



UNIVERSITETI
BARLETI

**Approved by Decision of the Academic Senate No. 21/12, dated 06/10/2022
Amended by Decision of the Academic Senate No. 40, dated 40/24/2025**

**FACULTY OF SOCIAL SCIENCES, TOURISM AND SPORT
DEPARTMENT OF BEHAVIORAL AND HEALTH SCIENCES**

**REGULATIONS FOR THE SECOND CYCLE STUDY PROGRAM
MASTER OF SCIENCE IN CLINICAL PSYCHOLOGY**

Tirana, 2025



CHAPTER I GENERAL PROVISIONS

Article 1

Legal Basis

1. Law No. 80/2015, dated 22.07.2015 "On Higher Education and Scientific Research in Higher Education Institutions in the Republic of Albania" and the by-laws implementing this law.
2. Statute of the "Barleti" University.
3. Regulations of the "Barleti" University.
4. Internal regulatory acts of the "Barleti" University.

Article 2

Program description and scope

1. The Master of Science in Clinical Psychology program is a second cycle study program, referred to level 7 of the Albanian Qualifications Framework.
2. The program is realized with 120 credits and with a normal duration of two academic years.
3. The program provides graduates with in-depth theoretical knowledge, as well as with training for scientific research in the field of clinical psychology.
4. The objective of the program is the preparation of clinical psychologists, who with their knowledge and skills must respond to the needs of the market for the treatment of clients. The program is based on the best national and international experiences in accordance with the needs of the market and the time to respond to the aspirations for a psychological service suitable not only for individuals and society, but above all, respecting the European standards of the clinical psychologist profession

Article 3

Program Objectives

The program has the following objectives:

- a. To enable students to plan, analyze and manage case studies addressed in specific subjects and teaching practices.
- b. To enable students to conduct in-depth and applied research in the field of clinical psychology.
- c. To prepare psychologists with theoretical and methodological skills for psychological assessment and treatment in the clinical context.
- d. To equip students with the knowledge and skills necessary to continue their studies in the third cycle.



CHAPTER II ORGANIZATION OF STUDIES

Article 4

Duration and eligibility for studies

1. The normal duration of the study program is 2 (two) academic years. The maximum duration, without taking into account the period of suspension, is 4 (four) academic years.
2. The program is implemented in 4 (four) semesters.
3. The studies are concluded with a diploma thesis and at the end of them a “Master of Science” diploma in “Clinical Psychology” is issued.
4. The study is modularized.
 - a. In accordance with the student’s workload from the hours of attendance in classes, individual study, preparation for exams and examinations, ECTS points are awarded for the modules according to the European Credit Transfer System (ECTS).
 - b. The ECTS credits to be earned are specified in the curriculum.
 - c. ECTS credits are always awarded as a total for a given module.
5. A student who fails to complete his/her studies within the maximum deadline, without taking into account the period of suspension, loses the right to continue his/her studies. In this case, he/she has the right to apply to resume his/her studies. The credits accumulated by the student during the previous period of studies may be transferred.

Article 5

Interruption and resumption of studies

1. The student may interrupt his studies at any time, for a period not exceeding three years, for personal or family reasons and may resume them.
2. In any case, the student is obliged to submit to the Dean of the Faculty a request for the interruption and resumption of studies.
3. The student's return after the approved interruption takes place at the beginning of each semester.

Article 6

Student mobility

Students may move within the framework of exchanges and international projects in which UniBa participates. This movement is not considered an interruption of studies and is regulated based on the equivalence rules.

Neni 7

Politika e frekuentimit

1. Frekuentimi i studentëve është i detyrueshëm për të gjitha lëndët mësimore dhe praktikën.
2. Pjesëmarrja në orët mësimore në auditor është e detyrueshme për të marrë kreditet e përcaktuara për lëndën.



3. Frekuentimi i leksioneve në të paktën 50% të seancave është i detyrueshëm, si rregull, për sigurimin e krediteve dhe lejimin për t'u provuar në lëndën përkatëse.

