



ALBANIAN UNIVERSITY  
*UNIVERSITAS- FABREFACTA-OPTIME*

# GENERAL REGULATIONS

Approved by the Academic Senate on 22.12.2016



**ALBANIAN UNIVERSITY**  
*UNIVERSITAS- FABREFACTA-OPTIME*

## **CHAPTER 1**

### **GENERAL DISPOSITIONS**

#### **Article 1**

##### **Legal Basis**

1. The Internal Regulation of the University "Albanian University" (here and next Regulation), based on the Constitution of the Republic of Albania (Article 57, paragraph 6.7), law Nr. 80/2015 "On Higher Education and Scientific Research in the Republic of Albania" (here the next Law no. 80/2015), the Law "On Trade Companies (Shoqeri Tregtare)" and the Statute of the Albanian University.
2. The Regulation is subject to revisions in form and content, in conformity with any amendment to the laws and regulations governing the operation of Higher Education in the Republic of Albania, Statute of the "Albanian University", as well as it respects any international act ratified by the Republic Albania regarding the system and the principles of operation of Higher Education.

#### **Article 2**

##### **The Regulation Target**

1. The Regulation aims to regulate the relationship between academic and non-academic structures of the "Albanian University" (here and next AU), to structure and norm the main activity of the governing bodies, the main constituent units and components under his administrative assistant.
2. The Regulation also defines the main rules of organization and functioning of the collegial decision-making activity and / or the individual learning process / research, as well as every other aspect of academic and administrative staff in the assistance to the achievement of educational service within the licensed field of AU.

#### **Article 3**

##### **Principles**

1. The Regulation recognizes and respects the important principles of constitutional and legal provisions which serve to the democratization and legal discipline of the academic



**ALBANIAN UNIVERSITY**  
*UNIVERSITAS- FABREFACTA-OPTIME*

process, the institutional internal organization and decision-making of any other procedure, proposing, evaluation, promotion, education, research and training.

2. This Regulation is governed in every aspect of the university activity by the spirit of respect for rights, freedoms and legitimate interests of humankind enshrined in the Constitution of the Republic of Albania and the International Cards, Declarations and Conventions.
3. The Regulation establishes the principles of the AU obligation to respect all rights and fundamental freedoms and the legal constitutional order, as well as the elimination of any undemocratic, discriminatory and derogatory practices towards the academic staff, students and administrative staff.
4. The activity of the AU defined in this Regulation is based on the principle of academic and financial self-organization, the free spirit, respect for human dignity, pluralism of ideas, transparency of procedures and the promotion of freedom of studies and research, providing in each case equal opportunities for every individual.
5. The Regulation aims at consolidating the activities of the AU structures, respecting the development of the study, the teaching process and research through collaboration with other institutions of higher education, with national and international scientific entities, with the state administration and any other entity with professional profile, economic, formative, research, non-profit and voluntary.

## **CHAPTER II**

### **CENTRAL MANAGEMENT STRUCTURES AND ADMINISTRATIVE ACADEMIC**

#### **Article 4**

##### **The Activity of the Senate**

1. The Academic Senate is the highest academic and university decision-making body, based on the AU statute (Article 19 and 20).
2. The Senate shall exercise the powers related to planning, programming and coordination of educational processes and scientific research. The Academic Senate takes decisions on the development strategies of the university, manages and controls the quality of teaching and scientific research and assesses their level.



**ALBANIAN UNIVERSITY**  
*UNIVERSITAS- FABREFACTA-OPTIME*

3. The Academic Senate is a collegial decision-making body headed by the Rector, participating as representatives with full rights:
  - a. Representatives of the academic staff: 18 (eighteen) members;
  - b. Representatives of students: 1 (a), President of the AU Student Council.
4. Each AU main unit is represented in the Senate, according to these ratios
  - a. Faculty of Medical Sciences - 6 members,
  - b. Faculty of Social Sciences - 6 members,
  - c. Faculty of Applied Science and Commerce - 6 members.
5. The Academic Senate meets periodically and decides through simple majority or qualitative quorum of all its members. The Rector or  $\frac{1}{4}$  of all members of the Senate, can call in meetings guest in relation to matters under consideration.
6. Academic Senate implements in its activities the principles of autonomy and academic freedom, and respects the rights of students. The Senate pursuant to the Statute shall consider any proposal submitted by junior levels of academic structures related to teaching and research programs, opening, changing or closing them. The Senate guarantees the quality of internal evaluation within the university through teaching and research activity of the academic staff and providing conditions for their improvement.
7. The Senate has the right to define specific criteria for admission of students in the study programs, recruitment of staff, and for the election of members of the Council of Ethics and the "Early Specific" Commissions. All the above issues, the Senate passes a vote by simple majority of votes in the presence of all its members.
8. The Academic Senate approves by qualified majority by a  $\frac{2}{3}$  vote of all present members the draft statute and draft regulation of the university.
9. The Senate also takes decisions on amendments or repeal of the acts of the faculties, which conflict with the statute and regulations.
10. The Academic Senate meeting is convened by the Rector. The Rector in coordination with the Deputy Rector and Deans of Faculties formulate and decide the agenda and key issues to be discussed. Members of the Academic Senate and other guests have the right to know the contents of the agenda before the meeting.



**ALBANIAN UNIVERSITY**  
*UNIVERSITAS- FABREFACTA-OPTIME*

11. The Academic Senate meeting is opened by the Rector by bestowing the verification procedures of the presence of members and guests, and to legitimize their case. The meeting then passes on the agenda and issues to be discussed or voted on. The Senate meetings are followed with the presentation of issues by representatives of the sponsoring academic structures, the development of the discussions, giving opinions of other members, and then moving on to vote on the proposals.
12. The Meeting of the Academic Senate is documented in a binding record, which is held by the administrative staff of the Rector.
13. The Rector is obliged within 3 days from holding the meeting, to formalize an official document of the Senate's decision by signing it and sending accompanied by his subordinate academic and administrative structures with concrete orders for implementation.
14. The Rector has the right to delegate the management competence of the meeting of the Academic Senate one by Deputy Rector (if any), just at a time when his presence is impossible to work or health reasons, and when collection the Academic Senate has urgent character.
15. The decisions adopted by the Academic Senate are enforceable by any other academic and administrative instance within the deadlines and procedures. Any deviation, delay, neglect or mismanagement of the decisions of the Senate examined case by case at its meetings, opting for concrete measures to restore order and discipline in the university.
16. The Academic Senate meetings are held at the headquarters of the university.

**Article 5**  
**The Activity of the Rectorate**

1. The Rectorate is a collegial executive body, which is organized and operates under the AU Charter (Article 21), and consists of the Rector, Vice-rector, vice-rector for Teaching; Vice-Rector for Research; General Manager, and the AU Deans. The Rectorate is chaired by the Rector who has the obligation and responsibility of the functionality of this Body.
2. The Rectorate main functions are:



**ALBANIAN UNIVERSITY**  
*UNIVERSITAS- FABREFACTA-OPTIME*

- a. designs the strategic development plan of the institution, based on the proposals of the main base units and institution, as well as administrators of the main units, and presents it for approval to the Senate;
  - b. designs instructional annual programs of activities and research, based on proposals and from the base units and monitors its implementation after approval by the Academic Senate;
  - c. an annual report of the teaching and research after receiving individual reports from each main unit and submit it for approval to the Academic Senate;
  - d. recommendations on projects for research programs, the Research and structural changes necessary for their implementation;
  - e. implements all decisions adopted by the Academic Senate and the Board of Directors;
  - f. monitors the AU activity and publishes the results of its assessment.
  - g. prepares its Work Regulation, approved by the Academic Senate;
  - h. exercises thematic controls, organized or spontaneous university units to meet its goals, and the implementation of the AU organs acts.
3. The Rectorate performs the additional following functions:
- a. prepares the annual and the medium-term AU budget and submits it for approval by the Academic Senate;
  - b. determines the composition of the committee of experts to draw up economic and budgetary policies of the institution;
  - c. formulates criteria for the distribution of financial resources, human and material, and presents them for approval to the Academic Senate;
  - d. proposes to the Academic Senate, to undertake specific policies to encourage the promotion of academic staff of the institution;
4. The Rectorate seeks the opinion of the Academic Senate and the Board of Directors in regards to the aspects of the latter's competences.
5. The Rectorate reports once a semester in the Academic Senate and the Board of Directors.
6. The Rectorate designs and submits for approval to the Academic Senate and the Administrative Board the annual teaching and research activity and financial reports of the University, not later than December 20<sup>th</sup> of each academic year.



