



**ALBANIAN UNIVERSITY**  
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## **CHAPTER I**

### **GENERAL PROVISIONS**

#### **Article 1**

##### **Legal status**

Albanian University (hereafter AU) is a legal institution, organized as a private Institution of Higher Education, having the status of a University funded by its internal resources, and other legal sources.

Albanian University has its headquarters in Tirana.

The activity of Albanian University is based on the Republic of Albania Constitution (Article 57, paragraph 6. 7), the Law Nr. 80/2015 "On Higher Education and Scientific Research in the Republic of Albania" (hereafter Law no. 80/2015), the Law "Commercial Companies" in this Statute and the Regulations adopted for its implementation.

Albanian University is continuing UFO (UFO University), established by Decision nr.197 dated 10.04.2004 of MC, and reorganized the decision nr.603, dated 24.03.2011 of MC.

Albania University has its emblem and seal, which is attached as an Annex to this Statute.

#### **Article 2**

##### **AU mission**

AU mission is:

- a. to create, transmit, develop and protect knowledge through teaching;
- b. to offer study programs in all three cycles of study;
- c. to conduct scientific work in all the areas it covers and prepare young specialists and young scientists;



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- d. to carry out research and creative activity;
- e. to provide the opportunity to benefit from higher education throughout life
- f. to help economic development in national and regional level;
- g. to contribute on raising the standards of democracy and civilization throughout society and in preparing young people for a modern society;
- h. to provide services in accordance with its mission;
- i. to support and conduct training of academic staff, guaranteeing equal opportunity to benefit on funding for the research

**Article 3**

**Contemporary standards**

Higher education in AU is held in accordance with the objectives of the Bologna process, and respecting the Code of Higher Education Quality and Standards for Quality Assurance in the European Higher Education Area (EHEA here onwards).

**Article 4**

**Institutional autonomy**

AU is an autonomous institution. In the framework of this autonomy AU has the right of:

- a. self-organized to internal structures and activities of these structures by this Statute and Regulations, drafted in accordance with the applicable legal framework;
- b. independent design and development of study programs and research projects;
- c. setting specific criteria for accepting students in study programs;



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- d. establishment of links with local universities and foreign exchange of experience and cooperation in teaching, research and the qualification of personnel;
- e. establishment of relations and association in national and international organizations in higher education and cooperation with entities, which help in the development of the University;
- f. issuing diplomas, certificates or other securities in accordance with the level of training conducted;
- g. conducting self-assessment in order to achieve the aims and institutional duties;
- h. fund management and other income, which disposes of the legislation in power;
- i. publishing activity in accordance with the needs of the educational process and scientific research;
- j. qualified staff selection.
- k. Competing on national and international projects on research funding.

**Article 5**

**Academic freedom**

AU enjoys academic freedom in teaching, in research and development, in accordance with the provisions of Law no. 80/2015.

Academic freedom lies in respecting the diversity of opinions, ideas and methods, and to guarantee a free, critical and creative teaching, research and services in accordance with the standards of EHEA.

**Article 6**

**Territorial inviolability**

All areas where AU operates, pursuant to Article 5, paragraph f) of Law no. 80/2015 are inviolable.



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Violation of the inviolability of AU is punished according to the legislation.

Public enforcement authority intervention on AU campus is made only on request or permission of the Rector.

Only in cases of committing a flagrant offense, in cases of natural disaster or state of emergency, public enforcement authority have the right to intervene without the permission of the Rector.

## **CHAPTER II**

### **UNIVERSITY STRUCTURE**

#### **Article 7**

##### **General Provisions**

1. AU, in accordance with Law Nr. 80/2015 "On Higher Education and Scientific Research in the Republic of Albania" offers full time study programs for the three levels of study:
  - Bachelor;
  - Master (Professional Master; Master of Science);
  - Doctoral studies; as well as;
  - Other specialization and qualification courses.
2. At AU, education is structured in accordance with the national development requirements and in collaboration with the Ministry of Education.
3. AU provides education based on contemporary and academic knowledge.



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4. AU trains new professionals through the study programs of the three levels of university education and specializations in the field of dentistry and other fields in accordance with the study programs offered at AU and as the working market requires.
5. AU offers study programs organized in modules and evaluated in credits according to the European Credit Transfer System (ECTS)
6. The study programs are structured by the internal relevant units of AU and are approved by the AU Senate.
7. AU declares the degree titles, study levels and programs, before the application of the candidates.
8. AU accomplishes academic research by its main units.
9. AU offers third party services, in accordance with its mission and its legal statute.

**Article 8**

**Education and research with common interest**

1. AU can organize academic activities with common interest in collaboration with other academic, research, cultural and economic, public and private institutions.
2. AU can organize academic research activities of different levels with common interest in collaboration with other institutions, such as: universities, research, cultural and economic, public and private institutions.
3. In accordance to Article 80 of Law Nr. 80/2015, AU may offer dual study programs.
4. Dual study programs are approved by the Ministry of Education.



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## **Article 9**

### **The integral units of AU**

1. Based on Law Nr. 80/2015, and AU Statute and Regulations which are drafted within the framework of this Law, AU determines its internal organization:
2. AU has the following internal units:
  - a) The Faculty, as the main unit.
  - b) The Department, as an essential unit.
  - c) Laboratories, University Dentistry Clinic, Library, and other facilities serve as supporting units.
  - d) Administrative Units, as describes in Article 13 of this Statute.

## **Article 10**

### **The Structure of AU**

1. The structure of AU, as a private Higher Education Institution, with the University status, is approved by the Ministry of Education.
2. This structure is object to change only according to the types of study programs it offers.
3. AU has the following structural units:
  - a) Rectorate;
  - b) Faculty of Medical Sciences;
  - c) Faculty of Social Sciences;
  - d) Faculty of Applied Sciences and Economics.



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Each of this units has its structures, and it operates according to the descriptions of this Statute and General Regulations of AU.

## **Article 11**

### **Other AU units under the Rectorate**

Under the Rectorate, as other units in support of the teaching process and research, are as following:

1. The Coordination Office for Research and Academic Publications;
2. The Internal Quality Provision Unit;
3. The Office for Curricula Development;
4. The Office for Transfers and Equivalence of Study Programs;
5. Foreign Relations Office;
6. The Student Support and Coordination Office (tutorials and monitoring);
7. Career and Alumni Office.

The Activity of these units is determined by a separate Regulation which is approved by the Senate of AU.

## **Article 12**

### **The Supporting and Service units of AU**

AU has the following supporting and service units:



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1. Teaching secretariat;
2. University Libraries;
3. Laboratories;
4. University Dentistry Clinic;
5. Sports Centre;
6. Service and Cultural Centre;
7. The publishing centre “Albanian University Press”.

The Activity of these units is determined by a separate Regulation which is approved by the Senate of AU.

**Article 13**

**Administrative units**

In order to fulfill the needs of teaching and academic units as well as the legal and fiscal requirement of the University as a private institution, AU has the following administrative units:

1. Finance Office;
2. Internal Audit Office;
3. Human Resources Office;
4. Information Office;
5. Archives and Protocol Office;
6. I.T. Office.

The structuring and functioning of these units is done by the Administration Board. The activity of these units is determined by a separate Regulation which is approved by the Senate of AU.





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## **Article 14**

### **The structuring of the main units – The Faculties**

The Faculties, as main units of AU, are structured as following:

1. Faculty of Medical Sciences:
  - Department of Dentistry;
  - Department of Pharmacy;
  - Department of Nursing and Physiotherapy;
2. Faculty of Social Sciences:
  - Department of Political and Administrative Sciences;
  - Department of Law
  - Department of General Psychology;
  - Department of Education and English.
3. Faculty of Applied Sciences and Economics:
  - Department of Architecture;
  - Department of Engineering;
  - Department of Economics.



