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CHAPTER 1

GENERAL PROVISIONS

Article 1

Legal Basis

The Basic Regulation (hereinafter "Regulation") of EPOKA University is based on Law No. 80/2015, dated 22.07.2015 "On Higher Education and Scientific Research in the Institutions of Higher Education of the Republic of Albania", as well as on the other legal acts on higher education about the organization of the first, second and third cycle study programs, and the Statute of EPOKA University.

Article 2

Scope

This Regulation applies to all the constituent units of EPOKA University.

CHAPTER 2

ORGANIZATIONAL STRUCTURE

Article 3


Decision-making bodies and managing authorities

EPOKA University is composed by three Faculties, currently offering first, second and third cycle study programs.

The decision-making bodies of EPOKA University are the:

- Administrative Board, Academic Senate, Rectorate, Ethics Board, Permanent Commission on the Promotion of the Academic Staff, Permanent Commission on Quality Assurance, Permanent Commission on Student Relations, Decanate, Assembly of the Academic Personnel of the Faculty, and the Permanent Commission on Conferring the PhD Scientific Degree of the Faculty.

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The managing authorities of the University are the:

- Rector, Vice-Rector, Deans and the University Administrator.

The constituent units of EPOKA University are as follows:

1. Faculties as main units;
2. Departments as basic units;
3. Research-development centers;
4. Administrative units..

Article 4

Language of communication

1. The language of official communication within EPOKA University is English.
2. The language of official communication with other public institutions, private entities and third parties is Albanian and/or English in compliance with the provisions of the legislation in force.

CHAPTER 3

THE MANAGING AUTHORITIES AND DECISION-MAKING BODIES OF THE UNIVERSITY


Article 5

The Rector and the Academic Senate

The Rector is the highest academic managing authority of the University and its legal representative for academic and protocol issues. The Rector is appointed by the Decision of the Administrative Board upon the proposal of the Academic Senate, for a four-year period, which may be renewed only once in the same position and institution.

The powers of the Rector are defined in the Statute.

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The Academic Senate is a collegial decision-making body of EPOKA University. It decides on important issues of the teaching-research process at the institution.

The Academic Senate defines the development policies of the institution, schedules, coordinates, as well as decides on the most important issues of the institution regarding scientific research or teaching.

The powers of the Academic Senate are defined in the Statute.

Article 6

The Dean and Decanate of the Faculty

The Dean is the main managing authority of the Faculty and is appointed upon the proposal of the Rector and the approval of the Academic Senate of the institution for a four-year period which may be renewed only once in the same position.

The powers of the Dean are defined in the Statute.

The Decanate is an executive collegial body that schedules and determines the teaching and scientific research activity of the Faculty based on the proposals by basic units.

The powers of the Decanate are defined in the Statute.

Article 7

University Administrator

The University Administrator is the highest authority responsible for the administrative and financial functioning of the institution. He is the legal representative of the institution for the financial and administrative affairs.

The University Administrator is appointed by the Administrative Board.

The powers of the University Administrator are defined in the Statute.


Article 8

1. Head of Department

The Head of Department is the highest managing authority of the basic unit at the University.

The Head of Department is proposed by the Dean, among the full-time members of the

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academic staff of the Department, and appointed by the Rector, after the decision of the Academic Senate for a four-year term, with the right of re-election only once in the same position.

The powers of the Head of Department are defined in the Statute.

2. Head of research-development center

The Head of Research and Development Center is the highest managing authority of the research-development center. The Head of the Research and Development Center is proposed by the Dean, and appointed by the Rector, after the decision of the Academic Senate for a four-year term with the right of re-election only once in the same position.

His main duties and powers are:

1. conducts activities to support the “Master of Science” and “Doctorate” study programs;
2. engages in the design, monitoring and implementation of various research projects;
3. undertakes research, in collaboration with other institutions at home and abroad.

Article 9

Academic Staff

The academic staff of EPOKA University consists of the full-time and adjunct academic staff members of the Faculties.

Full-time and adjunct academic staff members are recruited based on the procedure envisaged in the Regulation of EPOKA University “On Staff Recruitment”.

CHAPTER 4


THE ADMINISTRATIVE STRUCTURE

Article 10

Duties and responsibilities

Administrative units are responsible for the implementation of the respective tasks deriving from their functional duties. Each unit has the responsibility to report on its work to the

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superior unit. The administrative staff members are required to maintain the confidentiality of the information gained from their position as well as any data contained in it, towards third parties inside and outside EPOKA University.

