



Code of Research Conduct and Research Ethics

At the Faculty of Electrical and Computer Engineering (FECE) at University of Prishtina "Hasan Prishtina"

SECTION I: INTRODUCTION

Article 1 Objective and scope

1. The objectives of the Code of Research Conduct and Research Ethics hereinafter referred to as the "Code", are:
 - a. to foster development and respect for the people involved in research activity,
 - b. promote merit and excellence in research,
 - c. facilitate profitable exchange with the scientific community,
2. The Code aims to identify, disseminate and strengthen the essential values in education, research, study, consultancy and support activities intrinsic to a public university, by promoting the acceptance of ethical and social duties and responsibilities towards the institution and society.
3. The Code is applicable to all professors and education staff, both permanent and temporary positions at FECE; researchers, including research collaborators; students of all levels; directors and technical-administrative staff; members of academic bodies and/or Faculty collegial bodies; guests; economic operators, i.e. companies whose staff provide services for the academic community.
4. This Code complements and extends the University of Prishtina Code of Ethics for Academic staff which is applicable to all academic staff at University of Prishtina. If there is any conflict, discrepancy, or inconsistency between the provisions of this Code and the University of Prishtina Code of Ethics, the provisions of the latter shall prevail.

Article 2

Principles of good scientific and research practice

1. Scientific research work is based on fundamental principles that apply in equal measure to all disciplines. The main principles that govern good and ethical research are:
 - a. Responsibility
 - b. Respect and integrity
 - c. Professionalism and truthfulness,
 - d. Fairness,
 - e. Trust, honesty and transparency
2. Examples of good scientific practice include, for example:
 - a. Respecting general principles of doing scientific work, in particular:
 - Truthfully document state of the art and respect the work of others when referencing prior work
 - Truthfully and professionally document own results,
 - Consistently question one's own findings,
 - Maintain strict honesty with regard to the contributions of partners, competitors and predecessors,
 - b. Show cooperation and leadership responsibility in working groups,
 - c. Supporting young scientists,
 - d. Ensuring the integrity, safeguarding and storage of primary data,

- e. Using scientific publications as a medium in which scientists can give account of their work,
 - f. Respecting the property of others,
 - g. Maintaining ethical standards when carrying out surveys, experiments and trials.
3. Compliance with and dissemination of the relevant rules are first and foremost the responsibility of the individual scientists, especially if they act as project managers, as heads of working groups, as supervisors or otherwise as superiors. The research centers, laboratories and departments within FECE are in charge of the tasks with which they are entrusted in education, the promotion of young scientists and the organization of research and academic life. They are thus responsible for the organizational and institutional preconditions for ensuring good scientific practice.

SECTION II: EXPECTED BEHAVIOUR

Article 3

Responsibilities of academic and research staff

1. FECE academic and research staff must comply with the principles of good scientific practice, both those generally recognized by the international scientific community and those specific to the different research areas
2. FECE academic staff must take into account any risks associated with their research work, including those of an ethical, social, and environmental nature;
3. FECE staff involved in research are accountable for the results of their research and must make them available for public discussion;
4. FECE academic staff are fully responsible for the contents of their scientific publications, unless otherwise specified;
5. FECE academic staff are responsible to ensure all applicable legislation is complied with and proper approvals are obtained when involved in research activities that may have ethical implications.
6. FECE academic staff are responsible for informing their collaborators, when requested, on the aims of the research project in which they are involved.

Article 4

Respect and integrity of staff and students involved in research activities

1. FECE academic/research staff and students involved in research activities must explicitly declare their affiliation with University of Prishtina, Faculty of Electrical and Computer Engineering in their research activities;
2. FECE academic/research staff and students are expected to treat all administrative and technical staff respectfully and maintain the integrity of relationships with all University staff, regardless of their position.
3. Senior FECE academic staff at must pay proper attention to ethics and integrity of the research, and transmit these values to the junior staff and students under their mentorship.
4. FECE academic/research staff must avoid conflict of interest and clearly state in advance any potential conflict of interest;

5. FECE academic/research staff should remain impartial and guarantee anonymity when required during peer review and evaluation processes.
6. FECE academic/research staff and students involved in research activities should not use the means and information they have for personal or private purposes;
7. FECE academic/research staff and students involved in research activities should only agree to be listed as an author/co-author in a publication when they have contributed to a design or work or discussion of the results presented therein;
8. FECE academic/research staff should refrain from participating in decisions or activities that may directly or indirectly involve them or their family members with financial or non-financial interests;
9. FECE academic/research staff should observe professional secrecy and the legislation regarding the protection and processing of personal data.

