

In order to preserve the dignity of the profession and to develop and improve the moral values of the academic community, driven by deep convictions in the value of knowledge and awareness of the responsibility of university professors, associates, and researchers, other employees, as well as students of the Goce Delcev University in Stip, the University Senate, in accordance with Article 94 of the Law on Higher Education (Official Gazette of the Republic of North Macedonia No. 82/18 and 178/21), on 09.09.2022, adopted

## **ETHICAL CODEX OF THE GOCE DELCEV UNIVERSITY**

### **Preamble**

#### Article 1

The purpose of the Ethical Codex of the Goce Delcev University – Stip is to acquaint the members of the academic community, as well as other employees of the University, with the moral principles that will guide them in their professional lives and which will assist them in everyday decision-making.

The Ethical Codex applies to all members of the academic community and employees (teaching, associate, research, administrative, technical staff, and students) in their professional and public conduct.

By accepting this Codex, employees undertake to consistently respect the prescribed ethical principles, which always ensure the protection of the University's interest, personal reputation and dignity, and the reputation and dignity of students and all others with whom they cooperate.

Since no code of conduct can foresee and cover every business scenario or determine all elements of acceptable behavior, good business judgment and common sense are the best guides in cases where this Code of Conduct does not cover a particular issue or circumstance.

Ethical conduct should arise from a personal commitment to ethical principles and from the desire to always act with moral integrity. Such an attitude will contribute to greater humanity and fairness in work and the establishment of a highly moral work culture.

## **Purpose and Social Mission**

### Article 2

The purpose of the University's Ethical Codex is to preserve the dignity of the profession, preserve the dignity, reputation, and integrity of the individual, as well as preserve the reputation and integrity of the University and its units. The purpose is achieved by respecting the basic ethical principles by the persons specified in this Ethical Codex.

### Article 3

The role and tasks of the members of the academic community are the creation, protection, and transfer of knowledge to ensure social and economic well-being and progress of society, preparing students for professions requiring the application of scientific discoveries and professional knowledge, cultural and linguistic diversity, encouraging technological development, the development of arts, technical culture, and sports.

## **Scope and Importance**

### Article 4

This Ethical Codex applies to persons elected to teaching-scientific, teaching-professional, scientific, teaching, and associate titles, who perform higher education activities (teaching staff) and persons employed in the professional and administrative service and auxiliary technical staff (non-teaching staff) of the University.

This Ethical Codex also applies to other persons not employed at the University, if they participate in the work and activities of the University, as well as institutions with which the University has concluded agreements for mutual cooperation.

This Ethical Codex also applies to students of the University enrolled in the first, second, and third cycle of studies.

### Article 5

This Ethical Codex applies during the performance of higher education, scientific - research, and applicative activities, during working hours, outside working hours, during public appearances, and other activities, regardless of whether acting as a student or employee of the University, or of another institution, organization, etc.

## **Teaching and Associate Staff**

### Article 6

Teaching and associate staff, in their work, conduct, and behavior, are obliged to respect ethical principles, the principles of scientific truth and criticality, and to protect the reputation of the University.

Teaching and associate staff are obliged, with their authority, to advocate for positive academic values which they will transfer to the wider academic community.

### Article 7

Teaching and associate staff should behave according to the principles of academic freedom, ethical and intellectual responsibility, and nurture the values of diverse opinion and personal initiative.

Teaching and freedom in research are primary values in university life.

### Article 8

Professional freedom, scientific curiosity, and research spirit should not be justification for violating the fundamental rights of man and the dignity of colleagues or other citizens. The non-teaching activities of teaching and associate staff must not jeopardize the quality of teaching and scientific work.

### Article 9

Professional freedom is an immanent duty of members of the academic community to improve their own knowledge and competencies, to develop and encourage critical thought, to elevate academic freedom and freedom of the spirit.

### Article 10

The teaching and research activities of teachers, associates, and researchers of the University must be morally and intellectually independent of any political authority and economic power.

### Article 11

Teaching and associate staff are obliged to preserve the freedom of teaching and scientific research work and to protect the honor of the profession. They must not abuse the authority of their profession to achieve personal interests for any purpose.

