



UNIVERSITETI - UNIVERSITY - UNIVERZITET  
"HAXHI ZEKA"

# THE CODE OF ETHICS AND INTEGRITY OF THE INSTITUTE FOR SCIENCE AND ARTS

Peja, 2024

## **THE CODE OF ETHICS AND INTEGRITY OF THE INSTITUTE FOR SCIENCE AND ARTS**

### **Article 1**

#### **Object**

The Code of Ethics and Integrity of the Institute for Science and Arts (ISA) of UHZ contains the principles and fundamental norms of conduct for ISA personnel, by the Statute of UHZ, the Statute of ISA, and the European Code of Conduct for Research Integrity.

### **Article 2**

#### **Purpose**

1. The purpose of the Code of Ethics and Integrity of ISA is to establish a self-regulatory framework for conducting scientific and artistic research by the principles and responsibilities for the ethics and integrity of research carried out by ISA personnel (scientific collaborators, senior scientific collaborators, scientific advisors, researchers, and independent scientific investigators).

2. The ISA Code of Ethics and Integrity aims to preserve, ensure, and safeguard the transparency and academic, professional, institutional, and moral integrity of academic and research-scientific and artistic activities. It is in line with contemporary international standards of academic, research-scientific, and artistic activity.

### **Article 3**

#### **Area of implementation**

1. The Code of Ethics and Integrity of the Institute for Science and Arts applies to:
  - a. Personnel of the ISA;
  - b. Any person engaged in ISA, involved in scientific and artistic research within the institute, or on its behalf.

### **Article 4**

#### **Definitions**

1. **"Co-authorship"** - is the participation in a research investigation by more than one member.

2. "**Falsification**" - is the manipulation of materials, devices, and/or research processes; altering, removing, or avoiding data or results unjustifiably, or presenting results, respectively publishing them as scientific research, when they are not.
3. "**Ethics Committee**" - is the highest instance for reviewing appeals and imposing sanctions for breaches of integrity based on this code.
4. "**Academic and Scientific Communities**" - are the institutions and environment where scientific and artistic research activity takes place.
5. "**Academic freedom and freedom of scientific research**" - is the right to determine academic and research issues, to develop theory, to collect empirical data, and to use appropriate research methods independently and without influences related to research.
6. "**Principles of scientific research**" - are the principles that guide researchers in their scientific and artistic research work.
7. "**Academic and research responsibility**" - is the obligation to apply ethical principles, norms, standards, and criteria in scientific research and artistic work.
8. "**Plagiarism**" - is the use of others' ideas and work as one's own, without citing the source, violating the rights of authors and their intellectual work.
9. "**Procedures of scientific research**" - include research questions, hypotheses, analysis, formulation of recommendations, use of resources, and reporting of research results.
10. "**Sanctions**" - are disciplinary and punitive measures taken by the ISA Scientific Council, upon the proposal of the Ethics Council, against personnel within the ISA who commit breaches of integrity in scientific research and artistic work.
11. "**Serious breaches or violations of integrity in scientific research and artistic work**" - are actions performed based on the provisions of this code.

## **PRINCIPLES OF SCIENTIFIC RESEARCH AND ARTISTIC WORK**

### **Article 5**

#### **The freedom of scientific research and artistic work**

1. Scientific research and artistic activity at ISA are guaranteed through the right to define research or artistic activity issues, to develop theories, to collect empirical data, and to use appropriate research methods.
2. Research-scientific and artistic activities are conducted independently, free from ideological, political, economic, or technological influences, or changes in the research environment.



## **Article 6**

### **The responsibility of ISA personnel**

1. The personnel of ISA and other academic staff - researchers, involved in the scientific and artistic projects of ISA, have the responsibility to develop and apply the principles, norms, standards, and criteria of ethics in scientific research in the respective academic and artistic disciplines, as well as to respond appropriately to risks or breaches of professional integrity.

## **Article 7**

### **Conflict of interest**

1. ISA and researchers must identify and declare any conflicts of interest on time, whether of legal, ethical, moral, financial, personal, or other nature.
2. ISA and researchers/investigators must be aware of and acknowledge that conflicts of interest (e.g., personal or institutional considerations, including, but not limited to, financial matters and personal relationships) may inappropriately influence scientific research and that identifying, disclosing, and addressing conflicts of interest is necessary to avoid unethical research practices.
3. "Conflict of interest" involves the involvement of individuals at any stage of review or evaluation of a research study, or appeal object, in which they have been a participant, or have had prior connections with, or with the author/authors, and others.
4. Family member-family relationships include spouse or cohabitant, direct blood relatives without limitations, collateral relatives up to the fourth degree, adopter, adoptee, family member in law up to the second degree, as well as any natural or legal person who has had or has a common private or non-private interest relationship with ISA personnel.
5. Professional conflict of interest shall be defined as research that has an interest in the outcome of the research that is not explicitly scientific; including non-merit-based partners in the research project; or having a pre-existing financial, political, or social relationship with any partner in the research project that is not explicitly and proprietarily declared.
6. If an undisclosed conflict of interest arises during or after the research period, ISA personnel or other involved personnel must declare the conflict of interest.

