

SMART STUDENT GUIDE

2023 - 2024



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1. AN INTERNATIONAL UNIVERSITY IN THE BALKANS REGION

EPOKA University is an international higher education institution located on a [smart campus](#) between the international connections and trading crossroads of Durres Port and Rinas Airport in [Tirana](#), the capital of [Albania](#).

The University commenced academic activities during the 2007-2008 academic year in compliance with the provisions of the Albanian higher education legislation.

In 2012, 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 changed from “Institution of Higher Education (“Shkollë e Lartë” in Albanian) to “University”.

All institutional strategies of EPOKA University are built on the “Education, Research and Contribution to Society” triangle. To promote further R&D, as well as contribution to society, EPOKA University has signed several cooperation agreements with international and national institutions. Among our distinguished partners are the Albania Investment Council, American-Albanian Business Association, Tirana Municipality, British Council Albania, Yunus Centre, Dhaka and others.

For a complete list, please go to the link: <https://bit.ly/3rqJl6u>

EPOKA University comprises three faculties: the Faculty of [Architecture and Engineering](#), composed of the Department of [Architecture](#), the Department of [Civil Engineering](#) and the Department of [Computer Engineering](#); the Faculty of [Economics and Administrative Sciences](#), composed of the Department of [Banking and Finance](#), the Department of [Business Administration](#) and the Department of [Economics](#); the Faculty of [Law and Social Sciences](#) composed of the Department of [Law](#), the Department of [Political Science and International Relations](#) and the [Center for European Studies](#).

For detailed information: <https://bit.ly/3C4x1Dm>

EPOKA University offers education in three study cycles, respectively Bachelor's, Master's, and PhD, with 10 [Bachelor](#), 8 [Master of Science](#), 6 [Professional Master](#), 2 [Integrated Second Cycle](#) and 6 [PhD study programs](#).

The language of instruction in all study programs is English, except for the [Integrated Second Cycle Study Program in Law](#), which is offered as a bilingual program in English and Albanian language.

EPOKA University fully complies with the requirements of the [Bologna Process](#), such as offering study programs in the three cycles of studies, adoption of both the ECTS credits system and the American credit-hour system, as well as the provision of the diploma supplement for all of its graduates.

In 2021, EPOKA University successfully completed the periodical institutional accreditation process by the Accreditation Board under the authority of the [Albanian Agency for Quality Assurance in Higher Education](#). EPOKA University possesses a highly qualified full-time academic staff, 23% of whom are foreign, as of October 2023. The foreign staff comes from Italy, Germany, Greece, Kosova, Turkey, India, Kazakhstan, Turkmenistan, Indonesia and Russia. During the 2022-2023 academic year, the student ratio was 19:1, illustrating the particular emphasis EPOKA University places on high-quality teaching and its student-oriented approach. The student body is also international, with 3% of the student community coming from foreign countries such as USA, Canada, UK, Kosovo, North Macedonia, Montenegro, Turkey, France, Egypt and Italy.

EPOKA University is an institution of higher education oriented to scientific research. It manages and organizes its scientific research policy in accordance with its Strategic Plan in the framework of “Research Excellence at EPOKA” under the [Research and Projects Office](#).

EPOKA University has four research centers: the [Center for European Studies \(CES\)](#), the [Center of Research and Design in Applied Sciences \(CORDA\)](#), the [Yunus Center for Social Business and Sustainability \(YCSBS\)](#) and the [Continuous Education Center \(CEC\)](#).

“Internationalization” represents a strategic objective of EPOKA University. In this context, EPOKA University is one of the most active universities in Albania to conduct student and staff exchange programs with [foreign universities](#).

Furthermore, EPOKA University cooperates with EU universities through the [Erasmus+ Programme](#) in research and projects aiming to support actions in the field of Education, Training, Youth and Sports.

EPOKA University has successfully implemented several Erasmus+ projects in the Field of Higher Education and one Horizon 2020 project. EPOKA is also leading the Jean Monnet Module “EU Integration of Western Balkans: Patterns and Issues”. As for 2023, EPOKA University is proud to announce that it has been awarded the coordinating role for the COWEB project, a groundbreaking initiative. For detailed information, please visit our [Research and Projects Office](#).

EPOKA University is also an associate member of the [European Universities Association \(EUA\)](#), a signatory of the [Magna Charta Universitatum](#), the [United Nations Supported-initiative Principles of Responsible Management Education](#). [Yunus Centre](#), Dhaka, Academic Impact, [American Chamber of Commerce in Albania](#), [AACSB International](#), [The Association for the Advancement of Sustainability in Higher Education](#).

EPOKA University Library offers different access to its students through its [Digital Library](#) with regard to all the program studies offered by EPOKA. At the same time, the library is subscribed to several electronic resources such as Science Direct, JSTOR, IOP- science, SCOPUS, Thomson Reuters, OECD-Library and Cambridge Journals Online.

In addition, the EPOKA University campus is situated in a green area outside the city of Tirana and provides venues with comfortable physical and IT infrastructure, which offer high-quality services and facilities to students, staff and other stakeholders and which include three computer labs, one electronic and one civil engineering lab, as well as a Digital Fabrication Lab.

At the same time, EPOKA University boasts an excellent employability rate of approximately **90%** for its graduates, who are employed in the local and international labor markets. Besides infrastructure and well-appointed facilities, EPOKA University offers internships, networking, career fairs and employment opportunities for its students and graduates in collaboration with sectors and industry under the [Career Planning and Alumni Office](#).

EPOKA University is the only university in Albania to have participated in U-Multirank 2021. At the same time in QS Rankings, and Webometrics.

By participating in U-Multirank, EPOKA University shared detailed data on the performance of the university in order to help students make better informed study choices based on what matters most to them.

As made clear by the [EPOKA University sunburst chart](#) in U-Multirank 2022, the [university's performance](#) profile shows top performance across various indicators, with 8 'A' (very good) scores.

As EPOKA continues into its second decade of operations, it has developed the Institutional Strategic Plan and looks to further advance its mission of providing outstanding education, research, and contribution to society

2. 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.

3. VISION

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

4. ADMINISTRATIVE BOARD

The Administrative Board is the highest collegial decision-making body of the University on financial and administrative matters.

5. ACADEMIC SENATE

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

6. PERMANENT COMMISSION ON STUDENT RELATIONS

The Permanent Commission on Student Relations is responsible toward the Academic Senate and has the right to make recommendations about matters that concern the student community.

7. RECTORATE

The Rectorate is a collegial decision-making body which is chaired by the Rector and meets periodically.

8. RECTOR

The Rector is a monocratic body appointed by the decision of the Administrative Board.

9. ADMINISTRATOR

The Administrator is the head of the University administrative structure and manages the economic, financial and administrative activity of EPOKA University.

10. VICE RECTOR FOR ACADEMIC AFFAIRS

The Vice-Rector for Academic Affairs assists the Rector in developing and supervising the implementation of academic policies and strategies in order to fulfill the mission of EPOKA University.

11. DEAN OF STUDENTS OFFICE

The Dean of Students is responsible for the maintenance of relations between students and the institution. The office takes special care of the students, having as main mission orienting, advising and protecting the rights of the students or student clubs. The Dean of Students Office provides students with the support, resources and referrals they need to succeed at the university.

Accessibility Team of EPOKA University

EPOKA University is committed to ensuring that all students with disabilities receive education in a supportive environment that values diversity, inclusion, and participation. All units will use inclusive practices and reasonable adjustments to carry out changes in procedures or environments to remove any disabling effects or barriers to participation.

Accessibility Team under the Dean of Students Office acts as the welcome point that provides initial information and services for all students with disabilities. The Accessibility Team is responsible for the investigation and procedural fulfilments regarding any arising by closely cooperating with the respective Departments and other concerned units.

In this regard, EPOKA University has developed a Policy ‘On students with Disabilities’ which can be found in this LINK: <https://shorturl.at/fCE59>

This policy applies to all disabled students regardless of nationality, fee status or residence.

11.1 Career Planning and Alumni Office

The Career Planning and Alumni Office (CPAO), orients the students in their professional education and facilitates their employment by acting as a bridge between the University and the business world.

The CPAO also arranges and organizes seminars, courses and conferences, to prepare students accordingly.

Another important role of the Career Planning and Alumni Office is to establish and enhance a continuous relationship between EPOKA University and its alumni. The CPAO stimulates the interest and participation of students and alumni in activities of the University by fostering their interaction with the institution.

This Office encourages EPOKA students to become active, loyal and supportive alumni following graduation.

By cooperating with public institutions and private national and international companies, the Career Planning and Alumni Office helps students obtain internships in the labor market according to their qualifications. Internship programs offer benefits by providing many opportunities to develop necessary skills such as team work, coordination, communication and self-confidence.

