

**UNIVERSITY OF EAST SARAJEVO  
UNIVERSITY SENATE**

**CODE OF PROFESSIONAL ETHICS  
AT THE UNIVERSITY OF EAST SARAJEVO**

**East Sarajevo, May 2018**

Based on Article 64, paragraph 2, point c) of the Law on Higher Education ("Official Gazette of RS", number: 73/10, 104/11, 84/12, 108/13, 44/15, 90/16 and 31/ 18) and articles 34 and 145 of the Statute of the University of East Sarajevo, the Senate of the University of East Sarajevo at the XLVII session held on 05/31/2018, adopted

## **CODE OF PROFESSIONAL ETHICS AT THE UNIVERSITY OF EAST SARAJEVO**

### **I – GENERAL TERMS**

#### **Article 1.**

##### **(Subject)**

The Code of Professional Ethics at the University of East Sarajevo (hereinafter: the Code of Ethics) establishes moral principles, principles of professional ethics in teaching, artistic and scientific research work, as well as the method and procedure for determining responsibility for violation of ethical principles and the measures that are imposed for violations of ethical principles at the University of East Sarajevo (hereinafter: the University).

#### **Article 2.**

##### **(Objective)**

- (1) The code of ethics is adopted with the aim of preserving the dignity of the profession, developing and improving the moral values of the academic community and protecting the value of knowledge, respect and raising the awareness and responsibility of university teachers and all members of the academic community to the University.
- (2) The Code of Ethics is applied in the professional and public activities of all Articles of the academic community, namely: teaching, scientific-research, artistic staff, students and administrative staff of the University.
- (3) The principles of the Code of Ethics are applied in an appropriate manner to persons who are not members of the academic community of the University, but participate in the work and activities of the University and if their behavior and activities can be directly connected with the University.
- (4) The faculties/academies of the University are obliged, within their competences, to take care of the realization and improvement of ethical standards at the University in accordance with the Code of Ethics, and to provide the conditions necessary for familiarizing the Articles of the academic community with the rules concerning their rights and obligations.
- (5) Teaching-scientific councils of faculties/teaching-artistic councils of academies of the University can, by their general act, supplement standards of behavior and determine other morally unacceptable behaviors, rules specific to a particular faculty/academy, in such a way that they do not contradict this Code of Ethics.

#### **Article 3.**

##### **(Definitions)**

- (1) Certain terms used in the Code of Ethics have the following meaning:
  - a) The term "Articles of the university community" means all persons who study, teach, engage in scientific and/or artistic work, collaborate in the implementation of scientific, artistic and/or teaching programs, and operate within joint and auxiliary services, regardless of type and the duration of the contract based on which they exercise their rights and obligations at the University;
  - b) The term "university community" means the totality of Articles of the university community;

- v) The term "Articles of the academic community" means all persons who participate in teaching, artistic work, scientific research and mentoring activities at the University;
  - g) The term "academic community" means the totality of Articles of the academic community;
  - d) The term "teacher and associate" includes all persons who participate in teaching (lectures and exercises) at the University, regardless of the type and duration of the contract based on which they teach;
  - đ) The term "student" includes all persons following an education program at the University, regardless of their status and the study cycle they attend (I, II or III cycle).
- (2) If any of the expressions used in this code of ethics refer to natural persons, all expressions in the masculine gender should be interpreted in such a way as to include persons of the female gender and vice versa.

#### **Article 4.**

Procedures prescribed by this code of ethics cannot be a substitute for civil, criminal, administrative, disciplinary and other procedures regulated by laws and general acts of the University.

## **II - BASIC PRINCIPLES OF PROFESSIONAL ETHICS**

#### **Article 5.**

##### **(Protection of human rights and dignity)**

- (1) The University is obliged to ensure the enjoyment of human rights that are exercised within that community, and other rights guaranteed by the Constitution and other positive regulations in the Republic of Srpska to each Article of the academic community.
- (2) All Articles of the university academic community should be respected and respected in accordance with the rules arising from respect for their life, integrity and dignity.
- (3) The University is obliged to recognize the right of all its Articles and provide conditions for unhindered professional development and training, in accordance with the possibilities.
- (4) All Articles of the University have an obligation and responsibility towards others in terms of honest, sincere and unbiased behavior, promotion of professional and professional work.

#### **Article 6.**

##### **(Equality and fairness)**

- (1) The University has the duty to ensure equal working conditions, equality and fairness to all Articles of the academic community and equal conditions for the fulfillment of professional obligations, the display of intellectual abilities and advancement.
- (2) Members of the university community must not abuse their authority and must not allow personal interests and relationships to diminish the effects of objective and professional judgment and thus jeopardize the ethical and professional performance of work duties.

#### **Article 7.**

##### **(Compliance with laws and regulations)**

- (1) Articles of the academic community are obliged to respect the laws and legal regulations that concern them and their obligations as Articles of that community.
- (2) The University has the obligation to ensure the conditions that would enable all Articles of the academic community to be aware of their rights and obligations.

