

STATUTE

**UNIVERSITY COLLEGE
BEDËR**

(Approved by decision no. 7 dated 21.09.2016 of Academic Senate)

Tirana, 2016

PART ONE

CHAPTER I FUNDAMENTAL PRINCIPLES

Article 1 University College “Bedër”

Private University College “Bedër” functions according to law no. 80/2015 "On Higher Education and Scientific Research in Higher Education Institutions in the Republic of Albania", and Decision no. 286, dated 6.04.2011 "On licensing of Private Institution of Higher Education “Bedër”, Tirana", amended by law no. 10 056, dated 22.01.2009 "On ratification of the Agreement between the Government of the Republic of Albania and the Albanian Muslim Community for the establishment of reciprocal agreements", as well as based on other legal acts and regulations in the execution of the law.

Private University College “Bedër” is a private institution of higher education with international character, opened by Muslim Community of Albania.

University College, in its operation, is based in the commercial legislation and this statute regulates the activity of the institution. Muslim Community of Albania has the right to enter into an agreement for the administration of University College “Bedër” with third parties. Arrangements made for this purpose, before the entry into force of this statute, are considered related to this statute.

University College “Bedër” is accredited by Decision no. 223, dated 4.06.2013 “For institutional and program accreditation of the first and second cycle study programs, at Bachelor, Master of Science and Master Professional level”.

Article 2 Autonomy of University College " Bedër "

University College "Bedër", enjoys academic freedom, financial and organizational autonomy while selecting its staff

1. Academic freedom is guaranteed by the right:
 - a) to organize teaching and research activities as well as creative ones;
 - b) to design and develop programs of study and determine the areas of scientific research;
 - c) to organize the process of promoting academic staff.
2. Financial autonomy is guaranteed by the right:
 - a) to create a legitimate income from the activity of teaching; research activities, services etc;

- b) to obtain funding and donations from the state, other organizations as well as individuals;
 - c) to set internal financing rules with regard to the use of financial proceeds;
 - d) to determine the tuition fees;
 - e) to administer the movable and immovable property at its disposal towards the realization of its mission.
3. Organizational autonomy and the selection of personnel is guaranteed by the right:
 - a) to be self-governed by selecting organizational bodies, organizing structures and regulating their activities by means of internal acts (Statute and University College regulations), drafted in accordance with current law and other legal acts and bylaws in force;
 - b) to determine the admissions criteria for study programs in accordance with current law and other legal acts and bylaws in force;
 - c) to reach agreements with legal entities, public or private, domestic or foreign, for teaching activities, scientific research, training purposes etc.;
 - d) to determine independently the salaries and the selection criteria and procedures of its staff.
 4. Activity of University College "Bedër" is in line with the rules and principles of the European area of higher education.
 5. State guarantees the safeguarding of University College "Bedër" and its premises.
 6. Intervention of public authorities in academic premises is conducted upon request or by permission of legal representative of University College "Bedër". Only in cases of blatant penal offense, natural disasters and states of emergency, law enforcement bodies enjoy the right to intervene without the permission of legal representative.

Article 3

Name, logo and headquarters

Institution will be known as University College "Bedër". The institution has its distinctive logo, which has been attached as *appendix 1* to this statute and remains an integral part of it. Its headquarters is located on "Jordan Misja" Street, USLUGA complex.

Article 4

Vision and Mission of University College "Bedër"

1. Mission of Private University College "Bedër" 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, as well as:
 - a) To develop knowledge through teaching and research with high standards, aiming at preparing students with contemporary level;
 - b) Providing better higher education opportunities and lifelong learning skills;
 - c) Development and advancement of knowledge through teaching and academic activities carried out within the country and abroad;

- d) Contributing to support strategic priorities and developmental interests of the country;
- e) Integrating teaching and scientific research.

In order to fulfill the mission, University College in this statute establishes the principles of its functioning, structure, governing bodies and management authorities with their powers, organization of educative, scientific, financial and administrative, procedures for admission and graduation of students, recruitment of academic and administrative staff along with their obligations and rights, as well as the rights and obligations of students.

- 2. University College “Bedër” in all its activities, aims at:
 - a. to prepare top specialists with knowledge at contemporary level in the fields of Islamic jurisprudence, communication sciences, educational sciences, foreign languages by developing a relevant study programs in auditoriums etc.
 - b. to conduct activities of scientific research studies in areas and sectors covered, specified above, alone or in cooperation with homologous institutions, private enterprises, domestic and international non-profit organizations;
 - c. to offer scientific graduate qualifications, specialization courses, teaching practice etc. on sciences and above disciplines;
 - d. to collaborate with higher education institutions within and outside the country, aiming at the realization of joint programs of study and the issuance of joint and/or double degrees.
- 3. The best moral, cultural, historical, educational and scientific traditions of the country, are the basis of teaching and research, combined with standards and best international achievements in general and European ones in particular.

Article 5

Responsibilities of University College

Enjoying academic freedom and autonomy according to the Law, the University College is committed to fulfill all the obligations deriving from the law and by-laws regarding all parties and legal relationships. More specifically, it is responsible to fulfil the following obligations and not only:

- a) develop the learning process and research and scientific activity in accordance with the teaching programs it has been licensed for in order to prepare its graduates with the required current skills in their areas;
- b) cover all the expenses pertaining to the teaching and scientific research process;
- c) conduct within the deadlines set in the law, in cooperation with ASCAL the evaluation and accreditation process, which should be made known to the public;
- d) submit to MES (Ministry of Education and Sport):
 - a. Report of the teaching activity by the end of each academic year;
 - b. Report of scientific research activity by the end of each year;
 - c. List of academic staff at the beginning of each academic year and at the beginning of each semester

- e) make public the admissions criteria and tuition fees to programs of the first cycle, the second cycle of studies and programs of study with professional character.

Article 6

Owned property and safeguarding of University College

University College conducts its activities in the premises and by means of the equipment made available by The Albanian Muslim Community and / or by third parties, according to the agreement they make with MCA. All areas of University College enjoy safeguarding as defined by the law. University College premises are not allowed to be approached or put at risk by third parties. Safeguarding also includes prohibition of entrance to or by any other natural or juridical person of such premises.

For each violation of such safeguarding, University College has the right to denounce the violation and require the punishment of offenders as provided for legal provisions in force

Article 7

Organizational - structural composition of institution

Organizational structure of University College “Bedër” with its constituent units, which identifies their connections and dependencies, has been approved by Academic Senate and Administrative Board.

Structural and organizational composition of University College "Canadian Institute of Technology" consists of:

- a) academic component comprised of governing academic bodies and authorities, main units (faculties), basic units (departments) and scientific research centers.
- b) Administrative component comprised of governing administrative bodies and authorities and service units.

University College "Bedër" for the purposes of its operation can better prognosticate in its internal regulations and other structures in the role of auxiliary units.

Structural and organizational composition of University College “Bedër” has been attached as *annex 2* and remains an integral part of this Statute.

SECOND PART
GOVERNING BODIES AND AUTHORITIES

Article 8

Governing bodies and authorities and other bodies

1. Governing bodies of University College “Bedër” consist of:
 - a) Academic Senate;
 - b) Board of Administration;
 - c) Rectorate;
 - d) Faculty Deans;
 - e) Assembly of academic staff;
 - f) Assemblies of main academic units;
 - g) Council of Ethics;
 - h) Permanent Committee on Scientific Research, Projects, Applications and Innovation;
 - i) Permanent Committee for ensuring the quality standards of the institution and study programs;
 - j) Internal Quality Assurance Unit;

2. Governing bodies of University College “Bedër” consist of
 - a) Rector;
 - b) Deans;
 - c) Head of departments;
 - d) Heads of research centers;
 - e) Deputy Rector and deputy Deans;
 - f) Administrator of University College
 - g) Administrators of major units.

CHAPTER II
ACADEMIC SENATE OF UNIVERSITY COLLEGE

Article 9

Academic Senate

1. Academic Senate is a collegial decision-making body of University College “Bedër”, which defines the institution's development policies; it further schedules, coordinates, directs and controls the teaching and scientific research activities and evaluates their effectiveness. Academic Senate is chaired by the Rector and is convened periodically as defined by the regulation on the organization and functioning of the Academic Senate.
2. Main functions of Academic Senate consist of:
 - a) guaranteeing the institution’s autonomy, academic freedom and students’ rights;
 - b) proposes to the Board of Administration the Strategic Development Plan of the Institution and adopts its annual program of activities;

- c) approves the Statute of the institution after having received the prior approval of the Board of Directors. The adopted Statute is then sent to the ministry responsible for education for final approval by the Minister;
- d) elects the Rector of University College;
- e) approves the academic structure of the institution, as required by Law, after having received the prior approval of the Board of Administration;
- f) approves the Regulation of the institution, the regulations of its composing units, regulations of study programs and other acts and regulations under its competences;
- g) approves new programs of study, programs of scientific research, changes in such programs as well as their closure; new programs are approved once they have become part of the annual draft budget of the institution;
- h) proposes the closure and reorganization of the institution as well as its merging with another institution of higher education after obtaining the opinion of the Board of Administration;
- i) approves the creation, reorganization or closure of the main or basic units based on the proposals of the main units and basic units taking into account the preliminary assessment of the Board of Administration;
- j) emëron kryetarin e Këshillit të Etikës dhe anëtarët.
- k) approves the change of name or logo of the institution pursuant to the laws and by-laws in force;
- l) approves the annual plan of academic and scientific research activities;
- m) approves the detailed annual report of the activities of the institution prepared by the Rector and forwards it to the ministry responsible for education;
- n) assesses and ensures the institution's internal quality; members of this unit are approved by the Senate upon the proposal of the Rector;
- o) organizes a joint meeting of Academic Senate and Board of Administration at the end of each academic year which discusses the teaching, scientific research and administrative and financial activities of the institution.

