



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

SUPPORTING DOCUMENTATION LEGEND

*Field I*

Evidence 5. Regulation of the Committee on the progress of activity and relations with students;





REPUBLIC OF ALBANIA  
UNIVERSITY OF TIRANA  
ACTIVITY MANAGEMENT AND STUDENTS RELATIONS COMMISSION

REGULATION ON THE ACTIVITY MANAGEMENT AND STUDENTS RELATIONS  
COMMISSION

**Legal ground**

The regulation on the "Activity Management and Students Relations Commission" of the University of Tirana is based on Law no. 80/2015, dated 22.07.2015 "On higher education and scientific research in higher education institutions in the Republic of Albania", on the Statute of the University of Tirana, approved by Order no. 816, dated 26.12.2018 of the Minister of Education, Sports and Youth, on Decision no. 41, date 24.01.2018 "On the Elements of Study Programs Offered by Higher Education Institutions", Guideline no. 31, dated 29.12.2017 of the Ministry of Education, Sports and Youth For "Determining the criteria, documentation and procedures for opening, reorganizing and closing study programs by Higher Education Institutions", on Guideline no. 29, dated 10.09.2018 of the Ministry of Education, Sports and Youth for "Activity and teaching load of academic staff in higher education institutions".

**Article 1**

**Scope**

"Activity Management and Students Relations Commission" is a structure set up at the University of Tirana. It aims at ensuring a quality level of activity management and close cooperation with students, the respective tutors, and the internal units established in this institution. This unit operates in accordance with the laws in force, the institution's statute, the general regulation and its Appendices approved by the University of Tirana Senate.

**Article 2**

**Composition**

This Commission is composed of 7 (seven) members, who are self-proposed: 4 lecturers and 3 students. Their mandate lasts for 2 years and they are elected by the senate not later than one week after the end of the previous mandates. The mandate becomes invalid when:

- 1. For lecturer members:**
  - 1.1. Resigns;
  - 1.2. Leaves work;
  - 1.3. There are inconsistencies with the tasks assigned.
- 2. For student members:**
  - 2.1. Resigns;
  - 2.2. His/her status as a student ends.

**Article 3**

**Mission**

The mission of this Standing commission is to help and coordinate the work of the pedagogical, administrative staff and students, as well as to monitor implementation of the procedures approved by the governing bodies for the entire educational process both in terms of teaching and learning.

It reports on the quality level of their realization and informs the Dean's Office and the Rector's Office about the issues identified, achievements, shortcomings, as well as proposes the manners and means to





**REPUBLIC OF ALBANIA  
UNIVERSITY OF TIRANA**

**ACTIVITY MANAGEMENT AND STUDENTS RELATIONS COMMISSION**

improve them. This committee submits to the senate, every academic year, a written report within January.

**Article 4**  
**Duties**

This commission has the following main duties:

- a) Designs policies for students treatment;
- b) Cooperates with the Student Councils, the Career Council, tutors and Alumni;
- c) Proposes financial and logistical support for students projects;
- ~~c) Requests the main unit to provide various information regarding students problems;~~
- d) Seeks information from the constituent bodies of the institution on issues and problems filed by students and their organizations.
- e) Re-orientes the students to participate in social, cultural, academic, sports, etc. activities in cooperation with the governing bodies.
- f) Coordinates the work and cooperates with the various Standing Commissions established by the University of Tirana.
- g) Facilitates communication between students and the administrative and academic staff of the University of Tirana.

**Article 5**  
**Methods**

To carry out its activity, the Commission uses the following methods:

1. Students surveys following study programs and Alumni;
2. Surveys for assessing didactics, curriculum, learning;
3. Conceptual questions;
4. Interviews;
5. Group discussions.

**Article 6**  
**Processing surveys**

All surveys are processed as per the model approved by the commission. A detailed report follows the processing of the surveys and the evaluation of the lecturers. All survey materials are made available to the Senate. The results are then, announced and made available to the Faculties and Departments. The survey reports are kept by the human resources office of the Rector's Office.

**Article 7**  
**Collaborations**

The "Activity Management and Students Relations Commission" can establish and encourage collaborations with various university and non-university institutions, to give and exchange the best experiences and to support cooperation initiatives in the field of education.

**Article 8**  
**Relations with Student Councils**

The "Activity Management and Students Relations Commission" maintains regular contact with the Student Councils, being informed about the issues and demands of the Students.





**REPUBLIC OF ALBANIA  
UNIVERSITY OF TIRANA  
ACTIVITY MANAGEMENT AND STUDENTS RELATIONS COMMISSION**

**Article 9**

**Method of operation**

1. The "Activity Management and Student Relations Commission" holds periodic meetings at least once a month.
  - 1.1. The chairman decides on the date and time of the next meeting, except in cases when the Commission has decided otherwise.
  - 1.2. Any change in the agenda, date and time set for the meetings shall be notified to every member of the Commission at least 48 hours before the date of the meeting, so that they become familiar with these changes.
  - 1.3. Announcements for convening of meetings are made via e-mail, at least 5 days before the date of the meeting, as well as via telephone.
  - 1.4. The request to add an item to the agenda must be made via e-mail, at least 72 hours before the date set for the meeting.
  - 1.5. The agenda, together with the accompanying documentation, must be distributed to all members, via e-mail, at least 48 hours before the date and time of the meeting.
2. Extraordinary meetings can be organized with a written request of at least 3 of the members of the Commission.
3. Decisions of the Commission shall be valid when they are voted by 50%+1 of the members.
4. The report shall be considered approved when it is voted by qualified majority.
5. Communication with the members of the Commission and with other institutions shall be done in writing or by e-mail.
6. The commission chooses a Secretary from among its members who shall be responsible for keeping the minutes of the meetings.
7. The minutes of the meeting are kept by the Commission secretariat and are signed by all the members present in the meeting.
8. The Secretariat shall keep the Minutes Register as well as other documents.

**CHAIRMAN  
ALBAN FOÇI**

