	EPOKA UNIVERSITY REGULATION “ON UNDERGRADUATE STUDIES AND EXAMINATIONS”				
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General Principles

Article 1: This regulation covers the provisions pertinent to the Faculties and Departments of EPOKA University and regulates the undergraduate study cycle including exams and assessments.

Legal Basis

Article 2: This regulation is based on the Law 80/2015 “On Higher Education and Scientific Research in the Higher Education Institutions in the Republic of Albania” and the Statute of EPOKA University.

Scope

Article 3: This regulation applies to all undergraduate study programs offered by EPOKA University.

Student Affairs

Article 4: The Decanate of each Faculty is responsible for determining students’ applications for the transfer of studies as well as issues related to education and exams.

Issues regarding student discipline will be carried out according to the Regulation of EPOKA University “On Student Discipline”.

Student Admission and Enrollment

Article 5: Students can be enrolled in the study programs offered by EPOKA University after fulfilling the respective admission criteria and following the enrollment procedure.

Concerning study programs that are offered in the English language, students are required to demonstrate an English proficiency at least at the level established by the University by successfully passing the English Proficiency Exam organized by the University or by submitting an internationally recognized certificate which is valid based on the legal and sub-legal legislation in force and proves English proficiency. In case the student does not submit this document by the deadline established by the University, EPOKA University terminates the enrollment of the concerned student.

In cases where the student has completed his/her studies in a high school where teaching is conducted entirely in English, he-she is exempted from the obligation to submit this document.

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During the registration period students are required to sign the individual service contract with the University. Students shall respect the Regulations, Directives and legal acts in force of EPOKA University during their education period. The registration period of the freshmen students and the list of required documents and information on the enrollment procedure, are determined and announced by the Rector’s Office of EPOKA University. Upon fulfillment of the registration procedures, the candidate becomes an EPOKA University student and is entitled to all students' rights. Students who do not carry out the final registration procedure in the University within the defined time period, are considered to have withdrawn and cannot pretend any rights. In order to enroll at the said study program, the student should submit in person or through an authorized representative the documents envisaged by the legal and sub-legal acts in force. Submission of incomplete or false documentation causes the interruption of the relationship between the student and the University.

The Academic Advisor

Article 6: The relevant Department assigns a full-time academic staff member as an academic advisor to each student. The role of the academic advisor is to support the student throughout his/her education period at the University. The student, together with the academic advisor, is responsible for completing the course registration for each semester. Each semester, the student signs the course registration form after obtaining the approval of the academic advisor.

Registration Renewal

Article 7: Course registration renewals are to be carried out within the time period specified in the academic calendar of the relevant academic year. Students failing to pay the tuition fee as determined by the University shall not be allowed to renew their semester course registration. Such students shall not be able to attend courses and take exams. Any semester for which no tuition fee has been paid shall be deemed to be within the overall duration of the study program.

Student Identity Card


Article 8: Students who complete their final registration in accordance with Article 5 of this Regulation shall be given a student ID card with photo, demonstrating that they are students of the University.

Inter-university Transfers

Article 9: Transfers to the study programs of EPOKA University are subject to the quotas to be determined by the Decanate of the relevant Faculty.

In accordance with this Article, students matriculated at the Faculties of EPOKA University are

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awarded a diploma only after pursuing at least two semesters and completing at least 60 ECTS at EPOKA University.

Academic Year

Article 10: An academic year consists of the fall and spring semesters. The normal duration of one semester is 14 weeks of classes and two weeks of final exams. If necessary, the University Academic Senate may extend this duration. The starting and ending dates and examination periods of each semester are announced in the academic calendar approved by the Academic Senate. No classes and exams are held during the official holidays. If necessary, the education activities proposed by the relevant unit and approved by the Academic Senate can also be conducted on Saturdays and Sundays.

Duration of Studies, Teaching Activities and Language of Instruction

Article 11: The maximum duration of studies granted to students enrolled at the undergraduate programs of the University is the period of the normal duration of studies multiplied by two. The education 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. The language of instruction at the University is the English language. Study programs can also be offered in another language by the proposal of the Academic Senate and the approval of the Ministry in charge of higher education.


Article 12: Study Programs

a) Education at the Faculties and Departments of EPOKA University is conducted pursuant to the study programs proposed by the Decanate and approved by the Academic Senate.

b) From the beginning of the third semester and onwards, students who have successfully fulfilled the requirements of all of their courses in the previous semesters and who have a minimum Cumulative Grade Point Average (CGPA) of 3.00 may take one course from a semester of the following year with the approval of the academic 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 academic advisor.

c) Upon completion of the final registration, if the student submits a certificate that confirms that he/she has attended another undergraduate program successfully, during the add-drop week, he/she has the right to be exempted from the courses taken. The decision for the exemption of courses is taken by the related Decanate based on the proposal by the relevant Department.

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d) In case when any student has not been able to complete the normal course load due to being exempted from some courses, not being able to pass prerequisite courses, having used the semester leave, or having participated in the international exchange programs, he/she can be given courses from two following semesters by the decision of the Decanate based on the proposal by the relevant Department. However, in any case, the total course load within the semester cannot exceed 45 ECTS.

Prerequisite Courses

Article 13: The prerequisite courses shall be implemented according to the curriculum of the study program proposed by the relevant Department and approved by the Decanate.

