	<b>EPOKA UNIVERSITY</b>				
	<b>STATUTE</b>				
	Document Code	Entrance into Force	Amendment No.	Amendment Date	Page/Total Pages
EU-STA-EN	21.09.2007	7	04.09.2015	1 / 32	

## CHAPTER I

### GENERAL PROVISIONS

**Article 1** - “Epoka” University is organized and operates as an Institution of Higher Education, which offers study programs in the first, second and third cycle. It has been established by Decision no. 281, dated 12.03.2008 of the Council of Ministers "On the Licensing of “Epoka” Private Institution of Higher Education" and the Decision No. 908, dated 26.08.2009 of the Council of Ministers "On the opening of new study programs, at "Epoka" Private Institution of Higher Education”, and is directed by "Turgut Özal Education" JSC, which exercises these activities in the city of Tirana.

**Article 2** - This statute is based on Law no. 9741, dated 21.05.2007, "On Higher Education in the Republic of Albania", as amended, as well as other legal acts on higher education and organizing first, second and third cycle study programs according to the definitions made in Article 45, paragraph 1b, of law no. 9471, dated 21.05.2007, "On Higher Education in the Republic of Albania", as amended.

**Article 3** - “Epoka” University includes programs in first, second and third cycle study programs. It consists of two faculties, divided into the following departments:


a) Faculty of Architecture and Engineering, which consists of:

1. Department of Computer Engineering;
2. Department of Civil Engineering;
3. Department of Architecture;

b) Faculty of Economic and Administrative Sciences, which consists of:

1. Department of Economics;
2. Department of Banking & Finance;
3. Department of Business Administration;
4. Department of Political Science and International Relations;

Drafting Unit	Controlling Unit	Approving Unit
Senate	Academic Evaluation and Quality Improvement Board	Higher Board

	<b>EPOKA UNIVERSITY</b>				
	<b>STATUTE</b>				
	Document Code	Entrance into Force	Amendment No.	Amendment Date	Page/Total Pages
EU-STA-EN	21.09.2007	7	04.09.2015	2 / 32	

First, second and third cycle study programs are respectively organized as follows:

- a. The Faculty of Architecture and Engineering offers:

First cycle study programs in the form of full-time studies at the end of which the Bachelor Diploma is issued:

- i. Architecture;
- ii. Civil Engineering;
- iii. Computer Engineering
- iv. Electronics and Digital Communication Engineering

Second cycle study programs, in the form of full-time studies at the end of which the Master of Science Diploma is issued:


- i. Master of Science in Architecture;
- ii. Master of Science in Computer Engineering;
- iii. Master of Science in Civil Engineering(Construction Management and Structural Engineering Profiles);
- iv. Master of Science in Electronics and Communication Engineering.

Integrated second cycle study program in Architecture, in the form of full-time studies at the end of which Integrated Diploma of second cycle studies is issued.

Second cycle study programs, in the form of full-time studies at the end of which the Professional Master Diploma is issued:

- i. Professional Master in Architecture;
- ii. Professional Master in Computer Engineering;
- iii. Professional Master in Civil Engineering.

Drafting Unit	Controlling Unit	Approving Unit
Senate	Academic Evaluation and Quality Improvement Board	Higher Board

	<b>EPOKA UNIVERSITY</b>				
	<b>STATUTE</b>				
	Document Code	Entrance into Force	Amendment No.	Amendment Date	Page/Total Pages
EU-STA-EN	21.09.2007	7	04.09.2015	3 / 32	

Third cycle study programs, in the form of full-time studies at the end of which PhD Diploma is issued:

- i. PhD in Architecture;
- ii. PhD in Civil Engineering;
- iii. PhD in Computer Engineering.

b. The Faculty of Economics and Administrative Sciences offers:

First cycle study programs in the form of full-time studies at the end of which Bachelor Diploma is issued:

- i. Economics;
- ii. Banking and Finance;
- iii. Banking and Finance (Albanian);
- iv. Business Administration;
- v. Political Science and International Relations;
- vi. Business Informatics;
- vii. International Marketing and Logistics.


Second cycle study programs, in the form of full-time studies at the end of which the Master of Science Diploma is issued:

- i. Master of Science in Banking and Finance
- ii. Master of Science in Business Administration;
- iii. Master of Science in Economics;
- iv. Master of Science in Political Science and International Relations;
- v. Master of Science in European Studies.

Second cycle study programs, in the form of full-time studies at the end of which the Professional Master Diploma is issued:

- i. Professional Master in Banking and Finance;
- ii. Professional Master in Business Administration;

Drafting Unit	Controlling Unit	Approving Unit
Senate	Academic Evaluation and Quality Improvement Board	Higher Board

	<b>EPOKA UNIVERSITY</b>			
	<b>STATUTE</b>			
	Document Code	Entrance into Force	Amendment No.	Amendment Date
EU-STA-EN	21.09.2007	7	04.09.2015	4 / 32

- iii. Professional Master in Political Science and International Relations;;
- iv. Professional Master in Business Administration: Education Management Profile.
- v. Third cycle study programs, in the form of full-time studies at the end of which PhD Diploma is issued: PhD in Economics with two Profiles:
  - a. Profile: Economics;
  - b. Profile: Banking and Finance;
- vi. PhD in Business Administration;
- vii. PhD in Political Science and International Relations.

“Epoka” University reserves the right to increase the number of faculties, to change and increase the number of research programs in the three cycles, approved by the Academic Senate and reflected to the statute. The Statute is approved by the Ministry of Education and Science.


#### **Article 4 - The mission of the “Epoka” University**

“Epoka” University in all of its activities aims at consistently achieving higher academic standards, contemporary, national and international, as well as supporting the educational aspirations and achievements of everyone who wants to benefit from private higher education in a stimulating environment. With its mission, “Epoka” University aims at promoting scientific development and cultivation of sensitivity and feelings of responsibility and commitment to human, community, culture, events of different issues that concern the individual and the community.

