



UNIVERSITY OF PRISHTINA

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REGULATION FOR THE WORK AND PROCEDURES OF THE ETHICS COUNCIL OF THE UNIVERSITY OF PRISHTINA

Based on Article 14 and 165 of the Statute of the University of Prishtina, KUV - 08 - V- 770-ST, published in the Official Gazette on 19.07.2024, the Steering Council of the University of Prishtina, in the meeting held on 17.07.2025, approved:

Part 1

GENERAL PROVISIONS AND PROVISIONS RELATED TO THE WORK AND ORGANIZATION OF THE ETHICS COUNCIL

Article 1

Purpose

1. This regulation aims to define the organizations, functioning, and composition of the Ethics Council of the University of Prishtina (EC), as well as to regulate the procedures within the Ethics Council.
2. The implementation of the purpose of this regulation is also linked to the application of the provisions in the Code of Ethics for the academic staff of the University of Prishtina (UP).
3. The purpose of this regulation, in addition to the matters mentioned in point 1, also includes other issues related to the organization, functioning, and performance of the work of the Ethics Council.

Article 2

Scope of action

1. This regulation applies to the procedures, organization, and functioning of the EC.
2. This regulation has direct effect and applies to all academic staff of UP who are in regular employment relationships, including academic staff employed as external collaborators, as well as UP personnel who are involved in selection/appointment procedures and who have undertaken any act or omission in violation of this regulation and the Code of Ethics.

Article 3 **Ethics Council**

1. The EC is a body of UP, established by the Senate.
2. The EC is collegian body of UP, organized as determined by this regulation, and in principle operates as a collegial body.
3. The mandate and legal basis for the functioning of the EC are determined in Article 21, paragraph 2.5, and Article 164 of the UP Statute, published in the Official Gazette on 19.07.2024.

Article 4 **Definitions**

1. For the purpose of implementing this regulation, the definitions set out in this regulation shall have the following meaning:
 - **Academic staff** - Academic personnel as defined by the Statute, who have a regular employment relationship with UP, as well as academic staff engaged in the capacity of external collaborators.
 - **Ethical Procedure** - Refers to the process conducted before the Ethics Council of the University of Prishtina regarding alleged ethics violations by academic staff, academic staff engaged as external collaborators, and academic staff undergoing the selection/appointment process.
 - **Ethics Code** - Refers to the Code of Ethics in force, which aims to guide and regulate the behavior/actions of lecturers and the work performance of the academic staff of the University of Prishtina.
 - **Statute** - The Statute of the University of Prishtina, published in the Official Gazette on 19.07.2024.
2. Definitions and abbreviations that are not specified in this regulation shall be applied based on the Statute of the University of Prishtina and the Law on Higher Education.
3. Regarding matters related to cases addressing sexual harassment, the definition set out in Regulation No. 752, dated 11.05.2021, on Prevention and Protection from Sexual Harassment at the University of Prishtina shall apply.

Article 5
Scope of action of the Ethics Council

1. The EC is responsible for conducting ethical procedures for all alleged violations of the Code of Ethics by the academic staff of UP, as well as for deciding on all violations, including the imposition of measures for breaches of the code of ethics and the procedures within the EC.
2. The EC, in its official capacity, monitors the implementation of the Code of Ethics through cases submitted to the council and recommends to the governing bodies of UP to amend and supplement this code and regulation as needed.
3. The Scope of action of the EC is based on the implementation of the Code of Ethics as well as this regulation, based on alleged violations of these acts by the academic staff of UP.
4. The Scope of action of the EC is carried by providing procedural guarantees for all parties participating in the EC's procedural framework.
5. The Scope of action of the EC is limited only to matters of an ethical nature, related to the actions and omissions of academic staff that violate the Code of Ethics as well as the provisions of this regulation.
6. The mandate and Scope of action of the EC are also based on Article 164 of the UP Statute.
7. Within its scope, the EC, in order to exercise its legal authorizations, issues specific acts as determined by this regulation.
8. During the exercise of its scope, the EC provides interpretation of this regulation and the Code of Ethics.
9. The work of the Ethics Council is based on the UP Statute, the Code of Ethics, this regulation, Regulation No. 752, dated 11.05.2021, on the Prevention and Protection from Sexual Harassment at the University of Prishtina, as well as the applicable legislation, to the extent that it is applicable in the procedures carried out by the EC.

Article 6
Principles of the Functioning of the Ethics Council

1. The work of the EC, with the aim of efficient functioning and professional activity, is based on several principles, as follows:
 - 1.1. Principle of Independence – The EC is an independent body in performing its duties and exercising its powers, based on this regulation, the Code of Ethics, the UP Statute, as well as the applicable legislation.
 - 1.2. Principle of Impartiality and Objectivity – The members of the EC act impartially, and their actions must not be influenced by any personal, familial, friendly, political, or other interests.
 - 1.3. Principle of Legality – The EC decides on the cases presented and exercises the powers defined by this regulation, taking into account the principle of legality.

