

**“HËNA E PLOTË” (BEDËR) UNIVERSITY**

**STATUTE**

**TIRANË, 2014**

# CHAPTER I

## GENERAL PROVISIONS

### Article 1

“**Hëna e Plotë**” (Bedër) University is organised and operates as an institution of higher education, which offers study programs in the first and second cycle. It has been licensed by the decision of Council of Ministers no.286, dated 6.4.2011.

### Article 2

This statute is based on Law no. 9741, date 21.05.2007 “On Higher Education in the Republic of Albania” amended by law no. 10307, date 22.07.2010 “On some amendments and additions to law no.9741, date 21.05.2007 “On Higher Education in the Republic of Albania”, amended by law no. 10 056, date 22.01.2009 “Ratification of the agreement between Council of Ministers of Albania and Muslim Community of Albania for the establishment of reciprocal agreements and other sub-legal acts, related to the higher education and organization of studies in first, second and thirs cycle. Muslim Community of Albania has the right to enter into an agreement for the administration of “Hëna e Plotë” (Bedër) University with third parties. Arrangements made for this purpose, before the entry into force of this statute, are considered related to this statute.

### Article 3

“Hëna e Plotë” (Bedër) University consists of two faculties and research-development centers as follows:

**1. Faculty of Human Sciences, which consists of:**

- a) Departament of Islamic Sciences;
- b) Departament of Law;
- c) Departamenti of Communication Sciences;
- d) Research–development center “For Islamic sciences”;
- e) Research–development center “For media and communication”.

**2. Faculty of Filology and Education, which consists of:**

- a) Departament of English Language and Literature;
- b) Departament of Turkish Language and Literature;
- c) Departamenti of Educational Sciences;

**Study programs are organized respectively as follows:**

**1. Faculty of Human Sciences offers:**

- a) First cycle study programs in the form of full-time studies in:
  - i. Law (3 academic years);
  - ii. Communication Sciences (3 academic years);

- iii. Islamic Sciences (3 academic years).
- b) Second cycle study programs in the form of full-time studies in:
  - i. Master of Sciences in Law/ Criminal Law profile (2 academic years);
  - ii. Master of Sciences in Law / International Law profile (2 academic years);
  - iii. Master of Sciences in Communication Sciences/Journalism profile (2 academic years);
  - iv. Master of Sciences in Communication Sciences/ Public Relations profile (2 academic years);
  - v. Master of Sciences in Sciences of Spiritual Services (2 academic years);
  - vi. Master of Sciences in Islamic Modern Sciences (2 academic years);
  - vii. Master of Sciences in Basic Islamic Sciences (2 academic years).

2. Faculty of Filology and Education offers:

- a) First cycle study programs in the form of full-time studies in:
  - i. English Language and Literature (3 academic years);
  - ii. Turkish Language and Literature (3 academic years);
  - iii. Preschool and Primary Education (3 academic years);
  - iv. Counseling Psychology and Pedagogy (3 academic years).
- b) Second cycle study programs in the form of full-time studies in:
  - i. Professional Master in Education, English for secondary education(1,5 academic years);
  - ii. Professional Master in Education, Turkish for secondary education (1,5 academic years);
  - iii. Master of Science in education management, curriculum planning and development (2 academic years);
  - iv. Master of Sciences in Translation and Interpreting (2 academic years);
  - v. Master of Sciences in Counseling Psychology and Pedagogy (2 academic years);
  - vi. Master of Sciences in Turkish Language and Literature (2 academic years);
  - vii. Master of Sciences in English Language and Literature (2 academic years).

“Hëna e Plotë”(Bedër) University reserves the right to increase the number of faculties, to change and increase the number of research programs in the three cycles, approved by the Senate and Higher Board by reflecting them to the statute.

For every change in the study programs or structure, “Hëna e Plotë”(Bedër) University gets the approval from the Ministry of Education and Sports.

#### Article 4

### **Mission of “Hëna e Plotë” (Bedër) University**

Mission of “Hëna e plotë” (Bedër) University is to prepare qualified individuals through a philosophy of education which is based in universal values, and to support scientific research aiming to realize the ideas and projects that affect the improvement of life of human and society.

Mission of “Hëna e Plotë” (Bedër) University is conceived in harmony with the overall mission of higher education in the Republic of Albania, expressed in Article 2 of the Law "On Higher Education in the Republic of Albania", amended, international standards, the Bologna process, as well as the peculiarities and innovations that this institution aims to bring in our country and beyond.

*Engagement of “Hëna e Plotë” (Bedër) University to contribute in quality in education system is defined in the following objectives:*

1. The head regional and international research agenda across the disciplinary spectrum of HPBU and through interdisciplinary initiatives;
2. To provide a qualified education for the first and second cycle of study, characterized by mutual cooperation between students and teachers;
3. To attract and provide a qualified academic staff nationally and internationally, making this institution as a model for the promotion of young academics;
4. To select the best students both inside country and abroad, through a fair process based on their potential and achievements;
5. To contribute in society through results of scientific research; academic activities and its publishing policies; entrepreneurial and cultural activities, as well as continuing education on national, regional and international levels;
6. To provide qualifying services and also managing them effectively and responsibly for the benefit of staff and students.

#### Article 5

“Hëna e Plotë” (Bedër) University is a private institution of higher education with international character.

#### Article 6

Academic staff of “Hëna e Plotë” (Bedër) University enjoys academic freedom in the education process and scientific research in terms of Law no. 9741, dated 21.05.2007 "On Higher Education in the Republic of Albania", as amended.

## Article 7

All premises of “Hëna e Plotë” (Bedër) University enjoy inviolability in terms of law no. 9741, date 21.05.2007 "On higher education in the Republic of Albania", amended by Law no. 10307, dated 22.07.2010 "On Amendments and Additions to the Law no. 9741, date 21.05.2007 "On higher education in the Republic of Albania", as amended.

