



Approved by Decision of the Academic Senate No. 65/1, dated 13/04/2021

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

REGULATION OF THE DEPARTMENT OF JUSTICE

KREUI GENERAL PROVISIONS

Article 1 Legal Basis

Liethe Department of Justice's gulleysis based on the provisions of the legislation on higher education, the Statute of Barleti University (hereinafter UniBa), the regulations of UniBa, the Regulations of the Faculty of Economics, Governance and Law, other regulations of UniBa, as well as the decisions of the Academic Senate of UniBa.

Article 2 Legal Effect

This Regulation is attached to other UniBa documents and the Regulation of the Faculty of Economics, Governance and Law and extends its effects to student teaching groups and the staff of the Department of Law.

It serves the faculty, students and constituent structures of the Department in the process of teaching, research and organizational activity, by defining the duties and rights that stem from the legal and sub-legal acts in force.

KREUII STORGANIZATIONAL STRUCTURE

Article 3 Structureof the Department

The Department of Law is the basic unit for the development of teaching and scientific research work at the Faculty.





The Department is responsible for the study programs it offers. These programs include related or complementary research areas. The active programs offered by the Department are defined in an up-to-date manner in a special Annex attached to this regulation.

The Department consists of at least 7 members with full-time contracts, of which at least 3 must hold the scientific degree of Doctor and/or Professor.

The Department is headed by the Head of the Department, while the work in the Department is coordinated by the Department Coordinator.

Article 4

ABOUT Head of 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 of the category "Professor", or have the degree "Doctor" (PhD), obtained at universities of OECD or EU member countries. In cases where there are no candidates of this category, a lecturer who holds the scientific degree "Doctor" may also run for this position.

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

Article 5

Duties and Competencies of the Head of Department

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

- as academic staff covers the teaching load determined in accordance with legal and institutional requirements.
- organizes, coordinates and supervises the work on the drafting of curricula and teaching programs covered by the Department;
- monitors the distribution and implementation of the Department's teaching load;
- organizes, coordinates and supervises the teaching process, in accordance with legislative and institutional guidelines;
- Oversees the drafting and maintenance of necessary Department documentation.
- The Head of the Department recommends, proposes and forwards for approval to the Dean:
- student admission criteria for each study program;
- the teaching load of the academic year;
- recruiting qualified staff and collaborators (in cooperation with relevant structures);
- the composition of the committees for the formation exams and the defense of diploma topics;
- the composition of special working committees for processes such as transfer or other operating committees;





- measures for violations of work discipline by academic or auxiliary staff of the Department.

The Head of Department collaborates with the Curriculum Development and Quality Unit and the Dean to:

- Regularly reviewing and further developing the programs and curricula covered by the Department;
- Successful implementation of the (self)evaluation and accreditation processes of the programs covered by the Department.

Head of Department

- Establishes relationships with counterpart structures inside and outside the institution and maintains continuous communication with all partners and collaborators.
- In collaboration with the student affairs sector and the community, it contributes to the promotion of the Department, in the drafting of promotional materials and the maintenance and updating of official on-line pages, in the recruitment of new and qualified students, in the organization of work for the orientation and encouragement of graduate students for further studies at the institution and for other promotional issues.
- Collaborates with the entrepreneurial sector of the institution 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 performs the duties of the Coordinator of the Study Program(s) that the department covers.

- He is responsible for monitoring the progress of the study program(s) in accordance with his/her objectives and the academic calendar of the institution.
- He periodically informs the head of the basic unit by reporting to him on all issues or problems related to the normal development of the study program/programs.

The Department Coordinator coordinates the work in the department and assists the Department Head in the progress and implementation of work in the Department.