Article 7

Attendance policy

1. Student attendance is mandatory for all courses and internships.
2. Attendance at classroom lessons is mandatory to obtain the credits assigned to the course.
3. Attendance at lectures in at least 50% of the sessions is mandatory, as a rule, to secure credits and be allowed to take the exam in the relevant course.
4. Attendance at exercises and seminars in at least 75% of the sessions is mandatory for securing credits and being allowed to take the test in the relevant subject.
5. Attendance at laboratory work and professional practices in 75% of the sessions is mandatory. For students who have been absent with reason¹ in no more than two regular sessions of laboratory work and professional practices, up to two additional sessions are planned for each semester and subject. The student is declared a repeater in laboratory work and professional practices, when he is absent in over 25% of their regular sessions³.
6. The student is not accepted to the exam of a subject and consequently is declared a repeater in that subject, when he is absent in over 50% of the lecture sessions or when he is absent in over 25% of the exercise sessions, seminars. Since the student has not obtained the necessary credits for the subject in question, he is not entitled to take the re-examination session².

Article 8

Attendance Procedure

1. All teachers must keep records of student attendance and complete the student attendance register for each class. They must inform students of the consequences of absences in the assessment.
2. The subject teacher completes the semester/yearly assessment report for the course, which he/she submits to the teaching secretariat together with the complete assessment sheet of the students in that course.

Article 9

Curriculum

1. The curriculum includes: - Core subjects of the study program, which determine the general formation, methodological preparation and general culture; - Characterizing subjects, which are related to the features of the study program and provide a specific formation, according to its characteristics; - Interdisciplinary and/or integrative subjects in one or more groups of disciplines, similar and/or integrative to the characterizing disciplines, program profiles and elective subject groups; - Supplementary subjects, focused on the acquisition of foreign language skills, IT and telematics skills, communication and presentation skills, skills that facilitate entry into the labor market and professional practices developed at public and

¹ Objectively acceptable personal or family reasons

³ The student is classified as a repeater and is required to attend all sessions he/she missed.

² The student in this course is classified as a "repeater with attendance"



private entities, according to joint agreements signed for this purpose; - Final obligations, which are related to the preparation of the diploma thesis.

2. The curriculum is changed only when the change is justified. The change of the curriculum is made by decision of the Academic Senate, UniBa notifies the ministry responsible for education, no later than six months before the start of the academic year, for changes up to 20 percent of the content of the program, expressed in ECTS credits.

Article 10

Syllabus

1. The course syllabus is drafted by its head according to the standard format of UniBa, in accordance with the legal and sub-legal acts that determine its mandatory elements.
2. Syllabuses are approved by the Department and signed by the Head of the Department.

Article 11

Forms of teaching

1. The teaching activities that characterize a study program consist of teaching components, which are divided into: - classroom teaching, such as lectures, seminars, exercises, laboratories, forms of continuous control and professional practice sessions, developed in the classroom; - individual study, such as the study and work on relations, assignments or projects; - preparation for exams; - preparation of the diploma thesis; - other activities, such as professional practice at public or private entities.
2. The duration of teaching sessions is 50 minutes.

Article 12

Internship

1. The student is obliged to follow the teaching practices provided for in the curriculum.
2. Teaching practices are subject to all established rules and assessments, as for all other obligations.
3. Documentation, procedures and deadlines are provided for in the Internship Package, approved by the Senate.
4. Teaching practices are carried out in institutions, organizations, firms, etc., under the guidance of a lecturer appointed by the Department and on the basis of an agreement concluded between the parties, the model of which is also part of the Internship Package. The student is obliged to implement the rules of the entity where he/she carries out the professional practice.

Article 13

Credits

1. Study programs at UniBa are organized in accordance with the European Credit Transfer System (ECTS). In ECTS, 60 credits represent the workload of one academic year of studies

and one credit has 25 hours of work, including lectures and other forms of learning (such as exercises and seminars), as well as individual work at home and/or in the library.

2. The student is allowed to enroll in the following year when he/she has earned at least 50% of the mandatory credits of the previous years. The courses to which the remaining credits belong are considered carried over obligations.

3. Students who do not meet the above-mentioned criteria will have to re-enroll the same year in the next academic year.

4. Students who have not met the pass requirements are not entitled to continue studying in the courses of the next year of studies.

Article 14

Conditions for transfers between programs

1. Transfers between programs are carried out in accordance with the approved policies and procedures of UniBa.

2. Students pursuing a program may transfer to another program upon their request.

3. Students from similar programs outside UniBa, licensed and accredited, and from licensed and accredited institutions within or outside the country, may transfer to pursue studies at UniBa.

4. Transfers from one program to another within UniBa may be made before the start of the academic year, depending on the proximity of the previously licensed and accredited study program, in accordance with the transfer regulations.