To realize this strategic mission, the institution complies with these main goals:

1. to prepare senior specialists, in accordance with the requirements and the changing needs of society and the development in the field of computer engineering, civil engineering, architecture, economics, banking and finance, business administration, political science and international relations, with general training programs through advanced leveled contemporary theoretical, methodical and practical university-scientific teachings;

Drafting Unit	Controlling Unit	Approving Unit
Senate	Academic Evaluation and Quality Improvement Board	Higher Board

	<b>EPOKA UNIVERSITY</b>				
	<b>STATUTE</b>				
	Document Code	Entrance into Force	Amendment No.	Amendment Date	Page/Total Pages
EU-STA-EN	21.09.2007	7	04.09.2015	5 / 32	

2. to provide depth academic studies and conduct research in the field of computer engineering, civil engineering, architecture, economics, banking and finance, business administration, political science and international relations;
3. perform high qualifications for specialist in the field of computer engineering, civil engineering, architecture, economics, banking and finance, business administration, political science, international relations and in all other areas;
4. the degrees offered by “Epoka” University will be in two languages "Albanian" and "English" and will be expressed in three system assessment (Albanian, American and European Charter of Bologna) for transcription, transfer and continuation of studies in other international and Albanian universities to be easily performed;
5. to attract the best specialists and to encourage all ways with their contribution continuously increased in the relevant fields;
6. provide continuous training of modern academic cadres in covered areas;
7. to help economic development in national and regional level;
8. to contribute in raising the standards of democracy and the welfare of the society and in preparing young people for such a society.

**Article 5** - “Epoka” University is a private, international and secular institution.


**Article 6** - Teaching – Scientific staff of “Epoka” University enjoys academic freedom in the education process and scientific research in terms of Law no. 9741, dated 21.05.2007 "On Higher Education in the Republic of Albania", as amended.

**Article 7** - All facilities of the “Epoka” University shall enjoy immunity in terms of Law no. 9741, dated 21.05.2007 "On Higher Education in the Republic of Albania", as amended.

**Article 8** “Epoka” University” is entitled:

1. to draft and amend the Statute and Basic Regulation, always in accordance with Law no. 9741, dated 21.05.2007 "On Higher Education in the Republic of Albania", amended and other legal acts of legislation in force;

Drafting Unit	Controlling Unit	Approving Unit
Senate	Academic Evaluation and Quality Improvement Board	Higher Board


	<b>EPOKA UNIVERSITY</b>			
	<b>STATUTE</b>			
	Document Code	Entrance into Force	Amendment No.	Amendment Date
EU-STA-EN	21.09.2007	7	04.09.2015	6 / 32

2. to organize the internal structure and its activity under the Statute, the Basic Regulation and Law no. 9741, dated 21.05.2007 "On Higher Education in Republic of Albania and other legal acts of legislation in force;
3. to approve its plans and programs of teaching and scientific research in accordance with the purpose of the institutions provided in Article 4 of this Statute;
4. to draft and apply the development of independent study programs and research projects;
5. to approve the texts in students use;
6. to appoint academic staff and administrative staff;
7. to determine the acceptance criteria and select students who enroll every year in study programs;
8. to join associations and national or international university organizations;
9. to establish cooperation links with universities and colleges analog and abroad;
10. to collect funds and to obtain material means, under the applicable rules, to realize independent agreement with the Government and other organizations for training, qualifications or for research projects, to implement agreements with institutions, society, business and other organizations, local or foreign, public or private, and to administer funds and other income, which are available in the manner specified by law.

**Article 9 - "Epoka" University owes:**

1. to develop educational and scientific processes according to the standards set by the Ministry of Education and Science and to prepare senior specialists in the fields of computer engineering, civil engineering, architecture, economics, banking and finance, business administration and political science international relations, at contemporary level, and any other specialists in the relevant areas, depending on other faculties will that will be opened as a result of various changes in the institution by approval of the Ministry of Education and Science;
2. to present at the beginning of each academic year the institution's financial situation, the composition of the academic staff, as well as tuition fees for the current year, for each program of study;

Drafting Unit	Controlling Unit	Approving Unit
Senate	Academic Evaluation and Quality Improvement Board	Higher Board

	<b>EPOKA UNIVERSITY</b>			
	<b>STATUTE</b>			
	Document Code	Entrance into Force	Amendment No.	Amendment Date
EU-STA-EN	21.09.2007	7	04.09.2015	7 / 32

3. to report to the Ministry of Education and Science at the end of each academic year for its educational- scientific activities;
4. to submit at the beginning of each year a list of the academic staff;
5. in cooperation with the Ministry of Education and Science, to carry out within the deadlines specified by the law of higher education, after receiving permission, the process of evaluation and accreditation, which is known to the public;
6. to afford the expense of its educational and scientific process. The cost of preparing the students will be higher than that of students in public schools.

## **CHAPTER II**

### **MANAGING BODIES AND AUTHORITIES OF THE "EPOKA" UNIVERSITY**

**Article 10** - “Epoka” University’s governing bodies are: the Higher Board, Senate, Administrative Board of the University and the Ethics Board. In addition to governing bodies, the Academic Evaluation and Quality Improvement Board have been established.

#### **Article 11** - Higher Board


1. The Higher Board is the highest collegial decision-making body of the University and has legal personality. The Higher Board oversees and controls the activities of the ‘Epoka’ University related to administrative, financial, economic and properties management.

2. The Higher Board consists of a Chairman, a deputy and four members elected by the Founding Company. The Chairman of the Higher Board is the General Director of the Founding Company.

3. The Rector and the Secretary General are ex officio members of the Higher Board and as such, cannot take part in meetings in which are discussed issues related to them.

4. The task of chairman and deputy of the Higher Board is incompatible with the office of the Rector and Secretary General. Besides the Rector and Secretary General, no other employees

Drafting Unit	Controlling Unit	Approving Unit
Senate	Academic Evaluation and Quality Improvement Board	Higher Board

	<b>EPOKA UNIVERSITY</b>				
	<b>STATUTE</b>				
	Document Code	Entrance into Force	Amendment No.	Amendment Date	Page/Total Pages
EU-STA-EN	21.09.2007	7	04.09.2015	8 / 32	

at the “Epoka” University can participate in the Higher Board. The Secretary General also carries out the duty of rapporteur.

5. The Members of the Higher Board should meet the requirements that allow them to be state officials and at least two thirds of them must have completed higher education. With the exception of the Rector and Secretary General, the other members are elected for a four-year period, with the right of reelection.

6. At most two members of the Founding Company may be at the same time members of the Higher Board. The Deputy of the Higher Board is elected by the Founding Company for a four-year period, with the right of reelection.

7. Method of functioning of the Higher Board, the rights and duties of all participants are defined in the regulation of the Higher Board.


