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CHAPTER 1

GENERAL PROVISIONS

Article 1

The Basic Regulation (hereinafter "Regulation") of "EPOKA" University is based on Law no. 9741, dated 21.05.2007, "On higher education in the Republic of Albania", as amended, in-laws coming into effect of its, Decision no. 281 dated 12.03.2008 of the Council of Ministers "On the licensing of the Private Institution of Higher Education" "EPOKA", in decision no. 908, dated 26.08.2009 of the Council of Ministers "On the opening of new programs of study, at "EPOKA" University " and in the Statutes of this institution.

The right for changes in the Basic Regulation of the university has only the Higher Board "EPOKA" University.

Article 2

This Regulation is attached to the Statute of university and extends the action on all the constituent units of this institution.

CHAPTER 2

ORGANIZATIONAL STRUCTURE

Article 3

"EPOKA" University is a composed structure that realizes higher education offering first, second and third programs of study. The university consists of faculties.


The institution, management bodies are:

- The Higher Board, Senate, Administrative Board of the University and the Ethics Board.

Leading authorities of the University are:

- The Rector, Vice-Rectors, Deans and the Secretary General.

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Senate	Academic Evaluation and Quality Improvement Board	Higher Board

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Constituent units of “EPOKA” University are as follows:

1. Faculties- as main unit
2. Departments and
3. Research-development centers- as basic units.

CHAPTER 3

THE DIRECTING AUTHORITIES AND BODIES OF THE UNIVERSITY

Article 4

The Rector and the Academic Senate

The Rector is the leading authority of the University. He represents the University and acts on behalf and for its account. The Rector is a monocratic body appointed by decision of the Higher Board for a 4-year period. Relations with the Founding Company are defined in the working contract.

Its powers are defined in the Statute of this institution.

The Academic Senate is a collegial decision-making body of the “EPOKA” University. He decides on important problems of the teaching-research institution.

The Senate sets up the development policies of the Institution, schedules, coordinates, directs and controls the activities of teaching and research and assess their effectiveness, and decides on important scientific-teaching problems of this university.

Its powers are defined in the Statute of this institution.


Article 5

The Dean, Faculty Board and Administrative Board of the Faculty

The Dean is the main leader of the Faculty and is appointed upon proposal of the Rector and the approval of the Higher Board for a four-year period with the right of reelection. Relations Founding Company defined in the employment contract.

Its powers are defined in the Statute of the University.

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The Faculty Board is a collegial decision-making body that schedules and determines based on departments' proposal, teaching and scientific research activity of the faculty. Its powers are defined in the Statute of this institution.

Administrative Board of the Faculty is a collegial decision-making body, which assists the Dean in the Faculty administrative issues. Its powers are defined in the Statute of this institution.

Article 6

The Vice-Dean

The Faculty, depending on the nature of the event, number of Departments and other 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 four-year duration. Its powers are defined in the Statute of the University.

Article 7

Secretary General

The Secretary General is the senior training specialist with high economic, financial and organizational experience. The Secretary General is the head of the administrative structure of the University and responses before the Rector for the maintenance and activity of this structure.

The Secretary General is appointed by the Higher Board. Its powers are defined in the Statute of the University.


Article 8

Head of Department

The Head of Department is the highest governing authority for the basic teaching- research unit. The Head of Department is elected by the Dean, between the members of the academic staff in the Department, approved by the Rector and appointed by decision of the Higher Board for a four-year period, with the right of reelection.

Its powers are defined in the Statute of this institution.

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2. Head of research-development center

The Head of Research and Development Center is the leader for teaching-research basic unit. The Head of Research and Development Center is appointed upon the proposal of the Rector and the approval of the Higher Board for a four-year period with the right of reelection.

His duties and powers are:

1. Leads the scientific work in the areas covered by the Department and carries out educational activities and scientific development;
2. Makes analysis of teaching-research work in the Department along with the responsible Head of Department and propose measures for its further improvement.

Article 9

Academic Staff

Academic staff consists of Professors, Associate Professors, Doctors and Lectors, internal and external.

Internal and external professors are selected by competition. Competition criteria are proposed by the Department concerned and approved by the Dean.

For the development of the competition a committee composed of professors with experience in the Department, representatives from Dean and from the Administrative Board of the University is established.


The candidate selected initially is taken for a six to one year work period. The contract is signed by the Dean and the employee.

After completing the contract and its terms, the employees with scientific degrees may sign work contract of five years or definitive.

Lectors without science degrees may be employed only with fixed-term contracts, no more than a year, repeatedly.

Foreign lectors are accepted on the basis of bilateral agreements.

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CHAPTER 4

THE ADMINISTRATIVE STRUCTURE

Article 10

Duties and responsibilities

Administrative units are charged with the implementation of certain tasks. Each unit is responsible to the superior unit. Each staff member is required to maintain the confidentiality of the information, gained from his office and any data contained in it, to third parties.

Article 11

The principle of hierarchy

The administration, in all administrative matters, regulations and operating decisions is based on the principle of hierarchy under which the orders of the highest body are binding on subordinates.

Article 12

Delegation of powers


The administrative staff, in case of permission leave, presents to the superior body the permit application in which the substitute personnel is determined. The superior reserves all the rights of assignment of the replacement. The substitute staff holds all responsibilities and powers except for the right of appointment and dismissal from work.

Article 13

Delegation of signing and competencies

Administrative bodies in necessity can delegate the right of signature or a part of their powers to a lower body or the most appropriate personnel only with permission of the competent body for the appointment. The delegation of powers performed in written manner, in which the scope of delegated powers, the delegated person and the duration of the delegation are defined.