Article 11

The principle of hierarchy

The administration, in all administrative matters, regulations and operating decisions is based on the principle of hierarchy under which the orders of the highest body are binding on subordinates.

Article 12

Delegation of powers

The administrative staff member, in case of the use of leave, presents to his superior the permission request form in which the substitute staff member is determined. The superior reserves all the rights on the assignment of the replacement. The substitute staff member holds all the responsibilities and powers deriving from the position, except for the right of appointment and dismissal from work.

Article 13

Delegation of duties and the right of signature

Staff members who hold an administrative position, can delegate duties and the right of signature to another staff member in case of not being able to be present at the institution's premises for a certain period of time. The delegation of duties is performed in written manner, in which the scope of delegated duties, the delegated person and the duration of the delegation are defined.

Article 14


The elaboration of administrative works

The elaboration of University's internal work can be carried out in the written, verbal and electronic form.

Article 15

Administrative staff

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The administrative staff member is recruited as a university staff member for a definite or indefinite period based on the approval of the Administrative Board further to the proposal by the Rectorate.

The administrative staff member must meet the minimum conditions set out below:

- a) to have an undergraduate degree;
- b) to not have health problems that might hinder the performance of his/her duty;
- c) to not be deprived of public rights;
- d) to not have penalties for the commitment of criminal offenses.

The appointment of administrative staff members is defined by a committee. If the committee deems as appropriate, a written exam is also conducted. The committee fills out the “EPOKA University Administrative Staff Recruitment Form” for each candidate where it clearly defines who is the winning candidate according to the committee. The decision of the committee is transmitted to the Rectorate through the Administrator.

Newly hired personnel is subject to a probationary period of three months, starting from the date of the start of work. During this period he/she has the status of personnel in the trial period, after which, if he/she does not fit with the duties charged, the employment relationship is terminated. Upon the successful completion of the probation period, the administrative staff member is appointed based on the proposal by the Rectorate and the approval by the Administrative Board.

CHAPTER 5


DUTIES AND RESPONSIBILITIES OF ADMINISTRATIVE STAFF

Article 16

Tasks

The administrative staff of EPOKA University is obliged to implement the legislation and the internal rules and regulations in force. At the same time, he/she is responsible before the relevant direct line manager to conduct the work correctly and to accomplish the given tasks.

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If an administrative staff member is requested to do something which is not in compliance with the legislation and the internal rules and regulations in force, he/she does not carry out the requested actions and immediately informs the higher authorities on the matter.

Article 17

Legitimacy

The administrative staff must perform all the duties and powers deriving from his position faithfully, and in accordance with the legislation and the internal rules and regulations in force.

Article 18

Impartiality

The administrative staff while carrying out his duties cannot make discrimination on ethnic, linguistic, racial, gender, political opinion, philosophical, and religious beliefs.

Article 19

Attitude and cooperation

During the working hours the administrative personnel is obliged to show consideration and confidence on facing and solving different issues as well as a good communication and cooperation with the other colleagues within the institution.

Article 20


Duties and responsibilities of the managing administrative staff

The managing administrative staff, in accordance with legal provisions, must perform or give orders to perform in time and without deficiencies the tasks in relevant units, and must monitor the subordinate personnel in performing their duties. The managing administrative staff behaves with justice and impartiality towards the subordinate personnel and uses the given power in accordance with applicable laws.

Article 21

Personal Responsibility and Damages

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The administrative staff should show care and attention during the performance of the given duties, should not damage EPOKA University's property and is responsible for being always ready for effective services. If as a result of intent, fault, negligence or imprudence damage is caused to the institution, the employee is obliged to repay the equivalent amount of damage caused by him/her.

Article 22

Containing the data and statements in the press

The administrative staff is prohibited from the distribution and publication of information to the press or media organs on the affairs of the institution, unless he/she is authorized by the respective managing authorities on this matter.

Article 23

Taking outside and return of the official documents, tools and materials

The administrative staff cannot take outside the institution or use without authorization official documents, tools and materials for personal gain. While terminating the employment relationship with the institution, the administrative staff member is obliged to return all the tools and materials that were given in use to him/her during his employment period.

Article 24

Right of complaint

The administrative staff member has the right of complaint about the measures taken against him/her by superiors.


The complaints and their contents are examined in the shortest time by the relevant managing authority and the decision taken is disclosed to the interested person.

Article 25

Prohibitions

The administrative staff member cannot perform activities or actions which prevent or slow down the service delivery performance of the given task; cannot participate in strikes or make propaganda for strikes; cannot develop profitable and commercial activity; cannot get gifts

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and cannot meet the interests of others because of his/her work and cannot spread professional confidential data.