7. Researchers in conflict of interest, according to the provisions of this code and the European Code of Conduct for Research Integrity, withdraw from decisions on the financing, appointment, publication, promotion, or reward of research authors or publications.

8. If the personnel involved in the specific research project knew or should have known that they were in a conflict of interest and did not declare it, then measures must be taken against him/her according to this code.

## **Article 8**

### **The principles of scientific research**

1. The fundamental principles of integrity in scientific research guide ISA personnel to protect against practical, ethical, and intellectual challenges that accompany scientific research or arise from it. These principles are:

- a. guaranteeing the quality of research;
- b. honesty in the development of results and transparent communication of them, fairly and impartially;
- c. respect for colleagues;
- d. care for cultural heritage and the environment;
- e. social responsibility for research.

## **Article 9**

### **Good practices in scientific research and artistic work**

1. Scientific research and artistic activity at ISA are guided by the model of best practices, which include the following aspects:

- a. The research and artistic activity environment;
- b. Training for scientific research and artistic activity;
- c. Research and study leadership;
- d. Procedures of scientific research;
- e. Protection of research;
- f. Group work and collaboration;
- g. Publication of research results;
- h. Evaluation of research.

## **Article 10**

### **Research environment**

1. ISA leads policies and implements procedures supported by the best practices of scientific research and artistic activity.
2. ISA supports the necessary infrastructure for the use and protection of research data and materials in all formats, related to the reproduction, continuity of research, and social responsibility of research results: statistics, information, processes, documents, etc.
3. ISA encourages the professional and institutional promotion of researchers through reward, meritocracy, and transparency.

## **Article 11**

### **Training, supervision, and leadership in scientific research and artistic work**

1. ISA creates conditions and offers guarantees for the theoretical updating and methodological training of researchers.
2. ISA supports the training of researchers for the implementation of ethics norms and integrity standards, as reflected in the respective regulations for scientific research and artistic activity.
3. Experienced researchers in the field of research support and encourage the development of professional skills of younger researchers.

## **Article 12**

### **Joint responsibility**

1. Collaborators in joint studies take responsibility to ensure integrity throughout all phases of the research/investigative process.
2. Collaborators in joint studies agree at the outset of the research/investigation on the goals of the research/investigation/artistic activity and transparent communication about the process and results of the research.
3. Collaborators in joint research agree at the outset of the research on standards for the integrity of the research process, on the laws and regulations to be applied, on protecting the author's rights for collaborators, as well as on procedures for handling disputes in cases of violations of the provisions of this code.
4. Collaborators agree early on whether to publish the results of the scientific research/investigation.



## **Article 13**

### **Co-authorship in scientific research and artistic work**

1. Collaborators in scientific research and artistic activities acknowledge each other's contributions as co-authors in all stages of research: conception, data collection, analysis, and interpretation of results.
2. Co-authors ensure that, in the research process, each person's work is accessible to colleagues in an open, transparent, accurate, and timely manner.
3. Co-authors disclose any conflicts of interest, financial support, or other support for the research and/or publication of results.
4. Contributions of other collaborators in the research, who directly or indirectly assist the research, must be acknowledged. Failure to acknowledge the contributions of others is considered unprofessional behavior.
5. Collaborators agree early on whether to publish the results of scientific research or artistic activity.

## **Article 14**

### **Publication of the results of scientific research and artistic work**

1. ISA will encourage and support scientific researchers/investigators to publish their findings.
2. The publication format, method, publication procedures, and anticipated timing, as well as publication support formats, are regulated by specific regulations.

## **Article 15**

### **Criteria for inclusion in scientific research and artistic work**

In scientific research and artistic activity, scientific researchers are involved who possess knowledge, methodologies, and ethical practices related to their field of research. Deviating from this responsibility damages the research process and the relationships among researchers, undermines the credibility of scientific research and artistic activity, and leads to unjustified expenditure of resources. This constitutes a breach of integrity in scientific research and artistic activity, punishable by the measures outlined in this code.

