



MEDITERRANEAN UNIVERSITY OF ALBANIA

**THE CODE OF ETHICS OF
MEDITERRANEAN UNIVERSITY OF ALBANIA**

**Article 1
Legal Basis**

This Code is issued pursuant to Law 80/2015 “On Higher Education and Scientific Research in Higher Education Institutions in the Republic of Albania”, the Statute and Rulebook of MUA, and laws and regulations in force dealing with the scope of this code.

**Article 2
Purpose**

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

**Article 3
The Scope**

The Code of Ethics is mandatory for implementation in MUA, in the main, base and auxiliary units that are part of the university. All employees regardless of the form and type of working contract, academic or non-academic staff and administrative staff are obliged to apply the provisions of this Code. These provisions are obligatory also to students pursuing programs in MUA.

**Article 4
Employee’s obligations**

MUA employee, while performing the tasks should be guided by the principle of punctuality, diligence, honesty, decency, goodwill, cooperation, solidarity, high morality and objectivity. MUA employee should:

- a. Respect the working hours set by the employer.
- b. Maintain a serious appearance in front of students and other persons, during working hours, which includes formal and dignifying dress, use of appropriate words and within the ethical norms of civic behaviour.
- c. Correctly implement the job and the orders of his superior office in accordance with laws and regulations.
- d. Display good behaviour, within the norms of civic and professional ethics to students.



- e. Avoid conflict of interest under the legislation in force, declaring them to the supervisor, as soon as they are appeared.
- f. Do not allow personal relationships to affect and/or not give the impression they affect the professional relationships. He/she should not ask and accept any form of privileges, benefits, interference, favours, payments or donations from students or others, aimed at getting a high score, or other favours which the teacher can provide due to the duty.
- g. Do not differentiate among students, subordinates or colleagues because of recognition or personal preferences.
- h. Do not make and/or fall prey to provocations, harassment of all forms from students or others because of the duty, for purposes that are contrary to this Code, laws and regulations in force, as well as moral norms.
- i. Take care of the property of the institution and not to use it for personal gain. When taking private consulting work, the teacher should not use the authority it has and not to act on behalf of the university, and not to use its public resources in private activity.
- j. Treat equally the subordinates, colleagues and students, avoiding violation of the dignity, personality and their professional opinions.
- k. Do not consume any alcohol beverages, narcotics or tobacco in the premises of the institution.

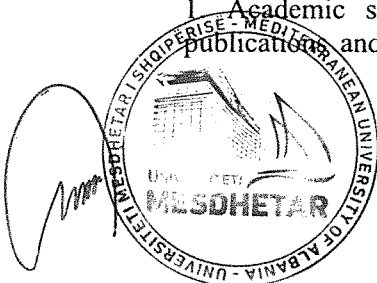
Article 5 **Student's obligations**

Students are obliged to respect the provisions of the Code as long as they have the status of a student, and behave in accordance with ethical and moral standards of good citizenship. Students in the premises of MUA should:

- a. Respect the teaching Schedule and respect the rules sanctioned in the Statute and the Rulebook of MUA.
- b. Have a formal and dignifying appearance in the premises of the institution, which means a suitable outfit, not extravagant, and the use of appropriate vocabulary according to ethics, morals and decency norms.
- c. Respect teachers, peers and teaching rules.
- d. Do not commit provocative acts and gestures towards professors or other students at the institution's premises.
- e. Do not provide in any form, privileges, benefits, interference, favours, payments or donations themselves or through other persons, in order to obtain a higher score, or other favours, which the professor can exercise because of duty.
- f. Do not cheat, do any tricks and deceive during the learning process, and not deviate from the payment of the university fees..
- g. Do not consume alcohol beverages, narcotics or tobacco in the premises of the institution.
- h. Do not use the mobile phone and keep it off during university hours in the auditorium.