### **Article 12 - Functions of the Higher Board**

The main functions and duties of the Higher Board are:

1. represents the legal personality of the University;
2. appoints the Rector of the University and reports to the Ministry of Education and Science in the Republic of Albania;
3. determines the conditions of his employment contract for management authorities, academic staff and other staff of the University; decides on appointment, rising to the task and leaving their work;
4. approves the Statute, Basic Regulation and regulations of the institution and other guidelines prepared by the University;
5. approves the budget and investment plan, sets out ways of controlling expenditure and budget implementation and investment plan of the University, as well as any other financial activities;
6. determines the salaries of the academic staff and other personnel;
7. sets the quotas of student scholarships;

Drafting Unit	Controlling Unit	Approving Unit
Senate	Academic Evaluation and Quality Improvement Board	Higher Board




	<b>EPOKA UNIVERSITY</b>				
	<b>STATUTE</b>				
	Document Code	Entrance into Force	Amendment No.	Amendment Date	Page/Total Pages
EU-STA-EN	21.09.2007	7	04.09.2015	9 / 32	

8. determines the tuition fee, at which time the payment must be done and the amount of the scholarship given;
9. decides about the opening, merging or closure of the main units and base units and programs of different cycle studies of the University;
10. manages assets of movable and immovable property of the University, the use of University property as collateral in order to obtain loans;
11. if the office of Rector is vacant, appoints a new rector in office at the most six months;
12. decides on the approval or disapproval regarding donations with or without condition made to the University and carries out necessary procedures;
13. decides on making investments, establishment of enterprises and involvement in enterprises already established in order to create revenue for the University and decides on the best way to use existing resources in accordance with the legislation in force;
14. encourages cooperation programs, exchanges, and conduction of scientific activities in collaboration with other universities or similar institutions at home and abroad, in accordance with the requirements specified in the legislation in force;
15. follows the implementation of the budget with the assistance of independent financial advisors or with the assistance of independent firms audit ;
16. approves the cooperation agreements or protocols submitted by the Rector, with universities or other institutions within and outside the country.

### **Article 13 - Delegation of powers**

The Higher Board may delegate a part of his powers to the Chairman, one of the members of the Higher Board, the Rector, Secretary General or other University leaders, clearly defining the type of delegated powers and duration of the delegation.

Drafting Unit	Controlling Unit	Approving Unit
Senate	Academic Evaluation and Quality Improvement Board	Higher Board

	<b>EPOKA UNIVERSITY</b>				
	<b>STATUTE</b>				
	Document Code	Entrance into Force	Amendment No.	Amendment Date	Page/Total Pages
EU-STA-EN	21.09.2007	7	04.09.2015	10 / 32	


## Article 14 - Senate

- a) The Senate is a collegial decision-making body of “Epoka” University. It defines development policies of the Institution, schedules, coordinates, directs and controls the activities of teaching and research and assesses their effectiveness, and decides on important problems of the educational and scientific institution. The Senate is chaired by the Rector and meets periodically.
- b) The members of the Senate represent the teaching and scientific staff of the University and must have a scientific title. They may be internal or outside professors.
- c) The Senate consists of the Rector as chairman, Vice Rectors, Deans of each Faculty, Heads of Departments of each Faculty, the Secretary General, the Dean of Students, the Vice-Dean of Students and the head of unit responsible for the institutional and legal matters. The mandate of the Senate members’ duration is two years.
- d) The Senate meets in ordinary session at least at the beginning and end of the semester with the call of the Rector. The agenda is proposed by the Rector and approved by the Senate. It may also meet in extraordinary session with the call of the Rector. The head of unit responsible for the institutional and legal matters also carries out the duty of rapporteur.

### The Senate has the following powers:

1. guarantees the respect for the principles of autonomy and equal opportunities of academic freedom and research, as well as the rights of students;
2. approves the development plan of the institution and program of its annual activities, presented by the Administrative Board of the University, and determines the main directions of the scientific research work and teaching;
3. evaluates and proposes the Higher Board for approval of new programs of study, research and development, changes in existing research programs and opening, closing or merging of the main and basic units of the University;

Drafting Unit	Controlling Unit	Approving Unit
Senate	Academic Evaluation and Quality Improvement Board	Higher Board

	<b>EPOKA UNIVERSITY</b>			
	<b>STATUTE</b>			
	Document Code	Entrance into Force	Amendment No.	Amendment Date
EU-STA-EN	21.09.2007	7	04.09.2015	11 / 32

4. presents recommendations to the Higher Board for projects, programs of study and research as well as structural changes necessary for their implementation;
5. makes requests to the Higher Education Accreditation Council for quality assessment and accreditation of study programs;
6. determines the annual rates of scientific teaching load for academic staff;
7. proposes for approval of the Statute and Basic Regulation of the University and all the changes related to legal acts to the Higher Board in accordance with the laws in force;
8. select members of the Ethics Board;
9. determines the creation of the Academic Evaluation and Quality Improvement Board, approves its work platform;
10. monitors, assesses, provides and maintains responsibility for providing quality academic institution, in accordance with contemporary standards;
11. evaluates teaching-research activities of academic staff;
12. provides that the conduct and evaluation of all the exams is done in accordance with the standards of the Institution, which guarantee the right quality and transparency;
13. decides the content and form of the Diploma and the Diploma Supplement in accordance with the guidelines of the Ministry of Education and Science.


### **Article 15 - Administrative Board of the University**

Administrative Board of the University is a collegial decision-making body, consisting of the Rector, Vice Rectors, Deans of Faculties, Secretary General, Dean of Students, Vice-Dean of Students and the head of unit responsible for the institutional and legal matters. The duration of the mandate of the Administrative Board of University members' is two years.

The head of unit responsible for the institutional and legal matters also carries out the duty of rapporteur.

Administrative Board of the University is chaired by the Rector and conducts meetings periodically and extraordinary.

Drafting Unit	Controlling Unit	Approving Unit
Senate	Academic Evaluation and Quality Improvement Board	Higher Board

	<b>EPOKA UNIVERSITY</b>				
	<b>STATUTE</b>				
	Document Code	Entrance into Force	Amendment No.	Amendment Date	Page/Total Pages
EU-STA-EN	21.09.2007	7	04.09.2015	12 / 32	


**The main functions of the Administrative Board of the University are:**

1. drafts long-term institution development plans and follows its implementation after approval by the Senate;
2. prepares annual program administrative activities, and follows its implementation after approval by the Senate;
3. formulates the criteria for allocation of financial, material and human resources and submits for approval to the Higher Board;
4. sets priorities among competing demands for funding between the main units of the University;
5. drafts in cooperation with the Secretary General the budget and proposes that to the Higher Board approval;
6. drafts contract and investment plans and submits them for approval to the Higher Board;
7. applies to all decisions adopted by the Senate and the Higher Board;
8. monitors and publishes the results of the evaluation activities of the University;
9. proposes general structure and number of staff of the University for all levels, which submits to the Higher Board for approval;
10. drafts his internal regulation, to be adopted by the Higher Board;
11. makes decisions regarding admission, transfer and removal of students from the University;
12. decides about the complaints presented according decisions of Administrative Faculty Board;
13. seeks the Senate opinion for aspects of the latter's competence.

