	EPOKA UNIVERSITY			
	CODE OF ETHICS			
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PREAMBLE

The Code of Ethics (hereinafter the Code) determines the basic ethical standards for the academic, assisting academic, administrative and support staff members as well as students at EPOKA University (hereinafter the University) - an international higher education institution, striving to be an innovative and influential teaching and research institution, serving the fundamental human values through the production, dissemination and development of knowledge at an international level as well as to contributing to the improvement of the life quality of society based on national and regional needs. The University aims at raising well-prepared, productive and competent individuals with a research-oriented spirit, who possess professional ethics and social sensitiveness and are also open towards national and international challenges.

The Code of Ethics aims to build and maintain high professional and ethical standards among members of the University community, strengthen loyalty, ensure the transparency and social responsibility of the University's activities, and encourage the freedom of research, teaching, and learning, as well as promote a positive image and increased visibility of the University.

I. GENERAL PROVISIONS

Article 1

The Code of Ethics of EPOKA University is drafted based on and pursuant to the Law no. 80/2015, dated 22.07.2015 “On Higher Education and Scientific Research in the Higher Education Institutions in the Republic of Albania”, the Statute of EPOKA University and other by-laws in force related to the scope of this Code.

Article 2

Academic, assisting academic, administrative and support staff members as well as students demonstrate their loyalty to the University by respecting the basic principle of implementing its core values and the commitment to maintaining and raising the University’s profile and values achieved through teaching, research as well as in publicly representing the University.


Article 3

The University’s core values are as follows:

Epoka University:

- Believes in the universality of education and research;
- Obeys to universal legal principles and rules;
- Is respectful and tolerant towards different religions, languages, genders, nationalities, colors, and differences in opinion;

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- Shows no compromise regarding the preservation of justice and integrity;
- Keeps institutional identity in the forefront;
- Adopts a participatory, transparent, decision-oriented, sensitive, rapid and effective governance;
- Continuously interacts with the community to become a pioneer and a model of learning and research at the local and international level;
- Is a student-focused institution in all procedures;
- Gives importance to the harmony, liaison and satisfaction of its personnel;
- Is open to innovation;
- Pursuits excellence;
- Values time;
- Creates a safe and sustainable environment in the premises;
- Puts emphasis on the conduct of original research.

To implement these values academic staff members, assisting academic staff members, students and all other personnel strive for integrity and a responsible attitude towards their work, adopt a critical stance, and exercise tolerance and openness to new ideas.

Article 4

Academic, assisting academic, administrative and support staff members as well as students uphold the mission of the University by fully and consistently performing their teaching and research activities, by their responsible participation in University bodies, and by acting in accordance with the University's core values outside its environment.

Article 5

The integrity of the University personnel is mainly expressed through professional excellence and ethical conduct.


Article 6

A responsible attitude towards work is demonstrated by complete and regular fulfilment of work obligations, and by initiative and readiness to engage in other assignments when necessary. Academic staff members and assisting academic staff members exercise a responsible working attitude through their commitment to research as well as by following and contributing to development in their field of research even when the results will not directly affect their career advancement and remuneration.

Article 7

The fundamental aim of academic, assisting academic, administrative and support staff members as well as students is intellectual independence, which enables a critical stance towards various

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issues in the social environment and in research or professional activity. A critical stance is understood as a commitment to constructive criticism and a rejection of any apriorism.

Article 8

Exercise of tolerance by academic, assisting academic, administrative and support staff as well as students enables critical acceptance of diversity and openness to new ideas is the foundation of creativity and one of the key teaching and research virtues. Advocating values, constructive criticism and responsible acceptance of new ideas ensure a high level of quality.

II. TEACHING

Article 9

Academic freedom

Academic freedom is the right and also the fundamental responsibility of academic staff members, assisting academic staff members and students. Academic staff members and assisting academic staff members exercise their academic freedom through teaching, research, and creative activities, which are aligned with the generally accepted ethical and University standards. Teaching and methods of instruction are based on scientific findings and empirical evidence.