11.2 Student Clubs and Activities Office

The Student Clubs and Activities Office organizes a variety of social and cultural activities available to the students of EPOKA University.

Student clubs are established on an academic basis, facilitate the development of inter-personal relationships between students and also build leadership skills. The social and cultural activities provide students with a better understanding of life and bring about cultural exchange between students from different parts of Albania, the Balkans and beyond.

This unit also organizes sports activities at EPOKA University, intra-university and inter-university tournaments, and also assists university teams and trains them.

11.3 Student Council

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

The fundamental objective of the EPOKA University Student Council is to ensure both the academic development of students and their social and personal growth.

12. FACULTIES and DEPARTMENTS

EPOKA University comprises three major academic components: Bachelor Programs, Master Programs, and PhD Programs.

The following is a list of departments and program offerings of EPOKA University and is available at: <https://bit.ly/2CeWcWh>

Faculty of Economics and Administrative Sciences

- Banking and Finance
- Business Administration
- Economics

Faculty of Architecture and Engineering

- Architecture
- Civil Engineering
- Computer Engineering

Faculty of Law and Social Sciences

- Law
- Political Science and International Relations
- Center for European Studies

13. FACULTY OF ECONOMICS AND ADMINISTRATIVE SCIENCES MISSION

The mission of the Faculty of Economics and Administrative Sciences consists of three interrelated components that are: providing greater educational opportunities for our undergraduate and graduate students through highest quality teaching and relevant curricula; engaging in academic research and activities, as well as delivering recent knowledge; participating in the activities of professional communities worldwide.

VISION

The vision of the Faculty of Economics and Administrative Sciences is to be recognized as a leading faculty in the Balkan region where economic problems are discussed in order to find solutions, and regional business issues can find the best practices.

Details can be found on the Faculty's web page: <http://feas.epoka.edu.al>

13.1 Decanate

Decanate is an executive collegial body that decides and approves the activities of teaching and research and publications of the main unit and defines the plans and programs related to these activities.

13.2 Department of Banking and Finance

The Department of Banking and Finance offers a Bachelor program in Banking and Finance, a Professional Master and a Master of Science program in Banking and Finance.

The Department aims at the qualification of new staff with professional knowledge who are alert to the challenges in finance and who can work in the banking sector as well in the administration of local and foreign private companies.

The students will master the theoretical framework of the banking system, the Albanian economy and finance in order to operate in Albania and abroad. Graduates from the Banking and Finance are qualified to work in a wide variety and popular positions including commercial and central banks, finance and accounting departments of corporations, financial institutions in the international area, capital markets, stock and foreign exchanges, insurance institutions, public institutions and government bodies.

Curriculum can be accessed at: <https://eis.epoka.edu.al/curricula>

13.3 Department of Business Administration

The Department of Business Administration offers Bachelor programs in Business Administration, Business Informatics, as well as International Marketing and Logistics Management program. The Department also offers a Professional Master and Master of Science program in Business Administration. At the same time, the Department offers a PhD in Business Administration study program.

13.3.1 Business Administration programs

Business Administration program provides students with knowledge in management and in business administration, as well as with organizational skills to serve in the public and in private sector. The business administration program is structured around a group of technical courses, which exposes students to the basic tools of quantitative methods, accounting, and economic theory, and a core of management and leadership courses that integrate culture, language, and ethics, to enable future business leaders to meet the challenges of today's global environment.

Curriculum can be accessed at: <https://eis.epoka.edu.al/curricula>

13.3.2 Business Informatics Program

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

Curriculum can be accessed at: <https://eis.epoka.edu.al/curricula>

13.3.3 International Marketing and Logistics Management Program

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

Curriculum can be accessed at: <https://eis.epoka.edu.al/curricula>

13.4 Department of Economics

The Department of Economics offers a Bachelor program and a Master of Science program in Economics. At the same time, the Department offers PhD programs in Economics with two profiles: Economics and Banking and Finance profile.

The Department of Economics aims at the qualification of new staff with general knowledge alert to the challenges in economics and able to work in the administration of local and foreign private companies.

The student will be able to acquire the necessary knowledge to operate in Albania and abroad due to the learnt theoretical framework, Albanian economy, accounting, related laws, international economics etc.

The department objective is to qualify new economists, supplied with the field knowledge by benefiting from all the achievements of this discipline at the international level.

Curriculum can be accessed at: <https://eis.epoka.edu.al/curricula>

14. FACULTY OF ARCHITECTURE AND ENGINEERING

MISSION

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

VISION

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

Details can be found on the Faculty's web page: <http://fae.epoka.edu.al>

14.1 Decanate

Decanate is an executive collegial body that decides and approves the activities of teaching and research and publications of the main unit and defines the plans and programs related to these activities.

14.2 Department of Architecture

The Department of Architecture offers an Integrated Second Cycle Study Program in Architecture, as well as Master of Science and PhD program in Architecture. The Department of Architecture at EPOKA University prepares students for critical engagement with practice and ensures readiness for professional responsibilities. Department's vision is to offer a leading Architecture program in Albania and the Balkan region, teaching sustained evaluation of principles, traditions, and requirements of building in all its aspects.

The goal is to advance the profession of architecture by combining artistic talent, technical proficiency, and social engagement in pursuit of excellence. The graduates may find employment in many fields of architecture including architectural studios, construction firms, interior design, building science, restoration and preservation of historical sites.

Curriculum can be accessed at: <https://eis.epoka.edu.al/curricula>

14.3 Department of Civil Engineering

The Department of Civil Engineering is one of the founding departments of EPOKA University. The Department of Civil Engineering offers 5 (five) study programs in all academic levels:

- Bachelor program in Civil Engineering (three years, 180 ECTS)
- Professional Master programs (one year, 60 ECTS)
 - ◊ Professional Master in “Civil Engineering”
 - ◊ Professional Master in “Disaster Risk Management and Fire Safety Engineering”
- Master of Science program in four profiles of Civil Engineering (two years, 120 ECTS) such as:
 - ◊ Structural Engineering
 - ◊ Construction Management
 - ◊ Material Science
 - ◊ Water Resources Engineering
- PhD program in Civil Engineering (three years, 180 ECTS)

The Department aims at enabling students at the end of their studies to have career opportunities in the engineering industry by working with analysis, design, construction, maintenance of the built environment, and dealing with construction management as well. The students are provided with laboratory facilities to better understand and apply the theory. Graduates will be capable of having a say in what the world will look like by making a lasting improvement to the society, improving the quality of life for millions and the environment that surrounds them, bringing relief to those who need it most, thus shaping and improving people's life.

Graduates will be ready to be part of a fast-growing and dynamic industry and select from a broad range of civil engineering disciplines.

Curriculum can be accessed at: <https://eis.epoka.edu.al/curricula>

14.4 Department of Computer Engineering

The Department of Computer Engineering offers Bachelor programs in Computer Engineering, Software Engineering, and Electronics and Digital Communication Engineering, Master of Science programs in Computer Engineering, and Electronics and Communication Engineering, a Professional Master program in Computer Engineering, as well as a PhD program in Computer Engineering.

The mission of the Department of Computer Engineering is to educate the students to gain an understanding of the fundamentals of science and engineering so that they can develop solutions to Computer Engineering problems and enhance their skills on computer science, computer architecture, design and analysis of algorithms, software engineering communication and research skills.

It is aimed to especially emphasize teamwork, independent and innovative thinking and leadership qualities. In particular, the Computer Engineering Program aims to train the students to have theoretical background in basic sciences and engineering and to be equipped with necessary technical skills and to provide practical experience which will enable students to utilize and enhance their engineering knowledge.

The vision of the Department of Computer Engineering is to be a department whose graduates are highly preferred in worldwide IT industry and to gain a leadership position in Albania and worldwide.

Curriculum can be accessed at: <https://eis.epoka.edu.al/curricula>

14.4.1 Electronics and Digital Communication Engineering Program

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

Curriculum can be accessed at: <https://eis.epoka.edu.al/curricula>

14.4.2 Software Engineering Program

Software Engineering is closely related to engineering and mathematical foundations. A software engineer is expected to provide solutions for designing, implementing, testing computer applications using scientific, technological, and engineering principles.

The mission of the Software Engineering Program is to educate students to acquire the ability to understand the scientific and engineering basics in such a way as to provide solutions to Software problems and to increase their skills in data processing sciences, in the program, in analysis and design of algorithms, in the implementation of software projects by improving communication and research skills. It mainly aims to emphasize teamwork, independent and innovative thinking, as well as leadership qualities.

Curriculum can be accessed at: <https://eis.epoka.edu.al/curricula>

15. FACULTY OF LAW AND SOCIAL SCIENCES

15.1 Department of Political Science and International Relations

The Department of Political Science and International Relations offers Bachelor, Professional Master, Master of Science and PhD programs in Political Science and International Relations.

