



UNIVERSITETI
BARLETI

BARLETI UNIVERSITY REGULATIONS





CHAPTER I GENERAL PROVISIONS

Article 1 Legal Basis

The Regulation of the **University “Barleti”**, (hereinafter referred to as the Regulation) is a fundamental document of the concrete institutional activity, which derives from the Statute of the institution, is drafted for the purpose of its implementation and is in compliance with the legislation in force on higher education in the Republic of Albania and the instructions of the ministry responsible for education.

The Regulation is subject to amendments in form and content, in accordance with any amendment of the legal and sub-legal acts regulating the activity of higher education in the Republic of Albania, the amendment of the Statute of the **University “Barleti”**, and respects any international act ratified by the Republic of Albania related to the system and principles of functioning of higher education.

Article 2 Object

The Regulation has as its object the determination of the organization, functioning, duties, competencies, responsibilities as well as the relations between the units provided for in the Statute of the **University “Barleti”** (hereinafter referred to as **UniBa**).

The Regulation also defines the main rules of organization and functioning of collegial and/or individual decision-making activity, of the teaching/research process, as well as of any other aspect included within the scope of the activities covered by **UniBa**, giving priority to the creation of a harmonious working environment, with the aim of increasing academic, scientific and professional performance.

The Regulation aims to consolidate the activity of **UniBa** structures, in respect of the free development of study, the teaching process and scientific research, also through cooperation with other higher education institutions, with national and international scientific units, with the state administration and with any other entity of professional, economic, educational, research, non-profit and voluntary profile.

Article 3 Principles

The Regulation recognizes and respects main legal principles related to the democratization and organization of the academic process, internal institutional organization, as well as other decision-making, proposing, evaluating, promoting, training, research and educational procedures.

In regulating the activity of **UniBa**, this Regulation is guided by the spirit of respect for fundamental human rights and freedoms sanctioned in national and international legal acts, with





the aim of eliminating any non-democratic, discriminatory or denigrating practice towards 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, the spirit of freedom, respect for human dignity, pluralism of ideas, transparency of procedures and promotion of academic freedom, reliance on personal merit while ensuring in every case equal opportunities for each individual.

Article 4

Pillars of the Main Activities at UniBa

The activity of **UniBa** is based on 5 main pillars as follows:

- **The Academic Pillar** includes the organization of the academic structure and the teaching process for the programs it offers.
- **The Student-Centered Pillar** includes the organization and cooperation of units engaged in processes in support of students, from their acquaintance with **UniBa** to admission, registration, engagement in student and community life, support in professional advancement and career, etc.
- **The Applied Research and Innovation Pillar** includes the organization and cooperation of units engaged in research activities of scientific and applied character, innovation and projects in various fields such as justice, governance, society, economy, trade, industry, technology, informatics, energy, etc.
- **The Corporate and Administrative Pillar** includes the organization and cooperation in activities of administrative character among the various units and offices of the institution.
- **The Entrepreneurship Pillar** focuses on entrepreneurial activities and initiatives undertaken by the institution, with the aim of fulfilling 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 composed of four faculties as main units that coordinate teaching and scientific research in related or interdisciplinary fields and offer study programs of different cycles, named as follows:

- Faculty of Economics, Governance and Law;
- Faculty of Social Sciences, Tourism and Sports;
- 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 defined in the statute, in the Faculty Regulation and in other normative acts of **UniBa**.

Article 6 Departments

At **UniBa**, thirteen Departments function as basic units, included in the four faculties as follows:

The Faculty of Economics, Governance and Law consists of three Departments:

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

The Faculty of Social Sciences, Tourism and Sports consists of four Departments:

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

The Faculty of Applied Sciences and Creative Industries consists of three Departments:

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

The Faculty of Medical Sciences consists of three Departments:

- Department of Medical and Health Sciences;
- Department of Medical Technical Sciences;
- Department of General and Professional Formation.

The highest governing authority of the Department is the Head of Department. The functioning and management of the departments are defined in the statute, in the Department Regulation 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 Ethics and Equal Opportunities Council, the Assembly of Academic Staff.

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

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 Affairs and Community as well as 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, based on Article 20 of the Statute, are determined partly by appointment (*ex officio*), and partly by election. Members of the Academic Senate of UniBa, who proportionally represent the faculties, are elected by their assemblies, through a general vote, for a four-year mandate, with the right of re-election, from among the full-time academic staff members, self-nominated or proposed by governing authorities of UniBa. The list of winning candidates from the assembly of the academic staff of the faculties is sent for approval to the Academic Senate.

The duties and competences of the Senate are defined in the legislation in force and in the Statute (*Articles 20–21*).

Article 9 **Rectorate**

The Rectorate is a collegial body of **UniBa** composed of the Rector, the Vice Rectors, the Administrator (or his Delegate) and the Deans.

The Rectorate, working as a single unit, leads the development and drafting of the common strategic vision of the institution by providing the ability to achieve the vision and building an institutional culture based on the values of the institution.

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

Meetings of the Rectorate are convened by the Rector and chaired by him. In the absence of the Rector, his competences regarding the meetings of the Rectorate are exercised by the Vice Rector for Academic Affairs.

The Rectorate meets in ordinary sessions, as a rule, once every two weeks. It may also meet in extraordinary sessions at the request of any of its members. Decisions on the modalities of execution of the decisions of the decision-making instances defined in the Statute are taken by a majority of the votes of those present at the meeting.

Depending on the issues discussed, Heads of Departments or heads of other important offices of the institution may be invited to participate in the meetings of the Rectorate.

Article 10 **Assembly of the Academic Staff**

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





The Assembly of the Academic Staff of the Faculty, based on the respective procedures for the election of the Senate, elects two representatives from each faculty as members of the Academic Senate.

Article 11

Dean's Office

The Dean's Office is a collegial body of the faculty which coordinates its activity.

The Dean's Office is composed of the Dean, the Vice Dean (*if any*), the respective Heads of Departments of the Faculty and one student representative without voting rights.

Its functioning is regulated in the Faculty Regulation.

Article 12

Ethics and Equal Opportunities Council

The Ethics and Equal Opportunities Council (EEOC) is a collegial body of the type permanent commission that addresses issues related to ethics in teaching, research and other activities of the institution.

In relation to the issues it addresses, the EEOC issues recommendations and proposals.

The EEOC is composed of 5 members proposed by the Rectorate and appointed by the Senate, for a 2-year term, with the right of re-election.

The procedures and functioning of the EEOC are regulated by a special normative act approved by the Senate.

Article 13

Performance Evaluation Commission

The Performance Evaluation Commission (PEC) is a collegial body that addresses issues related to the performance of the staff and the units of the institution.

The PEC is composed of representatives of the main pillars of the institution such as the Vice Rector for Academic Affairs, the Vice Rector for Applied Research and Innovation, the Vice Rector for Student Affairs and Community Relations, 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. The Coordinator, as head of the Office of Performance Management and Administration, coordinates and documents the annual activity of the PEC.

The duties and functioning of the Performance Evaluation Commission are defined in the specific regulation approved by the Senate.

Article 14

Quality Standards Assurance Commission





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

The QSAC supports the Curriculum and Quality Development Unit in fulfilling its functions related to guaranteeing the fulfillment of the quality standards of the institution and study programs.

The QSAC is composed of 5 members proposed by the Rectorate and appointed by the Senate, for a 2-year term, with the right of re-election. The members of the commission must represent high-level academic and administrative structures and/or have experience in the field of quality assurance. One of the members of the commission is a representative from the student government. At the beginning of each academic year, the QSAC prepares the work plan for the following academic year. At the end of the academic year, it reports to the Senate and provides assessments on achievements, challenges encountered and recommendations for the development of the quality culture at **UniBa**.

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

Article 15

Curriculum and Quality Development Unit (CQDU)

The Curriculum and Quality Development Unit is an autonomous unit at institutional level whose purpose is the monitoring, evaluation and improvement of the quality development of **UniBa**'s activity.

1. The CQDU consists of:
 - a) Head of the Unit;
 - b) Coordinator for monitoring and evaluation of the teaching process;
 - c) Coordinator for the quality evaluation and curriculum development process;
 - d) Coordinator for standards assurance and monitoring of accreditation processes.
2. The main functions of the CQDU are:
 - a) Periodic evaluation of the results of teaching and scientific research activities.
 - b) Organization at the end of each semester of the student questionnaire on the quality of teaching for the subjects of each study program.
 - c) Conducting tracer studies to evaluate the employment progress of students and the effectiveness of the study programs offered by **UniBa**. This process is carried out in cooperation with the Alumni Office and the respective Departments. At its conclusion, the CQDU presents to the basic and main units of the institution the respective findings for the purpose of their use in the improvement and development of curricula.
 - d) Proposing changes aimed at guaranteeing quality in accordance with the Quality Code and sublegal acts.
 - e) Drafting quality assurance standards and criteria implemented at **UniBa**, in accordance with the Quality Code.





- f) Monitoring and coordinating accreditation processes in cooperation with other institutional units.
3. In more detail, the duties and procedures followed by the CQDU are presented in the respective regulation.