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## **Article 15**

### **Faculties**

1. The Faculties of AU are:

- (1) Faculty of Medical Sciences;
- (2) Faculty of Social Sciences;
- (3) Faculty of Applied Sciences and Economics.

In accordance to the Article 23 of Law Nr. 80/2015 the Faculties are main units which coordinate teaching and research in similar or integrated fields, in medical, social, economic and applied sciences.

2. The AU Faculties offer study programs of different levels, at the end of which they authorize certificates accordingly.
3. The AU Faculties are organized in basic units, according to the description given in article 14 of this Statute. These basic units are organized as Departments in each Faculty.
4. The Faculty is headed by the Dean, who is elected by the Academic Senate, according to the provisions of article 29, point 3 of this Statute.

## **Article 16**

### **The Department**

1. The Departments, within the Faculties of AU, in accordance with article 25 of Law Nr. 80/2015, are basic units of the teaching process and the academic research activities of the Faculty.
2. The Department in AU includes similar fields of research and categorizes the respective teaching disciplines.



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3. The Department in AU is responsible for the study programs that offers.
4. The Department in AU encourages, schedules, lists, develops, organizes and administrates the teaching and research activity for the respective study programs it offers.
5. The Department in AU consists of a minimum of 7 (seven) members who are full time staff as academic personnel, at least three of them hold scientific or academic titles. The Department also have personnel who assist academically, they are the Department assistants.
6. The Department in AU has the right to be organized into teaching and research groups, permanent or temporary.
7. The Department in AU has the right to proposing the study programs, as well as the number of the students per program, according to the academic capacity and the facilities, according to the quality standards, foreseen accordingly in the Quality Code of Higher Education.
8. The Department in AU has the right to set the student acceptance criteria for each study program, according to the relevant legislation.
9. The Department in AU has the right to offer third party services, according to the Regulations of the Faculties.

### **CHAPTER III**

#### **STRUCTURE AND LEADERSHIP**

##### **Part One**

##### **Collegial Bodies**

##### **Article 17**

##### **General Outlines**



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Leadership at Albanian University is based on the collaboration between heading bodies and authorities in university, faculty, department, administration and other levels. AU functions based on the Institution Regulations set but the appropriate bodies.

**Article 18**

**Management and Administrative Bodies**

Management and administrative collegial bodies of AU are: (1) Academic Senate; (2) Rectorate; (3) Administration Board; (4) Ethics Board; and (5) Permanent committees.

**Article 19**

**Academic Senate**

1. The Academic Senate is the highest academic collegial body at AU and consists of members of the academic personnel who are chosen by the Academic Personnel Assemblies of each main unit and representatives of the Student Council.
2. The Academic Senate is a decision taking body which determines the institution's development policies, it schedules, lists, leads and controls the teaching and research activities and evaluates their efficiency.
3. The Academic Senate is headed by the Rector and it is gathered periodically.
4. The Academic Senate, according to article 38 of Law Nr. 80/2015 exercises the following powers:
  - a. guarantees the autonomy of the higher education institution, academic freedom, and the students rights;
  - b. proposes the strategic development plan of AU and passes it for approval to the Administration Board;



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c. approves the Statute of the higher education institution by 2/3 (two third) of the votes after the initial approval has been given by the Administration Board;

d. proposes the annum as well as the mid-tem budget and passes it for approval by the Administration Board;

e. designs the general structure of the higher education institution and proposes to the Administration Board the number of the personnel for every level of the institution;

f. approves the General Regulations of AU, as well as the Regulations and other articles, according to the descriptions given by this Statute;

g. approves the new study programs, the number and the acceptance criteria, based on the department proposals, changes as well as their termination. The new study programs must be based on the yearly budget of the institution;

h. proposes the closure and the restructuring of the higher education institution, and the separation or unification of the higher education institution with another higher education institution, after receiving primarily the evaluation by the Administration Board;

i. approves the initiation, reorganization or closure of the units at the higher education institution based on the proposals from the main and basic unit, after receiving primarily the evaluation by the Administration Board;

j. approves the yearly planning of the academic and research activities;

k. approves the detailed yearly planning of the teaching and research activities of the institution, drafted by the Rectorate, addressing it to the Ministry of the Education;

l. chooses its representatives in the Administration Board;

m. creates the Permanent Committee for the Promotion of Academic Personnel, for the issuing of the academic titles “Doctor”; “Associated Professor”; and “Professor”, when the institution fulfills the legal criteria, as well as the other permanent committees in accordance to the article 25 of this Statute;

n. guarantees the provision of internal quality of the higher education institution;

o. creates mechanisms for the evaluation of the teaching and research activity of the academic personnel;



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p. organizes the common meeting, in collaboration with the Administration Board, at the end of each academic year, where is discussed about the teaching, research and financial activities.

5. Other powers of the Senate specified in this Statute are:

a. approves the relations with other national and international institutions proposed by the Faculties, in support of institutional development and the teaching and research activities of AU;

b. proposes the study fees, proposed by the Faculties and forwards them to the Administration Board;

c. recommends special policies for the financial treatment of special social categories and of the students of excellence, and forwards them for approval to the Administration Board;

d. determines the acceptance criteria for the candidates of the second and third level of studies, based on the recommendations of the Dean;

e. chooses the members of the Ethics Board, as well as the members of the Permanent Committees, according to Article 24 and 25 of this Statute;

f. analyses and supersedes, mainly with the request of the interested party, the decisions of the Permanent Committees, if they contradict the law in force.

6. The Senate consists of 19 (nineteen) members, representatives of the following groups:

a. Representatives of the academic personnel: 18 (eighteen) members;

b. Representatives of the student body: 1 (one), the Head of the AU Student Council.

7. The members of the academic Senate of AU are chosen from the main units academic personnel Assemblies. They must be full time members of the academic personnel at AU, and the procedure of their selection is based on their self-candidacy.

8. Each main unit of AU is represented in the Senate as following:

- Faculty of Medical Sciences – 6 members;

- Faculty of Social Sciences – 6 members;



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- Faculty of Applied Sciences and Economics – 6 members.

9. The members of AU Senate hold the academic title “Professor”; “Associated Professor”; or “Doctor” obtained from universities of countries members of OESD; in case of the lack of such resources, they may hold the title “Doctor” from Albanian universities.

10. The Senate member’s mandate is valid for 4 (four) years, with the right of reelection, and it terminates only as following:

- a. the ending of the mandate;
- b. resignation;
- c. leaving AU
- d. unmotivated absence of three meetings in a row;
- e. in cases of mental or physical incapacity to practice such function;
- f. in cases of violation of the law;

g. when he or she is given a court verdict for criminal violation which jeopardizes the image of the “professor”.

11. When Senate has vacancies, according to the descriptions of article 8 of this Statute, the vacant place is given to the individual who has won the majority of votes from the Senate.

## **Article 20**

### **SENATE FUNCTIONS**

1. The Academic Senate is gathered in continuous sessions of 3 (three) times per semester. The emergency sessions are held when the Rector or 1/3 (one/third) of its members require such a gathering. The Senate meetings are held when more than half of its



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members are present. Its decisions are taken by a simple majority, with exception when the Statute says differently.

2. The Senate function is manifested by decisions.
3. The procedure of Senate gatherings, the discussion points, voting and other related issues are described in the General Regulations of AU.

