



British College of Technology

The Academic Council of the “British College of Technology” based on the Higher Education Law in the Republic of Kosovo nr. 04/L-037, and in its Statute in the meeting held on....., approves:

CODE OF ETHICS

Article 1

Aim

The Code of Ethics means to establish rules regarding the conduct of the academic, administrative and student personnel, according to the rules established in accordance with the spirit of professional and moral ethics of the institution. The Code aims to create a culture within the College based on values and high professional and ethical degrees, to advance all processes within the institution through close cooperation.

Article 2

Scope

The Code of Ethics is mandatory for implementation in the College, including academic staff, administration workers and students and all other persons who are in some form or another connected with the College.

Article 3

Values

1. The College bases all its work on values such as:
 - 1.1 Honesty,
 - 1.2 Respect,
 - 1.3 Moral,
 - 1.4 Liability,

- 1.5 Justice,
- 1.6 Objectivity;
- 1.7 Responsibility,
- 1.8 Correctness,
- 1.9 Diligence,
- 1.10 Solidarity,
- 1.11 Transparency,
- 1.12 Tolerance, and other values accepted by civilized populations.

Article 4

Dignity

1. The professors, administrative staff and students of the College are obliged to respect the personal and professional integrity and dignity of each employee and member of the College.
2. Members of the College are obliged to contribute to the creation of a cooperative atmosphere, a culture of tolerance and respect of the others.

Article 5

The principle of prohibition of discrimination and harassment

1. The College gives equal opportunities to every person during the process of recruitment, promotion, payments, training and other practices implemented in the College without discrimination of gender, race, ethnic origin, national origin, color, faith, religion, age or service uniform of the status he represents, with limited mental and physical abilities or even political beliefs.
2. To promote an environment of respect for everyone's dignity and well-being, College members are required to commit to creating a work environment free of any type of harassment.
3. Verbal, non-verbal and sexual harassment against students and any other member of the College staff at any hierarchical level is prohibited.

Article 6

Academic staff rights

1. The academic staff has the rights to:
 - 1.1. The personal and professional integrity to be respected;
 - 1.2. To perform the work in safe conditions for his life and health.
 - 1.3. To be treated with respect, dignity, in a cultured and moral manner by anyone, without pressure, without injustice, without insults, without indiscriminate.
 - 1.4. To be provided with sufficient conditions for effective teaching.

- 1.5.To have, in accordance with the legislation in force, professional freedom in the implementation and development of the curriculum.
- 1.6.For the opportunities for professional development to be created.

Article 7

Academic staff duties

1. The academic staff is responsible for:
 - 1.1.To respect the Constitution, the laws of the state and the rules approved by the relevant institutions and bodies of the College.
 - 1.2.To base his behavior in the principles defined by this Code;
 - 1.3.To achieve recognition of his authority through behavior, respecting the College rules.
 - 1.4.To treat everyone, in the College environment, with respect, with dignity, in a civilized and moral manner, without pressure, without injustice, without insults, without discrimination, without violence.
 - 1.5.To give his help for the smooth running of the College, the classroom, the cabinet or the teaching office where he works.
 - 1.6.To respect the institutional rules and legal norms on the consumption of tobacco in public environments.
 - 1.7.Not to use the material base of the College for personal work.
 - 1.8. Academic staff and others must not interfere in any way and for any reason in official documents that are not their competence.

Article 8

Student Rights

1. The students have the rights to:
 - 1.1.Academic freedom according to the Constitution of the Republic of Kosovo, state laws and rules established by the College.
 - 1.2.Academic freedom right without any form of ethnic, religious, gender or social and economic status discrimination.
 - 1.3.The right to use all forms and teaching tools that the College owns and has dedicated to learning according to the curriculum, classrooms, laboratories, libraries and other spaces dedicated to learning and educational activities.
 - 1.4.To freely express his thoughts and ideas.
 - 1.5.To be informed about issues related to his/her professional future, about the accessibility and what the competences acquired in the College promise.
 - 1.6.The right to participate in the projects at the College level.

1.7. The right to choose and to be chosen in the bodies that represent students.

1.8. The right to progress and advancement based on the rules provided by the College based on success.

Article 9

Student obligations and prohibited actions

1. The student is obliged to:
 - 1.1 To respect the integrity of each member or the entirety of the College.
 - 1.2 To respect the Code of Ethics and all rules and regulations of the College.
 - 1.3 To respect the rules of the enterprise, which has offered professional practice and in harmony with the contact that the College has with the enterprise.
2. Students of the College are prohibited to:
 - 2.1 To insult, bully or attack the personal integrity of any member of the College in any form;
 - 2.2 Possession of cold and fiery weapons as well as all other tools that endanger the lives of others,
 - 2.3 Violent behavior and actions, vandalism, insult, threat, conflict, towards students and staff at the institution.
 - 2.4 The Carrying and consuming all types of narcotics such as drugs, alcoholic beverages and similar in the College.
 - 2.5 Access, carrying and misuse of college documentation.
 - 2.6 Falsification of College documentation and any documentation dedicated to the College.
 - 2.7 Damage to inventory, work tools and College space.
3. Disciplinary measures for disciplinary violations are determined by special regulation for discipline in the College.

Article 10

Plagiarism

1. Plagiarism of any form of work and ideas is strictly prohibited in intellectual work at the College.
2. Plagiarism means the act of appropriating or copying any idea, results, written work or any other form in whole or in part, without indicating the source used and without having and credit for the same.
3. The College drafts special regulations for the prohibition of plagiarism.

Article 11

Obligations in the learning process

College personnel must act in accordance with the regulations and obligations that come out of the learning process.

