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WELCOME MESSAGE

Being a student is one of the most beautiful, energetic and exciting periods in life. Pursuing our mission and vision, we seek to enable as best possible this enthusiasm and energy in each one.

We do not simply want our students to be successful in their careers; we also desire to be in continuous contact from the first day they sit in our auditoriums, teaching them devotedly and expecting their help by teaching us.

We strongly believe that an education system firmly based on the dialogue between generations, and as a result among the society itself, is a guarantee for their future and our society as well.

We want our graduates, when their life and career has matured, be proud of their choice.

As a matter of fact, this would be the greatest achievement in my opinion, and also in the opinion of my colleagues and all the ones who have devoted their lives to this institution.

In case they would be able to get back in time, I am sure they will not have any reasons to change things.

I am convinced that they have had the opportunity to find the best partners and supporters.

I am sure that they had the chance to reset their horizons to discover their world, and have found a way to make a difference and discover themselves.

Prof. Dr. Remzi ALTIN
Rector
1. EPOKA UNIVERSITY IN BRIEF

Epoka University was licensed by the Decision of the Council of Ministers No. 281, dated 12.03.2008. It is owned by the Turgut Özal Education Company. Epoka University was founded in order to address the needs of Albania and the Balkans for an institution of higher education based on the American educational system.

The objectives of the founders are to increase the quality and effectiveness of education and training systems in the region, to facilitate the access of all to the education and training and to open these systems up to the wider world. Raising the quality and standards of learning is essential if Albania is to become a more competitive and dynamic society in this age of globalization and if its citizens are to be able to develop their own skills to their full potential.

2. MISSION

Epoka University in all of its activities aims at consistently achieving higher academic standards, both nationally and internationally, as well as supporting the educational aspirations and achievements of everyone who wants to benefit from private higher education in a stimulating environment. Epoka University aims at promoting scientific development and the cultivation of sensitivity and feelings of responsibility and commitment to one’s fellow humans at an individual, community and international level.

3. VISION

To be a leading university in our country in the areas of education, research and development as well as service to society.
4. HIGHER BOARD

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

5. SENATE

The Senate is a collegial decision-making body of Epoka University. It defines the development policies of the Institution, schedules, coordinates, directs and controls the activities of teaching and research and assesses their effectiveness, and decides on important problems of the educational and scientific institution. The Senate is chaired by the Rector and meets periodically.

Composition of the Senate:
Prof. Dr. Remzi ALTIN - Head
Prof. Dr. Güngör TURAN - Member
Assoc. Prof. Dr. Hüseyin BILGIN - Member
Assist. Prof. Dr. Mustafa ÜÇ - Member
Assist. Prof. Dr. Arban UKA - Member
Mr. İsmail AŞAN - Rapporteur

6. ADMINISTRATIVE BOARD OF THE UNIVERSITY (ABU)

The Administrative Board of the University is a collegial decision-making body which is chaired by the Rector and meets periodically.

Composition of the Board:
Prof. Dr. Remzi ALTIN - Head
Prof. Dr. Güngör TURAN - Member
Assoc. Prof. Dr. Hüseyin BILGIN - Member
Assist. Prof. Dr. Mustafa ÜÇ - Member
Assoc. Prof. Dr. Sokol DERVISHI - Member
Assist. Prof. Dr. Eglantina HYSA - Member
Mr. Sezer ERDOĞAN - Member
Mr. İsmail AŞAN - Rapporteur
7. ETHICS BOARD (EB)

The Ethics Board discusses the ethical problems of higher education life and makes proposals to the Rector concerning these issues.

Composition of the Board:
Assist. Prof. Dr. Mustafa ÜÇ - Head
Assist. Prof. Dr. Ilir ÇAPUNI - Member
Mr. Sezer ERDOĞAN - Member
Mr. Niuton MULLETI - Member

8. THE ACADEMIC EVALUATION AND QUALITY IMPROVEMENT BOARD (AEQI)

The Academic Evaluation and Quality Improvement Board (AEQI) is responsible for the internal quality assurance at Epoka University.

Composition of the Board:
Assist. Prof. Dr. Arban UKA - Head
Assist. Prof. Dr. Eglantina HYSA - Member
Ms. Manjola CENOLLİ (HOXHA) - Member
Mr. Eduart SHEHU - Member
Mr. Rozart HASANAJ - Member
Mr. Arbër SALİHU - Member
9. RECTOR

Prof. Dr. Remzi ALTIN

The Rector is a monocratic body appointed by the decision of the Higher Board for a four-year period. He directs and represents the “Epoka University”.

10. SECRETARY GENERAL

Mr. Ismail AŞAN

The Secretary General is the head of the University administrative structure and manages the economic, financial and administrative activity of Epoka University. S/He organizes and controls the internal audit and makes economic and financial analyses, which s/he submits to the Rector for consideration.

11. DEAN OF STUDENTS OFFICE

Mr. Sezer ERDOĞAN
Dean of Students

Ms. Nilüfer ÇALIŞKAN
Vice-Dean of Students

Mr. Roland HOXHA
Vice-Dean of Students

Ms. Emine MEHMETI
Coordinator

The office takes special care of the students, having their main mission the provision of student orientations, advising and advocacy for the rights of the students.
11.1 Career Planning and Alumni Office

Ms. Marsela FEJZAJ
Specialist of Career Planning and Alumni Office

Mr. Loren SENJA
Specialist of Career Planning and Alumni Office

The Career Planning and Alumni Office was established to orient students’ professional education, facilitate students in finding good working fields for them and to maintain the University’s dialogue with the business world. The Office analyses successful companies in the country, determines work-force qualifications demanded, and arranges seminars, courses, conferences in order to prepare our students accordingly.

Another important role of the Career Planning and Alumni Office is to establish and enhance a continuing relationship between Epoka University and its alumni. The office stimulates the interest and participation of students and alumni in the life of the University by fostering interaction between the two groups by involving them in common activities and projects. This office encourages the current Epoka students to become active, loyal and supportive alumni following graduation.

By cooperating with public institutions and private national and international companies, Career Planning and Alumni Office helps students during summer vacations to obtain internships in successful companies according to their department. The internship is a crucial opportunity to refine many of the working groups’ initial perceptions by relating them to concrete reality. Internship programs offer benefits to all the participants by providing any opportunities to practice communication with foreigners’ initiative, team working, coordination and self-confidence.
11.2 Counseling and Health Office

The Counseling Service supports the development of the whole person and serves the Epoka University community by providing programs and workshops regarding mental health, wellness, and student success. The aim of Counseling Services is to help students in solving their individual, social, family and similar problems that they might face during their education.

