REGULATION OF THE UNIVERSITY "BARLETI"

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CHAPTER I
GENERAL PROVISIONS

Article 1
Legal Basis

The Regulation of the **University "Barleti"** (hereinafter referred to as "the Regulation") is the fundamental document governing the institution's operational activity. It derives from the Statute of the institution, is drafted for the purpose of implementing the Statute, and is in compliance with the legislation in force governing higher education in the Republic of Albania and with the guidelines of the ministry responsible for education.

The Regulation is subject to amendment, in both form and content, in accordance with any amendment to the legal and sub-legal acts governing higher education activity in the Republic of Albania and any amendment to the Statute of the University **"Barleti"**, and it likewise observes every international instrument ratified by the Republic of Albania concerning the system and the principles governing the functioning of higher education.

Article 2
Purpose

The purpose of the Regulation is to define the organization, functioning, duties, powers, and responsibilities of, as well as the relationships among, the units provided for in the Statute of the University **"Barleti"** (hereinafter referred to as **"UniBa"**).

The Regulation also sets out the principal rules governing the organization and functioning of collegial and/or individual decision-making activity, the teaching/research process, and any other aspect falling within the scope of **UniBa**'s activities, giving priority to the creation of a harmonious working environment aimed at enhancing academic, scientific, and professional performance.

The Regulation aims to consolidate the activity of **UniBa**'s structures with due regard for the free development of study, the teaching process, and scientific research, including through cooperation with other higher education institutions, national and international scientific bodies, state administration, and any other entity of a professional, economic, formative, research-oriented, non-profit, or voluntary nature.

Article 3
Principles

The Regulation recognizes and respects the fundamental legal principles relating to the democratization and organization of the academic process, internal institutional organization, and other decision-making, proposing, evaluating, promoting, training, research, and feducational and training procedures.

In regulating **UniBa**'s activity, this Regulation is guided by the spirit of respect for the fundamental human rights and freedoms enshrined in national and international legal instruments, with the aim of eliminating any undemocratic, discriminatory, or demeaning practice toward academic staff, students, and administrative staff as a whole.

The activity of **UniBa** provided for in this Regulation is based on the principle of academic and financial self-organization, a free spirit, respect for human dignity, pluralism of ideas, transparency of procedures, and the promotion of academic freedom, relying on individual merit while ensuring, in every case, equal opportunity for every individual.

Article 4
Main Pillars of Activity at UniBa

UniBa's activity rests on 5 main pillars, as set out below:

- Academic Pillar — encompasses the organization of the academic structure and the teaching process for the programs offered by the institution.
- Student-Centered Pillar — encompasses the organization of, and cooperation among, the units engaged in the processes that support students, from their first contact with **UniBa** through admission, enrollment, engagement in student and community life, and support for professional and career advancement, etc.
- Applied Research and Innovation Pillar — encompasses the organization of, and cooperation among, the units engaged in scientific and applied research activities, innovation, and projects in various fields such as law, governance, society, economy, trade, industry, technology, information technology, energy, etc.
- Corporate and Administrative Pillar — encompasses the organization of, and cooperation in, administrative activities among the institution's various units and offices.
- Entrepreneurship Pillar — focuses on the entrepreneurial activities and initiatives undertaken by the institution in order to fulfill its mission.

CHAPTER II
ORGANIZATIONAL STRUCTURE OF THE UNIVERSITY "BARLETI"
Section I
Academic Organization
Article 5
Faculties

UniBa is a non-public higher education institution comprising four faculties as its main units. These faculties coordinate teaching and scientific research in related or interconnected fields and offer study programs of different cycles, named as follows:

- Faculty of Economics, Governance and Law;
- Faculty of Social Sciences, Tourism and Sport;
- Faculty of Applied Sciences and Creative Industries;
- Faculty of Medical Sciences.

The highest governing authority of the faculty is the Dean. The functioning and management of the faculties are set out in the Statute, in the Regulation of the Faculty, and in other normative acts of **UniBa**.

Article 6
Departments

Thirteen departments operate at **UniBa** as basic units, distributed among the four faculties as follows:

The Faculty of Economics, Governance and Law comprises three departments:

- Department of Economics, Entrepreneurship and Finance;
- Department of Governance, Political Science and Communication;
- Department of Law.

The Faculty of Social Sciences, Tourism and Sport comprises four departments:

- Department of Educational Sciences and Vocational Training;
- Department of Physical Education and Sports;
- Department of Tourism, Hospitality and Recreation;
- Department of Behavioral Sciences and Health.

The Faculty of Applied Sciences and Creative Industries comprises three departments:

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

The Faculty of Medical Sciences comprises three departments:

- Department of Medical and Health Sciences;
- Department of Medical Technical Sciences;
- Department of General Education and Vocational Training.

The highest governing authority of the department is the Head of Department. The functioning and management of the departments are set out in the Statute, in the Regulation of the Department, and in other normative acts of **UniBa**.

Article 7
Collegial Bodies and Governing Authorities

The collegial governing bodies of **UniBa** are: the Academic Senate, the Rectorate, the Quality Standards Assurance Commission, the Performance Evaluation Commission, the Council of Ethics and Equal Opportunities, and the Assembly of Academic Staff.

The collegial governing bodies of the faculty are: the Faculty Assembly of Academic Staff and the Dean's Council.

The main governing authorities of **UniBa** are the Rector and the Administrator. Other governing authorities at **UniBa** are: the head of the main unit, the head of the basic unit, the

Vice-Rector for Academic Affairs, the Vice-Rector for Applied Research and Innovation, the Vice-Rector for Student and Community Affairs, and the delegated Administrator.

Article 8
Academic Senate

The Academic Senate is the highest academic, decision-making, and advisory body of **UniBa**.

The members of the Senate, pursuant to Article 20 of the Statute, are determined partly by appointment (ex officio) and partly by election. Members of the Academic Senate of **UniBa** who represent the faculties proportionally are elected by their respective assemblies, through a general vote, for a four-year term, renewable, from among full-time academic staff members who are self-nominated or proposed by the governing authorities of **UniBa**. The list of candidates elected by the Faculty Assembly of Academic Staff is submitted to the Academic Senate for approval.

The duties and powers of the Senate are set out in the legislation in force and in the Statute (Articles 20-21).

Article 9
The Rectorate

The Rectorate is the collegial body of **UniBa** composed of the Rector, the Vice-Rectors, the Administrator (or their delegate), and the Deans.

Working as a single unit, the Rectorate leads the development and drafting of the institution's shared strategic vision, providing the capacity to achieve that vision and to build an institutional culture grounded in the institution's values.

The functions of the Rectorate are regulated by law and by the Statute (Article 24).

Meetings of the Rectorate are convened and chaired by the Rector. In the Rector's absence, his/her powers relating to Rectorate meetings are exercised by the Vice-Rector for Academic Affairs.

The Rectorate meets in ordinary session, as a rule, once every two weeks. It may also meet in extraordinary session at the request of any of its members. Decisions on the modalities for executing the decisions of the decision-making bodies set out in the Statute are taken by a majority vote of those present at the meeting.

Depending on the matters under discussion, Heads of Department or heads of other important offices of the institution may also be invited to attend meetings of the Rectorate.

Article 10
Assembly of Academic Staff

The Assembly of Academic Staff of **UniBa** is a collegial body composed of the full-time academic staff of all faculties.

The Faculty Assembly of Academic Staff, in accordance with the relevant procedures for Senate elections, elects two representatives from each faculty as members of the Academic Senate.

Article 11
The Dean's Council

The Dean's Council is the collegial body of the faculty that coordinates its activity.

The Dean's Council comprises the Dean, the Vice-Dean (if any), the Heads of the faculty's respective departments, and one student representative without voting rights.

Its functioning is regulated in the Regulation of the Faculty.

Article 12
Council of Ethics and Equal Opportunities

The Council of Ethics and Equal Opportunities (CEEO) is a standing collegial body of the commission type that addresses matters relating to ethics in teaching, research, and other institutional activities.

With respect to the matters, it addresses, the CEEO issues recommendations and proposals.

The CEEO comprises 5 members proposed by the Rectorate and appointed by the Senate for a two-year term, renewable.

The procedures and functioning of the CEEO are regulated by a dedicated normative act approved by the Senate.

Article 13
Performance Evaluation Commission

The Performance Evaluation Commission (PEC) is a collegial body that addresses matters relating to the performance of the institution's staff and units.

The PEC comprises representatives of the institution's main pillars — namely the Vice-Rector for Academic Affairs, the Vice-Rector for Applied Research and Innovation, the Vice-Rector for Student and Community Affairs, the Administrator or their representatives — as well as the Performance Management Coordinator, who is a permanent member of the PEC.

The Performance Management Coordinator is proposed by the Administrator and appointed by the Rector. As head of the Performance Management and Administration Office, the Coordinator coordinates and documents the PEC's annual activity.

The duties and functioning of the Performance Evaluation Commission are set out in a dedicated regulation approved by the Senate.

Article 14
Quality Standards Assurance Commission

The Quality Standards Assurance Commission (QSAC) is a standing collegial body of the commission type that provides guidance, advice, and support in drafting internal quality assurance policies and procedures.

The QSAC supports the Curriculum Development and Quality Unit in fulfilling its functions relating to ensuring that the institution and its study programs meet the required quality standards.

The QSAC comprises 5 members proposed by the Rectorate and appointed by the Senate for a two-year term, renewable. Members of the Commission must represent senior-level academic and administrative structures and/or have experience in the field of quality assurance. One of the Commission's members is a representative of the student government. At the beginning of each academic year, the QSAC prepares the work plan for the coming academic year. At the end of the academic year, it reports to the Senate and provides an assessment of achievements, challenges encountered, and recommendations for developing a quality culture at **UniBa**.

The procedures and functioning of the QSAC are regulated by a dedicated normative act approved by the Senate.

Article 15
Curriculum Development and Quality Unit (CDQU)

The Curriculum Development and Quality Unit is an autonomous unit at the institutional level whose purpose is to monitor, evaluate, and improve the development of quality in **UniBa**'s activity.

1. The CDQU is composed of:

a) The Head of the Unit;

b) The Coordinator for monitoring and evaluation of the teaching process;

c) The Coordinator for the quality evaluation process and curriculum development;

d) The Coordinator for quality standards assurance and monitoring of accreditation processes.