- 1.4. Principle of Non-Discrimination – The EC acts based on this principle, treating all parties and presented cases equally.
- 1.5. Principle of Proportionality – The EC exercises its powers based on the principle of proportionality, imposing measures proportional to the severity of the violations.
- 1.6. Principle of Confidentiality – At all stages, for all measures, actions, and decisions related to the work of the EC, appropriate steps must be taken to eliminate undue concerns, protect the identity and privacy of the parties, and ensure that confidential data is safeguarded.
- 1.7. Principle of Professionalism – This implies that the work of the public education institution must provide quality services, based on the Constitution, law, and applicable legislation, serving the public interest and applying the highest professional standards.
- 1.8. Principle of Transparency – The EC exercises its powers based on transparency of action, while respecting the confidentiality of procedures, parties, and data.
- 1.9. To enhance transparency, the annual reports of the Ethics Council must be published on the official website of the University of Prishtina, while respecting the rules for the protection of personal data.
2. These principles are applied by the EC based on the specifics of each case, taking into account the rights of the parties involved in the procedures conducted by the EC.

Article 7

Education and Awareness of Academic Staff

1. The University of Prishtina, in cooperation with the Ethics Council, organizes regular activities for the education and awareness of academic staff on ethical standards, such as:
 - 1.1. Seminars and workshops on the Code of Ethics
 - 1.2. Training on the identification and avoidance of conflicts of interest;
 - 1.3. Updating information on plagiarism and relevant regulations
2. The Ethics Council, in cooperation with the Rectorate, ensures the electronic and physical distribution of informational materials on ethical standards.
3. The University must create an official webpage for ethics, where continuous resources and recommendations for academic staff are published.

Article 8

Composition of the Ethics Council

1. The Ethics Council is composed of five (5) members from the ranks of the academic staff of UP.
2. Members of the EC are elected by the UP Senate, based on the proposal of the Rector.

3. EC members are elected for a four (4) year mandate, with the right to be re-elected. In any case, after the completion of the four (4) year mandate, the confirmation or election of the new members of the EC is carried out.
4. The constitutive meeting of the EC, in the case of reconstitution of its composition, is convened by the most senior appointed member.
5. Not all members of the EC shall be of the same gender.
6. Members of the EC can be dismissed according to the same procedures of the EC if they have been convicted by a final court decision or have been subject to disciplinary measures according to this regulation.
7. The members of the EC, from among themselves, by majority vote, elect the Chairperson and the Deputy Chairperson of the EC.
8. The Chairperson and Deputy Chairperson of the EC are elected for a duration of four (4) years, with the right to be re-elected.
9. In the event that members of the EC, for reasons emphasized in this regulation or for any other reason, lose their mandate, the appointment of the member(s) who lost the mandate is carried out according to the same procedure, based on the proposal of the Rector and approval by the Senate.
10. Members of the EC cannot be academic staff who hold managerial positions at UP, such as Rector, Vice-Rector, Dean, Vice-Dean, or Head of Department/Branch or Chair of a Department.

Article 9

Work Ethics and Exercise of the Mandate

1. Members of the EC exercise their mandate based on the highest ethical principles, in accordance with the Statute of UP and this regulation, as well as according to their conscience, objectivity, and impartiality.
2. After taking the mandate, according to the decision for their appointment, EC members sign a declaration of oath.
3. The mandate of EC members ends with dismissal, resignation, or other objective circumstances that make it genuinely impossible for them to exercise the mandate, or based on specific provisions of this regulation, which may lead to the termination of the mandate.
4. The replacement of members who have completed their mandate is done according to the provisions in this regulation.

Article 10

Meetings of the Ethics Council

1. Due to the principle of confidentiality, the EC holds closed meetings.
2. According to the need for transparency and depending on the case, where an open meeting is requested, the Rector may submit the request, and the EC decides on the conditions of the meeting.

3. The EC, in specific cases, also foresees organizational measures that must be undertaken in cases where it is decided that the session will be open.
4. The EC holds meetings respecting the principles of the functioning of the collegial body and convenes the meetings based on the premises of the functioning of the collegial body according to the regulation.
5. According to the need and based on this regulation, meetings of the EC are convened by the Chairperson of the EC or by 2/3 of the EC members. The EC meeting may be regular or extraordinary.
6. Regular EC meetings are convened, taking into account the need and dynamics of the cases for which procedural matters are being carried out.
7. Extraordinary meetings may be convened at any time by the Chairperson of the EC or by 2/3 of the EC members.
8. When convening an EC meeting, the agenda is set, which is sent to the members at least forty-eight (48) hours before the meeting, by the Chairperson or by two-thirds (2/3) of the EC members.
9. EC meetings are chaired by the Chairperson of the EC. In the absence of the Chairperson, meetings are chaired by the Deputy Chairperson of the EC.
10. In extraordinary cases, if both the Chairperson and Deputy Chairperson are absent, the meetings of the EC are chaired by the eldest member in the composition, after written confirmation by the Chairperson of the EC.
11. Members of the EC are obliged to participate in the EC meetings, except in cases where they have reasons and have informed the Chairperson of the EC in advance.
12. In the case of unexcused absence in three (3) consecutive meetings, EC members lose their mandate and must be replaced. The reasoning must be recorded in the meeting minutes.
13. In EC meetings, the Rector and the General Secretary may be invited according to need and when the EC deems it appropriate.
14. For the needs of the EC, experts may also be invited to meetings to provide professional opinions, according to the assessments of the EC, during the development of procedures, according to this regulation.
15. Invitations for EC meetings may be sent via email or in other forms of communication.
16. The EC, during any of the meetings, may decide on holding a regular meeting as well as the points of the agenda. In this case, there is no need to send a separate invitation, according to the provisions of this regulation.
17. EC meetings are held both physically and online, through acceptable platforms used by collegial bodies and UP.
18. Preparation of materials for the meeting is done by the support staff of the EC of the Office for Academic Affairs.