Article 10

Composition of Academic Senate

1. Academic Senate of University College consists of 11 (eleven) members. Members of Academic Senate, for the purpose of selection, are divided as follows:
 - a. Rector of University College "Bedër";
 - b. Deputy Rector;
 - c. Deans of faculties;
 - d. Representatives of faculties, three for each faculty that are directly elected by the assemblies of academic full time staff of the main units;
 - e. Students' representative.
2. Rector, Deputy Rector and the Deans of the faculties are members of Academic Senate due to their functions.
3. Members of Senate belong to the category of "Professor" or hold the scientific degree "Doctor" ("PhD") acquired at the universities of the member countries of the OECD or

EU. In the absence of such titles and for the purpose of representation, categories can be relegated to the rank of "Doctor" with the exception of the students' representative.

Article 11 **Mandate of Academic Senate and its members**

1. Members of Academic Senate, as a collegial body, enjoy a 4-year mandate.
2. The mandate of the member of the Academic Senate begins from the moment of election and lasts until the end of the mandate of the Academic Senate.
3. The mandate of a member of the Academic Senate is considered complete prematurely if the member:
 - a) resigns as a member of Academic Senate;
 - b) is discharged or resigns from office;
 - c) terminates his/her working relationship with University College "Bedër" or ends/interrupts his/her studies at University College "Bedër";
 - d) passes away;
 - e) fails to participate in more than half of the meetings held during the academic year;
 - f) has been sentenced for a criminal offense with a final court decision.
4. Academic Senate announces the vacancy created by means of a declaratory decision.
5. Vacancy created by the premature end of the mandate of the member of Academic Senate is filled with another person elected from the same category of members of University College "Bedër".
6. Elections to fill the vacancy in Academic Senate are held within 6 months from the date of the decision establishing the vacancy.

Article 12 **First meeting of Academic Senate**

1. The Academic Senate is convened in its first meeting by Rector of University College "Bedër".
2. At this meeting, deputy chairman of Academic Senate and the secretariat of Senate are elected. Election of the deputy chairman occurs even in cases when the mandate expires prematurely or when deputy chairman resigns from the post.
3. Deputy Chairperson is proposed by the Chair of Academic Senate and is elected by a simple majority of Senate members.
4. At its first meeting, Academic Senate approves the proposal of Rector for the position of Vice Rector of University College "Bedër".
5. At its first meeting, Academic Senate proposes permanent committees as follows:
 - a. Permanent committee for scientific research, projects, applications and innovation;
 - b. Permanent Ccmmitttee for ensuring the quality standards of the institution and study programs;
6. Composition, rights, duties and functioning of permanent commissions are defined by Academic Senate in the Regulation of permanent committees.

7. Academic Senate establishes the Council of Ethics in accordance with the provisions specified in this Statute and regulation of the Council of Ethics.

Article 13
Meeting of Academic Senate

1. Academic Senate is convened as a rule at least once a month. It may adopt additional rules, which could determine the next meeting to be held at the same date and time each month.
2. Academic Senate meeting is convened by:
 - a. Rector (Chair of Senate);
 - b. From members of Senate representing at least one fourth of the total number of Senate members.
3. Meeting is convened by means of a written notice or via email at least 2 days before the date set for the meeting. Along with the notification of the agenda, those who convene the meeting also distribute materials on matters to be considered at the meeting.

Article 14
Validity of meeting and decisions of Academic Senate

1. Academic Senate meetings are chaired by the chairperson. Deputy Chairperson of Academic Senate chairs the meeting in the absence of Chairperson.
2. Academic Senate meetings are valid when attended by no less than 2/3 of the members. If the meeting is attended by less than 2/3 of the members, then the meeting is postponed for another date, but not later than eight days from the priorly designated one.
3. Members of Academic Senate exercise personally their functions. They can not delegate their vote to another member nor can they vote on behalf of another Senate member.
4. Voting in Academic Senate, as a rule, is open. In cases when the decision to be taken refers to particular individuals, Senate may decide by simple majority to hold secret ballot if requested by each member. Procedures for holding secret ballot shall be determined by the Academic Senate.
5. Senate makes decisions by simple majority, except when decisions require a qualified majority as stipulated in the Statute.
6. The decision of the Academic Senate, for the appointment of the rector should be taken with a qualified majority and this decision is effective immediately.
7. Decisions of Academic Senate, as a rule, take effect immediately. Academic Senate may determine in its decision the time of entry into force.
8. Academic Senate may invite in its meetings administrators (of the institution or the main units, separately or jointly) and specialists from various fields who have knowledge of the issues that have been raised for discussion. Specialists can be internal or external.
9. Academic Senate, with the help of Rector, appoints the technical secretary as an ad-hoc structure, which consists of at least one person to keep the minutes.

10. Part of Technical Secretary will also be considered other persons, members of the administrative staff who provide explanations during the Senate meeting regarding the materials presented and issues discussed.

Article 15

Announcing, signing and publication of Academic Senate decisions

1. Decisions taken by Academic Senate are announced/made public within the next day at which the decision was adopted.
2. Decisions of academic senate are announced/made public and signed by Senate Chairperson and all its members whereas the minutes are signed by all members.
3. Decisions of Academic Senate are published in accordance with internal rules set for the circulation and administration of documentation.
4. If possible, decisions of Academic Senate are published on the website of University College "Bedër".

CHAPTER III

UNIVERSITY COLLEGE RECTORATE

Article 16

Composition of University College Rectorate

1. Rectorate of University College "Bedër" is a collegial executive body.
2. Rectorate consist of:
 - a. Rectorate consists of;
 - b. Deputy Rector;
 - c. Deans of faculties;
 - e. University College administrator.
3. Rector convenes the first meeting of the Rectorate and other meetings are either convened by the Rector or by at least two Rectorate members.

Article 17

Other functions and duties of Rectorate

Rectorate functions are as follows:

- a) designs the multi-year development plan of University College;
drafts the annual program of activities and follows its implementation after approval by Academic Senate;
- b) proposes criteria for the distribution of equipment and academic human resources;
- c) drafts and proposes the budget for approval to the Academic Senate;
- d) proposes the plan for investments, contracts and agreements that fall under its competences;

- e) presents recommendations on projects, study programs, scientific research and necessary structural changes for their implementation;
- f) implements all decisions adopted by Academic Senate;
- g) monitors and publishes the results of the evaluation activities of University College “Bedër”.
- h) Other functions of Rectorate are defined in its regulation and other regulations of the institution.

Article 18

Rectorate meetings and decision-making

1. Rectorate is convened, as a rule, no less than once every two weeks. If necessary, Rectorate may convene at any time, provided that sufficient time for review of related materials to be discussed has been given.
2. Meeting is considered valid if attended by more than half of its members.
3. Meeting can not take place and should be postponed in cases when even even though the required number of members are present; the member directly connected with the issue to be discussed upon is not.
4. As a rule, Rectorate takes decisions unanimously. When this is not possible, decisions are taken by the majority of votes of the members present at the meeting. In cases when no majority can be reached, Rector's vote proves decisive.
5. Minutes of Rectorate meeting constitute the basic document to reflect the decision making process.
6. Decisions taken by the Rectorate are materialized in the form of orders issued by Rector of University College “Bedër”.

CHAPTER IV

DEAN’S OFFICE OF UNIVERSITY COLLEGE

Article 19

Composition of University College Dean’s Office

1. University College “Bedër” dean’s office is an executive collegial body of the respective main units.
2. Dean’s office consist of:
 - a. Dean;
 - b. Deputy Dean;
 - c. Head of basic units;
 - d. Administrator of main unit;
3. The first meeting of Dean’s Office is convened by the Dean.

Article 20
Other functions and duties of Dean's Office

Dean's office functions are as follows:

- a) prepares a multi-year development plan of the main unit;
- b) drafts the annual program of activities and follows its implementation after approval by Rectorate and Senate;
- c) proposes criteria for the distribution of academic material and human resources of the main unit;
- d) prepares and proposes the draft-budget of the main unit;
- e) makes recommendations on projects, study programs, scientific research and necessary structural changes for their better implementation;
- f) implements all decisions adopted by Academic Senate;
- g) Other functions of Dean's Office are defined in its regulation and other regulations of the institution.