2. The main functions of the CDQU are:

a) Periodic evaluation of the outcomes of teaching and scientific research activities.

b) Organizing, at the end of each semester, a student questionnaire on the quality of teaching for the courses of each study program.

c) Conducting tracer studies to assess graduates' employment progress and the effectiveness of the study programs offered by **UniBa**. This process is carried out in cooperation with the Alumni Office and the relevant departments. On completion, the CDQU presents the corresponding findings to the institution's basic and main units for use in improving and developing curricula.

d) Proposing changes for the purpose of quality assurance, in accordance with the Quality Code and sub-legal acts.

e) Drafting the quality assurance standards and criteria applied at **UniBa**, in accordance with the Quality Code.

f) Monitoring and coordinating accreditation processes in cooperation with other institutional units.

3. The duties and procedures followed by the CDQU are set out in greater detail in the corresponding regulation.

Article 16
Office of Internationalization

UniBa operates an Office of Internationalization, reporting directly to the Rector, which, within the framework of the internationalization process, focuses its activity on:

- increasing the number of cooperation agreements between the university and other academic, research, donor, and administrative institutions, etc.;
- coordinating and participating in international mobility programs for researchers and for academic, administrative, and student personnel;
- promoting programs that fund research at the national and international level;
- providing technical-administrative assistance to researchers in the preparation and presentation of international research projects, etc.

Article 17
The Rector

The Rector is the highest academic authority of the institution and its legal representative for academic and protocol matters. He/she chairs the Rectorate and the Academic Senate.

In the Rector's absence, his/her functions are carried out by the Vice-Rector for Academic Affairs, upon the Rector's order and instruction.

The selection criteria, appointment, and term of office of the Rector are regulated in the Statute (Article 29).

Article 18
Powers and Duties of the Rector

In addition to the powers set out in the legislation in force and in the Statute, the Rector also has the following duties and responsibilities:

- In cooperation with the Administration Board, drafts and sets the priorities of the university's strategic vision, its objectives, and the long-term development of its capacities. Develops strategies for achieving these objectives. Drafts proposals concerning future direction, strategic objectives, policies, and the orientation of institutional development.

- Projects a coherent and consistent public image of the university based on the established direction and strategic plan.
- In cooperation with the members of the Rectorate, leads the institution in the fields of academic affairs, research and innovation, and student and community affairs, and formulates appropriate policies for the effective functioning of the university.
- Establishes and maintains active strategic relationships and partnerships with public and private institutions and structures, businesses, and other non-profit entities.
- Ensures that the university carries out its activity in accordance with the legislation in force on education, the policies of the Administration Board, and the best academic and professional standards and practices.
- Contributes to building a positive university culture so as to ensure the achievement of the institutional mission and objectives.
- Develops and maintains a close working relationship with the Administration Board and provides it with the necessary support by continuously supplying information on important matters.
- Recommends to the Senate regulations, policies, and rules and procedures for the proper functioning of the university.
- Approves the structure of the academic year and the academic calendar.
- On behalf of the Senate, proposes to the Board institutional restructuring aimed at creating the conditions for raising the quality of **UniBa** and creating the academic space necessary for the further development of study programs.
- Forwards information and data to the relevant official bodies, in accordance with the legislation in force.
- Issues orders and instructions in accordance with the legislation in force on higher education and the institution's basic operating acts.
- Performs other duties consistent with his/her position as Rector that the Administration Board may assign.

Article 19
Vice-Rector for Academic Affairs

The Vice-Rector for Academic Affairs is, after the Rector, the highest governing authority for academic matters. He/she reports and is accountable to the Rector, and leads work in the academic field in keeping with the mission and vision of the university.

The Vice-Rector for Academic Affairs organizes and oversees the work of the faculties and the academic staff, ensuring the maintenance of high standards in curricula and programs in fulfillment of students' needs.

He/she is responsible for preserving and developing the academic integrity of the university and provides leadership in areas such as planning, curriculum, and program development.

The Vice-Rector for Academic Affairs holds the rank of "Professor" or the scientific degree of "Doctor" ("PhD"), obtained at a university of an OECD or EU member state. He/she is a full-time member of the academic staff, appointed and dismissed by the Rector following approval by the Administrator. In addition to these criteria, the Vice-Rector for Academic Affairs must have at least 5 years of experience in teaching and administration in higher education.

Article 20
Duties and Responsibilities of the Vice-Rector for Academic Affairs

In addition to the powers set out in the legislation in force and in the Statute, the Vice-Rector for Academic Affairs also has the following duties and responsibilities:

- Organizes the teaching process within the institution and monitors its day-to-day progress, guiding the faculties in order to facilitate its smooth conduct.
- Cooperates with the faculties on the systematic review and improvement of the teaching plans of study programs and on the drafting of plans for new programs, so as to ensure the achievement of quality standards and alignment with new developments in the field.
- Cooperates with the Curriculum Development and Quality Unit on the coordination of, and the process for, internal evaluation within the institution.
- Cooperates in the strategic planning process.
- Together with the Head of the Curriculum Development and Quality Unit and the Administrator (or their delegate), determines the criteria for allocating the teaching workload of academic staff and teaching assistants.
- Organizes the preparation of the teaching-load table for internal and external academic staff and submits it to the Rector for approval.
- Proposes to the Rector the granting of institutional prizes, titles, and other forms of recognition, in accordance with the applicable normative acts.
- Serves, in accordance with the relevant institutional decisions, on various standing committees of the institution established in accordance with the law on higher education.
- Performs other duties assigned by the Rector.

Article 21
The Dean

The Dean is the principal governing authority of the faculty. He/she is an academic staff member holding the rank of "Professor" and may come from among **UniBa**'s own staff or from outside the institution. The Dean is appointed by the Rector, upon proposal by the company's Administrator, for a four-year term, renewable only once. The Dean must hold qualifications

consistent with the fields of study offered by the faculty and must have at least 5 years of experience in teaching and administration in higher education.

He/she contributes to the development of the faculty, to strategic and academic planning, to raising the quality of teaching and scientific research, to the development of programs and curricula, to accreditation processes, to the promotion of the faculty, to student recruitment, etc.

The Dean is directly accountable and answerable to the Rector and the Senate, and works closely with the Vice-Rector for Academic Affairs in carrying out his/her duties.

Article 22
Duties and Responsibilities of the Dean

In addition to the duties and responsibilities set out in the legislation in force and in the Statute, the Dean also has the following duties and responsibilities:

- Represents the faculty in its relations within and outside the institution.
- Takes part in shaping the vision and the long-term and short-term planning and decision-making documents at the institutional level, and assists in strategic planning for the institution.
- Implements and adheres to the academic policies established by the institution.
- Carries out the duties assigned by the Rector and the Vice-Rectors.
- Organizes the drafting of the Regulation of the Faculty and the teaching regulations of the study programs and submits them for approval.
- Heads the Dean's Council, which is composed of the Dean, the Heads of Department, and other authorities designated by the Statute.
- In cooperation with the Dean's Council, coordinates the activity of the departments and resolves disagreements between them.
- Holds regular meetings with the departments and oversees their work.
- Forwards to the Academic Senate the proposals of the departments, accompanied by his/her own opinion.
- Co-signs students' diplomas together with the Rector.
- Proposes, for approval by the Senate, the admission criteria for students for each study program, in cooperation with the Dean's Council, based on the proposals of the departments and in accordance with the applicable legal provisions.
- Approves the composition of the commissions for qualifying examinations and the defense of diplomas.
- Reviews and approves the proposals of the basic units for the modification, improvement, closure, and opening of programs, and supports work carried out in this regard.

Article 23
Head of Department

The Head of Department is the highest executive authority of the department, who reports and is accountable to the respective Dean. The Head of Department shall be academic staff holding the rank of "Professor" or holding the scientific degree of "Doctor" ("PhD"), obtained at universities in OECD or EU member states. Where no candidate of this category is available, a lecturer may also apply for the position of Head, provided that the latter holds the scientific degree of "Doctor". He/she may serve in this position for a four-year term, with the right of reappointment. The Head of Department is appointed and dismissed by the Rector. In addition to these criteria, the Head of Department must hold qualifications consistent with the fields of study of the programs offered by the department and must have substantial experience in teaching and administration in higher education.

In addition to his/her duties as academic staff, he/she is responsible for overseeing the daily functioning of the department's operations, the smooth running and quality of the programs under the department, as well as for establishing liaison relationships with stakeholders and structures from the labor market.

Article 24
Duties and Responsibilities of the Head of Department

In addition to the duties and responsibilities set out in the legislation in force and in the Statute, the Head of Department shall also have the following duties and responsibilities.

A. Organizes, coordinates, and oversees:

- the drafting of the plans and curricula covered by the department;
- the distribution of the department's teaching load;
- the teaching process, in accordance with legislative and institutional guidelines;
- the drafting and maintenance of the department's necessary documentation.
- the evaluation of the department staff's performance, and proposes and takes measures for its further improvement;

B. Recommends, proposes, and submits for the Dean's approval:

- the admission criteria for students for each study program;
- the teaching load for the academic year;
- the recruitment of qualified staff and collaborators (in cooperation with the relevant structures);
- the composition of the committees for qualifying examinations and thesis defenses;
- the composition of special working committees for processes such as transfers or other operational committees;
- measures for work-discipline violations by academic staff or department support staff, in accordance with the procedures set out in the Code of Ethics.
- Cooperates with the Curriculum Development and Quality Unit and the Dean for the regular review and further development of the programs and curricula covered by the department;

- the successful completion of the (self-)assessment and accreditation processes of the programs covered by the department.

C. Establishes relationships with counterpart structures inside and outside the institution and maintains ongoing, positive communication with all partners and collaborators.

D. In cooperation with the Student Affairs and Community Sector, contributes to the promotion of the department, to the drafting of promotional materials and the maintenance and updating of official online pages, to the recruitment of new and qualified students, to the organization of work for guiding and encouraging graduating students to continue their studies at the institution, and to other promotional matters.

E. Cooperates with the institution's Entrepreneurship Sector to build bridges with labor-market structures and stakeholders.

Article 25
Department Coordinator

The Department Coordinator assists the Head of Department in the smooth running and completion of the department's work.

The Department Coordinator assists the Head of Department with:

- Organizing the department's meetings and the documentation related to the department's activity;
- Organizing the preparation of the graduation examination question bank and coordinating the process in accordance with his/her instructions and in relation to students;
- Procedures such as transfer, admission to the programs covered by the department, graduation, or withdrawal of students.
- Maintaining regular communication with the registrar's office, faculty, and students of the programs covered by the department, and forwarding to the department for review and resolution any issues identified.
- Ensuring the dissemination of information regarding teaching, schedules, rules, and necessary announcements to other staff members.
- Carrying out promotion and recruitment work, including the preparation of promotional materials concerning the department and the programs it offers, presenting the department and its programs to prospective students, etc., in cooperation with the relevant institutional units.
- Assisting the relevant institutional units in monitoring, completing, and updating information on the university's website and social media pages relating to the department.

