	REGULATION ON SECOND CYCLE STUDY PROGRAM				
	Document Code	Entry into force	Amendment No.	Amendment Date	Page/Total Page
	EU-REG-017-EN	15.12.2008	006	03.02.2016	1 / 18

CHAPTER 1

GENERAL PROVISIONS

Article 1

Target of the By-laws

The Regulation of the Second Level Study Programs determines the way these study programs function and the relationships that get established among participating entities, in the activities of these programs. The Regulation determines the target of the study programs for the second level, their inner structure and the way they function, the rights and the obligations of the administrative apparatus, the academic and administrative personnel, students, the interrelations among them, regulations and requirements of prospective students, lectures, research, practice, evaluation, graduation, and it predicts sanctions in case of violation.

Article 2

Legal Basis

The Regulation of the Second Level Study Programs of Epoka University is based upon constitutional law Nr. 9741, dated 21.05.2007, "Higher Education in the Republic of Albania", and as changed in the given license by the decision of the Ministers' Council Nr. 281, dated 12.03.2008, "Licensing of Private Educational Institutions "Epoka University", in the Guidelines of the Education and Science Ministry No. 14, dated 03.04.2008 "establishing and organizing study programs of the second level in the public institutions of higher education", in the Guidelines of the Education and Science Ministry No. 15, dated 04.04.2008 "establishing and organizing study programs in public institutions of higher education", and also in the Statute and Fundamental By-Laws of this institution.

Article 3

Purpose

This Regulation intends to determine the main mission and objectives of the Study Programs for the Second Level as offered by the Departments as a basic unit, and to maintain aspects of establishment, organization, management, pursuance of academic and research studies, according to national and international standards.

Article 4


Definitions

In this Regulation, the following abbreviations are defined as:

School:	Epoka University
Rector:	Epoka University Rector's Office
The Senate:	Epoka University Senate
Department:	Faculty Department as a basic unit
Credits:	Course Credits according to the American System
ECTS:	European System of Accumulating and Transferring of Credits
TOEFL:	Test of English as a Foreign Language

www.epoka.edu.al, e-posta: info@epoka.edu.al

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

	REGULATION ON SECOND CYCLE STUDY PROGRAM				
	Document Code	Entry into force	Amendment No.	Amendment Date	Page/Total Page
	EU-REG-017-EN	15.12.2008	006	03.02.2016	2 / 18

IELTS: The International English Language Testing System
 CGPA: Cumulative Grade Point Average

Article 5

Purpose of the Study Programs of the Second Level

The purpose of the second level study programs is the deepening of theoretical and practical knowledge of students in the field of computerized engineering, construction engineering, architecture, finance and banking, business administration, and also that of political science and international relations, through advanced studies and training and scientific research in these fields.

At the end of the study program, students will be capable to undertake scientific research in the field of computerized engineering, construction engineering, architecture, finance and banking, business administration, and also that of political science and international relations, valid for the Albanian and international specifications.

The Second Level Study Programs are conceptualized and established to offer students not only the most recent theoretical knowledge and information, but also to provide them with the practical aspect based upon contemporary scientific research in order to enable the students complete the professional knowledge and also to encourage and urge them to use the abilities and knowledge they possess.

Article 6

Study Programs for the Second Level and their structure

Through its departments, Epoka University offers study programs of the second level at the end of which a Second Level Diploma (DND [*this is the Albanian abbreviation*] or SLD) is granted. The normal period of time it takes to finish the above-mentioned programs is two academic years or four semesters, being full-time and no less than 60 credits ECTS a year.

The student accomplishes no less than 1500 academic hours each year.

The educational activities are organized through theoretical and practical hours: lectures, seminars, coursework, labs, research projects, practice.

Each class lasts 60 minutes.

The study programs for the second level of the Engineering and Architecture Faculty are committed to offer fundamental studies in the following fields:

Architecture Department

- Second Level Diploma in Architecture (2 years) {Master of Architecture}

Construction Engineering Department


- Second Level Diploma in Construction Engineering / Profile "Structural Engineering" (2 years) {Master of Science in Civil Engineering: Structural Engineering Profile}
- Second Level Diploma in Construction Engineering / Profile "Constructions Management" (2 years) {Master of Science in Civil Engineering: Constructions Management Profile}

Computer Engineering Department

- Second Level Diploma in Computer Engineering (2 years) {Master of Science in

www.epoka.edu.al, e-posta: info@epoka.edu.al

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

	REGULATION ON SECOND CYCLE STUDY PROGRAM				
	Document Code	Entry into force	Amendment No.	Amendment Date	Page/Total Page
	EU-REG-017-EN	15.12.2008	006	03.02.2016	3 / 18

