

Approved by Decision of the Academic Senate No. 64/2, dated 13/04/2021
Amended by Decision of the Academic Senate No. 40 dated 24/10/ 2025

REGULATIONS OF THE FACULTY OF APPLIED SCIENCES AND CREATIVE INDUSTRIES

Tirana 2025



CHAPTER I ORGANISATION OF THE FACULTY

Article 1

Legal Basis

This Faculty Regulation is based on the provisions of the applicable legal framework, as well as on the normative acts of “Barleti” University (hereafter UniBa), and extends its effect over all constituent units, staff and students of the Faculty of Applied Sciences and Creative Industries.

Article 2

Structure and Governing Bodies of the Faculty

The Faculty of Applied Sciences and Creative Industries is a main unit that coordinates teaching and scientific research in related or interdisciplinary fields and offers study programmes of various cycles, upon completion of which the respective diplomas are issued. The Faculty of Applied Sciences and Creative Industries (hereafter the Faculty) is composed of the following departments:

- Department of Applied and Computer Sciences.
- Department of Architecture and Design.
- Department of Creative Industries.

The governing authority of the Faculty is the Dean. The governing authority of each Department is the Head of Department.

The collegial governing bodies of the Faculty are: the Assembly of the Academic Staff of the Faculty and the Dean’s Office.

Article 3

Assembly of the Academic Staff of the Faculty

The Assembly of the Academic Staff of the Faculty is a collegial body that operates on the basis of UniBa’s normative acts and has the following duties:

- Consults and provides opinions to the two Faculty representatives who are selected as members of UniBa’s Academic Senate.
- Decides on the establishment of permanent Faculty committees when necessary and elects their members.

The Assembly also functions as a forum that discusses and reviews issues related to teaching, research and qualification processes.

The Dean convenes the Assembly at least once every six (6) months. The agenda is generally proposed by the Dean. An extraordinary meeting of the Assembly may be convened by the Dean or upon the request of at least one-third of its members. The Assembly issues recommendations addressed to the Dean’s Office.

Article 4

The Dean’s Office

The Dean’s Office is the Faculty’s collegial body, chaired by the Dean and composed of: the Dean, the Vice Deans (where applicable), the Heads of Departments, and one student representative of the respective Faculty without voting rights. Depending on the subject matter discussed, coordinators of departments, representatives of research and applied structures, representatives of student support structures, etc., may also be invited to attend.

The Dean's Office has the following main duties and competencies:

- Coordinates and supports the academic, research and administrative activities of the Faculty.
- Oversees and supports teaching within the various study programmes offered by the Faculty.
- Initiates and encourages innovation activities related to the scientific research directions of the departments.
- Facilitates cooperation agreements with various institutions related to student internships or other forms of collaboration.

The Dean's Office holds scheduled meetings under the direction of the Dean and following an agenda defined by him/her. Extraordinary meetings may be held upon the request of the Dean or any of its members.

Article 5

The Dean

The Dean is the chief governing authority of the Faculty, representing it and serving as a member of the Rectorate and the Academic Senate.

The Dean must hold qualifications relevant to the study fields offered by the Faculty and have at least five (5) years of experience in teaching and administration in higher education.

The candidacy, appointment and dismissal of the Dean are carried out in accordance with the applicable legal framework and the normative acts of the Barleti Group.

The Faculty, depending on its activities and number of study programmes, may have a Vice Dean. The Vice Dean is proposed by the Dean, appointed and dismissed in accordance with the normative acts of the Barleti Group. The Vice Dean assists the Dean in leading the Faculty and reports to the Dean and the Rectorate on assigned duties.

The Dean bears responsibility and reports directly to the Rector and the Academic Senate, collaborating closely with the Vice Rectors and the Administrator.

Article 6

Duties and Responsibilities of the Dean

In addition to duties defined in the applicable legal framework and the normative acts of UniBa, the Dean also has the following duties and responsibilities:

- Provides leadership and contributes to Faculty development processes such as strategic and academic planning, teaching and scientific research, programme development, curriculum and accreditation, Faculty promotion, student recruitment, etc.
- Coordinates the activities of the departments.
- Resolves disagreements between departments.
- Submits departmental proposals to the Academic Senate accompanied by their assessments.

Article 7

Departments

Departments are the basic teaching and research units that deliver similar study programmes and group the corresponding academic disciplines.

All relevant academic staff is included within the Departments. Their organisation and functioning are governed by their respective internal regulations.