**Article 21**  
**Rectorate**

1. The Rectorate, according to Article 40 of Law Nr. 80/2015 is a collegial executive unit which is headed by the Rector, and consists of:
  - a. Rector
  - b. Deputy Rector/s – (1) Deputy Rector for the teaching process; (2) Deputy Rector for academic research.
  - c. General Administrator of the institution;
  - d. Deans of the Faculties.
2. The Rectorate main responsibilities are:
  - a. Designs the strategic plan for the development of the institution, based on the recommendations of the main bodies of the institution and those of main units administrators and forwards it to the Senate for approval;
  - b. Drafts the yearly program of teaching and research activities, based on the recommendations from the main and basic units and follows up its implementation after the approval by the academic Senate;
  - c. Drafts the yearly program of teaching and research activities, based on the reports from each main body, and forwards it to the academic Senate for approval;
  - d. Gives recommendation for study programs projects, research and other necessary structural changes needed for implementation;
  - e. Implements all the decisions taken from the Academic Senate and Administration Board;
  - f. Monitors the activities of AU and publishes the evaluation results.
  - g. Prepares the working regulations, approved by the Academic Senate;
  - h. Exercises checks, organized or spontaneous for the AU units in order to ensure that everything is going according to the purpose of the institution and the implementation of all articles concerning the AU units.





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3. Rectorate requires the opinion of the Academic Senate and Administration Board about aspects of their powers;
4. Rectorate reports to the Academic Senate and Administration Board once per semester for the implementation of the planned activities;
5. The duties and the function of the Rectorate, as well as the relation between the Rectorate and other AU bodies are sanctioned in its General Regulations drafted in accordance with this Statute.

**Article 22**

**Administration Board**

1. Administration Board is the highest collegial administrative body which guarantees the implementation of the higher education institution's mission, its financial and administrative well being.
2. In Albanian University, as a private higher education institution, with a University status, which has a profitable financial activity, the membership of the Administration Board is determined in the mid-term budget planning of the institution, approved by the Administration Board itself.
3. The AU Administration Board consists of 7 (seven) members, out of whom 3 (three) are appointed by the Senate, and who are part of the AU academic personnel, and 4 (four) others come from Trade Company (TC), and 1 (one) member is the Administrator of TC, and the 3(three) other are appointed by the administrator of TC. The process of their appointment is described in the Regulations of the Administration Board.
4. The mandate of the members appointed by the Senate is 5 years.
5. In accordance to Article 49 of Law Nr. 85/2015 the AU Administration Board exercises the following powers:
  - a. Guarantees the financial stability of the higher education institution and the implementation of its mission;
  - b. With the proposal of the Academic Senate, it approves the strategic plan for the development of the institution and oversees its implementation;
  - c. With the proposal of the Academic Senate approves the yearly and the mid-term budget of the institution and oversees its implementation;



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- d. With the proposal of the Academic Senate, approves the number of the academic personnel of all the study levels;
  - e. Evaluates in advance the closure and reorganization of the higher education institution, as well as the separation or unification of the institution with another higher education institution;
  - f. Approves in advance the opening, reorganization or the termination of the internal units of the higher education institution;
  - g. Gives recommendations on the Regulations draft of the institution and approves the financial Regulations;
  - h. Determines the rules for the dispersion of the financial income of the institution and oversees the use of financial sources;
  - i. Is responsible for the determination of the criteria for the employment process of the Administrators and administrative personnel, based on the articles of the higher education institution;
  - j. Appoints and dismisses the general Administrator of the AU; the main bodies administrators, administration personnel, based on the recommendations of TC;
  - k. Approves the yearly financial report of the institution, drafted by the Rectorate.
6. Other powers of the Administration Board include:
- a. Recommends to the Senate changes of salary levels and the teaching hour tariffs;
  - b. Recommends to the Senate changes on the study fees;
  - c. Recommends to the Senate the social categories and scholarships for excellent student for each academic year;
  - d. Approves the Regulations of its activities.
7. The membership of the Administration Board, according to Article 48, point 6 of the Law Nr 80/2015 is not suitable to the duties of the Rector, Deans, Head of Departments, General Administrator and the administrators of the main units.
8. The mandate of the Administration Board member terminates as following:
- a. the ending of the mandate;
  - b. resignation;
  - c. leaving AU
  - d. unmotivated absence of three meetings in a row;
  - e. in cases of mental or physical incapacity to practice such function;
  - f. in cases of violation of the law;
  - g. by the recommendation of the Administrator of TC.



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h. when he or she is given a court verdict for criminal violation which jeopardizes the image of the member of the board.

## **PART II**

### **Other collegial bodies**

#### **Article 23**

##### **Academic personnel assembly**

1. Academic personnel assembly consists of full time academic personnel from the Faculties.
2. Academic personnel assembly of the main unit of AU has the following functions:
  - a. Appoints the members of the academic personnel who will represent the main unit in the AU Academic Senate, according to Article 19, point 1 and 6 of this Statute;
  - b. Recommends the Senate members from the academic personnel who will become part of the permanent committees of AU, according to Article 25 of this Statute;
  - c. And, other powers according to the needs of the institution.

#### **Article 24**

##### **Ethics Board**

1. The Ethics Board of AU acts via institutional levels and it is a collegial body which discusses issues of ethics of the student life.
2. It promotes and analyzes ethical issues of the teaching and research process as well as in other institutional activities.
3. The Ethics Board members are appointed by the Senate, based on the recommendation of the Rector.
4. The Ethics Board members must hold the academic title “Professor” or “Associated Professor”.
5. The Ethics Board of AU consists of 5 (five) members.



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6. The Ethics Board drafts The Ethics Code of AU together with the Regulations for its function, which is approved by the Academic Senate.
7. The activity of The Ethics Board regarding the taking into account of the complaints, decision and the relevant sanctions, as well as the implementation of those decisions are described in the Regulations of The Ethics Board.

**Article 25**  
**Permanent Committees**

1. The Permanent Committees are created and function in institutional level of AU.
2. The Permanent Committees, according to Article 46 of Law Nr. 80/2015, are collegial bodies, which function in accordance with the fields determined in the Statute, and are related mainly with research qualification and academic promotion, the insurance of institution's quality standards and study programs, with the well functioning of its activities and its relations with the students, in accordance with the mission and the institution policies.
3. The Permanent Committees of AU are:
  - a. The Committee issuing the academic title "Doctor";
  - b. The Committee for the promotion of the academic personnel for the academic title "Associated Professor", and "Professor", which is done when the institution fulfills the conditions of issuing such titles;
  - c. The Committee for the Curricula and Teaching;
  - d. The Committee for the Institutional Evaluation;
  - e. The Committee for Academic Research and Publications.
4. Each of these committees consists of 5 (five) members. The members of these committees are chosen from the Academic Senate for a 2 (two) years mandate, with the right of reelection, based on the recommendations from the Academic Personnel Assembly, according to the specifications given in the Article 23 of this Statute.
5. The members of the two committees named in a) and b) of point 3 of this Article, must hold the academic title "Professor" or "Associated Professor."
6. The committees named in point 3: c), d), and e) of this Article consist also by the students of this institution, who are elected from the Student Council.
7. The functions and organization of these committees is determined in the General Regulations of AU.



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## **Article 26**

### **Deanery**

1. In accordance with Article 43 of Law Nr. 80/2015, Deanery at AU is a collegial body headed by the Dean and it consists of:
  - a. The Dean;
  - b. The Deputy Dean;
  - c. Administrator of the main unit;
  - d. Heads of the basic units – The Heads of Departments.
2. Deanery drafts the development strategic plan of the main units, based on the recommendations of the basic units, and those of the Administrator of the main unit.
3. Deanery coordinates the work and activities of the basic units.
4. Deputy Deans are full time members of the academic personnel. They are appointed or dismissed by the Dean, after the Rector's approval according to the specifications given in the General Regulations of AU.
5. Other functions of the Dean are determined by the Regulations of the main units.