The Department of Political Science and International Relations aspires to be a leader in the field of politics and governance by educating its students towards the promotion of peace and justice, equity and sustainability, inclusiveness and respect for human rights. In addition to courses that orient them to the field, students are given the opportunity to conduct extensive research on such contemporary issues as the European Union, political economy, democratization, human rights, gender and identity politics.

Department graduates may find career opportunities at home and abroad in the private as well as the public sector, particularly in organizations affiliated with the United Nations and the European Union, in central and local government institutions, in universities and the media, and in other private organizations and businesses.

Curriculum can be accessed at: <https://eis.epoka.edu.al/curricula>

15.2 Department of Law

The mission of the Department of Law, through the integrated second cycle program in Law, is to prepare specialists in the field of law as future qualified leaders to contribute to the advancement of justice and the welfare of society; capable to engage in various positions in the judiciary and who can become judges, prosecutors, lawyers, notaries, state lawyers, private or state bailiffs, lawyers in the central and local state administration as well as in private sector.

The integrated second cycle study program in Law offers to students the opportunity to gain analytical capacities and the basic concepts of law, legal terminology,

legal theories and necessary procedures to deal with the theoretical and practical problems in the field of law.

Curriculum can be accessed at: <https://eis.epoka.edu.al/curricula>

16. REGISTRAR'S OFFICE

The Registrar's Office (RO) is an integral part of the educational process. The mission of the RO is to provide services for the University's undergraduate, Master's and PhD students.

These services include maintaining all students' records, transcript processing, enrollment verifications, scheduling, course registration, maintaining records on the student database, issuing of diploma and diploma supplement, etc. RO facilitates the academic experience of students from enrolment till graduation.

Enrollment Procedure

- Step 1** Submission of enrollment documents
- Step 2** Payment of Registration and Tuition Fee by Student according to the timeline established in the academic calendar
- Step 3** Signing of the Service Contract between the Registrar's Office and student
- Step 4** Issuance of ID Card, and Epoka Interactive System credentials by the Registrar's Office

BACHELOR, MASTER AND PHD STUDENTS

16.1 Enrollment Procedure

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

The student completes the registration procedures, before the beginning of the semester and signs the Service Contract.

16.2 Course Registration Procedure

EPOKA University students shall renew their registration for each semester at the study program in which they are enrolled. Registration renewals are to be made within the time specified in the academic calendar. Students failing to renew their registration as specified time in the academic calendar will be subject to 50 EUR penalty for every week delay in the course registration. After the add and drop week, no course registration can be carried out for the relevant semester and student will not be able to attend courses and take exams.

Course Registration Procedure

Step 1

The Student carries out the course selection via EPOKA Interactive System [eis.epoka.edu.al] within the timeline determined in the academic calendar

Step 2

The Student ensures that the course selection gets approved by the advisor

Step 3

The Student keeps a signed copy of the approved course registration form



In case of failure to complete course registration within the timeline determined in the academic calendar:

Student shall pay 50 Euro penalty for every week of delay



After the add and drop week:

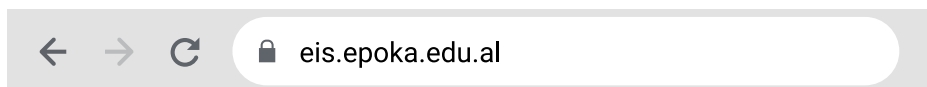
No course registration can be carried out for the relevant semester and student will not be able to attend courses and take exams.

16.3 EPOKA Interactive System (EIS)

EPOKA Interactive System (EIS) is an interactive online system through which students can manage many university-related and course-related procedures. EIScan be accessed via web or mobile application.

Directions for using EIS:

You may access your EIS account via <https://eis.epoka.edu.al> or by downloading corresponding mobile apps for Apple and Android devices.

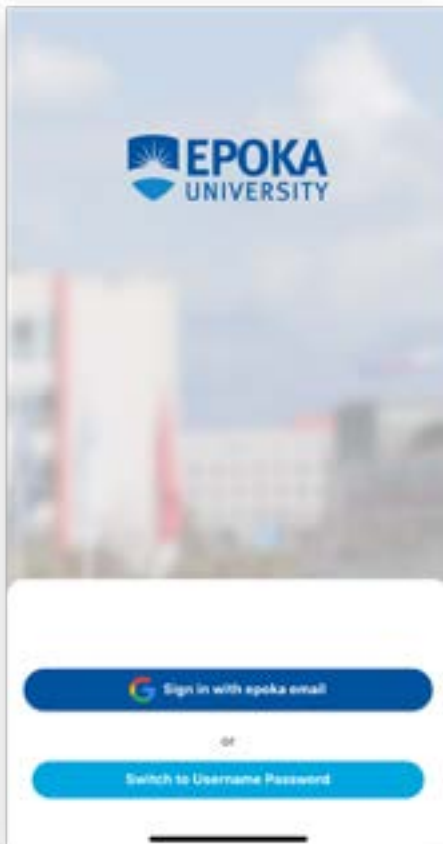


Using your EPOKA Mail account credentials (you may obtain your password from the Registrar's Office) you can access your EIS account.

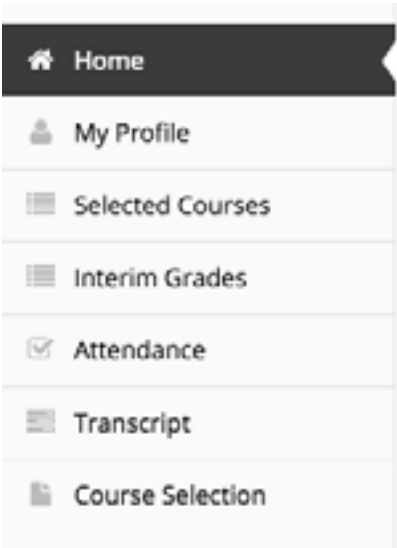


The same steps have to be followed also for mobile devices.

- Press Login with EPOKA Mail button (this will take you to google account sign in page).
- Enter EPOKA Mail credentials in google account sign in page then if correct you will be redirected in EIS dashboard.



Your Home Page includes shortcuts to all services.
Using the right sidebar you can access your Profile, Courses, Grades, Attendance, Transcript, and Course Selection.



The main menus related to the registration procedure are as follow:

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

Course Selection: Includes regular semester courses, courses the student has failed, courses the student has not taken in the previous semesters, and non-area elective courses.



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

Students must primarily take the courses which they have failed in previous semesters (FD and FF) and the ones which they have not taken until then. These courses will be offered in their regular semester. The maximum number of credits a student can take in one semester is 45 ECTS.

In mobile devices you can access all services from application dashboard as below:



16.4 Course Selection Approval

The Course Selection Approval finalizes the Course Registration. The student is responsible for the receipt of such approval by his/her advisor.

Course Selection Approval

The relevant department assigns an academic staff as an advisor to each student.

The advisor advises the student throughout his/her studies at the University.

The student shall carry out the course selection via EIS [eis.epoka.edu.al] or mobile app.

The student shall obtain the advisor's approval of his/her course selection.

The course registration form is generated as soon as the student's course selection gets approved.

The print out course registration form shall be signed jointly by the student and his/her advisor.

16.5 Course Add and Drop

The student may add or drop courses via EIS [eis.epoka.edu.al] within the defined period in the academic calendar. The student's courses will appear automatically in the system.

The student should obtain approval from his/her advisor and sign jointly with the advisor the new approved course registration form.

Course Add and Drop

The Student adds or drops course(s) according to the academic calendar via Epoka Interactive System [eis.epoka.edu.al]

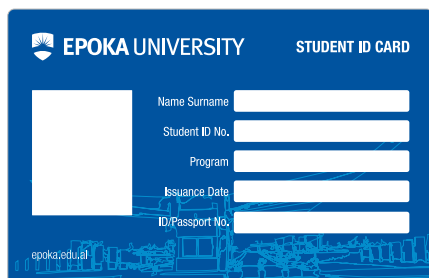
The Student ensures that the course selection gets approved by the advisor

The Student keeps a signed copy of the new approved course registration form

16.6 Identification (ID) Card

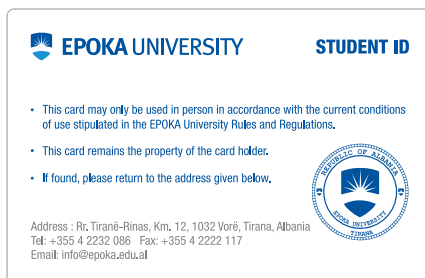
Students who complete their registration shall be given identification (ID) card. EPOKA ID cards contain a photograph and basic personal details, demonstrating that they are students of University. All students should make sure to pick up their EPOKA ID card when it is printed because it is required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

Front Side



The front side of the EPOKA UNIVERSITY STUDENT ID CARD is a blue card. It features the EPOKA UNIVERSITY logo and name at the top left, and "STUDENT ID CARD" at the top right. Below the logo is a white rectangular area for a photograph. To the right of the photo are four white input fields for personal information: "Name Surname", "Student ID No.", "Program", and "Issuance Date". Below these fields is another white input field for "ID/Passport No.". At the bottom left, the website "epoka.edu.al" is printed. At the bottom right, there is a faint blue line-art illustration of a university building.