### Article 12

Teaching and associate staff are obliged to promote humanistic principles and human rights, to develop intellectual skills, to support tolerance and openness, and to encourage professional curiosity.

### Article 13

When a member of the academic community assesses that they are required to act contrary to their ethical principles or personal scientific and intellectual convictions or conscience, they are obliged to initiate a discussion on that topic.

#### Article 14

Teaching and associate staff are free to develop original research methods and their own teaching style.

#### Article 15

Members of the teaching and associate staff must not use mass media solely for their own promotion. When acting as private individuals, members of the teaching and associate staff are obliged to prevent the creation of an impression that they are speaking on behalf of their colleagues, i.e., on behalf of the University. Members of the teaching and associate staff must not abuse academic authority to achieve their personal, family, and political interests.

### **Fabrication of Results**

#### Article 16

In scientific research work, fabrication (invention) of results is unacceptable.

Fabrication is any deliberate presentation, dissemination, and publication of alleged results of scientific research work, despite the knowledge that the scientific work and research cited were not actually conducted.

### **Falsification**

#### Article 17

Any falsification is unacceptable in scientific research work.

Falsification encompasses any action whereby, contrary to the principles of scientific integrity, the subject, equipment, or research process is manipulated, with the aim of intentionally adjusting or tendentiously interpreting the results of scientific research.

### **Plagiarism**

#### Article 18

Any form of plagiarism of works and ideas is contrary to ethical principles.

Members of the academic community who participate in scientific research and artistic work must guarantee the originality of published scientific papers and artistic works, as well as the authorship attributed to them, and the accuracy and honesty when presenting and citing information on the origin of ideas and references used in the paper.

Members of the university community are expected to cite as authors all, and only those, participants in the process of creating the scientific work who intellectually contributed to it.

It is necessary to protect the intellectual property right over research results and collected data of all members of the university community.

## **Inventing and Altering Recommendations**

### Article 19

Inventing and altering recommendations, as well as misrepresenting academic achievements, are not permitted and constitute a serious violation of the principles of ethical conduct.

## **Receiving Gifts and Other Goods**

### Article 20

Members of the university community from among the teaching and non-teaching staff must not seek gifts, encourage the giving or receiving of any gifts for themselves or another person, for which there is a reasonable assumption that they will directly or indirectly affect their objectivity, fulfillment of professional obligations, and respect for professional rights and duties.

## **Conflict of Interest**

### Article 21

Members of the university community are obliged to avoid conflicts of interest that may be caused by family relations, close friendships, intimate relationships, antagonisms, and the like.

Any form of nepotism that places a relative of a certain person in a privileged position over other persons with equal or better abilities is not permitted.

## **Transparency and Confidentiality**

### Article 22

Members of the academic community should respect the value of transparency.

Members of the academic community who, due to their position at the University, have access to confidential data must protect the confidentiality of that data.

## **Right and Duty to Continuous Improvement and Lifelong Learning**

### *Article 23*

Members of the university community have the right and duty to continuously improve and insist on improving the quality and level of their own knowledge and expertise within their chosen field.

Members of the academic community plan, conduct, and report on their scientific research.

## **Professional Advancement**

### *Article 24*

The performance evaluation regarding the realization of professional obligations and professional competence of any member of the university community must be objective and impartial, and based on previously defined and transparent criteria.

Any form of direct or indirect discrimination in the process of assessing the conditions for professional advancement and in the advancement process itself is considered impermissible.

The University must provide all members of the university community with equal conditions for advancement and create conditions for rejuvenation of the scientific, artistic, and teaching community.

## **Public Appearance**

### *Article 25*

Aware of its social responsibility, the University encourages members of the university community to appear publicly and exercise freedom of expression, which includes appearances before an audience, electronic and social media, expressing their professional and scientific views in newspapers, books, and magazines, and through other forms of action for the benefit of the community, respecting the basic principles of this Ethical Codex.

Members of the academic community with a higher academic title or professional status must not prohibit or limit the personal public appearances of members of the community with a lower academic title or professional status, nor condition such appearance in any way.

Members of the university community authorized to speak publicly on behalf of the University are obliged to clearly state that they are presenting the views of the University, and are expected to act in accordance with the highest ethical and professional standards.

