



British College of Technology

The Academic Council of the British College of Technology, based on the Law on Higher Education in the Republic of Kosovo no. 04/L-037, in the meeting held on....., approves:

REGULATION ON PROCEDURE AND DISCIPLINARY MEASURES

Article 1

Purpose

1. The purpose of this Regulation is to define:
 - 1.1. The disciplinary procedure for academic and non-academic staff;
 - 1.2. The appointment of the Disciplinary Commission;
 - 1.3. Disciplinary violations;
 - 1.4. Disciplinary measures;
 - 1.5. The appeals procedure.

Article 2

Scope

1. This Regulation applies to the academic and non-academic staff of the college.
2. The Regulation defines disciplinary violations, while the Code of Ethics applies to ethical violations.

Article 3

Disciplinary Procedure

1. Any person who identifies a suspected disciplinary violation or is affected by the suspected disciplinary violation has the right to report it to the Disciplinary Commission at the institutional or college level.
2. The submission of a suspected disciplinary violation must be made in writing and be documented with evidence.

3. Upon receiving the written complaint, the Disciplinary Commission conducts an initial review of the case and requests additional evidence from all parties involved in the suspected violation.
4. After receiving all necessary documentation, the Disciplinary Commission investigates the case, interviews the supposed violator and the reporting party, analyzes the provided statements, and determines the nature of the violation and the disciplinary measures based on its assessment.
5. In special cases, for decision-making purposes, the Disciplinary Commission may organize a hearing session, simultaneously inviting all parties involved in the case to present and confront the arguments and evidence provided.

Article 4

Disciplinary Commission for Academic and Non-Academic Staff

1. Any disciplinary violation, whether suspected or supposed, involving academic and non-academic staff is presented and handled by the Disciplinary Commission at the institutional level.
2. The Disciplinary Commission at the institutional level is a permanent body established by the Board of Directors and consists of 3 members.
3. The members of the Disciplinary Commission are appointed for a four (4) year term, with no possibility of reappointment for another term.
4. The members of the Disciplinary Commission are selected from among the academic and administrative staff.
5. The process of selecting members of the Disciplinary Commission is transparent and involves stakeholder participation, including representatives from both academic and non-academic staff.
6. All members are elected based on merit and integrity to ensure impartiality in disciplinary procedures.

Article 5

Disciplinary Violations for Academic and Non-Academic Staff

1. Violations under this regulation are categorized into minor violations and serious violations.
2. Academic and non-academic staff are required to adhere to the obligations arising from the institution's general acts and this Regulation.
3. Academic and non-academic staff must carefully utilize the resources provided to them during their studies and protect them from damage or destruction.
4. For violations of the institution's legal rules, academic and non-academic staff may be held accountable for disciplinary violations.

Article 6

Minor Disciplinary Violations for Staff

1. Minor disciplinary violations are considered, but are not limited to, the following:
 - 1.1. Unjustified absences from work;
 - 1.2. Minor careless mistakes or repeated errors;
 - 1.3. Unintentional inappropriate or improper behavior within the institution's premises;
 - 1.4. Unintentional damage to the institution's property;
 - 1.5. Organizing meetings or gatherings within the institution's premises without the employer's permission.

Article 7

Serious Disciplinary Violations for Staff

1. Serious disciplinary violations are considered, but are not limited to, the following:
 - 1.1. Unjustified refusal to perform job duties and comply with the employer's decisions;
 - 1.2. Theft, fraud, forgery, damage, or unauthorized use of the institution's property;
 - 1.3. Unjustified repeated absences from work;
 - 1.4. Failure to comply with the work schedule;
 - 1.5. Repeated mistakes that disrupt the normal workflow;
 - 1.6. Lending or allowing unauthorized use of one's work card for purposes of recording attendance at the workplace;
 - 1.7. Discrimination or mistreatment, either direct or indirect, against another person based on gender, race, color, language, religion, residency, political opinions, social origin, sexual orientation, and other legally protected cases;