## **Part III**

### **Individual academic leading bodies**

## **Article 27**

### **Leading authorities**

1. The leading authorities are:
  - a. The Rector;
  - b. The Dean;
  - c. The Head of Department.



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## **Article 28**

### **The Rector**

1. In accordance with Article 39 of Law Nr. 80/2015, the Rector is the highest academic authority of the institution, as well as the legal representative for the academic and registration issues, described by this law.
2. In AU, the Rector is proposed by the Administrator of TC and elected by the Senate, for a four years mandate, with the right of election only for another mandate.
3. The election of the Rector by the Academic Senate is done based on the alternative candidacies proposed by the Administrator of TC, among the members of the academic personnel who are part of the Academic Senate.
4. The Rector holds the academic title "Professor."
5. The functions and duties of the Rector are:
  - a. heads the university and all its academic and research activities;
  - b. heads the Academic Senate and reports to it;
  - c. heads the drafting of the institution's strategic development, presents it to the Senate for approval, and follows up its implementation;
  - d. presents recommendations for the Articles under the competence of the Academic Senate, Administration Board and the Ethics Board;
  - e. on behalf of AU, has the right to sign collaboration agreements and protocols with other universities, foreign and at home, documents for the membership of AU in national and international higher education associations and organizations, agreements with national and international subjects who contribute to the development of higher education. These agreements, protocols and collaborations are presented to the Senate for ratification;
  - f. as a legal representative of AU the Rector represents the institution in relations to the third parties;
  - g. as the head of the Senate has the right to veto over the senate decisions, returning the decisions for reconsideration. After the Senate has taken it for reconsideration than the decision is final.
  - h. supersedes, mainly with the request of the interested party, the Dean's decisions, if they are in contradiction with the law in power;
  - i. signs the work contracts with the academic personnel and the academic assistants of the institution;



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- j. signs the certificates of the first, second and third level of studies, without the right to delegate the signature;
  - k. raises committees and working groups for special issues, studies and activities.
6. The Rector's function terminates:
- a. the ending of the mandate;
  - b. resignation;
  - c. leaving AU
  - d. in cases of mental or physical incapacity to practice such function;
  - e. by the recommendation of the Administrator of TC, in cases of misdemeanor described in the Code of Ethics; or in case of law violation;
  - h. when he or she is given a court verdict for criminal violation which jeopardizes the image of the member of the board.
7. In the case of resignation, or the dismissal of the Rector according to point 5: b) and c) of this Article, the Administrator of TC recommends the Academic Senate two alternative candidacies for the position of the new Rector from the existing members of the Senate, who is elected within one month from the day of resignation or dismissal.
8. In the other cases described in point 5: c), d), and e) of this Article the Minister of Education suspends the Rector and recommends the President of Republic of Albania his/her dismissal, who issues his response within one month. If the President of the Republic of Albania does not issue a response, the recommendation of the Minister is considered approved. After the dismissal decree, the process of the election of the new Rector commences, within six months from the day of the dismissal.

## **Article 29**

### **The Dean**

- 1. According to Article 42 of Law Nr. 80/2015 "On the higher education and academic research in the Republic of Albania" the Dean of the Faculty is the head of the main unit.
- 2. The Dean is the highest academic authority of the main unit and serves as its representative.
- 3. In AU, the Dean is recommended by the Rector, elected by the Academic Senate through a competition process, based on alternative candidacies.



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4. The Dean must hold the academic title “Professor” or “Associated Professor”, and is elected for a mandate of 4 (four) years, with the right of reelection for only one more mandate.
5. The Dean has the following functions and duties:
  - a. coordinates the activities of the basic units and bodies of the main units and solves any lack of coordination between them;
  - b. prepares the relevant recommendation for each decision of the basic units;
  - c. reports to the Academic Senate for the well functioning of his activities;
  - d. recommends to the Permanent Committee for the Curricula and Teaching the opening or the termination of study programs as well as the updating of the curricula of the Departments or the special units of the Faculty;
  - e. recommends to the Rector the dismissal of the leading authority of the basic unit in cases of legal violations, inability to do the job correctly and the cases described in the Code of Ethics of the institution;
  - f. recommends to the General Administrator of AU the dismissal of the Administrator of the main unit.
6. The Dean uses his powers to express his authority by decisions and/or recommendations.
7. The relations between the Dean and other bodies, as well as the manner and the conditions of his/her use of powers are described in the Regulations of the main unit.

**Article 30**

**The Head of Department**

1. The Head of Department is the head of the basic unit.
2. He/She is the leading academic authority of this unit and serves as its representative.
3. The Head of Department is recommended by the Dean based on the alternative candidacies and is appointed by the Rector according to a competition process, for a mandate of 4 (four) years with the right of reelection for only another mandate.
4. The Head of Department, holds the academic title “Professor”, “Associated Professor” or “PhD” obtained by universities of OECD or EU countries. In cases where there are no candidates belonging to these categories, the candidates might be lecturers holding the academic title “Doctor.”





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5. The functions and duties of the Head of Department are described in General Regulations of AU, as well as with detailed specifications in the Regulations of the main unit.

## **Part IV**

### **Administrative individual heading bodies**

#### **Article 31**

##### **General Administrator of AU**

1. In accordance with Article 52 of Law Nr. 80/2015 the General Administrator of AU performs his/her functions in institutional level.
2. The General Administrator is the highest administrative authority responsible for the financial well function of AU.
3. The General Administrator has the right of being the legal representative for financial and administrative issues, described in Article 51 and Article 52 of the Law Nr. 80/2015 and in this Statute.
4. The General Administrator of AU is recommended by the Administrator of TC and is appointed by the Administration Board.
5. In his appointment, the Administration Board, takes into consideration that the General Administrator of AU must fulfill the professional and academic criteria with work experience at least 7 years in the field of economics or law, and must have a second level of study degree, holding a Master of Science Degree in economics or law.
6. The General Administrator of AU, cannot perform any other academic or administrative function.
7. The General Administrator performs these functions and duties:
  - a. drafts the yearly budget in cooperation with the finance office based on the recommendations by the main and basic units, as well as based on the institution's strategic plan of development and the mid-term budget plan;



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- b. recommends the criteria for the administration of financial and material sources, which are presented for approval to the Administration Board and oversees the distribution and implementation’
  - c. follows and controls the implementation of the institution’s yearly budget in all the subordinate structures;
  - d. implements all the Administration Board and Academic Senate financial and administrative decisions;
  - e. reports at the end of the academic year to the Administration Board and Academic Senate on the financial activities;
  - f. cooperates with the structures and other authorities of the higher education institution on daily administrative issues;
  - g. recommends to the Administration Board the appointment or dismissal of the main units Administrators;
  - h. fulfills all the Rectors instructions, to fill the academic, administrative and financial needs of the institution.
8. Other functions of the General Administrator are described in General Regulations of AU.

**Article 32**

**The main unit administrator – the Faculty**

- 1. In accordance with Article 53 and 54 of Law Nr 80/2015, the administrator performs his/her functions at the main unit.
- 2. The Administrator of the main unit at AU is recommended by the General Administrator and is appointed by the Administration Board.
- 3. In his/her appointment, the Administration Board, takes into consideration that the Administrator of the main unit must fulfill the professional and academic criteria with work experience at least 5 years in the field of economics or law, and must have a second level of study degree, holding a Master of Science Degree in economics or law.
- 4. The Administrator of the main unit is responsible for the financial and administrative well functioning.
- 5. The Administrator of the main unit cannot perform any other academic or administrative functions.
- 6. The functions and duties of the Administrator of the main unit are:



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- a. performs the daily financial administration of the main unit;
  - b. oversees and controls the financial activities of the main unit;
  - c. fulfills the instructions given by the head of the main unit, to fulfill the academic, administrative and financial needs;
  - d. reports on his/her activities to the General Administrator of AU, and informs the Dean, according to the description in Regulations of the main unit.
7. The other functions and duties of the Administrator are determined in the Regulations of the main unit.