The Department Coordinator assists the Department Head in:

- Organizing Department meetings;
- The process of sharing teaching loads and communicating with lecturers engaged in the programs covered by the Department;
- Drafting of Department documentation;



- The work of preparing the graduation exam question platform and coordinating the process in accordance with its instructions and in relations with students;
- Procedures such as transfer, admission to programs covered by the department, graduation or student departure.
- Maintaining regular communication with the secretariat, faculty and students of the programs covered by the Department and forwarding to the Department for review and resolution of all identified issues.
- Carrying out promotion and recruitment work, including the preparation of promotional materials regarding the Department and the programs it offers, the presentation of the Department and its programs to potential students, etc. in cooperation with the relevant institutional units.
- Assisting relevant institutional units in monitoring the completion 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 the following categories: professor (with the academic titles "Professor" and "Associate Professor"), lecturer (with the degree "Doctor") and assistant lecturer (with qualification-"Master of Science"), who carry out teaching and scientific research activities.

Academic staff in the Department are employed full-time or part-time, depending on the needs of the Department and the applicable normative provisions. The duration of academic staff contracts is determined in accordance with applicable legislation and the Statute of the institution (Article 51).

Academic staff engaged in teaching must have, at least, the qualification of the next cycle of the one where they teach.

Article 8

TRights of the Department's Academic Staff

PersianThe academic head of the Department has the right:

- Tto utilize all existing opportunities in the institution, respecting all established rules.
- To use diverse and contemporary forms of teaching, in order to achieve the set objectives.
- TTo require students to respect the requirements of the law, the Statute and the regulations of the institution, not allowing, in any case, their violation.
- TTo demand from students an ethical-moral spirit that is in accordance with tradition as well as with the legislation in force.
- To ask for a long timeIn the learning process, institutional rules must be respected and implemented by everyone.





- TTo request from the governing bodies of the Department, Faculty and UniBa that they respect all rights provided by the Labor Code and higher education legislation.

Article 9

Duties and Responsibilities of Department Personnel

The academic staff engaged in the Department on a full-time or part-time basis supports the fulfillment of the University's mission to provide quality student-centered education and is dedicated to the success of students and the university.

The academic staff engaged in the Department is responsible for the development of teaching, scientific research and other support activities for the university in accordance with applicable legal norms and the institution's policy.

Academic staff provide availability to assist and work with students and respond to the needs of the department. Academic staff of the Department report and are accountable to the Head of Department.

The main duties and responsibilities of the Department's academic staff include:

- Realization of the relevant teaching load, determined in accordance with legal, institutional and contractual requirements, as well as the teaching process in accordance with the approved curricula and syllabi, at the place, day and time designated in the regular teaching schedule; FAILUREThe schedule is not justified for any reason, except for major reasons; in these cases, the Department takes measures for replacements on a case-by-case basis.
- Engagement in the development of new teaching and creative materials, including new modules and study programs, with the aim of improving the curriculum in line with current developments;
- Counseling students with the aim of encouraging them to successfully complete their program;
- Supporting the Department in planning and implementing its work related to teaching, promotion and recruitment.
- Engagement in academic administrative duties, in evaluation and graduation committees, in working groups for the approval and accreditation of relevant programs, in student counseling and orientation, in student activities, in meetings and activities of the Department, Faculty and other institutional units.
- Engagement in activitiesresearch - scientific activities related to the relevant field of specialization and academic interest, such as drafting and publishing scientific materials, participating in conferences, seminars, etc.;
- Commitment to the design and implementation of projects in collaboration with the relevant structures of the institution.
- Other commitments in support of the institution and in accordance with the legislation in force for higher education.





- Updating the course/module syllabus and forwarding it to the Department.
- Seffective use of class time;
- efforta for the systematic monitoring of the achievements of the relevant science at the national and global level and to reflect it in the teaching process.
- HarTimely submission of exam theses. Every year, exam theses must be reformulated and renewed.
- Informing students at the beginning of the academic year about the location, nature, scope, obligations and method of completing the relevant discipline, in accordance with the plan, also showing them how to obtain literature (texts, multiple lectures, foreign literature, etc.).
- Respecting the principles of civic ethics, displaying a moral character incompatible with bad habits and being a role model for students as an example of honesty, correctness, etc.
- Holding responsibility for violating the rules of the institution, for actions that violate the personality of students or other employees, the ethical-moral norms of the university environment or society.

Article 10

Scientific Research

The department conducts basic or applied scientific research activities, studies, development projects and other creative and innovative activities.

The department supports the integration of scientific research and teaching activities in collaboration with other relevant institutional units.