Section II
Organization of the Pillar Supporting Research, Scientific, and Applied Activities

Article 26
Governing Authorities and Organization of the Applied Research and Innovation Pillar

Basic scientific-research activity and applied-innovative activity at **UniBa** are organized and carried out under the coordination of the research pillar, which is headed by the Vice-Rector for Applied Research and Innovation.

In addition to the departments' basic scientific-research work, applied research and innovation activities within **UniBa** are also carried out by centers and associations (within the meaning of the Civil Code and the law on NPOs), such as:

- The "Barleti" Research and Development Institute (BIRD),
- The Albanian Institute for Public Affairs (AIPA),
- The Adriapol Institute,
- The YouthAct Center,
- The "Barleti" Institute of Education
- The "Barleti" Association.

These centers/associations operate on the basis of **UniBa**'s relevant regulatory acts, their specific founding instruments, applicable regulations, and the legislation in force.

UniBa reserves the right to establish other non-profit organizations as described above, with the aim of further developing research, scientific, applied, and innovative activity, in support of academic work and other initiatives within the institution.

Article 27
Vice-Rector for Applied Research and Innovation

The Vice-Rector for Applied Research and Innovation is the highest authority after the Rector, responsible for applied-research activities, innovation, national and international cooperation, consultancy, expertise, and project applications carried out within the centers/associations and the project-management offices established and operating within the institution. He/she reports and is accountable to the Rector.

The selection criteria, appointment, and term of office of the Vice-Rector for Applied Research and Innovation are governed by the Statute (Article 31). In addition to these criteria, the Vice-Rector for Applied Research and Innovation must have five years of experience in teaching in higher education and administrative experience in higher education, or in project development and implementation, applied research, innovation, etc.

Article 28
Duties and Responsibilities of the Vice-Rector for Applied Research and Innovation

In addition to the powers set out in the legislation in force and in the Statute, the Vice-Rector for Applied Research and Innovation shall also have the following duties and responsibilities:

- Leads the positioning of **UniBa** as a leading research university at the national level and beyond, contributing to the achievement of strategic objectives, building and strengthening cooperation with various academic and professional networks, and applying the quintuple-helix approach (academia, business, government, civil society, and international partner organizations working together), guiding the university toward value creation and a leading position in the labor market.
- Supervises, coordinates, and directs research, scientific, and innovation activity, as well as project activity, carried out within the institution, in cooperation with the departments and centers.
- Organizes the planning, proposal, and implementation of research, applied, and innovation projects, etc., in cooperation with the heads of the centers.
- Develops cooperative relationships with research and scientific structures in public and private institutions, and with national and international agencies for research, development, innovation, financing, etc.
- Oversees the implementation of decisions taken by the public authorities responsible for higher education, and of decisions taken by university authorities relating to applied research and innovation;
- In cooperation with the Vice-Rector for Academic Affairs, organizes scientific conferences and other scientific activities.
- Engages, in accordance with the relevant institutional decisions, in various standing committees of the institution established in accordance with the law on higher education, and carries out other duties assigned by the Rector.

Article 29
Research and Innovation Coordinator

The Research and Innovation Coordinator (RIC), under the direction and guidance of, and reporting to, the Vice-Rector for Applied Research and Innovation, performs the following duties:

- Coordinates, in cooperation with the departments and centers, basic research at **UniBa** together with its related elements, including strategies, reports, monitoring and analyses, procedures, evaluations, etc., along with related activities such as conferences and publications, events and activities, projects and programs, international partnerships, and promotion.
- Communicates and coordinates with all research stakeholders within and outside the university and the Barleti Group.
- Carries out other duties within his/her scope of work, as assigned by the Vice-Rector for Applied Research and Innovation.

Article 30
Governing Bodies and Executive Authorities of the Center/Association

The appointment, duties, and responsibilities of the governing bodies and executive authorities of the centers/associations are regulated by the institution's internal regulatory acts and by their respective specific founding instruments.

Section III
Organization of the Pillar Supporting Student Activities and Community Relations

Article 31
Executive Authorities and Constituent Units of the Student and Community Pillar

The institutional pillar of student and community processes and activities is directed and led by the Vice-Rector for Student Affairs and Community, who acts within the framework of the relevant powers delegated by the Rector.

The units that carry out their activity within this pillar and report to the Vice-Rector for Student Affairs and Community are:

- **The Recruitment, Admission, and Registration Office**
- **The Office of the Dean of Students**
- **The Alumni and Career Office**

Article 32
Vice-Rector for Student Affairs and Community

The Vice-Rector for Student Affairs and Community is the highest authority after the Rector, responsible for leading and directing the processes of promotion, recruitment, student affairs, and community relations. He/she leads and directs these processes with the support of the units and staff under his/her authority.

The Vice-Rector for Student Affairs and Community reports and is accountable to the Rector.

The selection criteria and appointment of the Vice-Rector for Student Affairs and Community are governed by the Statute (Article 31). In addition to the criteria set out in Article 31 of the Statute, the Vice-Rector for Student Affairs must have at least five years of experience in teaching in higher education and administrative-management experience in higher education or in other public or non-public structures or organizations, as well as substantial experience in public communication, community relations, etc.

Article 33
Duties and Responsibilities of the Vice-Rector for Student Affairs and Community

In addition to the powers set out in the legislation in force and in the Statute, the Vice-Rector for Student Affairs and Community shall also have the following duties and responsibilities:

- Cooperates with the Rector, the other Vice-Rectors, and the Administrator (or his/her delegate) in drafting the institution's promotion and marketing strategy.
- Guides the functioning of the Recruitment, Admission, and Registration Office, the Office of the Dean of Students, and the Alumni and Career Office. Reviews and approves the planning of the activity program of these units.

- On the basis of the reports of the offices under his/her authority, periodically evaluates the progress of activities supporting student affairs and community relations in accordance with the strategy and action plan, analyzes and assesses strategic needs and the objectives of the relevant processes, works to improve them, and reports to the Rectorate.
- Reviews staffing needs for carrying out the activities of the student affairs and community pillar and presents these needs to the Rectorate.
- Cooperates with the Marketing Office and the Administrator (or his/her delegate) in the institution's promotion and recruitment activities.
- Engages, in accordance with the relevant institutional decisions, in various standing or temporary committees of the institution established in accordance with the law on higher education.
- Carries out other duties assigned by the Rector in accordance with the legislation in force and internal regulatory acts.

Article 34
The Recruitment, Admission, and Registration Office

The Recruitment, Admission, and Registration Office (RARO), under the direction of the Vice-Rector for Student Affairs and Community and in coordination with the Administrator or his/her delegate, the Marketing Office, and other academic and administrative units, plans, manages, and coordinates the process of recruiting, applying, admitting, and registering new students, in accordance with the requirements of the legislation in force and institutional guidelines.

RARO is headed by the Office Manager, who is assisted by various coordinators depending on the volume of work.

The primary criteria for the selection and appointment of the RARO Manager are relevant work experience and a sound knowledge of the legislation and other regulatory acts in force concerning higher education, on matters such as student recruitment, application, registration, and transfer, as well as other matters relating to the student sector.

Article 35
Functions of the Recruitment, Admission, and Registration Office

The Recruitment, Admission, and Registration Office carries out, covers, and is responsible for the following duties:

- Plans and carries out its activities in accordance with the guidance and direction of the Vice-Rector for Student Affairs and Community and the delegated Administrator, reporting to them periodically or whenever necessary.
- Creates and maintains an updated database of contacts of secondary schools, the institution's collaborators and ambassadors, and maintains active relationships with them.
- Conducts studies/analyses/surveys on the trends and preferences of secondary-school graduates regarding further studies, prepares reports on the findings, and presents them

to the Vice-Rector for Student Affairs and Community and the delegated Administrator.

- Cooperates with the Marketing Office and the department coordinators in drafting the necessary promotional materials and coordinates the promotion and recruitment process.
- Guides/trains staff assigned duties within the recruitment and promotion process regarding the process and the institutional approach, with the aim of promoting and presenting the institution in the most dignified manner possible.
- Guides/trains staff assigned duties within the registration and admission process regarding the institutional approach, the legislation in force, institutional rules, and the documentation required for this process.
- Organizes, manages, and oversees the process of receiving and informing, and of applying, admitting, and registering new students, in cooperation with the staff assigned duties within this process.
- Organizes, coordinates, and cooperates with the department coordinators on the transfer process for incoming students, and forwards the relevant documentation to the Registrar's Office in accordance with the instructions of the ministry responsible for education and **UniBa**'s transfer regulation.
- Coordinates the scholarship application process and its evaluation and documentation.
- Organizes the process of concluding contracts with enrolled students, based on the guidance and decisions of the Governing Board.
- Compiles and updates the database for all first-time enrolled students, transferring students, withdrawing students, and students who have received a scholarship.
- Prepares comparative analyses and identifies possible factors and stakeholders influencing this data.
- Prepares reasoned proposals for improving the application, admission, and registration process.

Article 36
Office of the Dean of Students and Student Self-Organization

In support of fulfilling **UniBa**'s mission to place the student at the center, and in accordance with the legislation in force permitting the establishment of auxiliary administrative units, the Office of the Dean of Students operates within **UniBa**, carrying out its activity in support of students.

The Office is headed by the Dean of Students, who works to ensure supportive activities and services for students and the smooth running of their student life, starting from the enrollment of candidates as students, throughout the teaching process, and through various activities. The Dean of Students reports to the Vice-Rector for Student Affairs and Community and to the delegated Administrator.

The Dean of Students provides support for student self-organization in the form of student clubs or organizations, national and international student networks, for the development of student projects, student media, student websites, or other forms of self-organization.

Article 37
Duties and Responsibilities of the Dean of Students

The Dean of Students has the following duties and responsibilities:

- Creates, ensures, and serves as a liaison bridge between students and **UniBa** staff, as well as between students and the community.
- Plays the role of student ombudsman in protecting their interests and ensuring quality studies.
- Coordinates work with student self-organization structures to develop extracurricular programs or activities, bringing students closer to student life and to the lecture halls and the community.
- Proposes to the Vice-Rector for Student Affairs and Community Relations various policies aimed at creating a comfortable atmosphere for students, conveying their voice and ensuring quality services.