Interfering public order bodies in academic environments is done at the request or permission of the Rector of “Hëna e Plotë” (Bedër) University. Only in cases of flagrant committing crime and in cases of natural disaster, for providing first aid, interfering public order bodies intervene without his permission.

## Article 8

“Hëna e Plotë” (Bedër) University owns autonomy and academic freedom in the learning process and research to the law "On higher education in the Republic of Albania".

Academic freedom is expressed in the freedom of teaching, freedom of scientific research, freedom of establishment.

Autonomy of “Hëna e Plotë” (Bedër) University is expressed through the right to:

1. To draft and amend the Statute and Basic Regulation, always in accordance with Law no. 9741, date 21.05.2007 "On Higher Education in the Republic of Albania", amended and other legal and sub-legal acts of legislation in force;
2. To organize the internal structure and its activity under the Statute, the Basic Regulation and Law no. 9741, dated 21.05.2007 "On Higher Education in Republic of Albania and other legal and sub-legal acts of legislation in force;
3. to approve its plans and programs of teaching and scientific research in accordance with the purpose of the institutions provided in Article 4 of this Statute;
4. to draft and apply the development of independent study programs and research projects;
5. to approve the texts in students use;
6. to appoint academic staff and administrative staff;
7. to determine the acceptance criteria and select students who enroll every year in study programs;
8. to join associations and national or international university organizations;
9. to establish cooperation links with universities inside country and abroad;
10. To raise funds and in order to acquire material means, under the applicable rules, as well as to manage funds and other revenues that are available in the manner prescribed by law.
11. to implement independent agreements with the government and other agencies for training, qualifications or research projects; to achieve agreement with institutions, business and other organizations, domestic or foreign, public or private.

## Article 9

*“Hëna e Plotë” (Bedër) University owes:*

1. To develop the learning and scientific process according to standards set by the Ministry of Education and Sports and prepare specialists of contemporary level;
2. The report of the Ministry of Education and Sport at the end of each academic year for its educational-scientific activity and fulfill any obligation prescribed by the laws and regulations in force;
3. to submit at the beginning of each academic year a list of the academic staff;
4. In cooperation with the Ministry of Education and Sports, to perform within the time defined in the law of higher education, after receiving the permit, the process of assessment and accreditation, which becomes known to the public;
5. To make public the requirements for registration and tracking of programs of study (study programs of the first, and second cycle, specializations, qualifications offered, etc.);
6. to afford the expense of its educational and scientific process.

## Chapter II

### **MANAGING BODIES AND AUTHORITIES OF “HËNA E PLOTË” (BEDËR) UNIVERSITY**

## Article 10

Governing bodies of “Hëna e Plotë”(Bedër) University are: Higher Board, Administrative Board of the University Senate, Ethics Board, Disciplinary Council and the Council of Professors. Beside governing bodies, is created also the Quality Assurance Council

## Article 11

### **Higher Board**

1. The Higher Board is the highest collegial decision-making body of “Hëna e Plotë”(Bedër) University. The Higher Board oversees and controls the activities of the “Hëna e Plotë”(Bedër) University related to administrative, financial, economic and properties management.
2. Higher Council consists of seven members, six of whom are elected by the majority of Albanian Muslim Community (AMC) unless AMC contracts with a legal entity for the administration of “Hëna e Plotë”(Bedër) University, where the rights and the way of Higher Board member election is determined in the agreement.
3. The Rector is an ex officio member of the Higher Board. The Higher Board has a chairman and a vice chairman.
4. The task of chairman and vice chairman of the Higher Board is incompatible with the office of Rector. Beside the rector, no other employees at “Hëna e Plotë”(Bedër) University can participate in the Higher Board. The Secretary General participates in meetings of the Higher Board as rapporteur.

5. Members of the Higher Board must have completed higher education, have moral and professional integrity and have not been convicted of any crime or violation of the statute and the regulation of AMC. They are elected for a term of four years, with the right of reelection.
6. Method of functioning of the Higher Board, the rights and duties of all participants are defined in the regulation of the Higher Board.

## Article 12

### **Functions and decision making of Higher Board**

*The main functions and tasks of the Higher Board are:*

1. Selects and appoints by a simple majority the chairman and vice chairman of Higher Board;
2. Selects and appoints by a simple majority the rector of “Hëna e Plotë” (Bedër) University;
3. Determines the employment contract conditions for managing authorities, academic staff and other staff of “Hëna e Plotë”(Bedër) University; decides about the their appointment, promotion and dismissal;
4. Approves the Statute, Basic Regulation and regulations of the institution and other guidelines prepared by bodies of “Hëna e Plotë” (Bedër) University after the approval of Senate;
5. Approves the budget and investment plan, sets out ways of controlling expenditure and budget implementation and investment plan of “Hëna e Plotë” (Bedër) University, as well as any other financial activities;
6. Determines the salaries of the academic staff and other personnel;
7. Sets the quotas of student fees and scholarships;
8. Determines the tuition fee, at which time the payment must be done and the amount of the scholarship given;
9. Decides about the opening, merging or closure of the main units and base units and programs of different cycle studies of “Hëna e plotë” (Bedër) University after the approval of Senate;
10. Manages assets of movable and immovable property of “Hëna e Plotë”(Bedër)University, the use of “Hëna e Plotë” (Bedër) University properties as collateral in order to obtain loans;
11. If the office of Rector is vacant, appoints a new rector in office at the most six months;
12. Decides on the approval or disapproval regarding to donations with or without condition made to “Hëna e Plotë” (Bedër) University and carries out necessary procedures;
13. Decides on making investments, establishment of enterprises and involvement in enterprises already established in order to create revenue for “Hëna e Plotë” (Bedër), University and decides on the best way to use existing resources in accordance with the legislation in force;
14. Encourages cooperation programs, exchanges, and conduction of scientific activities in collaboration with other universities or similar institutions within country and abroad, in accordance with the requirements specified in the legislation in force;
15. Follows the implementation of the budget with the assistance of independent financial advisors or with the assistance of independent firms audit;

16. Approves the cooperation agreements or protocols submitted by the Rector, with universities or other institutions within and outside the country

In all cases, decisions are taken by simple majority vote and with the participation of at least two thirds of the members.

