

**REGULATIONS FOR THE
DETERMINATION OF THE ETHICS
CODE
AT POLIS UNIVERSITY**

**CHAPTER I
BASIC
PRINCIPLES**

ARTICLE 1

Drafting of the regulation

This regulation was drafted based on Article 17, point 1, of Law no. 9741, in 21. 05. 2007 "On Higher Education in the Republic of Albania", amended, and in Article 14 of the Statute and Article 93 of the General Regulations of U_POLIS.

ARTICLE 2

The object

The object of this regulation is to define the rules of conduct in relations between members of the University, the procedure to be followed for dealing with violations of these rules and the measures that can be taken in these cases, as well as the way of organization and operation of Ethics Council

ARTICLE 3

Basic principles

1. U_POLIS is an institution whose members have different backgrounds, cover diverse roles and responsibilities and maintain many and varied connections. The existence of a community requires both the recognition and respect of individual rights, as well as the acceptance of duties and responsibilities towards the university institution, by all members and the community.
2. U_POLIS asks lecturers, administrative staff and students, as well as any other member of the institution, to fulfill their respective duties in relation to the roles and responsibilities assumed, both individually and within the framework of collegial bodies, to respect, protect and support the basic values of university institutions, among which:
3. a) human dignity;
4. b) non-acceptance of any kind of unfair discrimination and appreciation of both merit and the diversity of individual and cultural values;
5. c) respecting freedom and basic human rights;
6. d) responsibility and recognition and fulfillment of duties towards the community;
7. e) honesty and professionalism;
8. f) justice, impartiality, cooperation and transparency.
9. 3. The values defined in this article require applied standards of behavior:
10. a) in the content and interpretation of the ethical issues defined in Chapters II and III of this regulation;
11. b) in the content and interpretation of other ethical issues, important for university activity and life.

CHAPTER II

ARTICLE 4

The rejection of any unfair discrimination

All university members have the right to be treated with understanding, respect and equal consideration and not to be discriminated against, directly or indirectly, on the grounds of one or more factors, including religion, gender, sexual orientation, conscience and personal beliefs, physical appearance and color, language, ethnic or social origin, citizenship, personal and health conditions, pregnancy, family choices, age, etc. It constitutes direct discrimination when, on the basis of any of the grounds defined in the first subparagraph, one person is treated less favorably than another person has been or would be treated in a similar situation.

It consists of indirect discrimination, when an apparently impartial disposition, criterion or practice can put categories of subjects in an unfavorable position for the factors listed in the first paragraph, unless this is objectively justified by a legitimate purpose.

UPOLIS opposes any form of unjust social prejudice, any harassment or inconvenience caused by any of the reasons listed in the first paragraph, any abusive or humiliating practice, or the idea of supremacy or moral superiority of one group over another. It is the duty of the University and its members to promote initiatives aimed at protecting and enhancing disadvantaged categories, at individual and cultural change.

ARTICLE 5

Sexual abuse and harassment

U_POLIS does not tolerate abuse or harassment of a sexual nature, understood as discriminatory behavior that harms the personal sense of human dignity, and guarantees victims adequate protection, free from prejudice. Sexual abuse and harassment are defined as requests for sexual favours, and/or unwanted offers of services with a sexual content, and/or offensive behavior or verbal expressions that have as their object the personal sphere of sexuality, addressed to a person, on the basis of gender or his sexual orientation. The existence of an unequal position between the abuser and the victim constitutes an aggravating element of the sexual abuse or harassment, to the extent that it can occur that:

- a) acceptance by the victim is a condition for acceptance, employment at the university;
- b) acceptance or refusal constitutes an element of evaluation relevant to the recruitment, appointment, career advancement or other decisions relating to the victim.

ARTICLE 6

Academic freedom

U_POLIS undertakes to create an environment that favors the ideal of freedom and individual autonomy, understood as the presumed need for progress, teaching, professionalism, broader research and the pursuit of knowledge. In exercising academic freedom, university members must maintain an honest and responsible attitude, to provide the scientific community and society with the methodology, results, completion and ethical impact of research.

University members must also maintain an attitude of cooperation and respect towards academic decisions of an organizational nature, taken in the service of efficiency, equality, impartiality and transparency of the university administration.

ARTICLE 7

Intellectual property and plagiarism

Members of the university community must respect the rules relating to intellectual property and plagiarism. Plagiarism is defined as the total or partial attribution of words, ideas, research or discoveries of others, one's own or another author's, starting from the language in which they are presented or officially distributed, or in the absence of citation of the sources. Plagiarism can be intentional or the result of improper behavior.

