

**Code of Ethics**

**of**

**Academy “Evolucion”**

**Prishtinë**

**2018**

Pursuant to Statute of Academy “Evolucion” the Board of Directors (hereinafter: „**BoD**“) of the Academy “Evolucion” on its session held in Prishtina on 20.12.2018 adopted the following:

## **CODE OF ETHICS OF THE ACADEMY “EVOLUCION”**

### **I GENERAL PROVISIONS**

#### **Article 1**

Code of Ethics of the Academy “Evolucion” (hereinafter: „**Code of Ethics**“) defines ethical principles and values which academic staff (hereinafter: „**teachers**“) of the Academy “Evolucion” (hereinafter: „**AE**“) are required to adhere to in their work, activities and behavior.

The Code of Ethics regulates the following matters:

- Basic principles;
- Professional rights and obligations;
- Unacceptable manners of conduct;
- Disciplinary measures which can be taken against academic staff would they not comply with principles arising from the Code of Ethics, and who conduct scientific-teaching or artistic-teaching and scientific-research activities at AE.

Principles of the Code of Ethics shall also apply accordingly to students as well as other individuals who are not AE employees, but who participate in work and activities of AE, should their conduct and activities be directly associated with AE.

### **1. Meaning of terms**

#### **Article 2**

In relation to the Code of Ethics of the Academy “Evolucion”, the terms bear the following meaning:

- „*Code of Ethics*“ means Code of Ethics of AE,
- „*academic community*“ and „*members of the academic community*“ includes all individuals participating in teaching, scientific research and mentoring at AE,

- „*academic staff*“ refers to all the individuals who deliver teaching activities at AE, regardless of their title, or duration of contract based on which they have been hired to participate in the realization of the teaching process,
- „*students*“ are all individuals involved in an educational program at AE.

Should certain terms used in the Code of Ethics refer to individuals, all terms expressed in male gender should be interpreted that they also include individuals of female gender, and vice versa (for instance, male/female member, male/female student, male/female examinee, etc.).

## **II BASIC PRINCIPLES**

### **1. Human rights, respect of integrity and dignity of individuals**

#### **Article 3**

AE is required to ensure that all members of academic staff can exercise their human rights within the academic community, as well as any other rights guaranteed by the Constitution and other legislative principles applicable in Republic of Kosovo.

All AE members must be respected and appreciated as individuals in accordance with the rights arising from respecting each individual's life, integrity and dignity.

AE is required to ensure that all its members have the right and conditions available for unrestricted professional development and continuous education, in accordance with the capacities, and to such extent so that the right of any particular individual does not hinder the same right of another member of the community.

All members of AE have the obligation and responsibility towards others in terms of honest, sincere and unbiased conduct; advancement of professional and competent work; all of which will serve the purpose of providing grounds for fulfilling the common interests of all the AE members, and the academic community as a whole.

### **2. Equality and fairness**

#### **Article 4**

Principles of equality and fairness make the basis of conduct of each member of AE and they exclude any form of discrimination, harassment, exploitation, or abuse.

AE is obliged to ensure adequate work conditions in order to implement the principles of equality and fairness which will ensure that all members of the academic community of AE have equal opportunities for realization of their professional commitments, expression of their intellectual capacities, and career advancement.

Academic staff and other employees at AE must not abuse their authority, nor may they allow that their personal interests and relationships diminish the effects of their objective and professional judgment and thus jeopardize ethical and professional performance of their professional obligations.

### **3. Academic freedom**

#### **Article 5**

AE recognizes, encourages and protects freedom of thought and expression of an individual's opinion as a basic value and strength of the academic life and work.

While doing their research, members of the academic community at AE should be drawn by the idea of the freedom of research; should express their views by exercising their right to criticize and question social values and structures; all of which should be done in order to seek the truth, acquire and distribute the knowledge.

AE should protect all its members from any attempts to restrict, prevent or withdraw this freedom.

### **4. Professional conduct**

#### **Article 6**

Members of the academic community at AE are required to complete their obligations towards students, co-workers and other AE employees in a responsible, professional and ethical manner, and to adhere to the principles of objectivity, impartiality, sound judgment, politeness and tolerance in all their activities.

Academic staff at AE are obliged to comply with the criteria of professionalism and success, and to continue their professional development within the scope of their particular interests and expertise, and to base their work on principles of co-operation and harmony in the professional relationships in order to utilize the Academy resources in the most efficient manner.

Academic staff are not permitted to perform any activities contrary to their profession, regardless of financial or any other reasons.

Members of the academic staff of the academic community at AE are required to be dressed in an orderly manner during business hours.

## **5. Obeying the laws and legal procedures**

### **Article 7**

Academic staff and other employees of AE are required to obey all the laws and legal procedures concerning themselves and their obligations as members of the community.