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Article 14

The elaboration of administrative works

The elaboration of University's internal work can be realized in the written, verbal and electronic form.

Article 15

Administrative staff

The administrative personnel is hired as University staff with different effective (full time) position appointments and is called administrative staff.

The administrative staff must meet the minimum conditions set out below:

- a) to have under graduate education;
- b) to not have health problems that might hinder the performance of their duty;
- c) to not be deprived of public rights;
- d) to not have penalties for commitment of criminal offenses.

Newly hired personnel is subject to a probationary period of three months from the date of its receipt at work, during which he has the status of personnel in trial period.. During this period, if it does not fit with the task charged, working relationships are ceased. Upon successful completion of probation period, the administrative staff is appointed on the proposal of the Rector and with the approval of the Higher Board. The appointment of the employees (if new or change of duty) is defined by a commission composed of, the Vice-Rector, the Secretary General and the head of the body concerned ,on the proposal of the Rector and with the approval of the Higher Board. The commission takes into account primarily the opinion of the head of the relevant body


CHAPTER 5

DUTIES AND RESPONSIBILITIES OF ADMINISTRATIVE STAFF

Article 16

Tasks

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The Administrative staff of “EPOKA” University is obliged to implement the laws and carry out tasks set by their authorities. At the same time, he is responsible before the relevant managers to perform correctly and in the right way the given tasks.

If the given orders are illegal, he does not implement them and inform the higher authorities.

Article 17

Legitimacy

The administrative staff is forced to perform all the duties of his position faithfully, in accordance with the law.

Article 18

Impartiality

The administrative staff in carrying out his duties cannot make discrimination on ethnic, linguistic, racial, political opinion, philosophical, and religious believes.

Article 19

Attitude and cooperation

At the time of service provision and out of it the administrative staff is obliged to show consideration and confidence due to formal qualifications. The administrative staff works with the sense of cooperation, which is essential.

Article 20


Duties and responsibilities of the managing administrative staff

The managing administrative staff, in accordance with legal provisions, must perform or to give orders to perform in time and without deficiencies the tasks in relevant units, to educate the subordinate staff in performing their duties. The executive staff is responsible and has a duty to control the behavior and the state of their personnel. The executive behaves with justice and impartiality to subordinate staff and uses the given power in accordance with applicable laws.

Article 21

Personal Responsibility and Damages

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The administrative staff should show care and attention during the performance of the given duties, should protect “EPOKA” University’s property and is responsible for keeping always in readiness for effective service. If as a result of intent, fault, negligence or imprudence damage is caused to the Institution, the employee is obliged to repay the equivalent amount of damage caused by him.

Article 22

Containing the data and statements in the press

The administrative staff is prohibited from the distribution and publication of information and informing the press and media organs on the affairs of the institution, unless he is authorized.

Article 23

Taking outside and return of the official documents, tools and materials

The administrative staff cannot take outside the institution or use without authorization official documents, tools and materials for personal gain. At the conclusion of his office, the administrative staff is obliged to return all those that were given to use in function of his office.

Article 24

Complaining

Administrative staff has the right of complaint about the measures taken against him by superiors.


The complaints and their contents are examined in the shortest time and the decision taken is disclosed to the interested person.

Article 25

Prohibitions

The administrative staff cannot perform activities or actions which prevent or slow down the service delivery performance of the given task; cannot participate in strikes or make propaganda for strikes; cannot develop profitable and commercial activity; cannot get gifts and cannot meet the interests of others because of his work and cannot spread professional confidential data.

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Article 26

Archive

The archive unit is responsible for archiving, preserving and usage of the Institution documents in effective way.

Article 27


Admission and Registrar's Office

The Admission and Registrar's Office is the administrative unit that depends on the Secretary General and is responsible for regulating, monitoring and archiving of any registration, information, document or transcript related to the student.

The Admission and Registrar's Office has these tasks:


1. performs the registration of persons who gain the right to be entitled as students;
2. opens and maintains a personal electronic and paper record, for each student, which reflects the university entrance exam results, courses taken till the end of the study cycle, course repetitions, results of examinations, scholarships and disciplinary measures condition if there is any;
3. archives the student registration files according to years and Departments;
4. gives to the student advisors the course registration forms and performs the registration of the students in electronic form;
5. schedules the examination result list and delivers it to the Secretary of the Faculty;
6. preserves in electronic form the lists of the exam results which comes from the Dean's Office;
7. prepares transcripts for the student;
8. prepares documents which are submitted to official institutions such as Student Certificate, recommendations and other similar documents;

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9. Renews the registration of students at the beginning of each semester;
10. prepares and delivers the student identity cards;
11. prepares the diplomas on the basis of the student list, who with decision of the Administrative Board of the Faculty and with the approval of the Administrative Board of the University, have won the right for bachelor's degrees and submit the diploma towards the signature of the graduate students;
12. submits to the Administrative Board of the University the list of students who fulfill the scholarship conditions;
13. identifies students of who lose the right of reduction in payments for the study because of low academic achievements;
14. follows the procedures of the students who want to end their studies, deletes records at the end of each academic year and presents a report on the causes of the student recession to the Senate;
15. identifies the students who have not achieved successfully to finish the studies within a maximum of ten year period from their beginning;
16. follows the tuition fee payment by the students and records relevant data in electronic form;
17. identifies the students who have not entered in exams;
18. gives the documents for the admission to the exams for the students who have paid the tuition fee;
19. saves documents in which the results of the exams are reflected by applying the relevant provisions of the "Undergraduate Education and Examination" Regulation;
20. follows the horizontal transfers procedures;
21. verifies the suitability of the names and credits of the open subjects with the promulgated course plans;
22. prepares information or documents for the students on the demand of the class advisor;
23. informs the Dean or the Head of Department, on their demand, for the educational situation and registration data of the students and the classes;
24. prepares information or reports on the demand of the state administrative bodies;

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25. at the end of each academic year, prepares an Activity Plan for the following academic year and the Activity Report and submits them for approval to the superior body;
26. records the documents submitted by the students;
27. archives the files of graduated students by putting them in envelope;
28. carries out other tasks charged by the superior, related to the Scientific-teaching activity;
29. cooperates with the members of the academic staff or other bodies of the Institution for the publication of course materials in the university's website;
30. follows the procedures and equipment with visa and staying permission of the foreign students.