**ALBANIAN UNIVERSITY**  
*UNIVERSITAS- FABREFACTA-OPTIME*

7. The Rectorate is the main responsible authority for implementing the decisions of the Academic Senate and the Administrative Board, to the extent that these decisions address the task of this body.
8. The Rectorate is entitled to coordinate the implementation of powers entitled to the Rectorate with other representatives of this structure. The Rector as the head of the Rectorate represents the latter at meetings of the Academic Senate and the Board of Directors.
9. The Rector has the right to call meetings of the Rectorate at any time and determines the agenda. The Rectorate's meeting decisions are enforceable to be implemented by any other academic and administrative structure.
10. For issues and specific duties, the Rectorate has the right to delegate specific powers to bodies and academic and administrative staff of the university, when this is deemed necessary.

**Article 6**

**The activity of the Board of Directors**

1. The Board of Directors is the highest administrative collegial governing body, which has decision-making and supervisory powers over the economic and administrative activity of the University, according to the AU Charter (Article 22).
2. The Board of Directors of the AU consists of 7 members; 3 (three) members of the Board of Directors appointed by the Senate, who are part of the academic staff in the AU, and 4 (four) members from Commercial Company (SHT), where one (1) member of the Board of Directors is the administrator of SHT, and 3 (three) members shall be appointed by the Administrator of SHT. The manner of their appointment, is regulated by the Board of Directors.
3. Membership in the Board of Management, is incompatible with the office of the Rector, Deans, the Head of Department, as well as the General Administrator and managers of main units.



**ALBANIAN UNIVERSITY**  
*UNIVERSITAS- FABREFACTA-OPTIME*

4. The Rector and the General Manager of the University have the right to participate in any case in meetings of the Board of Directors, but shall not be entitled to vote. If their presence is necessary, the Rector and General Manager of the University are notified no less than 3 days before the next meeting by the Chairman of the Board of Directors for mandatory participation in meetings of the Board of Directors.
5. In exercise of its powers, the Board of Directors guides, reviews, advice and votes on strategies and non-academic activities of the university. Decisions of the Board of Directors taken as defined in the Regulation of the organization and functioning of the Board of Directors.
6. In particular, the Board of Directors shall exercise the following powers:
  - a. guarantee financial stability of the institution of higher education and the fulfillment of its mission;
  - b. upon proposal from the Academic Senate, the Board approves the strategic development plan of the institution and oversees its implementation;
  - c. upon proposal from the Academic Senate, the Board approves the annual and medium term budget of the institution and oversees their implementation;
  - d. upon proposal from the Academic Senate, it approves the number of academic staff at all levels;
  - e. evaluates the closing and reorganizing of the Institution of Higher Education, as well as the division or unification of Higher Education Institution with another institution of higher education;
  - f. preliminarily approves opening, reorganization or closure of the entities of the Institution of Higher Education;
  - g. It refers its opinion on the draft of the institution and approves its financial regulation;
  - h. It sets rules for the distribution of income that ensures the institution exercises its activities, and supervises the use of financial resources;
  - i. It is responsible for setting the criteria and procedures for hiring managers and administrative staff, based on the acts of the Institution of Higher Education;
  - j. appoints and dismisses the General Administrator of the AU; administrators of the main units, and administrative staff, based on proposals from the SHT Administrator;
  - k. annual report on the financial activities of the institution, designed by the Rector.





**ALBANIAN UNIVERSITY**  
*UNIVERSITAS- FABREFACTA-OPTIME*

7. Other powers of the Board of Directors are:
  - a. proposes to the Senate changes in the level of wages and the class fee/tuition;
  - b. proposes to the Senate changes in the level of study fees/tuition;
  - c. proposes to the Senate, social categories and excellence scholarships per academic year who are eligible for scholarships;
  - d. adopt its rules of operation.
8. The Board of Directors implements within its activity the principles of autonomy and respect for the rights of workers, academic staff and students.
9. The decisions adopted by the Board of Directors are enforceable by any other administrative instance within the deadlines and procedures laid down in the decision. Any deviation, delay, neglect or mismanagement of the examined is analyzed case by case at meetings of the Board of Directors, which decides and determines to take concrete measures for restoring the place of order and discipline in the university.
10. Meetings of the Board of Directors are held at the headquarters of the university.

**Article 7**

**Rector Duties & Activities**

1. The Academic Rector is the highest academic managing authority, according to the AU Charter (Article 28). He / She represents the university; acting in the name and on his behalf. The Rector represents the university in relations with the Ministry of Education and Sports and other institutions of public administration, in relations with foreign institutions and other counterpart institutions.
2. The Rector is proposed by the Administrator of SHT, and elected by the Academic Senate, for a term of 4 years, and may be reappointed only once. The election of the Rector, is made based on alternative nominations that are proposed from the SHT Administrator, among the ranks of members of academic staff who are elected members of the Academic Senate. AU Rector must hold the scientific title of "Professor".
3. The Rector guarantees the autonomy of the university and has the authority under the Charter to submit proposals to the Academic Senate, the Board of Directors and the



**ALBANIAN UNIVERSITY**  
*UNIVERSITAS- FABREFACTA-OPTIME*

Council of Ethics. He has the right to check periodically the implementation of the decisions of the individual and collegiate governing bodies within the university, and enjoys the exclusive right to sign the diplomas, certificates and any other administrative papers representing the will of the highest bodies governing the university.

4. The Rector organizes all its activities to enhance the quality of teaching and research in the university, taking responsibility for all activity of academic and administrative nature under him. The Rector has the right to submit to the governing collegiate bodies of the university any proposal or recommendation which aims to improve, change or avoid the issues that have an impact on the university academic and administrative life.
5. The Rector creates hierarchic authority relationships, academic, with the teaching staff and support at all levels, demanding accountability, discipline and full implementation of legislation and regulatory acts of the university. The Rector is the highest authority of the final settlement of any claim, demand or communication in relationships with academic staff, other staff and students.
6. The Rector is entitled to exercise his authority to issue orders obligatory for implementation, deadlines and specific responsibilities to subordinate structures and seek information about the progress of their application at any time.
7. The Rector is entitled to delegate his duties at the vice-rectors, but never the competences to which the legislation in force, the Charter and General Regulations of the University, have exclusively assigned his authority in decision-making process.
8. The Rector represents the Academic Senate in the Board of Directors without voting rights. The Rector is a recommendatory, advisory and accountability authority at the Academic Senate and the Board of Directors.

**Article 8**  
**The Vice Rector**

1. The Vice Rector exercises his activity under the authority of the Rector of the University and the areas he covers are defined by the latter. In the absence of the Rector and upon his permission, The Vice Rector signs relevant documents with the academic and administrative nature that are allowed to be delegated for signature.



**ALBANIAN UNIVERSITY**  
*UNIVERSITAS- FABREFACTA-OPTIME*

2. The Vice Rector is appointed and dismissed by the Academic Senate, upon proposal of the Rector for a period of 4 years and may be reappointed only once. The number of Vice Rectors of the institution is determined by the Board of Directors. The Vice Rector should enjoy scientific title "Professor" or "Prof. Asoc. ".
3. The Vice Rector is obliged to take orders and guidance on a continuing basis by the Rector and operate with his authorization to fulfill the duties that are imposed by the area covered. The Vice Rector has the right to participate, present opinions and recommendations, to make proposals in all meetings of governing bodies wherein present exclusively in the area under his responsibility. The Vice Rector does not undertake any academic or administrative initiative without consultation and prior consent of the Rector.
4. The Rector determines the job description of every Vice Rector and the area he covers, making a division of responsibilities and their relationships with other governing bodies and subordinate to the university.
5. All structures under the Rector, shall respond timely and responsibly to messages, orders and guidelines from the Vice Rector when they are in within tasks assigned and once the Rector has been informed.

**Article 9**  
**General Manager**

1. The General Manager is the highest authority responsible for the administrative and financial functioning of the AU, as stipulated in the AU Charter (Article 31).
2. The General Manager of the AU, is prerogative of the legal representatives for financial and administrative affairs.
3. The General Manager of the AU is proposed by the Administrator of SHT and appointed by the Board of Directors.
4. On his appointment, the Board of Directors considers that the General Manager of the AU, must meet academic and professional criteria, with a work experience of at least 7



ALBANIAN UNIVERSITY  
*UNIVERSITAS- FABREFACTA-OPTIME*

years in the field of economics or law, and the complete cycle the second study, and be a holder of a degree "Master of Science" in economics or law.