Article 21
Dean's office meetings and decision-making

1. Dean's office meets as a rule no less than once a month. If necessary, it can meet at any time provided that sufficient time for review of related materials to be discussed has been given.
2. Meeting is convened by Dean, mainly or upon the request of any member of Dean's office.
3. Meeting is considered valid if attended by more than half of its members.
4. Meeting can not take place and should be postponed in cases when even though the required number of members are present; the member directly connected with the issue to be discussed upon is not.
5. As a rule, Dean's office takes decisions unanimously. When this is not possible, decisions are taken by the majority of votes of the members present at the meeting. In cases when no majority can be reached, Dean's vote proves decisive.
6. Minutes of Dean's office meeting constitute the basic document to reflect the decision making process.
7. Decisions taken by Dean's office are materialized in the form of orders issued by Dean of the main unit.

CHAPTER V
ACADEMIC STAFF ASSEMBLIES

Article 22
Assembly of academic staff

Assembly of academic staff consists of full-time academic staff of the main units. Assembly of academic staff may exercise powers set out in the Basic Regulation of the institution.

Article 23
Academic Staff Assemblies of main units

1. Assembly of academic staff of main unit (in each respective faculty) at University College “Bedër” has the following functions:
 - a) elects members of Academic Senate as stipulated in elections guidelines;
 - b) elects members of Permanent Committee of the main units.
2. Assemblies of academic staff may also exercise other powers as defined by internal regulations of University College “Bedër”.

CHAPTER VI
COUNCIL OF ETHICS

Article 24
Council of Ethics

1. Council of Ethics at University College “Bedër”, is established by decision of Academic Senate. It has a two-year mandate. Council of Ethics consists of 5 members selected from academic staff of University College.
2. Council of Ethics has as its main feature the discussion of issues related to ethics of university life at the University College "Bedër" and deciding about the disciplinary measures. Council of Ethics promotes and explores issues related to ethics in the activity of teaching process and scientific research, as well as other institutional activities.
3. Council of Ethics 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 Administration Board.
4. Council of Ethics takes decisions and submits proposals to Rector of University College.

Article 25
Functioning of Council of Ethics

1. Council of Ethics meets upon a request for review by bodies specified in paragraph 4 of this article.

2. Request submitted for consideration to Council of Ethics contains at least data regarding the applicant, a brief description of issue to be discussed as well as related materials, which serve to examine the case.
3. Council of Ethics takes into account requests submitted by:
 - a) Academic Senate;
 - b) Board of Administration;
 - c) Rector;
 - d) Deputy Rector;
 - e) Dean (s);
 - f) Administrator of the institution;
 - g) At least 2 members of academic staff.
4. Council of Ethics operates and makes decisions based on the approved regulations of institution.

Article 26 Code of Ethics

Code of Ethics is discussed first by Council of Ethics and submitted to Academic Senate for approval. Code of Ethics includes detailed rules on organization and functioning of Council of Ethics and decisions of this Council are defined in its respective regulation

CHAPTER VII PERMANENT COMMITTEES

Article 27 Permanent committees

1. Permanent committees are collegial bodies with powers in areas defined in the statute, mainly related to ensuring the quality standards of the institution and study programs, the progress of its activities and relationships with students, in accordance with its mission and policies of the institution.
2. Permanent committees are established at the institutional level and at the level of the main unit. They consist of no less than five members.
3. Members of the permanent committees of the institution of higher education they run themselves and are elected by the Academic Senate for a term of two years, eligible for reappointment. Members of the permanent committees of the main units of higher education institutions they run themselves and are elected by the academic staff assembly of the main unit among its members, for a term of two years, eligible for reappointment. At University College “Bedër” as permanent committees operates permanent committee for research, projects, applications and innovation and permanent committee for ensuring the quality standards of the institution and study programs.
4. Other committees and relevant organizations are prescribed in the regulations of the institution. Other permanent committees are collegial bodies, which perform functions as defined in the act of raising the Academic Senate and the regulations of their functioning.

CHAPTER VIII
INTERNAL QUALITY ASSURANCE UNIT

Article 28
Internal Quality Assurance Unit

University College “Bedër” establishes Internal Quality Assurance Unit, a structure which is responsible for developing policies and procedures with regard to internal quality assurance. Internal Quality Assurance Unit is a collegial body. It consists of 5 (five) members, 1 (one) of whom is the chair, 2 (two) are representatives of academic staff of the main units, one for each faculty, 1 (one) representative of Students’ Council and one external expert. Unit members are appointed by Academic Senate upon the proposal of Rector.

Article 29
Competences of Internal Quality Assurance Unit

Competences of Internal Quality Assurance Unit are related to:

- a. Developing policies and procedures with regard to internal quality assurance, acts which are approved by Academic Senate.
- b. Developing standards for quality assurance in accordance with Code of Quality.
- c. Assessing periodically the results of teaching and scientific research activities in the main units of the University College in accordance with standards.
- d. Conducting investigative studies to evaluate the students’ employment opportunities and the efficiency of programs of study offered by the University College in collaboration with relevant units.
- e. At the end of each semester, before the exams, internal quality assurance unit organizes students’ survey through questionnaire on the quality of teaching for each subject of study programs.
- f. After each evaluation, internal quality assurance unit reports the results to Academic Senate along with relevant proposals.

CHAPTER IX BOARD OF ADMINISTRATION

Article 30 Board of Administration

1. Board of Administration is the highest collegial administrative body, which guarantees the fulfillment of the mission, administrative and financial management of movable and immovable property of the institution.
2. Functions of Board of Administration are as follows:
 - a. guarantees the financial sustainability of the institution and fulfillment of its mission;
 - b. provides an opinion on draft-regulation of University College “Bedër” and approves its Financial Regulation;
 - c. establishes the rules for the distribution of income created by University College “Bedër” from exercising its activities as well as oversees the use of financial resources;
 - d. is responsible for establishing criteria and procedures for hiring administrators and administrative staff based on acts of University College “Bedër”;
 - e. on proposal of the Academic Senate approves the strategic development plan of the institution and oversees its implementation;
 - f. on proposal of the the Academic Senate, approves the annual budget and the medium-term budget of the institution and oversees their implementation;
 - g. on proposal of the the Academic Senate approves the number of staff at all levels;
 - h. appoints and dismisses the administrator of the institution;
 - i. approves priory the Statute of the institution before submitting it to the Academic Senate;
 - j. approves the detailed annual report of the activities of the institution prepared by Rectorate;
 - k. approves the level of salaries for all the staff of the institution.
3. Other functions of the Board of Administration are defined in its regulation and other regulations of the institution.

Article 31 Composition of Board of Administration

Board of Administration consists of 7 (seven) members employed on part-time bases. Selected members have a 5-year mandate comprised as follows:

- a. 3 members from the academic staff of the institution selected by Academic Senate from the lists proposed by the main unit.
- b. 4 members are selected and appointed by the founders of University College or authorized by them.

Governing authorities of University College “Bedër” (Rector, administrator of University College, heads of the main units, heads of basic units and administrators of main units) cannot be members of the Board of Administration. Certain governing authorities may be

invited to attend meetings of the Board of Administration depending on the issues covered in their respective sectors

Article 32

Mandate of Board of Administration and its members

1. Board of Administration as a collegial body enjoys a 5-year mandate.
2. Term of office of the member of Board of Administration begins from the moment of election and lasts until the end of the mandate of Academic Senate.
3. Term of office of the member of Board of Administration is terminated prematurely in the cases when the member:
 - a. Resigns as member of Board of Administration;
 - b. Terminates his/her employment relations with University College;
 - c. Passes away;
 - d. Does not participate in more than half of the meetings held during an academic year;
 - e. Has been sentenced for a criminal offense with a final court decision.
4. Board of Administration determines the vacancy by means of a declaratory decision.
5. The prematurely created vacancy of a member of the Board of Administration, shall be filled with another person coming from the same group of the departed member.

Article 33

First meeting of Board of Administration

At its first meeting, Board of Administration is convened by Rector. At this meeting, Chairman of Board of Administration is elected from the internal members of the board with two-thirds of the votes of all board members.

Election of Chairperson is made even if the mandate of the current one ends prematurely or he/she resigns from office.

Article 34

Meeting of Board of Administration

1. Board of Administration as a rule convenes at least once a month.
2. Board meeting is convened by Chairperson or two board members.
3. Meeting may be convened even upon request of Rector of University College.
4. The meeting is convened by means of a written notice or via email at least 7 days before the date set for the meeting. Along with the notification of the agenda, those who convene the meeting also notify/distribute materials on matters to be considered at the meeting. Notification of the agenda and materials bear a protocol number in accordance with internal Regulation regarding circulation and administration of documents.

Article 35
Validity of meeting and decisions of Board of Administration

1. Board of Administration meetings are chaired by the Chairperson.
2. Meetings are valid when attended by no less than half of board members. If the meeting is attended by less than half of its members, then it is postponed for another date, but not later than three days from the priority designated one and in accordance with regulation on organization and functioning of Board of Administration.
3. Members of Board of Administration exercise personally their functions. They cannot delegate their vote to another member nor can they vote on behalf of another board member.
4. Voting in the Board of Administration is open.
5. Board of Administration makes decisions by simple majority, except when decisions require a qualified majority as stipulated in this Statute.
6. Decisions of Board of Administration are publicized by the Chairperson and, as a rule, enter into force immediately. Board of Administration may determine in its decision the date when it enters into force.

