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	REGULATION ON “ON THIRD CYCLE STUDY PROGRAMS”			
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CHAPTER 1

GENERAL PINCIPLES

Article 1

Scope of the Regulation

The Regulation of the Third Cycle Study Programs defines the rules of functioning of these programs and the relationship created between participating entities in the activities of these programs. It defines the object of study programs of the third cycle, the internal structure and its functioning , the rights and obligations of executive bodies, academic and administrative staff, students, relations in between, the criteria of students` admissions , teaching, research , practice, assessment, graduation and provides sanctions in case of regulation violation.

Article 2

Legal Basis

The Regulation of the Third Cycle Study Programs of `EPOKA` Institution of Higher Education is based on the Law No. 9741, dated 21.05.2007, "On Higher Education in the Republic of Albania", as amended, based on license granted by the Council of Ministers Decision No. 281, dated 12.03.2008, on "Licensing of Private Institution of Higher Education" "EPOKA" Institution of Higher Education, in the Ministry of Education and Science Directive No. 4, dated 22.01.2008 "On the opening, termination and reorganization of master study programs of the first and the second level`, in the Ministry of Education and Science Directive No. 15, dated 04.04.2008 "On the organization of studies at public institutions of higher education" as well as in the Statute and in Fundamental Regulation of this institution.

Article 3

Scope

This regulation aims to set the main objectives of the Third Cycle Program of Studies that is provided by Departments and Research Centers as basic units to mediate the creation, organization, management, academic and research studies fitting the national and international standards.

Article 4

Definitions

The below listed abbreviations in this Regulation mean:

Instituion: "Epoka" Higher Institution


Rector: Rector of "Epoka" Higher Institution

Senate: "Epoka" Higher Institution Senate

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Department: Department as a basic unit of the Faculty
Credits: Course Credits in according to the American System
ECTS: European System of Collection and Transfer of Credit
TOEFL: Test of English as a Foreign Language
IELTS: The International English Language Testing System
CGPA: Cumulative Grade Point Average

Article 5

The Aim of the Third Cycle Study Programs

The Aim of the Third Cycle Study Programs is deepening the students` theoretical and practical knowledge in the field of computer engineering, civil engineering, architecture, banking and finance, business administration, political science and international relations and studies of advanced training and conducting of research in these domains.

Students in the end of the program will be able to undertake research in the field of computer engineering, civil engineering, architecture, banking and finance, business administration, political science and international relations, valid for Albanian specifically and internationally, thus gaining the necessary knowledge that enables further continuation of doctoral studies.

Third Cycle Study Programs are conceived to offer students not only the latest theoretical information, but also the practical aspect based on contemporary research in order to complement students` professional knowledge and give to them clues to manage the accumulated knowledge.

Article 6

Third Cycle Study Programs and Their Structures

By means of Departments and development-research centers "EPOKA" Higher Institution offers third cycle study programs and at the end provides with diploma of Master of Second Level (MSL).

The normal duration of the above mentioned programs is at least one academic year or two semesters, full time format, with not less than 60 ECTS credits per year.

Student completes each year not less than 1,500 hours.


Educational activities are organized in accordance with the objectives of the program through theoretical and practical classes: various auditor activities auditor, trainings, practice or internships, course loads, laboratories, research projects.

The duration of classes is 60 minutes.

Programs of third cycle study programs of Engineering and Architecture Faculty undertake to provide specified studies in the following areas:

- i. MSL in Architecture (1 academic year) (Master of Second Level in Architecture)
- ii. MSL in Civil Engineering (1 academic year) (Master of Second Level in Civil Engineering)
- iii. MSL in Computer Engineering (1 academic year) (Master of Second Level in Computer Engineering).

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At the end of Programs of Study of the Third Cycle, Master Degree of the Second Level is issued in accordance to the relevant fields.

Programs of the third cycle studies in the Faculty of Economic and Administrative Sciences undertake to provide specified studies in the following areas:

- i. MSL in Banking and Finance (1 academic year); (Master of Second Level in Banking and Finance)
- ii. MSL in Business Administration (1.5 academic years); (Master of Second Level in Business Administration)
- iii. MSL in Political Science and International Relations (1 academic year); (Master of Second Level in Political Science and International Relations)
- iv. MSL in European Studies (1 academic year) (Master of Second Level in European Studies).