(3) The University is obliged to ensure an equal possibility of complaint and an equal position in the procedure of examining violations of the provisions of the Code of Ethics.

**Article 8.**  
**(Professionalism)**

(1) Members of the academic community are obliged to responsibly, professionally and ethically flawlessly fulfill their obligations towards students, work colleagues and other employees at the University.

(2) The obligation of Article's academic community is to respect the criteria of expertise and success, to constantly improve professionally within their interest-professional area and to base their work on the principles of cooperation and unity in professional relations with the aim of making the best possible use of university resources.

**Article 9.**  
**(professional training and advancement)**

(1) The obligation of all teachers of the academic community is to continuously improve themselves and to persist in raising standards and knowledge within the chosen scientific-teaching area.

(2) The teacher continuously improves the profession by publishing his own results, exchanging knowledge, data and experiences with colleagues and students, and through work in scientific, professional and artistic associations.

(3) The teacher points out unprofessional and unfounded claims related to his science or profession, avoiding and preventing actions that would underestimate, devalue or dishonor the reputation and dignity of individuals or institutions.

(4) The teacher publicly expresses his opinion on professional issues if it is based on important scientific facts based on scientific truth.

(5) The University is obliged to provide all members of the academic community with equal conditions for advancement, which are based on the fulfillment of professional obligations.

(6) The criteria that are the basis for assessing professional performance must be objective and impartial.

(7) It is the professional responsibility and obligation of teachers to take care of the rejuvenation of the academic community, and achieve the advancement and independence of younger teachers and members of the academic community.

**Article 10.**  
**(Publicity of work and data)**

(1) The University applies transparency in its work and regulations as one of its basic values.

(2) All regulations issued by the University authorities must be clear, precise, unambiguous and accessible to everyone.

(3) The academic community is obliged to respect the transparency and availability of criteria and procedures for fulfilling professional obligations (exams, admissions, advancement in the profession, etc.).

(4) All members of the academic community, who through their work at the University come into contact with data that has the status of confidentiality, should protect the secrecy of that data in accordance with legally relevant regulations.

**Article 11.**  
**(Public performance and attitude towards the institution)**

(1) In accordance with the role of the University in society, Members of the academic community can perform publicly and express themselves freely, which includes performances in front of the public, in electronic and print media, as well as through other forms of activity.

(2) Members of the academic community participate in social life like all citizens, but coordinate their engagement with obligations within the scientific field for which they were elected, obligations towards students, teaching and interests in the academic institution.

(3) Members of the academic community who have a higher title may not restrict or prevent the public speaking of members of the academic community with a lower title, nor condition that performance in any way.

(4) Members of the academic community who appear publicly in the name and on behalf of the University are obliged to clearly and unequivocally announce that they represent the interests of the University, when speaking publicly, and they are expected to act in accordance with the highest professional and ethical standards.

(5) In public appearances, members of the academic community must not discredit institutions and individuals without argument.

(6) Generally accepted moral principles must be observed during public performances.

(7) Presentations at sessions, public gatherings, and performances in all types of media are considered public performances.

(8) In relation to the institution, all Members of the academic community are obliged to protect the integrity of the academic institution and to work to the best of their knowledge, conscientiously, diligently, culturally and dedicatedly and are obliged to adhere to the following standards:

- respect the organization of the institution with the freedom to criticize and propose changes to its rules,
- in case of employment outside the academic institution, they regulate their work in accordance with the relevant regulations and harmonize it with the interests of the parent institution,
- in all procedures related to the realization of the standards from the Code of Ethics or related to them, members of the academic community whose rights and interests are in question should be given the opportunity to participate in the procedure, the right to state the relevant allegations and to present their arguments , as well as an equal position in relation to other participants who are in the same or similar position.

## **Article 12.**

### **(The principle of academic freedom)**

(1) Members of the academic community of the University enjoy the freedom to examine and test their knowledge and offer new ideas and opinions, seek and defend the truth in their work, encourage free and responsible access to learning and the expression of acquired knowledge, without exposing themselves to the risk of losing employment or any other right guaranteed by the Constitution and the law.

(2) The University will support and encourage the freedom of opinion and expression of all Members of the academic community of the University, as its core value.

## **Article 13.**

### **(The principle of academic honesty)**

The academic integrity of the members of the academic community of the University is based on independence and originality in scientific, artistic and teaching work, i.e.

conducting original scientific research, presenting one's own results and strictly respecting the copyrights of others.

#### **Article 14.**

##### **(The principle of autonomy of scientific research, teaching and artistic work)**

- (1) Members of the academic community of the University are free to examine and have a critical attitude towards scientific, artistic and social values.
- (2) Members of the academic community have the right to unhindered professional development and training in accordance with personal plans and opportunities, to the extent that the same right is not violated in another Article of the academic community.
- (3) Members of the academic community have the right to protection from any form of restriction or denial of the right to academic freedom, within the limits of their duties and rights established by law and general acts of the University and in accordance with the regulations and goals of the University.