Article 26

Archive

The archive unit is responsible for the archiving, preservation and usage of the institution documents in an effective way.

Article 27


Registrar's Office

The Registrar's Office is part of the administrative units under the University Administrator. It is responsible for regulating, monitoring and archiving all the information and documentation related to students.

The Registrar's Office has these tasks:

1. performs the registration of candidates who gain the right to be enrolled as students;
2. opens and maintains a hard copy file, for each student, which includes the documentation envisaged in the admission criteria, students contract, course selection form, course repeat connection correspondences and Decanate decisions in case any disciplinary sanction is given;
3. archives the student registration files according to years and Departments;
4. prepares transcripts for the students;
5. prepares documents which are submitted to official institutions such as Student Certificate, and other similar documents;
6. prepares and delivers the student identity cards;
7. prepares the diplomas on the basis of the student list, who with decision of the Decanate of the Faculty and with the approval of the Rectorate, have won the right to be conferred Bachelor's and Master's degrees and submits the diploma upon the signature of the graduated students;
8. prepares the diplomas on the basis of the student list, who with the decision of the Permanent Commission on the Conferring of the PhD Scientific Degree of

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the respective Faculty, have won the right to be conferred the PhD degree and submits the diploma upon the signature of the graduate students;


9. submits to the Administrative Board of the University the list of students who fulfill the scholarship conditions;
10. identifies students of who lose the right of reduction in payments for the study because of low academic achievements;
11. follows the procedures of the students who want to end their studies, deletes records at the end of each academic year and presents to the Academic Senate a report on the causes of the interruption of studies by students;
12. identifies the students who have exceeded their maximum period of studies without graduating;
13. follows the student transfer procedures;
14. prepares information or reports on the demand of the national administrative bodies;
15. records the documents submitted by the students;
16. archives the files of graduated students by putting them in envelopes;
17. maintains the base registers, the registers of academic achievements and the registers on graduated students in compliance with the provisions of the legislation in force as well as with the internal rules and regulations of EPOKA University;
18. carries out other tasks charged by the superior.

Article 28

Faculty Administrator

The Faculty Administrator exercises his duties in coordination with the University Administrator, as well as other units subordinate to him/her. The Faculty Administrator is responsible for the financial and administrative well-functioning of the Faculty. Besides administrative management, the Faculty Administrator encourages cooperation between Departments and assists in the conduct of teaching and research activities, in accordance of relevant plans. The Faculty Administrator is the managing authority of the administrative staff of the Faculty, and he/she is appointed by the Administrative Board upon the proposal of the University Administrator.

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The main responsibilities of the Faculty Administrator are as follows:

1. carries out the daily financial management of the Faculty;
2. supervises and controls the financial activity of the Faculty;
3. meets Dean's requirements in order to fulfill academic, administrative and financial needs;
4. collaborates with other main unit authorities and structures on fundamental administration issues;
5. is a member and rapporteur of the Decanate meetings, writes down its decisions and distributes them to the relevant units;
6. submits to the Dean the income documents, after making their classification;
7. sends and develops in time all the academic and administrative documents of the Faculty of internal and external use;
8. deals with the organization of the conferences or seminars of the Faculty;
9. manages the correspondence of the Faculty;
10. manages the regular storage of all the Faculty documents and submits them to the archive within the prescribed terms;
11. prepares the timetable of the courses and exams and publishes it in the EPOKA main webpage.

Article 29

Composition and functions of other administrative units

The composition and functions of other administrative units of EPOKA University are defined in details in the Regulation of EPOKA University "On the administrative organization of EPOKA University".

CHAPTER 6


STUDIES, THE TEACHING PROCESS AND EXAMS

Article 30

Diplomas

Students who successfully complete their studies at EPOKA University are awarded the Diploma, which contains the name of the Faculty and study program of completed studies.

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Article 31

Relations with students

In terms of students transfer, procedures related to education and exams as well as those relating to the interruption of student relations with the Faculty, decision-making belongs to the Decanate of the Faculty. In these cases, the student has the right to appeal for the decision within 15 days upon the notification of the said decision.

Article 32

Admission and registration


The admission of students is carried out through the meeting of the admission criteria adopted by the Decanate and approved Academic Senate.

Any person who has graduated from State Matura or an equivalent examination and satisfies the minimum cumulative Grade Point Average (CGPA) requirement has the right to compete for admission and pursue studies at EPOKA University. Albanian and foreign students as well as students who are part of bilateral or multilateral agreements can attend studies at EPOKA University.

