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CHAPTER 1

Article 1

Scope of Regulation

Rules of study programs of the second cycle regulate the operation of these programs and the relationships established between subjects participating in their activities. It defines the object of study programs of the second cycle, internal structure and functioning of their rights and obligations governing bodies, academic and administrative staff, students, relations between them, the rules for admission of students, teaching, research, practice, assessment, graduation and sanctions in case of violation of the regulation.

Article 2

The legal basis


Rules of study programs of the second cycle at HEI “Hëna e Plotë” Bedër based on law no. 9741, dated 21.05.2007, " On higher education in the Republic of Albania ", amended by Law nr.10307, dated 22.07.2010 , "On amendments and additions to Law No. 9741, dated 21.05.2007," On higher education in the Republic of Albania", the license granted by the decision of the Council of Ministers nr.286, dated 04.06.2011, " n the licensing of private institution of higher education, HEI “Hëna e Plotë” Bedër in the guidance of the Ministry of Education and Science no. 14, dated 03.04.2008 "On opening and organization of study programs of the second cycle in public institutions of higher education" in the Instruction of the Ministry of Education and Science nr.15, dated 04.04.2008, "On the organization of studies in public institutions of higher education", as well as in the statute and basic Regulation of the institution.

Article 3

The purpose of Regulation

Regulation is for the purpose of determining the mission and primary objectives of the study programs of second cycle, to determine the departments, as basic compartments and to regulate the aspects of the creation, organization, management, offers conducting of studies of academic research conducted in accordance with national and international standards.

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Article 4 Definitions

In regulation, understood following cuts:

HEI: HEI “Hëna e Plotë” Bedër

Senate: Senate of HEI “Hëna e Plotë” Bedër

Faculty: Faculties of the HEI “Hëna e Plotë” Bedër, which offer study programs of the second cycle.

TOEFL: Test of English as a Foreign Language

IELTS: The International English Language Testing System

ECTS: European Credit Transfer System

CGPA: cumulative Grade Point Average (weighted total average)

Article 5 The purpose of the study programs of second cycle

The purpose of the study programs of second cycle is deepening of theoretical and practical knowledge of the students and their training to advanced and scientific research in areas of offered study programs at HEI “Hëna e Plotë” Bedër.

At the end of the program, students will be able to undertake scientific research useful to the Albania and international problems.

Study programs of second cycle are designed to provide students not only the latest theoretical information, but also in practical terms, based on contemporary scientific research, in order that they fulfill professional knowledge and to guide them in utilizing this knowledge.

Article 6 The structure of second cycle programs

HEI “Hëna e Plotë” Bedër offers study programs of the second cycle, the completion of which issued the diploma "Master of Science".

Normal duration of the abovementioned program is two academic years, divided into four semesters of full-time, with no less than 60 ECTS per year.

The student realizes every year not less than 1500 hours.


Learning activity organized through theoretical and practical classes, lectures, seminars, course assignments, laboratories, research projects, internships.

Each class is 60 minutes.

The study programs of the second cycle of the Faculty of Humanities provide in-depth studies in the following areas:

Department of Islamic Science offers Master of Science programs (2 years) with concentration on:

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- a) Sciences of spiritual services
- b) Modern Islamic Sciences
- c) Basic Islamic Sciences

The Department of Justice offers Master of Science programs in Law (2 years) with concentration on:

- a) Criminal Law
- b) International Law

Department of Communication Sciences offers a Master of Science programs in science of communication (2 years) with concentration on:

- a) Public Relations
- b) Journalism

The study programs of the second cycle of the Faculty of Philology and Education provide in-depth studies in the following areas:

Department of Educational Sciences offers Master of Science programs:

- a) In education management, planning and curriculum development (2 years)
- b) Psychology counseling (2 years)

Department of English Language and Literature offers Master of Science programs:

- a) In the English language and literature (2 years)
- b) In translation and interpretation (2 years)

Department of Turkish Language and Literature offers Master of Science programs:

- a) In the Turkish language and literature (2 years)

Departments of HEI “Hëna e Plotë” Bedër offer study programs of the second cycle, at the completion of which it is issued professional master's degree.