#### Article 13

#### **Delegation of powers**

The Higher Board may delegate a part of his powers to the Chairman, one of the members of the Higher Board, the Rector, Secretary General or other “Hëna e Plotë” (Bedër), University leaders, clearly defining the type of delegated powers and duration of the delegation.

#### Article 14

#### **Senate**

The Senate is a collegial decision-making body of “Hëna e Plotë” (Bedër) University and consists of the Rector as its chairmain, vice-rectors, deans of each faculty and two representatives from effective academic staff for each faculty, which is elected by the faculty council, the dean of students, and a student council representative with a four year term.

*The Senate has the following functions and duties:*

1. Specifies the institution's development policies, schedules, coordinates, directs and controls educational and scientific research activities and assesses their effectiveness;
2. Decides about the most important educational and scientific problems of this institution;
3. Guarantees respect for the principles of autonomy and equal opportunities of academic and research freedom, as well as the rights of students;
4. Approves multi-year development plan of the institution and the annual program of its activities, presented by the Board of Directors of “Hëna e Plotë”(Bedër) University, and defines the main directions of educational and scientific research work;
5. Evaluates and proposes to Higher Board for the approval of new study, research and development programs, changes in the existing study programs and opening, merging or closure of base and major units of “Hëna e Plotë” (Bedër) University.
6. Presents to the Higher Board recommendations for projects, program and research studies, as well as structural changes necessary for their realization;
7. Requests to Accreditation Council of Higher Education for quality evaluation and accreditation of study programs;
8. Defines annual rates of scientific workload for academic staff;
9. Proposes for approval the statute, the basic regulation of the institution other regulations and instructions of “Hëna e Plotë” (Bedër) University, recommendations to the Higher Board and all related amendments, in accordance with the laws and regulations in force;
10. Selects members of the Ethics and Disciplinary Council on the proposal of the Rector;
11. Decides the establishment of Internal Quality Assurance Unit and approves its work platform;
12. Assesses, guarantees and is responsible for providing academic quality at institution in accordance with contemporary standards;
13. Evaluates the educational and research activity of academic staff;



14. Ensures that performance and evaluation of all examinations is conducted in accordance with the standards of the institution, guaranteeing quality and transparency;
15. Decides about the content and form of diploma and diploma supplement, in accordance with the guidelines of the Ministry of Education and Sports;
16. Approves annual report on educational and research activities, as well as the financial, in an open meeting to all academic and administrative staff and students;
17. Makes decisions about students graduation from “Hëna e Plotë” (Bedër) University;
18. Senate meets in ordinary sessions four times a year but the rector may assemble it at any time when he considers it necessary. In all cases, decisions are taken by simple majority except statute which is approved by two thirds of the vote and with the participation of at least two thirds of the members.

General Secretary takes part in meetings of the Senate in the role of rapporteur.

#### Article 15

#### **Administrative Board of “Hëna e Plotë” (Bedër) University**

Administrative Board of “Hëna e Plotë”(Bedër) University is a collegial decision-making body, consisting of the rector, vice rectors, deans of faculties, dean of students, heads of departments and heads of scientific and research centers for a four-year term, representing different university units and areas.

Administrative Board of “Hëna e Plotë”(Bedër) University is headed by rector. Secretary General has the role of rapporteur at Administrative Board of “Hëna e Plotë” (Bedër) University.

Administrative Board of “Hëna e Plotë”(Bedër) University meets in periodical sessions but the rector may assemble it at any time when he considers it necessary.

*The main functions of the Administrative Board are:*

1. Presents recommendations for necessary structural changes for the realization of study programs and research projects;
2. Monitors and publishes the results of the evaluation of the activities of “Hëna e Plotë” (Bedër) University;
3. Drafts multi-year development plan of the institution, and follows its implementation after approval in the Senate;
4. Drafts annual program of administrative activities, and follow its implementation after approval in the Senate;
5. Establishes priorities among competing demands for funding between the main units of “Hëna e Plotë” (Bedër) University;
6. Drafts, in collaboration with the Secretary General, the draft budget and submits it for approval to the Higher Board;
7. Drafts the plan for investments and contracts and submits them for approval to the Higher Board;
8. Applies all decisions adopted by the Senate and Higher Board;

9. Proposes general structure and staff number of “Hëna e Plotë” (Bedër) University, for all levels and submits for approval to Higher Board;
  10. Prepares its working draft which is approved by the Senate;
  11. Makes decisions regarding the admission, transfer and dismissal of students from “Hëna e Plotë” (Bedër) University;
  12. Supervises institution activities and proposes to competent authorities to take the necessary measures to ensure proper functioning of “Hëna e Plotë” (Bedër) University.
- In all cases, decisions are taken by simple majority vote and with the participation of at least two thirds of the members.

#### Article 16

### **Ethics Board**

Ethics Board discusses issues related to ethics in higher education and scientific research. It makes proposals to the Rector about these problems. Ethics Board members are elected by the Senate, for a four year term.

Ethics Board reviews and makes decisions on matters submitted by the academic and administrative staff of “Hëna e Plotë” (Bedër) University and by students, regarding to students, relevant academic and administrative staff ethics.

Ethics Board consists of seven members where one of whom is selected by the Council as its chairman, rights, duties, organization and operation are defined in the approved regulations of institution.

#### Article 17

### **Disciplinary Board**

Disciplinary Board is the responsible body for disciplinary measures proposed by the leading authorities on academic, administrative and students, in case of non fulfillment of obligations arising from the law, statutes, regulations and other guidance within and outside the institution, with except of dismissal which is the competence of the Higher Board.