ARTICLE 8

Conflict of interest

There is a conflict of interest when the private interest of a university student, with the exception of the student, is in actual or potential conflict with the interest, not just economic, of the university. Members who, in a specific action or circumstance, have an interest in conflict with those of the university, must immediately notify the body or person in charge or hierarchically superior and, likewise, must abstain from any reviews or decisions that have pertinence with he.

ARTICLE 9

Nepotism and favoritism

U_POLIS condemns nepotism and favoritism that is contrary to human dignity, the evaluation of individual merit, professionalism and academic freedom, justice, impartiality and transparency, and asks faculty and any other member of the university to refrain from such habits and to report cases of suspicious behavior to the Ethics Council.

It is nepotism or favoritism, when a teacher or a member of the administrative staff, directly or indirectly, uses his authority or persuasive ability to give benefits, favor assignments or appointments, influence the outcome of competitions or selection procedures that are related, in particular, but not exclusively, to the initial phase of training in the university career or to the priority of children, family members or people who live with them.

ARTICLE 10

The abuse of the position

No member of the university is permitted to use, directly or indirectly, the authority of his academic position or office to enforce other members of the university into performing services advantageous to him, unless this is an obligation of law of the latter.

ARTICLE 11

The use of university resources

University members must use resources responsibly and appropriately so that they can justify expenses and provide appropriate documentation or billing, upon request by the university. No member may use or grant to external persons or entities research equipment, spaces or human, material or financial resources of the University, for purposes of a personal nature and/or for purposes other than those of the university institution, or in any case not expressly approved from the latter.

ARTICLE 12

The use of the university's name and reputation

All university's members must respect the good name and do not damage the reputation of the university. Unless expressly authorised, no university student is allowed to the:

- a) improperly use the University logo and name;
- b) use the university's reputation in relation to professional activities, jobs, duties or other external activities, even unpaid;
- c) express strictly personal opinions using the name of the university.

N ARTICLE 13
Gifts and benefits

University students must not request or refuse any non-symbolic offer of gifts or benefits, such as to influence, even indirectly, the performance of university activities. Members can accept spontaneous offers of gifts or benefits of symbolic economic value on the occasion of cultural meetings, visits or public scientific meetings, and provided that their acceptance does not compromise, even indirectly, the performance of the University's activities.

ARTICLE 14
Respect for decisions

It is the obligation of all members of the university to comply with all decisions made by the authorities and governing bodies of the institution.

ARTICLE 15

Is required for all members of the university community to dress and present themselves in a correct and aesthetic manner.

ARTICLE 16

The use of alcoholic beverages, drugs and tobacco is prohibited on the University premises.

ARTICLE 17

Statements, writings or publications of any kind that damage or denigrate the image of the University or its staff are strictly prohibited.

ARTICLE 18

University members are expected to respect the individual's right to privacy and to treat confidentially all information held about them on this basis.

ARTICLE 19

Interference with non-personal data, unauthorized receipt and use, and falsification constitute serious violations of the Ethics Regulation.

ARTICLE 20

It is the obligation of all members of the University to refrain from behavior that could constitute insults, slander, disparaging or inappropriate comments or other similar behavior contrary to the ethical and moral norms of society and unacceptable in a university institution

Supplementary

provision

ARTICLE 21

1. The POLIS University Ethics Council is a collegial body that discusses the ethical problems of university life. It makes proposals to the Rector on these issues. The board is composed of five academic staff members, including a president and a secretary. The Council operates collectively by simple majority.
2. The members of the Ethics Council are chosen by the Academic Senate. It consists in:
 - a) President (appointed by the Rectorate)
 - b) University administrator
 - c) An ethics specialist
 - d) Three representatives of the academic staff of the University.
3. This body aims to:
 - a) examine and propose to the Rector the fundamental ethical principles of the general activity of the University in order to protect and guarantee fundamental human rights;
 - b) examine and pronounce on the treatment of particular cases or problems that may arise in the activity of the University;
 - c) suggest the development of ethical and cultural activities to cultivate and develop ethical and human values
4. The ethical advice:
 - a) has advisory, investigative and control functions for the implementation and observance of the provisions of this regulation;
 - b) favours, where possible, the amicable resolution of any disputes;
 - c) may propose to the Rector disciplinary measures against transgressors of the provisions of this regulation.

ARTICLE 22

Respect and violation of the Ethics Regulation

In accordance with the provisions of the General Provisions and Rules of Conduct, it is also the duty of professors, administrative staff, students and any other member of the University:

- a) to know the content of this regulation;
- b) to make aware with the rules of conduct contained in these regulations;
- c) contact the Ethics Council for advice on the implementation of this regulation or appropriate behavior in relation to the cases envisaged by this regulation;
- d) to comply with this regulation, also by immediately reporting suspicious behavior to the Ethics Council.

A proven violation of this regulation may constitute grounds for the imposition of sanctions.