Health Service at Epoka University is dedicated to helping staff and students to find the most appropriate health and wellness information support available. Health service also provides educational seminars, and resources that enable students to play an active role in achieving, protecting and sustaining health and wellness.

11.3 Student Clubs and Activities Office

Mr. Rexhep DOKJA
Specialist of Student Clubs and Activities Office

Ms. Emine MEHMETI
Specialist of Student Clubs and Activities Office

Student clubs are established on an academic basis, facilitate the development of inter-personal relationships between students and also build leadership skills. The social and cultural activities give students a better understanding of life and bring about cultural exchange between students from different parts of Albania, the Balkans and beyond. For these reasons, the Student Clubs and Activities Office organizes a variety of social and cultural activities available to the students of Epoka University.

This unit also organizes sports activities at Epoka University, intra-university and inter-university tournaments, arranges university teams and trains them, and at the same time, arranges sports courses for Epoka University students and personnel.
11.4 Dormitories Branch Office

There are dormitories for male students with which the University maintains relations. The student dormitories offer accommodation opportunities to Epoka University students and are organized in such way as to facilitate students’ success both in academic work and in social life.

11.5 Student Council

The Student Council is composed of student representatives elected democratically in order to forward petitions from students to the University Administration and to contribute to educational activities at the University.

The fundamental objective of the Epoka University Student Council is to ensure both the academic development of students and their social and personal growth. Therefore, the University environment is designed to enhance the students’ academic performance while also advancing their social, artistic, athletic, cultural and intellectual skills.
12. FACULTIES and DEPARTMENTS

Epoka University comprises three major academic components: Undergraduate Degree Programs, Graduate Degree Programs, and PhD Study Programs. The following is a list of departments and programs offerings at Epoka University and is available at http://www.epoka.edu.al/home-academics-faculties-2-76.html:

Faculty of Economics and Administrative Sciences
- Banking and Finance
- Business Administration
- Economics
- Political Science and International Relations

Faculty of Architecture and Engineering
- Architecture
- Civil Engineering
- Computer Engineering

13. FACULTY OF ECONOMICS AND ADMINISTRATIVE SCIENCES

MISSION
Our mission is to provide greater educational opportunities for our students through effective instruction, relevant curricula, and academic counseling to engage in scholarly pursuits that aid the continued professional growth and development of the faculty and to actively participate in the service activities for the University and community. Our faculty is engaged in researching, finding and delivering new knowledge, quality-teaching skills and high professional standards.

VISION
To be recognized as the faculty where social problems can find solution, where theories can find application and where globalization is present but intertwined with the unique values of this faculty.
http://feas.epoka.edu.al/
13.1 Dean’s Office

Prof. Dr. Güngör TURAN
Dean of Faculty of Economics and Administrative Sciences

Assist. Prof. Dr. Mustafa ÜÇ
Vice-Dean of Faculty of Economics and Administrative Sciences

Mr. Ervin SULIKA
Faculty Coordinator

13.2 Administrative Board of the Faculty

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

The Administrative Board of the Faculty of Economics and Administrative Sciences is composed of the following members:

Prof. Dr. Güngör TURAN - Chair
Assist. Prof. Dr. Mustafa ÜÇ - Member
Assist. Prof. Dr. Urmat RYSKULOV - Member
Assist. Prof. Dr. Salih ÖZCAN - Member
Assist. Prof. Dr. Eglantina HYSA - Member
Assoc. Prof. Dr. Bekir ÇINAR - Member
Mr. Ervin SULIKA - Rapporteur

13.3 Banking and Finance Department

Assist. Prof. Dr. Urmat RYSKULOV
Head of Department

Ms. Suela GJANA
Department Coordinator
The Department of Banking and Finance offers the education in two languages, Banking and Finance in English and Banking and Finance in Albanian, as two separate programs. The Department aims at the qualification of new staff with professional knowledge who are alert to the challenges in finance and who can work in the banking sector as well in the administration of local and foreign private companies. The students will master the theoretical framework of the banking system, the Albanian economy and finance in order to operate in Albania and abroad. Graduates from the Banking and Finance are qualified to work in a wide variety and popular positions including commercial and central banks, finance and accounting departments of corporations, financial institutions in the international area, capital markets, stock and foreign exchanges, insurance institutions, public institutions and government bodies.

Curriculum details are found on the departmental page of the Educational Information System (EIS): http://eis.epoka.edu.al.

13.4 Business Administration Department

Assist. Prof. Dr. Mustafa ÜÇ
Head of Department

Mr. Denis STENA
Department Coordinator

The Department aspires to be a leader in the fields of politics and governance by educating its students towards the promotion of peace and justice, equity and sustainability, inclusiveness and respect for human rights. In addition to courses that orient them to the field, students are given the opportunity to conduct extensive research on such contemporary issues as the EU, political economy, democratization, human rights, gender and identity politics. Graduates from Business Administration are qualified to work in a wide variety of positions, including accounting, asset management and capital markets, corporate banking, credit, insurance, investment banking, wealth management, private equity and venture capital.

Curriculum details are found on the departmental page of EIS: http://eis.epoka.edu.al
13.4.1 Business Informatics Program

PhD. Candidate. Alba Kruja
Program Coordinator

The Business Informatics program provides students with knowledge in management and informatics, as well as with organizational skills to serve in the public and private sectors. The Business Informatics program is structured around a group of technical courses, which exposes students to the basic tools of quantitative methods, accounting, and economic theory, and a core of informatics courses. The focus lies on the planning, development, implementation, operation, optimization and economic use of information and communication systems. Business Informatics specialists are often considered as the interpreters between IT and business administration staff who otherwise may live in completely different worlds and talk at cross purposes.

Curriculum details are found on the departmental page of EIS:
http://eis.epoka.edu.al

13.4.2 International Marketing and Logistics Management Program

Dr. Vusal Gambarov
Program Coordinator

The International Marketing and Logistics program provides students with content knowledge and its applications in the principles of marketing, consumer behavior, marketing research and information systems, strategic marketing management, international marketing and additional elective areas of marketing as well as more general knowledge and skills relevant to business and a business career. Graduates from this program can find job opportunities in supply chain management, international logistics, transportation, physical distribution etc. Graduates of the program can work in local logistics companies as well as in major corporations located across the country in consumer and organizational businesses, industrial and governmental foundations etc.