**Article 16 - Ethics Board**

- a. Ethics Board discusses the ethical problems of higher education live and makes proposals to the Rector for these issues. Ethics Board members selected by the Senate, for a two-year period.

Drafting Unit	Controlling Unit	Approving Unit
Senate	Academic Evaluation and Quality Improvement Board	Higher Board

	<b>EPOKA UNIVERSITY</b>				
	<b>STATUTE</b>				
	Document Code	Entrance into Force	Amendment No.	Amendment Date	Page/Total Pages
EU-STA-EN	21.09.2007	7	04.09.2015	13 / 32	

b. Ethics Board examines and takes decisions on matters submitted to academic and administrative staff of the University and students regarding student ethics and relevant academic and administrative staff. Ethics Board takes decisions based on internal regulations on academic and administrative staff and in the student's internal regulations. c. Ethics Board approves its internal regulation.

**Article 17** - Managing authorities of the “Epoka” University are: Rector, Vice Rector, Deans of each faculty and the Secretary General of the University.

**Article 18 - Rector**


Rector is a monocratic body appointed by decision of the Higher Board for a two-year period. Relations with Founding Company are defined in the employment contract. At the end of office, the Rector can be elected again.

Rector should have the title "Professor", "Associate Professor" or rank "Doctor".

**Rector has the following powers:**

1. directs and represents the “Epoka” University;
2. promotes academic and administrative staff of the University to achieve the highest level of academic performance, qualitative and quantitative increase of scientific production and improvement of standards of teaching and university service;
3. depending on academic and administrative load, presents to the Higher Board for approval to the candidacy of two members of academic staff in the position of Vice rector;
4. supersedes the decisions of the Faculty Board of Architecture and Engineering and the Faculty of Economic and Administrative Sciences, in case that is inconsistent with legal and sub-legal acts in force;

Drafting Unit	Controlling Unit	Approving Unit
Senate	Academic Evaluation and Quality Improvement Board	Higher Board

	<b>EPOKA UNIVERSITY</b>			
	<b>STATUTE</b>			
	Document Code	Entrance into Force	Amendment No.	Amendment Date
EU-STA-EN	21.09.2007	7	04.09.2015	14 / 32

5. together with the relevant Dean, issues diplomas for completing the study of higher education, but there is no right of delegation to persons other firm for this power;
6. adopts work calendar of the learning process;
7. gives permission for law enforcement access to the premises of the institution and may call them if necessary;
8. presents for approval to the Higher Board of multilateral agreements with state institutions, private, foreign or domestic in order to further cooperation in academic development;
9. signs Employment Contracts with internal and external academic staff, as well as work contract with local or foreign dignitaries for short periods of time, with the approval of the Higher Board;
10. gives approval for cases of transfer students, for the first cycle studies, based on proposals of relevant deans;
11. proposes Higher Board to provide scholarships for students with good academic achievements, for each study cycle;
12. reports to the Higher Board for the maintenance of teaching activity and the functioning of the University.


In the case of the Rector, it sets a Vice Rector to perform its functions.

In cases where the Rector's office is vacant, the Higher Board occupies the office with one of the Vice Rectors for a period not more than six months.

### **Article 19 - Vice-Rector**

The Vice-Rector is appointed by the Higher Board with the proposal of the Rector and remains on duty during the Rector's mandate. Relations with the Founding Company are defined in the employment contract. The Vice rector is appointed in office for a two-year period. The Vice-Rector should have the title "Professor", "Associate Professor" or rank "Doctor".

Drafting Unit	Controlling Unit	Approving Unit
Senate	Academic Evaluation and Quality Improvement Board	Higher Board


	<b>EPOKA UNIVERSITY</b>				
	<b>STATUTE</b>				
	Document Code	Entrance into Force	Amendment No.	Amendment Date	Page/Total Pages
EU-STA-EN	21.09.2007	7	04.09.2015	15 / 32	

In the absence of the Rector, the Vice rector provides ad-interim direction of the institution as determined by this Statute.

**The Vice-Rector competencies are as follows:**

1. oversees educational and scientific work of all University and load of academic staff;
2. pursuing the development and implementation of the different study cycles programs in faculties;
3. follow the progress of research programs and development strategies and procedures of these programs;
4. oversees the organization and conduct of competitions for hiring academic staff;
5. oversees the work programs of the third study cycle, home and abroad, of the academic staff of the University;
6. oversees sending students abroad for courses full or partial in compliance with the strategy of higher education and the institution for international projects and agreements intercollegiate;
7. controls organization and procedures of admission of new students;
8. follows the University units cooperation with other institutions of higher education, national or foreign, with other scientific research national and foreign, with foundations, firms, companies etc.;
9. controls and unifies the experience of faculties and other units of the University for problems in teaching and research work and organizes scientific evaluation of the quality of the facility for the above problems, through working groups established by the faculty or department;
10. organizes studies for the development perspective of the University and submits to the Senate;
11. presents to the Administrative Board of the University projects about the institution's organizational structure and faculties analytical organics, research-development centers and other units of scientific teaching.

Drafting Unit	Controlling Unit	Approving Unit
Senate	Academic Evaluation and Quality Improvement Board	Higher Board

	<b>EPOKA UNIVERSITY</b>				
	<b>STATUTE</b>				
	Document Code	Entrance into Force	Amendment No.	Amendment Date	Page/Total Pages
EU-STA-EN	21.09.2007	7	04.09.2015	16 / 32	

## **Article 20 - Secretary General**

- a) The Secretary General is the senior training specialist with economic, financial and high organizational experience. The Secretary General is the head of the University administrative structure and responses before the Rector for maintenance of activity of this structure. The Secretary General is appointed by the Higher Board.
- b) The Secretary General manages economic, financial and administrative activity of “Epoka” University. He organizes and controls the internal audit and makes economic – financial analysis, which he submits to the Rector for consideration. The Secretary General has the task of rapporteur at the Higher Board. The Secretary General is appointed in office for a two-year period.
- c) The Secretary General is responsible for the collection of student’s quota, and faculty repayment obligations to the state authorities, to pay the taxes, fees, and the obligations to third parties.
- d) The Secretary General is responsible to the Higher Board and state bodies of control for implementation laws and legislation.

### **Powers of the Secretary General are:**


1. pursues all economic and administrative activity at institution level and is responsible to the rector for its performance;
2. organizes the work for drafting the budget of the “Epoka” University.
3. organizes and directs the delivery of services to third parties in the University;
4. nominates to the Rector candidates for job vacancies in the University's administrative structure;
5. manages correspondence Administrative Board;
6. carries out other duties charged by the Rector and the Higher Board in connection with administrative and financial matters.