Article 38
The Alumni and Career Office

The Alumni and Career Office directs the process of career guidance and counseling for **UniBa** students, aligning them with labor-market needs and conditions, and coordinates relations with the community, businesses, industries, and public and private institutions.

The Office carries out its activity through the Alumni and Career Office Coordinator, who is responsible for organizing and coordinating activities in accordance with the regulatory acts in force, institutional policies, and the guidance and direction of the Vice-Rector for Student Affairs and Community.

Article 39
Functions of the Alumni and Career Office

The Alumni and Career Office organizes, coordinates, and oversees activities and services for students, focusing on:

- Organizing open lectures and seminars in cooperation with the departments and professionals from various fields regarding individual career counseling and planning;
- Cooperation with the Barleti Group's entrepreneurial initiatives (such as BTTC, Triple City, AM Human Capital) to organize periodic training sessions, seminars, and courses on employment-related issues and to guide students regarding labor-market expectations, as well as to develop job-search strategies;
- Periodic publication of job offers and student internships on the university's website and social media, in cooperation with the Barleti Group's entrepreneurial initiatives and other entities whose activity relates to employment (such as AM Human Capital).
- Presenting companies at the university, in cooperation with the Barleti Group's entrepreneurial initiatives and the offices of the student sector, and organizing meetings with representatives of companies, businesses, and other public and private institutions.

- Organizing study visits to companies, businesses, and various public and non-public institutions, in cooperation with the relevant departments.
- Organizing and participating in recognized career fairs for the purpose of connecting students with, and their recruitment by, employers;
- Organizing meetings with alumni regarded as "Barleti Success Stories," serving as a permanent point of contact for maintaining ties with the university;
- Maintaining ongoing contact with graduates regarding their progress in the labor market.

Section IV
Pillar: Administrative and Corporate Organization

Article 40
The Governing Board

The Governing Board is the highest collegial administrative body of **UniBa**, ensuring the fulfillment of the institution's mission and its sound financial and administrative operation. Its functions and organization are governed by the legislation in force, the Statute, and other specific regulatory acts.

Article 41
Institution Administrator

The Administrator is the highest administrative authority, responsible for the direction and sound administrative and financial functioning of **UniBa**. His/her functions are governed by the legislation in force, the Statute, and other specific regulatory acts.

Article 42
Delegated Administrator

On the basis of Article 39 of the Statute, and with the approval of the Governing Board, the Administrator of the institution may delegate one or more of his/her powers to a Delegated Administrator.

The procedure for delegating powers is determined by the Administrator.

Article 43
Secretary General

The Secretary General is appointed by the Administrator (or his/her delegate) and reports directly to him/her. The duties and responsibilities of the Secretary General are grouped as follows:

Direct Duties and Responsibilities

- Coordinating the interlinking processes between the academic and administrative structures during accreditation, licensing, reorganization, etc.
- Administering the registry and archive documentation.
- Assisting the Administrator (and his/her delegate) in daily work duties and processes, as provided for in the legal and institutional regulatory acts.
  - *(Coordinates and oversees the progress of the administrative processes and functions of the Legal Office; Human Resources; support services; and the*

management of campus infrastructure, technology, and equipment; organizes the drafting of the administrative section of the institutional evaluation report and other similar reports, etc.)

Organizational and Documentation Duties

- Organizing and documenting the routine and extraordinary meetings of the institution's collegial bodies, such as: the Rectorate, the Governing Board, the Ethics and Equal Opportunities Council, the Quality Assurance Committee, etc.

Support, Cooperation, and Substitution Duties

- Providing support and, in the event of a temporary vacancy, substituting for the heads of the main administrative offices, such as the Delegated Administrator, the Human Resources Office, the Legal Office, and the Performance Management Office.
- Cooperates with these offices on processes such as identifying institutional needs for new staff, drafting job descriptions and the division of duties, identifying problems and unsatisfactory performance, and proposing measures to be taken, etc.

Article 44
The Administration

The Administration is composed of the administrative units and offices that manage all of the institution's support, financial, and organizational activities.

Under the coordination of the Secretary General, the following operate: the Human Resources Management Office, the Support Services and Infrastructure Office, the Audit Office, and the Legal Office.

Under the management and coordination of the Administrator, the following operate: the Finance and Procurement Office, and the Marketing and Promotion Office.

The administrative units and offices carry out their functions in accordance with approved procedures and best administrative practices, in compliance with the legislation in force, the Statute, and the General Regulation.

Section V
The Entrepreneurship Pillar

Article 45

In order to fulfill its mission, the institution undertakes initiatives and develops entrepreneurial activities in accordance with its various fields of activity, such as the provision of specialized training and consultancy, the support and development of labs, hubs, and start-ups, and the creation of ecosystems in which individuals can work, learn, and live as part of a community guided by entrepreneurship, innovation, and creativity.

CHAPTER III
Academic Secretariat

Article 46
Academic Secretariat

At **UniBa**, the Academic Secretariat operates as a core administrative structure serving the teaching process. It is responsible for the overall organization and proper functioning of the registration process, transfers, examinations, the diploma-issuance process, and the maintenance of the student data register(s), among other duties.

At **UniBa**, the Academic Secretariat is organized on a faculty basis.

The Secretariat reports to the Rector as well as to the Vice-Rector for Academic Affairs, who exercises this duty by delegation.
The Academic Secretariat organizes its work on the basis of an internal regulation, which is proposed by the Rectorate and approved by the Senate.

Article 47
Chief Secretary

The Chief Secretary simultaneously heads one of the faculty secretariats. The Chief Secretary is selected through a competitive process. He/she is responsible for the activity of the academic secretariats and has the following duties:

- is responsible for organizing the recording of data in the students' basic register, the academic achievement register, and the register of diploma and certificate issuance;
- is responsible for organizing the work of the secretariats and coordinating them;
- monitors and coordinates the organization of student registration and matriculation, and the creation, arrangement, and confidential maintenance of their data;
- monitors and coordinates the implementation of student transfer procedures and is responsible for completing the relevant documentation;
- publishes the approved schedule of classes, practicums, consultations, and examinations, and monitors and oversees its implementation;
- is responsible for preparing and issuing examination sheets;
- is responsible for announcing the results of knowledge assessments while respecting the student's right to privacy over their own data;
- is responsible for documenting mutual relations in the field of student exchange and transfer with peer institutions;
- monitors and coordinates the fulfillment by each student of their individual study plan and notifies the student when a deviation from the individual study plan is observed;
- ensures the continuous informing of students about their results and notifies the Rectorate in writing when the progress of results does not meet study requirements;
- proposes to the Rectorate measures aimed at improving the quality of documentation and data, as well as services to the student community;
- monitors the proper conduct of **UniBa**'s teaching activity and informs the departments, deans, and the Rector when it identifies deviations from the implementation of teaching plans, non-compliance with the schedule, or non-application of knowledge assessment procedures, etc.;
- prepares application, registration, suspension or resumption of studies, and transfer documentation for decision-making purposes;
- is responsible for the correct completion of academic documentation and for accepting and issuing certificates, attestations, and other documents;
- generates and prepares, in a timely manner, data on student results, their numbers by year and field of study, as well as on the fulfillment of teaching workloads by academic staff, at the request of the institution's academic and administrative leadership;
- is responsible for depositing the documentation, upon its final completion, in the state archives, in accordance with the legal framework in force governing archives, while submitting the copy certified as consistent with the original to the **UniBa** archive, in compliance with applicable legislation.

CHAPTER IV
UNIBA PERSONNEL
Article 48
Composition of Personnel

UniBa personnel consists of:
a) academic staff;
b) academic support staff;
c) administrative staff.
UniBa personnel may be employed under a fixed-term or open-ended contract. They may be engaged on a full-time or part-time basis. Managerial staff and internal academic staff are employed on a full-time basis. External academic staff are employed on a part-time basis.
The employment of **UniBa** personnel is carried out in accordance with the relevant legislation in force on higher education and the Labor Code.

Article 49
Academic Staff

UniBa's academic staff consists of full-time or part-time lecturers who carry out teaching and research activities. Academic staff also carry out other activities in support of the institution, as well as consultation and advising for students. The methods of competition and selection of academic staff, as well as the signing of the employment contract, are set out in the Statute (Article 51).
Full-time academic staff must be assigned a teaching load in accordance with the workload norms approved by the Rectorate, in compliance with applicable legislation.

Article 50
Guest Academic Staff

Basic units are entitled to request the employment, under contract and for short periods of time, of researchers and prominent figures, whether domestic or foreign.
The selection of guest academic staff combines their qualifications with the needs of the basic unit for teaching or scientific research activities.
Guest academic staff are selected through a competitive process by an evaluation committee. The competition criteria are proposed by the department and approved by the Rector. The Rector approves the engagement of the staff member. The obligations of the parties are set out in the engagement contract.
When the guest academic staff member belongs to the category of professor, their approval may be made without a competitive procedure.

Article 51
Sabbatical Academic Year

Academic staff in the categories of "Professor" and "Lecturer" at **UniBa** are entitled, pursuant to Article 63 of Law No. 80/2015 and Article 52 of the Statute, to a sabbatical academic year once every seven years, for a period ranging from 6 months to one year, for the purpose of working toward academic advancement.
Academic staff wishing to exercise the right to a sabbatical year shall submit to the department a request together with their project (oriented toward scientific research, applied research, or innovation activities within the fields covered by **UniBa**'s activity), as well as the period during which they plan to be engaged.

The request is subject to a review and approval procedure by the department and the dean, while the final decision rests with the Rectorate.
If the request for a sabbatical year is approved, an agreement shall be concluded between **UniBa** and the academic staff member exercising this right, regulating the relationship between the parties during the sabbatical period.
At the end of the sabbatical academic year, the academic employee shall submit to the institution a final report on the activity carried out. This report is evaluated by the department and approved by the dean.

Article 52
Obligations of Academic Staff during the Sabbatical Year

Academic staff continue to owe a duty of good faith to **UniBa**. This means that they must not disclose confidential information to third parties and must not work for another employer.
The parties to the sabbatical agreement may agree that the academic staff member will report to work for short periods. This allows academic staff to remain in contact with the university so as to ensure that their absence does not affect developments within the organization, while also remaining well informed about developments at **UniBa**. This may be achieved through: visits to the workplace; participation in regular meetings or specific occasions, depending on circumstances; inclusion in information communicated by email; participation in training activities, etc.
Salary during the sabbatical year is determined by the agreement between the parties. It may be full or partial. Any other contractual benefit that the academic staff member would otherwise earn while at work may be suspended or altered during the sabbatical year. This is open to negotiation between the academic staff member and **UniBa**.
During the sabbatical year, the academic staff member may be replaced, but such replacement shall be temporary, in accordance with the duration of the sabbatical agreement.