Article 11

Quorum Required for Meetings and Conduct of the Meeting

1. For holding meetings, the EC must have the required quorum, at least three (3) members from the total number. Members participating in the meeting must be recorded on a list, which is prepared by the support staff of the EC.
2. To make decisions regarding cases, the EC decides by the number of votes of the members who are present and voting.
3. For meetings held in writing, decisions by the EC are made electronically, through a circular procedure via email, according to the rules of the Law on Administrative Procedure.
4. The Chairperson of the EC opens the meeting, and at the beginning, the submitted agenda is approved, which can be supplemented according to the needs and proposals of the EC members.
5. After approving and supplementing the agenda, the discussion of issues according to the approved points of the agenda follows. Discussion of the issue, according to the points of the agenda, is conducted with discussion and expression of opinions by the EC members, respecting the principles and procedures according to this regulation.
6. EC members may present their observations, requests, and complaints for each point of the agenda.
7. The Chairperson of the EC is responsible for conducting the meeting and maintaining order during the meeting, respecting the opinion and professional observation of each member regarding the agenda point. Each member may discuss the agenda point without time limitation, depending on the complexity of the issue being discussed, which is an agenda point.
8. If any of the members disturb the order of the meeting, the EC may decide to remove him/her from the meeting. In each case, based on his/her assessment, the Chairperson of the EC may interrupt the meeting due to the lack of conditions for holding it.
9. After finishing the discussion on each point of the agenda, the Chairperson of the EC formulates the decision proposal according to this regulation, and EC members may vote openly, with "For" or "Against." In case of a tie, the vote of the Chairperson of the EC decides.
10. Based on the results of the vote on a specific issue and according to the voting formulation by the Chairperson of the EC, the decision is also issued, based on the deadlines and principles set forth in this regulation.
11. In each case, in decision-making for specific cases, EC members are obliged to avoid and prevent conflicts of interest, based on the legislation in force as well as applicable legal acts at UP, especially regarding conflict-of-interest issues. In case of doubts regarding conflict of interest, the Chairperson of the EC must be informed; in case of doubts regarding conflict of interest by the Chairperson, the EC must be informed.
12. In case of doubts about conflict of interest in any issue by any EC member, for the exclusion of him/her, the matter is decided by the Chairperson or the issue is addressed to the competent Agency Against Corruption. The respective member, to whom the conflict-of-interest issue is

addressed, does not participate in the respective matter until the competent body decides on the conflict of interest.

Article 12

Meeting meeting minutes of the Ethics Council Meetings

1. For all EC meetings, the support staff keeps written meeting minutes.
2. The meeting minutes, in their content, reflect the discussion of the points of the agenda by each EC member, as well as the decision-making for each issue.
3. The meeting minutes contain: the place and time of the meeting, the points of the agenda, discussions and decision-making, as well as the annex of attached documents, together with the list of participants in the respective meeting and the audio recording.
4. Approval of the meeting minutes is done in the next EC meeting, after the meeting to which the meeting minutes refer, with certain exceptions, depending on the dynamics of the cases.
5. The meeting minutes are signed by the minute-taker and the Chairperson of the EC.
6. The meeting minutes are archived according to this regulation.

Article 13

Preliminary Session for the Review of Requests

1. During regular EC meetings, when cases are presented to the EC, meetings are also organized in the form of a preliminary session, which decide on the admissibility of the case and whether the reported case, according to the request, meets the criteria of admissibility based on the approval of all EC members.
2. Within the framework of the EC meeting identified as a preliminary session, the EC decides only on the issue of whether the case meets the criteria of admissibility and cannot make any other decision.

Article 14

Acts Issued by the Ethics Council

1. For deciding cases on a merit basis, at the first level, the EC issues decisions.
2. For deciding on the admissibility or non-admissibility of the case, as well as for the implementation of the ethical procedure, it issues a decision.
3. For monitoring the implementation of the Code of Ethics and issues related to communication with UP bodies as well as other matters, the EC may also issue conclusions and proposals.
4. The EC also issues recommendations addressed to the UP Senate for the imposition of measures determined according to this regulation.