Article 8

Head of Department

The Head of Department is the highest governing authority of the Department, reporting and accountable to the Dean. He/she is a member of the Dean's Office.

The Head of Department must meet the criteria defined in the applicable legal framework.

The Head of Department must hold qualifications aligned with the study fields of the programmes offered and have extensive experience in teaching and administration in higher education.

The appointment and dismissal of the Head of Department are made in accordance with the legal framework and the normative acts of the Barleti Group.

In addition to academic duties, the Head of Department is responsible for overseeing the daily functioning of the department, the progress and quality of the programmes it covers, and establishing collaborative links with labour market actors and structures.

The duties and responsibilities of the Head of Department are defined in the legal framework and in the normative acts of Barleti University.

Article 9

Faculty Staff

The Faculty staff consists of:

- Academic staff;
- Supporting academic staff;
- Administrative staff.

Staff may be employed under indefinite or fixed-term contracts and may work full-time or part-time. The governing and internal academic staff are employed full-time, whereas external academic staff are employed part-time.

Employment of staff in the Faculty is carried out in accordance with the applicable legal framework and the normative acts of the Barleti Group.

CHAPTER II

STUDY CYCLES AND FIELDS

Article 10

Study Cycles

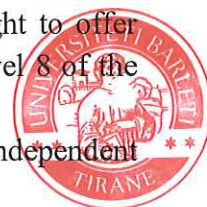
The Faculty offers professional programmes, First-Cycle and Second-Cycle study programmes in accordance with the applicable legal framework and the normative acts of the Barleti Group.

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

Applicants to Second-Cycle studies must have completed a First-Cycle degree in an accredited higher education institution (HEI) inside or outside the country.

The Faculty also offers Third-Cycle doctoral study programmes and has the right to offer "Executive Master" and long-term specialised programmes corresponding to Level 8 of the Albanian Qualifications Framework.

Doctoral studies are built upon individual programmes aimed at developing independent



scientific research skills. These last no fewer than three and no more than five academic years. Upon completion, the "Doctor" scientific degree is awarded.

Applicants to Third-Cycle studies must have previously completed First- and Second-Cycle studies (Master of Science) in an accredited HEI.

Specific admission criteria for Third-Cycle programmes are defined in the study programme regulations.

The Faculty may collaborate with other domestic or foreign HEIs to offer joint study programmes or programmes of different formats, made public when diplomas are issued by the foreign institution.

Article 11

Fields of Study

The Faculty offers studies in the fields of informatics, information technology management, architecture and design, multimedia and graphic projects, as well as other similar or related fields.

The list of active study programmes offered by the Faculty is attached as an annex and updated at the beginning of every academic year.

Article 12

Study Programmes and Diplomas

The Faculty offers professional programmes of 120 credits, corresponding to Level 5 of the Albanian Qualifications Framework, aimed at providing consolidated professional knowledge and practical skills. A "Professional Certificate" or "Professional Diploma" is issued upon completion.

The Faculty offers First-Cycle bachelor programmes, providing basic knowledge of general scientific principles and methods, comprising 180 ECTS credits. Upon completion, a "Bachelor" diploma is awarded.

Second-Cycle programmes include "Master of Science", "Professional Master", and integrated Second-Cycle programmes.

Master of Science programmes provide advanced theoretical and practical knowledge and scientific research training within a specialty. They are offered as:

- Programmes of 120 ECTS credits;
- Integrated Second-Cycle programmes of 300 ECTS credits.

A "Master of Science" diploma is issued upon completion.

Professional Master programmes offer further professional education and training and are delivered in 60 or 120 ECTS credits.

Based on licensing and accreditation, the Faculty may offer Third-Cycle programmes including "Executive Master", long-term specialised programmes, and doctoral programmes.

Article 13

Admission Criteria

Albanian or foreign citizens may be admitted to the programmes offered by the Faculty if they meet the following criteria:

- They provide an official document (Diploma) proving completion of a public or private secondary school inside or outside the country (equivalised).

according to criteria set by the Ministry responsible for higher education) for First-Cycle programmes; and an official document (Diploma) proving completion of First-Cycle studies in a public or private HEI inside or outside the country (equivalised according to the same criteria) for Second-Cycle programmes.

- They provide official documents proving transfer from a public or private higher education institution inside or outside the country.
- They agree to pay the tuition fee.

