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## General Provisions

### Article 1

Education and testing faculties and departments HEI "Hëna e Plotë" (Bedër) is done based on the provisions of this Regulation.

### Legal Basis

#### Article 2

This regulation is issued in accordance with the Law "On Higher Education in the Republic of Albania" and the Statute of HEI "Hëna e Plotë" (Bedër).

### Diploma

#### Article 3

Students who successfully complete their studies in the faculties of the HEI "Hëna e Plotë" (Bedër), in consistence with implementation of this Regulation, get equipped with relevant university degree designated to the respective faculty and department. Senate determines titles to be awarded on completion of studies for new faculties and departments to be opened / formed in the future.

### Student issues

#### Article 4

Concerning the transfer student issues, issues related to education and exams as well as those dealing with the termination of relationships with faculty, decision belongs to the Faculty Council. In these cases, the student has the right to appeal the decision to the Council of Administration of HEI, within 15 days.

In matters of discipline, the "Rules of Discipline" of HEI "Hëna e Plotë" (Bedër) apply.

## Admission and Registration

### Article 5

HEI "Hëna e Plotë" (Bedër) performs admission of students paying attention to the state of matter and their success.

Albanian students admitted to the HEI "Hëna e Plotë" (Bedër) are based on the average high school and if necessary on the basis of entrance examination organized by the school.


Admission of foreign students is made based on the results of the qualifying examination in their state, if any, and the results of secondary school studies.

During registration the student signs the contract with HEI "Hëna e Plotë" (Bedër). Student commits that during the entire period of study he / she will abide by regulations, guidelines of HEI "Hëna e Plotë" (Bedër) and corresponding legislation of the Republic of Albania in the field of education.

Final dates for registration, necessary documentation and rules to be followed are determined by the Council of Administration of the HEI "Hëna e Plotë" (Bedër).

Applicants after meeting all necessary procedures for registration, become students of HEI "Hëna e Plotë" (Bedër) and as such they benefit from all the rights of students. Applicants who do not perform within the specified time of faculty, considered as having waived may not require any rights. In case the applicant for reasonable cause can not perform self registration, then one of his relatives may follow

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procedures. In the event that the documents submitted by the student are wrong or incomplete, his relationship to the HEI "Hëna e Plotë" (Bedër) is terminated regardless of the semester which he pursues.

### **Academic advising**

#### **Article 6**

The relevant department chooses a lecturer counselor for every student. Counselor monitors and guides the student on the academic side, during studies. Counselor approves registration forms corresponding semester for each student.

### **Renewal of Registration**

#### **Article 7**

Students attending the HEI "Hëna e Plotë" (Bedër) are required to renew their registrations semester within the conditions set by the Faculty Council. Renewal of registration is made on the terms specified in the academic calendar.

If students have not paid the payment of education under conditions set by the HEI "Hëna e Plotë" (Bedër), then they can not renew semestral registration. Students who have not renewed registration can not follow the learning process or take examinations. Semester for which no payment is made will be calculated within the study period. Relations with student are interrupted, if the registration for two consecutive semesters is not renewed. If the student does not pay on time payment, he / she is obliged to pay 10 % delay penalty for each month that is not paid.

### **Student Card**

#### **Article 8**

Students are provided with a student card with photo, valid for no more than one year, if they have completed the registration pursuant to Article 5 of this Regulation and if they committed renewal of registration under Article 7.

### **Transfers to Institutions of Higher Education**

#### **Article 9**

The faculty council decides on transfers that are carried out in the faculties of the HEI "Hëna e Plotë" (Bedër). The council carries out all appropriate equivalent procedures.


Students who have completed equivalence procedures in accordance with this article, are provided with the degree only if they follow no less than two semesters of study at the faculty of HEI "Hëna e Plotë" (Bedër).

### **Education**

#### **Article 10**

The academic year has 32 teaching weeks. The academic year consists of fall and spring semester. Special seasons can be developed with the approval of the Academic Senate. The normal duration of each semester is 16 weeks. In appropriate cases, their duration may be extended by the Academic Senate.

