



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

Amended by Academic Senate Decision No. 40, dated 24/12/2025

**FACULTY OF ECONOMICS, GOVERNMENT AND LAW**

**DEPARTMENT OF ECONOMICS, ENTREPRENEURSHIP AND FINANCE**

**REGULATION  
OF THE DEPARTMENT OF ECONOMY, ENTREPRENEURSHIP AND  
FINANCE**

**TIRANË 2025**

## CHAPTER I GENERAL PROVISIONS

### Article 1 Legal Basis

The Regulation of the Department of Economics, Entrepreneurship and Finance is based on the provisions of the legislation on higher education in force, the Statute of Barleti University (hereinafter UniBa), the regulation of UniBa, the Regulation 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 documents of UniBa and the Regulation of the Faculty of Economics, Governance and Law. It extends its effects on the teaching groups of students and the staff of the Department of Economics, Entrepreneurship and Finance.

It serves the lecturers, 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.

## CHAPTER II ORGANIZATIONAL STRUCTURE

### Article 3 Structure of the Department

The Department of Economics, Entrepreneurship, and Finance is the primary unit for the development of teaching and research at the Faculty.

The Department is responsible for the study programs it offers. These programs include related or complementary research fields. The active programs offered by the Department are defined in the updated Annex attached to this regulation.

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

The Head of the Department oversees the Department, while the Department Coordinator coordinates its work.

### Article 4 Head of Department

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



The Head of Department must be an academic staff member of the “Professor” category, or have a “Doctor” (PhD) degree, obtained at a university 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.

The Head of Department is the academic management authority of UniBa. The Rector appoints him/her 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 an academic staff member, 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;
  - 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;
  - the recruitment of qualified staff and collaborators (in cooperation with the relevant structures);
  - the composition of committees for formation exams and the defense of diploma topics;
  - the composition of special working committees for processes such as transfer or other operational committees;
  - measures for violations of work discipline by academic or auxiliary staff of the Department.
- The Head of the Department cooperates with the Curriculum Development and Quality Unit and the Dean for:
  - Regularly reviewing and further developing the programs and curricula covered by the Department
  - Successfully implementing the (self)assessment and accreditation processes of the programs covered by the Department.
- The Head of the Department:



- Establishes relationships with homologous structures inside and outside the institution and maintains continuous communication with all partners and collaborators.
- In cooperation with the student affairs sector and the community, 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 in the institution and for other promotional issues.
- Cooperates with the entrepreneurial sector of the institution to create collaborations and bridges with structures and actors of the labor market.

## **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) for the department.

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

Periodically informs the head of the basic unit by reporting to him/her on all 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 with its progress and implementation.

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 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 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 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, presenting the Department and its programs to potential students, etc., in cooperation with the relevant institutional units.
- Assisting the relevant institutional units in following up on the completion and updating of information on the University's website and social media pages regarding 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 the 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 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 cycle following that in which 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 forms of teaching, in order to achieve the established objectives.
- To require students to respect the requirements of the law, the Statute and the regulations of the institution, while not allowing, in any case, their violation.
- To require from students an ethical-moral spirit that is in accordance with tradition as well as with the legislation in force.
- To require that during the teaching process, the institutional rules are respected and implemented by everyone.
- To require from the governing bodies of the Department, Faculty and UniBa to respect all rights provided by the Labor Code and the legislation on higher education.

## Article 9

### Duties and Responsibilities of the Department Staff

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.

Academic staff engaged in the Department are responsible for the development of teaching, scientific research and other support activities for the University in accordance with applicable legal norms and the policy of the institution.





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 the Department.

