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REPUBLIC OF ALBANIA  
UNIVERSITY OF TIRANA  
DIRECTORATE OF CURRICULUM AND QUALITY ASSURANCE  
CURRICULUM SECTOR

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SUPPORTING DOCUMENTATION LEGEND

*Field I*

Evidence 1. Statute of the University of Tirana



**REPUBLIC OF ALBANIA**  
**UNIVERSITY OF TIRANA**

**STATUTE OF UNIVERSITY OF TIRANA**

**2018**





University of Tirana was established in 1957, as the first university institution of higher education and scientific research in Albania. Based on traditions and the most advanced educational and research achievements of the country and the world, the University of Tirana has been evaluated and has taken a worthy place among the educational and scientific institutions in the country.

This Statute contains norms that regulate the activity of the University of Tirana, in accordance with the legislation in force, guaranteeing university autonomy and academic freedom, protected by the Constitution of the Republic of Albania.



## **CHAPTER I GENERAL PROVISIONS**

### **Article**

#### **Object of the Statute**

The purpose of this Statute is to define the rules of organization and operation of the Institution, of its constituent structures; the activities of the authorities and governing bodies, their election or appointment, the levels of delegation of powers by the governing and administrative authorities; internal evaluation time frame of Institution structures or study programs; duties and rights of academic, support academic, administrative staff and students, as well as other issues that regulate the activity of the University of Tirana.

#### **Article 2 Legal basis**

This Statute is based on the Constitution of the Republic of Albania and the law no. 80/2015 "*On Higher Education and Scientific Research in Higher Education Institutions in the Republic of Albania*", as well as on the by-laws issued based on and for its implementation.

#### **Article 3 Legal Personality**

1. The University of Tirana is a public legal entity, recognized by law as such.
2. The University of Tirana uses the acronym UT.
3. It is organized and functions pursuant to the legislation on higher education and research, as well as with the rules provided in this Statute and its regulations.
4. Its constituent units enjoy legal personality, according to the restrictions defined by the legislation in force and from this Statute.

#### **Article 4 Vision**

The University of Tirana aims to remain a model of public higher education, characterized by rigorous academic qualification and in-depth scientific research, an educational institution of first choice for students committed to transforming their lives and society.

#### **Article 5 Mission**

The University of Tirana is a public university that offers a full range of bachelor's, master's and doctoral degree study programs. The University contributes to the development of society, through three pillars of the public higher education mission: scientific research, education, as



well as service to the public, which constantly enrich and inform each other. We provide student-centered education and promote personal and intellectual growth, in order to educate students for productive and responsible civic careers in a global society.

## **Article 6**

### **Principles**

The principles which guide the University of Tirana are:

- a) Freedom of thought and expression
- b) Autonomy in teaching and scientific research
- c) Transparency
- ç) Meritocracy
- d) Collegiality
- dh ) Non-discrimination

## **Article 7**

### **Academic Freedom, Financial and Organizational Autonomy**

1. UT enjoys academic freedom, financial, organizational and personnel selection autonomy in accordance with the legislation in force.
2. Academic freedom is guaranteed through the right:
  - a) to organize teaching, research and innovation, as well as creative activities, in accordance with its mission and goals;
  - b) to design and develop the study programs and to define the fields of research-scientific activity;
  - c) to organize the process of promotion of academic personnel.
3. Financial autonomy is guaranteed through the right:
  - a) to create legal income from teaching activities, from research activities, from intellectual rights, from brands and patents, from services, from artistic and sports activities, as well as from other economic activities, which are used in accordance with the legislation in force;
  - b) to receive funds from the state and other organizations;
  - c) to determine the internal rules of financing, distribution and use of income, according to the activity and needs of the University;
  - ç) to determine study fees, in accordance with the legal framework in force;
  - d) to administer its movable and immovable assets;
  - dh ) to create, in accordance with the dynamics of development, institutes, centers, service units, training units, etc., that generate income, with different statuses, in the level of the basic units, of the main units or at the university level, in accordance with legislation in force.
4. The organizational and personnel selection autonomy is guaranteed through the right:





- a) to self-govern, to choose governing bodies, to organize structures and to regulate the ways of exercising their activity through internal acts of the institution;
  - b) to set criteria for the admission of students to the study programs, in compliance with legal provisions;
  - c) to conclude agreements with legal entities, public and private, local or foreign ones, for the development of teaching, research-scientific activities, training, innovative activities, as well as other lawful activities;
  - ç) to independently determine the number of personnel, criteria and procedures of selection , as well as to determine the salaries of the academic, support academic and administrative staff in accordance with the legislation in force;
  - d) to establish relations with domestic or foreign institutions and organizations, public and non-public, with business organizations, NGOs, etc., regarding institutional, professional and scientific cooperation, for the exchange of experiences of academic , support academic, administrative staff and students, for student internships, joint projects, etc.
5. The activity of the university and its component structures is governed by the principle of collegiality, transparency and merit.

## **Article 8**

### **Activity Development**

1. The activity of UT is organized and carried out through its component units, as well as by bodies and authorities acting based on the powers defined in the legislation in force, on this Statute, as well as on other UT regulations.
2. UT bases teaching on the best moral, cultural, historical, educational and scientific traditions of the country, combined with the best World and European standards and achievements.
3. UT performs its activity within the national and international university and scientific research system to meet integration obligations or to execute international agreements
4. UT considers teaching, studying and scientific research as a fundamental task, in cooperation with domestic institutions and through international exchange of lecturers and students, in fulfillment of its objectives and programs.
5. The UT joins permanent organizations, as well as engages in temporary organizations and activities of higher education and scientific research in the relevant field, at home or abroad.
6. UT drafts specific programs and projects in line with the needs of various fields in compliance with the teaching and scientific research mission and by respecting individual freedom. Through such projects, it competes in national and international arena to obtain funding for scientific, technological and cultural research.
7. During the exercise of its activity, the UT provides students with conditions for knowledge acquisition, free expression of opinion and organization, in compliance with the requirements of coexistence, of law no. 80/2015 "On Higher Education and Scientific Research in Higher Education Institutions in the Republic of Albania" and the UT Regulation.
8. During the exercise of its activity, the UT provides students and lecturers with disabilities with the conditions to follow all teaching activities, the exams in accordance with the study program they are following, as well as access to libraries, computer rooms, laboratories, sports facilities and other services, which are offered to all students by the institution, for a reasonable accommodation, which should not constitute an excessive financial burden on the University.



9. UT is a secular and depoliticized institution.

10. UT, as a legal entity, participates in public and private activities and engages in civil circulation in and outside the country, in exercise of its functions and fulfill its lawful goals

### **Article 9** **Headquarters**

The headquarters of the University of Tirana is in Tirana, in the Rectorate of the University of Tirana, " *Deshmorët e Kombit* " Boulevard, " *Mother Teresa* " Square , while other University units have their headquarters.

### **Article 10** **University Symbols**

1. The symbols of the University include the coat of arms of the University and the coats of arms of the faculties.
2. The coat of arms of the University is approved by the Academic Senate and placed in the premises of the central University administration, in the Rector's office, in the office of the Vice-Rectors, as well as in the meeting hall of the Academic Senate and the Board of Administration.
3. The coat of arms of each faculty is proposed by the dean's office and approved by the UT Academic Senate. The coat of arms of the faculty is placed in the premises of the faculty, alongside the coat of arms of UT.
4. In the official written communication, the faculty coat of arms should be placed next to the UT coat of arms.

## **CHAPTER II** **ORGANIZATION AND CONSTITUENT STRUCTURES**

### **Article 11** **Constituent Units of the University of Tirana**

1. The University of Tirana is an integrated structure composed of main units, basic units and other units, according to the provisions of the institution statute. The main ones are faculties and scientific research institutes, while its basic units are departments and research-scientific centers. Other units are structures created by the University in accordance with the institution's mission and activities, which facilitate University mission accomplishment. Other units are support academic units, as well as support units with an administrative character, which operate at the rectorate and main unit level. Support units operating at the rectorate level are defined in this Statute. Support units operating at the main unit level are defined in the relevant regulation.
2. The University of Tirana consists of 8 main units, basic units and other units, as below:

#### **I. Faculty of Foreign Languages**

1. Department of English Language





2. Department of Italian Language
3. Department of German language
4. Department of Slavic-Balkan languages
5. Department of French Language
6. Department of Spanish Language
7. Department of Greek Language

## **II. Faculty of Natural Sciences**

1. Department of Mathematics
2. Department of Applied Mathematics
3. Department of Informatics
4. Department of Physics
5. Department of Chemistry
6. Department of Industrial Chemistry
7. Department of Biology
8. Flora and Fauna Research Center
9. Department of Biotechnology

## **III. Faculty of History and Philology**

1. Department of History
2. Department of Archeology and Cultural Heritage
3. Department of Geography
4. Department of Linguistics
5. Department of Literature
6. Department of Journalism and Communication

## **IV. Faculty of Law**

1. Department of Criminal Law
2. Department of Public Law
3. Department of Civil Law

## **V. Faculty of Economics**

1. Department of Economics
2. Department of Statistics and Applied Informatics
3. Department of Management
4. Marketing-Tourism Department
5. Department of Finance
6. Accounting Department

## **VI. Faculty of Social Sciences**

1. Department of Psychology-Pedagogy
2. Department of Labor and Social Policies
3. Department of Philosophy
4. Department of Sociology



5. Department of Political Sciences

#### **VII. Institute of Applied Nuclear Physics**

1. Department of Radiometry and Radiochemistry
2. Department of Instrumental Analytical Methods
3. Department of Radiation Protection and Monitoring Networks

#### **VIII. Institute of European Studies**

1. Department of Diplomacy and International Relations of the EU
2. Department of EU Legislation and Policy

#### **IX. Affiliate of the University of Tirana, Saranda**

#### **X. Department of Physical Education and University Sports**

### **Article 12**

#### **The faculty**

1. The Faculty is a main unit of the University, which coordinates teaching and research in related or overlapping fields.
2. The faculty offers programs of three study cycles.
3. The faculty is organized in no less than three basic units, at least two of which are departments.
4. The faculty has its own legal personality, within the limits provided by the legislation in force and from this Statute. The head of the faculty is the dean. The dean is the highest academic authority and its representative. S/he shall coordinate the basic units and main units' collegial bodies' activity and settle disputes between them
5. The faculty is entitled to conclude agreements with other main units of other local or foreign HEIs, research-scientific institutes, cultural centers in order to perform teaching, research, cultural and professional. The head of the main units informs the Rector about the concluded agreement.
6. The faculty activity is based on law no. 80/2015 "On Higher Education and Scientific Research in Higher Education Institutions in the Republic of Albania", on the by-laws in force, on this Statute, on the regulation of the UT, as well as on the regulation of the faculty.

### **Article 13**

#### **The Institute**

1. The Institute is a main unit of UT, which carries out scientific research, development and innovation activity depending on its respective mission and constituent structure.





2. The institute is responsible for the research-scientific fields of each department/ research group in its composition, in accordance with its mission. It is responsible for specifying, the expansion and deepening of research-scientific fields, for their completion with relevant personnel and for their continuing qualification.
3. The institute may support the realization of educational programs, when they are offered by other main units of the institution.
4. The Institute has its own legal personality, within the limits provided by the legislation in force. It is headed by the director, who is the highest academic authority and the representative of the main unit
5. Cooperation between a faculty and a scientific research institute is regulated on the basis of an agreement between the respective main units.
6. The Institute bases its activity on the law no. 80/2015 " *For higher education and research in institutions of higher education in the Republic of Albania* ", on the by-laws in force, on this Statute, on the regulation of the UT, as well as on its regulation.

#### **Article 14** **The Department**

1. The department is the basic unit of teaching and research of the faculty/institute, which covers closely related research fields and groups together relevant academic disciplines.
2. The department enjoys and exercises autonomous legal personality in accordance with legislation in force applicable to higher education.
3. The department promotes, programs, coordinates, develops, organizes and administers teaching and research activity.
4. The department is composed of at least seven members employed at full-time basis as academic staff, among whom three at least should hold a scientific degree or academic titles. The department may be divided into academic subject groups or into permanent or temporary research groups. The department may also have support academic staff.
5. The department exercises the following powers in the faculty:
  - a) It is responsible for the study programs it delivers, for interdisciplinary study programs in cooperation with relevant departments within or outside it, for their respective subjects and all the subjects delivered by other departments within or outside the main unit. Drafts their content and their relevant subject programs. Constantly takes care of their updating, staffing these programs with qualified full-time and part-time academic staff. Proposes opening, reorganizing, adapting or closing study programs. Decision-making related to curricula and programs of study of all cycles offered by the basic unit, the fields of scientific research, as well as the projects developed must reflect the majority vote of the main unit academic staff holding *academic* titles and scientific degrees, " Professor " and " Lecturer " .
  - b) It is responsible for its research-scientific fields or of each teaching-research group in its composition, this in accordance with the specification, expansion and deepening of research-scientific fields, as well as for their staffing with the relevant personnel and for their further qualification ;
  - c) Proposes its budget as well as manages the basic funds of scientific research or funds that are generated from lawful, public or non-public, national or international sources.





- d) Proposes student number for each study program for every academic year in compliance with the academic and infrastructure capacities according to state quality standards;
  - dh) Selects the winning students, for the study programs it offers, who are approved by the dean, according to the procedures defined in the regulation of the relevant program.;
  - e) Proposes admission criteria in the three study cycles for each study program it offers;
  - ë) Proposes tuition fees for each study program it offers;
  - f) May provide services for third parties and other related activities related to the disciplines it offers according to the legislation in force and the rules defined therein Statute and other acts of the institution of higher education;
  - g) Proposes the reorganization or closure of the basic unit;
  - gj) Pre-evaluates the files of candidates in search of the academic title " *Professor* " or " *Associate Professor* " before their submission to the Commission of Academic Personnel Promotion in accordance with the special rules defined by by-laws and the regulation of the Commission of Academic Personnel Promotion.
  - h) Follows the scientific qualification in doctorate studies according to the relevant regulation and evaluates the files of candidates in search of the " *Doctor* " degree, before they are presented to the Commission for the Awarding of the "Doctor" Scientific Degree;
  - i) Submits the request and the nominal list for short-term employment for researchers, personalities, local or foreign artists, in order to meet teaching and research needs of the basic unit;
  - j) Approves the academic sabbatical year for the academic staff;
  - k) Defines the employment criteria of academic and support academic staff;
  - l) Proposes the list of academic staff with part-time engagement (temporary contract);
  - ll) Determines the representatives of the basic unit in the *ad hoc* employment commissions for personnel, in accordance with the provisions of this Statute;
  - m) Determines the scientific research area for doctorates and develops the study programs of doctorates according to the approved areas;
  - n) Propose the structure, duration and credits of continuing training programs ;
  - nj) Establishes a commission for the recognition and full or partial transfer of credits and knowledge acquired by a student who transfers or has applied for resumption of studies, in the programs offered by the department.
  - o) The basic unit has the right to conclude agreements with other basic units of the UT or of other HEIs, domestic or foreign, in order to carry out teaching and scientific research activities
6. The Departments perform their competences through decisions

## **Article 15**

### **Department set up by Different Faculties**

The department can also be created by several different main units of the University of Tirana for the organization and implementation of study programs with an interdisciplinary character.

2. Based on the incoming proposals, the initiative is undertaken by the dean's office of each faculty in consultation with the basic units and it is proposed to the faculty where this establishment is thought to function. In this case, if the dean's office of the involved faculty accepts it in principle as a proposal, the units involved set up a joint working group.
3. As a rule, this department is subordinate to that faculty that covers most of the



the area of scientific research and/or the program of subjects offered by this department, unless the faculties themselves adopt a different affiliation.

4. The project drafted by the working group must be approved by the dean's office of each faculty involved and sent to the Academic Senate and the Board of Administration for approval.
5. This department must fulfill all the requirements arising from the above article.
6. The opening of this department, its reorganization or closure are made by decision of the Academic Senate after the approval by the Board of Administration. Its opening or reorganization is done only at the beginning of the academic year, while closing takes place only at the end of the academic year.

## **Article 16**

### **Research-Scientific Center**

1. The research-scientific center (RSC) of the faculty or institute is a basic unit that carries out research and development activities and performs the following functions:
  - a) is responsible for its research-scientific fields or the research fields of each teaching-research group in its composition, which shall be in compliance with its mission;
  - b) is responsible for specifying, expanding and deepening scientific research fields, for their staffing with the relevant personnel and for their further qualification;
  - c) be eligible to deliver second and third study programs;
  - ç) support delivery of study program provided by departments of relevant faculty or other faculties' departments;
  - d) organizes national and international scientific, educational, academic and awareness-raising activities;
  - dh) is responsible for providing facilities for carrying out scientific research, academic, educational and awareness-raising activities, etc.
2. RSC, as a part of the structure of the main unit fulfilling the standards as a basic unit, should consist of at least 7 members, of whom at least 3 hold degrees or titles. Its head shall be elected pursuant to election rules of the basic unit head.
3. In the event that the RSC is not recognized as part of the structure of the main unit for not meeting the standards, then it can have at least 3 members in its composition, from of whom one must have an academic title. Its head shall be elected pursuant to election rules of the basic unit head.
4. The research-scientific center may also include support academic and administrative staff.
5. The center shall approve the academic sabbatical year for the academic staff.
6. The center defines the criteria for hiring academic and support academic staff.

## **Article 17**

### **Other Research-Scientific Centers**

1. In the event that the RSC is not recognized as part of the structure of the main unit for not meeting the standards, then it may have at least 3 members in its composition, from of whom one should have an academic title. Its members may also be members of other basic units.
2. The head of the center shall be elected pursuant to election rules of the basic unit head.





3. This center performs the same functions in accordance with the provisions of Article 16, paragraph 1.
4. This center does not have the right to approve the academic sabbatical year or to determine the criteria of employment for its members.

### **Article 18**

#### **Interdisciplinary study centers**

1. The main units, in cooperation with other units, may establish interdisciplinary studies centers for mutual study, research, development, educational and other purposes.
2. Based on the received proposals, the initiative shall be taken by the dean's office of each faculty in consultation with the basic units and it is proposed to the faculties where this establishment is thought to function. In this case, if the involved faculties accept it in principle as a proposal, they set up a joint working group.
3. The interdisciplinary study center has in its composition at least 3 full time members as academic staff. In cases where this center is created for research purposes, then the employed academic personnel should hold academic titles and scientific degrees. The activity of the center is also supported by the staff of the main units participating in cooperation.
4. As a rule, this center is subordinate to that faculty that covers most of the field of research that will be carried out by this center, but the main units may reach an agreement to determine a different dependency of the center.
5. The opening of the interdisciplinary study center, its reorganization or closure are done with the proposal of the Dean's offices of the main cooperating units and by decision of the Academic Senate, after the approval by the Board of Administration. Its opening or reorganization is done only at the beginning of the academic year, while closing takes place only at the end of the academic year.