#### **Article 15.**

##### **(The principle of protecting the reputation of the University)**

Members of the academic community are obliged to, taking into account the general interests of society, protect the integrity and reputation of the University and to work conscientiously, responsibly and dedicatedly, according to their knowledge and current capabilities.

#### **Article 16.**

##### **(Authorship of scientific research papers and other documents)**

- (1) Violation of norms and values of intellectual honesty is unacceptable. Any form of plagiarism of works and ideas will be considered a direct violation of this code of ethics.
- (2) All members of the academic community who participate in scientific research and teaching work must guarantee the originality of their published works, as well as accuracy and honesty in the presentation and citation of information.
- (3) Members of the academic community are required to list as authors only those participants who participated intellectually in the process of creating a scientific work.
- (4) Any forgery and taking over of the works of others, without their knowledge and approval, is not approved and is considered unethical.
- (5) Falsification or misinterpretation of academic achievements is considered inadmissible.

### **III UNACCEPTABLE BEHAVIOUR**

#### **Article 17.**

##### **(Discrimination)**

- (1) Any form of direct and indirect discrimination based on religion, ethnic and national affiliation, race, gender, sexual orientation, property status, origin, family status, age, pregnancy, disability, physical appearance, political belief and health is considered inadmissible. condition,
- (2) The exclusive and only criteria for evaluation and advancement must be expertise, ability, professionalism, competence and professional results.

#### **Article 18.**

##### **(Harassment)**

- (1) Any act of inappropriate behavior towards another person that is intended or that in fact represents a violation of personal dignity in the sense of this Code of Ethics constitutes

harassment, interferes with the performance of work tasks or reduces the quality of life of that person.

(2) Any single or repeated act, whether verbal or non-verbal or physical, as well as the creation of unpleasant and hostile working and educational circumstances, leads to harassment, intimidation and disruption of another person or management body.

(3) Demonstratively leaving the sessions of the senate, teaching-scientific council of the faculty/teaching-artistic council of the academy, administrative body and other bodies, is a disparagement of the work of the body and the persons present.

#### **Article 19.**

##### **(Sexual harassment)**

(1) In terms of this code of ethics, sexual harassment is unacceptable behavior, which represents the absence of consent or refusal of the other party, and concerns:

- a) sending verbal and physical proposals of a sexual nature to another person;
- b) physical education,
- c) making jokes or allusions that are sexually colored, including remarks about gender and sexual orientation;
- g) mocking and ridicule on a sexual basis;
- d) exposing another person to offensive and disturbing material;
- f) demanding sexual services.

(2) Failure to report sexual harassment, either by delaying the report or failing to investigate the reported sexual harassment, can also be considered unacceptable behavior.

#### **Article 20.**

##### **(Objective impartiality)**

Members of the community must not allow prejudice of any kind to affect their objectivity in academic, research, administrative, business and management activities, especially in matters affecting the rights of individuals or minority groups:

- a) untruthful presentation of the situation in the organizational unit or the University,
- b) false oral and written reporting on the use of material and personnel resources,
- c) false reporting and presentation of the existence of references of individuals and groups for the performance of teaching and management functions at the University.

### **IV ETHICAL RULES IN TEACHING AND SCIENTIFIC RESEARCH AND ART WORK AT THE UNIVERSITY**

#### **Article 21.**

##### **(Professional duties of academic staff)**

(1) University teachers, associates and researchers are obliged to:

- a) strive to achieve and transmit a high level of scientific knowledge in their scientific field;
- b) ensure the accuracy, relevance, representativeness of the subject content and the appropriate position of the subject within the study program;
- c) strive for students to achieve the course goals and learning outcomes, defined by the study program, as efficiently as possible;
- g) offering all students basically the same opportunities for acquiring knowledge;

- d) contribute to the intellectual development of students within the educational and scientific field in which classes are held, and avoid all activities that could hinder that development;
  - f) ensure the openness and publicity of the examination, as well as the objectivity of the assessment;
  - e) evaluate the work of each student openly, fairly, objectively and in a timely manner;
  - h) respect the educational goals, strategies and standards of the University;
  - z) refrain from any conditioning of taking the exam, conditions that are not defined in the provisions of the study rules, curriculum and study program, and especially from imposing conditions that bring personal financial or other benefits to the teacher or associate;
  - i) take into account the opinions and evaluations of students about the quality of teaching.
- (2) Members of the academic community are obliged to perform their professional duties and university duties in accordance with the regulations and impartially.
- (3) Members of the academic community are obliged to avoid situations that may result in: violation of objectivity and impartiality, especially between members of the community who are in a mutual hierarchical relationship, that is, which include evaluating other people's work and achievements; deciding on the status of persons who are hierarchically subordinate, their professional advancement, benefits, rewarding or punishing.

