



Approved by Decision of the Academic Senate No. 65/4, dated 13/04/2021/

Amended by Academic Senate Decision No. 40, dated 24/10/2025

## REGULATION OF THE DEPARTMENT OF ARCHITECTURE AND DESIGN

### CHAPTER I GENERAL PROVISIONS

#### Article 1

##### Legal Basis

The Regulation of the Department of Architecture and Design is based on the provisions of current legislation on higher education, the Statute of Barleti University (hereinafter **UniBa**), the regulations of **UniBa**, the Regulation of the Faculty of Applied Sciences and Creative Industries, other regulations of **UniBa**, as well as decisions of the Academic Senate of **UniBa**.

#### Article 2

##### Legal Effect

This Regulation is attached to other documents of **UniBa** and the Regulation of the Faculty of Applied Sciences and Creative Industries and extends its effects on the study groups of students and the staff of the Department of Architecture and Design.

It serves professors, students, and constituent structures of the Department in the process of educational, research, and organizational activities, determining the duties and rights arising from current legal and sub-legal acts.

### CHAPTER II ORGANIZATIONAL STRUCTURE

#### Article 3

##### Structure Organisation of the Department

The Department of Architecture and Design is a fundamental unit for teaching and research work at the Faculty.





The department is responsible for the study programs it offers. These programs encompass related or complementary research areas. The active programs offered by the Department are regularly updated and specified in a separate Annex attached to this regulation.

The Department comprises at least 7 full-time contract members, out of which at least 3 must hold a Doctorate and/or Professor rank. The Department's structure is announced at the beginning of each academic year by the Rector.

The Department is led by the Head of the Department, while the departmental work is coordinated by the Department Coordinator.

#### Article 4

##### **Head of the Department**

The Head of the Department organizes and directs the work of the basic teaching-research unit. The Head of the Department must be an academic staff member of the "Professor" category or hold a "Doctorate" (PhD) degree from universities of OECD or EU member countries. In cases where there are no candidates of this category, a lecturer holding a "Doctorate" degree may apply for this position.

The Head of the Department is the academic governing authority of UniBa. He is appointed by the Rector for a 4-year term with the right to be reappointed.

#### Article 5

##### **Duties and Competencies of the Head of the Department**

The Head of the Department has the following duties and responsibilities:

- As academic staff, covers the designated teaching workload in accordance with legal and institutional requirements.
- Organizes, coordinates, and supervises the development of plans and educational programs within the Department.
- Monitors the distribution and execution of the Department's teaching workload.
- Organizes, coordinates, and oversees the teaching process in line with legislative and institutional guidelines.
- Manages the preparation and maintenance of necessary Department documentation.
- Recommends, proposes, and submits for approval to the Dean:
  - Admission criteria for each study program.
  - Teaching workload for the academic year.
  - Recruitment of staff and qualified collaborators (in collaboration with relevant structures).
  - Composition of commissions for training exams and defense of thesis topics.
  - Formation of special work commissions for processes such as transfers or other operational committees.
  - Measures for disciplinary breaches in work by academic staff or assistants of the Department.

Collaborates with the Curriculum Development and Quality Unit and the Dean on:





- Regular review and further development of programs and curricula covered by the Department.
- Successful implementation of (self)assessment and accreditation processes for programs covered by the Department.
- Establishes relations with homologous structures within and outside the institution and maintains continuous communication with all partners and collaborators.
- In collaboration with the student affairs sector and the community, contributes to promoting the Department, developing promotional materials, updating official online pages, recruiting new and qualified students, organizing work for student orientation and encouragement for further studies within the institution, and other promotional issues.
- Collaborates with the institution's entrepreneurship sector to create collaborations and bridges with labor market structures and actors.

## **Article 6** **Department Coordinator**

*(Amended in support of Academic Senate Decision No. 44, dated 24.11.2023)*

The Department Coordinator also serves as the Coordinator of the Study Program(s) covered by the department.

- They are responsible for monitoring the progress of the study program(s) in line with their objectives and the academic calendar of the institution.
- Regularly informs the head of the basic unit, reporting on any issues or problems related to the normal development of the study program(s).

The Department Coordinator coordinates departmental work and assists the Head of the Department in the proper execution and realization of tasks within the Department.