### **Article 19**

#### **Academic-research groups within the department and between departments**

1. The department shall set up academic and research groups in compliance with scientific research fields containing main subject groups in accordance with the rules specified in the present Statute and other acts. The department shall set up research-teaching groups, if deemed necessary
2. The group is responsible for the relevant subject group it offers in the study programs. Draft their content and relevant subject programs, which is done in accordance with the needs of the time and the economy of the country. The group is responsible for the curricula continuous update and assigning qualified full-time and part-time staff to relevant subjects.
3. The group is responsible for its own and each academic member's research-scientific fields, this in accordance with the relevant subject group.
4. The group is responsible for specifying, expanding and deepening the scientific research areas, for the continuous qualification of the academic staff in its composition.
5. The group has at least 5 members, employed full-time, as academic staff, where at least one has an academic title.
6. Two or more departments within the main unit may decide to organize in academic and research groups.
7. Teaching-research groups within the department are created by decision of the latter,



and when they are set up between different departments the groups are created by decision of the dean's office of the main unit, once they are proposed by one department and approved by other cooperative departments.

8. The structure, direction and operation of teaching and research groups within a department or between departments are defined in this Statute and in the regulation of the main unit.

## **Article 20**

### **Institute of European Studies**

1. The Institute of European Studies (IES) is a main, inter-faculty unit at the University of Tirana (UT).
2. The mission of the Institute of European Studies is:
  - a) organization of research-scientific and development activities;
  - b) organization and provision of second and third cycle study programs;
  - c) provision of services to third parties and consultancy in the field of European studies.
3. The Institute of European Studies aims at the preparation and education of Albanian specialists, within the integration processes towards the Union European and beyond.
4. The Institute of European Studies includes the following departments:
  - a) Department of Diplomacy and International Relations of the EU
  - b) EU Legislation and Policy Department
5. The Institute of European Studies offers second and third cycle study programs, Masters of Sciences and Doctorates in the fields covered by its departments.
6. Other rules for the operation of the Institute are provided in the University Regulations Tirana.

## **Article 21**

### **Institute of Applied Nuclear Physics**

The Institute of Applied Nuclear Physics has its own mission and tasks defined according to law no. 80/2015 *"On Higher Education and Scientific Research in Higher Education Institutions in the Republic of Albania"*. Its main duties are:

- a) Scientific research and knowledge transfer in the sectors of the economy, health, culture, etc., in the field of nuclear/ atomic methods and techniques;
- b) Training of students, young scientists and continuing qualification of specialists in the fields/directions of medical physics, physical spectrometry and radiation physics;
- c) Support of the Albanian Atomic Authority mainly for the implementation of procedures and of the legal and sub-legal framework, related to the peaceful use of atomic energy;
- ç) Providing services in the fields of integral monitoring of environmental radioactivity, protection, application of advanced methods and techniques physics in the fields of production and research, as well as the support of laboratories that use advanced physical methods;
- d) Providing services to public and private institutions, in support of implementation of legislation in the areas of public and employee protection from ionizing radiation, in the collection, processing and storage of radioactive waste, as well as in the physical safety of radioactive sources, including measures for their illegal trafficking prohibition.





## **Article 22**

### **Sports and Recreation Center**

1. The Sports and Recreation Center is a support academic structure of the University of Tirana.
2. The mission of the center is:
  - a) Encouraging sports life through the development of sports activities in and out of the university, with the support of UT, sports associations, in accordance with relevant agreements, with other local and national, public and private institutions, aimed at promoting sports;
  - b) Inclusion of all in participation, according to abilities, in team and individual sports, with impact on enlivening the lives of students and on the service of health;
  - c) Development of sports activities among academic groups, branches, faculties and universities;
  - ç) Encouraging the participation of students and academic staff of UT, in activities (at amateur and competitive levels), as a key factor in the education and the formation of students and staff as future citizens with a wide range of values;
  - d) Carrying out other activities within its mission.
3. The Center is also responsible for the coordination of sports activities at the University, according to a detailed annual planning, which is approved at the beginning of each year by the Academic Senate, after receiving prior approval from the Board of Administration, related to the financial expenditure planned for these activities.
4. In carrying out its functions, the Center has the duty of:
  - a) Administration and management of sports activities that take place in UT for each academic year.
  - b) Drafting of programs and plans for the development of sports activities.
  - c) Determination of financial support, in the service of organization and development activities, which must be approved by the Board of Administration.
  - d) Drafting of an internal regulation, with the smooth functioning of coordination and the development of sports activities, which is approved in advance by the Board Administration and then by the Academic Senate.
5. For the coordination of sports activities inside and outside the country, the Center can cooperate with the sports association of UT.

## **Article 23**

### **Organization and operation of the Sports and Recreation Center**

1. The Center consists of the Center coordinator and at least six professional sports specialists.
2. The Coordinator of the Center shall be appointed by the Rectorate, according to the criteria defined by them and performs the following duties:
  - a) Coordinates and administers the activity of the sports center.
  - b) Follows the activity of sports specialists for each faculty.
  - c) Represents the center in meetings, conferences, and other representations in and out of country.
  - ç) Has the responsibility for the progress and operation of the center.
  - d) Is entitled to guide and suggest in the function of its mission.
  - dh) Is entitled to express his/her opinion on work flow and on each specialist contribution to the service of the faculty and University.



- e) Draws up plans and requests for financial support, which are approved respectively by the Academic Senate and the Board of Administration.
  - ë) Coordinates the internal regulation drafting, in cooperation with all members of the center and submits it to the Academic Senate for approval.
  - f) Has the duty to notify the Rector and the Administrator of the UT, about the smooth running of the sports center, as well as conveying every decision and suggestion to sports center leaders and members.
  - g) is responsible to ensure transparency in any financial transaction and support given for activities carried out by the center.
  - gj ) Issues certifications, recommendations or any other document, through which it is certified and evaluated any sports activity carried out by the students of the University.
3. Sports specialists are appointed by the Rectorate for each faculty and exercise the following duties:
- a) Organize all sports activities through an annual program (academic year) with the view to enlivening the sports life of the faculties;
  - b) Establish sports teams according to the sports defined in the approved schedule;
  - c) Develop sports activities among branches and academic groups of faculties;
  - ç) Keep statistics on the membership, health condition, the progress of each exerciser (personal card);
  - d) Express suggestions for the evaluation of participating and successful students in activities, in order to reward them with trophies, evaluation certificates, etc.

#### **Article 24**

#### **Reorganization, Division, Merging or Closure of UT**

Reorganization, division, or merging with another higher education institution or UT closure shall be made upon the Council of Ministers' decision, upon proposal of the minister responsible for education, as per the criteria set forth under DCM no. 418, dated 10. 5. 2017 *"On standards, criteria and procedures on the opening, reorganization, division, merging, or closure of higher education institutions and their branches"*. The procedure may commence in the following two ways:

- a) In case of closure, division, merging or reorganization the initiative may be undertaken upon the Academic Senate proposal, and Board of Administration approval. The proposal for closure, division, or merging shall be put forward to the minister responsible for education, along with the documentation required by the by-laws in force as mentioned above.
- b) In case of institution closure, the initiative may be undertaken by the minister responsible for education. In such a case, the Academic Senate and the Board of Administration shall express their opinion within a month.

2. The structure of the University may change and be equipped with new main units or basic units. The opening of the University's main units, their reorganization or closure is done with order of the minister responsible for education, based on the proposal of the UT. The initiative shall be undertaken upon the Academic Senate proposal, followed by the Board of





Administration approval. Further, the proposal for closure, opening or reorganization is forwarded to the minister responsible for education, accompanied by the documentation required by the by-laws in force. Opening, reorganization or the closing of the basic units is done by decision of the Academic Senate, at the end of the academic year, after the approval of the Board of Administration. The UT shall put forward its decision within a thirty - day time frame to the ministry responsible for the education.

## **Article 25**

### **Branches of the University of Tirana**

1. The University of Tirana can open new branches to offer study programs, in compliance with the competences and its activity area, outside of the Tirana local area where it is currently located.
2. Apart from teaching, other activities, such as: scientific research, training activities, services for third parties and other activities in accordance with his Statute and the relevant regulation may be carried out in the University of Tirana
3. The branch of the University of Tirana can be organized:
  - a) as a separate unit in the structure of the University of Tirana, as a main unit or as a basic unit.
  - b) integral part of the units of the headquarters of the University of Tirana.
4. In cases when the branch functions as a main unit of the University of Tirana, the Rectorate structures draft the project on its establishment, which includes the operational headquarter, the infrastructure to be used, organization, functioning, structure, governing, necessary funding for its functioning, number of academic, support academic, and administrative staff members that will be part of the branch, the teaching programs that will developed and/or areas of scientific research to be covered.
5. The Board of Administration reviews and decides on the infrastructure to be used, the number of academic, support academic and administrative staff that will be part of the branch, funds necessary for its operation, the level of salaries for academic, support academic and administrative staff.
6. The Academic Senate reviews and decides on the headquarters of the branch, the structure, organization and operation, the curricula to be developed and/or the research areas that will be covered by the branch.
7. Should the faculties want to open a branch in another local structure, which will be organized in the form of the basic unit, then the dean's office of that faculty draws up the project for its creation, which include the headquarters where the branch will operate, the infrastructure to be used, the organization, operation , structure, direction, financial funds necessary for its operation, number of the academic, support academic, administrative staff that will be part of the branch, the salary level of the academic staff and administrative staff, the educational programs to be developed and/or areas of scientific research to be covered. In this case, the Board of Administration and the Academic Senate act pursuant to paragraphs 5 and 6 of this article.

## **Article 26**

### **Institutes and Inter-Institutional Centers of Research and Development**

1. The University of Tirana, in cooperation with other institutions of higher education, as well as in accordance with the legislation in force, may participate in the creation and administration of research and development institutes or institutional centers.



2. As for the University of Tirana, the Rectorate is the competent body for undertaking this initiative and for submitting its proposal to another HEI, or for reviewing proposals from other HEIs. In this case, the University of Tirana and the other HEI agree in principal on the proposal. The Rectorate, on agreement, is entitled to appoint its representatives in a joint working group.
3. As a rule, this institute or center is dependent on the HEI that covers most of field of scientific research and/or the program of subjects offered by this structure , except when the HEIs themselves adopt a different dependency.
4. The project drafted by the working group, after it has been previously approved by the Rectorate, is sent to the Academic Senate and the Board of Administration for approval.

### **Article 27**

#### **Non-profit Organizations and Commercial Companies of the University of Tirana**

1. With the aim of contributing to the society and providing it with research results, the University of Tirana is entitled to founding non-profit organizations and commercial companies in compliance with the legislation for non-profit organizations, the legislation for traders and commercial companies and higher education and research legislation
2. Non-profit organizations and commercial companies that are created for this purpose are used for realization of a non-profit or profitable activity with an innovative character, based on results of scientific research developed within university programs.
3. Their creation is proposed by the Rectorate based on initiatives undertaken by the faculties and basic units. The proposal is reviewed by the Board of Administration and the Academic Senate
4. The Board of Administration reviews and decides, regarding the form of the non-profit organization and commercial company, on the value and type of capital to be used for its creation, administration method, its structure, reporting method, etc.
5. The Academic Senate reviews and decides on the field of activity, transfer of the right to use and enjoy patents, knowledge, inventions, etc., which will be used by the commercial company.
6. Non-profit organizations and commercial companies may exclusively be established by the University of Tirana or in collaboration with other persons. In this case, the Board of Administration approves the agreement on quota/share division method to be used for the parties in this company. In this case, the University should own more than half of the capital.
7. The founding acts of the commercial company and non-profit organization are approved in advance by the Senate and finally by the Board of Administration.

### **Article 28**

#### **UT Central Library**

1. The University's Central Library is organized and functions at university level, and aims at supporting the teaching and scientific research process with literature.
2. The Central Library of UT also serves to determine the standards for cataloging, maintaining and storing books in the libraries of the constituent units of the UT.
3. The organization and operation of the Library is defined in the regulation of the UT.





### CHAPTER III

## THE ACADEMIC ORGANIZATION OF THE UNIVERSITY OF TIRANA

### Article 29

#### Governing Bodies and Authorities

1. The highest academic governing body of the University is the Academic Senate. Other academic bodies include the Academic Staff Assembly and the Standing Commissions.
2. The governing academic authorities are: the Rector, Head of the main unit, head of the basic unit.
3. The highest administrative governing body is the Board of Administration.
4. Administrative management authorities are: The administrator of the institution, the administrator of the main unit and the administrator of the basic unit, if there is any.
5. Other collegial bodies are: the Rectorate, the Dean's Office and the Council of Ethics.
6. Members of the Academic Senate and academic governing authorities are elected through a the general election process, which takes place once every four years. Board members of Administration are elected according to the provisions of law no. 80/2015 " *On Higher Education and Scientific Research in Higher Education Institutions in the Republic of Albania*". The governing administrative authorities are selected and released according to the provisions of this Statute and legislation in force.
7. The Senate, Board and Standing Commission members are financially remunerated according to their contributions. The remuneration is approved by the Board of Administration, based on the University's financial capacities and on the legal framework in force.

### Article 30

#### Academic Senate

1. The Academic Senate is the highest collegial academic body of the University of Tirana. The Senate is chaired by the Rector. The Senate meets periodically, not less than once a month.
2. Members of the Academic Senate belong to the " *Professor* " category or have a " *Doctor* " (PhD), scientific degree, received in universities of OECD or EU member countries.
3. The members of the Academic Senate, who are representatives of the academic staff, are elected with a majority vote by the academic staff assemblies of the relevant main units, through a general election. They are elected for a four year mandate, with the right to be re-elected, among full-time self-nominated academic staff members. The Academic Senate members who represent students are elected by the students themselves. Only citizens that are studying at the University of Tirana at the time of their election are eligible to be student representatives. Academic senate members are elected in compliance with the Election Regulation of the University of Tirana.
4. At its first meeting the Academic Senate elects the vice chairperson with the Rector's proposal.
5. The term of office of the members of the Academic Senate expires prematurely in cases :
  - a) of termination of employment or studies at the University of Tirana;
  - b) the senate member is absent without reason for a period of 6 months;
  - c) s/he resigns from membership in the Senate;



- ç) s/he is sentenced by a final court decision for committing a criminal offense;
  - d) s/he commits serious violations of the law;
  - dh) s/he reaches retirement age;
  - e) s/he receives a positive assessment during the decriminalization process and is deemed a collaborator of state security pursuant to the legal framework in force.
6. The Senate establishes an *ad hoc committee* consisting of five members, which reviews the cases of premature end of the mandate of its members and proposes to the Senate, which decides with majority of all members of the Senate.
7. The vacant place is filled according to the order in the respective list of candidates voting for the Academic Senate. When there is none, the Rector calls for elections for members in the Academic Senate.

### **Article 31**

#### **Functions of the Academic Senate**

The Academic Senate performs the following functions:

- a) guarantees the University's autonomy, academic freedom and students' rights;
- b) guarantees internal quality assurance;
- c) guarantees the realization of the objective for a university based on scientific research, as well as creates mechanisms for the evaluation of teaching and scientific research activities of the academic staff;
- ç) pre-approves the medium-term and long-term strategic educational and scientific research plan and proposes it to the Board of Administration for final approval ;
- d) after receiving the Board of Administrations preliminary approval, it approves the University Statute with two thirds of members' votes and submits it to the relevant education minister for approval;
- dh) drafts the University's general structure and approves the number of employees in all University levels and submits them for approval to the Board of Administration;
- e) after consulting with the Board of Administration, approves the University Regulation;
- ë) approves other regulations of academic character;
- f) approves new study programs, which must be based on the institution's annual draft budget, as well as approves changes and their closure;
- g) approves new scientific research programs, changes as well as their closure;
- gj) proposes the closure and reorganization of the University, as well as the division, merging with other institution/s of higher education;
- h) approves the opening, reorganization or closure of University units and branches on the basis of the proposals of the main units and of the basic units, after a preliminary evaluation by the Board of Administration;
- i) submits a request to the ministry responsible for education for the external quality evaluation and accreditation of study programs, departments, faculties, or the University itself;
- j) proposes to the ministry responsible for education the opening, closing, change and naming of the main units and study programs;
- k) approves the detailed annual report of the University's activity, drawn up by The Rectorate, and forwards it to the ministry responsible for education;
- l) reviews and evaluates the requirements of the ministry responsible for education for the opening of new education programs in primary fields;
- ll) elects its representatives in the Board of Administration of UT;





- m) approves the list of candidates who meet the criteria for administrator of the University of Tirana;
- n) establishes its standing commissions for following the most important aspects of the institution's activity and supervises their activity;
- nj) elects the members of the standing commissions of the higher education institution, who self-nominate, for a two-year term;
- o) preliminarily approves and submits for approval UT's annual and medium-term budget to the Board of Administration;
- p) approves the annual plan of academic and research-scientific activities;
- q) approves admission quotas at UT on the basis of proposals from the main units, in accordance with state quality standards;
- r) in cooperation with the Board of Administration, organizes a joint meeting at the end of each academic year, during which the teaching, scientific research and financial activities are addressed;
- rr) determines the main cooperation aspects of the University and its main units with third parties;
- s) approves the University's membership in national and international teaching and scientific research organizations, its twinning with universities and other higher education institutions in the country or abroad, and cooperation agreements with nonprofit organizations, local and foreign donors that can help in developing the University as well as agreements submitted for approval by the Rector;
- sh) approves the acceptance of domestic or foreign donations, according to legal acts e by-laws in force, before the review of the Board of Administration;
- t) reviews and approves the proposal from any UT structure for awarding the title "*Doctor Honoris Causa*" to domestic and foreign personalities of science, art, culture, politics and economy;
- th) based on the remarkable academic activity, awards the title "Professor emeritus" to the academic staff members of the University of Tirana who hold the title "Professor" following their retirement and proposed by the basic unit where they built their career;
- u) sets the criteria for the distribution of scholarships in the faculties, defines the criteria of rewards for excellent students of the University as well as proposes to BA registration and student tuition fees.
- v) determines the reward criteria for academic staff who have excelled in the realization of a specific task of particular importance;
- x) summons the University Administrator to report on his activity, at least twice a year;
- xh) interprets the Statute of the University, as well as examines and settles conflicts between regulations of its component units;
- y) approves its operating Regulations;
- z) monitors the implementation of duties determined in the institution's annual plan on academic and scientific research activities;
- zh) approves cases of special treatment of lecturers, researchers and students with especially high and important skills and achievements;
- aa) selects the members of the Ethics Council, as well as approves the Code of Ethics and Regulation of the functioning of the Council of Ethics;



- bb) when deemed it necessary and reasonable, it establishes groups composed of full time academic staff, with the aim of drafting various documents, studying special cases or carrying out other activities;
- cc) makes decisions on issues that are within its competence, based on the proposal of each of its members.