Upon concluding the employment contract, the academic staff confirm with their signature that they agree with the Code of Ethics and undertake to adhere to its principles. By accepting the principles of the Code of Ethics, the academic staff undertake to consistently adhere to the principles, always and exclusively in the interest of AE; of their personal reputation and dignity; in the interest of reputation and dignity of the students and of all other individuals with whom they co-operate; and in the interest of the profession and duties they are to fulfill. AE is obliged to ensure conditions to enable all members of the academic staff to be familiar with their rights and obligations. AE is required to ensure equal rights to individuals to make complaints and to have equal standing in procedures initiated to investigate possible breaches of the Code of Ethics principles.

## **III PROFESSIONAL RIGHTS AND RESPONSIBILITIES**

### **1. Principle of distribution of knowledge**

#### **Article 8**

In the teaching process at AE, academic staff are obliged to adhere to the following principles:

- Accuracy and exactness; representativeness; relevance of the content of the subject; and ensuring the adequate position of the subject in relation to the course of study;
- Enabling students to achieve subject goals in the most favorable and efficient manner;
- Ensuring equal opportunities to all students to improve their knowledge;
- Contributing to the intellectual development of students, at least within the subject they teach and within their professional field, and avoiding any kind of activity which could hinder that process;

- Ensuring evaluation and assessment of students which are based on merit, openness, fairness and objectivity, to be performed in a timely manner, which implies public and transparent administration of examinations and practical work;
- Respect of dignity of their colleagues in order to meet their common goals in the interest of the students and their progress;
- Realization and meeting the educational goals, strategies and standards of the institution where they have been employed/hired in the interest of the students' progress;
- Performing students' examinations as required by the curriculum and syllabus;
- Conditions must not be imposed to students in respect to the students' obligations in the learning process and sitting for examinations by making them purchase certain reference materials or other equipment required for teaching or learning;
- Examination content must be determined in such a manner so that the students are not led to believe that in order to prepare for the examination they must prepare by referring to strictly specified reference materials, especially not those which has not been outlined in the curriculum or the syllabus;
- Selecting recommended reference materials with a due care, which is in accordance with the curriculum and syllabus, comprehensible and accessible to students;
- Accepting constructive criticism, and students' opinion regarding their educational and teaching competences.

## **2. Continuous education**

### **Article 9**

Members of the academic community at AE plan, implement and report about their scientific research and teaching activities in accordance with the general principles and standards of the teaching and scientific competencies.

All members of the academic community at AE are required to commit to continuous education and to pursue to improve the standards and knowledge within the selected scientific-teaching area.

## **3. Professional advancement**

### **Article 10**

AE is required to ensure that all members of the academic community have equal opportunities for professional advancement, which are based on meeting their professional commitments.

Elements which are the bases for assessing professional success of an individual must be objective and impartial, and based on the defined and transparent criteria.

It is a professional responsibility and obligation of the academic staff to foster succession of the academic community of AE, and to encourage advancement and independence of junior members of the community.

#### **4. Transparency and confidentiality**

##### **Article 11**

AE applies the principle of transparency in its work and regulations as one of the key values. All regulations for which AE has the authority must be clear, precise, unambiguous and accessible to all.

The academic community of AE is obliged to respect the value of transparency and accessibility to the criteria and procedures in meeting all the professional obligations (examinations, registration, professional advancement, and similar).

All members of the academic community at AE, who during fulfilling their usual work obligations have access to the data deemed confidential, are required to protect the confidentiality of such information and are not permitted to divulge the content of such information to other members of the community, or to the third parties, unless in circumstances where there is a professional or legal obligation that such information be made public.

#### **5. Public expression**

##### **Article 12**

AE shall foster and enable its academic staff to freely express their views in public, via electronic or printed media, or through other forms of activities, for the purpose of wellbeing of the social community as a whole.

Members of the academic community of AE with higher ranking titles must not restrict, nor prevent free public expression of the members with lower ranking titles, nor may they set any conditions to such members in respect to the public expression of their views.

Members of the academic community who express views in public and who act on behalf of AE are required to inform the public thereof in a clear and unambiguous manner; they are also expected to make their public appearances in accordance with the highest professional and ethical standards.

In their public appearances, members of the academic community of AE are not permitted to discredit institutions or individuals without valid argumentation. During public appearances, generally accepted moral principles must be adhered to.

The following are considered to be public appearances: giving talks/presentations in the sessions or public meetings, and appearances in all types of media.

## **6. Acceptance of gifts and other goods**

### **Article 13**

Members of the academic community of AE must not request any gifts, nor encourage individuals to present gifts, nor accept gifts intended for themselves or for any other individual, should there be a possibility that this action could directly or indirectly affect their objectivity, meeting their professional obligations, or exercising their rights or obligations.