Disciplinary Board members are elected by the Senate of the institution, for a four year term.

Disciplinary Board operates and makes decisions based on approved regulations of the institution.

#### Article 18

### **Professors Board**

Professors Board consists of full-time professors who are proposed by the Dean and approved by the rector.

Minimum number of professors of this council should be 7 (seven). If the number of professors of the institution is less than seven, to reach this number in professors council may be called up to two professors of the same areas from other institutions in country or abroad.

The direction of the council is made by rotatiton for two academic years. The leader of the council is elected by the entire council of professors, providing 50% + 1 of the vote.

The functioning of the council of professors is made under its proposed regulation and approved by the Senate.

*Professors Board has the following duties:*

1. Assesses the demand of candidates who have applied to protect doctorate.
2. Monitors and advises relevant departments in the process of organizing and conducting doctoral research programs
3. Based on the assessment of the relevant departments approves or not the auto referee of a doctoral dissertation.
4. Approves the winning candidate for doctoral study program.
5. Organizes and guides post-doctoral scientific teaching qualification.
6. Based on the assessment of the relevant department, as well as in his discretion for teaching and research activities of the academic staff member, Rector proposes granting the title "docent".

#### Article 19

### **Quality Assurance Board**

Quality Assurance Board is the body responsible for monitoring and coordinating the activities undertaken within the management and academic and administrative assessment, quality improvement, strategic planning, institutional assessment, external assessment, periodic control and tracking quality improvement in “Hëna e plotë” (Bedër) University.

Quality Assurance Board is established in institution in order to assess the periodical effectiveness of educational activities, research - development, as well as administrative and financial activities of the institution. Quality Security Board has operational autonomy and access to all records of the institution.

The Board consists of 15 members among whom a chairman, two vice-chairman, at least one external expert, and a rapporteur who are elected by the Senate. Operation of quality assurance board is defined in the regulations of the institution.

#### Article 20

Managing authorities of “Hëna e Plotë” (Bedër) University are: Rector, deans of each faculty, and base units responsables. Other authorities are vice-rector, dean of students and secretary general of “Hëna e Plotë” (Bedër) University.

#### Article 21

### **Rector**

Rector is the managing authority of “Hëna e Plotë”(Bedër) University, which represents it and acts on behalf of her and appointed by decision of the Higher Boardl for a period of four year

term. His relations with the institution are specified in the labor contract. At the end of the assignment, the rector may be reelected again.

Rector should have the title "Professor", "Associate Professor" or rank "Doctor".

*Rector has the following powers::*

1. directs and represents “Hëna e Plotë” (Bedër) University;
2. promotes academic and administrative staff of “Hëna e Plotë” (Bedër) University to achieve a high level of academic performance, qualitative and quantitative increase of scientific work and improvement of educational standards and service of “Hëna e Plotë” (Bedër) University;
3. depending on academic and administrative load, presents to Higher Board for approval the candidacy of two members of academic staff in the position of Vice rector;
4. Proposes the repeal of the decisions of Faculty of Humanities board and Faculty of Philology and Educational Sciences board, in case that are inconsistent with legal and sub-legal acts in force;
5. along with the relevant Dean, issues diplomas for completing the study of higher education, but there has no right of firm delegation to other persons for this competence;
6. adopts work calendar of the learning process;
7. gives permission for law enforcement access to the premises of the institution and may call them if necessary;
8. presents for approval to Higher Board multilateral agreements with state, private, foreign or domestic institutions in order to further cooperate in academic development;
9. signs employment contracts with internal and external academic staff, with administrative staff, as well as work contract with local or foreign personalities for short periods of time, with the approval of the Higher Board;
10. proposes to Higher Board to provide scholarships for students with good academic achievements, for each study cycle;
11. reports to Higher Board for the maintenance of educational activity and the functioning of “Hëna e Plotë” (Bedër) University.

In the case of the absence of Rector, it sets a vice rector to perform its functions.

In cases where the Rector’s office is vacant, with Higher Board decision, his position is occupied from one of the Vice Rectors for a period not more than six months.

## Article 22 **Vice-rector**

The Vice-Rector is appointed by the Higher Board with the proposal of the Rector and remains on duty during the Rector's mandate. Relations with “Hëna e Plotë”(Bedër) University are defined in the employment contract. The Vice rector is appointed in office for a four-year period. The Vice-Rector should have the title "Professor", " Associate Professor " or the rank "Doctor".

In the absence of the Rector, the Vice rector provides ad-interim direction of the institution as determined by this Statute.

*Vice-rector has the following duties:*

1. oversees educational and scientific work of “Hëna e Plotë” (Bedër) University and load of academic staff;
2. oversees the work for study programs of the third cycle, home and abroad, of the academic staff of “Hëna e Plotë” (Bedër) University;
3. oversees sending students abroad for full or partial courses in compliance with the strategy of higher education and the institution, for international projects and intercollegiate agreements;
4. follows “Hëna e Plotë”(Bedër) University units cooperation with other institutions of higher education, national or foreign, with other scientific research national and foreign, foundations, firms, companies etc.;

#### Article 23

#### **Secretary General**

The Secretary General is the head of administrative structure of “Hëna e Plotë” (Bedër) University and is appointed by the Higher Board.

The Secretary General serves as rapporteur at the meeting of Higher Board and “Hëna e Plotë” (Bedër) University senate.

*Secretary General has the following duties:*

1. pursues all economic and administrative activity at institution level and responses to the rector for its performance;
2. He organizes and supervises internal audit and makes economical-financial analysis, which are submitted to Rector for review
3. The Secretary General is responsible for the collection of student’s quota, and faculty repayment obligations to the state authorities, to pay the taxes, fees, and other financial obligations;
4. organizes the work for drafting the budget of “Hëna e Plotë” (Bedër) University;
5. organizes and directs the delivery of services and obligations to third parties in the institution
6. proposes candidates to Rector for job vacancies in “Hëna e Plotë”( Bedër) University's administrative structure;
7. manages correspondence of collegial bodies
8. carries out other duties charged by the Rector and the Higher Board in connection with administrative and financial matters.