Article 53
Academic Support Staff

UniBa's academic support staff consists of academic support staff of a teaching nature and academic support staff of an administrative nature.
Academic support staff of a teaching nature consist of experts, laboratory assistants, technicians, support staff, and researchers from centers/institutes affiliated with the departments, who assist in carrying out and supporting teaching and/or research activities under the direction of academic staff. They also carry out other activities in support of institutional developments, as well as student consultation and advising. Academic support staff may be employed on a full-time or part-time basis.
Where academic support staff of a teaching nature are engaged in teaching, they shall be engaged in accordance with the workload norms approved by the Rectorate. Academic support staff of an administrative nature assist in carrying out and supporting teaching and/or research activities, as well as institutional development.
Academic support staff are selected through a competitive process by an evaluation committee. The competition criteria are proposed by the department and approved by the dean of the faculty. The composition of the evaluation committees is determined by the Rectorate. The Rector approves the engagement of staff.
Academic support staff may be employed on a full-time or part-time basis. This staff is subject to performance evaluation, carried out periodically.

Article 54
Administrative Staff

Administrative staff consists of administrative management staff, administrative employees, service staff, and other employees. Only administrative management staff are selected through competition. The job requirements and competition criteria for administrative management staff are proposed by the Administrator and approved by the Rectorate.
Administrative staff are employed in accordance with the provisions of the Labor Code and relevant applicable legislation. This staff may be employed on a full-time or part-time basis.

Article 55
Employment of Academic Staff

Employment at **UniBa** is based entirely on the individual merits of the person and their suitability for the requirements of the position. Academic staff are not permitted to engage in any other profit-making activity, whether outside or within the university premises, where this conflicts with their activity at **UniBa** and consequently creates a conflict with, or competes against, **UniBa**'s interests.
Academic staff members sign, together with their employment contract, a declaration of absence of conflict of interest. The consequences arising from a conflict of interest are set out in the signed employment contract.
Employment contracts for academic staff are concluded and terminated in accordance with the legislation on higher education of the Republic of Albania and the Labor Code of the Republic of Albania.
Employment contracts with academic staff are concluded for a fixed or unlimited term, as provided for in Article 51 of the **UniBa** Statute. Where the employment contract is concluded for an unlimited term, it terminates:
a) when the academic staff member resigns;
b) when the academic staff member retires;
c) when the academic staff member breaches the signed contract or fails to fulfill the obligations set out therein;
ç) when they violate the rules of academic ethics;
d) when they violate the rules set out in **UniBa**'s internal acts.
All other contracts are concluded for a fixed term.

Article 56
Working Time and Leave

The normal working time of academic staff and their annual leave are in accordance with the legislation in force on higher education[1] and the terms of individual contracts.
For all other staff, matters related to working time and leave are regulated in accordance with the Labor Code.

Article 57
Qualification

Academic staff enjoy the right to advance their scientific qualifications and may work toward their academic advancement. During this period, **UniBa** encourages the staff member's advancement and creates all possible facilities, as set out in the employment contract.
Academic staff shall conclude an agreement with **UniBa** on the conditions and modalities of

[1] *This regulation refers to Instruction No. 29 of the ministry responsible for education, dated 10.09.2018, and is automatically updated in accordance with the legislation in force.*

their qualification, as well as on the employment relationship. In any case, the request for further qualification must first be reviewed by the dean of the relevant faculty, who also assesses the institution's needs for that position, and final approval is given by the Rector.

CHAPTER V
ORGANIZATION OF STUDIES AT "BARLETI" UNIVERSITY

Article 58
Forms of Study and Admission to UniBa

The forms, fields, and cycles in which **UniBa** offers full university studies, specializations, and short- and long-term qualifications are set out in the Statute.

Article 59
Cycles and Study Programs

UniBa offers:
a) professional study programs,
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, the Statute, this Regulation, and other internal acts of **UniBa**, following their approval by the ministry responsible for education. Upon completion of these programs, the relevant certificates or diplomas are issued.
Its main academic units may offer joint interdisciplinary study programs, upon completion of which a diploma is issued indicating the participating institutions and cooperating units.
UniBa, in cooperation with one or more other higher education institutions, whether public or private, may offer joint study programs, upon completion of which a joint degree or a double degree is issued. In both cases, the cooperating institutions are indicated on the relevant diplomas.
In addition to university studies, the institution also offers continuing education study programs, as a form of lifelong learning: short-term qualifications and specializations, supplementary training, and the deepening and updating of knowledge; it also offers various forms of non-formal learning, such as summer schools, conferences, and other similar activities. Upon completion of these programs, it issues the relevant certificates.
UniBa may cooperate with foreign higher education institutions and offer study programs of a different model from those set out in the law on higher education and made known to the public, where the diplomas are issued by the foreign institution.
The study programs offered by **UniBa**'s faculties and their constituent departments are set out in the Faculty Regulation and the program regulations.

Article 60
Pursuing a Second Study Program

Persons who have completed a licensed and accredited study program and come from licensed and accredited higher education institutions are entitled to apply for a second study program of the same cycle.
The criteria that must be met for admission to a second study program are the same as those required for initial registration in a study program.

Admissions for registration as a second study program take place at the beginning of each academic year and within the deadlines set by the ministry responsible for higher education.
Candidates are entitled to pursue only one study program, with the exception of outstanding students.
The process of credit recognition is carried out by ad hoc committees of the departments overseeing the relevant programs, in accordance with the applicable laws, bylaws, and institutional rules.

Article 61
Duration of Studies

Full university studies at **UniBa** are pursued on a full-time basis. Continuing education study programs are also provided for, as well as short-term training such as professional qualifications and various specializations.
Studies are organized into academic years; the academic year consists of two semesters, and the duration of each semester is 15 calendar weeks.
Professional study programs, corresponding to level 5 of the Albanian Qualifications Framework, as a rule last two academic years. First-cycle university studies as a rule last three academic years. Second-cycle university studies as a rule last one or two academic years. Integrated second-cycle study programs last five or six academic years, depending on the field. Third-cycle "Executive Master" study programmes as a rule last one or two academic years, while doctoral programs as a rule last no less than three and no more than five academic years.
The maximum duration of studies in a study program may not exceed twice the normal duration of studies provided for by the program, regardless of any period during which the student has suspended their studies.
A student who fails to complete their studies within the program's maximum duration is entitled to apply to resume studies, either in the same study program or in a different one. They are subject to the criteria and procedures published for registration in **UniBa**'s study program. Credits accumulated by the student during the previous period of study may be transferred in accordance with the criteria set out in the regulation on transfers.
A student is permitted to enroll in the following year once they have earned at least 50% of the compulsory credits of the preceding years. Courses corresponding to the remaining credits are considered carried-over obligations. The conditions and order for fulfilling carried-over obligations in order to earn the remaining credits are set by the department offering the study program.
In cases where a student has not completed their studies within the normal timeframe, or is a repeating student and it turns out that certain courses/modules are no longer offered due to curriculum changes, or there are no students registered in that study program, the Institution has the right to assess the student's situation and determine the necessary courses/modules the student must attend in accordance with the current curriculum.

Article 62
Graduation

Studies in professional study programs, corresponding to level 5 of the Albanian Qualifications Framework, are considered completed upon fulfillment of the obligations set out in the relevant curriculum.
First-cycle students graduate either through a comprehensive final examination or a thesis. The minimum grade point average required for a student to be eligible to graduate by preparing and defending a thesis is 8.

Second-cycle "Professional Master's" studies are completed with a final comprehensive examination.
Second-cycle "Master of Science" studies are completed with a thesis. This also includes the integrated Master of Science program.
The maximum deadline for taking the final examination or defending the thesis is in accordance with the maximum duration provided for by the study program/cycle. Within this deadline, the student is entitled to retake the defense during the examination sessions set out in the academic calendar.
In cases where studies are completed with a comprehensive final examination, the department offering the program prepares a guiding program for students.
The procedures, deadlines, documentation, and obligations related to the final comprehensive examination or the thesis are set out in the program regulation and/or the final examination program.

Article 63
Suspension and Resumption of Studies

For objectively acceptable personal or family reasons, a student may, with the dean's approval, suspend their studies for a period of no more than three years, and may resume them by complying with the requirements set out in this Article.
To suspend their studies, the student is required to notify the dean of the faculty in writing ten days in advance. The suspension of studies begins from the moment the dean approves the leave.
To resume their studies, the student is required to notify the dean of the faculty in writing one month in advance. A student's return following an approved suspension takes place at the beginning of each semester.
A student granted approval to suspend their studies for objectively acceptable personal or family reasons is required to settle the financial obligations of the relevant year or semester if five weeks have elapsed since the start of the semester. In such cases, the credits accumulated by the student are preserved, and the student is entitled to resume studies in the academic year in which they suspended them. The department reviews the student's situation and carries out the relevant assessment of courses/modules/credits in accordance with the approved program. The student is subject to the requirements of the study program in effect at the time studies are resumed.

Article 64
Academic Year and Semesters

"The academic year in the full-time system consists of 30 teaching weeks. The Minister of Education and Sports announces the start date of the academic year. The academic year is organized into two semesters. Each semester has 15 teaching weeks. Each week has no more than 25 teaching hours of lectures, seminars, laboratories, and practicums.
"During the academic year there are two regular examination sessions, one retake session (autumn), two limited retake sessions, and three final examination (graduation) sessions, organized as follows:

- Regular examination session, held at the end of each semester;
- Retake session, held between 10–25 September;
- Winter and summer retake sessions are provided for in the academic calendar only for students on the verge of graduation who have no more than three carried-over examinations, have submitted a written request to the Academic Secretariat, and have made the relevant payment;

- The three final examination sessions are organized (1) at the end of the regular examination session of the second semester, (2) at the end of the retake session, and (3) in March.

Article 65
The Teaching Process

The basic elements of the teaching process are teaching and knowledge assessment. Teaching is carried out through lectures, seminars, exercises, laboratory work, professional practicums, papers, creative works, coursework, etc.
Knowledge assessment is continuous and is carried out by means of individual assignments, coursework, projects, group assignments, written tests, oral tests, evaluation of responses, essays, semester or annual examinations, and comprehensive and thesis defense examinations. Assessment instruments are set out in the course syllabus and reflected on the final assessment sheet of the course/module.