Article 36
Other participants in the meeting of Board of Administration

1. Rector and Administrator of Institution have the right to attend meetings of Board of Administration without a voting right when they deem it necessary as well as in cases when invited by the Board.
2. At the meeting of Board of Administration may be invited experts from various fields who have knowledge of the issues being discussed. Specialists can be internal or external.
3. Administrator of University College appoints a person for keeping the minutes.
4. Part of Technical Secretary will also be considered even other persons from the administrative staff who provide explanations during the meeting regarding the materials presented and issues discussed.

CHAPTER X
RECTOR

Article 37
Rector

1. Rector is the highest academic authority of the institution and its legal representative for academic and protocol issues.
2. Rector should have the title "Professor" and decreed by the President for a 4-year term which may be renewed only once in the same position and institution.

Article 38
Functions and competences of Rector of University College “Bedër”

1. Rector of University College has the following functions:
 - a. Leads and represents the University College to third parties with regard to academic affairs.
 - b. is a member of the Conference of Rectors.
 - c. Holds the position of Chairperson of Senate.
 - d. Exercises control over the lawfulness of governing authorities of the main units.
 - e. Signs diplomas for the completion of study programs, which are organized University College “Bedër” and can not delegate this authority.
2. Rector of University College exercises even these competences:

Proposes the name of Deputy Rector for approval to Academic Senate and appoints him/her after the approval;

 - a. Appoints selected Deans of Faculties;
 - b. Appoints the head of base units, proposed by the respective deans;
 - c. Enters into agreements with other institutions of higher education in the country or abroad, different associations and organizations with regard to exchange of experience and cooperation in the teaching and scientific process and the training of the academic staff;
 - d. In cases of gross or serious violations of law and by-laws by a governing authority of a main unit, Rector orders his/her dismissal;
 - e. Appoints one of the deputies of the authority that has been dismissed until the election of the new authority, under this Law;
 - f. The rector organizes ordinary elections and premature early ones;
 - g. Approves the annual academic calendar/plan for each year;
 - h. Appoints academic staff who will have a teaching load during the academic year determining in every case their load;
 - i. Appoints academic and scientific staff, heads of administrative structures and senior specialists applying the criteria for filling such vacancies pursuant to specifications of relevant units as well as signs employment contracts of employees under his/her authority according to the definitions of the respective units; dismisses them in the cases provided for by law and in line with this Statute and other acts;
 - j. Establishes commissions responsible for special duties;
 - k. Issues internal orders for the daily operations of University College administration as well as takes disciplinary and administrative measures in accordance with current law and this Statute;
 - l. Delegates his/her signature to his/her dependent subjects to perform certain tasks, when deemed necessary;
 - m. Decides to expel students from their study programs in cases provided for in the relevant Students’ Regulation;
 - n. Permits law enforcement forces to enter the premises of University College and may appeal to them in case of need;
 - o. Rector of University College performs other duties specified in the current legislation,

- the Statute of University College or other acts;
- p. Monitors and appeals the process of academic and administrative staff recruitment;
 - q. Determines and makes public the terms, criteria and procedures for the recruitment of academic staff;
 - r. Approves the recruitment choices and submits them for final decision to the Senate;
 - s. Announces the recruitment campaign identifying the vacancies.

Article 39

Election, mandate, appointment and dismissal of Rector

1. Rector of University College “Bedër” is elected by secret ballot by members of Academic Senate in accordance with the provisions of this Statute and pursuant to the procedures set forth in the Elections Guidelines.
2. For the position of Rector may apply individuals from the ranks of academic staff of University College or individuals from outside with the title "Professor". The latter, in case of being elected, become members of the academic staff of the institution.
3. Rector of University College is elected for a four-year term with the possibility of re-election only once in the same position and institution.
4. Rector of University College is decreed by the President of Republic.
5. In cases of committing flagrant crimes or gross violations of law, being incapable to perform the task and in cases provided for in the internal regulations of the institution, Minister suspends the Rector and proposes his/her dismissal to the President of Republic. President of Republic must give his/her verdict within a month. If the President of Republic does not respond within this time limit, the proposal of Minister is deemed approved in silence. Deputy Rector replaces the suspended Rector with the approval of Minister until the election and appointment of the new rector.

Article 40

Completion of mandate of Rector of University College “Bedër”

1. Mandate of Rector ends with the completion of the period for which he/she was elected.
2. Rector’s mandate ends prematurely when he:
 - a. Resigns;
 - b. Passes away;
 - c. It becomes physically or mentally impossible to exercise his/her duties;
 - d. When his/her dismissal is decreed;
 - e. When sentenced with final court decision for committing a criminal offense;
3. In cases provided for in this Section, shall be announced early elections for the election of Rector.

CHAPTER XI

DEAN OF FACULTY AT UNIVERSITY COLLEGE “BEDËR”

Article 41

Dean

Dean is a governing authority on the faculty of the University College who represents and acts on behalf of faculty.

Dean is part of academic staff under the category "Professor".

Article 42

Dean’s functions and competences

Dean’s functions and competences

1. Dean has the following functions:
 - a. Dean manages/leads and represents the Faculty;
 - b. He/she is a member of Senate;
 - c. Exercises control over the lawfulness of governing authorities within the faculty.
 - d. Signs diplomas for the completion of study programs, which are organized University College “Bedër” and cannot delegate this authority.
2. Dean also exercises the following competences:
 - a. Proposes the name of Deputy Dean for approval to the faculty council/dean’s office and appoints him/her after approval;
 - b. Proposes heads of basic units in the respective faculty;
 - c. Appoints heads of cluster and inter-cluster courses upon the proposal of head of basic unit;
 - d. Organizes the registration of students in accordance with their study programs pursuant to criteria and procedures adopted for this purpose;
 - e. Oversees the progress of teaching and scientific process in basic units in close collaboration and cooperation with heads of units;
 - f. Approves commissions of exit exams and diploma theses of respective study programs and any other commissions in support of implementation of tasks and functions of faculty;
 - g. According to the needs of faculty and its development, proposes to Rector vacancies and changes with regard to human resources for the preparation of the recruitment process;
 - h. Raises ad-hoc recruitment committee in the respective faculty;
 - i. Manages the recruitment process in the respective faculty in accordance with Rector’s plan for this process;
 - j. Proposes each academic year to Rector for approval the list of students registered to pursue their studies in programs under respective faculty;
 - k. Proposes to Rector the list of students to be expelled in cases provided for in Faculty Regulation;

- l. Submits to Rector the annual report on teaching, scientific research and financial situation of faculty after it has been discussed and approved in Dean's Office;
 - m. Organizes admissions exams for new students and oversees proper functioning of the admissions committee;
 - n. Approves internal regulations of units in respective faculty;
 - o. Based on the number of students and faculty duties, proposes to Rector opening the vacancy and name of a potential Deputy Dean;
 - p. Approves chairpersons and members of commissions responsible for entrance and exit exams, diploma theses, theses topics, project proposals and scientific research plans of respective members of research centers and basic units academic staff after reviewing in Dean's Office upon the proposal of head of basic unit;
 - q. Announces the results of admissions exams;
 - r. Dean exercises his/her competences by means of orders and instructions.
 - s. In cases of gross or serious violations of law and by-laws, on the part of head of basic unit or member of Council of Ethics, proposes to Rector his/her dismissal. Rector provides his/her approval within a month.
 - t. Dean appoints the head of one of scientific research unit, basic unit or head of cluster and intercluster courses to replace the governing authority until the appointment of the new one.
3. Dean performs other duties as specified in the legislation in force, the Statute of University College or other acts.

Article 43

Election, mandate, appointment and dismissal of Dean

1. Dean is appointed by Rector decreed in accordance with the provisions of this Statute and pursuant to procedures defined in Elections Regulation of University College "Bedër".
2. For the position of Dean may apply individuals from the ranks of academic staff of University College or individuals from outside with the title "Professor" or "Associate Professor". The latter, in case of being elected, become members of the academic staff of the institution.
3. Dean of Faculty is elected for a four-year term with the possibility of re-election only once in the same position and institution.
4. In cases of committing fragrant crimes or gross violations of law and by-laws on the part of Dean, Rector orders his/her dismissal. Rector appoints Deputy Dean or one of them to replace the discharged dean until the appointment of the new one.

Article 44

Completion of mandate of Dean of Faculty

1. Mandate of Dean ends with the completion of the period for which he/she has been elected.
2. Dean's mandate ends prematurely when he:
 - a. Resigns;

- b. Passes away;
- c. It becomes physically or mentally impossible to exercise his/her duties;
- d. When the decision of his/her dismissal has been taken;
- e. When sentenced with final court decision for committing a criminal offense;

CHAPTER XII

HEAD OF DEPARTMENT / HEAD OF SCIENTIFIC RESEARCH CENTRE

Article 45

Head of Department / Head of Scientific Research Center

1. Head of Department / Head of the Scientific Research Centre represents the leading authority of the basic unit at University College “Bedër”.
2. Head of Department / Head of the Scientific Research Centre should be part of academic staff under the category "Professor" or "Doctor" ("PHD") obtained at a university in the member countries of OECD or EU. In cases where there are no candidates under this category, may apply even a lecturer holding the title of "Doctor".