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Senate sets and publishes each year, beginning of the academic year and the calendar of exams. On official holidays there is no teaching or exams. If deemed necessary, lessons and exams can take place on Saturday or early Sunday with the proposal of the concerned Head of Department and with the approval of the Rector.

### **Duration of Education, Form and Language**

#### **Article 11**

The normal duration of the completion of the Bachelor is six semesters. The maximum period of study is double the normal duration of the studies.

The process of education consists of lectures, projects and work in the studio, laboratory work practices, seminars, graduation paper and other similar works, provided in the curriculum.

Unless decided otherwise, the duration of each subject, implementing projects, laboratories and its related activities, is a semester.

Language teaching at the HEI "Hëna e Plotë" (Bedër) is English, Albanian and Turkish.

With the proposal of the Faculty Council and Senate approval of certain subjects can be developed in a language different from that of the research program.

### **Educational programs**

#### **Article 12**


a) Education in faculties and departments of HEI "Hëna e Plotë" (Bedër) is conducted in accordance with the requirements of the Albanian legislation in the field of higher education and the Bologna Charter. Educational programs of the department may enter into force only after the Senate approves the relevant decisions of the Council of Faculty to open these programs. Elective courses curricula consist of optional subjects, which opens for the students at the beginning of the semester by the department and other open elective courses from other departments.

b) Education is done in accordance with the curriculum and respecting the order provided in this program. Starting from the third semester, students who have successfully passed all the subjects of the previous semesters and have an average of at least 3.00 with the approval of the advisor, can take an optional one year higher, while those students who have an average of at least 3:50 can take two electives.

c) A student who submits a document after the registration of an institution of higher education that indicates that he/she has successfully completed one or more subjects may request exemption from prosecution of those cases. Department Council shall review the request and if he / she thinks that the student has gained knowledge in that subject are enough to free the student from the obligation to pursue the case. In this case, the Council of Departments decides which subjects are required to be followed by the student.

d) In case the student has not been able to pursue subjects that should be followed during the semester normally, for reasons considered reasonable by the Council of the Department, then he / she can take

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courses without prerequisites (non-necessarily related to each other) in the next semester. Students attend the university, taking first cases in which there is no successful outcome or not received in previous semesters. The practical work involved in the study program developed by the relevant units within the principles lay down, in accordance with the characteristics of education of each department.

### **Prerequisites subjects (subjects related to each other)**

#### **Article 13**

Preconditions for the prosecution of certain cases determined by the relevant departments and reflected in the curriculum.

### **Registration on a subject, and Subject Leaving and Attendance**

#### **Article 14**

a) Every student has the obligation to participate in lectures, applications, laboratories, projects, seminars, graduation works and works similar to the semester that is followed, within the limits specified below.

b) In the case of repeat or first-time attendance of lectures, laboratories, projects and similar activities equivalent to lectures, students must enroll before the subjects, in which they have taken grade D or F. Once they choose these subjects they can take other subjects. Courses of the last semester which are estimated to D and F are taken initially.

c) The student, after having received the approval of the advisor, within two weeks of the beginning of each semester, may withdraw from one or more subjects may change subjects taken with other material or may be registered in other subjects.

d) The student has the obligation to attend at least 70 % of theoretical subjects and at least 80 % of the laboratory and application. Students who do not meet these rates are banned from the final exam.

### **Graduation Thesis**

#### **Article 15**

Making a mandatory graduation work by the student in accordance with the education program, this demonstrates the achievement of a desired professional level, placed by the competent authorities of the respective academic units. Terms of performance of paper, the time of delivery, examination and evaluation of the work is determined by these bodies. Graduation Thesis is included as the sixth semester subject in the curriculum. Graduation paper can be provided in the content of a given subject. Topics on graduation thesis may be awarded to students in previous semesters, based on conditions.