## **Article 22.**

### **(Unacceptable practices in teaching)**

- (1) University students are obliged to refrain from copying and using illegal means when fulfilling pre-examination obligations and taking exams.
- (2) Unauthorized receiving and giving of aid, which aims to have an impermissible influence on the accuracy of grading in exams, as well as in other forms of evaluation of the work of Members of the University's academic community, is considered to be copying.
- (3) In the event that Members of the academic community conduct teaching or practice in which children, minors or infirm persons participate, they are obliged to treat them with respect for legal and ethical standards. It is not allowed to appropriate the results of the work of children and minors (drawings, written compositions or other similar forms) or to use them outside the regular teaching program without proper notification of parents or guardians and without the express consent of the minor's legal representative.

## **Article 23.**

### **(Use of humans and animals in scientific research and artistic work - Ethics in scientific research)**

- (1) In their scientific and research work, members of the academic community adhere to the following principles of ethics, namely:
- a) deviate intentionally or out of negligence, from accepted research procedures that can lead to various injuries, physical and psychological, both to humans and animals, as well as concealment of such activities, if they are carried out by other members of the academic community;
  - b) apply the principle of conscious and informed consent of subjects, protect their rights and dignity as persons, and take care of animals used for experimental purposes.
- (2) Research that may cause unacceptable risk or physical and psychological harm to research participants, as well as supporting, encouraging or concealing such research conducted by other members of the academic community, is not permitted. The physical integrity, rights and dignity of all persons participating as subjects or participants in scientific research and artistic work must be adequately protected.



(3) In scientific research and artistic work, the principle of informed consent is respected, and on the basis of prior notification of the participants about their rights, the nature and objectives of the research, as well as the manner of their participation. The act of consent is formalized by giving the written consent of the participant or his legal representative.

(4) Researchers are obliged to protect the privacy and anonymity of the participants, as well as the confidentiality of the data.

(5) If children and minors participate in the activities referred to in paragraph 2 of this Article, their rights must be respected in accordance with relevant legal and ethical standards.

(6) Animals used for experimental purposes are treated in accordance with relevant legal, ethical and professional standards.

#### **Article 24.**

##### **(Prohibited acts)**

(1) In planning and reporting on scientific research work, members of the academic community should be aware of misinterpretation of results to the smallest possible extent. Fabrication, deliberate adjustment and tendentious interpretation of scientific research work are not allowed

(2) Fabrication and falsification of results, false authorship, plagiarism and self-plagiarism are not allowed in teaching, research and artistic work.

(3) The prohibition from paragraph 1 of this Article refers to all written works of teaching and scientific staff and students of the University (seminar work, graduate or final work, specialist work, master's work, master's work, doctoral dissertation, work in a magazine, textbook, monographs, chapters in anthologies and the like), as well as unscrupulous and irresponsible presentation of facts in reports on teaching and scientific research work.

#### **Article 25.**

##### **(Измишљање и кривотворење резултата)**

(1) Измишљање и кривотворење резултата представљају намјерне активности које су супротне начелима научно-истраживачког рада и научне части, а којима се манипулише објектом, опремом или процесом истраживања, са циљем да резултати научног истраживања буду намјерно подешени или тенденциозно протумачени, као и намјерно представљање, ширење и објављивање наводних резултата научно-истраживачког рада упркос свијести о томе да научни рад и истраживање на које се позива у стварности није било спроведено.

(2) Посебан облик измишљања и кривотворења резултата представља несавјесно и нетачно приказивање чињеница у извјештајима о реализованом наставном и научно-истраживачком раду.

#### **Article 26.**

##### **(False authorship and co-author correspondence)**

(1) False authorship and "correspondence of co-author" of a work is the designation of a person as an author and/or co-author, who did not participate in the creation of the work or publication.

(2) Members of the academic community are obliged to list as authors/co-authors of a work or publication only those persons who made their intellectual contribution in the process of creating the work or publication.

#### **Article 27.**

##### **(Plagiarism)**

(1) Any form of plagiarism of other people's works or ideas is a violation of this Code.

(2) Plagiarism is the presentation of someone else's ideas or work, in whole or in part, without indicating the original authorship or originator, i.e. illegal appropriation of someone else's intellectual creations and scientific results and presenting them as one's own, as well as:

- a) verbatim downloading of another author's text, i.e. copying from electronic or printed sources, in parts or in whole, without indicating the name of the author and the source from which the text was downloaded, as well as without clearly marking the downloaded part;
- b) retelling or summarizing the text of another author from electronic or printed sources, in parts or in its entirety, without proper indication of the author's name and the source from which the text was taken, as well as without clearly marking the retold part;
- c) presenting the ideas of other authors as their own, without indicating the name of the author, i.e. the source from which the text was taken.

(2) Members of the academic community who participate in teaching, scientific research and artistic work, guarantee the originality of the published scientific works and works of art they publish, as well as the accuracy and honesty in presenting and citing information about the origin of the ideas and references used in the work.

