

# EPOKA UNIVERSITY REGULATION“ON UNDERGRADUATE STUDIES AND EXAMINATIONS”

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## General Principles

**Article 1:** This regulation covers the provisions pertinent to Epoka University's faculty and Departments undergraduate education and exams and assessments.

## Legal Base

**Article 2:** This Regulation has been prepared on the basis of Albanian Higher Education laws and Statute of Epoka University.

## Diploma

**Article 3:** This regulation explains all the Faculties in Epoka University of those finishing the learning process successfully by explaining the definition degree of faculties and the departments, if necessary also other academic programs, the diploma of engineering providing faculties, other undergraduate programs provided by faculties and departments are given the undergraduate diploma. The degree of undergraduate students of new faculties and department are to be defined by the Senate of the University.

## Student Affairs

**Article 4:** Faculty Executive Councils determine student lateral transfers, education and exam issues. The student can object to the Faculty Executive Council regarding these decisions within fifteen days.

Issues of student discipline and proceedings will be conducted according to "Epoka University Student Discipline Regulation".

## Student Acceptance and Enrollment

**Article 5:** Students are accepted to the faculties of Epoka University according to the results of the Entrance Examination. Albanian students are accepted in an ascending order according to Entrance Examination results and high school GPA. Foreign students are accepted according to Rectorate decision upon proposes of Faculties for foreign students quotas. Foreign students are accepted upon, success at different exams at their countries.

Students qualified by the Entrance Exam and international students of the foreigner quotas in the university can attend the English proficiency exam. Students successful in international English Language Exam are executed from the English Proficiency Exam. The students failing to pass the English Proficiency Exam should attend the English Preparatory School.

During registration period students are required to sign the education contract with the University. The student during the education period is committed to adapt to the regulation,

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directives and to related laws of Albanian Republic. Moreover, it is required that candidates not be registered at any other institution of higher learning. Final registration dates, required documents and guidelines are determined and announced by the University Executive Board. Upon fulfillment of the registration procedures, the candidate becomes an Epoka University student and is entitled to all students' rights. Student that don't do the definitive registration in the faculty in the defined time period, are considered retired and cannot pretend any right. Students that are excused by obeying the above instructions can do the final registration by the mean of the relatives. Uncompleted wrong or partial documentation, make the student and the university relation being interrupted.

## **Article 6: Advising**

To each student, the relevant department assigns a lecturer as an advisor. Such advisor assesses the student throughout his/her training at the University. Student is responsible for renewal and registration for each semester and when completing or renewing registration for any semester, the student fills in the registration form and obtains the approval of the advisor.

## **Article 7: Registration Renewal**

Epoka University students shall renew their registration for each semester at the faculties they are enrolled pursuant to the procedure laid out by the Executive Board of the relevant faculty. Registration renewals are to be made within the time specified in the academic calendar.

Students failing to pay the tuition fee as fixed by the University shall not be allowed to renew their semester registrations. Such students shall not be able to attend courses and take exams. Delayed tuition fees shall be charged from the student next semester with the addition of a 10% fine. Any semester for which no tuition fee has been paid shall be deemed to be within the overall academic terms to be completed at the University. Failure to renew registration for each semester shall cause the student to be dismissed from the University.

## **Article 8: Identity Card**

(1) Students who complete their final registration in accordance with Article 5 herein or who renew their registration in accordance with Article 7 herein shall be given an identity card with photo remaining valid for one year, demonstrating that they are students of the University.

## **Article 9: Lateral and Vertical Transfers at Higher Education Council**

Transfers to the faculties of Epoka University are subject to the quotas to be defined by the Executive Board of the relevant Faculty, which also carries out the matriculation activities. In accordance with this Article, students matriculated at the faculties of Epoka University are awarded a diploma only after completing two semesters at the least.

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## Education

**Article 10:** An academic year consists of the fall and spring semesters. The normal period of the fall and spring semesters is 14 weeks. If necessary, the University Senate may extend such time with the approval of the Higher Education Council. The starting and ending dates and examination periods of each semester are announced in the academic calendar determined by the Senate. No classes and exams are held on official holidays. But if necessary, the education activities proposed by the relevant unit and by senate approval can also be conducted on Saturdays and Sundays.

## Period of Study, Method and Language

**Article 11:** The maximum period of study granted to students enrolled at the undergraduate programs of the University is the normal education period multiplied by two. The education program includes theoretical and applied courses, applications, projects and studios, laboratories and workshops, practical studies, applied land studies, seminars, graduation projects, and internships and so on as set forth in academic programs. Unless otherwise agreed, the duration of each course is one semester. The medium of instruction at the University is the English language. Some courses at certain programs can be held in other language by the proposal of the Senate and approval of the Higher Education Council.