### **Grades, exams and failure rate**

#### **Article 16**

For each subject followed, the student is evaluated by the instructor at the end of the semester with one of the following grades:

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Bachelor				
Alphabetic grades	Points	Coefficient	Grade according to albanian system	Explonation
<b>A</b>	90-100	4,00	10.0	Excelent
<b>A-</b>	85- 89	3,66	9.4	Very good
<b>B+</b>	80-84	3,33	8.8	Very good
<b>B</b>	75-79	3,00	8.3	Good
<b>B-</b>	70-74	2,66	7.7	Good
<b>C+</b>	65-69	2,33	7.2	Sufficient
<b>C</b>	60-64	2,00	6.6	Sufficient
<b>C-</b>	55-59	1,66	6.1	Conditional pass
<b>D+</b>	50-54	1,33	5.5	Conditional pass
<b>D</b>	45-49	1,00	5.0	Conditional pass
<b>D-</b>	40-44	0,66	4.4	Fail
<b>F</b>	0-39	0	4.0	Fail

\*Points to the system 0-100, which are shown in the transcript


Grades which are not counted in the average

I- With Gaps

S- Sufficient

T -Transferred

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U -insufficient  
P In the following  
Ex- exempt from  
Ni -No participate  
NA - There continues

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

Grade (S), the student is given in cases where it has been successful, but do not count on average.

Grade (T) given in cases of horizontal transfer from another institution of higher education or when accepted the outcome of a case of passing, Equivalence of which accepted the proposal of the Head of Department and the approval of the Council of Faculty. Grade (T) is not taken into account in calculating the average.

In terms of subjects taken during student exchange programs, faculty council decide on the equivalence of credits and grades obtained in these cases.

Grading (U), the student is given in cases in which he has been unsuccessful, but do not count on average.


Grade (P) , the student is given in the following subjects which are not counted in the average.

The grade (EX) is given the student who is excluded from taking a course following an examination organized by the department in those cases specified by the concerned Senate. The student in question is not recognized course credits taken. The grade (EX) is not counted in the average, but it is included in the list of marks.

Grading (NI) for the purpose description of courses in which the student is registered, but do not count on grade point averages. This note appears on student transcripts along with the note letter he received on that subject. Loads of materials which have this status are included in the group of subjects specified in Article 14 and not used in the calculation procedures of materials or software program in which the student is regjistruar. Lënda in which the student has taken note (NI) can not be repeated.

Grading (NA) is given by the relevant lecturer of the course, students who, because they have not implemented rules regarding attendance of the course or have not met the requirements regarding the practice or application of materials, have been unsuccessful. In calculating the mean, grading (NA) is considered as (F).

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### **Students passing, not passing, Successful, Honor and High Honor**

#### **Article 17**

a) If a student subjects evaluated with C (2.00) or with a higher grade, then it is short-lived. If in a case, the student is evaluated by (D and F), then he is failing and is forced to repeat the subject. If overall average grade is at least (2.00) and no grade (D- and F), the student is considered successful.

b) In the event that the case at the end of the fourth semester, the overall average student grades is lower than 1.80 , then he gets probation status and is entitled to enter up to three additional exams before the beginning of the semester fifth. A student who is on probation status must repeat courses started last semester, in which he has taken note of F , D , D , D + , C-. In order that he /she be entitled to the receipt of new cases opened in fifth semester must pass the test status and reach or exceed the level of (1.80) of the grade point average, otherwise he is not allowed to take subjects from above.

c) If at the end of the semester, students have successfully completed all courses and have an average rank semester from 3:00 to 3:49 in the list of "Honor", while those who have an average of 3:50 to 4:00, rank in the list of "Honor High".

### **Improving General Average**

#### **Article 18**

A student, who wants to improve his /her overall GPA, can repeat subjects studied in previous years. In calculating the average will be considered final grade student who has taken on the subject.

