

**REPUBLIC OF ALBANIA
UNIVERSITY OF TIRANA
REKTORATE**



**REGULATION
OF UNIVERSITY OF TIRANA**

**Approved by Decision no. 5, dated 12.04.2010
of the Academic Senate of the University of Tirana
amanded with decisions of the Academic Senate of the University of
Tirana**

No. 43 dated 27.10.2011

No. 28 dated 28.06.2012

No. 3 dated 13.02.2013

No.15 dated 02.05.2013

No. 65, dated 05.11.2014

REGULATION OF UNIVERSITY OF TIRANA

Based on Law no. 9741, dated 21.05.2007 "On Higher Education in the Republic of Albania", as amended and the Statute of the University of Tirana, the Academic Senate of the University of Tirana adopt this regulation:

FIRST PART GENERAL PROVISIONS

Article 1 Object

This Regulation aims to regulate the academic, research and administrative activity of UT in accordance with the objectives and its legal mission.

Article 2 Legal basis

The Constitution, the Code of Labour, the Code of Administrative Procedures, the Law on Higher Education, the bylaws issued pursuant to it and the UT Statute are the main legal basis of this Regulation. Also, other legal acts , laws and international agreements that have effects on the UT activity are under this Regulation and in accordance with its main legal basis.

Article 3 Scope

This Regulation extends its effects on all structures, management bodies and authorities, constituent units, academic staff, non-academic staff and students, as well as any other natural or legal person who operates in UT facilities or territory .

UT Regulation regulates the relations of UT managing bodies and authorities with the constituent units.

Relationships with third parties and their activity in the UT territory is based on relevant laws and regulations or agreements concluded , but by referring to the provisions of this Regulation, unless otherwise expressly provided by law.

Article 4
Internal regulations

The main units have specific internal regulations approved by the relevant managing bodies and authorities of UT.

Internal regulations are applicable to all structures, managing bodies and authorities, academic and non academic staff, and students, as well as any natural or legal person acting on facilities and relevant territory.

Internal regulations of the main constituent units regulate the relationships of these units with the basic units and their other constituent units .

The constituent units have specific regulations with effects in the unit, adopted by the managing body.

Article 5
Special rules

UT Senate may issue special rules applicable on a permanent or temporary basis only for one field, direction, object or designated entity to ensure the implementation of the Law on Higher Education, Statute of UT and this Regulation or when there are special legal obligations for directions, situations or conditions of special importance or emergency.

Article 6
Decisions, orders and instructions

Decisions, orders and instructions, issued by the managing authorities, extend their effects in the respective directions when they are adopted or issued in accordance with the rules, in form and within powers.

Article 7
Notifications

UT managing organs and authorities and the main constituent units are informed of the legal acts or other bylaws issued by their respective structures.

The above acts are submitted or notified to the members of managing bodies and authorities as well as administrative staff, upon their signing directly or on an

attachment to the relevant text, which is stored by the communicator as long as the act is in force and then it is archived.

The above communication is available through the official email, as well.

The same method shall be used for internal acts of bodies and relevant units.

Article 8 Individual Notification

The academic and nonacademic staff, and students are made acquainted with the Law on Higher Education, the Statute, this Regulation, the internal regulations of the units and other acts of permanent character by reading the texts themselves, texts which are made available to them by the relevant academic and administrative structure at the time work or study relations begin.

Notification for act amendments or abrogation is done general communication posting it in special places, except for the cases when individual notification is mandatory.

The texts of the acts of permanent character and their subsequent amendments are considered announced if they are published on the UT website, unless there is an obligation for personal notification.

Article 9 Interpretation

When, in the course of an act implementation, there are different attitudes to its content, the relevant management authority interprets it, which is given in a written form when required.

The bodies higher than the interpreter, with their initiative or upon request, approve or amend the interpretation made.

The body that issued the act makes the interpretation which is mandatory for all.

Article 10 Objection to interpretation

When the interpretation of the issuer of the act is objected, the Academic Senate or Rector as appropriate, review the legality of the interpretation of the act itself and make the final interpretation or relevant amendments in the act, when this is within its powers.