The Department Coordinator assists the Head of the Department in:

- Organizing Department meetings.
- The process of assigning teaching loads and communicating with the educators involved in the programs covered by the Department.
- Document preparation within the Department.
- Preparation of the examination question platform and coordinating the process in accordance with guidelines, in relation to students.
- Procedures such as transfers, admissions to programs covered by the department, graduation, or withdrawal of students.
- Maintaining regular communication with the secretariat, educators, and students of the programs covered by the Department, conveying all identified issues for discussion and resolution within the Department.
- Carrying out promotional and recruitment work, including preparing promotional materials regarding the Department and its offered programs, presenting the Department and its programs to potential students, etc., in collaboration with relevant institutional units.



- Assisting relevant institutional units in monitoring the completeness and updating of information on the university's website and social media pages related to the Department.

## Article 7

### Academic Staff of the Department

The academic staff of the Department consists of categories: professor (holding academic titles of "Professor" and "Associate Professor"), lecturer (with a "Doctorate" degree), and assistant lecturers (with a qualification of "Master of Science"), who engage in teaching and research activities.

The academic staff within the Department is employed either full-time or part-time, based on the Department's needs and prevailing regulatory provisions. The duration of contracts for academic staff is determined in accordance with current legislation and the institution's statute (Article 51).

Academic staff engaged in teaching must hold at least the qualification of the subsequent cycle to where they deliver their teachings.

## Article 8

### Rights of the Academic Staff of the Department

The academic staff of the Department has the right to:

- Utilize all existing opportunities within the institution, while adhering to established regulations.
- Employ diverse and contemporary teaching methods to achieve defined objectives.
- Demand students' compliance with legal requirements, the institution's statute, and regulations, preventing their violation in any circumstance.
- Encourage an ethical-moral atmosphere among students that aligns with tradition and current legislation.
- Ensure institutional rules are respected and implemented by everyone during the teaching process.
- Demand respect for all their rights as provided by the Labor Code and legislation on higher education from the Department, Faculty, and UniBa governing bodies.

## Article 9

### Duties and Responsibilities of Department Staff

The academic staff employed in the Department, whether full-time or part-time, supports the fulfillment of the University's mission to provide quality education with students at the center and dedicates itself to the success of both students and the university.

The academic staff engaged in the Department is responsible for the development of teaching, research work, and other supporting activities for the university in accordance with prevailing legal norms and the institution's policies.



The academic staff offer availability to assist and work with students while responding to the department's needs. The academic staff of the Department reports to and holds responsibility before the Head of the Department.

The primary duties and responsibilities of the academic staff within the Department include, among others:

- Fulfilling the appropriate teaching workload, as defined in accordance with legal, institutional, and contractual requirements, aligning with the approved teaching programs and syllabi, adhering strictly to the scheduled teaching hours. Deviation from the schedule is only justifiable under exceptional circumstances; in such cases, the Department takes measures for necessary replacements.
- Engaging in the development of new teaching and creative materials, including modules and new study programs, aiming to enhance the curriculum in line with current developments.
- Advising students to encourage successful program completion.
- Supporting the Department in its planning and execution related to teaching, promotion, and recruitment activities.
- Engaging in academic administrative tasks, assessment and graduation committees, approval and accreditation workgroups for relevant programs, student counseling and guidance, student activities, departmental, faculty, and other institutional meetings and activities.
- Involvement in research activities related to the respective specialized field and academic interests, such as composing and publishing scientific materials, participation in conferences, seminars, etc.
- Participation in and implementation of projects in collaboration with relevant institutional structures.
- Other commitments in support of the institution and in accordance with current legislation for higher education.
- Updating the subject/module syllabus and communicating it within the Department.
- Efficient use of teaching hours.
- Systematic monitoring of relevant scientific advancements at the national and global levels and reflecting them in the teaching process.
- Timely preparation of examination theses. Every year, examination theses should be reformulated and reviewed.
- Informing students at the beginning of the academic year about the nature, scope, obligations, and disciplinary procedures in accordance with the plan, including guidance on accessing literature (texts, multiplied lectures, foreign literature, etc.).
- Upholding principles of civic ethics by demonstrating an irreproachable moral figure, serving as an example of honesty, correctness, etc., to students.
- Taking responsibility for violating institutional rules, actions that compromise the students' or other employees' personalities, ethical-moral norms of the university environment or society.



## **Article 10**

### **Scientific Research**

The Department develops applied scientific research activities, studies, projects, and other creative and innovative activities. It supports the integration of research activities with teaching in collaboration with other relevant institutional units.

The Department's scientific research aims to contribute to the institution and the country's development, enhance the quality of education, and enable academic staff and students to acquire skills for independent research, promoting sustainable professional development and academic careers.