Computer Engineering}

The study programs for the second level of the Economic and Administrative Sciences Department are committed to offer fundamental studies in the following fields:

Finance and Banking Department

- Second Level Diploma in Finance and Banking (2 years); Master of Arts in Banking and Finance}

Business Administration Department

- Second Level Diploma in Business Administration (2 years); {Master of Business Administration}

Political Sciences and International Relations Department

- Second Level Diploma in Political Sciences and International Relations (2 years); {Master of Arts in Political Science and International Relations}

CHAPTER 2

THE ORGANIZATION AND MANAGEMENT OF THE SECOND LEVEL STUDY PROGRAMS

Article 7

Science Committee

Each Department selects a Science Committee for every Second Level Study Program, which consists of no less than three members of the academic personnel. The Science Committee, is responsible for the organization of the corresponding second level study program, and selects from its members the Coordinator of the Program.

The Science Committee also designates the other part of the academic and assistance personnel, with whom it will cooperate in order to accomplish the study program.

The Science Committee prepares and proposes the development strategy, the study plan and structure, the research program, the criteria on which students are admitted and also every year prepares a report of all second level study programs activities.

Article 8

Academic Personnel


The academic personnel, which performs lecturing/teaching in the second level study programs, consists of academic staff which holds at least the PhD degree (doctorate). Outside Pedagogues are accepted based on terms of bilateral agreements.

The pedagogues who are involved in teaching second level study programs have the right to:

- Use all the equipment and the settings of the institution for activities related to the study programs of the second level.
- Participate in various committees and activities of the second level study programs.
- Get qualified according to existing projects of the second level study programs.

www.epoka.edu.al, e-posta: info@epoka.edu.al

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

	REGULATION ON SECOND CYCLE STUDY PROGRAM				
	Document Code	Entry into force	Amendment No.	Amendment Date	Page/Total Page
	EU-REG-017-EN	15.12.2008	006	03.02.2016	4 / 18

The pedagogues are obliged to:

- a. Carry out the Regulation of the second level study programs and the Epoka University;
- b. Act jointly and to collaborate with colleagues, students, and all those who collaborate in the second level study programs;
- c. Achieve the study programs according to determined requirements;
- d. Fulfill their obligations and responsibilities in conducting the thesis;
- e. Evaluate the students in a professional method and in a timely manner as decided.

Article 9

The secretary for the second level study programs

In order to achieve successfully the second level study programs, the secretary for this level of study programs has the following responsibilities:

- a. Works under the leadership of the Program Coordinator and is responsible to carry out all the orders given from the Program Coordinator, such as; verbal and written communications with other inner structures of the University, with corresponding departments, with academic personnel, with students, with other collaborators of the University.
- b. Performs the technical set up for the meetings of the Program Coordinator and keeps meeting minutes.
- c. Assists with the preparation of materials for the Program Coordinator.
- d. Receives the mail and other materials that are sent in the address of the Program Coordinator.
- e. Saves into a file or archive all the documentation of the second level study programs, of the pedagogues and of students.
- f. Types and prints out/photocopies memos and other study materials.
- g. Keeps track of the pace of the study process related to the study structure, course schedule, exam date and time, the development of practice and maintains all the related documentations of these processes.
- h. Announces the study structure, the course schedule, examination dates, practice dates, thesis dates and other different announcements and activities.

Article 10


Educational Secretary

In order to achieve the second level study programs, the educational secretary for these programs has the following responsibilities:

- a. Performs the registration process for new students during the acceptance preliminary tests, and also performs the registration process for those who are already accepted.
- b. Provides all newly admitted students with IDs (Identity Cards), and also answers to their requests for simple paperwork, such as; transcripts and other documents.
- c. Prepares the student evaluation reports with their names, and presents those reports to the Committee for signature.
- d. Takes over the completed evaluation reports.

www.epoka.edu.al, e-posta: info@epoka.edu.al

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

	REGULATION ON SECOND CYCLE STUDY PROGRAM				
	Document Code	Entry into force	Amendment No.	Amendment Date	Page/Total Page
	EU-REG-017-EN	15.12.2008	006	03.02.2016	5 / 18

- e. Gives out information about students' evaluation.
- f. Carries out the transfer of grades into the primary register as per course and subject listings, prepares the diplomas and transcripts for graduating students.
- g. Maintain the relationships with Dean's office and the Science Committee and reports statistical data of the second level study programs in corresponding instances.