At the end of Programs of Study of the Third Cycle, Master Degree of the Second Level is issued in accordance to the relevant fields.

CHAPTER 2

THIRD CYCLE STUDY PROGRAMS ORGANIZATION AND MANAGEMENT

Article 7

Scientific Committee

Basic Unites selects the Scientific Committee for each third cycle study programs, which is composed by not less than three academic staff members. Scientific Committee holds organizational responsibility for each relevant program schedule for third cycle study programs and chooses a Program Coordinator from its structure.

Scientific Committee defines also the other helping academic staff, which will be a cooperators in program study realization.

Scientific Committee prepares and proposes the development of strategy, plans and structures of studies, the research program, the criteria for students` admission and prepares the annual activities report of the programs of third cycle study.

Article 8

Academic Staff


Academic staff developing the teaching in the third cycle programs studies, is composed of academic members holding at least scientific "Doctor" degree.

Foreign instructors are admitted on the basis of bilateral agreements.

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Instructors evolved in research programs of the third cycle are entitled:

- a) To use of all facilities and equipment of the institution for the benefit of the activities of the third cycle study programs;
- b) To take part in various committees and activities of the third cycle study programs;
- c) To be qualified under the study projects of the third cycle study programs.

Instructors have the duty:

- a) To obey the `EPOKA` Higher Institution Regulation of third cycle study programs;
- b) To interact and to establish cooperation with colleagues, students, collaborators of third cycle study programs and faculty;
- c) To fulfill the study programs requirements as specified;
- d) To meet the responsibilities for leading the micro thesis;
- e) To assess students in a professional manner and in a specified time.

Article 9

Secretariat for the third cycle study programs

For the realization of the third cycle study programs, the secretariat for the third cycle study programs does have the following tasks:

- a) Works under the direction of Program Coordinator and is responsible for implementing all directions given from him/her, for written and verbal communication with other organs of the internal structure of higher institution, and for the following departments concerned with academic staff, students, and with associates of the institution.
- b) Makes technical organization of meetings of the Program Coordinator and maintains records of meetings.
- c) Assist in the preparation of materials for the Program Coordinator.
- d) Takes over correspondence and other materials that come in address to the Program Coordinator.
- e) Maintains the documentation archive of instructors and students of the third cycle study;
- f) Press and multiplies paper works and teaching materials.
- g) Controls the progress of the learning process about the structure of teaching, course schedule, examination, performance practice and maintains appropriate documentation for these processes.
- h) Announce the educational structure, course schedules, dates of exams, presentation of micro thesis and the dates of various activities.

Section 10

Teaching Secretary


For the realization of the third cycle study programs, the teaching secretary is responsible for the below mentioned programs and tasks:

- a. Performs the registration process of new students during the admission examination, and also in registration procedures of the admitted pupils.
- b. Equips all new admitted students with a student card, meets all the students simple requirements for certificates, as grade transcript and other documents.

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- c. Prepares the assessments records with students names and submits it to the Comitee for signature.
- d. Get over records of completed assessments.
- e. Provides information for students' evaluations.
- f. Perform recording notes in the fundamental register according to courses and subjects, prepares the diploma and transcripts for students who complete their studies.
- g. Keeps contact with Dean Board and Scientific Committee and reports the third cycle study programs` statistical data to the relevant bodies.

Article 11

Language of the Study Program

In basis of the `Epoka` Higher Institution Statute and Regulation all the third cycle study programs will be held in English language. The usage of any other language for specific courses will be allowed only by the decision of the Scientific Committee.

Article 12

Admission Quotas

Admission Quotas of the third cycle study programs are approved by the Senate decision based on the proposal of the Faculty Administrative Board, after the opinion of the Scientific Committee for each study program has been taken into consideration.

Article 13

Admission Criteria

All the candidates possessing a Second Level Diploma, Integrated diploma of the second cycle (IDSC), old system diploma before being divided in cycles, or a foreign diploma acheived abroad estimated by the institution or approved by the Institution Senate Decision, does have the right to apply for admission in third cycle study programs (Master of the Second Level). The Senate determinate the criteria for students` admissions wanted to be evolved in the third cycle study program.