For the second and third cycle study programs the students will be admitted to EPOKA University in accordance with the following criteria:

- a) candidates must possess a degree that proves that they have completed the first cycle study program (Bachelor degree in cases of enrollment in the second cycle study programs) or a degree of second cycle study program (Master of Science degree in cases of enrollment in the third cycle study programs);
- b) candidates must meet the minimum CGPA criterion for enrollment in the respective study program;
- c) candidates who apply for admission should have good knowledge of English. Applicants who certify the adequacy level of English language (respectively B2 level for the second cycle study programs and C1 level for the third cycle study programs) by international certificates such as TOEFL (IBT 68, CBT 190, PBT 520), IELTS 5.5 or above grade, etc. may begin studies the second

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and third cycle study programs, without entering the English proficiency exam, organized by EPOKA University. Candidates who do not possess such certificates, will be subject to the English proficiency exam, organized by the EPOKA University;

- d) candidates who have conducted the studies of the previous cycle of studies in English language have no obligation to take the English proficiency exam.

Article 33

Student Individual Contract

During registration, the student signs with EPOKA University a “*Student Individual Contract*”. During the study period, the student must respect and follow the regulations and directives in force of the University.

The student enrolled in EPOKA University should not be enrolled in any other institution of higher education. The date of enrollment, necessary documentation and rules to be implemented are determined by the Academic Senate and are published in the EPOKA main webpage.

Each candidate for who completes the registration procedures becomes a student of EPOKA University and as such, benefits from all rights of students.

When a candidate cannot carry out the registration by him/herself for reasonable causes, the related procedures can be followed by a third person who possesses an official document stating that the said person can represent the candidate in signing of the contract.


If the documents submitted by the student are not authentic or are incomplete, his/her relations with the University are interrupted no matter which semester the student is attending.

Article 34

Academic Advising

An academic advisor is assigned to each student among the full-time academic staff members of the concerned Department. The advisor follows the student throughout the study period. In the period of registration or renewal of course registration for the relevant semester, the student completes the registration forms and submits them for approval to the respective advisor.

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Article 35

Renewal of Registration

Students are obliged to renew their registrations every semester by carrying out the course registration according to the time period specified in the academic calendar.

If students have not paid the tuition fee under the conditions defined by the University, they cannot renew the semestral registration. Students who have not renewed registration cannot attend courses nor enter the exams of that semester. If the student has not paid the tuition fee on time, he is obliged to pay a fee for every week of delay. The semester for which the tuition fee is not paid is considered part of the duration of education period.

Article 36

Student Identity Card

Students who have completed the final registration, as well as those who have renewed their registration, are provided with an identity card with the student's photo, which is valid for the entire period of studies.

Article 37

Transfers from outside the institution

The quotas for transfers are determined by the Decanate of the Faculty and approved by the Academic Senate


Students who are transferred to the Faculties of the University are awarded with a diploma only if they have pursued at least two semesters and have completed at least 60 ECTS at EPOKA University.

Article 38

Education

The academic year consists of the fall and spring semester. The normal duration of the fall and the spring semester is 16 weeks including the Final Exam period which lasts two weeks. If necessary, the duration of the semester may be extended by the Academic Senate of the University.

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The beginning of the academic calendar and exam dates are determined each year by the Academic Senate and are published in the academic calendar. During the official vacation days there is no teaching or exams. However, if considered necessary, by the proposal of the concerned Faculty and approval of the Academic Senate, teaching or exams can take place on Saturdays or Sundays.

Article 39

Duration, form and language of instruction

The study program includes theoretical and applied courses, applications, projects and studios, laboratories and workshops, practical studies, applied site studies, seminars, graduation projects, internships and other teaching activities as set forth in the respective study programs. Unless determined otherwise, the duration of each course is one semester. Each class lasts 50 minutes.


The language of instruction at EPOKA University is English, but with the prior approval of the Administrative Board, the proposal of the Academic Senate and the approval by the Ministry responsible of higher education, study programs can also be offered entirely or partially in Albanian.

Article 40

Curriculum

- a) The education in the Faculties and Departments of EPOKA University is carried out based on the American system of higher education and in accordance with the requirements of the Albanian legislation in the field of higher education and the Bologna system. The curriculum of the Departments of the Faculties is proposed by the Decanate and approved by the Academic Senate.
- b) Elective courses in the curriculum consist of elective courses offered that semester to students by their Department and elective courses offered by other Departments.
- c) Education shall be in accordance with the curriculum and respecting the order provided in the study program. Starting from the third semester, students who have successfully passed all courses of the past semesters and have an CGPA of at least 3.00, with the approval of the respective academic advisors, can take a course from the subsequent semester, while those students who have an average of at least 3.80, may

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take two courses from the subsequent semester following the approval of the respective academic advisors.