The University, its units, and associated members are obliged, in public appearances, to respect the principles of this Ethical Codex.

## **Responsibility towards Students**

### Article 26

The greatest responsibility of the teaching and associate staff is to contribute to the intellectual development of students.

### Article 27

Teaching and associate staff are obliged to respect the dignity of students and must not make distinctions based on race, color, religion, gender, national origin, marital status, political or religious belief, family or social origin.

### Article 28

Teaching and associate staff should encourage their students to adopt a free and serious approach to learning, applying the best moral, professional, and expert standards in teaching.

### Article 29

The exclusive criteria in evaluating students are: knowledge, understanding, and invested effort. Teaching and associate staff are obliged to consistently oppose all interventions that affect objectivity in the evaluation and assessment of students' work.

### Article 30

Teaching and associate staff must not condition students by purchasing literature or other teaching aids, nor engage in material or other extortion, must not indirectly or directly exploit, abuse, blackmail, or discriminate against students, nor treat them in an indecent manner or any other way that insults their dignity.

### Article 31

Teaching and associate staff must not prevent students from undertaking independent research and searching for knowledge, nor prevent them from accessing their different viewpoints.

### Article 32

Teaching and associate staff are obliged to make a reasonable effort to protect students from circumstances harmful to their learning, health, or safety.

## **Responsibility towards Colleagues**

### *Article 33*

Members of the academic community should nurture collegial relations based on mutual respect and understanding, taking care of common academic values.

### *Article 34*

Members of the academic community support cultural, social, political, philosophical, religious, and economic diversity, which is an exceptional wealth that must be fully respected.

### *Article 35*

It is a moral obligation of members of the academic community to point out the unethical behavior of their colleagues, i.e., the violation of the provisions of this Codex.

### *Article 36*

In teaching-scientific work, public action, and mutual relations, members of the academic community are obliged to nurture a culture of reasoned dialogue.

### *Article 37*

Refraining from constructive criticism due to personal interests or ignoring the works of others due to professional and personal intolerance is impermissible. Members of the academic community are obliged to respect the personal and professional dignity of younger colleagues and take care of their teaching and scientific development.

The teaching staff is obliged to respect and defend the creative freedom of associates.

## **Responsibility towards the Institution**

### *Article 38*

Employees of the University are obliged to preserve the integrity and dignity of the institution and to perform their work tasks responsibly, conscientiously, honestly, and dedicatedly.

### *Article 39*

Information that employees receive during working hours, performing their work tasks, should not be transmitted or commented on in public, in order to prevent the misuse of information, the spread of speculation, and damage to the reputation of the University.

### *Article 40*

The University's assets, such as: equipment, materials, software, hardware, intellectual and total property, and property of the University, represent valuable resources that are owned or licensed, or otherwise belong to the University, and should be used solely for the purposes of the University.

The protection of this property from loss, damage, or theft is an obligation of all employees. No person may use the assets or property for personal needs and personal gain, nor alienate, sell, or trade the assets or property without appropriate approval.

#### Article 41

University employees should not use for private purposes the items or equipment at their disposal for official purposes.

A University employee should not use for personal needs official telephones (except in cases of necessity, emergency), computer equipment, and photocopying machines.

#### Article 42

An employee of the University who is authorized to use an official vehicle must not use the official vehicle for private purposes, nor give the vehicle for use to persons who are not employed by the University.

A University employee who uses a vehicle purchased from a project or application must use the vehicle according to the purpose for which it was purchased.

#### Article 43

University employees use IT equipment, e-mail, and the Internet to perform their daily work tasks and activities, as well as for professional and vocational improvement.

University employees should be aware that contact established using e-mail, internet addresses, and domains registered in the name of the University may create the impression that such access expresses the official position of the University.