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

- 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 teaching programs and syllabi, at the place, day and time set in the regular teaching schedule; non-implementation of the schedule is not justified for any reason, except for major reasons; in these cases, the Department takes measures for replacements as appropriate.
- Engagement in the development of new teaching and creative materials, including new modules and study programs to improve the curriculum in accordance with current developments;
- Counseling students to encourage them to complete their program successfully;
- Supporting the Department in planning and implementing its work related to teaching, promotion and recruitment.
- Engaging in academic administrative tasks, in evaluation and graduation committees, in working groups for the approval and accreditation of relevant programs, in advising and guiding students, in student activities, in meetings and activities of the Department, Faculty and other institutional units.
- Engaging in research and scientific activities related to the relevant field of specialization and academic interest such as drafting and publishing scientific materials, participating in conferences, seminars, etc.;
- Engaging in the drafting and implementation of projects in cooperation with 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 its transmission to the department.
- Effective use of class time;
- Efforts to systematically follow the achievements of the relevant science at the national and global level and reflect it in the teaching process.
- Timely drafting of exam theses. Every year, exam theses must be reformulated and renewed.
- Informing students at the beginning of the academic year about the place, nature, scope, obligations and method of liquidation of the relevant discipline, in accordance with the plan, also showing them the method of securing literature (texts, multiple lectures, foreign literature, etc.).





- Respecting the principles of civic ethics, displaying a moral figure incompatible with bad habits and a 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 and applied scientific research, 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 scientific research activities conducted in the Department aim to support the institution's and the country's development, enhance the quality of education, and enable academic staff and students to acquire skills for independent research, thereby supporting sustainable professional development and academic careers.

## **Article 11** **Evaluation of the work of academic staff by students**

To improve teaching, the Department, together with the Curriculum Development and Quality Unit, conducts evaluations of the teaching process and academic staff performance through a student survey at the end of each semester.

The governing bodies of UniBa approve the standard format of the student survey questionnaire.

## **Article 12** **Job Admissions**

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

The employment process and the hiring of academic and administrative personnel are carried out in accordance with the provisions of the relevant manual of the Human Resources Management Office and the applicable legislation 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 the opening, closing or changing of various programs.

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

The active programs offered by the Department are defined in an updated 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 different cycles as follows:

- a) Study programs of a professional nature,
- b) First-cycle study programs,
- c) Second-cycle study programs,
- ç) 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. Upon completion 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, including short-term qualifications and specializations, completions, deepening and updating of knowledge, and various forms of informal learning, such as summer schools, conferences, and 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 to offer joint study programs or a model that differs from those specified in the law on higher education and made public, when the foreign institution issues diplomas.

## Article 15 Study programs with a professional character

Professional programs are offered after secondary education and have 60 or 120 credits, corresponding to level 5 of the Albanian Qualifications Framework.

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

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

## Article 16 First cycle programs





First-cycle study programs provide basic knowledge of general scientific methods and principles. They are realized 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 applicable legislation may apply to 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” study programs, “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 are concluded 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.

The “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 obtained a “Professional Master” diploma may complete their studies in the “Master of Science” programs, in accordance with the definitions set out in the study program regulations.

## 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 specialization study programs, doctoral programs.

The duration of these programs, the number of credits earned, and the method of obtaining 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 the Regulation of the University “Barleti”.

The Regulation takes effect upon Senate approval. The Senate has the right to interpret the Regulation.



## ANNEX 1

**The Active Programs Offered by the Department of Economics, Entrepreneurship and Finance for the 2023-2024 academic year are:**

1. Professional Program in: Technician in Business Operations, Marketing, and Sales.
2. Bachelor in: Marketing, Advertising, and Public Relations.
3. Bachelor in: Accounting -Finance.
4. Bachelor in: Business Management.
6. Professional Master's in: Business Administration with Marketing and Operations Management profile.
7. Professional Master's in: Business Administration with Leadership and Human Resource Management profile.
8. Master of Science in: Accounting-Finance with Accounting profile.

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

**HEAD**

**Prof.. Dr. Suzana Guxholli**



The seal is red and circular, featuring the text "UNIVERSITETI BARLETI TIRANE" around the perimeter. In the center is a stylized emblem of a person holding a book and a torch, with a star above it.