Normal duration of the abovementioned program is 1.5 academic years or three semesters of full-time, with no less than 60 ECTS credits per year (30 ECTS per semester).

The student realizes every year not less than 1500 hours.

Learning activity is organized through theoretical and practical classes, lectures, seminars, course assignments, laboratories, research projects, internships.

The duration of classes is 60 minutes.

The study programs of the second cycle of the Faculty of Philology and Education provide in-depth studies in the following areas:


Department of Language and Literature offers:

- Professional Master in Teaching English for Secondary Education (1.5 years)

Department of Turkish Language and Literature offers:

- Professional Master in Teaching Turkish for Secondary Education (1.5 years)

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CHAPTER 2 ORGANIZATION AND MANAGEMENT OF STUDY PROGRAMMES OF THE SECOND CYCLE

Article 7 Scientific Committee

Each department elects the Scientific Committee for each program of study of second cycle, which consists of not less than three members of the academic staff. Scientific Committee holds organizational responsibility for respective program of second cycle.

Scientific Committee determines also the auxiliary personnel academic, with which will collaborate for implementation of the program of study.

Scientific Committee prepares and proposes the development strategy, plan and structure of the study, the research program, eligibility criteria of students.

Committee prepares the annual report of the activities of the study programs of the second cycle.

Scientific Committee of the Faculty Council proposes quotas for admission of students in each academic year.

Article 8 Academic staff

The academic staff, which develops programs of study taught in second cycle, consists of academic staff holding at least the scientific degree "Doctor".

Foreign lecturers accepted under bilateral agreements.


Instructors engaged in the study programs of the second cycle are entitled to:

- b) To use all the facilities and equipment of the institution to operate in favor of the study programs of the second cycle.
- c) To participate in committees and various activities of the study programs of the second cycle
- d) To qualify under the projects of the study programs of the second cycle

Instructors have the task to:

- a) Implement programs to study the regulation of second cycle and HEI “Hëna e Plotë” Bedër
- b) To interact and create collaborations with colleagues, students, associates of study programs of the second cycle and faculty
- c) To implement the curriculum according to the requirements specified
- d) To fulfill the responsibilities for leadership of the thesis
- e) To evaluate students in a professional manner and at the time specified

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Article 9

The coordinator of the second cycle programs

Second cycle programs are run by the concerned departments.

The coordinator of the second cycle programs is nominated by the academic senate.

The duties of the coordinator of the second cycle programs:

- a) Coordinate all second cycle programs within the HEI
- b) Controls student documentation and archiving passes for teaching secretariat
- c) Compiles structure necessary forms
- d) Inform the academic senate for the progress of the second cycle programs

Article 10

The coordinator of the second cycle programs

Every second cycle program has a special coordinator, selected by the Scientific Committee. In his absence, this function is charged heads of departments.

The coordinator of the program has the following tasks:

- a) Proposes to department council the of planning academic staff, to be adopted later by the Faculty Council and the Academic Senate
- b) Reports to coordinator of second cycle programs for the welfare of the relevant program
- c) In cooperation with scientific research leader, follows the progress of students' research work in respective programs


Article 11

Secretary of second cycle program

Secretary of the department is at the same time the secretary of the research program of the second cycle. Secretary for the study program of the second cycle has the following tasks:

- a) Works under the direction of program coordinator and is responsible for the implementation of all orders given by him/her to the written and oral communication with other internal institution structure with relevant departments, academic staff, the students and with associates of institution.
- b) Provide technical organization of meetings, the coordinator of the program and shall keep minutes of meetings.
- c) Assist in the preparation of materials for the coordinator of the program.
- d) Receives correspondence and other materials that come to address the coordinator of the program.
- e) Archives documentation of study programs of the second cycle, of the teachers and students.
- f) Press and multiplies paperwork and learning materials.
- g) Attends the learning process about teaching structure, schedule of course and exams, performance practice and maintains documentation of these processes.

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- h) Displays educational structure, course schedules, exam dates, dates of practice, the protection of theses and reports for various activities.