## **Article 32**

### **The functioning of the Academic Senate**

1. The Academic Senate consists of thirty-five members: four representatives for each faculty, four student representatives, faculty Deans and the Rector.
2. The Academic Senate exercises its activity through collegial decision-making as well through the commissions created by the Senate.
3. The Academic Senate is chaired by the Rector and in his absence by the vice-chairperson.
4. All its members participate in the Senate meeting. The member who finds it impossible to participate should notify the reason for his absence, preferably 48 hours prior to the meeting.
5. The Academic Senate meetings are held based on the planning of the Academic Senate itself during the previous meeting, and with the request of the Rector or one third of its members. Only the issues determined in the agenda may be discussed, excluding the cases when the Academic Senate, with two-thirds of its votes, may decide to include other issues.
6. Meetings of the Academic Senate are ordinary and extraordinary. Extraordinary meetings are those that are convened out of the ordinary for matters of high sensitivity that affect the institution or its assets. Ordinary meetings are notified to the members of the Academic Senate, in their official e-mail, at least 7 days before the meeting. Extraordinary meetings are announced to the members of the Academic Senate, at least 24 hours before the meeting. The notification of the meeting is published in any case on the official website of the University of Tirana.
7. Meetings of the Academic Senate are recorded by means of information technology and for each meeting, and minutes are kept. Its decisions are published within 24 hours on the official website of the University.
8. The Academic Senate meetings are valid only if more than half of its members are present. Should the majority of members not be present when the meeting is declared open, the Rector decides to hold the meeting another day, which shall not be less than seven days later.
9. As a rule, the voting process in the Academic Senate is an open one. The decisions for assessments on the attitude or quality of an individual are made through secret voting. The secret voting is carried out also when only one fifth of the Academic Senate members require it.
10. The decisions are taken with a majority vote of the members that participate in the meeting and have the right to vote.
11. In case the voting is secret and the votes are equal, a second voting will be conducted. When even in the second voting there is an equality of votes, the decision will be postponed to the next meeting. In the event that even in the second meeting for voting there is still an equality of votes, then a third vote will be carried out. In the event that even after the third vote no majority of votes is reached, the proposal is considered deposited.
12. The Academic Senate members that have voted against, have the right to require that this fact and the reason for it, be noted on the minute.
12. Other matters regarding the functioning of the Academic Senate are set forth in its Regulation on functioning.





13. Other features of the functioning of the Academic Senate are defined in its regulation

### **Article 33**

#### **The Rector**

1. The Rector is the highest academic authority of the institution of higher education, as well as his legal representative for academic and protocol matters.
2. The rector holds the title " *Professor* " and may come from among the academic staff of the institution of higher education or outside it.
3. The rector is elected by the members of the academic staff assemblies of the main units and the students. The votes of the students in the selection of the Rector are calculated at the rate of ten percent of the total number of votes. Candidates for rector self-nominate and should meet the following criteria:
  - a) have no less than 10 years experience in teaching or scientific research;
  - b) have academic experience in the capacity of head of subject disciplines, as well as have developed curricula, subject programs, have prepared supporting literature and/or have developed research projects, etc., for at least 5 years;
  - c) not have a disciplinary measure in force;
  - ç) not have been previously convicted by a final decision for criminal offences;
  - d) there should be no incompatibility in the sense of law no. 45/2015 " *On the right of information about the documents of the former State Security of the People's Socialist Republic of Albania* " and law no. 138/2015 " *To guarantee the integrity of persons who are elected, appointed or exercise public functions* ".
4. The election of the Rector is carried out in accordance with the law no. 80/2015 " *On Higher Education and Scientific Research in Higher Education Institutions in the Republic of Albania* ", and The Election Regulations of the University of Tirana.
5. The term of office of the Rector lasts four years. He/she carries out his or her job during one mandate and has the right to be re-elected only once. Following the end of the mandate, he/she remains a member of the basic unit staff and carries out his/her academic activity.
6. The elected rector is decreed by the President of the Republic of Albania.
7. The Rector is released from duty by the President of the Republic of Albania in case of mandate termination, proposed by the minister responsible for education. In case of the termination of the Rector's mandate, one of the vice rectors carries out the Rector's functions. The deputy rector is appointed by the minister responsible for education, for a six month term, with the purpose of organizing the elections.
8. The relations of the Rector with the other University bodies are determined in UT's general regulation

### **Article 34**

#### **Functions of the Rector**

1. The Rector has the following functions:
  - a) Chairs over the Academic Senate and reports to it;



- b) Signs the employment contracts of the full-time academic and support academic staff in the University of Tirana;
- c) Presents the institutional development strategic plan to the Senate;
- ç) Presents the academic, administrative and financial requirements to the Administrator of the institution of higher education;
- d) Signs the academic titles " *Professor* " and " *Associate Professor* " after their approval
- dh) Signs diplomas for all study cycles offered by the University of Tirana, without the right of delegation;
- e) Handles appeals made against the decisions of various faculty bodies and proposes to the relevant structures to take decisions regarding them, in accordance with the legislation in force;
- ë) Exercises controls, mainly or at the request of the governing bodies of the University, for the quality of teaching, scientific research, implementation of labor contracts and for any other activity performed by the faculties;
- f) Has the right to delegate the signature and its powers to vice rectors;
- g) Approves the structure of the academic year at the university level, in accordance with instructions of the ministry responsible for education;
- gj) Authorizes, in case of need, the entry of law enforcement into the university premises;
- h) Submits for discussion in the rectorate the complaints filed on the decisions taken by various faculty bodies;
- i) Appoints and dismisses vice-rectors after approving their candidacies proposed by him in the Academic Senate;
- j) Determines the field of action of vice-rectors and changes them when s/he finds it necessary for the needs of the institution in the cases and in the manner provided for in UT regulation;
- k) When s/he deems it reasonable and necessary, he sets up working groups for the purpose of control, study or other special activities;
- l) When s/he deems it reasonable, s/he has the right to participate in the meetings of the Board of administration where it can present suggestions, opinions, recommendations, with the aim of improvement of work, better orientation in the administration of the institution and compliance with the highest interest of the University of Tirana;
- ll) Signs academic agreements or cooperation protocols of the university with third parties, as well as membership in national and international associations. For the agreements requiring the approval of the Senate, the rector signs them after the Senate prior approval. In case the issues entail financial effects the approval of the Board of Administration is also obtained.
- m) It is the sole contracting authority for the academic side and protocol issues at the institutional level. In some cases, at his discretion, s/he may delegate the signature right to one of the vice rectors.
- n) Proposes the release from duty of the main unit governing authority to the minister responsible for education, in case of flagrant criminal offences or serious violations of law, inability to perform their job and for cases stipulated in the University's Code of Ethics. Within two months from the authority release from duty, the Rector appoints one of the authority deputies until a new authority is elected. Immediately following the authority release from duty, the Rector calls for early elections, which are conducted within six months from the authority release from duty date.
- nj) Performs other functions provided for in this Statute and other UT acts.
- o) Supervises the implementation of the decisions, measures and requests of the Academic Senate.





- p) Presents proposals for the acts that are under the competence of the Academic Senate and Board of Administration.
  - q) Requests information from the Board of Administration on matters of its competence.
  - r) When requested, participates without the right to vote in meetings of component bodies and units of the UT in which s/he does not belong legally or according to this statute.
2. The rector, in the exercise of his or her functions, expresses herself or himself according to the case with decisions, orders and instructions.

## **Article 35**

### **Vice Rectors**

1. The University of Tirana has two vice rectors:
  - a) Vice-rector for the teaching side;
  - b) Vice-rector for the research-scientific side;
2. Vice-rectors assist the Rector in the performance of his or her duties and may also exercise other tasks based on the Rector's order.
3. In case of his/her absence, the Rector authorizes one of the vice-rectors in the exercise of duties, except for the case when this Statute states otherwise.
4. The position of the deputy rector can be filled only by a member of the fulltime academic staff. S/he should meet the following criteria:
  - a) have no less than 8 years' experience in teaching or scientific research;
  - b) have academic experience in the capacity of head of subject disciplines, as well as have developed curricula, course programs, prepared supporting literature and/or developed research projects, etc., for at least 3 years;
  - c) not have a disciplinary measure in force;
  - ç) not have been previously convicted by a final decision for criminal offences;
  - d) there should be no incompatibility in the sense of law no. 45/2015 " *On the right of information about the documents of the former State Security of the People's Socialist Republic of Albania* " and law no. 138/2015 " *To guarantee the integrity of persons who are elected, appointed or exercise public functions* ".
5. The rector proposes candidates for vice rector to the Academic Senate, which evaluates fulfillment of the above requirements and approves or rejects the proposed candidacy.
6. The rector proposes to the Academic Senate the dismissal of the vice rector from this position in the event of non-performance of duties or in case of serious violations in the performance of these duties.
7. The relations of the vice rector with other bodies, throughout the University, are determined in the regulation of the UT.

## **Article 36**

### **Rectorate**

1. The rectorate in higher education institutions is a collegial body headed by the Rector and composed of :



- a) Vice-rectors;
  - b) University Administrator;
  - c) Heads of the main units.
2. Based to need, other University and/or other unit officials may be invited to participate in the Rectorate meeting.
3. The Rectorate has the following competences:
- a) Drafts the University's development strategic plan. The proposals of the basic and main units and of their administrators are taken into consideration when drafting this plan.
  - b) On the basis of received proposals, takes the initiative to open, close or reorganize main units and other special units at the university level;
  - c) Gives opinion on topics and problems, which affect the operation and autonomy of the University of Tirana;
  - ç) Draws up the strategic development plan of the institution, based on proposals by the basic and main units, and by the administrators;
  - d) Formulates the criteria for the distribution of financial, material and human resources;
  - dh ) Determines the priorities for meeting the requirements of the institution's units for financing, on which the annual draft budget will be drawn up;
  - e) Presents recommendations to the Senate on the general structure and number of personnel for all levels;
  - ë) Submits the annual plan of academic and research activities to the Senate for approval ;
  - f) Presents recommendations to the Senate on project agreements, collaborations or memberships of the institution in national/international organizations or institutions;
  - g) Takes the necessary measures to implement the decisions of the Academic Senate regarding the Rectorate;
  - gj ) Proposes the code of ethics to the Senate;
  - h) Drafts and submits the regulation to the University for approval;
  - i) Handles and decides on the complaints filed on the decisions taken by various faculty bodies;
  - j) Addresses and settles disputes among main unit heads;
  - k) Exercises other powers provided for in this statute and other acts of the UT;
4. The meeting of the Rectorate is called by the Rector or at least one third of its members. For each meeting of the Rectorate, minutes are kept. The rectorate expresses itself with decisions and instructions for the issues under consideration.
5. The rectorate drafts the regulation of its operation, which is approved by the Academic Senate.

### **Article 37**

#### **Standing Commissions**

1. Standing commissions are collegial bodies created at the institutional and main unit level mainly related to scientific qualification and academic promotion, guaranteeing the quality standards of the institution and study programs, to its performance and relations with students, in accordance with the mission and policies of the institution. The standing commissions exercise their activity and make decisions according to the competences provided for in law no. 80/2015 *"On Higher Education and Scientific Research in Higher Education Institutions in the Republic*





of Albania" and in this Statute. They may also propose the approval of decisions to the meeting of the Academic Senate which are under the competence of the latter.

2. The number of standing commissions, as well as the number of members, is defined in the statute.

The replacement of commission members is done according to the order of the list of candidates.

3. The Academic Senate establishes standing commissions at the institutional level as follows:

a) Academic staff promotion commission;

b) Quality standards assurance commission;

c) Commission for the smooth running of the activity and relations with students;

ç) Curricula commission;

4. The procedure for electing commission members is determined by the regulation of elections of the University of Tirana.

5. A full-time academic staff member or student can be a member only in a standing commission.

6. The heads of the commission are elected by the Academic Senate with a majority vote of all its members.

7. Commission members are elected for a two-year term, with the right to re-election.

8. Within the month of January of each calendar year, each standing commission submits to the meeting of the Academic Senate, the annual report of its activity with findings and recommendations.

9. Other rules for the operation of standing commissions are provided in the UT regulation and the regulations of their operation.

## **Article 38**

### **Standing Commission of Academic Staff Promotion**

1. The Commission for the Promotion of Academic staff is the structure responsible for awarding of the titles " *Professor* " and " *Associate Professor* " at the University of Tirana, in accordance with legislation in force.

2. The commission consists of 7 members. They self-nominate and are elected by the Academic Senate for a two year mandate, with the right to be re-elected.

3. At least one member of each UT faculty should be part of the Commission.

4. The members of the Commission must meet the following criteria:

a) be part of the full-time academic staff;

b) hold the title " *Professor* " and have at least five years of experience in teaching, after having been awarded this title;

c) have at least 10 years of work experience as a member of the academic staff;

ç) not to be elected members of the governing bodies.

5. The commission decides with the majority of votes of all members, by secret ballot.

6. The organization and operation of this commission are defined in its regulation.

7. During its activity, the Commission applies the criteria defined in the legal acts and laws in force related to candidate assessment and granting academic titles.



## Article 39

### **The Standing Commission on granting "Doctor" scientific degree**

1. The Standing Commissions on granting "Doctor" scientific degree are established at UT's main units.
2. These commissions consist of no less than 5 members and not more than 11 members who are elected by self-nomination from the ranks of the academic staff assembly. Members of these commissions must hold at least the academic title " *Associate Professor* " and be part of full-time academic staff at UT for no less than five years.
3. The academic staff assembly decides on the approval of candidates for members of the Standing Commission on granting "Doctor" scientific degree.
4. The Commission decides with the majority of votes of all members, by secret ballot.
5. The organization and operation of this commission are defined in its regulation.
6. During its activity, the commission applies the criteria defined in the legal acts and bylaws in force for candidate assessment and granting scientific degrees.
7. In the event that a main unit fails to meet the requirements of paragraph 2 of this article, then the completion of the membership in this commission is done by academic staff of the other UT main units. The composition is proposed by the head of the main unit and approved by the UT Rector.

## Article 40

### **Commission for the smooth running of the activity and relations with students**

1. The commission for the smooth running of the activity and relations with students is established to guarantee and develop cooperative relations between the governing bodies of University and students and/or student organizations. The commission consists of seven members, of whom four are members of the academic staff and three are student representatives. The student representative and academic staff members self-nominate and are elected by the Academic Senate for a two-year term, with right to re-election.
2. The Commission exercises the following functions:
  - a) drafts policies for the student treatment;
  - b) cooperates with Student Councils and coordinates work with them;
  - c) proposes financial and logistical support for student projects;
  - ç) requires information from the main units on student problems;
  - d) requires information from the institution's bodies on issues and problems submitted by students and their bodies.
3. The commission decides with a majority vote of all its members.
4. The organization and the functioning of this commission are set forth in its Regulation.

## Article 41

### **Standing Commission for quality standards assurance**





1. The standing commission for ensuring quality standards is the responsible structure for guaranteeing the quality standards of the institution and study programs.
2. The standing commission for ensuring quality standards consists of 11 members. The SCEQS is composed of at least one representative from each UT faculty, a representative from the Rectorate quality assurance structures, a representative from institutes/branches, three representatives from the students. The members of the Commission self-nominate and are elected by the Academic Senate for a two-year term, with the right to re-election.

The members of the standing commission, part of the academic staff, must meet the following criteria:

- a) belong to the " Professor " category;
- b) have work experience as members of the academic staff for at least five years;
- c) not have a disciplinary measure in force.

The Commission member who represents the students should have a general average grade of over 9

3. The Commission decides with the majority of votes in the presence of all members.
4. The organization and operation of this Commission are defined in this Statute and in its regulation.

#### **Article 42**

##### **Standing Curricula Commission**

1. The Permanent Curriculum Commission is the structure responsible for the evaluation of draft study programs presented according to the provisions of this Statute.
2. This Commission consists of 13 members. It is composed of at least one representative from each UT faculty, two representatives from the Rectorate support academic structures with administrative character, one representative from the institutes as well as two representatives from the students. The members of the Commission are self-nominated and elected by the Academic Senate for a two-year term, with the right to re-election. The members of the standing commission, part of the academic staff, must meet the following criteria:
  - a) belong to the " Professor " category;
  - b) have work experience as members of the academic staff for at least five years;
  - c) not have a disciplinary measure in force.

The Commission member who represents the students should have a general average grade of over 9.

3. The Commission decides with the majority of votes in the presence of all members.
4. The organization and operation of this Commission are defined in this Statute and in its regulation.

#### **Article 43**

##### **Ethics Council**

1. The ethics council is a collegial body of the University of Tirana.
2. The ethics council promotes and reviews issues related to ethics in the teaching and research process, as well as in other institutional activities according to the provisions of the Code of Ethics and legislation for higher education and scientific research in the Republic of Albania.



3. The ethics council makes decisions by majority vote and presents its recommendations to the Academic Senate.
4. The ethics council consists of 9 members.
5. The dean's office of each faculty proposes to the Academic Senate its candidate, who is part of its full-time academic staff .
6. The ninth member of the Council is selected by the Academic Senate from among its members.
7. Two student members, with an average grade of over 9, are self nominated and elected by the Academic Senate.
8. During the member appointing process, the Academic Senate should make sure that at least three members are of the same gender
9. The Academic Senate chooses the chairperson and secretary amongst the Council of Ethics members.
10. The mandate of the members of the Ethics Council is 4 years, with the right to re-election.
11. The Ethics Council proposes to the Academic Senate for approval the Code of Ethics of the University. The draft-code prepared by the Council of Ethics should be submitted to all basic and main units of the University of Tirana for consultation, before being sent to the Academic Senate for approval.
12. The manner of reviewing complaints, decisions, relevant sanctions and their execution decisions, are foreseen in its regulation, which is drawn up by the Council of Ethics and approved by the Senate.

#### **Article 44**

#### **Other Support Units**

1. Several support structures with an academic nature function at the Rectorate of the University of Tirana. These structures are composed of support academic staff with an administrative nature and are as follows:
  - a) curricula and quality assurance structure;
  - b) foreign and student relations structure;
  - c) structure of scientific research and IT;
  - ç) legal and public relations structure;
  - d) human resources and registry archive structure.
2. These structures assist in carrying out and supporting the teaching and/or scientific research activities and/or institutional development. The Rectorate is entitled to propose new structures for achieving its competences.
3. The functioning of these structures is determined in the Rectorate's regulation.
4. Support structures with an academic nature function at each main unit, and are defined in the structure and regulation of each main unit.





## **Article 45**

### **Academic Staff Assembly**

1. The academic staff assembly consists of full-time academic staff of the main units.
2. The assembly of the main unit is chaired by the dean and has the following functions:
  - a) elects the Rector of the University;
  - b) elects members of the Academic Senate;
  - c) elects the head of the main unit;
  - ç) creates standing commissions of the main unit and elects their members;
  - d) analyzes the activity of the faculty and its authorities.
3. The assembly of academic staff exercises its activity in the general meeting, as well as through commissions. The assembly meets according to the agenda set, at least once during the academic year. It can also be called in extraordinary sessions with the initiative of the chairperson, or by written request by one third of its members. The meeting of the Assembly of the academic staff takes place when there are more than half of the members present. The decisions are taken with a simple majority (50% +1) vote of the members present at the meeting.
4. The functioning of the Academic Staff Assembly is defined in the regulation of the main unit.

