

EPOKA UNIVERSITY
**REGULATION “ON THE ORGANIZATION AND FUNCTIONING OF
THE PERMANENT COMMISSION ON THE CONFERRING OF THE
PHD SCIENTIFIC DEGREE”**

Document code	Entrance in force	No. of Update	Date of Update	Page/Overall pages
EU-REG-043-EN	15.05.2019	-	-	1 / 3

Chapter I

Composition and organization of the Permanent Commission on the Conferring of the PhD Scientific Degree

Article 1

Legal Basis

The Permanent Commissions on the Conferring of the PhD Scientific Degree are established on a faculty-basis. Their organization and functioning is based on the Law No. 80/2015 “On Higher Education and Scientific Research in Higher Education Institutions in the Republic of Albania”, on the Decision of the Council of Ministers No. 112, dated 23.02.2018 “On the Determining of Criteria for Obtaining the “Doctor” (PhD) Scientific Degree and State Standards for Obtaining the “Associate Professor” and “Professor” Academic Titles”, as well as on the Statute of EPOKA University and all other legal acts that provide for or require the involvement of the Permanent Commission on the Conferring of the PhD Scientific Degree.

Article 2

Composition of the Commission

The Permanent Commission on the Conferring of the PhD Scientific Degree (PCPhD) is composed by five members of the academic staff who hold the “Professor” and “Associate Professor” title. The members of the Commission put forward their candidacy and are elected by the Assembly of the Academic Personnel of the Faculty for a two-year mandate, with the right of re-election.

Article 3

Chairperson of the Commission

The Permanent Commission on the Conferring of the PhD Scientific Degree is chaired by the Chairperson of the PCPhD. The Chairperson of the Commission is elected by secret ballot by the members of the Commission. The candidates to become Chairperson of the PCPhD are proposed by one or more members of the Commission. If there is only one nomination, ballots must create the possibility to express the vote against the nominee. The procedures of electing the Chairperson of the PCPhD are organized and directed by the Chairperson in office. The Chairperson of the PCPhD is elected by the members providing 50% +1 of the vote.

Drafting Unit	Controlling Unit	Approving Unit
Institutional and Legal Affairs Office	Rector's Office	Academic Senate

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Article 4

Meetings of the Commission

The PCPhD meets in the shortest time possible, whenever its commitment is required in accordance with the legislation in force. Meetings of the PCPhD are convened, organized and directed by the Chairperson of the PCPhD. The PCPhD meeting may also be called at the request of two of its members. The meeting of the PCPhD is held when all its members are present and takes decisions by simple majority of members present at the meeting. In case of the equality of votes, the vote of the Chairperson is decisive.

Chapter II

Functions of the Commission on the organization and provision of PhD study programs

Article 5

Cooperation with the Dean and Decanate

The PCPhD cooperates with the Dean and the concerned Faculty Decanate on the organization and provision of PhD study programs.

Article 6

Functions of the Commission

The functions of the PCPhD regarding the organization and provision of PhD study programs include, but are not limited to;

- a. approves proposals on the opening, closing, or reorganization of PhD study programs and forwards them to the Academic Senate for approval;
- b. provides its opinion to the Decanate on the proposed admission quotas for each PhD study program;
- c. determines the modalities for the selection of the candidates who gain the right to pursue PhD study programs;
- d. approves the admission and transfer of candidates to PhD study programs based on the proposal of the respective Scientific Committee;
- e. decides on the full or partial exemption of candidates from the stage of theoretical deepening based on the proposal of the respective Scientific Committee;

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- f. decides on the temporary interruption of studies or on the granting of a leave of absence for justified reasons to the candidate based on the proposal of the respective Scientific Committee;
- g. appoints the PhD supervisor based on the proposal of the respective Scientific Committee;
- h. monitors the progress of PhD candidates and recommends measures to be carried out by the candidate;
- i. follows all procedures envisaged in the legislation in force as well as in the respective regulations of the University on the conferring of the “Doctor” (PhD) scientific degree;
- j. assesses the scientific content of the PhD dissertation and recommends possible additions that may be done to it before submission to the PhD jury;
- k. establishes the jury for the evaluation of the PhD dissertation based on the proposal of the Head of Department with the approval of the Dean;
- l. confers to the candidate the "Doctor" (PhD) scientific degree based on the positive decision of the jury;
- m. registers the conferred degree at the University register and ensures its registration at the State Register for Scientific Degrees and Academic Titles;
- n. decides on the termination of studies when one of the circumstances stipulated in the regulations of the University arises;
- o. proposes to the Rector the revoking of the "Doctor" (PhD) scientific degree when one of the circumstances stipulated in the regulations of the University arises;
- p. proposes to the Rector the conferring of the honorary doctorate.

Chapter III

Concluding stipulations

Article 7

Entrance into force

This regulation enters into force after the approval by the Academic Senate.

Article 8

Enforcement

The enforcement of this regulation is ensured by the Rector of EPOKA University.

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