Article 12 Secretary of Education

For the realization of study programs of the second cycle the responsible educational secretary for these programs is responsible for the following tasks:

- a) To register new students for admission process, as well as students admitted.
- b) Equip all new students with a student card, meets student requirements for simple certificates, list of grades and other documents.
- c) Prepare minutes of evaluations with student names and submits to the Scientific Committee to be signed.
- d) Receive transcripts of completed evaluations.
- e) Provide information on student evaluations.
- f) Discard grades in the fundamental register to courses and subjects, prepares diplomas and transcripts to students who complete their studies.
- g) Liaise with the dean's office and the Scientific Committee and reports statistical data of the study programs of the second cycle to the respective units.

Article 13 Language program of study


On the grounds of the Statute and the Rules of the HEI “Hëna e Plotë” Bedër, programs of second cycle study are conducted in Albanian language, English and Turkish. The use of another language to another in specific subjects is allowed by decision of the Scientific Committee and the approval of the Faculty Council and Senate.

Article 14 Admission fees

Admission fees for study programs of second cycle is approved by the decision of the Senate as appropriate to the proposal of the Council of the Faculty, after the opinion of the Scientific Committee is taken for each program of study.

The Faculty Council decides whether to open programs for the academic year, when there are fewer than six applications for the program concerned.

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Article 15

The admission criteria

The right to be applied for admission have all those persons owning a Graduate of the first level, assessed by the school, diploma of second cycle, DND diploma, degree study from previous system, the cycles inherent in the study, or another university diploma, equivalented by MES (Ministry of Education and Science).

Candidates for admission must have taken one of the English language examinations recognized by the Ministry of Education and Sports or examinations set by the Senate and must submit certificates of English before starting the learning process.

Candidates applying for admission to programs conducted in other languages must have taken exams set by the Senate and must submit language certificates before starting the studies.

Article 16

Assessment of acceptance

Acceptance of the candidate is performed as appropriate to the assessment of the results of university studies, the foreign language exam, interview or special skills exam. The interview pays a particular attention the motivation letter for the studies of the second cycle and other certificates achieved that is within international standards.

Selection of applicants is done in descending order from the highest results in lower ones.

For those who have equal averages priority is given on test results of foreign languages and participation in academic activities.

Students graduated from HEI “Hëna e Plotë” Bedër are rated according to the results of university studies.


Article 17

Evaluation of prerequisite training programs for Master of Science

Students, who possess the diploma of the first cycle, should do the evaluation of the program of study which has followed. The Faculty Council appoints the Scientific Committee to do the evaluation of the diploma of first cycle. In case assessment reveals incomplete formation, the student must take weekend supplement credits of related subjects / fields necessary for the pursuit of studies of the second cycle. The maximum number of credits for them to complete their set of skills can not pass 45 ECTS.

At the same time, according to the legislation, the Scientific Committee can recognize up to 40 credits of knowledge of educational activities, previously earned by the student, which are in accordance with the specific objectives of the relevant program of study.

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Article 18

Evaluation of prerequisite training programs for Professional Master

Students, who possess the diploma of the first cycle, should do the evaluation of the program of study which has followed. The Faculty Council appoints the Scientific Committee to do the evaluation of the diploma of first cycle. In case assessment reveals incomplete formation, the student must take weekend supplement credits of related subjects / fields necessary for the pursuit of studies of the second cycle. The maximum number of credits for them to complete their set of skills can not pass 20-30 ECTS.

At the same time, according to the legislation, the Scientific Committee can recognize up to 20-30 credits of knowledge formative activities previously earned by the student, which are in accordance with the specific objectives of the relevant program of study.

Article 19

Accepting the students with a particular status

In the event that a Graduate student has a diploma under Article 17 of this Regulation and wishes to expand his/her knowledge in a given field then with the proposal of the Scientific Committee and approval of the relevant Faculty Council may follow special subjects, offered in program of study of the second cycle, in the position of the student with a particular status. These students have the same rights as other students. In conclusion, the student is provided with a respective certificate, within which it is written the title of the course, assessment, attendance periods and lecturer of the course.


Article 20

Notifications

Issues relating to the eligibility criteria, examinations and assessment of candidates in the study programs of second cycle are defined by the Senate.

List of winners in the study programs of second cycle is determined by the Scientific Committee, established by the Council of Faculty and notified by the secretary of faculty.