## Article 12: Education Programs

a) Education at the faculty/vocational school departments of Epoka University is conducted pursuant to the academic programs agreed upon by the faculty boards and accepted by the Senate, taking into consideration the common, obligatory and elective courses specified by the Council of Higher Education and approved by the Senate and by also getting the opinion of the departments.

b) From the beginning of the third semester onwards, students who have successfully fulfilled the requirements of all of their courses in previous semesters and who have a minimum GPA of 3.00 may take one course from a semester of the following year with the approval of the advisor, or those who have a GPA of 3.50 or above may take two courses from a semester of the following year with the approval of the advisor.

c) After the final registration if the student submitted a certificate that has attended another undergraduate program successfully has the right to be exempted from the courses taken before during the add-drop week. The decision for the exempt courses is taken by the related Faculty Executive Board after having analyzed the courses.

d) In the event that any student has not been able to complete the normal course load due to being exempted from some courses, not being able to pass prerequisite courses, having used the semester leave, or being in a position to participate in the international exchange programs, then the student can be given courses from two following semesters by the decision of the Faculty

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Executive Board. But the total course load in within the semester cannot exceed the normal course load. He/she can continue to add the courses with no prerequisites, unsuccessful courses or courses never taken of previous semesters.

### Prerequisite Courses

**Article 13:** Any prerequisites with respect to taking any specific course shall be implemented according to the education program made by the boards of relevant departments which are determined by the faculty Board.

### Registration, Adding and Dropping Courses

#### Article 14:

- a) Each student must attend the courses, applied studies, laboratories, projects, seminars, workshops, graduation projects and other studies of the semester s/he is enrolled for.
- b) Students must primarily take the courses which they have failed in previous semesters, FD and FF, and those which they have not taken until then. These courses will be given in the time order of the previous semesters.
- c) The student, with his/her advisor’s approval, may withdraw from one or more courses, or register for other courses within two weeks following the beginning of each semester
- d) Students who have not attended at least 70% of theoretical courses and 80% of applied and laboratory studies are not allowed to take the final exam of those courses.

#### Article 15: Graduation Project

The competent of the Higher Education Executive Board take decision for students to submit a thesis, project, seminar, practice, research etc. when finishing the undergraduate studies demonstrating that has completed the educational cycle and is formed professionally. The rules, submission, exam, and evaluation of the completion study is also predefined by the mentioned board. The completion study is to be performed in the eight semester of the academic program. The thesis about the completion study relying on the predefined conditions can be announced to the students in advance.

### Grades, Examinations and Achievement

**Article 16:** Students, for each course they have taken, are awarded the following grades in letters by the lecturer of the course as the final grade of achievement for that course.

	Coefficient	*	
Letter Grade			
AA	4.00	90-100	10

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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	0-49	0

\* System Grade over 100, the grade equivalence in transcript

Grades not included in the averages are the following:

- I- Incomplete,
- S- Satisfactory,
- T- Transfer,
- U- Unsatisfactory,
- P- Progressive,
- EX- Exempt,
- NI- Not Included,
- NA- Non-Attendant

The (I) grade is awarded by the instructor to a student who failed to complete the requirements of a course due to illness or other valid reason although s/he was successful during the term. In the event that a student receives an (I) grade for a course, s/he must receive a grade by completing the previously unfulfilled requirements within fifteen days from the announcement date of the grades. Otherwise, the (I) grade will automatically turn into an (FF). However, in the case of long-lasting illness or a similar situation, the term for the (I) grade may be extended till the beginning of the following registration term, upon a proposal by the relevant department and subject to the approval of the relevant faculty executive board. The (S) grade is given to students who pass the courses not included in the averages. The (T) grade is given to the students who transfer from a national or international institution of higher education to the University or do a lateral transfer in the institution, or attended student exchange programs or preparation schools of undergraduate programs to indicate equivalence with respect to previously taken courses, upon a proposal by head of relevant department and subject to approval of the relevant executive board. The (T) grade is not included in students' averages.

The (U) grade is awarded to students who fail to pass courses taken as non credit courses, which are courses not included in point averages and courses taken at preparation schools or during the student exchange program.

The (P) grade is given to students who successfully pursue courses not included in point averages.

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The (EX) grade is given to students who have passed the exemption tests administered by the relevant department with regard to courses specified by the Senate. The (EX) grade is not included in GPAs.

The (NI) grade is given with respect to non-credit courses taken within the academic program(s) the student is enrolled at. This grade is indicated on the student’s transcript along with the grade in letters the student has received from the relevant course. This grade is not taken into account in enrolled program or related point average calculations. Courses in which students have scored (NI) cannot be repeated.