Back Side



The back side of the EPOKA UNIVERSITY STUDENT ID CARD is a white card. It features the EPOKA UNIVERSITY logo and name at the top left, and "STUDENT ID" at the top right. Below the header, there are three bullet points: "This card may only be used in person in accordance with the current conditions of use stipulated in the EPOKA University Rules and Regulations.", "This card remains the property of the card holder.", and "If found, please return to the address given below.". To the right of the text is the circular seal of EPOKA UNIVERSITY. At the bottom, the address "Rr. Tiranë-Rinas, Km. 12, 1032 Vorë, Tirana, Albania" is printed, along with the telephone number "+355 4 2232 086", the fax number "+355 4 2222 117", and the email address "info@epoka.edu.al".

ONLY BACHELOR AND INTEGRATED SECOND CYCLE STUDENTS

16.7 Course Withdrawal

Course withdrawals can be done during the 11th week of the Fall and Spring semesters.

One course at most can be withdrawn in one semester.

Four courses at most can be withdrawn throughout all duration of studies.

Course withdrawal cannot be done by Freshman Students.

All courses – regardless whether they are taken for the first time or are repeated courses – may be withdrawn.

Course withdrawal is possible only in Bachelor and Integrated Second Cycle Programs.

16.8 Resit Exams

Resit Exams are given for courses taken during Fall and Spring Semesters; they are not given for courses taken in Summer Semester.

Resit Exams are administered for end of semester letter grades: DC, DD, FD, FF and U.

Students who pass the Resit Exam will receive at most a CC grade and that grade will be considered as the final grade for the respective course.

The grades of students who have registered to enter the Resit Exams but do not attend the Resit Exam, shall remain the same as the final grade taken during respective semester.

Resit Exams are administered only for courses taken in the framework of Bachelor and Integrated Second Cycle programs.

17. EDUCATION PERIOD

An academic year consists of the fall and spring semesters. The normal period of the fall and spring semesters is fourteen weeks of lectures and two weeks of final exams. The starting and ending dates as well as examination periods of each semester are announced in the academic calendar determined by the Academic Senate. No classes and exams are held on official holidays. However, if necessary, the education activities proposed by the relevant unit and by Academic Senate approval can also be conducted on Sundays.

Each year, the summer semester may be offered with the University Academic Senate Decision. Rules of summer semester are announced during the spring semester of the respective academic year.

18. METHOD AND LANGUAGE

The education program includes theoretical and applied courses, applications, projects and studios, laboratories and workshops, practical sessions, applied land studies, seminars, internships, and graduation projects. The medium of instruction at the University is the English language, except Bachelor in Banking and Finance (Albanian), and Integrated Second Cycle Study Program in LAW (Bilingual Program)

19. DURATION OF STUDIES

Bachelor's Degree (First Cycle) can normally be obtained on the completion of 3 academic years with at least 180 ECTS.
The maximum duration of studies is 6 academic years.

Integrated Second Cycle Degree can normally be obtained on the completion of 5 academic years with at least 300 ECTS.
The maximum duration of studies is 10 academic years.

Professional Master Degree (Second Cycle) can normally be obtained on the completion of 1 academic year with at least 60 ECTS.
The maximum duration of studies is 2 academic years.

Master of Science Degree (Second Cycle) can normally be obtained on the completion of 2 academic years with at least 120 ECTS.
The maximum duration of studies is 4 academic years.

Doctorate (PhD) Degree (Third Cycle) can normally be obtained on the completion of 3 academic years. The maximum duration of studies is 5 academic years.

If a student exceeds the maximum duration of studies for the respective program, the University terminates relations with the student.

20. CLASS ATTENDANCE

Each student has to 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 75% of the lectures, applied studies, laboratories, projects, seminars, exercises, workshops, graduation projects and other teaching activities 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 and PhD Students have the obligation to attend respectively at least 75% and 80% of the lectures, applied studies, laboratories, projects, seminars, exercises, workshops, graduation projects and other teaching activities. If students fail to comply with the abovementioned condition, they have to retake the course with all the relevant obligations.

21. ASSESSMENT

21.1 Grading System

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

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	

Further details on the abovementioned grades are available in the [“Regulation Undergraduate Studies and Examinations”](#) on the website of EPOKA University.

21.2 Grading

The final grade of a course includes the evaluation of all course components (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 course instructor 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].

21.3 Semester and Cumulative Grade Point Average (CGPA)

A student's Semester Grade Point Average (CGPA) is computed by multiplying the numerical grade received in each course by the number of ECTS offered for each course, then dividing by the total number of ECTS taken during the term. The Semester and Cumulative Grade Point Average is rounded to two decimal places.

Only courses on the transcript are considered when the CGPA is computed.

21.4 Failure, Achievement, Honor and High Honor

A student passing a course with CC is considered as successful. A student, who takes FD and FF from a compulsory course, is considered as unsuccessful and has to repeat that course. A student, who takes FD and FF from an elective course, is not obliged to retake the same failed elective course, but he must successfully pass all the elective courses envisaged in the study program and fulfill all the credits designated to elective courses in the study program.

A student with a cumulative grade point average of 2.00 and above and without a FD or FF grade in a course in the program is considered as successful. Students should pass all the courses in the program in order to satisfactorily complete the undergraduate study program.

- 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.

21.5 Increasing the Cumulative Grade Point Average (CGPA)

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

21.6 Successful students

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

22. GRADUATION AND DIPLOMA

22.1 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. The last grade received by the student with respect to any course will be valid when calculating the CGPA.

Students can enter free of charge for the first time, and in case they enter for the second or more times they shall pay a fee of 50 EUR per exam.

Students who have:

- been successful in all courses through pursuing the academic program
- a CGPA of at least 2.00
- no FD or FF grade

shall be deemed to have met the requirements of graduation by the relevant board decision and be awarded a diploma stating the name of the program and faculty.

Students who have:

- a maximum of two failed courses

or

- a CGPA below 2.00 despite having no failed courses

shall have the right to take two Additional Examinations.

Additional Examinations:

- the first time free of charge
- the second and more times 50 EUR/Exam

22.2 MASTER AND INTEGRATED SECOND CYCLE 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 microthesis for a total of 60 ECTS credits, is granted the Professional Master Diploma.

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

In the fourth semester, the student may take the thesis, only after he/she has successfully fulfilled all the requirements of the courses of the second cycle study program besides the professional practice 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.

THESIS/MICROTHESIS PREPARATION AND DEFENSE

1

Student is assigned a supervisor at the beginning of the relevant semester

2

Student prepares the thesis/microthesis under the overall guidance of his/her supervisor within the timeline determined in the academic calendar

3

Student receives the approval of his/her supervisor on the content of the thesis/microthesis

4

Student submits the printed copies of the Master's thesis/microthesis prior to the defense session as approved by the thesis supervisor by respecting the deadline determined in the academic calendar

5

Student defends his/her thesis/microthesis in front of the jury

- If the thesis/microthesis is accepted without corrections s/he is entitled to graduate from the said Master's program
- If student is given minor corrections s/he has to submit the final printed and bound copies of the thesis/microthesis after carrying out the necessary minor corrections within the deadline established in the academic calendar
- If student is given major corrections s/he automatically is subject to the extension of studies in the forthcoming semester by paying the respective thesis/microthesis extension fee

22.3 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**.

Successful completion of 60 ECTS from the theoretical stage of the PhD with:

- CGPA of at least 3.00
- no FD/FF grade

Successful passing of the Qualifying Exam at the end of the theoretical stage

Successful preparation and defense of the PhD dissertation

Conditions to be fulfilled before the dissertation defense

The student before the dissertation defense should have:

- should have realized as the first or second author, when the first author is the scientific supervisor, at least 3 (three) presentations, 2 (two) of which should have been held in international scientific activities (symposium, conference, congress) in one of the European Union, OECD or G20 member countries, accepted on the basis of a preliminary scientific assessment and published in "Proceedings", indexed with ISBN or ISSN code;
- should have published at least 3 (three) scientific articles in scientific journals, of which 2 (two) should have been published or accepted for publication in indexed journals of the OECD, EU or G20 countries, with editorial board, where, at least, in one of them he should be the first author and in the other as a second author. One of these journals should be a peer-reviewed and periodical journal found in Science Citation Index (SCI), Social Science Citation Index (SSCI) or Arts and Humanities Citation Index (AHCI) in Thomson Reuters or Scopus.
- should have prepared and submitted the dissertation to the Permanent Commission on the Conferring of the PhD Scientific Degree of the respective Faculty, accompanied with a summary approved by the supervisor, after having ensured the compliance of the format of the dissertation with the Guidelines of Epoka University on Thesis Format as certified by the academic staff member appointed to this end by the Scientific Committee.
- students enrolled at the PhD study programs prior to the 2015-2016 academic year, should have obtained a score equivalent to the C1 Level in one of the internationally recognized English Language Exams as stipulated in the Directive of the Minister of Education and Science No. 14, dated 28.03.2011 "On the recognition of English language exams for the second and third cycle study programs".

