



EPOKA UNIVERSITY

STAFF GUIDE

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I. EPOKA UNIVERSITY IN BRIEF

Located in Tirana, the capital city of Albania, Epoka University is an international higher education institution. It started its academic activities during the 2007-2008 academic year in compliance with the provisions of the Albanian higher education legislation. In 2011, Epoka University was granted institutional accreditation by the Ministry of Education and Science of the Republic of Albania. Furthermore, based on the Decision of the Council of Ministers of the Republic of Albania No. 553, dated 22.08.2012, the legal status of the institution has been changed from "Institution of Higher Education ("Shkollë e Lartë" in Albanian) to "University". In 2013, Epoka University became a signatory of Magna Charta Universitatum. Since December 2015, Epoka University has been the sole private higher education institution in Albania to be an associate member of the prestigious European Universities Association (EUA).

Epoka University currently comprises two faculties: the Faculty of Economics and Administrative Sciences composed of the Departments of Economics, Banking and Finance, Business Administration and Political Science and International Relations, as well as the Faculty of Architecture and Engineering, comprising the Departments of Architecture, Civil Engineering and Computer Engineering.

As of 2017-2018 academic year, based on the Ordinance No. 116, dated 13.03.2017, of the Minister of Education and Sport of the Republic of Albania, Epoka University will consist of three faculties: the Faculty of Architecture and Engineering with its current Departments, the Faculty of Economics and Administrative Sciences will comprise only the Departments of Economics, Banking and Finance and Business Administration, whereas the newly established Faculty of Law and Social Sciences will comprise the Department of Political Science and International Relations, the Department of Law and the

Center for European Studies.

Epoka University offers education in three study cycles with 10 Bachelor, 8 Master of Sciences, 9 Professional Master, 1 integrated second cycle and 6 PhD study programs. The language of instruction of all study programs is in English. In addition, the Bachelor in Banking and Finance study program is also offered in Albanian. Epoka University fully complies with the requirements of the Bologna Process such as offering study programs in three cycles, adoption of ECTS credits apart from the American credits as well as the provision of the diploma supplement for all its graduates.

“Internationalization” represents one of the main strategic objectives of Epoka University. In this context, Epoka University is one of the very few universities in Albania to conduct student and staff exchange programs with foreign universities. Epoka University aims to cooperate with partner universities in the following areas: exchange of faculty and students; joint research activities, lectures and lectures via e-learning; exchange of published academic materials and other information; special short-term academic programs, and participation in sports and cultural activities.

Epoka University offers international double/joint degree programs with popular universities in Europe. Epoka University and EADA Business School offer in Tirana and Barcelona a Professional Master in Business Administration (Epoka University) and an Executive Master in Management (EADA Business School) based on the tradition and the internationally certified quality of EADA Business School. Epoka University also has a “Double Degree MA in International Business” offered by the Mainz University of Applied Sciences (HMBS) in Germany and Epoka University under Erasmus+ student mobility. Based on the cooperation agreement between both universities, the selected Master students will be able to spend one year at HMBS with the goal of completing both the Master degree of the respective Epoka program and the degree of Master of Arts in International Business (MA.IB) at HMBS. At the same time, Epoka University carries out student and staff exchange mobility

programs under Erasmus+ program with popular universities in Europe.

Furthermore, Epoka University is the first of the very few private higher education institutions in Albania to have benefited from the TEMPUS program (predecessor of Erasmus +), financed by the European Union (EU). Epoka University has been part of the TEMPUS Project “Innovation and practice of the curriculum in professional studies in the field of digital television and multimedia” (Project number: 517022-TEMPUS-1-2011-1-RS-TEMPUS-JPCR), funded by the TEMPUS program of the EU. Epoka University is currently a full partner in the Erasmus+ Project “Strategic support on strengthening the quality assurance structures at the private higher education institutions in Albania” (Project number: 561510-EPP-1-2015-1-AT-EPPKA2-CBHE-JP (QAINAL), under the call KA2-Capacity for innovation and the exchange of good practices – Capacity Building in the Field of Higher Education. The project has officially started on October 15, 2015 and ends on October 14, 2018. Epoka University is also a full partner in the Erasmus + Project “Knowledge For a Resilient society: Disaster Risk Management and Fire Safety Higher Education Capacity Building in Western Balkan countries” (K – FORCE), together with 10 other institutional partners from Serbia, Bosnia and Herzegovina, Albania, Denmark, Sweden and Slovakia. The overall broader objective to which K-FORCE project will contribute is to build a sustainable educational foundation in the Disaster Risk Management and Fire Safety Engineering field and ensure national professional resources and regional capacity for resilient society. In the three years of the K-FORCE project period, four curricula will be modernized or developed and implemented in partner institutions. Epoka University is also involved as a beneficiary institution in the PERFORM project together with other public and private higher education institutions in the country. PERFORM is a project of the Swiss Agency for Development and Cooperation implemented by HELVETAS Swiss Intercooperation and the University of Fribourg which aims at the further development of research capabilities in social sciences.

Epoka University possesses a campus, situated in a green area outside the city of Tirana including venues with comfortable physical and IT infrastructure

which offers high-quality services and facilities to students, staff and other stakeholders. The Library of Epoka University is a member of the Balkan Libraries Union established in 2009. Epoka University Library provides access to its students through the Digital Library with regard to all study programs offered by Epoka. In addition, Epoka University bolsters an excellent employability rate of its graduates, standing at 91%.

II. MISSION

To be an innovative and influential teaching and research institution, serving to fundamental human values through the production, dissemination and development of knowledge at an international level as well as to contribute to the improvement of the life quality of society based on national and regional needs.

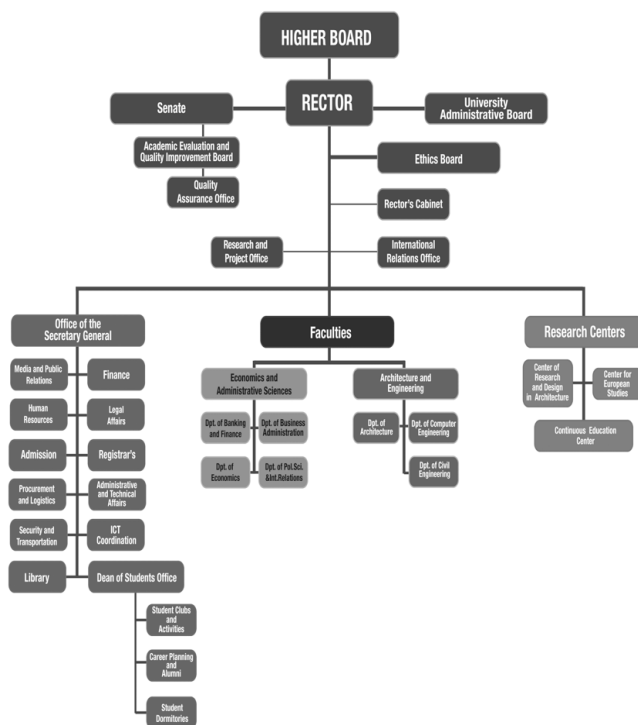
In this context, Epoka University aims at raising well-prepared, productive and competent individuals with a research-oriented spirit, who possess professional ethics and social sensitiveness and are also open towards national and international challenges.

III. VISION

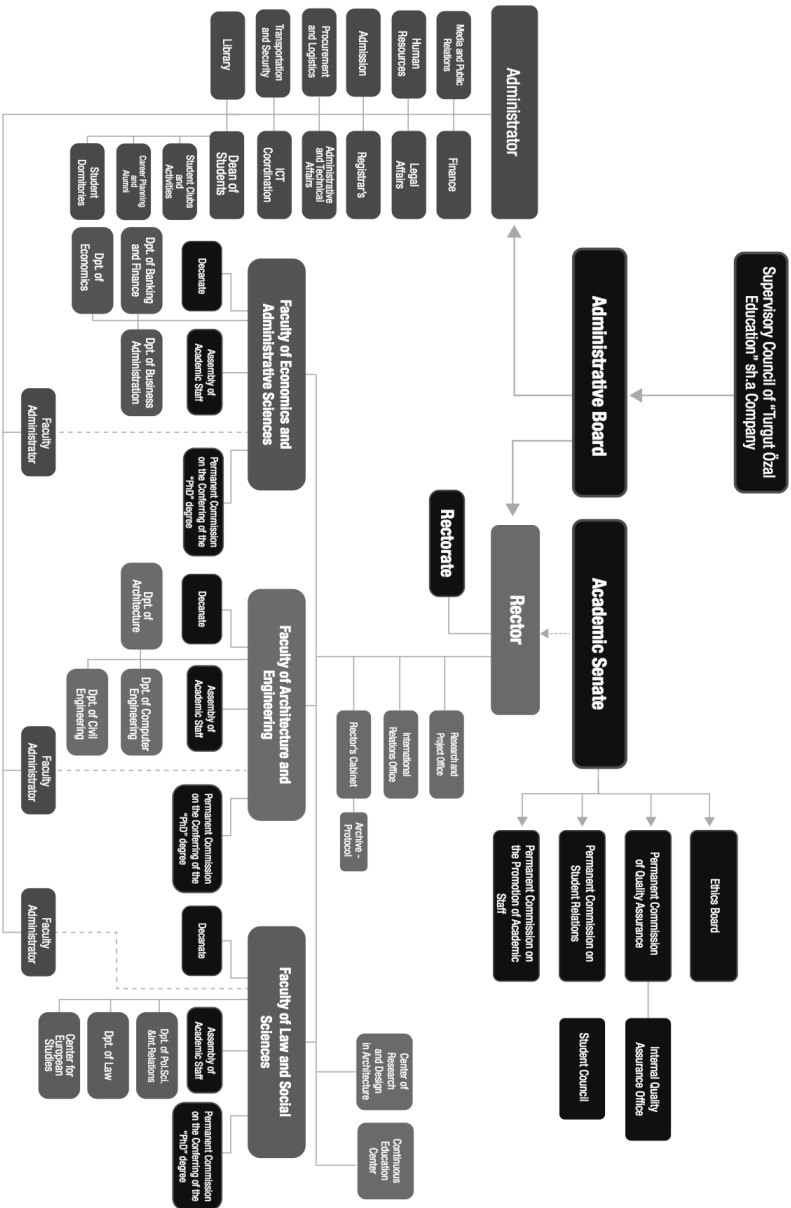
To be a leading university in our country in the areas of education, research and development as well as service to society.

