

Amended in support of the Decision of the Academic Senate No. 44, dated 24.11.2023

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

REGULATIONS OF THE DEPARTMENT OF PHYSICAL EDUCATION AND SPORTS

FOR HOME GENERAL PROVISIONS

Article 1 Legal Basis

The Regulation of the Department of Physical Education and Sports is based on the provisions of the legislation on higher education in force, the Statute of Barleti University (hereinafter **UniBa**), the UniBa Regulation, the Regulations of the Faculty of Social Sciences, Tourism and Sports, other UniBa regulations 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 Social Sciences, Tourism and Sports and extends its effects on student learning groups and staff of the Department of Physical Education and Sports.

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

KREUII ORGANIZATIONAL STRUCTURE

Article 3 Department Structure

The Department of Physical Education and Sports is the basic unit of the development of teaching and research-scientific work at the Faculty.

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

The composition of the Department consists of at least 7 full-time contract members, of which at least 3 of them must be with 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 Coordinator of the Department.

Article 4

Head of Department

The Head of the Department organizes and directs the work for the basic teaching-research unit.

The head of the Department must be academic staff of the category "Professor", or have the degree of "Doctor" (PhD), obtained at the universities of OECD or EU member states. In cases where there are no candidates of this category, the lecturer who holds the scientific degree "Doctor" can also apply for this position.

The head of the Department is the academic leading authority of UniBa. He is appointed by the Rector for a 4-year term with the right of reappointment.

Article 5

Duties and Responsibilities of the Head of the Department

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

- As an academic staff, it covers the teaching load determined in accordance with legal and institutional requirements.
- organizes, coordinates and supervises the work for the design of the curricula and curricula covered by the Department;
- follows the distribution and implementation of the teaching load of the Department;
- organizes, coordinates and supervises the teaching process, in accordance with legislative and institutional guidelines;
- follows the drafting and maintenance of the necessary documentation of the Department.
- 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;
- recruitment of qualified staff and collaborators (in cooperation with relevant structures);
- the composition of the commissions for the formation exams and the defense of diploma topics;
- the composition of special working commissions for processes such as transfer or other operator commissions;





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

The Head of the Department collaborates with the Curricular Development and Quality Unit and the Dean for:

- regularly reviewing and further developing the programs and curricula covered by the Department;
- the 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 constant communication with all partners and collaborators.
- In cooperation with the Student Affairs and Community Sector, it contributes to the promotion of the Department, to the drafting of promotional materials and the maintenance and updating of official on-line websites, to the recruitment of new and qualified students, to the organization of work for the orientation and encouragement of graduate students for further studies in the institution and for other promotional issues.
- Collaborates with the entrepreneurial sector of the institution for the creation of 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 duty of the Study Program(s) Coordinator, which is covered by the department.

Is responsible for monitoring the progress of the study program(s) in accordance with his/her objectives and the academic calendar of the institution.

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 Head of the Department for the smooth running and implementation of the work in the Department.

The Department Coordinator assists the Head of the Department for:

- Organizing meetings of the Department;
- The process of sharing teaching loads and communication with lecturers engaged in the programs covered by the Department;
- Drafting of the Department's documentation;
- The work of preparing the platform of the graduation exam questions and coordinating the process in accordance with its guidelines and in relations with students;



- Procedures such as transfer, admission to programs covered by the department, graduation or departure of students.
- Maintaining regular communication with the secretariat, lecturers and students of the programs covered by the Department and forwarding to the Department for review and solution of all identified problems.
- Carrying out promotion and recruitment work, including preparing promotional materials related to the Department and the programs it offers, presenting the Department and its programs to potential students, etc. in cooperation with the relevant institutional units.
- Assisting the relevant institutional units in following the completion and updating of information on the website and social pages of the University 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 of "Doctor") and *assistant-lecturer* (with the qualification "Master of Science"), who carry out teaching and scientific research activities.

The academic staff in the Department is employed full-time or part-time, depending on the needs of the Department and the normative provisions in force. The duration of the contracts of academic staff is determined in accordance with the legislation in force 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

Rights of the Academic Staff of the Department

The academic staff of the Department has the right to:

- To use all existing opportunities in the institution, respecting all established rules.
- To use diverse and contemporary formats in teaching, in order to achieve defined objectives.
- To require students to respect the requirements of the law, the Statute and the regulations of the institution itself, not allowing, in any case, violations of them.
- Students should be asked to have such an ethical-moral spirit, to live in accordance with tradition as well as with the legislation in force.
- To demand that during the teaching process the institutional rules are respected and applied at all times.
- To ask the governing bodies of the Department, **UniBa** Faculties, to respect all the rights provided by the Labor Code and the legislation on higher education.





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 committed to the success of students and the university.

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

Academic staff provide availability to assist and work with students and respond to departmental needs. The Department's academic staff reports and holds accountability to the Head of the Department.