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CHAPTER 3 STUDENT ENROLLMENT PROCESS AND ORGANIZATION OF EDUCATIONAL PROGRAM

Article 21 Registration in the program of study

In case the candidate has obtained the right for study in any of the programs of the second cycle, is obliged to abide by registration procedures provided in this Regulation.

Registration is done under the terms and conditions set forth in the notice issued.

The candidate who has obtained the right of registration, shall submit to the Secretary of Education within the term specified in the notice, the following documents:

1. The completed application form;
2. Letter of motivation;
3. Notarized photocopy of the candidate's diploma or a document certifying graduation (diploma of foreign universities must be legalized by Apostille seal);
4. The official list of marks from the university / institution of higher education, all subjects indicating that the student has taken, as well as the respective grades;
5. Document that infers equivalence of diploma in case the candidate has completed studies in a higher education institution abroad;
6. Notarized proof of languages;
7. Photocopy of ID (for foreign candidates, and certified photocopy of the passport translated into English);
8. Residence permit of foreign students;
9. 6 photos of size 4,5x6 cm (photographs must be of appropriate clothing).

Article 22 Acceptance of foreign students

Admission of foreign students study programs of second cycle translates becomes under rules, but in justified cases, the relevant Scientific Committee may also require the submission of additional documents.


Article 23 Transfers

Quotes for transfers within or from outside the HEI “Hëna e Plotë” Bedër are defined by the Scientific Committee and approved by the Faculty Council, according to the principles established by the Council.

Students who are transferred to the second cycle program of studies are awarded a degree provided they have completed at least two semesters at the HEI “Hëna e Plotë” Bedër.

Students enrolled in HEI “Hëna e Plotë” Bedër, that want to be transferred in a program within the same main unit in the HEI, may apply via Secretary of Education only when they have completed a semester in a program of study the second cycle. Applications must be completed within the

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deadlines specified in the academic calendar, according to the principles established by the Senate.

The request is reviewed by the Scientific Committee of the program which seeks to transfer student, then Faculty Council takes a decision.

Article 24 Student status

The winning candidate has the right to pursue studies in the relevant academic year if registered in the Office of Secretary of Education within the deadlines, when registered, the student signs with the HEI “Hëna e Plotë” Bedër the studying contract. By registering, the candidate acquires the status of the student and all rights and obligations deriving from it. The student status ends with a diploma or exclusion of a person from the program of study.


Article 25 Counselor

Counselor for each student is appointed with the decision of the Scientific Committee on the proposal of the program coordinator. Counselor guides the student in relation to the choice of subjects and the project of the season. Counselor is the lecturer of that department, holding the scientific title "Doctor". Counselor guides students who are assessed by incomplete in training, so that the student fulfills the incomplete credits of related subjects / fields necessary for the pursuit of studies of second cycle. Counselor also guides students for career management.

Article 26 Registration of subjects

The student who continues the study programs of second cycle in HEI “Hëna e Plotë” Bedër is obliged to enroll and follow the given courses during the semester, according to the principles determined by the Scientific Committee. Renewal of registration is done in periods determined in the academic calendar, prior to beginning of each semester. In case the student fails to make payment of the study under the designation of the institution he/she can not do the renewal of the registration for the coming semester. The student, who has not renewed the registration, can not attend lessons or enter the exams. In the event that no registration is renewed for two semesters consecutively, student relations with the institution are terminated. The chosen subjects by the student must be approved previously by counselor.

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Article 27 Attendance

Student of second cycle program has the obligation to follow, at least 70% of educational activities, researches of conducted subjects, the theoretical subjects developed in the auditorium and the education practical activities of subjects developed in laboratory. A student who does not fulfill these norms should reconsider the subjects with all relevant obligations. Filling or not the conditions regarding the participation, an evaluation is presented by the instructor of the course each month to the coordinator of the program and is considered by the department.

Article 28 Duration of the second cycle

Normal duration of studies of Master of Science programs is two academic years or four semesters and form of study is full time. The maximum period of the second cycle is double the normal duration of the studies. In case of exceeding the limit the HEI terminates the relations with the student. A student who is enrolled in HEI “Hëna e Plotë” Bedër through transfer and equivalence of taken subjects is done, can finish his/her studies in a shorter period of time. Normal duration of studies of professional Master program is a year and a half academic or three semesters and its form of study is full time. The maximum duration of second cycle studies is six semesters. In case of exceeding the limit the HEI terminates the relations with the student.