Article 46

Functions and Competences of Head of Department/ Head of Scientific Research Center

Head of Department / Head of Scientific Research Center have the following functions and competences:

- a) Leads and represents the basic unit;
- b) Directs and controls all the teaching, educational and scientific process of the basic unit;
- c) Identifies for each semester and academic year, according to the legal needs, the criteria for full-time and part-time academic staff and submits such needs to relevant dean and rector to anticipate the recruitment of academic staff.
- d) Selects, in collaboration with dean, in the relevant recruitment commission candidacies for full-time and part-time staff through a properly announced and transparent process.
- e) Takes organizational and monitoring measures for the normal development of teaching and research process by the employees of the basic unit he heads;
- f) Proposes to dean members of commission on thesis defenses, exit exams on study programs he/she directs;
- g) Encourages and motivates employees to perform their teaching and scientific research duties efficiently;
- h) Requires revisions and improvements of study programs and curricula based on needs and academic indicators.
- i) Proposes to respective dean the need to organize professional internships at companies and businesses (sh.p.k., sh.al) and/or other institutions.

- j) Proposes to dean the criteria for students' enrollment while the latter submits to senate for approval;
- k) Performs other duties as specified in the legislation in force, the statute of University College or other acts.

Article 47

Election, mandate, appointment and dismissal of Head of Department / Head of Scientific Research Centre

1. Head of Department / Head of Scientific Research Centre is proposed by respective Dean and appointed by the Rector in accordance with the provisions of this Statute and pursuant to procedures defined in Elections Regulation of University College "Bedër".
2. Head of Department is elected for a four-year term with the possibility of re-election only once in the same position and institution.
3. In cases of committing fragrant crimes or gross violations of law and by-laws on the part of Head of Department / Head of Scientific Research Centre, Dean proposes to Rector his/her dismissal. Rector expresses his/her opinion within a month. Dean appoints one of heads of scientific-educational research centers to replace the dismissed governing body until the appointment of the new one.

Article 48

Completion of mandate of Head of Department / Head of Scientific Research Center

1. Mandate of Head of Department / Head of Scientific Research Center Dean ends with the completion of the period for which he/she has been elected.
2. Head of Department I Head of Scientific Research Centre mandate ends prematurely when he:
 - a. Resigns;
 - b. Passes away;
 - c. It becomes physically or mentally impossible to exercise his/her duties;
 - d. When the decision of his/her dismissal has been taken;
 - e. When sentenced with final court decision for committing a criminal offense.

CHAPTER XIII
DEPUTY RECTOR OF UNIVERSITY COLLEGE “BEDËR”

Article 49

Number and duties of Deputy Rector/s

1. University College “Bedër” has a Deputy Rector appointed by Rector;
2. Deputy Rector/s performs the following tasks:
 - a) Acts on behalf of Rector in his/her absence and authorized by the latter;
 - b) Organizes and supervises teaching, developmental and scientific process at University College level.
 - c) Oversees the preparation and implementation of educational plans and curricula at faculty and departmental level;
 - d) Monitors and controls the progress of scientific research at research centers;
 - e) Organizes and supervises the process of long-term specialization of academic and research oriented staff within and outside the country;
 - f) Drafts the academic calendar and submits it to Rector for approval;
 - g) Controls the organization and conduct of admissions exams for the enrollment of new students;
 - h) Controls and applies the experience of respective faculties and basic units of University College “Bedër” in the teaching and educational process;
 - i) Pursues and promotes scientific cooperation of units at University College “Bedër” with scientific research centers, other higher education institutions, companies, production companies etc;
 - j) Conducts studies towards future development of University College “Bedër” in its specific areas and submits it to Rector;
 - k) Submits to Rector potential research projects related with scientific work;
 - l) Performs other duties specified in the legislation in force, in this Statute or other acts.
4. Rector of University College has the right to propose to Academic Senate the change of number of the deputy rectors defining their respective tasks.

Article 50

**Selection, approval, appointment and dismissal of Deputy Rector of University College
"Bedër"**

1. Deputy Rector of University College "Bedër" must have the title "Professor" or "Associated Professor" or the scientific degree "Doctor" (PhD).
2. Rector of University College proposes his/her selected candidates for Deputy Rector to Academic Senate.
3. Academic Senate approves the proposal/s submitted by Rector in first meeting.
4. Rector of University College appoints Deputy Rector/s approved by Academic Senate.
5. Deputy Rector of University College "Bedër" is discharged by Rector following the same procedures for his appointment.
6. Deputy Rector is discharged when he/she:

- a) Resigns;
 - b) is dismissed by Rector for violation of laws and by-laws, or when his/her actions affect the normal operation and integrity of University College;
 - c) It becomes physically or mentally impossible to exercise his/her duties;
 - d) When sentenced with final court decision for committing a criminal offense;
7. In case of dismissal of Deputy Rector, Rector proposes to Academic Senate the new name of Vice-Rector.

Article 51
Deputy Dean of University College "Bedër"

1. Deputy Dean is appointed and dismissed by the Dean.
2. Deputy Dean should be a lecturer of a course and employed in the respective faculty and should have at least the degree of "Master".
3. Deputy Dean exercises competences defined in the act of appointment.
4. Deputy Dean replaces Dean when the latter is absent or in other cases specified in the legislation in force.
5. Other provisions concerning Deputy Dean can be defined in the regulation of faculty.

Article 52
Directorate of students' relations

1. Head of the Directorate of students' relations is responsible for overseeing relations of students with University College. It coordinates the socio-cultural activities of students and carries out his duties, in cooperation with the governing bodies.
2. The Head performs the following tasks:
 - a) To engage in solving problems of students related to university life, in collaboration with academic and administrative units.
 - b) To assist in the coordination between the academic and administrative units for issues that affect directly the interests of students.
 - c) To assess and direct academic, social, professional and administrative applications of students related to life in the university environment.
 - d) To carry out activities to enhance the quality of life in areas such as accommodation, transportation and social activities in university environment.
 - e) To provide support to ensure an effective educational environment.
3. Head of the Directorate of students' relations is proposed by the Rector and approved by Board of Administration.
4. Head of the Directorate of students' relations has under its authority 4 offices that are organized and operate as stipulated in the regulations of the institution.

CHAPTER XIV
ADMINISTRATION OF UNIVERSITY COLLEGE "BEDËR"

Article 53
Managerial Authorities

1. Autoritetet Managerial authorities at University College "Bedër" are:
 - a) Administrator of University College "Bedër";
 - b) Administrator/s of main unit/s;
2. Other authorities are appointed in accordance with applicable law and this Statute.

Article 54
Administrator of University College "Bedër"

1. Administrator is the highest authority responsible for the administrative and financial functioning of the institution. He is the legal representative of the institution for financial and administrative affairs.
2. Administrator of institution is appointed and dismissed by Administrative Board.
3. Administrator of institution must have a degree, at least a "Master of Science" in the field of law or economics as well as work experience of at least seven years in these areas.
4. Administrator of institution must not perform any other academic or administrative function.
5. Administrator reports to Board of Administration and Academic Senate with regard to the fulfillment of financial, administrative, and in the academic field duties.
6. Administratori kryen këto funksione kryesore:
 - a) Prepares the annual draft-budget on the basis of the proposals submitted by main units and basic units pursuant to Strategic Development Plan of Institution and its medium-term budget plan;
 - b) Proposes criteria for the management of financial and material resources and submits them for approval to Board of Administration and oversees the distribution of their implementation;
 - c) Oversees and monitors the implementation of the annual budget of the institution in its dependent structures;
 - d) Implements all decisions of Board of Administration and Academic Senate with financial and administrative character;
 - e) Presents at the end of each academic year to Board of Administration and Academic Senate the report on institution's financial activities;
 - f) Collaborates with other institutional authorities and structures for the daily management issues;
 - g) Appoints and dismisses faculty administrators and all the administrative staff of the institution;
 - h) Fulfills the requirements set by Rector in order to meet academic, administrative and financial need;
 - i) Directs the activity of the administration;

- j) Deals with recruitment procedure and performance evaluation of administrative staff; signs their individual employment contracts with employees of the administration;
- k) Represents co-represents the Institution in all judicial processes or resolving of disputes with third parties, natural or legal persons;
- l) Is a member of Rectorate;
- m) Administrator performs other duties specified in the legislation in force, in this Statute or bylaws.

Article 55

Appointment and dismissal of Administrator of the University College “Bedër”

Selection and appointment of administrator of institution follows these procedures:

- a) Board of Administration approves the criteria to be met by candidates;
- b) University College “Bedër” announces the vacancy publicly for two weeks and criteria to be met by candidates as well as the beginning of the evaluation process and selection of candidates;
- c) Board of Administration prepares candidates' evaluation scheme describing in detail the assessment process;
- d) Apart from the evaluation of candidate’s file, may also be considered an interview;
- e) Each Board member provides a point-based written evaluation for each candidate and, in the end, based on individual evaluations, is announced the ranking of candidates.
- f) Board of Administration enjoys the right to select by secret ballot one candidate, who has accumulated the highest number of points. Winner is announced the person who receives 2/3 of member votes;
- g) After selecting the winning candidate, Board of Administration announces the winning candidate publicly;
- h) Procedures followed by Board of Administration and manner of voting, are the same as those used for his/her selection.