Article 11
Shortcomings in acts

When in the context of the implementation of the act, unregulated aspects are revealed, the issuer of the act or the body responsible for the relevant aspect shall define the mode of action following precedent similar amendments . When it is impossible they must abide by the general principles of the Law on Higher Education and the Statute. In these cases, the completion of the act is the duty of that body.

SECOND PART
ORGANIZATIONAL STRUCTURE OF THE UNIVERSITY OF TIRANA

CHAPTER I
Constituent units and structures

Article 12
UT constituent units

University of Tirana consists of faculties, institutes, departments, centers of research and development, academic and research groups¹, laboratories, experimental stations, didactic units and libraries.

Article 13
Central structure and structure of main constituent units

Central structure

The managing authority:

1. Rector

Other authorities:

1. Chancellor
2. Vice Rector for the educational aspect
3. Vice Rector for the research aspect

¹ - Amended by Decision of Academic Senate no. 3, dated 13.02.2013 , " services in the Faculty of Medicine" has been deleted

Managing bodies:

1. Academic Senate
2. Rectorate
3. Council of Administration
4. The Council of Ethics

The structure of the Central Administration:**1. Department of Curriculum and Standards**

- Sector of Cycle I and Cycle II Curricula
- Sector of Assessment and Quality Assurance
- Physical Education Center

2. Legal Department

- Legal Sector

3. Human Resources Department

- Sector of Protocol and Archive
- Administration Sector

4. Directorate of Communication

- Department of Public Relations and Publications
- Foreign Relations Sector
- Sector of Students and Alumni Relations

5. Department of Fund Management and Investment

- Sector of Service and Acquisitions
- Investment Sector

6. Department of Finance and Budget**7. Audit Department****8. Department of Information and Technology**

- Sector of Technology Services and Development
- Sector of Infrastructure and Technical Assistance

9. Secretary of Rector**10. Office of research training and projects²**

² - Added by Decision of Academic Senate no. 3, dated 13.02.2013

FACULTY OF LAW

I- Managing authorities:

1. Dean
2. Head of Department

II- Governing bodies

1. Faculty Council

III- Other authorities:

1. Chancellor
2. Vice Dean for the first cycle of studies³
3. Vice Dean for the second cycle of studies⁴
4. Vice Dean for the third cycle of studies⁵

IV- Basic units

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

V- Administration

1. Department of Finance and Budget
2. Registrar
3. Library
4. Human Resources Branch⁶
5. Structure of Administration⁷

VI- Assistent academic research staff

Faculty of Economy

I- Managing authorities:

1. Dean
2. Head of Department

II- Governing bodies

³ - Amended by Decision of Academic Senate no. 3, dated 13.02.2013

⁴- as above

⁵ - as above

⁶ - Amended by Decision of Academic Senate no. 3, dated 13.02.2013

⁷ - as above

1. Faculty Council

III- Other authorities:

1. Chancellor
2. Vice Dean for academic aspect
3. Vice Dean for research aspect
4. Vice Dean for part time studies and the second cycle of studies

IV- Basic units

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

V- Administration

1. Branch of Finance and Accounting
2. Branch of Human Resources and Archive
3. Daily Management Branch
4. Structure of IT and Statistics
5. Registrar
6. Library

VI- Assistant academic research staff

Faculty of Foreign Languages

I- Managing authorities:

1. Dean
2. Head of Department

II- Governing bodies

1. Faculty Council

III- Other authorities:

1. Chancellor
2. Vice Dean for the first cycle of studies⁸
3. Vice Dean for the second cycle of studies⁹
4. Vice Dean for the third cycle of studies¹⁰

⁸ - Amended by Decision of Academic Senate no. 3, dated 13.02.2013

⁹- as above

IV- Basic units

1. Department of English Language
2. Department of French Language
3. Department of German Language
4. Department of Italian Language
5. Department of Balkan Slavic Languages
6. Department of Spanish Language

V- Administration

1. Branch of Finance and Accounting
2. Branch of Human Resources Management and Services
3. Department of Technology and Information
4. Registrar
5. Library

