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## CHAPTER I GENERAL PROVISIONS

### Article 1

The Regulation of the University “Hëna e Plotë” (Bedër) (*hereinafter referred to as the University*) is based on Law no. 9741, dated 21.05.2007 “*On Higher Education in the Republic of Albania*”, as amended, and other by-laws related to higher education and to the organisation of the first and second cycle of study programmes; the Law no. 10056, dated 22.01.2009, “*On the ratification of Bilateral Agreements between the Council of Ministers of the Republic of Albania and the Muslim Community of Albania to Rectify Mutual Relationships*” and the Statute of the University.

The right concerning the amendments to the Regulation shall be up to the Senate upon the approval of the Board of Trustees.

### Article 2

The Regulation shall be attached to the Statute and shall be enacted to every division of the University.

## CHAPTER II ORGANISATIONAL STRUCTURE

### Article 3

#### Organisational Structure

The University consists of two Faculties, each subdivided into departments, research centres and administrative divisions.

### Article 4

#### Governance Structure and the Main Constituent Divisions

The University’s Academic and Administrative Structure is as follows:

#### Governance Structure


##### Senior University Officer

1. The Rector

##### Governing Bodies

1. The Board of Trustees
2. The Senate;
3. The Administrative Board;
4. The Council of Ethics;

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5. The Council of Discipline;
6. The Quality Assurance Council;

#### **Administrative Divisions:**

1. The Chancellor;
2. The Dean of Students;
3. Administrative Divisions: Office of Career Planning; Office of Healthcare Advisory Services; Office of International Students; Office of Student Affairs; Office of Student Recreation and Activities; Office of Alumni Relations; The Registry; Office of Human Resources and Legal Affairs; Office of Protocol and Correspondence; Office of Administrative Services; Office of Media and Public Relations; Student Selection and Admission Office; IT Office; Office of Financial Matters; Librarian Office; Office of External Relations; Office of Curriculum Development; Office of Master Programmes; Office of International Affairs; Office of Research; Office of Archives.

#### **Faculty of Humanities**

##### **Management Authorities:**

1. The Dean
2. Authority in Charge for each Division

#### **Governing Bodies**

The Faculty Council

#### **Academic Divisions**

- a) Department of Islamic Sciences;
- b) Department of Justice;
- c) Department of Communication Sciences;
- d) Research and Development Centre in the domain of “Islamic Sciences”;
- e) Research and Development Centre in the domain of “Media and Communication”.

#### **Faculty of Philology and Education**

##### **Management Authorities:**

1. The Dean
2. Authority in Charge for each Division


#### **Governing Bodies**

The Faculty Council

#### **Academic Divisions**

- a) Department of English Language and Literature;
- b) Department of Turkish Language and Literature;

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c) Department of Educational Sciences;

### CHAPTER III GOVERNING BODIES AND AUTHORITIES

#### Article 5

##### Governing Bodies

The governing bodies of the University are: the Board of Trustees, the Senate, the Board of Directors, the Council of Ethics, the Council of Discipline, and the Quality Assurance Council.

Their powers are delineated in the Statute of the University.

#### Article 6

##### Management Authorities

The highest management authority of the University is the Rector. The Rector shall be "Professor", "Associate Professor" or "Doctor of Philosophy". His powers are delineated in the Statute of the University.

Other authorities are: the Deputy Rector, the Dean of Students and the Chancellor of the University.

#### Article 7

##### The Deputy Rector

The Deputy Rector shall hold office should the position of the Rector be vacant and exercise any of the powers delegated in writing by the Rector, except the ones the legislation of higher education and the statute defines as of the Rector's.

The Deputy Rector powers are delineated in the Statute of the University.


#### Article 8

##### The Chancellor

The Chancellor is the head of the University's administration. He shall be elected by the members of the Board of Trustees.

The Chancellor shall act as rapporteur in the meetings of the Board of Trustees, the Senate and the Administrative Board of the University. The Chancellor powers are delineated in the Statute of the University.

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### **Article 9**

#### **The Dean of Students**

The Dean of Students is responsible for safeguarding the relationship between the students and the University. The Dean of Students is elected upon the proposal of the Rector and sanctioned by the Board of Trustees.

The Dean of Students engages in duties closely collaborating with the governing bodies. He shall coordinate the students' activities.

The powers of the Dean of Students are delineated in the Statute of the University.

## **CHAPTER IV**

### **THE FUNCTIONING OF GOVERNING BODIES**

### **Article 10**

#### **The Board of Trustees**

The Board of Trustees is the highest decision-making and managing organ of the University. It supervises and controls the activities of the University related to administrative, financial, and economic matters and its assets.

The powers of the Board of Trustees are delineated in the Statute of the University.

The functioning of the Board of Trustees, Its duties and responsibilities are established pursuant to the provisions enacted in the related Ordinance.

### **Article 11**

#### **The Senate**


The Senate is a collegial decision-making organ of the University and consists of the Rector who is also the Chairman, the Deputy Rectors, the Faculty Deans, two representatives from the academic staff of each Faculty nominated by the Faculty Council, the Dean of Students, and a representative of the Students' Council. The Senate is elected every four years.

The Chancellor shall act as rapporteur in the meetings of the Senate.

The Rector is the Chairman of the Senate due to his/her duty.

The Senate shall meet in ordinary sessions four times a year, but the Rector may convene the Senate when he/she deems it fit. The members of the Senate are notified on the agenda electronically by the Rectorate at least 1 (one) day prior to the meeting.

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For all cases, decisions are taken by simple majority except those concerning the Statute, which shall be approved by 2/3 of the votes and with the participation of at least 2/3 of the members.

The powers of the Senate are delineated in the Statute of the University.

## Article 12

### The Administrative Board

The Administrative Board is a collegial decision-making organ of the University and consists of

- a) the Rector,
- b) the Deputy Rector,
- c) the Deans of Faculties,
- d) the Dean of Students,
- e) the Heads of Departments and
- f) the Directors of Scientific Research Centres

The Rector is the Chairman of the Administrative Board and he/she convenes the Board. The Administrative Board shall meet regularly to discuss key issues of the functioning of the institution.

The Chancellor shall act as rapporteur in the meetings of the Administration Board.


The powers of the Administration Board are delineated in the Statute of the University.

## Article 13

### The Council of Ethics

1. The Council of Ethics confers ethical issues and scientific research, and considers and makes decisions on matters submitted by the academic and administrative staff of the University, and by the students regarding the ethics of other students, academic and administrative staff. It displays proposals to the Rector pursuant to these problems.
2. The Council of Ethics shall consist of 7 members and be elected by the Senate. The Chairman is elected by simple majority by the members of this Council.
3. The Chairman of the Council of Ethics, in addition to other functions, chairs the Council meeting and the discussions, and ensures fair decisions be made.
4. The meetings of this Council are valid when more than half of its members attend the meetings. Been this not the case, the Chairman decides to convene another meeting a later day.
5. Decisions are made by majority vote of the members attending the meeting.
6. In all meetings minutes shall be taken down, including a summary of the discussions made, the date and venue of the meeting, the members who attended, the issues discussed and decisions been made.

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7. The Council of Ethics shall design a code of ethics the Senate shall rectify thereon.

#### **Article 14**

##### **The Council of Discipline**

The Council of Discipline is responsible to undertake disciplinary measures adjudicated by the designated body as a failure of the obligations enacted by the Law, Statute, Ordinances and other Directives inside and outside the University. This Council cannot impose or initiate dismissal procedures since this is a competence of the Board of Trustees.

The members of the Council of Discipline are elected by the Senate for a four-year mandate. The Chairman of the Council of Discipline is elected by simple majority by the members of this council.

After every issue submitted to the Disciplinary Board has been reassessed, the decision is made by simple majority from all the members attending the meeting.

The Council of Discipline exerts one's power and makes sanctions pursuant to the enacted Ordinances of the University.

#### **Article 15**

##### **Quality Assurance Council**

The Quality Assurance Council is responsible for monitoring and coordinating the undertaken activities in the framework of academic and administrative management and assessment, quality assurance, strategic plan, self-assessment, external assessment, periodic control, as well as assessing how all these are being carried out at the University.

