

Approved by Decision of the Academic Senate No. 65/3, dated 13/04/2021

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

REGULATION OF THE DEPARTMENT OF APPLIED DIIE COMPUTER SCIENCES

CHAPTER I GENERAL PROVISIONS

Article 1

Legal Basis

The regulations of the Department of Applied and Computer Sciences are based on the provisions of the legislation on higher education in force, the Statute of Barleti University (hereinafter UniBa), the regulations of UniBa, the Regulations of the Faculty of Applied Sciences and Creative Industries, the regulations others of UniBa as well as in the decisions of the Academic Senate of UniBa.

Article 2

Legal Effect

This Regulation is attached to other documents of the UniBa and the Regulation of the Faculty of Applied Sciences and Creative Industries and extends its effects to the teaching groups of students and the staff of the Department of Applied Sciences and Computers.

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

CHAPTER II ORGANIZATIONAL STRUCTURE

Article 3

Structure of the Department

The Department of Applied and Computer Sciences is the basic unit for the development of teaching and research-scientific work in the Faculty.

The department is responsible for the study programs it offers. These programs

include related or complementary fields of research. The active programs offered by the Department are defined in an up-to-date manner in the special Annex 1, which is attached to this regulation.

The Department consists of at least 7 members with a full-time contract, of which at least 3 of them must have the scientific degree of Doctor and/or Professor. The structure of the Department is announced by the Rector at the beginning of each academic year.

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

Article 4

Head of the Department

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

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

The head of the Department is part of the academic management staff of the Faculty. He is appointed by the Rector on the Dean's proposal for a 2 (two) year term with the right to re-election.

Article 5

Duties and Powers of the Head of the 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 for the design of educational plans and 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;
- recruitment of qualified staff and collaborators (in cooperation with the relevant structures);
- the composition of the commissions for the training exams and the evaluation of

the subjects of the diplomas;

- the composition of special work commissions for processes such as transfer or other operating commissions;
- measures for violation of discipline at work by the academic or assistant staff of the Department.

The Head of the Department cooperates 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-assessment and accreditation processes of the programs covered by the Department.

Head of Department:

- Establishes relations with counterpart structures inside and outside the institution and maintains constant communication with all partners and collaborators.
- In cooperation with the department for student affairs and the community, it contributes to the promotion of the Department, to the design of promotional materials and the maintenance and updating of the official online pages, to the recruitment of new and qualified students, to the organization of work for 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 to create collaborations and bridges with institutions and actors of the labour market.

Article 6

Department Coordinator

The Coordinator of the Department also performs the task of Coordinator of the Study Program/Programs, that the department covers.

- He/she is responsible for monitoring the progress of the study program / programs in accordance with its/their objective/objectives and the institution's academic calendar.
- He/she 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 Coordinator of the Department coordinates the work in the department and assists the Head of the Department for the smooth running and realization of work in the Department.

The Coordinator of the Department assists the Head of the Department for:

- Organization of Department meetings;
- 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 question platform for the graduation exams and coordinating the process in accordance with its instructions and in relation to the students;
- Procedures such as transfer, admission to programs covered by the department, graduation or departure of students.
- Completion of regular communication with the secretariat, lecturers and students of the programs covered by the Department and follow-up to the Department for consideration and resolution of all identified problems.
- Carrying out promotion and recruitment work, including the preparation of promotional materials related to the Department and the programs it offers, the presentation of the Department and its programs to potential students. in cooperation with the relevant institutional units.
- Assisting the relevant institutional units in following the completion and updating of information on the Web and on the 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 "*Doctor*") and *assistant-lecturers* (with the qualification "*Master of Science*"), who perform activities of teaching and scientific research.

Academic personnel 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 academic staff contracts is determined in accordance with the legislation in force and the Statute of the institution (Article 51).

The academic staff engaged in teaching must have, at least, the qualification of the next cycle of the one in which he/she teaches.

Article 8

Rights of the Academic Personnel of the Department

The academic personnel of the Department have the right:

- To use all existing opportunities in the institution, respecting all established rules.
- To use diverse and contemporary forms in teaching, in order to achieve the defined objectives.
- To ask students to respect the requirements of the law, the Statute and the regulations of the institution, not allowing, in any case, their departure,
- To demand from the students such an ethical and moral spirit, that it is compatible with the tradition as well as with the legislation in force.

- To demand that during the learning process the institutional rules are respected and implemented by everyone.
- To demand from the governing bodies of the Department, the Faculty of UniBa that they respect all the rights provided by the Labor Code and the legislation on higher education.