The candidatures planning to apply for the third cycle study programs should have sufficient knowledge of English Language certified by the known international certificates such as TOEFL (IBT 68, CBT 190, PBT 520), IELTS 5.5 or above can start the programs to third cycle studies without being introduced to English Proficiency Test organized by the Institutions, where the passing grade is 70%.

Candidates having conducted their university studies in English are exempt from the English Proficiency Test.


Neni 14

Acceptance Evaluation

Admission to masters programs is based on applicants' academic success in the undergraduate program, their level of English language proficiency, inteview or the score of special abilities

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examinations. Evaluation of interviews is made upon reference letters, a short esse of applicant’s intentions upon third cicle studies attendance and certificate score of international examinations

Students graduated from Epoka University will be evaluated upon bachelor’s degree results, reference letters submitted by the relevant Head of department in which the students is graduated, counselor’s reference letter and a short esse of applicant’s intentions upon third cycle studies attendance

The students who hold a second degree diploma must evaluate their studies program attended. Faculty Administrative Board assigns the Scientific Committe which will evaluate the second degree diploma. In case of deficiency in education formation,students must attend the Deficiency Program. This program is administered for adaptation of successful students to the program they have applied for . Students for this program are determined according to their academic success and the structure of their undergraduate programs. Student must do all the necessary accomplishment of the credits in the relevant courses/areas necessary to attend third cycle studies. The Deficiency Program can not be more than 30 ECTS credits.

The Scientific Committee, according to relevant legislation, may accept up to 20 credits of previous forming studies wich are in accordance to the purposes of the relevant program of third cycle studies.

. Article 15

Admission of Students with Special Status

If the student hold a diploma degree as defined in article 14 of this regulation and wishes to learn more about a specific area, he may attend certain courses offered in third cycle studies as special status student. In such case scientific committee aproval is required. In the end of the courses the student is awarded the relevant certificate in which is marked out the course title, grade period of studies and course proffessor.

Article 16

Announcements

The Rectors’ Office announces student admissions in third cycle studies, student quotas and other issues. This announcement to students can be made at the beginning of admission of every program .

Issues regarding the quotas of the student, examinations and candidates evaluation at third cycle studies program are determined and decide by Senate.

List of the students who will register at third cycle studies program is determined by the scientific committee and regarding announcements are made by Program Coordinator.


KREU 3

STUDENT REGISTRATION AND STUDIES PROGRAM ORGANISATION

Article 17

Registration at the Study Program

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

The Winner candidate has the right to attend the studies of the relevant academic year, if he undertakes the registration procedure within the time line defined. The candidate signs the education agreement with the Epoka Institution of Higher Education. After the signment of the agreement the candidate gains the student status. The student status ends by graduation of the student or by his expelling from the study program

Article 19

Foreign students admission


Admission of the foreign students is made upon the above rules, but in justified cases the Scientific Committee may require the submitment of other documents.

Article 20

The Advisor

The advisor for each student is appointed by Scientific Committee decision upon Program Coordinator proposal. The advisor has the main duty to advise the student upon course registratipon and the term project (microthesis). The advisor is apponted as lecturer at the relevant faculty and has Phd grade.

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The counselor advises all those student which are evaluated to have deficiency in their education formation, in order that the student may complete the deficient credits in the courses/areas necessary to attend third cycle studies.

The counselor gives advises also for career management of the students.

Neni 21

Attendance

The student has the obligation to attend at least 80% of the research curriculum held in class of the theoretical courses and the reserch courses held in laboratories and practise. Students who surpass these standarts are obligate to retake the course with all the relevant obligations.

Attendancy conditions are submitted every month by Course Lecturer to the Program Coordinator and are monitored periodicly by the head of department.

Article 22

Period of Study

Normal period of third cycle studies is at least one academic year or two semesters and are full time studies. The maximum studies period is six semesters. In case of overpassing this period the Institution of Higher Education interrupts the relations with the student.

Article 23

Course Registration

The students who attend theis third cycle studies at Epoka University are obligated to make the registration of the courses which they will attend the following semester, pursuant to the procedure laid out by the Scientific Comtitee. Registration renewals are to be made within the time specified in the academic calendar, before each semester.

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..

Failure to renew registration for each semester shall cause the student to be dismissed from the University.

The Advisor approves the student’s course registration.

Article 24

Admission through Transfers


Quotes for horizontal transfers within the school or from abroad, are determined by Scientific Committee and approved by the Administrative Council of the Faculty, based on the principles established by this Council.