## Article 24

### **Dean of students**

1. Dean of students is responsible for developing relations between students and “Hëna e Plotë” (Bedër) University.
2. Dean of students performs his duties in cooperation with managing bodies. He coordinates socio-cultural activities of the students.
3. Handles complaints about student’s problems in university life and in collaboration with administrative and academic units offers solution to those problems.
4. Contributes in coordination between academic and administrative units in issues related to students’ interests.
5. Evaluates and manages academic, social and administrative applications of the students about campus life.
6. Performs activities to improve the quality of life in areas such as accommodation, transportation and social activities on campus.
7. Offers support to provide efficiency and effectiveness in education.

Dean of students is elected by the Higher Board with the proposal of the Rector.

## CHAPTER III

### MANAGING BODIES AND AUTHORITIES OF THE FACULTIES

#### Article 25

##### **Faculty**

Faculty is the main unit of “Hëna e Plotë” (Bedër) University to coordinate teaching, research and cultural development in the teaching-research areas, related or overlapping. The Faculty offers undergraduate programs of various types and levels at the end of which a degree is acquired.

The bodies and its management authorities are: the Dean, the Heads of main units and the Faculty Board. Other authorities are Vice Dean and the Secretary General. Opening, merging or closure of faculties at “Hëna e Plotë” (Bedër) University is done by the proposal of the Senate and with approval of the Higher Board.

#### Article 26

##### **Faculty Board**

The Faculty Board is a collegial decision-making body that sets the scheduled activity of the usage of human resources, teaching and scientific research of the faculty according to proposals of departments.

The Faculty Board consists of the Dean, who chairs the Board, Heads of Departments and a member of the academic staff for each department elected by the respective departments.

The Faculty Board is convened by the Dean in ordinary sessions 6 times in a year.

It may also be convened by the Dean in extraordinary sessions.

At meetings, the Secretary General serves as the Reporter of the Faculty Board.

*The Faculty Board has the following powers:*

1. decides on the activities of teaching, scientific research and faculty publications, and defines the principles, plans, programs, texts for students use and the academic calendar in relation to such activities;
2. proposes to the Senate new programs of study;
3. proposes to the Senate the opening, modification or closure of departments or other units;
4. proposes to the Senate the development plan of faculty and oversee its implementation;
5. reviews and approves the annual report of the Dean for teaching and research activities;
6. gives proposals related to teaching and examinations process, which submits to the Senate approval;
7. reviews periodically study programs regulations and submit them to the Senate for approval;
8. makes decisions about the issues related to the management of the Faculty;

9. proposes to the Administrative Board of “Hëna e Plotë”(Bedër) University the admission, transfer, removal of the students and makes other proposals regarding the organization of learning process and examination;
10. carries out other duties assigned by law and regulation.

#### Article 27

##### **Dean**

The Dean is the main leader of the Faculty and is appointed by the Rector’s proposal and the Higher Board approval for a four year period with the right of reelection.

Dean’s relations with “Hëna e Plotë” (Bedër) University are defined in the employment contract.

The Dean should have the title "Professor", "Associate Professor" or rank "Doctor".

The Dean of Faculty has the following powers:

1. directs and controls all educational and scientific work of faculty, ensures the implementation of teaching plans and programs and academic calendar of the Faculty;
2. interprets and implements the development policy at the Faculty concerned;
3. at the end of each academic year or when required, shall submit to the Administrative Board of “Hëna e Plotë” (Bedër) University the report on the activities of the Faculty and the Faculty Activity Plan for the following academic year;
4. presents to the Administrative Board of “Hëna e Plotë” (Bedër) University requests for financial resources and personnel;
5. organizes and directs the work of drafting the plans and curriculum of the different cycles of study of the Faculty and submits them to Senate for review;
6. organizes the selection of new students accepted each academic year;
7. suggests to the Rector responsibilities of departments among academic staff of the department, which are approved by the Higher Board;
8. proposes to the Rector to enter into contracts with foreign and local personalities for short periods of time;
9. proposes to the Disciplinary Board corrective measures to subordinate academic and administrative staff in case of violation of the legal and sub-legal provisions according to the applicable legislation;
10. approves the curriculum and the research plans of each academic staff member of the Faculty;
11. approves the members and the chairman of the admission exams, the formation examinations and diplomas examinations committees;
12. approves the theses of exams of acceptance, formation examination and diploma’s project’s issues;
13. prepares and drafts the activity plan of the faculty for the next academic year.



14.

Article 28  
**Vice-Dean**

The Vice-Dean is among the leading authorities of the Faculty. The Vice dean must have at least the rank of "Doctor". The Vice-Dean is proposed by the Dean and appointed by the Rector by the Higher Board approval, for a four-year period with the right of reelection.

He has powers as follows:

1. organizes the scientific work and teaching at the faculty;
2. follows the implementation of plans and programs of the various cycle's studies;
3. organizes the calendar of the teaching process;
4. follows the lessons' and examinations' schedule draft and implementation;

Article 29  
**Department**

The Department is the base teaching-research unit, which includes search fields and homogeneous teaching groups in relevant disciplines.

Opening, merging or closing of departments in "Hëna e Plotë" (Bedër) University is done by the proposal of the Senate and with approval of the Higher Board.

The department includes all academic staff, internal and external, according to the relevant disciplines.

Chairman is the Head of his department.

Neni 30  
**Department Board**

Department Board is chaired by the Head of Department and it consists of his vices, if there is any, and the members of academic staff of the department.