The Quality Assurance Council shall have operational autonomy and access to all records of the University.


The Council of Quality Assurance of the University consists of 15 members, specifically: a president, 2 (two) vice-presidents, an outside expert, a rapporteur, all approved by the Senate, as required.

The Council of Quality Assurance shall have power to:

1. engage in the process of accreditation of study programmes of the University,
2. Identify problems, propose vessels and procedures save by the legislation on higher education for quality standards, display best international practices and solutions to further augment the quality as part of the teaching process.

Said proposals shall be approved each case separately by the Rector, the Senate, or other collegial bodies of the University pursuant to the specific powers they have been assigned to.

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## **Article 16**

### **Powers**

All Governing Bodies, besides the Council of Ethics shall exercise their powers by decision-making. The Governing Authorities issue orders and directives.

## **CHAPTER V**

### **GOVERNING BODIES AND AUTHORITIES OF THE FACULTY**

## **Article 17**

### **The Faculty**

The Faculty is a core unit, which coordinates the teaching, research and cultural development in cognate or combined educational and research studies.

## **Article 18**

### **The Governing Body of the Faculty**

The governing body of the Faculty is The Faculty Council, a collegial decision-making body which, pursuant to the proposals of the departments, shall have power to plan and delineate the proper use of human and material resources the Faculty is provided with and decide upon the teaching, research and publication activities of the Faculty.

The powers and membership of the Faculty Council are delineated in the Statute of the University.

## **Article 19**

### **Governing Authority of the Faculty**

The Dean is the head of the Faculty and is appointed upon the proposal of the Rector and approval of the Board of Trustees for a four-year mandate, which comprises the re-election of the Dean.

Such legal relationship with the University is defined thereof in the recruitment agreement.

The Dean shall be "Professor", "Associate Professor" or "Doctor of Philosophy".


The powers of the Dean are delineated in the Statute of the University.

## **Article 20**

### **The Deputy Dean**

The Deputy Dean is one of the governing authorities of the Faculty. He / She shall be at least "Doctor of Philosophy". The Deputy Dean is proposed by the Dean and appointed by the

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Rector, upon the approval of the Board of Trustees a four-year mandate, which comprises the re-election of him / her.

The powers of the Deputy Dean are delineated in the Statute of the University.

## **Article 21**

### **Head of department**

The Head of the Department is the highest governing authority at departmental level and he / she shall be at least "Doctor of Philosophy". The Head of the Department is appointed by the academic staff of the Department upon the recommendation of the Dean, proposal of the Rector and approval of the Board of Trustees. He is elected for a four-year mandate and may be re-elected under the same procedures.

In addition to the powers delineated in the Statute of the University, the Head of the Department shall have power to:

- a. supervise the drafting of the curricula and lesson plans for all cycles of study programmes of the subjects provided and oversee their implementation;
- b. supervise research activities in the department, pursuant to the annual plan, to keep all data and minutes on the scientific and academic activity of the department staff members following the reports in Its annual analysis;
- c. supervise all teaching programmes and other activities of the learning process are respected properly and on due time;
- d. approve all the modalities related to the assessment process and set up tripos committees to respective cycles of study in accordance to all the subjects provided;
- e. recommend the Dean the specific criteria for acceptance of the department academic officers after preliminary discussion in the department;
- f. supervise the workload of the academic staff is being properly implemented;
- g. organise periodic analysis on specific issues in the department and annual analysis of Its scientific-teaching work.

The department's activity is based on the opinion of the academic staff of the department.


## **Article 22**

### **The Director of Research and Development Centre**

The Director of Research and Development Centre is the highest governing authority at research level. He /she shall be at least "Doctor of Philosophy". In exceptional cases the Director of Research and Development Centre can also be a Docent. The Director is selected by the internal academic staff, elected by the Dean, approved by the Rector and appointed by the Board of Trustees for a four-year mandate and may be re-elected.

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In addition to the powers delineated in the Statute of the University, the Director of Research and Development Centre shall have power to:

- a) encourage excellent students to engage in scientific work;
- b) supervise the performance of reliable studies inside and outside the institution.

## CHAPTER VI EMPLOYMENT RELATIONS OF ACADEMIC STAFF

### Article 23 Academic Staff

The academic staff engaged in teaching in the study programmes of the first and second cycle consists of academic staff holding at least the title "Doctor of Philosophy" and lecturers who have completed the second cycle of studies and hold a Master of Science degree.

The academic staff of the University consists of: professors, associate professors, senior lecturers, doctors and lecturers.


All professors, associate professors, senior lecturers, doctors and lecturers are academic staff been recruited upon the approval of the Board of Trustees, save by the needs of the departments and pursuant to the assessment criteria set forth by the University.

### Article 24 Powers and Responsibilities

All lecturers engaged in teaching in the study programmes of the first and second cycle shall have power to:

1. enjoy full academic freedom and be protected against discrimination;
2. participate in teaching and research activities and services aiming at the advancement of the University;
3. participate in various national and international scientific activities to promote the earned degrees/titles, in the interest and on behalf of the University;
4. show no restraint in determining the methods and content of the learning process in the framework of the curriculum and pursuant to the policies of the University;
5. cover teaching workload pursuant to the legal provisions of higher education;
6. benefit a monthly payment for the assigned work, as well as other financial perks related to his/her participation in scientific conferences, research and study projects, and publications under the logo of the institution as defined by Ordinance;
7. benefit the right of annual paid leave;
8. make use of other rights provided in the Law no. 9741, dated 21.05.2007, "On higher education in the Republic of Albania", the Statute and Ordinances of the University.

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All lecturers shall be responsible:

- a) to perform their contract-bound duties and services with liability and quality according to the terms and conditions of employment, pursuant to the law "On higher education in the Republic of Albania", the Statute and Ordinances of the institution;
- b) to implement the provisions delineated in the Statute and the Ordinances of the institution;
- c) to follow the code of ethics and discipline, ensuring all actions inside and outside the institution cause no offence to his/her own reputation, dignity or personality, or that of the institution;
- d) to engage in talks and counselling with students or in other duties of administrative nature;
- e) to observe general and specific orders and directives of the authority in charge;
- f) to respect formal scheduled workload, make correct use of it and productive use of the lecturing hours;
- g) to accomplish all the obligations related to a specific discipline they teach until all assessment/tripos process is fulfilled as defined by Ordinance of the institution;
- h) to engage in research and study projects, and publications related to their his specialty (field of study) be the institution part of such events. The research and publications workload will be considered as part of the total workload, pursuant to enacted by-laws. The employee shall conduct at least two scientific studies per year and publish the papers in the University journal;
- i) to engage in promoting its academic capacities. All lectures who have completed their Master studies shall carry out the corresponding qualifications to earn the degree of "Doctor of Philosophy" within 5 years from the entry into force of their labour contract otherwise they will be laid off;
- j) to faithfully preserve the legitimate interests, data, and confidentiality related to the institution;
- k) to notify the employer if they are absent from their workplace procuring a health report and submit it to the employer in a week time;
- l) to compensate all intentionally or neglectfully caused damage of the University property, supplies or equipment the employees make use of to perform their duties;
- m) to submit a written report related to the aspects of the organisation of relevant teaching discipline at the end of the academic year.


Foreign lecturers are recruited under bilateral agreements.

### **Article 25**

#### **Full-time/ Part-time Staff Selection and Appointment**

Employment contract at the University is based on Employment Rights Act, the legal acts on higher education of the Republic of Albania and the Statute of the University.

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The recruiting of the academic staff is carried out pursuant to an open competition of transparent, impartial and objective procedures.


