

REPUBLIC OF ALBANIA
UNIVERSITY OF TIRANA
RECTORATE



No. _____ Prot.

Tirana, __. __.2011

CODE OF ETHICS OF
THE UNIVERSITY OF TIRANA

Approved by Decision No. 12, dated 18.04.2011 of the Academic Senate of the
University of Tirana
TIRANA 2011

Article 1

Legal Basis

This Code is issued in implementation of Law No. 9741, dated 21.5.2007, "On High Education in the Republic of Albania," Law No. 9131, dated 08.09.2003, "On the Rules of Ethics in Public Administration," the Statute and Regulations of the University of Tirana, as well as the existing legal acts and sub-legal acts related to the field of operation of this code.

Article 2

Purpose

The Code of Ethics aims to establish rules of conduct for academic and non-academic staff and students, in accordance with established standards, in line with the spirit of professional and moral ethics of the university and academic freedom.

Article 3

Scope of Action

The Code of Ethics is binding for implementation at the University of Tirana, in the Rectorate, in the main units, the basic units, and the academic supportive staff .The Code of Ethics is binding for implementation for all employees who are in an employment relationship, regardless of the form and type of employment contract, whether academic, non-academic, or administrative staff, are obliged to comply with the provisions of this Code. These provisions are also binding for students enrolled in study programs at U.T.

Article 4

Duties of the Employee

The employee of the University of Tirana, during the performance of duties, must be guided by the principles of accuracy, correctness, honesty, good behavior, goodwill, cooperation, solidarity, high morality, and objectivity. The U.T. employee must:

- a. Respect the working hours set by the employer.
- b. Maintain a serious demeanor towards students and others during working hours, which includes appropriate and dignified attire, the use of selected language, and adhering to the norms of ethics and civic behavior.
- c. Carry out duties and orders of superiors correctly in accordance with legal and sub-legal acts.
- d. Display good behavior within the norms of civic and professional ethics towards students.
- e. Avoid situations where there is a conflict of interest according to the applicable legislation, by declaring them to the supervisor as soon as they arise.

- f. Not allow personal relationships to affect or create the impression that they affect professional relationships. They must not seek or accept privileges, benefits, interventions, favors, payments, or donations in any form from students or other individuals, aimed at achieving high results or other favors that the teacher may perform due to their duty.
- g. Not discriminate among students, dependents, or colleagues based on personal acquaintances or preferences.
- h. Not engage in or become subject to provocations, harassments of any form by students or others for work-related purposes, for purposes that contradict this Code, the applicable legal and sub-legal acts, as well as moral standards.
- i. Take care of the institution's property and not use it for personal gain. When undertaking private consulting work, the teacher must not use their authority and must not act on behalf of the university, nor use public resources for personal activities.
- j. Treat colleagues, peers, and students equally, avoiding violations of their dignity, personality, and professional opinions.
- k. Not consume alcoholic beverages or tobacco in the institution's premises.

Article 5

Student Obligations

Students are required to respect the provisions of this Code for as long as they enjoy student status, as well as to behave in accordance with the ethical and moral norms of good citizenship. Thus, students at the premises of the University of Tirana are required to:

- Follow the class schedule and adhere to the rules stipulated in the Statute and Regulations of the University of Tirana.
- Present themselves in a serious and dignified manner in the institution's premises, which entails appropriate, non-extravagant attire and the use of appropriate language in accordance with ethical, moral, and good conduct norms.
- Respect the professors, peers, and classroom rules.
- Avoid engaging in provocative or harassing actions or gestures towards professors or other students within the institution's premises.
- Not offer, in any form, privileges, benefits, interventions, favors, payments, or gifts, either personally or through others, with the aim of obtaining high grades or other forms of favoritism that the professor may provide due to their position.
- Refrain from copying, cheating, or deceiving during the educational process and fulfill their academic obligations without evasion.

- Avoid consuming alcoholic beverages or tobacco products within the institution's premises.
- Not use mobile phones and keep them switched off during class hours in the auditorium.

