



UNIVERSITETI  
**BARLETI**

**Approved by Decision of the Academic Senate No. 64, dated 13/04/2021**

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

## **FACULTY OF ECONOMICS, GOVERNMENT AND LAW**

### **REGULATIONS OF THE FACULTY OF ECONOMICS, GOVERNANCE AND LAW**

**Tirana 2025**





## CHAPTER I ORGANIZATION OF THE FACULTY

### Article 1

#### Legal Basis

This Faculty Regulation is based on the provisions of the legislation on higher education in force, the Statute and Regulation of the University "Barleti" (hereinafter UniBa), and extends its action to all constituent units, staff, and students of the Faculty of Economics, Governance and Law.

### Article 2

#### Structure and Governing Bodies of the Faculty

1. The Faculty of Economics, Governance and Law is the main unit that coordinates teaching and scientific research in related or interconnected fields and offers study programs of different cycles, at the end of which the relevant diplomas are issued.
2. The Faculty of Economics, Governance and Law (hereinafter the Faculty) consists of the following departments:
  - a. Department of Economics, Entrepreneurship and Finance.
  - b. Department of Governance, Political Science and Communication.
  - c. Department of Law.
3. The governing authority of the Faculty is the Dean. The governing authority of the Department is the Head of the Department.
4. The collegial governing bodies of the Faculty are: The Assembly of the Academic Staff of the Faculty and the Dean's Office.

### Article 3

#### Faculty Academic Staff Assembly

1. The Faculty Academic Staff Assembly is a collegial body of the Faculty which, based on Article 22 of the UniBa Statute, has the following duties:
  - a) Elect two representatives from each main unit as members of the Academic Senate;
  - b) Decide on the establishment of permanent Faculty committees if necessary and elect their members.
2. The Faculty Academic Staff Assembly also functions as a forum that discusses and examines issues related to the teaching, research and qualification process.
3. The Dean convenes the Faculty Assembly in a meeting at least once every 6 (six) months. The agenda is usually proposed by the Dean. The Faculty General Assembly may also meet in extraordinary session upon the call of the Dean, or when requested by at least 1/3 of the members. The Assembly issues recommendations to the Dean's Office.

### Article 4

#### Dean's Office



1. The Dean's Office is a collegial body of the Faculty, headed by the Dean and composed of: the Dean, Deputy Deans (if any); Heads of Departments; a representative of the students of the respective faculty, without the right to vote. Depending on the topic and the treatment of problems, the coordinators of the departments, representatives of research-scientific and applied structures, representatives of student support structures, etc. may also be invited to participate in the meetings of the Dean's Office.
2. The Dean's Office has the following main duties and powers:
  - a) Coordinates and supports the academic, research and administrative activities of the Faculty;
  - b) Supervises and supports teaching in the various study programs covered by the Faculty;
  - c) Takes the initiative and encourages innovative activity related to the scientific research directions of the departments;
  - d) Mediates for the conclusion of cooperation agreements with various institutions related to student internships or other forms of cooperation.
3. The Dean's Office holds scheduled meetings under the direction of the Dean and with an agenda determined by him. At the request of the Dean or one of its members, the Dean's Office may also hold extraordinary meetings.

## Article 5

### Dean

1. The Dean is the main governing authority of the Faculty, representing it and a member of the Rectorate and the Academic Senate.
2. The candidate for Dean must be an academic staff member of the "Professor" category and may come from within the ranks of the academic staff of UniBa or from outside it.
3. He is appointed by the Rector, after being proposed by the Administrator of the Society. The Dean's mandate lasts four years. He serves in office for one term, with the right to reappointment only once. After the end of the term, he continues to be a member of the staff of the basic unit where he carries out his academic activity.
4. The Dean must have qualifications in accordance with the fields of study offered by the Faculty and have at least 5 years of experience in teaching and administration in higher education.
5. The Faculty, depending on the activity, the number of study programs, may appoint a Deputy Dean. The Deputy Dean is proposed by the Dean and appointed by the Rector. He assists the Dean in managing the Faculty and is accountable to him and the Rectorate for the assigned duties. The Dean is responsible and directly accountable to the Rector and the Senate and cooperates closely with the Deputy Rectors and the Administrator.

## Article 6

### Duties and Responsibilities of the Dean

1. In addition to the duties and responsibilities broadly defined in the legislation in force on higher education, in the Statute and Regulations of UniBa, the Dean also has the



following duties and responsibilities:

- Provides leadership and contributes to processes related to the development of the Faculty such as strategic and academic planning, teaching and scientific research, program development, curriculum and accreditation, faculty promotion, recruitment of new students, etc.
- Coordinates the activities of the departments;
  1. Resolves disputes between them;
  2. Forwards the proposals of the basic units to the Academic Senate, accompanied by their opinions.

## **Article 7** **Departments**

1. Departments are the basic teaching and research units that implement similar study programs and group the relevant teaching disciplines.
2. All relevant academic staff are included in the Departments. The organization and functioning of the Departments are provided for in their respective Regulations.