## **Article 21 - Academic Evaluation and Quality Improvement Board**

The Academic Evaluation and Quality Improvement Board Unit is responsible for internal quality assurance at "Epoka" University.

Drafting Unit	Controlling Unit	Approving Unit
Senate	Academic Evaluation and Quality Improvement Board	Higher Board



	<b>EPOKA UNIVERSITY</b>				
	<b>STATUTE</b>				
	Document Code	Entrance into Force	Amendment No.	Amendment Date	Page/Total Pages
EU-STA-EN	21.09.2007	7	04.09.2015	17 / 32	

The number of members of the Academic Evaluation and Quality Improvement Board is defined by the Senate. Among the members of the Board there should be present at least one full - time academic staff member from each Faculty with at least ‘PhD’ degree and with no managing duties, two administrative staff members, the Head of the Student Council, a representative of the Alumni of University as well as a foreign expert with distinguished experience in the labor market.

The Senate elects the Chairman of the Board among the Board members who leads the meetings of the Board. If the Chairman is not present at the meeting, the Board is lead by the academic staff member with the longest experience.

The Academic Evaluation and Quality Improvement Board periodically evaluates the effectiveness of educational activities, research and administrative activities of the University. The Board has access to all records of the Institution and publishes the results of the evaluation performed.

### **CHAPTER III**

#### **MANAGING BODIES AND AUTHORITIES OF THE FACULTIES**


##### **Article 22 - Faculty**

Faculty is the main unit of the “Epoka” University to coordinate teaching, research and cultural development in the teaching-research areas, related or overlapping. The Faculty offers undergraduate programs of various types and levels at the end of which a degree is acquired. The bodies and its management authorities are: the Dean, Vice Dean, Faculty Secretary, Faculty Board and the Administrative Faculty Board. Opening, merging or closure of faculties at the “Epoka” University is done by the proposal of the Senate and with approval of the Higher Board.

##### **Article 23 - Dean**

The Dean is the main leader of the Faculty and appointed by the Rector’s proposal and the Higher Board approval for a two year period with the right of reelection.

Drafting Unit	Controlling Unit	Approving Unit
Senate	Academic Evaluation and Quality Improvement Board	Higher Board

	<b>EPOKA UNIVERSITY</b>				
	<b>STATUTE</b>				
	Document Code	Entrance into Force	Amendment No.	Amendment Date	Page/Total Pages
EU-STA-EN	21.09.2007	7	04.09.2015	18 / 32	


The relations with the Founding Company are defined in the employment contract.

The Dean should have the title "Professor", "Associate Professor" or rank "Doctor".

**The Dean of Faculty has the following powers:**

1. directs and controls all educational and scientific work of faculty, ensures the implementation of teaching plans and programs and academic calendar of the Faculty;
2. interprets and implements the development policy at the Faculty concerned;
3. at the end of each academic year or when required, shall submit to the Administrative Board of the University the report on the activities of the Faculty and the Faculty Activity Plan for the following academic year;
4. presents to the Administrative Board of the University requests for financial resources and personnel;
5. organizes and directs the work of drafting the plans and curricula of the different cycles of study of the Faculty and submits them to Senate for review;
6. organizes the selection of new students accepted each academic year;
7. proposes to the Senate the expulsion of students from the institution;
8. proposes to the Senate the Internal Regulation of the Faculty concerned;
9. proposes to the Rector the appointment of academic staff of internal and external admitted by competition;
10. suggests to the Rector responsibilities of departments among academic staff of the department, which are approved by the Higher Board;
11. proposes to the Rector and the Higher Board to enter into contracts with foreign and local dignitaries for short periods of time;
12. proposes to the Senate corrective measures to subordinate academic and administrative staff in case of violation of the legal provisions according to the applicable legislation;
13. approves the curriculum and the research plans of each academic staff member of the Faculty;
14. approves the members and the chairman of the admission exams, the formation examinations and diplomas examinations committees;

Drafting Unit	Controlling Unit	Approving Unit
Senate	Academic Evaluation and Quality Improvement Board	Higher Board

	<b>EPOKA UNIVERSITY</b>				
	<b>STATUTE</b>				
	Document Code	Entrance into Force	Amendment No.	Amendment Date	Page/Total Pages
EU-STA-EN	21.09.2007	7	04.09.2015	19 / 32	

15. approves the theses of exams of acceptance, formation examination and diploma's project's issues;
16. proposes to the Higher Board, through the Rector, the sending of students abroad for courses full or partial, in compliance with the strategy of higher education and the University, for international projects and inter-institutional agreements.

#### **Article 24 - Vice-Dean**

The Vice-Dean is among the leading authorities of the Faculty. The Vice dean must have at least the rank of "Doctor". The Vice-Dean is proposed by the Dean and appointed by the Rector, for a two - year duration.

He has powers as follows:

1. organizes the scientific work, teaching at the faculty;
2. follows the implementation of plans and programs of the various cycle's studies;
3. drafts the calendar of the teaching process;
4. follows the lessons' and examinations' schedule implementation;
5. follows the correct completion of education documentation by the Faculty Secretary which is directly dependent to him.


#### **Article 25 - Faculty Board**

The Faculty Board is a collegial decision-making body that sets the scheduled activity of teaching and research of the faculty according to proposals of departments.

The Faculty Board consists of the Dean, who chairs the Head of Departments, the directors of research- development centers, and a member of the academic staff for each department elected by the respective departments. The Faculty Secretary has the duty of rapporteur in the Faculty Board meetings.

The duration of the mandate of the Faculty Board members' is two years.

Drafting Unit	Controlling Unit	Approving Unit
Senate	Academic Evaluation and Quality Improvement Board	Higher Board

	<b>EPOKA UNIVERSITY</b>				
	<b>STATUTE</b>				
	Document Code	Entrance into Force	Amendment No.	Amendment Date	Page/Total Pages
EU-STA-EN	21.09.2007	7	04.09.2015	20 / 32	

**The Faculty Board has the following powers:**

1. decides on the activities of teaching, research and faculty publications, and defines the principles, plans, programs, texts for students use and the academic calendar in relation to such activities;
2. proposes to the Rector new programs of study or research;
3. proposes to the Rector the opening, modification or closure of departments or other units;
4. proposes to the Senate the development plan of faculty and oversee its implementation;
5. reviews and approves the annual report of the Dean for teaching and research activities;
6. gives proposals related to teaching and examinations process, which submits to the Senate approval;
7. elects members to the Administrative Board of the Faculty for a two-year period taking into consideration their academic titles;
8. periodically reviews study programs regulations and submit them to the Senate for approval;
9. carries out other duties assigned by law and regulation.