Article 10

Academic staff members, assisting academic staff members and students form an indivisible community, with academic staff members exhibiting openness and commitment in order to assure students of an encouraging learning environment, while the students contribute their part to the normal course and continuous improvement of the teaching process through their conscientious and responsible work.


Article 11

The aim of instruction is to disseminate knowledge and encourage creative, critical and responsible thinking.

Article 12

For students, academic freedom means commitment towards reaching their goals through responsible study and personal initiative as well as adoption of responsible conduct in line with the Code of Ethics and generally accepted standards.

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III. RESEARCH

Article 13

Honesty in research

Research activities are based on research freedom, academic freedom, personal integrity, and research honesty.

Article 14

Research honesty involves consistent respect of authorship, correct recognition and citation of other scholars' research achievements, the consistent use of appropriate research methods, fair and professionally irreproachable interpretation of results and honest data reporting, and objective examination of research hypotheses.

Article 15

Conducting research

In addition to the regulations in force, researchers at EPOKA University adhere to internationally recognized ethical rules and standards that apply to their specific fields of research.

IV. ACTIVITIES AND CONDUCT OF STAFF MEMBERS AND STUDENTS OUTSIDE THE UNIVERSITY ENVIRONMENT


Article 16

When speaking or acting as private persons outside the university, academic, assisting academic, administrative and support staff members as well as students respect the values and ethical standards as defined in this Code. Members of the University community have the right to join political parties, professional and interest associations, religious communities, and other organizations, and may express their own opinions as private persons. When they speak or act as private persons, they avoid potential conflicts of interest so that their activities do not conflict with their responsibilities and duties at the University.

Article 17

Academic staff members may not perform activities outside the University if these activities hinder the normal course of the teaching or research process at the University.

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Article 18

When involved in activities outside the University, academic staff members must abide by the University's core values and the regulations in this Code, especially regarding honesty, critical stance and the dignity of academic profession.

V. CONDUCT TOWARDS UNIVERSITY RESOURCES

Article 19

Academic, assisting academic, administrative and support staff members as well as students at the University are obliged to use the equipment, facilities, and financial means they are entrusted with in accordance with their proper purpose and with due diligence. They must strive to use these resources economically and to the greatest possible benefit to the community. University resources may not be used for private gain.

VI. MANAGING AND ADMINISTRATIVE POSITIONS AT THE UNIVERSITY

Article 20

In their conduct, academic staff members, other personnel and students who hold managing and administrative positions at the University adhere to the highest ethical standards. They perform their duties in the spirit of the academic tradition with dedication and responsibility, taking into account the long-term effects of the measures they propose and introduce and seek to achieve consensus in their decision-making.

VII. THE ETHICS BOARD


Article 21

The Ethics Board is established and organized based on and functions pursuant to the Law no. 80/2015, dated 22.07.2015 "On Higher Education and Scientific Research in Higher Education Institutions in the Republic of Albania", the Statute of EPOKA University and Regulation "On the Functioning of the Ethics Board".

Article 22

The Ethics Board promotes and reviews issues related to ethics during the teaching and research process as well as in other institutional activities, ensures compliance with the Code of Ethics by

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the University community and is responsible for the promotion of the ethics policies, particularly in the areas of academic freedom, teaching, research and publications, while respecting the principles and standards in accordance with the legislation in force and with international best practices.

Article 23

The Ethics Board reviews, investigates and makes decisions on matters submitted regarding the ethics of academic, assisting academic, administrative and support staff members, as well as students. It makes proposals to the Rector about these issues.

VIII. FINAL PROVISIONS

Article 24

Entrance into Force

This Code enters into force on the day of approval by the Academic Senate of EPOKA University.

Article 25

Enforcement

The enforcement of this Code is ensured by the Rector of EPOKA University.

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