IV. ORGANISATIONAL SCHEME

Based on the legal acts regulating the functioning of Epoka University, the organizational scheme of the academic and administrative units of Epoka University is as follows:



Based on the institutional re-organisation approved by the Ministry of Education and Sports of the Republic of Albania and the new Statute adopted in full compliance with the provisions of the 2015 Higher Education Law, the organizational scheme of Epoka University as of the 2017-2018 academic year will be as follows:



PART ONE

1. ON THE JOB

1.1 JOINING EPOKA

Joining the Epoka University community as an employee offers individuals a unique set of possibilities and challenges. In an atmosphere of academic excellence and rich diversity, employees assume new responsibilities that can provide opportunities for professional achievement and growth. The first few days and weeks in a new work environment can be confusing as employees learn about their new jobs and become acquainted with their coworkers, supervisors and the University. In addition, there are some forms to complete, a number of important documents to be submitted, and work guidelines and policies and procedures to be learned.

Supervisors are expected to provide new employees with detailed information about their positions and departmental and University operating procedures whereas new employees should feel free to ask questions. Open communication and exchange of information from the start foster good employee-supervisor relationships and can ensure that the initial period of employment is both positive and productive. Employees can also contact the Human Resources Office if they need information or guidance on a specific issue.

Prior to the first day of work, new employees receive an information package from the Human Resources Office containing general information and procedures to be followed.

The next few pages highlight some processes and describe policies that are important to know when starting work at Epoka University.

1.2 STAFF RECRUITMENT PROCEDURE

- a. Full-time and adjunct academic staff:
 1. Personnel inquiry by the Department/Faculty;
 2. Preparation of the job vacancy announcement by the Human Resources Office and publication on the web;
 3. Eligible candidates must submit an online or hard copy file containing their CV, last achieved degree/title, full version of published articles and other certificates or qualifications;
 4. Applications are assessed in advance by a jury composed of three members appointed by the Administrative Board of the concerned Faculty¹ which assesses the appropriateness of applications to the vacant position and prepares a report for each candidate;
 5. The Administrative Board of the Faculty evaluates the jury reports and sends its decision to the Administrative Board of the University² ;
 6. The Administrative Board of the University sends a written proposal to the Higher Board and the Higher Boards³ gives its final approval;
 7. Upon the distribution of the decision of the Higher Board to the Human Resources Office, the full-time academic staff member submits the requested documents and then he/she is declared as a full-time/adjunct staff at the General Directorate of Taxes;

1 As of the 2017-2018 academic year, the Administrative Board of Faculty will be re-organised into the Decanate.

2 As of the 2017-2018 academic year, the Administrative Board of the University will be re-organised into the Rectorate.

3 As of 2017-2018 academic year, the Higher Board will be re-organised into the University Administrative Board.

8. The Finance Office prepares the contract to be signed by the full-time/adjunct academic staff member and the Rector of Epoka University;
 9. The Human Resources Office prepares the assignment letter and informs all the staff through e-mail on the new assignment.
- b. Administrative staff:
1. Personnel inquiry by the units of Epoka University;
 2. Preparation of the job vacancy announcement by the Human Resources Office and publication on the web;
 3. Eligible candidates must submit an online or hard copy file containing their CV, last achieved degree/title and certificates certifying their professional experience;
 4. After interviewing all candidates by the jury composed of three members appointed by the Administrative Board of the concerned Faculty, the selected candidate is sent to Higher Board for final approval;
 5. After the decision from the Higher Board is distributed to the Human Resources Office, the administrative staff member submits the requested documents and then he/she is declared as an administrative staff at the General Directorate of Taxes;
 6. The Finance Office prepares the contract to be signed by the administrative staff and the Secretary General of Epoka University⁴;
 7. The Human Resources Office prepares the assignment letter and informs all the staff through e-mail on the new assignment.

4 As of the 2017-2018 academic year, the position of Secretary General will be re-organised into University Administrator.

1.3 NEW EMPLOYEE DOCUMENTS

Following the decision of the Higher Board of Epoka University takes its decision, new employees are required to submit a list of documents related to their employment and benefits. These documents are as follows:

1.3.1 Albanian citizens (Full-time staff)

- Employment Record Book
- Social and Health Insurance certificate
- Copy of ID Card/Passport
- Notarized copy of the last achieved degree/title*
- CV
- Health Certificate
- Medical Report
- Bank account number
- Digital photo

*In case the last achieved degree/title has not obtained in Albania, recognition of this degree/title by the Ministry of Education and Sports of the Republic of Albania is requested as well as the degree/title's translation into Albanian.

**Full-time administrative staff is exempted from submitting the Health Certificate

1.3.2 Albanian citizens (Adjunct staff)

- Copy of ID Card/Passport
- Notarized copy of the last achieved degree/title*
- CV

- Health Certificate
- Medical Report
- Bank account number
- Digital photo
- Attestation showing his/her gross salary from his/her full-time job
- Engagement letter from his/her full-time job in case he/she is part of the full-time staff of one of the Higher Education Institutions of the Republic of Albania.

*In case the last achieved degree/title has not been obtained in Albania, recognition of this degree/title by the Ministry of Education and Sports of the Republic of Albania is requested as well as the degree/title's translation into Albanian.

1.3.3 Non-Albanian citizens

In order to work in the Republic of Albania, non-Albanian citizens should be equipped with a Work Permit from the Albanian National Employment Directorate. The following documents are requested for the issuance of the Work Permit:

- Five photos (white background and in the dimensions 6cm x 4cm)
- Copy of the personal information page of the passport
- Notarized copy of the last achieved degree/title
- Personal and Professional Information Form
- Signed contract with Epoka University

Upon the issuance of the Work Permit by the Albanian National Employment Directorate, the non-Albanian citizens may apply for the Residence Permit.

The citizens of some countries which the Albanian government has “no-visa” agreements with, may apply directly for the Residence Permit, whereas citizens of countries which Albania has a visa regime with, must take a visa from the Embassy of the Republic of Albania in his/her country of residence in order to apply for the Residence Permit. The list of the above mentioned countries can be found at the Human Resources Office.

In order to reside in the Republic of Albania, non-Albanian citizens should apply for a Residence Permit by submitting the following documents:

- Original passport (Visa must be attached in the passport for those non-Albanian citizens who are subject to visa)
- Criminal record form the country of origin (At most 6 months old and with Apostille seal)
- Three photos (white background and in the dimensions 6cm x 4cm)
- Rent contract of his/her house in Albania

1.3.4 Family reunion

The applicant's family can apply for family reunion 12 months after the employee has started to reside in the Republic of Albania. The Human Resources Office will assist the concerned staff member in each step of the application.

1.4 INDUCTION PROGRAM FOR NEW STAFF

An induction program is organized for each new employee before s/he starts to assume her/his new duties and responsibilities at Epoka University.

The induction program lists activities to be covered from day one through to the end of probation.

SESSION	CONTENT OF SESSION
<p>Introduction to the University and work area</p> <p><i>Person Responsible – Line Manager</i></p>	<ul style="list-style-type: none"> • Mission, Vision, Objectives of work area. • How the work area fits in to the wider University. • All key operational and social areas to be visited. (e.g. Offices, Labs, Catering Facilities, Library).
<p>Introduction to other members of staff</p> <p><i>Person Responsible – Line Manager</i></p>	<ul style="list-style-type: none"> • Go through organisation scheme. • Discuss roles and responsibilities of staff in general terms. • May also want to extend time to allow visits to key contacts outwith work area.
<p>Introduction to the other teams within the Work area (if appropriate)</p> <p><i>Person Responsible – Line Manager</i></p>	<ul style="list-style-type: none"> • Purpose/Activities of the other teams/work areas. • How the team fits in to the work area. • How the work area fits into the University.
<p>Terms and Conditions</p> <p><i>Person Responsible – Line Manager</i></p>	<ul style="list-style-type: none"> • Ensure new start has viewed and understood information contained in the Staff Guide.

<p>Performance Standards</p> <p><i>Person Responsible – Line Manager</i></p>	<ul style="list-style-type: none"> • Outline specifics of job role – (job description). • Define goals, objectives, and expectations. • Review probation and performance and development review/ Assessment-Development-review (ADR)/ appraisal process.
<p>Culture of the Work area</p> <p><i>Person Responsible – Line Manager/Nominee</i></p>	<ul style="list-style-type: none"> • Make new start aware of local arrangements regarding hours of work, holiday requests, sickness procedure, after hours working, dress code, lunch arrangements, etc. • Other University procedures e.g. internet and e-mail usage, transportation and parking, etc.
<p>Office Systems</p> <p><i>Person Responsible – Line Manager/Nominee</i></p>	<ul style="list-style-type: none"> • Review processes for using office equipment such as: computer, telephone, voicemail, fax, printer, photocopier, etc. • Review processes for using other university equipment/systems such as: libraries, laboratories, open access computers, etc. • Review computer security, and software usage. • Consider environmental efficiencies (waste, recycling, energy).

<p>Job Specific Training and Development</p> <p><i>Person Responsible – Line Manager/Nominee</i></p>	<ul style="list-style-type: none"> • Role specific development needs should be reviewed and a suitable program of training should be planned that aligns the individual's skills to their core duties. • Staff with line management responsibilities should be clear as to their duties and attend any relevant training. • Outline the use of annual performance and development reviews/ ADR as one method for determining ongoing role specific development needs. • Introduce University wide training and development opportunities available to staff. • Review use of personal development planning tools (i.e. PDP).
<p>Health and Safety</p> <p><i>Person Responsible – Health & Safety Co-ordinator/ Line Manager</i></p>	<ul style="list-style-type: none"> • Physical – fire exits, fire alarms, fire evacuation procedure, fire-training arrangements, manual handling, first-aid arrangements, Visual Display Unit usage, and other arrangements as required.
<p>Monitoring and Evaluation</p> <p><i>Person Responsible – Line Manager</i></p>	<ul style="list-style-type: none"> • It is important that the Induction program is monitored and reviewed. • Throughout the period regular review meetings should be held and any adjustments made. • See sample templates to support this process: Checklists, Evaluations.
<p>Probation</p> <p><i>Person Responsible – Line Manager</i></p>	<ul style="list-style-type: none"> • For new staff the Probation Policy will apply.