Article 15

Nature of the subjects

1. The subjects developed in this study program are grouped into the following categories.

a) Basic subjects of the study program, which determine the general formation, methodological preparation and general culture;

b) Characterizing subjects, which are related to the features of the study program and provide a specific formation, according to its characteristics;

c) Interdisciplinary and/or integrative subjects in one or more similar disciplines and/or integrative with the characterizing disciplines, program profiles and elective subject groups;

d) Supplementary subjects, focused on the acquisition of foreign language skills, IT and telematics skills, communication and presentation skills, skills that facilitate entry into the labor market and professional practices developed at public and private entities, according to joint agreements.

2. Elective courses and program profiles are packages of courses that:

a) offer specialized training in a direction or field that may or may not be complementary to basic training,

b) guarantee training a greater scope for application, increasing opportunities for adaptation and integration into the labor market,

c) create space for adaptation to market demands for further qualifications.

Article 16

Final Examination

1. To obtain the “Master of Science” Diploma in “Clinical Psychology”, the student must have obtained 120 credits.

2. The studies are concluded with the final examination which will be in the form of a diploma thesis.



3. The requirements and procedures for the final examination are determined in the internal regulatory acts.

CHAPTER III STUDENT EVALUATION

Article 17

Evaluation criteria and procedures

1. The criteria and forms of student evaluation are defined in the curriculum, in the program (syllabus) of the subject and are made known to the students.
2. Evaluation in a subject can be done: a) by written, oral or combined examination; b) by course assignments, projects, posters; c) based on a variety of forms of evaluation.
3. The degree of knowledge acquisition by students is done according to the grading system (grades 1 to 10), by points or percentages (100 points or 100%) and by letters (ECTS system with letters from A to F). Grading is mandatory, in the sense that the conclusion of an evaluation must be expressed in a grade. The transition from one grading system to another is done in accordance with the following diagram:

| | | | | | | | |
|--------------|---------------|----------------|----------------|----------------|----------------|----------------|------------|
| grade | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| point | 0 – 49 | 50 – 55 | 56 – 65 | 66 – 75 | 76 – 85 | 86 – 95 | ≥96 |

| | | | | | | |
|--------------|---------------|----------------|----------------|----------------|----------------|------------|
| point | 0 – 49 | 50 – 57 | 58 – 69 | 70 – 82 | 83 – 95 | ≥96 |
| ECTS | F | E | D | C | B | A |

Passing grades are considered 5 and above, points are 50 and above, and letters are A to E.

Article 18

Right to take the exam

1. The student gains the right to take the exam of a subject, when he has paid the obligations related to that subject, foreseen for payment in the subject program.
2. The remaining student has the right to retake it.
3. The student has the right to improve the grade of no more than two subjects per year, in the re-examination session.

Article 19

Examinations

1. Exams and re-exams, course assignments and presentations are held within the deadline set in the academic calendar.
2. When the course is taught by a lecturer, the evaluation is done by him, while when the course is taught by more than two lecturers, all of them are members of the evaluation committee.

Article 20

Communication of evaluations



Evaluations for specific courses are communicated by the UniBa secretariat.

Article 21

Documentation of evaluations

1. Evaluations are documented in the Semester/Annual Evaluation Record and in the Academic Results Register.
2. The Semester/Annual Evaluation Record is completed by the lecturer at the end of the evaluation process and submitted to the secretariat no later than 5 days from the day of the exam or presentation of the course assignment.
3. In no case should the Semester/Annual Evaluation Record contain corrections and no one has the right to add names to it.
4. A reported grade may be changed only if it turns out that an error was made during registration. The lecturer must submit a written confirmation acknowledging the error. The confirmation is approved by the Dean of the Faculty. The change is accepted within a period of 24 hours from the date of the assessment. When uncertainties arise regarding a possible error in a grade submitted by a lecturer who is no longer a member of the teaching staff, the Dean establishes a special commission to resolve the problem and authorizes the possible change.

CHAPTER IV DIPLOMA

Article 22

Graduation Procedure

1. To earn the Master of Science Degree in “Clinical Psychology”, the student must obtain 120 credits.
2. The defense of the final exam is held in three sessions: (1) at the end of the regular exam session of the second semester, (2) at the end of the re-exam session (September 25-30), and (3) in March, according to the academic calendar.
3. A graduate candidate who fails the first defense of the final exam has the right to re-apply for defense in the next session.
4. A candidate who does not win the defense of the final exam for the second time has the right to re-register for a fee in the summer or fall semester. If he/she fails to graduate within the maximum period, without taking into account the period of suspension, then he/she is provided with a certificate stating “Not graduated” and presenting the results achieved.