PHD DISSERTATION PREPARATION AND DEFENSE

1

Student is assigned a supervisor at the beginning of the relevant semester

2

Student prepares the dissertation under the overall guidance of his/her supervisor within the timeline determined in the academic calendar

3

Student receives the approval of his/her supervisor on the content of the dissertation

4

Student submits the printed copies of the PhD dissertation prior to the defense session as approved by the thesis supervisor by respecting the deadline determined in the academic calendar

5

Student defends his/her dissertation in front of the jury

- If the dissertation is accepted without corrections s/he is entitled to graduate from the said PhD program
- If student is given minor corrections s/he has to submit the final printed and bound copies of the dissertation after carrying out the necessary minor corrections within the deadline established in the academic calendar
- If student is given major corrections s/he automatically is subject to the extension of studies in the forthcoming semester by paying the respective dissertation extension fee

23. REQUEST FORMS

Students should apply personally to the Registrar's Office or in the EIS system in order to receive required documentation. Some of the useful forms are found below:

23.1 Grade Appeal Request

A student may object to the result of an examination by completing and submitting a grade appeal request to the Registrar's Office within five days following the announcement of the exam grades. The objection is assessed by the relevant instructor in terms of material mistakes and the application is finalized by the relevant Decanate upon a proposal by the department offering the course.

23.2 Absence Freeze Request

In the event that a leave of absence is needed, the student shall apply to the Registrar's Office by completing the relevant form within twenty days at the latest following the occurrence of such reason and proves it by documentary evidence. The continuity of the said reasons is grounds for the extension of the leave of absence by the relevant Decanate.

The student can be granted a leave of absence at the most for 4 semesters, and at most 2 times consecutively (on valid and acceptable reasons), subject to a decision by the Decanate provided that he/she applies at the latest within 30 days after the beginning of the academic year. The student has to pay one fourth of the tuition fees for each semester for which he/she has been granted a leave of absence.

On account of disease, detention, economic reasons and imprisonment, such a leave of absence can also be granted in mid-term, subject to a decision by the relevant Decanate. However, the tuition fee paid by students in these conditions is not refunded.

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

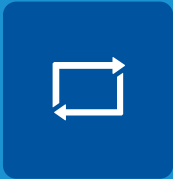
23.3 Termination of Enrollment



Students wishing to leave the University at their own discretion shall apply in writing to the Registrar's Office by completing the relevant request, which is provided by the Registrar's Office. Upon request by the student, all documents demonstrating academic status and

diplomas and other ones that are submitted when registering shall be given back to the student by the RO. Tuition fees paid until then are non-refundable.

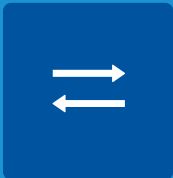
23.4 Intra-University Transfers



Students who have completed at least one semester in their programs may apply to the Registrar's Office during the period specified in the academic calendar for transferring to another program within the University. Applications are finalized by the proposal of the

department to which the student wishes to transfer to and the decision of the relevant Decanate.

23.5 Inter-University Transfers



Students who seek to transfer from another university to EPOKA University may apply to the Registrar's Office during the period specified in the academic calendar. Applications are finalized by the proposal of the department the student

wants to transfer to and the decision of the relevant

23.6 Available Request Forms in EIS

Students may submit various requests through their EIS accounts. [eis.epoka.edu.al], including:

- Course Withdrawal Request;
- Additional Exam Request;
- Summer Semester Application.
- Document Request.

24. LIBRARY and DATABASES

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.

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 25,000 printed books.

24.1 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, 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 reshelve 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.

24.2 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 also access to ScienceDirect 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 ScienceDirect collections by going to <http://www.sciencedirect.com> and searching or browsing for content.

24.3 Membership-Lending

Students of Bachelor, Master's and PhD study programs as well as academic and administrative personnel can become the 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. Readers of this category are requested to fill out the related Lending Service form.

24.4 Circulation Rules and Regulations

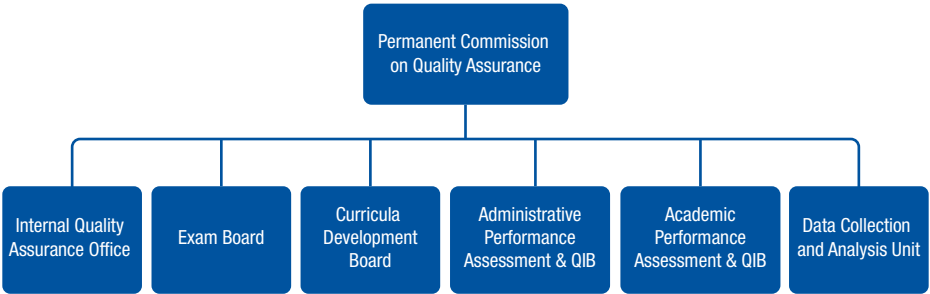
Circulation Rules and Regulations

Resource	Patron	Loan period (days)	Maximum number of check-outs (items)
Book	Undergraduate students	15	3
	Graduate students	15	5
	Staff	20	5
Bound Journal	Graduate students / Staff	5	2
Visual/Audio Resources	Undergraduate students	3	3
	Graduate students / Staff		

25. GOVERNANCE OF QUALITY ASSURANCE AT EPOKA UNIVERSITY

The main responsibility for internal quality assurance lies with the institution. The Academic Senate of EPOKA University evaluates, guarantees and is responsible for the quality assurance in the institution, in accordance with state quality standards. The department is also responsible for the well-functioning and the internal quality assurance of the respective study programs. The Academic Senate establishes the Permanent Commission on Quality Assurance (PCQA) to guarantee institutional and study program quality.

The organizational structure of the Internal Quality Assurance System at EPOKA University is as follows:



25.1 Permanent Commission on Quality Assurance

The PCQA consists of at least eight members, including a chairperson, a member of the full-time academic staff from every main unit with at least the scientific degree “Doctor” and without high-level managing duties, at least two members of the administrative staff, a student representative (generally the vice president on quality assurance issues from the Student Council), a representative of the graduates of EPOKA University, as well as an external expert, who are elected by the Academic Senate. The PCQA periodically assesses the effectiveness of the teaching activities, scientific research activities, as well as the administrative activities of the institution.

25.2 Academic Performance Assessment and Quality Improvement Board (ACAQIB)

The ACAQIB consists of one member of the full-time academic staff from each Faculty holding at least the PhD degree and without senior managing duties, one member from each research center, one member from the Permanent Commission on Quality Assurance (PCQA) and one external expert with distinguished experience in the labor market. The board carries out the measurement and assessment of the performance of the academic staff at the end of the respective academic year.

25.3 Administrative Performance Assessment and Quality Improvement Board (ADAQIB)

The ADAQIB consists of at least three and at most five members including the Head of the Human Resources Office and one member from the PCQA. The members of the Board are preferred to be experts or personnel with long-standing experience in the field of quality improvement, strategic planning, internal control, and institutional evaluation. The board carries out the measurement and assessment of the performance of the administrative staff once in two years.

25.4 Internal Quality Assurance Office (IQAO)

The Quality Assurance Officer of the IQAO and staff are approved by the Academic Senate upon the Rector's proposal. The IQAO's main competence is to plan and coordinate the internal evaluation processes in terms of institutional and study program accreditation, evaluation of the quality of teaching and learning and students' assessment, evaluation of curricula changes. The said unit supports and facilitates the functioning of the PCQA and its constituent units. Also, it maintains systematic collections of reports on performance including data on indicators, concerning the teaching and scientific research activities as well as student employment, that will be required for analysis and reporting.

25.5 Exam Board

The Exam Board consists of one member of the full-time academic staff from each Faculty. The Exam Board monitors the quality assurance of tests and exams by checking exam paper questions and evaluation criteria for and method of assessment to ensure appropriate coverage of the curriculum and the quality of grading. It also evaluates the measures taken by Faculties in cases of fraud and objections concerning exams and decisions of the faculties.