VI- Assistent academic research staff

FACULTY OF HISTORY AND FILOLOGY

I- Managing authorities:

1. Dean
2. Head of Department

II- Governing bodies

1. Faculty Council

III- Other authorities:

1. Chancellor
2. Vice Dean for academic research activity of History and Geography Department¹¹
3. Vice Dean for academic research activity of the Department of Albanian Language, Literature and Journalism.¹²
4. Vice Dean for scientific qualification and carrer counseling.¹³

¹⁰ - as above

¹¹ - Amended by Decision of Academic Senate no. 3, dated 13.02.2013

¹² - as above

¹³ - Amended by Decision of Academic Senate no. 3, dated 13.02.2013

IV- Basic Units

1. Department of Journalism
2. Department of Geography
3. Department of Albanian Language
4. Department of History
5. Department of Literature

V. Administration

1. Branch of Finance and Accounting
2. Branch of Human Resources Management and Services
3. Branch of IT and Statistics
4. Registrar
5. Library

VI- Assistent academic research staff

14 - Repealed

FACULTY OF NATURAL SCIENCES

I- Managing authorities:

1. Dean
2. Head of Department/Center of research and development

II- Governing bodies

1. Faculty Council

III- Other authorities:

1. Chancellor
2. Vice Dean for the curricula of the first and second cycle of studies¹⁵
3. Vice Dean for the third cycle of studies, and pedagogical and scientific qualification¹⁶
4. Vice Dean for research and projects¹⁷

¹⁴ - Repealed by Decision of Academic Senate no. 3, dated 13.02.2013, hiqet Faculty of Medicine alongside its structures is removed.

¹⁵ - Amended by Decision of Academic Senate no. 3, dated 13.02.2013

¹⁶ - as above

¹⁷ - as above

IV- Basic units

1. Department of Biology
2. Department of Physics
3. Department of Informatics
4. Department of Chemistry
5. Department of Industrial Chemistry
6. Department of Mathematics
7. Department of Biotechnology
8. Centre of Applied Nuclear Physics and Albanian Atomic Authority
9. National Center for the Study of Albanian Flora and Fauna

V- Administration

1. Branch of Finance and Accounting
2. Branch of Human Resources **and projects**¹⁸
3. Branch of Administration and Services¹⁹
4. Branch of IT ²⁰
5. Registrar
6. Library

VI- Assistent academic research staff

FACULTY OF SOCIAL SCIENCES

I- Managing authorities:

1. Dean
2. Head of Department

II- Governing bodies

1. Faculty Council

III- Other authorities:

1. Chancellor
2. Vice Dean for the first cycle of studies²¹
3. Vice Dean for the second cycle of studies²²

¹⁸ - Added by Decision of Academic Senate no. 3, dated 13.02.2013

¹⁹ - Amended by Decision of Academic Senate no. 3, dated 13.02.2013

²⁰ - Si më sipër

²¹ - Amended by Decision of Academic Senate no. 3, dated 13.02.2013

4. Vice Dean for the third cycle of studies²³

IV- Basic units

1. Department of Philosophy
2. Department of Sociology
3. The Department of Pedagogy and Psychology
4. Department of Social Work
5. Department of Political Science

V- Administrata

1. Branch of Finance
2. Registrar
3. Structure of Administration
4. Structura of Human Resources management.
5. Library

VI- Assistent academic research staff

²⁴ - **Shfuqizuar**

INSTITUTE OF EUROPEAN STUDIES

I. Managing authorities

1. The Director of the Institute
2. The Head of Department

II- Governing bodies

1. The Council of the Institute

III- Other authorities:

1. Chancellor
2. Vice director

VI-The basic units

1. Department of policies and governance
2. Department of Diplomacy and International Relations

²²- as above

²³ - as above

²⁴ - Repealed by Decision of Academic Senate no. 3, dated 13.02.2013, Faculty of Nursery alongside its structures is removed

3. Department of legislation and European institutions

V- Administration

1. Technician secretary
2. Structure of finance²⁵

SUBSIDIARIES

Subsidiary of Saranda

I- Academic Staff for study programs:

1. "Business Administration" study program
2. "English Language" study program

II- Administration

1. Director
2. Branch of Finance and Budget
3. Branch of Services and Acquisitions
4. Registrar
5. Library

Kukes Branch

I- Academic Staff for study programs:

1. "Business Administration" study program
2. "English Language" study program
3. Repealed

II- Administration

1. Director
2. Branch of Finance and Budget
3. Branch of Services and Acquisitions
4. Registrar
5. Library

DEPARTMENT OF PHYSICAL EDUCATION AND UNIVERSITY SPORTS

I- Managing Authority

1. The Head of Department

II- Administration

²⁵ - Added by Decision of Academic Senate no. 3, dated 13.02.2013

III- Assistent academic research staff

CHAPTER II

Other functions and powers of managing bodies and authorities

Article 14

Board of Administration

The Board of Administration functions based on the Law on Higher Education, Statute and UT Regulation and its internal regulation.

The Board of Administration operates through meetings. A week before the meeting the BA Chairman determines the agenda and forwards it to its members .

BA meeting takes place when at least 50% of its members are present.

Article 15

Ethics Board

The Board of Ethics functions based on the Law on Higher Education, UT Statute and Regulation and the Code of Ethics approved by the Academic Senate. The Code of Ethics defines the way of making decisions, filing and reviewing of complaints, enforcing decisions and appropriate sanctions.

Composition, rights, duties, organization and functioning of the board of ethics in faculties are the same as those of the UT Board of Ethics, except those that are exclusive, or that do not apply to faculty level.

Article 16

Rector

The Rector is the highest managing authority of the University of Tirana. His duties and powers are set out in the Statute of this University.

Article 17

Chancellor

The Chancellor of the University is the authority who conducts financial management, directs investment planning and realization, manages the

administration activity, holding functions and powers defined in the bylaw and the UT Statute.

Article 18
Vice-Rector

The Vice-Rector is the authority who attends to academic and research activities at the University of Tirana. The Vice-Rector shall hold, at least, the title "Associate Professor".

The Vice-Rector, responsible for the academic aspect, supervises the activity related to the first and second cycles of studies, the curricula and standards sector, and internal evaluation.

The Vice-Rector, responsible for the research aspect, supervises the activity related to the third cycle of university studies and to research activity in general.

The Rector shall change their areas of action for the purposes of the institution.

Article 19
Dean/director

The Dean / director is the highest managing authority of the main unit. His tasks and powers are defined in the Statute of the University of Tirana.

Article 20
The vice dean/ vice director

The vice dean/ vice director is the managing authority for academic and research aspects of the main unit in the absence of the Dean / Director, as well as other duties authorized by him.

The vice dean/ vice director , responsible for the academic aspect, supervises activities related to the first and second cycles of studies, the curricula and standards sector, and internal evaluation.

The vice dean/ vice director, responsible for the research aspect, supervises the activity related to the third cycle of university studies.

Article 21
The vice dean/ vice director duties

Alongside other duties defined by normative acts in force, the vice dean/ vice director has the following duties for the exercise of his /her functions. He/ she :

1. organizes and controls the academic and research work at the faculty/ institute.
2. oversees the preparation and implementation of plans and curricula.
3. organizes and controls the work of all cycles of studies.
4. supervises research cooperation of the faculty units with research institutions and other higher institutions.
5. oversees the process of research work and of tittle granting at the faculty.
6. coordinates the draft calendar of educational process and presents it to the Dean / Director for approval.
7. directs and the preparation of class time tables, exam schedules, and oversees their implementation.
8. organizes and directs scientific publications in the faculty / institute

Article 22

Chancellor of the faculty / institute

Chancellor of the faculty / institute is responsible for the daily administrative and financial management, budget implementation, supervision and control of financial operations and law enforcement.