Article 11

The Language of the Study Program

Based on the Statute of the Regulation of Epoka University all the second level study programs will be in English language. The Usage of different language in specific subjects will be allowed only with the permission and decision of the Science Committee.

Article 12

Admission Quotas

The admission quotas for students in the second level study programs will be approved by a decision of the Senate based on the proposal of the Faculty Administrative Council, after the opinion of the Science Committee is presented for each study program.

Article 13

Admission Criteria

All persons who possess one of the following have the right to apply for admission: First level Diploma evaluated from the University, Second Level Diploma, DIND Diploma (**Second Level Integrated Diploma**), Diploma of a previous system not separated in study cycles, or any other university diploma received from a foreign institution but evaluated from the University, or a diploma approved by a decision of University Senate.

All applicants who apply for admission must have good command of English language certified by international certificates, such as: TOEFL (IBT 68, CBT 190, PBT 520), IELTS grades 5.5 or above may start second level study programs without taking English proficiency examination conducted by the University, where the passing grade is 70%.

Candidates who have performed university studies in English language are not required to evaluate their English language skills.

Article 14


Admission Evaluation

The admission of a candidate is done based upon the evaluation of university study results, results of the foreign language examination, results of the interview or the test of special personal skills. During an interview, special emphasis is put on reference letters, the short essay about the reasons of pursuing second level studies, and test certificates of international standards.

Students who have graduated from Epoka University will be evaluated based on university

www.epoka.edu.al, e-posta: info@epoka.edu.al

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

	REGULATION ON SECOND CYCLE STUDY PROGRAM				
	Document Code	Entry into force	Amendment No.	Amendment Date	Page/Total Page
	EU-REG-017-EN	15.12.2008	006	03.02.2016	6 / 18

studies results, reference letters of the corresponding Department Head where the student graduated from, his/her counselor and his/her short essay about the reasons of pursuing second level studies.

Students who have earned a first level diploma must evaluate their study program they have pursued. The Faculty Administrative Council assigns the Science Committee which will evaluate the first level diploma. If the evaluation shows that the student has incomplete parts, the students must complete all missing credits in all necessary fields/subjects required to pursue the second level study programs. The highest possible number of missing credits to be completed cannot be more than 60 ECTS credits.

At the same time, in accordance with the current legislation, the Science Committee may recognize up to 40 credits earned in previous activities from the student to be applied for the second level study, which are also compatible with the specific objectives of the corresponding study program.

Article 15

Admission of Students with Special Status

If the student possesses a diploma as defined by Article 14 of this Regulation and wishes to broaden the knowledge in a specific field, with a decision of the Science Committee the student could pursue his/her studies in specific fields as offered by the second level study programs, as a student of a special status. Finally, the student will be given the corresponding certificate, in which the title of the subject, the evaluation, the timeframe when it was taken and the instructor of the subject are noted.

Article 16

Notifications

Rector's office releases all notifications related to the admission of students in the second level study programs, assign the admission quotas and deals with other affairs. This notification may be released to the student prior to beginning of admissions in the institution.

All issues that are related to the admission criteria, examinations and evaluations of candidates for the second level study programs are dealt with by the Senate.

The list of the successful candidates for the second level study programs, is determined by the Science Committee and are announced by the Program Coordinator.

CHAPTER 3

STUDENT REGISTRATION AND THE PLANNING OF EDUCATIONAL PROCESS


Article 17

Registration in the Study Program

If the candidate has been successful and is qualified to start the second level study programs,

www.epoka.edu.al, e-posta: info@epoka.edu.al

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

	REGULATION ON SECOND CYCLE STUDY PROGRAM				
	Document Code	Entry into force	Amendment No.	Amendment Date	Page/Total Page
	EU-REG-017-EN	15.12.2008	006	03.02.2016	7 / 18

then he/she will comply with all registration procedures as prescribed by this Regulation. Registration is done in compliance with all requirements and timeframes described in the released announcement.

The successful candidate, who has the right of registration, must present to the Educational Secretary, within the specified time on the notification, the following documentations in addition to a cover letter:

Necessary documentations for registration are mentioned below:

- a) Completed application;
- b) Notarized photocopy of candidate's diploma or another document that certifies graduation;
- c) Official transcript from the University or Higher Institution where all the courses and grades received are indicated;
- d) Points' certificate of TOEFL or IELTS;
- e) Photocopy of the identity card (for foreign candidates, the photocopy of the passport must be notarized and translated in Albanian);
- f) Bank receipt where tuition/school payments are shown;
- g) 6 personal photos with measurements 4.5x6 cm (photos must be in appropriate dress/clothes)

Article 18 Student's Status

The winning/successful candidate has the right to pursue the studies in the respective academic year if the student gets registered in the educational secretary within the prospective timeframe. During registration, the student agrees and signs the educational contract with Epoka University. When registering, the student gains the "student status", with all the rights and privileges that are derived by that status.