Article 16

Office of Internationalization

At **UniBa** operates the Office of Internationalization, directly subordinate 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, administrative institutions, etc.,
- coordinating and participating in international mobility programs for researchers, academic and administrative staff, and students,
- promoting programs that fund research at national and international level,
- providing technical-administrative assistance to researchers regarding 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 is the Chair of the Rectorate and of the Academic Senate.

In the absence of the Rector, his functions are performed by the Vice Rector for Academic Affairs, upon his order and instruction.

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

Article 18

Competences and Duties of the Rector

In addition to the competences defined in the legislation in force and in the Statute, the Rector also has the following duties and responsibilities:

- In cooperation with the Board of Administration, drafts and sets the priorities of the strategic vision, objectives and capacity development in the long-term future of the University. Develops strategies to achieve these objectives. Drafts proposals on issues of future governance, strategic objectives, policies and institutional development orientation. Designs a coherent and sustainable public image of the University based on the established leadership and strategic plan.
- In cooperation with the members of the Rectorate, leads the institution in the areas of Academic Affairs, Research and Innovation, Student Affairs and the Community 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, business and other non-profit entities.
- Ensures that the University conducts its activity in compliance with the legislation in force on education, the policies of the Board of Administration, and the best academic and professional standards and practices.
- Contributes to building a positive university culture to ensure the achievement of the institutional mission and objectives.
- Develops and maintains close working relations with the Board of Administration and provides it with the necessary support by continuously offering information on important issues.
- Recommends to the Senate regulations, policies and rules and procedures applicable 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 the restructuring of the institution with the aim of creating conditions for the qualitative advancement of **UniBa** and the creation of the necessary academic spaces for the further development of study programs.
- Transmits information and data to the relevant official structures, in accordance with the legislation in force.
- Issues orders and instructions in accordance with the legislation in force on higher education and the basic acts of functioning of the institution.
- Performs other duties similar to his position as Rector that the Board of Administration may assign.

Article 19

Vice Rector for Academic Affairs

The Vice Rector for Academic Affairs, after the Rector, is the highest governing authority for academic matters. He reports and is accountable to the Rector, leads the work in the academic field adhering to the mission and vision of the University.

The Vice Rector for Academic Affairs organizes and supervises the work of the faculties and academic staff, ensuring the sustainability of high standards in curricula and programs, in fulfillment of student needs.

He ensures the preservation and development of the academic integrity of the University and provides leadership in areas such as planning, curriculum and program development.

The Vice Rector for Academic Affairs belongs to the category “Professor” or holds the scientific degree “Doctor” (“PhD”), obtained at universities of OECD or EU member countries. They are full-time academic staff members, appointed and dismissed by the Rector, after approval by the Company 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 competences defined 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 in the institution and monitors its daily progress, guides the Faculties to facilitate the smooth running of the process.
- Cooperates with the faculties for the systematic review and improvement of the study program curricula and for drafting plans of new programs, to ensure the achievement of quality standards and alignment with new developments in the field.
- Cooperates with the Curricular Development and Quality Unit regarding the coordination of the internal evaluation process in the institution.
- Cooperates in the strategic planning process.
- In cooperation with the Head of the Curricular Development and Quality Unit and the Administrator (or his delegate) determines the criteria for the distribution of the teaching workload of academic and academic support staff.
- Organizes the drafting of the teaching workload table of internal and external academic staff and submits it to the Rector for approval.
- Proposes to the Rector the awarding of prizes, titles and other institutional recognitions according to the provisions of the normative acts in force.
- Engages, in accordance with the relevant institutional decisions, in various permanent institutional commissions established in accordance with the higher education law.
- Performs other duties assigned by the Rector.

Article 21

The Dean

The Dean is the main governing authority of the Faculty. He is academic staff of the category “Professor” and may come from the ranks of UniBa staff or from outside. He is appointed by the Rector, upon proposal by the Company Administrator for a four-year term, with the right of reappointment only once. The Dean must have qualifications in accordance with the fields of study offered by the Faculty and have at least 5 years of experience in teaching in higher education.

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

The Dean is responsible and accountable directly to the Rector and the Senate and cooperates closely with the Vice Rector for Academic Affairs in carrying out his duties.

Article 22

Duties and Responsibilities of the Dean





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

- Represents the Faculty in relations within and outside the institution.
- Participates in creating the vision, long-term and short-term planning and decision-making documents at institutional level and assists in strategic planning for the institution.
- Implements and adheres to the academic policies defined by the institution.
- Performs duties assigned by the Rector and the Vice Rectors.
- Organizes the drafting of the Faculty Regulation and the study program academic regulations and forwards them for approval.
- Leads the Dean's Office composed of the Dean, Heads of Departments and other authorities defined by the Statute.
- In cooperation with the Dean's Office coordinates the activity of the Departments and resolves disputes between them;
- Holds regular meetings with the Departments and supervises their work.
- Forwards to the Academic Senate the proposals of the Departments, accompanied by his opinions.
- Together with the Rector signs the Student Diplomas for the study programs offered by the faculty.
- Proposes, for approval in the Senate, the student admission criteria for each study program, in cooperation with the Dean's Office, based on the proposals of the Departments, in accordance with legal provisions.
- Approves the composition of commissions for final examinations and thesis defenses.
- Reviews and approves proposals of the basic units for modification, improvement, closure and opening of programs and supports the work in this framework.

Article 23

Head of Department

The Head of Department is the highest governing authority of the Department, who reports and is accountable to the respective Dean.

The Head of Department is academic staff of the category "Professor" or holds the scientific degree "Doctor" ("PhD"), obtained at universities of OECD or EU member countries. In cases where there are no candidates of this category, a lecturer holding the scientific degree "Doctor" may also run for the position. He may serve 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 have qualifications in accordance with the fields of study of the programs offered by the Department and have substantial experience in teaching and administration in higher education.

In addition to his duties as academic staff, he is responsible for supervising the daily functioning of the department's work and the smooth running and quality of the programs.





covered by the department, as well as for establishing linking relations with actors and structures from the labor market.

Article 24

Duties and Responsibilities of the Head of Department

In addition to the duties and responsibilities defined in the legislation in force and in the Statute, the Head of Department also has the following duties and responsibilities.

A. Organizes, coordinates and supervises;

- the work for drafting the study plans and programs covered by the Department;
- the distribution of the Department's teaching workload;
- the teaching process, in accordance with legislative and institutional guidelines;
- the drafting and maintenance of the necessary documentation of the Department.
- the evaluation of the work of the Department staff and proposes and takes measures for its further improvement;

B. Recommends, proposes and forwards for approval to the Dean

- the student admission criteria for each study program;
- the teaching workload of the academic year;
- the recruitment of qualified staff and collaborators (*in cooperation with the respective structures*);
- the composition of commissions for final examinations and thesis defenses;
- the composition of special working commissions for processes such as transfer or other operational commissions;
- measures for breaches of work discipline by academic or support staff of the Department in accordance with the procedures in the Code of Ethics.
- Cooperates with the Curricular 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 implementation of (self-)evaluation and accreditation processes of the programs covered by the Department.

C. Establishes relations with homologous structures within and outside the institution and maintains continuous and positive communication with all partners and collaborators.

D. In cooperation with the sector for student affairs and the community contributes to the promotion of the Department, drafting of promotional materials and maintenance and updating of official online pages, recruitment of new and qualified students, organization of work for the orientation and encouragement of graduated students for further continuation of studies in the institution and other promotional matters.

E. Cooperates with the entrepreneurial sector of the institution to create bridges with structures and actors of the labor market.





Article 25

Department Coordinator

The Department Coordinator assists the Head of Department in the smooth functioning and implementation of work in the Department.

The Department Coordinator assists the Head of Department in:

- Organizing Department meetings and documentation related to the Department's activity;
- Organizing the work for the preparation of the graduation examination question platform and coordinating the process in accordance with his instructions and in relation with students;
- Procedures such as transfer, admission to the programs covered by the department, graduation or withdrawal of students.
- Maintaining regular communication with the secretariat, lecturers and students of the programs covered by the Department and forwarding to the Department for review and resolution all identified issues.
- 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 related to the Department and the programs it offers, presenting the Department and its programs to potential students, etc., in cooperation with the relevant institutional units.
- Assisting the relevant institutional units in monitoring the completion and updating of information on the University's website and social media pages related to the Department.

Section II

Organization of the Pillar in Support of Research-Scientific and Applied Activities

Article 26

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

The basic research–scientific and applied–innovative activity at **UniBa** is organized and developed under the coordination of the Research Pillar, which is led by the Vice Rector for Applied Research and Innovation.

In addition to the basic research–scientific work of the Departments, within **UniBa** research–applied and innovative activity is also carried out by centers and associations (within the meaning of the Civil Code and the law on NGOs) such as:

- Institute of Research and Development “Barleti” (BIRD),
- Albanian Institute for Public Affairs (AIPA),





- Adriapol Institute,
- YouthAct Center,
- “Barleti” Institute of Education
- “Barleti” Association.

These centers/associations operate on the basis of the respective normative acts of **UniBa**, their specific founding acts, relevant regulations and the legislation in force.