The following uses of IT equipment, e-mail, and the Internet are not permitted:

- installing and using computer games, as well as applications not necessary for performing work tasks;
- printing and scanning private documents, images, other materials, and information;
- recording data (documents, images, multimedia, etc.) for private purposes on portable memory devices (CD, DVD, etc.);
- sending private electronic messages from the University's official e-mail address;
- searching, accessing, and printing textual, graphic, and multimedia information that exceeds the generally accepted standards of good taste and ethics;
- using online games, tests, and other entertainment content (movies, video clips, music, etc.), as carriers of potential dangers to the security of the University's computer systems and slowing down Internet speed;
- performing any illegal activities or activities that would in any way harm the reputation of the University and violate the norms of employee conduct;

- performing private activities, such as buying goods and receiving services online, selling goods, providing services, and advertising them;
- engaging in any activity of political lobbying, promoting political parties, fundraising for them, and other political activities; and
- spreading intolerance on racial, national, religious, political, or other grounds.

University employees are especially responsible for:

- rational use of IT equipment and internet access;
- adhering to the security policy and procedure in using IT equipment, e-mail, and the internet service, and refraining from any practice that could endanger the University's computer systems and data;
- responsible behavior during internet communication, because the employee represents the reputation of the University, even when using the Internet for private purposes.

#### Article 44

Employees are obliged to respect the working hours of the University.

The record of presence and absence from the workplace is done electronically, with identification cards, through a system installed at the entrance of each campus, where codes for recording are displayed.

Lateness and early departure from the workplace, unjustified absence, taking a break longer and outside the scheduled time for use, are considered disciplinary disorderliness and affect the quality of performing work tasks, as well as damaging the reputation of the University.

Recording attendance for other employees and in their name is prohibited. The University Security is responsible for ensuring the correct recording of employees.

#### Article 45

To protect the health of employees and students and the air quality in the work premises, smoking is prohibited in the University premises. The no-smoking sign is clearly and visibly displayed in all University premises, except in areas where smoking is permitted.

### **Informal and Formal Business Dress Code**

#### Article 46

The University practices an informal and formal business dress code, which aims to enable employees to work comfortably and promote a professional appearance among clients, students, and business partners of the University.

## Article 47

The formal business dress code applies to part of the administration that has direct contact with external persons, such as: employees in the Student Archive Service, technical staff, secretaries and business advisor / technical secretaries of the University units, and employees in the Rectorate.

The formal business dress code implies a suit (dark color), a white or blue long-sleeved shirt, and a tie (worn during a certain period of the year, i.e., from October to May) for men, and a suit (skirt length below the knees and a blazer) with a white or blue shirt for women.

## Article 48

The informal business dress code for employees (part of the administration, teachers, and associates of the University) provides guidelines for dressing, whereby they have the freedom to decide and choose the clothes they will wear, considering the acceptability and unacceptability of a certain type.

Unacceptable clothing is:

- clothing commonly used at home, in nightclubs, or for sports activities;
- clothing that excessively reveals the back, chest, feet, stomach, or the employee's underwear;
- clothing that is unironed, wrinkled, dirty, faded, transparent, or with large slits and necklines;
- clothing containing words, expressions, or images that may be offensive or unacceptable to other employees and to the University's clients and partners;
- jeans (tight, ripped, faded), tracksuits, Bermuda shorts, overalls, short pants, tight pants (leggings), or others that are tight to the body;
- short and tight skirt with length above the knees, mini skirt, wrap-around and button skirt, summer dress, beachwear, and dress with straps;
- tight strappy or sleeveless shirt, upper clothing that accentuates the stomach, shirt worn outside the skirt or pants, shirt with offensive words, logos, images, caricatures, or slogans; hooded upper clothing, plain short-sleeved T-shirt (unless worn under another blouse, shirt, coat, or dress);
- shoes with an open front (showing toes);
- hat, when worn in the work premises.

Generally acceptable clothing is:

- pants of normal width and with or without hems, made of cotton, wool, or synthetic materials, worn with a belt;
- informal dress or skirt, with length at or below the knee;
- long or short-sleeved shirt, sweater, polo shirt, and turtleneck blouse;

- sports jacket or suit jacket, if not contrary to the general guidelines;
- sports shoes, moccasins, clogs, sneakers, boots, sandals, and high heels (during the warm part of the year, it is acceptable not to wear socks);
- for official events, a stricter business dress code is recommended, which for men prefers a business suit with shirt and tie;
- jewelry, makeup, perfume, and cologne, which are acceptable within the bounds of business decency.