## **Article 8** **Head of the Department**

1. The Head of the Department is the highest management authority of the Department, who reports and is accountable to the Dean. He is a member of the Dean's Office.
2. The Head of the Department must be an academic staff of the "Professor" category, or have the "Doctor" (PhD) degree, 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 apply for this position.
3. The Head of the Department must have qualifications in accordance with the fields of study of the programs offered by the Department and have extensive experience in teaching and administration in higher education.
4. The Head of the Department is appointed by the Rector upon the proposal of the Dean for a 4 (four) year term with the right to re-election,
5. In addition to his duties as an academic staff member, he has the responsibility to supervise the daily functioning of the department's affairs and the progress and quality of the programs covered by the department, as well as to establish liaison relations with actors and structures from the labor market.
6. The duties and responsibilities of the Head of the Department are defined in the legislation in force on higher education, in the Statute and Regulations of UniBa and in the Department Regulations.

## **Article 9** **Faculty staff**

1. Faculty staff consists of:
  - a) academic staff;



- b) academic support staff;
  - c) administrative staff.
2. Faculty staff may be employed under an indefinite or fixed-term contract. They may be employed on a full-time or part-time basis. Management staff and internal academic staff are employed on a full-time basis. External academic staff are employed on a part-time basis.
3. The employment of faculty staff is carried out in accordance with the relevant legislation in force on Higher Education and the Labor Code according to the procedures set out in the relevant manual of the Human Resources Management Office.

## CHAPTER II CYCLES AND FIELDS OF STUDY

### Article 10 Cycles of study

1. The Faculty of Economics, Governance and Law offers professional study programs, programs in the First Cycle and the Second 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.
2. Students applying for the second cycle of study must have previously completed the first cycle of studies of a licensed and accredited program, in a licensed and accredited HEI within or outside the country.
3. The Faculty offers third cycle doctoral studies programs, and has the right to offer “Executive Master”, long-term specialization study programs, referred to level 8 of the Albanian Qualifications Framework.
4. Doctoral studies are built on individual programs for independent training of candidates in scientific research in the fields determined by the basic unit or the main unit. Doctoral studies last no less than three academic years and no more than five academic years. At the end of doctoral studies, a diploma of the scientific degree “Doctor” is issued. Higher education institutions establish criteria for the annual assessment of the candidates’ progress and the continuation of work on the development of the research project.
5. Students applying for the third cycle of study must have previously completed the first and second cycle studies, Master of Science of a licensed and accredited program, in a licensed and accredited HEI within or outside the country.
6. The specific criteria for admission to the third cycle of study programs are determined in the regulation of the respective study program.
7. The faculty may cooperate with other domestic and foreign higher education institutions and offer joint study programs or of a different model from those specified in the law on higher education and made public, when the diplomas are issued by the foreign institution.

### Article 11



## Fields of study

1. The Faculty of Economics, Governance and Law offers studies in the fields of Economics, Finance and Banking, Management, Governance, Law, Marketing and Advertising, Public Administration, International and European Relations as well as other similar or related fields.
2. The list of active study programs offered by the Faculty is attached to this regulation in the form of an annex and is updated at the beginning of each academic year.

## Article 12

### Study programs and diplomas

1. The Faculty offers a professional program, with 120 credits, referred to level 5 of the Albanian Qualifications Framework with the aim of providing consolidated professional knowledge and relevant practical skills. At its conclusion, a "Professional Certificate" or "Professional Diploma" is issued in the field of completed education.
2. The Faculty offers first-cycle study programs that provide basic knowledge on general scientific methods and principles and are realized with 180 ECTS credits. At the end of these studies, the student is issued a "Bachelor" diploma in the field of completed studies.
3. The Faculty offers second-cycle programs that include the "Master of Science" and "Professional Master" study programs and integrated second-cycle study programs.
  - a. "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:
    - i. Programs with 120 ECTS credits;
    - ii. Integrated second-cycle study programs with 300 credits.

At the end of these study programs, the student is awarded a "Master of Science" degree in the field of completed studies.

- a. "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.
4. The Faculty, 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, and doctoral programs.

## Article 15

### Admission Criteria

1. In the programs offered by the Faculty, Albanian or foreign citizens who meet the following criteria are admitted to pursue their studies:
  - a. They certify with an official document (Diploma) the completion of a public or non-public secondary school inside or outside the country (equivalent according to the criteria set by the Ministry responsible for higher education) in the case of First Cycle programs; they certify with an official document (Diploma) the completion of First Cycle studies at a HEI inside or outside the country (equivalent according



to the criteria set by the Ministry responsible for higher education), in the case of Second Cycle programs.