Article 15
Administrative Support for the Ethics Council

1. UP must provide a small office, dedicated solely for the work of the EC. Only EC members and the administrative support staff who support the EC have access to this office.
2. UP is obliged to provide administrative support for the work of the EC, with two (2) officials (one of whom must be from the field of law), who will support the EC permanently and are compensated for their work according to the rules in force regarding compensation at UP and for public officials.
3. Based on the rules for engaging interns, UP ensures support for the EC through interns engaged from among the students of the Faculty of Law.
4. For all cases reported to the EC, a small protocol book is created, to ensure that the reporting and handling of cases treated by the EC respects the principle of confidentiality.
5. For the purpose of work efficiency, the EC creates an electronic archive and opens an official email with the credentials of the Ethics Council, such as: keshillietikes@uni-pr.edu, an email managed by the EC and administered by the support staff, used directly for electronic communication with parties involved in the procedure.

Article 16
Office of the Ethics Council

1. The EC has its own office, which serves the function of efficient work, and to which EC members and the administrative support staff have access.
2. The EC office is located within the UP campus.
3. Within the EC office, the EC archive functions, and all work and administrative support for the EC is carried out.
4. The EC office also serves as the official address for submitting requests, for the validity and movement of the EC.

Article 17
Financial Support and Compensation of the Ethics Council

1. The Management Board of UP provides a small budgetary fund for supporting the work of the EC.
2. For their work, EC members are compensated according to the legislation in force and the opinions and circulars issued by the competent ministry for internal affairs of the Republic of Kosovo, for the purpose of compensation in public institutions.

The administrative staff of UP who support the work of the EC are permanently compensated according to the rules in force for public officials.

Article 18
Communication of the Ethics Council with External Parties

1. The EC is a body of UP and does not communicate directly with interested external parties.
2. Communication of the EC with interested external parties is carried out through the UP Rectorate and based on UP rules for communication.
3. With the aim of maintaining confidentiality and protecting data, interested and external parties are informed about the legal consequences of the disclosure of information that may result from the EC.

Article 19
Communication of the Ethics Council with the Media

1. The work of the EC is based on transparency for the public and the media, as long as the case is not concluded and in accordance with the **principle** of confidentiality.
2. Communication of the EC with the media is based on the UP rules for communication, respectively through persons responsible from the UP Rectorate.
3. The EC will inform the public in cases where public interest is significant, and for these cases communication will be in writing, which must be approved in advance by the EC.

Article 20
Report of the Ethics Council

1. With the aim of informing and implementing the principle of transparency, the EC will publish a small report for the public, which will be posted on the UP website by March 31 of the relevant year, for the report of the previous year.
2. A small and detailed annual report, which is not intended for publication, the EC submits to the Rectorate by March 31 of the respective year, for the report of the previous year.
3. At the request of the Rector or the Management Board of UP, the EC may submit small reports for individual cases, after the completion of procedures.

PART II
PROCEDURE BEFORE THE ETHICS COUNCIL

Article 21
Procedure at the Ethics Council

1. The procedure at the Ethics Council is an ethical procedure, which is conducted between the party that submitted the request and the other party, which claims to have committed the alleged ethical violation according to the Code of Ethics and this regulation.
2. The ethical procedure is conducted taking into account the principles of administrative procedure and respecting the right of the parties to be heard, based on the deadlines determined by this regulation.

Article 22
Initiation of the Procedure

1. The procedure before the Ethics Council can be initiated by all parties entitled to start it.
2. The initiation of the procedure at the Ethics Council can only be done with a request, which is a request to start the ethical procedure against a UP academic staff member who is alleged to have committed an ethical violation.
3. The initiation of the procedure before the Ethics Council cannot be done if the party against whom the request is submitted does not have the status of a UP academic staff member, or an academic staff member who is in a procedure at UP, as well as an external collaborator of UP.

Article 23
Authorized Parties

1. The procedure before the EC can be initiated by all internal parties who are staff of the University of Prishtina, as well as other parties, including students, when the violations concern their rights.
2. According to official duty, taking into account their field of action and competencies, the initiation of the procedure before the Ethics Council can be done by the Steering Council, the Senate, the Rector, the council of the academic unit, and the Dean of the academic unit.
3. In cases where the image of UP is harmed by academic staff, the management bodies of UP may activate the EC through a request to conduct procedures related to this issue.
4. When, during the administration of cases in the ethical procedure, a third party appears or it is verified that a third party is involved in an ethical violation, the EC may establish this fact and notify the Rectorate and the Dean of the academic units.

Article 23
Request for Initiation of Procedure at the Ethics Council

1. The request to start the procedure at the EC is submitted in writing in one of the official languages of the Republic of Kosovo.
2. The request for initiation of the procedure at the EC is submitted without delay, but no later than two (2) years from the moment the violation occurred, in cases of minor violations, and no later than five (5) years from the moment the violation occurred, in cases of serious violations.
3. Cases of plagiarism and sexual harassment are not subject to limitation. Cases of plagiarism referred to in point 2 of Article 23 may be submitted at any time, as well as serious violations by UP management (Rector, Vice-Rector).
4. The request may be submitted physically, in a registered manner, or via email, within the deadline set for submitting the request.
5. A physical and registered request is submitted to the office of the Ethics Council and recorded in a small protocol book, which is available only to the Ethics Council.
6. A registered request in physical copy may be submitted personally or by an authorized person of the requester.