5. The General Manager of the AU, cannot exercise any other academic or administrative function.
6. The AU General Manager performs the following functions:
  - a. designs annual drafts, in collaboration with the finance office based on the proposals of the main and base units, based on the strategic development plan of the institution and its medium-term budget plan;
  - b. proposes criteria for the management of financial and material resources, which are submitted for approval to the Board of Directors and oversees the distribution of their implementation;
  - c. monitors and controls the implementation of the annual budget of the Higher Education Institution in its dependence structures;
  - d. implements all decisions of the Board of Directors and the Academic Senate of financial and administrative character;
  - e. It presents to the Board of Directors and the Academic Senate reports on the financial activities of the Institution of Higher Education, at the end of the academic year;
  - f. collaborates with other structures and authorities of the Institution of Higher Education for everyday management issues;
  - g. proposes the appointment and dismissal of managers of main units in the Board of Administration;
  - h. meets instructions and requirements by the Rector in order to meet academic, administrative and financial needs;
  - i. It maintains direct relationships and written by public and private institutions, for the proper functioning of the financial and administrative issues of the university;
  - j. manages the process of preparing the production and distribution of degrees of support from the Academic Secretary and Registrar of the Faculty;
  - k. It supports students in case of problems related to financial or administrative matters against their Higher Education Institution or other institutions, public and private.
7. The General Manager of the AU, has the following additional functions:



**ALBANIAN UNIVERSITY**  
*UNIVERSITAS- FABREFACTA-OPTIME*

- a. The administrator is responsible for the daily administrative institution, for implementation of the budget approved by the Board of Directors to oversee the financial operations and law enforcement;
- b. Administrator ensures the smooth running of the administrative process, is responsible for the administrative staff of the institution and ensures a smooth process of good institutional administration through subordinated structures, which are accountable and provides information about the level of performance of the administrative staff of the institution, ensure the progress of the learning process by infrastructure, performing duly curriculum and ethics by academic staff, and is responsible for the level of service on offer from administrative and support staff of the institution, which has specific powers to carry out these tasks as listed above;
- c. Makes proposals for future development of the university, staffing structures and administrative faculties, after having received the relevant proposals to the lower structures depending thereof;
- d. He controls and delegates at all levels of university administration, the policies and decisions of the Board of Administration, the University Senate, and any other authority recognized by state law or local and foreign private entering the relationship with the university.
- e. The administrator has the obligation to report at each meeting of the Board of Directors on issues under responsibility when he is called to be present.

**Article 10**  
**Ethics Council**

1. The Council of Ethics is a collegial advisory body, which rises at the University level and examines the ethical issues of university life, as stipulated in the AU Charter (Article 24). The Ethics Council members are elected by the Academic Senate, upon the proposal of the Rector, and it elects its Chair through simple majority vote of its members.
2. The Ethics Council proposes to the Rector on measures to be taken for restoring the place of ethics in university, discipline, behavior and academic performance and non-academic staff, and students.



**ALBANIAN UNIVERSITY**  
*UNIVERSITAS- FABREFACTA-OPTIME*

3. The Ethics Council consists of 5 members who must hold the scientific title "Professor" or "Associate Professor". Members should be part of the academic staff that enjoys high reputation in the university environment.
4. The Ethics Council is convened by the Chair for issues proposed and submitted by university units and structures, and on the basis of specific complaints about incidents or events in the institution.
5. The Ethics Council respects the rights of the parties to be heard, appealed, to present evidence and to give the parties time to defense within timely deadline. Each party involved in an ethics proceeding is obliged to respect the calls, notices and decisions of the Council.
6. The Council members are obliged to declare in advance the incompatibility of their function with the following ethical proceedings due to a conflict of interest with the parties in the process. Any act or omission that violates their impartiality in the process is considered a serious breach. Ethics procedures performed in open conflict of interest arise the right of litigants to seek replacement of Members of the Council of Ethics and the repetition of the proposing and decision-making process.

**Article 11**

**The "Doctor" rank Committee**

1. The Commission for granting the degree "Doctor" is a collegial decision-making and advisory body set up at the university by the Academic Senate for organizing and directing doctoral studies, according to the AU Charter (Article 25).
2. The Committee on the degree of "Doctor" is composed of five (5) members. Members of this committee are chosen by the Academic Senate for a term of 2 (two) years, with re-election rights, based on proposals by the Assembly of academic staff. Members of the Committee on the degree of "Doctor" should hold the scientific title "Professor" and "Prof.Assoc.".
3. The Committee enables training of students after the second cycle of studies and after Doctorates programs, and cooperates with other committees analogous to giving rank "Doctor" in other Institutions of Higher Education.



**ALBANIAN UNIVERSITY**  
*UNIVERSITAS- FABREFACTA-OPTIME*

4. The Committee provides a close relationship with the main units and the university based on the criteria and evaluation of student candidates who apply for third cycle programs relevant to academic criteria.
5. The Committee accepts, consults and evaluates all study documentation of candidates making the decisions for intermediate stages of study and the "Dr" scientific-grade final defense.
6. The organization and functioning of the Committee and other issues related to its operations, are defined in the Regulation Doctoral Program.
7. The rights and duties, organization, function, method of handling complaints, etc., are defined in the Code of Ethics.

## **Article 12**

### **Committee on Academic Personnel for the Promotion of scientific titles "Associated Professor" and "Professor"**

1. The Committee for the Promotion of Academic Personnel for scientific titles "Associated Professor" and "Professor" is a collegial decision-making and advisory body set up at the university by the Academic Senate for organizing and directing doctoral studies, according to the Statute of the AU (Article 25).
2. The Committee is composed of five (5) members. These members are chosen by the Academic Senate for a term of 2 (two) years, with possibility, based on proposals by the Academic Staff Assembly. Members of the Committee on the scientific title should only hold the scientific title "Professor".
3. The Committee enables training after doctoral studies and cooperates with other committees analogous to giving scientific title "Prof. Assoc "and" Professor " in other Institutions of Higher Education.



**ALBANIAN UNIVERSITY**  
*UNIVERSITAS- FABREFACTA-OPTIME*

4. The Committee provides a close relationship with the main units of the university in relationship to the criteria and the evaluation of candidatures for obtaining the relevant scientific titles in respect of the legal requirements.
5. The Committee consults and evaluates the study documentation for the candidate that holds the title "Dr.", taking final decisions.
6. The organization and functioning of the Committee for the Promotion of Academic Personnel for scientific titles "Associated Professor" and "Professor", is based on the legislation in force for Higher Education.

**Article 13**

**System of Internal Quality Assurance  
Committee for Institutional Assessment**

1. The Institutional Assessment Committee is a collegial decision-making and advisory body set up at the university by the Academic Senate for the organization and management of institutional assessment of the institution, according to the AU Charter (Articles 25 and 66).
2. The Institutional Assessment Committee is composed of five (5) members, from which four (4) members of this committee, are academic staff and are selected from the Academic Senate based on proposals by the Academic Staff Assembly. The fifth member is a student elected by the Student Council. Members of the Committee are elected for a term of 2 (two) years, with possibility.
3. The Committee is responsible for the establishment, operation and continual improvement of the AU Internal Quality System, based on the Higher Education Quality Code and Quality Assurance standards in the (HEAL *alb.*).
4. The Committee controls the activity of the Internal Security of Quality Unit, based on a periodic 6-month report by the latter.
5. The Committee shall draw up its regulation of operation as well as all the necessary documentation for the quality management system in the constituent units, which is approved by the Senate.





**ALBANIAN UNIVERSITY**  
*UNIVERSITAS- FABREFACTA-OPTIME*

## **Article 14**

### **Internal Security of Quality Unit (ISQU)**

1. ISQU develops its activity within the "System of Internal Quality Assurance" at AU. The University based on its Statute (Article 67), through the ISQU performs the evaluation and quality control of academic activities, by cooperating with the Agency for Quality Assurance in Higher Education (ASCAL) in accordance with the provisions of Law no. 80/2015 and other legal acts issued pursuant to the above law;
2. ISQU is responsible for the accreditation processes, ranking and any other evaluation procedure in developing the academic activity of the university which is conducted in accordance with the deadlines set by law or bylaws;
3. ISQU provides guidance, advice and support for the design and implementation of internal procedures of quality assurance in accordance with the law, by-laws and rules of the University Statute;
4. ISQU is directly dependent from the Institutional Assessment Committee, according to the AU Charter (Article 66) and reports to it periodically responsibility in relation to the tasks and the situation of the quality of the university academic activities;
5. ISQU has a supporting role, advisory, coordinating, monitoring and other administrative and academic structure of the university administration, and provides expertise in developing quality assurance processes;
6. ISQU compiles an annual report which includes information and ratings for teaching and research, the quality of academic and administrative service. It offers and recommends measures to improve quality parameters. The Annual report is originally submitted to the Committee for Institutional Assessment, which submits it to the Academic Senate to subsequently include it on the agenda of its next meeting;
7. The conduct of the structures internal assessment or study program, is conducted every 3 academic years;



**ALBANIAN UNIVERSITY**  
*UNIVERSITAS- FABREFACTA-OPTIME*

8. ISQU uses evaluation methodologies, measuring instruments and performance evaluation for the study programs. The institution includes this information in its institutional self-assessment;
9. ISQU publishes the expected results, the evaluation results and what it aims to achieve.