The (NA) grade is given to students who have failed to fulfill the requirements of attending a course or course applications. The (NA) grade is treated as an (FF) when calculating GPA.

### **Article 17: Failure, Achievement, Honor and High Honor**

a) A student passing a course with CC is considered as successful. A student who takes FD and FF from a compulsory course, is considered as unsuccessful and has to repeat that course. A student who takes FD and FF from an elective course is not obliged to retake the same failed elective course, but he must successfully pass all the elective courses envisaged in the study program and fulfill all the credits designated to elective courses in the study program. A student with a cumulative grade point average of 2.00 and above and without a FD or FF grade in a course in the program is considered as successful. Students should pass all the courses in the program in order to satisfactorily complete the undergraduate study program.

b)

1. Students in the Integrated Second Cycle Study Program of Architecture whose CGPA at the end of the fourth semester is less than 1.80 out of 4.00 are considered to be on “probationary” status.

In order to overcome the probationary status, the student in the Integrated Second Cycle Study Program of Architecture repeats the course/s from the first semester until the end of the fourth semester. Upon the fulfillment at least one time of the minimum 1.80 CGPA condition after the fourth semester, the student can take course/s from the upcoming semesters without being subject to limitations.

Students in the Integrated Second Cycle Study Program of Architecture whose CGPA at the end of the fourth semester is less than 1.80 out of 4.00 can take only the ARCH 301“Architectural Construction Project”, ARCH 302 “Architectural Design IV”, ARCH 401 “Advanced Design Studio I” and ARCH 402 “Advanced Design Studio II” course during upcoming semesters.

2. The CGPA of the transferred student to the Integrated Second Cycle Study Program of Architecture is calculated based on his/her course/s taken at Epoka University. If at the end

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of the fourth semester at Epoka University, the CGPA is less than 1.80 out of 4.00, the transferred student to the Integrated Second Cycle Study Program of Architecture is considered on “probationary” status.

c) At the end of each semester, students who have achieved all the courses of that semester and whose semester GPA is between 3.00-3.49 are placed in the honors list, and students whose semester GPA is between 3.50-4.00 are placed in the high honors list.

## Article 18: Increasing Grade Point Average

(1) Students wishing to increase their grade point averages (GPA) can take the courses they took in previous semesters again. The last grade received by the student with respect to any course will be valid when calculating the GPA.

## Article 19: Determination of Grades

a) Final grade of a course includes all the studies (mid-term exams, quizzes, land studies, practices, assignments, projects, workshops, seminars, attendance, laboratory studies, etc.) within a semester with respect to such course and the result of the final examination according to the performance evaluation system of the course. The relevant lecturer announces the achievement evaluation system regarding the courses to be offered within one week following the beginning of each semester.

b) The achievement grades of a course are submitted to the relevant administrative unit within the time specified in the academic calendar and the results are announced by the Student Affairs Division.

## Examination Period

**Article 20:** There is a period of examinations at the end of the courses of each semester. The period of examinations is extended to cover the number of days in which examinations could not be held due to reasons acceptable to the relevant executive board. The graduation project examination is held within the week following the final examination period. The examinations regarding the laboratories, applied and land studies, and others where the results of such studies shall be considered with a view to granting the right to take exams, can also be held after such studies are over.

## Programs and Locations of Examinations, Make-up Exams

**Article 21:** The final examination programs in a semester are decided upon and announced at least two weeks before the beginning of the examination period by the relevant executive boards. The exams are held in the University buildings at the date, venue and time specified in the programs. However, exams with regard to courses and practices held on land can take place

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onland and in extramural venues. In case student miss the final exam, it is impossible a make-up exam. Students who cannot take the final examinations on account of their excuses shall provide documentation in support of their excuses and apply to the Student Affairs Division within at the latest one week following the date of the exam, together with a petition. A make-up exam shall be given to students whose excuses have been accepted by the relevant executive board in the proceeding semester.

## Examination Method

**Article 22:** Examinations are generally in written form. However, the instructor of the course may decide to conduct the exam in the form of an oral exam, project or assignment on condition that s/he states it on the course information form (syllabus) within two weeks after the semester begins.

(2) Examinations are arranged and conducted by the instructors teaching the courses. In the event that the responsible lecturer is not at the University on the exam day, by whom the exam shall be supervised shall be determined by the head of the relevant academic unit on recommendation of the course lecturer.

## Objections to Examination Results

**Article 23:** A student may object to the result of a final examination by submitting a petition to the Student Affairs Division within one week following the announcement of final grades. The objection is assessed by the relevant instructor in terms of material mistakes and the application is finalized by the relevant executive board upon a proposal by the board of the department offering the course.

## Summer Term Training

**Article 24:** The summer school shall be carried out in accordance with the "Epoka University Regulations for Summer School".