Article 29 Academic year

The academic year consists of fall semester and spring semester. Duration of autumn semester and the spring semester is 16 weeks, including final exams week. If necessary, their duration may be extended by the Senate of the School. The academic year is organized into semesters of at least 20 hours lectures, seminars and laboratories each the week. The beginning of the academic year and the calendar of exams is determined and published each year by the Senate. During official holidays there is no teaching or examination. Nevertheless, if deemed necessary, with the proposal of the respective Head of Department and with the approval of the Rector, teaching or exams can be done on Saturday or Sunday.

Article 30 Learning process (teaching load)

Professional Masters programs consist of at least 10 courses, one seminar subject and a thesis class. These programs can not be less than 90 ECTS. Master of Science programs consist of at least 13 courses, a seminar and a thesis class. These programs can not be less than 120 ECTS. Assessment of academic lectures, applications, labs, projects, seminars, made on the basis of the measuring unit hours, held in the auditorium. Students can choose no more than three subjects from the first cycle program, provided they have not received them previously.

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**Article 31
Right to take the exam**

The student is entitled to enter the examination in case all charges associated with it are paid, as described in the regulation.

The student is denied the right to take the exam, when he/she has financial liabilities.

**Article 32
Exam Development**

The level of student progress is measured by semi-final exams, final exams, term papers, projects and presentations which take place within the specified semester. Exams, papers and presentations are held within the time specified in the structure of the academic year. Their dates are announced at least two weeks before the exam season. In case the development of the exam or presentation in a given day is not done, for exceptional circumstances, the Dean of the program with proposal of coordinator and professor of the case, shall, by resolution decide on a later date, which is made known to students. Courses conducted by an examiner are evaluated solely by him. When the subject includes some professors, all of them are members of the commission. Exams are prepared and directed by relevant professors. If the instructor is not in HEI “Hëna e Plotë” Bedër exam day, then program coordinator sets who will organize the exam. If the student does not participate in semi final exam for justified reasons in writing within three days, he/she can perform a make-up exam with a decision of the department and of the Faculty Council.


**Article 32/a
Appeal of the results**

Final grades become final at the moment they are submitted to the relevant department and are published shortly. If a student has a complaint against the final result of a semester examination, he has the right within one week from the date of publication of the results to file a written complaint to the Office of Secretary of Education. Appeal is reviewed for mistakes, by a committee established by the Council of the relevant Department and consists of three people. Instructor can not be part of this committee. Decision is made knowledgeable to student not more than 15 days from the date of inquiry for review.

**Article 33
Possible that repeat the course**

In case the student does not successfully pass in a course, he/she is obliged to retake it or a similar subject with which it is replaced with the discretion of the relevant department. Students in order to improve the average can retake related subjects, or subjects determined to replace that subject, though have been successful in them. The decision for allowing the retake is decided by the Scientific Committee with the proposal of heads of departments. Students who repeat courses, not

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because of absences, are not obliged to participate in that subject, but must participate in the activities that affect the final grade.

Article 34

Documentation of evaluations

Results are recorded in the assessment and register of the results. The evaluation is completed by the instructor at the end of the evaluation process and delivered to the secretary of the relevant department no later than two weeks from the date of the exam or assignment presentation etc. In any case, the record of assessment should not have corrections and nobody has the right to add changes to it. The record must contain the signature of the instructor course and the secretary of the department. An evaluation report can only change if it turns out that there is made a formal error during registration or during casting on the computer. The person responsible for the error must certify in writing the circumstances of the commission of error. Certification is approved by the coordinator of the program. Change is received within three days of the conclusion of error.

Article 35

Diploma thesis

The student begins his diploma thesis in the fourth semester. Diploma thesis is graded and earns credits ECTS. Master's thesis of scientific programs has value not less than 30 ECTS and professional master thesis has a value not less than 15 ECT


Article 36

Preparation and management of the diploma thesis

Professional Master program: Program Coordinator belonging to the Faculty Council proposes a thesis leader for each student at the beginning of the second semester and the title of thesis is determined by the supervisor no later than the end of second semester.