2. PROBATIONARY PERIOD FOR FULL-TIME EMPLOYEES

The first three months of employment are a probationary period for all full-time employees. The probationary period is a time when the employee becomes familiar with the basic requirements and expectations from the job. It is also the time for supervisors to assess the employee's skills and determine if the employee's job performance meets the expected standards and whether employment should be continued.

The probationary period is a time for open communication by both parties; and either party is free to terminate the relationship after the probationary time. However, the continuing employment at the University of staff members always depends on their successfully carrying out their responsibilities, complying with University policies and meeting the job performance expectations of their supervisors.

2.1 DISCIPLINARY PROCEDURES FOR FULL-TIME EMPLOYEES

Full-time employees are subject to the provisions of the Regulation of Epoka University "On the Discipline of the Managing, Academic and Administrative Staff".

2.2 BASIC INFORMATION

Categories of Employees

The Human Resources Office has designated the following categories of employees:

Full-time regular employees: Monthly-paid employees filling budgeted positions on the regular payroll who work 100% of the normal workweek for 12 months of the year. The contract for full-time employees is renewed yearly or it is issued in an undefined duration depending on the position at Epoka University.

Part-time regular employees: Monthly-paid employees filling approved budgeted positions on the regular payroll according to the engagement at the University and work no more than 80 hours per month. The work contract for part-time employees is renewed each semester.

2.3 JOB DESCRIPTION

All positions will be documented through a job description which is accurate and clearly describes the essential functions and job-related qualifications, as well as mental and physical demands of the job. Information from job descriptions will be utilized in job classification, recruitment and selection, wage and salary administration, training and development, and performance planning and feedback. If you have questions about your job description, contact your supervisor or the Human Resources Office.

2.4 JOB CLASSIFICATION

The University's philosophy regarding job classification and compensation is to maintain job classifications and pay levels that are internally consistent and externally competitive. All positions are classified based on the essential functions and job-related qualifications as documented in their job descriptions.

2.5 STAFF ID CARDS AND CAR STICKERS

All full-time staff is provided with a Staff ID Card when they begin work. The Card establishes the staff's affiliation with Epoka University and it serves as a photo ID. Many University offices may ask to see the Staff ID Card, including Security and Transportation Office, Library, etc.

The Staff ID Card remains the property of the University. If the contractual agreement between Epoka University and the full-time staff is terminated, the ID card will be deactivated and must be returned including all other University property such as keys, uniforms, etc., upon leaving the University.

In order to park inside the main gate of Epoka University's campus, all full-time staff members owning a car can obtain a car sticker from the Human Resources Office and attach it to their car's windshield. Car sticker are also available for the members of the part-time staff upon respective payment. In case of loosing the Staff ID Card or car sticker, a new one can be provided by the Human Resources Office upon payment of a penalty fee to the Finance Office as stated by the decision of the Higher Board of Epoka University no.6, dated 17.02.2016.

Full-time academic, administrative and auxiliary staff shall read their ID Cards or car stickers while entering or leaving the Epoka University campus in one of the check points located at the entrance of the campus, A-building and E-building. Facilities such as the elevator found in the E-building can be operated using the Staff ID Cards.

**EPOKA UNIVERSITY****STAFF ID CARD**

ID/Passport Nr.

Name Surname

Unit

Position

epoka.edu.al

**EPOKA UNIVERSITY**

epoka.edu.al

- This card may only be used by the authorized signatory in accordance with the current conditions of use issued by the independent card issuing authority. It remains the property of the card holder.
- Use of this card is governed by Epoka University Regulation.
- If found please return to the address given below.

Rr. Tiranë-Rinas, Km. 12, 1039 Tirana, Albania

2.6 ACCIDENTS AND EMERGENCIES

Employees who are injured or have some medical emergency while working should notify their supervisor and seek medical attention. When immediate first aid is needed, the Medical Doctor of Epoka University will be assisting you. Whenever more professional assistance is needed, Epoka University authorities will call the Public Safety through the number 112 for transport to the nearest hospital, depending on the severity of the injury. The Medical Doctor's Office is located at the first floor of the A-building.

2.7 WHERE TO FIND GENERAL INFORMATION

Epoka University's Website: The University's Website is a good source of information on a broad range of University programs, services and resources. The Home Page address is epoka.edu.al.

Department Coordinators: All the related information regarding academic issues and other related topics such as time-tables, classes etc. may be provided by the Department Coordinator.

Finance Office: Questions and issues regarding the payroll and financial affairs may be addresses to the Finance Office.

Administrative and Technical Affairs Office: Questions and issues regarding materials and facilities may be addresses to the Administrative Affairs Office.

Human Resources Office: The Human Resources Office may provide information regarding staff in administrative and academic offices, faculty committees, trustees of the University, awards, and other information relating to the organization of the University. You may also direct questions regarding the Epoka Interactive system, Epoka's webmail, Staff ID Cards and Car Stickers.

Procurement and Logistics Office: Question regarding purchasing of needed materials for office use.

The above information should help new employees get familiar with working at Epoka University. Supervisors are the first resource for information about the job and the University.

3. WORKING AT EPOKA

The information in this section is an overall guide to the University as a workplace and to the procedures and policies that are applied to the academic and administrative staff.

3.1 STANDARDS OF CONDUCT

Epoka University employees, whether regular full-time or part-time are expected to meet a standard of conduct that is appropriate to the reputation of the University. While on University premises or while representing it elsewhere, employees should demonstrate proper regard for the standards of the community, for the law, and for the rights of others.

However, if employees engage in illegal conduct off campus which affects their ability to fulfill their job responsibilities, impacts on-campus safety or security, or violates the University's policy of respect for others, Epoka University reserves the right to take appropriate action.

3.2 RESPECT FOR OTHERS

Respect for the rights, privileges, and sensibilities of each other are essential in preserving the spirit of community at Epoka. Actions which make the atmosphere intimidating, threatening, or hostile to individuals are therefore regarded as serious offenses. Abusive or harassing behavior, verbal or physical, which demeans, intimidates, threatens, or injures another because of his/her personal characteristics or beliefs, is subject to University disciplinary sanctions. Examples of personal characteristics or beliefs include, but are not limited to, gender, race, ethnicity, national origin, religion and handicap.

Tolerating such behavior or submission to it as a condition of employment, evaluation, compensation or advancement is a particularly serious offense.

Epoka University strives to be an intellectual and residential community in which all members can participate fully and equally, in an atmosphere free from all manifestations of bias and from all forms of harassment, exploitation or intimidation. As an intellectual community, it attaches great value to the freedom of expression and vigorous debate, but it also attaches great importance to mutual respect and it deplores extensions of hatred directed against any individual or group. The University seeks to promote the full inclusion of all members and groups in every aspect of University life.

3.3 USE OF UNIVERSITY RESOURCES

University services, resources, and property, including the University name, are to be used by employees for University business. There may be occasions when limited use can be permitted providing there has been prior approval by a supervisor and appropriate reimbursement has been determined.

The following is a representative list of University resources:

- staff and staff time
- telephones and fax machines duplicating services
- campus mail
- computing equipment and time office space
- supplies
- vehicles postage
- other equipment

The University name and seal are for official University business only. Use of either requires authorized permission.

3.4 INFORMATION TECHNOLOGY RESOURCES

Employees are responsible for the use or misuse of all confidential information, including those stored electronically. This includes:

Not divulging, copying, releasing, selling, loaning, reviewing, altering, or destroying any information except as properly authorized within the scope of your professional activities.

Taking appropriate measures to protect confidential information wherever it is located e.g, held on physical documents, stored on computer media, communicated over voice or data networks, exchanged in conversation, etc.

Safeguarding any physical key, ID card, or computer or network account that allows you to access confidential information. This includes creating computer passwords that are difficult to guess.

Rending unusable confidential information held on any physical document or computer storage medium, e.g., USB, CD, DVD, hard disk that is being discarded.

Reporting any activities that you suspect may compromise confidential information to your immediate supervisor.

3.5 WORK SCHEDULES

The standard workweek begins at 8:30 am and ends at 5:30 pm, from Monday to Friday. A regular full-time employee's schedule may vary with the particular operational needs of the unit or department. Supervisors will attempt to give

advance notice if schedules are to be changed. Individual employee schedules may vary according to the position held and the requirements of the unit or department. Supervisors are responsible for planning, assigning, and overseeing work schedules. Questions or requests about scheduling should be discussed as soon as possible with the employee's immediate supervisor. Any significant variation from the employee's normal work schedule, e.g. working a ten-hour, six-day week, must be discussed in advance with the Human Resources Office, especially in cases affecting employees which require a modification to the university's overtime pay practices.

Full-time employees who work more than 40 hours in one defined workweek shall be compensated with a wage increase not less than 20% for extra hours worked from 17:30 to 22:00 and 50% for extra hours worked from 22:00 to 06:00. However, a full-time employee cannot work more than 48 hours per week according to the Labor Code of Albania.

All full-time employees must receive prior supervisory approval for compensatory time off and overtime. Employees and their supervisors should accurately record the time worked to ensure proper payment for overtime and/or compensatory time. Full-time employees are responsible for extending their normal work schedules to fulfill the requirements of their positions when necessary.

3.6 BREAKS

Mealtime Breaks: Full-time staff members normally can take an one-hour mealtime break during the academic year. The said break is during the 12:30-13:30 time interval.