25.6 Curricula Development Commission

The Curricula Development Commission consists of one member of the full-time academic staff from each Faculty. Study program review and development are an important part of ensuring the continuing validity and relevance of the program. In this regard, the department proposes curricular changes that are subject to a formal institutional approval process. The Curricula Development Commission reviews the curricula change proposals to ensure that align with the legal provisions and that are based on labor 'market' factors as the main rationale for proposing a new course.

25.7 Student Involvement in Quality Assurance Bodies

Students are represented in the governing bodies of EPOKA University through their Student Council aiming at increasing the direct representation of students in the decision-making bodies of the University. The President and Vice-President of the Student Council are members of the Academic Senate. The Vice-President of the Student Council on Quality Assurance issues is a member of the Permanent Commission on Quality Assurance. Students are part of the self-evaluation group during the preparation of self-evaluation report in the framework of the first and periodic accreditation of the institution and the study programs.

26. QUALITY ASSURANCE MECHANISMS AND TOOLS

Feedback from students, staff and stakeholders constitutes an essential element for improving the quality at the institution. The instruments adopted by EPOKA University to monitor the quality are:

26.1 Course Instructors evaluation survey for students

At the end of each academic semester, one month before the final exam period, current students at EPOKA University fill through the electronic system the survey about the evaluation of the lecturer and course. The completion of the survey is fully confidential, and the results of the survey serve to assess teaching and learning quality.

26.2 Feedback Questionnaires for Alumni

An Alumni Survey is carried out on a regular basis by the Career Planning and Alumni Office for all EPOKA University Graduates. The Career Planning and Alumni Office administers the questionnaire to find out the effectiveness of a study program. The evaluation results are analyzed and assessed by the responsible program coordinator/head of the department for the further improvement of the study program.

26.3 Feedback Questionnaires for Employers

The Career Planning and Alumni Office also organizes another periodical survey for Employers of EPOKA University Graduates. Through this survey, the university receives feedback on the performance of EPOKA University graduates in the job market. The evaluation results are also analyzed and assessed by the responsible program coordinator/head of the department for the further improvement of the study program.

26.4 Classroom Observations as a Measure of Internal Review

The Program Coordinator/Head of Department and the Dean of the Faculty carry out class visits to teaching sessions and observe the class teaching of an instructor based on students' feedback. After each visit, observers fill out a Teaching Evaluation Form and this assessment is discussed with the instructor for later improvements.

26.5 Feedback Questionnaires on Learning and Student Support Services

On regular basis, the university evaluates student support services through the Student Satisfaction survey prepared by the Dean of Students Office and the feedback received from students serves as an input for further improvements for student support services such as Library services and other resources.

26.6 Internal and External Quality Reviews

All study programs offered by EPOKA University are subject to internal and external evaluation (review) prior to their accreditation. EPOKA University periodically and in accordance with the timetable of accreditation of the University and of its study programs, drafts self-assessment reports, in conformity with the provision of the Albanian legislation on the higher education and in accordance with the instructions received by the Albanian Quality Assurance Agency in Higher Education (ASCAL).

26.7 Assessment of the Exams' Quality

The expert for the study program or group of study programs assesses the quality of examinations on a random basis. The expert assesses both the courses performed by full-time and adjunct academic staff members. The results of the assessment are delivered to the Exam Board for analysis.

27. INTERNATIONAL RELATIONS OFFICE

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

Among other, IRO promotes and encourages:

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

27.1 Student Exchange Programs

Have you ever wanted to live abroad and experience a foreign culture, meet new people, and learn a foreign language? Have you ever thought about enriching the period of your studies and having better chances while looking for a job in the future?

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

Currently, EPOKA University has exchange programs with numerous institutions among the world's most respected universities, giving our students access to some of the most celebrated classrooms, laboratories, and professors in the world. The exchange programs are offered under the umbrella of Erasmus+ or based on bilateral agreements.

Under Erasmus+ university students have the possibility of studying abroad in another European country for a period of at least 3 months and maximum 12 months. Each student receives a grant which partly covers the costs of the stay abroad. One of the basic rights each exchange student has is the full recognition of courses passed successfully abroad by the home university.

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

Additionally, other exchange programs are offered through Cooperation Agreements with universities located in US, UK, Germany, Switzerland, Italy, Poland, Romania, France, Czech Republic, Portugal, Spain etc. For a complete list of our partner universities, please visit our web page [iro.epoka.edu.al]

27.2 Application Criteria

All students that fulfill the criteria stipulated in the chart below can apply for the student exchange program. The acceptance decision is taken by the departments, faculties, and the Dean of Students.

For the Erasmus+ Mobility Programs, the acceptance decision is taken by a specific commission established by the decision of the Rectorate.

To become part of the student exchange program:

1

The student should be in the second, third, fourth or, for students of integrated second cycle study programs, in the fifth academic year of his/her education or the student should have completed 60 ECTS and should not be following the final semester of his/her studies

2

The student should have a CGPA of at least 2.40 out of 4.00

3

The student should fill in the application (Outgoing Student Application Form) form, and submit the form together with the requested documents to the International Relations Office within the announced timeline.

28. ICTC OFFICE

The Information and Communication Technologies Coordinating Office (ICTCO) provides information services needed in the University.

It plans the informatics infrastructure of the University, provides its security, and ensures the continuation of its functions. ICTCO works on the project for effective, legal, and extensive usage of the information services for students and personnel.

Order of Precedence of Information Technologies

Planning of informatics needs (software and hardware)

Providing members with the informatics' opportunities

- E-mail
- Internet
- Providing members with the informatics' facilities
- Wireless Access Points
- EPOKA Interactive System
- Moodle
- Turnitin

The first point of contact for the main questions of students regarding technical support is the ICTCO located in E-Building.

ICTCO is also responsible for the maintenance of personnel and PC Lab computers in respect to software and hardware.

Its staff monitors the personal computers within the frame of distribution of duty and authority and brings the issues to a conclusion.

At the same time, ICTCO plans servers and online security services of the University. University web pages and automation software are prepared by ICTCO.

Everyone who has registered for courses or benefits from the University opportunities is considered to have accepted the Informatics and Communication Media Guidelines. Users are personally and legally responsible for all their acts.

28.1 Communication Opportunities

EPOKA University allocates an e-mail address to each student. This email address is the official communication within the university. The University creates an account for each student and allocates a username and a password. Academic information such as course registration, courses taken or not taken, examination places and results are announced to these addresses. Surveys are also filled out and monitored via these addresses.

28.2 Software Opportunities

G Suite (Google for education)

EPOKA University provides free use of Office 365 just by logging in to Office.com with EPOKA email.

Office package (Word, PowerPoint, Excel, etc.) Microsoft teams

OneDrive

Autodesk programs for educations

28.3 Hardware Opportunities

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

28.4 Network Opportunities

University provides internet for students through wireless and also by providing specific classrooms with access to the campus wired network. All students that provide laptops can use the network infrastructure for internet access.

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

28.5 General Provisions

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

Students can share their opinions on every subject related to information technologies and informatics with help@epoka.edu.al and you can also write your complaints and suggestions for a better campus life.

28.6 EPOKA Interactive System (EIS)

The EPOKA Interactive System (EIS) is an interactive system where students can manage most of their procedures within the computer medium. Students can access their EIS page from URL eis.EPOKA.edu.al or simply by following the EIS link present within the Quick Links of EPOKA Home Page. Using your EPOKA Mail account credentials (you may obtain your password from the Registrar's Office) you can access your EIS account.

28.7 Learning Management System (Moodle)

Moodle is the University's supported Virtual Learning Environment (VLE) - a web environment designed to provide students and their lecturers and tutors with a range of tools to support learning and teaching.

ICTCO Services maintains the Moodle hardware and infrastructure, whilst the Learning and Teaching Centre provides the advice, training, development, and support, accessed initially through the ICTCO Helpdesk.

28.8 Turnitin

Turnitin software helps students to understand and avoid plagiarism and develop their understanding of how to cite sources as part of an academic argument. Staff will tell students if they intend to use Turnitin for their assignment and students will be asked to upload their research papers via Moodle or the Turnitin website.

The system looks for similarity to other documents and then provides students with an originality report.

From this, students 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.

ANNEXES

General Provisions

Aim and Scope

ARTICLE 1 – (1) The aim of this Regulation is to define and regulate the disciplinary offences, the criteria for disciplinary sanctions and disciplinary investigations that shall be applied to Epoka University students.

(2) This Regulation applies to all students attending EPOKA University.

Legal Basis

ARTICLE 2 – This Regulation is drafted based and pursuant to the “Law on Higher Education in the Republic of Albania” in force, the Statute and Basic Regulation of EPOKA University.