## **Ethical Codex for University Students**

### **Preamble**

#### Article 49

The goal of the University is to provide every student with a better education, thereby creating conditions for further intellectual, personal, social, and ethical development.

Every successful educational process presupposes respect for free and lively debate, intellectual interaction, openness to constructive changes, and respect for the rights of all individuals.

Students of the University are expected to behave as responsible members of the academic community, respecting the laws of the Republic of North Macedonia and the regulations of the University, fundamental human rights, the integrity and dignity of other individuals, academic freedom, equality and fairness, i.e., to fulfill their obligations conscientiously and professionally.

### **General Provisions**

#### Article 50

The Ethical Codex for students is a set of norms and behaviors that all students and the student organization of the University are obliged to respect.

The Ethical Codex for students derives from the Ethical Codex of the Goce Delcev University in Stip and represents the application of general norms of ethics and professionalism to specific areas of student rights and obligations.

Students and the student organization are obliged to respect these norms. Students who do not respect these norms will be subject to disciplinary measures that could affect their further social development, with the sole purpose of protecting the rights of members of the academic community, the property, and the stability of the University.

#### Article 51

The rights and obligations written in this Codex apply only to the work and behavior of students in the premises owned, used, or controlled by the University and to work outside the University that is related to representing or advocating for the University.

#### Article 52

The Ethical Codex for students is subject to regular reviews and possible changes, in accordance with the development and understanding of ethical and professional values.

#### Article 53

The University has an obligation to provide the necessary advice so that all students are familiar with the content of the Ethical Codex for students.

### **Student Rights**

#### Article 54

The University defends and protects the following rights of students:

- the right to participate in the teaching-scientific process;
- the right to freely express and exchange opinions and beliefs;
- the right to participate in debate;
- the right to scientific research, publication, and exchange of research results to the extent consistent with the laws of the Republic of North Macedonia and the Statute of the University;
- the right to an objective and fair procedure for evaluating the work and results of all students;
- the right to protection from violence, coercion, and use of force;
- the right to protection from circumstances dangerous to life, physical and mental health;
- the right to protection from discrimination and harassment based on religious, ethnic, and national origin, race, gender, sexual orientation, property status, parental or marital status, pregnancy, parental obligations, age, disability, physical appearance, political affiliation, and health status;
- the right to free choice and manner of behavior as long as it does not violate the laws of the Republic of North Macedonia and the general acts of the University;
- the right to participate in peaceful, non-violent, reported protests, actions, or demonstrations to the extent that they do not violate the laws of the Republic of North Macedonia and the rights of other members of the academic community;

- the right to protection from any kind of unauthorized illegal questioning or investigation; if it concerns an investigative procedure by authorized persons, it is necessary to inform the student against whom the investigative procedure is conducted about the course of the procedure, i.e., about their rights;
- the right to an equal and fair procedure for determining the fundamental complaint regarding the violation of University regulations;
- the right to retain unchanged status, rights, and privileges of members of the academic community during the course, duration, and disciplinary procedure, except in cases that pose an obstacle to the security and overall good of the university community and university property;
- the right to protection from requests for specific data not related to the educational process;
- the right to inspect, upon request, personal files; specific data about students may be disclosed to other persons only if it is the usual course of University business or if there is a legal and professional obligation to allow access to such data;
- the right to associate, connect, and meet with higher-order individuals;
- the right of members of the student organization to be received by authorized persons of the University and to present the views they represent;
- the right to use University property, either by individuals or members of the student organization, for necessary activities whose purpose is to satisfy academic and student needs, to the extent not contrary to University regulations;
- the right to compensation for damages due to negligence, malicious, or irresponsible actions of any member of the academic community. The method and amount of compensation for damages in case of material loss for students are regulated by University regulations and the laws of the Republic of North Macedonia;
- the right to be informed of the University's rules and regulations of conduct.

## **Academic Integrity**

### Article 55

The free exchange of ideas depends on the credibility of the members of the academic community, mutual trust, and trust among members of the academic community in the institution that enables their work to be exemplarily and professionally valued and appreciated. Therefore, all members of the academic community should be responsible for their actions and apply exemplary research methods to the results achieved.