Studentëve të cilët janë transferuar në programin e ciklit të tretë të studimeve u jepet diplomë

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me kusht që të kenë kryer të paktën një semestër në Shkollën e Lartë “Epoka”.

Students who are transferred in the third cycle study program are provided a diploma degree with the condition to have committed at least one semester in Epoka University.

A student who is currently enrolled in a third cycle program and has successfully completed at least one semester, upon submitting application request of transfer to another study program within the same main unit of Epoka University, at the Student Affairs Office. Transfer application must be submitted before the deadline established in the academic calendar, based on the principles established by the Senate.

The request is reviewed by the Scientific Committee of the program, the Faculty Administrative Council takes the transfer decision.

Article 25

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


Education Program

1. Third cycle study programs of are composed by at least 8-9 courses and the term project (microthesis), which is held at the end of the third cycle programs. Depending on the scope of study programs and in accordance with the objectives of these programs, students may register at a greater number of courses only by Senate decision.

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.

2. Epoka University offers study programs, based on the American system, in accordance with Article 45, paragraph 1.b) nr.9741 law, dated 21.5.2007, as amended and Chapter XII, paragraph 1 of Directive no. 15 Dated 04.04.2008. Epoka University uses the American credit system in assigning the credit for courses/ education activities. Courses/education activities also are accompanied with credits according to European Credit and Transfer System (ECTS), to enable recognition of studies and student transfers. Credit hours for third cycle studies theoretical and applied courses, projects and studios, laboratories, seminars are assigned on measuring hours held in auditorium

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The value of credits to a course / training activity according to the American credit system consists of the sum of all hours per week of theoretical lectures and half hours per week of application, laboratories, projects and studio, during a term that usually lasts 15 weeks. Credits according to the American credit system measure only the work done in the auditorium, laboratories, studio, etc. ... and not the individual working hours a student needs to master the course.

The value of credits of a course / education activity according to the European Credit and Transfer System (ECTS) shows how work is required for successful completion of relevant course and not just workload at the auditor, laboratory, etc., taking into consideration other necessary hours for individual study of students needed to master the course. Students must obtain at least 60 ECTS credits in one academic year.

Assignment of workload and ECTS credit for the courses/educational activities is the responsibility of the course's lecturer.

3. The level of success of students is evaluated based on the term and yearly exams, final exams, assignments, presentations, participation and projects. At the end of the Master of Second Level study programs, the completion of a term project (microthesis) is foreseen which verifies the acquisition of the planned professional competencies and knowledge.
4. Further to the proposal of the Coordinator of the respective program and the decision of the Scientific Committee, the student is granted the right to enter the exam, in case he has not entered during the year because of justified and documented reasons to be submitted within three days.

Article 27

The right to attend an examination

Student has the right to take an examination of a course when he has fulfilled all the liabilities related to that course, envisaged in the curriculum. The student is not allowed to attend the examination in case of non-fulfillment of financial obligations.


Article 28

Examinations procedure

If the final examinations are not held in established date and time, under extraordinary circumstances the Dean upon proposal of Program Coordinator and course lecturer decides in written form a later date for the exam, which is announced to students and commission. Examinations are arranged, conducted and evaluated by the course's lecturer, in case that more than one lecturer held the relevant course all of them are part of the evaluating commission.

Examinations are generally in written form. However, the instructor of the course may decide

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to conduct the exam in the form of an oral exam, project or assignment, in this case the decision is to be announced by the Program Coordinator within two weeks after the semester begins..

Examinations are prepared and conducted by the respective lecturers. In case the course lecturer can not be present at the exact time of the examination to be held, the program Coordinator decides who will be present during the examination.

Article 29

Objection to exam results

Examination results are published immediately.

Students can object to the end of term grades within three days from the date of the announcement by submitting their applications to the Student Affairs Office. The objection will be examined by the relevant Program Coordinator and the course lecturer whose will establish a commission composed from three members. The commission will examine regarding mistakes of facts. The decision will be announced to students not later than 15 days after the submitting of the objection.