## **Article 46**

### **Dean/Director**

1. The dean of the faculty/director of the institute is the highest academic authority and the representative of the main unit.
2. The dean is elected by the Assembly of the academic staff of the main unit and by the students. The candidate for dean/director nominates himself. S/he is an academic staff of the category " *Professor* " and may come from among the academic staff of the higher education institution or from outside the institution. Candidates for dean/director should:
  - a) have experience in teaching or scientific research for no less than 10 years;
  - b) have academic experience in the capacity of head of subject disciplines, as well as have developed curricula, subject programs, have prepared supporting literature and/or have developed research projects, etc., for at least 5 years;
  - c) not have a disciplinary measure in force;
  - ç) not have been previously convicted by a final decision for criminal offences;
  - d) there should be no incompatibility in the sense of law no. 45/2015 " *For the right of information about the documents of the former State Security of the People's Socialist Republic of Albania* " and law no. 138/2015 " *To guarantee the integrity of persons who are elected , appointed or exercise public functions* ".
3. The mandate of the dean/director lasts four years. S/he serves in office for one term, and has the right to be re-elected only once. After the end of the mandate, s/he continues to be a member of the staff of the basic unit where s/he performs her or his academic activity.
4. The Rector of the University appoints the winning candidate of the election list as head of the main unit.
5. Should the Dean's position be vacant, due to the termination of the mandate according to the reasons stipulated in law no. 80/2015 " *On Higher Education and Scientific Research in Higher Education Institutions in the Republic of Albania* ", and in the Statute, the Rector commands in office one of the vice deans.



## **Article 47**

### **Functions of the Dean/Director**

1. The dean performs the following functions:

- a) Coordinates the activity of basic units and collegial bodies of the main unit, as well as settling disputes between them;
  - b) Chairs the main unit Assembly;
  - c) Proposes to the Rector the release of the governing authority of the basic units in cases provided by the legislation in force, and also proposes the appointment of a vice authority to the Rector;
  - ç) Appoints and dismisses vice deans;
  - d) Proposes the opening, closure or reorganization of the basic unit after the existing basic unit has made a decision. Should a new basic unit be established or an existing one be closed, takes the opinion of all basic units and of the main unit administrator on the financial costs;
  - dh) Approves the student admission criteria, in accordance with the proposals made by the departments on all the study programs;
  - e) Approves the winning students selected by the basic units and publishes their names;
  - ë) Signs diplomas and their supplements for all cycles of studies offered by the faculty/institute, without the right of delegation;
  - f) Submits to the administrator of the main unit the requirements for the academic, administrative and financial needs to be met;
  - g) Supervises the accomplishment of academic and scientific research activities in compliance with the approved plan, and also controls the quality of teaching, scientific research, projects, the implementation of employment contracts, and every other obligation of the department or the faculty staff;
  - gj) Monitors the distribution of the teaching workload, and the observance of work discipline by the main unit staff;
  - h) Establishes working groups within departments for meeting the needs at main unit level;
  - i) Participates in the disciplinary proceedings according to the provisions in this statute.
  - j) Decides on the interruption of studies or the suspension of students in each study cycle, in cases provided for in this Statute and in the Faculty internal regulations;
  - k) Signs academic agreements with other main units, domestic or foreign, that aim at reciprocal cooperation, academic and student exchange, joint activities at main unit level and further qualification, and providing services to third parties at main unit level;
  - l) Issues orders and instructions on the coordination of main unit activity and on the organization and functioning of the other main units structures, regarding exercising their rights;
  - ll) Proposes the release from work of the main and basic unit administrators, if there is any, to the University administrator;
  - m) Approves student transfers;
  - n) Announces the winning projects to be funded by the scientific research funds, funds which are part of the faculty budget and announces the study scholarships;
  - k) performs other competences provided for in this Statute and other university and faculty acts.
2. The above mentioned competences are applicable also for the institution heads.
3. By exercising his/her functions, the Dean accordingly issues decisions, orders and instruction based on the case.





4. Other functions of the dean are defined in the regulation of the UT and that of the main unit.

#### **Article 48**

##### **The Vice Dean**

1. The dean, in exercising his functions, is assisted by the vice deans.
2. Only a full-time academic staff member, who meets the following conditions, can be a vice dean:
  - a) have no less than 5- year experience in teaching or scientific research;
  - b) be full-time academic staff of the University of Tirana for no less than 3 years without disconnection;
  - c) have at least the " *Doctor* " scientific degree;
  - ç) there is no disciplinary measure in force;
  - d) not have been convicted by a final decision for criminal offenses;
  - dh ) there should be no incompatibility in the sense of law no. 45/2015 " *For the right of information about the documents of the former State Security of the People's Republic Socialists of Albania* " and the law no. 138/2015 " *To guarantee the integrity of persons who are elected, appointed or exercise public functions* ".
3. The number of vice deans for each faculty is determined depending on its structure approved for this purpose.
4. The vice dean may be assigned to attend and supervise each of the study programs as well as scientific research.
5. Vice deans assist the dean in carrying out the activities of the main unit and may exercise other duties based on her or his order.
6. In her or his absence, the dean authorizes one of the vice deans to exercise her/his duties, except for the case when this Statute states otherwise.

#### **Article 49**

##### **Dean's Office**

1. In the higher education institutions, the Dean's Office is a collegial body chaired by the Dean and is composed of:
  - a) Dean;
  - b) Vice deans;
  - c) Faculty Administrator;
  - d) Heads of Department;
2. Other persons may participate in the Dean's Office meeting should it be necessary.
3. The manner of calling, functions and organization of the dean's office is developed in accordance with faculty regulation.
4. The dean's office exercises the following functions:
  - a) Drafts the faculty's development strategic plan, in accordance with the departments and main unit administrator's proposals. The plan is then submitted to the Rectorate.
  - b) Reviews the annual teaching and scientific research analysis of the basic units and compiles the main unit's annual analysis.
  - c) Approves the main unit's draft-budget;
  - d) Coordinates the activities of the basic units and instructs them during the exercise of duties.



- dh ) Approves the scientific journals list where the faculty will subscribe, and the books to be bought for the faculty library, according to the proposals of the component structures,
5. The Dean's office gives advice for every topic or issue that affect the academic and administrative functioning of the faculty.
6. The dean's office meets periodically. Minutes are kept for each meeting. The Dean's office expresses itself with decisions and instructions on the matters under consideration.
7. The dean's office exercises other functions provided for in this Statute and other acts of University.

## **Article 50**

### **Head of Basic unit/Department**

1. The head of the basic unit is the head of the department or the research-scientific center. S/he is the academic governing authority and representative of that unit. In public higher education institutions s/he is elected by the assembly of the academic staff of the basic unit. S/he is elected by the academic staff according to the legal provisions and must meet the following criteria:
- a) should be academic staff of the " Professor " category or hold the "Doctor" degree received in EU or OECD member state universities;
  - b) should have teaching experience of no less than 5 years and be part of the full-time academic staff;
  - c) should have outstanding and continuous academic, research - scientific activity;
  - ç) not having been convicted by a final decision for criminal offences;
  - d) there is no disciplinary measure in force;
  - e) there should be no incompatibility in the sense of law no. 45/2015 " *For the right of information about the documents of the former State Security of the People's Socialist Republic of Albania* " and law no. 138/2015 " *To guarantee the integrity of the persons who are elected , appointed or exercise public functions* ".

## **Article 51**

### **Functions of the Head of the Department**

1. The head of the department exercises the following functions:
- a) Is responsible for the smooth running of the unit's activity and the fulfillment of its duties.
  - b) Supervises the distribution of the teaching workload of the members of the unit according to directions determined by the unit and ensures its fulfillment;
  - c) Supervises the scientific activities in the department, in accordance with the annual planning, keeps the documentation of the scientific and academic activity of the academic staff of the department, after their reports in its annual analysis;
  - ç) Supervises accomplishment of teaching programs in the proper time and manner, as well as accomplishment of research and other activities;
  - d) Supervises attendance and discipline at work of unit members, ensuring the fulfillment of obligations and rights of basic unit members.
  - dh) Submits requests on meeting the academic, administrative and financial needs of the basic units to the Dean's Office;
  - e) Identifies, verifies and, when appropriate, proposes the measures to the competent authority for violations of discipline at work by employees of the department according to the provisions in this Statute and Regulations;





- ë) Approves how students are assessed and establishes examination commissions on first, second and third study cycle exams for the subjects offered by the department;
  - f) Gives preliminary approval on the employment of its staff in another higher education institutions, according to the reached agreements;
  - g) Proposes the release from duty of the academic and support academic staff, in case of serious and repeated violations and takes other disciplinary measures;
  - gj ) Exercises other duties defined in the University regulation, regulation of the faculty and other acts;
2. In fulfilling the tasks as above, the management authority of the basic unit conducts periodical analyses of the work, teaching, scientific research and other special cases that may arise.
  3. The above provisions apply as much as possible to the head of the research-scientific centers and the head of the branch.
  4. The head of the department, in the exercise of his functions, expresses himself according to the case with decisions, orders and instructions.

## **Article 52**

### **Completion of the Mandate of Elected Authorities and Commission Members**

1. Mandate of the elected authorities, members of the commissions and the Council of Ethics ends:
  - a) upon expiry of the term;
  - b) by resignation;
  - c) when the employment relationship with UT ends;
  - ç) when s/he is absent without reason in 6 consecutive sessions of meetings;
  - d) when convicted by a final court decision for committing a criminal offense;
  - dh ) in cases of impossibility to perform the task;
  - e) in cases of serious violations of the law;
  - ë) when he reaches retirement age;
2. Other regulations are defined in the regulation of the UT.

## **CHAPTER IV ADMINISTRATIVE ORGANIZATION**

### **Article 53**

#### **The Administrative Structure of the University of Tirana**

The administrative structure of the University of Tirana is as follows:

- a) Board of Administration;
- b) Internal Audit Unit
- c) Administrator of the University of Tirana;
- ç) Administrator of the Main Unit;
- d) Administrator of the Basic Unit;
- dh ) Administrative personnel.



## **Article 54**

### **Board of Administration**

1. The Board of Administration is a collegial decision-making body that supervises and controls activities in administrative, financial and economic aspects, as well as in exercising the protection of public property rights of UT. It is the highest governing, executive and decision-making body in the administrative section.
2. The Board of Administration consists of seven members, employed part-time. Its composition is determined depending on the medium-term budget plan of the UT, approved by The Board of Administration, in accordance with the legal framework in force.
3. The level of the financial contribution of the ministry that covers education, of local government and UT itself is based on the medium-term budget plan of the University, with an agreement amongst them. This plan is annually updated and at the end of the third financial year, the financial reassessment is made and the participation of Board of Administration contributors is determined.
4. Members, representatives of UT, are elected by the Academic Senate for a five-year term, with the right to re-election, from the list of effective academic staff members who self-candidate.

## **Article 55**

### **Functions of the Board of Administration**

1. The Board of Administration of UT has the following main functions:
  - a) Guarantees the financial stability of the University and the fulfillment of its mission.
  - b) Performs the managerial responsibilities of the Head of the University of Tirana, in compliance with the legislation on financial management and control.
  - c) Preliminarily approves the UT statute, before forwarding it to the Academic Senate.
  - ç) At the proposal of the Academic Senate, approves the strategic development plan of UT and oversees its implementation.
  - d) Preliminarily evaluates the closure and reorganization of the UT, as well as the division or merging of UT with another institution of higher education.
  - dh) Approves in advance the opening, reorganization or closing of the constituent units of the institution of higher education.
  - e) Gives an opinion on the draft regulation of the University of Tirana.
  - ë) Approves the regulation for the operation of the board and exercises its functions on its basis.
  - f) Approves the criteria proposed by the administrator on financial and material resource administration.
  - g) Approves the financial regulation of the University of Tirana, specifying the rules and the procedures that must be followed in the process of drafting and implementing the UT budget, in accordance with the legislation in force.
  - gj) Defines the rules for the distribution of income that the institution creates from exercise of its activities, as well as for the administration of all UT assets.
  - h) With the proposal of the Academic Senate, approves the annual and mid-term budget of the institution.
  - i) Approves the procurement register and its changes during the financial year.
  - j) Monitors the use of funding resources and monitors budget implementation by





holding the administrator accountable, by deciding on the performance-based reporting method and the reporting frequency.

k) Takes an active part in strategic management decisions by presiding over meetings of the strategic management group of the University of Tirana.

l) Approves the detailed annual report of the institution's activity, drawn up by the Rectorate.

ll) Monitors the operation of the financial management and control system through internal audit.

m) Approves UT's audit charter, strategic and annual plan, engagement programs and reports on each audit engagement.

n) Ensures that the administrator is informed through the unit's annual internal audit reports on the functioning of the financial management and control system, with the aim of taking measures for its enhancement and drafting the annual declaration on the internal audit system quality.

nj) Reviews the Senate proposal on number of staff for all levels, for approval.

o) Reviews the administrator's proposals on the structure supporting the administrative and financial activity and the number of administrative staff, for approval

p) Is responsible for determining the procedures on administrator and administrative staff employment, based on legal provisions and on this Statute.

q) Appoints and releases from duty UT's administrator with two thirds of its members' votes.

r) Approves the appointment and release from duty of the main unit administrators, following the UT administrator's proposal.

rr) With the request of the main unit, proposes the inclusion or not of the basic unit administrator in the institutions structure, by determining the number of units that may be administered by an administrator.

s) Sets up commissions and working groups for specific issues and activities within their competence.

sh) Determines the salaries of academic, support academic and administrative staff.

t) Approves the remuneration of standing or temporary commissions, of its members, as well as members of the Senate; the special financial treatment for the support academic and administrative staff with a very good assessment and remunerations for various tasks performed outside of the functions of the academic, support academic and administrative staff of the University of Tirana.

th) Summons the administrator and every senior administrative employee of the institution to report for any problem and requires the necessary clarifications for it.

u) Determines funds for the enrichment of libraries, as well as for the realization of various scientific research projects.

2. The Board elects its chair amongst its members with a majority vote. The Board of Administration sessions are closed to public. In cases when the Board of Administration approves proposals of the Academic Senate, the Rector, and heads or experts appointed by him/her are invited to argument.

3. Other specifics of the Board of Administration functioning are stipulated in its regulation or the Institution's regulation.

#### **Article 56**

#### **Premature Mandate termination of Board of Administration members**

1. The mandate of the members of the Board of Administration ends prematurely:





- a) when convicted by a final court decision for committing a criminal offense;
  - b) when the member of the Board of Administration resigns;
  - c) in the conditions of impossibility to perform the duty;
  - ç) when the member is absent without reason for three sessions of meetings, during an academic year;
  - d) due to the change of representation ratios in the Board of Administration;
  - e) when there is no incompatibility in terms of law no. 45/2015 " *For the right of information about the documents of the former State Security of the People's Socialist Republic of Albania* " and law no. 138/2015 " *To guarantee the integrity of the persons who are elected , appointed or exercise public functions* " .
  - ë) when he is dismissed from this duty for serious violations of the law.
2. The dismissal of the members of the Board of Administration is done by the minister responsible for education.
3. The Academic Senate makes the proposal for release from duty of Board of Administration of members that represent UT's academic staff and their release is approved by the minister responsible for education.
4. In case of premature termination of the mandate of the authorities and of the elected members, the mandate of the newly elected member of the governing body is complementary.

#### **Article 57**

##### **Internal Audit Unit**

Internal auditing is an independent activity that provides objective assurance and provides Consulting for management, designed through a disciplined and systematic activity to add value and improve the activity of the University of Tirana.

The University of Tirana's internal audit unit is organizationally and functionally subordinate to the Board of Administration and directly reports to it, based on the legislation in force on internal audit in the public sector.

Organizational status, purpose, mission, work objectives, accountability and responsibilities of the internal audit unit are defined in the Audit Charter of the University of Tirana, which is approved by the Board of Administration.

#### **Article 58**

##### **The administrator of the University of Tirana**

- 1. The administrator is the highest administrative authority and responsible for the proper UT financial functioning, as well as its legal representative for administrative and financial matters.
- 2. The administrator is selected through an open competition, according to the criteria and procedures determined by the Board of Administration. The list of candidates that meet the legal criteria is approved by the Academic Senate and forwarded to the Board of Administration.
- 3. The administrator should have a higher education degree, the least a "Master of Sciences" in law or economy and should have at least seven years experiences in these fields.
- 4. The administrator cannot exercise any other academic or administrative function.
- 5. The administrator is the legal representative of UT for financial and administrative matters,



pursuant to the provisions of the legislation in force and of this Statute

6. The administrator is a member of the Rectorate.

7. The administrator regularly reports on the development of his activity before the Board of Administration. The Board of Administration is notified at least 10 days prior to this meeting. The notification should include the elements on which the report will be based.

8. Should the Academic Senate or the administrator him/herself require a report on his/her activity aspects, the Administrator does the reporting, in compliance with the relevant competences. In the notification for reporting, as the case may be, the relevant body or authority should also determine points on which the administrator's reporting will be based.

## **Article 59**

### **Administrator Functions**

The UT administrator, except as defined in law no. 80/2015 *"On Higher Education and Scientific Research in Higher Education Institutions in the Republic of Albania"*, also exercises the following functions:

- a) Is responsible for the general administrative and financial activity of UT, for establishing and directing policies and procedures in order to ensure timely and professional fulfillment of tasks, in the formulation and the implementation of UT policies;
- b) S/he is the administrative head of this institution, implements the decisions made by the Board and reports to the Board of Administration, which is her/ his direct superior. Plans, organizes and directs the activity of UT, through administrative management;
- c) Implements all decisions of the Academic Senate with a financial and administrative character;
- ç) Submits the financial regulation, structure and criteria for administrative employee appointment to the Board of Administration for approval;
- d) Appoints and releases from duty UT's administrative staff in compliance with the criteria, the approved staff list and legislation in force;
- dh) Appoints and release from duty the main and basic unit administrators, following the approval by the Board of Administration;
- e) Checks the implementation of ethical rules by the administrative staff and takes the appropriate disciplinary measures against the detected violations;
- ë) Manages UT's administrative staff, in such a way that the compilation and implementation of UT policy be properly coordinated and the staff activity be timely and appropriately performed;
- f) Approves the annual work plans of the units structurally and functionally subordinate to him/her and checks their implementation;
- g) Represents UT before courts, state institutions or other subjects regarding administrative and financial matters, signs the compiled documents with an administrative and financial nature that are published under UT's name;
- gj) Issues orders and other acts that benefit the performing of administrative and financial activity within the institution;
- h) Performs the functions and has the responsibilities of the head of the contractual authority, the University of Tirana, based on the legislation in force for public procurement;
- i) Coordinates the work to be carried out for drawing up the University of Tirana's 3-year medium-term budgetary program. Draws up the annual draft-budget, based on the main and basic unit proposals, on the institutional development strategic plan and its





medium-term budgetary plan;

- j) Proposes the financial and material resources administration criteria, which are then submitted to the Board of Administration for approval and supervises their distribution and implementation.
  - k) Proposes to the Board of Administration of UT the change of fund destination from one spending unit to another:
  - l) Approves the budgetary fund allocations, which are distributed to each spending unit;
  - ll) Reviews the requests and approves the redistribution within the same budgetary item of the current expenses, without surpassing the budgetary limits approved by the Board of Administration;
  - ç) Is responsible for accounting in compliance with the legal framework in force;
  - n) Follows and controls the implementation of the higher education institution's annual budget in its subordinate structures;
  - nj) Reports to the Board of Administration the closure of cash accounts and the University of Tirana's summary annual budget;
  - o) Prepares and reports to the Board of Administration the annual summary analysis on the University of Tirana's internal audit system quality;
  - p) At the end of the academic year, presents the report on the higher education institution's financial activity to the Board of Administration and the Academic Senate;
  - q) ) The administrator can delegate one or some of his powers to the subordinate bodies , according to the rules provided by the Code of Administrative Procedures in the Republic of Albania;
  - r) Ensures the fulfilment of administrative and financial demands of the Academic Senate and the Rector, with the aim of meeting the academic, administrative and financial needs;
  - rr) Signs the administrative staff's employment contracts;
  - s) In cooperation with the University's academic and administrative structures, designs and follows the implementation of a medium/long-term plan, with specific and long term duties for generating alternative income, thus aiming at the gradual increase of financial independence through an increase of the University's income percentage in its total budget;
  - sh) Pursuant to his/her administrative competences, authorizes, if necessary, the police to enter the premises of the University.
2. Other functions of the Administrator are defined in the Regulations of the UT and in other institution acts.