Failure to report in case of academic disrespect is not a neutral act, as it allows such practice to become entrenched in the work of the University, i.e., directly threatens the educational and cognitive process, and damages the reputation of the University.

### Academic Disrespect

Academic disrespect threatens the quality of education and does not value the true achievements of members of the academic community. Any kind of fraud related to the procedure: application, examination, or any other type of knowledge assessment constitutes a violation of this Ethical Codex.

This includes:

- collecting, transmitting, copying, reproducing, using, or intentionally using exam material without permission from authorized persons;
- collecting, transmitting, receiving, using, or intentionally using exam solutions;
- using or intentionally using notes, data, results, or other electronic devices or programs during an exam, unless verbally permitted;
- false representation and presenting another's work as one's own;
- assisting in situations of knowledge assessment when the student is expected to perform the task independently;
- using already graded work for re-evaluation by the same or another colleague without the professor's (teacher's) approval;
- altering or intentionally altering grades or results, evaluating exams or reports with other assessed knowledge;
- intentional destruction of academic work or effort of another student.

### Article 56

Plagiarism and misuse of the work or parts of the work of other individuals, i.e., presenting the ideas of other individuals as one's own, without the author's knowledge or without citing the source, by a student, constitutes a violation of this Ethical Codex.

### Article 57

Producing, using, printing, reproducing, copying, modifying, moving, or destroying any academic material, university acts, documents, or identification documents without permission from authorized persons constitutes a violation of this Ethical Codex.

### Article 58

Creating a situation in which other students will be improperly prevented from accessing academic goods or in which students create disrespect for academic advantages over other students constitutes a violation of this Ethical Codex.

This includes:

- preparing, distorting, printing, copying, reproducing, modifying, moving, or destroying any university act with intentional falsehood, disinformation, or disabling information for other individuals;
- moving, hiding, or intentionally shortening books or other library material, specifically that related to required literature;
- intruding into the work of other students with the intention of hindering the results of their work.

#### Article 59

Influence or attempt to influence the impartial evaluation of the teacher or the bodies conducting the evaluation is considered a violation of this Ethical Codex.

#### Article 60

Access to a private room or space of any student of the academic community without permission from authorized persons constitutes a violation of this Ethical Codex.

#### Article 61

Public advocacy or representation of the University, any part thereof, the student organization, or another member of the academic community without the permission of authorized persons is considered a violation of this Ethical Codex.

#### Article 62

Publicly presenting unverified and inaccurate data about other students and other members of the university community is considered a violation of this Ethical Codex.

#### Article 63

Inappropriate behavior related to the teaching process constitutes a violation of this Ethical Codex, namely:

- intentionally interfering with or interrupting teaching, research, or other academic activity;
- non-compliance with additional instructions and rules of conduct for students prescribed by the University.

#### Article 64

Unauthorized access, theft, or destruction of the intellectual property of other individuals constitutes a violation of this Ethical Codex.

This includes:

- theft and destruction of books, notes, data, experiments, projects, etc.;
- intentionally entering databases and documented bodies to read, copy, use, send, or modify their content without permission from authorized persons;

- using computing resources to sabotage the work or results of other students or any other member of the university community;
- destroying, dismantling, altering, distorting, disabling access to databases, or similar activities carried out without permission from authorized persons.

#### Article 65

Reproducing or using the logo, trademark, or seal of any university body without permission from authorized persons is considered a violation of this Ethical Codex.

## **Physical Injury and Crimes**

#### Article 66

The teaching-scientific process requires all students to respect the rights to personal integrity of other members of the academic community in order to achieve their academic goals and cooperate with the University's activities.

Any kind of intentional physical injury, crime, harassment, blackmail, disabling, interference, coercion, humiliation, intimidation, insult, or the like constitutes a violation of this Ethical Codex.

## **Harassment**

#### Article 67

For the purposes of this Ethical Codex, harassment is considered inappropriate behavior towards other students that violates their special dignity, hinders the performance of work tasks, or reduces the quality of life of individuals.

Harassment is considered any action characterized by a lack of reciprocal approach, which creates or contributes to creating unpleasant and hostile working and educational circumstances, which intimidates, insults, or humiliates other students.