UniBa reserves the right to establish other non-profit organizations as above, with the aim of further developing research, scientific, applied and innovative activities, 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, innovation, national and international cooperation, consultancy, expertise and project applications, carried out in the Centers/Associations and Project Management Offices established and operating within the institution. He reports and is accountable to the Rector.

The selection criteria, appointment and mandate of the Vice Rector for Applied Research and Innovation are regulated in the Statute (*Article 31*). In addition to these criteria, the Vice Rector for Applied Research and Innovation must have 5 years of experience in teaching in higher education, administrative experience in higher education or in project development and implementation, applied research or innovation, etc.

Article 28

Duties and Responsibilities of the Vice Rector for Applied Research and Innovation

In addition to the competencies defined in the legislation in force and in the Statute, the Vice Rector for Applied Research and Innovation also has the following duties and responsibilities:

- Leads the positioning of **UniBa** as a leading research university in the country and beyond by contributing to the achievement of strategic objectives, by creating and strengthening cooperation with various academic and professional networks and by implementing the five-helix approach (academia, business, government, civil society and international organizations – partners in action), guiding the university in value creation and in a leading position in the labor market.
- Supervises, coordinates and directs research, scientific, innovative and project activities carried out in the institution, in cooperation with the Departments and centers.
- Organizes work for the planning, proposal and implementation of research, applied, innovative projects, etc., in cooperation with the heads of centers.





- Develops cooperative relations with research–scientific structures in public and private institutions, with national and international agencies for research, development, innovation, funding, etc.
- Supervises the implementation of decisions taken by public authorities responsible for higher education, decisions taken by university authorities regarding applied research and innovation;
- In cooperation with the Vice Rector for Academic Affairs organizes scientific conferences and other scientific activities.
- Engages, in accordance with relevant institutional decisions, in various permanent committees of the institution established in accordance with the law on higher education and performs other duties assigned by the Rector.

Article 29

Coordinator for Research and Innovation

The Coordinator for Research and Innovation (CRI), under the direction and guidance of the Vice Rector for Applied Research and Innovation, to whom he reports, performs the following duties:

- Coordinates, in cooperation with the Departments and Centers, basic research at **UniBa** with its respective elements including strategies, reports, monitoring and analyses, procedures, evaluations, etc., with relevant activities such as Conferences and Publications, Events and Activities, Projects and Programs, International Partnerships and Promotion.
- Communicates and coordinates with all research actors within and outside the university and the Barleti group.
- Performs other duties within the scope of action assigned by the Vice Rector for Applied Research and Innovation.

Article 30

Governing Bodies and Authorities of the Center/Association

The appointment, duties and responsibilities of the governing bodies and authorities of the centers/associations are regulated by internal normative acts of the institution and the respective specific founding acts.

Section III

Organization of the Pillar in Support of Student Activities and Community Relations

Article 31

Governing 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 respective competencies delegated by the Rector.

The units that carry out their activity within this pillar and under the authority of the Vice Rector for Student Affairs and Community are:

- **Recruitment, Admission and Registration Office**
- **Office of the Dean of Students**
- **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 promotion processes, recruitment, student affairs and community relations. He leads and directs these processes with the support of the units and personnel under his 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 regulated in the Statute (*Article 31*). In addition to the criteria defined in Article 31 of the Statute, the Vice Rector for Student Affairs must have at least 5 years of experience in teaching in higher education, administrative leadership experience in higher education or in other public or non-public structures or organizations, extensive 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 competencies defined in the legislation in force and in the Statute, the Vice Rector for Student Affairs and Community also has the following duties and responsibilities:

- Cooperates with the Rector, other vice rectors and the Administrator (or his delegate) in drafting the promotion and marketing strategy of the institution.
- 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 program of activities of these offices.
- Based on reports from the offices under his authority, periodically evaluates the progress of activities supporting Student Affairs and Community in accordance with the strategy and action plan, analyzes and evaluates strategic needs and objectives of the respective processes, works for their improvement and reports to the Rectorate.





- Reviews staffing needs for the implementation of 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 delegate) in the promotion and recruitment activities of the institution.
- Engages, in accordance with relevant institutional decisions, in various permanent or temporary committees of the institution established in accordance with the law on higher education.
- Performs other duties assigned by the Rector in accordance with the legislation in force and internal normative acts.

Article 34

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 Delegate, the Marketing Office and other academic and administrative units, plans, manages and coordinates the process of recruitment, application, admission and registration of new students, in accordance with the requirements of the legislation in force and institutional guidelines.

RARO is headed by the Head of the Office, who is assisted by various coordinators depending on the workload.

Primary criteria for the selection and appointment of the Head of RARO are work experience and good knowledge of the legislation and other normative acts in force related to higher education, on issues such as recruitment, application, registration, student transfers, as well as other matters related to the student sector.

Article 35

Functions of the Recruitment, Admission and Registration Office

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

- Plans and develops its activities in accordance with the instructions and guidance of the Vice Rector for Student Affairs and Community and the Delegated Administrator, reporting periodically to them or whenever necessary.
- Creates an updated database with the contacts of high schools, collaborators and ambassadors of the institution and maintains active relations with them.
- Conducts studies/analyses/surveys regarding trends and demands of high school graduates for further studies, prepares reports with the identified findings and presents them to the Vice Rector for Student Affairs and Community and the Delegated Administrator.
- Cooperates with the Marketing Office and Department Coordinators in drafting necessary promotional materials and coordinates the promotion and recruitment process.





- Guides/trains staff assigned to recruitment and promotion tasks regarding the institutional process and approach, with the aim of promoting and presenting the institution in a dignified manner.
- Guides/trains staff assigned to registration and admission tasks regarding the institutional approach, legislation in force and institutional rules and the necessary documentation for this process.
- Organizes, manages and supervises the process of reception and information, application, admission and registration of new students in cooperation with staff assigned to this process.
- Organizes, coordinates and cooperates with department coordinators in the process of transfer of new students and forwards the relevant documentation to the secretariat in accordance with the instructions of the ministry responsible for education and **UniBa's** transfer regulation.
- Coordinates the scholarship application, evaluation and documentation process.
- Organizes the process of signing contracts with registered students, based on the instructions and decisions of the Board of Administration.
- Drafts and updates the database for all students who register for the first time, those who transfer, those who withdraw as well as students who have benefited from a study scholarship.
- Prepares comparative analyses and identifies possible influencing factors and actors in these data.
- Drafts 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 that allows the establishment of auxiliary administrative units, the Office of the Dean of Students operates at **UniBa**, carrying out its activity in support of students.

The Office is led 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 registration 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 the Delegated Administrator.

The Dean of Students provides support for student self-organization in the form of clubs or student organizations, national and international student networks, 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 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 guaranteeing quality studies.
- Coordinates work with student self-organization structures to develop programs or extracurricular activities, bringing students closer to student life and closer to auditoriums 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

Alumni and Career Office

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

The Office develops its activity through the Coordinator of the Alumni and Career Office, who is responsible for organizing and coordinating activities in accordance with the normative acts in force, institutional policies and the instructions and guidance 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 supervises activities and services for students, focusing on:

- The organization of open lectures and seminars in cooperation with the Departments and professionals from various fields in relation to counseling and individual career planning;
- Cooperation with the entrepreneurial initiatives of the Barleti Group (such as BTTC, Triple City, AM Human Capital) for the organization of trainings, seminars and periodic courses in relation to employment issues and student orientation within the framework of labor market expectations as well as the drafting of job search strategies;
- The periodic publication of job and student internship offers on the university website and social networks, in cooperation with the entrepreneurial initiatives of the Barleti Group and beyond that have employment as their object (such as AM Human Capital).
- The presentation of companies at the university in cooperation with the entrepreneurial initiatives of the Barleti Group and the student sector offices and the organization of meetings with representatives of companies, businesses and other public and private institutions.





- The organization of study visits to companies, businesses and various public and non-public institutions, in cooperation with the respective Departments.
- The organization and participation in well-known career fairs for the mediation of student recruitment by employers;
- The organization of meetings with alumni who are considered as “Barleti Success Stories” serving as a permanent address to maintain links with the university;
- Maintaining permanent contacts with graduates regarding their progress in the labor market.

Section IV

Pillar – Administrative and Corporate Organization

Article 40

Board of Administration

The Board of Administration is the highest collegial administrative body of **UniBa**, which guarantees the fulfillment of the mission of this institution, its financial and administrative well-functioning. Its functions and organization are regulated in the legislation in force, in the Statute and in other specific normative acts.

Article 41

The Administrator of the institution

The Administrator is the highest administrative authority and responsible for the direction and proper administrative and financial functioning of **UniBa**. His functions are regulated in the legislation in force, in the Statute and in other specific normative acts.

Article 42

The Delegated Administrator

Based on Article 39 of the Statute, with the approval of the Board of Administration, the Administrator of the institution may delegate one or more of his competences to the Delegated Administrator.

The procedure for the delegation of competences is selected by the Administrator.

Article 43

The Secretary General

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

Direct Duties and Responsibilities;

- Coordination of interrelated processes between the Academic and Administrative Structure during accreditation, licensing, reorganization, etc.
- Administration of the Protocol – Archive documentation.