**Article 26 - Administrative Board of the Faculty**

The Administrative Board of the Faculty is a collegial decision-making body that sets and schedules according to the proposals of departments, the use of human and material resources available to the faculty.

The Administrative Board of the Faculty consists of the Dean, who chairs, and at least four academic staff members elected for a term of two years by the Faculty Board, taking into consideration their academic titles.

The Faculty Secretary has the duty of rapporteur in the meetings of the Administrative Board of the Faculty.

Drafting Unit	Controlling Unit	Approving Unit
Senate	Academic Evaluation and Quality Improvement Board	Higher Board

	<b>EPOKA UNIVERSITY</b>				
	<b>STATUTE</b>				
	Document Code	Entrance into Force	Amendment No.	Amendment Date	Page/Total Pages
EU-STA-EN	21.09.2007	7	04.09.2015	21 / 32	

**The Administrative Board of the Faculty has the following powers:**

1. helps the Dean to ensure enforcement of the Faculty Board decisions' ;
2. ensures the implementation of teaching plans and programs and academic calendar of the Faculty;
3. makes decisions about the issues related to the management of the Faculty;
4. proposes to the Administrative Board of the University the admission, transfer, removal of the students and makes other proposals regarding the organization of the learning process and examination;
5. carries out other tasks assigned by the regulation.

**Article 27 - Department**

a) The Department is the base teaching-research unit, which includes search fields and homogeneous teaching groups in relevant disciplines. The object of teaching and research of the Department includes several disciplines of a science. Opening, merging or closing of departments in the “Epoka” University is done by the proposal of the Senate and with approval of the Higher Board.

b) The Organization of Faculties in departments at "Epoka" University is as follows:


1) Faculty of Architecture and Engineering, which consists of three departments.

- Department of Computer Engineering;
- Department of Civil Engineering;
- Department of Architecture.

2) Faculty of Economic and Administrative Sciences, which consists of four departments:

- Department of Economics;
- Department of Banking & Finance;
- Department of Business Administration;
- Department of Political Science and International Relations.

Drafting Unit	Controlling Unit	Approving Unit
Senate	Academic Evaluation and Quality Improvement Board	Higher Board

	<b>EPOKA UNIVERSITY</b>				
	<b>STATUTE</b>				
	Document Code	Entrance into Force	Amendment No.	Amendment Date	Page/Total Pages
EU-STA-EN	21.09.2007	7	04.09.2015	22 / 32	

c) The department includes all academic staff, internal and external, according to the relevant disciplines.

Chairman is the Head of his department. More detailed competences and responsibilities of the departments are dealt with in the Regulation.

d) The Department has the following powers:


1. promotes, coordinates and manages the activities of teaching, research or artistic activities, while respecting academic freedoms and academic staff right to exploit its material and financial resources, available to the department;
2. examines the curriculum and proposes the Faculty Board appropriate changes;
3. reviews the curriculum, makes necessary changes and proposes them to the Faculty Board;
4. proposes to Faculty Board the textbooks which will be used by the students;
5. realizes the curriculum according to the approved schedule and controls the quality of the teaching;
6. determines the topics of scientific work and controls its implementation;
7. conducts short and long term postgraduate scientific qualification;
8. is organized in teaching and research groups with provisional character.

### **Article 28 - Head of Department**

The Head of Department is the highest authority for the base educational-research unit. The Head of Department is elected by the Dean from the internal members of the academic staff of the department, approved by the Rector and appointed by decision of the Higher Board for a two-year period, with the right of reelection.

The Head of Department is responsible for the teaching and research activity at every level of the department and for the orderly and efficient conduct of any activity in that department.

Drafting Unit	Controlling Unit	Approving Unit
Senate	Academic Evaluation and Quality Improvement Board	Higher Board

	<b>EPOKA UNIVERSITY</b>				
	<b>STATUTE</b>				
	Document Code	Entrance into Force	Amendment No.	Amendment Date	Page/Total Pages
EU-STA-EN	21.09.2007	7	04.09.2015	23 / 32	

In the cases where the Head of the Department is unable to perform temporary duty of his, he delegates powers to an academic staff member.

### **Article 29 - Research-development centers**

Research and development centers are the base units organized at the faculties.

Research-development centers conduct scientific and educational development activities. These centers take part in the educational activities and scientific research programs of the second and third cycle that the university offers.

### **Article 30 - Head of research-development center**

The Head of the Research-development center is the base educational research unit leader. The Head of the Research- development center is chosen from the internal faculty staff, appointed by the Rector's proposal and the approval of the Higher Board for a two-year period with the right of reelection.

His duties and powers are:

1. conducts scientific work in the areas covered by the faculty, conducting educational and scientific development activities;
2. makes analysis of the teaching-research work within the faculty together with the Head of Departments and proposes measures for its further improvement.


## **CHAPTER IV**

### **FINANCING OF THE UNIVERSITY**

#### **Article 31 - Financial Relations**

a) "Epoka" University is a private institution with self-finance. His income is formed from the activity of the society by the other lawful income and the income from students.

Drafting Unit	Controlling Unit	Approving Unit
Senate	Academic Evaluation and Quality Improvement Board	Higher Board

	<b>EPOKA UNIVERSITY</b>				
	<b>STATUTE</b>				
	Document Code	Entrance into Force	Amendment No.	Amendment Date	Page/Total Pages
EU-STA-EN	21.09.2007	7	04.09.2015	24 / 32	

b) The institution has the right to receive benefits associated with the object of its activity in accordance with the applicable legislation of the Republic of Albania.

c) The University regularly pays taxes, and other obligations to the State and to the third parties. The part that remains is its profit.

### **Article 32 - Economic activity**

The economic activity is reflected in quarterly and annual statements of the University. The institution maintains regular accounts under the legislation in force.

### **Article 33**

The chairman of the Higher Board is the financial director of the University. He may delegate some or all the powers to one of the members of the Higher Board, the Rector, to the Deans or other University leaders.

## **CHAPTER V**


### **STUDY PROGRAMS**

#### **Article 34**

1. The programs of study at the “Epoka” University are held in English. University reserves the right to also offer study programs in Albanian language.
2. The First cycle studies in the Faculty of Architecture and Engineering and the Faculty of Economic and Administrative Sciences, as well as any other Faculties that will be established after the change of the Statute, with the approval of the Ministry of Education and Science, lasts three and four academic years with full-time, and are realized with 180 and 240 ECTS credits (According to Article 45, paragraph 1.b of Law no. 9741, dated 21.05.2007, "On Higher Education in the Republic of Albania", as amended).
3. These programs aim to provide students with basic knowledge about scientific methods and principles of general and specific skills in a wide variety of professions

Drafting Unit	Controlling Unit	Approving Unit
Senate	Academic Evaluation and Quality Improvement Board	Higher Board




	<b>EPOKA UNIVERSITY</b>			
	<b>STATUTE</b>			
	Document Code	Entrance into Force	Amendment No.	Amendment Date
EU-STA-EN	21.09.2007	7	04.09.2015	25 / 32

and specialties. At the end of the programs of the first cycle studies, "Bachelor Diploma" in the relevant field is issued by the "Epoka" University. The student is obliged to meet within ten years from the date of registration of all the obligations that allow graduating in the programs of the first cycle studies.