#### **Article 28.**

##### **(Autoplagerism)**

(1) Self-plagiarism is republishing one's previously published work or knowingly presenting previously published and used work for another purpose as new and original.

(2) The author of the work is obliged to state that it is a previously published work when reworking the original work.

#### **Article 29.**

##### **(Protection of copyright and intellectual property rights)**

(1) Members of the academic community of the University undertake measures and activities for the purpose of improving and promoting respect for copyright and intellectual property rights.

(2) The University is obliged to protect the copyrights and intellectual property rights of all members of the academic community, and to regulate this area with its acts.

#### **Article 30.**

##### **(Inventing and remaking recommendations)**

Fabricating and falsifying recommendations, as well as misrepresenting academic achievements, is a violation of this Code.

#### **Article 31.**

##### **(Receiving gifts and other goods)**

(1) The obligation of members of the university community is to eliminate any attempt at corruption.

(2) Members of the academic community may not ask for gifts, encourage giving or receive gifts for themselves or another person, if there is a risk that this will directly or indirectly affect their objectivity, the fulfillment of professional obligations, and the observance of rights and duties.

#### **Article 32.**

##### **(Corruption)**

Members of the university community are obliged to influence the suppression of any form of corruption and illegal actions at the University, and to report any such case, in accordance with the law.

#### **Article 33.**

##### **(Conflict of interest)**

- (1) All members of the university community should avoid conflicts of interest.
- (2) Any form of nepotism is inadmissible.
- (3) Members of the academic community must separate non-university activities, which may include financial or other interests, from activities at the University, in case they call into question or conflict with the professional obligations of members of the university community.

#### **Article 34.**

##### **(Professional responsibility towards the academic community)**

- (1) The professional activity of members of the academic community should, to the greatest extent possible, contribute to the achievement of the goals and objectives of the University. Each Article of the academic community is obliged to take care of the good and interests of the University in the spirit of academic freedom, which implies examination, reasoned discussions, criticism, tolerance and honest and professional search for optimal solutions.
- (2) In terms of paragraph 1 of this Article, the following activities are considered inappropriate:
  - a) using the name and logo of the university for private purposes, with the aim of creating the impression of university authority;
  - b) intentionally presenting, in public, personal views, as views of the University, for personal gain;
  - c) inciting other members of the academic community to disobey university rules;
  - g) using university property or facilities for the purpose of obtaining material, personal commercial benefit, without special approval,
  - d) any activity (lobbying, abuse of authority, etc.) in order to facilitate the privileged position of individuals or groups, to the detriment of professional criteria.

#### **Article 35.**

##### **(Abuse of rights and irresponsible behavior)**

- (1) Any type of irresponsible behavior of members of the university community is prohibited, such as: irregular performance of work tasks; negligent management of the affairs, resources and property of the University and preventing or hindering their use by other Members; use of University property for private, commercial, political, religious and other non-university purposes without special approval, in accordance with the law; use of the University's name, logo and features for private commercial or non-commercial purposes.
- (2) All members of the university community should be objective in their work and in their relationship with colleagues and must not allow prejudice of any kind to affect their objectivity in academic, research, administrative, business and management activities.

## **V AUTHORITIES AND BODIES FOR THE ENFORCEMENT OF THE CODE AT THE UNIVERSITY**

#### **Article 36.**

##### **(Authorities and bodies for the implementation of the Code of Ethics)**

(1) All bodies of the University and faculties/academies are obliged, within their jurisdiction, to take care of the implementation of the Code of Ethics and the improvement of ethical standards at the University.

(2) In the process of determining violations of the Code of Ethics and the development of ethical standards, in the sense of paragraph 1 of this Article, the Senate of the University, the teaching-scientific council of the faculty/teaching-artistic council of the academy, the dean of the faculty/academy, and the Committee for Ethical Issues of the University participate in East Sarajevo (hereinafter: Ethics Committee).

## **VI RESPONSIBILITY FOR VIOLATIONS OF THE CODE OF ETHICS**

### **Article 37.**

#### **(Failure to comply with the Code of Ethics)**

(1) Failure to act in accordance with the principles from this code of ethics, i.e. their violation is a violation of the honor and obligations of the members of the university community, for which responsibility is borne in accordance with this code of ethics.

(2) Upon a request to determine responsibility for violations of the basic ethical principles and ethical rules established by this code of ethics, the procedure is carried out by the Ethics Committee, up to the stage of determining the opinion on the compliance of certain behavior or actions of the Articlea of the university community of the University with the provisions of the Code of Ethics and the optional determination of the proposal to pronounce the appropriate measures for violation of the Code of Ethics.

### **Article 38.**

#### **(Ethics Committee)**

(1) The Ethics Committee consists of seven members, namely: five representatives of the academic staff, one representative of the administrative staff and one representative of the students.

(2) Articles of the Ethics Committee are elected by the Senate of the University, for a mandate period of two years with the possibility of re-election.