- A. The hiring of new full-time academic staff at the University comprises the following steps:
1. The Head of the Department proposes the criteria for job vacancies the candidates shall fulfil to be hired as full-time academic staff and forwards the proposal for approval to the relevant Faculty Council.
  2. The Faculty Council evaluates the proposals for recruitment of new full-time academic staff and approves the request be sent to the Senate for consideration.
  3. Had the proposal been granted the approval by the Senate, it is forwarded to the Board of Trustees for approval.
  4. Upon the approval of the proposal by the Board of Trustees, the Office of Human Resources and Legal Affairs engages in the furtherance of the procedures for job vacancy announces. This Office publishes the job vacancies on the University and the Office of Labour’s website.
  5. The relevant Dean of the Faculty, the Head of the Department (who is the rapporteur of the committee), and the Chancellor of the University constitute the committee in charge of the selection of the candidates by thoroughly assessing the candidates files. The Head of the Human Resources engages in the furtherance of the procedures for the selection of the candidates without the right to vote and been there any irregularities in the procedure, he/she shall forward a written report to the Rector and the Senate thereon. The assessment criteria for the selection are set out in a separate Ordinance.
  6. The Commission analyses the appropriateness of the proposal for the job vacancy and submits the decision made upon a simple majority to the Senate for approval.
  7. The decision made by the Senate is forwarded thereon to the Board of Trustees for approval.
- B. The hiring of new part-time academic staff at the University comprises the steps provided in the Ordinance on employment and performance assessment of the academic staff.

## **Article 26**

### **Employment Contract**

1. All employment contracts for academic and administrative staff providing service to the institution are bound by the Rector upon the approval of the Board of Trustees.
2. All employment contracts bound with employees, internal and external academic staff can be indefinite, fixed-term or job-sharing depending on the respective teaching hours. Contract renewal is possible pursuant to the results and quality assessment in each field of teaching and scientific research.

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3. The employment contract, working conditions and conduct are delineated in the contract; the contract type, duration, and every aspect related to the legal framework of the employment relationship is handled pursuant to this Regulation, the Labour Code, the Law of higher education the Republic of Albania and the laws and by-laws ensuring its implementation.
4. The terms of the employment contract are determined by both parties in the process of contract negotiation, and pursuant to the general principles of the University.

### **Article 27**

#### **Disciplinary Procedure**

Had the provisions set forth in the normative Dispositions of sanctioned laws and by-laws, the provisions of the Statute and the Ordinances of the University, as well as the ethical norms been violated by the University’s officers, the following disciplinary procedure will start:

- a) Rebuke: written or verbal rebuke is addressed to the academic or administrative staff;
- b) Written reprimand: it is addressed to the academic or administrative staff;
- c) Check-off: deduction of contributions in 1/8 or 1/3 of the payment;
- d) Suspension & withdrawal of privileges: the academic or administrative staff is notified for being suspended and withdrawn of all privileges;
- e) Proposal for dismissal: written notification is addressed to the academic or administrative staff of being proposed for dismissal from tenure.

It is the competence of the Head of the Department to propose to the Disciplinary Board disciplinary actions be taken against subordinate academic and administrative staff, if violation of sanctioned laws and by-laws presents itself. It is the competence of the Dean to propose to the Disciplinary Board disciplinary actions be taken against the Head of the Department of Discipline Council to propose disciplinary measures if violation of sanctioned laws and by-laws presents itself.

### **Article 28**


#### **Termination of the employment relationship**

Termination of the employment relationship for the officers holding tenure at the University is due when the employee:

- a) willingly resigns;
- b) fails to perform his/her duties due to physical and mental disability;
- c) is sentenced to imprisonment by a final decision form the Supreme Court;
- d) is proven to be inconsistent with the official tenure;
- e) shows disrespect of the institution, violates professional ethics, causes malicious damage of the University’s image;
- f) is officially dismissed.

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### **Conflict of Interest**

All officers holding tenure at the University shall avoid situations that create conflicts between the institution and their interests, as well as other institutions. If the contrary happens, disciplinary procedures will start against them as defined in this Regulation.

## **CHAPTER VII**

### **ADMINISTRATIVE STRUCTURE**

#### **Article 30**

##### **Powers and Responsibilities**

Administrative bodies shall have power to ensure the implementation of allocated duties and are responsible to authority bodies therein, pursuant to the purpose and objectives of the University and the principles and procedures of the overall management of quality save by the strategic management system. All bodies shall ensure data protection to third parties.

#### **Article 31**

##### **Hierarchy Principle**

The Administration, shall, consistent with all administrative issues, rules and decisions, operate on the principle of hierarchy, whereby lower-ranking bodies shall indispensably comply with the orders of higher-ranking ones.

#### **Article 32**

##### **Delegation of Powers**

The administrative staff, taken a leave of absence, shall submit a request for duty leave to the authority in charge and preset the deputy who shall hold office instead. The designated body retains all the rights to assign the delegated officer. The deputy who holds office shall retain all the responsibilities and powers, except the right of appointment and dismissal.

#### **Article 33**

##### **Delegation of Signature and Powers**

Administrative bodies, when necessary, may delegate their signature or a portion of their powers away to a lower-ranking officer or officers save by the consent of the competent authority eligible to appoint such duty. The delegation of powers is carried out in writing, designating the scope of the delegated powers, the delegated officer and the duration of such delegation whereof.

#### **Article 34**


##### **Administrative Management and Communication**

. All minutes concerning internal transactions of the University shall be accomplished in writing, verbally and by e-mail.

#### **Article 35**

##### **Administrative staff**

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The administrative staff consists of all the full-time officers performing specific tasks on the University holding different positions.

The administrative staff shall meet the minimum requirements as follows:

- a) shall have a Bachelor degree;
- b) shall not have limiting health problems that could hinder or delay performance of duties;
- c) shall not be deprived of public rights;
- d) shall not be convicted of an offense.

All recently recruited officers are subject to a three-month probationary period upon initial of permanent assignment and are granted a probation status. During this period, had the employee not satisfactorily completed the required probationary period, he shall therefore be discharged of all duties. Upon successful completion of the probationary period, the staff shall be regarded to enter upon the duties. Administrative staff tenure is effective upon proposal of the Rector and commencement of the Board of Trustees.

The tenure of the officer (elected or re-appointed) is determined by a committee consisting of the Rector, the Secretary General and Head of the relevant Administrative Unit. Whenever necessary, the office of the administrative staff shall be prone to alterations. An officer entering office under one administrative unit may be determined to another supervising unit as constituted by the Administrative Board. Academic staff may be charged of duties of administrative character if deemed necessary.

## **CHAPTER VIII**

### **DUTIES AND RESPONSIBILITIES OF ADMINISTRATIVE STAFF**

#### **Article 36**

##### **Powers**

The administrative staff of the University shall act save by the normal running of the office, job description, and all enacted provisions, laws and duties assigned by an authority. Likewise, the staff is responsible to the relevant authority to perform accurately and fairly all designated duties. Should the executives order evidently illegal acts, it shall not pursue such acts and report to higher-ranking authorities in writing.


#### **Article 37**

##### **Legitimacy**

The administrative staff shall, at all times, faithfully, and to the best of their ability, perform all duties that may be required of and from it pursuant to the Law.

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### **Impartiality**

No administrative staff shall discriminate on the grounds of race, colour, sex, political orientation, religion or affiliated sects.

### **Article 39**

#### **Behaviour and Cooperation**

All administrative staff shall maintain proper standard of conduct and confidence in the performance of official duties or serving abroad. The administrative staff shall foster a sense of collaboration, which is an indispensable factor in the proper running of such duties.

### **Article 40**

#### **Duties and responsibilities of administrative management personnel**

Administrative Directors, save by legal provisions, shall carry out their duties or issue orders to have their duties carried out on time or under no deficiency; shall foster other subsidiary staff to perform their duties. He / She is responsible and shall have power to control the conduct and status of officers. He / She shall act fairly and impartially to subsidiary staff and exert his/her power pursuant to enacted laws thereof.

### **Article 41**

#### **Preservation of Tangible Assets**

It is the administrative staff's duty to exercise due diligence when performing tasks, conserving and safeguarding all tangible assets and it is their responsibility to maintain alertness while on duty. All inflicted damages in the institution due to negligence, carelessness or inappropriate measures shall require the officer to repay the equivalent amount to the damage being guilty of the offence created. (*pursuant to the provisions of the Civil Code*).

### **Article 42**

#### **Non-Proliferation Policy and Press Release**

All administrative staff is prohibited of distribution and/or disclosure of declassified information concerning University proceedings for press release, if deemed unauthorised or no permissive.