Article 28


Secretary of the Faculty

The Secretary of the Faculty exercises his duties in coordination with the Secretary General of the University, as well as other units of his dependent. The Secretary of the Faculty is responsible for management of the Faculty before the Dean of the Faculty concerned. Except of the administrative management of the Faculty, he encourages cooperation between Departments and helps in the prosecution of teaching and research activities, in accordance of relevant plans. The Secretary of the Faculty is the superior body of the whole administrative staff in the Faculty. Secretary of the Faculty is appointed by the Higher Board.

Responsibilities of the Secretary of the Faculty are as follows:

1. Ensure the sending to the relevant units, preservation and publication in the web of documents in relation to education and teaching process in the Faculties Departments, in coordination with the Admission and Registrar's Office;
2. To report to the Faculty Board and Administrative Board of the Faculty, write down their decisions and make them known to the relevant organs of interest;
3. Submitting to the Dean of income documents, after making their classification;
4. Send and develop in time all the Faculties academic and administrative documents of internal and external use;

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5. Deal with conferences or seminars of the Faculties programs;
6. With the approval of the Dean, to submit to the relevant body the form of monthly payment of the full and part-time academic staff, to be prepared from the latter and be approved by relevant Head of Departments;
7. Prepare the list of required materials for the Faculty units and submit it to the relevant body after the approval of the Dean;
8. Manage the correspondence of the Faculty;
9. Manage the regular storage of all the Faculty documents and submitting them to the archive in the prescribed terms;
10. Ensure the non entrance in the examination of the whole students who have not full field their financial obligations to the Institution ;
11. Manage the issuing of all statistics in relation to students data;
12. Communicate in written manner with the Rectors Office for the preparation of the diplomas;
13. Publishing of the exams dates in the program of the Admission and Registrar's Office;
14. Carries out other tasks charged by the Dean.

Article 29

Composition and functions of further administrative structure

Composition and functions of further administrative structure of "EPOKA" University are defined in detail in the Regulation "On the administrative organization in "EPOKA" University.

CHAPTER 6


STUDIES, THE TEACHING PROCESS AND EXAMS

Article 30

Diplomas

Students who successfully complete their studies in the faculties of "EPOKA" University are awarded with the Diploma, which contains the name of the Faculty, Department and program of followed studies.

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Article 31

Relations with students

In terms of students transfer, procedures related to education and exams as well as those relating to the secession of student relations with the Faculty, decision-making belongs to the Administrative Board of the Faculty. In these cases, the student has the right to appeal to the Senate for the decision within 15 days from the awareness.

Article 32

Admission and registration

Admission of the students is through the acceptance exam of “EPOKA” University.


Albanian Students are admitted to the institution based on acceptance exam results. The list is drawn up in descending order starting from the student that has the highest score until the admission quotas are met.

Quotas for foreign students are established by the Senate upon the proposal of the concerned Faculty. Acceptance of these students is based on the results of admission examinations in institutions in their state (if any), High School average mark or other criteria determined by Senate.

For the second and third cycle study programs the students will be admitted to “EPOKA” University in accordance the following procedures:

- a) Candidates must possess a degree that allows the attendance of the second and third cycle study programs at “EPOKA” University.
- b) Candidates that apply for admission should have good knowledge of English. Applicants who certify the adequacy level of English language by international certificates such as TOEFL (IBT 68, CBT 190, PBT 520), IELTS 5.5 or above grade, etc. ..., may begin studies the second and third cycle study programs, without entering the English proficiency exam, organized by the “EPOKA” University. Candidates, who do not possess such certificates, will be subject to the English proficiency exam, organized by the “EPOKA” University, where the passing grade is 70%.

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- c) Candidates who have conducted graduate studies in English language have no obligation to take the English proficiency exam.
- d) Candidates must successfully pass the Science proficiency interview, conducted from the Scientific Committee of the relevant second or third cycle study program.

Article 33

Knowledge of English

1. Students who have successfully passed the admission examination or students, who are admitted to the quotas for foreign students, will be subject to the English proficiency exam, organized by the “EPOKA” University, where the passing grade is 70%. Students, who pass the English proficiency exam, may start first cycle study programs.

2. Applicants who certify the adequacy level of English language by international certificates such as TOEFL (IBT 68, CBT 190, PBT 520), IELTS 5.5 or above grade, etc. ..., may start first cycle study programs, without entering the English proficiency exam, organized by the “EPOKA” University. The results of these examinations are valid for a period of three years.

3. Students who are not successful in English proficiency exam are enrolled in the preparatory classes and are obliged to take part in the English level determining exam. Based on the results, students attend the English language curriculum. Students who successfully complete preparatory class may start first cycle study programs.

Article 34


Education Contract

During registration, the student signs with “EPOKA” University an Education Contract. During the entire study period, the student must apply the relevant laws of the Republic of Albania as well as regulations and directives of the University.

The person enrolled in “EPOKA” University should not be enrolled in any other institution of higher education. The date of enrollment, necessary documentation and rules to be implemented is determined by the Senate and is published.