Master of Science program: The respective program coordinator of the Faculty Council proposes a thesis leader for each student at the beginning of the third semester and the the title of thesis is determined by the supervisor no later than the end of the third semester. The supervisor and proposed topics are set with the decision of the Council of the Faculty. The latter may make alterations to the supervisor and thesis title; designate a second supervisor in case it is necessary. Leader of the thesis is selected by the academic staff with at least the title "Doctor". If there are no redundancies in the number of this particular academic staff, then it can be solved by substitution of academic staff of similar departments, with at least the scientific title "Doctor". Thesis student must register at the beginning of the third semester. It is the student obligation to register for his diploma thesis at the period that is offered.

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Article 37 Completion and evaluation of thesis

Completion of the thesis program in the second cycle of studies is conducted as follows:

- a) The student must prepare and write his/her thesis in accordance with the rules of writing, be drawn from the faculty and approved by the Senate. Master's thesis of Master of Science programs should be at least 50 pages and professional master thesis must be at least 30 pages. The student presents and defends his thesis before the jury.
- b) The jury is assigned or changed by decision of the Council of the Faculty with the proposal of the department. Faculty Council makes changes to the jury if necessary.
- c) The jury consists of not less than three persons and one substitute, one who is the leader of thesis. The student must make copies of his/her thesis for each member jury and it must be delivered by hand or by mail.
- d) The jury is gathered no later than 30 days after submission of the thesis and listens to the defence of student.
- e) Thesis defense is not less than 45 minutes and not more than 90 minutes, including the oral examination questions and answers. The jury makes possible the presence of an auditor during the thesis defense.
- f) At the conclusion of the thesis defense, the jury, under the closed-door gets an absolute majority vote decision, to assess the grade and communicates the taken evaluation. Department notifies the Faculty within three days of taking the decision. If the student is unsuccessful in defending a thesis then it will be evaluated with grade (F). The student must make the necessary corrections and defend thesis in front of the same jury again within three months, if it had been unsuccessful previously. If the student fails again, regardless corrections performed for the second time, the relations between him/her and the HEI are terminated.
- g) In case the student, who due to illness or any other cause not submit the thesis within certain limits then it will be evaluated with a mark (P). The student, who has successfully passed the thesis defense and has met all conditions, shall submit to the appropriate faculty the printed thesis and bound in four copies and in electronic form. The student must submit a thesis no later than one month from the date of its defense.

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CHAPTER 4 ASSESSMENT OF STUDENT

Article 38 Assessments

Quantitative assessment of student's work at the HEI “Hëna e Plotë” Bedër is performed by credits under the American system and the ECTS, calculated according to the methodology mentioned in the articles of this Regulation. Qualitative assessment of student work is performed by grades. Grading of subjects and diploma thesis of the second cycle is performed according to the following table:

*Points	Alphabetic grade	Coefficient	Grade according to Albanian system	Explanation
90-100	A	4,00	10	Excellent
85-89	A-	3,66	9	Very good
80-84	B+	3,33	9	Very good
75-79	B	3,00	8	Good
70-74	B-	2,66	8	Sufficient
65-69	C+	2,33	7	Conditional pass
60-64	C	2,00	7	Conditional 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 point system.

Grades do not count on average:

I-With gaps

S-Sufficient

T-Transferred

U-Unsatisfactory


P-Pending

EX-Excluded from liability

NI-Not included

NA-Not participated

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Cases of use and explanation of the grading-letters:

The grade is given by the instructor for the student, who because of illness or any other reasonable cause, could not meet the requirements of the course, although he/she has been successful during the semester. If the student has taken on a certain subject grade I, he is obliged within 15 days of submission of grades to submit all the extra work to fill in the gaps to the Education Secretary, in order to take a grade. Grade that would be given in place of the grade I is adopted by the Council of the Faculty. Otherwise, Grade I turned in note F. However, in case of a prolonged illness or in similar cases, with the proposal of heads of departments and with the approval of the Faculty Council, the duration of the grade I can continue until the beginning of registrations of next semester.

Grade S is given to the student in the subjects in which he has been successful, but do not count on average.