### **Article 43**

#### **Document Security**

All administrative officers are required not to take unauthorised official documentation, assets and materials outside the office environment or make use of them for personal gain. Upon completion of his/her fiduciary duty, he /she shall return all he/she has been given to fulfil his/her functions.

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**Article 44**  
**Grievances**

The administrative officers may seek redress of a grievance by making a complaint on procedures or matters he has been addressed to by the directors. The complaint is addressed to the Secretary General of the University who addresses it to the Rector thereon. All grievances and their content are reviewed by the Rector, who, in due time, comes to a decision and the aggrieved person is given notice accordingly.

**Article 45**  
**Prohibitions**

All administrative officers: shall not carry out activities or actions that hinder or delay service or performance of assigned duties; shall not engage in any unlawful strikes or make propaganda on strikes; shall not carry out activities for lucrative and profitable purposes; shall not solicit or accept bribes; shall not satisfy the interests of the other side due to his duty, and shall not disclose confidential professional information.

**Article 46**  
**The Archive**

The archive officer is responsible for archiving, storage and effective use of all the documents of the institution. The archives office functions save by the ordinance “On Archives” and all enacted laws and by-laws.

**Article 47**  
**The Registry**


The Registry is responsible for managing student enrolment process. The Registry is responsible for regulating, monitoring and archiving any enrolment, information, document or transcript related to the students.

The Registry:

1. shall ensure the inclusion of all forms and documents in the information management system and update this information, if necessary, pursuant to the quality policy of the University.
2. shall contribute, in cooperation with other units, to the student relationship management through the automation system;
3. shall upload/fill in, manage and maintain a book of records for the students and the educational process, the grades, degrees, diplomas and any other register as may be prescribed by legal provisions;
4. shall ensure the maintenance of records either in hardcopy or electronic format;
5. shall prepare students’ reports in definite periods;


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6. shall make sure that all the candidates who have been granted the student status are registered;
7. shall open and maintain personal electronic book for each student, which reflects the student's results in the entrance tripos at the University, the list of the courses he/she has taken up each term during the study period, the scholarships, and disciplinary measures against, and record them over the years;
8. shall upgrade the automated enrolment system at the beginning of each term;
9. shall prepare student entries and final tripos proceedings, after submitting the course list, and send them in hardcopy or electronic format to the Department Registry for correction or alteration;
10. shall ensure the archiving of the original grades and tripos proceedings.
11. shall prepare the transcript or download it from the system;
12. shall prepare other documents submitted to official institutions such as a student confirmation form for military service, and other student verification forms;
13. shall consign students the student card;
14. shall prepare student diplomas based on the student record, and on confirmation forms upon the resolution of the Faculty Council and sanctioned by the Senate of the University and consign students their signed diplomas;
15. shall submit to the Rectorate the list of the students who meet the criteria to be granted an excellence scholarship;
16. shall identify students who are deprived of the right to tuition fee rebate because of insufficient achievements in their studies;
17. shall follow the procedures for students who wish to complete their studies; shall delete unnecessary data at the end of each academic year and submit to the Senate a report on the motives of a reducing student number;
18. shall identify students who failed to complete their studies successfully within a maximum period of 6 years since their enrolment;
19. shall submit all the necessary tripos admission documents of the students who have completed their tuition payment;
20. shall identify the students who have been absent from the tripos;
21. shall save test scores;
22. shall follow the procedures of transfer;
23. shall verify if the names and credits of elective courses and the syllabus plan announced coincide;
24. shall prepare information based on the requirements of the Academic Advisor;
25. shall inform the Faculties, based on their requirements, upon the educational progress and student enrolment data.
26. shall prepare information or reports based on the requirements of State Administrative Bodies.

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27. shall prepare a plan of activities for the coming academic year and a report of activities, at the end of each academic year (July), and submit them for approval to the authorities in charge;
28. shall archive enclosed-envelope files of graduate students;
29. shall prepare the documents and any other information about student issues and publish them on the website, closely collaborating with IT office;
30. shall perform other duties preset by the supervisor.

### **Article 48**

#### **The Faculty Chancellor**


The Faculty Chancellor, being part of the Faculty administrative staff, shall exert its powers collaborating with other Divisions of the Rectorate and under the direct supervision of the respective Dean's office. Besides administrative managing of the Faculty, he shall, in collaboration with the Department, assist in developing scientific and educational activities, pursuant to pre-designated plans. The Faculty Chancellor is the highest governing authority of the Faculty's administrative staff.

The Faculty Chancellor shall prepare reports save by the principles of total quality management of the University and publish them in the system thereon. He is responsible to prepare all the documentation concerning the possibilities of opening a new study programme on campus, archives them and assists the Dean during the decision-making process.

The Faculty Chancellor shall have power:

1. to ensure all teaching-related departmental documents are sent to respective offices, stored and published on the web by collaborating with the Registry;
2. to act as rapporteur in the meetings of the Faculty Council and the Administrative Board of the Faculty; to keep minutes of the decisions made and , to bring account about them to the respective bodies thereon;
3. to send the incoming correspondence to the Dean, after carrying out their classification;
4. to prepare the incoming and outgoing correspondence related to the speakers/readers, conferences and seminars of each Faculty when time is due;
5. to manage the activities each Faculty shall organise;
6. to submit, upon approval of the Dean, the monthly full-time and part-time staff teaching workload to respective authorities, prepared from the staff members and approved by the relevant Head of the Department;
7. to prepare, upon the approval of the Dean, the list of stationary needs for the Faculty, and forward it to the respective division;
8. to ensure the ongoing of the Faculty correspondence;
9. to manage all the Faculty documents and send them to the archive when time is due;

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10. to ensure all students who have not completed their obligations towards the institution shall not be able to enter the tripos;
11. to manage statistics report related to students studying at each Department of the Faculty and forward it the Rector.
12. 12. to communicate, in writing, the preparation of diplomas to the Rectorate;
13. 13. to ensure the dates of the tripos are published in the Registrar’s programme;
14. to perform other tasks as determined by the Dean.
15. to perform other duties delineated pursuant to the Ordinance on the administrative organisation

#### **Article 49**

#### **Membership and Powers of the Administrative Structure**

The membership and powers of the administrative structure of the University are described in detail in the Ordinance “*On the Administrative Organisation*”

### **CHAPTER IX**

### **ORGANISATION OF STUDIES**

#### **Article 50**

#### **Purpose**

1. The purpose of the "Bachelor" study programme is to equip students with theoretical and practical knowledge through the study, practice and scientific research in the related field. At the end of the first cycle the students acquire necessary general knowledge in the respective fields.


The knowledge these programmes provide and the competencies the students acquire serve as the basis for academic and research career and enhance their engagement in the second and third cycle of studies.

The first cycle of the study programmes is conceived to bring together the basics and supporting theoretical knowledge with the advanced and detailed framework in specific areas.

2. The purpose of the second cycle of the study programmes is to equip students with theoretical and practical knowledge through the study, practice and scientific research in an area of speciality of their choice.

The knowledge these programmes provide and the competencies the students acquire serve as the basis for academic and research career and enhance their engagement in the third cycle of studies.

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The second cycle of the study programmes is conceived to bring together the basics and supporting theoretical knowledge with the advanced and meticulous framework in particular areas.

### **Article 51**

#### **Cycles**

The University offers study programmes as approved by the competent Ministry of Education, pursuant to the Statute of the University, specifically:

- a. Study programmes of first cycle, comprises 180 credits, lasts three academic years, and upon completion the student is conferred a Bachelor degree.
- b. Study programmes of second cycle, comprises 120 credits, lasts two academic years, and upon completion the student is conferred a "Master of Science" diploma.
- c. Study programmes of second cycle “Professional Master”, comprises 60 to 90 credits lasts 1.5 academic years, and upon completion the student is conferred a "Professional Master" in the relevant field.

### **Article 52**

#### **Drafting and Ratification**

The University offers accredited study programmes, organised in modules and assessed through credits, according to the European Credit Transfer System (ECTS).

Study programmes are drafted by the Faculty and ratified by the Senate. The University publicly announces the accredited study programmes it offers, prior to the starting date of application for admissions.