Article 24
Content of the Request

1. The request submitted to the Ethics Council is made according to the format published on the university website.
2. All authorized parties, when submitting their request, must include the elements determined in this article.
3. Regarding the determined elements of content, the request must be based on evidence/proof that demonstrates the violation of the Code of Ethics or this regulation. The request must provide concrete evidence that the violation occurred and that the subject involved in the violation is identifiable.
4. The request must elaborate the harm caused and link the concrete actions to the type of violation identified, based on the Code and this regulation.

Article 25
Registration of the Request

1. The received request is registered by the support staff of the EC, and for the registration of the new request, the EC members are notified as soon as possible.
2. The deadline for the completion of the procedure by the EC is counted from the moment the EC has notified the parties of the registration of the request.

3. After the registration of the request, the EC undertakes all actions for its further review, based on the procedure determined in this regulation, and assigns one of the members as the rapporteur for the submitted request, based on a proportional distribution of requests for review.
4. The EC notifies the party that submitted the request about the registration of the request. The notification is made electronically, via the official email of the EC.

Article 26

Preliminary Review of the Request

1. Before the request is referred for review, the EC may hold a preliminary session to evaluate the admissibility of the request, based on the following elements:
 - 1.1. Whether the matter for which the request is submitted falls within the Scope of action of the EC and concerns ethical behavior;
 - 1.2. Whether the request was submitted within the specified deadline;
 - 1.3. Whether the request includes facts and evidence proving the alleged violation, based on a reasonable assessment that the violation occurred;
 - 1.4. Whether administrative or criminal issues have arisen in the request submitted to the EC, which may be handled in other procedures, respectively by other competent bodies within or outside UP.
2. If the request does not contain the elements specified in this regulation, according to Article 24, the EC may return it to the same party for completion or reject it.
3. The EC decides on the acceptance or non-acceptance of the request through the preliminary session, during which the parties are not invited.
4. The preliminary review session may be held physically or online.
5. If the request submitted to the EC is rejected or accepted based on paragraph 1.4, the EC notifies the parties and UP management, providing detailed reasoning and explanation.

Article 27

Deadlines of the Procedure at the Ethics Council

1. The procedure before the EC, after the submission of the request, lasts six (6) months. Depending on the complexity of the cases, the EC may extend the completion of the procedure for an additional three (3) months.
2. The deadline for the completion of the procedure by the EC starts from the moment the EC has notified the parties about the registration of the request.
3. The EC may organize the review of the case within the time limits determined in this regulation, as needed, for reviewing evidence and hearing the parties.
4. In cases where the request concerns sexual harassment at UP, the EC, based on Regulation No. 752, dated 11.05.2021, on Prevention and Protection from Sexual Harassment and Harassment at the University of Prishtina, takes procedural actions with the parties no later

than ten (10) days. The rest of the procedure before the EC in cases of sexual harassment is carried out according to this regulation.

Article 28
Calculation of Procedural Deadlines

1. The calculation of deadlines in all cases is done in days, months, and years, according to the applicable Law on Administrative Procedure.
2. When the deadline is expressed in days, it is calculated starting from the day following the event or procedural action.
3. When the period is expressed in weeks, it ends with the passage of the same day of the week on which the event or action occurred, for which the period is being calculated.
4. When the deadline is expressed in months, it ends with the passage of the same calendar day of the month on which the event or action occurred, for which the period is being calculated.
5. When the deadline is expressed in months and days, the full months are counted first, and then the remaining days are added.
6. When calculating deadlines, Saturdays, Sundays, and official holidays are included.
7. Exceptionally, if the deadline ends on a Saturday, Sunday, or an official holiday, the deadline is extended until the end of the next working day.

Article 29
Review of the Request in the Ethics Council

1. The review of the request by the Ethics Council (EC) is carried out within a reasonable timeframe, ensuring the right of the parties to have their arguments heard, in relation to the claims of the other party.
2. The review of a request submitted to the EC begins at the first scheduled meeting from the day the EC decides on the admissibility of the case, in the preliminary session.
3. The request, together with the evidence submitted by the requesting party, is sent to the subject who is alleged to have committed the ethical violation. The party alleged to have committed the ethical violation must, within fifteen (15) days, provide their response to the claims in the request, submitting evidence or proof related to the claims made by the requesting party.
4. After receiving the response from the party alleged to have committed the ethical violation, the EC continues the procedure of reviewing and evaluating the evidence and may summon witnesses or other persons, including experts, who can assist in resolving the case.
5. If necessary, the EC may also summon the party alleged to have committed the ethical violation to a smaller hearing session.
6. In every case, on the date of the hearing, the members of the EC have the right to ask questions regarding the claims in the request, the responses of the party alleged to have committed the ethical violation, as well as witnesses, experts, and other persons involved.