Article 30

Repeating the courses

In case that a student does not fulfill the conditions of being succesfull in a course, he is obligated to repeat the course. Students may repeat a course even they have been succesful in it, with the intention of getting a better grade. The Scientific Committee decides upon course repetition upon the proposal of the Program Coordinator

Article 31

Documentation of assessments


Results are reflected in the minutes of assessment and in the register the results. Minutes of the assessment are completed by the lecturer at the end of the assessment process and are submitted to the Student Affairs Office no later than two weeks from the date of the examination or the presentation of the course assignment, etc..

In no case can the minutes of assessment contain amendments and no one has the right to add names to it.

The minutes should contain the signature of the course lecturer as well as of the Head of Student Affairs Office.

An assessment report can be changed only if it results that a formal error has been made during registration or during casting on the computer. The person responsible for the mistake should verify in a written way the circumstances of the performing of error. The verification is approved by the Program Coordinator. The change is accepted within a period of three days after the error has been realized.

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Article 32

Microthesis

The student, having successfully fulfilled all program requirements of the third cycle studies starts his microthesis at the second semester. Microthesis is assessed grade and ECTS credits and is not less than 6 ECTS credits.

Article 33

Preparation and supervision of the microthesis

The Department proposes to the Faculty a thesis supervisor for each student at the end of the first term and the topic of microthesis defined by the microthesis supervisor no later than the end of the first term. The supervisor and the proposed topic of microthesis are decided by the decision of the Administrative Board of the Faculty. The latter may make changes on the supervisor and topic, or assign a second supervisor in case it is necessary.

The thesis supervisor is selected among the academic staff having at least the PhD degree. The student has to register for the conduct of microthesis in the period it is offered. The student has to register the microthesis at the beginning of the second term.

Article 34

The Completion and Evaluation of the microthesis

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 defense no later than 30 days from the day the thesis is submitted.

Thesis defense 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 defense.

By the completion of thesis defense, 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.

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SECTION 4

STUDENTS EVALUATION

Article 35

Evaluation

- a. The quantitative evaluation of the students in the Higher School “Epoka” is done according to the american credit system and ECTS one, calculated according to the methodology mentioned in the art. 26 of this regulation.
- b. The quantitative evaluation of the students` work is done with grades. The courses grading system and that of the microthesis of the third cycle study program is done according to the beow 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	SUCCESS
CB	2.50	75-79	8	SUCCESS
CC	2.00	70-74	7	SUCCESS
DC	1.50	65-69	6	ON PROBATION
DD	1.00	60-64	5	ON PROBATION
FD	0.50	50-59	4	FAIL
FF	0.00	00-49	0	FAIL
NA	0.00	00-00	0	NOT ATTENDED


*Sistem 0-100 points.

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

a) A student passing a course with CC (2.00) or with a higher mark is considered successful. A course evaluated with an FD and FF grade is considered unsatisfactory and the student has to retake it prerequisite. A student with a grade point average of (2.00) or over and without a

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failing grade (FD dhe FF) in a course in the program is considered successful.

b) Master’s Students will be able to take the Microthesis after having completed all the required courses, or at least register in the remaining courses along with the Microthesis.

2. The usage and explanation of the letter mark:

a. 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.

b. 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 15 days from the submission of the grades to the Student Affairs Office. The mark which will be given instead of (I) is approved by the Faculty Board. 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 head of department and subject to the approval of the faculty board, the duration of the (I) mark may continue until the starting the registration period for the following semester.

c. The (S) grade is given to students who pass the courses not included in the averages.

d. The (T) grade is given to the students who transfer horizontally from a national or international institutions of higher education or in case of approval of a passed course before the registration to the Higher School “Epoka”, the equivalence of which is proposed by the Head of the Department and approved by the Administrative Board of the Faculty. The (T) grade is not included in students’ averages. Regarding the courses taken during a student exchange program, the respective Faculty Administrative Council decided on the credits equivalence and the grades taken in this courses.

e. The (U) grade is awarded to students who fail to pass not included in point averages.

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

g. The (EX) grade is given to students who is exempt from taking a course after an exam organized by the relevant department with regard to courses specified by the Senate. The (EX) grade is not included in GPAs, but it is included in the grades list.


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

Article 36

General Points Average

The general points average is by multiplying the final grade of the course or laboratory, projects, atelier, seminars or similar work which have the value of one grade, with the credits hours of the respective course and the sum is divided by the general credits sum. The sum is approximated with two digits after the comma and it constitutes the General Grade Average.