The teachers are required to defend the honor of their profession and reject any attempts of bribery, including those in a disguised form.

## **7. Conflict of interest**

### **Article 14**

All members of the academic community at AE should avoid any kind of conflict of interest (family relationships, close friendships, antagonism, etc.).

Members of the academic community at AE must separate their activities outside of usual Academy activities, which may include financial or other interests, from their activities at AE, in case that they threaten, or are in conflict with, the professional commitments of the member of the AE academic community.

Any kind of nepotism is impermissible.

## **8. Ethics in scientific research**

### **Article 15**

In their scientific-research work, members of the AE academic community are required to adhere to the following ethical principles:

- It is not allowed to depart, willingly or by negligence, from the accepted research procedures, which could lead to various types of harm, either physical or psychological, whether in people or animals, as well as to keep such activities undisclosed should one become aware that other members of the academic community of AE do such activities;
- Principle of obtaining conscious and informed consent by the participants in a survey or examination, as well as protection of their rights and dignity as individuals, should be adhered to;
- In course of planning, implementation, or reporting on the scientific-research work, members of the AE academic community should take all necessary care to minimize the possibility of misinterpretation of the results obtained.

Fabrication, intentional adjustment, or tendentious interpretation of the work, are impermissible in the scientific and research works.

It is considered that any intentional presentation, distribution, or publishing of the alleged results of a scientific and research work are fabricated, in circumstances where it is known to person(s) involved in such activities that the scientific work and/or research to which they are referring to has never been actually carried out.

## **9. Authorship of the scientific-research works and other documents**

### **Article 16**

Violations of norms and values of intellectual honesty are unacceptable.

Any forging (falsifying) or misinterpretation of academic achievements in the scientific or research work are unacceptable.

Forgery includes: any activities contrary to the principles of scientific honesty which manipulate the object, equipment, or the research process, aiming at intentional presentation, or tendentious interpretation, of the scientific research results.

It is not tolerable and it is considered unethical, any falsifying or making use of other people's works without their prior knowledge or consent.

Any form of plagiarism of works or ideas shall be regarded as a direct violation of the Code of Ethics.

All members of the AE academic community participating in scientific-research and teaching activities must guarantee authenticity of their published works and authorship of the work assigned, as well as accuracy and honesty in presentation and citation of information about the origin of the ideas and quotations which they referred to in producing their work.

Members of the AE academic community are required to cite as authors all and only those who have participated as intellectual authors in the process of making a scientific work. It is necessary to protect the right to the intellectual property over the results of research and of all the data collected by the members of the academic community.

Upon appointment or re-appointment to scientific-teaching or artistic-teaching titles, candidates are required to submit a statement on authenticity which will confirm that each and every work and achievement they have been referring to is the original result of their work, and that such work does not include any other sources besides those cited in the work.

AE is required to treat equally and protect the right to the intellectual property over the data collected by all members of the academic community.

## **10. Responsibility towards the academic community**

### **Article 17**

Professional activities of members of the AE academic community should to the maximum extent contribute to realization of goals and missions of AE.

In the spirit of academic freedom, it is necessary to observe the wellbeing and interests of AE, by: questioning; discussions supported by arguments; criticism; tolerance; honest and professional quest for the best possible solutions.

In that respect, the following activities shall be regarded as inappropriate:

- Use of the name and logotype of AE for private purposes, with the aim to create an impression of the Academy authority thereof;
- To present intentionally in public one's views as AE views, with the aim to obtain personal benefits thereof;
- To entice other members of the AE academic community to disobey the Statute or other general or particular acts of AE;
- To have unauthorized use of AE property or benefits, with the aim to obtain property, personal, or commercial benefits thereof;

- To enable individuals or groups have privileged positions, at the expense of professional criteria (lobbying, misuse of one's authority, etc.).

## **IV IMPERMISSIBLE BEHAVIOURS**

### **1. Discrimination**

#### **Article 18**

Any form of direct or indirect discrimination based on: religion; ethnic or national background; race; gender; sexual preferences; lifestyle; income; family origin; family or marital status; pregnancy; age; disability; appearance; political beliefs; or health condition, are deemed impermissible. The exclusive and only criteria for evaluation and advancement of an individual are: competence, capacity, professionalism, skills, and results in performing a particular type of activity, task, or duty.

### **2. Harassment**

#### **Article 19**

Any type of harassment amongst members of the AE academic community is forbidden.

Any inappropriate behavior towards a person aiming at or actually inflicting harm to the person's dignity, which interferes with the person's performance and work activities, or affects the quality of the person's life, is considered to be harassment. It is particularly regarded as harassment any act, a sole or repeated incident, verbal, non-verbal or physical, which causes or contributes to causing uncomfortable or hostile work or educational conditions, or which threatens, insults or humiliates other persons.