## **CHAPTER IV**

### **THE PERSONNEL**

#### **Article 33**

##### **AU staff**

The AU personnel is composed of: (1) academic personnel; (2) assistant-academic personnel; and (3) administrative personnel.

#### **Article 34**

##### **Academic personnel**

In accordance to the legal obligations stipulated in article 58/1 of Law No. 80/2015 the academic personnel has special status and treatment.

#### **Article 35**

##### **AU academic personnel categories**

1. Pursuant to article 59 of Law No. 80/2015, the academic personnel of AU, carries out the activities of teaching, scientific research, services on supporting and developing the institution, counseling for students as well as other activities.
2. AU academic personnel is with teaching and/or scientific-research orientation.



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3. The relationships between different activities are established in the AU General Regulation and are part of individual employment contract between the parties.
4. AU academic personnel is based on the role and activities they perform, and is categorized in: (a) professors; (b) lecturers; and (c) assistant-lecturers.
  - a. “Professors” are academic staff members, provide lectures or modules and mentors of scientific-research activities. Academic staff members of such category possess scientific title “Professor” or Associate Professor”.
  - b. “Lecturers” are academic staff members, who perform teaching and scientific-research activity. In such category are included academic staff members who possess the scientific degree “Doctor”, and have an experience of at least three years in teaching before or after getting such degree and fulfill the criteria defined in the articles of association of the institution.
  - c. “Assistant-Lecturers” are academic staff members who perform teaching-scientific activities. Assistant-Lecturers must have at least a “Master of Science” diploma and fulfill the criteria defined in AU articles of association.
5. AU general personnel number is proposed by the Academic Senate, and is approved by Administrative Board, based on the requirements defined in such articles of association.

**Article 36**

**Academic personnel Employment**

1. The relationships of AU academic staff employment, are regulated based on individual contracts, based on legislation of work and the one of higher education in force.
2. The job vacancies for academic personnel, in AU are carried out by means of a competitive procedure.
3. The competition criteria, are proposed by the respective main units and are approved by the Faculty Dean and by AU Rector.



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4. Candidates compete in accordance with deadlines declared by AU, which are made public in university website: [www.albanianuniversity.edu.al](http://www.albanianuniversity.edu.al) as well as in electronic media.
5. AU, carries out a procedure for recruitment and notification of the winning candidate, pursuant to special regulations stipulated in the AU General Regulations.
6. The employment contract, is entered into without limit or without a defined expiry date, according to individual parties agreement on which they have agreed.
7. Academic Personnel employed as full-time in AU, pursuant to article 64/2 of Law No. 80/2015 cannot be employed full-time in another higher education in and out of the country.
8. AU academic staff members, have the right to work only part-time in another institution of higher education, with the approval of Head of Department and Rector as well as in agreement between institutions in Albania.

**Article 37**  
**Invited academic personnel**

1. In view of the well-functioning of the teaching process, the basic units – AU departments have the right to seek to employ with short-term contracts researcher and/or local or foreign personalities in their respective fields of study at AU.
2. The selection of invited academic personnel must combine the unit need for teaching or scientific research with their qualifications.
3. The detailed criteria for engaging a selection of invited academic staff is defined in AU General Regulations.

**Article 38**  
**Academic Personnel with Part-time contract**



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1. AU has the right to call with part-time contract local or foreign personalities, for a defined period of time, the duration of which according to teaching process is 1 (one) or 2 (two) semesters.
2. Such personnel is recruited with a Senate decision, according to AU basic units proposals.
3. The contract is signed by Rector and work/service provider pursuant to legislation rules in force.

**Article 39**

**Academic personnel employment duration after the retirement age**

1. AU, pursuant to article 65 of Law No. 80/2015, permits the academic staff, who possesses the scientific title "Professor" to exercise the lecturer function until the age of 68 years, and academic staff, who possesses the title "Associate Professor", until the age of 65 years, except in both cases when he leaves his duty upon his request.
2. AU, in view of the teaching process need and with the approval of the person who possesses the title "Professor" even after the age of 68, and the one who possesses the title "Associate Professor", even after the age of 65 years, sign a contract with a defined duration up to 1(one) year with the right of renewal.

**Article 40**

**Sabbatical Academic year**

1. Academic staff, categorized "Professor" and "Lecturer" in AU, pursuant to article 63 of Law No. 80/2015, is entitled to sabbatical academic year once in seven years, for a period up to one year.
2. The department and the basic unit after it gives its approval or rejects the request to perform the sabbatical academic year.
3. The candidate submits to the Department his/her project for the period during which he/she shall exercise the right of sabbatical year.



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4. At the end of sabbatical academic year, the academic employee submits to the Department the final report of the performed activity.

#### **Article 41**

##### **Teaching norms**

1. AU, in defining the teaching annual norms and of scientific-research activity for each category of academic staff, makes sure that the legal criteria established by the responsible ministry for education are respected.
2. Other cases related to employment and vacation time are defined in individual employment contract and are treated in accordance with the work legislation in force.

#### **Article 42**

##### **The obligation of academic and scientific promotion**

1. The academic staff in the function of its promotion, as well as its teaching process and scientific-research progress of the institution, at the beginning of each academic year must submit to the respective Department the plan of his scientific activity – publications for texts, monographies, the plan for participation to scientific activities, in and out of the country.
2. In addition, at the end of each academic year, he/she is obliged to submit a report of accomplishing the plan of his scientific-research activity.

#### **Article 43**

##### **Assistant – academic personnel**

1. Assistant-academic personnel in AU is composed of: (1) assistant-academic staff with teaching character; and (2) assistant-academic staff with administrative character.
2. Their work relationships are regulated pursuant to provisions of work legislation in force.

#### **Article 44**

##### **Assistant –academic personnel of teaching character**



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1. Assistant – academic personnel of teaching character assist in achieving and supporting the teaching and/or scientific-research activity.
2. In the category of such staff are: laboratories, Department assistants as well as assistant lecturers for teaching practices, according to definitions provided in AU General Regulation.

**Article 45**

**Assistant-academic personnel of administrative character**

1. Assistant – academic personnel of administrative character in AU assists in achieving and supporting the teaching and/or scientific research activities and/or development of higher education institution in institution, Faculty and Department level.
2. In such category are included the teaching Secretariats staff, pursuant to definition provided in AU General Regulation.

**CHAPTER V**

**STUDENTS AND THE STUDENTS DATA**

**Article 46**

**The student's status**

1. A person gains the student status with the registration in AU and loses it with receiving the diploma or respective certificate as well as in different cases of his deregistration. The deregistration cases are defined in AU Regulation.
2. A student in AU, cannot be deregistered, at the same time, in more than one study program. To such rule are excluded “excellent students” with maximum average grade from the high education system.
3. Each student, has the right to request suspension of his studies, pursuant to rules stipulated expressly in the AU General Regulation.