7. After the conclusion of the hearing sessions, the EC decides through a smaller deliberation and voting session, within the deadlines set by this regulation.
8. The EC may decide urgently to recommend to the Rector to temporarily suspend the academic staff member, who is alleged to have committed the ethical violation, if deemed necessary for the image and integrity of the University of Prishtina. The suspension in such a case lasts until the conclusion of the procedure by the EC.
9. During the procedure, any EC member who has a conflict of interest or meets the conditions for exclusion, according to the Law on General Administrative Procedure, is excluded from the case by EC decision for the duration of the procedure.
10. If during the procedure for an ethical violation, the EC determines that the case also contains elements of a criminal offense, it immediately notifies the management of the University of Prishtina.
11. If, during the procedure, a third party who is not academic staff takes actions that may indicate a criminal offense, the EC notifies the University management regarding the respective party and the actions taken.

Article 30

Withdrawal of Parties from the Procedure

1. The submitter of the request may withdraw their submitted request from the EC at any time before a decision is made.
2. Regardless of the withdrawal of the party, the EC may continue the procedure to decide on the case if it is in the public interest.
3. Regardless of the party's withdrawal, in cases where the image of the University of Prishtina is at stake, the EC will continue with the sanctioning of the parties involved to protect the reputation of the University

Article 31

Merging and Splitting of Requests

1. In any case where, after submitting a request to the EC, one or more additional requests are submitted that have the same subject as the original request, the EC may decide to merge them and issue a single decision for all the requests.
2. When deciding to merge requests, the EC decides which member of the Council will be assigned to review and report on the respective requests.
3. The parties who submitted the merged requests are notified without delay of the merger and are invited to provide their opinion or response regarding the claims of the requesting party, according to the deadlines set by this regulation.

Article 32

Handling Requests for Cases of Plagiarism

1. The Council shall fulfill its supervisory mandate in cases of plagiarism violations through reports from ad hoc international commissions, composed of professors from the top four hundred (400) universities worldwide according to the “Times Higher Education World University Rankings” or “QS World University Rankings”, who have expertise in the field in which the alleged violation of authorship occurred.
2. The deadline for submitting the report from the ad hoc international commissions is a maximum of three (3) months from the day the members of the commission begin their work.
3. In cases where a plagiarism allegation exists, through the request submitted to the EC, the party alleged to have committed this type of ethical violation may provide a counter-response to the claims within thirty (30) days from the moment they are notified of the relevant allegations, according to the submitted request to the EC.
4. Ethical measures imposed for plagiarism-type violations shall be proportional to the level of plagiarism, as assessed by the ad hoc international commission created by the Rector, based on the needs of the EC.

Article 33

Expert Commissions in Cases of Plagiarism

1. The Senate, upon the proposal of the Rector of the University of Prishtina, establishes an international commission in the relevant field when a request submitted to the Ethics Council raises allegations of plagiarism. The commission consists of three (3) members, one of whom must be an expert in the field, and one must be Albanian-speaking.
2. The appointed commission submits its report to the Rector and the Ethics Council regarding the case, specifically the allegations raised in the request submitted to the Ethics Council, according to the deadlines specified in this regulation.
3. The appointed commission examines the plagiarism allegations raised according to the request submitted to the Ethics Council and also based on the response provided by the academic staff member alleged to have committed the plagiarism-type violation.
4. In its report, the commission determines whether plagiarism has occurred and assesses the extent of the plagiarism.
5. Based on the report of the experts regarding the type of plagiarism violation, the Ethics Council is informed, and the report serves as the basis for a decision concerning the request in which the allegations involve plagiarism.

Article 34

Burden of Proof in Procedures before the Ethics Council

1. The burden of proof in the procedure before the Ethics Council lies with the party initiating the procedure, respectively the submitter of the request to the Ethics Council.

2. A request submitted by the parties to the Ethics Council must be supported by evidence that substantiates the claims.
3. Each party, during the procedure, may present new evidence to the Ethics Council, related to arguments and counterarguments concerning the request submitted to the Council.
4. The Ethics Council, within the deadlines set for the completion of the procedure, may carry out all actions required by official duties to administer admissible evidence, related to the submitted request, whether provided by the parties to the procedure, the University of Prishtina bodies, or other bodies.

Article 35 **Validity of Evidence**

1. Evidence includes all official, reliable information relevant to the case being addressed by the EC, according to the request submitted by the authorized parties.
2. Evidence that can be presented in the procedure before the Ethics Council includes statements from the parties, statements from witnesses, statements and reports from experts, statements from involved academic personnel who have knowledge of the case, certain official documents, official communications via email, other private communications relevant to the case, meeting minutes of meetings, official replies from the University of Prishtina bodies as well as external institutions, official registers and records, performance evaluations, evidence of participation in the teaching process or work, and any other evidence that verifies and identifies the subject or person alleged to have committed the ethical violation and is related to the reported case.
3. Acceptable evidence in the Ethics Council procedure also includes recordings or audio recordings that clearly identify the subject, specifically the academic personnel, as well as their actions and the context in which the alleged ethical violation occurred.
4. Digital evidence, such as emails, recordings from online teaching platforms, and messages on social media, will be considered valid provided they are authentic and verified by an appropriate expert.