3.7 EMERGENCIES AND WORK SCHEDULES

As an employer, the University is always open because it maintains round-the-clock services related to teaching and research, housing and dining services, facilities support, and health and safety. However, when weather or other emergencies create hazardous travel or other conditions, the University may announce delayed arrival times, early dismissals, or critical services for its employees. In all cases when there is weather or other emergencies, employees must use their best judgment to determine their own safety when traveling to and from work. Changes in regular work schedules are announced as soon as possible through the University's Web announcements, e-mail, door notifications, and/or posters.

3.7.1 Delayed arrival

In case a circumstance arises which delays the arrival of employees at Epoka University, the concerned employees should notify their supervisors if they do not expect to arrive at work within the beginning of official working hours.

3.7.2 Early dismissal

If weather or other conditions develop during the day, an early dismissal may be announced. Full-time employees who leave prior to the announced dismissal must charge the period from the time they leave until the end of their workday (or shift) to leave without pay or, with supervisory approval, to vacation, optional holiday, or compelling reason time.

3.7.3 Critical services only

On rare occasions the University may remain open for critical services on for the entire workday. On employees who are designated "critical" or "necessary" are required to work.

3.7.4 Absence

Employees who are not able or who choose not to respect to work must notify their Supervisors within a reasonable amount of time. The absence is charged to leave without pay, or if it is taken for one day or more it can be subtracted from the annual leave.

3.7.5 Vacation

Vacation time will not be restored to an employee who is taking a scheduled vacation day on a day when work schedules are affected by weather or other emergency. All employees should review the procedures for weather or other emergencies with their supervisors. This is particularly important for employees who have work schedules other than the University's regular business hours.

3.8 HOLIDAYS

The University provides paid holidays annually in accordance with the official public holidays and the legal acts in force. The Rector's Office announces the holiday schedule as early as possible. All regular full-time and part-time staff members receive their usual pay for designated holidays that occur on a regularly scheduled workday.

Holidays which occur when an employee is absent because of sporadic absence or scheduled vacation is charged to holiday time. Employees who are on unpaid leave of absence are not compensated for holidays. Monthly-paid employees who are required to work on Sundays or on national holidays receive premium pay (a wage increase not less than 25%) for hours worked, in addition to their usual day's pay. As an alternative, employees may request an alternate day off.

3.8.1 Annual leave

Annual leave is paid time away from the workplace provided for the health and well-being of employees. Vacation time accumulated during a fiscal year and is normally taken in the next fiscal year. However, with the approval of supervisor, employees may also take vacation during the same fiscal year in which it is occurred. All vacation time accrued in one fiscal year should be taken before the end of the following fiscal year.

Based on the Permission Regulation, the number of vacation days that can be accrued varies according to staff: full-time academic staff members accrue 35 days per year whereas full-time administrative staff, auxiliary staff and Research Assistants accrue 28 days per year.

3.8.2 Scheduling

Vacation time should be requested at least 30 days in advance so that supervisors can arrange schedules to fit the needs of both the employee and the workplace. When necessary, the University can require individuals to take vacation at specified times of the year due to work schedules or budgetary considerations.

3.8.3 Illness during vacation

Time lost due to accident, illness, or injury that occurs during a vacation period is normally charged to vacation. If the illness occurs before the vacation under such circumstances an employee may request that the vacation period be postponed. In such cases, medical certification is required.

3.8.4 New employees

Newly hired employees are not entitled to vacation time during the probationary period. However, at the end of the probationary period, the employee is credited with vacation time retroactive to the initial employment date.

3.9 MARRIAGE, SICKNESS OR DEATH OF ANY OF THE SPOUSES

In case of marriage, each employee can benefit of five days of paid leave, certified by the marriage certificate. In the case of the marriage, sickness or death of any of the spouses, of his/her direct predecessors and descendants, the employee benefits five days of paid leave, certified by the respective certificates. In the case of the serious sickness of any of the spouses, his/her direct predecessors or descendants, certified by medical report, the employee can benefit not more than 30 days of unpaid leave.

3.10 CHILD BIRTH

According to Albanian Labor Code, in the case of child birth, the husband can benefit three days of paid leave whereas the wife can benefit 365 calendar days with a minimum of 35 days before giving birth and 63 days after giving birth. The given days are subject of change if the wife gives birth to twins or more kids.

3.11 REPRESENTING THE UNIVERSITY


Each staff can participate at an activity representing the institution based on

the decision by the competent authority or body of the University.

3.12 PERMISSION REQUEST FORMS

In order to take one or more days off the workplace, each staff shall fill the permission request form. Permission request forms must be submitted to the Human Resources Office prior to the begging of the leave. The permission request form is different for the full-time academic, administrative and auxiliary staff:

3.12.1 Full-time academic staff

 ACADEMIC STAFF PERMISSION REQUEST FORM			
Document code	Publication date	No. of Update	Date of Update
ETU-FRM-001-001-EV	18.01.2016	001	27.09.2016
Page Overall pages			1 / 1

Type of Permission	Annual leave ()	Medical reason* () <small>must be accompanied with medical report</small>	Other: A() B() C() D() E()
Name Surname			
Department			Position
Permission Start Date			Permission Duration
Permission End Date			
Address and Tel. No: <small>*For possible contact during the permission duration</small>	Home Phone: Mobile:		
Permission's Requested Date and the Signature of the Requesting Staff Member	Date: _____ Signature: _____		
Person who will Replace	Name Surname: _____		Signature: _____
Permission Situation (To be filled in by the Dean of the Faculty)	It is given days of permission: <small>with payment without payment subtracted from the annual leave</small>		
Head of Department	Dean of the Faculty		

Submitted to the Human Resources Office (For use by the Human Resources Office only) Name Surname: Signature: Date:
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Notes: The Permission Request Form should be submitted in person by the requesting staff member to the Human Resources Office prior to the beginning of the leave with all respective sections duly completed.

- In the case of the marriage, sickness or death of any of the spouses, of his/her direct predecessors and descendants, the employee benefits 3 days of paid leave, certified by the respective certificates.
- In the case of the serious sickness of any of the spouses, his/her direct predecessors or descendants, which is certified by medical report, the employee can benefit not more than 10 days of unpaid leave.
- In the case of child birth, the husband can benefit 3 days of paid leave.
- In case of marriage, each employee can benefit of 3 days of paid leave, certified by the marriage certificate.
- Participation at an activity representing the institution based on the decision by the competent authority or body of the University.

Drafting Unit	Controlling Unit	Approving Unit
_____	_____	_____

3.12.2 Full-time administrative and auxiliary staff

 ADMINISTRATIVE STAFF PERMISSION REQUEST FORM				
Document code	Publication date	No. of Update	Date of Update	Page-Overall pages
EU-FRM-001-001-EV	23.03.2010	002	27.09.2016	1 / 1

Type of Permission	Annual leave ()	Medical reason* () <i>must be accompanied with medical report</i>	Other: A() B() C() D() E()
Name Surname			
Unit		Position	
Permission Start Date		Permission Duration	
Permission End Date			
Address and Tel. No: <i>*For possible contacts during the permission duration</i>	Home Phone: Mobile:		
Permission's Requested Date and the Signature of the Requesting Staff Member	Date: _____ Signature: _____		
Person who will Replace	Name Surname: _____		Signature: _____
Permission Situation (To be filled in by the Secretary General)	It is given days of permission: _____ <i>with payment</i> <i>without payment</i> <i>subtracted from the annual leave</i>		
First degree Superior	Second degree Superior (if applicable)	Secretary General	

Submitted to the Human Resources Office (For use by the Human Resources Office only)
Name Surname:
Signature:
Date:

Notes: The Permission Request Form should be submitted in person by the requesting staff member to the Human Resources Office prior to the beginning of the leave with all respective sections duly completed.

- In the case of the marriage, sickness or death of any of the spouses, of his/her direct predecessors and descendants, the employee benefits 5 days of paid leave, certified by the respective certificates.
- In the case of the serious sickness of any of the spouses, his/her direct predecessors or descendants, which is certified by medical report, the employee can benefit not more than 10 days of unpaid leave.
- In the case of child birth, the husband can benefit 3 days of paid leave.
- In case of marriage, each employee can benefit of 5 days of paid leave, certified by the marriage certificate.
- Participation at an activity representing the institution based on the decision by the competent authority or body of the University.

Drafting Unit	Controlling Unit	Approving Unit
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- In case the medical reason box is selected, the permission must be accompanied with the copy of the medical report and the original medical report must be submitted to the Human Resources Office as soon as possible.
- With regard to Department Coordinators, the first degree superior is the Head of Department and the second degree superior is the Faculty Coordinator . With regard to Faculty Coordinators⁵, the first degree superior is the Dean and the second degree superior is the Secretary General.
- With regard to administrative staff members who are also engaged in teaching, the permission should be firstly taken from the respective Head of Department and Dean, prior to the approval by the Secretary General.
- All staff members on leave are requested to activate an automatic “Out of office message” at their Epoka e-mail address throughout the duration of the leave.

Steps to be followed regarding permission request:

1	Each staff must firstly fill in the permission request form.
2	The permission request form is then checked and signed by the Head of Department/First degree Superior. If applicable, it is also signed by the Second degree Superior.
3	The permission request form is brought in person to the Dean/Secretary General and signed.
4	The permission request form is brought in person to the Human Resources Office before leaving.

⁵ As of the 2017-2018 academic year, the position of Faculty Coordinator will be re-organised into Faculty Administrator.

3.13 PERSONAL LEAVE

Employees who have at least one year of service may request a personal leave without pay.

Personal leave may be granted for reasons such as:

- parental obligations (care of child)
- family matters
- education or training

The procedure for obtaining personal leave without pay is as follows:

1. A written request is prepared by the requesting staff and is submitted to his/her Head of Department/Head of Office.
2. The Head of Department/Head of Office forwards this request to the Administrative Board of the Faculty/Secretary General.
3. The request then is presented to the Administrative Board of University which is the competent body for the final approval.
4. If the request is accepted, the requesting staff is notified by the Administrative Board of University on this decision.

3.14 COMPENSATION

Epoka University employee's total compensation includes: 1) annual base salary paid in the month paycheck and other cash awards; 2) the value of University staff benefits, such as health, life, and long term disability insurance, retirement plan contributions, and plans such as employee educational assistance and tuition grants for staff children; and 3) other perquisites as appropriate.