(3) The Ethics Committee has a president and a deputy president appointed by the Senate of the University from among the appointed members of the Ethics Committee and representatives of the academic staff.

(4) In the event that the Article of the Ethics Committee does not act in accordance with this code of ethics or other legal and by-law regulations and general acts of the University, as well as in cases where the status on the basis of which it was appointed ceases or is prevented from performing its duties for a long period of time Articlea of the Ethics Committee, the Senate of the University will appoint another person instead of that person as Articlea of the Ethics Committee for the remaining mandate period of up to two years.

(4) The manner of work of the Ethics Committee shall be regulated by the rules of procedure adopted by the Senate of the University.

### **Article 39.**

#### **(The competences of the Ethics Committee)**

The ethics committee is competent to:

a) conducts the procedure according to the requirements of Article 37, paragraph 2 of this Code of Ethics and up to the stage of determining the opinion on the compliance of certain behavior or actions of the Article of the academic community of the University with the provisions of the Code of Ethics and eventually determining the proposal to impose an appropriate measure for violation of the Code of Ethics;

- b) gives an opinion on the compliance of certain behavior or actions of the Article of the academic community of the University with the provisions of the Code of Ethics and establishes a proposal to impose a measure for violation of the Code of Ethics;
- c) monitors the development of ethical standards in the country and abroad;
- g) maintains contacts with similar bodies of other higher education institutions;
- d) proposes amendments to the Code of Ethics to the Senate of the University;
- f) submit regular annual reports on their work to the Senate of the University;
- e) initiates and organizes public debates and gatherings dedicated to the application and improvement of ethical standards in higher education;
- h) performs other duties stipulated in the Code of Ethics and other general acts of the University.

#### **Article 40.**

##### **(Work of the Committee)**

- (1) The work of the Ethics Committee is public, unless the Ethics Committee determines that there are justified reasons for excluding the public.
- (2) The Ethics Committee is chaired and managed by the President of the Ethics Committee.
- (3) In case of the absence or inability of the chairman of the Ethics Committee to temporarily perform his duties, he is replaced by the deputy chairman of the Ethics Committee.

#### **Article 41.**

##### **(Cooperation with University authorities and faculty/academy authorities)**

- (1) University authorities and faculties/academies, as well as all members of the university community of the University, are obliged to cooperate with the Ethics Committee, to respond to its invitations and to deliver to it all the requested data and documents that are important for the implementation of the procedure according to the request from Article 37, paragraph 2 of this Code of Ethics.
- (2) In the case of non-compliance with the obligation from paragraph 1 of this Article, a procedure for determining the violation of this Code may be initiated against the responsible person, i.e. Article of the academic community.
- (3) The University Secretariat is obliged to provide administrative and technical support for the work of the Ethics Committee.

### **VII PROCEEDINGS BEFORE THE ETHICS COMMITTEE**

#### **Article 42.**

##### **(Request for establishing a violation of the Code of Ethics)**

- (1) The procedure before the Ethics Committee is initiated by submitting a request to determine the violation of basic ethical principles and ethical rules by this Code of Ethics.
- (2) The request referred to in paragraph 1 of this Article may be submitted by any body of the University or faculty/academy, employee or student, when there is a reasonable suspicion that the provisions of this code of ethics have been violated.
- (3) The request from paragraph 1 of this Article should be clearly defined, specified and all the circumstances indicating the existence of a specific violation of the Code of Ethics should be stated and explained in it, and supported by appropriate evidence.
- (4) The request from paragraph 1 of this Article shall be submitted in writing and must contain personal data and the signature of the applicant.

#### **Article 43.**

(1) When receiving a request to conduct a procedure against Articlea of the university community, the Ethics Committee, through the University Secretariat, issues a written confirmation of receipt of the request to the person who submitted the request, if the request is forwarded personally to the protocol of the University Rectorate.

(2) The Ethics Committee during the procedure according to the request from Article 42 of this code of ethics:

- a) ensures discretion to the person who submitted the request during the procedure before the Ethics Committee,
- b) collects relevant documentation and provides evidence,
- c) conducts evidentiary proceedings
- g) ensures the parties in the proceedings the right to be heard.

#### **Article 44.**

##### **(Incorrect request)**

(1) An incomplete and disorderly application will be returned to the applicant and a deadline will be set for eliminating the deficiencies.

(2) If the deficiencies are not eliminated within the time allowed, the request will be dismissed as irregular.

(3) A request that cannot be acted upon due to lack of jurisdiction is dismissed by conclusion.

(4) The conclusion from paragraphs 2 and 3 of this Article shall be submitted to the applicant.

#### **Article 45.**

##### **(Proceedings before the Ethics Committee)**

(1) The President of the Ethics Committee shall submit a formal and reasoned request to the person against whom the procedure has been initiated, who may provide a written statement within eight days from the date of receipt of the request.