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**Article 47**  
**The students rights**

1. The students in AU have the following rights:
  - a. to participate in AU decision-making and represented in student Council, Senate and permanent Commissions, according to definitions provided in article 25, point 3 of such Articles of Association;
  - b. to express their opinions for the quality of teaching and AU academic staff work;
  - c. to attend lectures, seminars/execises and all other teaching and scientific activities, organised in accordance with their status;
  - d. to use infrastructure (lecture/seminar rooms, labs, computer rooms, library etc) which AU makes avaibale to teaching process, as well as to profit by supporting services offered to AU students.
  - e. to sign the service contract, at the moment of registration to AU. The elements and its form is defined with the guideline of responsible minister for education;
  - f. to be organised in student associations which don't perform political and economic activity by respecting the definitions of respective legal and regulation acts;
  - g. to be provided by AU with Student Card, which is a unique document, by which will be benefit services with reduced prices. The criteria and procedures for preparation and issuance of student card is defined by resposible ministry for education;
  - h. to benefit a scholarship when they fulfill the conditions defined by Administration Board;
  - i. Each student has the right to be equipped with a unique matricuation number, which he holds to the getting of diploma or certificate, which is registered in: "Students' register" which is issued by the responsible ministry for education.
  - j. Each student has the right to get attainable results in each study program. Such results, are reflected in written form in "Register of academic achievements".
  - k. Each student at the end of the study program, has the right to be equipped with diploma and diploma supplement, in accordance with study program performed.
2. For students, who study in the study program of the Faculty of Medical Sciences, AU provides insurance in one of the insurance companies, for the risks that might happen for the whole duration planned in the respective study program.



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### **Article 48**

#### **Student Obligations**

1. The students in AU have the duty:
  - a. to apply the rules stipulated in AU Regulation;
  - b. to pay the tuition and service fee offered by AU;
  - c. to respect the AU Code of Ethics;
  - d. to respect the staff and the other students rights;
  - e. to respect completion of teaching obligations as well to participate in AU academic activities.
2. AU does not take responsibility for the consequences deriving out of derecognition of the obligations by the student.

### **Article 49**

#### **Student Council**

1. In AU, students are organised in Student Council, which is an independent body, that doesn't organise political and economic activity.
2. Such Council promotes participation of students and coordinates their representations in AU leading bodies, in teaching-scientific and service structures.
3. The Student Council is chosen every two years by students' votes and is based on the legislation in force.
4. The Student Council does not have the right to be organised with other political and non-political structures, out of AU.
5. The modalities and procedures for setting up, organising and its functioning is established in the internal regulation of such Council, which is drafted in accordance with such Articles of Associations and Law No. 80/2015 "On the higher education and scientific research in Republic of Albania" based as well on the proposals submitted by the students.



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6. The Student Council expresses thoughts and proposals for all the problems with general interest of AU, as well as studying plans and programs, regulations for teaching activities, the right to study, quality of service, establishing the tuition fees and other financing contributions for students, preliminary annual balances or dividing the financial resources, performing different cultural, artistic, sport activities, etc.
7. AU supports the Student Council and finances its activity.

**Article 50**

**Documentation of the education process in function of students**

1. At the AU, with a view to fulfilling legal obligations stipulated in the Law No. 80/2015 “On Higher Education and Scientific Research in the Republic of Albania”, the following documentation has been prepared and maintained both in written and electronic format, which consists of:
  - a. *The basic register of students*, which is the document attesting the registration of students at the AU, whereby every student is equipped with a unique matriculation number, to be kept until attaining the diploma or certification, which is entered into the register;
  - b. *Register of academic achievement*, which is the document attesting the results achieved by each student registered at the AU, according to the study programs.
  - c. *Register of issuing diplomas and certificates*, which is the document confirming their issuance by the AU, whereby it is certified that each student has obtained the diploma and its relevant supplement, in compliance with the title earned after having successfully completed both academic and other related institutional obligations.
2. AU, has the legal liability that the above three registers, as prescribed in paragraph 1, letters a), b), c) of this article, after having been finally completed, pursuant to the rule in article 101 of the Law No. 80/2015, shall be deposited with the state archives, according to the legal framework into force on archives, and a copy true to the original shall be permanently preserved as long as this institution is in place.
3. These registers shall be delivered by the Ministry responsible for education.



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### **Article 51**

#### **Database of students at the higher education institution**

1. Pursuant to article 101 of the Law No. 80/2015, AU is liable to preserve the personal data of the students.
2. All process related to preserving and processing the personal data of the students from AU, shall be conducted based on the principle of confidentiality and in accordance with the requirements of legislation on personal data protection.

## **CHAPTER VI**

### **ORGANIZATION OF STUDIES AND TITLES**

#### **Article 52**

##### **The study forms**

1. The study forms at AU are as follows:
  - a. Full-time studies;
  - b. Extended-time studies;  
Extended-time studies at the AU are offered only in the second cycle study program "Professional Master".
2. Implementation of each of the above study forms shall be conducted, by the AU proposal, upon the approval of the Ministry responsible for education, in accordance with the legal framework for higher education in Albania.

#### **Article 53**

##### **Study programs**

1. AU offers study programs, organized in modules and evaluated in credits, in line with the European Credits Transfer System (ECTS).
2. The normal number of credits accumulated in the course of an academic year by a student is worth 60 credits.



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3. University study programs are compiled by the Faculties and approved by the academic AU Senate. They are compiled in accordance with requirements of articles 73, 75, 77 of the Law No. 80/2015 and bylaws in force.
4. AU offered study programs are in line with levels 6, 7 and 8 of the Albanian Qualification Framework.
5. Study programs are publicly announced prior to the commencement of applications for admission to the AU.
6. Each study program has its own structure and content, which are compiled in conformity with requirements of the applicable legal framework for higher education.
7. The method of organization for each study program, is thoroughly specified in the Regulation of the main unit, and their content is specified in the respective Regulation of each study program.

**Article 54**

**The academic year and organization of the teaching process**

1. University studies at the AU are conducted on academic year basis.
2. The starting date of the academic year is proclaimed by the Minister of Education.
3. The academic year is organized into two semesters. Each semester has 15 weeks of classes.
4. Each week has at least 20 – 25 classes of lectures, seminars and lab work; the structure of which is determined in the relevant study programs.
5. Attendance of the education process, according to the types teaching activities in the auditorium, as well as the study level, is binding to a certain extent. In this regard, AU respects the standards set out in the Quality Code and the guidance of the Minister responsible for education, which are detailed in the AU General Regulation, and in the special Regulation of each study program.



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### **Article 55**

#### **Study programs and titles of degrees awarded at AU**

1. The AU study programs are organized into three levels: the first level, the second level and the third level.
2. The structure of studies in various study levels and titles of degrees earned upon their completion are in compliance with the relevant provisions in the Law No. 80/2015 and byacts in force.
3. Study programs, for each study cycle are compiled in line with the standards set out in the Quality Code for Higher Education, in adherence to the Albanian Qualification Framework, and having regard to the requirements of the labor market, as well as future employment of students.
4. Upon completion of the relevant cycles studies, the AU shall issue diplomas, depending on the study level: (1) Bachelor; (2) Professional Master; (3) Master of Science; (4) Doctorate study programs; and (5) long-term specialisations.

### **Article 56**

#### **Admission to the first, second and the third level of studies**

1. Admission of students to various study levels at AU is conducted in compliance with general legal provisions explicitly stipulated in articles 74, 76, 78 of the Law No. 80/2015 for each study cycle.
2. AU can define specific criteria for selection of candidates to be admitted to the first study level in its various Faculties. These criteria shall be forwarded to the Ministry responsible for education.
3. AU Departments, are entitled to propose the criteria on study programs of the second and third level, in accordance with the content of the study program and with the state quality standards.