4. The programs of the second study cycle "Master of Science" at the Faculty of Architecture and Engineering and the Faculty of Economic and Administrative Sciences have duration of two academic years and are realized with 120 ECTS credits. At the end of the second cycle study programs, the Master of Science Diploma is issued, in accordance with Article 3 of the Statute. The student is obliged to meet within four years from the date of registration of all the obligations that allow him graduating in programs of second cycle studies.
5. Programs of second study cycle "Professional Master" in the Faculty of Architecture and Engineering and the Faculty of Economic and Administrative Sciences have a duration of at least one or 1.5 academic year and are realized with at least 60/90 ECTS credits. At the end of the second cycle study programs, Professional Master Diploma is issued in accordance with Article 3 of the Statute. The student is obliged to meet within three years from the date of registration of all the obligations that allow him graduating in programs of second study cycle.
6. Programs of third study cycle "PhD" in the Faculty of Architecture and Engineering and the Faculty of Economic and Administrative Sciences have a duration of at least three academic years and are realized with at least 180 ECTS credits. At the end of the third cycle study programs, PhD Diploma is issued, in accordance with Article 3 of the Statute. The student is obliged to meet within four years from the date of registration all the obligations that allow him to graduate in programs of third study cycle PhD.
7. "Epoka" University will deposit in the Ministry of Education and Science, the types of diploma for each study level.
8. The Diploma' Supplement will accompany the diploma, which will outline the nature, level, content and results of studies that are conducted and successfully completed by the holder of a diploma.

Drafting Unit	Controlling Unit	Approving Unit
Senate	Academic Evaluation and Quality Improvement Board	Higher Board

	<b>EPOKA UNIVERSITY</b>				
	<b>STATUTE</b>				
	Document Code	Entrance into Force	Amendment No.	Amendment Date	Page/Total Pages
EU-STA-EN	21.09.2007	7	04.09.2015	26 / 32	

### **Article 35**

The Calendar years are divided into academic years. The Academic year is organized into two semesters with at least 20 teaching hours of lectures, seminars and labs a week. According to the relevant regulation, the summer semester is organized, which is not mandatory.

The transition from one year to another takes place after the student has paid the obligations of the previous year based on the Basic Regulation of the University.

### **Article 36**

1. a) are accepted to enroll the program of first cycle studies "Bachelor ", Albanian and foreign citizens who fulfill the following conditions:


- i. certify by official document the completion of high school in Albania or abroad (equivalent according to criteria established by the Ministry of Education and Science);
- ii. gain acceptance test at the "Epoka" University;
- iii. accept payment of the fee set monthly or annually.

1. b) The selection of candidates is done by a commission appointed by the Dean's Office, based on the submitted documentation and admission test results.

1. c) The number of admissions is based on real faculty possibility for teaching and within the normal standards required by the Ministry of Education and Science.

2. Are accepted to enroll the program of second study cycle all those persons who possess a First Level Degree, evaluated by the institution, Second Level Degree, DIND degree, degrees of the previous system inherent in study cycles or other degree earned abroad and evaluated by the University, as well as all those persons whose degree is approved by decision of the Senate of the University. The criteria for selecting the students who will attend the second study cycle will be determined by the Senate.

Drafting Unit	Controlling Unit	Approving Unit
Senate	Academic Evaluation and Quality Improvement Board	Higher Board

	<b>EPOKA UNIVERSITY</b>				
	<b>STATUTE</b>				
	Document Code	Entrance into Force	Amendment No.	Amendment Date	Page/Total Pages
EU-STA-EN	21.09.2007	7	04.09.2015	27 / 32	

3. Are accepted to enroll in programs of third study cycle PhD all those persons who possess a Second Level Diploma evaluated by the University, Integrated Second Level Diploma DIND, degrees of the previous system not divided into study cycles or other degrees earned abroad and evaluated by the University, as well as all those persons whose degree is approved by decision of the Senate of the University. Criteria for selecting the students who will attend the third cycle will be determined by the Senate.

### **Article 37**

Is allowed the transfer of students in intermediate years by other Institutions of Higher Education / Universities, local or foreign, public or private, to the “Epoka” University and vice versa and within study programs of the “Epoka” University, after the recognition of the exams, according to relevant teaching plans.

The transfer is allowed between programs of same study cycle.

### **Article 38**


“Epoka” University provides students who have completed all the obligations of a first, second or third cycle study program with relevant diploma, which is an official document. Degrees are associated with the Supplement of the diploma and the curriculum. Diploma Supplement is compiled in accordance with Law no. 9741, dated 21.05.2007 "On Higher Education in the Republic of Albania", as amended and the guidelines of the Ministry of Education and Science. It describes, in particular, the nature, level, content and results of studies that are conducted and successfully completed by the holder of a diploma, etc... Content and form of the diploma and the Diploma Supplement are defined by the Senate of the “Epoka” University. The Diploma and Diploma Supplement will be drafted in two languages, Albanian and English.

## **CHAPTER VI**

### **RIGHTS AND OBLIGATIONS OF THE STUDENT**

#### **Article 39**

Drafting Unit	Controlling Unit	Approving Unit
Senate	Academic Evaluation and Quality Improvement Board	Higher Board

	<b>EPOKA UNIVERSITY</b>				
	<b>STATUTE</b>				
	Document Code	Entrance into Force	Amendment No.	Amendment Date	Page/Total Pages
EU-STA-EN	21.09.2007	7	04.09.2015	28 / 32	

The student acquires this legal status after registering at the “Epoka” University and loses by taking the diploma or its exclusion from the institution.

After registering at the university, the student is provided with the Student Charter of "Epoka" University.

The student is obliged to meet all obligations under the Statute and Basic Regulation of the University.


The student has the right:

1. to benefit from the teaching process and settle Graduated after all obligations in the curriculum are stipulated;
2. attend lectures, seminars and all other educational activities, organized in accordance with their status;
3. the library facilities, computer rooms and other services should provided to students by the institution for implementation of the curriculum;
4. be arranged in non-political student association, as determined by legal acts of the relevant legislation;
5. to participate in artistic, cultural, sports and entertainment activities organized by the University outside the learning process;
6. affect the improvement of the learning process through democratic forms of the display of will;
7. be heard by the relevant bodies before taken any punitive measure against him.