Curriculum details are found on the departmental page of EIS:
http://eis.epoka.edu.al
13.5 Economics Department

Assist. Prof. Dr. Eglantina HYSA
Head of Department

Ms. Suela GJANA
Department Coordinator

The Department of Economics consists of three interrelated components: providing the highest quality instruction to our undergraduate students, conducting leading-edge research in economics, and providing leadership and service to our professional communities. The objective of this department is to fulfill the need for qualified members in this field, and to prepare skilled people to work in different sectors related to economics. The students graduated from this department will be able to serve in the public administration, in the private sector and in non-governmental organizations.

Curriculum details are found on the departmental page of EIS: http://eis.epoka.edu.al

13.6 Political Science and International Relations

Assist. Prof. Dr. Salih Özcan
Head of Department

Mr. Denis STENA
Department Coordinator

The Department of Political Science and International Relations aspires to be a leader in the field of politics and governance by educating its students towards the promotion of peace and justice, equity and sustainability, inclusiveness and respect for human rights. In addition to courses that orient them to the field, students are given the opportunity to conduct extensive research on such contemporary issues as the European Union, political economy, democratization, human rights, gender and identity politics. Department graduates may find career opportunities at home and abroad in the private as well as the public sector, particularly in organizations
affiliated with the United Nations and the European Union, in the Albanian Ministry of Foreign Affairs, in universities and the media, and in other private organizations and businesses.

Curriculum details are found on the departmental page of EIS: http://eis.epoka.edu.al

14. FACULTY OF ARCHITECTURE AND ENGINEERING

Mission
The mission of the Faculty of Architecture and Engineering is to educate individuals for careers of leadership and innovation in industry, government and educational institutions, to expand the engineering knowledge base through original research and to contribute through professional services towards more prosperous and sustainable society.

Vision
The vision of Faculty is determining its position as a leader in innovation and excellence in the fields of engineering and architecture through education and research by reflecting our social responsibility. The faculty promotes a strong focus on inter-disciplinary research in the high interest and impact areas, while enhancing the attractiveness and quality of the programs.

14.1 Dean`s Office

Assoc. Prof. Dr. Hüseyin BILGIN
Dean of Faculty of Architecture and Engineering

Assoc. Prof. Dr. Sokol Dervishi
Vice-Dean of Faculty of Architecture and Engineering

Mr. Tekim PEZA
Faculty Coordinator
14.2 Administrative Board of the Faculty

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

The Administrative Board of the Faculty of Architecture and Engineering is composed of the following members:

Assoc. Prof. Dr. Hüseyin Bilgin - Chair
Assoc. Prof. Dr. Sokol Dervishi - Member
Assist. Prof. Dr. Elton Domnori - Member
Assist. Prof. Dr. Arban Uka - Member
Mr. Tekim Peza - Rapporteur

14.3 Architecture Department

Assoc. Prof. Dr. Sokol Dervishi
Head of Department

Ms. Fadile Allaraj
Department Coordinator

The Department of Architecture at Epoka University prepares students for critical engagement with practice and ensures readiness for professional responsibilities. Our Department’s vision is to offer a leading Architecture program in Albania and the Balkan region. We teach sustained evaluation of principles, traditions, and requirements of building in all its aspects. Our goal is to advance the profession of architecture by combining artistic talent, technical proficiency, and social engagement in pursuit of excellence. Our graduates may find employment in many fields of architecture including architectural studios, construction firms, interior design, building science, restoration and preservation of historical sites.

Curriculum details are found on the departmental page of EIS:
http://eis.epoka.edu.al
14.4 Civil Engineering Department

Assoc. Prof. Dr. Hüseyin BILGIN
Head of Department

Ms. Fadile ALLARAJ
Department Coordinator

The Civil Engineering department is based on a three-year Bachelor Degree. The first year of the program is dedicated to the study of basics sciences and mathematics which provide the student with engineering fundamentals. The second and third year are mainly composed of basic engineering courses involving the study and application of the principles of geotechnical engineering, structural engineering, hydraulics engineering, and the general systems approach to engineering problems. The students are also exposed to an introduction to construction management and economics which are essential to every practicing engineer. Graduates of the department qualify for a responsible position in the civil engineering industry in analysis, design and construction management. Prospective employers include, but are not limited to construction contractors, management. Prospective employers include, but are not limited to construction contractors, consulting firms and various government agencies.

Curriculum details are found on the departmental page of EIS:
http://eis.epoka.edu.al

14.5 Computer Engineering Department

Assist.Prof. Dr. Elton Domnori
Head of Department

Ms. Anjeza MAZHI
Department Coordinator

The Computer Engineering program is based on a three-year Bachelor Degree. The first year of the program is dedicated to the study of basic sciences and mathematics which provide the student with engineering fundamentals. The second and third year are mainly composed of basic engineering courses
besides fundamental courses of computer engineering. Summer practice at the end of the second and last year aim to provide a Computer Engineering perspective to students. Graduates of Computer Engineering may find many employment opportunities like implementing data communication systems and internet technologies, designing and developing computer hardware systems, managing and working in software development projects, administering computer networks and database systems for organizations in almost any private or public company. They may even work freelance (home-office).

Curriculum details are found on the departmental page of EIS:
http://eis.epoka.edu.al

14.5.1 Electronics and Digital Communication Engineering Program

The Electronics and Digital Communication Engineering program provides knowledge in the field of electronics and digital communication adequate for a vocational engineer who will be trained to apply modern technology solutions. This area includes ICT, especially in the field of digital communication, microwave radio systems, satellite communications and other technical systems which transfer information from one place to other. This program has major impact on both society and economics. Graduates from this program can easily find job opportunities as lecturers or researchers in universities, working with electronic equipment in the medical, manufacturing, industrial control, telecommunications, radio and TV broadcasting organizations, and in IPTV networks, internet services, engineering institutions, production companies, web and game production, etc.