Article 66
Class Schedule

A class period lasts 50 minutes. A break of no less than 5 minutes is provided before the start of each class period, and a break of no less than 20 minutes after every three class periods. A student's weekly classroom workload is no more than 25 teaching hours. The time and classroom for teaching activities are reflected in the class schedule published by the Academic Secretariat. The schedule is mandatory for students and lecturers; it is drawn up by the Academic Secretariat in cooperation with the departments, based on pedagogical criteria, distributing the teaching load in a balanced manner.

Article 67
Courses and Teaching Modules

Each study program sets out courses divided according to the categories of formative activities, by year and semester, together with the corresponding credits. Some courses may consist of related modules.
The study program may be organized into profiles, which offer specializations in narrower directions within the field of the study program, or in related integrative or interdisciplinary fields. The name of the study program's profile is indicated on the diploma issued upon its completion, as provided for in the licensing act of the relevant program.
The formative activities provided for in the study program may be compulsory or elective, chosen by the students themselves from among those offered by **UniBa**, and consistent with the study program. Courses/modules provided for as elective formative activities are chosen by students at the beginning of the academic year in which those courses are offered. The procedures related to elective courses are set out in the Faculty Regulation/program regulation. Compulsory or elective courses are held according to the published schedule.

Article 68
Credits

Modules and courses are assessed in credits, based on the principle that 1 credit represents 25 hours of academic work. In addition to classroom teaching hours, the hours determining a credit also include the time outside the classroom needed to assimilate the material taught, to prepare assignments, and for the student's independent work, referred to as "individual hours." Credits

are calculated according to the guiding coefficients approved by the ministry responsible for higher education.

Article 69

Credits may be earned, secured, accumulated, or transferred by the student.
Credits for a course are earned when the assessment in that course is passing. Within **UniBa**, all earned credits are transferable; from outside **UniBa**, credit transfer is carried out in accordance with a separate regulation.
Credits for a course are secured when the student has met the attendance requirements and has received a passing evaluation in the assignments and tests conducted during the semester, but, for various reasons, has not yet taken the examination in that course, or the overall assessment after taking the examination is not passing.
Credits for a course are accumulated when the student has secured them, but they are either insufficient or the student does not wish to be examined in that course during that semester or year. These credits are also accumulated in the case of suspension of studies for objectively acceptable personal or family reasons approved by the dean of the faculty, in accordance with the provisions of the relevant provision.
An academic year is considered completed when the student has earned 60 credits. To complete two-year professional studies, the student must earn 120 credits; to complete first-cycle studies, the student must earn 180 credits; to complete second-cycle studies, the student must earn 60 or 120 credits, depending on the study program; to complete an integrated second-cycle study program (integrated Master of Science), the student must earn 300 or 360 credits, depending on the program. The credits for each module and course are set out in the curricula of the study programs.
For doctoral programs, the required credits (if any) are determined based on the acts approved for these programs by the ministry responsible for higher education.

Article 70
Course, Group, and Subgroup Teaching

Teaching is organized on the basis of the course, group, or subgroup. Lectures are held on a course basis. Exercises and seminars are held on a group basis. Laboratory work, foreign-language seminars, and professional practicums are held on a subgroup basis.

Their organization is carried out in accordance with the number of students provided for in the higher education legislation. At the beginning of each academic year, when drawing up the class schedule, the courses, groups, and subgroups are planned in accordance with the number of students registered at **UniBa**.

Article 71
Registry and Course Record

The Registry is **UniBa**'s basic register. It is a reserved document containing the basic data for each **UniBa** student. Only the Academic Secretariat is entitled to administer the Registry. Each course has its own record. The course record is the official document that records and certifies the delivery of class hours by the lecturer. It is also the official document that certifies the student's class attendance and records the credits the student has secured in that course. The division of students into groups is recorded in the registers at the start of the academic year.

Article 72
Attendance

Attendance at no less than 50% of lecture sessions is, as a rule, mandatory for securing credits and being permitted to sit the examination in the relevant course/module. When a student misses 40% of the lectures of a course, they are warned by the Academic Secretariat; the latter also informs the relevant department.
Attendance at no less than 75% of exercise and seminar sessions is, as a rule, mandatory for securing credits and being permitted to sit the examination in the relevant course. When a student misses 20% of such sessions of a course, they are warned by the Academic Secretariat; the latter also informs the relevant department.
Attendance at 75% of laboratory work and professional practicum sessions is, as a rule, mandatory. For students who have missed, for justified reasons[1], no more than two regular laboratory-work and practicum sessions, up to two make-up sessions per semester and course are scheduled.

Article 73
Repeating Student

A student is not admitted to the examination of a course and is consequently declared a repeating student in that course when they have missed more than 50% of the lecture sessions or more than 25% of the exercise and seminar sessions. Since the student has not secured the necessary credits for the course in question, they are not entitled to be examined during the retake session[2].
A student is declared a repeating student in laboratory work and professional practicums when they have missed more than 25% of the regular sessions thereof[3].
For repeating students, in the course's grade sheet and final examination record, the Secretariat enters the notation "not qualified."

Article 74
Opening and Closing of Study Programs

A study program is opened when the number of students admitted to study in that program is, as a rule, no fewer than 8; the institution may approve the opening of the study program with a smaller number where it deems the program to be in the national interest, or where the decision-making bodies deem it acceptable. A study program is closed when the number of students continuing to pursue studies in it falls below 5; in such a case, the institution takes measures to place the students in another study program.
An elective course is offered when the number of matriculated **UniBa** students interested in it is no fewer than 8. For elective courses that do not reach a minimum of 8, students are directed to register for courses in which this level of interest has been secured, or for courses with the greatest interest.
The opening of specialization and qualification courses takes place, as a rule, when the number of interested persons is no fewer than 15.

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[1] *objectively acceptable personal or family reasons*
[2] *the student is classified in this course as "repeating with attendance"*
[3] *the student is classified as repeating and is required to attend all sessions previously missed*

CHAPTER VI
ADMISSION OF STUDENTS
Article 75
Admission Criteria

UniBa admits Albanian or foreign nationals who meet the following criteria to pursue studies:

- They certify, by means of an official document (diploma), that they have successfully completed:
  - secondary education, without the fulfillment of the annually determined grade-point-average criterion set by decision of the Council of Ministers being a requirement, b) completion of a public or non-public secondary school abroad (equivalent according to the criteria set by the ministry responsible for higher education), for the case of professional-study programmes;
  - secondary education and meeting the grade-point-average criterion set annually by decision of the Council of Ministers, completion of a public or non-public secondary school abroad (equivalent according to the criteria set by the ministry responsible for higher education), for the case of first-cycle programs and second-cycle "Master of Science" study programs;
  - first-cycle studies at a licensed and accredited higher education institution within or outside the country (equivalent according to the criteria set by the ministry responsible for higher education), for admission to second-cycle study programmes;
  - completion of a "Master of Science" or "Master of Arts" study programme at a licensed and accredited higher education institution, for admission to third-cycle doctoral study programmes.
- They certify, by means of official documents, transfer from a public or non-public university-level school within or outside the country.
- They agree to pay the tuition fee.

In addition to the above criteria, **UniBa** may approve specific criteria that it deems necessary due to program-specific requirements, or in order to attract high-achieving students.
Registration procedures are carried out in accordance with the higher education legislation and with state quality standards. These are also set out in the faculty and/or Program Regulation.
Students who register to pursue full studies at **UniBa** are matriculated in accordance with the procedures provided for in the higher education legislation and are issued a student card. The number of admissions to **UniBa** is based on the real capacities of the faculties for normal teaching, within the standards set by the ministry overseeing education.

Article 76
Registration Documents

Students registering at **UniBa** for the first time are subject to the registration procedure as provided for in the higher education legislation.
The documentation required at this stage consists of:

- the **UniBa** application form, completed by the candidates;
- the official document certifying completion of secondary school[4] (Diploma) and the transcript of results achieved in secondary school[5], for the case of studies in two-year professional programs and in the first cycle; the official document certifying completion of first-cycle studies[6] (Diploma) and the transcript of results in this form[7], for the case of second-cycle studies;
- an identification document[8];

- the document certifying payment of the application fee;
- for foreign nationals, a certificate attesting to proficiency in the Albanian language issued by authorized institutions[9].

The Program Regulation may also provide for additional documents, in accordance with **UniBa**'s policies and the specific requirements of the study program.

Article 77
Agreement

The registration of students, regardless of cycle and program, is carried out by the Academic Secretariat in accordance with the higher education legislation.

With the candidate admitted to pursue studies, **UniBa** concludes a registration agreement, setting out the rights and obligations of the parties. On behalf of **UniBa**, this agreement is signed by the person authorized for this purpose by the Administrator (or their delegate).

Article 78
Various Forms of Qualification

In addition to university studies, the institution also offers continuing education study programs, as a form of lifelong learning: short-term qualifications and specializations, supplementary training, and the deepening and updating of knowledge; it also offers various forms of non-formal learning, such as summer schools, conferences, and other similar activities. Upon completion of these programs, it issues the relevant certificates.
Their organization is carried out in accordance with the relevant acts provided for in the higher education legislation (but not only).
For forms of qualification requiring the registration of certificates with QSHA (the National Agency for Quality Assurance in Pre-University Education), the procedures for approving the opening of these courses must be approved by the Senate. In any case, **UniBa**, through the academic structures offering the qualifications, plans and approves the functioning thereof by way of separate acts.
Selection and admission of students to these forms of qualification falls within the competence of the Department organizing and running the relevant program or course. The Department forwards to the Academic Secretariat the list and documentation provided for in the Regulation of the relevant qualification program or course, together with the list of candidates admitted to attend the relevant course.

Article 79
Summer School Students

This category includes students who, without being transferred to **UniBa**, wish to attend specific courses or modules offered at **UniBa**. By decision of the Senate, this may also be offered to **UniBa**'s own students.
The opening of summer schools is carried out under a separate regulation.

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[4] *The candidate is required to submit a notarized photocopy thereof.*
[5] *ibid*
[6] *ibid*
[7] *ibid*
[8] *The candidate is required to present the original document, and **UniBa** makes a photocopy of it.*
[9] *The candidate is required to submit a notarized photocopy thereof.*

Registration of these students falls within the competence of the Academic Secretariat. With these students, **UniBa** concludes a registration agreement, setting out the rights and obligations of the parties. On behalf of **UniBa**, this agreement is signed by the person authorized for this purpose by the Administrator (or their delegate).