The student is required:

1. To enforce rules designed by the institution;
2. To pay proper attention to the studies and participate in the academic activities;
3. To pay the fees of education and services that “Epoka” University offers;
4. To respect the rules of ethics set out in the relevant regulations;
5. To show proper attention to the rights of the staff and other students.

Drafting Unit	Controlling Unit	Approving Unit
Senate	Academic Evaluation and Quality Improvement Board	Higher Board

	<b>EPOKA UNIVERSITY</b>				
	<b>STATUTE</b>				
	Document Code	Entrance into Force	Amendment No.	Amendment Date	Page/Total Pages
EU-STA-EN	21.09.2007	7	04.09.2015	29 / 32	

## **Article 40 - Student Board**

The Student Board is an independent organization of students at the “Epoka” University, which holds no political and economic activities. This Board promotes the participation of the students and coordinates the representation of their ideas and opinions to the management bodies of the “Epoka” University, in teaching, research and service structures.

The Student Board is elected annually from the votes of the students and based on the legislation in force.

The Student Board is organized at institution level with representatives from all the constituent faculties.

The Student Board cannot be arranged with other political structures or apolitical, outside the "Epoka" University. The Student Board has the right to participate in the National Student Board. Modalities and procedures for the creation, organization and functioning of the Student Board are determined in accordance with Law no. 9741, dated 21.05.2007 "On Higher Education in the Republic of Albania", as amended, and the proposals submitted by students without afoul the Statute and Basic Regulation of the “Epoka” University.

“Epoka” University supports Student Board and funds its activities.

## **CHAPTER VII**

### **EMPLOYMENT AND QUALIFICATIONS**


#### **Article 41 - Employment**

Staff at the “Epoka” University consists of:

- a. Academic staff (teaching and scientific staff) internal and external;
- b. Assistant teaching – scientific staff;
- c. Administrative staff.

#### **Article 42 - Invited Academic staff**

Drafting Unit	Controlling Unit	Approving Unit
Senate	Academic Evaluation and Quality Improvement Board	Higher Board

	<b>EPOKA UNIVERSITY</b>				
	<b>STATUTE</b>				
	Document Code	Entrance into Force	Amendment No.	Amendment Date	Page/Total Pages
EU-STA-EN	21.09.2007	7	04.09.2015	30 / 32	

To meet the needs of the learning process at the “Epoka” University, academic staff is invited for teaching and research activities according to job requirements for a semester or year period repeatedly. Proposal for the election of the invited academic staff is made to the Rector by the Dean of the Faculty concerned, with the approval of the Higher Board, and must combine the need of the department for teaching or researching within their qualifications. Detailed criteria for acceptance and selection of invited lecturers are defined in the regulations of the relevant Faculties.

#### **Article 43 - Contractual academic staff**

“Epoka” University will hire contractual personalities, domestic or foreign, for short periods of time. Proposal for the election of the academic staff with contracts is made to the Rector by the Dean of the Faculty concerned, with the approval of the Higher Board.

#### **Article 44 - Employment Contract**

The Employment Contract for academic and administrative staff in the institution's service is signed by the Rector, with the approval of the Higher Board.


Employment Contracts with employees, academic staff, internal and external can be connected indefinitely, with a term or year depending on the learning process concerned. Renewal of the contract is made in view of results and quality assessment in the field of teaching and scientific research.

The Employment Contract, working conditions and the treatment provided in the contract, contract type, duration and everything else that has to do with labor legal relations, elected in accordance with this Statute, the Labor Code of the Republic of Albania and sub- acts to their implement.

#### **Article 45 -Working time and holiday**

Working time for administrative personnel is not more than 40 hours per week and no more than 8 hours a day. This working time may be shorter for academic staff.

Drafting Unit	Controlling Unit	Approving Unit
Senate	Academic Evaluation and Quality Improvement Board	Higher Board

	<b>EPOKA UNIVERSITY</b>				
	<b>STATUTE</b>				
	Document Code	Entrance into Force	Amendment No.	Amendment Date	Page/Total Pages
EU-STA-EN	21.09.2007	7	04.09.2015	31 / 32	

Annual leave for teaching and scientific staff is 12 days off the usual, plus 36 additional days off, according to the Decision of the Council of Ministers no. 220, dated 24.05.1994.

Other issues related to the working time and holiday is defined in the employment contract, under the legislation in force.

#### **Article 46 - Scientific Learning Standards**

Educational and scientific workers are obliged to meet the scientific teaching rate, as determined by the employment contract. Scientific qualifications and results in work are directly related to the salary level.

Absence without reason, at classes is considered grave breach of work discipline.

#### **Article 47 - Qualification**

Academic personnel shall enjoy the right of academic progress, according to the criteria set out in law no. 9741, dated 21.05.2007, "On Higher Education in the Republic of Albania", as amended and other sub-legal acts.

Academic progress can be made within or outside the country.

Tracking programs of second and third cycle studies, as well as specialty courses by academic staff are encouraged, creating possible facilities, as determined by the employment contract.


### **CHAPTER VIII**

#### **Official Seals and Emblem**

##### **Article 48**

Epoka University has its own Official Seal. The seal is round in the district of which is written "EPOKA UNIVERSITY", "REPUBLIC OF ALBANIA" is written at the top, the "Emblem" is located in the middle and at the bottom "TIRANA" is written.

Drafting Unit	Controlling Unit	Approving Unit
Senate	Academic Evaluation and Quality Improvement Board	Higher Board

	<b>EPOKA UNIVERSITY</b>				
	<b>STATUTE</b>				
	Document Code	Entrance into Force	Amendment No.	Amendment Date	Page/Total Pages
EU-STA-EN	21.09.2007	7	04.09.2015	32 / 32	

The emblem of the “Epoka” University consists of images of the sun rising on the blue horizon. Specification of the seal and emblem shall be deposited in the Ministry of Education and Science.

## **CHAPTER VII**

### **FINAL PROVISIONS**

#### **Article 49**

“Epoka” University has its Basic Regulation, approved by the competent authorities.

Architecture and Engineering Faculty and the Faculty of Economic and Administrative Sciences and other units of this institution establish their own regulations.

#### **Article 50**

The Statute shall enter into force on the date of its approval by the Higher Board.

The enforcement of this statute is ensured by the Rector.

Drafting Unit	Controlling Unit	Approving Unit
Senate	Academic Evaluation and Quality Improvement Board	Higher Board