Student's status ends when the student obtains the diploma, or when the person is expelled from the program study.

Article 19 Admission of Foreign Students

The admission of foreign students in the second level study programs is performed based upon the above-mentioned regulations, but in justified cases the respective Science Committee may ask for additional documentations.


Article 20 The Advisor

An advisor for each student is appointed by a decision of the Science Committee, based on the proposal of the Program Coordinator. The advisor serves as a consultant of the student and provides guidelines to the student on what course to select and also by determining semester's plan. The advisor is a professor of that particular department and holds a PhD degree.

The advisor is a consultant with students who are found to have missing credits, so that the students could complete the missing parts in specific fields/subjects in order to be able to

www.epoka.edu.al, e-posta: info@epoka.edu.al

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

	REGULATION ON SECOND CYCLE STUDY PROGRAM				
	Document Code	Entry into force	Amendment No.	Amendment Date	Page/Total Page
	EU-REG-017-EN	15.12.2008	006	03.02.2016	8 / 18

pursue their second level study programs.

The advisor serves also as a consultant for students in deciding their career path and its proper management in the second level study programs.

Article 21

Attendance

In the second level study program, the student is required to attend at least 80% of educational research activities of theoretical subjects held in auditoriums, and of research activities of practice held in laboratories. Students who do not adhere to these requirements are obligated to re-take the course with all appropriate requirements.

The compliance or non compliance with the attendance requirements is presented to ProgramCoordinator by the subject's pedagogue every month, and is checked by the Department Head.

Article 22

The Study Duration (length in time)

The normal duration of second level study programs is two academic years or four semesters, and the study method is being full-time. The maximum duration of second level study programs is eight semesters. In case this period of time is extended more, the University suspends the relationship with the student.

Article 23

Course Registration

Students who pursue the second level study programs at Epoka University are required to register for courses they will be taking during a particular semester, according to the principles assigned by the Science Committee. Registration for courses normally takes place during specific timeframes in the academic calendar before the beginning of each semester.

If students have not redeemed the appropriate tuition/school payments according to the conditions and requirements assigned by the Epoka University, they will not be able to re-register for courses. Students who could not re-register for courses can neither take any classes nor can they take any exams.

The courses selected for registration by the student should before be approved by the advisor. Failure to renew registration for each semester shall cause the student to be subject to the penalties established by the competent University bodies.


Article 24

Transfers

The quotas for horizontal transfers within the University or from outside of it, are determined by the Science Committee and are approved by the Faculty Administrative Council, based upon the principles assigned by this Council.

www.epoka.edu.al, e-posta: info@epoka.edu.al

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

	REGULATION ON SECOND CYCLE STUDY PROGRAM				
	Document Code	Entry into force	Amendment No.	Amendment Date	Page/Total Page
	EU-REG-017-EN	15.12.2008	006	03.02.2016	9 / 18

Students who are transferred into the second level study programs are granted a diploma with the condition of having completed at least one semester at Epoka University.

Students who have completed one semester of a second level study program, can apply to the Educational Secretary within permissible timeframes of the academic calendar, to be transferred horizontally into another program within the same main unit of University, in accordance with the principles assigned by the Senate.

The request is analyzed by the Science Committee of the program the student wishes to get transferred in, however, the Faculty Administrative Council decides on the matter.

Article 25

The Academic Year

The academic year consists of autumn and spring semesters. Normal duration of the autumn and spring semester is 15 weeks each. If necessary, the University Senate may extend such time. At least 20 hours teaching lectures, seminars and laboratories are held in a week during autumn and spring semester.

In cases it is judged as necessary, by the proposal of the respective Scientific Committee, the decision of the respective Faculty Board and the approval of the Senate, the summer term may be applied in the second cycle study programs.

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.

Article 26

Educational Process


1. Second level study programs consist of 10-14 subjects and the diploma thesis, which is developed at the end of the second level study programs. Depending on the field of the study programs and in accordance with the objectives of these programs, with a decision of the Senate of Epoka University, the total number of second level study program subjects could be higher.

The educational process consists of lectures, projects and studio work, laboratory and parlor work, practice, terrain work, seminars and other similar works as predicted by the educational planning.