*The Board is periodically convened to analyse the issues defined by the Head of the Department. Department Board has the following tasks:*

1. promotes, coordinates and manages the activities of teaching, research or artistic activities, while respecting academic freedoms and academic staff's right to exploit its material and financial resources, available to the department;
2. examines the curriculum and proposes the Faculty Board appropriate changes;
3. reviews the curriculum, makes necessary changes and proposes them to the Faculty Board;
4. proposes to Faculty Board the textbooks which will be used by the students;
5. drafts the curriculum according to the approved schedule and controls the quality of the teaching;
6. determines the topics of scientific work and controls its implementation;
7. conducts short and long term postgraduate scientific qualification;
8. makes decisions about the transfer of studies, makes the evaluation of the subjects and curriculum and sends it for approval to the Faculty Board.

Department Board may also be organized in teaching and research groups with provisional character.

#### Article 31

### **Head of Department**

The Head of Department is the highest authority for the base educational-research unit and must have at least the rank of "Doctor". The Head of Department is elected by the Dean from the internal members of the academic staff of the department, approved by the Rector and appointed by decision of the Higher Board for a four-year period, with the right of reelection. The Head of Department is responsible for the teaching and research activity at every level of the department and for the correct and efficient conduct of any activity in that department. In the cases where the Head of the Department is unable to perform temporary duty of his, he delegates powers to an academic staff member.

#### Article 32

### **Research-development centers**

Research and development centers are the base units organized at the faculties. Research-development centers conduct scientific and educational development activities. These centers take part in activities which provide the implementation of the study programs that “Hëna e Plotë” ( Bedër) University offers. Research-development centers take part in the implementation of study programs of the second and third cycle. Organization and functioning of the Research-development centers are determined in their respective rules.

#### Article 33

### **Head of research-development center**

The Head of the Research-development center is the leader of the base educational research unit.

The Head of the Research-development center must have at least the rank of "Doctor". In certain circumstances, he may have the rank of “docent”. The Head of the Research-development center is chosen from the internal faculty staff, appointed by the Rector's proposal and the approval of the Higher Board for a four-year period with the right of reelection.

*His duties and powers are:*

1. conducts the scientific work in the areas covered by the center, conducting educational and scientific development activities;
2. makes analysis of the teaching-research work within the faculty together with the Deans and Head of Departments and proposes measures for its further improvement.

## CHAPTER IV

### FINANCING OF “HËNA E PLOTË” (BEDËR) UNIVERSITY

#### Article 34

##### **Financial Relations**

- a) “Hëna e Plotë” (Bedër) University is a private institution with self-finance.
- b) The institution has the right to receive benefits associated with the object of its activity in accordance with the applicable legislation of the Republic of Albania.
- c) According to the provisions of Law no. 10056, dated 22.01.2009 "On ratification of the Agreement between the Council of the Ministers and the Albanian Muslim Community for the establishment of mutual relations, “Hëna e Plotë” (Bedër) University is not subject to taxes and other obligations to the state.

#### Article 35

##### **Economic activity**

Administration, management and financing of “Hëna e Plotë” (Bedër) University is reflected in statements of the University. The institution maintains regular accounts under the legislation in force.

#### Article 36

The chairman of the Higher Board is the financial director of “Hëna e Plotë” (Bedër) University. He may delegate some or all the powers to one of the members of the Higher Board, the Rector, to the Deans or other leaders of “Hëna e Plotë” (Bedër) University.

## CHAPTER V

### STUDY PROGRAMS

#### Article 37

1. The programs of study at “Hëna e Plotë” (Bedër) University are held in Albanian but anyway there are some subjects that may be held in other languages as well, after the approval of the Senate. The mandatory number of accumulated credits by each full-time student is not less than 60 credits (ECTS) for each academic year.
2. The First cycle studies in the Faculty of Human Sciences and the Faculty of Philology and Education lasts three academic years on a full time basis, and are completed with 180 ECTS credits.
3. These programs aim to provide students with basic knowledge about scientific methods and principles of general and specific skills in a wide variety of professions and specialties. At the end of the study programs of the first cycle, “Bachelor Diploma” in the relevant field is issued by “Hëna e Plotë” (Bedër) University. The student is obliged to meet within six years from the date of registration of all the obligations that allow graduating in the programs of the first cycle studies.
4. The programs of the second study cycle “Master of Science” at the Faculty of Human Sciences and Faculty of Philology and Education have duration of two academic years on a full time basis and are completed with 120 ECTS credits and the programs of the second cycle “Professional Master” have duration of 1.5 academic year on a full time basis and are completed with 60-90 ECTS credits.
5. The programs of the second study cycle aim the development of theoretical and practical knowledge of students by studying, advanced training and scientific research development in relevant fields.
6. At the end of the second cycle study programs, the Master of Science Diploma or Professional Master Diploma in the relevant fields is issued by “Hëna e Plotë” (Bedër) University. The student is obliged to meet within four years from the date of registration of all the obligations that allow him graduating in programs of second cycle studies.
7. “Hëna e Plotë” (Bedër) University will deposit in the Ministry of Education and Sports, the types of diploma for each study level in order to register them in the State Register of Higher Education Diplomas.
8. The Diploma’ Supplement will accompany the diploma, which will outline the nature, level, content and results of studies that are conducted and successfully completed by the holder of a diploma.

## Article 38

The Calendar years are divided into academic years. The Academic year is organized into two semesters with at least 20 teaching hours of lectures, seminars and labs a week. According to the relevant regulation, the summer semester is organized, which is not mandatory.

The transition from one year to another takes place after the student has paid the obligations of the previous year based on the Basic Regulation and the regulation of the study programs and the study cycles of “Hëna e Plotë”(Bedër) University.

## Article 39

### **Process of student admission**

#### *Admissions in first cycle program*

1. are accepted to enroll the program of first cycle studies "Bachelor ", Albanian and foreign citizens who fulfill the following conditions:

- a) certify by official document the completion of high school in Albania or abroad (equivalent according to criteria established by the Ministry of Education and Sports);
- b) accept other conditions of the admission, determined by “Hëna e Plotë” (Bedër) University and other applicable legislation;
- c) accept payment of the fee set monthly or annually.
- d) present residence permit at the time of the registration ( notarized copy)

2. The selection of candidates is done by a commission appointed by Administrative Board of the University, based on the submitted documentation.