### **Article 15**

#### **Curriculum and Learning Committee**

1. The Curriculum and Learning Committee is a collegial decision-making and advisory body set up at the university by the Academic Senate for the organization and management of studies and degrees, according to the AU Charter (Article 25 and Articles 52-64).
2. The Curriculum and Learning Committee is composed of five (5) members, of which four (4) members of this committee, are academic staff and are selected by the Academic Senate based on proposals by the Academic Staff Assembly. The fifth member is a student elected by the Student Council. Members of the Commission are elected for a term of 2 (two) years, with possibility for re-election.
3. The Curricula and Teaching Committee determines the main directions in the physiognomy of the Institution about the nature of academic programs, and titles that he has to offer.
4. The Curricula and Teaching Committee is responsible for determining policy orientation towards the opening of new study programs, and to improve existing ones in accordance with state Quality Standards in Higher Education.
5. The Committee controls the activities of the Office of Curriculum Development, on a periodic 3 months report from the latter.

### **Article 16**

#### **Office of Curriculum Development**



**ALBANIAN UNIVERSITY**  
*UNIVERSITAS- FABREFACTA-OPTIME*

1. The Curriculum Development Office oversees, promotes and guides the continuous improvement and curriculum change. This Office has an obligation to provide in each case written opinions and recommendations to the Academic Senate at meetings where curricula issues are reviewed.
2. The Office cooperates consistently with the basic units of the university and the ISQU. It continuously performs depth studies on models and best practices on national and international curricula.
3. The Curriculum Development Office controls and is responsible for coordinating and evaluating the semester teaching program by giving written opinions on the application of new study programs or change them, and takes part in the recruitment and employment of academic staff, giving recommendations on their criteria and in relation to courses / modules.
4. The Curriculum Development Office is responsible and cares constantly for the design, organization and implementation of new programs of study and other issues related to the implementation of the tasks given by ASCAL and other decision-making structures of the university related to compliance and regularity of the curriculum.
5. The Curriculum Development Office operates under the direct authority of the Rector of the university.

**Article 17**

**Committee for Research and Publications**

1. The Committee for Academic Research and Publications is a collegial decision-making and advisory body set up at the university by the Academic Senate for the organization and running of Academic Research and Publications, according to the AU Charter (Articles 25, 68.69, 76).
2. The Committee for Research and Publications is composed of five (5) members, of which four (4) members of this committee, are academic staff and are elected by the Academic Senate based on proposals by the Academic Staff Assembly. The fifth member is a



**ALBANIAN UNIVERSITY**  
*UNIVERSITAS- FABREFACTA-OPTIME*

student elected by the Student Council. Members of the Commission are elected for a term of 2 (two) years, with possibility of re-election.

3. The Committee formulates policy and guides the development of research activities on an ongoing basis, as follows:
  - a. coordinates research faculties and departments, respecting the academic freedom of academic staff and managers;
  - b. It promotes research activities of the university, at home and abroad;
  - c. encourages professors and heads of departments and faculties for scientific research and their participation as individuals in large departmental projects, faculty, university, national and international;
  - d. It follows the implementation of guidelines, plans, projects and topics of the approved departmental issues; Senate report on the university systematically and takes assignments from him.
4. The Committee for Research and Publications, pursuant to the Statute of the AU (Article 76) has the right to apply on behalf of the AU at the Grant AKKSHI for obtaining scientific research, which include funds for Scientific Research.

**Article 18**

**The Office of Coordination of Academic Research and Publications**

1. The Office of Coordination of Academic Research and Publications is chaired through the responsibility of a person that holds a scientific title/rank. It carries a range of functional competencies including:
  - a. Designs the program and work plan for each academic year which reflects the main directions of its activity, approved by the Academic Senate;
  - b. Coordinates with the Office of Curriculum Development and other units of the university;
  - c. Organizes consultations on important topics and issues related to policies and vision of the university as a whole unit;
  - d. Studies and presents for approval to the Academic Senate and educational research projects keeping in mind the contemporary standards;



**ALBANIAN UNIVERSITY**  
*UNIVERSITAS- FABREFACTA-OPTIME*

- e. Individually encourages professors and heads of basic units for scientific research, as well as through projects at University level, the main unit or base unit;
- f. Coordinates the research activities of the departments, while respecting the academic freedom of academic staff;
- g. It promotes research activities of the university, at home and abroad;
- h. Works on relations and joint projects with other inter-university higher education institutions, research institutions, cultural and economic, public and private, at home and abroad;
- i. Contributes to the involvement of the academic staff of the university in intercollegiate or institutional projects;
- j. It follows the implementation of guidelines, plans, projects, topics and issues adopted by the basic units;
- k. During and at the end of each academic year, reports on research activities to the Board of Directors and the Academic Senate and carries out assessments where appropriate;
- l. Completes academic publishing in Albanian of domestic or foreign academics and ensures their publication in Science magazine of the university;
- m. It realizes the publicity of these publications - magazines and books, etc;
- n. Organizes The Week of the best academic scientific work for each academic year.

**Article 19**

**Auxiliary units, service and administrative units**

- 1. Auxiliary units, service and administrative units of the university, based on the AU Charter (Articles 12 and 13) are auxiliary and service units, and administrative units with non-academic staff, which enable the creation, support and facilitate a regular activity and aid services, administrative and university in accordance with the law and regulations governing higher education system.
- 2. The organization and operation structure of these units is under the jurisdiction of the Board of Directors. In performing its functions, the Board of Directors has the right to modify the structure and ancillary services, and administrative structure in accordance with the statute, operational and functional according to the needs of the university.



**ALBANIAN UNIVERSITY**  
*UNIVERSITAS- FABREFACTA-OPTIME*

3. Board of Directors approves the organogram of auxiliary and service units, as well as administrative units, the number of personnel, the job description of each structure of these units, as well as the recruitment criteria of the staff. Rights and duties of the personnel are provided in individual labor contract, which is signed by the General Manager of the AU and counter signed by the Chairman of the Board of Directors. This competence is recognized in the contract, and regulated under the provisions of the Labor Code.

**CHAPTER III**  
**ORGANIZATION AND OPERATION OF THOSE UNITS AND MAIN BASE**

**Article 20**  
**Constituent units of the university academic**

The University is a structure composed of academic and research units organized in 3 faculties, structured in departments, according to the AU Charter (Article 14). The University is structured with and in a headquarters and is headed up by echelon authorities and academic bodies.

**Article 21**  
**The Faculty**

1. The Faculty in accordance to the AU Statute (Article 15) is the main unit of the university that organizes and conducts teaching and scientific research. The Faculty offers undergraduate programs of different types and levels at the end of which a diploma is earned by the respective cycle.
2. The Faculty consists of leading authorities, governing bodies, the basic units of learning - science and administration. The managing authorities are the Dean, Vice-Dean and Heads of Departments. Governing body is the Academic Staff Assembly. Administrative structure consists of the Secretariat of the Faculty Teaching and support staff.
3. The organizational structure, composition, functioning and other issues related to the defined in the Regulation of the Faculty.

**Article 22**



**ALBANIAN UNIVERSITY**  
*UNIVERSITAS - FABREFACTA - OPTIME*

**Academic Staff Assembly**

1. Academic Staff Assembly consists of academic staff with full-time main units - Faculty, as stipulated in the AU Charter (Article 23).
2. Academic Staff Assembly of the main unit at AU:
  - a. Elects members of the academic staff, who will represent the main unit in the Academic Senate of the AU;
  - b. Senate proposes that members of the academic staff will be part of the standing committees of the AU;
  - c. proposes new programs of study or research, opening, changing or closing of departments or other units;
  - d. examines and approves the annual report of the dean for teaching and research activities;
  - e. Academic Senate proposes the strategic development plan of the faculty and oversee its implementation;
  - f. and other powers in accordance with the needs of the faculty.

**Article 23**

**Dean**

1. The Dean is the highest academic leading authority and representatives of the faculty, pursuant to the Statute of the AU (Article 29).
2. At AU, the Dean is proposed by the Rector and elected by the Academic Senate based on a competitive process from alternative candidates. Dean should hold the scientific title "Professor" or "Prof. asoc. ". He / she is elected for a term of 4 (four) years, and may be reappointed only once.
3. Dean performs the following functions:
  - a. coordinates the activity of basic units and organs of the main unit and resolves disputes between them;
  - b. prepares a draft decision for each respective base unit;
  - c. is accountable to the Academic Senate on the progress of its activities;



**ALBANIAN UNIVERSITY**  
*UNIVERSITAS- FABREFACTA-OPTIME*

- d. proposes to the Permanent Committee "For curriculum and teaching" the opening or closing of academic programs and curriculum reform, the special departments or units on campus;
  - e. proposes to the Rector the dismissal of the governing authority of the base unit in the case of commission of criminal offenses or flagrant serious violations of the law, the inability to perform the task and for the cases provided for in the Code of Ethics of the institution;
  - f. proposes to the AU General Manager the removal of the administrator of the main unit.
4. Dean bears direct responsibility related to the following activities:
- a. Educational activities and scientific research faculty,
  - b. Organizing scientific and promotional events,
  - c. Regular administration of academic and educational documentation,
  - d. Implementation of the annual program of the Faculty,
  - e. Discipline of work by academic and non-academic staff,
  - f. Results of evaluation of the quality of the faculty activity,
  - g. Other issues related to faculty accreditation process.
5. Dean's other powers, its relationship to other structures at the Faculty are provided in the Regulation of the Faculty.
6. Dean in exercise of his powers, is expressed in decisions and / or instructions.