Each candidate for student who completes the registration procedures becomes a student of “EPOKA” University and as such, benefits from all rights of the students. Candidates for

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student who do not perform within the designated term the enrollment are deemed to have given up being a student of “EPOKA” University and cannot claim any right on.

When a candidate for student cannot perform registration by him/herself for reasonable causes, procedures can be followed by a relative of his.

If the documents submitted by the student are not authentic or are lacking, his relations with the University are suspended no matter which semester the student is attending.

Article 35

Counseling

For each student, an advisory lecturer is elected from the Department concerned. The adviser follows the student throughout the study period. In the period of registration or renewal of registration for the relevant semester, the student fills the registration forms and submits them for approval to the advisers.

Article 36

Renewal of Registration


Students who continue first cycle study programs in “EPOKA” University are obliged to renew their registrations every semester according to the principles established by the Administrative Board of the Faculty. Renewal of the registration is done during the period specified in the academic calendar.

If students have not paid the tuition fee under the conditions defined by the University, they can not renew the semestral registration. Students who have not renewed registration may not attend courses nor enter the exams. If the student has not paid the tuition fee on time, he is obliged to pay 10% interest for each month of delay. The semester for which the tuition fee is not paid is considered part of the duration of education period. If the registration is not renewed for two consecutive semesters, the student’s relations with the University are interrupted.

Article 37

Identity Card

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Students who have made the final registration, as well as those who have renewed registrations are provided with identity cards with photo, valid for one academic year, which indicates that the holder is a student.

Article 38

Transfers from outside the institution

The quotas for transfers are determined by the Administrative Board of the Faculty and these transfers are also approved by this Board, based on the principles established by him.

Students who are transferred to the Faculties of the University are awarded with a diploma only if they have committed at least two semesters in “EPOKA” University.

Article 39

Education

The academic year consists of fall and spring semester. Normal duration of the fall and the spring semester is 15 weeks. If necessary, their duration may be extended by the Senate of the University.

The academic year is organized in semesters with at least 20 hours of teaching lectures, seminars and laboratories per week.

The beginning of the academic calendar and exam dates are determined each year by the Senate and are published. In official vacation days there is no teaching or exams. However, if considered necessary, by the proposal of the Faculty concerned and approval of the Senate, teaching or exams can take place on Saturday or Sunday.


Article 40

Duration, form and language of education

Education consists of lectures, projects and works in the studio, works in the laboratory and workshops, practices, works on the ground, seminars, graduation paper and other similar works, foreseen in the curriculum.

Except otherwise agreed cases and the preparatory class, duration of implementing projects, laboratories and similar activities is a semester.

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The education language in “EPOKA” University is English, but with the Senate proposal and the approval of the Higher Board, in certain programs, the entire lesson or a part of it can be developed in another language.

Article 41

Curriculum

- a) The education in the Faculties and Departments of “EPOKA” University is developed based on the American system of higher education and in accordance with the requirements of the Albanian legislation in the field of higher education and the Bologna Charter. The curriculum of the Departments of the Faculties is established by the Faculty Board, with the approval in the Senate and takes effect after approval by the Ministry of Education and Science.
- b) Elective subjects in the curriculum consist of elective subjects opened that semester to students from their Department and elective subjects opened from other Departments.
- c) Education shall be in accordance with the curriculum and respecting the order provided for in the program. Starting from the third semester, students who have successfully passed all subjects of the past semesters and have an average of at least 3:00, with the approval of the advisers, can take an elective course of upper semester, while those students who have an average of at least 3.80, may take two elective courses following the approval of the advisers.
- d) The student who submits a document after registration of an institution of higher education, in which it is shown that he has successfully completed a course or more, may seek exemption from the attendance of those courses. The Administrative Board of the Faculty analyses the request and if the knowledge that the student has gained in that subject is considered as sufficient, the student may be relieved from the obligation to attend the course. In this case, the Administrative Board of the Faculty decides which subjects are required to be attended by the student.
- e) If the student could not pursue courses that should normally attend during the semester, for reasons considered reasonable by the Administrative Board of the Faculty, he can take classes without preconditions (not necessarily related subjects) in the following semester. Student follows the studies by taking firstly the subjects in which the result is not successful or has not received during previous semesters. Practical work involved in the research program is conducted by the relevant units,

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within the principles defined, in accordance with the characteristics of education of each Department.

Article 42

Subjects with pre-conditions (subjects related to each other)

Preconditions for the attendance of certain classes are determined by the relevant Departments and are reflected in the curriculum.

Article 43

Registration in a course, leaving the course and the obligation for attendance


- a) Every student has the obligation to participate in lectures, applications, laboratories, projects, seminars, workshops, graduation works and similar semesteral works, within the limits specified below.
- b) In cases of repeated or attendance for the first time of the lectures or the lab, projects and similar activities equivalent to lectures, students must first register in the course in which they have received a grade (FD and FF).
- c) Once having received the approval of the advisers, within two weeks from the start of every semester, the student may withdraw from one or more courses may change the taken course with other course or may register in other courses.
- d) The student has the obligation to attend at least 70% of the theoretical classes and at least 80% of laboratory and applications. Students who exceed these rates do not enter in the final exam.

Article 44

Paper of graduation

Making a compulsory graduation paper or work, which shows the achievement of the desired professional level by the student in accordance with the educational program, is decided by the competent authorities of the respective academic units. Conditions of performing the paper or work, the deadline of submission, examination and evaluation of paper/work are provided by these bodies. The graduation paper/work is included as a subject of the eighth semester curriculum. The graduation paper/work can also be predicted as the content of a particular subject. Topics on the graduation paper/work may be also given to the students in their previous semesters.