Curriculum details are found on the departmental page of EIS:
http://eis.epoka.edu.al
15. ADMISSION AND REGISTRAR`S OFFICE

Ms. Manjola HOXHA (CENOLLI)
Head of Admission and Registrar`s Office
mcenolli@epoka.edu.al
registrar@epoka.edu.al

Ms. Ersiana IBRAHIMI
Specialist of Admission and Registrar’s Office
eribrahimi@epoka.edu.al

Ms. Haxhere Mera
Specialist of Admission and Registrar’s Office
hmera@epoka.edu.al

The Admission and Registrar`s Office (ARO) is an integral part of the educational process. The mission is to provide services for the University’s undergraduate, graduate and PhD students. These services include maintaining all students’ records, transcript processing, enrollment verifications, scheduling, course registration, maintaining records on the student database, diploma mailings etc.

ARO facilitates the academic experience of students enrolled in the University, from the time of registration to graduation.

15.1 Registration Procedure

All students must be registered before commencing a course of study at the University. Registration refers to a formal process whereby a student enrolls at the start of his/her period of study to become part of the Epoka University student community.

The student has to complete the registration procedures, before the beginning of the semester and sign the Education Agreement.
### A-) Procedure of Student Acceptance

<table>
<thead>
<tr>
<th>Eligibility for Admission</th>
<th>By University Promotion Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submission of registration documents</td>
<td>By University Promotion Office and Student to Admission and Registrar’s Office</td>
</tr>
<tr>
<td>Tuiton Fee</td>
<td>By Student</td>
</tr>
<tr>
<td>Education Agreement</td>
<td>By Admission and Registrar’s Office and Student</td>
</tr>
<tr>
<td>ID Number, ID Card,Password, Matriculation, SAIS</td>
<td>By Admission and Registrar’s Office to Student</td>
</tr>
</tbody>
</table>

### B-) Procedure of Course Registration

<table>
<thead>
<tr>
<th>Course Selection</th>
<th>By Student</th>
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</thead>
<tbody>
<tr>
<td>Course Selection Approval</td>
<td>By Advisor</td>
</tr>
<tr>
<td>Submission of Approval</td>
<td>By Advisor to Admission and Registrar’s Office</td>
</tr>
</tbody>
</table>

### C-) Adding and Dropping Procedure

<table>
<thead>
<tr>
<th>Add or Drop Request in SAIS</th>
<th>By Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approval of Changes</td>
<td>By Advisor</td>
</tr>
<tr>
<td>Submission of Approval Sheet</td>
<td>By Advisor to Admission and Registrar’s Office</td>
</tr>
</tbody>
</table>
15.2 Registration Renewal

Epoka University students shall renew their registration for each semester at the faculties in which 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. In contrary students failing to renew their registration at specified time will be subject to 50 Euros fine for every week delay in the course registration decided by the Administrative Board of University. Delaying of registration is allowed until the ending of adding and dropping period which lasts three weeks, otherwise 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.

Upon fulfillment of the registration procedures, the candidate becomes an Epoka University student and is entitled to all students` rights. Students who do not complete the definitive registration within the defined time period, are considered retired and are unprivileged to any such rights. Uncompleted documentation causes the interruption of the relations between the student and the university.

15.3 Course Selection (SAIS)

Student Affairs Information System (SAIS) is an interactive online system through which students can manage many University- and course-related procedures.

Directions for using SAIS:
You may access your SAIS page from URL https://sais.epoka.edu.al/ or simply by the following the SAIS link present within the Quick Links of Epoka Home Page.

From the login page using your Student ID number and password (you may obtain your password from Admission and Registrar`s Office) you can access your SAIS page.
Your Home Page includes information regarding your credential information and your messages received by professors or University. Using the Academics link you can access Registration, Transcript, Grade Calculation, Weekly Schedule, Attendance and similar pages which are related with your academic status. The main menus related to the registration procedure are as hereunder:

**Curriculum:** Table indicating courses the student is required to take during studies.

**Courses I am required to take:** Includes main courses the student has failed, main courses the student has not taken in previous semesters, and main courses of the current semester respectively as well as a link for area and non-area elective courses.

**Courses I Have Selected:** List of courses the student has selected and section for final approval. After course registration has been approved, the student cannot make any changes in the program. In case of probable mistakes, advisors have an option for cancelling course registration.

**Departmental Courses:** The student uses this section to select non-area elective courses and obtain information about courses offered by departments.

Current 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. The maximum credit number that a student can take in one semester is 45 ECTS.

**15.4 Course Registration Approval**

The relevant department assigns a lecturer as an advisor to each student. The advisor assesses the student throughout his/her training at the University. The student is responsible for renewing their registration each semester. After completing registration for any semester, the student meets with his Advisor in order to take his/her approval of course registration. The course registration form is signed by the Advisor and student.
Finally the Advisor submits one copy of the course registration form to Admission and Registrar’s Office.

15.5 Adding and Dropping Courses

The student may add one or more courses, and/or drop other courses from their SAIS personal page within the defined period in academic calendar. The student’s courses will appear automatically in the system.

The student should obtain approval from his/her advisor, who will then submit the add/drop course change approval to the ARO.

15.6 Course Withdrawal

• Course withdrawals can be done during the 11th week of the fall and spring semester.
• One course at most can be withdrawn in one semester.
• Four courses at most can be withdrawn throughout all education period.
• Course withdrawal cannot be done by Freshman Students.
• All courses – regardless whether they are taken for the first time or are repeated courses – may be withdrawn.

15.7 Resit Exams

• Resit Exams are given for courses taken during Fall and Spring Semesters; they are not given for courses taken in Summer Semester.
• Resit Exams are administered for end of semester letter grades: DC, DD, FD, FF and U.
• Students who pass the Resit Exam will receive at most a CC grade and that grade will be considered as the final grade for the respective course.
• The grades of students who have registered to enter the Resit Exams but not attend the Resit Exam, shall remain the same as the final grade taken during respective semester.
• Resit Exams are administered only for courses taken in the framework of Bachelor study programs and Integrated Program of Second Cycle study program in Architecture. In this context, students will be entitled to enter deficiency courses taken in the framework of BA and DIND.

15.8 Identification (ID) Card

Students who complete their final registration shall be given identification (ID) card. Epoka ID cards contain a photograph and basic personal details, demonstrating that they are students of University. All students should make sure to pick up their Epoka ID card when it is printed because it is required during the exams.

16. EDUCATION PERIOD

An academic year consists of the fall and spring semesters. The normal period of the fall and spring semesters is fourteen weeks of lectures and two weeks of final exams. If necessary, the University Senate may extend the duration period of the semester. 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 Sundays.