Article 9

Duties and Responsibilities of Department Personnel

Academic staff engaged in the Department on a full-time or part-time basis support the fulfilment of the University's mission to provide quality student-centred education and are committed to student and university success.

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

Academic staff provide availability to assist and work with students and respond to departmental needs. The academic staff of the Department reports and is responsible to the Head of the Department.

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

- Realization of the relevant teaching load, determined in accordance with the legal, institutional and contractual requirements as well as the teaching process in accordance with the approved teaching programs and syllabuses, 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 occasional replacements.
- Commitment to the development of new teaching and creative materials, including modules and new study programs in order to improve the curriculum in accordance with current developments;
- Advising students in order to encourage them to successfully complete their program;
- Supporting the Department for 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 counselling and orientation of students, in student activities, in meetings and activities of the Department, the Faculty and other institutional units.
- Engagement in research-scientific activities related to the relevant field of specialization and academic interest, such as drafting and publishing scientific materials, participation in conferences, seminars, etc.;



- Commitment to 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 course/module syllabus and forwarding it to the Department.
- Effective use of the lesson;
- The effort to systematically follow the achievements of relevant science at the national and world level and reflect it in the teaching process.
- Timely drafting of exam theses. Every year the theses of the exam must be reformulated and updated.
- informing students at the beginning of the academic year of the place, nature, extent, obligations and method of liquidation of the relevant discipline, in accordance with the plan, showing also the method of providing 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 harm the personality of students or other employees, the ethical and moral norms of the university environment or society.

Article 10

Scientific Research

The department carries out basic or applied scientific research 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 carried out in the Department aims to support the development of the institution and the country, increase the quality of education as well as enable the academic staff and students to acquire skills for independent research, in function of sustainable professional and career development academic.

Article 11

Evaluation of the work of academic staff and students

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 a student survey at the end of each semester.

The standard format of the student survey questionnaire is approved by the governing bodies of UniBa.

Article 12

Admissions at work

The department identifies the needs for full-time, part-time or invited academic and/or administrative staff, 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 made in accordance with the provisions in the relevant manual of the Office of Human Resources Management and the legislation in force for work 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 labour market and identifies the needs for opening, closing or changing different programs.

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

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

Article 14

Study Cycles

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

- a) Professional study programs,
- b) Programs of the first cycle of studies,
- 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 for higher education and the Statute, after their approval by the Ministry responsible for education.

At the end of these programs, relevant certificates or diplomas are issued.

The department can also offer programs of continuing education studies, 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 activities similar things. At the end of these programs, it issues the relevant certificates.

The Department may cooperate with domestic and foreign institutions of higher education and offer joint study programs or of a different model than those defined in

the law on higher education and made known to the public when diplomas are issued from 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 Framework of Qualifications. These programs are organized to provide consolidated professional knowledge and relevant practical skills.

They have a normal duration of one or two academic years. At the end of them, 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 points and their normal duration is 3 academic years or 6 semesters.

Any candidate who has successfully completed the cycle of secondary education and who meets the criteria defined by the relevant legislation in force can apply to 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**

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

"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 carried out in:

- a) Programs with 120 ECTS points, with their normal duration of 2 academic years or 4 semesters;
- b) Integrated programs of second cycle studies with 300 and 360 ECTS points, 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 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 points 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 determinations made in the regulations of the study programs.

Article 18 Third cycle programs

On the basis of licensing and accreditation, the department has the right to offer programs of the third cycle of studies, which include "Executive Master", long-term specialization study programs and doctoral programs.

The duration of these programs, the amount of earned credits and the way 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 Provision

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

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

**For "Barleti" University Senate
Chairman
Prof. Dr. Suzana GUXHOLLI**



The image shows a blue ink signature of "Suzana Guxholli" written over a red circular seal. The seal contains the text "UNIVERSITETI BARLETI" at the top, "TIRANE" at the bottom, and features a central emblem with figures and text.

ANNEX

ACTIVE STUDY PROGRAMS OF THE ACADEMIC YEAR 2025-2026

FACULTY OF APPLIED SCIENCES AND CREATIVE INDUSTRIES

DEPARTMENT OF APPLIED AND COMPUTER SCIENCES

1. Professional Program: *Technician for Electronic Equipment and ICT.*
2. Bachelor in: *Applied Informatics.*
3. Bachelor in: *Computer Science.*
4. Bachelor in *Digital Business.*
5. Master of Science in in: *Artificial Intelligence and Cyber Security.*
6. Master of Science in: *Applied Informatics.*