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CHAPTER 7

GRADES, EXAMINATIONS AND PASSING

Article 45

Grades

For each course attended, the student is estimated by the concerned professor at the end of the semester with one of the following grades.

Grading	Coefficient	* Pts	Albanian system
AA	4.00	90-100	10
BA	3.50	85-89	9
BB	3.00	80-84	8
CB	2.50	75-79	8
CC	2.00	70-74	7
DC	1.50	65-69	6
DD	1.00	60-64	5
FD	0.50	50-59	4
FF	0.00	00-49	4

* Out of 100 points.

Grades which are not calculated in average:

I-With deficiency


S- Enough

T- Transfer

U- Insufficient

P-Following

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EX-Excluded from the obligation

NI-Not participated

NA-Non-attendance of courses

Grade (I) is given by the professor of the course to the student who because of illness or any other reasonable cause, could not meet the conditions of the course even though he was successful during the semester. If the student has taken in a particular course grade (I), he is obliged within 15 days from the date of submission of grades to receive a grade, by fixing up the deficiencies, from the Admission and Registrar's Office. The grade which will be put in place of grade (I) should be approved by the Administrative Board of the Faculty. Otherwise, grade (I) becomes a grade (FF). However, in cases of a long illness or similar cases, by the proposal of the Head of the Department and with approval of the Administrative Board of the Faculty, the duration of the grade (I) can continue until the start of the following semester enrollment period.

Grade (S) is given to the student who has passed the subjects that are not calculated in average.


Grade (T) is given in cases of transfer from another institution of higher education or in cases where the grade is taken previously of the acceptance at "EPOKA" University, whose equivalency is decided by the Administrative Board of the Faculty from the proposal of the Head of the Department. Grade (T) is not taken into account in calculating the average.

In terms of subjects taken during student exchange programs, the Administrative Board of the Faculty concerned decides about the equivalence of the credits and grades received in these subjects.

Grade (U) is given to the student who has not passed the subjects that are not calculated in the average.

Grade (P) is given to the student who is attending subjects which are not calculated in the average.

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The grade (EX) is given to students who are exempt from taking a course, follows an examination organized by the Department in those subjects prescribed by the Senate. To the student in words no credit is recognized by the course taken. The grade (EX) is not counted in the average, but is reflected in the list of grades.

The grade (NI) is given in order to describe the courses in which the student is enrolled, but not counted in the average grades. This grade appears on the list of student grades along with the letter grade he received in that subject. Even subjects which have this status are included in the course load specified in Article 15 of this regulation and are not used in procedures calculating the courses of the program or programs in which the student is registered. The course, in which the student received a grade (NI), cannot be repeated.

The grade (NA) is given by the concerned course professor to students who have not implemented the rules in relation to the attendance of the course or who have full field the conditions in relation with the practices or applications of the course. In calculating the average, grade (NA) is considered as (FF).


Article 46

Passing, failing, excellent and honor students

- a) If a student is assessed in subjects with CC (2.00) or with a higher note, he is passing. In the case that a student is assessed in subjects (FD and FF), then he is failing and is obliged to repeat the subject. If the general average of the grades is at least (2.00) and there is no grade (FD and FF), is called a passing student.
- b) If the general average of grades is less than 1.80, the student gets probation status. The student who is on probation status shall, within the beginning of their fifth semester should reach or exceed the average level of 1.80 overall grade. To achieve this, the student must repeat the firstly all the subjects in which he received less than grade CC, otherwise he cannot get courses from the subsequent semesters.
- c) At the end of the semester, students who have successfully completed all courses and have a semester average of 3.00-3.49, rank in the list of "honor students", and those who have an average of 3.50-4.00 on the list of "excellent students".

Article 47

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Improvement of the overall average grade

The student, who wishes to improve the overall average grade, can re-attend the subjects studied in the previous semesters. Last grade received by the student is valid for calculating the overall average grade.

Article 48

Passing grade

- a) the passing grade of e course is determined by the work done during the semester in that subject (during semester exams, short exams, works on the ground, applications, tasks, projects, workshops, seminars, attendance, lab, etc. ..) and by grade taken in the semester final exam. Within a week from the beginning of each semester, the course professor should publish the assessment system for the students attending the relevant class.
- b) The assessment of the students in each subject should be submitted to the relevant administrative bodies within the period specified in the academic calendar and after this, the results is published by the Admission and Registrar's Office.

Article 49

Exam Season

At the end of the semester, after completion of the teaching process, the exam season begins. In case that the exams cannot be held in a few days within the season of examinations for reasons described as reasonable by the Administrative Board of the Faculty, the exam season may be extended as day as has not been possible to hold exams.

In cases that the course is held in the laboratory, field application, and for cases in which entry in the exam depends on the estimates of these works, exams can be made at the conclusion of the above works.


The graduation exam is done within the week following the exam seasons.

Article 50

Programs and place of exams, postponed exams

The programs of the final examinations are determined by the respective Faculty Boards and should be published at least two weeks prior to the exam season. Exams take place on the

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day, place and time specified in the program, at the University facilities. Examinations of courses conducted in the field and examinations of applications can be made on the ground and out of the University building.

Students, who for acceptable reasons have not entered in the final exams, keep the right of entering exam, during the following semesters.

Within a week from the date of the final examination, these students must submit a request to the Admission and Registrar's Office associated with documents proving that the cause for not attending the final exam. If the case that the cause for not attending the final exam is accepted by the Administrative Board of the Faculty concerned, students use the right of entering exam in the next period when the final exams in the relevant course are opened.