(2) The President of the Ethics Committee convenes a meeting of the Ethics Committee within 30 days of the expiration of the deadline for submission of the statement referred to in paragraph 1 of this Article.

(3) The Ethics Committee may ask the applicant for additional clarifications as necessary for conducting further proceedings.

#### **Article 46.**

##### **(Opinion of the Ethics Committee)**

(1) At the meeting, the members of the Ethics Committee discuss the issues that are the subject of the procedure and give their opinion exclusively taking into account:

- also state the data from the request,
- statements from the written statement of the person against whom the proceedings are being conducted and any written statement of other persons,
- relevant documentation,
- minutes from the hearing of the person against whom proceedings were initiated and other persons who were possibly heard in the evidentiary proceedings,
- attached evidence i
- if necessary, additional clarifications.

(2) Upon request, the Ethics Committee issues an opinion, which is determined by the majority of votes from the total number of Members of the Ethics Committee.

- (3) Article of the Ethics Committee whose position or proposal is not included in the opinion of the Ethics Committee, has the right to separate its opinion. Separate opinion of the Article of the Ethics Committee is attached to the opinions of the Ethics Committee.
- (4) The Ethics Committee issues its opinion in writing, within 60 days from the date of receipt of the request. If, during the procedure, the Ethics Committee requested additional clarifications, this deadline is counted from the day of their submission.
- (5) The Ethics Committee submits its opinion to the University Senate.

**Article 47.**  
**(Content of opinion)**

- (1) The opinion of the Ethics Committee contains:
  - a) description of requests and issues discussed by the Ethics Committee;
  - b) allegations of violations of the principles and rules of the Code of Ethics that the Ethics Committee took into consideration;
  - v) a detailed reasoned opinion of the Ethics Committee on whether the behavior of the Articlea academic community of the University that is the subject of the request represents a violation of the Code, as well as an assessment of the severity of the violation;
  - g) proposal of the Ethics Committee on the measure that should be imposed and which may contribute to such or similar violations of the Code of Ethics not being repeated;
  - d) information on the outcome of the vote (whether the opinion was passed unanimously or not);
  - f) other data relevant to the implementation of the procedure.
- (2) The opinion from paragraph 1 of this Article is signed by the president and members of the Ethics Committee.

**Article 48.**  
**(Decision on the request)**

- (1) After receiving the opinion of the Ethics Committee, the decision on the request is made by the Senate of the University.
- (2) Upon request, the Senate passes:
  - 1) a decision rejecting the request and releasing the person against whom the proceedings were conducted from responsibility or
  - 2) the decision by which the person, against whom the request was submitted, is declared responsible and imposes an appropriate measure for the violation of the Code of Ethics.
- (3) The decision referred to in paragraph 1 of this Article contains: an introduction, sentence, explanation and instruction on legal remedy.
- (4) The decision from item 1, paragraph 2 of this Article shall be delivered to the person against whom the proceedings were conducted and to the applicant.
- (5) The decision from item 2, paragraph 2 of this Article is delivered only to the person against whom the proceedings were conducted, and after its finality to the respective faculties/academies for implementation.

**Article 49.**  
**(Remedy and procedure for legal remedy)**

- (1) The person against whom the proceedings have been initiated may file an objection against the decision of the University Senate from Article 48 of this Code of Ethics, within 15 days from the date of receipt of the decision.
- (2) Objection against the decision of the Senate from Article 48, paragraph 2, point 1 of this Code of Ethics can be stated by the applicant.
- (3) The objection is submitted to the Management Board of the University.

- (4) The Management Board of the University will reject the complaint by conclusion if it determines that it is untimely, inadmissible or submitted by an unauthorized person.
- (5) The Secretariat of the University is obliged to forward a copy of the file related to the case to the Management Board along with the complaint.
- (6) Within 60 days from the day of receipt of the objection from paragraph 1 of this Article, the Board of Directors will make a decision on the objection.
- (7) Upon objection, the Management Board of the University may make one of the following decisions:
- a) the decision rejecting the objection and confirming the decision of the Senate of the University;
  - b) the decision by which the complaint is accepted and the case is returned to the first-instance authority for re-procedure;
  - c) the decision by which the objection is accepted and the decision of the Senate of the University is modified.
- (8) The decision of the Board of Directors of the University on the objection is final.

## **VIII MEASURES**

### **Article 50. (Types of measures)**

(1) In the event that the Ethics Committee, in the evidentiary proceedings and when establishing its opinion, determines that the person against whom the proceedings have been initiated has committed a violation of the University's Code of Ethics, the Ethics Committee may propose to the University Senate the imposition of one of the following measures:

- written warning,
- public notice,
- public reprimand

(2) A written reprimand is issued in written form by the decision of the Senate from Article 48, paragraph. 2. point 2. of this code of ethics, which is communicated only to the person to whom it was pronounced and placed in his file. Communicating the measure of a written warning to the person to whom it was pronounced is considered the completed act of delivering the decision of the Senate by which the measure was pronounced.