Each year Summer semester may be offered with the University Senate Decision. This semester provides for the intensive study of selected undergraduate courses from degree programs. Rules of summer semester are announced during spring semester of respective academic year.
17. METHOD AND LANGUAGE

The education program includes theoretical and applied courses, applications, projects and studios, laboratories and workshops, practical studies, applied land studies, seminars, and graduation projects. The medium of instruction at the University is the English language. Some courses at the certain programs can be held in other language by the proposal of the Senate and approval of the Higher Board of the University.

18. PERIOD OF STUDY

**Bachelor’s Degree (First Cycle)** can normally be obtained on the completion of 3 academic years-at least 180 ECTS. The maximum education period is 10 academic years.

**Integrated Program of Second Cycle Degree (equivalent to Second Cycle Degree)** can normally be obtained on the completion of 5 academic years, min 300 ECTS. The maximum education period is 10 academic years.

**Professional Master Degree (Second Cycle)** can normally be obtained on the completion of 1 academic year, min 60 ECTS. The maximum education period is 3 academic years.

**Master of Science Degree (Second Cycle)** can normally be obtained on the completion of 2 academic years, min 120 ECTS. The maximum education period is 4 academic years.

**Doctorate (PhD) Degree (Third Cycle)** can normally be obtained on completion of 3 academic years, min 60 ECTS. The maximum education period is 4 academic years for full-time study and 6 academic years for part-time study.

If a student surpasses the maximum education period for the respective program, the Institution of Higher Education interrupts relations with the student.
19. CLASS ATTENDANCE

Each student must attend the courses, applied studies, laboratories, projects, seminars, workshops, graduation projects and other studies of the semester she/he enrolled for.

**Bachelor Students** who have not attended at least 70% of theoretical courses and 80% of applied and laboratory studies are not allowed to take final exam of those course.

**Master’s and PhD Students** have the obligation to attend at least 80% of the research curriculum held in class of the theoretical courses and the research courses held in laboratories and practice. If the students fail to comply with the above condition, they have to retake the course with all the relevant obligations.
20. ASSESSMENT and EVALUATION

20.1 Grading System

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.

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>GPA Value</th>
<th>Points</th>
<th>Description</th>
<th>Albanian Grade System</th>
</tr>
</thead>
<tbody>
<tr>
<td>AA</td>
<td>4.00</td>
<td>90-100</td>
<td>EXCELLENT</td>
<td>10</td>
</tr>
<tr>
<td>BA</td>
<td>3.50</td>
<td>85-89</td>
<td>EXCELLENT</td>
<td>9</td>
</tr>
<tr>
<td>BB</td>
<td>3.00</td>
<td>80-84</td>
<td>SUCCESS</td>
<td>8</td>
</tr>
<tr>
<td>CB</td>
<td>2.50</td>
<td>75-79</td>
<td>SUCCESS</td>
<td>8</td>
</tr>
<tr>
<td>CC</td>
<td>2.00</td>
<td>70-74</td>
<td>SUCCESS</td>
<td>7</td>
</tr>
<tr>
<td>DC</td>
<td>1.50</td>
<td>65-69</td>
<td>ON PROBATION</td>
<td>6</td>
</tr>
<tr>
<td>DD</td>
<td>1.00</td>
<td>60-64</td>
<td>ON PROBATION</td>
<td>5</td>
</tr>
<tr>
<td>FD</td>
<td>0.50</td>
<td>50-59</td>
<td>FAIL</td>
<td>4</td>
</tr>
<tr>
<td>FF</td>
<td>0.00</td>
<td>0-49</td>
<td>FAIL</td>
<td>0</td>
</tr>
<tr>
<td>NA</td>
<td>0.00</td>
<td>0</td>
<td>FAIL</td>
<td>0</td>
</tr>
</tbody>
</table>

System grades over 100 are awarded an AA (4.00).

Grades not included in the averages are the following:

<table>
<thead>
<tr>
<th>I - Incomplete</th>
<th>T - Transfer</th>
<th>P - Progressive</th>
<th>NI - Not Included</th>
</tr>
</thead>
<tbody>
<tr>
<td>S - Satisfactory</td>
<td>U - Unsatisfactory</td>
<td>EX - Exempt</td>
<td></td>
</tr>
</tbody>
</table>

Further details on the above-mentioned grades are available in the regulation of “Epoka University Undergraduate Education and Examination Regulation” at the webpage of Epoka University.
20.2 Determination of Grades

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. 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 at personal page of each student on SAIS: https://sais.epoka.edu.al/.

20.3 Semester and Cumulative Grade Point Average (CGPA)

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. The Semester and Cumulative Grade Point Average is rounded to two decimal places.

A student’s CGPA 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. However, only courses on the instructional program are considered when CGPA is computed.

20.4 Failure, Achievement, Honor and High Honor

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.

- The student whose CGPA at the end of the fourth semester is less than 1.80 out of 4.00 is considered on “probationary” status and will be able to take at most two courses that do not exceed 15 ECTS from the subsequent semester. In order to overcome the probationary status the student repeats the course/courses 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, the student can take course/s from the upcoming semesters.

- Students in the Bachelor of Architecture and Integrated Program of Second Cycle 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.

- The CGPA of the transferred student is calculated based on his/her courses taken at Epoka University. If at the end of the fourth semester at Epoka University the CGPA is less than 1.80 out of 4.00 the transferred student is considered on “probationary” status.

- At the end of each semester, students who have completed all the courses of that semester and whose semester CGPA is between 3.00 - 3.49 are placed on the honors list, and students whose semester CGPA is between 3.50 - 4.00 are placed on the high honors list.

20.5 Upgrading Cumulative Grade Point Average (CGPA)

Students wishing to increase their CGPA 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 CGPA.
20.6 Successful students

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 CGPA 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 CGPA of 3.50 or above may take two courses from a semester of the following year with the approval of the advisor.

20.7 Prerequisite Courses

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.

21. GRADUATION AND DIPLOMA

21.1 Undergraduate Students

A student who has been successful in all courses through pursuing the faculty’s academic program, increased his/her CGPA to at least 2.00, without having a FD or FF grade 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 department and the name of the program.

Students at the graduation stage who have (a) a maximum of two failed courses or (b) a CGPA 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. The last grade received by the student with respect to any course will be valid when calculating the CGPA. The students are entitled to enter at most three times during his/her education into additional exams. They can enter free of charge for the first time, and in case they enter into it for the second or third time they shall pay a tuition fee of €50 per exam.
The student who successfully completes the required courses with 180 ECTS credits is granted the Bachelor Diploma.