## **Integrity Violations in Scientific Research, Verification, Review, and Sanctions**

### **Article 16**

#### **The Ethics Committee of the ISA**

1. Breaches of integrity in scientific research and artistic activity at ISA, as outlined by this code, are verified by the Ethics Committee of ISA.
2. The Ethics Committee establishes the procedures for verification and review of breaches of integrity in scientific research and artistic activities at ISA and proposes to the Scientific Council the measures to be taken against ISA personnel based on this code.

### **Article 17**

#### **Appointment of the Ethics Committee of the ISA**

1. The Ethics Committee is an organ elected by the Executive Committee of ISA. The Director of ISA proposes to the Executive Council of ISH the name of the chairman and members of the Ethics Committee.
2. The committee consists of 5 members, one member from each academic unit.
3. The committee's mandate lasts for 4 (four) years.
4. The committee's mandate may end prematurely:
  - a. With the death of any of the committee members;
  - b. With severe illness of any of the committee members, preventing the exercise of functions for more than 6 (six) months;
  - c. With resignation;
  - d. Breach of this code of ethics.

### **Article 18**

#### **The working method of the Ethics Committee**

1. The working method of the Ethics Committee is regulated by special regulations, which are approved by the Executive Committee.

### **Article 19**

The duties of the ISA Scientific Council on research-scientific integrity and artistic work



1. Duties of the ISA Scientific Council in scientific research and artistic activities are as follows:

- 1.1. To formulate and determine policies, procedures, and documents of best practices regarding the conduct and publication of scientific and artistic research, ensuring that these policies are implemented within the areas of responsibility;
- 1.2. To promote policies for integrity in scientific research and artistic activities based on ethical principles governing research practice;
- 1.3. To foster an environment that encourages ethical approaches in research fields and research practices and their publication;
- 1.4. To review best practices in scientific research and artistic activities, taking into account the development of ethical policies and promoting research within ISA on issues of research ethics and integrity;
- 1.5. To examine the ethical principles of proposals for research projects and report on them, ensuring that research practices meet the overall ethical standards established within ISA.

#### **Article 20**

##### **Serious breaches of integrity in scientific research and artistic work**

Serious breaches of integrity in scientific research and artistic activity include:

- a. Fabrication (Offering false data);
- b. Falsification (Distortion of data or findings);
- c. Plagiarism (Theft and use of data from other authors without prior authorization).

#### **Article 21**

##### **Other breaches of integrity in scientific research and artistic work**

Breaches of integrity in scientific research and artistic activity include:

- a) Manipulation of authorship or denigration of the role of other researchers in research;
- b) Republishing essential parts of previous authored publications as new findings (self-plagiarism);
- c) Selective citation, aiming to exaggerate one's findings or those of editors, supervisors, or colleagues;
- d) Partial hiding of research results;

- e) Allowing funders/sponsors to jeopardize the independence of the research process or reporting of results, to create biased or incomplete interpretations;
- f) Unnecessary expansion of the research bibliography;
- g) Malicious accusations against other researchers for unacceptable behavior or other breaches;
- h) Unjustified exaggeration of the importance and practical applicability of research findings;
- i) Delaying or hindering the work of other researchers;
- j) Misuse of a higher position to encourage breaches of research integrity;
- k) Concealing possible breaches of research integrity committed by others or inappropriate attitudes towards behaviors that violate the Code of Conduct.
- l) Founding or supporting predatory journals and other publications that undermine research quality control;
- m) Concealing conflicts of interest;
- n) As well as other ethical breaches provided for in current legislation and regulations.

## **Article 22**

### **Sanctions**

1. Punitive measures for ISA personnel found in violation of this code are as follows:

1.1 Severe punitive measures for the violations outlined in Article 21:

- Exclusion from participation in ISA research projects for 3 years;
- Demotion in academic rank;
- Stripping of academic title and dismissal from employment.

1.2 Other punitive measures for violations outlined in Article 22:

- Written warning, which remains on record for 2 years;
- Non-financing of research and projects for 2 years;
- 30% reduction in salary for three consecutive months;
- Exclusion from international projects for 2 years.

2. Only one measure can be taken for a single issue.

3. If within 3 years a person receives two measures from point 1.2 of this Article, the Ethics Committee as a second measure imposes one of the measures outlined in the list in point 1.1.

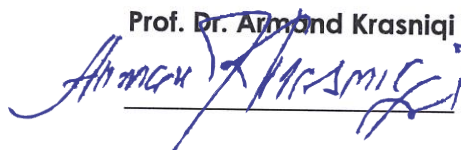
**Article 23**

**Entry into force**

This regulation enters into force on the day of its approval by the Steering Council of ISA.

**Chairman of the Steering Council of ISA**

**Prof. Dr. Armond Krasniqi**

A handwritten signature in blue ink, appearing to read 'Armond Krasniqi', is written over a horizontal line. The signature is stylized and cursive.