical-moral figure, the following disciplinary measures can be given against the university personnel upon the finding of a violation:
- a) Written reprimand,
  - b) Written reprimand with notice of warning,
  - c) Termination of employment contract and dismissal.
- 21.3 Disciplinary measures concerning Academic personnel are given upon a decision of the Academic Senate by assessing the violation committed, the degree of responsibility of the Employee, the extent of the damage caused, if the employee has previously received such measures and so on.
- 21.4 According to the employer's judgment, and depending on the nature of the breach committed, it may be given the same measure previously given or may be passed all the measures as set forth in this article.
- 21.5 In those cases when academic personnel violate ethical standards of the University repeatedly despite the written warning or in case of serious violation of these standards according to the provisions of the Code of Ethics, the Council of Ethics of the University shall propose to the Rector to adopt the measure of the dismissal of the employee.
- 21.6 Dismissal of academic personnel because of serious violations or minor repeated violations of the Statute or obligations under his/her employment contract is done by the Rector.



- 21.7 Disciplinary measures concerning Administrative personnel are given upon a decision of the Board of Administration by assessing the violation committed, the degree of responsibility of the employee, the extent of the damage caused, if the employee has previously received such measures and so on.
- 21.8 According to the employer's judgment, and depending on the nature of the breach committed, it may be given the same measure previously given or may be passed all the measures as set forth in this article.
- 21.9 In those cases when administrative personnel violate ethical standards of the University repeatedly despite the written warning or in case of serious violation of these standards according to the provisions of the Code of Ethics, the Council of Ethics of the University shall propose to the Administrator of University to adopt the measure of the dismissal of the employee.
- 21.10 Dismissal of administrative personnel because of serious violations or minor repeated violations of the Statute or obligations under his/her employment contract is done by the Administrator of the University.
- 21.11 If a light disciplinary measure is given to university personnel, the individual is deprived of the right to receive promotion for a senior administrative or management position.

## **B. DISCIPLINARY PROCEDURE AND MEASURES for Students**

### **Article 22 DUTY TO REPORT**

- 22.1 The students are expected to report violations of this Code.
- 22.2 Upon the identification of a violation, students shall report the violation in writing to
- a) Student Affairs Office
  - b) Academic Advisor,
  - c) Dean of Students,
  - d) Chair of Department.

### **Article 23 TYPES OF DISCIPLINARY MEASURES**

- 23.1A violation of the provisions provided in this Code is considered a justified cause for commencing procedure for disciplinary measures.
- 23.2 If a student's behavior does not meet the accepted standard outlined in this Code and the University Statute, the Disciplinary Procedures will be invoked against the student aiming to prevent any violations of the rules of the University.
- 23.3 The Council of Ethics is the sole competent authority to issue disciplinary measures against a student.



## PART VII

### DISCIPLINARY BODY and PROCEDURE

#### Article 24

##### DISCIPLINARY BODY

- 24.1 The Council of Ethics is the disciplinary body that is established and functions in accordance with Article 44 of Law no. 80/2015 on 'Higher Education and Scientific Research in Higher Education Institutions in the Republic of Albania', and Article 30 of the Statute of the University.
- 24.2 The Council of Ethics promotes ethics policies, especially in the areas of academic freedom, in scientific research, teaching, and publication, and other University activities while respecting academic standards and rights on the basis of the best national and international practices.
- 24.3. The Council of Ethics is responsible for creating conditions to help academic and administrative personnel and students to observe the principles of the Code of Ethics and ensure its principles are applied by all.
- 24.4 The Council of Ethics meets at least twice (2) a year, as well as, on a needs basis and prepares reports, opinions or advice to decision-making bodies of the University.
- 24.5 The Council of Ethics has the competence to:
- monitor the implementation of the provisions of this Code and to propose changes, improvements or other binding measures related to standard of ethics at the University.
  - propose to the Rector and the Administrator (as appropriate authorities) the disciplinary measures provided in Article 21 of this Code.
  - examines only the cases when the denunciation, complaint or reporting clearly determines the individual who makes the complaint.
- 24.6 If the Council of Ethics proposals and/or decisions involve Academic personnel, the decision must be communicated to the Rectorate and when procedure requires to the Academic Senate.
- 24.7 If the Council of Ethics proposals and/or decisions involve Administrative personnel, the decision must be communicated to the Administrator of University and when necessary to the Board of Administration.
- 24.8 A copy of the Council of Ethics decisions must be kept with the Human Resource Office and to the Archive and Protocol Office.

