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Article 1

Legal Basis

The Regulations on the Registry of the University “Hëna e Plotë” (Bedër) (*hereinafter referred to as the University*) is based on the Law no. 9741, dated 21.05.2007 "On the Higher Education in the Republic of Albania", as amended, the Law no. 9154, dated 06.11.2003 "On Archives" and other legal provisions enacted pursuant to the higher education.

Article 2

Purpose

The purpose of this Regulations is to delineate the norms and duties for the organisation and functioning of the Registry in the framework of the teaching and administrative activities of the University, student enrolment, completion and safeguarding of the data record, the procedures for maintaining a register of members of the University, and keeping records of matriculations, degrees, diplomas, qualifications or such other duties as may be prescribed by Statute or Regulations.

Article 3


Duties of the Registry

The Registry is responsible for managing student enrolment process. The Registry is responsible for regulating, monitoring and archiving any registration, 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;
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 examination at the University, the list of the courses


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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 registration system at the beginning of each term;
9. shall prepare student entries and final exams 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 exams 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 examination admission documents of the students who have completed their tuition payment;
20. shall identify the students who have been absent from the examinations;
21. shall save test scores;
22. shall follow the procedures of transfer;
23. shall prepare information based on the requirements of the Academic Advisor;
24. shall inform the Faculties, based on their requirements, upon the educational progress and student enrolment data.
25. shall prepare information or reports based on the requirements of State Administrative Bodies.
26. 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;
27. shall archive enclosed-envelope files of graduate students;
28. shall prepare the documents and any other information about student issues and publish them on the website, closely collaborating with IT office;
29. shall perform other duties preset by the supervisor.

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Article 4

The Registrary Structure and Administrative Subjugation

The Registrary Office of the University consists of a Senior Registrary and at least two Registrars (office specialists) one for each Faculty.

The Registrars are responsible for uploading/filling in, administering and storing student data and education process data, and, in particular, for completing the students’ basic records. The Senior Registrary is responsible for supervising and safeguarding the normal running of the office and the accuracy of the students’ basic data records.

The Registrary is placed under the direction of the Chancellor. In case of irregularities during the work process, the Registrar informs The Senior Registrary who in turn informs the Chancellor and / or the respective Deans.

Article 5

Student application / admission procedure

The Registrary shall undertake the following procedures for the admission of students in the University:

1. to make public necessary criteria, the necessary documents and the established registration deadlines for admission to the programmes of study;
2. to compile a personal hardcopy and electronic folder for each candidate aiming at enrolling in one of the study programmes offered by the University and fill it in after the completion of the student registration.

Article 6

Student Registration


Pursuant to the student registration procedure, The Registrary keeps a copy of the contract bound between the student and the University along with all the necessary documentation required for enrolment in a study programme.

After both parties sign the contract, the Registrary proceeds with the completion of the students’ data in the registry the moment the student enrolls in a study programme.

The records for each enrolled student are chronologically enlisted, i.e from the earlier enrolled student to the later.

The data for enrolled students are kept in an electronic register.

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Article 7 The Basic Book of Records

The Registry uploads/fills in students’ data in the basic book of records, suitably organised and containing columns pursuant to all enacted commandments of the Ministry of Education and Sports.

The University keeps a basic book of records pursuant to the study programmes it offers. The basic book of records contains the following data provided in the Annex no.2 of the Directive no.31, dated 09.16.2014 of the Ministry of Education and Sports "*On ensuring supply with the basic book of records for students’ data to the public and private higher education institutions*”:

1. Serial number of the record;
2. Name of HEI;
3. Name of the Faculty;
4. The name of the study programme;
5. Type of study programme;
6. Mode of study;
7. Number of registry;
8. Number of matriculation;
9. Name;
10. Paternity;
11. Family Name;
12. Date of birth;
13. Gender;
14. Marital status;
15. Hometown: City / Village, Municipality / District;
16. Citizenship (foreign students shall include residence references);
17. Date and number of a recognised Albanian Language Certificate (for foreign students);
18. Residential Address;
19. Phone;
20. E-mail;
21. Internationally recognised Language Certificate (exam type and CEFRL level for students attending studies in an accredited foreign language study programme);
22. Name of the secondary school/college (for all students);
23. Name of HEI the student has completed BA studies in (for students attending the second or third cycle of study);
24. Name of HEI the student has completed MA / MBA studies in (for students attending the third cycle of study);
25. Secondary school/college ID / Special Registry Number (for graduates prior to 2006);
26. Type of ID;