**Article 24**  
**Vice Dean**

1. The Vice Dean is appointed and dismissed through the proposal of the Dean and Rector's consent, for a period of four years, eligible for reappointment. He should hold at least the scientific degree "PhD". The number of vice deans in a faculty is determined by the Board of Directors.





**ALBANIAN UNIVERSITY**  
*UNIVERSITAS- FABREFACTA-OPTIME*

2. The Vice Dean follows and implements the tasks under the area covered by the Faculty. The areas are defined by the Dean. It operates under the authority of the Dean of Faculty.
3. In the absence and under the authorization of the Dean, the Vice Dean signs relevant documents of academic and administrative nature that are allowed to be delegated for signature. The Vice Dean has the obligation to take orders and guidance on a continuing basis by the Dean of the Faculty, and operate with its authorization to fulfill the duties that are charged according to the area it covers.
4. The Vice Dean is entitled to participate, present opinions and recommendations, to make proposals in all meetings of the Dean or other structures where the faculty is present, only in the area that is charged under responsibility. Vice does not undertake any academic or administrative initiative without consultation and prior consent of the Dean of Faculty.
5. Dean of the Faculty determines the job description for each Vice Dean and duties covered by making a division of responsibilities and their relationships with other governing bodies and subordinate to the university.
6. All structures of the Faculty have the obligation to respond in a timely and responsible manner, to directions and orientations coming from The Vice Dean when they are in orderly exercise with tasks assigned and which has informed the Dean of Faculty.

**Article 25**  
**Department**

1. The department is the basic unit in the teaching and research faculty, as stipulated in the AU Charter (Article 16). The department has a duty to organize and manage the activities of teaching and research while respecting the academic freedom of staff and its right to exploit the material and financial resources at its disposal.
2. The Department promotes, coordinates and manages the activities of teaching, research or artistic activities, respecting the academic freedom of academic staff and its right to exploit the material and financial resources available to the department.



**ALBANIAN UNIVERSITY**  
*UNIVERSITAS- FABREFACTA-OPTIME*

3. The Department shall be composed of at least 7 members as academic staff, of whom at least 3 must have degrees and titles. The Department is organized in teaching and research groups.
4. The departments have an obligation to account to the Dean of the Faculty. They develop implementation plans, information and semester and annual reports, which are filed with the Dean of the Faculty.
5. The organizational structure, composition, functioning and other issues related to the basic units are defined in the Regulation of the Faculty.

**Article 26**  
**Head of Department**

1. The Head of Department in the Faculty pursuant to the Statute of the AU (Article 30) is the highest academic authority managing the base unit, which manages, organizes, coordinates and is responsible for teaching and research in the basic unit and reports to the Dean .
2. The Head of the Department is nominated by the Dean on the basis of alternative candidates and appointed by the Rector on the basis of a bidding process for a term of 4 (four) years, and may be reappointed only once.
3. Duties and powers of the Head of Department are:
  - a. Organizes and directs the work for drafting of plans and programs for the subjects covered by the Department and oversees their implementation;
  - b. Presents to the Dean candidates for academic staff and academic staff invited.
  - c. After approval by the Dean, the employment contract is concluded by the Rector;
  - d. Proposes to the Dean measures for violation of work discipline by the academic staff of the Department;
  - e. Periodically makes analysis of teaching and research work of the Department and propose and take measures to improve its further;
  - f. Represents the Department and acts on behalf of his relationship with Dean, Senate, Rector and the Board;



**ALBANIAN UNIVERSITY**  
*UNIVERSITAS- FABREFACTA-OPTIME*

- g. On behalf of the Department makes continuous efforts to build ties with counterpart institutions and the promotion of the Department;
  - h. Organizes the publicization of the achievements of teaching through the promotion of scientific publications, involvement or cooperation projects and update sections on the website of the AU;
  - i. It follows and is responsible for teaching and research department;
  - j. Organizes and directs the work of drafting the textbooks for the subjects covered by the Department;
  - k. Performs the distribution of workload and the research department;
  - l. Collaborates with the Learning Secretariat in addressing the problems associated with the quality of teaching and attendance and acquisition of knowledge by students;
  - m. Approves examination commissions;
  - n. Proposes the composition of committees for the formation exams and diploma defense.
4. Other competencies defined by the relevant department in the Regulation Faculty.

**Article 27**

**Administrator main unit - Faculty**

- 1. The administrator of the main unit is responsible for the administrative and financial functioning of it, pursuant to the Statute of the AU (Article 32).
- 2. At AU, the Administrator of the main unit, is proposed by the General Manager and appointed by the Board of Directors.
- 3. The administrator of the main unit cannot perform any other function, academic or administrative.
- 4. Administrator unit functions are as follows:
  - a. conducts financial daily management of the main unit;
  - b. supervises and control the financial activity of the main unit;
  - c. follows the instructions of the General Administrator and the Dean;



**ALBANIAN UNIVERSITY**  
*UNIVERSITAS- FABREFACTA-OPTIME*

- d. meets the leaders of the main unit in order to meet the academic, administrative and financial needs;
  - e. reports on its activities to the General Administrator of the AU, and informs the Dean, pursuant to the Regulation of the main unit.
  - f. responsible for filling in the demands of academic units and other units, materials, stationery and services;
  - g. The building overlooks the premises, halls, peace, sharing classes according to the schedule approved by the Dean.
  - h. It keeps building permits and sanitary hygiene and sanitary hygiene staff cards, the building acts against fire.
  - i. The administrator of the base unit maintains close cooperative relationship with all the basic structures of the Faculty. He / She reports periodically on the duties that are charged near the General Administrator of the AU.
5. Other functions of the administrator defined in Regulations main units.

**Article 28**  
**Learning Secretariat**

1. The Learning Secretariat is an auxiliary and service unit, in view of the teaching process at the University. It is responsible for the organization and functioning of the process of registration, transfers, examinations, the process of issuing diplomas and various recordkeeping.
2. The Learning Secretariat consists of the chief secretary and secretaries, who are appointed and dismissed by the General Manager.
3. The Learning Secretariat organizes its work based on the Regulation of the Secretariat.

**Article 29**  
**Registrar Activity**

1. The Registrar is responsible for the direction and activities of the Student Affairs Division and is responsible for the following;



**ALBANIAN UNIVERSITY**  
*UNIVERSITAS- FABREFACTA-OPTIME*

- a. It is responsible for the registration and matriculation of students and creating, collating and maintaining confidentiality of their data;
  - b. It is responsible for implementing the procedures of transfer students and is responsible for the completion of all relevant documentation;
  - c. Announces the approved schedule of classes, practices, consultations, examinations and monitors and controls its implementation;
  - d. It is responsible for the preparation and distribution of exam papers.
  - e. It is responsible for announcing the conclusions of the control of knowledge;
  - f. It is responsible for documenting and implementing the transfer of students with the counterpart institutions;
  - g. For each student, follows the realization of the study plan and notifies when there are deviations from the study plan;
  - h. It is responsible for communicating with and informing their families about student performance;
  - i. Prepares documentation for decision-making application, registration, cessation or resumption of studies and transfer;
  - j. It is responsible for the completion of the education and acceptance and issuance of certificates, certificates and other documents;
  - k. Draws reports and prepares data in different time on the progress of the students' results, their numbers according to the degrees and year of study, as well as for the realization of the teaching load of academic staff, at the request of the administrative and academic management of the institution.
2. At the end of the every semester, the Registrar submits to the Dean of the Faculty and the Rector a special report with detailed data on the implementation of the tasks and the situation in general in the duties covered.

**Article 30**  
**Academic Staff**

1. The academic staff consists of lecturers with full time contract or part of the academic staff and guests, as stipulated in the AU Charter (Articles 33-38). Rights and duties are defined in the employment contract and in this Regulation.