Article 23

Receipt of the diploma

1. The student who has fulfilled all the requirements of the curriculum and has defended the final exam is provided with a diploma.
2. The diploma is signed by the Dean of the Faculty and the Rector of UniBa. For each of



them, the name, surname, rank and scientific title are noted, according to the model approved and registered in the ESC for this study program. Their signatures are certified with the UniBa seal.

3. The diploma is withdrawn personally by the graduate, or the person provided with a special power of attorney for the withdrawal of the diploma from the graduate, against signature and is recorded in the relevant register.

4. If the diploma is not properly completed, the interested party must not withdraw it and request the provision of a regular diploma. If the original is lost or damaged, becoming unusable, the institution does not issue a duplicate. Only the provision of a list of grades and credits obtained and a certificate equivalent to the diploma is allowed, as it is signed by the Rector and the Dean of the Faculty. Their signatures are certified with the UniBa seal.

5. The delivery of diplomas is carried out with a ceremony.

CHAPTER V ADMISSION OF STUDENTS

Article 24

Admission criteria

1. The candidate who wishes to follow the second cycle program, Master of Science, must:
 - a. certify with an official document (Diploma) the completion of the First Cycle studies at a higher education institution inside or outside the country (equivalent according to the criteria determined by the Ministry responsible for higher education).
 - b. prove knowledge of one of the five foreign languages of the European Union, according to the level determined in the sub-legal act of the ministry responsible for higher education.
 - c. agree to pay the tuition fee.

Article 25

Admission documentation

1. To register for the study program, the candidate must submit the following documents:
 - a. application form to UniBa, completed by the candidate;
 - a. official document of completion of the First Cycle studies (Diploma) and the summary of the results of this training;¹
 - b. identification document;
 - c. document confirming payment of the application fee.
 - d. proof of knowledge of a foreign language;² (Diploma) and a summary of the results of this training
 - a. identification document;³
 - b. document confirming payment of the application fee;
 - c. proof of knowledge of a foreign language;

¹ ibid

² ibid

³The candidate is required to submit the original document and UniBa makes photocopies of it.



d. for foreign citizens, proof confirming the maintenance of the Albanian language in authorized⁴;

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 - a. official document of completion of the First Cycle studies (Diploma) and the summary of the results of this training;
 - b. identification document;
 - c. document confirming payment of the application fee.
 - d. proof of knowledge of a foreign language;
 - e. for foreign citizens, proof confirming the maintenance of the Albanian language in authorized institutions.

Article 26

Form of publication of information on admissions

1. Information on admission criteria and procedures is published on:
 - a) the UniBa website;
 - b) the UniBa catalogue;
 - c) other UniBa information brochures.

CHAPTER VI STUDENTS

Article 27

Student status

1. The accepted candidate has the right to pursue studies if he/she registers with the Academic Secretariat of UniBa within the deadlines provided in accordance with the legal and sub-legal acts in force. Upon registration and provision of a unique matriculation number by the ESC he/she acquires the status of a student and all the rights that derive from it.
2. The status of a student ends upon receiving the diploma or upon the person's expulsion from the institution.

Article 28

Student Rights

In addition to the rights provided for in Article 55 of the Statute, the student has the right to:

1. benefit from the learning process and graduate, after having fulfilled all the obligations set out in the curriculum of the study program;
2. request a fair and objective assessment of his knowledge and progress over the years;
3. request advice from the relevant structures of the institution for knowledge of the rules of UniBa and the opportunities it offers for studies, specializations and qualifications;

⁴ The candidate is required to submit a notarized photocopy of his/her.



4. be familiar with the results achieved by him and request advice on the choice he should make to obtain a certain diploma or the desired specialization;
5. request confidentiality regarding his data and conclusions during the years of study;
6. participate in artistic, cultural, sports and entertainment activities organized by UniBa outside the learning process;
7. to complain individually or collectively, when he/she considers that the learning process is not being carried out in a regular manner, when the knowledge provided does not meet the requirements or the promised level or when, as a result of the teaching method used, the acquisition of knowledge is not at the appropriate level;
8. to make a request and complaint when he/she believes that the assessment for him/her is not fair;
9. to be heard by the relevant bodies of the institution, before any punitive measure is taken against him/her.

Article 29

Student Responsibilities

UniBa considers that the student is aware of the choice he has made to pursue his studies at this institution and is responsible for his conduct and university career.