### **Article 53**


#### **ECTS**

1. The European Credit Transfer System (ECTS) is a tool accredited by the European Union Commission based on the workload students need in order to achieve expected learning outcomes (modules, course units, dissertation work, work placements and laboratory work), aiming at recognition and validation of qualifications and units of learning as well as student mobility from one university to another.
2. One credit is equivalent to 25 teaching hours, of which half (approximately) means teaching auditorium and the other half in individual study.
3. The required amount of credits attached to the workload of a fulltime year is 60 ECTS credits. The student workload corresponds to not less than 1500 hours. Learning activity organised through theoretical and practical classes, lectures, seminars, course assignments, laboratory work, research projects, and internships.
4. Class duration is 60 minutes.

### **Article 54**

#### **Mode of Studies**

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The mode of studies the University offers is full-time study. The implementation of other forms of study requires the legal provisions be ratified by the competent Ministry of Education.

## **CHAPTER X**

### **ADMISSION, ENROLMENT AND TRANSFER**

#### **Article 55**

##### **Admission, Enrolment and Transfer of Students**


1. The University central focus is the students' academic success once they are enrolled.
  - a. Albanian students are admitted on the basis of their high school average and, if deemed necessary, on the basis of entrance tripos result the University organises.
  - b. Foreign students are admitted on the basis of the qualifying tripos results, if any, in their country of origin and the results of high school studies.
  
2. On enrolment day the student signs a contract with the University. The student engages in the implementation of all ordinances and guidelines set by the University and the relevant legislation of the Republic of Albania concerning higher education throughout the studies.
  
3. The applicant, upon completion of the necessary documentation for enrolment, is granted the student status of the University and as such is entitled to all the rights pursuant to this status.
  - a. If the applicant, upon reasonable grounds, cannot carry out the enrolment, a family member equipped can pursue with the enrolment procedures save by an appropriate proxy.
  - b. Had the documents the student has submitted have any irregularities or deficiencies, the agreement with the University terminates, regardless of the semester the student is pursuing.
  
4. All applicants cannot enrol after the deadline set by the University pursuant to the enacted laws and by-laws.

#### **Article 56**

##### **Criteria for Enrolment**

1. Albanian or foreign students can enrol in the first cycle of studies on condition that they meet the following criteria:
  - a) Provide an official document certifying they have completed high school studies in Albania or abroad (the equivalent document issued by the Ministry of Education pursuant to the laws It has set by), the High School Diploma and the transcript or Maturity Certificate for the ones who completed the studies prior to 2011, and the

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relevant certificate conferred by the National Tripos Agency certifying that the candidate has passed the elective tripos;

- b) Pay the annual fixed tuition fee;
- c) Meet the qualitative selection criteria, if the University sets them as a prerequisite for their selection.

For foreign student the following documents are required:

- a) The residence permit at the time of enrolment (certified copy);
- b) Certificate of recognition of the Albanian language issued by the Faculty of History and Philology of the University of Tirana or a document certifying language proficiency for the study programme.

2. Albanian or foreign students can enrol in the second cycle of studies on condition that they meet the following criteria:

- a) Provide an official document certifying the completion of the first cycle of a study programme in Albania or abroad and / or official document of transferring from a public or private institution of higher education accredited in Albania or abroad;
- b) Pay the fixed tuition fee per month / annum.

Foreign students are required to provide the documents mentioned in the second paragraph of point 1 above.

3. All citizens enrolling at the University shall meet any other criteria determined under the dispositions of the Ministry of Education and the University.

### **Article 57**

#### **English Language Proficiency**


Students enrolled in the second or third cycle of the study programmes are subject to preliminary tripos of English language proficiency. Candidates for admission shall have passed the English language tripos recognized by the Ministry of Education and Sports or tripos set by the Senate and shall submit the certificates of English language proficiency prior to the starting day of the lecturing process.

### **Article 58**

#### **Tuition Contracts**

1. The applicant, upon signing a tuition contract, is granted the student status after enrolling in a study programme offered at the University.
2. The student enjoys this status throughout the ongoing of the study programme he /she is enrolled and loses it in the following cases:
  - c) upon receipt of relevant diploma;
  - d) upon dismissal from the study programme of;

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- e) upon expulsion from the University .
3. The student is granted all deriving rights from it and is obliged to fulfil all obligations originating from the Statute and the Ordinances of the University.

### **Article 59**

#### **Counselling**

Every department chooses a consultant lecturer to each student. The academic advisor pursues the academic progress of the student and guides him throughout the study period. The academic advisor approves enrolment forms for the corresponding semester for each student.

### **Article 60**

#### **Renewal of Enrolment**

Students attending the University programmes are obliged to renew their list of courses they aim to attend in a semester electronically. The renewal of enrolment deadlines is reflected in the academic calendar.

Had the students not paid the tuition fee, under the conditions set by the University, then they cannot renew their enrolment the next semester. Students who have not renewed their enrolment cannot attend the courses or take tripos. The semester which no tuition fee has been provided will be calculated within the study period. All academic relations with student will be disrupted had the renewal of the enrolment not befallen for two consecutive semesters.

### **Article 61**

#### **Student Card**

All students are provided with a student card, photo included, valid for maximum one year, once they have completed their enrolment at the University.

### **Article 62**

#### **Matriculation**

At the time of enrolment the student finalises the personal file the following documents:


1. University Application Form;
2. The documents specified in Article 57, paragraph 1, of this Regulation;
3. Copy of ID card / passport;
4. Warrant bill the tuition fee has been paid;
5. 2 personal photos.

Foreign students, in addition to the above-mentioned documents shall also meet the criteria delineated in the Article 57, paragraph 2 of the Regulation of the University.

Once the enrolment at the Registry is completed, the student is entitled to a matriculation number pursuant to the enacted laws and bylaws.

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### **Article 63**

#### **Disruption of Studies**

The student may discontinue the studies up to two semesters within 30 days from the beginning of the academic year under plausible reasons considered as such by the Faculty Council and may resume them with respect to the 6-year maximum period of completion of the first cycle of studies and the 4-year maximum period completion of the second cycle, as designated in this Regulation.

Whatever the case, the student shall notify the University about the disruption and resumption of studies.

The Faculty Council is the competent authority for the acceptance or rejection of such application. The decision of disruption comprises the amendment of financial terms and determines the possible term for the resumption of studies. The decision is forwarded thereof to the corresponding department the student attends the studies in and to the Registry for the correct execution.

### **Article 64**

#### **Resumption of Studies**

The student may resume studies the point he/ she has stopped them in, but not any period later than the beginning of the semester or academic year save by the study programme of the academic year the return befalls.

The application for resumption of studies is therefore addressed to the Registry who in return forwards it to the corresponding department; consequently, the department forwards the application to the Faculty Council for approval. The Faculty Council determines the course obligations be updated for the student.

### **Article 65**

#### **Transfer Students**

The University envisages rules on transfers of students during intermediate course of study from other HEI-s, inside or outside Albania, public or private, and to other HEI-s pursuant to the directives provided in the relevant Ordinances.

Transfers are made at the beginning of each semester of the academic year.


### **Article 66**

#### **Cross-Departmental Transfers**

The students who have completed a semester in the first cycle of a study programme may apply to the Registry within the time specified in the academic calendar for such

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applications to be transferred horizontally (parallel) in another study programme, within the same division of the institution pursuant to the principles set by the University.

### **Article 67**

#### **Recognition of Credits from Certified Undergraduate Programmes**

All professional knowledge and skills certified according to enacted laws and master of educational activities of post high-school level pursuant to the specific objectives of the relevant study programme shall be recognized by the University as the credits of graduate qualifications in a given study programme.

The maximum number of credits recognized in such case shall not exceed 60 credits for the first cycle of study programme in and 40 credits for the second cycle.

The recognition request is reviewed following the same procedure of the transfer from the Department Council which forwards it to the Faculty Council thereof. The latter forwards the request to the Administrative Council of the University for final approval.