- 1.8. Harassment of another person, either physical or verbal, of a sexual nature, or actions that violate the dignity of a person at work, creating hostility, threats, or intimidation;
- 1.9. Inappropriate behavior outside the workplace that does not align with the status of the staff or student at the College and may negatively impact the institution's reputation;
- 1.10. Deliberate damage to property;
- 1.11. Disclosure of business secrets;
- 1.12. Disclosure and distribution of confidential internal documentation;
- 1.13. Disclosure of personal data;
- 1.14. Use of alcohol or narcotic substances during working hours and exhibiting serious incapacity as a result of their use;
- 1.15. Providing false statements regarding conflicts of interest;
- 1.16. Aggressive, threatening, or offensive behavior in the workplace;
- 1.17. Violation of the image and integrity of the college, institution, academic staff, non-academic staff, and students.
- 1.18. Serious breaches of academic integrity, including deliberate plagiarism, fabrication of research data, or intentional dishonesty in academic work.

Article 8

Disciplinary Measures for Academic and Non-Academic Staff

1. The Disciplinary Committee may impose one of the following measures, depending on the nature of the supposed disciplinary violation:
 - 1.1. Verbal warning;
 - 1.2. Written warning;
 - 1.3. Downgrade;
 - 1.4. Compensation for damages;
 - 1.5. Financial penalty;

- 1.6. Suspension without pay for a maximum of 3 months;
- 1.7. Termination of employment.
2. The Disciplinary Committee may impose more than one measure by combining the aforementioned options, depending on the established disciplinary violation.
3. The disciplinary procedure, from the submission of the case to the Disciplinary Committee, processing of the violation, review of documentation, hearing sessions, to the decision made by the Disciplinary Committee at the first level, should not exceed a period of 30 days.
4. The disciplinary procedure for academic and non-academic staff cannot be initiated after the expiration of a three-month period from the date of awareness of the violation for minor disciplinary violations and a six-month period for serious disciplinary violations.
5. The decision of the Disciplinary Committee should be recorded in the individual's file and taken into consideration in the performance evaluation process.
6. In cases where the disciplinary violation results in violence against other individuals or poses a risk to property, the Disciplinary Committee or the direct supervisor may decide to suspend the supposed violator from work until the investigation and disciplinary procedure are conducted.

Article 9

Disciplinary Violations with Elements of Criminal Offenses

1. If the suspected disciplinary violation contains elements of a criminal offense, the Disciplinary Committee is limited to addressing the case only within the competencies defined by this regulation.
2. In cases that may also contain elements of a criminal offense, the Disciplinary Committee or the responsible person shall notify the competent authorities, and the case will be handled according to the applicable legislation.

Article 10

Right to Appeal

1. The appeal procedure aims to protect academic staff, non-academic staff, and students from unjust decisions.

2. A person dissatisfied with the decision of the Disciplinary Committee has the right to appeal.
3. Academic and non-academic staff have the right to appeal the decision of the Disciplinary Committee to the Governing Council.
4. Students have the right to appeal the decision of the Disciplinary Committee to the Appeals Committee.
5. The Governing Council appoints the Appeals Committee, which consists of two members of the academic staff and one representative from the student body.
6. The appeal period in each case is 8 days from the receipt of the decision by the Disciplinary Committee.

Article 11

1. The complainant must present facts, arguments, and new evidence summarizing the reasons for the appeal.
2. The session for reviewing appeals must be held as soon as possible and in any case no later than 30 days from the date the appeal is received.
3. The appeal reviewer may take the following actions:
 - 3.1. review the evidence presented;
 - 3.2. based on the evidence provided, determine whether to accept the appeal;
 - 3.3. in cases where the sanction imposed by the first-instance body is upheld or modified, provide justification for the same.
4. The appeal reviewer may make the following decisions:
 - 4.1. approve the appeal and change the first-instance decision;
 - 4.2. approve the appeal and return it for reinstatement at the first level;
 - 4.3. partially approve the appeal and change the first-instance decision;
 - 4.4. reject the appeal.

Article 12

Final Provisions

1. In the event that the provisions of this regulation conflict with the provisions of the Statute, the provisions of the Statute shall take precedence.
2. Amendments and additions to this Regulation may be made according to the same procedure for its approval.

Article 13

Entry into Force

This regulation shall enter into force upon the Accreditation of the College and the approval by the Academic Council.

Dean of BCT