4. PAY PRACTICES AND POLICIES

4.1 COMPENSATION PHILOSOPHY

Epoka University is committed to excellence in undergraduate and graduate education and research. The Human Resources Office develops strategies, policies and programs to support the University's mission and, therefore, has developed a compensation philosophy for academic and administrative staff.

Epoka's compensation philosophy has three primary objectives. These objectives are to:

1. attract a qualified, diverse workforce through a competitive compensation program;
2. retain and motivate a qualified, diverse workforce by recognizing and rewarding individual and group achievement, contribution, and excellence;
3. provide a non-discriminatory merit-based compensation program

To accomplish these objectives, the University will provide a compensation program that establishes and maintains competitive salary levels within relevant markets and available resources and is consistent with job content, responsibilities, and requirements. The program will emphasize and encourage excellence by rewarding individual and group contributions, including performance which supports University values such as excellence, diversity, teamwork, flexibility, innovation, fiscal responsibility and leadership.

4.2 OVERTIME PAY

Pay for time worked beyond an employee's regular scheduled hours is regulated by the Labor Code of the Republic of Albania. It is important to know

that:

- Full-time employees must be paid for all time worked, including a special rate for any overtime hours. The Law defines overtime as hours worked in excess of 40 hours in the same defined workweek.
- Adjunct academic staff may be required to work a reasonable amount of time beyond their normal work schedule. Overtime must be authorized in advance by the supervisor and, whenever possible, supervisors will provide advance notice. The extra hours that the adjunct academic staff will teach will be paid as normal hours.

In addition, the University has established the following guidelines regarding compensation for authorized overtime.

4.2.1 Paid and unpaid absences

Paid absences, such as vacation days or holidays, are considered as time worked when calculating overtime. Unpaid absences are not considered as time worked when calculating overtime.

If the employees work on Saturday while they have not completed their 40 hour normal work schedule, he/she will be paid normally until the fulfillment of such a level.

4.2.2 Exceptions

Rules for overtime pay may vary because of particular situations. Employees should check with their supervisors or the Office of Human Resources for clarification, if necessary.

4.3 CLASSIFICATION REVIEW

Within the University, the duties and responsibilities of each job have been carefully evaluated and a designated salary range has been assigned to each position. In order to ensure that employees are compensated fairly, positions with similar duties and responsibilities are paid within the same salary range.

4.4 PUBLICATION COMPENSATIONS

You can find updated information regarding publication compensations at Epoka University's website. After clicking "Doc. & Publications" link on the main page, please visit the "Regulation on Publications" and the Directive "On the Promotion of Scientific Publications"

4.5 TRANSFER AND PROMOTION OPPORTUNITIES

Many employees are interested in pursuing career opportunities and advancement at Epoka University. There are several resources to help employees learn more about the kinds of positions available at the University and the training and experience that may be required for advancement.

By reviewing the posting regularly, employees learn about the types of jobs that may be available and can talk with their supervisors and the Human Resources Office to learn more. Employees are encouraged to talk with their supervisors about advancement possibilities within their own position or departments.

4.6 OTHER IMPORTANT EMPLOYMENT POLICIES

There are several employment policies that are important and useful for

University employees to know.

4.6.1 Employee personnel files

The official employee personnel file, which is the property of the University, is maintained in the Human Resources Office. Upon request, employees may review the contents of their personnel files.

Employees between the ages of 16 and 18 are eligible for temporary employment and must complete the necessary working papers before they can be employed. Minors also are restricted by law from being exposed to certain machines or work areas. Their normal working day is 6 hours.

4.6.2 Employment of University retirees

Employees who have retired formally from the University can be rehired as casual (temporary) employees or as regular employees.

4.7 STAFF DEVELOPMENT

The University encourages employee efforts to improve skills and performance and provides support for these activities as well as various workshops and seminars on campus. As a way to continue growth in the current position and to prepare for new assignments, development and training needs should be discussed by employees with their supervisors.

Human Resources Office can also advise employees and their supervisors regarding developmental opportunities (for example, skill training, team activities, project assignments, etc.) and training programs that are available through the University or external resources.

4.7.1 Performance appraisals

Supervisors should hold an annual discussion with each staff member that reflects on the individual's performance in the job during the past year. While

feedback is encouraged as an ongoing part of the daily routine, the annual appraisal is a time to discuss specific strengths and areas where improvement is needed. The appraisal discussion provides the employee and the supervisor with an opportunity to foster communication, exchange information and ideas how to work better, resolve any problem areas, and agree on a plan for future development.

Employees can prepare for the discussion by considering the following:

- the key duties of the position
- strengths or accomplishments that have been gained
- areas needing more training and experience
- help the employee needs from the supervisor
- full utilization of the employee's capabilities
- suggestions or ideas for improving the work
- changes or tools needed to improve

While procedures for performance appraisals can differ by department, the discussion should be documented in writing so that both supervisor and staff member have a clear understanding of expectations during the ensuing year. Employees may add any pertinent comments to the form and both the employee and supervisor should sign the appraisal to acknowledge what was discussed. Prior to being forwarded to the Human Resources Office, the completed appraisal form should be reviewed by the person to whom the supervisor reports.

5. PROBLEM-SOLVING, DISCIPLINE AND GRIEVANCE PROCEDURES

5.1 RESOURCES FOR PROBLEM-SOLVING

The University encourages open and honest communication between employees and their supervisors. Most conflicts can be resolved when the employee and supervisor discuss the issues and jointly explore solutions. Another process for resolving conflicts between employee and supervisor (as well as between employee and employee) is mediation.

Mediation is a process designed to help people find solutions to problems, resolve disputes, and establish effective communication. Parties work with an impartial third party trained in dispute resolution and communication techniques to develop an agreement, a solution, and a better understanding on the part of both parties. In mediation, solutions are not imposed, but are created and agreed upon by the parties themselves.

5.2 DISCIPLINE

All employees are expected to meet generally accepted standards of performance and behavior. There are occasions, however, when even after counseling, discussion and opportunities to improve, employees cannot or choose not to meet the required level of performance standards. In these cases, supervisors may initiate formal discipline investigation. Every effort is made within the disciplinary process to ensure that employees are treated consistently and fairly. The formal processes to address performance problems focus on identifying and correcting employee performance.

Supervisors work with employees to:

- ensure that the employee understands the standards and expectations for good performance;
- provide the employee with the opportunity to correct work performance which does not meet those standards or expectations;
- address workplace misconduct or policy violations, including imposing appropriate discipline;
- document performance issues and maintain records of actions taken to address performance problems.

5.2.1 Poor performance

Unsatisfactory work performance can encompass a variety of behaviors which include, but are not limited to, failure to complete work assignments or correct errors in a reasonable amount of time, inability or unwillingness to learn new tasks or skills, or to work collaboratively. As soon as such patterns are identified, the supervisor communicates with the employee to take corrective action, which may include coaching for improved performance. If the employee does not meet the standards of performance, a supervisor may establish a formal period of evaluation during which time the employee can correct performance. At the end of the formal period of evaluation, the supervisor will determine if the employee meets the established standards of performance. If the employee meets the standards, employment will continue. If, however, the supervisor determines that the employee does not perform to meet the standards, employment will be terminated.

5.2.2 Failure to comply with University policy (misconduct/cause)

There are normally six steps to the discipline process. However, in cases of serious misconduct the supervisor may move directly to a later step in the

process, including termination.

1	Verbal warning A verbal warning is given for minor first offenses and remains in effect for 18 months.
2	Written reprimand A written reprimand addresses a subsequent offense by the employee.
3	Cutting of the monthly wage Cutting of the monthly wage from 1/8 to 1/30 of the month gross wage
4	Removal from the leading position The removal from the leading position of Rector, Dean, Director, Head of Department.
5	Suspension or final warning A suspension or final warning indicates the seriousness of the infraction and is intended to alert the employee that the next step is termination. The employee is notified in writing of the suspension as soon as possible after the incident. The length of the suspension is based on the seriousness of the misconduct and normally without pay. If an investigation is necessary, the employee may be placed on leave with pay, pending results of the investigation.
6	Termination Termination of employment is the final step in the discipline process or the penalty for very serious offenses.

5.2.3 Fairness Review Process

Epoka University is committed to providing its staff members with an equitable and respectful work environment. On occasion, an employee may feel that a manager has taken an employment action against the employee in violation of University policy. When this circumstance occurs, the employee should seek resolution informally through the unit/department management, including use of dispute resolution resources such as the Human Resources Office. If the

management action is one of those listed below and informal discussions do not resolve the dispute, it is the University's policy to provide a fair, timely and efficient formal review which will settle the matter.

5.3 TERMINATION OF EMPLOYMENT

Many employees have long careers at Epoka which culminate in retirement. Others leave the University to pursue job opportunities, to advance their education, or because of changes in their personal lives. Whatever the reason, terminating employment can proceed smoothly when employees know what procedures to follow.

5.3.1 General Guidelines when Terminating Employment

Return of University property: Terminating employees are expected to return all University materials and property, including keys, library books and materials, and Staff ID cards. Employees should also provide their supervisors with passwords and other information pertaining to computer files.

Pay for unused accrued vacation: Terminating employees are paid up to a maximum of 28 days for unused accrued vacation time.

University loans: All outstanding University loans must be repaid by the employee at the time of termination. Terminating employees should call the Finance Office to make arrangements for repayment.

5.3.2 Voluntary Terminations

Voluntary terminations include Resignation, Retirement and Job Abandonment (quit without notice).

Resignation: Employees who are resigning their positions at the University should provide notice of resignation to the Human Resources Office according to the Labor Code of the Republic of Albania. This notice shall be given:

- 2 weeks earlier for the staff who has been part of Epoka University for less than 6 months
- 1 month earlier for the staff who has been part of Epoka University for 6 months to 2 years
- 2 months earlier for the staff who has been part of Epoka University for 2 to 5 years
- 3 months earlier for the staff who has been part of Epoka University for more than 5 years

The notice should be in writing and should include the date of resignation and the reason.