ALBANIAN UNIVERSITY  
*UNIVERSITAS- FABREFACTA-OPTIME*

2. The academic staff offers a service of quality teaching and scientific research according to requirement and standards of the university. Academic staff can also engage with other administrative nature, helping the needs of the university.
3. At the beginning of each academic year, based on the needs of the academic staff, the basic units of the faculty present to the Dean of the Faculty requirements for filling vacancies. The Dean of the Faculty forwards these requests to the Rector, defines eligibility criteria and procedures of the competition.
4. Every Faculty creates an Evaluation Committee for the needs of its academic staff.

The Evaluation Committee is composed as follows:

- a. Dean;
  - b. Head of the base unit;
  - c. A member of the academic staff, with experience in teaching and field, proposed by the head of the base unit;
  - d. A representative of the Office of Curriculum, proposed by the head of that office;
  - e. A representative of the Office of Human Resources proposed by the Board of Directors.
5. Candidates participate in a public competition under the procedures established by the Deanery of the Faculty and published by the Faculty.
  6. The Evaluation Committee after examining the candidacies, proposes to the Dean for approval the selected candidates by giving priority to applicants who best meet the criteria and corresponding job descriptions.
  7. Once the relevant structures of the university declared the selection, the winning candidate signs the employment contract which in turn is signed by the Rector.
  8. The University establishes the general criteria that the competing candidates must meet:
    - a. respective graduation
    - b. general education and vocational education
    - c. Other qualifications (scientific degrees or academic titles)
    - d. pedagogical experience



**ALBANIAN UNIVERSITY**  
*UNIVERSITAS- FABREFACTA-OPTIME*

- e. possession of personal skills needed for the workplace
- 9. The University reserves the right to set specific criteria according to the position and job description.
- 10. The selected candidate is subject to a probationary period of up to 3 months at the end of which it is determined whether the employment relationship will continue or be terminated.
- 11. The working relationship between employees and the university is governed by the contract of employment, based on the Labor Code, and in respect of legislation on higher education in the Republic of Albania.
- 12. In regards to the functioning of the learning process, the base units at AU have the right to seek to employ on short periods contracts, researcher and / or local or foreign personalities in their respective fields of study in the AU, respecting the requirements of paragraph 3 of this Article, except that they are not subject to a competitive procedure. Their labor relations are regulated on the basis of individual labor contract.

**Article 31**

**Support staff - academic with teaching traits**

- 1. The University, pursuant to the Statute (Article 44) has constituted the support staff – an academic position who is entitled to administrative functions. This position helps deliver and support the activities of teaching and / or scientific research.
- 2. This category includes: laboratory staff, department assistants, as well as assistant lecturers on teaching practices, but not limited to these categories, always according to needs of the institution.
- 3. The work relationship of this staff category, are regulated in accordance with the provisions governing the Legislation on Higher Education, located in individual labor contracts.

**Article 32**



**ALBANIAN UNIVERSITY**  
*UNIVERSITAS- FABREFACTA-OPTIME*

### **Academic-support staff of an administrative nature**

1. AU, pursuant to the Statute (Article 45) does support staff - academic administrative character, which helps deliver and support the activities of teaching and / or Research and / or development of the Institution of Higher Education at the institution, faculty and department.
2. This category includes personnel of Learning Secretaries, but not limited to these categories, always according to the needs of the institution.
3. Labor relations of the staff, are governed by individual employment contracts.

### **Article 33**

#### **Academic Year Sabbatical**

Academic staff with titles, in accordance with the Statute of the AU (Article 40), every 7 years has the right to, for periods up to a year, to work on personal academic progress according to criteria defined in the Regulation of the University. During this period, academic staff are not tasked with teaching duties. The Academic staff can attend this year specialization courses outside the university.

### **Article 34**

#### **Working time and leave**

1. Personnel work time is generally 40 hours per week.
2. Annual leave for academic staff, directing administrative staff and departmental support staff of and faculties is determined in accordance with the actual legislation in force for institutions and research centers as well as the terms of individual contracts.
3. For all other administrative personnel, working time related issues and leave are determined in accordance with applicable law and in the contract of employment.





**ALBANIAN UNIVERSITY**  
*UNIVERSITAS- FABREFACTA-OPTIME*

**Article 35**  
**Rates of academic teaching and scientific activity**

1. Academic and scientific-teaching support staff in implementing the requirements of the Statute (Article 41), are required to meet the teaching and / or scientific workload as determined by the decisions of the Senate, Heads of Department and the Employment Contract.
2. Regulated teaching load is expressed in teaching hours in the auditorium. The learning rate is determined depending on the status of employees, training and his duty. The rest of the time the employee is obliged to spend in preparation, training, scientific research, and publication of the work, and personal achievements in implementation of relevant normative acts in the field of Higher Education.
3. The salary level of academic personnel and scientific-teaching support staff is directly related to scientific qualification and workplace results as determined in the individual contract.

**CHAPTER IV**  
**ORGANIZATION AND OPERATION OF UNIVERSITY STUDIES**

**Article 36**  
**Types of university studies**

1. Study programs pursuant to the Statute of the AU (Article 53) are organized in three successive cycles: the first cycle (bachelor), second cycle (Master of Science and Professional Master) and third cycle (PhD and long-term specializations).
2. Rules on credits, eligibility criteria for these programs of study and their organization are defined in relevant study programs approved by the Academic Senate and in the regulations issued pursuant to the Law on Higher Education in the Republic of Albania.

**Article 37**  
**Duration of study**



**ALBANIAN UNIVERSITY**  
*UNIVERSITAS- FABREFACTA-OPTIME*

1. Form of university studies in the Statute of the AU (Article 52) is: full-time and overtime. Extended time studies at AU programs are offered only in the second cycle study "Master Professional".
2. Studies are organized in academic years; The academic year has two semesters. First Cycle Studies lasting, as a rule, six semesters; second cycle studies lasting, as a rule three to four semesters, integrated studies of first cycle and the second as a rule last 10 semesters while the third cycle of studies lasting no more than 8 semesters. Within these semesters teaching format includes lectures, seminars, course assignments, teaching practices, specialization, qualifications, research and other academic commitments.
3. The student may continue participation in the above programs at the university on a regular study time, when settling obligations under the curriculum and pay the appropriate fees.
4. The student allowed to enroll in the following year when he won at least 50% of the credits required in the previous year. Subjects which belong remaining credits are considered liabilities carried. Terms and order of obligations repayment for the acquisition of carried over credits are assigned to the relevant department.

**Article 38**

**Interruption of studies**

1. For personal reasons objectively acceptable, the student submits for approval to the Dean of the Faculty request to terminate the study at any time of the year and they could resume at his request. The application for termination of the studies submitted by the student prior to departure 15 days' notice in writing by the Dean of Faculty.
2. For the resumption of studies student is required, a month before, to notify the Dean of Faculty.

**Article 39**

**Cancellation of studies**



**ALBANIAN UNIVERSITY**  
*UNIVERSITAS- FABREFACTA-OPTIME*

1. Termination of studies by the student may be associated with its derecognition, when he wants to continue the studies.
2. The cancellation procedure is as follows:
  - a. The student has the right to request cancellation at any time.
  - b. Any student who has decided to deregister must be submitted to the Registrar's Office to get acquainted with academic and financial condition.
  - c. Secretariat makes clear requirements for deregistration in compliance with the signed contract.
  - d. The student completes a cancellation request that provides the data, and the reasons for leaving his signature.
  - e. This requirement addresses the records office and Dean of the Faculty for examination.
3. Upon approval of this application, the student has the right and obligation to personally draw the documentation submitted at the time of registration, accompanied by a list of subjects and grades that has earned credits at "Albanian University" and confirmation of the cancellation.
4. If a student is deregistered within a one week from the date of registration, he returned full payment.

**Article 40**

**Organization of the academic year**

1. The academic year is Organized as set out in the Statute of the AU (Article 54). The academic year has 30 weeks of instruction. The academic year is Divided Into two semesters, the first semester (I) and second semester (II). Each semester has 15 teaching weeks.
2. During the first academic year exams Organized three sessions. Organized in five years other academic sessions of exams in the academic calendar Prescribed Every three sessions of curriculum and graduation.



**ALBANIAN UNIVERSITY**  
*UNIVERSITAS- FABREFACTA-OPTIME*

3. During the second year of the academic program "Master of Science" or the third semester of the program "Professional Master", exams are held in three graduation sessions.
4. By Decision of the Academic Senate, the Faculties have the right to Organize limited to other sessions Examinations Carried (retries), outside the academic calendar. In These tests the students Appear Obligation Against the corresponding payment.
5. The academic calendar of Each study program is Approved by the Dean.

