



# Kolegji ESLG

## STUDENT CODE OF CONDUCT

### Article 1 Students Rights

1.1 Student rights are as follows:

1. The right to university education according to the legal provisions in force;
2. The right to use all forms and means possessed by the PBOHE such as classrooms, laboratories, and other means which affect the development of a student's educational activity;
3. To be well behaved;
4. Express his thoughts and ideas;
5. To be informed of what is expected of him.

### Article 2 Student obligations

2.1 To create a working atmosphere for the development of the learning process, and these obligations are defined as follows:

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1. Student should attend classes according to the schedule assigned by the University;
2. Student should respect the University Code of Conduct;
3. Student should respect the integrity of the personality of each member of the College community;
4. Student should be prepared for class;
5. Student should take care of hygiene and the environment;
6. Student should respect the College's rules, regulations and policies issued by the College's decision-making body;



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### **Article 3 Good behavior**

1.1 The community of the College consists of a diverse environment composed of people of different professions, different social, cultural, ethnic, religious and geographical backgrounds. Good behavior of the staff and students is important for maintaining the healthy environment of College and good reputation.

### **Misconduct**

4.1 Misconduct belongs to the one of the following categories:

1. Behavior which causes personal hurt, offence or inconvenience to another person, or which causes damage to the property and order of the College within and outside the College premise;
2. Behavior that affects the rights of other students and other members of the College community in enjoying their right to peaceful learning in the College premise. Such behavior includes concern or distribution of materials that may threaten or abuse another person on religious, sexual or ethnic grounds;
3. Copying that implies looking at another student's work during an exam, copying another students' assignment;
4. Submitting the other person's work as your own without adequate citation. The level of work submitted without proper citation allowed is 10 % of the assignment without bibliography, quotations, and small sources up to 1 %;
5. Unauthorized Test Possession;
6. Taking an exam on behalf of another person;
7. Altering Exams or Assignments;
8. Using technology as an aide during exam without instructor's permission;
9. Facilitating Academic Dishonesty by Others;
10. Submitting Work Previously Used Without Permission;
11. Unauthorized Collaboration;
12. Unauthorized Use of Study Aids;
13. Falsification and misuse of the name, logo and diploma issued by ESLG;
14. High level of plagiarism in the diploma theses;
15. Theft or misuse of College resources;
16. Use of narcotic substances in the College's premises;



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17. Posting and distributing printed materials which lead to subversion, disorder and chaos to the College;
18. Joining, instigating or leading rallies, demonstrations and other forms of unapproved group action which create disorder;
19. Bringing and drinking alcohol inside the College's premises;
20. Misconduct that threatens and puts at risk the health and safety of students as a member of academic community;
21. Entering the premises in a drunken state;
22. Gambling within the premises;
23. Committing acts of vandalism;
24. Forging teachers' signature;
25. Carrying deadly weapons;
26. Committing acts of arson;

### **Article 5 College staff dealing with misconduct cases**

The study program directors, registrar and director of the College deal with cases of student misconduct.

### **Article 6 Sanctions**

6.1 In case of misconduct, the following disciplinary measures shall be imposed against the student depending on the nature of the misconduct:

1. Oral warning;
2. Written warning;
3. Plagiarism awareness workshop;
4. Loss of credit for the work/assignment;
5. Reduction in course grade;
6. Failing grade;
7. Permanent notation on transcript of academic dishonesty;
8. Revocation of degree;
9. Suspension for one month from the teaching process;
10. Suspension for one semester from the teaching process;
11. Suspension for one academic year from the teaching process;
12. Expulsion from the program, Faculty, and College;



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### Article 7

#### **Considerations during imposition of sanctions**

During imposition of sanctions the following considerations shall be given:

1. For Behavior which causes personal hurt, offence or inconvenience to another person – In determining the severity of the violation, the level of personal hurt and offence is determined and whether the hurt, offence, and inconvenience to another person resulted from the intentional action or careless behavior;
2. For Behavior that affects the rights of other students and other members of the College community - In determining the severity of the violation, the intensity of interference with other person's right and intention should be taken into account;
3. For copying - In determining the severity of the violation, the weight of the exam or the assignment as related to total percentage of subject grade, the amount of copied material, and the intent whether the copying was with premeditation or without premeditation.
4. For submitting the other person's work as your own without adequate citation - In determining severity of the violation, the weight of the assignment to the total percentage of subject grade shall be taken into account or, whether the fabrication or plagiarism represents a substantive portion of the assignment. The severity of the violation is also determined based on whether the plagiarism resulted from the intentional dishonesty or careless scholarship.
5. For Unauthorized Test Possession – In most instances, this form of violation has intention to defraud and is conducted with premeditation. The way how student obtained the exam shall determine the level of severity, although this violation is severe in itself;
6. For taking an exam on behalf of another person – In most instances, this form of violation has intention to defraud and is conducted with premeditation, the level of severity is determined based on the course grade percentage the violation contributes to. Signing on behalf of another person to gain participation points versus completion of an assignment and versus taking an exam on behalf of another person determines the level of severity;
7. For altering Exams or Assignments - In most instances, this form of violation has intention to defraud and is conducted with premeditation. In determining severity, the extent to which the exam or assignment was altered should be taken into account and the percentage of the exam in the total percentage of subject grade;