Retirement: Many employees begin planning for their retirement well in advance of the anticipated date. The Human Resources Office can assist employees by providing them with an outline of their benefits at retirement, particularly in the areas of retirement plan and health care plan coverage.

Notice of retirement: Employees planning to retire should discuss their plans with their supervisors as far in advance as is practical so that the supervisor can plan for a replacement. When the retirement date is confirmed, employees are expected to provide notice of the retirement in writing to their supervisors. In addition, employees must notify the Human Resources Office of their intention to retire.

Job abandonment: It is expected that employees who have unplanned emergencies will notify their supervisors promptly. When employees fail to contact their supervisors and are absent from work for three consecutive working days or more without notice, they are considered to have voluntarily quit.

their job. Unit/Department supervisors will try to contact absent employees by telephone. If they cannot be reached by the second day of absence without notice, supervisors will notify employees by registered mail of the intent to terminate employment unless there is a written response within one working day of receipt of the letter.

5.3.3 Involuntary Terminations

Involuntary terminations include Termination for Poor Performance or Misconduct and Layoff.

Termination for poor performance: Poor or unsatisfactory work performance can include failure to complete work assignments or correct errors and inability to learn new tasks or finish assignments in a reasonable time. Supervisors will provide guidance and coaching to employees who have performance problems, but if employees are unable or unwilling to improve, termination of employment may result.

Termination for misconduct: Employees may also be terminated for misconduct which includes, but is not limited to tardiness, excessive absence, theft, insubordination, fighting in the workplace and disruptive or threatening behavior.

Layoff: Occasionally, situations such as reorganizations or lack of funding result in the elimination of positions. In these cases, the affected employees are given notice and placed on layoff status. Notice of layoff is given to the affected employees as soon as possible.

5.3.4 Unemployment Compensation

Unemployment compensation is an insurance benefit administered by the Government of Albania paid to employees who meet all the needed

requirements stated in the Law. The program is financed by a payroll tax paid by employers and employees. It provides financial benefits to those who lose employment. Employees who voluntarily resign their positions or are dismissed for serious misconduct are not eligible for unemployment compensation. Eligibility criteria and duration of Unemployment Compensation benefits are determined by the Law.

PART TWO

6. ACADEMIC MATTERS

6.1 ROLE OF THE FACULTY MEMBER

The role of individual faculty members in supporting the mission of the University will depend on the specific missions of their departments or research centers. All faculty members, however, have certain common responsibilities to commit themselves fully to their teaching obligations, , to engage in scientific research activities, to provide student counseling, to participate in institutional development activities at the Department- and University-level and as appropriate, to support the University in its goal to render public service.

As scholars and members of the University community, faculty members should be aware that every increase in authority and discretion brings with it corollary responsibilities to their fellow faculty members, students, the University, and to the community and society at large.

6.2 FACULTY DEVELOPMENT AND EVALUATION

The professional competence and intellectual vigor of its faculty are the most important measures of a University's quality. In recognition of that fact, Epoka University supports the individual development of its faculty members by encouraging and rewarding academic achievement in teaching, scholarship, and all other facets of a faculty member's professional life. The University also encourages and promotes the participation in national and international conferences. Faculty development is the responsibility of the Head of Department, Dean, and the Rector's Office (Human Resources Office), as well

as of the individual faculty member.

Because the development of an academic career is a highly individual matter in terms of the direction and level of one's aspirations and the rate of their pursuit, the University attempts not only to create a general supportive atmosphere, but to provide specific programs of assistance. A variety of specific programs are sponsored and designed to help faculty members with their teaching and with their overall professional growth.

The University's faculty development policies serve to:

- recruit new faculty members who add specific needed strengths to our faculties and who are dedicated to excellence, both in their scholar pursuits and in their teaching;
- aid and encourage newer faculty members by helping them to understand the University's and colleagues' expectations, and the criteria and standards for advancement;
- encourage the individual schools and departments to codify their criteria for evaluating their faculties, and to make these criteria and standards accessible to the faculty members;
- aid in harmonizing faculty members' personal career goals with departmental and University objectives, and to give due recognition to faculty members for contributions toward the realization of these objectives;
- encourage faculty members to strive consciously to improve their teaching, their professional service, and their stature in their scholarly fields;
- recognize and reward high attainment by faculty members in any or all of these areas.

The maintenance of high-quality faculty is the keystone of faculty development. In evaluating faculty performance, the Head of Departments, together with the Deans, examine a number of factors. Primary among them is evidence of a high degree of effectiveness in teaching and intellectual vitality in scholarship. Second, the scientific research carried out by the faculty member. In the evaluation process, it is the responsibility of the Heads of Departments and Deans to:

- review the faculty member's progress at least annually and discuss with the faculty member his or her strengths and weaknesses in teaching, including advising, in scholar activity, in public and professional service, and in furthering the department's or school's other objectives;
- interpret the University's standards and procedures in terms of departmental or University objectives and explain these interpretations and objectives to the faculty member;
- assist the faculty member in formulating plans for his or her progress toward mutual desirable professional objectives;
- provide encouragement and advice concerning the resources needed for the pursuit of these objectives;
- provide recognition for progress and quality in performance in these areas by means of appropriate recommendations and in other tangible ways.

Public service (including community service as relevant) and professional service is included in the evaluation process for promotion. The weight given to these activities varies with academic discipline and it shall be defined clearly by each Faculty. It is generally agreed that public service is based on a faculty member's professional expertise; it is conducted outside the University; it makes a substantial public contribution; and remuneration is not a primary consideration or motivation for the activity. Ideally, this work could be incorporated into the faculty member's professional research and/or

the teaching and training of students. The results may become disseminated through publication as a more permanent record.

The faculty member himself or herself is expected to provide data for the evaluative process by periodically supplying the Head of Department, Dean or the Human Resources Office with materials to go into a file on his or her teaching, research output, contribution to institutional development and public service.

6.2.1 Work Performance

The work performance of faculty members will be evaluated according to the following components:

1. Teaching performance evaluation will be based on:
 - a. Results of the Course Instructor Evaluation Survey completed by students at the end of each semester. The said evaluation will be carried out by the respective Head of Department and Dean.
 - b. Results of the Teaching Evaluation Form completed by the respective Head of Department and Dean based on the observation conducted during the visit at the classroom.
2. Research performance evaluation of faculty members is based on the number and quality of scientific publications/other academic research work and citations which are continuously monitored by the University management through **Google Scholar**.

The Head of Departments, Deans and Human Resources also examine a number of additional facts. Among them are: leadership ability, the quality of the individual's goals and their importance to departmental development and evidence of progress in relation to these goals and other obligations.

The Deans and the Human Resources Office periodically consult with Head of Departments on faculty advancement. Deans and Head of Departments are also responsible for identifying persons who meet the criteria for permanent faculty who are capable of further development, or who are of lesser promise to their departments.

The Departments and the Deans should submit by the end of each academic year the repeat concerning academic performance and advancement of the concerned faculty.

6.3 ACADEMIC INTEGRITY AND OBLIGATIONS

It is the direct responsibility of academic staff to encourage free inquiry and expression and to provide an academic environment in their classrooms and in their contact with students that reflects a high standard of integrity and is conducive to learning.

With regard to obligations relating to academic integrity, faculty members are expected to conduct themselves in a professional manner, as summarized below:

1. To meet their classes when scheduled.
2. To be available at reasonable times for appointments with students, and to keep such appointments.
3. To make appropriate preparation for classes and other meetings.
4. To perform their grading duties and other academic evaluations in a time manner.
5. To describe to students, within the period in which a student may add or drop a course, orally in writing, or by reference to printed course descriptions, the general content and objectives of a course; and announce

the methods and standards of evaluation, including the importance to be assigned various factors in academic evaluations and, in advance of any evaluation, the permissible materials or references allowed during evaluation.

6. To base all academic evaluations upon good-faith professional judgment.
7. Not to consider, in academic evaluation, such factors as race, color, religion, gender, age, national origin, political or cultural affiliation, lifestyle, activities, or behavior outside the classroom unrelated to academic achievement.
8. To respect the confidentiality of information regarding a student contained in University records; and to refrain from releasing such information, except in connection with intra University business, or with student consent, or as may be permitted by law.
9. Not to exploit their professional relationship with students for private advantage; and to refrain from soliciting the assistance of students for private purposes in a manner that infringes upon such students' freedom of choice.
10. To give appropriate recognition to contributions made by students to research, publication, service, or other activities.
11. To refrain from any activity which involves risk to the health and safety of a student, except if the student's informed, and where applicable, in accordance with the University policy relating to the use of human subjects in experimentation.
12. To respect the dignity of students individual and collectively in the classroom and other academic contexts.

At the same time, each faculty member is committed to respecting and complying with the highest standards of academic integrity and honesty

with a particular focus on the prevention of plagiarism, falsification or data misrepresentation in their publications and other scholarly work. The Ethics Board is the competent body to deal with matters of ethics in teaching, scientific research and other institutional activities.

Some duties to be carried out by the instructor based on the duties and responsibilities mentioned in the Epoka University Academic Organization Regulation and the working contract, with a view to the courses lectured by him, have been listed below. Any necessary support and briefing will be ensured by the respective units (Head of Departments and Information and Communication Technologies Coordinating Office (ICTCO):

1. Updating his/her personal CV in the EIS by using the password provided to him/her by Human Resources Office
2. Submitting of the course information to the Epoka Interactive System (EIS), providing the necessary information and the respective links after controlling the syllabus of the course on the web page.
3. Taking the attendance list from EIS and submitting attendances to the system weekly.
4. Submitting of the mid-term and other grades to the system before the end of the semester.
5. Conducting the final exam and submitting of the grades to the system.
6. Delivering of the course file to the Head of the Department.
7. Signing the grades form to be printed out from the system and submitting to the Department's Coordinator to be forwarded to the Registrar's Office.
8. Placing the exam sheets to the envelope and after closing with sticker, signing it and delivering to the Department's Coordinator.
9. Act as invigilator in the Mid-term, Final, Resit and Additional Exams

conducted at Epoka.