## **Article 60**

### **Main unit administrator**

1. The administrator of the main unit is responsible for the proper financial and administrative functioning.
2. S/he is selected by competition, according to the procedures and criteria determined by the Board of Administration.
3. The main unit administrator should have a higher education degree, at least a "Master of Sciences" in law or economy and should have at least five- year experience in these fields.
4. The main unit administrator cannot perform any other function, be it academic or administrative.
5. The main unit administrator reports once in every three months on the activity he/she



performs to the institution's administrator. The Administrator of the Institution is notified at least 10 days prior to this meeting. The notification should include the elements on which the report will be based.

6. The main unit administrator informs the Dean on the functions performed at the relevant main unit.

7. The main unit administrator has managerial responsibilities as an authorized employee of the spending unit, pursuant to Article 9 of Law No.10296, dated.8.07.2010, "On financial management and control".

## **Article 61**

### **Main unit Administrator Functions**

1. The functions of the administrator of the main unit are:

- a) performs the daily financial administration of the main unit;
  - b) supervises and controls the financial activity of the main unit;
  - c) meets the requirements of the head of the main unit, in order to fulfill the academic, administrative and financial needs;
  - ç) cooperates with the authorities and governing bodies of the main unit on basic issues of its administration;
  - d) proposes to the UT Administrator the dismissal of the administrators of the basic units.
2. Other functions are defined in the regulation of the UT and in the regulations of the main unit.

## **Article 62**

### **Basic Unit administrator**

1. When approved and pursuant to the legal provisions, the basic unit administrator is responsible for its financial well-functioning.

2. The basic unit administrator reports to the main unit's administrator once in every three months on the activity he/she performs. The Administration of the main unit is notified at least 10 days prior to this meeting. The notification should include the elements on which the report will be based.

3. The basic unit administrator informs the head of the basic unit on all the functions performed in the relevant basic unit.

4. Basic Unit Administrator:

- a) administers the basic unit/ unitsfunds;
- b) implements the main unit administrator's decisions on income distribution method implemented by the basic unit/units;
- c) meets the head of the basic unit's requests, in order to fulfil the academic, administrative and financial needs;

5. Other functions are set forth in the institution's regulation and in the main unit's regulation

## **Article 63**

### **Support Unit with an Administrative Nature**

1. At university level, there are support units with an administrative nature, subordinate to the administrator, which are composed of administrative staff. They are:

- a) Economic structure;





- b) Investments structure;
- c) Procurement structure;
- d) Service structure:

2. The legal, human resources, registry-archive and information technology structures at the institution level perform their activity in function of all structures in the institution. Their detailed functioning and organization, and the administrator's decision giving relations with these structures are defined in the Regulation of UT.

3. Pursuant to paragraph 2, support structures with an administrative nature function at each main unit, and are defined in the structure and regulation of each main unit.

## CHAPTER V UNIVERSITY OF TIRANA STAFF

### Article 64 University Staff

1. The University of Tirana Staff includes the academic staff, support academic staff with a teaching and academic nature, support academic staff with an administrative nature and administrative staff. The staff may have an employment contract with a defined or undefined duration, or be full or part-time.

2. The academic, support academic and administrative staff are entitled to all the rights and obligations defined in the legal and sublegal acts in force and defined in this statute and the contract concluded between them and the University.

3. UT creates for all its staff equal conditions, opportunities and chances for personality and professional career development, and working conditions enhancement.

### First Section Academic staff

#### Article 65 Status of academic staff

1. The academic staff enjoy special status and treatment, in accordance with DCM no. 329, dated 12. 4. 2017 " *On the status and special treatment of academic staff* ".

2. The UT may contribute to the financial treatment of the academic staff, in addition to the benefits from the State Budget.

3. Aspects of financial treatment, as well as other benefits for the academic staff, are determined by the Board of Administration, with the proposal of the Rectorate.

#### Article 66 Categories of Academic Staff

1. The academic staff performs teaching activities, scientific research, services for support and development of the university, counseling for students, as well as other activities.

2. Academic staff may be qualified in teaching and/or research.

Academic staff, according to the role and activity performed, are categorized into:



- a) professor;
- b) lecturer;
- c) assistant lecturer.

3. The " *Professor* " category includes members of the academic staff, head lecturer of subjects or modules and leaders of scientific research activity. Academic staff members of this category hold academic titles, such as "Professor" or "Associate Professor". This category is employed upon an indefinite term contract.

4. The category of lecturers includes members of the academic staff that carry out teaching and scientific research work. This category consists of the members of the academic staff who hold the "Doctor" scientific degree and have a teaching experience of at least three years before or after receiving such title. This category is employed upon an indefinite term contract.

5. The category of assistant lecturers includes members of the academic staff that carry out teaching and research work. They should at least have a Master of Science degree. Assistant lecturers are employed with a fixed-term contract.

6. The academic staff engaged in teaching should at least have a qualification of the following cycle. The full teaching load for the academic staff is determined by the responsible structures in compliance with the respective instruction of the minister of education.

#### **Article 67**

##### **Employment of Full-Time Academic Staff**

1. Employment is carried out through an open competition procedure through a transparent, unbiased and objective process.

2. Candidates must meet these general criteria:

- a) Have full ability to act;
- b) Possess the necessary professional skills for the workplace for which they compete;
- c) Have completed scientific master's studies and/or doctoral studies in the same field;
- d) Not have been convicted by a final court decision for committing a criminal offense;
- e) Disciplinary measures of dismissal have not been taken against them.

3. Considering its needs, the basic unit sets forth special additional criteria for the job positions depending on the staff category needed to be employed. Such criteria are approved by the Rector. The head of the main unit submits the employment criteria to the Rector.

4. The head of the main unit makes the respective announcement on the official websites. Determinations on the way of drafting the criteria and the way of announcing the jobs are defined in the regulation of the UT.

5. The head of the main unit creates the *ad hoc commission* for the selection of the winning candidates. The *ad hoc commission* consists of five members, who should not have a conflict of interest and belong to the " *Professor* " category:

- a) two members are selected by the Head of the department, which has announced the competition procedure .
- b) two members are selected by the head of the main unit, at least one of them should be a member of the department that announced the competition procedure;
- c) a member is appointed by the Rector of the University, at the request of the head of the main unit.

The appointment of *ad hoc commission members* and their participation in the committee is mandatory .





The *ad hoc commission* exercises its function with a full composition and, in any case, with no less than four members.

6. The head of the commission is one of the members approved by the department, who holds the highest academic title and has the longest academic experience.

7. Based on the submitted documentation, the commission carries out the preliminary verification of the candidates that fulfil the general and special criteria, set forth on the competition announcement, but not later than 10 (ten) calendar days from the admission closure date. Candidates evaluation comprises two consecutive stages, namely file review and the interview. Only the members qualified following the file review shall be subject to the interview. The commission announces the names of the winning candidate/s within three working days from the interview date. The competition takes place in the premises of the main unit, the place where the names of the winning candidates are announced in addition to the publication on the official website of the main unit.

8. The head of the main unit submits the names of the winning candidate/s to the UT Rector on behalf of the *ad hoc commission*. The Rector signs the working contracts within 10 days from the announcement of the winning candidate/s names and from this moment the work relationship begins.

9. If the Rector does not dispose within this deadline, the employment contract is considered concluded, according to paragraph 8 of this article.

#### **Article 68**

#### **Employment of part-time academic staff**

Upon the proposal of the basic units defining their needs for part-time academic staff, the main units require the Rector to approve the temporary staff. Such proposal may be made only if the teaching load is not covered by the full-time academic staff. Taking into account the proposals of the main units and depending on the approved fund for this purpose, every year the Rector approves the name list of the temporary staff.

2. This contract shall be signed by the Rector on a specific job or for a specific period of time.

3. Candidates should fulfil the following general criteria:

a) possess the necessary professional skills for the workplace for which s/he competes, in accordance with the norms established in Article 65;

b) not have been convicted by a final court decision for committing a criminal offense;

c) that the disciplinary measure of dismissal from work has not been taken against them.

4. More detailed rules on temporary academic staff competition are defined in the regulation of the UT.

5. As a rule, this staff should fulfil the criteria and requirements for full-time employment. In their proposals, the main and basic units should take into consideration the candidates' professional and academic experience. They should have at a minimum:

a) Finished their studies in:

i) Master of Science program in the same area of specialization if they are to teach in Bachelor program;

ii) PhD program if they are to teach in Master of Science and Master of Professional Studies programs.

b) This academic staff should have finished their studies in Master of Science and PhD in the same field of study provided by the respective basic unit;



- c) If the academic staff is to teach in PhD program, they should fall under the category of Professors;
- d) Scientific publications in journals or conferences are considered as additional criteria.
- 6. The announcement of the need for academic staff is made public through the official website of the main unit, of which the basic unit is a part.

### **Article 69**

#### **Invited academic staff**

1. Departments are entitled to invite local or foreign researchers and personalities in arts and science for academic and scientific research purposes, so that they can contribute for short periods of time.
2. Invited academic staff is selected from a list of candidates proposed by the relevant departments, considering their academic qualification or professional experience in a particular area of specialization, which complies with the specific needs of teaching or scientific research.
3. The invited staff is proposed by the head of the basic unit and approved by the head of the main unit.
4. Modalities for the provided service and the payment method are set forth in the UT regulation. Expenses for this category are covered by faculty income.

### **Article 70**

#### **Duration of Work Service of Academic Staff**

1. Academic staff, who hold the title " *Professor* " serve in office until the age of 68, while the academic staff holding the title " *Associate Professor* " serves in office until the age of 65. Academic personnel of the lecturer category remain in office until the age of retirement, in accordance with the relevant legislation. Upon substantiated request from the basic unit, academic personnel remain on duty at work until the end of the academic year.
2. Based on the needs of the higher education institution and with the consent of the member of the academic staff of the " *Professor* " category, s/he can serve in office even after age stated in paragraph 1 of this article, through contracts with a duration of up to one year, which is renewable. In such cases, the member of the academic staff of the category " *Professor* " addresses the department where s/he was employed, with a request, where s/he presents her or his will to continue her or his contribution and to establish new work relations. With the proposal of the head of the basic unit, according to the decision of this unit and with the approval of the head of the main unit, the latter submits the work contract to the Rector to be signed.
3. The extension of the employment relationship, according to paragraph 2 of this article, may be done if one of these conditions is met:
  - a) Departure of the academic staff member causes the decrease of the minimal number of members holding scientific titles required for the progress of the department, according to legal requirements;
  - b) There are no other members of the " *Professor* " category in the subject that the academic staff member teaches or in the field of scientific research where s/he operates;
  - c) When the special contribution of the academic staff in the relevant field is recognized.
4. The academic staff the " *Professor* " category can be temporarily separated from the university, for a period of up to five years , to engage in important state and political positions.





In this case, the member of the academic staff signs a special agreement with the Rector. As regards the period of absence, the academic staff may be covered by fixed-term academic staff. After the completion of the duty, the academic staff member returns to the previous or to an equivalent job position, upon his/her request.

5. The academic staff may follow personal qualifications of teaching or research character. In such cases, the job position is preserved upon a contract in the basic unit and s/he is paid by the institution according to the legal acts in force. The staff should fulfil the obligation stipulating that after such period of qualification they should serve in the basic unit for no less than 5 years.

## **Article 71**

### **Teaching Norms and Overload**

1. It is obligatory for the academic staff to teach for at least 6 hours per week in the Lecture halls, which is counted as the annual average. The full teaching load for the academic staff is determined by the instruction of the minister responsible for higher education.

2. The academic staff is entitled to full payment for classes over the teaching norm and other relevant activities after they have justified the completion of research and academic obligation foreseen in the annual plan.

## **Article 72**

### **Employment contracts for academic staff**

1. Employment contracts, for all academic staff of the University, are signed by the rector, at the end of the employment procedures defined in law no. 80/2015 *"On Higher Education and Scientific Research in Higher Education Institutions in the Republic of Albania"* and in this Statute. The employment contract must contain especially:

- the identity of the parties;
- job position;
- the description of the work that the individual will perform;
- the start date;
- the duration of the employment relationship;
- duration of working and rest time;
- the salary.

## **Article 73**

### **Sabbatical academic year**

1. On the approval of the basic unit where the academic staff of the categories of Professor and Lecturer exert their activity, they are entitled to interrupting their work in the institution once in seven years, for up to one year, to work on their academic progress.

2. To benefit from the provision of paragraph 1, the member of the academic staff must present in the department his request accompanied by the relevant proposal for scientific research that s/he will realize, the place where s/he will exercise this research, if any, the necessary time s/he needs, as well as the product that will be delivered at the end of this period. The department expresses their approval and informs the head of the main unit and the UT Rector.

3. In case the academic staff member also requests financial support in accordance with items approved by the Board of Administration for this purpose, the proposal also passes to the Board of Administration for the approval of the financial part.



4. In any case, the request should be submitted two months before the start of the sabbatical academic year.
5. During the sabbatical academic year, the academic staff member is paid by 100 percent of the salary.
6. Non-realization of scientific research, according to the approved program, constitutes a cause for responsibility, as well as compelling her or him to reimburse all the financial benefits s/he has received .
7. The way of quality control of the product that should be produced during the sabbatical year is in compliance with the provisions of the regulation of the main unit, according to the agreement signed with the head of the department.

#### **Article 74**

##### **Contribution of academic staff**

1. In accordance with the legislation in force, academic staff enjoy academic freedom in these directions of their activity:
  - a) teaching;
  - b) research-scientific work;
  - c) institutional contribution;
  - ç) professional contribution;
2. The organization of teaching is carried out every beginning of the academic year by the relevant department. The engagement of the academic staff in the relevant subjects is determined by decision of the department.

When appointing the academic staff according to their respective subjects, the department should take into consideration:

  - a) teaching and scientific research experience in the relevant field;
  - b) scientific publications made in the relevant field;
  - c) the scientific degree /academic title s/he holds.

The academic staff is responsible for the progress of the teaching process and knowledge assessment for student groups assigned to her or him at the beginning of each academic year by the head of the subject, in accordance with the provisions in the UT Regulation.
3. Each of the subjects has one or more heads of subjects. As a rule, the academic staff member having the highest scientific title is appointed head of the subject. If there are two or more members of the academic staff categorized as Professors, they are considered co-heads of the subject.

If there is no academic staff holding a scientific title for the relevant subject, the head of the subject may be the academic staff member holding a PhD.
4. Scientific research work organization is performed in compliance with the planning that each department does at the beginning of the academic year. Scientific research work is carried out by all categories of the academic staff in compliance with the division made by the department to this end and it is directed by the academic staff holding the Professor title.
5. Each of the academic staff members is continuously obliged to develop scientific research activities in accordance with the legal obligation and scientific research planning.
6. The department establishes scientific research groups. The head of this group is the academic staff with the highest academic title, and , under the conditions of titles equality, the head will be the one that has the longest research experience in that particular area.





The head of the scientific research group may be appointed upon the consent of the academic staff if s/he cannot be appointed according to the abovementioned rule. The head of the research group coordinates and directs the scientific research activities in the relevant subject, as well as guaranteeing the respect of the academic freedom of this staff.

7. The abovementioned predictions should not violate the freedom of the academic staff member to select the scientific research area, as well as competition for programs that finance scientific research.

8. Departments have the obligation to divide the academic staff into teaching-oriented staff and scientific-oriented staff every academic year in relation to the needs of the department and the interest of the academic staff. Further regulations are set forth in the main unit regulation

9. The academic staff is obliged to give institutional contribution through their participation in working groups, in commissions or the completion of certain academic and administrative tasks at the level of the basic unit, main unit, institution, being released in this case from the normal expected teaching load. As a rule, this contribution is payable.

10. The professional contribution is performed by means of participation in projects or other activities approved by the basic and main units (mentoring diploma or doctorate theses, participation in working groups of research and professional character, etc.).

11. The academic staff of " *Professor* " and " *Lecturer* " category may generate (draft, apply for, implement) teaching and research projects from various internal and external sources in the country, in accordance with the object of activity of the basic unit where s/he is a part and manage them by themselves according to the approval of the administrator of the main unit where s/he belongs and in compliance with the Statute and legislation in force.

12. Full-time academic staff is entitled to carry out other activities that do not contradict their status, provided that their realization does not hinder the realization of obligations to the institution.

13. Further regulations for the way of realizing the contribution of the academic staff are defined in the regulations of the main units.

## **Article 75**

### **Disciplinary responsibility**

1. The academic staff is responsible for violations of work discipline and failure to fulfil obligations provided for in the law on higher education and scientific research, legal and sublegal acts in force, in this Statute and regulations or other acts of the University of Tirana. Disciplinary violations are categorized as follows:

a) serious violations;

b) lenient violations.

2. Serious violations are considered:

a) open violation or non-implementation of legal and sub-legal provisions;

b) repeated non-compliance with certain deadlines in the fulfillment of tasks, when these deadlines are reasonable and in relation to the workload of the staff;

c) directly or indirectly benefiting from gifts, favors, or promises or preferential treatments, which are given due to the job position;

ç) violation of rights arising from intellectual property.

d) repeated violation of ethics rules;

3. Lenient violations are considered:



violation of ethics, clear and continuous negligence in the process of examination organization as regards the time, student distribution and results announcement time.

4. Other cases which constitute lenient or serious violations are defined in the regulation of the University, in accordance with the abovementioned criteria.