The main duties and responsibilities of the academic staff of the Department are, among others:

- Implementation of the relevant teaching load, determined in accordance with legal, institutional and contractual requirements, as well as of the teaching process in accordance with the approved curricula and syllabus, at the place, day and time specified in the regular teaching schedule; non-compliance with the schedule is not justified for any reason, except for major reasons; in these cases, the Department takes measures for substitutions of the case.
- Engaging in the development of new teaching and creative materials, including new study modules and programs in order to improve the curriculum in line with current developments;
- Advising students in order to encourage them to successfully complete their program;
- Supporting the Department in planning and carrying out its work related to teaching, promotion and recruitment.
- Engagement in academic administrative tasks, 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 research-scientific activities related to the relevant field of specialization and academic interest such as drafting and publication of scientific materials, participation in conferences, seminars, etc.;
- Engagement in the design and implementation of projects in cooperation 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 syllabus of the subject/module and forwarding it to the Department.
- Effective use in the classroom;





- The effort for the systematic pursuit of the achievements of the relevant science at the national world level and to reflect it in the teaching process.
- Drafting of exam theses in a timely manner. Every year the theses of the exam must be newly formulated and updated.
- Informing students at the beginning of the academic year about the place, nature, scope, obligations and manner of liquidation of the respective discipline, in accordance with the plan, by showing them the way of providing literature (textbooks, multiplied lectures, foreign literature, etc.).
- Respecting the principles of civic ethics, displaying a moral figure incompatible with bad vices and a role model for students as an example of honesty, correctness, etc.
- Bearing responsibility for violating the rules of the institution, actions that violate the personality of students or other employees, ethical and moral norms of the university environment or society.

Article 10

Scientific Research

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

The Department supports the integration of research-scientific activity with that of teaching in cooperation with other relevant institutional units.

The research-scientific activity that is carried out in the Department, aims to support the development of the institution and the country, increase the quality of education as well as to enable academic staff and students to acquire skills for independent research, in view of sustainable professional development and academic career.

Article 11

Evaluation of the work of academic staff by students

In order to improve the teaching work, the Department organizes together with the Curricular Development and Quality Unit, the evaluation of the teaching process and the work of the academic staff, through the survey of students at the end of each semester.

The type format of the student survey questionnaire is approved by UniBa's governing bodies;

Article 12

Job Admissions

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



The employment procedure and the act of hiring academic and administrative staff are done in accordance with the provisions in the relevant manual of the Office of Human Resource Management and the legislation in force on labor and higher education.

CHAPTER III

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 the needs for opening, closing or changing various programs.

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

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

Article 14

Study Cycles

The Department designs and offers study programs of different cycles as follows:

- a) Professional study programs,
- b) First cycle study programs,
- c) Programs of the second cycle of studies,
- d) Programs of the third cycle of studies,

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 can also offer continuing education programs as a form of lifelong learning: short-term qualifications and specializations, additions, deepening and refreshing of knowledge, 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 of a different model from those stipulated in the Law on Higher Education and made known to the public, when diplomas are issued by the foreign institution.

Article 15

Professional Study Programs

Professional programs are programs that are offered after secondary education with 60 or 120 credits, referring to level 5 of the Albanian Qualifications Framework.



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

They have a normal duration of one or two academic years. At the end of these, a "Professional Certificate" or a "Professional Diploma" is issued in the field of completed education.

Article 16

First-cycle programs

First-cycle study programs provide basic knowledge on general scientific methods and principles. They are accomplished 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 who meets the criteria set by the relevant legislation in force can apply to the first cycle programs. At the end of these studies, the student is awarded a "Bachelor" degree in the field of studies completed.

Article 17

Second cycle programs

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

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 implemented in: a) Programs with 120 ECTS credits, with their normal duration 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 studies of the second cycle "Master of Science" are concluded with a diploma thesis and at the end of these study programs, the student is awarded a diploma "Master of Science" in the field of studies completed.

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

Students who have earned a "Professional Master" degree can complete their studies in the "Master of Science" programs, according to the provisions made in the regulations of the study programs.

Article 18

Third cycle programs

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





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The duration of these programs, the amount of credits earned as well as the manner of obtaining the degree 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 the Regulation of "Barleti" University.

The regulation comes into force after approval in the Senate. The Senate has the right to interpret the Rules of Procedure.

For the Senate of "Barleti" University

CHAIRPERSON

Prof. Dr. Suzana GUXHOLLI

ANNEX 1

**The Active Programs Offered by the Department of Physical Education and Sports for
the academic year 2023-2024 are:**

1. Bachelor in: Physical Education and Sports.
2. Bachelor in "Physical Activity, Health and Dietetics"
3. Master of Science in: Teacher in Physical Education and Sports
4. Professional Master in: Teacher in Physical Education and Sports.