- d) The student who submits a document after registration of an institution of higher education, in which it is shown that he/she has successfully completed a course or more, may seek exemption from that course. The Decanate of the Faculty analyses the request and if the knowledge that the student has gained in that course is considered as sufficient, the student may be relieved from the obligation to take the course. In this case, the Decanate decides which courses are required to be attended by the student.
- e) If the student could not pursue courses that he/she should normally attend during the semester, for reasons considered reasonable by the Decanate of the Faculty, he can take classes without preconditions (not necessarily related courses) in the following semester. The student pursues studies by taking firstly the courses in which the result has not been successful or he/she has not taken during the previous semesters.
- f) In any case, the total course load within the semester cannot exceed 45 ECTS.

Article 41

Pre-requisite courses


Pre-requisite courses are determined by the relevant Departments and are reflected in the curriculum.

Article 42

Registration in a course, leaving the course and the attendance requirement

- a) Every student has the obligation to participate in lectures, applications, laboratories, projects, seminars, workshops, graduation works and similar semestral teaching and learning activities at the minimum rate determined by the Academic Senate in compliance with the legal framework in force.
- b) In cases of repeated or attendance for the first time of the lectures or the lab, projects and similar activities equivalent to lectures, students must first register in the course in which they have received an FD and FF grade.

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- c) Once having received the approval of the respective academic advisor, within two weeks from the start of the semester, the student may drop one or more courses or may change the taken course/s with other course/s or may register in other courses.
- d) The student has the obligation to fulfill the attendance requirements stipulated in the respective regulation of each study cycle regarding the learning and teaching activities of the course. Students who do not meet this rate do not enter the final exam of the said course.

Article 43

Graduation work

Students who at the end of the fifth semester of their Bachelor students have achieved a minimum CGPA level as determined by the Academic Senate shall be able to prepare and defend a graduation project or work during their sixth semester of studies according to the criteria and procedures determined by the respective Department.

CHAPTER 7

GRADES, EXAMINATIONS AND PASSING

Article 44

Grades


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

Letter Grade	Coefficient	*	**
AA	4.00	90-100	10
BA	3.50	85-89	9
BB	3.00	80-84	8
CB	2.50	75-79	8
CC	2.00	70-74	7
DC	1.50	65-69	6
DD	1.00	60-64	5
FD	0.50	50-59	4
FF	0.00	0-49	0

* System Grade over 100 concerning the grade equivalence in student transcript.

** Equivalent grade according to the Albanian grading system.

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Grades not included in the calculation of the CGPA are as follows:

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

The (I) grade is awarded by the instructor to a student who failed to complete the requirements of a course due to illness or other valid reason although he/she was successful during the term. In case that a student receives an (I) grade for a course, he/she must receive a grade by completing the previously unfulfilled requirements within fifteen days from the announcement date of the grades. Otherwise, the (I) grade will automatically turn into an (FF). However, in the case of long-lasting illness or a similar situation, the term for the (I) grade may be extended till the beginning of the following registration term, upon a proposal by the relevant Department and subject to the approval of the relevant Faculty Decanate. The (S) grade is given to students who pass the courses not included in the averages. The (T) grade is given to students who transfer from a national or international higher education institution to the University or do an intra-transfer within the institution, or attended student exchange programs or preparation schools of undergraduate programs to indicate equivalence with respect to previously taken courses, upon a proposal by the Scientific Committee of the relevant Department and subject to approval of the relevant Faculty Decanate. The (T) grade is not included in the calculation of the CGPA. The (U) grade is awarded to students who fail to pass courses taken as non-credit courses, which are courses not included in the CGPA and courses taken at preparation schools or during the student exchange program.

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


The (EX) grade is given to students who have passed the exemption tests administered by the relevant Department with regard to courses specified by the Academic Senate. The (EX) grade is not included in the calculation of the CGPA.

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

The (NA) grade is given to students who have failed to fulfill the requirements of attending a course or course applications. The (NA) grade is treated as an (FF) when calculating the CGPA.

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Passing, failing, excellent and honor students

- a) 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.
- b) At the end of the semester, students who have successfully completed all courses and have a semester GPA of 3.00-3.49, rank in the list of "honor students", and those who have an average of 3.50-4.00 rank on the list of "high honor students".

Article 46

Improvement of the CGPA

The student who wishes to improve the CGPA, can re-attend the courses taken during the previous semesters. The last grade received by the student will be valid for calculating the CGPA.