The student who successfully completes the required courses with 300 ECTS credits is granted the Integrated Diploma.

**21.2 Master Students**

In order to meet the graduation requirements students must complete the minimum required course load and must reach or surpass a Cumulative Grade Point Average (CGPA) level 2.00 without having the FD and FF grades.

If the **Professional Master** student has one failed course, the successful passing of which enables him/her to graduate, she/he is allowed to enter the additional exam for that course.

The student who successfully completes the credits required as well as the microthesis for a total of 60 ECTS credits, is granted the **Professional Master Diploma**.

If the **Master of Science** student at the end of the third semester has one failed course, the successful passing of which enables him/her to take the thesis, she/he is allowed to enter the additional exam for that course.

The student who successfully completes the credits required as well as the thesis for a total of 120 ECTS credits, is granted the **Master of Science Diploma**.

Note: The students are entitled to enter at most three times during his/her education into additional exams. They can enter free of charge for the first time. For the second or third time they shall pay a tuition fee of € 50 per exam.
21.3 PhD Students

The student who successfully completes 60 ECTS from the theoretical deepening stage and defends his PhD with a dissertation of 120 ECTS in compliance with the provisions stipulated in the respective regulation is granted the PhD Degree Diploma.

Note: All Bachelor, Master and PhD students at the end of their education period must fill the Student Personal Information Form for Diploma at the Admission and Registrar’s Office in order for the respective diploma to be printed.

22. REQUEST FORMS

Students should apply personally to the Admission and Registrar’s Office in order to receive required documentation. Some of the useful forms are found below:

22.1 Grade Appeal Request

A student may object to the result of an examination by completing and submitting a grade appeal request to the Admission and Registrar’s Office within one week following the announcement of the exam 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.

22.2 Absence Freeze Request

In the event that a leave of absence is needed, the student shall apply to the Admission and Registrar’s Office by completing the relevant form within twenty days at the latest following the occurrence of such reason and proves it by documentary evidence. The continuity of the said reasons is grounds for the extension of the leave of absence by the executive board.
The student can be granted a leave of absence at the most for 4 semesters, and at most 2 times consecutively (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 academic year. 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.

On account of epidemic, 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.

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

### 22.3 Termination of Enrollment

Students wishing to leave the University at their own discretion shall apply in writing to the Rector’s Office by completing the relevant request, which is provided by the Admission and Registrar’s Office. Upon request by the student, all documents demonstrating academic status and diplomas and other ones that are submitted when registering shall be given back to the student by the ARO, except that tuition fees paid until then are non-refundable.

### 22.4 Intra-University Transfers

Bachelor students who have completed at least two semesters in their programs may apply to the Admission and 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 to which the student wishes to transfer to and the decision of the relevant executive board.
22.5 Inter-University Transfers

Students who seek to transfer from another university to Epoka University may apply to the Admission and Registrar’s Office during the period specified in the academic calendar. Applications are finalized by the proposal of the department the student wants to transfer to and the decision of the relevant executive board.

22.6 Transfer Application Documents

Original university transcript (with apostille seal, notarized and translated into English Language required for foreign students)

Course description with university seal notarized and translated into English Language

Inter transfer application form provided by Admission and Registrar’s Office of Epoka University

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

22.7 Applications in the system

Students may also submit a number of applications from within their SAIS accounts. (https://sais.epoka.edu.al/), including:

- Course Withdrawal Request
- Additional Exam Request
- Summer Semester Application

**Note:** In the SAIS student can see all the other forms available from the Admission and Registrar`s Office.
23. LIBRARY and DATABASES

Mr. Erind ELMAZAJ
Head of Library

The University Library facilitates educational and research success by:

- building collections and facilitating access to information across all formats
- teaching people how to locate, assess, and use information to meet their needs
- providing welcoming spaces that support a full range of intellectual endeavors.

The Epoka University Library, which is located on the first floor of A-Building, was founded to support the education and research activities of the University by providing and organizing the needed literature.

Epoka University is a member of Balkan Libraries Union which was founded on 29 July 2009 with the participation of 10 institutions from 6 Balkan countries.

Our library collection is enriched by purchases and donations. Acquired books are chosen in accordance with the needs and requests of the students and the administrative and academic staff. Under the Department of Library and Documentation, the library has a total of about 10,000 printed books.

23.1 Access to the Publications

Our library works on the open shelf system enabling you to reach the books directly. The books in the open shelves are topically sorted in the book hall according to LC classification method. To find the book you are looking for, you should follow these steps:

Through the catalog search computers in the library; you can search author name, book name, publisher, topic, or keyword areas.
To get the book, you can go to the shelves with the classification and location numbers of the books appearing on the screen as a result of your search.

**Important Notes:** Please do not reshelleft the books you take from the shelves, just leave them on the desks near the shelves so that we reshelleft them correctly. This will help you to find the books the next time you go to the shelf. For the materials that are not on the shelves where they are supposed to be, please see the staff at the Checkout Desk.

### 23.2 Digital Databases

Epoka University has full membership in JSTOR, a shared digital library created in 1995 that includes more than 2,000 academic journals.

JSTOR was founded to help libraries and academic publishers transition their activities from print to digital operations, to expand access to scholarly content around the world and to preserve it for future generations. Furthermore, JSTOR first started thinking about data and text mining back in 1999, when they learned that Fred Shapiro was using JSTOR to find the earliest known uses of words that pre-dated the record of first uses of terms from the Oxford English Dictionary. In 2008, JSTOR introduced the ‘Data for Research” (DfR) service, a free data mining tool for journal content on JSTOR.

Every member of Epoka staff can access to JSTOR’s collections by going to [http://www.jstor.org/](http://www.jstor.org/) and searching or browsing for content that focus on anthropology, archaeology and related fields—272 journals with every single article in full.

### 23.3 Membership-Lending

Students of Associate Degree, Bachelor’s Degree and Master Students and academic and administrative personnel are the members of the library. They can borrow library materials in accordance with the rules. A registration process is required at the first application to the library. Persons eligible for library members must provide the Library Lending Service with their ID.
number and email address with the @epoka.edu.al extension as part of this application.

For membership, you may obtain information from the library@epoka.edu.al email address.

Researchers coming from outside the university are not lent books; they are only allowed to use and copy the materials in the library. Readers in this group are requested to fill out the related Lending Service form.