Harassment can be any verbal or non-verbal behavior towards other students that is based on religious, ethnic, and national origin, race, gender, sexual orientation, property status, employment and educational status, parental or marital status, pregnancy, parental obligations, age, disability, physical appearance, political affiliation, and health status. Spontaneous harassment in the form inflicted by one student on another in any area of the University, fulfillment of some kind of sexually charged proposals, requests, or services is considered an irregularity under this Ethical Codex.

Threatening any student for a sexual proposal, request, or service is considered a violation of this Ethical Codex.

## **Discrimination**

### Article 68

Any violation of the fundamental rights, freedom, and autonomy of the student contrary to the purpose and opinion of the University, any behavior and regulation that in an impermissible manner discriminates against other students, is considered a violation of this Ethical Codex.

Actions or regulations that discriminate against other students based on religion, ethnic and national origin, race, gender, sexual orientation, property status, employment or educational status, parental or marital status, pregnancy, parental obligations, age, disability, physical appearance, political orientation, and health status are considered a violation of this Ethical Codex.

The form of affirmative action in the form of quotas or privileged procedures, prescribed or determined by the University, is not considered discriminatory or unacceptable behavior. This provision is not contrary to practice or selection that is rational, well-intentioned, non-arbitrary, and based on professional and ethical standards. This provision is not contrary to the practice of free and reasoned debate on any topic, which is based on tolerance and respect for the rights of other students.

## **Drugs and Alcohol**

### Article 69

The University's position is to educate and find the best way to fight against the use or potential use of narcotic drugs and alcohol. However, in the fight against addiction, the application of disciplinary measures is permitted.

The following actions are considered violations of the Ethical Codex:

- sale and use of narcotic drugs in the premises owned, used, or controlled by the University;
- sale and consumption of alcoholic beverages in the premises owned, used, or controlled by the University; alcoholic beverages may be consumed only in premises and at occasions approved by authorized persons;
- participating in the educational process under the influence of narcotic drugs or under the influence of alcohol.

## **Standards and Behaviors in University Facilities**

### Article 70

Students have the right to free use of the premises owned, used, and controlled by the University, the right to use the facilities and other property of the University in accordance with university regulations.

The following behaviors are considered irregularities against the Ethical Codex and violations of the aforementioned rules:

- intentionally preventing entry, exit, or interfering with the normal use of the University's facilities or its parts;
- staying or remaining in any University facility after the prescribed time;
- intentionally causing noise or using devices that cause noise which interferes with the teaching process or violates the privacy of other individuals;
- intentionally interfering with organized or reported events held in places owned, used, and controlled by the University;
- intentionally interfering with any member of the academic community in performing their duty;
- non-compliance with the working rules of student services, library, student organization, recreational center, and other facilities owned, used, or controlled by the University.

## **Security and Protection**

### Article 71

As in any community, so at the University, certain forms of responsible behavior are necessary to ensure the functioning, i.e., the security and protection of the academic community.

Intentionally or unintentionally creating circumstances dangerous to life, physical or mental health, and security are considered violations of this Ethical Codex.

Situations dangerous to life, health, and security that arise as a result of impermissible neglect of obligations are also considered a violation of this Ethical Codex.

Access or attempted entry into any University facility or space with restricted access without the approval of an authorized person is considered a violation of this Ethical Codex.

Possessing, giving to another person, making, or cooperating in the making of a key or other means enabling access to University facilities or property without the permission of authorized persons is considered a violation of this Ethical Codex.

Intentionally damaging, destroying, or modifying the University's property or property owned by other individuals at the University is considered a violation of this Ethical Codex.

University property and the property of individuals at the University need to be protected from fire. Therefore, the following norms are introduced:

- smoking is allowed only in rooms specifically marked for that purpose;

- handling, moving, and intentionally disabling any fire-fighting device without permission from an authorized person is considered unacceptable behavior;
- intentional false activation of a fire alarm is considered unacceptable behavior.

Bringing cold weapons, explosive devices, dangerous chemicals, and other dangerous devices and substances is considered a violation of this Codex. An exception to the above may be made only with the approval of authorized persons of the University.