Article 51

Form of exam

Exams are usually in written form. The professor of the course can decide to make the exam in oral, project or task form. The decision in this case should be announced by the Head of the Department within two weeks from the beginning of semester.


The exams are prepared and run by the responsible professor of the concerned course. If the responsible professor is not available on the test day at "EPOKA" University, the concerned Department determines who will make the exam. In order to ensure the compliance of the examinations all members of the academic staff of faculties may be charged with the duty.

Article 52

Appeal against examination results

The student may appeal the result of an exam within a week from the date of publication of the results by submitting a complaint to the Admission and Registrar's Office. The appeal is reviewed in advance by the professor of the course in respect of any error in summing the points. The Administrative Board of the Faculty takes a decision regarding the appeal due to the proposal of the Department of the course is concerned.

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Article 53

Education during the summer semester

In terms of education during the summer semester "Regulation of Education during the Summer Semester" is applied.

CHAPTER 8

ASSESSMENT, MARKING, GENERAL AVERAGE, DEGREE AND DIPLOMA

Article 54

Assessment

Assessment from the viewpoint of academic lectures, applications, laboratories, projects, seminars, workshops, graduation paper is based on the measuring unit: hours. The value of the credits of a course consists of the sum of all hours per week of theoretical lectures and half hours per week of applications, labs, projects and workshops.

In one academic year at least 60 credits are achieved.

Article 55

General average grade


To issue the general average grade, the numerical value of the final grades in each subject or lab projects, workshops, seminars, graduation paper or similar works that have the same value, is multiplied with the credits of an appropriate course. The total drawn from the addition of the amount of each subject is divided by the total amount of credits. The amount that results from the division till double-digit after decimal division represents the overall average grade.

Article 56

Diploma

a) If a student has passed in all subjects presented in the curriculum of the Faculty and has an overall average grade of at least (2.00) and no grade (FD and FF) and if he has completed all the relevant works, the diploma is provided as Statuteed under Article 3. Students who are on the verge of graduation and have a maximum of two grades (FD and FF), have the right to enter into additional exams only once at the end of the semester when this right arises. At the

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same time, students who have passed all the subjects but have an overall average grade of less than (2.00), have the right to enter to additional exams only once at the end of the semester to a maximum of two subjects which grades may be (DC and DD). In this case, grades received in the additional exam are considered the student's final grade in that subject.

b) Students whose right of graduation is recognized must submit a document which shows that have no obligations to the respective units of the University, in order withdrawal of the diploma.

CHAPTER 9


OTHER PROVISIONS IN RELATION TO THE TEACHING PROCESS AND STUDENTS

Article 57

The right of permit and other rights

- a) The student may submit a request for permission for reasonable causes within 30 days from the beginning of the academic year. This permit must be approved by the Administrative Board of the Faculty. To the student may be given permission for at most four semesters provided that the permission is not more than two semesters a time. For each semester for which the permission was requested, the student is obliged to pay 1 / 3 of education fee.
 - b) In case of illness, natural disasters, detention, economic reasons and imprisonment, which qualify as appropriate reasons and justified by the Administrative Board of the Faculty, to the student may be given permission also within the semester. In this case, the paid education fees are not returned to the student.
 - c) The student who seeks permission to the conditions set out in point (b) of this Article shall present himself by Admission and Registrar's Office within 20 days from the date of the event and to submit documents proving the existence of the fact. If such causes continue, the Administrative Board of the Faculty may decide the duration of the permit.
- a) The student who has not received permission cannot attend lessons and enter exams.

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d) Long-term permits are not included in the duration of the education provided that this fact is provided in the decision of the Administrative Board of the Faculty.

e) The use of the name and symbols of the University in artistic and cultural activities organized by a student or a group of students is allowed only with approval from the Rector's Office.

Article 58

Leave from the University

Students who wish to leave the University with their desire should address in written manner to the Dean of the Faculty where they are attending the studies. Registration of these students is deleted after the submission of the document that proves that they have no obligation to the relevant units of the University. The student whose registration is deleted may request a document on the education attended so far. At the same time, diplomas and other documents submitted by him at the time of enrollment at the University are turned back. The student is obliged to pay the educational whole fee for the semester he is attending.

Article 59

Students who are sent to universities abroad in the framework of bilateral agreements


“EPOKA” University may send its students for one or two semesters at foreign universities through student exchange programs in the framework of bilateral agreements signed with these universities. Registration of the students at “EPOKA” University continues during this period, which is calculated in the duration of education.

Article 60

Transfer within the institution

Students who have completed at least two semesters in a program, except for preparatory class may apply by the Admission and Registrar's Office within certain academic terms, to be transferred within the University, in accordance with the principles set forth by the Senate.

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The request is reviewed by the Department in which the student seeks to be transferred and on the basis of the proposal of the concerned Department, the Administrative Board of the Faculty takes a decision.

Article 61

The possibilities of pursuing a second program of study in full form (double major) or reduced form (minor)

From the third semester, except the Department where they are registered, students can attend in full or reduced form the subjects opened by a program from a different Department, in accordance with the principles set forth by the Senate.

In addition to the diploma of the Department where the student is enrolled, after the successful completion of the second study program in full form, the students are equipped with the Diploma of the second program, while following the successful completion of the study program in the reduced form students are provided with a Certificate of this program.

Article 62

Students with scholarship

Students who attend with a scholarship to the University can continue their studies with a scholarship in the next year if:


- a) take no disciplinary measure;
- b) graduate within five years including preparatory classes;
- c) if the conditions in relation to the attendance provided for in Article 43 of this regulation apply;
- d) if it met the criteria of academic success established by the Senate.