Article 12

Prohibited practices in the learning process

1. College students must refrain from copying any form during the performing of obligations that arise within the learning process as well as when they are subject to the assessment of knowledge.
2. By copying is also meant the acceptance or giving of help, which has an impact on the objectivity and correctness of the evaluation of the work of the employees in the College.

Article 13

Conflict of interest

1. Conflict of interest is prohibited for each member of the College, either in the economic aspect or in its other aspects, as defined by legislation.
2. Each member of the College is obliged to declare the conflict of interest if it appears during the performance of a job.
3. Not declaring the conflict of interest is a violation of the ethical order.
4. Conflict of interest occurs when the private interest of a member of the College, with the exception of students, is in real or potential conflict with the interests (not only economic) of the College. This conflict is also related to work relationships in educational institutions or other institutions that are considered as potential competitors.

Article 14

Implementation of the Code of Ethics

1. All members and bodies of the College are responsible for ensuring the implementation of the ethical rules defined by this Code.
2. Non-respect of the principles of this code and violation of these principles represents an attack on the honesty and duties of teachers, colleagues, students, administration personnel and others related to the College.

Article 15

Bodies for the implementation of the Code of Ethics

1. Bodies that implement the Code of Ethics are:
 - 1.1 Ethics Commission;
 - 1.2 Disciplinary Committee for College personnel;
 - 1.3 Disciplinary Committee for students.
2. Violations of the Code of Ethics are considered serious violations and are handled only by the Ethics Commission.
3. Disciplinary violations are regulated by discipline regulations.

Article 16

Ethics Commission

1. The Ethics Committee is a professional body of the College and has the authority to resolve issues of violation of the Code of Ethics.
2. The Ethics Committee consists of five (5) members appointed by the Dean of the College.
3. The members of the Ethics Committee are: three (3) teachers, one (1) parent representative and one (1) student representative.
4. The chairman of the Committee is chosen by one of the teachers at the first meeting of the committee.
5. The Dean of the College asks the Parents' and Students' Councils to delegate their members to Commission.
6. The mandate of the Commission is three (3) years. If someone's mandate ends earlier, that member will be replaced for the remainder of the mandate.
7. In case of non-fulfilment of duties by one or all members of the Commission, the Dean will replace them after notifying the Governing Council of the College with a report.

Article 17

Disciplinary Commission

1. The Disciplinary Commission is a professional body established by the Dean of the College, which is competent for the implementation of procedures, in cases where there is a violation of the Regulation on discipline by the staff and students of the College.
2. The commission has a 3-year mandate. If Someone's mandate ends earlier, he/she will be replaced for the remainder of the mandate.
3. The Disciplinary Commission consists of the members, the chairman and two other members, one chosen from among the teachers and one from the staff of the College. The chairman is one of the teachers.
4. In case of non-fulfilment of duties by one or all members of the Commission, the Dean will replace them after notifying the Governing Council of the College with a report.

Article 18

Complaints Commission

1. The College established the Complaints Commission as a permanent commission with a three-year mandate. If someone's mandate ends earlier, he/she will be replaced for the remainder of the mandate.
2. The Complaints Committee consists of three members, one chosen from among the teachers and one from the staff of the College. The Chairman is one of the teachers.
3. The Complaints Committee has the competence to examine complaints against the decision of the Ethics Committee and the Disciplinary Committee.

4. In case of non-fulfilment of duties by one or all members of the Commission, the Dean will replace them after notifying the Governing Council of the College with a report.

Article 19

The Procedure

1. Ethical Violations can be reported by all members of the College through a written notification.
2. The notification must be accompanied by all the evidence against the person/persons to whom the violation is notified.
3. Anonymous notifications are not accepted by the Ethics Commission.
4. In cases where the notification contains a witness, they are obliged to appear before the Commission.
5. Upon receiving a notification, the Commission Chairman calls a meeting for all parties no later than 7 days.
6. The review of the case and answer must be done within 30 days.
7. The Commission keeps minutes for each meeting and issues a decision for the case.
8. The Commission's decision is made by majority vote, where at least two of the votes in favor must be from the teachers.

Article 20

Measures

1. In cases where a member of the College has committed acts of violence or immoral acts, that member is suspended until the solving of the case.
2. If the case exceeds the Code of Ethics, the College is obliged to notify the law enforcement authorities.
3. The development of other legal procedures does not prevent the Ethics Commission from developing the procedure according to this Code.
4. One of the following measures shall be imposed for violation of the Code of Ethics:
 - 4.1. Demotion;
 - 4.2. Salary cut/demotion;
 - 4.3. Temporal suspension;
 - 4.4. Permanent Removal.
5. At the time of imposing one of these measures, the Commission must justify the decision in detail regarding the available evidence.
6. An appeal can be filed against the Commission's decision within 15 days.
7. The Commission is obliged to send the decision to the part with a copy of all the evidence that led to the decision.

Article 21

Interpretation

1. If there is ambiguity in the interpretation of the provisions of this Code, the Commission is obliged to notify the Dean of the College.
2. The Dean of the College with a report is obliged to inform the Governing Council of the College about this.
3. The Governing Council established an *ad hoc* commission for the interpretation of the Code, and that interpretation goes to the Commission.
4. The interpretation Committee consists of: one member from the Governing Council, one teacher, one member from the administration and a parent representative.
5. The interpretation does not necessarily oblige the decision to be made according to it. The Ethics Commission is independent in its decisions.

Article 22

Entry into force

This Code enters into force at the moment of College Accreditation and approval by the Academic Council.

Dean of BCT