In addition to the above criteria, the Faculty may approve specific criteria it considers necessary due to programme specifics or to attract high-quality students.

Registration procedures are carried out in accordance with higher education legislation and are also foreseen in the Faculty and/or programme regulations.

Students enrolling for full studies at UniBa are matriculated according to the procedures set out in higher education legislation and are issued a student card.

The number of admissions to the Faculty is based on the Faculty's real capacity to ensure normal teaching within the standards established by the Ministry responsible for higher education.

Article 14

Registration Documents

Students enrolling for the first time at UniBa must follow the registration procedure set out in the applicable legal framework.

The required registration documents are specified in the study programme regulation, in accordance with Faculty policies and programme specifics.

Article 15

Duration of Studies

Full university studies in the Faculty of Applied Sciences and Creative Industries are followed on a full-time basis. Continuing education programmes, short-term training, professional qualifications, and various specialisations are also offered.

Studies are organised by academic years; each academic year has two semesters, and each semester lasts 15 calendar weeks.

The duration of professional, First-Cycle, Second-Cycle and Third-Cycle study programmes, corresponding to the respective levels of the Albanian Qualifications Framework, complies with the applicable legal framework.

A student who does not complete studies within the maximum duration allowed may apply to resume studies in the same programme or another programme. The student is subject to the criteria and procedures announced for registration. Credits earned during the previous study period may be transferred according to the transfer regulations.

A student may enrol in the following academic year based on the courses and corresponding credits obtained, in accordance with UniBa normative acts.

Courses corresponding to unearned credits are considered outstanding obligations.

The conditions and order for completing outstanding obligations are determined by the Department offering the programme.



Article 16

Graduation

Professional programmes are considered completed once all obligations defined in the respective curriculum are fulfilled.

First-Cycle students graduate either through a final comprehensive exam or a diploma thesis. The minimum grade average allowing a student to prepare and defend a diploma thesis is determined by the Department's normative acts.

Second-Cycle "Professional Master" studies conclude with a final comprehensive exam.

Second-Cycle "Master of Science" studies conclude with a diploma thesis, including integrated Master of Science programmes.

The maximum deadline for completing the final exam or defending the thesis must comply with the maximum duration defined for the respective study programme. Within this period, students have the right to retake the defence during exam seasons defined in the academic calendar.

When studies end with a final comprehensive exam, the Department prepares a guidance programme for students.

Procedures, deadlines, documentation and obligations related to the final exam or diploma thesis are defined in the programme regulation and/or in the final assessment programme.

Article 17

Final Provision

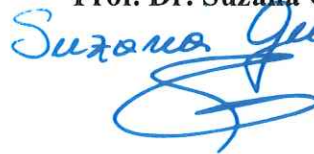
The Faculty Regulation is approved by the Senate of "Barleti" University and enters into force immediately.

This Regulation is binding for all constituent units of the Faculty.

The authority for interpreting the Regulation lies with the Senate.

For the Senate of "Barleti" University
CHAIR

Prof. Dr. Suzana GUXHOLLI



ANNEX 1
ACTIVE STUDY PROGRAMMES
FACULTY OF APPLIED SCIENCES AND CREATIVE INDUSTRIES

DEPARTMENT OF APPLIED AND COMPUTER SCIENCES

1. Professional Programme: Technician for Electronic Devices and ICT
2. Bachelor in Applied Informatics
3. Bachelor in Computer Science
4. Bachelor in Digital Business
5. Master of Science in Applied Informatics
6. Master of Science in Artificial Intelligence and Cybersecurity

DEPARTMENT OF ARCHITECTURE AND DESIGN

1. Integrated Master of Science Programme in Architecture

DEPARTMENT OF CREATIVE INDUSTRIES

1. Bachelor in Interior and Product Design

ANNEX 2

Appointment of the Dean

The Dean is appointed by the Rector, upon the proposal of the Administrator of the Company.

The Dean's mandate lasts four years. He/she serves one term, with the right to be reappointed.

After completing the mandate, the Dean continues as a member of the academic staff of the basic unit where he/she carries out academic activity.

ANNEX 3

Appointment of the Head of Department

The Head of Department (basic unit) is appointed by the Rector, upon the proposal of the Administrator of the Company and in consultation with the Dean of the Faculty to which the department belongs.

The mandate lasts four years. He/she serves one term, with the right to be reappointed.

After completing the mandate, he/she continues as a member of the academic staff of the basic unit where academic activity is carried out.