## 23.4 Circulation Rules and Regulations

### Circulation Rules and Regulations

<table>
<thead>
<tr>
<th>Resource</th>
<th>Patron</th>
<th>Loan period (days)</th>
<th>Maximum number of check-outs (items)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Book</td>
<td>Pre-undergraduate/Undergraduate students</td>
<td>15</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Graduate students</td>
<td>15</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Staff</td>
<td>20</td>
<td>5</td>
</tr>
<tr>
<td>Bound Journal</td>
<td>Graduate students</td>
<td>5</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Staff</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Visual/Audio Resources</td>
<td>Pre-undergraduate/Undergraduate students</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Graduate students</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Staff</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Ms. Alba Gërdeci  
Head of International Relations Office

A global attitude, the ability to thrive in diverse cultural settings, and the willingness to embrace new opportunities—these are the attributes that will equip Epoka University’s students and faculty to make distinctive contributions in an increasingly globalised environment.

The main task of the International Relations Office (IRO), a subdivision of the Rector’s Office at Epoka University, is the development and implementation of the international policy and the promotion of the University’s internationalization process.

Among other, IRO promotes and encourages:
• dissemination of information toward students and faculty on global study opportunities to enhance students learning such as international internships availability, joint degree programs, international scholarships availability and scientific and cultural events abroad;
• organization of activities aiming at fostering students’ awareness on the benefits of a multicultural environment;
• organization of internationalisation@home events which aim to broaden the global perspective of our students by exposing them to different cultures on campus;
• university community support with international cooperation agreements (drawing up and negotiating agreements, monitoring the implementation of international agreements);
• representation of the University abroad and promotion, exploring and intensification of international coordination with other institutions;
• planning and coordination of activities aiming at promotion of the university’s international image as a global centre of excellence in teaching and research.
24.1 Student Exchange Programs

Have you ever wanted to live abroad and experience a foreign culture, meet new people, and learn a foreign language?

Have you ever thought about enriching the period of your studies and having better chances while looking for a job in the future?

An exchange program offers students an amazing opportunity to study at a foreign university during a semester, year or summer abroad. You can take courses in English or develop your advanced foreign language skills. You can enroll in courses abroad that will count towards your degree requirements. You can choose an exchange in a small town or lively metropolitan area.

Currently, Epoka University has exchange programs with over 62 of the world’s most respected universities, giving our students access to some of the most celebrated classrooms, laboratories and professors in the world. The exchange programs are offered under the umbrella of Erasmus Plus, the Mevlana Exchange Program or based on bilateral agreements.

Under the Erasmus Plus the university students have the possibility of studying or working abroad in another European country for a period of at least 3 months and maximum 12 months.

Each student receives a grant which covers partly the costs of the stay abroad. Students going on exchange under the Erasmus programme do not pay any university fees. One of the basic rights each exchange student has is the full recognition of courses passed successfully abroad by the home university.

More detailed information on the Erasmus Plus is available at the European Commission’s website. For information how to apply, deadlines, scholarships, and information on universities where you can do your exchange, please contact the IRO.

The Mevlana Exchange Program is a programme which aims the exchange of students and academic staff between the Turkish higher education institutions and higher education institutions of other countries.
Students may study abroad for one semester in a Turkish university. Each student receives a grant which covers partly the costs of the stay abroad. Students **do not pay any university fees at the host university and** at the end of the programme they receive **full recognition of courses** passed successfully abroad by the home university.

More detailed information on the Mevlana Exchange Program is available at the Turkish Higher Education Council’s website. For information how to apply, deadlines, scholarships, and information on universities where you can do your exchange, please contact the IRO.

Additionally, other exchange programs are offered through **Cooperation Agreements** with universities located in US, UK, Germany, Switzerland, Italy, Turkey, Macedonia etc. For a complete list of our partner universities, please visit our webpage at iro.epoka.edu.al

### 24.2 Application Criteria

Any student of Epoka University is entitled to be considered as a candidate for the student exchange program. The departments and the faculties and the Dean of Students have authority to make decisions on who is allowed to use their entitlement.

If a student wants to be considered as part of the student exchange programme, this student should comply with the following requirements:

1. The student should be in the second, third, fourth or, for students of integrated second cycle study programs, in the fifth academic year of his/her education or the student should have completed 60 ECTS and should not be following the final semester of his/her studies
2. The student should have a CGPA of at least 2.40 out of 4.00
3. The student should fill in the application (Outgoing Student Application Form) form, and submit the form together with the requested documents to the International Relations Office within the announced timeline
24.3 Dual Degree Programs

On December 9, 2010, Epoka University and Leeds Beckett University (LMU) in United Kingdom signed the Memorandum of Understanding on International Educational Cooperation envisaging the offering of dual-degree programs for all Epoka students studying in the Faculty of Economics and Administrative Sciences, respectively in the Departments of Business Administration, Economics, Political Science and International Relations as well as Banking and Finance.

The abovementioned agreement provides the opportunity to all Epoka undergraduate students to spend their last year of studies at the LBU, in United Kingdom, and earn a dual diploma both from Epoka and LBU. This opportunity is given also to graduate students, who are entitled to spend their first year in LBU and then complete their Master’s thesis at Epoka. For information how to apply, criteria, financial cost, deadlines, please contact our Office.

24.4 The International Relations Club

The International Relations Club at Epoka University is a students’ organization founded in order to assist foreign students studying at our university. The club, managed by students in close collaboration with the IRO, offers many activities and support to the international community at Epoka University.

To learn more about the International Relations Club, its activities and membership application please visit the clubs website.

For more information on activities and opportunities managed by IRO please go online to our website iro.epoka.edu.al or visit our Office in person.
25. ICTC OFFICE

Mr. Ali Osman TOPAL
Head of Information and Communication Technologies Coordinating (ICTC) Office

The Information and Communication Technologies Coordinating Office (ICTCO) provides informatics services needed in the University. It plans the informatics infrastructure of the University, provides its security and ensures the continuation of its functions. ICTCO works on the project for effective, legal and extensive usage of the informatics services for students and personnel.

Order of Precedence of Information Technologies

- Planning of informatics needs (software and hardware)
- Providing members with the informatics’ opportunities
- E-mail
- Internet
- Providing members with the informatics’ facilities
- Wireless Access Points
- Student Affairs Information System
- Moodle
- Turnitin

The first point of contact for the main questions of students is the Information Systems Center.