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4. Study programs, quotas and criteria for each study program, following endorsement by the academic Senate, shall be forwarded for approval to the Ministry responsible for education.
5. For the admission of students to the study Programs of the second level, namely “Master of Science” at the AU, pursuant to the provisions of article 76, paragraph 4 of the Law no.80/2015 the candidate is required to have the proficiency of 1 (one) out of 5 (five) foreign languages of the European Union: English, French, German, Italian or Spanish. The level of foreign language proficiency, shall be specified in the bylaws of the Ministry responsible for education.
6. For the admission of students to the study Programs of the third level, pursuant to the provisions of article 78, paragraph 3 of the Law no.80/2015 the candidate is required to have also the proficiency of 1 (one) out of 5 (five) foreign languages of the European Union: English, French, German, Italian or Spanish, certified through internationally recognized tests, in line with the relevant guidance of the Minister responsible for education.
7. The admission criteria of students for each study program are publicly announced by AU, on its official website: [www.albanianuniversity.edu.al](http://www.albanianuniversity.edu.al)

**Article 57**

**Integrated study programs in the field of Dentistry, Pharmacy, Architecture and Law**

1. AU offers integrated study programs in Dentistry, Pharmacy, Architecture and Law.
2. The study programs in Dentistry, Pharmacy, Architecture and Law, are conducted with 300 ECTS, for a total duration of no less than 5 academic years.
3. The integrated study programs in the field of Law, will be organized as set out in article 83, paragraph 1 of this Statute.

**Article 58**

**Codification of study programs**



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AU offers codified study programs, the codification of which is conducted by the Ministry responsible for education, in accordance with the requirements of article 86 of the Law No. 80/2015 “On higher education and scientific research in R.A”.

**Article 59**

**The language of studies**

1. The study programs offered by the AU, are conducted in Albanian language.
2. Certain study programs, can be offered also in one of the official languages of the European Union, approved in the respective act of opening the study program by the Ministry responsible for education.
3. AU students, who have been registered in a foreign language study program, have to prove their proficiency of the foreign language corresponding to the level appropriate to conduct higher studies, as defined in the Regulation of this Study Program by the institution.

**Article 60**

**Duration of studies at AU**

1. Duration of studies at AU for each study cycle and in each study program is conducted in compliance with legal requirements laid down by article 90 of the Law No. 80/2015.
2. The maximum duration of studies in a study program may not exceed twice the normal duration of studies as foreseen in the program, without having regard to the period when the student has suspended his studies.
3. Further detailed criteria are stipulated in the AU General Regulation and in the respective Regulations of its Faculties.





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### **Article 61**

#### **Transferral of studies**

1. AU provides opportunities to students for recognition of credits and transfer of studies among programs of the same cycle and of the same or related fields of study and only at the beginning of the academic year in various Faculties within the AU.
2. AU enables students to make recognition of credits and transfer studies from other institutions both within and outside the country to the AU.
3. Criteria and detailed transferral procedures are stipulated in the AU General Regulation and in the respective Regulations of its Faculties.

### **Article 62**

#### **Attendance of a study program**

1. The right to attend a second study program of the same level at the AU, is entitled to all students who have already completed a study program.
2. At each Faculty, the relevant commission for the recognition and equivalence of credits specifies the subjects and obligations to be accomplished by the candidate who seeks to attend a second study program.
3. The decision to follow a second study program, is attributed to the Rector upon the proposal of the Dean of the respective main unit.
4. A student at the AU, cannot be registered simultaneously in more than one study program. An exception to this rule constitute the 'excellenet' pupils and students as stipulated in article 97, paragraph 3 of the Law no.80/1015.



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**Article 63**  
**Further education study programs**

1. AU offers further education study programs, in accordance with the legal requirements stipulated in article 81 of the Law No. 80/2015, as a form of life-long learning.
2. AU offers further education study programs such as qualifications and requalifications courses, summer schools and other related activities.
3. Further education study programs, duration, organization of the teaching process as well as their credits are proposed and compiled by the Departments in charge of these study programs.
4. Programs are adopted by the Council of the Faculty and the AU Senate.
5. Upon completion of these programs, the student must have accumulated the adequate number of credits, on the basis of which the relevant certificate, signed by the Dean of the Faculty and the Rector of the AU, is issued.

**Article 64**  
**Issuing of diplomas, certificates and diploma supplement**

1. A student, upon completion of these study programs at the AU, in pursuance of legal obligations laid down in the article 91 of the Law No. 80/2015, is entitled to be endowed with the relevant diploma which is accompanied by the diploma supplement.
2. The diploma supplement is binding to all the three study cycles offered by the AU.
3. AU, is entitled to equip students with a diploma, only following its registration in the State Register of Diplomas for higher education and scientific research, which is held at the Education Services Center.
4. Content and form of the diploma supplement, refers to the study cycle and the respective study program.



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5. The AU Regulation provides in particular, the nature, level, content and results of studies which are carried out by the diploma holder, as well as the employment field.
6. AU, in view of studies performed by the student, is entitled to issue also certificates, abiding by and adhering to the criterion set by article 63, paragraph 5 of this Statute.
7. Diploma and Diploma Supplement are signed by the Dean and the Rector.

## **CHAPTER VII**

### **ASSURANCE OF QUALITY**

#### **Article 65**

##### **Structural Organization**

AU is responsible of internal assurance of quality for all its units.

At AU, it is established and functions the quality structure, a whose components are :

- a. Committee of Institutional Evaluation;
- b. Internal Quality Assurance Unit

#### **Article 66**

##### **Committee of institutional Evaluation**

1. Committee of Institutional Evaluation is established at the Rectorate of AU and is composed of 5 members who are chosen by the Senate, according to article 25 of this Statute.
2. The Committee, based on the Code of Quality in Higher Education, as well as standards for Assurance of Quality in HEAL is responsible of the establishment, functioning and constant improvement of the internal quality system in AU.



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3. The Committee drafts the regulation of its functioning, as well as the entire necessary documents for management of system of quality in the units, which is approved by the Senate.
4. The Committee controls the activity of the Internal Quality Assurance Unit, based on a 6-month periodical report by the latest.
5. The Administration Board defines necessary funds for establishment, maintenance and improvement of quality system in the budget of the institution, based on the proposal of the Committee of Institutional Evaluation.

**Article 67**

**Internal Quality Assurance Unit**

1. Internal Quality Assurance Unit (hereafter IQAU) plans and organizes the internal evaluation of quality of : (1) study programs and (2) internal evaluation of the institution.
2. IQAU for each evaluation establishes the Internal Evaluation Group (hereafter IEG), with the participation also of a representative from the Students Council, and when reasonable it also invites an external expert.
3. The Internal Evaluation Group is established at Faculty level and has operative autonomy and access in all the institution's data in its activity.
4. IEG realizes its activity based on the Code of Quality in the Higher Education, as well as in standards for Assurance of Quality in HEAL .
5. The activity of IEG includes: statistical data analyses based on the data made evident in the registries in line with article 50 of this Statute, in the surveys and questionnaires and interviews organized with the academic staff, non-academic staff and students.
6. IQAU publishes the evaluation data on the the official website of AU.
7. Internal evaluation of the study programs or institution is organized by the IQAU once in three years. If necessary, IQAU can organize partial evaluations more often.



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8. The way of organization of internal evaluation, activities to be held and responsibilities and way of presentation of results are defined in the respective regulations and procedures.
9. IQAU, in cooperation with the Quality Assurance Agency for Higher Education (QAAHE) organizes trainings for the evaluation group members. For the members of the evaluation group, the unit takes measures for the assurance of suitable conditions for realization of this task.
10. IQAU keeps constant contacts with QAAHE for realization of the internal and external evaluation of quality in AU.