Article 36 **Appointment of the Reporting Member for the Case**

1. After receiving the request, EC appoints one of its members as the reporting member, to work on the case and bring the procedure to completion, according to the deadlines set.
2. The reporting member, in each case, submits an initial report to the EC before the preliminary review session.
3. The reporting member, appointed by the EC, monitors the development of the case until the completion of the procedure and reports to the EC.
4. A member cannot be appointed as a reporting member if there is a conflict of interest, according to the legislation in force.

Article 37
Notification of the Parties

1. The EC notifies all parties in the procedure via mail, email, or other appropriate forms of effective notification.
2. Notification of the parties is done through official letters or emails, using the communication formats administered by the EC.
3. The parties in the procedure must inform the EC of the correct communication addresses, including the email address.
4. Notification and communication are addressed to the parties at their residential and email addresses, for which the EC has been informed.
5. In all other cases of notifying the parties, which are not specified in this regulation, the general rules of notification, as determined by the Law on General Administrative Procedure in force, shall apply.
6. If the parties have been properly notified according to the rules but have not responded to the EC's letters, the responsibility lies with the parties themselves, and the EC bears no responsibility in this regard.

Article 38
Hearing of the Parties

1. In the review of the specified requests, the Ethics Committee (EC) shall apply the principles of hearing the parties and the equality of the parties in the procedure, which include: the requester of the case, i.e., the parties filing the request; the party alleged to have committed an ethical violation; other relevant parties; and any bodies that may assist in resolving the case, as required.
2. The EC, according to the review deadlines specified in this regulation, shall give the party alleged to have committed the ethical violation the right to present his/her arguments in response to the submitted request.
3. Based on the evidence and the complexity of the case, the EC shall decide whether to organize a hearing session for the parties or not.
4. If necessary, as an exception, the EC may organize more than one hearing session for the parties. The EC shall decide on this matter based on the complexity of the case and within the deadlines set forth in this regulation.
5. In terms of the right to be heard, the parties involved in the procedure before the EC shall have the right, at any stage prior to the final decision, to submit additional evidence related to the case, which is under review.

Article 39
Decision on the Request by the Ethics Council

1. Upon completion of all procedures, including the review of the request, examination of the evidence, and hearing of the parties involved in the procedure, according to the deadlines set in this regulation, the EC shall issue a decision on the case as the first-instance body.
2. By way of exception, the EC does not act as the first-instance body in cases where, according to the Statute, the first-instance decision must be made by the University Senate, such as in cases involving the revocation of an academic title or termination of employment. In all such cases, the EC shall recommend to the Senate the appropriate measure to be taken in the specific case, including the decision on termination of employment in cases of serious violations, as defined in the Code of Ethics and this regulation.
3. The Senate, with justification, strong reasoning, and based on the recommendation of the Ethics Council, may revoke the title of a holder, in accordance with Article 163 of the University Statute.
4. The EC shall make a decision on the case, according to the request submitted by the authorized parties, in a hearing session in the form of a deliberation and decision-making session.
5. Regarding the case, concerning the decision on the request as the first-instance body, the EC may take the following decisions:
 - 5.1. Approve the request fully as justified;
 - 5.2. Approve the request partially;
 - 5.3. Dismiss the request if it is anonymous;
 - 5.4. Reject the request if it is unsubstantiated.
6. The EC may also decide on the inadmissibility of a request during the preliminary review session if the conditions set forth in this regulation are met, and in such cases, the parties shall be notified.
7. The EC may decide to terminate the procedure if the party submitting the request fails to provide the requested evidence, or if the parties do not respond to the letters and communications sent by the EC.
8. The EC, within a reasonable timeframe and objective possibilities, and with due diligence, shall prioritize cases of sexual harassment, in accordance with the procedure, until a decision is issued.

Article 40
Drafting of the Decisions of the Ethics Council

1. Within a period of fifteen days from the date of decision-making in the deliberation and voting session, the EC shall prepare a reasoned written decision reflecting the conclusions reached during that session.
2. The decision of the EC, in terms of its form, must contain the same elements as those required under the Law on General Administrative Procedure.
3. The decisions of the EC must be reasoned, including an assessment of the evidence and a justification of the reasoning and manner of reaching the final decision.
4. The written decisions of the EC shall be delivered to the parties involved — specifically, to the requester and the party alleged to have committed an ethical violation.
5. The decisions of the EC shall be recorded by the EC's supporting officers in a separate protocol register designated for the EC.
6. The decisions of the EC shall be published in a separate section on the official website of the University of Prishtina, provided that such publication does not conflict with the law on the protection of privacy or any other applicable legislation.