The issues that may be dealt with at the ICTCO are as follows:

- Username and password
- Fault reports

ICTCO is also responsible for the maintenance of personnel and PC Lab computers in respect to software and hardware. Its staff monitors the personal computers within the frame of distribution of duty and authority and brings the issues to a conclusion.

At the same time, ICTCO plans servers and cabling services of the University. University web pages and automation software are prepared. Informatics Projects and Informatics...
Agenda are discussed and brought in a verdict in the Board of Informatics Technologies of Epoka University. Planning is based on terms. Everyone who has registered for courses or benefits from the University opportunities is considered to have accepted the Informatics and Communication Media Guidelines. Users are personally and legally responsible for all their acts.

25.1 Communication Opportunities
EPOKA University allocates an e-mail address to each student. Announcements are principally sent to this address. The University opens an account for each student and allocates a username and a password. Academic information such as course registration, courses taken or not taken, examination places and results are announced to these addresses. Surveys are also filled and monitored via these addresses.

25.2 Software Opportunities
Epoka University has a subscription of Microsoft Program which is called DreamSpark. It supports technical education by providing access to Microsoft software for learning, teaching and research purposes. As a Student: simply create an account, verify your student status and download software through www.dramspark.com website at no cost.

25.3 Hardware Opportunities
University classes are equipped with computer and projection devices. There are classes where interactive whiteboards are available and also student PC rooms with wireless access points for the academic studies of our students. When the devices that belong to the University are damaged, the ones who cause the damage or prevent the usage of these devices are expected to make amends to the University for these damages or to help in investigating the disruption caused by them. Students are responsible for the equipments under their liability.

25.4 Network Opportunities
The University allocates a username and a password to each student for use on the campus, Students shall log onto the computers that are allocated to
them or in common usage in campus with these usernames.

25.5 General Provisions
Informatics crimes and access to personal records has become an important subject and have gained more importance day by day. Misuse of the University’s communication opportunities and employing them unnecessarily or illegally have been prohibited by the Informatics Guideline. The persons who are involved in such activities are monitored by various institutions and the penalties received during this period constitute an obstacle for the period after graduation. Please do not be engaged in such activities that will also give harm to our University.

You can share your opinions on every subject related to information technologies and informatics with help@epoka.edu.al and you can also write your complaints and suggestions for a better campus life. The only competent authority in our University to which students can write a petition is the Student Affairs Office. You should forward your written demands to this Office.

25.6 Student Affairs Information System (SAIS)
The Student Affairs Information System (SAIS) is an interactive system where you can manage most of your procedures within the computer medium. You can access your SAIS page from URL https://sais.epoka.edu.al/ or simply by following the SAIS link present within the Quick Links of Epoka Home Page. From the login page using your Student ID number and password (you can get your password form Student Affairs Office) you can access your SAIS page.

25.7 Learning Management System (Moodle)
Moodle is the University’s supported Virtual Learning Environment (VLE) - a web environment designed to provide students and their lecturers and tutors with a range of tools to support learning and teaching. ICTCO Services maintains the Moodle hardware and infrastructure, whilst the Learning and Teaching Centre provides the advice, training, development and support, accessed initially through the ICTCO Helpdesk.
25.8 Other Informatics services for students

University has an office that provides students the photocopying service and stationery materials.

25.9 Turnitin

Turnitin software helps you to understand and avoid plagiarism and develop your understanding of how to cite sources as part of an academic argument. Staff will tell you if they intend to use Turnitin for your assignment and you will be asked to upload your essay via Moodle or the Turnitin website. The system looks for similarity to other documents and then provides you with an originality report. From this, you can identify where you might have quoted or paraphrased without referencing and also where you may have referenced correctly but relied too heavily on others’ work without your own analysis of ideas.
26. RESEARCH CENTERS

26.1 Center of Research and Design in Architecture

M.Sc Jurtin Hajro
Director

The Center of Research and Design in Architecture – CoRDA - in Epoka University, is a project and research unit. Being related to the Department of Architecture, it aims to build a bridge between Industry and Academia, contributing to the built environment with expertise and academic research. CoRDA intends to implement design strategies based on interdisciplinary principles, generating integrative design between the user and the designer; and develop projects in different scales from Architecture to Urban and Landscape Design and Planning, in Restoration and Conservation. The Office provides consulting services in fields of Urban and Building physics, Universal Design. Functioning as a research entity it aims offer to the academy a environment for developing research projects and publishing the result of the related subjects in scientific researches. One of the main objectives of CoRDA is to facilitate the engagement of architecture students and graduates in the professional practice.

26.2 Continuous Education Center

Dr. Vusal GAMBAROV
Director

Mission
Continuing Education at Epoka University engages people, organizations and communities for the purpose of advancing knowledge, economic well-being and quality of life by fostering inquiry, learning, and applied research

Vision
We are dedicated to providing educational access and lifelong learning opportunities to a wide diversity of individuals through innovative, high
quality instruction. We believe that education can positively transform all individuals, enriching their lives and contributing to our community.

**Goals**

Working with a variety of external agencies and individuals to provide focused training programs that contribute to professional and economic development of Albania.

Investing in new technology advancing the professional growth of our managers and staff to ensure CEC maintains a leading edge for supporting our constituent base and that CEC is prepared to match national trends in meeting future educational needs.

Develop and market all programs to ensure public access to educational opportunities

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**26.3 Center for European Studies**

**Assoc. Prof. Dr. Bekir ÇINAR**
Director

The Centre for European Studies (CES) is a cross-departmental and multi-disciplinary research-led learning centre focusing on the study of further European integration and Europe’s relations with the outside world. The CES is founded on Epoka University’s world-renowned teaching reputation and research excellence.

The CES mission is to develop excellence, through innovative teaching, research and continuing professional development in the areas of International Politics, Management and Business and any other discipline with a European focus.

The strategic objectives involve teaching, research and continual professional development and will be implemented through lectures, keynote addresses, seminars, European workshops, debates, trips to European institutions, internships, and other activities.
27. NECESSARY CONTACTS

Telephone: +355 4 22 32 086
Fax: +355 4 22 22 117
Email: info@epoka.edu.al
Address: Rruga Tiranë-Rinas, Km. 12, 1039 Tirana/Albania

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PROJECT COORDINATION AND ADVISORY OFFICE
Ms. Diturije ISMAILI – Head
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