### **Article 68**

#### **Transfers from other HEI-s**

All students who wish to transfer from other HEI-s, public or private institutions operating in Albania or abroad, shall submit official transfer documentation, specifically:

1. Application form for transfer of study programme;
2. Transcript of the results obtained at the HEI he / she is transferring from evidencing the credits accrued for each discipline; (signed and sealed);
3. Number of matriculation at the HEI he / she is transferring from and confirmation paper of the termination of studies therein;
4. Copy of the programme he/ she has carried out at the HEI he / she is transferring from (signed and sealed);
5. Documentation evidencing the completion of high school / a cycle of study at university;
6. Identification document

The University shall exert its right to request other documents for transfer students, had they been provided in the enacted laws and by-laws on Education.


### **Article 69**

#### **Transfers to other HEI-s**

All transfer candidates wishing to transfer to another HEI, shall fill in the relevant form and submit it to the Registry clearly specifying the reasons for the transfer and the name of the HEI he / she is seeking transfer to.

The institution, upon the student’s request, shall provide them with:

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- a. Certificate of debarment,
- b. Number of matriculation,
- c. Official Transcript of grades
- d. Course Syllabuses

In any case, the student shall exercise the right to transfer upon liquidation of financial obligations as delineated in the contract.

### Article 70

#### Transfer Authority

The respective Department Council shall decide for transfer programmes being carried out at University. The council shall carry out all apposite procedures of course equivalency for the first cycle of study programme. As for the second cycle, the competent body responsible to carry procedures of course equivalency is the Scientific Committee.

Subject to the provisions of this Article, students who have completed course equivalency procedures are issued a diploma provided they attended at least two semesters of studies at the University.

## CHAPTER XI ORDINANCES ON STUDIES

### Article 71

#### Academic Year and Organisation of Teaching Process


The academic year comprises 32 teaching weeks. It consists of a fall semester and a spring semester. Special seasons may be organised upon the approval of the Senate. The normal duration of each semester is 16 weeks. When appropriate, their duration may be extended by the Senate.

The academic year is organised into semesters of at least 20 lecturing hours, seminars and laboratory classes per week.

The beginning of the academic year and calendar of tripos is determined and published by the Senate every year. Official holidays are not comprised in the teaching or tripos period. Had they miss any classes due to official holidays, they shall be covered in a later moment.

However, if deemed necessary, upon proposal of the Head of the Department and the approval of the Rector, teaching or tripos classes can be covered during the coming Saturdays or Sundays.

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## Article 72

### Organisation of Studies

The organisation of the first and second cycle of studies consists of:

- a) comprehensive skills disciplines organised in separate modules;
- b) idiosyncratic skills disciplines organised in the separate modules;
- c) educational disciplines archetypical / integrated with idiosyncratic disciplines;
- d) cumulative discipline courses;
- e) educational activities related to foreign language acquisition, computer training and practice or internships;
- f) educational activities pertaining to the diploma thesis.

Each department determines the educational activities characterising a study programme pursuant to directives delineated by the Ministry of Education and its Ordinances.

## Article 73

### Explicit Training Disciplines

1. Explicit training disciplines, according to the peculiarities of each department, are divided into:

- a. Compulsory Disciplines;
- b. Elective Disciplines.

2. Compulsory disciplines include scientific activities in the respective domain of graduation defined in the curriculum.


3. Elective disciplines include scientific activities in the respective domain of graduation oriented towards a narrower specialisation. Such elective courses are designated pursuant to the curriculum of each department.

## Article 74

### Lecturing

1. The first cycle of the study programmes comprises a total of maximum 22 tripos and a diploma presentation; the later takes place at the conclusion of the first cycle of the study programmes. The second cycle of the study programmes envisages final assessment criteria save by the enacted laws. The number of courses of the study programmes may be greater as designated in the field of study programmes and pursuant to the objectives of these programmes and upon the decision of the Senate.
2. Each second cycle study programme shall not envisage a total of more than 14 tripos or other final assessment procedures for the knowledge acquired in a discipline or other educational activities.

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3. The learning acquisition process comprises lectures, projects, laboratory tasks, internships, field work, seminars and other similar tasks provided in the curriculum, course assignments, course trips, training trips and diploma thesis.
4. The academic staff of the relevant department responsible for the course / educational activity in question determines the course / educational activity workload and provides the ECTS for that course / educational activity.
5. The overall assessment of the student is done on the basis of accrued percentages in mid-term trips / final trips; attendance; course assignments; presentations and projects.

### **Article 75**

#### **Syllabuses**

All study programmes conducted in the faculties and departments of the University are pursuant to the requirements of the Albanian legislation on higher education and the Bologna Regulation. The study programmes of the department shall enter into force only upon approval of the Senate on the relevant decisions the Faculty Council has proposed to concerning the opening of these study programmes. Elective courses curricula consists of optional courses the department provides to the students at the beginning of the semester or elective courses provided from other departments.

Lecturing period follows the order and the content of the curriculum for each programme. Starting from the third semester, the students who have successfully passed all the courses of the previous semesters and have an average of at least 3.00 GPA can, upon the approval of the advisor, take up an elective course of the coming year of study, whereas those who have an average of at least 3.50 GPA can take up two elective courses.


Once enrolled, the student who provides a document from another HEI evidencing that he / she has successfully completed one or more courses can claim exemption from attendance to the course(s). The Department Council shall review the request and if it deems it fit that the knowledge acquired in that course are sufficient to absolve the student from the obligation to attend such course(s) can proceed accordingly. Being this the case, the Department Council decides upon compulsory courses the student must attend.

Had the student not attended courses he / she normally must have during the semester, conduct reasonably considered to be fair by the Department Council, he can take up courses without prerequisites (non-necessarily related to each another) next semester. Subsequently, the students can attend first the courses they failed or could not attend the previous semesters. The relevant units, upon previously laid-down principles pursuant to the education traits of each department, develop internships or practice included in the study programme.

### **Article 76**

#### **Prerequisite Courses (courses related to one-another)**

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Prerequisites for course attendance are determined by the relevant departments and reflected in the curriculum.

### **Article 77**

#### **Course Enrolment, Course Resigning and Mandatory Attendance**

Attendance is mandatory in lectures, course applications, laboratory work, projects, seminars, parlours, graduation and similar tasks where attendance is mandatory within a semester, pursuant to the limits delineated in the Ordinance on Studies.

In case of resumption or first-time attendance in lectures, laboratory work, projects and similar activities equivalent to lectures, the students shall first enrol in the courses abridged under the letter D and F. Once they have chosen these courses, they can take up others. Firstly, courses from a previous semester abridged under the letter D and F are chosen.

The student, upon the approval of the advisor, may resign from one or more courses may change the courses taken up previously with other courses or enrol in other courses within two-week time from the beginning of each semester.

### **Article 78**

#### **Student Records**

The University exerts its right to keep the following books of records to manage students and the learning process:

1. Basic book of records for students: providing the data required under enacted laws;
2. Book of transcripts: continuously envisaging the students' progress during their studies;
3. Book of graduates: containing records of students who have completed their studies at the University, their data for the diploma, the diploma supplement and a certificate evidencing the withdrawal of these documents.

The basic book of records is filled in handwriting and electronic form and kept in safe permanent storage.


Once enrolled, a student is provided with a unique identifier or matriculation number that identifies the student up to his graduation day when he is issued a diploma or certificate pursuant to the enacted laws and by-laws.

### **Article 79**

#### **Courses and Groups**

The lecturing is course-oriented or group-oriented.

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Course-oriented lecturing involves up to 150 students; group-oriented workshops involve no more than 50 students; laboratory work and professional interns involve only 20 students.

### **Article 80**

#### **Attendance**

Attendance of lectures and seminars: Students of the first cycle must attend 70% of each course, whereas the second cycle students must attend 80% of them.

Had the student not attended 70% of the lectures and seminars, he is not eligible to enter the final tripos. The student repeats the course by attending.

Attending laboratory work, assignments and internship training is mandatory up to 80%.

Course Projects are optional and must be settled 100%.

Students who do not meet such criteria do not enter the semestral finals.

### **Article 81**

#### **Lecturing Hours and Time-Table**

The Registry is responsible to ensure the timetable specifying the time and room the lecturing is taking place be published and announced. The timetable is mandatory for students and lecturers.