## **Article 11**

### **Evaluation of Academic Staff's Work by Students**

For the improvement of the teaching process, the Department, in collaboration with the Curriculum Development and Quality Unit, organizes the evaluation of the teaching process and academic staff's work through student surveys at the end of each semester.

The standardized survey questionnaire format is approved by UniBa's governing bodies.

## **Article 12**

### **Recruitment**

The Department identifies the needs for full-time, part-time, or invited academic and/or administrative personnel, establishes selection criteria, and proposes them to the Dean, informing the Human Resources Management Office.

The hiring procedure and the recruitment of academic and administrative staff are conducted in accordance with the provisions in the relevant manual of the Human Resources Management Office and current legislation regarding work and higher education.

## **CHAPTER III**

## **Article 13**

### **Study Programs**

The Department is responsible for the study programs it offers. It consistently assesses the job market and identifies the needs for the opening, closure, or modification of various programs.

With the support of the Curriculum Development and Quality Unit, the Department follows the necessary procedures for opening, closing, modifying, or accrediting various study programs it covers.

The active programs offered by the Department are regularly defined and updated in a specific annex attached to this regulation.



## Article 14

### Study Cycles

The Department develops and provides study programs of various cycles as follows:

- a) Professional study programs,
- b) First-cycle study programs,
- c) Second-cycle study programs,
- ç) Third-cycle study programs,

in accordance with the current legislation for higher education and the Statute, upon approval by the responsible Ministry for education. Upon completion of these programs, corresponding certificates or diplomas are issued.

The Department may also offer lifelong learning study programs, such as short-term qualifications, specializations, enhancements, and updates of knowledge, various forms of informal learning like summer schools, conferences, and similar activities. Upon completion of these programs, it issues the corresponding certificates.

The Department may collaborate with other local and foreign higher education institutions to offer joint study programs or a different model from those stipulated in higher education laws, made known to the public when diplomas are issued by the foreign institution.

## Article 15

### Professional Study Programs

Programs with a professional focus are offered after high school with 60 or 120 credits, in reference to level 5 of the Albanian Qualifications Framework.

These programs are designed to provide consolidated professional knowledge and relevant practical skills.

They typically have a normal duration of one or two academic years. Upon completion, they grant a "Professional Certificate" or a "Professional Diploma" in the field of study completed.

## Article 16

### First-Cycle Study Programs

First-cycle study programs provide basic knowledge of general scientific methods and principles. They consist of no less than 180 ECTS credits and have a normal duration of 3 academic years or 6 semesters.

Any candidate who has successfully completed secondary education and meets the criteria set by the relevant legislation in force can apply for first-cycle programs. Upon completion of these studies, the student is awarded a "Bachelor's Degree" in the field of studies completed.

## Article 17

### Second-Cycle Study Programs

Second-cycle programs encompass "Master of Science" study programs, "Professional Master" programs, and integrated second-cycle study programs.



"Master of Science" study programs provide in-depth theoretical and practical knowledge and research training within a specialized field. They are structured as: a) Programs with 120 ECTS credits, with a normal duration of 2 academic years or 4 semesters; b) Integrated second-cycle study programs with 300 and 360 credits, with a duration of 5 and 6 academic years or 10 and 12 semesters.

Second-cycle "Master of Science" studies conclude with a thesis, and upon completion of these study programs, the student is awarded a "Master of Science" diploma in the field of study completed.

"Professional Master" study programs, part of the second-cycle studies, offer further professional education and training to students. They are conducted with 60 or 120 ECTS credits and have a normal duration of 1 or 2 academic years.

Students who have earned a "Professional Master" diploma may pursue additional studies in "Master of Science" programs, as specified in the study program regulations.

## Article 18

### Third-Cycle Study Programs

Based on licensing and accreditation, the Department has the right to offer third-cycle study programs, including "Executive Master" programs, long-term specialized study programs, and doctoral programs.

The duration, earned credit amounts, and the method of obtaining the diploma for these programs are in accordance with the norms of the Law on Higher Education and Scientific Research, as well as internal regulations of UniBa.

## Article 19

### Final Provisions

This regulation is drafted in accordance with the current legislation on education, the Statute, and the Regulations of Barleti University.

The regulation comes into force after approval by the Senate. The Senate holds the right to interpret the Regulation.

FOR THE SENATE OF "BARLETI" UNIVERSITY  
CHAIR

Prof. Dr. Suzana GUXHOLLI

  


## ANNEX 1

**Active Programs Offered by the Department of Architecture and Design for the 2025-2026 academic year are:**

1. Integrated programs of second-cycle studies: **Master of Science in “Architecture”.**