## Graduation

**Article 25:** The credit value of a course consists of all of the weekly theoretical class hours plus half of the weekly class hours of practices, laboratories, projects and workshops.

## Semester and Cumulative GPA

**Article 26:** A student's Semester Point Average is computed by multiplying the numerical grade received in each course by the number of credits offered for each course, then dividing by the total number of credit hours studied during the term. Two digits after the comma in the division are rounded to the next whole number. A student's GPA is computed by multiplying the numerical grade received in each course by the number of credits offered for each course, then

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dividing by the total number of credit hours studied. However, only courses on the instructional program are considered when GPA is computed.

### **Graduation and Diploma**

**Article 27:**A student who has been successful in all courses through pursuing the faculty's academic program, increased his/her grade point average to at least (2.00), without having a FD or FF grade and shall be deemed to have met the requirements of graduation by the relevant board decision and be awarded undergraduate diploma stating the name of the faculty/high school if necessary the name of the program defined in article 3. Students at the graduation stage but who have FD or FF grades from a maximum of two courses and a GPA below 2.00 despite having no failed courses are given the right to take additional examinations. Additional examinations are given for courses from which they have received FF, FD, DD and DC at the end of the relevant semester. In order to meet graduation requirement, a student is permitted to exercise his right to take additional exams at most three times during his/her education. Students entitled to a diploma shall deliver a non-affiliate document to be obtained from the relevant units to be able to receive their diplomas.

### **Miscellaneous and Final Decisions**

#### **Reservation of Permissions and Rights**

#### **Article 28**

a) The student can be granted a leave of absence at the most for 4 semesters, and two at once at the most, (on valid and acceptable reasons) subject to a decision by the Faculty Administrative Board provided that he/she applies at the latest within 30 days after the beginning of the semester. The student has to pay one fourth of the tuition fees for each semester for which he/she has been granted a leave of absence.

b) On account of epidemic, natural disasters, detention, economic reasons, imprisonment and abolition of the suspension of military obligation, such leave of absence can also be granted in mid-term, subject to a decision by the relevant Faculty Executive Board. However, the tuition fee paid by students in these conditions is not refunded.

c) In the event that a leave of absence is demanded, the student shall apply to the Student Affairs Division within twenty days at the latest following the occurrence of such reason and prove it by documentary evidence. The continuity of the said reasons is grounds for the extension of leave of absence by the executive board.

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d) A student on a leave of absence during a semester cannot attend classes and take the final examinations of such semester.

e) The usage in cultural and art activities of university and faculty symbols or names by the students is related to the permission of the Rectorate.

## Leaving the University

**Article 29:** Students wishing to leave the University at their own discretion shall apply in writing to the Deanship of Faculty. Such students' registration shall be removed subject to the delivery by them of a non-affiliate document to be obtained from the relevant unit. Upon request by any such student, a document demonstrating academic status and diplomas and other documents submitted when registering shall be given back to the student, except that tuition fees paid until then are non-refundable.

## Students Sent to Partner International Students

**Article 30:** Students can be sent to universities abroad for a semester or two through exchange programs based on agreements between Epoka University and international universities. Meanwhile student shall remain registered, and this shall be deemed to have completed part of his overall training at Epoka University.

## Intra-University Transfers

**Article 31:** Students who have completed at least one semester in their programs other than the preparatory school may apply to the Registrar's Office during the period specified in the academic calendar for transferring to another program within the University. Applications are finalized by the proposal of the department the student wants to transfer to and the decision of the relevant executive board.

## Double major and minor programs

**Article 32:** Students, starting from the third semester, may pursue courses offered within a program at a department other than and in addition to their own, in compliance with the principles laid out by the University Senate. In addition to a diploma to be received upon completion of their registered program, students shall be entitled to a diploma if they achieve courses of a double major program, and they shall be entitled to a certificate if they achieve courses of a minor program.

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**Article 33:** Students who have achieved all courses of the first four semesters as well as the obligatory courses are granted an associate diploma of the relevant department, subject to having a grade point average of at least 2.00 and without having a FD or FF grade.

**Scholarship-Holding Students**

**Article 34:** In order for a scholarship student enrolled at faculty to continue receiving bursary for the following year;

1. Having no disciplinary records,
2. Study period should be completed within maximum 5 years including preparatory class,
3. Fulfilling the requirements of attendance in article 15 of these Regulations,
4. Issues regarding scholarships to be granted to students are determined by the Rectorate.

Performance in contrary manner shall result in the abolition of the said status as of the end of the relevant academic year

**Effective Date**

**Article 35:** These regulations shall take effect on the date of approval by the Higher Board of Epoka University.

**Enforcement**

**Article 36:** The provisions herein are enforceable by the Rector of Epoka University.

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