Lecturing hours are graphed on pedagogical criteria allocating a well-balanced workload therein.

One lecturing (academic) class lasts 60 minutes.

### **Article 82**

#### **Language**


The University programmes are carried out in different languages. Moreover, certain courses can be carried out in a language different from that of the study programme once the proposal of the Faculty Council has been approved by the Senate.

### **Article 83**

#### **Graduate Thesis**

A graduate thesis is designated pursuant to the study programme and upon approval of competent authorities and is mandatory for students since such thesis demonstrates the students' professional achievement expectancy. The terms concerning the drafting, the delivery deadline, the tripos and assessment of the thesis is determined by these authorities. The graduate thesis is included as a course in the sixth semester of the first cycle of study programmes. In the second cycle of study programmes, i.e. in the Master of Science programmes it is included as a course in the fourth semester, whereas in the Professional Master programmes in the third semester.

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Students may be appointed a topic for graduate thesis even one semester in advance save by certain conditions.

#### **Article 84**

##### **Diploma**

All students who successfully complete their studies in the faculties of the University are, pursuant to the commencement of this Regulation, issued a diploma which delineates the name of the faculty the students are graduating from. The Senate determines thereon the titles to be awarded upon completion of the studies in the other faculties and departments envisaged to be opened / founded in the future.

#### **Article 85**

##### **Student Affairs**

The decision regarding transfer student issues, issues related to education and trips, as well as the ones dealing with the termination of the relationships with the department is up to the Department Council. Being this the case, the student may exert his / her right to appeal the decision of the Faculty Council within 15 days upon receipt of notice about the decision in question.

As for disciplinary issues, the Ordinance on Students Disciplinary Actions of the University enters into force.

### **CHAPTER XII**

#### **GRADES, TRIPOS AND PASSING RATE**

#### **Article 86**


##### **Student Assessment System**

Quantitative assessment of student performance at the University is measured save by the American Credit System and the ECTS, calculated pursuant to the methodology mentioned in the articles of this Regulation.

Qualitative assessment of student performance is measured save by grades. Grading of courses and diploma thesis is carried out pursuant to the following table:

*Midpoint	Grade Range	Coefficient	Albanian System of Grading	Indicative Characterisation
90-100	A	4,00	10	Excellent
85-89	A-	3,66	9	Very Good

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80-84	B+	3,33	9	Very Good
75-79	B	3,00	8	Good
70-74	B-	2,66	8	Satisfactory
65-69	C+	2,33	7	Conditionally Pass
60-64	C	2,00	7	Conditionally Pass
55-59	C-	1,66	6	Fail
50-54	D+	1,33	6	Fail
45-49	D	1,00	5	Fail
40-44	D-	0,66	4	Fail
0-39	F	0	0	Fail

\* 0-100 points system.

Grades that do not count on the average:

I - Aegrotat pass

S - Satisfactory

T - Transferred

U - Deficient

P - Pending

EX - Excluded from liability

NI – Not included

NA - Not Applicable

### Article 87

#### Passing Criteria


First-year students are granted access to the second year provided they have accrued at least 30 credits from the first year.

Second-year students are granted access to the third year provided they have accrued at least 60 credits from the first and second year.

Last-year students, who at the end of the annual tripos have accrued 30 credits less though attending the courses, are allowed to wind up that period as granted by the Dean's office prior to the graduate season, otherwise, the student shall sit for resit attendance.

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Students who have accomplished all academic requirements have the right to enter the graduate period. Had this not been the case, they are entitled to sit for liquidation next semester, and graduation period starts upon settlement of the academic requirements.

### **Article 88**

#### **Overall Average Increase**

Students who want to increase their overall GPA may retake previous years' courses. Pursuant to this, the average shall be calculated with reference to the final grade the student has been given to on that particular course.

### **Article 89**

#### **Pass Grade**

The pass grade in a course is laid down by the relevant workload carried out during the semester (mid-term tripos, quizzes, applications, tasks, projects, ateliers, workshops, attendance, laboratory hours, etc.) and the final tripos grade. Subject to this, all lecturers shall publish the assessment system in the respective course within the first week of each semester.

Course Statement of Accomplishment shall be submitted therefore to the relevant administrative division within the timeline laid down in the academic calendar and the results shall be published on the student's personal website BIS.

### **Article 90**

#### **Tripos Season**

Tripos season begins the week after the end of each semester. If triposes are not being held during the specified season, subject to the agreement of the Faculty Council the tripos season is proposed to be extended to the Senate. Upon the approval of the Senate the tripos season can be extended for as many days as there are tripos not being held within normal timeline.

Graduation tripos takes place the first week after the tripos season.

### **Article 91**


#### **The Right to Enter Tripos**

Students are entitled to enter the course tripos had they satisfied all the obligations deriving from the course as provided in the course syllabus. The students are denied their right to take the tripos in case of not having satisfied financial liabilities.

Course assessment is carried out according to the modalities set forth on the course syllabus as approved by the Department Council at the beginning of each semester. The Department Council informs therefore the Faculty Chancellor on the course assessment in question.

### **Article 92**

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### **Tripes Calendar**

Tripes and resit trips take place conform the defined deadlines in the organisation of the academic year, as approved by the Senate, and the trips calendar as announced at the beginning of the academic year.

Possible changes in the calendar are made at least one month before the trips season. Deadlines set out for trips and resit trips are mandatory for the lecturers as for the students.

The student is not allowed to enter a second time the trips of a course within the same season.

The student is granted the right to take trips of different courses on the same day had this been endorsed in the trips calendar, provided the student is registered in advance.

### **Article 93**

#### **Plan and Venue of Tripos, Make-Up Tripos**

The final trips plan of the semester is determined by the Faculty Council and shall be published at least two weeks prior to the trips season. Triposes are conducted in the University premises on a specific day, venue and time as determined in the programme. Tripos of courses which take place on the ground or through application may be held outside the University premises.

Courses conducted by one examiner are assessed by him only; on the other hand, when two or more lecturers are responsible for the course they are all part of the trips commission.

The semester's final trips is not make-up trips. Students who under reasonable circumstances cannot participate in semester's final trips shall exert such right for a later moment. Students who have not entered the semester's final trips shall submit a formal request accompanied by documents proving evidence of sustainable grounds for not entering the trips to the Registry within one week from the date of the relevant trips. Students whose request has been approved by the Faculty Council may exercise their right to enter trips during the season when these courses will hold trips in subsequent semesters.


### **Article 94**

#### **Tripes Forms**

Triposes are usually in writing. Course lecturers may decide to hold an oral trips, project or assignment.

Course lecturers prepare and are in charge of triposes. Had the lecturer in charge been away from the University premises the trips day, then the Head of the Department determines who

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will be in charge of the tripos. All lecturers and assistants can be in charge to ensure the correct furtherance of the triposes.

Students shall enter tripos providing an identification document, or their student card.

Access to tripos is denied to external entities save for the Head of the Department and other authorities of the University.

### **Article 95**

#### **Disclosure of Examination Marks**

Tripos results are evidenced in the assessment report, in the students’ book of records and electronic book of records.

The lecturer completes the assessment report at the end of the assessment process and submits it to the Registry no later than two weeks from the date of completion of the tripos season.

In no case must the assessment report have corrections and no one is entitled to add names to it.

The assessment report shall contain the signature of the course lecturer and the Department Registrar.

Had any assessment report been declared as technically incorrect during the enrolment or uploading on the computer, it may undergo necessary changes. The person responsible for the errata shall evidence in writing the circumstances of such erratum. The certification is therefore approved by the Head of the Department. The changes are approved to be taken three days after the day of the stated erratum.

### **Article 96**

#### **Appeals to Tripos Result**


If a student is considering submitting an appeal against the final result of a semester tripos, he /she has the right to submit to the Registry a relevant form in writing within the first week from the date of the publication of the results. Appeals are reviewed for material mistakes by a committee consisting of three people established upon approval of the Department Council. The lecturer cannot be part of this committee. The student is informed about the decision not later than 15 days from the date of the appeal submission for review.

### **Article 97**

#### **Summer Semester**

Lectures for the summer semester will start pursuant to the provisions of the Ordinance “On Summer Courses Semester”.