2. Epoka University offers study programs based on the American System, in accordance with Article 45, clause 1.b) of constitutional law nr. 9741, dated 21.5.2007, as changed and Chapter XII, clause 1 of the Guidelines nr. 15, Dated 04.04.2008. The University uses the American system to determine course credits and other educational activities. Courses/subjects and other activities are also accompanied by credit evaluations according to the European System of Accumulating and Transferring Credits (ECTS), in order to enable the recognition of diplomas and the transfer of students.

www.epoka.edu.al, e-posta: info@epoka.edu.al

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

	REGULATION ON SECOND CYCLE STUDY PROGRAM				
	Document Code	Entry into force	Amendment No.	Amendment Date	Page/Total Page
	EU-REG-017-EN	15.12.2008	006	03.02.2016	10 / 18

In an academic point of view, the evaluation of lectures, applications, labs, projects, seminars, parlors is performed based upon the unit measurement of hours done in auditoriums.

According to the American system, the credit value of a particular course or educational activity consists of the total weekly hours of theoretical lectures and half of weekly hours of applications, labs, projects and parlor work, during a semester which normally lasts for 15 weeks. Again, according to the American system, credits measure only the work performed in auditorium, labs, parlor, etc., and not the work hours necessary for individual study with the intention of mastering the subject.

According to the European System for Accumulating and Transferring Credits (ECTS), the credit value of a subject or an academic activity measures the coursework necessary to successfully complete a particular course and not only the load in the auditorium, lab, parlor...etc., emphasizing also on the work hours necessary for individual study with the intention of mastering the subject. At least 60 ECTS credits may be earned in one academic year.

It is the responsibility of the Epoka University's academic staff which teaches a particular course to assign the coursework and/or academic activities and to grant the ECTS credit for that course or academic activity.

3. The success level of a student is based on the evaluation of exams each semester and/or year; exams in the end of the academic year; course homework; presentations, participation and projects. With the proposal of the specific program Coordinator and with a decision of the Science Committee, the student has the right to take an exam if for reasonable causes documented within three days the student did not take the exam during the academic year.

Article 27

The right to take an exam

The student has the right to take the exam of a specific subject when all the financial liabilities are redeemed, as predicted to be redeemed during the educational plan.

The student will be refused to take an exam when there are unredeemed financial liabilities.

Article 28

Exam Proceedings

Exams, course homework and presentations are performed within the assigned timeframe in the structure of the academic year. The dates for these activities are announced at least four weeks before the finals (exam season).


In case of extraordinary circumstances if exams or presentations cannot be given on the scheduled date, the Dean – with a proposal of the Program Coordinator and subject's pedagogue - assigns in a written memo a postponed date, which is announced to the students and the committee.

Courses taught by one pedagogue are evaluated only by him/her, however, when courses are taught by more than one pedagogue, then, all of them are members of the evaluating team.

Exams are normally in writing. The pedagogue of the course may also decide to have a verbal exam, such as a project or homework. In this case, the decision must be announced by the

www.epoka.edu.al, e-posta: info@epoka.edu.al

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

	REGULATION ON SECOND CYCLE STUDY PROGRAM				
	Document Code	Entry into force	Amendment No.	Amendment Date	Page/Total Page
	EU-REG-017-EN	15.12.2008	006	03.02.2016	11 / 18

Program Coordinator within two from the beginning of the semester.

Exams are prepared and conducted/managed by the pedagogues responsible for teaching that particular course. In the pedagogue teaching the course is not at Epoka University on the day of the exam, then, the Program Coordinator assigns someone else to conduct the exam.

Article 29

The Release of the Exam Results

Exam results are released immediately.

Within three days of the release of exam results, students have the right to make a request to the Academic Secretary through which they demand that the exam sheets be reviewed. The Program Coordinator along with subject's pedagogue forms a committee of three members. The committee, then, reviews student's response sheets whether there are any errors during the evaluation or not and makes a decision. The student is notified of the decision no more than 15 days from the day the request for review is placed.

Article 30

Re-taking a Course

If the student is not successful or does not meet the terms to be successful in a specific course, he/she is required to re-take the course. Those who intend to improve their GPA may also re-take a course even if they have passed the course successfully.

The permission to re-take a course is based upon the decision of the Science Committee with the proposal of the Program Coordinator.

Article 31

Documentation of Evaluation

The results are reflected in the evaluation report and are recorded in the result's register.

The evaluation report is completed by the pedagogue at the end of the evaluation process and is submitted to the secretary no later than two weeks from the day of the exam, or the day of the course presentation, etc.

Under no circumstances, the evaluation report could have any corrections made and no one has the right to add any names on it.