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27. Personal ID number;
28. Date of registration;
29. Type of registration;
30. Number of previous matriculation (for transfer students);
31. Name of HEI being transferred from (for transfer students);
32. Date of registration in the study programme of the HEI being transferred from;
33. Name, Surname, signature of the person authorized to upload/fill in the data presented in the column 1-32 above;
34. Name, Surname, Signature of the Senior Registry following the completion of the column 33;
35. Date of graduation;
36. Diploma Number;
37. Diploma Withdrawal (date and details of the person in charge to withdraw);
38. Suspension of studies / unregistered;
39. Suspension Data (date and references to the Law defining suspension);
40. Name, surname, signature of the person authorized to upload/ fill in the data in columns 35-39;
41. Name, surname, signature of the Senior Registry following the completion of the column 40;
42. Student status;
43. Notes.


The registry number is determined at the time of the withdrawal of the book of records by the authorized person appointed by the designated body of the University, and under the specifics of the registration number in the book of records of the NEA (National Examination Agency).

Article 8

Fill-in Data

1. The Registry is responsible to fill in data in the book of records, as he/she is equipped with the relevant authorisation by the designated body of the institution.
2. The book of records is filled out in eligible handwriting by the authorized Registrars of each Faculty / Department.
3. An authorized person is responsible to fill in the following data for every folio in the book of records:
 - a. Name of HEI;
 - b. Name of the Faculty;
 - c. Name of the study programme;
 - d. Type of study programme (Bachelor, Professional Master, Master of Science, etc.);
 - e. Mode of study (full-time, part-time, etc.);
 - f. Number of registry.

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4. An authorized person and the Senior Registry sign in the respective space provided in the book of records.
5. Students’ data fill-in in the book of records is done the moment the student registers; this way, the records completed are chronologically arranged.
6. The student’s matriculation number is not inserted the moment the student’s data are filled in. An authorized person is responsible to insert the matriculation number no later than 10 days following its definition by the National Examination Agency. If such authorised person is absent from office the Senior Registry of the University fills in the matriculation number.
7. Student data for foreign students who do not have a residence permit in the Republic of Albania at the moment of enrolment is filled in by the person who has completed the respective record no later than the legal deadlines pre-established upon the residency of foreign citizens in the Republic of Albania.

Article 9 Record Data Fill-in

An authorized entity fills in the data in the book of records in eligible correct blue-colour handwriting, based on the student data files and the columns provided thereof in Article 7 of this Regulations.

The other columns provide data for the electronic book of records which shall be uploaded thereafter.

Changes in the promulgated provisions related to the book of records shall be directly reflected in the internal Regulations of the University.


Article 10 Errors / Corrections in the Book of Records

No corrections, erasure, additions or replacements of data are allowed in the book of records. If the opposite befalls, all corrections, erasure, additions or replacements must be undertaken upon serious grounds.

If the above mentioned case presents itself, a confirmation form shall be signed by the authorized officer, Senior Registry and the Dean before any alterations be made, including the date and the reason for such alterations, and a photocopy of the relevant sheet of the book of records shall be attached to sealed with the Faculty Seal.

Article 11 Legal Deadline

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1. The Registry fills in students’ data in the book of records by the end of the legal deadline stipulated by the competent authorities.
2. Upon completion of students’ data fill-in, by the end of the legal deadline, the book of records closes with a clear separating line. The last serial number prior to the closing line, the date and the signature of the authorized person is completed thereafter under this closing line.

Article 12
Former Book of Records

1. Current records the University makes use of are to be filled in with student’s data only after their graduation. These records are stored in the relevant Registry Office until their gradual completion. Upon the completion of the data the authorities in charge shall sign the records.
2. Current records will be archived and sealed with clear separating line pursuant to the Law "On archives".
3. Current records are kept in safe places along with an adjunct document evidencing its closure specified by the last page number and the last record. The Registry, the Dean and the Rector shall sign the adjunct document.

Article 13
Enrolments for the coming year

Enrolments for the coming year of the study programme start with the following serial number as chronologically specified by the closure line of the previous year serial number in the book of records, which the Registry is equipped with at the beginning of the new academic year.


Article 14
The electronic register

The University’s book of records is kept either in handwritten format (hardcopy) or in electronic format.

In case of data discrepancy the handwritten format shall be of higher relevance.