Article 47


Assessment of students

- a) the final grade of students in a course is determined by the work accomplished during the semester in that course (Mid-term exams, quizzes, works on the ground, applications, assignments, projects, workshops, seminars, active participation, laboratories, etc.) and by the grade taken in the semester final exam. Within a week from the beginning of each semester, the course instructor should publish the syllabus in the system for students attending the relevant class.
- b) The assessment of students in each course should be submitted to the relevant administrative units within the period specified in the academic calendar.

Article 48

Final Exam Period

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At the end of the semester, after the completion of the teaching process, the final exam period begins. In case that the exams cannot be held in a few days within the period of examinations for reasons described as reasonable by the Decanate, the final exam season may be extended.

In cases when the course is held in the laboratory, field application, and for cases in which entrance into the final exam depends on the assessment of these works, final exams can be held at the conclusion of the above works.

Article 49

Timetable of exams

The timetable of exams is determined by the respective Decanate and should be published at least two weeks prior to the examination period. Exams take place on the day, place and time specified in the timetable at the University facilities.

No make-up exams can be organised for Mid-term, Final, Resit and Additional Exams.

Article 50

Form of exam

As a rule, exams are held in a written form. The course instructor can decide to hold the exam in an oral form or as a project or assignment. The decision in this case should be announced by the course instructor within two weeks from the beginning of semester.


The exams are prepared and administered by the course instructor of the concerned course. If the responsible course instructor is not available on the exam day at EPOKA University, the concerned Department determines who will organize the exam. In order to ensure the proper conduct of examinations, all the members of the academic staff may be charged with the duty of organizing and invigilating the said exam.

Article 51

Appeal against examination results

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 course instructor in terms of material mistakes and the application is finalized by the relevant Decanate upon a proposal by the Department offering the course

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Article 52

Education during the summer semester

Education during the summer semester is regulated by the Regulation “On the Summer Semester”.

CHAPTER 8

ASSESSMENT, MARKING, GENERAL AVERAGE, DEGREE AND DIPLOMA

Article 53

Calculation of EPOKA credits

The value of the EPOKA credits of a course consists of the sum of all hours per week of theoretical lectures and half of the hours per week of practices, laboratories, projects, workshops and similar teaching and learning activities.

In one academic year at least 60 ECTS credits should be completed by the student.

Article 54

Semester and Cumulative GPA


A student's Semester Grade Point Average is computed by multiplying the numerical grade received in each course by the number of ECTS credits offered for each course, then dividing by the total number of ECTS credit hours studied during the term. Two digits after the comma in the division are rounded to the next whole number. A student's CGPA is computed by multiplying the numerical grade received in each course by the number of ECTS credits offered for each course, then dividing by the total number of ECTS credit hours studied. However, only courses included in the curriculum of the study program are considered when CGPA is computed.

Article 55

Graduation and Diploma

a) A student who has been successful in all courses through pursuing the academic program, and has a CGPA to at least 2.00, without having a FD or FF grade and shall be deemed to

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have met the requirements of graduation by the relevant board decision and be awarded the Bachelor diploma stating the name of the program and Faculty.

b) Students at the graduation stage who have FD or FF grades from a maximum of two courses or a CGPA below 2.00 despite having no failed courses are given the right to take additional examinations. Additional examinations are given for courses from which they have received FF, FD, DD and DC at the end of the relevant semester. In order to meet graduation requirements, a student is permitted to exercise his/her right to take additional exams at most three times during his/her education period.

c) Students entitled to a diploma shall deliver a non-affiliate document to be obtained from the relevant units to be able to receive their diplomas.

CHAPTER 9


OTHER PROVISIONS IN RELATION TO THE TEACHING PROCESS AND STUDENTS

Article 56

Leave of Absence Request

- a) The student can be granted a leave of absence based on valid and acceptable reasons for at most four semesters, and at most two times consecutively, 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.#
- b) On account of epidemic, natural disasters, detention, economic reasons, imprisonment and abolition of the suspension of military obligation, such leave of absence can also be granted in mid-term, subject to a decision by the relevant Decanate. However, the tuition fee paid by students in these conditions is not refunded.
- c) In case that a leave of absence is demanded, the student shall apply to the Registrar's Office within twenty days at the latest following the occurrence of such reason and

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prove it by documentary evidence. The continuity of the said reasons is grounds for the extension of leave of absence by the relevant Decanate.

- d) A student on a leave of absence during a semester cannot attend classes and take the final examinations of such semester.
- e) The usage in cultural and art activities of university and faculty symbols or names by students who have been granted a leave of absence is subject to the permission of the Rectorate.