### **Grade Success**

#### **Article 19**

a) Successful grade in a course is determined by the relevant work carried out during the semester (exams during the semester, short exams, field work, applications, tasks, projects, seminars, participation, laboratory etc. along with the grade taken in final examination). Within the first week of each semester, teachers should publish the evaluation system in the respective subjects.

b) State of the success of each case, is submitted to the relevant administrative bodies, and within the time specified in the academic calendar and the results are published by the General Education Secretary.


### **Examination Season**

#### **Article 20**

Season of the exams is held after the end of each semester. If an exam is not within the season for reasons accepted as reasonable by the faculty council latter then Senate proposes extending the season of exams. After Senate approval exam season can be extended for as many days as there are tests that could not be performed within normal time.

Graduation exam takes place during the week after the exam season. Subjects that take place in the laboratory, applications and works in the field, will perform tests at the end of this period. In the same way will be carried out for cases that considered granting of the right to an additional exam.

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### **Program and Place of Examinations, Exams, Make-up**

#### **Article 21**

Programme semestral final exams are determined by the relevant Faculty Council and shall be published at least two weeks prior to the exam season. Exams are conducted on the premises of the HEI "Hëna e Plotë" (Bedër), on the day, place and time specified in the program. Examinations of subjects which take place on the field or the applications can be made out of HEI "Hëna e Plotë" (Bedër).

Semester final exams have no make-up exam. Students, who for reasonable cause can not participate in semester final exam, have the right to retake the exam. Students who have not entered the final exam semester must submit to the Office of Secretary of Education within one week from the date of the relevant examination, request accompanied by the documents proving the existence of reasonable grounds. Students who have been accepted by the Council requests the faculty may use the right of entering the exam during the season when these subjects will perform exams in subsequent semesters.

### **Examination Form**

#### **Article 22**

Exams usually made in written form. Instructor may decide to make an oral exam, project or task-shaped course.

Exam is prepared and instructed by the concerned instructor. If the lecturer in charge was not located in the premises of the HEI "Hëna e Plotë" (Bedër) exam day, then head of the department determines who will make the exam. All teachers and assistants can be charged with the task, in order to ensure the examinations.

### **Appealing to the Examination Result**

#### **Article 23**

In case a student has a complaint against the final result of a semester examination, he has the right within one week from the date of publication of the results to file a written complaint to the Office Secretary of Education. Appeal is reviewed, by a committee established by the Council of the relevant Department and consists of three people. Instructor can not be part of this committee. Decision is given no later than 15 days from the request for review from the student.

### **Education during the summer semester**

#### **Article 24**

Learning process during the summer semester will take place in accordance with the "Rules of the summer semester."


### **Evaluations**

#### **Article 25**

Evaluation of learning, application, laboratory, projects, workshops and other works is done based on academic standpoint of measuring unit hours. The value of credits for a course consists of theoretical full weekly hours and half the weekly hours of application, laboratory and project.

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### General Average Grade

#### Article 26

The overall average grades issued by multiplying the final grade to get the case or the laboratory, projects, workshops or similar works which have the value of a case, the hours of the respective course credits and the amount resulting divided by total amount of credits. The amount resulting from the division rounded to two digits and represents the average overall grades.

### Completion of Studies and Diploma

#### Article 27

a) A student who has successfully passed all the subjects listed in the curriculum of faculty and the grade point average of at least (2.00), there is no estimated grade (D or F) and completed all the works envisaged in this Regulation, then he is provided with a diploma as defined in Article 3 of Regulation.

b) Students who are on the verge of graduation have no more than three courses (D or F) is granted the right to use once additional exam right for no more than three courses in which they have taken (D- or F) at the end of the semester. In this case the grade obtained in the retake exam replaces the grade previously obtained.

c) Students who are on the verge of graduation and do not have any unsuccessful courses, but their average is below (2.00), is granted the right to use one additional exam right for no more than three cases in which they get (C- , D + or D-) at the end of the semester. In this case the grade obtained in the exam replaces the grade previously obtained.

d) Students who were entitled to graduation, in order to get diploma must submit to the competent unit documents which show that they have no obligations to the HEI.