Article 80
Transfer of Students

For the recognition and transfer of credits, **UniBa** relies on the principle that knowledge acquired through studies is recognized and transferable

UniBa offers the possibility of credit recognition and transfer of studies, between programs of the same study cycle within it or from other licensed and accredited higher education institutions and vice versa, within or outside the country. A student is permitted to register by credit transfer in intermediate years once they have earned at least 50% of the compulsory credits of the preceding years. Specifically, registration in the second year requires the recognition of 30 ECTS, in the third year 60 ECTS, and in the fourth year 90 ECTS.

UniBa accepts transfers of students into intermediate years from other domestic or foreign, public or non-public, university-level schools, and permits the transfer of its own students to other schools.

Study periods and program requirements fulfilled at other domestic or foreign institutions are recognized and equated, from the standpoint of the right to continue education, in the same or a similar study program.

Admissions for registration as a transfer of studies take place at the beginning of each academic year, in accordance with the deadlines, criteria, and procedures set out in the applicable laws and bylaws, as well as the relevant guidance of the ministry responsible for higher education, in compliance with this Regulation and with the Transfer Regulation.

Article 81
Transfer to UniBa

A student wishing to transfer from an HEI to **UniBa** must complete the transfer request form at the Academic Secretariat of the faculty. The **UniBa** transfer request form is a standard document drawn up in accordance with the relevant acts in force governing the transfer of students; its content and format are approved by the Rector on the basis of consultations with the Rectorate, and it is obtained from the Academic Secretariat of the faculty.

A student wishing to transfer from an HEI to **UniBa** must, in addition to completing the Form, submit to the Academic Secretariat of the relevant faculty the following documents:

- a certificate or transfer attestation from the HEI;
- a certificate from the HEI regarding obligations fulfilled at that school, with the relevant grades/assessments and credits earned;
- a notarized copy of the secondary school diploma;
- an identification document;
- other documents specified in the guidance of the ministry responsible for higher education, as applicable.

The procedures for the transfer of students from other higher education institutions to **UniBa** are set out in the Transfer Regulation.

Article 82
Transfer from UniBa

A student wishing to transfer from **UniBa** to another higher education institution must, at least ten days before the transfer date, complete the transfer request form, which also indicates the name of the school to which the transfer is sought. The request form is a standard document drawn up in accordance with the relevant acts in force governing the transfer of students; its content and format are approved by the Rector on the basis of consultations with the Rectorate, and it is obtained from the Academic Secretariat of the faculty.

At the student's request, **UniBa** is obliged to provide them with:

- the transfer certificate;
- a certificate of obligations fulfilled during the years of study at **UniBa**, together with the assessments, transferable credits, and accumulated credits;
- copies of the syllabi of the courses completed (if requested by the student);
- other documents specified in the guidance of the ministry responsible for higher education, as applicable.

At the request of the receiving HEI, **UniBa** prepares a reference containing data on the student's progress and academic performance during their period of attendance at **UniBa**.

CHAPTER VII
KNOWLEDGE ASSESSMENT AND EVALUATION

Article 83
Grading System

The level of knowledge acquisition by students is assessed according to the grading system (grades 1 to 10), by points or percentage (100 points or 100%), and by letter (the ECTS system with letters from A to F). Grading is mandatory, in the sense that the outcome of an assessment must always also be expressed as a grade. Conversion from one assessment system to another is carried out in accordance with the following table:

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

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

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

Article 84
Study Scholarships

UniBa reserves the right to offer various study scholarships, full or partial, based on the criteria set out in its internal normative acts and in accordance with the relevant legislation in force.

UniBa makes public the types of scholarships it offers. Under the direction of the Administrator (or delegate), **UniBa** organizes, by means of internal acts, ad hoc committees for the purpose of reviewing scholarship applications. Their final approval is made by the Administration Board.

Article 85
Knowledge Assessment

The methodology for testing and assessing knowledge and professional and scientific skills is based on the principle of continuous assessment. The final assessment is the result of a

combination of assessment components. The student's knowledge is checked in every case through ongoing contact between the lecturer and the student in the form of dialogue, and through tests or knowledge-assessment sessions (announced or unannounced).
In assessing the student's knowledge, the lecturer, as a rule, relies on the results of continuous assessment as well as on attendance and active participation in lectures, seminars, exercises, practicums, tests, quizzes, problem sets, creative work, essays, projects, simulations, various papers, case studies, coursework, etc.
Assessment instruments are set out in the course syllabus approved by the department. The Rector, on the basis of consultations with the Rectorate, may issue guidance on the components and the weight that each component should carry in the final assessment.

Article 86
Final Course Examination

An examination is defined as an organized, announced, and final assessment of knowledge. Examinations are held during the examination sessions.
During the examination sessions, the student is examined in compulsory courses and in compulsory-elective courses. Regardless of the points accumulated during the semester/year in accordance with the assessment instruments, the student is required to take part in the final examination of each course/module.

Article 87
Midterm Test

During the semester, or the year as applicable, the lecturer is required to organize at least one assessment session (midterm test). The midterm test is, as a rule, held in the sixth or seventh week of the semester and is set out in the academic calendar. This assessment component may not account for more than 20% of the final assessment.
Depending on the specific nature of the courses/modules, the lecturer may organize more than one assessment session. This is set out in the course syllabus approved by the department.
In cases where the assessment is negative and the student claims a right to reassessment, they always retain the right to be examined on the entire course/module.

Article 88
Form of Assessment

Knowledge assessment is conducted orally, in writing, or both orally and in writing. This applies both to examinations and to the tests or assessment sessions that may be organized during the semester or the year.
Written final examinations are kept confidential. Their confidentiality is maintained by the Secretariat.
The course lecturer prepares the examination papers, which, once approved by the head of department, are deposited with the department at least 2 days before the scheduled examination date. Students' scripts are retained for up to three months.
Sealed examinations are opened after grading/assessment by the lecturer, at a session scheduled for announcing the assessment results to students. This session is scheduled and made known to students by the course lecturer(s) on the day of the final examination and may not take place more than 5 calendar days later.
For students who do not attend this session, the assessment result is communicated to them through the Secretariat.

Article 89
Appeals Regarding the Conduct of the Examination and the Assessment

A student is entitled to lodge a complaint regarding violations of the rules governing the conduct of the examination. The complaint is submitted in writing to the head of department within 24 hours of the date on which the examination was held.

If the head of department verifies violations that can be corrected, they, together with the examination committee, make the necessary corrections.

If the head of department considers that it is not possible to take a decision, they propose the matter to the dean/director, who, after reviewing the entire procedure, takes a decision. If the student's complaint is found to be justified, the examination is annulled and a decision is taken for it to be re-held.

A student is entitled to lodge a complaint regarding the final result of the examination. The complaint is submitted in writing to the head of department within 48 hours of learning the examination result; the head of department carries out the necessary verifications and, if unable to resolve the complaint, immediately informs the dean. Within 48 hours of being informed of the complaint by the head of department, the dean sets up an ad hoc committee to verify the student's claims. With the dean's approval, the committee determines the final assessment of the examination, or the examination is retaken before a committee approved by the dean.

Article 90

A student is not permitted to be examined in a course for a second time within the same session. If the study program provides for a course to consist of several modules, the examination is organized on a per-module basis. Where the course and the module are one and the same, the examination is organized for the course. In the case of a course with several modules, a grade is assigned to each constituent module, and the course grade is their weighted average.

When a student is declared to have failed one of the modules of a course, the student continues to sit the examinations of the other constituent modules. The examination for the remaining module is taken during the retake session.

Where these modules are prerequisites for one another, this must be set out in the study program (curriculum). A student is not admitted to the examination of the next module without having passed the module in which they were declared to have failed. The student is given the opportunity to retake that module's examination 2 days before the examination of the next module is held. If the student fails to attend on that day for the retake, or is again declared to have failed, they are then required to be examined in both modules together only during the retake session.

Article 91 (revised)
Assessment Sheet

A student earns the right to sit the examination of a course only after having fulfilled the attendance requirements for lectures, seminars, exercises, laboratory work, or practicums, as set out in Article 72 of this Regulation. The list of students entitled to sit the examination is generated by the electronic academic management system, based on the attendance data recorded by the lecturer responsible for the course. Students who have not fulfilled the attendance requirements are recorded in the system with the status "Not qualified" and are not permitted to take part in the examination.

The assessment sheet is completed and finalized in the electronic academic management system. Once finalized, it is generated in printable format and signed by the course lecturer or the

examination committee, by the Academic Secretariat, and by the dean, and is stamped in accordance with the institution's procedures.
The course lecturer or the chair of the examination committee submits the completed assessment sheet to the Academic Secretariat within 7 (seven) calendar days of the date on which the examination was held. The assessment sheet contains the student's final result in the course, including the continuous assessment components (during the semester or academic year), in accordance with the approved course syllabus.
The signed and stamped assessment sheet constitutes an official document proving the conduct of the examination and the student's final assessment. Once finalized, no corrections, changes, or additions are permitted, except in the cases and in accordance with the procedures set out in the institution's internal acts and applicable legislation.

Article 92
Examination Dates

Examinations and retakes are held within the deadline set out in the academic calendar or the academic-year structure. The Academic Secretariat cooperates with the heads of department in scheduling examination dates. Examination dates are announced at least 15 days before the end of the semester/teaching period. A student who does not appear for the examination of a course on the scheduled date and time is declared to have failed that course.
In special cases and for important reasons, the examination date may be changed only by decision of the dean, after obtaining written approval from the Rector.

Article 93
Student Record Card

All of the student's results, including secured credits and accumulated credits, are recorded in their record card. Only the Academic Secretariat is entitled to administer the student's record card.
The recording in the student's record card of earned credits and of the course's transferable credits is carried out after submission of the examination assessment sheet, and only where the grade obtained in the examination is passing (grade 5 or above, points 50 or above, and letters from A to E).
Only the dean and the head of department responsible for the relevant study program are entitled to access the student's record card without the latter's authorization.

Article 94
Retakes

A student is entitled to retake a module or course examination during the regular examination session and during retake sessions. This also includes retakes for grade improvement.
A student is entitled to retake all modules or courses in which they have secured the required number of credits, whether these are modules or courses in which they were declared to have failed, or carried over from previous years. The student is required to fulfill carried-over obligations in an order determined by the department.