## Article 76

### Disciplinary procedure

1. Lenient violations are proceeded by the Disciplinary Commission of the main unit, consisting of:

- a) Head of the main unit;
- b) Head of the basic unit, where the academic staff member that is being proceeded pertains to;
- c) One of the vice deans/vice directors, who is appointed at the beginning of each academic year by the dean's office/institute directorate. If there is no such, a member of the main unit categorized as Professor is appointed.

2. Regarding lenient violations, the Disciplinary Commission is entitled to imposing the disciplinary measure "Warning".

3. Rules for the organization and functioning of the Disciplinary Commission of the main unit are defined in the internal regulation of the faculty.

4. In cases when disciplinary violations are confirmed as serious, the head of the basic and main units, where the academic staff operates turns to the Academic Senate along with a report explaining the violation accompanied by evidence.

5. In that case, the Academic Senate establishes an ad hoc disciplinary commission, consisting of five selected members among the members of the senate, as follows:

- a) three members are chosen as representatives of faculties, different from the faculty where the academic staff member proceeded due to violation pertains to;
- b) one member is chosen as representative of the faculty where the academic staff member's case is proceeded for violation;
- c) one member is selected from the judicial senators .

6. The chairman of the commission is selected by the Academic Senate.

7. The ad hoc Disciplinary Commission of the Academic Senate is entitled to undertaking such disciplinary measures:

- a) suspension warning;
  - b) suspension up to 3 months;
  - c) in cases when the violation is serious and repeated, the Commission may require to the Rectorate the termination of the contract with the academic staff member and his/her release.
8. Upon the request of the ad hoc Disciplinary Commission of the Academic Senate, the Rector carries out the termination of the contract respecting the requirements of the Labour Code.
9. The " Warning " measure is given for lenient violations and is recorded in the staff member effective staff file. This measure is considered as not given and is removed from the staff member file after a period of 6 months has passed , during which the full-time staff does not receive another more serious or the same disciplinary measure.

The measure " *Warning for suspension* " is given for serious violations, as well as in the event that within a 6 -month period, the staff has taken two " Warning " measures. This disciplinary measure is registered in the personnel file and keeps its effects for a period of 1 year.

" *Termination of the employment contract and release of the academic staff* " is carried out for





actions in flagrant and open opposition to the ethics and rules of institution functioning, or when within a period of one year the staff is in the conditions of receiving one measure " *Warning for suspension* ".

10. The Disciplinary Commission in the faculty and the ad hoc Disciplinary Commission of the Academic Senate are entitled and obliged to carry out a full administrative investigation by providing the academic staff member with all proceeding materials, as well as giving them the right to defend themselves through the opportunity to express her/himself in writing, as well holding a hearing with her/him.

#### **Article 77**

##### **Termination of the employment relationship**

The employment relationship is terminated when the academic staff:

- a) resigns ;
- b) reaches retirement age;
- c) the term stipulated in the employment contract expires;
- ç) becomes incapable of performing duties due to physical and mental reasons;
- d) is sentenced by a final decision of the court with imprisonment;
- dh ) the disciplinary measure of dismissal is taken;
- e) other cases provided by law.

#### **Article 78**

##### **Rights and obligations of academic staff**

1. The rights and obligations of the academic staff are defined in individual employment contracts, in the Code of Work, in the Statute and internal acts of the UT.

2. The rights of the academic staff are as follows:

- a) The academic staff is entitled to using all the logistical possibilities offered by the UT, respecting all internal rules of the institution;
- b) To demand from the basic unit the respect and implementation of all obligations necessary for the smooth running of the teaching and research process;
- c) To request from the governing bodies of the main unit and the University to respect their rights that originate from the Labor Code and from law no. 80/2015 "*On Higher Education and Scientific Research in Higher Education Institutions in the Republic of Albania* ";
- d) To implement himself and to demand from others an ethical and moral spirit in accordance with the legislation in force and the Code of Ethics;
- e) Demand respect for academic freedom.

3. The obligations of the academic staff are as follows:

- a) To respect the statute, regulations, as well as the Code of Ethics of the institution;
- b) To design the curriculum of the subject, complete and improve it in a continuous way and submit it to the relevant department;
- c) To responsibly carry out the task assigned by the UT, guaranteeing high levels of education and scientific research;
- d) To accomplish the teaching load determined by the department;
- e) To systematically follow the development and achievements of the relevant science in the national plan and the world and reflect it in the teaching process;
- f) Draft exam questions at the right time by reformulating and updating them every year;



- g) To fill in the teacher's register responsibly;
  - h) Determine the schedules of consultations with students and develop them according to the orientations of the department;
  - i) To respect the teaching schedule and timetable;
  - j) To maintain the material basis they are in charge of and use;
  - k) To implement the orders of authorities, governing bodies, related to the development of the teaching process and the development of exams;
  - l) Cooperate in the scientific activities organized by the department;
  - m) To implement any special order of the relevant governing authority, on special or emergent situations or important events in the institutions.
4. Other rights and obligations of the academic staff are defined in the regulation of the institution .

## **Section II**

### **Support academic staff and administrative staff**

#### **Article 79**

##### **Categories of the support academic staff**

1. The support academic staff is divided in support academic staff of teaching-scientific character and support academic staff of administrative character.
2. The support academic staff of teaching-scientific characters helps in fulfilling and supporting teaching and/or scientific research activities. It is part of the basic unit and it serves to the support of the latter activities. This category includes laboratory technicians and technicians, as well as other staff, according to the definitions made in the internal acts of the institution.
3. The support academic staff of administrative character helps in performing and supporting teaching and/or scientific research activities and/or development of the higher education institution at the level of basic unit, main unit or institutional level. This category includes the staff employed in support academic structures in the Rectorate, main units and basic units (e.g. secretary of the department) according to the provisions of this Statute, UT regulation and regulations of the main units.

#### **Article 80**

##### **Employment of Academic Support Staff**

1. Special employment criteria for the full-time support academic staff are proposed by the unit this staff serves to, based on the needs of the latter.
2. Candidates should fulfill the following general criteria:
  - a) be Albanian citizens with full capacity to act;
  - b) have the necessary professional skills on the job position they are competing for;
  - c) no sentence by a final court decision due to the commission of an intentional criminal offence;
  - ç) no disciplinary measure of dismissal from work.





3. In cases when the staff is employed by the basic unit, the head of the main unit establishes the ad hoc commission for the election of the winning candidates. The ad hoc commission consists of the five following members:

- a) two members are elected by the department that declared the competition procedure on the basis of the latter proposal;
- b) two members are elected by the head of the main unit, with at least one of them being a member of the department that announced the competition procedure;
- c) one member that is appointed by the Rector of the University upon the request of the main unit head.

The appointment of ad hoc committee members and their participation in the commission is mandatory.

The ad hoc commission exercises its function with a full composition and in any case with no less than four members.

4. If the support academic staff is required to be employed at the main unit, the special employment criteria are defined by the dean's office/institute's director. The dean/director establish the respective commission consisting of four members determined by the dean/directorate and a member proposed by the Rector.

5. In the event that the academic support staff that is required to be employed, is of administrative character, then the chairman of the ad hoc commission is the administrator of the main unit.

6. In the abovementioned cases, the head of the main unit forwards to the Rector the list of candidates of the ad hoc commission and the Rector signs a work contract with the winning candidates elected by the commission pursuant to the law in force, within ten days from the announcement of the winners according to the abovementioned provisions.

7. If the support academic staff is to be employed in the Rectorate, the employment criteria are set by the latter. In this case, the commission is established by the Rector and consists of five members assigned the Rectorate. The head of the commission submits to the Rector the list of candidates of the ad hoc commission and the Rector signs a work contract with the winning candidate elected by the commission pursuant to the law in force, within ten days from the announcement of the winners according to the abovementioned provisions.

8. If the Rector does not dispose within this deadline, the employment contract is considered concluded, according to paragraph 7 of this article.

9. Rules for announcing the workplace vacancy, the way of conducting the admission competition, etc. and other features for the employment of academic support staff are defined in the UT regulation.

### **Article 81**

#### **Administrative staff**

1. Categories of the administrative staff are determined by the Board of Administration. The employed administrative staff in the Rectorate is the employed staff in the central structures of administrative character according to the provisions of this Statute. The administrative staff employed in the main units is defined in the structure and regulation of each main unit.

2. The candidates should fulfill the following general criteria:

- d) they are Albanian citizens with full capacity to act;
- e) they have the necessary professional skills on the job position they are competing for;



- f) they have not been sentenced by a final court decision due to the commission of an intentional criminal offence;
- g) no disciplinary measure of dismissal from work has been undertaken against them by the University of Tirana.
3. Special employment criteria of the administrative staff in the administrative structure of the Rectorate are defined by the administrator of the UT and approved by the Board of Administration. Special employment criteria of the administrative staff in the main units are defined by the administrator of the main unit and approved by the Board of Administration.
4. In case the administrative staff will be employed in the administrative structure of the rectorate, then the administrator sets up the relevant commission, which consists of three members.
5. In case the administrative staff is required to be employed by the main unit, then administrator of the main unit sets up the relevant commission which consists of: two members proposed by the administrator and a member from the human resources office of the main unit.
6. Characteristics of the vacancy announcement, the preliminary verification procedure and candidates testing are defined in the UT regulation.
7. The rights and obligations of administrative staff, motivation, development and training policies are defined in the regulation of the UT.

## **Article 82**

### **Work contracts for the support academic and administrative staff**

1. Work contracts for the support academic staff of the University are signed by the Rector.
2. Work contracts for all administrative staff of the University are signed by the administrator.
3. The employment contract must contain at least:
  - a) the identity of the parties,
  - b) workplace,
  - c) the description of the work that the individual will perform,
  - d) start date,
  - e) the duration of the employment relationship,
  - f) duration of working time and rest,
  - g) salary ,
  - h) the deadline for notification of the termination of the employment contract.

## **Article 83**

### **Conflict of interest**

1. The academic staff and other employees of the University, as well as external employed staff should recognize the legal cases of conflict of interest and declare it in advance to the body that appoints or elects them.
2. While exercising the function or task they should prevent such relations. When it is impossible to do so, they declare in writing before the governing body or appropriate authority and resign.

## **Article 84**





### **Disciplinary Procedure of Academic and Administrative Assistant Staff**

1. Support academic and administrative staff are subject to disciplinary procedures in case of violations of their obligations, provided by the legislation in force.
2. Violations of Support academic and administrative staff are classified as serious violations and lenient offenses.
3. The following are considered serious violations:
  - a) failure to fulfil duties;
  - b) repeated failure to respect certain deadlines in fulfilling tasks;
  - c) failure to go to work for more than a working week, without justified reasons;
  - d) damage and/or misuse of assets/property of the University;
  - dh) direct or indirect benefit of gifts, favours, promises and preferential treatments in high value due to the job position;
  - e) any lenient repeated violation.
4. The following are considered lenient violations:
  - a) unjustified absence from work up to 3 days;
  - b) violation of the Ethics rules;
  - c) commission, in or out of the official time, of actions that violate the figure of the University staff.
5. Regarding the disciplinary procedure for the support academic staff, depending on the case, the establishment of the Disciplinary Commission is made by the structure where he/she was appointed.
6. If the support academic staff of academic character is appointed in the Rectorate, the Rectorate establishes the disciplinary commission comprising of three members.
7. If the support academic staff of academic character is appointed in the main unit, the dean/director establishes the disciplinary commission comprising of three members.
8. If the support academic staff of academic character is appointed in the department, the latter establishes the disciplinary commission comprising of three members from the department.
9. If the support academic staff of administrative character is appointed in the Rectorate, the latter establishes the disciplinary commission comprising of three members. If the support academic staff of administrative character is employed in the judicial, human resources, archive and protocol, and information and technology structures, the commission consists of the three following members:
  - a) one member is one of the vice rectors, proposed by the Rector,
  - b) one member proposed by the Rector,
  - c) one member proposed by the UT administrator
10. If the support academic staff of administrative character was appointed in the main unit, the Dean's Office establishes the disciplinary commission comprising of the three following members:
  - a) one member is one of the vice deans, proposed by the Dean,
  - b) one member proposed by the Dean,
  - c) one member proposed by the faculty administrator.
11. The disciplinary commission for the administrative staff is established at university and faculty/institute level.
12. The disciplinary commission for the administrative staff at university level, which should consist of three members, is established by the UT administrator, in compliance



with the UT regulation.

13. The disciplinary commission for the administrative staff at faculty/institute level is established by the administrator of the main unit, in compliance with its regulation.

14. In cases of lenient violations, the commission is entitled to issue the "Warning" disciplinary measure.

15. If at the end of procedures as above a serious and repeated violation is identified, the proceeding body, depending on the type of staff, requires the administrator/rector to terminate the employment contract, who shall act in compliance with the requirements of the labour legislation.

## **CHAPTER VI WEBSITE AND EMAIL**

### **Article 85 Official Website**

1. The University of Tirana and its main units build and maintain its official internet website.

2. The official website of the University of Tirana should show:

a) Data on the members of the governing collegial bodies and the Heads of the University of Tirana, and their CVs;

b) Data on the heads of the administrative departments of the Rectorate and their CVs;

c) Laws and bylaws that regulate the field of higher education and scientific research in the Republic of Albania;

ç) Electronic copy of the Statute, the regulation of the University, as well as that of other collegial bodies of the University and every other regulation that is used by the administrative structure of the Rectorate of the University of Tirana;

d) Copies of any agreement reached by the University of Tirana or its units;

dh) Every decision-making and activity carried out by the governing bodies of University of Tirana;

e) Any data, information or other activity required by the acts of the University of Tirana, as well as any other data deemed necessary.

3. The official website of the main units should show:

a) Data on the heads of the main unit and their CVs;

b) Data on the academic staff of the main unit and their CVs;

c) Laws and bylaws that regulate the field of higher education and scientific research in the Republic of Albania;

ç) Electronic copies of the statute, the regulation of the main unit, as well as any regulations used by the administrative structure of the main unit;

d) Copies of any agreement in which the main unit is the beneficiary;

dh) Any activity that is carried out by the main unit;

e) Any other data, information, decision, dates of exams, etc. required by the acts of the University of Tirana, as well as any other data deemed necessary;

ë) Data on the teaching activity: the academic year structure, the teaching schedule, exam sessions, etc.;





- f) Data on the teaching plans of the Bachelor's degree, Master's degree and PhD, subject syllabi, academic publications (textbooks), which should be both in Albanian and English ;
- g) Data on the research activity: bulletin, scientific publications (publications, papers , monographs, reports, etc.);
- gj ) Data on educational-research projects, their respective products;
- h) Data on the main laboratories and the possible lab tests they can offer, etc. \_

## **Article 86**

### **E-mail**

1. The university creates and maintains the e-mail with the aim of ensuring official communication between the governing bodies at each level, among the academic, support academic and administrative staff with the students.
2. In implementation of this provision, each member of the academic, support academic and administrative staff, as well as each student is provided with such an address with such an address.
3. Electronic mail is used as a means of official communication and any information distributed through email is considered to have been received by the staff of the University of Tirana.
4. The use of official e-mail in any case must comply with the requirements of the legislation for the protection of personal data.
5. The regulation of the University of Tirana defines more detailed rules for its use and maintenance.

## **CHAPTER VII**

### **ORGANIZATION OF STUDIES AT THE UNIVERSITY OF TIRANA**

## **Article 87**

### **University Studies**

In accordance with the legal provisions, the forms of study offered by the main units of the University of Tirana, are:

- a) full-time studies;
- b) extended time studies;

## **Article 88**

### **Organization of full-time university studies**

1. Study programs at UT are organized in three consecutive cycles:
  - a) the first cycle;
  - b) the second cycle;
  - c) the third cycle.
2. In special fields, the University of Tirana offers integrated first and second cycle integrated study programs, which are realized with no less than 300 credits and their duration is no less than five academic years.



## **Article 89**

### **Study Programs in the First Cycle**

#### **First cycle study programs**

1. First cycle study programs aim at giving basic knowledge on general scientific methods and principles, and specific skills in a wide variety of professions and specialties.
2. First cycle study programs at the University of Tirana are completed with 180 European credits (ECTS) and their normal duration is 3 academic years.
3. The students in this program might graduate with a final exam or a diploma thesis, based on the criteria set out in the regulation of the UT for the average grade.
4. At the end of the first cycle study program a Bachelor's degree diploma, in the respective field of study is issued'

## **Article 90**

### **Planning Quotas and Admission Criteria in the First Cycle Study Programs**

1. Each department proposes admission quotas, admission and selection criteria for the selection of successful applicants no later than December 10 of the preceding calendar year, for all programs it offers, in accordance with state quality standards.
2. If a study program is offered by 2 or more departments, the criteria are proposed by the departments that offer the program in cooperation with each other. In cases of disagreements, the determining factor is the department that covers the largest load in teaching plan of the relevant program.
3. If the other department (with covers less in the teaching plan of the program) does not agree with the criteria, it has the right to file a complaint at the Dean's office. After hearing the arguments of both departments, the Dean's office takes a final decision.
4. As for the integrated study program, offered as a mutual study program by all departments of the Faculty of Law, it is the duty of the Dean's Office to determine the criteria of acceptance and selection of applicants, according to the proposals coming from the departments.
5. In formulating the proposal for the admission quotas, the proposal structure presents arguments related to the following factors:
  - a) the mission and objectives of the faculty;
  - b) study program and curriculum organization;
  - c) physical spaces available to the faculty;
  - ç) availability of academic and supportive staff, emphasizing the professor student ratio (the reference is to the proposed number of students), the ratio between full-time and part-time professors and the scientific qualification level of the academic staff;
  - d) possession of didactic tools and literature sources in the function of teaching methods;
  - dh ) tendency in student candidate requests in the last three years;
  - e) analysis of study courses and diplomas in the light of market demands for specialists of the relevant profile;
  - ë) features of the curriculum, in particular the lecture-seminar ratio and methods of assessment.
6. Each main unit has the obligation to make public the criteria determined by the departments no later than 20th of December of the previous year for all study programs that it offers. As a rule, these criteria should not be changed until the termination of the process of new admissions.





The criteria are forwarded to the Rectorate, which has the obligation to then forward them to the ministry responsible for higher education.

7. No later than 20th of December of each year, the UT Academic Senate approves the proposal for the admission quotas in each faculty, clearly indicating the admission quotas, along with the necessary information about the respective faculty and the programs it offers.

8. The categories that have the right to be candidate for admission in the first cycle study programs at the University of Tirana are:

a) candidates that have successfully completed the state matura and meet the criteria of the average grade determined by DCM;

b) candidates that have a high school diploma from a foreign country, equivalent of the state matura diploma;

c) foreign citizens, in the conditions and ways provided by bilateral or multilateral agreements.

9. The Ad hoc Commission set up by the Head of Department decides on the material and procedural rules that it will implement for the realization of the specific admission process. More detailed rules are defined in the UT regulation.

10. Students' admission in the first cycle study programs and in the integrated study program in law is enabled in accordance with the definitions of by-laws in force and faculty regulations for new admissions in the HEIs.