- Assisting the Administrator (and his Delegate) in the duties and daily work processes, as provided in legal and institutional normative acts. (*coordinates and supervises the progress of administrative processes and functions of the legal office; human resources; support services, infrastructure management, technologies and equipment on Campus, organizes the work for drafting the administrative part of the Institutional Evaluation Report and other similar reports etc.*)

Organizational and Documentation Duties;

- Organization and documentation of routine and extraordinary meetings of institutional collegial bodies such as: the Rectorate, the Board of Administration, the Ethics and Equal Opportunities Council, the Quality Standards Assurance Commission etc.

Support, Cooperation and Replacement Duties;

- Supporting and in case of temporary vacancy replacing the Heads of the main administrative offices such as the Delegated Administrator, the Human Resources Office, the Legal Office, the Performance Management and Administration Office.
- Cooperates with these offices for processes such as the identification of institutional needs for new staff, drafting of job descriptions and division of duties, identification of issues and unsatisfactory performance and proposing measures to be undertaken etc.

Article 44 Administration

The Administration consists of administrative units and offices that manage all supporting, financial and organizational activities of the institution.

Under the coordination of the Secretary General 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 operate the Finance and Procurement Office, the Marketing and Promotion Office.

The administrative units and offices exercise their functions according to approved procedures and best administrative practices, in accordance with the legislation in force, the statute and the general regulation.

Section V Entrepreneurship Pillar

Article 45

For the purpose of fulfilling its mission, the institution undertakes initiatives and develops activities of an entrepreneurial nature in accordance with the various fields of its activity such as the provision of specialized trainings and consultancies, the support and development of labs, hubs and start-ups, the creation of ecosystems where individuals can work, learn and live as part of the community led by entrepreneurship, innovation and creativity.





CHAPTER III Academic Secretariat

Article 46 Academic Secretariat

At **UniBa** operates the Academic Secretariat as a fundamental administrative structure in service of the teaching process. It is responsible for the entire organization and proper functioning of the registration process, transfers, examinations, the process of issuing diplomas, maintaining the student data register(s) etc.

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

The Secretariat is subordinate 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 based on an internal regulation, which is proposed by the Rectorate and approved by the Senate.

Article 47 Chief Secretary

The Chief Secretary simultaneously directs one of the Faculty secretariats. The Chief Secretary is selected through competition. He is responsible for the activity of the Academic Secretariats and has the following duties:

- is responsible for organizing the work for recording data in the Fundamental Student Register, the academic achievements register; the register of issuance of diplomas and certificates.
- is responsible for organizing the work of the secretariats and their coordination;
- follows and coordinates the work for organizing the registration and matriculation of students and the creation, systematization and confidential keeping of their data;
- follows and coordinates the work for the implementation of student transfer procedures and is responsible for the completion of the relevant documentation;
- announces the approved schedule of lectures, practices, consultations, examinations and follows and controls its implementation
- is responsible for the preparation and issuance of examination sheets;
- is responsible for the announcement of the results of knowledge assessment while respecting the student's right to the privacy of his data;
- is responsible for documenting reciprocal relations in the field of student exchange and transfer with homologous institutions;
- follows and coordinates the work for the realization by each student of the individual study plan and informs the student when deviations from the individual study plan are observed;
- follows the continuous informing of students about their results and informs the Rectorate in writing when the progress of results does not satisfy the study requirements;



- proposes to the Rectorate actions that serve to increase quality in data documentation and in services to the student community;
- follows the proper progress of **UniBa** teaching activity and informs the departments, deans and the Rector when deviations from the implementation of study plans, non-compliance with the schedule, non-implementation of knowledge assessment procedures, etc. are identified;
- prepares for decision-making documentation of application, registration, suspension, interruption or resumption of studies and transfer;
- is responsible for the correct completion of school documentation and the receipt and issuance of attestations, certificates and other documents;
- extracts and prepares in due time data on student results, their number by years and branches as well as on the fulfillment of teaching loads by academic staff, upon request of the academic and administrative leaders of the institution.
- is responsible for depositing the documentation, after their final completion, in the state archives, according to the legal framework in force for archives, while the certified copy identical to the original is delivered to the **UniBa** archive, in accordance with the legislation in force.

CHAPTER IV UNIBA STAFF

Article 48

Composition of the staff

The staff of **UniBa** consists of:

- a) academic staff;
- b) academic support staff;
- c) administrative staff.

The staff at **UniBa** may be employed under a contract of indefinite or definite duration. They may be employed on a full-time or part-time basis. The 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 staff at **UniBa** is carried out in accordance with the relevant legislation in force on Higher Education and the Labor Code.

Article 49

Academic staff

The academic staff of **UniBa** consists of full-time or part-time lecturers who carry out teaching and research activities. The academic staff also carries 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 determined in the Statute (*Article 51*).

Full-time academic staff must be engaged in teaching according to the workload norms approved by the *Rectorate*, in accordance with the legislation in force.

Article 50

Visiting academic staff

The basic units have the right to request the employment by contract, for short periods of time, of researchers and personalities, domestic or foreign.

For the selection of visiting academic staff, their qualifications are combined with the need of the basic unit for teaching or research-scientific activity.

Visiting academic staff are selected through competition by an evaluation commission. The competition criteria are proposed by the department and approved by the Rector. The approval of the engagement of the staff is made by the Rector. The obligations of the parties are provided in the engagement contract.

When the visiting academic staff belongs to the category *Professor*, then his approval may be made without a competition procedure.

Article 51

Sabbatical Academic Year

Academic staff, of the category “Professor” and “Lecturer” at **UniBa**, in compliance with Article 63 of Law no. 80/2015, Article 52 of the Statute, are entitled to a sabbatical academic year once every seven years, for a period of time from 6 months up to one year, in order to work for academic advancement.

Academic staff who request to exercise the right to a sabbatical year submit to the Department their request together with their project (*oriented toward research activities of a scientific, applied or innovation character, in fields included in the activity of UniBa*) as well as the period during which they plan to engage.

The request is subject to the procedure of review and approval by the Department and the Dean, while the final decision-making belongs to the Rectorate.

In case of approval of the request for a sabbatical year, between **UniBa** and the academic staff who will exercise this right, an agreement is concluded regulating the relations between the parties during the sabbatical period.

At the end of the sabbatical academic year, the academic employee submits to the institution the final report of 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 exercise their duty of loyalty toward 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 year agreement may agree that the academic staff present



themselves at work for short periods. This allows the academic staff to remain in contact with the university in order to ensure that their absence does not affect developments in the organization and at the same time to be well informed regarding developments at UniBa. This may be achieved through: visits to the workplace; involvement in regular meetings or in specific cases, depending on the situations; inclusion in information communicated via email; involvement in training activities etc.

The salary during the sabbatical year is determined in the agreement between the parties. It may be full or partial. Any other contractual benefit which the academic staff earns while at work may be suspended or changed during the taking of the sabbatical year. This is open to negotiation between the academic staff and UniBa.

During the sabbatical year, the academic staff may be replaced, but this replacement shall be temporary, in accordance with the duration of the sabbatical year agreement.

Article 53

Academic support staff

The academic support staff at **UniBa** consists of academic support staff of a teaching character and academic support staff of an administrative character.

Academic support staff of a teaching character consists of experts, laboratory assistants, technicians, support staff, scientific researchers of centers and institutes affiliated with the departments who assist in the implementation and support of teaching and/or research activities, under the direction of academic staff. They simultaneously carry out other activities in support of institutional developments as well as consultation and advising for students. Academic support staff may be employed full-time or part-time.

Academic support staff of a teaching character, in cases when engaged in teaching, shall be engaged in accordance with the workload norms approved by the Rectorate. Academic support staff of an administrative character assists in the implementation and support of teaching and/or research activities as well as the development of the institution.

Academic support staff are selected through competition by an evaluation commission. The competition criteria are proposed by the department and approved by the Dean of the Faculty. The composition of the evaluation commissions is determined by the Rectorate. The approval of the engagement of the staff is made by the Rector.

Academic support staff may be employed full-time or part-time. This staff is subject to performance evaluation carried out periodically.

Article 54

Administrative staff

Administrative staff consists of administrative managerial staff, administrative employees, service employees and other employees. Only the administrative managerial staff are selected through competition. The job requirements and competition criteria for administrative managerial 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 the relevant legislation in force. This staff may be employed full-time or part-time.

Article 55

Employment of academic staff

Employment at UniBa is based entirely on the individual merits of the person and their compliance with the job requirements. Academic staff are not allowed to carry out other profit-making activity, outside or within the university premises, when this conflicts with their activity at UniBa and consequently creates conflict or competes with the interests of UniBa.

Academic staff sign together with the employment contract the declaration of absence of conflict of interest. The consequences arising from conflict of interest are determined in the signed employment contract.

Employment contracts for academic staff are concluded and terminated in accordance with the legislation on higher education in the Republic of Albania and with the Labor Code of the Republic of Albania.

Employment contracts with academic staff are concluded for a definite or indefinite term, according to the provisions of Article 51 of the UniBa Statute. When the employment contract is concluded for an indefinite term, it ends:

- a) when the academic staff resign;
- b) when the academic staff retire;
- c) when the academic staff breach the signed contract or fail to fulfill the obligations specified therein;
- ç) breach the rules of academic life ethics;
- d) breach the rules set out in the internal acts of UniBa.