Intentionally providing false information to cause false confusion to any member of the academic community is considered a violation of this Ethical Codex (hoax bomb threats, fire calls, etc.)

Intentionally interfering with the work of the university's IT infrastructure or technological resources is considered a violation of this Ethical Codex.

## **Respecting Rules and Disciplinary Procedures**

### *Article 72*

Intentionally violating University rules and obstructing disciplinary procedures before University bodies is considered a violation of this Ethical Codex, namely:

- not responding to calls related to the conduct of disciplinary procedures;
- distorting and destroying or giving false testimony before University bodies conducting investigative procedures;
- intentionally initiating disciplinary procedures without a genuine basis;
- preventing or attempting to prevent or discourage the participation of other individuals in the disciplinary procedure;
- intentionally assisting or pressuring other individuals in any way that affects the disciplinary procedure;
- pressure or attempt to pressure the impartiality of the bodies conducting the disciplinary procedure.

## **Procedure for Implementing the Ethical Codex**

### *Article 73*

The procedure for determining a violation of any of the principles of the University's Ethical Codex is initiated by submitting a report of a committed violation to the Rectorate Board of the University, in writing, substantiated with all necessary data and evidence regarding the persons, time, place, and possible witnesses of the committed violation, and signed by the submitter of the report.

A report of a violation of any of the principles of the University's Ethical Codex may be submitted by:

- the Rector of the University and the Dean/Vice-Dean of a University unit for violations committed by teachers and associates of the University;
- the Rector of the University for violations committed by the Dean/Vice-Dean of a unit;
- the President of the Senate for violations committed by the Rector;
- the Dean/Vice-Dean of a University unit for a violation committed by students;
- the General Secretary, Secretary of a University unit, or immediate supervisor for a violation committed by employees from the non-teaching staff of the University.

Reports of violations of the Ethical Codex are decided upon by the Rectorate Board of the University. The Rectorate Board may also, without a report, initiate proceedings *ex officio* for a violation of the Ethical Codex.

#### Article 74

The perpetrator against whom the report is submitted also participates in the procedure. If the Ethics Commission determines that there is no violation of any of the principles of this Ethical Codex, it shall reject the report as unfounded by a decision.

The Rectorate Board determines responsibility and imposes measures for violation of the provisions of this Ethical Codex.

Reports of violations of the Ethical Codex committed by students are decided upon by the Teaching-Scientific/Artistic Council of the University unit. The Teaching-Scientific/Artistic Council of the unit may also, without a report, initiate proceedings *ex officio* for a violation of the Ethical Codex committed by a student.

#### Article 75

If the Rectorate Board determines that there is a violation of any of the principles of this Ethical Codex by teachers, associates, and employees of the University, it adopts a decision imposing one of the following measures: a written warning or a public reprimand.

The type of measure is determined depending on the severity of the violation and the damage caused to the reputation of the University, its unit, or an employee of the University, and the actions the perpetrator will take to remedy the consequences.

The written warning is delivered to the perpetrator of the violation.

The public reprimand is announced at a session of the Rectorate Board of the University.

The measures imposed under paragraph 3 of this article do not exclude liability in accordance with other regulations.

Measures for violation of the provisions of this Ethical Codex for students are imposed by the Teaching-Scientific/Artistic Council.

The public reprimand is announced at a session of the Teaching-Scientific/Artistic Council.

## **Final Provisions**

### **Supervision of Implementation**

#### *Article 76*

Supervision of the implementation and interpretation of this Ethical Codex is carried out by the University Senate.

### **Amendments and Supplements**

#### *Article 77*

Amendments and supplements to this Ethical Codex are made in the manner and according to the procedure of its adoption.

### **Cessation of Validity**

#### *Article 78*

Upon entry into force of this Ethical Codex, the Ethical Codex for Employees of the Goce Delcev University in Stip and the Ethical Codex for Students of the Goce Delcev University in Stip, adopted by the University Senate and published in the University Gazette No. 18 of 2011, shall cease to be valid.

### **Entry into Force**

#### *Article 79*

This Ethical Codex enters into force on the day of its publication in the University Gazette.

President of the University Senate,  
Prof. Dr. Biljana Gjorgjeska