The report must have the signature of subject's pedagogue and also that of the head secretary.

A reported evaluation may get changed only if there is a formal mistake made during the registration or during the transfer/tabulation into a computer. The person responsible for the mistake should testify in writing the circumstances of the mistake. The certification gets approved by the Program Coordinator. The change will take place during three days from the day the mistake was noticed.


Article 32

Diploma Thesis

In the fourth semester the student may start the diploma thesis, only after he/she has successfully fulfilled all the requirements of the second level study programs. The Diploma

www.epoka.edu.al, e-posta: info@epoka.edu.al

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

	REGULATION ON SECOND CYCLE STUDY PROGRAM				
	Document Code	Entry into force	Amendment No.	Amendment Date	Page/Total Page
	EU-REG-017-EN	15.12.2008	006	03.02.2016	12 / 18

Thesis is evaluated with a grade and with credits ECTS, and is valued no less than 30 ECTS credits.

Article 33

Thesis Preparation and Proceedings

The Department proposes to the Faculty a thesis supervisor for each student by the end of the semester and a thesis topic assigned by the thesis supervisor no later than the end of the second semester. The supervisor and the proposed topic are determined by a decision of the Faculty Administrative Council. The Council may make any changes to the supervisor and/or the topic, or may assign a second supervisor if necessary.

Thesis supervisor is selected from the academic staff who holds at least a PhD degree.

The student is required to register for the diploma thesis by the time it is offered.

The student must register for the thesis by the beginning of the third semester.

Article 34

Completion and evaluation of thesis

Completion of the second level study program thesis is performed as explained below:

The student must prepare and write the thesis in accordance with the writing guidelines compiled by the Faculty and approved by the Senate. The student defends the thesis verbally in front of the jury.

The jury is assigned or changed by a decision of the Faculty Administrative Council based on the Department proposal. The jury consists of no less than three members and one substitute, one of whom is the thesis supervisor. The jury assembles to hear thesis defence no later than 30 days from the day the thesis is submitted.

Thesis defence should take no less than 45 minutes and no more than 90 minutes, including the oral exam. The jury enables the participation of an audit during thesis defence.

By the completion of thesis defence, the jury votes overwhelmingly within closed doors on the grade and releases the decision it has made. The Department notifies the Faculty through a report within three days when the decision is made.

The student must perform the necessary corrections and defend the thesis again in front of the same jury within three months, if he/she fails. Subject to the approval of the respective advisor, the student may defend his thesis in front of the jury until the termination of the maximum period of studies in the second cycle study programs. If the student fails to defend his thesis until the termination of the maximum period of studies in the second cycle study programs, then the relations between him/her and the university are interrupted.

CHAPTER 4


STUDENT EVALUATION

Article 35

Evaluation

www.epoka.edu.al, e-posta: info@epoka.edu.al

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

	REGULATION ON SECOND CYCLE STUDY PROGRAM				
	Document Code	Entry into force	Amendment No.	Amendment Date	Page/Total Page
	EU-REG-017-EN	15.12.2008	006	03.02.2016	13 / 18

1. The quantitative evaluation of the coursework of students in Epoka University is performed by credits according to the American and ECTS systems, calculated according to Article 26 of this Regulation.
2. The qualitative evaluation of the coursework of students is performed by letter grades. The letter grade evaluation of subjects and that of the thesis in the second level study programs is performed according to the following table:

Grade	Coefficient	*Points	Grade according to the Albanian System	Explanation
AA	4.00	90-100	10	Excellent
BA	3.50	85-89	9	Excellent
BB	3.00	80-84	8	Successful
CB	2.50	75-79	8	Successful
CC	2.00	70-74	7	Successful
DC	1.50	65-69	6	In Probation
DD	1.00	60-64	5	In Probation
FD	0.50	50-59	4	Not Passed
FF	0.00	00-49	0	Not Passed
NA	0.00	00-00	0	Absences in Courses

*This is a 0-100 point system.

Grades which do not count in the average

I - Incomplete

--

S - Satisfactory

T - Transfer

U - Unsatisfactory

P - Progressive

EX - Exempt


NI - Not Included

a. If a student gets a CC (2.00) or one grade higher, he/she is considered as passing successfully. If in one subject the student receives a (FD & FF) then, he/she has not passed successfully and is obligated to repeat the subject. If the general point average is at least (2.00) and the student has no (FD & FF), then, the student is considered successful.

b. If the general grade point average is less than 1.80 by the end of the second semester, the student is considered to be on a probationary status. Within the third semester, the student who is on a probationary status must achieve or exceed the level of (2.00) of the general grade point average without having FD & FF grades. In order to accomplish this, the student must repeat all subjects in whom he/she received less than CC, otherwise the student could not present the

www.epoka.edu.al, e-posta: info@epoka.edu.al

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

	REGULATION ON SECOND CYCLE STUDY PROGRAM				
	Document Code	Entry into force	Amendment No.	Amendment Date	Page/Total Page
	EU-REG-017-EN	15.12.2008	006	03.02.2016	14 / 18


diploma thesis.