All other contracts are concluded for a definite 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 conditions of individual contracts.

For all other staff, issues 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 qualification and may work for their academic advancement. During this period UniBa encourages their advancement and

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





creates all possible facilities, according to the provisions of the employment contract. Academic staff enter into an agreement with UniBa regarding the conditions and modalities of their qualification, as well as employment relations. In any case, the request for further qualification must first be reviewed by the Dean of the respective Faculty, who also analyzes the institution's needs for that job position, and the final approval is made by the Rector.

CHAPTER V ORGANIZATION OF STUDIES AT "BARLETI" UNIVERSITY

Article 58

Form of Studies and Admission to UniBa

The formats, fields, cycles in which UniBa offers full university studies, specializations, and short-term and long-term qualifications, are determined in the Statute.

Article 59

Study Cycles and Programs

UniBa offers:

- a) Study programs with a professional character,
- b) First-cycle study programs,
- c) Second-cycle study programs,
- d) 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, after 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 cooperating institutions and units.

UniBa, in cooperation with one or more other higher education institutions, public or private, may offer joint study programs, upon completion of which a joint or double diploma is issued. In both cases, the respective diplomas indicate the cooperating institutions.

In addition to university studies, the institution also offers continuing education programs as a form of lifelong learning: short-term qualifications and specializations, supplements, deepening, and updating of knowledge, and offers various forms of informal learning, such as summer schools, conferences, and similar activities. Upon completion of these programs, the relevant certificates are issued.

UniBa may cooperate with foreign higher education institutions and offer study programs of a model different from those determined by the law on higher education and made public when the diplomas are issued by the foreign institution.

Study programs offered by the Faculties of UniBa and their constituent Departments are provided for in the Faculty Regulations and 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 have the right to apply for a second study program of the same cycle.

The criteria to be met for admission to a second study program are the same as the criteria for first-time registration in a study program.

Admissions for registration as a second study program are conducted at the beginning of each academic year and within the deadlines set by the ministry responsible for higher education.

Candidates have the right to pursue only one study program at a time, except for outstanding students.

The process of credit recognition is carried out by *ad hoc* committees of the departments covering the respective programs, in accordance with the legal and sub-legal acts in force and the institution's regulations.

Article 61

Duration of Studies

Full university studies at **UniBa** are conducted on a full-time basis. Continuing education programs, short-term qualifications such as professional qualifications and various specializations are also provided.

Studies are organized in academic years; the academic year has two semesters, and the duration of each semester is 15 calendar weeks.

Professional study programs, referring to Level 5 of the Albanian Qualifications Framework, usually last two academic years. First-cycle university studies usually last three academic years. Second-cycle university studies usually 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" studies usually last one or two academic years, while doctoral programs usually 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 by the program, without taking into account the period when the student has suspended studies.

A student who does not complete the studies within the maximum duration of the program has the right to apply to resume studies in the same study program or in another program. They are subject to the criteria and procedures announced for registration in the UniBa study program. Credits accumulated by the student during the previous study period may be transferred according to the criteria provided in the regulation concerning transfers.

The student is allowed to register in the following year once they have earned at least 50% of the mandatory credits of the previous years. The courses to which the remaining credits belong are considered carried obligations. The conditions and order of fulfilling carried obligations for earning remaining credits are determined by the Department offering the study program.



In cases where the student has not completed studies within the normal time, or is a repeating student, and it results that they have courses/modules no longer offered due to curriculum changes, or there are no enrolled students in that study program, the Institution has the right to evaluate the student's situation and determine the courses/modules they need to attend according to the current curriculum.

Article 62

Graduation

Professional study programs, referring to Level 5 of the Albanian Qualifications Framework, are considered completed after fulfilling the obligations provided in the relevant curriculum.

First-cycle students graduate with a final comprehensive exam or with a diploma thesis. The minimum average grade granting the student the right to graduate by preparing and defending a thesis is 8.

Second-cycle "Professional Master" studies conclude with a final formation exam.

Second-cycle "Master of Science" studies conclude with a thesis. This includes also the integrated Master of Science programs.

The maximum deadline for completing the final exam or diploma defense is in accordance with the maximum duration foreseen by the program/cycle. Within this deadline, the student has the right to retake the defense in the exam sessions specified in the academic calendar.

When studies conclude with a comprehensive final exam, the Department offering the program prepares the guiding program for students.

Procedures, deadlines, documentation, and obligations related to the final exam or thesis are provided in the program regulation and/or the final exam program.

Article 63

Interruption and Resumption of Studies

For objectively acceptable personal or family reasons, the student may interrupt studies with the Dean's approval for a period not exceeding three years and may resume them while respecting the requirements provided by this article.

For interrupting studies, the student is obliged to notify the Dean of the Faculty in writing ten days in advance. The interruption of studies starts from the moment of approval by the Dean. For resuming studies, the student is obliged to notify the Dean in writing one month in advance. The student's return after an approved interruption occurs at the beginning of each semester.

A student whose interruption for objectively acceptable personal or family reasons is approved must settle the financial obligations of the year or semester as applicable if more than five weeks have passed since the semester began. In these cases, the credits accumulated by the student are preserved, and the student has the right to resume studies in the academic year where they were interrupted. The Department reviews the student's situation and evaluates the necessary courses/modules/credits according to the approved program. The student is subject to

the obligations of the curriculum upon resumption.

Article 64

Academic Year and Semesters

“The academic year in the full-time system has 30 teaching weeks. The Minister of Education and Sport 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 hours of lectures, seminars, labs, and practicals.

“During the academic year, there are two regular exam sessions, one make-up session (autumn), two limited make-up sessions, and three final exam sessions (graduation), organized as follows:

- **Sesioni i rregullt i provimeve**, organizohet në përfundimin e semestrave; **The regular exam session** is organized at the end of the semesters;
- **The make-up session** is organized from 10 – 25 September;
- **The limited make-up sessions** for winter and summer are scheduled in the academic calendar only for students on the verge of graduation who have no more than three pending exams, have submitted a written request to the academic office, and have made the corresponding payment;
- **The three final exam sessions** are organized: (1) at the end of the regular session of the second semester, (2) at the end of the make-up session (25-30 September), and (3) in March.

Article 65

Teaching Process

The basic elements of the teaching process are instruction and knowledge assessment. Instruction is delivered through lectures, seminars, exercises, laboratory work, professional practice, assignments, creative work, course tasks, etc.

Knowledge assessment is continuous and carried out through individual assignments, course assignments, projects, group tasks, written and oral tests, response evaluations, essays, semester or annual exams, final formation exams, and diploma defense. Assessment tools are provided in the course syllabus and reflected in the final evaluation sheet for the course/module.

Article 66

Timetable of Classes

A teaching hour lasts 50 minutes. Before the start of each class, a break of no less than 5 minutes is scheduled, and after three hours, a break of no less than 20 minutes. The weekly teaching load in the classroom for a student is no more than 25 teaching hours. The time and classroom for the teaching activity are reflected in the timetable published by the Academic Secretariat.

The timetable is mandatory for students and lecturers; it is prepared by the Academic



Secretariat in collaboration with the Departments, based on pedagogical criteria, distributing the teaching load evenly.

Article 67

Subjects and Teaching Modules

Each study program determines subjects separated by categories of formative activities, by years and semesters, as well as the corresponding credits. Some subjects may consist of related modules.

The study program may be organized into profiles, which offer specializations in narrow directions of the program's field, in integrative or interdisciplinary related fields. The name of the study program profile is indicated on the diploma issued upon completion, as provided in the approval act of the respective program.

Formative activities provided in the study program may be compulsory, elective among those offered by UniBa, and coherent with the study program. Elective subjects/modules are chosen by students at the beginning of the academic year in which they are offered. Procedures related to elective subjects are provided in the Faculty Regulation/Program Regulation.

Compulsory or elective subjects are conducted according to the published timetable.

Article 68

Credits

Modules and subjects are evaluated by credits according to the principle that *1 credit* represents **25 hours** of teaching work. In the hours determining the credit, in addition to teaching hours in the classroom, the time outside the classroom necessary for mastering the provided teaching material, preparing assignments, as well as time for independent student work, called "*individual hours*," is included. Credit calculation is made according to the indicative coefficients approved by the Ministry responsible for higher education.

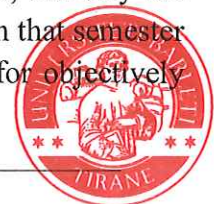
Article 69

Credits can be earned, secured, accumulated, or transferred by the student.

The credits for a course are earned when the assessment in that course is passed. All credits earned within **UniBa** are transferable; credits from outside **UniBa** are transferred according to a specific regulation.

Credits for a course are secured when the student has met the attendance requirements and has been assessed as passing in assignments and control tests conducted during the semester, but, for various reasons, has not yet taken the exam in that course, or the full assessment after the course exam 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 take the exam for that course in that semester or year. These credits also accumulate in the case of a suspension of studies for objectively



acceptable personal or family reasons, approved by the Dean of the Faculty according to the provisions in the relevant article.