Grade T granted in cases of horizontal transfer from another institution of higher education or when accepted the outcome of a subject last year, whose equivalence is accepted with the proposal of the heads of departments and with the approval of the Faculty Council. Grade T is not taken into account in calculating the average.

For courses taken during student exchange programs, faculty council decides about equivalence of credits and grades (obtained in these subjects).

Grade student was given in cases in which he has been unsuccessful, but do not count on average.


P grade is given to the student in the following subjects, which are not counted in the average.

EX grade given to the student who is excluded from receipt of a claim following an examination organized by the department in those subjects determined by the Senate. The student in question are not recognized the course credits taken. EX grade is not counted in the average, but included in the list of grades.

NI grade is given to describe cases in which the student is registered, but does not count on grade point averages. This note appears on student transcripts together with grade-letter he receives on that subject. Loads of materials which have this status are included in the group of subjects specified in Article 14 and not used in the calculation procedures of the program courses or programs in which the student is enrolled. The subject in which the student has taken note NI can not be repeated.

Grade NA is given by the instructor of the course to the student concerned because he/she has abide by rules regarding attendance of the course or does not meet the requirements relating to practices or the application of material. In calculating the mean, notes NA is considered as F.

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Article 39

Successful grade rating and the average

If a student subject is graded B- (2.66) or with a higher grade, he is successful. If a student subject is evaluated with 2.33 or 2:00, he is in probationary status. In the event that a student subject is graded lower than C (C-, D +, D, D- and F), it is failing and is forced to repeat the course. If the overall average grade is at least B- (2.66) and no grade-letter C-, D +, D, D- and F, the student is considered successful. In case if the grade point average is less than B- (2.66), the student gets probation status. A student who is on probation status, have to repeat courses in which has been unsuccessful in previous semesters. In this case, the student does not need to take any note of C-, D+, D, D-, and F.

Article 40

Overall average grades

The overall average of grades issued by multiplying the final grade got in the subject or the laboratory work, projects, workshops or similar work, that have the value of a subject with credit hours of subject matter and the amount that comes out, divided by the total amount of the credits. The amount resulting from the division rounded to two digits after and represents the average overall grades.


Article 40 / a

Completion of the study and protection of foreign language

The student must have overall average on B- (2.66) is unlikely to win the right of graduation. Students who are on the verge of graduation did not reach the general average (CGPA) 2.66 / 4:00 (B, 8, 70-74) before recording their last semester (semester in which to prepare the thesis), were given the right to use one-time additional exam right for no more than three subjects. In this case, the grade obtained in this exam grade replaces the previously taken grade. Students who have successfully completed exams and other obligations must submit certificates of English as a requirement for completion of the programs of the second cycle. Minimum level of language competence will be:

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

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KREU 5 STUDENTËT

Neni 41

Të drejtat e studentëve

Studentët e programeve të studimit të ciklit të dytë kanë këto të drejta:

- a. Të udhëhiqen nga rregulla dhe procedura të formuluar qartë dhe të justifikuar në aspektin akademik.
- b. Të jenë të mbrojtur nga diskriminimi i çdo lloji ose nga ndonjë kriter i papërshtatshëm i vlerësimit akademik.
- c. Të kenë në dispozicion të gjithë informacionin që u takon për të gjitha çështjet akademike dhe veprimtarinë e programeve të studimit të ciklit të dytë.
- a. Të përdorin pajisjet e institucionit sipas rregullave përkatëse për të realizuar programin mësimor dhe punën e programuar në aktivitetin e tyre shkencor, bibliotekën dhe internetin.
- b. Të paraqesin lirisht pikëpamjet e tyre.
- c. Të marrin pjesë në vlerësimin e veprimtarisë akademike dhe profesionale të programeve të studimit të ciklit të dytë.

CHAPTER 5 STUDENTS

Article 41

Rights of students

Students that study in programs of the second cycle have the following rights:

- a) Be guided by rules and procedures clearly formulated and justified academically.
- b) To be protected from discrimination of any kind or by any improper criteria of academic evaluation.
- c) Have access to all information that belongs to all academic matters and activities of academic programs of the second cycle.
- d) To use the equipment under institution and to implement curriculum and programming work in their scientific activity, library and internet.
- e) Present their views freely.
- f) To participate in the evaluation of academic and professional activity study programs of the second cycle.