Article 41

Effect of the Decisions of the Ethics Council on the Promotion Procedure

1. If a case being processed by the EC is directly related to matters that are subject to evaluation in the appointment or promotion procedure — and specifically involves plagiarism or serious ethical violations as defined in this regulation — the decision-making bodies may postpone taking a decision in the appointment or promotion procedure until the EC issues its decision.
2. The EC may not decide on or review issues that pertain to or are evaluated within the appointment, promotion, or election procedures at the University of Prishtina, except in cases where there is a well-founded suspicion of an ethical violation.
3. A well-founded suspicion must be specifically related to ethical violations explicitly defined in the Regulation on Work and Procedure. The EC shall not interpret or interfere with the discretionary assessments made by the committees responsible for the selection of candidates.
4. The EC shall decide exclusively on ethical matters and shall not evaluate evidence or issues that are under the competence of the University of Prishtina's bodies responsible for academic selection and promotion procedures, as regulated by the respective regulations issued by the Senate.

Article 42

Monitoring the Implementation of the Decisions of the Ethics Council

1. The Ethics Council shall establish a monitoring mechanism to ensure that its decisions and recommendations are implemented by the academic and administrative staff.

2. The administrative support staff shall prepare quarterly reports on the progress of the implementation of the decisions and submit them to the Senate of the UP.
3. In cases where the implementation of the decisions is not carried out, the Ethics Council has the right to propose additional disciplinary measures.

Article 43

Cases of Parallel Implementation of Procedures

1. The procedure of the EC is an independent procedure conducted in accordance with this regulation and concludes with the issuance of a decision by the EC as the first-instance body, or with the issuance of a recommendation when the measure, as the first-instance decision, is to be imposed by the Senate of the UP.
2. No other procedure related to the case shall suspend or interrupt the proceedings concerning ethical matters before the EC.

Article 44

Confidentiality and Data Protection

1. All parties involved in the procedure conducted by the EC are obliged to maintain the confidentiality of any information and data they may become aware of during the entire process.
2. All parties involved in the procedure conducted by the EC shall be informed in advance about the consequences of disclosing confidential information.
3. All parties participating in the procedure conducted by the EC shall sign a declaration of confidentiality.
4. The administrative support staff of the EC are obliged to maintain the confidentiality of case-related data to which they have access and shall sign a confidentiality declaration to that effect.

Article 45

Complaint Procedure

1. Parties dissatisfied with the decisions of the EC may submit an appeal against such decisions to the Senate of the University of Prishtina within thirty (30) days from the date of receipt of the EC's decision.
2. The decision of the Senate shall constitute the final decision in the administrative procedure.
3. Regarding the appeal against the EC's decision, the Senate of the UP shall decide as follows:
 - 3.1. To reject the appeal and confirm the EC's decision;
 - 3.2. To return the EC's decision for reconsideration;
 - 3.3. To overturn the EC's decision and decide as the final body in the administrative

procedure, providing reasoning and justification;

3.4. The reasoned and justified decision shall be delivered to the parties, the Ethics Council, and the Rector.

4. In cases where the Senate acts as the first-instance body in procedures conducted by the EC, the appeal against the Senate's decision shall be submitted to the University's Governing Council.
5. The Governing Council shall decide on the case within the timeframe specified under the Law on General Administrative Procedure.

PART III

TRANSITIONAL AND FINAL PROVISIONS

Article 46

Cases of the Ethics Council Prior to the Entry into Force of this Regulation and Other Matters

The EC begins the implementation of this regulation immediately after its approval and entry into force.

1. All cases submitted to the EC, through requests, from the moment of the entry into force of this regulation, shall be conducted based on the provisions of this regulation.
2. The UP shall take all administrative measures for the implementation of this regulation, no later than three (3) months after its entry into force, including the establishment of the EC office, budgetary matters, and the issuance of concrete decisions for the purpose of the functioning of the EC, based on this regulation.
3. The mandate of the current members of the EC, appointed by the Senate of the UP based on the regulations and the Code of Ethics no. 1/751, dated 19.07.2013 of the UP, continues until the completion of the four (4) year term, counting from the moment of appointment by the competent body.
4. The Senate, as the competent body, in the event that the mandate of a member of the EC has expired, may reconfirm the same member or appoint new members of the EC, based on the criteria set forth in this regulation.
5. The EC, within a period of six (6) months, with the support of non-academic personnel, shall prepare a database of cases and a register of the measures imposed on academic staff.
6. The EC, within six (6) months after the entry into force of this regulation, shall prepare a work report, which reflects the work of the EC up to the entry into force of this regulation.

Article 47

Amendment of the Regulation

1. This regulation may be amended based on the proposal and recommendation of the EC, the Rector, or 1/3 of the members of the Senate.
2. The adoption and amendment of this regulation shall follow the same procedure as its initial approval.
3. The EC may also recommend the adoption and amendment of this regulation, based on practices and the results of its implementation.

Article 48
Repeal

Upon the entry into force of this regulation, the following are repealed:

1. The Regulation on Measures and Ethical Procedures for Academic Personnel of the University of Prishtina, no. 857, dated 11.04.2017; and
2. The Regulation on the Functioning of the Ethics Council, no. 1/629, dated 14.07.2016.

Article 49
Entry into Force

1. This regulation shall enter into force on the day of its approval by the Governing Council of the University of Prishtina.
2. After approval by the Governing Council, this regulation shall be published on the official website of the University of Prishtina.

Altin Sahiti
Chairperson of the Steering Council,