Article 56

Administrator of Main Unit

1. Administrator of faculty (main unit) is responsible for better administrative and financial functioning of it (faculty);
2. Administrator is selected among applicants for employment in this position. Dean of the faculty proposes the selected candidate and submits it to the Administrator of institution. The latter appoints and discharges the administrator of main unit.
3. Administrator of main unit must have a degree, at least a "Master of Science" in the field of law or economics as well as work experience of at least 5 (five) years in these areas.
4. Administrator of faculty cannot exercise any other academic or administrative function.
5. Administrator of Faculty reports his activities to Administrator of Institution and informs the relevant Dean on matters related to the teaching and research process.
6. The main functions of administrator of faculty are:

- a. carries out the daily financial management of faculty;
- b. supervises and controls the financial activity of faculty;
- c. meets Dean's requirements in order to fulfill academic, administrative and financial needs;
- d. collaborates with other faculty authorities and structures on fundamental administration issues;
- e. performs other functions as provided for in Faculty and/or Institution Regulation.

PART THREE
THREE PERSONNEL OF UNIVERSITY COLLEGE “BEDËR”

Article 57
Personnel of University College “Bedër”

1. Personnel of University College “Bedër” consists of academic, supportive academic and administrative staff.
2. Personnel can be employed on contract for a definite or indefinite period of time, on full-time and part-time bases.
3. Rights and obligations of personnel are specified in this Statute and internal acts in accordance with laws and bylaws in force.

CHAPTER XV
ACADEMIC STAFF

Article 58
Status of academic staff

Academic staff enjoys a special status and treatment by law. Aspects of special treatment as well as other benefits of academic staff are determined by Academic Senate and Board of Administration in accordance with its regulation.

Article 59
Categories of academic staff

1. Academic staff carries out activities such as teaching, scientific research, institutional supporting services, students’ counseling and other activities.
2. Academic staff can be teaching or scientific research-oriented. According to the role and activities performed, academic staff is categorized into:
 - a) professor;
 - b) lecturer;
 - c) assistant lecturer,

Salary levels of academic staff are approved by Board of Administration.

1. Category of “Professor” includes lecturers of courses or modules and team leaders of scientific research activity. They hold academic titles of “Professor” or “Associated

- Professor” and are provided with an employment contract for an indefinite period of time.
2. Category of “Lecturer” includes members of academic staff who performs teaching and scientific-research activity, hold scientific degree of “PhD” or “Doctor”, have at least three years of teaching before or after obtaining the above degree, and are provided with an employment contract for an indefinite period of time.
 3. Category “Assistant lecturer” includes academic staff members involved in teaching and scientific research activities, hold at least a “Master of Science” degree are employed on fixed term contract for at least one-year renewable.
 4. Annual teaching load of academic staff is defined by decision of Academic Senate. It differentiates the categories of academic staff as stated in paragraphs 3, 4 and 5 of this Article.

Article 60 **Invited Academic Staff**

1. Basic units of institution have the right to invite, for short periods of time, researchers or experts of respective fields, domestic or foreign, with a fixed term contract.
2. Selection of invited academic staff combines their qualifications with the needs of the basic unit for teaching or scientific-research activities.
3. Invited personnel are employed on a case by case basis and teaching can be arranged within a shorter period of time in accordance with a special calendar.

Article 61 **Employment of academic staff**

1. Employment criteria of full-time academic staff is determined by basic unit based on the latter’s needs after the consent of the Dean and approval by Rector. Selection of candidates is headed by an ad-hoc committee comprised of basic unit members in its majority.
2. Ad-hoc committee makes the ranking of candidates and proposes it to Rector and the latter appoints the full-time employee. Rules and procedures for the selection of members of the ad-hoc committee, and the selection of personnel are assigned to the institution's internal regulations

Article 62 **Administrative Staff**

1. Categories of administrative staff and salary levels are approved by Board of Administration.
2. Recruitment of administrative staff is the competence of administrator of institution after examining the requests made by applicants. Employment criteria are determined on case by case bases according to specific job requirements.
3. Procedures for disciplinary action are in line with those provided by Labor Code of Republic of Albania and Code of Ethics of Institution.

CHAPTER XVI
ACADEMIC SUPPORTIVE AND ADMINISTRATIVE STAFF

Article 63
Academic supportive staff

1. Academic supportive staff is divided into academic support staff with teaching character and administrative-oriented academic supportive staff.
 - a. Academic Supportive staff with teaching character helps in the delivery of teaching and/or scientific-research activities. Members of this category are part of basic unit staff and support the latter's activities. They include laboratory technicians etc., as determined in internal regulations of institution.
 - b. Academic Supportive staff with administrative character support the activities of teaching and/or scientific research and/or the development of institution at basic, main or institution wide level. This includes personnel specified in internal regulations of institution.
2. Employment criteria of full-time academic supportive staff are proposed by the unit where the vacancy appears and selection process is organized by an ad-hoc committee composed in majority by representatives of the respective unit.
3. Rules and procedures for selection of ad-hoc committee members and selection of academic supportive staff are determined in internal regulations of institutions.

PART FOUR ORGANIZATION OF STUDIES

Article 64

Types and programs of study at University College “Bedër”

1. Types of university studies are:
 - a) Full-times studies;
 - b) Part-time studies.
2. Study programs in the University College “Bedër” are organized in two consecutive cycles: the first cycle and second cycle.
3. University College “Bedër” offers accredited study programs organized in modules and evaluated in credits, according to the European Credit Transfer and Accumulation System (ECTS). The average amount of credits accumulated during a year by a full-time student is 60 credits.
4. At University College “Bedër” programs of studies are developed by departments. Dean's offices, after giving their approval, they propose for approval to Academic Senate.
5. Rectorate is responsible to announce publicly accredited study programs offered by University College “Bedër” before the start of applications for admission to them.
6. The study programs of the first cycle and second cycle are undergraduate study programs.
7. University College has the right to provide non-university, professional, post secondary education study programs, with no less than 120 credits. The normal duration of these programs is not less than 2 years of academic and at the end of education is issued "Professional Diploma" in the conducted field of education. Credits accumulated during the studies after secondary education can be transferred to first cycle of university studies, in accordance with criteria defined by the Academic Senate.
8. Programs offered by the University College “Bedër” has been attached as *annex 3* and remains an integral part of this Statute

Article 65

Language and changes of study programs

1. University College “Bedër” develops its academic activity in the Albanian and English language, but according to teaching profile academic activity can be developed in other languages after the approval of the Senate and approval by the responsible ministry.
2. University College “Bedër” reserves the right to increase the number of faculty, to change and increase the number of study programs in the first and in the second cycle and/or study programs with professional character, after they are approved by the Academic Senate and the Board of Administration and by reflecting changes in the statute.
3. The opening of new programs, reorganization and their closure over 20% of their credits receives approval from the Ministry of Education and Sports. University College “Bedër” reserves the right to change study programs up to 20% of their credits after the approval of Academic Senate. For any change on study programs not more than 20% of credits the Ministry of Education and Sports shall be informed.

Article 66
Academic year and organization of teaching process

Studies at University College “Bedër” are developed in academic year. The announcement of commencement date is made in accordance with current legislation. Academic year is organized in semesters, with at least 20 hours of teaching, in lectures, seminars, lab sessions in a week.

Article 67
Tuition fees

1. Tuition fees include registration fee and tuition for education. Tuition fees differ for each cycle or type of study.
2. Fees for all programs of study are proposed by Academic Senate and approved by Board of Administration.
3. Students sign their respective contracts of service, which determine the tuition fees for all programs and study cycles.

CHAPTER XVII
FIRST CYCLE OF STUDIES

Article 68
First cycle of studies’ programs

1. First cycle of study programs aims at providing potential students with basic knowledge and general scientific methods and principles as well as specific skills in a wide variety of professions and specialties.
2. Study programs of the first cycle are delivered in 180 European credits (ECTS) (hereinafter credits) and their normal duration is three academic years.
3. At the end of the study programs of the first cycle, successful students are awarded a “Bachelor” university degree in accordance with rules specified in this Statute.

Article 69
Admissions to first cycle of studies

1. Any person who has graduated from State Matura and satisfies the legal GPA, enjoys the right to compete for admission and pursue studies at University College “Bedër”.
2. Studies at University College “Bedër” can be attended by Albanian and foreign students as well as students who are part of bilateral or multilateral agreements.
3. Studies at University College “Bedër”, can be attended by Albanian and foreign nationals who have completed a program of study in higher education by paying the prescribed tuition fee.

4. University College enjoys the right to propose specific admissions criteria for each specific program of study. Such criteria and admissions rules are made public by University College “Bedër” along with necessary information on respective faculty, basic unit and program of study.