Article 42

Student Responsibilities

Students that study in programs of the second cycle have the following responsibilities:

- a) To know and follow the rules of study programs of the second cycle and HEI “Hëna e Plotë” Bedër, the requirements of the plan and curriculum and be aware of their implementation. In contrast institution is not responsible for the consequences that may

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arise from their ignorance. Have ethical behavior and attitudes, professional and civic throughout relations with academic leaders, and administrative staff and students.

- b) Timely meet all requirements and responsibilities described in curricula and thesis.
- c) Contribute to the successful implementation of programs of study of the second cycle and create a positive climate in the institution.
- d) Pay the registration fee and tuition within deadlines.
- e) Take responsibility for their violations of the rules of the study programs of the second cycle. Material damage caused to the institution is compensated to the extent that the judges of the HEI “Hëna e Plotë” Bedër.
- f) Disciplinary measures for students, in case of violations are contained in the Regulation “On the Discipline of Students” in HEI “Hëna e Plotë” Bedër.

Article 43

Suspension of student status

A student enrolled in case fulfillment to the reasons provided below, may be suspended from student status. He has the right to continue the education process again at a later time, judged appropriate by the Faculty Council. Students may apply for receiving permission to reasonable cause within 30 days of the start of the academic year. This permit must be approved by the Faculty Council. Student may be granted up to two semesters. The student is required to pay 1/3 of the semester fee for each semester that has requested permission for.

Reasonable reasons are considered the followings:

- a) In the event that the obligation to military is unavoidable regardless of the position in which the student;
- b) In case of illness, natural disaster in the cases provided for in the Regulation "On the discipline of students" school, economic causes, which are regarded as adequate grounds and justified by the Faculty Council, the student may be given permission even within the semester. In this case, students are not paid back their tuition.
- c) In case of shortage for "easy schizophrenia, paranoia schizophrenia, diasociative syndrome, borderline cases" as confirmed by an official document.

The student who requests permission to the conditions provided in paragraph b, should be addressed to the Office of Secretary of Education within 20 days from the date of the event and submit documents proving that fact. If the event continues, Faculty Council may extend the permit.


Long-term permits are not included in the duration of education provided that this fact be anticipated in the decision of the Faculty Council.

Article 44

Summer Semester

The institution could open in the summer semester courses with the proposal of coordinator of the program and the decision of the Faculty Council. Students take courses approved by the appropriate advisor.


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**Article 45
Removal from the program**

A student, who wishes to leave the program with his will, should be addressed in writing to the Scientific Committee of the program, where he/she attends. The student is derecognised upon presentation of a document that proves that there is no obligation to relevant units by a decision of the Council Faculty. A student who is removed may ask a document on education followed up at that moment. At the same time, he is given diplomas and other documents submitted by him at the time of registration at the HEI “Hëna e Plotë” Bedër.

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CHAPTER 6 QUALITY ASSESSMENT OF EDUCATIONAL PROGRAMS OF THE SECOND CYCLE

Article 46 Quality assessment

The study programs of the second cycle perform at the end of each year internal evaluation and seek accreditation according to the terms provided by law.

CHAPTER 7 EVALUATION DOCUMENTS

Article 47 Diploma

The student who successfully COMPLETES credits of related subjects and diploma thesis has accumulated 120 ECTS, is equipped with degree of studies of second cycle, Master of Science. The student who successfully COMPLETES credits of related subjects and diploma thesis and has accumulated 90 ECTS, is equipped with degree of studies of second cycle, professional Master. Diploma of studies of second cycle and the title of the program is written with the proposal of the Scientific Committee of the program, the name of the program, department and faculty in which the program of study is followed.

Article 48 Supplement of diploma

A diploma study of second cycle is accompanied by the diploma supplement, the contents and form of the QUALITY is determined by the Senate, in accordance with the guidelines of the Ministry of Education and Sports. Diploma Supplement contains nature, level of study, the content, the results of the student and other rules to be determined by the Senate of the School in accordance with the provisions of sub-legal.

CHAPTER 8 FINAL PROVISIONS

Article 49 Implementation

This Regulation shall enter into force on the day of its adoption by the Supreme Council. The implementation of this regulation is provided by the rector.

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