6.4 COURSE FILE

Course files, which are prepared by the respective academic staff and stored by the Department, represent an important element of the Epoka University study programs. Information on the conduct of the course during the semester, on the topics covered and on the student performance evaluation should be included in a systematic way in the course file. The preparation of the course files in electronic format and their storage by the Departments is an indispensable element for the work to be carried out in the framework of the international accreditation of the study programs offered by the University as well as in order to ensure a sustainable quality in the teaching process.

The respective Department Coordinator is responsible for the storage of all files of the courses offered by the Department. The course files may be prepared electronically in the website. In such a case, at the end of semester it will be archived as a file. The Rector's Office will not carry out any financial transaction for the academic staff of the courses that do not have their respective course file.

The documents to be included in the course file are listed below:

1	Syllabus
2	Lecture notes and presentations based on the syllabus (The instructors who follow a book or course notes will classify the respective parts of the book or course notes based on the week course program and will submit them accordingly)
3	Questions and answers of Mid-Term Exam
4	Quizzes and answer keys (the best and the worst answer sheet samples)
5	Questions and answers of Final Exam (the best and the worst answer sheet samples)
6	Attendance list (with students signatures)
7	Final list of grades

6.5 FACULTY-STUDENT RELATIONSHIPS

The University's educational mission is promoted by professional relationships between faculty members and students. Relationships of an intimate nature compromise the integrity of a faculty-student relationship whenever the faculty member has a professional responsibility for the student. The University prohibits intimate relationships between a faculty member and a student whose academic work, teaching, or research is being supervised or evaluated by the faculty member. "Faculty member" refers to anyone appointed by the University as a Lecturer, researcher, or academic administrator, including graduate and undergraduate students so appointed; "intimate" may also be defined as romantic.

If an intimate relationship should exist or develop between a faculty member and a student, the faculty member shall be object to disciplinary action.

6.6 ACCESS TO STUDENT'S EDUCATIONAL RECORDS

Students have the right to inspect and review the student's educational record; exercise a limited control over the disclosure of information contained in the student's educational record; seek to correct a student's educational record and report violations, which provides the minimum standards for the management of student educational records.

The University designates some personally identifiable information contained in a student's educational record as "Directory Information" in order that the University may, unless the student has express objected, disclose the information without a student's further prior written consent. Access to a student's educational record by a third party for legitimate educational purposes or release by University officials is permitted under certain circumstances.

6.7 STUDENT CONDUCT AND JUDICIAL PROCEDURES

The University Student Discipline Regulation serves to ensure both the rights and responsibilities of students through the operation of a system of regulations and hearing bodies. The said Regulation delineates non-academic standards of conduct appropriate to the University in consonance with its educational goals. The Discipline Regulation applies to all undergraduate, graduates, and professional students registered at the Epoka University. In some cases, off-campus conduct may also be subject to disciplinary action by the University. To deal with violations of the Discipline Regulation, the Ethics Board has been established.

6.8 STUDENT ABSENCES

Each student must attend 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 60% of theoretical courses as well as of applied and laboratory studies are not allowed to enter the final exam of the respective course.

Students who fail a course with any grade, except NA are not obliged to attend the course again in order to enter the final exam. The course can be attended if the student deems it as necessary.

Master's and PhD Students have the obligation to attend respectively at least 60% and 80% of courses held in class and the laboratory and application courses.

If students fail to comply with the above mentioned condition, they have to retake the course with all the relevant obligations.

6.9 OFFICE HOURS

Each faculty member announces his/her office hours through the respective course syllabus. Administrative offices are open from 8:30 a.m. to 12:30 p.m. and from 1:30 p.m. to 5:30 p.m., Monday through Friday.

6.10 ACADEMIC CALENDAR

Epoka University Academic Calendar is published on the web and can be found at epoka.edu.al

6.11 GENERAL EXAM RULES

1. The students must be present in the examination room at least 15 min before the commencement of the examination and listen to the course professor or invigilator and follow their instructions quietly till examination starts.
2. Students are not permitted to enter the examination room later than twenty (20) minutes after the beginning of the examination. The course professor or invigilator is not required to give any extra time. Students are not allowed to leave the examination room until (30) minutes after the commencement of the examination and then only by permission of the course professor invigilator, who shall take in Students' scripts. If you leave the examination room with any excuse before the examination has finished, you will not be allowed to return.
3. Every student is responsible in person for any kind of information, document, book or notes or blank paper (apart from the materials distributed for that examination), and piece of paper or anything that can be used for cheating, found at his desk or around. In such case the student, before the examination starts, must check his desk and ask the course professor or invigilator to change the assigned desk, in opposite case any of pretenses raised by the student will not be accepted.
4.
 - a) In the case of "closed-book" examinations, it is not allowed to take any book or other written or printed matter or blank paper or non approved electronic devices like, pagers of any kind, cameras of any kind, IPODs, MP3 players, personal computers, Personal Digital Assistants (i.e. Palm Pilots), wristwatch computers or any other equipment which might give the student an unfair advantage, to their desk or a reachable place in the examination room.
 - b) Any annotations made by students on their examination question papers, (including annotations indicating a choice of answer) must be

made in a manner which ensures these notations are not visible to any other student.

- c) Cell phones are to be switched off.
 - d) Earplugs are not to be worn in the examination room
 - e) Pens, rulers, calculators, etc., must not share. Electronic manager/diary devices with a calculator function are not allowed. Students may use a calculator approved by the course professor in the examinations that requires the use of calculator. Calculators must not be in cases.
 - f) Bags and books are to be deposited in areas designated by course professor or invigilator and are not to be taken to the examination desk or table.
5. In the case of “open book” examinations, any written or printed material including books, Acts, etc is permitted. Rough working is to be done in the examination book or on the paper provided, and clearly crossed out.
 6. Possession of unauthorized material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.
 7. Epoka University’s standard exam sheet will be used during the examination. Course professor or invigilator may give permission for usage of other answer sheet, if it is deemed for the course. No other exam sheet will be used when answers must be written in the questions sheet.
 8. Students must write their name and ID number clearly on each answer sheet.
 9. The course professor or invigilator has authority to assign seats to students, and change their seats without any explanation in order to keep examination integrity.

10. Course professor or invigilator must check students' ID cards and no student is allowed to enter at examination room and take the exam in another's place. Students must place their identity cards in a position on their desk where they are clearly visible to the course professor or invigilator.
11. The course professor or invigilator has authority to instruct any student who in his/her opinion is guilty of misbehavior to leave the room at once.
12. Invigilators are not obligated to give any explanation related to exam questions, besides explanations made by Course professor or a person authorized by him.
13. Students shall not communicate with another in the examination room or copy from another's answers.
14. Students shall not continue writing an answer, or add anything to their answers after the invigilator has announced the expiration of time. The course professor or invigilator may refuse to accept the papers of students who fail to observe this requirement.
15. Students may not pass off the work of another as their own or quote the work of others without acknowledgment. Such action will be liable to academic penalty and may also be liable to severe disciplinary action.
16. Food must not be brought into the examination room. Caps or hats are not to be worn in the examination room.
17. In the unlikely event that your examination room needs to be evacuated, follow the instructions issued by the course professor or invigilator in the room.

Any infringement of these rules and related regulations may entail the penalty of the cancellation of the student examination, it will be submitted an official report under which necessary procedures will start.

6.12 GRADE REPORTING

Faculties are expected to know all relevant University policies on grading and shall perform their grading duties and other academic evaluation

s in a timely manner. 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.

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

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

Grades not included in the averages are the following:

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

The (I) grade is awarded by the lecturer to a student who failed to complete the requirements of a course due to illness or other valid reason although s/he was successful during the term. In the event that a student receives an (I) grade for a course, s/he must receive a grade by completing the previously unfulfilled requirements within fifteen days from the announcement date of the grades. Otherwise, the (I) grade will automatically turn into an (FF). However, in the case of long-lasting illness or a similar situation, the term for the (I) grade may be extended till the beginning of the following registration term, upon a proposal by the relevant department and subject to the approval of the relevant faculty executive board.

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

The (T) grade is given to the students who transfer from a national or international institution of higher education to the University or do a lateral transfer in the institution, or attended student exchange programs or preparation schools of undergraduate programs to indicate equivalence with respect to previously taken courses, upon a proposal by head of relevant department and subject to approval of the relevant executive board. The (T) grade is not included in students' averages.

The (U) grade is awarded to students who fail to pass courses taken as non-credit courses, which are courses not included in point averages and courses

taken at preparation schools or during the student exchange program.

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

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

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

6.13 FAILURE, ACHIEVEMENT, HONOR AND HIGH HONOR

6.13.1 Semester and Cumulative Grade Point Average (CGPA)

A student's Semester Grade 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. Only courses on the curriculum are considered when the CGPA is computed.

6.13.2 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.

- Students in Integrated Second Cycle Study Program in Architecture whose CGPA at the end of the fourth semester is less than 1.80 out of 4.0 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.
- At the end of each semester, students who have completed all the courses of that semester and whose CGPA is between 3.00 - 3.49 are placed on the honors list, and students whose CGPA is between 3.50-4.00 are placed on the high honors list.

6.14 DETERMINATION OF GRADES

The final grade of a course includes all the studies (mid-term exams, quizzes, field 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. Within the first week of the

academic semester, the lecturer informs students on the evaluation criteria as determined in the respective course syllabus. The 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 student's EIS account [eis.epoka.edu.al]. The Department's Coordinator provides detailed instructions for the grade completion.

6.15 GRADUATION AND DIPLOMA

6.15.1 Bachelor and Integrated Second Cycle Studies

A student who has been successful in all courses through pursuing the academic program and has a CGPA of 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 program and faculty.

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 two 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.

Students are entitled to enter additional exams at most three times. They can enter free of charge for the first time, and in case they enter for the second or third time they shall pay a fee of 50 EUR per exam.

6.15.2 Master Studies

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 of at least 2.00 without having 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 micro thesis 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.

Students are entitled to enter additional exams at most three times. They can enter free of charge for the first time. For the second or third time they shall pay a fee of 50 EUR per exam.