Registration, Adding and Dropping Courses

Article 14:

a) Each student must attend the lectures, applied studies, laboratories, projects, seminars, exercises, workshops, graduation projects and other teaching activities of the semester he/she has taken during the semester.

b) Students must primarily take the courses which they have failed in the previous semesters with a FD, FF, NA or U grade, and those courses which they have not taken until then. These courses will be given in the time order of the previous semesters.

c) The student, with his/her advisor's approval, may withdraw from one or more courses, or register for other courses during the Add and Drop period of the respective semester.


d) Students who have not attended at least 75% of the lectures, applied studies, laboratories, projects, seminars, exercises, workshops, graduation projects and other teaching activities of the semester are not allowed to enter the final exam of the respective courses.

Course Withdrawal

Article 15:

a) Course withdrawals can be done during the 11th week of the fall and spring semesters as specified in the academic calendar. Students can withdraw from only one course in one semester, and in total, four courses at most can be withdrawn throughout all the duration of studies subject to the approval by the respective academic advisor.

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b) 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.

c) Course withdrawal is possible only in Bachelor and Integrated Second Cycle study programs.

Graduation Project/Final Comprehensive Exam

Article 16: At the end of the fifth semester, in order to meet the graduation criteria, the student who has reached a CGPA of less than 3.00 out of 4.00 shall take the Final Comprehensive Exam course, while the student who has reached a CGPA of more than 3.00 out of 4.00 can decide to take the Graduation Project course or the Final Comprehensive Exam course. Each Department is responsible for the organization of the Final Comprehensive Exam and Graduation Project courses.

Grades, Examinations and Achievement

Article 17: 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.

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

I- Incomplete
S- Satisfactory
T- Transfer
U- Unsatisfactory
P- Progressive
EX- Exempt

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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.

Failure, Achievement, Honor and High Honor

Article 18:

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 must repeat that course. A student who takes FD and FF from an elective course is not obliged to retake the same failed

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elective course, but he/she 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) A student with a Cumulative Grade Point Average of 2.00 and above and without a FD and 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.

c) At the end of each semester, students who have achieved all the courses of that semester and whose semester GPA is between 3.00-3.49 are placed in the honors list, and students whose semester GPA is between 3.50-4.00 are placed in the high honors list.

Increasing the Cumulative Grade Point Average

Article 19: Students wishing to increase their CGPA can take again the courses they have taken in the previous semesters. The grade received by the student in the last semester with respect to any course will be counted when calculating the CGPA.

Determination of Grades

Article 20:

a) The final grade of a course includes all the studies (mid-term exams, quizzes, site 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 success evaluation system of the course. The relevant course instructor announces the success evaluation system regarding the respective course within the first week of the semester.

b) The final grades of a course are entered into the Epoka Interactive System (EIS) by each course instructor within the time specified in the academic calendar.

Examination Period


Article 21: The period of mid-term exams as well as of final exams held at the end of each semester is specified in the academic calendar. The graduation project and the final comprehensive exam are held within the final exam period.

Timetable and Venue of Examinations

Article 22:

- a) The mid-term and final examination timetable in a semester is decided upon and announced by the relevant Faculty Decanate at least two weeks before the beginning of the respective examination period. The exams are held in the University premises, at the date, venue and time specified in the timetable.

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

Resit Exams

Article 23:

- Resit Exams are type of exams given one week after finishing the final exam examination period, only for the courses taken during the fall and spring semester of the respective academic year. Students can not have Resit Exams for the courses taken in the 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 study programs.

Examination Method

Article 24:

- Examinations are generally held in written form. However, the course instructor may decide to conduct the exam in the form of an oral exam, project or assignment on condition that he/she states it on the course syllabus within two weeks after the semester begins.
- Examinations are arranged and conducted by the instructors teaching the respective courses. In case that the responsible course instructor it is not at the University on the exam day, the Head of the relevant Department shall designate the staff member to supervise the said exam based on the recommendation of the course instructor.


Objections to Examination Results

Article 25: A student may object to the result of a mid-term and final examination by submitting a grade appeal request to the Registrar’s Office within five days following the announcement of final exam grades. The objection is assessed by the relevant course instructor in terms of material mistakes and the relevant Faculty Decanate takes the decision on the grade appeal based on the assessment carried out by the relevant course instructor.

Summer Semester

Article 26: The summer semester shall be carried out in accordance with the Regulation of EPOKA University “On the Summer Semester”.

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Calculation of EPOKA credits

Article 27: The credit value of a course consists of the sum of all the weekly theoretical class hours plus half of the weekly class hours of practices, laboratories, projects and workshops.

Semester and Cumulative GPA

Article 28: A student's Semester Grade Point Average is computed by multiplying the numerical grade received in each course by the number of credits offered for each course, then dividing by the total number of credit hours studied during the term. 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 credits offered for each course, then dividing by the total number of credit hours studied. However, only courses included in the curriculum of the study program are considered when CGPA is computed.

Graduation and Diploma

Article 29:


- 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 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.
- 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.
- 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.

Leave of Absence Request

Article 30:

- 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.

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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 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.

Leaving the University

Article 31: 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.

Students Sent to Partner International Students

Article 32: 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.

Intra-University Transfers

Article 33: 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. Applications are finalized by the proposal of the Department the student wants to transfer to and the decision of the relevant Decanate.

Scholarship-Holding Students

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Article 34: 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”.

Entrance into force

Article 35: This Regulation enters into force on the date of approval by the Academic Senate.

Enforcement

Article 36: The enforcement of this Regulation is ensured by the Rector.

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