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8. For using technology as an aide during exam without instructor's permission – In determining the severity of violation, the type of technology that was used in the violation should be considered, the level of premeditation, impact on the total subject grade, and level of dishonest activity;
9. For facilitating Academic Dishonesty by Others – In determining the severity the level of facilitation of academic dishonesty should be considered and the impact that the academic dishonesty facilitation had on the final grade;
10. For submitting Work Previously Used Without Permission – Students are not at all times aware of this type of academic dishonesty and to a certain extent the violation occurs in an unintentional manner when compared to other types of academic dishonesty violations;
11. For Unauthorized Collaboration – In determining the severity, the level of premeditation should be considered, the influence on the final grade of student, and the level of academic dishonesty. The sanction should be more severe if the students were explicitly instructed not to collaborate.
12. For unauthorized Use of Study Aids – In determining the severity, the level of premeditation should be considered, the influence on the final grade of student, and the level of academic dishonesty;
13. For falsification and misuse of the name, logo and diploma issued by ESLG – In determining the severity, the level of premeditation should be considered and the level of misuse of name, logo, and diploma;
14. For high level of plagiarism in the diploma theses - In determining the severity, the level of plagiarism, presenting other person's work as its own work, cheating on the methodology and results should be taken into consideration;
15. For theft or misuse of College resources – In determining the severity, the level of premeditation should be taken into account, financial situation of the student, and whether the student has any previous offences;
16. For Use of narcotic substances in the College's premises – In determining the severity, the premeditation should be established whether it is for personal use or distribution;
17. For posting and distributing printed materials which lead to subversion, disorder and chaos to the College – In determining the severity of the violation, the premeditation should be considered and whether the person is the offender for the first time or repeated offender;
18. For joining, instigating or leading rallies, demonstrations and other forms of unapproved group action which create disorder – In determining the severity the premeditation should be established;



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19. For bringing and drinking alcohol inside the College's premises – In determining the severity, the frequency of offense should be taken into account;
20. For misconduct that threatens and puts at risk the health and safety of students as a member of academic community - In determining the severity, the frequency of offense should be taken into account
21. For entering the premises in a drunken state - In determining the severity, the frequency of offense should be taken into account;
22. For gambling within the premises - In determining the severity, the frequency of offense should be taken into account
23. For committing acts of vandalism – This act has premeditation in itself;
24. For forging teachers' signature - This act has premeditation in itself;
25. For carrying deadly weapons – This act has premeditation in itself;
26. For committing acts of arson - This act has premeditation in itself;

### Article 8 Range of sanctions

1. For Behavior which causes personal hurt, offence or inconvenience to another person – The sanction should range from written warning to suspension for one month;
2. For Behavior that affects the rights of other students and other members of the College community – The sanction should range from written warning to suspension for one month;
3. For copying – The sanction should be from reduced assignment grade to reduced course grade and to failing grade for the entire course depending on the severity;
4. For submitting the other person's work as your own without adequate citation – The sanction shall range from redoing the exam to reduced grade for assignment to reduced course grade and to failing grade depending on the severity;
5. For Unauthorized Test Possession – The sanction should range from zero points to exam to failing grade for the entire course;
6. For taking an exam on behalf of another person – The sanction should range from zero points in exam to noting the academic dishonesty in the transcript to suspension for three months;
7. For altering Exams or Assignments – The sanction should range from failed exam to failed course and suspension to three months;



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8. For using technology as an aide during exam without instructor's permission – The sanction should range from reduced assignment/exam grade to failed grade for assignment;
9. For facilitating Academic Dishonesty by Others – The sanction should range from failed course to suspension for one month;
10. For submitting Work Previously Used Without Permission – The sanction should range from written warning to zero points for assignment to zero points for the course;
11. For Unauthorized Collaboration – The sanction should range from repeating the assignment to reduced course grade;
12. For falsification and misuse of the name, logo and diploma issued by ESLG – The sanction should range from suspension to one month to suspension to three months;
13. For high level of plagiarism in the diploma theses – From written warning to suspension to six months and revocation of degree;
14. For theft or misuse of College resources – From warning to dismissal;
15. Use of narcotic substances in the College's premises – From warning to dismissal;
16. For posting and distributing printed materials which lead to subversion, disorder and chaos to the College – The sanction should range from one month suspension to six month suspension;
17. For joining, instigating or leading rallies, demonstrations and other forms of unapproved group action which create disorder – The sanction should range from one month suspension to six month suspension;
18. For bringing and drinking alcohol inside the College's premises – From one month suspension to three month suspension;
19. For misconduct that threatens and puts at risk the health and safety of students as a member of academic community – From one month suspension to expulsion;
20. For entering the premises in a drunken state – From warning to one month suspension;
21. For gambling within the premises - From warning to one month suspension
22. For committing acts of vandalism – Expulsion;
23. For forging teachers' signature – Expulsion;
24. For carrying deadly weapons – Expulsion;
25. For committing acts of arson – Expulsion;



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### **Article 9 Entry into force**

9.1 This Code shall enter into force on the date of its signature by the President of the Management Board.

Prof. Dr. Edmond Hajrizi, 20.10.2022

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