The usage and the explanation of the letter grades:

- a. The grade (NA) is given by the subject's pedagogue to students who have not complied with the rules of attendance or those who have not met the requirements in relation to practices or the application of subjects. When calculating the grade point average, the grade (NA) is considered as (FF).
- b. The grade (I) is given by the subject's pedagogue to that student who because of an illness or another reasonable excuse has not been able to meet the requirements of the subject although the student might have been successful during the rest of the year. If in a specific subject a student has received the grade (I) then, within 15 days from the day the grades were submitted to the Educational Secretary the student is obligated to receive another grade in order to complete the missing part. The grade which will be given instead of (I) gets approved by a decision of the Faculty Council. Otherwise, the grade (I) gets converted into a (FF). Nevertheless, in cases of long term illnesses or in similar excuses, the grade (I) could last unchanged up to the time when the registration for the coming semester begins, due to a proposal by the Head of the Department and an approval of the Faculty Council
- c. The grade (S) is given to a student who has passed the subjects which do not count on the grade point average.
- d. The grade (T) is given in cases of horizontal transfers from another higher education institution or in cases when the evaluation of a subject passed successfully before the registration at Epoka University, the equivalence of which is accepted by a proposal of the Department Head and by the approval of the Faculty Administrative Council. The grade (T) does not count when calculating the grade point average. As far as those subjects taken during programs of exchange students, the corresponding Faculty Administrative Council decides on the equivalence of the credits and the grades received in these subjects.
- e. The grade (U) is given to a student who has not passed those subjects which do not count on the grade point average.
- f. The grade (P) is given to a student who is still taking the subjects which do not count on the grade point average.
- g. The grade (EX) is given to student who gets expelled from a subject in progress of an exam which is scheduled and organized by the department in those subjects assigned by the Senate. In this case, the credits received from this subject will not be recognized. The grade (EX) does not count on the grade point average, but it gets displayed on the transcript.
- h. The grade (NI) is given to describe the subjects in which the student is registered, but which do not count on the grade point average. This grade is displayed on student's transcript together with the letter grade the student has received in that subject. Subjects which have this status are included in the list of subjects and are not used in the calculation procedures of the program's subjects in which the student is registered. The subject in which the student has

www.epoka.edu.al, e-posta: info@epoka.edu.al

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

	REGULATION ON SECOND CYCLE STUDY PROGRAM				
	Document Code	Entry into force	Amendment No.	Amendment Date	Page/Total Page
	EU-REG-017-EN	15.12.2008	006	03.02.2016	15 / 18

received a (NI) may not be repeated.

Article 36

Grade Point Average (GPA)

The grade point average is calculated by multiplying the final grade received from the subject or from the lab, projects, parlors, seminars or other similar coursework which has the value of the subject with the corresponding subject's credit hours, and the total will get divided by the total sum of credits. The sum that results from the division is rounded by two digits after the comma and it makes the general grade point average.

CHAPTER 5

STUDENTS

Article 37

Students' Rights

Students of the second level study programs have the following rights:

- a. To be led from rules and procedures which are clearly formulated and are fully justifiable in the academic aspects.
- b. To be protected from any type of discrimination or from any inappropriate criterion of academic evaluation.
- c. To be informed and have available all they need to know for all academic affairs and second level study programs' activities.
- d. To use institution's equipments, according to corresponding regulations in order to achieve the academic planning and the programmed work in their scientific activities, library, and internet.
- e. To express their viewpoints freely.
- f. To participate in the evaluation of academic and professional activities of the second level study programs.