Additionally to the data provided in Article 7 of this Regulations, the electronic book of records may also contain other data provided by the University’s authorities in charge and pursuant to the existing promulgated Laws.

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Article 15

Storage of the Basic / Electronic Book of Records

The records are permanently stored in the University in accordance with the Law "On archives" and are subject to pervasive control by the responsible authorities pursuant to the promulgated legal provisions.

Records are kept in the Registry, in special, safe, clean and dry storage places to minimise the potential damage of the sheets or content.

The electronic book of records is saved using RAID back-up method in HDD standard. At the end of the day, at a specific time a back-up data scheduling starts automatically. RAID (Redundant Array of Independent Disks) configuration of multiple hard drive stores the same data in two HDD.

Article 16

The Registry Power in the framework of the IT system

The Registry shall have the following powers through the IT system:

- b) to ensure students' general data registration in the system;
- c) to ensure students' registration in peer learning groups;
- d) to transfer students in subsequent years according to the accumulated number of credits provided in the Statute of the University;
- e) to register transfer students;
- f) to file exams;
- g) to upload students' grades;
- h) to print the grade-list for students in progress of their studies;
- i) to print the transcripts

Article 17


Student files

The Registry of each Faculty at the time of the student registration creates a personal file for each student.

All the required documents students shall deliver when enrolling in a cycle of study are defined as follows. For study programs of the first cycle the student file shall contain:

- a) the registration form;
- b) the admission decision;
- c) mutual agreement contract;

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- d) Original Diploma (foreign diplomas shall be translated, notarised and issued with Apostille stamp);
- e) Original Grades Transcript (foreign diplomas shall be translated, notarised and issued with Apostille stamp);
- f) Forensic report;
- g) ID Photocopy (notarised);
- h) Four (passport format) photos;
- i) Residence Permit (for non-Albanian citizens);
- j) a recognised Albanian Language Certificate (for foreign students pursuant to enacted Laws);
- k) Equivalency Diploma (for citizens who have completed their secondary education abroad);
- l) Student Statement pursuant to enacted provisions.

For study programs of the second cycle the student file shall contain:

- a) the registration form;
- b) the admission decision;
- c) mutual agreement contract;
- d) Performance evaluation of the first cycle;
- e) Original Diploma (foreign diplomas shall be translated, notarised and issued with Apostille stamp);
- f) Original Grades Transcript (foreign diplomas shall be translated, notarised and issued with Apostille stamp);
- g) CV;
- h) ID Photocopy (notarised);
- i) Four (passport format) photos;
- j) Residence Permit (for non-Albanian citizens);
- k) Equivalency Diploma from MES (for citizens who have completed their secondary education abroad);
- l) a recognised Albanian Language Certificate (for foreign students pursuant to enacted Laws);
- m) Student Statement pursuant to enacted provisions.


Article 18

Safeguarding of Students’ Personal Data

The University safeguards, preserves, supervises and manages students’ personal data pursuant to enacted Albanian provisions and Laws.

Data processing shall be carried out pursuant to the Constitution, the Law *"On the safeguarding of personal data"* and the mission of the University in respect of human rights and fundamental freedoms.

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Every employee of the University responsible for the processing of students’ personal data, is obliged to act pursuant to the Law *"On personal data protection code"*, specifically, personal data undergoing processing shall be:

- a) processed by respecting data subjects’ rights, fundamental freedoms and dignity, particularly with regard to confidentiality, personal identity and the right to personal data protection.
- b) processed lawfully and fairly;
- c) collected and recorded for specific, explicit and legitimate purposes and used in further processing operations in a way that is not inconsistent with said purposes;
- d) relevant, complete and not excessive in relation to the purposes for which they are collected or subsequently processed;
- e) accurate and, when necessary, kept up to date by performing any action to ensure that inaccurate and irregular data are erased or altered.
- f) kept in a form which permits identification of the data subject for no longer than is necessary for the purposes for which the data were collected or subsequently processed.

Article 19 Interpretation

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

Article 20 Amendment

The decision concerning the amendment of this Regulations shall be up to the Senate and the Board of Trustees of the University “Hëna e Plotë” (Bedër).

Article 21 Ratification

The decision concerning the ratification of this Regulations shall be up to the Rector, the Registry or any other academic and administrative unit of the University “Hëna e Plotë” (Bedër).

Article 22 Commencement

This Regulations shall enter into force as approved by the Board of Trustees of the University “Hëna e Plotë” (Bedër).

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