6.15.3 PhD Studies

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

6.16 TEXTBOOKS AND SUPPLIES, INSTRUCTIONAL MATERIALS, AND SUBSCRIPTIONS

Faculty members are advised in writing of the due dates for requisitioning textbooks and supplies. The responsibility for ordering texts and supplies is

vested in the Library Office. Faculty members may not order textbooks for classes directly from the publisher. Faculty members are not permitted to sell any textbooks, notes, or supplies to students in class. Arrangements should be made with the Photocopying Center to handle all required items. Books and supply information can also be submitted by e-mail. For additional information, refer to Library Office.

6.17 UNIVERSITY PHOTOCOPYING POLICY

As a result of the Copyright Law which affects educational institutions, classroom teaching, libraries and users of copyrighted material in general, a detailed policy has been adopted by Epoka University.

The following excerpts highlight on the key provisions:

6.17.1 Copyrighted Material

According to the Copyright Law, the following may be copyrighted literary works; musical works, including any accompanying words; dramatic works, including any accompanying music; pantomimes and choreographic walks; pictorial, graphic and sculptural works; motion pictures and other audiovisual works; sound recordings; and computer programs. One may therefore assume that almost any form of creative work may be subject to copyright protection.

6.17.2 Photocopying

One single copy of a copyrighted article or a minor part of a work may be made unless written permissions to do otherwise have been secured from the copyright holder by the person who makes the copy or requests copying service. Most government documents are in the public domain; however, there are some exceptions. It is appropriate to check for a notice of copyright before making multiple copies of such material.

Single Copying for Teachers: A single copy may be made of the following by or for a teacher at his or her individual request for scholarly research or use in

teaching or preparation to teach a class:

- a chapter from a book,
- an article from a periodical or newspaper,
- a short story, short essay or short poem, whether or not from a collective work, and/or a chart, graph, diagram, drawing, cartoon, or picture from a book, periodical, or newspaper.

6.17.3 Multiple Copies for Classroom Use

Multiple copies of course materials (not to exceed in any event more than one copy per student in a course) may be made by or for the teacher giving the course for classroom use or discussions provided that each copy includes a notice of copyright.

6.17.4 Prohibitions

Copying shall not be used to create or to replace or substitute for anthologies, compilations or collective works. Such replacement or substitution may occur whether or not copies of various works or excerpts therefrom are accumulated or reproduced and used separately.

There shall be no copying of or from works intended to be “consumable” in the course of study or of teaching. These include workbooks, exercises, standardized tests and test booklets and answer sheets and similar consumable material.

Copying shall not: ***substitute for the purchase of books, publishers’ reprints or periodicals;***

6.18 UNIVERSITY POLICY ON COPYRIGHTS

Except as specifically exempted by University policy, faculty, staff, and students

are entitled to claim copyright ownership, including worldwide rights, of the following works authored by them: books, articles, educational coursework, similar works that are intended to disseminate the results of academic research or scholarly study, or other works of artistic imagination. The University has no proprietary interest in copyrightable materials produced by faculty, staff, or students under contract with entities external to the University (in which the faculty, staff, or students have no controlling majority interest), except as specifically exempted by policy.

When copyrightable works that have been produced by University faculty, staff, or students who have been specifically directed to produce those works in the course of their employment, or who produce those works under the supervision and control of the University, the copyright interests in such works automatically vest in the University.

6.19 EPOKA INTERACTIVE SYSTEM

<http://eis.epoka.edu.al>



Epoka Interactive System is a secure, web accessible interactive system that allows you to access categorized tasks such as Academics, Online Forms, Advisorship, CV, etc.

Some of its most important features include:

6.19.1 Academics

The screenshot displays the 'My Courses' section of the Epoka Interactive System. The interface includes a sidebar with navigation links: Home, Profile, and My Courses (which is currently selected). The main content area is titled 'My Courses' and shows a list of courses for the '2016-2017' Academic Year / Term, specifically for the 'Fall' semester. The 'Show' button is visible. Two course entries are listed:

BUS 101		
MATH. FOR ECONOMICS AND BUSINESS I / BAF Compulsory Fall 2016-2017 Nihat Cengiz	ECTS 5	STUDENTS 98
		CLASS AVERAGE 0.13 / 100
Syllabus Students Attendance Grade Book		
Linked to this course: BUS 101 (BA BAF)		

BUS 101		
MATH. FOR ECONOMICS AND BUSINESS I / ECO Compulsory Fall 2016-2017 Nihat Cengiz	ECTS 5	STUDENTS 36
		CLASS AVERAGE 0.00 / 100
Syllabus Students Attendance Grade Book		
Linked to this course: BUS 101 (BA ECO)		

In the Academics section the responsible academic staff may access to his/her student list of a specific lectured course. The academic staff has the duty to print the attendance list from the EIS prior to the start of the lecture and for submitting the said list online through EIS after the lecture has ended.

The academic staff shall also be held responsible for the submission of the minor and the final grades as well. The results of the survey to be held before the Final Exam period which assesses the performance of the Faculty, according to the opinion of the students during the semester may be accessed from this section.

6.19.2 Advisorship

The screenshot displays the EPOKA INTERACTIVE SYSTEM interface. On the left, there is a sidebar with 'My Courses' and 'General Info' tabs. The main area shows a student profile for 'Armenio Tiliaghi' (ID: 1993-07-13, B2-APTS, MALE, Active). Below the profile, there is a 'Course Approval' section with a table of courses and a 'Student List' section with a table of students.

Course Approval Table:

#	Code	Section	Course Name	ECTS	Credits	Lecturer	Type
1.	CEN 409	CEN409CEN409	RESEARCH METHODS	7.5	4	Albana Halli	Compulsory
2.	CEN 552	CEN	ADVANCED DATABASE MANAGEMENT SYSTEMS	7.5	4	Elton Domnori	Elective
3.	CEN 583	CENICE	ADVANCED COMPUTER ARCHITECTURE	7.5	4	Betm Çço	Elective
4.	CEN 583	CENICE	ADVANCED CONCEPTS IN COMPUTER NETWORKS	7.5	4	Indrit Enesi	Elective

Total credits: 16 | Total ECTS: 30

Student List Table:

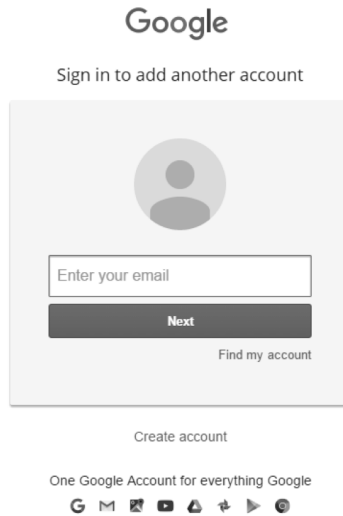
ID	Name Surname	Year	Status	Program	CGPA	Selected	Approved
1.	Armenio Tiliaghi	2	Active	MSc CEN	2.50	Yes	2016-10-20
2.	Armenio Tiliaghi	2	Active	PHD CEN	3.46	Yes	2016-11-06
3.	Armenio Tiliaghi	2	Active	MSc CEN	3.46	No	Not approved

From the advisory section the concerned academic staff may access the information of the students that are being advised by him/her.

Lecturers can see the students' course registration status, can approve the current course selection and can view the academic information for each student.

6.20 EPOKA UNIVERSITY E-MAIL SERVICE

After starting work at Epoka each staff is equipped with a personal e-mail, which may be accessed from <http://webmail.epoka.edu.al>. Human Resources Office is the office responsible for issuing the username and password for each staff. All the official e-correspondence is carried through this service. All staff members are requested to communicate with students of Epoka University using the Epoka University e-mail service.



6.21 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. The library possesses a total of about 10,000 printed books.

The library catalogue can be accessed via <http://lib.epoka.edu.al>

6.21.1 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 Library of Congress Classification System.

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 as well as 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 reshelv the books you take from the shelves, just leave them on the desks near the shelves so that the Library staff reshelves 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 contact the staff at the Checkout Desk.

6.21.2 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 the JSTOR's collections by going to <http://www.jstor.org/> and searching or browsing for content—272 journals with every single article in full.

Epoka University has also access to Science Direct digital library. Science Direct is a leading full-text scientific database offering journal articles and book chapters from nearly 2,500 journals and more than 30,000 books.

Every member of Epoka staff can access from our premises to Science Direct collections by going to <http://www.sciencedirect.com/> and searching or browsing for content.

6.21.3 Borrowing books from the Library

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.

Academic and administrative personnel are members of the library. They can borrow library materials in accordance with the rules.

Researchers coming from outside the university are not lent books; they are only allowed to use and copy the materials in the library.

Circulation Rules and Regulations

Resource	Patron	Loan period (days)	Maximum number of check-outs (items)
Book	Staff	20	5
Bound Journal	Staff	5	2
Visual/Audio Resources	Staff	3	3

TURNITIN



Turnitin is an Internet based text matching system which is used by Epoka University to assist our staff and our students deal with issues surrounding academic integrity. Turnitin helps Epoka University's academic staff in the process of ensuring that students work conforms to the standards of academic integrity outlined within University policy, and expected within their specific discipline.

Staff will tell students if they intend to use Turnitin for their assignment and students will be asked to upload their research papers via Turnitin or Moodle website. The system looks for similarity to other documents and then provides student with an originality report. From this, student can identify where they might have quoted or paraphrased without referencing and also where they may have referenced correctly but relied too heavily on others' work without their own analysis of ideas.

6.22 EPOKA LEARNING MANAGEMENT SYSTEM

<http://lms.epoka.edu.al>

Epoka Learning Management System is an online Learning Environment. It's easy to use and has a number of innovative tools that make it an excellent environment for creating courses that promote collaborative learning and the creation of learning communities.



Courses

▼ Miscellaneous

 Epoka Course 002

 Epoka Course 001

▼ Faculty of Architecture and Engineering

▼ Computer Engineering

▼ Bachelor

 MTH 201 - Differential Equations

 ECE 216 - Digital Multimedia

 PHY 101 - General Physics I

 CEN 385 - Computer Organization

 CEN 103 - Introduction to Computer Engineering

 CEN 211 - Engineering Economics

 CEN 213 - Object Oriented Programming



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