Article 95

The tuition fee includes two knowledge assessments of the student: one during the regular examination session and one during the retake session. Examining the student outside these two sessions is carried out only against payment of the corresponding fee.

A student is entitled to improve the grade in no more than two courses per year, during the retake session; in this case, examining the student is carried out against payment of the corresponding fee, and the effect of such grade improvements is not taken into account in the ranking for the award of study scholarships.

Article 96
Internships / Practicums

The student is required to attend the practicums provided for in the curriculum. Practicums are subject to all the established rules and assessments, in the same way as all other requirements. The documentation, procedure, and deadlines are set out in the practicum package, approved by the Senate.

Practicums are carried out at institutions, organizations, firms, etc., under thè supervision of a lecturer designated by the department and on the basis of an agreement concluded between the parties, the template of which is also part of the practicum package. The student is required to comply with the rules of the entity where the professional practicum is carried out.

CHAPTER VIII
COMPLETION OF STUDIES

Article 97
Diplomas and Certificates

Upon completion of professional-character programs, following secondary education, with 60 or 120 credits, corresponding to level 5 of the Albanian Qualifications Framework, the student is issued a "Professional Certificate" or "Professional Diploma" in the field of education completed.

Upon completion of first-cycle studies and earning the required credits (180 credits), the student is issued a bachelor's degree in the field of studies completed.

Article 98
Completion of Studies

Upon completion of the studies and attainment of the required credits, students are entitled to graduate from the relevant study programme.

Within the first month of the academic year, the departments inform final-year students of the final examination programme approved by the department or of the topics proposed for the diploma thesis, where such a thesis is foreseen as a form of final assessment, in accordance with the field of study.

During January, students submit to the department their requests containing proposals for the topics selected and their supervisors. The proposals are discussed and approved by the relevant department, which then communicates them to the students. The preparation of the thesis is carried out in accordance with the relevant regulation governing this process.

The final assessment is organized in three examination sessions: 1) the summer session, 2) the winter session, and 3) the autumn session, following the examination session, according to Article 64 of this Regulation and as provided for in the academic calendar.

Article 99

Procedure for Conducting the Final Examination

For the completion of studies through a final examination, the department proposes an examination committee consisting of no fewer than three members of the department's staff. The committee is approved by the Dean of the relevant Faculty, whose decision also specifies the date and time of the examination. The decision is forwarded to the Academic Secretariat for information and further action.

The Academic Secretariat announces the date and time of the examination at least two weeks in advance. It prepares the examination sheet, which includes all students who have fulfilled all academic obligations under the study programme, as well as their financial obligations.

The committee examines only the students included in the list.

The examination is conducted orally. The examination paper must contain no fewer than three questions, including exercises where appropriate depending on the course, based on the final examination programme. The examination papers are signed by the Head of the Department.

Article 100

Diploma Thesis

The student must complete the diploma thesis in accordance with the requirements set out in the final examination document and must have fulfilled all academic and financial obligations under the relevant study programme.

The diploma thesis defence committee is appointed by the department and consists of no fewer than five members. The committee is appointed at least five days before the scheduled date of the thesis defence.

The procedures and assessment criteria are set out in the final examination document.

Article 101

Diploma

A student who has fulfilled all the requirements of the curriculum and has passed the final examination or defended the diploma thesis is awarded the relevant diploma by **UniBa**, in accordance with the provisions of Article 103 of this Regulation.

Bachelor's and Master's diplomas are accompanied by the Diploma Supplement.

The diploma is completed in clear handwriting (in blue ink) and signed by the Dean of the Faculty and the Rector. For each of them, the first name, surname, scientific degree, academic title, and position are indicated. The diploma bears the **UniBa** seal.

The diploma template is drawn up in accordance with the applicable regulatory acts and registered with QSHA.

The Academic Secretariat prepares the lists of students who have fulfilled all the requirements for the issuance of the diploma and forwards them, for further processing, to the Rector's Office.

the Vice-Rector for Academic Affairs, the Deans, and the Curriculum Development and Quality Unit.

The prepared diplomas are kept at the Protocol and Archives Office until they are collected by the students, in accordance with the procedure established in the regulation governing the functioning of the Secretariat.

Diplomas for students graduating from the various study programmes are issued by **UniBa** following the accreditation of the relevant study programme.

Article 102

Where, in addition to the requirements for the university diploma, a student has also completed courses or qualifications, the student is issued a certificate indicating the period, courses, credits earned, and assessments.

Article 103

Diploma Supplement

The Diploma Supplement describes the field and level of studies, the purpose and scope of application of the knowledge acquired, the list of courses, the credits expressed in the European Credit Transfer System (ECTS), the corresponding assessments, and other elements specified by the regulatory acts in force.

Article 104

For students who have completed their studies with all grades of ten, the diploma is accompanied by the distinction **"Excellent Student."**

For students who have completed their studies with more than 80% of their grades being ten and the remaining grades being nine, the diploma is accompanied by the distinction **"Distinguished Student."**

Documents bearing the distinctions **"Excellent Student"** and **"Distinguished Student"** are signed by the Academic Secretariat and the Rector. Their signatures are authenticated with the **UniBa** seal.

Article 105

Diplomas are presented during a ceremony.

The diploma is collected personally by the graduate, against signature, and the collection is recorded in the relevant register. If the graduate's personal attendance is objectively impossible, the diploma may also be collected by an authorized person holding a special power of attorney and an identification document.

The person collecting the diploma is required to verify that it has been completed correctly before signing for its receipt.

Article 106

If the diploma has not been completed correctly, the person concerned must not collect it and must request the issuance of a correctly completed diploma.

If, after collecting the diploma, the graduate finds that it has been completed incorrectly, the diploma shall be returned to **UniBa**. The diploma shall be destroyed by a committee composed of three members appointed by order of the Dean/Director, and the relevant minutes shall be drawn up and deposited with the Academic Secretariat of the Faculty/Institute, before the person concerned is issued a certificate equivalent to the diploma.

If the original diploma is lost or damaged to such an extent that it becomes unusable, **UniBa** shall not issue a duplicate. The institution may issue only a certificate accompanied by a list of the credits and grades obtained. The certificate shall be equivalent to the diploma once it has been signed by the Rector, the Dean of the Faculty, and the Academic Secretariat, and their signatures have been authenticated with the **UniBa** seal.

CHAPTER IX
STUDENT RIGHTS AND OBLIGATIONS

Article 107

Student Status

Student status is acquired upon enrolment at **UniBa**, in accordance with the procedures established by the applicable legislation and the University's internal regulatory acts.

This status ends upon obtaining the relevant diploma or certificate, as well as in the event of the student's deregistration.

Article 108

Termination of Student Status

Student status is terminated before the completion of studies through deregistration in the following cases:

- by order of the Dean, based on the student's request for deregistration;
- when the student has not completed their studies within the maximum duration of the programme;
- by order of the Dean, when it is established that the student did not meet or has ceased to meet the conditions and criteria for the right to study;
- by order of the Dean, following a decision of the Council of Ethics and Equal Opportunities concerning serious or repeated violations of this Regulation or other internal **UniBa** regulations.

Article 109

Student Rights

In addition to the rights provided for in Article 55 of the Statute, students have the right:

- to benefit from the teaching process and to graduate after fulfilling all the requirements set out in the curriculum of the relevant study programme;
- to request a fair and objective assessment of their knowledge and academic progress throughout their studies;
- to seek advice from the relevant institutional structures regarding **UniBa** regulations and the opportunities it offers for studies, specializations, and qualifications;
- to be informed of the results they have achieved and to seek advice regarding the choices to be made in order to obtain a particular diploma or pursue the desired specialization;
- to request confidentiality regarding their personal data and academic performance throughout their studies;
- to participate in artistic, cultural, sports, and recreational activities organized by **UniBa** outside the teaching process;
- to submit an individual or collective complaint when they consider that the teaching process is not being conducted properly, when the knowledge provided does not meet the required or promised level, or when, as a result of the teaching method used, the acquisition of knowledge is not at the appropriate level;
- to submit a request or complaint when they consider that their assessment is unfair;
- to address the relevant bodies of the institution before any disciplinary measure is taken against them.

Article 110
Student Obligations

Students are required:

- to comply with the Statute, this Regulation, and the other internal regulatory acts of **UniBa**;
- to comply with the rules of conduct and academic ethics;
- to fulfil the obligations arising from the study programme and the teaching process;
- to respect the rights of academic and administrative staff and of other students;
- to be responsible for any misuse of the institution's premises and the teaching resources made available to them. If they cause material damage, they are required to compensate for it to the extent of the damage caused;
- to fulfil all obligations set out in the curriculum and course programmes in order to obtain the required number of credits.

Article 111

Actions in Violation of UniBa Rules

All intentional actions committed by a student that do not constitute a criminal offence, including actions that violate social and ethical-moral norms, are considered violations of **UniBa** rules, such as:

- violating the dignity of a lecturer or any employee of the institution;
- acts of indiscipline or inappropriate conduct on the institution's premises;
- providing false information for use in **UniBa** documents;
- cheating, plagiarism, or presenting another person's work as one's own;
- purchasing, selling, or stealing materials containing examination questions or examination papers;
- appearing at an examination under a false name or having another person take an examination on their behalf;
- giving or receiving information orally or through signs during an examination.

Article 112

Disciplinary Measures

The following disciplinary measures may be imposed on a student who commits such actions:

- written warning;
- suspension from **UniBa** for up to one year;
- expulsion from **UniBa**.

The decision to issue a written warning or to suspend a student from the institution for up to one year is taken by the Dean, based on the proposal of the Council of Ethics and Equal Opportunities.

The decision to expel a student from **UniBa** is taken by the Rector, based on the proposal of the Council of Ethics and Equal Opportunities and the opinion of the Dean.

CHAPTER X

FINAL PROVISIONS

Article 113

This Regulation is approved by the Senate of the University "Barleti" (Article 36, point (d) of the Statute).

Article 114

This Regulation is drawn up in accordance with the Statute of the University "Barleti" and is binding on all constituent units of the institution.

Article 115

The Senate has the authority to interpret the General Regulation of the **University "Barleti".**

Approved by Decision No. 7 of the Academic Senate, dated 28/03/2023
Amended by Decision No. 83 of the Academic Senate, dated 30/10/2024
Amended by Decision No. 30 of the Academic Senate, dated 03/07/2026

For the Senate of the University "Barleti"
Chair
Prof. Dr. Suzana GUXHOLLI