#### **Article 91**

##### **Study Programs in the Second Cycle**

Second cycle study programs should be organized in "Master of Sciences" or "Professional Master" study program degree.

#### **Article 92**

##### **"Master of Science " Study Program**

1. "Master of Science" second cycle study programs provide graduates that have a Bachelor's degree diploma, with theoretical and practical scientific knowledge in their respective field of study.

2. This program can be completed with 120 credits with a normal duration of no less than two academic years. This includes 30-40 credits for a research project, under the guidance of a qualified mentor, which ends with a diploma (thesis). At the end of the study program of the second cycle, a " *Master of Science* " university diploma is issued in the field of education accomplished.

3. The study program of the second cycle may also be completed as a second cycle integrated study program, with 300 credits and duration of five academic years. This study program is offered in law, as well as in other fields as determined by by-laws. The studies in this program are completed with a diploma thesis and the students are awarded with an integrated diploma in the field of education accomplished.

#### **Article 93**

##### **Professional Master " Study Program**



1. " Professional Master " study programs offer graduates with a diploma of the first cycle knowledge of a practical professional character in the relevant direction. They are completed with 60 or 120 credits and their normal duration is one or two academic years, respectively.
2. Based on the defined criteria of the faculty regulation on the average grade, the students in this program can graduate with a general final exam or diploma thesis.
3. At the end of the study program of the second cycle, a "Professional Master" university diploma is issued in the field of education accomplished.

## **Article 94**

### **Admission to the Second Study Cycle**

1. Each basic unit must determine admission quotas, admission and selection criteria of successful applicants no later than December 10 of the preceding calendar year, for all the study programs it offers. If a study program is offered by 2 or more departments, the criteria are determined by the departments that offer the program in cooperation with each other. In case of disagreements, the determining factor is the department that covers the largest teaching load of the respective program. If the other department does not agree with the criteria, it has the right of complaint at the Dean's office. After hearing the arguments of both departments, the Dean's office takes a decision. It is a final ruling.
2. Within December 20 of each year, the UT Academic Senate approves the proposal for the admission quotas in each faculty, clearly indicating the admission quotas, along with necessary information about the relevant faculty and the programs it offers.
3. Each main unit has the duty to make public the criteria determined by the departments no later than 20th of December of the previous year for all study programs that it offers. As a rule, these criteria should not be changed until the termination of the process of new admissions. The criteria are forwarded to the Rectorate, which has the obligation to then forward them to MEYS.
4. In formulating the proposal for admission quotas, the proposing faculty presents arguments related to the following factors:
  - a) the mission and objectives of the faculty;
  - b) study program and curriculum organization;
  - c) physical spaces available to the faculty;
  - ç) availability of academic and supportive staff, emphasizing the professor-student ratio, the ratio between full-time and part-time professors and the level of scientific qualification of the academic staff;
  - d) possession of didactic tools and literature sources in the function of teaching methods;
  - dh) tendency in candidate requests for the last three years;
  - e) analyses of study courses and diplomas in the light of market demands for specialists of the relevant profile;
  - ë) features of the curriculum, in particular the lecture-seminar ratio and methods of assessment.
5. Candidates who have the right to apply to register in the second cycle of studies:
  - a) Candidates who hold a first cycle degree, received in the faculty in which they completed the first cycle study program or in another faculty, this in accordance with the criteria of the relevant study program and those of the ministry responsible for education;
  - b) Candidates who possess a study diploma obtained abroad, evaluated and equivalent to the first cycle diploma;





- c) Individuals who have high results in the first cycle studies, in accordance with the announced criteria;
- ç) Candidates who meet the defined academic standards of admission criteria in the second cycle of studies;
- d) The admission criterion on a "Master of Science" study program is candidate's language acquisition of one of five foreign languages of the European Union (English, French, German, Italian, Spanish), proven through international exams, pursuant to the respective instruction of the ministry responsible for education. If the individual holds a diploma of one of these languages' study programs, it serves as a proof for this criterion. There is exception for the admission in the integrated program in law, where the student should present proof of language acquisition before completing his/her studies.
- 6. The *ad hoc commission* set up by the head of the department administers the procedure of the admissions.
- 7. Further rules for the admission of students in the second cycle of studies are defined in the regulations of the main units.

## **Article 95**

### **Study programs in the third cycle**

Third cycle study programs may be organized in "Executive Master" study programs, long-term specialized study programs, as well as PhD study programs

## **Article 96**

### **"Executive Master" study programs**

1. The "Executive Master" study programs of the third cycle provide graduates who hold a "Master of Science" diploma with a higher education of scientific and professional level, with in-depth theoretical and applied knowledge, as well as training for research in a narrower field, within a specialty.
2. This program is completed with 60 or 120 credits.
3. If the program is 60 credits, 10 credits are for the research project that is completed with a diploma thesis. This program lasts at least one academic year.
4. If the program is 120 credits, 30-40 credits are for the research project that is completed with a diploma thesis. This program lasts at least two academic years.
5. The studies in this program are completed with the presentation of a diploma thesis.
6. At the end of the third cycle study program it is issued an "Executive Master" diploma in the field of the completed education.

## **Article 97**

### **Long-term Specialized Study Programs**

1. Long-term specialized study programs are professional training programs that provide knowledge for specific professions.
2. These programs are organized in no less than 120 credits and the normal duration of these study programs is no less than two academic years.



3. Based on the criteria established in the faculty regulations, students in this program can graduate with a general final exam or thesis.
4. At the end of the long-term specialized study programs, a university specialized study diploma is issued with the respective field title.

### **Article 98** **Doctoral Studies**

1. PhD study programs are third cycle study programs with a completely academic character, based on scientific research and independent creative activity in the respective fields determined by the department or faculty.
2. PhD studies last no less than three academic years and no more than five academic years.
3. In accordance with the Decision of the Council of Ministers No. 112, dated 23.02.2018 "On defined criteria on being granted "Doctor" scientific degree and state standards for granting "Associate Professor" and "Professor" academic titles, University of Tirana drafts the PhD study regulation in which there are the criteria for the annual assessment of candidates' progress as well and their continuation of the work in their research project development.
4. At the completion of PhD study program a "Doctor" (Dr.) diploma is issued.

### **Article 99** **Admission to the Third Cycle of Studies**

1. Each department should determine admission quota, admission and selection criteria of winning applicants no later than 10th of December of the previous year for all study programs that it offers. If a study program is offered by 2 or more departments, the criteria are determined by the departments that offer the program in cooperation with each other. In cases of disagreements, the criteria are determined by the department that covers the majority of teaching classes in the respective program. If the other department does not agree with the criteria, it has the right of complaint at the Dean's office. After hearing the arguments of both departments, the Dean's office takes a decision. The dean's decision is final.
2. Within 20th of December of each year, the Academic Senate of UT approves the proposal for the admission quotas in each faculty, clearly stating the admission quotas, along with the necessary information of the respective faculty and the programs it offers.
3. Each main unit has the obligation to make public the determined criteria from the department no later than 20th of December of the previous year for all study programs it offers. These criteria must not be changed until the termination of the process of new admissions. The criteria are forwarded to the rectorate, which has the obligation to forward them to MEYS.
4. Candidates who are eligible to apply for registration in the third cycle study programs are candidates:
  - a) who have completed higher education in the required field and that hold a second level diploma, a second level integrated diploma or an old system diploma with no study cycles;





- b) who have very high results in the first and second cycle study program, in accordance with the announced criteria;
  - c) who have a language proficiency certificate of one of the five foreign languages assessed according to internationally known tests, pursuant to legislation in force;
  - d) who have two recommendations from persons who hold an academic title, and know the academic and professional skills of the candidate;
  - e) who observe scientific and ethical standards.
5. Ad hoc Commission set up by the Head of Department decides on the material and procedural rules that it will implement for the realization of the specific admission process. If the Dean's office assesses that the rules or a part of them are identical for two or more study programs, it will be the Dean's office to decide on these rules, in order to help the applicant. Each ad hoc commission has the right to put forth an additional set of rules that aim in a more efficient and transparent process. Before the commencement of the selection process there are determined the deadlines of each of the procedures that will be followed during the process of new admissions. These deadlines should be made public immediately in the official website of the respective faculty and in an easily visible place in the premises of the faculty. Faculties might make other publications in other forms, if they consider them to be necessary.
6. Further rules for student admission in the third cycle study programs are defined in main units' regulations.

### **Article 100**

#### **Joint Study Programs**

1. In agreement with other universities, the main units of the University of Tirana offer joint study programs.
2. For this purpose, the main unit of the UT that will cooperate with the main unit of another university, has the right to negotiate with the other party for the drafting of the agreement.
3. The proposal can be initiated by the faculties of the University of Tirana, or even by the main units of the other university. In any case, the Rector is notified about the commencement of this process.
4. The agreement must address:
  - a) the cycle of studies where a joint study program will be offered;
  - b) study programs;
  - c) the method of credit equivalence;
  - ç) the exchange of academic staff;
  - d) student exchange;
  - dh) the place of delivery of the study program;
  - e) the way of student evaluation;
  - ë) graduation;
  - f) financial costs;
  - g) other necessary elements.
5. Upon completion of the negotiations, the draft agreement is presented to the Academic Senate for approval and later to the ministry responsible of education, in accordance with the determined criteria in the Directive No. 31, dated 29.12.2017 'On the criteria, documentation and procedure definition for the commencement and termination of study programs by the Higher Education Institutions'.



## **Article 101**

### **Continuing Education Study Programs**

1. Faculty departments of the University of Tirana are eligible to offer continuous education study programs in cooperation with the responsible line ministries, according to the legal framework for the regulated professions.
2. In this case, in accordance with the legal provisions, the agreement should determine:
  - a) the structure of the program,
  - b) duration,
  - c) credits,
  - ç) the academic staff and the activation of line ministry officials in teaching, according to needs,
  - ç) the type of certificate that is issued at the end of the studies.
3. If the departments offer preparatory courses for their study programs, they will implement the same procedures for program drafting of normal study cycles, as defined in this Statute, regarding the program drafting and approval, by making the necessary amendment.

## **Article 102**

### **Study Programs in Teacher Education**

The faculties of the University of Tirana also offer programs in the field of Teacher Education in compliance with legal requirements.

The program in this case is drawn up in accordance with the rules defined in the legislation in force and this Statute.

## **Article 103**

### **Drafting of Curricula by Departments**

1. According to legal deadlines, the curricula are designed, reorganized or amended as a project, in accordance with Decision of the Council of Ministers No. 41, dated 24.01.2018 "On study program elements offered by Institutions of Higher Education", as defined in this Statute, as well as in the faculty regulation where they are part of.
2. The project is also accompanied by the relevant argumentation, if the proposed study program entails financial costs and whether these costs are covered by the University budget, or financial support from the state budget is required.
3. First cycle programs and integrated study programs are drafted and reorganized in cooperation between departments to determine subjects according to the special field of each one. In this case, the Dean sets up commissions of equal composition of all basic units to integrate departmental decision-making for parts of the programs that pertain to their fields of study.
4. In case of approval, the draft program is sent for further approval to the Academic Senate through the Dean.





#### **Article 104**

##### **Elements of Course Syllabi**

1. The draft programs prepared by the departments are organized in modules and subjects.
2. The course *Syllabus* is drawn up in accordance with the requirements of the Decision of the Council Ministers No. 41, dated 24. 01. 2018 " *On the elements of the study programs offered by Institutions of Higher Education* ".
3. In designing the programs, the departments should take into account the avoidance of the repetition of the same modules in different study cycles. For this purpose, there should not be repetition of the same topics and bibliography in the different study cycles.
4. In any case, literature and materials that will be used in each study program and in each subject must be approved by the relevant departments, in accordance with the regulation of the main unit.
5. Detailed elements for the programs are defined in the regulation of the UT.

#### **Article 105**

##### **Curricula Approval by the Academic Senate**

1. Upon acceptance of draft proposal, the Rector submits the draft program for review to the Curriculum Commission which, within 10 days, drafts a report for the Academic Senate with regard to the approval, return for completion or non-approval of the draft project.
2. The Academic Senate expresses itself within 30 days for approval, return for completion, or disapproval of the draft program.
3. In case of return for completion, the Academic Senate sets a deadline for the relevant department for performing the required actions. The requirements of the Academic Senate are mandatory for the department in reviewing the draft program.
4. With the approval of the draft program, the Rector:
  - a) notifies the ministry in case the draft program brings changes up to 20% of an existing study program;
  - b) notifies AKKF in case of a project program requires financial support from the state budget;
  - c) requests the approval of the Ministry responsible for education for the draft program that changes more than 20% of an existing study program or that is a new study program.

#### **Article 106**

##### **Notification of Study Programs**

1. Open and accredited programs are made public by the Rectorate for all faculties in the official website of the University.
2. Open and accredited programs of the faculties are made public in their official website.
3. This notification should be done prior to the admission application of students.

#### **Article 107**

##### **Academic Year and Teaching Organization**



Studies in the University of Tirana are conducted on an academic year basis that is organized in semesters with 25 hours of lectures, seminars and laboratories per week.

### **Article 108**

#### **Pursuing a Second Study program**

People who have completed a study program are eligible to follow a second program of study of the same cycle. In this case, as a rule, candidates with degree corresponding to the second program in which they seek to study are accepted for application, from whom those with the highest average are selected. In this case, candidates bear the full cost of studies. The exception is for excellent students, who can be exempted from the payment of the full cost of the study program, according to the regulations of the Institution.

### **Article 109**

#### **Transfers**

1. According to the accepted quota, UT offers the chance for student transfers who have completed at least an academic year in programs of the same cycle from the different higher education institutions, as well as transfers from previous first cycle study programs, inside or outside the institution.
2. The decision for the full or partial recognition of a student's accumulated credits, with the aim of continuing the studies inside the institution, belongs to the respective department commission, a part of the faculty that accepts the student, according to the criteria defined in its regulation. The final decision on the transfer request is made by the dean of the faculty where the candidate applied.
3. As a rule, candidates with the highest grades are accepted in this procedure.
4. The University of Tirana may recognize the obtained credits in the "Professional Master" second cycle study programs, with the aim of their transfer in "Master of Science" study programs. The recognition process is set forth in the regulation of the University of Tirana.

### **Article 110**

#### **Receiving Diploma**

Upon completion of university studies at the University of Tirana, the following diplomas are received:

- a) Diploma of the first cycle " *Bachelor* ";
- b) Diploma of the second cycle " *Master of Science* ";
- c) Diploma of the second cycle " *Professional Master* ";
- ç) Integrated diploma of the second cycle " *Master of Science* ";
- d) Diploma of the third cycle " *Executive Master* ";
- dh) Diploma for the scientific degree " *Doctor* ";
- e) Specialised study diploma;
- f) Certificate.





## **Article 111**

### **Diploma Supplement**

1. All diplomas of first, second or integrated cycle studies, issued by The University of Tirana are accompanied by the Diploma Supplement, which is drawn up according to the instruction of the Minister responsible for education and this statute.

2. The Diploma Supplement contains the following information:

#### **I. INFORMATION ON THE GRADUATE**

1.1. Surname;

1.2. Name;

1.3. Birthday ( day . month . year );

1.4. Student ID number.

#### **II. DIPLOMA INFORMATION**

2.1. The name of the degree and the title awarded to the graduate;

2.2. Main field/s of studies;

2.3. Name and status of the institution that issues the diploma;

2.4. Name and status of the institution that administers the study process, if different from what is provided for in 2.3;

2.5. The language in which the studies were conducted.

#### **III. INFORMATION ON THE CYCLE (LEVEL) OF THE STUDY PROGRAM**

3.1. Cycle (level) of the program;

3.2. Duration of the program;

3.3 Entry selection criteria.

#### **IV. INFORMATION ON PROGRAM CONTENT AND RESULTS**

4.1 System (study method);

4.2. Academic features of the program;

4.3. Details about the program, including subjects studied, grades and credits received by the graduate;

4.4. Title received at the end of the program.

#### **V. INFORMATION ON THE PURPOSE OF THE STUDY PROGRAM**

5.1. Opportunities for further education;

5.2. Professional status of the graduate.

3. The above information is organized in accordance with the requirements of the European Space Higher Education in line with the format of the diploma supplement, which is defined in the UT Regulation.

## **Article 112**

### **Diploma and Study Period Recognition and Equivalence**

1. The University of Tirana carries out equivalence of parts or complete study programs obtained in other institutions of the country or of diplomas obtained in foreign institutions, according to the provisions in law no. 80/2015 *"On Higher Education and Scientific Research in Higher Education Institutions in the Republic of Albania"*.



2. The equivalence procedure is initiated and carried out by a special commission set up by the Head of the basic unit. This commission reviews the cases where the student applies for transfer of the study program, when accepted in a second study program or when requested by the ministry responsible for education, within the procedures for the recognition of foreign diplomas.

### **Article 113**

#### **Student Evaluation**

1. Students who have received all Ten grades at the completion of their full studies in each cycle are awarded with a "Golden Medal" and the respective certificate; those who have no less than 80% of grades 10 and the other grades are 9 get the *"Excellent Student"* certificate
2. Diploma delivery is carried out through a ceremony held at the faculty; for the students who have received a "Golden Medal" or the certificate "Excellent Student", the ceremony is held at university level and the delivery of diplomas is carried out by the Rector himself, in the presence of the representatives of the Senate, academic staff, administration and students

## **CHAPTER VIII**

### **SCIENTIFIC RESEARCH**

#### **Article 114**

##### **Scientific Research Activities**

1. The University of Tirana carries out basic or applied scientific research activities, studies, scientific expertise, development projects and other creative activities aimed at the enhancement of the quality of education and the development of the country.
2. Scientific research is carried out in accordance with the mission and fields of the UT activity as well as the primary areas identified by ASRI.
3. At the beginning of each year, the departments, scientific research centers and institutes determine the fields, profiles, work volume and scientific research activity deadline, with the exception of cases when there have been approved scientific research medium-term and long-term plans.
4. Main units and basic units of UT promote their realization by the academic staff.

#### **Article 115**

##### **Entities that Conduct Scientific Research**

The right to carry out research and creative activities is given to the:

- a) Academic staff;
- b) Basic unit;
- c) Students.

#### **Article 116**

##### **Realization of Research-Scientific Activity**





1. The academic staff that belongs to the "Professor" and " *Lecturer* " category may generate (draft, apply, implement) scientific research activities from different sources, in and outside the country, in accordance with the object of basic unit activity where it is part of and manage them, according to the approval of the main unit administrator where they are part of (Article 56, paragraph 3) and pursuant to the Statute and legislation in force.
2. He/she will remain project leader until the end by fulfilling all planned obligations entailing the project (diploma thesis, PhD, reports, speeches, articles, monograph, etc.)
3. Each academic staff member has the right to participate in scientific research activities, in accordance with the object of the activity of the Basic Unit s/he is part of.
4. Heads of the main or basic unit do not have the right to violate/intervene in the realization of this activity. They facilitate the work and create the necessary condition for staff support in the realization of this activity.
5. At the end of the activity, the heads of the main or basic units are entitled to require the report with regard to the development and stipulated results of this activity.