Article 5

Professionalism and truthfulness in research activity

1. FECE academic/research staff should always make sure to conduct research activity in line with the behavioural standards of their scientific community.
2. FECE academic/research staff should always strive to pursue original research results and to respect intellectual property;
3. FECE academic/research staff should never change, invent or attribute results that have not been obtained from their own research activity;
4. FECE academic/research staff should always quote all sources in research outcomes;
5. FECE academic/research staff should, if necessary, promptly correct or redraw the results of their works, providing the reasons for this;
6. FECE academic/research staff should ensure that all the necessary steps to obtain the results from the original data are documented, in order to ensure that the results obtained can be reproduced;
7. FECE academic/research staff should declare their role in the research activity, by clearly defining when they speak on a personal level or on behalf of FECE;
8. FECE academic/research staff should strive to strike a correct balance between the needs of work and those of private life.

Article 6

Fairness, trust, transparency

1. FECE academic/research staff must ensure that access to data is "as open as possible and closed when necessary", that data management is in accordance with the principles of traceability, accessibility, interoperability and reuse, and provide clear information on how to access them;
2. FECE academic/research staff in charge of a research project must clearly state methods and rules that allow access to the data or original research material by those who, having left the research group, request them;
3. FECE academic/research staff must ensure that the research results are public, unless otherwise required due to confidentiality or contractual obligations;
4. FECE academic/research staff must strive to publish their results, as far as possible, in accordance with the principles of open access;

5. FECE academic/research staff shall recognise and trust the abilities of their colleagues and collaborators.

SECTION III: UNACCEPTABLE BEHAVIOUR

Article 7 Scientific misconduct

Any substantial, deliberate or grossly negligent breach of the principles of expected behavior during research activity, as laid down in Section II, shall be considered a serious case of scientific misconduct.

Article 8 Deliberate misrepresentation and falsification

1. Scientific misconduct by individual scientists shall be considered any case of:
 - a. Invention of data
 - b. Falsification of data and sources by, for example,
 - c. falsification of content,
 - d. Suppression of relevant sources, references or texts,
 - e. Manipulation of sources, representations or illustrations
 - f. Selection and rejection of unwanted results without disclosure
 - g. Incorrect statements in a job application or a funding application (including false declarations on a publication medium and on forthcoming publications)
 - h. Incorrect information to selection or advisory commissions about the scientific accomplishments of applicants.

Article 9 Infringement of intellectual property

1. Scientific misconduct by individual scientists shall be considered any case of:
 - a. Plagiarism, unauthorized use of copyright-protected work by another person or presumption of authorship of any scientific findings, hypotheses, teachings or research approaches of others by shall be considered a case of serious misconduct.
 - b. Exploitation of the research approaches and ideas of others, especially when access is granted during the review process and when acting as a referee.
 - c. Unjustified claims to scientific authorship or co-authorship without having made a contribution of one's own,
 - d. Unauthorized publication or disclosure to third parties while the work, the finding, the hypothesis, the teaching content or the research approach has yet to be published,
 - e. Claiming (co-) authorship of another person without that person's consent.

Article 10 Impairment of the research work of others

1. Scientific misconduct by individual scientists shall be considered any case of:

- a. Sabotage of the research work of others such as by damaging, destroying or manipulating experimental setups, equipment, documents, hardware, software, chemicals or other items another person needs for an experiment,
- b. Fraudulent adjustment or theft of books, archive material, manuscripts, or datasets,
- c. Deliberate destruction of scientifically relevant information media,
- d. Elimination of primary data insofar as it constitutes a breach of statutory provisions or of recognized subject-specific principles of scientific work,
- e. Unlawful destruction or unauthorized disclosure of research material.

Article 11
Shared responsibility

A shared responsibility for misconduct may result inter alia from active participation in misconduct by others, from complicity in falsification by others, from co-authorship of publications involving falsifications and from gross neglect of supervisory responsibility.

Article 12
Procedures in cases of misconduct

1. Any person, regardless of their relationship to the University of Prishtina and FECE, can report cases of scientific misconduct to the Dean of FECE or FECE Council.
2. Reports can also be made directly to the University of Prishtina Ethics Council or Rector.
3. The recipient of the report is required to forward the report to the University of Prishtina Ethics Council.
4. Cases of scientific misconduct shall be processed by the University of Prishtina Ethics Council, which is the body responsible for issuing disciplinary measures to University academic staff.