Article 38


Students' Responsibilities

Second level study program students have the following responsibilities:

- a. To be recognize and to comply with the Regulation of the second level study programs and the university, the requirements of the educational planning and they should be fully aware of the compliance, otherwise, the institution does not have any liabilities and/or responsibilities on the consequences that derive from non acknowledgement and non-compliance.
- b. They should manifest their ethical manners, professionalism and civil attitudes in all their relationships with managers, academic and administrative personnel and with other students.

www.epoka.edu.al, e-posta: info@epoka.edu.al

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

	REGULATION ON SECOND CYCLE STUDY PROGRAM				
	Document Code	Entry into force	Amendment No.	Amendment Date	Page/Total Page
	EU-REG-017-EN	15.12.2008	006	03.02.2016	16 / 18

- c. To fulfill all requirements and obligations of educational planning, practice and of thesis in a timely manner.
- d. To contribute in the successful achievement of the second level study programs and the establishment of a positive climate and environment in the institution.
- e. To pay the registration tax and tuition payments in time.
- f. To hold themselves responsible for any violations of rules of the second level study programs. Any material damages caused to the institution by them are compensated in the degree judged by the university administration.

In case of any violations, disciplinary actions taken against the students are predicted in the Regulation “Student Discipline at Epoka University”.

Article 39

The Dismissal of the Student’s Status

In case of completion of the reasonable causes as explained below, a registered student may get dismissed from the student’s status. He is entitled to continue education anew at a later time as decided to be appropriate by the Faculty Administrative Council. The student may request a leave for reasonable excuses within 30 days from the beginning of the semester. The leave must get approved by the Faculty Administrative Council. The student may be out for two semesters. 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.

Reasonable causes are explained below:

- a. In case military service becomes a must and there is no way the student can avoid it or postpone it for a later time despite the condition in which the student is.
- b. In case of an illness, natural disasters, getting arrested as explained by the University Regulation “Student’s Discipline” economic and financial reasons, which are considered as appropriate and justifiable reasons by the Faculty Administrative Council, the student may be given a right of leave even within a semester. In this case, the student does not get reimbursed for the tuition payments he/she has made.
- c. In case of simple schizophrenic, paranoid schizophrenia, disassociative syndrome, borderline cases, when these cases testified by official documentations.

When the student requests a leave with conditions explained in section (b) he/she must present to the Educational Secretary all documentations that prove the existence of the condition within 20 days from the day of occurrence. In case the above-mentioned conditions continue, the Faculty Administrative Board may decide to extend the leave.

Long term leaves are not included in the educational timeframe, with the condition that this fact be explained in the decision of the Faculty Administrative Board.


Article 40

The Expulsion from the Program

Students who willingly want to leave the study program must prepare a written request and

www.epoka.edu.al, e-posta: info@epoka.edu.al

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

	REGULATION ON SECOND CYCLE STUDY PROGRAM				
	Document Code	Entry into force	Amendment No.	Amendment Date	Page/Total Page
	EU-REG-017-EN	15.12.2008	006	03.02.2016	17 / 18

present it to the program Science Committee where they are studying. The registration of these students stands behind the documentation which testifies that they do not have obligations towards the corresponding units of the University as decided by the Faculty Administrative Board. The student whose registration is cancelled may, however, request a document certifying the pursued education up to that period. At the same time, he will be given back all diplomas and other documents he submitted when he first registered.

CHAPTER 6

SECOND LEVEL STUDY PROGRAMS QUALITY EVALUATION

Article 41

Quality Evaluation

At the end of each year, the second level study programs perform inner evaluations and demand/ask for accreditation for timeframes as predicted by law.

CHAPTER 7

EVALUATING DOCUMENTATIONS

Article 42

Diploma

These student who successfully completes all the credit subjects and the diploma thesis, and who has accumulated 120 ECTS credits, is granted a second level studies diploma (DND).

The program and the title proposed by the program Science Committee are noted on the second level studies diploma.

Article 43


Diploma Supplement

The second level studies diploma is accompanied by the diploma supplement, the contents and the shape of which are designed by the Senate in accordance with the guidelines of the Education and Science Ministry.

The Diploma Supplement contains the nature and the level of the studies, its contents, student's results and other regulations assigned by the University Senate in accordance with legal and sub-legal dispositions.

www.epoka.edu.al, e-posta: info@epoka.edu.al

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

	REGULATION ON SECOND CYCLE STUDY PROGRAM				
	Document Code	Entry into force	Amendment No.	Amendment Date	Page/Total Page
	EU-REG-017-EN	15.12.2008	006	03.02.2016	18 / 18

CHAPTER 8

FINAL DISPOSITIONS

Article 44

Application/Compliance

The Regulation “On the postgraduate studies at Epoka University”, as approved by Decision Nr. 1, dated 21.09.2007 of the High Council, gets nullified.

This Regulation is valid and effective on the day it gets approved by the High Council.

The Rector ensures and guarantees the compliance with this Regulation.

www.epoka.edu.al, e-posta: info@epoka.edu.al

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