Article 6 **Dissemination of knowledge and academic freedom**

1. Academic staff enjoys academic freedom in scientific research, the scientific publications and teaching methodology. Lecturers should adhere to responsible use of



academic freedom, following an approved curriculum. They need to realize a high performance research, teaching and practice, through reading, study, experiment, observation, and objective self-esteem by selecting efficient methods and ways, useful, accessible and productive for students.

2. Each professor must recognize and respect the scientific contributions of colleagues and students. In lectures, publications or presentations, teachers should use acceptable professional practices for materials borrowed.

3. Professors must constantly improve the methodology in order to be effective in teaching, to encourage students to act freely and independently, and to explain to them the assessment methods.

4. Each professor must explain to the students in advance of the course objectives by achieving this through lectures, demonstration, practice and exams.

5. Professors should show transparency in evaluations and tests of the students' knowledge, the methodology used and their results.

6. Academic staff should avoid extraction of confidential information about students without their permission, except in special cases when required by law. Any information on the views, beliefs, activities, political associations obtained from conversations with students should be kept confidential.

Article 7 Sanctions

Besides the violations that are penalised from the provisions of the Statute and Rulebook of MUA, as well as those that are classified as criminal offenses covered by the Criminal Code, violation of the provisions provided in Articles 4 and 5 constitutes a disciplinary offense which brings to:

- a. For violations of paragraphs a), b), c), d), g), h), i), j) and k) of Article 4 it is provided a disciplinary sanction as "disciplinary warning", "written disciplinary warning", and "disciplinary probation". If there are repetitive violations, the Ethics Council proposes to the managing authority more stringent punishments.
- b. For violation of the points e) and f) of Article 4, as appropriate, it is provided the prosecution and / or disciplinary action up to dismissal.
- c. For violation of paragraphs a), b), c), d), g), h) and f) of Article 5 it is provided a disciplinary such as "disciplinary warning", or expulsion from the auditoriums directly by the professor of the module for a period of time. If the violation is repeated, even after the disciplinary warning, the student may be suspended from the teaching process for the respective module until it is taken a decision by the dean or director.
- d. For violation of paragraph e) of Article 5, if it is not a criminal offense, students can disciplinarily be warned under the provisions of the Statute and Rulebook of MUA.

Article 8 Disciplinary body

The Council of Ethics is the body established and operated in accordance with Article 44 of the Law on Higher Education, Articles 13.7 and 51 of the Statute of MUA, and with Article 21 of the Rulebook of MUA. In the implementation of this Code, he has the authority:



1. To monitor the implementation of the provisions of this Code and to propose changes, improvements or other enforcement measures dealing with ethics in MUA.
2. To draft disciplinary measures provided for in points a) and c) of Article 7, as appropriate, in main unit or university level.
3. To propose disciplinary proceedings provided under paragraphs b) and d) of Article 7, to the body that has the power to give penalizing measures under the Statute and Rulebook.

Article 9 Denunciation of the violation

Each person who is subject of the application of the provisions of this Code has the right to denounce or report itself, through the superior, or defenders of students, violations of this Code, at the members of the The Council of Ethics, the authorities of the main unit or the Rector, who ask for the opinion of the Council of Ethics.

Article 10 Meetings and function

The Council of Ethics meets and functions at the main unit (faculty / centre / department) and at university level.

The Council of Ethics meets at least once every three months, but when there are reports or denunciations at the Council, or by other superior bodies, can meet more often.

The Council of Ethics holds meetings in the presence of the technical secretariat, which protocols the documents of its operation.

The Council takes decisions by a simple majority and sends them for final approval to the Dean / Director, or Rector according to the appropriate level.

Decisions and measures taken in the exercise of its functions by the Council of Ethics are sent for registration to the human resources office, and to the protocol and archive office.

Article 11 Final provisions

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

**ACADEMIC SENATE
CHAIRMAN
Prof.Dr. Adrian CIVICI**

Tirana ___ / ___ / ___