ARTICLE 23

The process for dealing with violations

1. In case of violations of the Ethical Regulations, for the cases expressly provided for therein or for others that constitute, in any case, a violation of the company's ethical and moral norms, the Ethics Council makes its members available to investigate, mediate and, if necessary, set up a listening group.
2. The council can be initiated in the first place or following a lawsuit. Keeps a log, in which it notes all the violation cases it deals with. The methods for managing violations will generally be progressive, based on the nature of the violation, the circumstances and the facts that emerge during the review.
3. When a violation of the Ethics Regulation is notified to the Ethics Council, the Rector appoints one of the members to play the role of mediator and/or reporter of the facts. The designated member starts the job by first checking if the person (staff member

or student) the defendant has or has not noted violations in the municipal registers. In case that there is no previous violation, he contacts the parties involved in the case, hoping to find reasons for mediation, and when it appears from the circumstances that the fault is not too serious, he can attempt an amicable solution between the parties, which would require the insertion of a Listening Group. If an amicable solution is not reached, a hearing is required and the Designated Member continues to gather facts from all parties involved. In the event that the defendant has alleged violations, a hearing is requested and the designated member begins the research for the collection of facts, with the aim of preparing the case for the hearing, at the end of which he makes a written summary, which he sends to the Rector. The rector contacts the other council members with the aim of convening a listening group. The secretary keeps the minutes of the meeting. The board's decision is taken by majority vote of the members present and must be based on clear and convincing facts.

4. The Rector, after having heard the opinion of each of the voters, decides on the sanctioning measure. The decision must contain a summary of the facts and circumstances of the case, the outcome of the vote, the sanctioning provision and be signed by all the members who participated in the vote. It should also reflect the contrary opinion.
5. In case that the Rector, having consulted the members of the Council, deems that the evidence is not convincing or insufficient, he can set up a hearing group in relation to the specifics of the problem, which after examining the case, the result of forwarded to the Rector. The Rector then submits it to the Ethics Council for consideration and vote and then makes a final decision. The Rector's decision is definitive and conclusive.
6. Assignment of sanctions will normally be progressive, except in cases where the violations are serious. It will be based on the type of violation, intensity, repetition and consequences.

ARTICLE 24 **Chastisement measures**

In cases when the violation of the provisions of these regulations or other cases not expressly provided for by the same, but which constitute conduct contrary to the ethical and moral norms of the company, the Ethics Council may propose to the Rector the granting of chastisement measures as follows:

For company staff:

- a) written communication;
- b) warning for dismissal;
- c) dismissal from work.

For students:

- a) written communication;
- b) exclusion from school for one year;
- c) expulsion from the university (withdrawal of the acquired right to study);
- d) definitive exclusion from the university.

ARTICLE 25 **Dissemination and implementation of the Ethics Regulation**

It is the duty of the governing bodies of the University and of the Faculties to disseminate these regulations as widely as possible, through notices, meetings, teaching activities and with any other method deemed appropriate for the purpose. The University intervenes immediately, with every means for the implementation of these regulations, in cases where this becomes necessary.

ARTICLE 26

Anti-plagiarism control procedure of dissertations

Continuous comments are provided on the research work of the student of the third cycle course (PhD), not only by the Leader and co-leader, but also by the joint teaching staff of the course. These comments and suggestions are reflected in the research topic before the student sends it to external readers according to the provisions of article 8 of the agreement

External readers prepare a report specifying if the student is ready to discuss or if the topic needs to be worked on for another six months.e

When the student is evaluated ready for discussion, five days after the comments from external readers have been received and reported in the thesis, the latter is scanned with a specific software (Authenticate) in order to identify the originality of the thesis document work similarities to material from other sources. At the end of this process, a similarity report is generated and sent to the ad hoc Commission for checking originality and avoiding plagiarism.

- a. The commission, in case of verification of the thesis as an original work free from plagiarism, decides that the thesis is approved for presentation to the final defense commission.
 - b. B. The commission decides that, following the emergence of non-essential problems with the academic writing rules, it will make recommendations for changes which must be satisfied within a time limit of 10 (ten) days before submission to the final defense commission.
 - c. C. The commission decides that following the emergence of serious problems with the rules of academic writing, it will postpone the deadline for the submission of the doctorate by 6 months in order to review the plagiarism problems
 - d. The commission decides to suspend the student and refer him to the ethics council, following the encounter with important problems, e.g. find plagiarism.
 - e. And. In any case, for points b, c, d, the teaching council must organize a special meeting with the doctoral student to explain the reasons for the decision.
2. After the revision of the thesis according to the rules of academic writing, the argument is further sent to the Commission for final evaluation.

ARTICLE 27

Coming into force

The present regulation is approved, modified or repealed with the approval of the majority of the members of the Academic Senate.

These regulations enter into force immediately upon approval.