#### Article 25

##### PROCEDURE TO ADDRESS ETHICAL VIOLATIONS

- 25.1 The Council of Ethics is competent to assess cases in violation of the ethical and moral norms of the University either:
- on the basis of a written complaint; or
  - sets itself in motion to assess possible violations.



- 25.2 Once a case is brought before the Council of Ethics, the chair of the Council of Ethics convenes its members for an assessment.
- 25.3 The Council reviews the reported violation based on the nature of the violation, the circumstances and the facts that emerge during the assessment of the facts.
- 25.4 In order to conduct a full review of the reported violation, the Council must finalize its investigation through receiving all relevant information and facts from University academic and administrative units or the testimonies of the persons involved.
- 25.5 If the reported violation involves University personnel or a student, the Council must first check and verify whether the reported person has committed and has been reprimanded for previous violations contrary to this Code.
- 25.6 The reported person must be given the right to be heard by the Council of Ethics members to accord his/her part of the situation and circumstances.
- 25.7 After assessing the case and hearing all involved relevant parties, the Council of Ethics has the right to propose to the Rector and/or Administrator of University (as appropriate authorities) the following actions:
- a) dismiss the complaint for being without merit;
  - b) find a violation and recommend disciplinary measures.
- 25.8 The Council of Ethics decisions are taken upon Simplified Majority Voting.
- 25.9 In cases involving academic personnel the Council of Ethics decision must be submitted to the Rector in writing, containing a summary of the facts and circumstances of the case, the result of the vote, the proposed disciplinary measure and be signed by all members who participated in the meeting and provided a vote.
- 25.10 In cases involving administrative personnel the Council of Ethics decision must be submitted to the Administrator of University in writing, containing a summary of the facts and circumstances of the case, the result of the vote, the proposed disciplinary measure and be signed by all members who participated in the meeting and provided a vote.

#### Article 26

#### APPEAL AGAINST COUNCIL OF ETHICS DECISION

- 26.1 The appeal against the Council of Ethics decision involving Academic personnel or students must be addressed to the authority of the Rector, who chairs the *ad hoc* Committee for Disciplinary Appeals, which will decide on the committee composition and appeals process.
- 26.2 The appeal against the Council of Ethics decision involving Administrative personnel must be addressed to the authority of the Administrator of University, who chairs the *ad hoc* Committee for Disciplinary Appeals, which will decide on the committee composition and appeals process.
- 26.3 The Disciplinary Appeals Committee may reconsider previous decisions of the Council of Ethics decisions within 5 days as of the moment of submission of the appeal in writing, but with the understandings that all parties are entitled to be heard.





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## PART VIII FINAL PROVISIONS

### Article 27 PROHIBITION AGAINST RETALIATION

- 27.1 The University prohibits retaliation against any person for making a report in good faith or cooperating in an investigation of a possible violation of the Code of Ethics.
- 27.2 No retaliatory action of any kind will be permitted against anyone for reporting or inquiring in good faith about potential violations of University policies or relevant legislation of the Republic of Albania.
- 27.3 Individuals who take retaliatory action will be subject to corrective action up to and including termination of employment.

### Article 28 ENTRY INTO FORCE

This Code repeals the previous Code of Ethics and enters into force immediately after approval by the Academic Senate and the Board of Administration.