(3) A public reprimand is pronounced in writing, communicated to the person to whom it was pronounced, placed in the file of the person to whom it was pronounced and announced at the session of the teaching-scientific council of the faculty/teaching-artistic council of the academy whose Article is the person to whom the measure was pronounced.

Communicating the measure of public reprimand to the person to whom it was imposed is considered the completed act of delivery of the decision of the Senate by which the measure was imposed.

(4) A public reprimand is the most severe measure that is pronounced in writing, it is communicated to the person to whom it was pronounced, it is placed in the file of the person to whom it was pronounced, it is announced at the session of the teaching-scientific council of the faculty/teaching-arts council of the academy of which Article is the person to which the measure was pronounced and publishes on the websites of the University and the home faculty/academies of the University.

(5) The measures referred to in paragraph 1 of this Article are imposed by the Senate of the University, and their implementation, in accordance with this code of ethics, is the responsibility of the University's parent faculty/academy, i.e. the University Rectorate.



(6) The measure of public reprimand is announced at the session of the teaching-scientific council of the faculty/teaching-artistic council of the academy whose Article is the person to whom the measure was pronounced, after the finality of the decision of the Senate of the University by which the measure was pronounced.

(7) The measure of public reprimand is announced at the session of the teaching-scientific council of the faculty/teaching-artistic council of the academy whose Article is the person to whom the measure was imposed and is published on the websites of the University and the parent faculty/academy of the University, after the finality of the decision of the Senate of the University by which the measure is uttered.

**Article 51.**  
**(Written warning)**

A written warning is issued to the perpetrator of a violation of the ethical principles of the Code of Ethics for whom it can be expected that this type of written warning, without publishing it, will influence him enough to stop violating the Code.

**Article 52.**  
**(Public notice)**

A public reprimand is issued to a person who has committed a serious violation of the ethical principles of the Code of Ethics or to a person who has previously been given a written warning or a public reprimand and for whom it can be expected that the public publication of this measure will have a sufficient effect on him not to commit any more violations of the Code of Ethics of the codex.

**Article 53.**  
**(Public reprimand)**

A public reprimand, as the most severe measure, is issued only if it is estimated that the violation of the code of ethics is of such severity that the person who committed the violation cannot be influenced in any other way, in order to prevent further violations of ethical principles.

**Article 54.**  
**(Choice of measures)**

(1) The Senate of the University decides on the type of measure from Article 50, paragraph 1 of this Code.

(2) Determination of the measure imposed on the perpetrator of the violation of the Code of Ethics is done depending on the severity of the violation committed, the damage caused to the reputation of the University, the proposal of the Ethics Committee and the activities that the perpetrator proposed to undertake in order to eliminate the consequences of violations of the Code.

(3) The established responsibility of the perpetrator for the committed violation of the Code of Ethics does not affect his possible responsibility on other grounds (disciplinary, misdemeanor or criminal).

**Article 55.**  
**(Purpose of measures)**

(1) The imposition of measures aims to indicate that the academic community of the University considers that certain behaviors are socially unacceptable, that they damage the reputation of the academic community and disturb its normal functioning, in accordance with valid regulations and good academic customs.

(2) By issuing the measure, the University distances itself from socially unacceptable behaviors that damage the reputation of the academic community and disrupt its normal functioning, and sends a message to members of the academic community and the public that such behaviors will always be condemned by the University.

(2) Regardless of whether or not the responsibility of the perpetrator is established in the procedure for determining responsibility for the violation of the Code of Ethics and a measure is imposed, this does not affect his eventual responsibility on any other basis.

## **IX RECORD OF IMPOSED MEASURES**

### **Article 56. (Records)**

(1) The University keeps records of the imposed measures.

(2) In the records referred to in paragraph 1 of this Article, the following shall be entered: personal data of the perpetrator of the violation of the Code of Ethics, the type of violation of the ethical principles of the Code of Ethics, the imposed measure and the number and date of the decision by which the measure was imposed.

(3) The imposed measures are entered in the records from paragraph 1 of this Article upon finality of the decision by which the measure was imposed.

## **X TRANSITIONAL AND FINAL PROVISIONS**

### **Article 57.**

Proceedings for determining responsibility for violations of the Code of Ethics, started according to the regulations that were valid before the entry into force of this Code of Ethics, will end according to those regulations.

### **Article 58.**

With the entry into force of this Code of Ethics, the Code of Professional Ethics at the University of East Sarajevo, number: 01-S-896-XXV/09 dated September 11, 2009, ceases to be valid. year and number: 01-S-248-X/12 dated June 27, 2012.

### **Article 59.**

This code of ethics enters into force on the eighth day from the day of its publication on the University's website.

**Number: 01-C-184-1-XLVII/18**  
**Date: 31.05 2018.**

**SENATE CHAIRMAN**  
**RECTOR**  
**Prof Stevo Pašalić, PhD**