#### **Article 117** **Scientific journal**

1. Each main unit, part of UT is obliged to have its own scientific journal, which will reflect the latest doctrinal, research-scientific developments of this unit. They can also serve as part of the bibliography for the subjects taught in the units University of Tirana.
2. These journals must be recognized by the responsible ministry and equipped with ISSN. These magazines can be in paper format or in electronic format. In case they are in the paper format, two copies for each printed issue must be submitted to the University Library of Tirana, the National Library and on the basis of agreements can also be submitted to circulate among the libraries of the main units.
3. Students are eligible to have their own scientific journal at the UT or main unit level. If they do not manage to have that, they are entitled to have their own space in the main unit journal, the unit where they are following their study programs.
4. The organization, functioning, journal financing, scientific board, editorial board are specifically regulated by the journal regulation of the main unit and approved by the Dean's office of the main unit. Members of the scientific and editorial board, reviewers, are paid in accordance with the acts approved by the Board of Administration.
5. Scientific journals may be set up at basic unit level as well, in observance to the requirements of this article.

#### **Article 118** **Scientific Conferences**

1. In fulfillment of their functions with regard to scientific research, the University of Tirana and/or its main/basic units, apart from or in cooperation with each other or with other HEIs and their units, hold scientific conferences, symposia, congresses or different Workshops.
2. The respective organizational structure may impose a fee on the participants for their conference participation which aims at covering administrative costs.



3. Main units draft and approve special regulations for conference organization, functioning and funding.
4. Conference materials may be published accordingly, in hard copy or electronic copy, as well as be equipped with an ISBN. This rule does not apply for scientific conference acts that are published in scientific journals.

#### **Article 119**

##### **Teaching and Scientific Publications**

1. The University of Tirana has the right to publish textbooks and books, which elaborate its knowledge closely related to the subject programs offered in all study cycles.
2. These scientific textbooks will be published under the direction and care of the University, in cases where they meet the relevant scientific criteria.
3. The publication of textbooks serves as basic literature and can also serve to supplement scientific literature with practical and theoretical knowledge to help students and professionals.
4. All full-time and invited academic staff members have the right to publish. In exceptional cases, when their study has important theoretical and practical values, other professionals also have the right to publish.
5. The approval of the publications is done by a relevant scientific commission that is set up near each main unit.
6. For this purpose, the Academic Senate drafts and approves the publication regulation in which are determined the scientific criteria that a manuscript should meet in order for it to be published through the University of Tirana.

#### **Article 120**

##### **Funding of Scientific Research**

1. Academic staff, basic unit or students have the right to apply to national or international institutions for the accomplishment of scientific research and creative activity.
2. Income generated by this activity constitutes a special item in the basic unit budget, which is used particularly for such purpose.
3. The academic staff, basic unit or students are assisted by the main unit and/or basic unit administrator in managing such income in compliance with scientific research activity provisions.
4. In the budget allocated for each main unit, a fund should be allocated to support teaching/scientific research activity and relevant publications.

#### **Article 121**

##### **Scientific Research with or for Third Parties**

1. Through its constituent units, UT offers third parties or accepts offers for scientific research, scientific expertise, other services for third parties, or performs them in cooperation with third parties.
2. Income generated by such service is administered by relevant unit in compliance with the legislation into force.





**Article 122**  
**Main Unit Libraries**

1. Main unit libraries are built up and function in each main unit.
2. The mission and purpose of the library is to support with educational and scientific literature the activity of academic staff, students, professionals, as well as scientific researchers in general
3. Library enrichment takes place annually, based on academic staff requests, unit's chief librarian proposal approved by the main unit Dean's office.
4. In order to purchase foreign scientific literature, main units have the right to open a current account at second level banks, which is used for such purpose only.
5. Each fiscal year, the Board of Administration should approve a special fund dedicated to Albanian and foreign language scientific literature purchase.

**CHAPTER IX**

**STUDENTS**

**Article 123**  
**Students**

1. A student is any natural Albanian or foreign person involved in one of the study programs of the UT, in accordance with the criteria defined by the legislation in force and this Statute.
2. The status of the student is acquired by his registration in one of the main units of UT. It is lost when the student receives the relevant diploma or certificate, or is deregistered from UT.
3. Each student is obliged to register and follow only one study program. Exceptionally, excellent pupils and excellent students can attend at most up to two study programs at the same time.

**Article 124**  
**Student data**

Student data are stored and processed by the UT and the main units, in accordance with the principle of credibility and the legislation in force for the protection of personal data.

**Article 125**  
**Student Rights**

While attending their studies in UT, students have the following rights:

1. To be represented in the bodies of the UT, with the exception of the cases provided for in legislation in force.
2. To participate in all decision-making processes of the UT, in accordance with legal and statutory provisions.



3. To attend lectures, seminars and all other educational activities, organized in accordance with the study program they are following.
4. To use facilities such as libraries, computer rooms, laboratories, sports facilities and other services offered to students by the institution.
5. To express their opinion about the quality of teaching and the work of the academic staff of the institution, through semester or annual evaluations that are organized by the quality assurance units.
6. Be awarded scholarships if they meet the criteria set forth in sublegal acts in force, and other special rewards administered by the University of Tirana
7. To be equipped with a diploma or certificate at the end of a study program, as well as with all other necessary documents.
8. To participate in study programs outside the main unit where they study, to study for one or more semesters outside UT, and have these credits and courses recognized .
9. To develop professional practices, in institutions that have cooperation agreements with UT or main units.
10. To be equipped with a student card and benefit from services at reduced prices.
11. To be organized in non-profit organizations, within the UT, meeting the provisions of the legislation in force

### **Article 126** **Obligations of Students**

Students have the following obligations:

1. To implement the Statute and Regulation in force of the UT and of the main unit, where they are attending a study program.
2. To observe the Code of Ethics, defined in the Statute or in the regulation of the UT and main unit's regulation.
3. To behave properly and respect the academic staff, support academic and administrative staff, and other students' rights.
4. To fulfill , within the set time and with quality, all the obligations that derive from the study program and participate in all academic activities that are carried out by the main units.
5. To pay the tuition fee and other fees for services provided by main units and/or UT.

### **Article 127** **Student Tutor**

Student tutor is assigned from one of the faculty lecturers, who is elected by the faculty Student Council and is approved by the Dean.

Student tutor is elected for a 2-year mandate and his/her mission is to convey students' issues to relevant authorities according to their competences.

Should the relevant body of faculty not give their opinion on such issues, the tutor addresses the University Rector. Each student, orally or in written form, identified or anonymous, has the right to inform the student tutor, who is obliged to note down in a register any concern and their relevant solutions.

If the faculty Student Council notices that the student tutor does not fulfil his/her duty properly, it proposes his/her replacement to the Dean.

In addition to article, all the sublegal acts that regulate orientation and tutoring





activities are applied.

#### **Article 128**

##### **Suspension of Studies**

1. Every student is eligible to suspend her or his studies and resume them at any time. The suspension cannot be greater than twice the study time for that study cycle. After that, the student should start the registration in the started program from the beginning, according to the rules in force at the time of restarting.
2. With the suspension of studies, s/he is suspended from all rights and obligations related to their study program. These are returned upon resumption of studies.
3. The procedures for suspending and resuming studies are defined in the UT regulation and Regulation of the main units.

#### **Article 129**

##### **Student representatives**

Students are eligible to have their representatives in:

- a) The Academic Senate,
- b) The Ethics Council,
- c) Standing commissions allowed by statute,
- d) Student councils.

#### **Article 130**

##### **Student Councils**

1. Student councils are independent organizations of UT students, who represent and protect the interests of UT students in all study programs.
2. Student councils do not carry out political, economic or other activities not in compliance with the norms of the Statute and ethics.
3. They have the right to organize at the UT level or at the level of the main units.

#### **Article 131**

##### **Student Council Activity**

1. Student councils activity is based on law no. 80/2015 " *On Higher Education and Scientific Research in Higher Education Institutions in the Republic of Albania*", on this statute as well as in the acts for the organization and operation of the councils themselves.
2. The UT Student Council drafts and approves the statute for its operation. Student Council of basic units draft and approve the regulations for their operation in accordance with the statute of the UT Student Council.



## **Article 132**

### **Functions of Student Councils**

UT student councils are eligible :

1. To promote the participation of students and coordinate their representation in UT and main units structures.
2. To express opinions and proposals on UT study programs, regulations on teaching activities, and their right to study.
3. To give their opinions on the quality of services provided by the main units and/or basic units.
4. To be involved in the process of determining tuition fees and other financial contributions for students and make proposals related to them and preliminary annual expenses balance sheets or financial resources allocation.
5. Organize, alone or in cooperation with the main units, different scientific, social, cultural, artistic, sports activities, etc.

## **Article 133**

### **Choice of Student Councils**

Student councils have a 2-year mandate and their members are elected by votes of all UT or main unit students.

The rules regarding the voting process are defined in the relevant regulation.

## **Article 134**

### **Student Councils Establishment**

1. UT governing authorities should be informed on the start of setting up the structures of student councils , namely the UT Rector and Administrator, if the structures are to function at UT level, or the dean and administrator of the main unit, if they are organized at the main unit level.
2. Upon the election termination and results announcement, as well as Student Councils establishment, the governing authorities should be informed as per the above.

## **Article 135**

### **Other Organizations**

Students have the right to organize in other forms recognized by the legislation in force and carry out on their own or in cooperation with the structures of the University and basic units training, teaching and/or research-scientific activities.

## **Article 136**

### **Funding**

1. The activity of UT Student Council is financed and supported by UT Rectorate budget based on budget forecasting.





2. The activity of the Student Councils is financed and supported by the main units budget based on budget forecasting.
3. Student councils have the right to raise other lawful funds.

### **Article 137**

#### **Discipline**

1. Regarding breaches of ethical rules and obligations defined in the legislation for higher education and scientific research, as well as by this Statute or other UT and its main units acts, students are subject to disciplinary responsibility.
2. Types of disciplinary breaches, their identification and proceeding are regulated by UT Regulation and UT main units' regulations.

## **CHAPTER X QUALITY ASSURANCE**

### **Article 138**

#### **Internal quality assurance at UT**

1. UT drafts policies and procedures on internal quality assurance. Internal quality assurance means quality assessment and guarantee of institution's academic, administrative and financial activity. This assessment is conducted no less than once in six years, but it may also be conducted more often, if deemed reasonable.

Internal quality assurance can be general or partial. It is carried out by the institution itself through:

- a) Internal hierarchical organizational structures of the UT, which plan, organize and guarantee the implementation of policies, strategies and procedures for fulfilling its vision;
  - b) Standing Commission for Quality Standards Assurance (SCQSA) at institutional level that cooperates and coordinates work with Internal Quality Assurance Units at main unit level.
2. In the framework of external quality assurance, UT is subject to periodic and comparative evaluation of institution and its study programs in compliance with the legislation in force.
3. The quality assurance system functioning is set forth in the Quality Assurance Regulation at institutional level and quality assurance regulation of each main unit.

### **Article 139**

#### **Principles of Operation of the Internal Quality Assurance System**

1. The internal quality assurance system is based on:
  - a). Transparency guaranteeing, which is realized through publishing of reports with periodic findings on student-academic staff evaluation, and department head -academic staff evaluation;
  - b) Maintaining contacts with current students and alumni, as well as with their employers;
  - c) Assessment of the use of contemporary teaching and learning methods in order to promote the preparation of an interactive student;



- ç) Creating a culture of continuous improvement and growth;
- d) Guaranteeing study programs provision in compliance with the labour market and Albanian society needs;
- dh) Guaranteeing the academic staff and students participation in the self-evaluation process and their benefits from external expertise on quality assurance.

#### **Article 140**

#### **Functions of the Standing Commission for the Assurance of Quality Standards**

1. SCQSA's mission is guaranteeing UT and its study programs internal quality in compliance with national and international standards. In accomplishing its mission, SCQSA shall:
  - a) Draft the institutional development plan on quality assurance and submit it to the Academic Senate for approval;
  - b) Conduct initial evaluation of new programs to be offered before their approval by the Academic Senate;
  - c) Conduct continuous evaluation of programs offered by UT, to review their compliance with quality standards, as well as their coherence;
  - ç) Cooperate with Public Accreditation Agency for Higher Education (PAAHE) or responsible institution, and conduct an assessment at its request, in case of programs accreditation or quality evaluation;
  - d) Conduct teaching and scientific research activities evaluation in UT main units/branches, in compliance with quality standards and draft relevant internal evaluation reports;
  - dh) Follow the policies drawn up by the Academic Senate for quality assurance and take appropriate measures to implement its decisions;
  - e) Design and organize at the end of each term a student evaluation questionnaire on teaching quality for all study programs offered by UT;
  - ë) Carry out tracking studies on students' employment progress after their academic education and efficiency of provided study programs.
  - f). Report before the Academic Senate on the evaluation results and make proposals regarding the improvement of quality standards;
  - g). Cooperate with foreign quality assurance agencies, which are members of European Network of Quality Assurance (ENQA).
2. The SCQSA meets and functions in line with the principles and rules provided the UT Statute and its Regulations.
3. At the first meeting, the SCQSA elects its chairperson and secretary. The chairperson heads meetings of the commission and signs the acts issued on behalf of the commission.

#### **Article 141**

#### **Internal Quality Assurance Units (IQAU) in the Main Units**

1. Internal Security Units (IQAU) are created and operate in the UT main units. Their composition is determined by the main units themselves and should also include student representatives.





2. In cooperation with basic units and other main unit structures of UT, IQAUs provide periodic evaluation of teaching and scientific research activities results, carry out studies to evaluate the efficiency of the programs offered and academic staff teaching and scientific research quality.
3. IQAUs conduct student evaluation questionnaires on teaching quality for each study program subjects, at the end of each term, before the exams season. At the end of the process, they draft evaluation reports that are used as a source for external evaluation and continuous improvement of UT teaching and scientific research quality in the main units of UT.
4. IQAUs cooperate with the Ministry responsible for education, Quality Assurance Agency in Higher Education (QAAHE), as well as with other domestic and foreign higher education agencies and institutions with the aim of continuous quality improvement.
5. IQAUs functioning in UT main units is determined in their internal regulations.

## **CHAPTER XI UNIVERSITY FINANCING**

### **Article 142 University Financing Principles**

1. The UT is financed by the State Budget, based on the following principles:
  - a) Free competition between institutions that enjoy the same status;
  - b) Equal opportunities for higher education institutions, depending on their status;
  - c) Support of country priority and strategic interests;
  - ç) Allocation of funds, based on the indicators of the quality of the institutions for teaching, scientific research, creative activities and innovation and development.

### **Article 143 Financial autonomy**

1. UT operates in line with the financial autonomy principle.
2. It drafts a short-term budget plan, which is part of the institution's strategic development plan. This plan is updated annually. Each faculty, within 15 July, submits its draft budget for the subsequent year to the Rectorate.
3. All income generated by the University are used by it, and the unused income are transferred to the upcoming year budget.
4. Other constituent units manage budget and funds generated by their academic staff, in compliance with the legislation in force and acts approved by the Board of Administration for such purposes.
5. Use of public funds from the State Budget is made in compliance with the terms and purposes of the allocated funds .

### **Article 144 UT Financial Sources**



1. UT has its own budget which is created from the sources defined below and which is realized in accordance with legally-binding rules of public entities in general while maintaining autonomy in the use of income.
2. UT is financed by:
  - a) the state budget;
  - b) tuition fees;
  - c) income for services rendered;
  - ç) income generated from relations with third parties;
  - d) donations and other legal funding sources;
  - dh) research-scientific activity;
  - e) local, national and international projects.
3. Income obtained from services, research-scientific activities, consultancies, activities in which University, the basic units and the main units participate, is administered and used according to a special regulation, approved by the Academic Senate and Board of Administration.
4. Regarding funds administration that result from projects or donations, the UT main units have the right to open a current account at second level banks.

#### **Article 145**

1. The University of Tirana receives funds from the State Budget, which are distributed in the form of grant, according to the following categories:
  - a) development policy grant;
  - b) teaching grant;
  - c) scientific research work and creative activities grant.
2. University financing, based on higher education and scientific research budget funding model approved by the Council of Ministers and funding scheme implementation, is carried out in line with the joint instruction of the Minister of Finance and Minister responsible for education.

#### **Article 146**

##### **University Properties**

1. The University of Tirana administers the immovable properties in which it carries out its activities.
2. The University of Tirana maintains the properties under its administration and cannot change their destination.
3. The University of Tirana can develop the properties with the prior approval of the Council of Ministers, after the proposal of the minister responsible for education.

#### **Article 147**

##### **Reporting**

1. University of Tirana submits annual reports to the responsible ministry every academic year on the performed activity, the financial condition of the institution, draft plan of academic staff engagement, tuition fees for the upcoming year, information on tracking students who have completed their studies for each study program the university offers, as well as other elements





defined by the instruction of the responsible minister, according to the deadlines determined by the instruction of the minister responsible for education.

## **CHAPTER XII**

### **AMENDMENT OF THE STATUTE**

#### **Article 148**

##### **Procedure for Amending the Statute**

1. The right of initiative for proposing amendments to the Statute of the University of Tirana is entitled to
  - a) no less than five members of the Academic Senate;
  - b) no less than two members of the Board of Administration;
  - c) Rectorate;
  - ç) Assembly of the academic staff of each faculty of the University of Tirana;
  - d) no less than fifty members of the academic staff of the University of Tirana.
  - dh) Rector
2. The proposal must be accompanied by a report in which the following are explained: the purpose of amendments, the advantages they bring, the financial costs, if any, and any other data that serves the process of amendments to the Statute.
3. The proposal is presented to the rectorate, which forwards it to all UT basic units for consultation. This consultation process cannot be less than 30 days.
4. Upon completion of the procedure defined in paragraph 3, the rectorate forward the initial proposal, the relevant report and the proposals brought by the basic units to The Board of Administration and the Academic Senate for decision-making. The Board of Administration and the Academic Senate decide according to their powers defined in law no. 80/2015 *"On Higher Education and Scientific Research in Higher Education Institutions in the Republic of Albania"*.
5. In case the Academic Senate wants to make changes to the text approved by the Board of Administration, they forward it back to the BA with the relevant changes.
6. In case of disagreement between the Board of Administration and the Academic Senate, then a working group consisting of four members, two from each body, is set up, which undertakes drafting a common text.

## **CHAPTER XIII**

### **FINAL PROVISIONS**

#### **Article 149**

##### **Drafting of new acts**

Within 12 months from the approval of this Statute, the relevant bodies draft and approve the regulations of the University of Tirana and the regulations of the governing bodies and main units, the Code of Ethics and other acts necessary for the implementation of this statute.



## **Article 150**

### **Reorganization**

Within 12 months from the approval of this Statute, the units of the University of Tirana, are reorganized, where necessary, in accordance with the requirements of this Statute