### Miscellaneous Provisions

#### Preserving Rights and Permissions

#### Article 28


a) The student may be granted a maximum period of 4 semesters for justified reasons and right), with decision of the Faculty Council. The application for permission must be made within 30 days from the beginning of the academic year and can be given only 2 semesters permission per application. The student is required to pay 1/3 of the semester fee for each semester that has requested permission.

b) In the event of sickness, natural disasters, economic reasons, imprisonment and revocation of postponing the call soldier, or other causes that can be considered appropriate and justified by the Faculty Council, the student may be granted during the semester. In these cases the student will not be refund of the study that did.

c) A student who requires authorization under the conditions provided in paragraph (b), request shall be addressed to the Secretary of Education within 20 days of confirmation of the event and submit the proof of the existence of the fact. In the event that causes persist, Faculty Council may extend the permit. A student who has received permission can not participate in the lesson and can not enter the end of year exams.

d) Long-term permits are not included in the duration of education provided to be in the decision.

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e) Use of the name and symbols the HEI "Hëna e Plotë" (Bedër) in artistic activities organized by students or a group of students, is permitted only with prior approval of the Rector.

### **Leaving HEI**

#### **Article 29**

Students who will leave the HEI "Hëna e Plotë" (Bedër), with their desire, should be addressed in writing to the Dean of the faculty where they have studied. Registration of these students deleted only if they submit documents obtained from the respective units, which prove that they have no obligation to HEI "Hëna e Plotë" (Bedër). Student, whose registration has been canceled, according to the request, should be given documents that provide information on education followed him until that moment, diplomas submitted in early studies and other documents. The student is obliged to repay its obligations to the semester in which it is located.

### **Students delegated in collaborations with foreign universities**

#### **Article 30**

HEI "Hëna e Plotë" (Bedër), in accordance with arrangements that can be made with universities abroad, within the student exchange programs, can send its students for one or two semesters to universities which has foreign preliminary agreement. Recording of student at HEI "Hëna e Plotë" (Bedër) continues during this period, which is calculated on the length of education.

#### **Article 31**

#### **People with disabilities**

People with disabilities are those individuals that fizical sensory, mental or psychological state capacity tend to avoid for more than six months from the typical situation for the respective age, which consequently leads to restrictions on participation in social life.

#### **Article 32**

#### **Students with disabilities**

HIE "Hëna e Plotë" Bedër provides opportunities for the education of students with disabilities and ensure that the education of people with disabilities to be an integral part of its education system. Non discrimination of students with disabilities and ensurement of respect for the principle of equality is one of the important principles HIE "Hëna e Plotë" Bedër. HIE "Hëna e Plotë" Bedër have obtained all the infrastructural facilities and supportive services, designed to meet the needs of people with disabilities to the students concerned.


#### **Transfer**

#### **Article 33**

Students after having completed at least two semesters can apply to the Office of Secretary of Education within the time specified in the academic calendar, to be transferred to another program within the HEI. The two-semester period is not included preparatory classes. Applications considered by the department in which the student has applied to transfer, take final decision of the Faculty Council.

### **Double Major and Minor Programs**

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#### **Article 34**

Students can attend the program of open courses from other departments of the third semester, in accordance with the criteria set by the Senate. The student on completion of studies, accept diploma of the department is equipped with Double Major degree or certificate of Minor.

#### **Students with Scholarship**

#### **Article 35**

In order to benefit scholarships student should they meet the following conditions:

- a) There should not take any disciplinary action;
- b) Should be graduating within three years;
- c) Must meet the conditions laid down in this Regulation article 14;
- d) Must meet the criteria for success at the university, as defined in the relevant decisions of the Council of Administration of HEI.

Otherwise, the scholarship is terminated at the end of the academic year.

#### **Entry into Force**

#### **Article 36**

This Regulation shall enter into force on the day it is submitted to the Supreme Council.

#### **Implementation**

#### **Article 37**

The implementation of this regulation is guaranteed by the Rector of the HEI "Hëna e Plotë" (Bedër).

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