The research and scientific activity carried out in the Department aims to support the development of the institution and the country, increase the quality of education, and enable academic staff and students to acquire skills for independent research, in order to achieve sustainable professional development and academic careers.

Article 11

Evaluation of the work of academic staff by students

threadTo improve teaching work, the Department, together with the Curriculum Development and Quality Unit, organizes an evaluation of the teaching process and the work of academic staff, through a student survey at the end of each semester.

shapeThe student survey questionnaire template is approved by the governing bodies of UniBa;

Article 12

Foranime at work

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



The employment procedure and the act of hiring academic and administrative personnel are carried out in accordance with the provisions of the relevant manual of the Human Resources Management Office and the legislation in force on labor and higher education.

KREUIII

STUDY CYCLES AND PROGRAMS

Article 13

Study Programs

The department is responsible for the study programs it offers. The department continuously studies the labor market and identifies needs for opening, closing, or changing various programs.

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

The active programs offered by the Department are defined in an up-to-date manner in a special Annex that is attached to this regulation and is updated regularly.

Article 14

Study Cycles

The department designs and offers study programs of various cycles as follows:

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

in accordance with the provisions of the legislation in force on higher education and the Statute, after their approval by the Ministry responsible for education. At the end of these programs, the relevant certificates or diplomas are issued.

The Department may also offer continuing education study programs, as a form of lifelong learning: short-term qualifications and specializations, completions, deepenings and refresher courses, various forms of informal learning, such as summer schools, conferences and other similar activities. At the end of these programs, it issues the relevant certificates.

The Department may cooperate with other domestic and foreign higher education institutions and offer joint study programs or a model different from those defined in the law on higher education and made public, when diplomas are issued by the foreign institution.



Article 15

Professional study programs

Programs of a professional nature are programs offered after secondary education with 60 or 120 credits, referred to level 5 of the Albanian Qualifications Framework.

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

They normally last one or two academic years. At the end of their studies, a "Professional Certificate" or "Professional Diploma" is issued in the field of education completed.

Article 16

First cycle programs

First-cycle study programs provide basic knowledge of general scientific methods and principles. They are completed with no less than 180 ECTS credits and their normal duration is 3 academic years or 6 semesters.

Any candidate who has successfully completed the secondary education cycle and meets the criteria set by the relevant legislation in force can apply for the first cycle programs. At the end of these studies, the student is issued a "Bachelor" diploma in the field of completed studies.

Article 17

Second cycle programs

Second cycle programs include the "Master of Science", "Professional Master" and integrated second cycle study programs.

The "Master of Science" study programs provide in-depth theoretical and practical knowledge and training for scientific research in a field within a specialty. They are realized in: a) Programs with 120 ECTS credits, with their 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.

The second cycle "Master of Science" studies conclude with a diploma thesis and at the end of these study programs, the student is issued a "Master of Science" diploma in the field of completed studies.

"Professional Master" study programs are part of the second cycle studies and offer the student further professional education and training. They are realized with 60 or 120 ECTS credits and their normal duration is 1 or 2 academic years.

Students who have earned a "Professional Master" degree may complete additional studies in "Master of Science" programs, according to the definitions made in the regulations of the study programs.





Article 18

Third cycle programs

The Department, based on licensing and accreditation, has the right to offer third-cycle study programs, which include "Executive Master" study programs, long-term specialization study programs, and doctoral programs.

The duration of these programs, the amount of credits earned, and the method of earning the diploma are carried out in accordance with the norms of the Law on Higher Education and Scientific Research as well as the internal normative acts of UniBa.

Article 19

Final Provisions

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

The Regulation enters into force after approval by the Senate. The Senate has the right to interpret the Regulation.

**For the Senate of "Barleti" University
head**

Prof. Dr. Suzana GUXHOLLI





ANNEX 1

Active Programs Offered by the Department of Justice for the academic year 2024-2025 are:

1. Integrated Study Program "Master of Science in Law" (300 ECTS).
2. Master of Science in: Legal Sciences with a specialization in "Commercial Law". (120 ECTS).
3. Master of Science in: Legal Sciences with the profile "Criminal Law and Criminology". (120 ECTS).