**Article 41**  
**The teaching process**

1. The basic elements of the learning process are teaching and assessment of knowledge. Teaching is realized through lectures, seminars, laboratory work, practical work, work, creative works, homework, exams and graduating training.
2. The subjects were divided into two groups, mandatory and optional. Compulsory developed according to a schedule announced and written while the elective courses on the schedule set by a prior agreement between the students, instructor and Academic Secretary.
3. Subjects can be grouped into modules. Subjects can be annual or semester. Each case has to determine the appropriate number of credits, which are approved by the respective basic unit of every faculty.
4. Assessment of knowledge is continuous and is carried through the tasks, tests, assessments of responses, semester or annual exams, exam training and diploma defense.

**Article 42**  
**Teaching Schedule**

1. teaching time lasts 60 minutes.



**ALBANIAN UNIVERSITY**  
*UNIVERSITAS- FABREFACTA-OPTIME*

2. The charge the student weekly audience is 20-25 hours. Time and audience development of the teaching lessons reflected in the schedule announced by the Chancellor of the Faculty.
3. The schedule is mandatory for students and teachers; he drafted on pedagogical criteria, to distribute the workload fairly.

**Article 43**  
**Calculation of credits**

1. Subjects and modules evaluated by credits under the principle 1 credit / ECTS represents 25 hours of learning. In determining credit hours included, in addition to the classes in the auditorium, the audience needs time out for the acquisition of teaching material given to the preparation of tasks and time for independent student work. Calculation of credits are made by the coefficients and approved by the MAS orientation.
2. Credits can be earned and transferred by the student. A course credits earned in that case when the evaluation is short-lived. From inside and outside his university credit transfer is carried out as defined in Regulation Transfer.
3. An academic year is considered done when the student has acquired not less than 60 credits / ECTS. On completion of the first cycle of studies student must earn a minimum of 180 credits / ECTS; for the completion of the second cycle student must earn at least 60 or 120 credits / ECTS, depending on the program of study; for the completion of integrated studies student must earn a minimum of 300 credits / ECTS and the completion of the third cycle student must meet the legal requirements under the legal framework for Higher Education. Credits for each module / course reflected in the curricula of programs of study.

**Article 44**  
**Organization of the study groups**

1. The instruction is based exchange group or sub-group teaching.
2. Lessons are held based educational exchange; The course consists of no more than 150 students. Exercises and seminars conducted on a group basis teaching and laboratory



**ALBANIAN UNIVERSITY**  
*UNIVERSITAS- FABREFACTA-OPTIME*

work, seminars in foreign languages and professional practices developed based educational subgroup.

#### **Article 45**

##### **Register charter student data**

“*Matrikula*” is the fundamental register for the university, pursuant to the provisions of the Statute of the AU (Article 50, paragraph 1, letter a). It is reserved document containing basic data on each student. The right to administer “*Matrikula*” has just Registrar of faculty.

#### **Article 46**

##### **Student attendance records**

1. Each course has its database group. Register Group is an official document that identifies and verifies the development of the class by the teacher. He is also the official document certifying the class attendance of the student and verifies that it has secured credits in that subject.
2. The division of students into groups recorded in registers with the beginning of the academic year.

#### **Article 47**

##### **Participation of students in the audience**

1. In accordance with the Statute of the AU (Article 48, paragraph 1, letter e) attendance of lectures and seminars at least 75% of the sessions is mandatory, as a rule, for the provision of credits and allow to prove in the relevant subject.
2. Attendance in laboratory work and professional practices and projects in 100% of sessions is mandatory, as a rule. For students who have been absent with reason in not more than 25% of the regular sessions of laboratory work and professional practices to two sessions planned for each semester and additional subjects.



**ALBANIAN UNIVERSITY**  
*UNIVERSITAS- FABREFACTA-OPTIME*

3. The student is not admitted to the first session of a course when the test has performed more than 25% of the teaching sessions that case. If he has committed up to 50% shortage in teaching sessions the case then he accepted the second session. If he has committed over 50% lack of subject matter teaching sessions called repeater on that subject. Other specifications on the attendance of students defined in the regulations of each study program.

**Article 48**

**Criteria for opening and closing study programs**

1. A study program opens when a minimum number of students reached as defined in the regulation of the relevant program of study and approved by the Academic Senate.
2. The study program opens and closes in accordance with the conditions set by the guidelines of the Ministry of Education and Sports.

**Article 49**

**Admission and Registration of Students**

1. The university accepted to pursue Albanian or foreign nationals.
2. The criteria for admission, registration and procedures defined in the regulations of each educational program and bylaws issued pursuant to the Law on Higher Education in the Republic of Albania.

**Article 50**

**Transfer students**

1. University pursuant to the provisions of the Statute (Article 61) offers the opportunity for student transfers between programs of the same cycle, within the same institution or institutions of higher education, as well as transfers from previous programs into programs first cycle.
2. The rules on carrying out the transfer, criteria, documentation, materials equivalence of credits and calculation defined in the Regulation of Transfer.



**ALBANIAN UNIVERSITY**  
*UNIVERSITAS- FABREFACTA-OPTIME*

## **Article 51**

### **Control and evaluation knowledge**

1. The scale of assessment for the acquisition of knowledge by students according to the system with the grade (grades 1 to 10), points or percentage (100 points or 100%) and letters (ECTS system with letters from A to F).
2. Grading is compulsory in the sense that the outcome of an evaluation must necessarily also note said. They considered passing grades 5 and above, scores of 41 and above, and the letters A to E.
3. Students who complete the academic year with a GPA above 9.5 or collect 90 points or assessed with at least the letter B, indicated in a separate list administered by the Rector. From this list Rector contingent selects and proposes candidates who next academic year will be able to receive scholarships or various preferential treatments.

## **Article 52**

### **Organization of exams**

1. Knowledge of the student in any case controlled through continuous contact with the student and the lecturer in the form of conversation, through the development of test or control knowledge sessions.
2. In assessing the student's knowledge of the teacher, as a rule, based on the results of continuous control and attendance and active participation in lectures, seminars, exercises, practices, creative work, various works and assignments.
3. Exam called control organized, announced and definitive knowledge. Exams are held in the exam sessions. Student in the exam sessions in all subjects tested.
4. Control of knowledge made orally, in writing, assignments, projects and exchange written or oral. This is true for both exams for testing or control sessions can be organized during the semester or year.





ALBANIAN UNIVERSITY  
*UNIVERSITAS- FABREFACTA-OPTIME*

5. The control method of knowledge specific to a particular subjects defined in the regulations of each study program teaching and learning programs in specific subjects.
6. Lecturer prepares exam theses, which, as approved by the Head of Department, closed deposited in a sealed envelope to the Department at least three days before the date set for the examination.
7. The student is not allowed to be tested in a course for the second time in the same session.
8. The exam can be arranged for the module (consisting of several subjects) or for specific subjects. In the case of the module, set mark for each subject and grade of the module component is their weighted average.
9. When a student is failing announced one of the subjects of the module, the student continues to appear in the examinations of other materials composing it. The remaining course exam given at its next session.
10. In the event that these cases constrain each other, relevant department has the right to decide on whether or not the student in another component of the case examination.
11. When the Department determines that the student not be accepted in the next examination of the case without having settled the case in which it declared failing, then the student is given the opportunity to try again in the course 2 days prior to the examination of the case next: In if the student does not appear that day to try again or declared failing again, then he is obliged to prove to the two cases together only at its next session.
12. The student acquires the right of examination of a case, he has paid all annual cases related to it, provided in the syllabus, and has been present in the amount of compulsory lectures, seminars or activities that case. Students learning group that develops exam, enroll in the exam sheet; beside the name of the students who have not defaulted, marked "not qualified".
13. Sheet Testing completed by Academic Secretary, signed by the respective Dean and Academic Secretary and bears the seal of the university. Exam sheets submitted to the examination committee or the course instructor exam day.



**ALBANIAN UNIVERSITY**  
*UNIVERSITAS- FABREFACTA-OPTIME*

14. Upon completion of the examination, the chairman of the examination committee or the instructor submits test sheet to fill in the Learning Registry within 7 days of examination development.
15. In the examination sheet reflected total evaluation of the student in that class; along with teacher exam sheet Secretariat submits the accompanying table Learning assessments of student knowledge all year around under the syllabus of the subject. Sheet coverage Testing assessment coupled with perennial constitutes official document certifying exam and complete annual assessment (semester) student. Its content should not be any correction.
16. Examinations and retries within a specified place in the structure of the academic year. Exam dates are announced on time and made public in the university environment, as they are revealed, they are not changed. A student who fails to appear in the examination of a case in a certain date, you can do the following sessions.
17. Students take the exam, as appropriate, by the exam commission which, as a rule, formed from the head of the subject and his assistant, unless the Department, with the approval of the Dean, decides otherwise for justifiable reasons.
18. The student has the right to prove in a case (or module) in all sessions of the exams.
19. The student has the right to improve the results of no more than three cases per year, at the second session of exams.
20. The student redeems liabilities carried forward to the following academic year sessions.
21. In areas where the exam is prohibited entry of unauthorized persons from the deanery.
22. The student must appear in exam with a personal ID.