Article 57

Leaving the University

Students wishing to leave the University at their own discretion shall apply in writing to the Registrar's Office. Such students' registration shall be removed subject to the delivery by them of a non-affiliate document to be obtained from the relevant unit. Upon request by any such student, a document demonstrating academic status and diplomas and other documents submitted when registering shall be given back to the student, except that tuition fees paid until that moment which are non-refundable.

Article 58

Students Sent to Partner International Universities


Students can be sent to universities abroad for a semester or two through exchange programs based on agreements between EPOKA University and international universities. These students shall remain registered at EPOKA University, and the period they have spent in the framework of the said exchange program shall be deemed to be an integral part of their overall education period at EPOKA University.

Article 59

Intra-University Transfers

Students who have completed at least one semester in their study programs other than the preparatory school may apply to the Registrar's Office during the period specified in the academic calendar for transferring to another study program within the University.

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Applications are finalized by the proposal of the Department the student wants to transfer to and the decision of the relevant Decanate.

Article 60

Scholarship-Holding Students

In order for a student to continue to benefit from the scholarship, he/she should comply with the provisions of the Directive of EPOKA University "On Scholarships".

Article 61

Discipline

Concerning the disciplinary rules to be implemented by the students as well as disciplinary measures applied, the provisions of the Regulation of EPOKA University "On Student Discipline" are implemented.

CHAPTER 10

EMPLOYMENT AND PERFORMANCE ASSESSMENT OF THE ACADEMIC STAFF

Article 62

Academic staff of the University


1. The academic staff of the University consists of:

Professors, lecturers and assistant lecturers.

2. Professors, lecturers and assistant lecturers are employed with the approval of the Administrative Board on the basis of the needs of the Departments and in accordance with the evaluation criteria established in the Regulation of EPOKA University "On Staff Recruitment".

3.1. Individuals who have the necessary education and teaching experience may be invited to the University to teach for short period of times. At the request of the Department, the respective Faculty Dean forwards to the Rector the proposal for the invited staff and after the approval of the Administrative Board the candidate may sign the employment contract.

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3.2. The relationship with the invited academic staff is regulated under the regulation in force and the employment contract.


4. Individuals who possess a degree of second cycle studies may be appointed as assistant lecturers. They are appointed by the Administrative Board with the proposal of the Dean of the Faculty concerned and the approval of the Rectorate. Assistant Lecturers are engaged in delivering lectures, seminars, practical and laboratory hours as well as similar teaching and learning activities in first cycle and equivalent study programs. They fulfill the duties charged by the Head of the Department and assist students in their study and research activities.

5. The individual employment contract between the academic staff member and the University is compiled by applying the provisions of the Labor Code of the Republic of Albania, the higher education legislation in force and the Statute of the University.

6. The academic staff has the following rights:

- a) to participate in the management of University in accordance with the Statute and the Basic Regulation of the University;
- b) to enjoy full academic freedom and not be discriminated against;
- c) to participate in scientific activities at home and abroad in the interest and behalf of the institution;
- d) to freely determine the methods and content of the learning process within the program of studies and in accordance with the policies of the institution;
- e) to participate in teaching activities, research, student advising and service aiming to develop the institution;
- f) to determine freely the methods and content of the learning process within the educational programs;
- g) to be assigned the teaching load in accordance with the higher education legislation and the acts of the University in force;
- h) to be remunerated for the work done, and to also receive other financial benefits related to his/her participation in scientific conferences, research and study projects as well as his/her engagement in various publications under the logo of the institution as determined by the institution's regulations;
- i) to benefit from the paid annual leave;

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j) to use all the rights provided for in Law no. 80/2015 "On Higher Education and Scientific Research in the Higher education Institutions in the Republic of Albania", in the Statute and the regulations of the University.

7. In addition to the obligations specified in the individual employment contract, the academic staff is required:

- a. to comply with and implement the provisions of the Statute and the regulations of the University;
- b. to perform his duties with responsibility and quality according to the nature of job;
- c. to apply the rules of ethics and discipline in the institution, by avoiding any kind of action inside and outside the institution which negatively affects his/her image, dignity or personality, or the reputation of the institution;
- d. to participate in consultations and advising for students, as well as other tasks of an administrative character;
- e. to implement the decisions of the governing bodies and managing authorities of the institution;
- f. to fulfill all the obligations of a course until the completion of all exam and other requirements of the said course, according to the rules of the institution;
- g. to preserve faithfully the legitimate interests of the institution, the data and information as well as the professional interests of the institution.