3. The number of admissions is based on the real possibilities of the faculty for teaching and within the normal standards required by the Ministry of Education and Sports.

#### *Admissions in second cycle program*

1. are accepted to enroll the program of second cycle studies “Master of Science”, “Master of Fine Arts” or “Professional Master”, Albanian and foreign citizens who fulfill the following conditions:

- a) certify by official document the completion of first cycle study “Bachelor” in Albania or abroad (equivalent according to criteria established by the Ministry of Education and Sports);
- b) accept other conditions of the admission, determined by “Hëna e Plotë” (Bedër) University and other applicable legislation;
- c) accept payment of the fee set monthly or annually.
- d) present residence permit at the time of the registration ( notarized copy)

2. The selection of candidates is done by a scientific commission appointed by the Department, based on the submitted documentation.

3. The number of admissions is based on the real possibilities of the faculty for teaching and within the normal standards required by the Ministry of Education and Sports.

## Article 40

The transfer of students in intermediate years by other Institutions of Higher Education / Universities, local or foreign, public or private, to “Hëna e Plotë” (Bedër) University and vice versa and within study programs of “Hëna e Plotë” (Bedër) University, is done according to the regulation about transfer of studies.

The transfer is allowed between programs of same study cycle.

#### Article 41

“Hëna e Plotë” (Bedër) University provides students who have completed all the obligations of a first, second cycle study program with relevant diploma, which is an official document. Degrees are associated with the Supplement of the diploma. Diploma Supplement is compiled in accordance with Law no. 9741, dated 21.05.2007 "On Higher Education in the Republic of Albania", as amended and in accordance with the instructions of the Ministry of Education and Sports.

Diploma Supplement is drafted in accordance with the European requirements on Higher Education. Content and form of the diploma and the Diploma Supplement are defined by the Senate of the “Hëna e Plotë” (Bedër) University in accordance with the instructions of Ministry of Education and Sports.

The Diploma and Diploma Supplement will be drafted in two languages, Albanian and English.

## CHAPTER VI

### RIGHTS AND OBLIGATIONS OF THE STUDENT

#### Article 42

The student acquires this legal status after registering at “Hëna e Plotë” (Bedër) University and loses by taking the diploma or the relevant certificate or in different circumstances of his deregistration.

The student is obliged to meet all obligations under the Statute and Basic Regulation of “Hëna e Plotë” (Bedër) University.

*The student has the right:*

1. to be equipped with student card of “Hëna e Plotë” (Bedër) University;
2. to benefit from the teaching process and settle Graduated after all obligations defined in study program are completed;
3. to attend lectures, seminars and all other educational activities organized in accordance with their status;
4. the library facilities, computer rooms and other services should be provided to students by the institution for implementation of the curriculum;
5. to be part of non-political student associations, as determined by legal acts of the relevant legislation;

6. to participate in artistic, cultural, sports and entertainment activities organized by “Hëna e Plotë”( Bedër) University outside the learning process;
7. to affect the improvement of the learning process through democratic forms of the expression of will;
8. to be heard by the relevant bodies before taking any punitive measure against him.
9. to be part of Alumni after the completion of university studies.

*The student is required:*

1. to follow the rules, instructions and orders set out by the institution;
2. to pay proper attention to the studies and to participate in the academic activities;
3. to pay the fees of education and services that “Hëna e Plotë” (Bedër) University offers;
4. to follow the rules of ethics set out in the relevant regulations;
5. to show proper attention to the staff’s and students’ rights.

#### Article 43

### **Student Board**

The Student Senate is an independent student organization at “Hëna e Plotë” (Bedër) University, which has no affiliation to any political or economical interests. This board promotes students' participation, and helps coordinate the representation of student ideas and opinions to the governing bodies of the University.

It is elected every year through a student voting process and is based on existing university regulations.

The Student Senate is organized at institution level, with representative of all Faculties and their constituent Departments.

The Student Board cannot be organised with other political structures or apolitical, outside “Hëna e Plotë” (Bedër) University. The Student Board has the right to participate in the National Student Board. Modalities and procedures for the creation, organization and functioning of the Student Board are determined in accordance with Law no. 9741, dated 21.05.2007 "On Higher Education in the Republic of Albania", as amended, and the proposals submitted by students without afoul the Statute and Basic Regulation of “Hëna e Plotë” (Bedër) University.

“Hëna e Plotë” (Bedër) University supports Student Board and funds its activities.

## **CHAPTER VII**

### **EMPLOYMENT AND QUALIFICATIONS**

#### Article 44

### **Employment**

Staff at the “Hëna e Plotë” (Bedër) University consists of:

1. Academic staff (teaching and scientific staff) internal and external;

2. Administrative staff;
3. Invited Academic staff.

#### Article 45

#### **Academic staff**

Academic staff that is part of teaching process in first cycle and second cycle program consists of staff which holds at least the rank of "Doctor" and the lecturers which have completed second cycle program "Master of Science".

1. Lecturers engaged in first and second cycle program have the right:

- a. to enjoy academic freedom and not to be subject to discrimination;
- b. to participate in different activities of teaching, scientific research and institution's services;
- c. to participate in different scientific activities in Albania or abroad in order to promote their scientific ranks on behalf and in the interest of the institution ;
- d. to freely determine methods and the content of the learning process in terms of the curriculum and in accordance with the policies of the institution;
- e. teaching loads to be in compliance with laws of higher education in force;
- f. to get the payment for his work as well as other financial rewards, related to his participation in scientific conferences, research and study projects, various publication on behalf of the institution as defined in the regulation of the institution;
- g. to have the right of the paid annual leave;
- h. to benefit from other rights, provisioned in Law no. 9741, dated 21.05.2007, "On Higher Education in the Republic of Albania", statute and the regulation of the institute.