**Article 53**  
**Register of student academic achievement**



**ALBANIAN UNIVERSITY**  
*UNIVERSITAS- FABREFACTA-OPTIME*

1. All student evaluations, including secured loans and credits accumulated, recorded in the student academic achievement as defined in the Statute of the AU (Article 50, paragraph 1, letter b). The right to administer the register student has just Registry.
2. Registration in the register of credits earned and credits transferable to the case made after the submission of the examination sheet and only when evaluation is obtained on passing the exam (grades 5 and up, and up 41 points from and letters from A to E).
3. The right to be recognized with this student record without the authorization of the latter, has only Dean and Head of the Department covering the relevant program of study, in accordance with legislation for the protection of personal data.

**Article 54**  
**Teaching Practices**

1. The student is obliged to follow the teaching practices prescribed in the syllabus. Teaching practices are subject to all rules set and evaluations, just as all other obligations.
2. Teaching practices developed at institutions approved by the Dean and under the direction of a professor designated by the Department. The student is obliged to apply the rules of the institution which performs teaching practice defined in the regulations of the study program.

**Article 55**  
**Completion of studies and graduation**

1. On completion of studies and obtaining necessary credits students are eligible to graduate in the respective study program.
2. Diploma "Bachelor" protected exam training or work (thesis) degree. Diploma "Master" protected diploma thesis. Doctoral Diploma protected work of a research project. Diploma of Specialization in Dentistry protected exam.



ALBANIAN UNIVERSITY  
*UNIVERSITAS- FABREFACTA-OPTIME*

3. Within one month from the date of commencement of the last academic year, the Head of Department makes known to students who graduate that year exam training program or topics degrees, through which will become final assessment.
4. Specifics on graduation, in accordance with the specific requirements of individual programs of study defined in relevant study programs.
5. The final evaluation is organized in three sessions, within an academic year, which are determined by the Dean of Faculty. Students who fall in the first session is entitled to apply for protection in the next session. The Senate may also assign other intermediate sessions for exam.
6. A student who has fulfilled all the requirements of the curriculum and the training has passed or defended my dissertation, provided the relevant diploma, degree "Bachelor" or "Master of Science", "Professional Master" degree "Doctor "Degree" Doctor Specialist "in the appropriate profile.
7. Diploma accompanied by the statement of academic data that includes: transcripts and relevant Supplement.
8. Diploma signed Dean of the Faculty and the Rector. For each of them the name, surname, scientific degree, academic title and function. Their signatures are verified with the seal of the university.
9. In cases where, along with the obligations of a university degree student could pursue and settle the case, qualifications or additional specialties, he is issued with a certificate that reflected periods, subjects, credits earned and ratings.
10. Certificate for tracking and settlement of materials, qualifications or additional specialties signed by the Head of Department and Dean of the Faculty. For each of them the name, surname, scientific degrees and academic title and function. Their signatures are verified with the seal of the university.
11. Diploma Supplement describes the scope and level of study, purpose and scope of knowledge, the list of subjects in the auditorium hours and credits the respective assessments, expressed in the European system of credit transfer (ECTS).



**ALBANIAN UNIVERSITY**  
*UNIVERSITAS- FABREFACTA-OPTIME*

12. For students who have completed studies in all grades ten, accompanied by a certificate diploma "Gold Medal". For students who have graduated with above average 9.5 degrees accompanied by a certificate "Student excellence". Certifications "Gold Medal" and "Student excellence" signed by the Dean and Rector. Their signatures are verified with the seal of the university.
13. Submission of degrees is completed through a ceremony. The withdrawal of diplomas and certificate "Gold Medal" or "Student excellence" made personally by the graduate, against signature, and recorded in the appropriate register. If the presence of graduates is objectively impossible, it can make a withdrawal from family members, equipped with special power of attorney and identification.
14. If the diploma is not completed, the person concerned should not withdraw it and ask for a regular diploma.
15. If the original diploma is lost or damaged to the extent that it becomes unusable, the university does not issue duplicate. The University can only provide a certificate with a photograph associated with a list of credits and grades earned. Certification is equivalent diploma after being signed by the Rector, the Dean of the Faculty and the Registrar.

**Article 56**  
**University Scholarships**

1. University in accordance with the provisions of the Statute (Articles 77 and 78) provides financial support to students who have achieved excellent results, and students need to be borne by the budget of the university and is categorized as follows:
  - a. Excellence program
  - b. intermediate scholarships
  - c. Other categories
2. Necessary criteria and detailed procedures for scholarships under this article shall be determined by appropriate special decision of the Academic Senate.



**ALBANIAN UNIVERSITY**  
*UNIVERSITAS- FABREFACTA-OPTIME*

## **Article 57**

### **The rights and duties of the student**

1. In carrying out the study, the implementation of the AU Charter (Articles 47 and 48) in all university cycles, the student has the following rights:
  - a. benefit from attendance and graduation, after having settled all obligations stipulated in the syllabus of the study program, as well as financial payments;
  - b. requires fair and objective assessment of knowledge and its performance;
  - c. use facilities, teaching aids and equipment for the realization of the university curriculum;
  - d. seek help or advice from the university authorities for recognition of its rules and the opportunities this provides for studies and qualifications;
  - e. recognized with the results obtained from it and seek counseling for selection should do to gain a certain degree a specialization required;
  - f. do not allow to become known to his personal data and his conclusions during the study;
  - g. It is arranged in non-political student associations, according to the relevant legal acts;
  - h. participate in artistic, cultural, sports and entertainment, organized by the university outside the teaching process;
  - i. to improve the learning process through the emergence of democratic forms of will and thought;
  - j. appeal individually or collectively, when judging that the learning process is not conducted on a regular basis, when knowledge provided no answer level promised or when, due to the method used in teaching, the acquisition of knowledge is the degree of right;
  - k. apply and appeal if it considers that the assessment is not fair;
  - l. heard by the relevant bodies of the university, before taking reprisals against him.
2. During the conduct of studies in all university cycles, student liable as follows:
  - a. to know in detail rules of the University and its obligations. University is not responsible for the consequences that may arise from their ignorance;
  - b. to implement all rules under the Statute and Rules, and any other legal and regulatory act on Higher Education;



**ALBANIAN UNIVERSITY**  
*UNIVERSITAS- FABREFACTA-OPTIME*

- c. enforce social norms and accepted rules of ethical and moral education process;
  - d. liable for misuse of university facilities and teaching aids imposed on its use; if the material has caused damage, forced to reimburse it to the extent that it deems Deanery;
  - e. repay all obligations stipulated in the syllabus and course curricula to make possible the acquisition of credits needed;
  - f. regularly pay study fee.
3. considered a violation of university rules all acts done intentionally by the student when they do not contain elements of criminal acts, including those that constitute a violation of social norms and ethical and moral, like:
- a. violation of the dignity of teachers and every employee of the university;
  - b. acts of hooliganism or misconduct on campus;
  - c. giving false information to be used in documents of the university;
  - d. copying, plagiarism or work as its presentation of the work of another;
  - e. buying, selling or theft of materials constituting a thesis examination questions;
  - f. presentation in the exam under a false name or appearance in the examination of another person on his behalf;
  - g. giving or receiving information verbally or with signs during the exam.
4. A student who commits such actions, disciplinary action under the provisions of the Code of Ethics of the University.

**Article 58**  
**Student Council**

1. In fulfillment of self-organization of student life, protection of their rights and interests, and for the needs of legitimate representation in senior management structures of the university based on its Statute (Article 49), students create Student Council at the university level , which functions in accordance with the statute approved by the Assembly of the Student Council.
2. Local representatives of the Student Council and its bodies are elected university.



**ALBANIAN UNIVERSITY**  
*UNIVERSITAS- FABREFACTA-OPTIME*

## **CHAPTER IV**

### **TRANSITIONAL AND FINAL PROVISIONS**

#### **Article 59**

1. Amendments to the Regulations of the University and the drafting of any regulations pursuant thereto or other, must be designed in accordance with applicable law and the Charter of the University.
2. Any amendment of the Regulations of the University and other regulations based on the implementation of its central management structures must be proposed by the university and approved by the Academic Senate.
3. Any legal relationship established in accordance with the previous University Regulation, is repealed and subject to the provisions of this regulation comes into force. In any case the university respects the principle of legal certainty.
4. The University is not responsible for the consequences that may arise from lack of knowledge of this regulation.
5. The Academic Senate has the right to interpretation of this regulation.

**This Regulation is adopted and comes into effect on 12.22.2016**

**ACADEMIC SENATE**

**Rector**  
**Prof. Dr. Vera Ostreni**





ALBANIAN UNIVERSITY  
*UNIVERSITAS- FABREFACTA-OPTIME*