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Senate	Academic Evaluation and Quality Improvement Board	Higher Board

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SECTION 5

STUDENTS

Article 37

Students Rights

The students in the third cycle programs have the following rights:

- a. To be lead by clearly formulated and academically justified rules and procedures.
- b. To be protected against any form of discrimination or any other unappropriate form of academic evaluation.
- c. To have access to all the information regarding every academic issue and on the activities program of the third cycle study program.
- d. To use the institutions equipments, accordgin the respective rules, to realize the study program and the work programmed in their scientific activity, libraru and internet.
- e. To freely express their opinions and points of view.
- f. To participate in the evaluation of the academic and professional activity of the third cycle study programs.

Article 38

Students responsibilities

The students of the third cycle study programs have the following responsibilities:

- a. To acknowledge and enforce the third cycle study programs and schools regulations, plan requirements and programs and to be aware, if not the instituion is not responsible for the consequences deriving from the unawarness.
- b. To maintain adequate behaviour, ethical, professional and civilized attitudes in relation to the directors, academic and administrative personnel and students.
- c. To fullfill in time the requests and obligations of the program, pratice and microthesis.
- d. To contribute to the successful realization of the third cycle study program and to the creation of a positive climate in the institutions.
- e. To pay the registration and tuition fee within the predefined time.
- f. To be responsible for the breachig of the rules of the third cycle study programs. The material damage is caused to the institution is payed in the amount judged as appropriate by the higher schools administration.


The disciplinary measures for the students, in case of breachment, are defined in Regulation

“On the Students` Disciplines at the Higher Education Institution “Epoka”.

Article 39

Suspension of the Student’s Status

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In case of completion of the reasonable causes as explained below, a registered student may be suspended from the student’s status. He is entitled to continue education again at a later time as decided to be appropriate by the Faculty Administrative Board. The student may request a leave for reasonable excuses within 30 days from the beginning of the academic year. The leave must get approved by the Faculty Administrative Board. The student may be awarded a leave up to 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.**

The justified reasons are as follows:

- a. In case of reaffirmation of the military service duty or is exempt the postponement of the service despite the position of the student.

- b) On account of epidemic, natural disasters, detention and other cases defined in the Regulation “On the Students` Discipline”, economic reasons, which are approved as appropriate and justified reasons from the Administrative Board of the Faculty, the student can be granted permission even within the semester. However, the tuition fee paid by students in these conditions is not refunded.

- c) In case of absences because of “Simple schizophrenia”, paranoiac schizophrenia, dissociative syndrome, borderline cases, proved by an official document.

In the event mentioned in point (b), the student shall apply to the Student Affairs Division within 20 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 Administrative Board.

The long term permission are not in included in the study period only of there is a de cision of the Administrative Council of the Faculty.

Article 40

Leaving the program

Students wishing to leave the study program at their own discretion shall apply in writing to the Scientific Committee of the program. Such students' registration shall be removed subject to the delivery by them of a non-affiliate document to be obtained from the relevant unit demonstrating that they have no obligation toward any unit of the School and with the approval of the Faculty`s Administrative Board. Upon request by any such student documents submitted when registering to Higher School “Epoka” shall be given back to the student.

SECTION 6

QUALITY ASSURANCE IN THE THIRD CYCLE STUDY PROGRAMS


Article 41

Quality Evaluation

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At the end of each year the third cycle study programs perform the internal evaluation and request the accreditation within the terms defined by law.

SECTION 7

APPRECIATION DOCUMENTS

Article 42 **Diploma**

The student who successfully completes the credits required as well as the microthesis must have gathered 60 ECTS credits, is granted the Third Cycle Study Diploma (MSL).

In the diploma of third cycle, the program and the title proposed by the Scientific Committee of the program, are included.

Article 43 **Diploma Supplement**

The third cycle study diploma is accompanied by the diploma supplement, the content and form of which is defined by the Senate in accordance with the directives of the Ministry of Education and Science.

The diploma supplement contains the nature, study level, the content, the results of the student and other rules defined by the School Senate in accordance with the legal and sublegal dispositions.

SECTION 8

FINAL PROVISIONS


Article 44 **Enforcement**

This regulation enters into force in the day of approval by the Higher Board.

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The enforcement of this Regulation is assured by the Rector.

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