Definitions of Terms

ARTICLE 3 – Wherever in this Regulation the below terms appear, they shall be taken to refer to the following:

- a. **Student:** All those who are currently enrolled in the associate, undergraduate, masters or doctoral degree programs at EPOKA University;
- b. **University/units:** Epoka University, Faculty, Institute, Department, Research Centers and all facilities and infrastructure under the ownership of EPOKA University;
- c. **Suspension from the University:** A written notice to the student that prohibits her/him to enter the classes and/or exams and/or the campus of EPOKA University for a definite period of time;
- d. **Expulsion from the University:** A formal written notification to the student to confirm that she/he is expelled from the University so that she/he will not be readmitted to the same University;
- e. **Plagiarism** - the presentation of another person's work as the student's own, without proper acknowledgement of the source, with or without the creator's permission, intentionally or unintentionally;

- f. **Falsification** is an attempt to present fictitious or distorted data, evidence, references, citations, or experimental results, and/or to knowingly make use of such material;
- g. **Cheating** is any attempt to obtain or to give assistance in an examination or an assessment without due acknowledgement. This includes submitting work which is not one's own;
- h. **Deceit** is dishonesty in order to achieve advantage. For example, by resubmitting one's own previously assessed work;
- i. **Personation** is the assumption of the identity of another person with intent to deceive or gain unfair advantage.

Disciplinary Sanctions and Disciplinary Offences

Disciplinary Sanctions

ARTICLE 4 - The disciplinary sanctions to be applied in case of a disciplinary offence are as follows:

- a. **Warning:** A written notice to the student warning her/him that s/he is required to be more careful with her/his actions within her/his area of responsibility;
- b. **Reprimand:** A written notification to the student indicating that s/he has been reprimanded for an act of misconduct within her/his area of responsibility;
- c. **Suspension from the University for one or two weeks:** A formal written notification to the student to confirm that s/he is suspended from the University for one or two weeks, and shall not be able to attend classes and exams during the period of suspension;
- d. **Suspension from the University for one or two semesters:** A formal written notification to the student to confirm that s/he is suspended from the University for one or two semesters, and shall not benefit from her/his rights as a student during the period of suspension;
- b. **Expulsion from the University:** A formal written notification to the student to confirm that s/he is expelled from the University so that s/ he will not be readmitted to the same University.

Disciplinary Offences that Require the Imposition of Disciplinary Sanctions

ARTICLE 5 – Actions that require the imposition of a warning are as follows;

- a. Involving in improper attitudes and behaviors against student dignity;
- b. Behaving people disrespectfully, yelling, singing, playing an instrument, making noise in such a way to disturb others, and pollute his environment;
- c. Providing incorrect, incomplete, or misleading information to the authorities in the University;
- d. Carrying out plagiarism, misrepresentation, falsification and fabrication of data as well as related acts in homeworks, assignments and other related academic work;
- e. Disrupting, or interfering with any academic, administrative, sporting, social or other University activities.

Disciplinary Offences that Require the Imposition of a Reprimand

ARTICLE 6 – (1) Actions that require the imposition of a reprimand are as follows;

- a. Behaving improperly as a student in terms of esteem and trust;
 - b. Drawing pictures and figures on walls and movable properties at Epoka University;
 - c. Submitting incomplete or wrong documents to higher education authorities or not submitting at all;
 - d. Hanging posters or bills in places apart from those determined by higher education authorities;
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- a. Interrupting academic activities such as lectures, seminars, practice, labs, workshops and conferences;
 - b. Attending such activities stated above as drunk or gambling;
 - c. Distributing leaflets or hanging banners or posters at Epoka University without the proper permission;
 - d. Cheating or allowing someone to cheat in exams;
 - e. Carrying out plagiarism, misrepresentation, falsification and fabrication of data as well as related acts in bachelor theses;
 - f. Participating in political activities at University premises.

Disciplinary offences that require the imposition of a suspension of one or two weeks

ARTICLE 7 – Actions that require the imposition of a suspension of one or two weeks are as follows;

- a. Disturbing study, peace and welfare in Epoka University, restricting the right of learning and teaching directly and indirectly;
- b. Involving in behaviors violating order and program of ceremonies;
- c. Organizing political activities at Epoka University;
- d. Preventing executions of disciplinary investigations in a reliable environment;
- e. Allowing someone to use a document taken from the Epoka University providing rights to him/her or using a document which belongs to someone else;
- f. Misusing or making unauthorized use of University premises or items of property, including IT facilities or safety equipment;
- g. Inscribing unethical writings, drawing or sticking amoral pictures on walls, doors, fixtures and etc. in Epoka University;
- h. Tearing out, ripping, changing, scratching or staining the announcements, programs etc hanged by institution or by authorization of it.

Disciplinary offences that require the imposition of a suspension of one or two semester

ARTICLE 8 – Actions that require the imposition of a suspension of one or two Semester are as follows:

- a. Threatening administrators, academicians or other staff of Epoka University, attacking their honor and self-esteem in a written or oral way, or insulting them;
- b. Talking offensively against personalities or decisions of administrators in Epoka University individually or collectively, making publications as such and provoking students against them or attempting to do such activities;
- c. Except for political or ideological purposes, attempting to activities such as boycott, invasion, obstruction or involving in such activities hindering services in higher education;
- d. Involving in activities which lead to discrimination in terms of age, gender, disability, race, ethnic or national origin, religion or beliefs, sexual orientation, pregnancy, maternity, marriage color or socio- economic background;
- e. Assaulting students and Epoka University staff;
- f. Writing ideological or political words, drawing such pictures, emblems or

etc, and sticking them on fixtures, walls doors or etc, in the Epoka University;

g. Damaging, defacing, stealing or misappropriating University property or the property of any person;

h. Possessing and drinking alcoholic beverages in Epoka University;

i. Provoking students or other people for an activity hindering work in Epoka University;

j. Organizing or attending meetings at open or closed places belong to Epoka University without any permission, making statements as if a student representative, attending meetings or ceremonies in such a way;

k. Entering into building of the Epoka University although it is prohibited, violating this decision or entering into buildings closed by authorities,

a. and damaging or harming them;

b. Keeping, copying or distributing all kinds of publications which are prohibited in Epoka University;

a. Carrying out plagiarism, misrepresentation, falsification and fabrication of data as well as related acts in thesis and dissertations at the graduate study programs and other related work

Disciplinary offences that require the imposition of expulsion from the University

ARTICLE 9 – Actions that require the imposition of expulsion from the University are as follows;

a. Removing students and officials out of the Epoka University by use of force and violence, preventing work or forcing students to behave as such;

b. Disturbing peace and working order for political and ideological purposes in Epoka University, or attending activities such as boycott, invasion, hindering, slowing down work of personnel and provoking such kind of activities;

c. Keeping, copying and distributing political and ideological leaflets, posters, banners, tapes in Epoka University, and writing and exhibiting these on walls and furniture of buildings, making verbal or written propaganda;

d. Forcing someone by threatening, to organize an activity regarded as a violation or to attend such an activity or to make a false statement or to make a false declaration or to take the blame;

- e. Becoming a member of illegal organizations, organizing activities or affording assistance on behalf of these organizations;
- f. Using, carrying, keeping or dealing narcotic drugs,
- g. Being punished for the offenses against the government;
- h. Carrying arms, knives, explosive substances and other instruments designed especially for attacking and defending, keeping them in Epoka University or being sentenced for these offenses, through
 - a. violating the law on “Firearms and knives or other materials”;
 - b. Founding open or secret clubs, societies and etc, in the buildings or annexes of Epoka University without any permission;
 - c. Cheating in an exam by threatening, preventing removal of cheating students out of the class, making someone to enter an examination instead of her/him or entering for an examination instead of someone;
 - d. Preventing work related to disciplinary Investigations or work of disciplinary board by using force or threatening;
 - e. Raping;
 - f. Sheltering or hiding somebody wanted by security forces;
 - g. Preventing lessons or entering examinations in any way, moving students out of the class, and involving in activities provoking or forcing to do so;
 - h. Torturing or making someone to torture someone else or a group for whatever reason it is.

Unforeseen disciplinary offences

ARTICLE 10 – Unforeseen actions which are similar in nature and severity to those which entail a sanction of warning or reprimand, excluding the aforementioned disciplinary actions entailing a sanction of suspension or expulsion from the University, incur corresponding disciplinary sanctions.

Recurrence of a Disciplinary Offence

ARTICLE 11 – (1) The recurrence of an action or circumstance previously penalized incurs a sanction one degree higher in severity than the previous sanction.

(2) In case of the recurrence of a disciplinary action, the sanction of expulsion from the University cannot be imposed.

DISCIPLINARY INVESTIGATION

Authorized Officials

ARTICLE 12 – (1) Rector of the university regarding students' actions in collective or common places;

Dean due to disciplinary violations of faculty students are authorized to launch disciplinary investigations at Epoka University.

(2) Officials authorized to launch investigations may choose to conduct them personally or they may appoint an investigator/investigators.