Article 6 Dissemination of Knowledge and Academic Freedom

1. Academic staff enjoys academic freedom in scientific research, and teaching methodology. Professors must exercise responsible use of academic freedom, adhering to an approved curriculum. They should excel in research, teaching, and practice through reading, studying, experimenting, observing, exchanging, and engaging in objective self-assessment by choosing effective, useful, understandable, and fruitful methods for students.
2. Every professor must acknowledge and respect the scientific contributions of colleagues and students. In lectures, publications, or presentations, professors should use acceptable professional practices for borrowed materials.
3. Professors should continuously improve their methodology to ensure effectiveness in teaching, encourage students to act freely and independently, and explain to them the methods of evaluation.
4. Every professor must clearly explain the course objectives to students by implementing this through lectures, demonstrations, practice, and exams.
5. Professors should be transparent in the assessment and evaluation of students' knowledge, the methodology used, and the results.
6. Academic staff must refrain from disclosing confidential information about students without their permission, except in special cases provided by the law. Any information regarding opinions, beliefs, activities, or political associations obtained through conversations with students must be kept confidential.

Article 7 Sanctions

In addition to violations that are punished according to the provisions of the Statute and Regulations of the U.T., as well as those constituting criminal offenses addressed by the provisions of the Penal Code, the violation of provisions outlined in Articles 4 and 5 constitutes a disciplinary offense for which the following sanctions are anticipated:

- For the violation of points a), b), c), d), g), h), i), j), and k) of Article 4, sanctions of "verbal warning," "written warning," and "warning with notice" are imposed. In case these violations are repeated, the Ethics Council proposes to the governing authority for stricter penalties.
- For the violation of points e) and f) of Article 4, depending on the case, criminal prosecution and/or disciplinary proceedings leading to dismissal from work are anticipated.
- For the violation of points a), b), c), d), g), h), and f) of Article 5, sanctions of "verbal warning" or direct exclusion from the auditorium by the subject's lecturer for a specific period of time are imposed. If the violation is repeated, even after the verbal warning, the student may be suspended from attending classes for the respective subject until a decision is made by the Dean or Director.
- For the violation of point e) of Article 5, if it does not constitute a criminal offense, disciplinary action will be taken according to the provisions of the Statute and Regulations of the U.T.

Article 8 Disciplinary Body

The Ethics Council is the body created and operates in accordance with Article 17 of the Higher Education Law, Articles 28 and 29 of the U.T. Statute, as well as Article 15 of the U.T. Regulations. In the implementation of this Code, it has the competence to:

1. Monitor the implementation of the provisions of this Code and propose changes, improvements, or other obligatory measures related to ethics at U.T.
2. Impose disciplinary measures provided in points a) and c) of Article 7, as appropriate, at the main unit or university level.
3. Propose disciplinary proceedings provided in points b) and d) of Article 7 to the competent body authorized to impose disciplinary measures according to the Statute and Regulations.

Article 9 Denunciation of Violations

Every person who is subject to the provisions of this Code has the right to report or disclose, either personally, through their supervisor, or through the student representative, any violations of this Code to the members of the Ethics Council, the head of the main unit, or the Rector, who also seeks the opinion of the Ethics Council.

Article 10
Meeting and Functioning

The Ethics Council meets and operates at the level of the main unit (faculty/center/directorate) and university level.

The Ethics Council meets at least once every three months, but when there are reports or denunciations to be treated, or by other supervisory bodies, it may meet more frequently.

The Ethics Council conducts its meetings in the presence of the technical secretary, who documents the procedural aspects of its functioning.

The Council makes decisions by simple majority and submits them for final approval to the Dean/Director or the Rector, depending on the level.

The decisions and measures taken in the exercise of its functions are sent by the Ethics Council for registration to the human resources office and the protocol and archives office.

Article 11
Final Provisions

The Code of Ethics comes into effect immediately after approval by the Academic Senate.

HEAD
DHORI KULE