Alonside other duties defined by normative acts in force, the chancellor has the following duties for the exercise of his /her functions. He/ she :

1. is directly in charge of the administrative staff of the faculty / institute.
2. organizes and controls the legality of administrative and economic activity.
3. organizes the work to draft the budget and plan for teaching and research materials, and services.
4. organizes work on perspective investment and service development and presents recommendations to the council of the faculty / institute.
5. organizes and manages services to third parties and proposes appropriate fees.
6. presents to the Rector through the dean / director, the planned and emergency requirements for teaching and reserch materials, sees to their retrieval and maintenance and plan their distribution plans in the faculty / institute.
7. organizes and controls the work for the implementation of maintenance and reconstruction services.
8. reports periodically to the UT Chancellor and dean / director on the implementation of his/her functional duties.

Article 23

Head of Department

The head of department is the highest managing authority in the department.

Alongside other duties defined by normative acts in force, the chancellor has the following duties for the exercise of his /her functions. He/ she :

1. manages the work for the development of curricula and detailed plans for all courses of study cycles taught by the department, curriculum and oversees their implementation.
2. supervises research activities in the department, in accordance with the annual plan, keeps records of academic and research activities of the academic staff of the department, after being reported in its annual analysis.
3. oversees implementation of curricula, research and other activities at the time and way set.
4. approves the modalities of assessment and sets up examination commissions for all course of the first, second and third cycles of studies taught by the department. He proposes commissions for doctorate thesis defense, after preliminary discussion in the department.
5. supervises and signs the realization of academic staff workload.
6. recommends to the dean / directorate the special requirements for employment of the academic/ research staff and assistant staff , after preliminary discussion in the department.
7. presents to the dean / directory the proposal list for academic staff with temporary contracts and visiting professors, after preliminary discussion in the department.
8. proposes to the council of the faculty / institute the opening, closing or changing of teaching and research groups, their structure and its changes in accordance with the UT Statute.
9. organizes periodic analyses and analyses for cases of particular aspects of the department, as well as the annual analysis of academic and research performance of the department.
10. bases his activity on the opinion of the academic staff of the department.
11. identifies, verifies, where appropriate, proposes to the Dean / Directorate measures for violations of labor discipline by employees of the department according to Article 30 of this Regulation.
12. supervises the observance of labor discipline, takes appropriate measures to restore order in case of violations and problems. In severe cases or when deemed appropriate he notifies the Dean / Director and submits the relevant disciplinary and organization recommendations.

Article 24

Head of the academic research group

Head of the academic research group is its manager.

Alongside other duties defined by normative acts in force, the head of the academic research group has the following duties for the exercise of his /her functions. He/ she :

1. organizes the development of course curricula taught by the group and presents them for discussion in the department.
2. oversees implementation of curricula, research and other activities at the time and way set.
3. oversees the research activity of the group members and informs managing authorities of the problems arising.
4. reports to the head of department of the implementation of the curriculum at the end of each semester, reflecting the views of the academic research group.
5. organizes the annual performance analysis and submits the documentation of the research activity of each member in the department.
6. supervises and signs the realization of academic staff workload.
7. identifies, verifies, where appropriate, proposes to the head of the department measures for violations of labor discipline by group members according to Article 30 of this Regulation.
8. supervises the observance of labor discipline, takes appropriate measures to restore order in case of violations and problems. In severe cases or when deemed appropriate he notifies the head of the department and the Dean / Director and submits the relevant disciplinary and organization recommendations.

Article 25

Selection and appointment of full-time staff

Employment at the University of Tirana is made based on labor legislation in the Republic of Albania, the laws and regulations of higher education in the Republic of Albania and the Statute of UT.

Employment is accomplished with open competition procedure guaranteeing a transparent, impartial and objective process.

Criteria to be met by candidates for academic staff to vacancies are proposed by the respective department. After verifying the criteria and agreeing with them, The Dean / Director makes the announcement of job vacancies. ²⁶

Criteria to be met by candidates for assistant academic research staff to vacancies are proposed by the respective department After verifying the criteria and agreeing

²⁶ - Amended by Decision of Academic Senate no. 3, dated 13.02.2013

with them, The Dean / Director forwards them to the Rector for approval and for follow-up procedures for the announcement of job vacancies. ²⁷

Criteria to be met by candidates for administrative staff to vacancies are proposed by the chancellor. After verifying the criteria and agreeing with them, The Dean / Director forwards them to the Rector for approval and for follow-up procedures for the announcement of job vacancies.