An academic year is considered completed when a student has earned *60 credits*. For the completion of a two-year Professional program, a student must earn *120 credits*; for the completion of First Cycle studies, a student must earn *180 credits*; for the completion of Second Cycle studies, a student must earn *60 or 120 credits*, depending on the study program; for the completion of an integrated Second Cycle study program (integrated Master of Science), a student must earn 300 or 360 credits, depending on the program. Credits for each module and course are reflected in the curricula of the study programs.

For doctoral programs, the necessary credits (if any) are determined according to the acts approved for these programs by the Ministry responsible for higher education.

Article 70

Course, Group, and Subgroup Organization

Teaching is conducted based on courses, groups, or subgroups. Lectures are conducted based on the course. Exercises and seminars are conducted based on groups. Laboratory work, foreign language seminars, and professional practices are conducted based on subgroups.

Their organization is done according to the number of students provided for in higher education legislation. At the beginning of each academic year, during the preparation of the timetable, courses, groups, and subgroups are planned also in accordance with the number of students enrolled at UniBa.

Article 71

Student Register and Course Register

The student register is the fundamental record of **UniBa**. It is a reserved document containing basic data for each **UniBa** student. The right to manage the register belongs solely to the Academic Secretariat. Each course has its own register. The course register is the official document that records and verifies the conduct of teaching by the lecturer. It is also the official document that verifies the student's attendance in the course and records the credits they have earned in that course. Student division into groups is recorded in the registers at the beginning of the academic year.

Article 72

Attendance

Attendance of lectures for at least *50%* of sessions is generally mandatory for securing credits and being allowed to take the exam in the respective course/module. When a student misses *40%* of the lectures of a course, they are warned by the Academic Secretariat; the Secretariat also informs the relevant Department.

Attendance at exercises and seminars for at least *75%* of sessions is generally mandatory for securing credits and being allowed to take the exam in the respective course. When a student





misses 20% of such sessions of a course, they are warned by the Academic Secretariat; the Secretariat also informs the relevant Department.

Attendance in laboratory work and professional practices for 75% of sessions is generally mandatory. For students who have missed, with acceptable reasons¹ no more than two regular sessions of laboratory work and professional practices, up to two supplementary sessions are scheduled per semester and course.

Article 73

Repeating Student

A student is not admitted to the exam of a course and is consequently declared repeating that course when they miss more than 50% of lecture sessions or more than 25% of exercise and seminar sessions. Since the student has not secured the necessary credits for the course, they do not have the right to take the retake exam².

A student is declared repeating in laboratory work and professional practices when they miss more than 25% of the regular sessions³.

For repeating students, the Academic Secretariat records “*not qualified*” on the final course exam sheet.

Article 74

Opening and Closing of Study Programs

A Study Program is opened when the number of students admitted to that program is generally not less than 8. The institution may approve the opening of the study program with a smaller number when it judges that the program aligns with national interests or is deemed acceptable by the decision-making bodies. A Study Program is closed when the number of students continuing the program is less than 5; in this case, the institution takes measures to place students in another study program.

An selective course is offered when the number of enrolled **UniBa** students interested is not less than 8. For elective courses where the number 8 is not met, students are oriented to enroll in courses where the interest threshold is met or in courses with higher interest.

Opening of specialization or qualification courses is generally done when the number of interested students is not less than 15.

CHAPTER VI

STUDENT ADMISSION

Article 75

Admission Criteria

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

¹ objectively acceptable personal or family reasons

² the student in this course is classified as a “repeating student with attendance”

³ the student is classified as a repeating student and is required to attend all sessions they have missed





- a. They provide official documentation (Diploma) proving successful completion of:
 - i. a) the secondary education cycle without being required to meet the average grade criterion set annually by a Council of Ministers decision, b) completion of a public or private secondary school abroad (equivalent according to criteria set by the Ministry responsible for higher education) for professional programs;
 - ii. the secondary education cycle meeting the average grade criterion set annually by a Council of Ministers decision; or completion of a public or private secondary school abroad (equivalent according to criteria set by the Ministry responsible for higher education) for First Cycle and Second Cycle “Master of Science” programs;
 - iii. first cycle studies in a licensed and accredited Higher Education Institution (IAL) within or outside the country (equivalent according to criteria set by the Ministry responsible for higher education), for Second Cycle programs; they must have completed a licensed and accredited study program and have the right to apply and be admitted to Second Cycle programs;
 - iv. completion of “Master of Science” or “Master of Arts” studies for doctoral programs from licensed and accredited IALs, having completed a licensed and accredited study program, and have the right to apply and be admitted to Third Cycle doctoral programs.
- b. They provide official documents proving transfer from a public or private university, within or outside the country.
- c. They agree to pay the tuition fees.

In addition to the above criteria, UniBa may approve specific criteria deemed necessary due to program specifics or to attract quality students.

Registration procedures are conducted in accordance with higher education legislation and national quality standards. They are also foreseen in the faculty/program regulations.

Students registering for full-time studies at **UniBa** are matriculated according to higher education legislation procedures and are issued a student card.

The number of admissions at **UniBa** is based on the actual capacity of the faculties for normal teaching, within the standards established by the Ministry overseeing higher education.

Article 76

Registration Documents

Students registering at **UniBa** for the first time must follow the registration procedure according to higher education legislation.

Required documentation at this stage includes:

- a. **UniBa** application form, completed by the candidate;
- b. Official secondary school completion document¹ (Diploma) and transcript of secondary school achievements² for two-year professional and First Cycle programs; official

¹ Kandidati është i detyruar të paraqesë fotokopje të noterizuar të tij.

² ibid





First Cycle completion document² (Diploma) and transcript³ for Second Cycle programs.

- c. identification document⁴;
- d. Document proving payment of the application fee;
- e. For foreign nationals, proof of Albanian language proficiency in authorized institutions⁵.

The program regulation may provide for additional documents in accordance with UniBa policies and program specifics.

Article 77 Agreement

Student registration, regardless of cycle or program, is conducted according to higher education legislation by the Academic Secretariat.

UniBa enters into a registration agreement with the admitted candidate, outlining mutual obligations. On behalf of **UniBa**, this agreement is signed by the person authorized by the Administrator (or Delegate).

Article 78 Different Qualification Formats

Following university studies, the institution also offers continuing education programs, as a form of lifelong learning: short-term qualifications and specializations, updates, deepening, and refreshing of knowledge, offering various informal learning formats such as summer schools, conferences, and similar activities. Certificates are issued at the completion of these programs.

Organization is done according to relevant acts in higher education legislation (and others).

For qualification formats requiring certificate registration with QSHA, Senate approval is mandatory. **UniBa**, through its academic structures, also organizes and approves their operation via specific acts.

Selection and admission of students in these qualifications fall under the competence of the Department organizing and running the respective program or course. The Department provides the Academic Secretariat with the list and documentation as foreseen in the program/course regulation for the candidates admitted.

Article 79 Summer School Students

² ibid

³ ibid

⁴ The candidate is required to present the original document, and UniBa will make a photocopy of it.

⁵ The candidate is required to submit a notarized photocopy of it.





This category includes students who, without transferring to **UniBa**, wish to attend specific courses or modules offered at **UniBa**. By Senate decision, these may also be offered to **UniBa** students.

Summer schools are opened under a separate regulation.

Student registration is handled by the Academic Secretariat. **UniBa** signs a registration agreement with these students, specifying mutual obligations. On behalf of **UniBa**, this agreement is signed by the person authorized by the Administrator (or Delegate).

Article 80 Student Transfer

For recognition and transfer of credits, **UniBa** relies on the principle that knowledge acquired in classrooms is recognized and transferable.

UniBa allows recognition of credits and transfer of studies between programs of the same cycle within the university or from other licensed and accredited higher education institutions, nationally or internationally, and vice versa. Students are allowed to register with credit transfer in intermediate years if they have earned at least 50% of mandatory credits of previous years. Specifically, in the second year, they register when 30 ECTS are recognized; in the third year, 60 ECTS; and in the fourth year, 90 ECTS.

UniBa accepts student transfers in intermediate years from other domestic or foreign universities, public or private, and allows the transfer of its own students to other schools.

Study periods and obligations completed at other institutions are recognized and equated from the perspective of continuing education in the same or similar study program.

Admissions for registration as study transfers are conducted at the beginning of each academic year, in accordance with deadlines, criteria, and procedures established by legal acts and sub-legal provisions, as well as the instructions of the Ministry responsible for higher education, in accordance with this regulation and the **UniBa** Transfer Regulation.

Article 81 Transfer to UniBa

A student wishing to transfer from a Higher Education Institution (IAL) to UniBa must complete the *Transfer request form* at the Faculty's Academic Secretariat. The Transfer Request Form is a standard document prepared according to the relevant acts in force regulating student transfers; its content and form are approved by the Rector after consultation with the Rectorate and submitted to the Faculty's Academic Secretariat.

Along with completing the *form*, the student must submit the following to the Academic Secretariat of the relevant Faculty:

1. certificate or transfer statement from the IAL;
2. confirmation from the IAL of completed obligations, with corresponding grades and earned credits;
3. notarized copy of the secondary school diploma;



4. identification document;
5. other documents specified by the Ministry responsible for higher education, as applicable.