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## CHAPTER XIII INTERNSHIPS

### Article 98

#### Internship Attendance

Internships as delineated in the syllabus are mandatory to attend for all students. Students who do not carry out internships are subject to the rules set out likewise all other obligations.

### Article 99

#### Guideline to Internships

Internships in public institutions, private companies and other freelance professions are carried out under the direction of the lecturer in charge. Internships assessment follows the same guidelines as other courses finalised with a grade.

All rules set out by the institution the internship is carried out are mandatory to follow.

## CHAPTER XIV ASSESSMENT, GPA, TITLES AND DIPLOMAS

### Article 100

#### Assessment

Assessment of outcomes from the lectures, applications, laboratory work, projects, workshops and assignments will be academically carried out on hour-basis. The value of credits for one course consists of weekly theoretical hours and weekly hours of applications, lab and individual projects.

### Article 101

#### Weighted Average Grade


At the end of the study programme the weighted average grade is calculated for all students taking into consideration the credits accrued in each discipline or other educational activities. Calculation of weighted average grade is made on the basis of Directive no. 15, dated 04.04.2008 of the Ministry of Education and Sports, *"On the organisation of studies at public institutions of higher education"*.

### Article 102

#### Completion of Studies and Diplomas

First cycle study programmes:

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Students who have successfully passed all the courses listed in the curriculum of the faculty with a grade point average of at least (2.00), have no grade (D- or F) in their assessment and have completed all proceedings provided in the Ordinance are therefore issued a diploma as defined in the Article 3 of the Ordinance.

Students who are on the verge of graduation and have no more than three courses assessed (D- or F) are granted the right to use one-time additional tripos for no more than three courses in which they have been assessed (D- or F) at the end of the semester. Being this the case, the grade obtained in the tripos replaces the previously allocated grade.

Students who are on the verge of graduation and have successfully passed all the courses, but their CGPA is below (2.00), are granted the right to use one-time additional tripos for no more than three courses in which they have been assessed (C-, D + or D-) at the end of the semester. Being this the case, the grade obtained in the tripos replaces the previously allocated grade.

Students entitled to graduation, in order to withdraw their diploma shall submit to the competent division the documents which evidence the lack of obligations towards the University.

Second cycle study programmes:

The student shall have overall average above B- (GPA 2.66) otherwise he / she is unlikely to be granted the right to graduate.

Students who are on the verge of graduation and have not reached a general average (CGPA) of 2.66 / 4.00 (B-, 8, 70-74) before enrolling in their last semester (in which they have to prepare the thesis), are granted the right to use one-time additional tripos for no more than three courses

Being this the case, the grade obtained in the tripos replaces the previously allocated grade.

Students who have successfully completed tripos and other obligations shall submit their certificates of English language proficiency as a requirement for completion of the second cycle of the study programmes. The minimum level of linguistic competence shall be:


- a. Level B2 - for second cycle of the study programmes in "Professional Master";
- b. Level C1 - for second cycle of the study programmes in "Master of Science".

Students entitled to graduate shall submit to the competent divisions the corresponding documents evidencing they have wind up all obligations towards the University if they wish to withdraw their diploma.

### **Article 103**

#### **Issuance of Diplomas and Diploma Supplement**

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Students who have fulfilled all the obligations deriving from a study programme are provided with the relevant diploma, an official document of such completion.

A diploma supplement is attached to first cycle diplomas (*Bachelor*) and second cycle diplomas (*Master of Science, Professional Master*). Drafting of Diploma Supplement is carried out pursuant to the requirements of enacted provisions designed by Euro-zone higher education system. It delineates, above all, the nature, level, content, results of studies the students have been conducting and successfully completing. Diploma Supplement does not serve as replacement to the diploma.

The content, form of diploma and diploma supplement are approved by the Senate, pursuant to the provisions of the Ministry of Education and are recorded thereof in the National Register of Diplomas and Certificates.

#### **Article 104**

##### **Diploma Completion**

Diploma shall be filled out in eligible correct blue-colour handwriting and signed by the Rector of the University and Dean of the Faculty. For both, the name, surname, and scientific title are provided therein. Their signatures are certified upon the Common Seal of the University.

#### **Article 105**

##### **Diploma Withdrawal**

Graduate candidates shall withdraw the diploma and diploma supplement personally providing thereon their signature which is recorded in the appropriate book of records hereinafter.

Had it not been possible for the graduate to withdraw the diploma and diploma supplement, a close family member equipped with special right of endorsement and providing his / her passport may proceed with the withdrawal.

#### **Article 106**

##### **Amendments and Corrections to the Students Generalities**


The Registrars shall collect accurate data of students, before proceeding with the diploma, certificate, and proceeding completion. The student shall submit the necessary documentation for the amendment and correction of relevant details and other data before any completion of diploma, certificate, proceeding and supplement is carried out.

### **CHAPTER XV**

#### **STUDENTS POWERA AND RESPONSABILITIES AND OTHER PROVISIONS RELATED TO THE LEARNING PROCESS**

#### **Article 107**

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### **Powers and Responsibilities of Students**

Upon enrolment at the University students shall have power:

- a) to benefit from attending the lectures and graduate upon fulfilling all obligations delineated in the course syllabus;
- b) to use the University premises as means of carrying out curriculum tasks;
- c) to engage in non-political student associations organised under the provisions of relevant laws and participate in local and international networks;
- d) to take part in artistic, cultural, sport and recreation activities organised by the University as non-inclusive education activities;
- e) to show willing through democratic forms to enhance the learning process;
- f) to be respected and be acknowledged the right of mobility;
- g) to be given the right to speak up in hearings before authorities take any disciplinary measures against;
- h) to be included in the Alumni after completion of university studies.

Students shall have power to engage in student councils, independent apolitical and non-profit student organisations. Similarly, these tips promote student participation and coordinate their representation of ideas and opinions in the governing bodies, teaching and research structures and services of the University.

The Student Council is elected annually, where students cast a vote, and is supported by the relevant legislation. The Student Council is organised at institutional level and its representatives shall come from all constituent faculties. Modalities and procedures for its establishment are defined in the Ordinance of the institution.

As long as the student is enrolled at the University, he /she is responsible:

- a) to attend the scientific learning process, to fulfil the obligations pertaining to the curriculum and participate in academic activities;
- b) to act conform the Statute and Ordinances of the University;
- c) to pay the tuition fee as designated in the contract;
- d) to follow the dress code designated for the institutions of higher education and further research;
- e) to respect the code of ethics and conduct towards the academic and administrative staff and other students.


### **Article 108**

#### **Students as Delegates to Seek Collaboration with other Universities Abroad**

In the framework of exchange student programmes with other universities abroad the University “Hëna e Plotë” (Bedër) seeks collaboration with, students may serve as delegates for one or two semesters at these universities prior engagements have been ratified thereto.

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Student enrolment status at the University continues to be enabled during this period, which is calculated as part of the education period.

### **Article 109** **Scholarship**

In order to be granted and extended a scholarship, students shall meet the following criteria:

1. They shall not undergo any disciplinary action;
2. They shall graduate within three years;
3. They shall meet the conditions laid down in the Ordinance “On scholarships” of the University;

Had this not been the case, the scholarships offered in the form of a tuition fee deduction from the study terminates at the end of the academic year the student is studying in.

### **Article 110** **Discipline**

Subject to the disciplinary policy the students shall employ or disciplinary measures being ensured, the Ordinance "On the students discipline at the University" shall be taken into account.

## **CHAPTER XVI** **FINAL DISPOSITIONS**

### **Article 111** **Interpretation of the Regulation**

The right concerning the interpretation of the Regulation shall be up to Office of Human Resources and Legal Affairs and the Rector of the University “Hëna e Plotë” (Bedër).

### **Article 112** **Commencement and Amendments**

The commencement and amendment of the Regulation shall be upon the Senate and as approved by the High Council.

### **Article 113** **Commencement**

The Regulation shall enter into force as approved by the High Council.

### **Article 114** **Ratification**

The decision concerning the ratification of the Regulation shall be up to the Rector of the University “Hëna e Plotë” (Bedër).

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