In addition to the obligations provided for in Article 55 of the Statute, the student must:

1. know and apply the rules regarding students, set out in the institution's internal acts and the legislation in force; UniBa is not responsible for the consequences that may arise from their ignorance;
2. be responsible for the misuse of the institution's facilities and teaching aids made available to him. In the event that he has caused material damage, he is obliged to compensate it to the extent of the damage caused;
3. settle all obligations set out in the curriculum and in the course programs to make it possible to earn the necessary credits.

Article 30

UniBa's Responsibilities for Students

"Barleti" University:

1. provides students with all necessary information regarding the regulation(s), UniBa's development strategy, admission criteria, curriculum, course programs, evaluation rules, practice rules, graduation rules, financial rules.
2. respects all professional, scientific and pedagogical criteria for teaching, practice, research, evaluation.
3. encourages students to participate in department and faculty activities.
4. assists students in fulfilling the requirements related to the implementation of the curriculum.
5. creates appropriate conditions for the implementation of the program (provides facilities, information network, makes available the library, teaching aids and electronic technology).

CHAPTER VII DISCIPLINARY MEASURES

Article 31

Violations of the regulations and disciplinary measures



1. All actions intentionally committed by a student are considered violations of UniBa rules, when they do not contain elements of a criminal offense, including those that constitute a violation of social and ethical-moral norms, such as:
 - a. violating the dignity of the teacher and any employee of the institution;
 - b. acts of indiscipline or unacceptable behavior in the institution's premises;
 - c. providing false information for use in UniBa documents;
 - d. copying, plagiarism or presenting as one's own the work of another;
 - e. buying, selling or stealing materials that constitute exam questions or theses;
 - f. appearing in the exam under a false name or appearing in the exam of another person on one's behalf;
 - g. giving or receiving information orally or by signs during the exam.
2. The following disciplinary measures will be taken against a student who commits such acts:
 - a. written warning.
 - b. suspension from UniBa for up to one year.
 - c. expulsion from UniBa.

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 - e. buying, selling or stealing materials that constitute exam questions or theses;
 - f. appearing in the exam under a false name or appearing in the exam of another person on one's behalf;
 - g. giving or receiving information orally or by signs during the exam.
2. The following disciplinary measures are taken against a student who commits such actions:
 - a. written warning.
 - b. suspension for up to one year from UniBa.
 - c. expulsion from UniBa.
3. The decision to issue a written warning and expel the student from the institution for up to one year is made by the Dean based on the proposal of the Ethics and Equal Opportunities Council. The decision to expel the student from UniBa is made by the Rector, based on the proposal of the Ethics and Equal Opportunities Council and the opinion of the Dean.

FINANCIAL ISSUES

Article 32

Tuition Fee

1. The registration fee and tuition fee are paid within the deadlines set by the contract signed with UniBa.





2. The benefit of students from paying the tuition fee includes: official documents for them, use of the library, the Internet and other technical and electronic equipment of UniBa. This fee does not cover individual tuition expenses, such as: expenses for textbooks, photocopying of materials, internships and study visits.

Article 33

Refund of student fees for studies

1. If a student pays the full fee and, for personal reasons, requests the interruption of studies, or a transfer within the academic year, then he/she is entitled to a refund, as follows:
 - a. when the study is interrupted in the first week of studies, the student receives a full refund,
 - b. when the study is interrupted in the second week of studies of the first semester, the student receives an 80% refund,
 - c. when the study is interrupted in the third week of studies of the first semester, the student receives a 50% refund,
 - d. when the study is interrupted in the fourth week of studies of the first semester, the student receives a 20% refund,
2. After the end of the fourth week of study of the first semester, no refunds are made.
3. The fiscal study tax is not refunded in any case

CHAPTER IX

QUALITY MANAGEMENT AND FINAL PROVISIONS

Article 34

Quality Management

1. The quality management of the program is carried out by the Curriculum Development and Quality Unit (CDU) and the Department that offers the study program.
2. The CDU conducts the periodic evaluation of the study program.
3. The program evaluation will include: academic staff, administrative staff, students, program associates, as well as groups interested in the program product.

Article 35

Final Provisions

This regulation is an integral part of the documents that regulate the activity of UniBa. A copy of it is deposited in the UniBa protocol.

For the Senate of the University of "Barleti"

HEAD

Suzana

13



| Hours per week | 15 | 24 |
|----------------|----|----|
|----------------|----|----|

ANNEX II: EMPLOYMENT OPPORTUNITIES

Graduates of the Master of Science in “Clinical Psychology” study program can be employed as psychologists in:

- a. Private or public clinics
- b. Daycare centers
- c. Public and private pre-university education institutions
- d. Community centers
- e. Civil society organizations