Intoxication shall not be regarded as mitigating circumstances since it is defined as one of the severe violations of the Code of Ethics.

#### **Article 20**

Any sexual harassment is unacceptable.

Sexual harassment is a specific form of harassment which is characterized by not providing a person's consent, or by person's rejecting the other person, which includes:

- Repeated unwelcome verbal or physical offers of sexual nature to another person,
- Physical abuse,

- Repeated unwanted jokes or comments with sexual connotations, including any references to the person's gender or sexual preferences,
- Any mockery or ridicule which has sexual connotations,
- Presenting any insulting or disturbing materials with sexual references, and
- Demanding sexual services in return for a particular action or lenience from the position of the authority.

Any situations in which such relationships amongst members of the academic community might lead to violations of rules of the Code of Ethics, such as rules of objectivity and impartiality, or conflict of interest, should be avoided; and particularly, in relationships amongst members of the academic community who are in direct hierarchical relationships involving evaluation of another person's work, or achievements, and/or making decisions about the person's status, professional advancement, benefits and awards.

Non reporting of sexual harassment, or delay in reporting, or not investigating the reported incidence of sexual harassment, is to be considered as impermissible behavior.

Usual communication, well-intended jokes, criticism, as well as sexual or other intimate kinds of relationships amongst members of the academic community which are based on their mutual consent and respect, are regarded as private and are not considered as violations of the Code of Ethics. These relationships are not regarded as harassment, however may be related to other cases defined by the Code of Ethics, particularly ethical principles of objectivity and impartiality, or conflict of interest.

### **3. Objectivity and impartiality**

#### **Article 21**

Members of the AE academic community must not allow that prejudices of any kind affect their objectivity in academic, research, administrative, business or managerial activities, and this particularly refers to the rights of individuals and minority groups.

Evaluation of work and professional competence of any member of the AE academic community must not be based on the criteria which are not relevant for such work or duties.

## **V MEASURES**

#### **Article 22**

Any complaints regarding possible violations of the Code of Ethics are dealt with by the Ethics Committee which is to be nominated by the Board of Directors of AE within 3 (three)

months from the date of the Code of Ethics entering into force; and based on the complaints lodged by individuals or groups of persons, the Committee determines responsibility, recommends the procedure and determines proposals for the measures which are adopted by the Board of Directors of AE in a further procedure.

## **1. Responsibility**

### **Article 23**

A member of the AE academic community can be held responsible for violation of the rights and obligations defined by the Code of Ethics of AE, which arise as a result of his/her misconduct.

Violations of duties are as follows:

- a) non-compliance with principles defined in the Code of Ethics of AE;
- b) performing activities or doing work which is contrary to the aims of the teaching process;
- c) late or inefficient completion of assigned tasks or duties;
- d) improper behavior towards other members of the academic community, students or other individuals.

## **2. Procedure**

### **Article 24**

Based on the received complaints, members of the Ethics Committee are entitled to submit a request in confidence to the Board of Directors of AE to start proceedings against the employee who has allegedly violated the Code of Ethics.

Upon receipt of the request to start the proceedings against the member of the AE academic community, the Ethical Committee, through the legal department of AE, is required:

- a) To issue a confirmation of the received complaint to the person who lodged the request, and the written confirmation is concomitantly sent to the Executive Director;
- b) To ensure that the person who lodged a complaint remains in confidence in the procedure to be carried out by the Committee;
- c) After completion of the procedure, to recommend the disciplinary measures to the Board of Directors, and in case that it is deemed that the violation of duties done by the member of the academic community should be penalized by stricter measures, the matter shall be forwarded to the competent institution, under prior consent by the relevant authority.

The Ethics Committee is responsible to recommend measures for all members of the academic community of AE, and may recommend to the Board of Directors to take measures in compliance with Article 24 of the Code of Ethics.

A member of the AE academic community, against whom the proceedings are initiated, may request from the Ethics Committee to re-assess the report and/or measures, and is entitled to:

- a) Have access to the administrative file which has been presented to the Ethics Committee;
- b) Have the right to be heard and to have a legal representative to advocate for his/her rights before the institution and the Ethics Committee.

### **3. Measures**

#### **Article 25**

In case that it has been established that the member of the academic community or employee of AE violated the Code of Ethics of AE, the Ethics Committee may recommend to the Board of Directors declaring the following measures:

- a) written warning;
- b) written reprimand;
- c) suspension from the scientific-teaching process for a period of time;

The final decision on declaring a disciplinary measure referred to in the preceding Clause of this Article is made by the Board of Directors, whereas the Executive Director of AE is responsible for their implementation.

## **VI FINAL PROVISIONS**

#### **Article 26**

This Code of Ethics enters into force on 20.12.2018

Chairman of the BoD

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Besnik Shatri