If one of these conditions is not met, the student's scholarships is suspended by the end of the academic year.

Article 63

Discipline

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Concerning the disciplinary rules to be implemented by the students as well as disciplinary measures applied, the provisions of the Regulation "On the discipline of students at "EPOKA" University" are implemented.

CHAPTER 10

EMPLOYMENT AND PERFORMANCE ASSESSMENT OF THE ACADEMIC STAFF

Article 64

Academic staff of the University

1. The academic staff of the University consists of:

Professors, Associate Professors, Docents, Doctors and lecturers.

2. Professors, Associate Professors, Doctors, Docent and academic staff are employed with the approval of the Higher Board on the basis of the needs of the Departments and in accordance with the evaluation criteria established by the Senate.


3.1. People who have the necessary education and teaching experience may be invited to the University to teach. At the request of the Administrative Board of the Faculty concerned, candidates explain such a lecture before the Board. If the majority of the Board members present at the meeting decide positively, the candidate may sign the employment contract.

3.2. Relationship with the invited academic staff is regulated under the legislation in force and the employment contract.

4. Persons who possess a degree of second cycle studies may be appointed as lecturers. They are appointed by the Higher Board with the proposal of the Administrative Board of the Faculty concerned and the approval of the Rector. Lectors may be charged with giving lectures, seminars and practical hours. They fulfill the duties charged by the Head of the Department and assist students in the study and research activities.

5. The contract between the academic staff and the University is drawn up applying the norms of the Labor Code of the Republic of Albania and the Statute of the University.

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6. The academic staff has the following rights:

- a) to participate in the management of University in accordance with the Statute and the Basic Regulation of the University;
- b) to participate in educational activities, researches and publications;
- c) to determine freely the methods and content of the learning process within the educational programs;
- d) use of other rights provided for in Law no. 9741, dated 21.05.2007, "On higher education in the Republic of Albania", in the statute and the Basic Regulation of the University.

7. In addition to the obligations specified in the employment contract, the academic staff is required:

- a. to enforce the provisions of the Statute and the Basic Regulations University;
- b. to enforce rules of ethics and discipline in the University.

8. Working Relations with the academic staff in the University are suspended in the following cases:


- a. With his desire;
- b. At the end of the term of the employment contract;
- c. In case of unethical behavior and violation of the discipline;
- d. In case of violation of the employment contract;
- e. In other cases provided by the Albanian legislation and employment contracts.

Article 65

Employment contract and working conditions

1. Working conditions, holidays, wages and the rights and obligations of the staff and academic personnel arising from the employment contract are determined in the employment

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contract signed between the parties. This contract is drawn up in accordance with Albanian legislation on labor and with Law no. 9741, dated 21.05.2007, "On higher education in the Republic of Albania".

2. Parties of the employment contract can be:

- a. The Rector and the Higher Board of the University;
- b. The Rector on behalf of the University, the deans and the academic or administrative staff;
- c. The Secretary General on behalf of the University, staff;
- d. The Rector on behalf of the University, the Dean of concerned Faculty and the part time academic staff

3. The Conditions of the employment contract are determined by both parties during the negotiation of the contract, in accordance with the general principles of the University.

Article 66

Conditions related to the Education Language

1. To be employed as full-time academic staff, candidates must present a certificate or diploma of an international English language exam. It may be TOEFL or IELTS exam. With the Senate's approval, other exams may be accepted.

Minimum acceptable points are TOEFL IBT 79-80, CBT 213, PBT 550.


Minimum acceptable IELTS points are 6.0 for each part of the exam.

2. Candidates, whose specialization field's language is English or a related, must present the results of an examination of another foreign language. German, French, Spanish, Italian and Albanian are considered as second languages. With the Senate's approval, other foreign languages' exam results may be accepted. If necessary, the Rector may organize other exams instead of the aforementioned examinations.

Article 67

Announcement and application

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1. The Administrative Board of the University announces vacancies, type of vacant position (full or part time) and all other characteristics and conditions needed to be fulfilled by the candidate to apply for a vacant position which requires the scientific title of Doctor, Docent, Associate Professor and Professor. Duration of the announcement for the vacant position is at least 15 days. At the same time, procedures and applications dead-lines are clearly notified.

2. The candidates shall submit to the Rector Office the application form and at least four files containing Curriculum Vitae, photocopies of diplomas and certificates and scientific works according to the classification index set out in Article 71, paragraph 3 of this regulation.

3. Applications are assessed in advance by a committee composed of three members elected by the Administrative Board of the Faculty concerned. The Committee assesses the appropriateness of applications to the vacant position. If the application conditions are met, the candidates' documents are sent to the Rectors Office to continue with the following procedures. If the application conditions are not met, the Rector is notified of the situation through a report.


Article 68

Appointments to positions that require academic title Docent or rank Doctor

1. Only the candidates who have completed doctoral or whose studies are going on and who meet the conditions laid down in Article 66 and Article 71, paragraph 3 of this regulation, may apply for positions that require academic title Docent or rank Doctor.

2. In order to evaluate the scientific works of the candidates who have passed the preliminary assessment and the language proficiency, the Administrative Board of the University within two weeks establishes a commission, which consists of three professors from the relevant field. Within a month, the Rector sends the files of the candidates to the commission for their evaluation and drafting of relevant reports. If a vacant position has more than one candidate, the committee prepares a written report for each candidate in which clearly defines who is the winning candidate according to the commission. After receiving written reports from the committee, the Rector shall transmit them to the Higher Board of the institution. The Higher Board of the University selects one of the candidates taking into account the report submitted by the Commission and arguing the choice made.

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3. The determination of the employment contract conditions is done by the Rector with the approval of the Higher Board.

