



REPUBLIC OF ALBANIA
UNIVERSITY OF TIRANA
DIRECTORATE OF CURRICULA AND QUALITY ASSUARANCE

No. 1541/1 Prot.

Tirana, 08/05/2020

Subject: Submission of the Regulation of the Standing Curricula Commission

To: Faculty of Natural Sciences
Faculty of Social Sciences
Faculty of History and Philology
Faculty of Foreign Languages
Faculty of Economics
Faculty of Law
Institute of European Studies

Please, find attached the regulation "On the functioning of the Standing Curricula Commission at the University of Tirana", approved by the Standing Curricula Commission.

Thanking you for your understanding.

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REGULATION
"ON THE FUNCTIONING OF THE STANDING CURRICULA COMMISSION (PCC) AT THE UNIVERSITY OF TIRANA"

Article 1

Object and scope

This regulation aims to provide the internal regulatory framework for exercising the activity of the Standing Curricula Commission (PCC) of the University of Tirana and to determine the competences, the way of organization and operation of the PCC (hereinafter referred to as the Commission), as well as the rights and duties of its members.

Article 2

Legal ground

Law no. 80/2015 "On higher education and scientific research in higher education institutions in the Republic of Albania";

Decision of the Council of Ministers no. 41, dated 24.01.2018 "On the elements of study programs offered by Higher Education institutions";

Guideline no. 31, dated 29.12.2017 of the Minister of Education, Sports and Youth "On determination of Criteria, Documentation and Procedures for Opening, Reorganizing and Closing Study Programs from Higher Education Institutions"

The Statute of the University of Tirana approved by Order no. 816, dated 26.12.2018 of the Minister of Education, Sports and Youth.

Decision of the Academic Senate of UT no. 11, dated 11.04.2019 and no. 16, dated 06.05.2019.

Article 3

The Standing Curricula Commission (PCC)

1. The Standing Curricula Commission shall be the structure responsible for evaluating of project-programs presented by the Main Units of UT.
2. The commission shall consist of 13 members. It shall be composed of at least one representative elected by each faculty of UT, two representatives from the supporting academic structures with an administrative character in the composition of the Rector's Office, one representative from the institutes and two representatives from students.
3. The members of the Commission shall be self-nominated and elected by the UT Academic Senate for a two-year term, with the right to re-election.
4. The members of the Commission, part of the academic staff, must meet the following criteria:
 - a) Be part of the "Professor" category;
 - b) have work experience as a member of the academic staff for a period of at least five years;
 - c) not to have disciplinary measures in force.
5. The commission member, representative of students, must be a student with a general average grade above 9.
6. The members of the Commission shall elect the chairman by secret voting.

Article 4

Function and rights of the Commission Chairman

1. The Chairman of the Commission shall be elected among its members by secret voting, by the simple majority of votes.



2. The Chairman of the Commission shall convene the meetings and head them, shall determine the agenda, guide the discussions, coordinate the work, ensure that the law is implemented and decisions are made in accordance with the legislation in force.
3. The Chairman shall appoint, among the elected members of the Commission, a deputy chairman who shall replace the Chairman, in cases when he/she is absent or to delegate the chairing of the Commission.
4. Shall establish working groups for examining special issues arising during the work process of the Commission.

Article 5

Function and duties of the Commissions

1. The Commission shall function as a collegial, decision-making body, and shall be the responsible structure for assessing project programs submitted by the Main Unit for evaluation.
2. Shall perform its activities to ensure the institution's quality standards and study programs, in accordance with the institution's mission and policies.

Article 6

The manner and deadlines for examining project programs

1. After the Rector presents the project program, the Commission shall set up a working group with no less than 3 members (two of which must be experts of the field related to or similar to the field of the project program subject for evaluation).
2. The working group shall design the report regarding the relevant project program and shall submit it to the Commission for discussion.
3. The Commission shall evaluate the project program based on the report developed by the working group and shall take a decision within 30 days from its submission.
4. In case the project program is approved, the Commission should submit it within 5 days to the Rector, who, then, shall forward it to the Academic Senate of the University of Tirana for further procedures.

Article 7

Support structure of the Commission

In order to organize the work process and support the Commission in implementing its functions, a Secretariat is appointed for the Commission, consisting of 1 or several employees of the Directorate of Curricula and Quality Assurance in the Rectors, who are appointed by the Rector.

Article 8

Commission meetings

1. The Chairman shall decide on the date and time of the next meeting, except for cases where the Commission has decided otherwise.
2. Any change to the agenda, date and time of the meeting shall be notified to the members of the Commission, at least 48 hours before the date of the meeting, so that they can be familiar with the changes made.
3. The meeting of the Commission shall take place when not less than half of its members are present. When this quorum is not reached at the opening of the meeting, the chairman of the Committee shall decide to convene the meeting on another day.
4. The project programs shall be reviewed at the meetings of the Commission. After listening to the report of the working group and discussing the content of the project programs, the



Commission shall assess whether the requirements of CMD no. 41, dated 24.01.2018 and Guideline no. 31, dated 29.12.2017 of the Minister of Education, Sports and Youth, are met.

Article 9

Calling the Commission meetings

1. Announcements about calling of meetings shall be made via e-mail, at least 7 days before the date of the call for the meeting. Announcements shall also be made by telephone.
2. The announcement for calling a meeting shall clearly and in detail include the issues to be discussed.

Article 10

The agenda

1. The chairman shall decide on the agenda of each meeting. The agenda may include issues proposed by at least 2/3 of the Commission members.
2. The request to include an issue in the agenda must be made via e-mail, at least 72 hours before the date set for the meeting.
3. The agenda, together with the supporting documentation, must be distributed to all members, via e-mail, at least 48 hours before the date and time of the meeting.

Article 11

Decision making

1. The Commission shall make decisions on the issues included in the agenda or on additional issues approved in advance.
2. The decision to approve project programs and other decisions shall be made, with open voting, by the majority of votes in the presence of all members.
3. In cases when there is an equal number of votes, the vote of the chairman of the Commission shall be decisive and shall be expressed in the decision.

Article 12

Minutes of the meeting

1. A minute shall be kept at every meeting, which shall summarize all the issues discussed in the meeting, the date and place of the meeting, the members who participates in it, the decisions that were taken, as well as the voting form and results.
2. The members of the Commission may request that the fact and reasons for voting against a decision taken by the Commission be recorded in the minutes.
3. Each member of the Commission shall have the right to record in the minutes his/her disapproval or opposing opinion on specific arguments, as well as to request that a statement made during the meeting, prepared by him/her in writing, be included in the minutes.
4. Each of the members of the Commission can ask to see the minutes kept. The latter must clearly and transparently reflect what happens in the meeting, showing also the opinions in favor of or against of the Commission members.
5. The minutes are kept under the responsibility of the Commission's secretariat. It must be approved by the members participating in the relevant meeting, confirming their participation.

Article 13

Submission of documentation

1. The documentation provided to the UT Rectorate by the Main Unit shall be submitted to the Standing Curricula Commission by the UT Rector.



2. The documentation must contain the documents that prove fulfillment of the criteria stipulated in the requirements of CMD no. 41, dated 24.01.2018 and Guideline no. 31, dated 29.12.2017 of the Minister of Education, Sports and Youth.

Article 14

Entry into force of the regulation, amendment of the regulation

1. This regulation shall enter into force after its approval.
2. The Standing Curricula Commission shall be entitled to make changes to this regulation.
3. Proposals for changes may be submitted by the UT Rectorate, Main Units, Base Units or even the members of the Commission.