8. The working Relations with the academic staff in the University are terminated in the following cases:

- a. With his/her desire;
- b. At the end of the term of the individual employment contract;
- c. In case of unethical behavior and violation of the discipline;
- d. In case of violation of the individual employment contract;
- e. In other instances provided by the Albanian legislation.

Article 63

Individual employment contract and working conditions

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1. Working conditions, holidays, the salary and the rights and obligations of the staff arising from the employment relationship are determined in the individual employment contract signed between the parties. This contract is prepared in accordance with the Labor Code and Law no. 80/2015 "On Higher Education and Scientific Research in the Higher education Institutions in the Republic of Albania.

2. Parties to the individual employment contract are:

- a) "The Rector" concerning academic and assisting academic staff;
- b) "The Administrator" concerning administrative and auxiliary staff.

Article 64

Criteria related to language proficiency.

All academic and assisting academic staff members shall submit proof of English proficiency according to the employment criteria determined by the Administrative Board concerning the respective job position. In those cases when Albanian proficiency is one of the employment criteria, candidates shall also submit proof of Albanian proficiency.


Article 65

Criteria for applying for job vacancies, recruitment and performance evaluation of the academic staff

The criteria for applying for job vacancies, recruitment and performance evaluation of the academic staff is as follows:

- 1.1. All academic works of the candidates are considered.
- 1.2. An author who has a publication along with several other authors, wins 50% of points that are given to the publication, regardless of the number of authors in the publication.
- 1.3. At least 50% of the points necessary for the appointment shall be composed of the points earned by the categories mentioned in points 3.1.-3.4. of this article.

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2. For the recruitment of the academic staff the fulfillment of the following conditions is obligatory:

- a. Points required for Professors are 200 and they must have a work experience of five years after receiving the title of Associate Professor.
- b. Points required for Associate Professors are 100 and they must have a work experience of five years after receiving the PhD or “Doctor” scientific degree.
- c. Points required for Lecturers are 50.
- d. Points required for Assistant Lecturers are 40

3. Criteria for assessment of academic activities of the candidates are as follows:

3.1	Articles	Points
a)	Articles published in magazines SCI (Science Citation Index), SSCI (Social Science Citation Index) and AHCI (Arts and Humanities Citation Index).	40
b)	Articles published in international journals indexed, arbitrated, except those mentioned in point a)	30
c)	Articles published in international journals with referee	15
d)	Publications in other scientific and professional journals	5
3.2	Presentations	
a)	Presentations held at international scientific meetings which are published	15
b)	Articles submitted to international conferences, whose summary has been published	10
c)	Articles submitted to national scientific meetings which are published	7
d)	Articles submitted to national conferences, whose summary has been published	5
e)	Poster presentations at international conferences	5
f)	Poster presentations at national conferences	3
3.3	Books	
	Writing a book (by scientific level)	10-50
	Writing a part of a book	15
3.4	Translations	
	Translation of a book	15

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	Translation of a part of a book				5
3.5	Editing and arbitration				
	Editing of scientific or professional arbitrated magazines				20
	Be a member of the editorial board of a arbitrated scientific journal or the reviewer of such a journal				10
3.6	References				
a)	References to articles that appear in magazines, point 10.3.1 (in addition to his articles)				5
b)	For other references				2
3.7	Teaching activities				
a)	For any subject given at post graduate level in five years				6
b)	For each subject given at graduate level during the last five years				3
3.8	Counseling for thesis				
	For each doctoral dissertation completed				15
	For each completed Master's thesis				5
	For each doctoral dissertation going on				8
	For each Master's thesis going on				3
3.9	Completed research projects				
a)	Direction of a project supported by an international institution				10
b)	Participation in a project supported by an international institution				5
c)	Direction of a project supported by a national institution				8
d)	Participation in a project supported by a national institution				4
3.10	Awards				
a)	International awards in science				30
b)	International awards in research				20
c)	National award in science				15
d)	National award in research				10
3.11	Administrative task (for each year)				

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	Rector				10
	Vice-Rector and Dean				8
	Vice-Dean, Head of Department and Center Director				6
	Administrative Board members				5
	Leader in the areas of research				2

Note: If a paper is not in the list above, it will be evaluated according to a similar paper point.

CHAPTER 11

FINAL PROVISIONS

Article 66

Entrance into force

This regulation enters into force after the approval by the Academic Senate following the preliminary approval by the Administrative Board in compliance with the provisions of Article 16, point 1/d of the Statute.

Article 67

Enforcement

The enforcement of this regulation is ensured by the Rector.

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