Investigation Period and Lapse

ARTICLE 13 – (1) A preliminary disciplinary investigation must be launched immediately after the offence has been reported. The investigation must be concluded within ten working days from the official approval of the investigation. If the investigation cannot be concluded within the allotted time, the investigator may ask for an extension stating his/her reasons for it. The extension will be granted only with the approval of the authorized investigation official.

(2) By the time the authorized officials decide that actions requiring investigation have been committed, for the students who have committed these actions referred to in this Regulation, the time limitations for commencing the investigation are as follows:

- a. One month, for the sanctions of warning, reprimand, suspension from the University with duration of one week to one month.
- b. Three months, for the sanctions of suspension from the University for one or two semesters and expulsion.

Unless the disciplinary investigation has started within the aforementioned periods, the authority of disciplinary punishment lapses.

(3) The authority of disciplinary punishment lapses unless the disciplinary sanction is imposed within two years from when the action entailing a disciplinary sanction has been committed. In the case of actions that pose discontinuity in respect of their consequences, the authority of disciplinary punishment lapses unless the disciplinary sanction is imposed within two years from when the action that caused the offence has been reported. However, in a case when the disciplinary superior or

board requires a judiciary decision, the duration of the time-out commences from the day when the judiciary decision is finalized. This requirement is determined through the decision made by the authorized official or board.

Conduct of the Investigation

ARTICLE 14 – (1) Confidentiality of the investigation is fundamental.

(2) The investigator may hear the witnesses, collect facts and consult experts. A record of the proceedings is produced and it includes the following information: the time, place and nature of the investigation, the identity of those present, and the questions put and responses. The record thus produced is then signed by the investigator and those that were present during the fact finding process. The witnesses' and any experts' identity and address, and other relevant details are clearly stated.

(3) All the members of staff of the University are to promptly provide all the information, records, documents, and assistance that the investigator may require.

(4) The investigator conducts and finalizes the investigation on condition that it is confined to the person and the actions for which the investigation was launched. The investigator who identifies other disciplinary actions committed apart from the one that is being investigated or other people involved in the investigation within the scope of the same action, reports this information to the authorities.

(5) In the event of students changing places within the University, changing the institution or leaving the University, regardless of the reason, the process of launching the investigation, its conduct and taking the necessary decisions is not impeded.

(6) When the investigators deem it necessary, they may require the officials who are authorized to launch an investigation to determine whether to ban the students who are the subject of the disciplinary investigation from entering the University.

The Right to Defense

ARTICLE 15 – (1) A student who is the subject of a disciplinary investigation is informed, in writing, of the nature of his/her alleged offence at least seven days prior to the date. In the letter sent to him/her, the student is instructed to appear to conduct his/her defense at the date, time, and place specified.

(2) If the accused requests to submit a written defense, s/he may be given time of not less than three days. The investigator may pose additional questions after the presentation of the written defense.

(3) In the summons sent to the student, it is clearly stated that if she/ he ignores the summons without a valid excuse, or fails to inform the authorities of his/her excuse in time, she/he will be deemed to have waived his/her right to a defense and that a decision related to him/her will be made on the basis of other evidence.

(4) If the student provides a valid excuse for his/her failure to appear, or proves that the failure was due to “force majeure”, s/he is allowed a reasonable period of grace. Arrested students are informed that they can send their defense in written form.

(5) The conduct of the investigation should allow the student to use his/her right to a defense fully.

Investigation Report

ARTICLE 16 – (1) A final report is produced at the conclusion of the investigation. The report summarizes the dates on which approval was given for the investigation, and on which the investigation was launched; it also states the identity of the student who is the subject of the investigation, the particulars of the alleged offences, the different stages of the investigation process, evidence and the obtained defense. Whether or not the student is guilty or not guilty of the offence is discussed and if found guilty, the necessary disciplinary sanction is recommended. The originals or copies of existing documents, accompanied by a list of contents, are enclosed with the report. The investigation report is submitted to the authorized official, together with the file.

Filing disciplinary charges

ARTICLE 17 -Upon the evaluation of the investigation report, together with the file, the authorized official decides whether to file or not the disciplinary charges against the concerned student and proposes the disciplinary sanction to the respective board.

Concurrent Conduct of Criminal and Disciplinary Proceedings

ARTICLE 18 –The commencement of criminal proceedings involving the same student and incident will not delay the launch of disciplinary proceedings. A disciplinary sanction can be imposed whether or not the accused is convicted of the same offence through criminal proceedings.

Conclusion of the Disciplinary Investigation

ARTICLE 19 – (1) The Decanate is authorized to impose a warning, reprimand and suspension from the University for periods of one or two weeks.

(2) The Rectorate is authorized to impose a suspension of one or two semesters or expulsion from the University.

Operation Procedures of the Authorities

ARTICLE 20 – The composition and decision making of the Rectorate and Decanate are regulated by the Statute and Fundamental Regulation of Epoka University.

Period of Decision

ARTICLE 21 – The authorized board must decide on the imposition of a warning, reprimand or suspension from the University for periods of one or two weeks within ten working days of the completion of the investigation at the latest.

(2) For offences incurring other forms of disciplinary sanctions, the file is promptly handed to the Rectorate, which reviews the case at the earliest meeting with priority.

Considerations before Imposing a Disciplinary Sanction

ARTICLE 22 – The Official authorized to launch disciplinary investigations and the Rectorate/Decanate are to take into account the severity of the acts and behavior incurring the disciplinary sanction, whether or not the defendant has received a disciplinary sanction previously, his/her behavior, acts and attitudes and whether

or not s/he feels remorse for the acts s/he has committed, when considering the judgment and sanctions to be imposed.

IMPLEMENTATION AND APPEAL

Reporting of Sanctions

ARTICLE 23 – The sanction given at the end of a disciplinary investigation is to be reported by the respective board;

- to the student who is subject to a disciplinary investigation;
- Dean of Students Office;
- Registrar's Office;
- Respective Faculty and Department;
- Any other unit that needs to be informed in cases that the students cannot benefit from his/her rights due to the disciplinary sanction given to him/her.

Implementation of Disciplinary Sanctions

ARTICLE 24 – In decisions of the Board, unless the date to be applied is stated, the disciplinary sanctions are to be imposed from the date they are issued on.

Appeals against Sanctions

ARTICLE 25 – The decision of disciplinary sanctions imposed by the Decanate can be appealed within 10 working days of notification of the decision.

(2) In the case of an appeal against a sanction imposed by the Decanate, the appeal authority is the Rectorate. The Rectorate finalizes the decision within a ten working days period. The Rectorate may either uphold or refuse the decision as it is after examining the decision. In case of refusal, the Rectorate finalizes the decision. The Decisions of the Rectorate are final.

MISCELLANEOUS GUIDELINES AND ULTIMATE PROVISIONS

Official Document and Address Notification

ARTICLE 26 – (1) All miscellaneous notifications due to disciplinary proceedings are submitted in person upon signature of the relevant document, or sent to the address notified by the student to the University in writing, or sent electronically to the person who has submitted an electronic address that is convenient for notification. In situations where notification is not possible through the aforementioned ways, it is deemed complete via announcement of the notification document at the relevant University.

(2) A notification sent to a student address, which is currently available at the University, is deemed to be valid in cases when the student fails to notify the University of the change of his/her address, or provides a wrong/ incomplete address.

Delivery of Investigation Files

ARTICLE 27 – Any investigation file is delivered and received, together with the list of contents. The signatures of the deliverer and the recipient are placed below the list of contents.

Mode of Correspondence

ARTICLE 28 – (1) In addition to the notification options referred to in Article 26 and 27, in cases when a one-to-one correspondence is in question, the notification document is submitted to the relevant recipient in person.

In case of refusal to sign the document, the deliverer puts his/her name and surname at the bottom of the document, and signs the document as a proof of the delivery.

(2) In the case of receiving the document in person, the signed document is kept in the investigation file.

Ongoing Disciplinary Investigations

ARTICLE 29– The provisions of this Regulation shall apply to any disciplinary investigations that have commenced and have not yet been finalized before this Regulation came into effect.

ARTICLE 30 – The Regulation “On Student Discipline”, dated 14.09.2007, as amended, has been repealed.

Enactment

ARTICLE 31 - This Regulation shall take effect from and after the date on which it is approved by the Epoka University Higher Board of Epoka University.

Enforcement

ARTICLE 32 – The provisions of this Regulation are executed by the Rector of Epoka University.

EPOKA UNIVERSITY 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 instructor 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 instructor 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 instructor 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 instructor 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 Exam Code clearly on each answer sheet.
9. The course instructor or invigilator has authority to assign seats to students, and change their seats without any explanation in order to keep examination integrity.
10. Course instructor 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 instructor or invigilator.
11. The course instructor 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 instructor 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 instructor 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 acknowledgement. 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 instructor 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.



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