Article 70

Elements of first cycle study programs

1. First cycle study programs must contain the following elements:
 - a. General information about the program, form and main objectives, teaching plan accompanied with mandatory credits;
 - b. Admissions conditions in the study program and selection criteria in cases with limited number of enrollments;
 - c. Student’s assessment methods and criteria for success in the program;
 - d. Transfer criteria between programs of study and criteria for partial completion of program, if it foreseen;
 - e. Academic and professional titles that are awarded according to the law.
2. Other elements of study programs may be determined by Academic Senate.

Article 71

Issuing diplomas and other documents

1. University College provides students who have completed all the obligations of a study program within the time limits specified by the current legislation with relevant diploma, which is an official document.
2. First cycle degrees are accompanied with diploma supplement.
3. Diploma Supplement is compiled in accordance with requirements of European framework of higher education. It describes, in particular, the nature, level, content, results of studies that have been conducted and successfully completed by diploma holder etc.
4. Content, form of diploma and diploma supplement shall be determined by Academic Senate in accordance with instructions of ministry responsible for education.
5. Any form of diploma or certificate, before being issued, shall be registered in state registry of diplomas and certificates for higher education and scientific research held at ministry responsible for education.

Article 72

Title of first cycle degrees at University College “Bedër”

University College “Bedër” issues the "Bachelor" degree for the first cycle of studies according to its study programs.

Article 73

Transfers for the first cycle of studies

1. University College “Bedër” provides an opportunity for transfers of studies between its programs of all cycles within the institution and from/to various institutions of higher education.
2. Decision on recognition of full or partial credits accumulated by a student for the purpose of pursuing one's studies belongs to the teaching structure that accepts the student.
3. Main criteria for full recognition of credits accumulated by a student are as follows:
 - i. Similarity of study program;
 - ii. Time of conducting the studies;
4. Other more detailed criteria for recognition of credits under paragraphs 3 and 4 of this article are defined in Educational regulations of University College “Bedër”.

CHAPTER XVIII SECOND CYCLE OF STUIDES

Article 74 Second cycle study programs

Second cycle study programs of "Master of Science" and "Professional Master".

1. Programs of second cycle provide advanced and in-depth theoretical and practical knowledge and training for independent research in a field within an area of expertise.
2. Such programs are realized with 60 or 120 credits including credits for research project or thesis and a normal period of duration of one or two academic years.
3. Students in this program study should sit an internationally recognized English exam known by ministry responsible for education.
4. At the end of second cycle study programs is issued the degree of "Master of Science" or "Professional Master" in the relevant field of education. Issuing of degrees for the second cycle of studies is conducted in accordance with the provisions of this Statute.

Article 75 Elements of second cycle study programs

Second cycle study programs contain the same elements as defined for the first cycle of study programs. Other elements of second cycle study programs may be determined by Academic Senate.

Article 76 Admission to the second cycle of studies

All individuals who have completed the first cycle study program enjoy the right to apply for enrollment in the second cycle of a study program and meet the academic standards of admissions criteria of University College “Bedër”. Admission criteria in a study program of the second cycle "Master of Science" is the recognition by the candidate of one of five foreign languages of the European Union: English, French, German, Italian, Spanish

according to the level set by HEIs in accordance with instructions. Students' quota and admissions criteria for the second cycle of study programs at University College "Bedër" are approved by Academic Senate

Article 77

Transfers for the second cycle of studies

1. University College provides an opportunity for transfers between its second cycle of studies programs within University College "Bedër", and from/to various institutions of higher education.
2. Decision on recognition of full or partial credits accumulated by a student for the purpose of pursuing one's studies belongs to the teaching structure that accepts the student.
3. Main criteria for full recognition of credits accumulated by a student are as follows:
 - i. Similarity of study program;
 - ii. Time of conducting the studies;
4. Other more detailed criteria for recognition of credits under paragraphs 3 and 4 of this article are defined in Educational regulations of University College "Bedër".

Article 78

Titles of second cycle degrees at University College "Bedër"

University College issues degrees of second cycle of studies in accordance with study programs in each of respective faculties. Degrees for each faculty are issued in accordance with approved titles by competent authorities. Titles of degrees may vary depending on the above approvals.

Article 79

Integrated programs of second cycle

Organization and rules for the integrated study programs of second cycle at University College "Bedër" are issued in accordance with the legislation in force. Integrated programs of second cycle are approved by competent state authorities.

CHAPTER XIX SECOND CYCLE OF STUDIES

Article 80 Attending a second study program

Individuals, who have completed a program of study, are eligible to attend a second study program. Individuals who want to attend a second study program must meet all the admissions criteria in that particular study program as those who register for the first time.

CHAPTER XX OTHER PROGRAMS

Article 81 Interdisciplinary study programs

1. Faculties at University College “Bedër” may organize joint interdisciplinary programs of studies.
2. University College “Bedër” may organize interdisciplinary study programs with other institutions of higher education.
3. At the end of interdisciplinary study programs, a joint diploma by University College “Bedër” and the other institution of higher education is issued.

Article 82 Joint study programs

Joint research programs are realized at University College “Bedër”, or at one of its faculties in collaboration with one or several other institutions of higher education within or outside the Republic of Albania.

Joint study programs are organized by institutions of higher education themselves. At the end of studies, a joint or double degree is issued.

Article 83 Continuing Education Study programs

1. In addition to different research programs University College “Bedër” offers undergraduate programs of continuing education as a form of lifelong learning. Such programs serve for short-term specialization, supplementing, in-depth and updating of knowledge. They can be even advanced research programs.
2. Study programs of continuing education help individuals increase their qualifications and skills.
3. Within the framework of study programs of continuing education, University College organizes various other forms of informal learning such as courses, summer schools and

similar activities.

4. Structure of programs under paragraphs 1 and 2 of this article, duration and credits are determined by University College in accordance with rules specified in this Statute for study programs.
5. At the end of study programs of continuing education, University College issues relevant certificates.

CHAPTER XXI

RECOGNITION, EQUIVALENCE OF DIPLOMAS AND PERIODS OF STUDY

Article 84

Recognition of diplomas, certificates, degrees and foreign titles

1. Through recognition procedure, a foreign degree is equivalent to an Albanian one, thus ensuring the right to continue education and the right for employment. This applies to recognition of certificates, degrees or foreign titles.
2. Ministry responsible for education remains the official institution in the Republic of Albania for recognition of degrees or certificates issued by foreign institutions of higher education, which performs this duty through its responsible unit of recognition of degrees.

Article 85

Recognition and equivalence of degrees and study periods

1. Through this process, partial or full programs of study or diplomas obtained in other institutions in the country or abroad are recognized and equaled, thus ensuring students the right to continue education in a similar or equal study program.
2. Recognition/equivalence is done by University College “Bedër”. Application for equivalence and necessary documentation and procedures are determined in this Statute in accordance with legislation in force.

PART FIVE
SCIENTIFIC RESEARCH

CHAPTER XXII

Article 86

Scientific research and development

1. University College “Bedër” may conduct scientific research, studies and development projects and other creative activities in accordance with its specific objectives.
2. University College “Bedër” aims at increasing the quality of education through scientific research and development activities. It provides students with methodological skills, provides opportunities for advanced knowledge in the teaching process and improves academic qualifications of personnel as well as generates extra income and sources.
3. Academic staff is free to perform research and development activities for third parties, provided that:
 - a. obligations under the employment contract are fulfilled;
 - b. obligations regarding scientific research at faculty and departmental level are fulfilled.
4. Research and development activities for third parties are carried out at University College “Bedër” only in the context of agreements with public or private entities, domestic or foreign, which University College is part of.
5. Agreements are adopted by Board of Administration in accordance with provisions set forth in this Statute.

Article 87

Research activities

1. Research and development activities should ensure the integration of research in the teaching process.
2. Research topics and terms, areas of research and volume of works shall be determined by main and basic units in accordance with procedures stipulated in scientific research. Such criteria are determined in accordance with country's development needs, importance of research in the education of students, programs of scientific collaboration, training of academic staff, institution's strategic objectives as well as financial resources available.
3. University College “Bedër” performs for third parties even other qualified services such as expertise, analysis, counseling, monitoring, information services etc., in accordance with faculty regulations.
4. These activities are financed by interested parties. Income generated from these activities are considered as income generated by institution. A part of these revenues can be used for staff remuneration and motivation of participants in such research activities in accordance with legislation in force.
5. University College has the right to develop research programs and projects of

collaboration with other institutions, public or private, at home and abroad as well as associations, foundations and others.

6. University College “Bedër” prepares an annual report on scientific research activity or innovation of any kind.

Article 88

Planning of research activities

1. Research activities are conducted on bases of approved plans, programs and projects by basic and main units and initiated even by Permanent Commission on Research, Applications and Innovation.
2. Performance of scientific research of all kinds and levels is assessed by Permanent Commission on Research, Applications and Innovation and by Academic Senate in accordance with rules specified in relevant provisions of this Statute.
3. Second cycle programs are considered research projects and as such are subject to planning.