The procedures for student transfers from other higher education institutions to **UniBa** are foreseen in the Transfer Regulation.

Article 82

Transfer from UniBa

A student who wishes to transfer from **UniBa** to another higher education institution must, at least ten days before the transfer date, complete the Transfer Request Form, in which the student also indicates the name of the school to which they wish to transfer. The request form is a standard document prepared in accordance with the relevant acts in force regulating student transfers, the content and form of which are approved by the Rector based on consultations with the Rectorate and submitted to the Academic Secretariat of the faculty.

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

- a) the transfer certificate;
- b) certification of obligations completed during the years of study at **UniBa**, together with grades, transferable credits, and accumulated credits;
- c) copies of the completed course programs (if requested by the student);
- d) other documents required by the instructions of the Ministry responsible for higher education, as applicable.

Upon the request of the receiving HEI, **UniBa** prepares a reference with information on the student's progress and performance during their attendance period at **UniBa**.

CHAPTER VII

CONTROL AND ASSESSMENT OF KNOWLEDGE

Article 83

Grading system

The level of knowledge acquired by students is assessed using a grading system (grades 1 to 10), points or percentages (100 points or 100%), and letters (ECTS system with letters from A to F). Grading with a numerical score is mandatory, meaning that the completion of an assessment must also be expressed with a grade. Conversion from one grading system to another is done according to the following diagram:

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





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

Passing grades are considered from 5 and above, points from 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 established in internal normative acts and in accordance with the relevant legislation in force.

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

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 evaluation is the result of a combination of assessment components. The student's knowledge is checked in all cases through continuous contact between the instructor and the student in the form of discussions, through tests, or knowledge control sessions (announced or unannounced).

In evaluating the student's knowledge, the instructor generally relies on the results of continuous assessment as well as attendance and active participation in lectures, seminars, exercises, practicals, tests, quizzes, problems, creative work, essays, projects, simulations, various assignments, case studies, course tasks, etc.

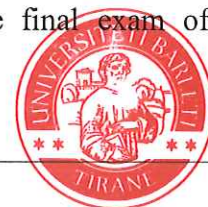
The knowledge assessment instruments are provided in the course program (syllabus) approved by the Department. The Rector, based on consultations with the Rectorate, may provide guidance on the components and the weight each component should have in the final evaluation.

Article 86

Final Course Exam

An exam is considered an organized, announced, and final assessment of knowledge. Exams are held during the exam sessions.

During exam sessions, the student is tested in compulsory subjects and in subjects with mandatory electives. Regardless of points accumulated during the semester/year according to the assessment instruments, the student is required to participate in the final exam of each course/module.



Article 87

Midterm Test

During the semester, or during the year, the instructor is required to organize at least one control session (midterm test). The midterm test is generally held in the sixth or seventh week of the semester and is scheduled in the academic calendar. This assessment component cannot account for more than 20% of the final evaluation.

Depending on the specifics of the courses/modules, the instructor may organize more than one control session. This is provided in the course program (syllabus) approved by the Department.

In cases where the evaluation is negative and the student requests a reassessment, they always have the right to be tested for the entire course/module.

Article 88

Form of Assessment

Knowledge assessment can be oral, written, or both oral and written. This applies to exams as well as to tests or control sessions that may be organized during the semester or year.

Final written exams are kept confidential. The secrecy is maintained by the Secretariat.

The course instructor prepares the exam papers, which, after approval by the Head of Department, are deposited at the department at least *2 days* before the scheduled exam date. Student copies are kept for up to three months.

Confidential exams are opened after correction/evaluation by the instructor in a session scheduled for communicating results to students. This session is announced to students by the course instructor on the day of the final exam and cannot exceed 5 calendar days.

Students who do not attend this session are communicated their evaluation through the Secretariat.

Article 89

Appeal on Exam Conduct

A student has the right to appeal violations of exam rules. The appeal is submitted in writing to the Head of Department within 24 hours from the date of the exam.

If the Head of Department verifies correctable violations, in collaboration with the exam committee, the necessary corrections are made.

If the Head of Department considers it impossible to make a decision, they propose it to the Dean/Director, who, after reviewing the procedure, makes a decision. If the student's appeal is found valid, the exam is annulled and a decision is made for a retake.

Article 90

Appeal on Evaluation

A student has the right to appeal the final exam result. The appeal is submitted in writing to the Head of Department within 48 hours from becoming aware of the exam result, who



performs the necessary checks and, if unable to resolve the appeal, immediately informs the Dean. The Dean, within 48 hours of being informed, forms an *ad hoc* commission to verify the student's claims. With the Dean's approval, the commission determines the final evaluation or the repetition of the exam with a commission approved by the Dean.

Article 91

A student is not allowed to be tested in a course for a second time within the same session.

If the study program specifies that the course consists of several modules, the exam is organized per module. If the course and module are the same, the exam is organized for the course. In the case of courses with multiple modules, a grade is given for each component module, and the course grade is the weighted average of these.

If a student is declared unsuccessful in one of the modules, they continue to take exams for the other component modules. The remaining module exam is taken in the retake session.

If these modules are interdependent, this must be specified in the Study Program (curriculum). The student is not admitted to the next module exam without passing the preceding module. The student is given the opportunity to retake that module *2 days* before the next module exam; if the student does not attend or fails again, they must take both modules together only in the retake session.

Article 91

Grade Sheet

A student earns the right to take the exam in a course if they have attended the required amount of lectures, seminars, exercises, labs, or practicals, according to Article 72 of this regulation. Students taking the exam are registered by the Secretariat on the grade sheet; for students who have not met attendance requirements, the Secretariat marks "not qualified."

The grade sheet is prepared by the Academic Secretariat, signed by the Dean and the Secretariat, and bears the institution's seal. The grade sheet is standard and approved by the Rector based on consultations with the Rectorate regarding its content. The grade sheet is delivered to the exam committee or course instructor on the exam day.

Upon completion of the exam, the exam committee chair or course instructor submits the completed grade sheet no later than 7 (seven) days from the exam date to the Academic Secretariat.

The grade sheet reflects the student's full evaluation in that course; together with it, the instructor submits to the Secretariat the report of semester/year-long assessments according to the course syllabus.

The grade sheet, together with the semester/year-long evaluation report, constitutes the official document certifying the exam and the student's evaluation. The Rector reserves the right, based on consultations with the Rectorate, to approve a final grade sheet when semester/year-long evaluations are included. No corrections or additions to student names are allowed on the grade sheet.





Article 92

Exam Dates

Exams and retakes are held within the timeframe set in the academic calendar or academic year structure. The Academic Secretariat coordinates with Heads of Departments to schedule exam dates. Exam dates are announced at least *15 days* before the end of the semester/classes. A student who does not attend the exam at the scheduled date and time is declared unsuccessful in that course.

In exceptional cases and for important reasons, the exam date may be changed only by the Dean's decision after written approval from the Rector.

Article 93

Student Record

All student achievements, including earned and accumulated credits, are recorded in their student record. Only the Academic Secretariat has the right to manage the student record.

Credits earned and transferable course credits are registered in the student record after submission of the exam sheet and only when the exam result is passing (grades 5 and above, points 50 and above, letters A to E).

Only the Dean and the Head of Department overseeing the study program have the right to access the student record without the student's authorization.

Article 94

Retakes

A student has the right to retake a module or course during exam sessions and retake sessions. This includes retakes for grade improvement.

A student has the right to retake all modules or courses in which they have obtained the required number of credits, whether these are modules or courses in which they were unsuccessful or carried over from previous years. The student is obliged to complete outstanding obligations according to the order set by the Department.

Article 95

The tuition fee includes two knowledge assessments: one during the regular exam session and one in the retake session. Taking an exam outside these two sessions requires the corresponding fee.

A student has the right to improve their grade in no more than two courses per year during the retake session; this also requires payment, and improvements are not considered for scholarship classification.

Article 96

Teaching Practicals



A student is required to attend the teaching practicals provided in the curriculum. Teaching practicals are subject to all established rules and assessments, just like other obligations. Documentation, procedures, and deadlines are outlined in the Practical Package approved by the Senate.

Teaching practicals are conducted in institutions, organizations, companies, etc., under the supervision of an instructor appointed by the Department and based on an agreement between the parties, the model of which is also part of the Practical Package. The student must comply with the rules of the institution where the professional practice is conducted.

CHAPTER VIII COMPLETION OF STUDIES

Article 97

Diplomas and Certificates

Upon completion of professional programs after secondary education with 60 or 120 credits, referring to Level 5 of the Albanian Qualifications Framework, the student is awarded a “*Professional Certificate*” or “*Professional Diploma*” in the field of study.

Upon completion of the First Cycle studies and acquisition of required credits (180 credits), the student receives a *Bachelor’s* degree in the field of study.

Upon completion of Second Cycle *Master of Science* studies and acquisition of required credits (120 credits), or 300 credits for integrated programs, the student receives the “*Master of Science*” degree.

Upon completion of Second Cycle *Professional Master* studies and acquisition of required credits (60 or 120), the student receives the “*Professional Master*” degree.