2. Lecturers are required:

- a. to be responsible and efficient according to the nature of the work in performing their duties and other requirements related to the contract Law no. 9741, dated 21.05.2007, "On Higher Education in the Republic of Albania", statute and the regulation of the institution;
- b. to respect the provisions of the statute and the regulation of the institution;
- c. to follow the rules of ethics and discipline in the institution, by avoiding every action inside or outside of the institution, which affects his image, dignity or personality, or the name of the institution;
- d. to participate in students' consultation and counseling and in other administrative tasks;
- e. to follow the general and specific orders and instructions of the employer;
- f. to follow the schedule, to use it correctly and to provide the class with productivity in teaching;
- g. to fulfill all the obligations of a subject until full completion of the examinations of the subject that teaches, in accordance with the regulations of the institution;



- h. to participate in scientific research and publishing projects in accordance with his field of study when the institution is part of those projects. Loads of scientific research and publishing work shall be considered as part of the teaching load, as applicable sub-legal acts in force. Employee shall conduct at least two scientific papers per year and shall publish them in the magazine of the institution;
- i. to engage in his academic promotion. Lecturers who have completed second cycle program are required to get qualifications for obtaining the rank of “doctor” within 5 years from the entry into force of the employment contract or otherwise must leave the workplace;
- j. to preserve the legitimate interests of the institution, data and information, and professional secrets associated with the institution;
- k. to notify the employer in cases of health problems and to submit the health report to the employer within a week;
- l. to compensate the damage caused by intention or through negligence on employer’s property, items or equipment used by employees during their duty;
- m. to submit a written report at the end of the academic year related to all aspects of the organization of teaching for relevant subject.

Foreign lecturers are accepted on the basis of bilateral agreements.

#### Article 46

#### **Classification of the academic staff**

According to the role and activities performed, academic staff is classified as follows:

- a) "Professors" - are members of the academic staff, heads of subjects or modules and leaders of research activities. Members of the academic staff of this category have scientific degree "Doctor" and academic titles; "Associate Professor", "Professor", "Professor Emeritus" and "Academic".
- b) "Docents" - are members of the academic staff who mostly develop teaching activities. Members of the academic staff of this category have the academic title "docent" or scientific degree "Doctor".
- c) "Lecturers" - are members of the academic staff which develop teaching and research activities. Lecturers should have a degree "Master of Science", "Master of Fine Arts" or similar.

#### Article 47

#### **Administrative staff**

The rights and duties of administrative staff are provisioned in Labor Code and other legal provisions and regulations in force in relation to higher education. The rights and obligations are clearly specified in the Basic Regulation of “Hëna e Plotë” (Bedër) University.

#### Article 48

#### **Invited Academic staff**

To meet the needs of the learning process at “Hëna e Plotë” (Bedër) University, academic staff is invited for teaching and research activities according to job requirements for a semester or year period repeatedly. Proposal for the election of the invited academic staff is made to the Rector by the Dean of the Faculty concerned, with the approval of the Higher Board, and must combine the needs of the department for teaching or researching within their qualifications. Detailed criteria for acceptance and selection of invited lecturers are defined in the relevant regulations of the institution.

#### Article 49

### **Contractual academic staff**

“Hëna e Plotë” (Bedër) University is entitled to hire contractual personalities, domestic or foreign, for short periods of time. In this category are also included scholars and personalities with outstanding contribution.

Proposal for the election of the academic staff with contracts is made to the Rector by the Dean of the Faculty concerned, with the approval of the Higher Board.

#### Article 50

### **The employment contract**

The Employment Contract for academic and administrative staff in the institution's service is signed by the Rector, with the approval of the Higher Board.

Employment Contracts with employees, academic staff, internal and external can be signed indefinitely, with a term or year depending on the learning process concerned. Renewal of the contract is made according to the results and quality assessment in the field of teaching and scientific research.

The Employment Contract, working conditions and the treatment provided in the contract, contract type, duration and everything else that has to do with labor legal relations, are regulated in accordance with this Statute, the Labor Code of the Republic of Albania and sub-acts to their implement.

#### Article 51

### **Working time and holiday**

Working time for administrative personnel is not more than 40 hours per week and no more than 8 hours a day. This working time may be shorter for academic staff.

Annual leave for teaching and scientific staff is 36 days, according to the Decision of the Council of Ministers no. 220, dated 24.05.1994.

Other issues related to the working time and holiday, are defined in the employment contract, under the legislation in force.

#### Article 52

### **Scientific Learning Standards**

Educational and scientific workers are obliged to meet the scientific teaching rate, as determined by the employment contract. Scientific qualifications and results in work are directly related to the salary level.

Absences without reason, at classes are considered grave breach of work discipline.

### Article 53 **Qualification**

Academic personnel shall enjoy the right of academic progress, according to the criteria set out in law no. 9741, dated 21.05.2007, “On Higher Education in the Republic of Albania”, as amended and other sub-legal acts.

Academic progress may be done in Albania or abroad.

Tracking programs of second and third cycle studies, as well as specialty courses by academic staff are encouraged by creating possible facilities, as determined by the employment contract.

## **CHAPTER VIII**

### **OFFICIAL SEALS AND EMBLEM**

#### Article 54

“Hëna e Plotë “(Bedër) University has its own Official Seal. The seal is round in the district of which is written “HËNA E PLOTË BEDËR UNIVERSITY”, “REPUBLIC OF ALBANIA” is written at the top, and “Emblem” is located in the middle and at the bottom is written “TIRANA”.

Specification of the seal and emblem shall be deposited in the Ministry of Education and Sports.

## **CHAPTER IX**

### **FINAL PROVISIONS**

#### Article 55

The Statute shall enter into force on the date of its approval by the Higher Board.

The enforcement of this statute is ensured by the Higher Board of Hëna e Plotë (Bedër) University.