PART SIX

QUALITY ASSURANCE AT UNIVERSITY COLLEGE “Bedër”

CHAPTER XXIII

QUALITY OF TEACHING

Article 89

Internal quality insurance

1. Academic Senate of University College “Bedër” assesses, guarantees and is responsible for internal quality assurance in the institution in accordance with national standards.
2. Academic Senate establishes the Permanent Commission of institutional and study programs quality assurance, which consists of:
 - i. At least three members of the Academic Senate;
 - ii. A representative from the Student Council;
 - iii. An external expert.
4. The Commission periodically assesses the effectiveness of teaching, research or artistic activities, as well as administrative and financial activities of the institution. The Commission has operational autonomy and access to all records of the institution.
5. Requirements and procedures for the establishment and functioning of the internal quality system are developed by the University College in cooperation with ASCAL based on state quality standards.
6. Results of internal quality assessment are made public.

Article 90

External quality insurance

External quality assurance is realized by external quality assurance processes and accreditation in accordance with terms, procedures and authorities set out in current legislation on higher education.

Article 91
Accreditation

Accreditation is realized in accordance with procedures, deadlines and designated bodies defined in the legislation in force. Each accredited program/institution undergoes periodic evaluation and accreditation. Periodic evaluation and accreditation is conducted every 6 years. Costs for external quality assessment are borne by institution itself. Results of external evaluation and accreditation are made public.

PART SEVEN
BUDGET, FINANCIAL AND PROPERTY ISSUES

CHAPTER XXIV

Articles 92
General principles

Revenues generated by University College “Bedër” are totally utilized by institution and unused financial sources are included in the next academic year.

All transactions and receipts, including monthly payments are carried out through the banking system in line with all the rules of financial control as stipulated in the legislation in force.

Article 93
Sources of funding

1. University College “Bedër” is funded by:
 - a. Capital of founder and other assets made available by him;
 - b. Generated income;
 - c. Donations;
 - d. Other legal sources.
2. The College shall adopt rules on how to use the funds generated from revenue.

Article 94
University College Revenues

Revenues of University College include:

- a. tuition fees;

- b. income generated from the organization of training or qualifications for third parties under signed agreements;
- c. income generated from services in the field of publications, production of documents, and various research projects of interest for community etc.
- d. income generated from conducting commissioned research and other specialized services;
- e. income generated from the provision of assets for use to third parties in the form of leasing contracts and other forms of contracting;
- f. gifts, inheritances, public and private donations;
- g. income generated from the organization of conferences, workshops, professional consultancy, etc.;
- h. other legitimate funding.

Article 95
Drafting of University College Budget

Draft-budget is prepared each year by the Administrator of University College based on 3-year medium-term budget plan and proposals received from its structures, and is approved by Academic Senate after being approved by Board of Administration.

Draft-budget is realized in accordance with standards established by legal framework in force.

Article 96
Control and external audit

Control and external audit of University College are conducted by external auditors, selected by ministry responsible for education from an annually updated list and tariff approved by Ministry of Finance.

PART EIGHT
STUDENTS

CHAPTER XXV
STUDENTS AND STUDENTS' DATA

Article 97
Acquiring, suspension and loss of student's status

1. Student's status is acquired by enrolling at University College "Bedër". This status ceases to exist once a student receives the relevant degree or certificate and in the case of de-registration from the University College "Bedër".
2. Student may suspend and resume studies in accordance with rules specified in the Regulation of University College "Bedër".
3. Student cannot register simultaneously in more than one study program at University

College “Bedër”.

Article 98

Students’ Rights and Obligations

1. Students have the right to:
 - a. attend all educational activities that occur in the framework of program of study registered;
 - b. use teaching infrastructure provided by University College “Bedër” as well as benefit from supporting services offered by institution;
 - c. participate in the decision making processes of University College in accordance with provisions of law and this Statute;
 - d. evaluate the quality of teaching and the performance of staff at University College “Bedër”;
 - e. sign a service contract at the time of enrollment at University College, which has elements and form defined in the instruction of minister responsible for education;
 - f. be insured by University College in one of insurance companies for the entire duration of studies, risk of termination of activity or other risks as stipulated in joint instruction of Minister of Education and Sport and Minister of Finance.
2. Students are obliged to:
 - a. apply the rules laid down by University College “Bedër”;
 - b. respect the rights of staff and rights of other students;
 - c. pay the tuition fees set by University College “Bedër”;
 - d. observe the Code of Ethics.

Article 99

Students’ Councils

1. Students have the right to organize themselves under students’ council at faculty, University College as well as national level.
2. Students’ Councils are independent organizations. They do not carry out political or economic activities. They promote students’ participation and coordinate their representation in the governing bodies of University College “Bedër”.
3. Students’ Councils are elected every two years by students’ votes and rely on legislation in force. Mandates vacated (when student graduates or is transferred as well as in other cases) are filled, till the end of the term, by the candidate who was ranked the second in the vote count of last election.
4. Modalities and procedures for the establishment, organization and functioning of Students’ Councils is determined in accordance with law of higher education, based on proposals submitted by students themselves.
5. Students’ Councils express opinions and make proposals on all issues of general interest at University College “Bedër” and respective faculty such as those related to plans and programs of study, opening of new programs, regulations on the teaching process, quality of services; level of tuition fees, organization of cultural, artistic and sports activities etc.

6. University College “Bedër” supports students’ councils and finances its activities with the designated fund for this purpose its annual budget.

Article 100

Documentation of educational process

University College “Bedër” is obliged by law to keep written records of registers obtained from ministry responsible for education and more specifically:

- a. fundamental register of students;
- b. record of academic results;
- c. register of issuing degrees and certificates.

Fundamental register of students is the document that certifies the registration of students at University College “Bedër”. This register:

- a. indicates that every student is equipped with a unique matriculation number valid until the moment of issuing the diploma or certificate;
- b. is deposited in State Archives, according to legal framework in force, whereas the certified copy of the original is saved for the entire period of existence of University College “Bedër” or continuity of this institution with another name, without the right of issuance of extracts from the register from the date of its submission to institutional archive;
- c. is completed in electronic form.

Register of academic achievements is the document that certifies the results achieved by each student enrolled at University College “Bedër” according to study programs. Register of academic achievement/results:

- a. is deposited in State Archives, according to legal framework in force, whereas the certified copy of the original is saved for the entire period of existence of institution without the right of issuance of extracts from the register from the date of its submission to institutional archive;
- b. is completed in electronic form.

Register of issuance of diplomas and certificates is the document proving their issuance by University College “Bedër”. This register documents the withdrawal of diploma and diploma supplement by each student who has successfully completed his/her academic and other institutional obligations.

Register of issuing diplomas and certificates:

- a. is deposited in State Archives, according to legal framework in force, whereas the certified copy of the original is saved for the entire period of existence of University College “Bedër” without the right of issuance of extracts from the register from the date of its submission to institutional archive;
- b. is completed in electronic form.

University College “Bedër” must meet the elements of records specified in paragraph 1 of

this article in accordance with by-laws. Documentation, in its final version, is deposited in the State Archives, under the applicable legal framework for the archives. Whereas the certified copy of the original is saved in the Archive of University College “Bedër” in accordance with law in force and regulation of Institution without the right of issuing extracts from the register from the date of its submission to the archive. In the case of termination of activities on the part of Institution, its records, as defined in paragraph 1 of this article and any other document is deposited in State Archives according to legal framework for archives. All other settings and adjustments will be provided in the regulation on institutional documentation of the teaching process of University College “Bedër”.

Article 101
Students’ Database at University College “Bedër”

University College “Bedër” safeguards students’ personal data according to the applicable legal framework for the protection of personal data.

Processes of storing and processing students’ data on the part of University College and its respective structures will be conducted in line with the principle of confidentiality and the requirements of legislation for the protection of personal data.

PART NINE
FINAL PROVISIONS

CHAPTER XXVI
FINAL PROVISIONS

Article 102
Approval of Statute

1. This Statute is approved by Academic Senate of University College “Bedër” with 2/3 of votes of all its members.
2. Statute may be changed according to procedures and majority of votes as required in this Statute.
3. Upon its entry into force, any other act bearing the same authority at University College “Bedër” is repealed as well as any provision of regulations or other acts that are contrary to this Statute.

Article 103
Transitional provisions

1. Students enrolled in a study program at University College “Bedër” before the entry into force of this Statute, will continue their studies in the same program of study for its normal duration.
2. Transitional provisions laid down by legislation on higher education are applicable at

University College “Bedër” despite the provisions of this Statute.

3. Provisions of the Statute which are inconsistent with the transitional provisions of the legislation in force are not applicable. Such provisions enter into force at the time of completion of legal effects of transitional provisions in accordance with terms set out in legislation in force.

Article 104

Seal of institution

University College “Bedër” has its official seal in accordance with the attached model and the integral part of this Statute under *annex 3* with the following description: circular inscription writes UNIVERSITY COLLEGE BEDËR and REBUBLIC OF ALBANIA and at the bottom is found the logo of the institution and writes its location, Tirana.

Article 105

Drafting of internal regulations

Pursuant to Law no. 80/2015 "On Higher Education and Scientific Research in Higher Education Institutions in the Republic of Albania" and this Statute, are prepared the regulations specified in this Statute and by-laws in force.

Article 106

Approval by Academic Senate

This Statute was approved at the meeting of Academic Senate by Decision no. 7, dated 21.07.2016.

Article 107

Entry into force

This Statute enters into force the following day after its adoption by minister responsible for education.