- b. They certify with official documents the transfer from a public or non-public university school inside or outside the country.
  - c. They agree to pay the tuition fee.
2. In addition to the above criteria, the Faculty may adopt specific criteria that it deems necessary due to the specifics of the program, or to attract quality students.
3. Registration procedures are carried out in accordance with the higher education legislation. They are also provided for in the regulation of the faculty/and/or program.
4. Students who register to pursue full-time studies at UniBa are matriculated according to the procedures provided for in the higher education legislation and are provided with a student card.
5. The number of admissions to the Faculty is based on the real possibilities of the Faculty for normal teaching, within the standards set by the Ministry covering higher education.

## Article 16

### Documents for registration

1. Students who will register for the first time at UniBa, are subject to the registration procedure according to the provisions of the higher education legislation.
2. The relevant registration documents are provided in the program regulations in accordance with the Faculty policies and the specifics of the study program.

## Article 13

### Study period

1. Full-time university studies at the Faculty of Economics, Governance and Law are pursued on a full-time basis. Continuing education study programs, short-term training such as professional qualifications and various specializations are also foreseen.
2. Studies are organized in academic years; the academic year has two semesters, the duration of the semester is 15 calendar weeks.
3. Study programs with a professional character, referred to level 5 of the Albanian Qualifications Framework, last, as a rule, two academic years. First Cycle university studies last, as a rule, three academic years. Second Cycle university studies last, as a rule, one or two academic years; Integrated second cycle study programs, these studies last five or six academic years depending on the field; Third Cycle "executive master's" studies usually last one or two academic years, while doctoral programs usually last no less than three academic years and no more than five academic years.
3. The maximum duration of studies in a study program may not be more than twice the normal duration of studies provided for by the program, without taking into account the period of time when the student has suspended studies.
4. A student who fails to complete his studies within the maximum duration of the program has the right to apply to resume his studies, in the same study program or in another program. He is subject to the criteria and procedures announced for enrollment in the



study program. Credits accumulated by the student during the previous period of studies may be transferred according to the criteria set out in the regulation regarding transfers.

5. The student is allowed to register in the following year when he/she has earned at least 50% of the compulsory credits of the previous years. The subjects to which the remaining credits belong are considered carried-over obligations. The conditions and order of repayment of carried-over obligations for earning the remaining credits are determined by the Department that offers the study program.

## Article 14

### Degree

1. Studies of professional programs, referred to level 5 of the Albanian Qualifications Framework, are considered completed after fulfilling the obligations foreseen in the respective curriculum.
2. Students of the first cycle of studies, graduate with a final general exam or with a diploma thesis. The average grade threshold that gives the student the right to graduate by preparing and defending a diploma thesis is 9.5.
3. Studies of the second cycle "Professional Master" conclude with a final training exam.
4. The second cycle studies "Master of Science" are concluded with a diploma thesis. This also includes the Master of Science (integrated program).
5. The maximum deadline for the completion of the final exam or the defense of the diploma is in accordance with the maximum duration foreseen according to the program/cycle of studies. Within this deadline, the student has the right to retake the defense in the exam seasons determined according to the academic calendar.
6. In cases where the studies are concluded with a general final exam, the Department offering the program prepares the orientation program for the students.
7. The procedures, deadlines, documentation and obligations related to the final exam or the diploma thesis are foreseen in the program regulations and/or in the final exam program.

## Article 17

### Final Provisions

1. The Faculty Regulation is approved by the Senate of the University "Barleti" and enters into force immediately.
2. This Regulation has operative force on all constituent units of the Faculty.
3. The competence for the interpretation of the regulation belongs to the Senate

For the Senate of the University "Barleti"

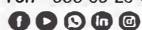
CHAIRMAN

Prof. Dr. Suzana Guxholli

## ANNEX 1

### ACTIVE STUDY PROGRAMS OF THE ACADEMIC YEAR 2020-2021

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### DEPARTMENT OF ECONOMICS, ENTREPRENEURSHIP AND FINANCE

1. Professional Program (2 years) - Technician in Business Operations, Marketing and Sales.
2. Bachelor in Finance. Banking and Insurance and Real Estate.
3. Bachelor in Finance Accounting.
4. Bachelor in Marketing, Advertising and Public Relations.
5. Bachelor in Business Management.
6. Professional Master in Business Administration with Finance Accounting profile.
7. Professional Master in Business Administration with Leadership and Human Resource Management profile.
8. Professional Master in Business Administration with Marketing and Operations Management profile.
9. Master of Science in Accounting-Finance with Accounting profile.

### DEPARTMENT OF JUSTICE

1. Integrated Master of Science Program in: Law (300 Ects).
2. Professional Master in: Legal Sciences with a Business Law profile.
3. Master of Science in: Legal Sciences with a Commercial Law profile.
4. Master of Science in: Legal Sciences with a Criminal Law and Criminology profile.

### DEPARTMENT OF GOVERNMENT POLITICAL SCIENCES AND COMMUNICATION

1. Bachelor in: Political Science.
2. Professional Master in: Political Science with a Public Administration profile.
3. Master of Science in: European Studies with a European Policy and Public Administration profile

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

**CHAIRMAN**

**Prof. Dr. Suzana Guxholli**