4. At the end of the term of the contract, the Rector takes into consideration the opinion of the Faculty Dean, Center Director and Head of Department in which such person works in, for renewal or termination of the employment contract.

Article 69

Appointments to positions that require academic title Associate Professor

1. Only the candidates who have completed doctoral studies and who meet the conditions laid down in Article 66 and Article 71, paragraph 3 of this regulation, may apply for the position of Associate Professor.

2. In order to evaluate the scientific works of the candidates who have passed the preliminary assessment and the language proficiency, the Administrative Board of the University within two weeks establishes a commission, which consists of three professors from the relevant field. Within a month, the Rector sends the files of the candidates to the commission for their evaluation and drafting of relevant reports. If a vacant position has more than one candidate, the committee prepares a written report for each candidate in which clearly defines who is the winning candidate according to the commission. After receiving written reports from the committee, the Rector shall transmit them to the Higher Board of the institution. The Higher Board of the University selects one of the candidates taking into account the report submitted by the Commission and arguing the choice made.


3. The determination of the employment contract conditions is done by the Rector with the approval of the Higher Board.

4. At the end of the term of the contract, the Rector takes in consideration the opinion of the Faculty Dean, Center Director and Head of Department in which such person works in, for renewal or termination of the employment contract.

Article 70

Appointments to the position of full-time Professor

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1. To be appointed to the position of full-time professor, beside the conditions applied to the appointment of persons in the position of associate professor, the following conditions are also applied:

- a. Have at least five years of experience in the relevant field after the appointment to the position of associate professor (three of which should be in the University);
- b. Have scientific works and publications of international level, while in disciplines with work implementation, implementing projects should have been carried out in practice.

The files of the candidates who pass the appropriate level of language and preliminary assessment, are passed within a month to the five professors (if necessary, three professors) of the relevant field, set by the Administrative Board of the University. Within a month, the professors prepare a report for each candidate. These reports contain in detail the academic performance, leadership ability and innovative ideas of the candidate. If a vacant position has more than one candidate, the committee prepares a written report for each candidate in which clearly defines who is the winning candidate according to the commission. After receiving written reports from the committee, the Rector shall transmit them to the Higher Board of the institution. The Higher Board of the University selects one of the candidates taking into account the report submitted by the Commission and arguing the choice made.

2. The determination of the employment contract conditions is done by the Rector with the approval of the Higher Board.


3. At the end of the term of the contract, the Rector takes into consideration the opinion of the Faculty Dean, Center Director and Head of Department in which such person works in, for renewal or termination of the employment contract.

Article 71

Criteria for applying for job vacancies, recruitment and performance evaluation of the academic staff

The criteria for applying for job vacancies, recruitment and performance evaluation of the academic staff is as follows:

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1.1. All academic works of the candidates are considered.

1.2. An author who has a publication along with several other authors, wins 50% of points that are given to the publication, regardless of the number of authors in the publication.

1.3. At least 50% of the points necessary for the appointment shall be composed of the points earned by the categories mentioned in points 3.1.-3.4. of this article.


2. For the appointment of the academic staff the fulfillment of the following conditions is obligatory:

- a. For professors, 200 points are required and must have a work experience of five years after receiving the title of associate professor.
- b. Points required for associate professors are 100.
- c. Points required for assistant professors are 50.


3. Criteria for assessment of academic activities of the candidates are as follows:

3.1	Articles	Points
a)	Articles published in magazines SCI (Science Citation Index), SSCI (Social Science Citation Index) and AHCI (Arts and Humanities Citation Index).	40
b)	Articles published in international journals indexed, arbitrated, except those mentioned in point a)	30
c)	Articles published in international journals with referee	15
d)	Publications in other scientific and professional journals	5
3.2	Presentations	
a)	Presentations held at international scientific meetings which are published	15
b)	Articles submitted to international conferences, whose summary has been published	10
c)	Articles submitted to national scientific meetings which are published	7
d)	Articles submitted to national conferences, whose summary has been published	5
e)	Poster presentations at international conferences	5

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f)	Poster presentations at national conferences				3
3.3	Books				
	Writing a book (by scientific level)				10-50
	Writing a part of a book				15
3.4	Translations				
	Translation of a book				15
	Translation of a part of a book				5
3.5	Editing and arbitration				
	Editing of scientific or professional arbitrated magazines				20
	Be a member of the editorial board of a arbitrated scientific journal or the reviewer of such a journal				10
3.6	References				
a)	References to articles that appear in magazines, point 10.3.1 (in addition to his articles)				5
b)	For other references				2
3.7	Teaching activities				
a)	For any subject given at post graduate level in five years				6
b)	For each subject given at graduate level during the last five years				3
3.8	Counseling for thesis				
	For each doctoral dissertation completed				15
	For each completed Master's thesis				5
	For each doctoral dissertation going on				8
	For each Master's thesis going on				3
3.9	Completed research projects				
a)	Direction of a project supported by an international institution				10
b)	Participation in a project supported by an international institution				5
c)	Direction of a project supported by a national institution				8
d)	Participation in a project supported by a national institution				4

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3.10 Awards					
a)	International awards in science				30
b)	International awards in research				20
c)	National award in science				15
d)	National award in research				10
3.11 Administrative task (for each year)					
	Rector				10
	Vice-Rector and Dean				8
	Vice-Dean, Head of Department and Center Director				6
	Administrative Board members				5
	Leader in the areas of research				2

Note: If a paper is not in the list above, it will be evaluated according to a similar paper point.

CHAPTER 11

FINAL PROVISIONS

Article 72

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

The enforcement of this regulation is ensured by the Rector.

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