Upon completion of Third Cycle *Executive Master* studies and acquisition of required credits (60 or 120), the student receives the “*Executive Master*” degree.

Upon completion of doctoral studies and according to procedures for awarding such degrees, the doctoral student receives the “*Doctor*” degree.

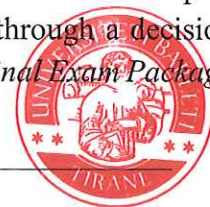
Article 98

Completion of Studies

Upon completion of studies and acquisition of required credits, students have the right to graduate in the respective study program.

Within three months from the start of the academic year, the Department informs final-year students of the approved final exam program or proposed diploma topics, which will be used for final assessment, in accordance with the field of study.

By January, students submit requests to the Department with proposals for chosen topics and supervisors. Proposals are discussed and approved by the Department through a decision communicated to students. Preparation of the topic is in accordance with the *Final Exam Package* approved by the Senate.





The final assessment is organized in three final exam sessions (graduation), according to Article 64 of this regulation and as specified in the academic calendar.

Article 99

Final Exam Procedure

For completion of studies by final exam, the Department proposes a commission with no fewer than three members from the department staff. The commission is approved by the Faculty Dean through a decision specifying the exam date and time. The decision is sent to the Secretariat for information and action.

The Secretariat announces the date and time at least 2 weeks in advance. The Secretariat prepares the exam sheet including all students who have completed all academic and financial obligations.

The commission examines only students on the list.

The exam is oral. The exam papers must contain at least three questions (including exercises depending on the course) based on the final exam program. Papers are signed by the Head of Department.

A student who fails the first session has the right to attend the next session.

Article 100

Thesis Defense

For completion of studies by thesis, the Department proposes a commission with no fewer than three members from the department staff. For Master of Science programs, members must generally hold a *Doctoral degree*. The commission is approved by the Faculty Dean through a decision specifying date and time. The decision is sent to the Secretariat. The Secretariat prepares the evaluation sheets.

The student must have completed the thesis according to the Final Exam Package requirements, obtained approval and evaluation from the supervisor, and completed all academic and financial obligations.

The approval and evaluation, together with three copies of the thesis, must be deposited at the department at least 5 days before the scheduled defense date.

Procedures and evaluation criteria are outlined in the Final Exam Document.

Article 101

A student who has fulfilled all curriculum requirements and has taken the final exam or defended the thesis is awarded the corresponding diploma by **UniBa**, according to Article 103.

Bachelor's and *Master's* diplomas are accompanied by a diploma supplement.

The diploma is completed in clear writing (blue ink) and signed by the Faculty Dean and Rector. For each, the name, surname, academic degree, academic title, and function are recorded. The diploma bears the **UniBa** seal.





The diploma model is the one prepared in accordance with regulatory acts and registered with QSHA.

The Academic Secretariat prepares lists of students who have completed all obligations for diploma issuance and forwards them to the Rector's Office, Vice-Rector for Academic Affairs, Deans, and the Curriculum and Quality Development Unit.

Prepared diplomas are kept in the Protocol Archive Office until collected by the student according to the Secretariat Operating Regulations.

Diplomas for students in different study programs are issued by UniBa after accreditation of the respective program.

Article 102

In cases where, in addition to university diploma obligations, a student has completed other courses or qualifications, they are issued a certificate showing periods, courses, credits earned, and evaluations.

The certificate for completed courses/qualifications is signed by the Head of Department and the Faculty Dean. For each, the name, surname, academic degree, academic title, and function are recorded. Their signatures are certified with the **UniBa** seal.

Article 103

The institution provides graduates of the First and Second Cycle with the Diploma Supplement. This document is also prepared in the English language.

The Diploma Supplement describes the field and level of studies, the purpose and scope of application of the knowledge, the list of courses, credits expressed in the European Credit Transfer System (*ECTS*), the corresponding grades, and other elements as determined by the applicable normative acts.

Article 104

For students who have completed their studies with all grades ten, the diploma is accompanied by the designation ***Outstanding Student***. For students who have completed their studies with over 80% of the grades being ten and the remaining grades nine, the diploma is accompanied by the designation ***Distinguished Student***. The documents for the designations ***Outstanding Student*** and ***Distinguished Student*** are signed by the Academic Secretariat and the Rector. Their signatures are certified with the **UniBa** seal.

Article 105

The awarding of diplomas is done through a ceremony.

The diploma is collected personally by the graduate, against a signature, and recorded in the corresponding register. If the graduate's presence is objectively impossible, the collection may be carried out by an authorized person, equipped with a special power of attorney and identification document.





The person collecting the diploma is obliged to verify its correct completion before signing for its receipt.

Article 106

If the diploma is not correctly completed, the interested party should not collect it and must request a properly issued diploma.

In cases where the graduate, after collecting the diploma, identifies that the diploma is incorrectly completed, he/she returns it to **UniBa**. This diploma is destroyed by a commission composed of three members appointed by the order of the Dean/Director, with the preparation of the corresponding report, which is deposited in the Academic Secretariat of the faculty/institute, before the interested party is provided with a certificate equivalent to the diploma.

If the original diploma is lost or damaged to the extent of being unusable, **UniBa** does not issue a duplicate. The institution may only provide a certificate accompanied by the list of credits and grades obtained. The certificate is equivalent to the diploma once signed by the Rector, the Faculty Dean, and the Academic Secretariat, and their signatures are certified with the **UniBa** seal.

CHAPTER IX STUDENT RIGHTS AND OBLIGATIONS

Article 107

Acquisition and termination of student status

Acquisition and termination of student status
Student status is acquired upon registration at UniBa and the assignment of a unique matriculation number.

This status ends with the receipt of the diploma or the corresponding certificate, as well as in various cases of deregistration.

Article 108

Removal of student status

Status is removed before the completion deadline by deregistration in the following cases:

- By order of the Dean, based on the student's request for deregistration;
- When studies are not completed within the maximum allowed duration;
- By order of the Dean when it is verified that the student has lacked or lost the conditions and criteria for the right to study;
- By order of the Dean, following a decision of the Ethics and Equal Opportunities Council for serious or repeated violations of this Regulation or other internal acts of UniBa.





Article 109

Student rights

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

- benefit from the educational process and graduate after fulfilling all obligations determined in the study program curriculum;
- request fair and objective evaluation of knowledge and progress during the years;
- seek guidance from the relevant institutional structures for understanding **UniBa** rules and the opportunities it offers for studies, specializations, and qualifications;
- be informed of their achieved results and seek guidance for choices to obtain a specific degree or desired specialization;
- request confidentiality regarding their data and outcomes during the years of study;
- participate in artistic, cultural, sports, and recreational activities organized by **UniBa** outside the educational process;
- complain individually or collectively if they believe the educational process is not properly conducted, the knowledge offered does not meet the promised level, or the teaching method does not result in adequate knowledge acquisition;
- request and file complaints when they believe their evaluation is unfair;
- be heard by the relevant institutional bodies before any disciplinary action is taken against them.

Article 110

Student obligations

UniBa considers the student aware of the choice to pursue studies at this institution and responsible for their behavior and university career.

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

- know and comply with rules regarding students, as determined by internal institutional acts and applicable legislation; **UniBa** is not responsible for consequences arising from ignorance of these rules;
- be responsible for misuse of institutional facilities and teaching resources provided for use. If material damage occurs, the student must repair it to the extent of the damage caused;
- fulfill all obligations outlined in the curriculum and course programs to enable the acquisition of necessary credits.

Article 111

Acts in violation of **UniBa** rules

All intentional acts by the student that do not constitute a criminal offense, including those violating social and ethical norms, are considered violations of **UniBa** rules, such as:

- undermining the dignity of lecturers and any institution staff;





- acts of indiscipline or inappropriate behavior on institutional premises;
- providing false information for use in **UniBa** documents;
- copying, plagiarism, or presenting another's work as their own;
- buying, selling, or stealing materials containing exam questions or theses;
- appearing for an exam under a false name or being represented by another person in the exam;
- giving or receiving information orally or via signs during the exam.

Article 112

Disciplinary measures

For students performing such acts, the following disciplinary measures are taken:

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

The decision for written warning and suspension up to one year is taken by the Dean based on the proposal of the Ethics and Equal Opportunities Council. The decision for expulsion from **UniBa** is taken by the Rector, based on the proposal of the Ethics and Equal Opportunities Council and the Dean's opinion.

CHAPTER X FINAL PROVISIONS

Article 113

This Regulation is approved by the Senate of "**Barleti**" University (Article 21, point **d** of the Statute).

Article 114

The Regulation is drafted in accordance with the Statute of "**Barleti**" University and has binding effect over all constituent units of the institution.

Article 115

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





UNIVERSITETI
BARLETI

Approved by Decision of the Academic Senate No. 7, dated 28/03/2023
Amended by Decision of the Academic Senate No. 83, dated 30/10/2024
Amended by Decision of the Academic Senate No. 40, dated 24/10/2025

Për For the Senate of “Barelti” University
Chairperson
Prof. Dr. Suzana GUXHOLLI

Suzana Guxholli