### **Chapter VIII**

#### **ACADEMIC RESEARCH AND SERVICES**

##### **Article 68**

##### **Academic Research in AU**

1. AU aims to turn academic and scientific research into an integrated part of its activity.
2. Through academic and scientific research, AU aims to boost the scale of qualification of its academic staff.
3. Through scientific research and through participation in studies and projects of national and international character, AU aims to generate other sources of legal financing for its activity.
4. AU aims to offer students capabilities and academic knowledge and advanced practices through inclusion in contemporary study programs, methods and techniques.
5. The academic research activity is part of the working plan of each unit of AU.
6. At the beginning of each academic year, the academic staff has to plan and report the scientific activity in function of the scientific research, according to article 42 of this Statute.



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## **Article 69**

### **Planning and assessment of academic research activities**

1. The research activities are held based on the strategic development plan of AU, programs and projects approved by the Academic Senate.
2. Third level study programs are considered a research work and are subject of the academic and scientific planning.
3. Within October of each year, major AU units, submit at the Commission on Scientific Research and Publications a report on the planned academic research activities for next year, which completes also the evolution of its performance and sends it for approval to the Senate.
4. The activity of this commission, in function of the academic research is regulated with a special Regulation.

## **Chapter IX**

### **FACILITIES AND ADMINISTRATION**

## **Article 70**

### **Financial Autonomy**

In line with provisions of Law No. 80/2015 “On higher education and scientific research in the Republic of Albania” (article 108/2), AU plans a mid-term budget plan, which is part of the strategic development plan of the Institution. This plan is updated every year.



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**Article 71**  
**Facilities administrated by AU**

1. For the normal functioning of the AU activity, in line with state standards of quality in higher education, this Institution has under its administration several real estate properties, which are put at disposal from the Trade Association as following :
  - a) Building of former “Estrada”, Zogu I Boulevard, Tirana;
  - b) Former “Adriatik” Hotel at “Kavaja” Str, Tirana;
  - c) Former “Internacional” Hotel at “Kajo Karafili” Str, Tirana;
  - d) Former American University of Tirana at Tirana-Elbasan road, Km 5, Lunder, Tirana;
  - e) Former “Gjykata” at “Durrësi” Str, Tirana;
  - f) “Sun Tower” Building, Business Center, IVth floor, “Kavaja” Str, Tirana.
2. AU, in line with needs of teaching process, every academic year, with the approval of the Administration Board, defines the list of properties its administration.

**Article 72**  
**Income generated by AU and their use**

1. The income generated by AU consist of :
  - a. income from financing of the only shareholder of the Assembly of Shareholder;
  - b. income from study tariffs;
  - c. income from the completion of the ordered scientific research and other specialized services;
  - d. income generated from giving into use of the actives to third parties in the type of the leasing agreements or other contracting forms;
  - e. income from irreversible financings obtained from foreign sources in the framework of bilateral and multilateral projects;
  - f. income from gifts, grants and public donations;
  - g. income from other legal financings.



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2. Income obtained according to item 1 of this articles are paid in the AU's account. The way of their use is defined in the Regulation of the Administration Board.

### **Article 73**

#### **Study Tariffs**

Study tariffs consists of the education tariffs.

These tariffs are proposed from the Senate and approved from the Administration Board based on article 19, item 5, letter c); article 22, item 5, letter b) of this Statute.

Based on the proposal of the Administration Board, there are defined social categories for each academic year, which benefit scholarships, as well as excellence students.

### **Article 74**

#### **Drafting of the budget**

The AU draft-project is compiled by the Rectorate, based on a 3-year mid-term budget program and proposals of the AU internal units.

The draft budget is compiled from the Academic Senate and approved from the Administration Board.

### **Article 75**

#### **Other AU Financings**

AU and its units may compete with programs and specific projects published from the state administration, from public or private entities, as well as from international institutions.

To encourage participation in these projects, the drafters of the projects are rewarded in line with definitions of Regulation of Administration Board.

### **Article 76**

#### **The grant for academic research work**

In line with provision of Law No. 80/2015 "On higher education and scientific research in the Republic of Albania" (article 113), AU has the right to apply to AKKSHI to obtain the Grant of the research and scientific work, where are included the funds for scientific research.





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This grant enables also assurance of funds for the doctorate studies based on the application, where is excluded the financing for the payment of tutors.

**Article 77**  
**Excellence Fund**

To encourage the teaching and scientific activity of the students, creation of examples, practices and models of good work, the Rectorate, in cooperation with the Deans of the respective Faculties create the “excellence fund” with respective definitions and rewards.

The amount of reward for the “fund of excellence” for each benefiting category is approved from the Administration Board.

**Article 78**  
**Social Categories Fund**

In support of students in need, the Rectorate, in cooperation with Deans of the respective Faculties creates the “fund of social categories” with respective definitions and rewards”. The Amount of reward for each social category in need is approved by the Administration Board each year.

**Article 79**  
**Promotion Fund**

The AU budget envisages a Promotion Fund. This fund is used to promote AU products and activities.

The amount of this Fund is approved by the Administration Board and ways of its use are determined in Board of Administration Regulation.

**Article 80**  
**Internal Control and Audit**

Internal control and audit in AU is realized from the internal auditing office, which is established and functions in the Finance Office.

The field of activity of this unit and its functioning is done in line with the legislation in force. The Internal Auditing Office is affiliated to Administration Board.



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## **Article 81**

### **External Control and Audit**

In line with completion of legal obligations, envisaged in article 116/2 of Law No. 80/2015 “On higher education and scientific research in the Republic of Albania”, external control and auditing in AU is carried out by internal or external auditors, selected from the responsible ministry for education from the annual updated list of the Ministry of Finance.

## **Chapter X**

### **OTHER TRANSITIONAL PROVISIONS**

## **Article 82**

### **Codification of study programs**

AU, in line with article 125 of Law no. 80/2015 within 2016-2017 academic year, will realize the codification of its study programs.

Procedures for codification of existing programs and their re-organization will respect the instruction of the responsible minister for education.

## **Article 83**

### **Re-organization of Study Programs in Law and Education**

1. AU, in compliance with article 82 and 124, item 7 of Law No. 80/2015, will re-organize the Law study program, which will be offered as integrated study programs starting from 2017-2018 academic year.
2. AU, in compliance with article 83 of Law No. 80/2015 will re-organize the Education study program starting from 2017-2018 academic year.

## **Article 84**

### **Appointment of Steering Bodies**

AU, based on article 131 of Law No. 80/2015, shall realize the appointment of its steering bodies within 2016-2017 academic year.



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## **Article 85**

### **Doctorate Programs**

AU, based on article 134 of Law no. 80/2015 for students, who have started the doctorate study programs before entry into force of this Law, respects the legal obligation that these programs should be completed in line with the criteria and modalities of the legislation of the period when these students were admitted. .

## **Article 86**

### **Regulations**

In compliance with this Statute are drafted, within the 2016-2017 academic year, the following Regulations:

1. General Regulation of AU;
2. Regulation of Major Units ;
3. Regulation of the Academic Senate functioning;
4. Regulation of the Administration Board functioning;
5. Regulation of the Rectorate ;
6. Regulation of the functioning of Academic Ethics Council;
7. Regulation for the assurance of the quality system;
8. Regulation of the special permanent Commissions;
9. Other Regulations envisaged explicitly in the respective articles of this Statute.

## **Article 87**

### **Emblem and seal**

1. Albanian University has its official emblem and seal, which are attached to this Statute.
2. AU has its website: [www.albanianuniversity.edu.al](http://www.albanianuniversity.edu.al) which is administrated by AU.



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**Article 88**  
**Amendment to the Statute**

The Academic Senate has the right to make additions and changes to this Statute.  
Each amendment (additions & changes) to this Statute will become valid only after the approval of the Ministry responsible for education.

Approved from the Academic Senate  
Dated 28/09/2016

**Chair of the Senate**  
**Rector**

**Prof. Dr. Vera Ostreni**  
(signed and sealed)