The Evaluation Committee for the three categories of employees is set up and operates as defined in the Statute.

Article 26

Academic staff with temporary contracts and invited ones

The main units, at the beginning of each semester, forward the list of academic staff with temporary contracts to the Academic Senate for approval. The number is within the quota approved by the relevant authorities for this category of employees.

At the beginning of each semester the department shall propose the list of invited academic staff to the council of the faculty / institute for approval. Competition for the academic staff for both categories is done through evaluation of their files.

The candidate should meet the following general requirements. He shall :

1. have full capacity to act;
2. possess the necessary professional skills for the job for which he competes;
3. not be convicted by final judgment of the court for committing an intentional crime;
4. not have been given disciplinary measures and dismissal from **the University of Tirana**. ²⁸.
5. have a high GPA in his studies.

More specific criteria are defined in the internal regulations of the main units.

Article 27

Rights and responsibilities of the academic staff

²⁷ - Added by Decision of Academic Senate no. 3, dated 13.02.2013

²⁸ - Added by Decision of Academic Senate no. 3, dated 13.02.2013

The academic staff have the right to:

1. use all opportunities offered by the university, faculty / institute and department, observing all the rules established;
2. demand the respect and implementation of all obligations of the academic process;
3. require from the governing bodies of the department, faculty / institute and university, their observance of all the rights arising from the Labour Code and the law on higher education;
4. require students to have an ethical moral spirit that, which complies with the legislation in force;

Academic staff are obliged to:

1. draft the detailed course curriculum at the right time, in accordance with the calendar plan, a copy of which is submitted to the department;
2. organize the class effectively;
3. systematically keep up with the research development and achievements of the relevant science at home and abroad and reflect it in the teaching process;
4. write the exam questions in time. They must be reconceived, updated and comprehensive every academic year signed by the head of the department;
5. implement guidelines given during the implementation of the curriculum;
6. observe the civic ethics principles, the Code of Ethics, UT Code of Ethics, in his activities, featuring an image compatible with the activity that takes place at the university;
7. comply with discipline in the work time table responsibly;
8. maintain the professional secrecy, not to provide information concerning the task carried out without being authorized by managing authority;
9. fill in the lecturer's record responsibly.

Article 28

Rights and responsibilities of the assistenc academic research staff

Except as specified in the Labour Code and the collective and individual contracts of employment, assistant academic research staff has the following rights and obligations:

Rights:

1. use all opportunities offered by the institution, observing all the rules established;
2. demand the respect and implementation of all obligations required for carrying out the tasks of the academic process;
3. require from the governing bodies of the department, faculty / institute and university, their observance of all the rights arising from the Labour Code and the law on higher education;

4. require from students and colleagues to have an ethical moral spirit that, which complies with the legislation in force;

Responsibilities :

1. observe the civic ethics principles, the Code of Ethics, UT Code of Ethics, in his activities,featuring an image compatible with the activity that takes place at the university;
2. carry out the task entrusted using his professional and intellectual capabilities;
3. organize the class effectively;
4. comply with discipline in the work responsibly.
5. maintain the material basis he is in charge of;
6. maintain the professional secrecy, not to provide information concerning the task carried out without being authorized by the respective managing authority;
7. implement guidelines given during the implementation of the curriculum;
8. in addition to the main tasks set out in the relevant regulations,he shall carry out other casual duties pursuant to the implementation of laws and regulations in force or orders of the head of the relevant management;
9. implement any special orders to the respective managing authority, for specific situations, emergency or important events in the institution.

Article 29 **Rights and responsibilities of the administrative staff**

Except as specified in the Labour Code and the collective and individual contracts of employment, assistant academic research staff has the following rights and obligations:

Rights:

1. use all opportunities offered by the institution, observing all the rules established;
2. demand the respect and implementation of all obligations required for carrying out the tasks of the academic process;
3. require from the governing bodies of the department, faculty / institute and university, their observance of all the rights arising from the Labour Code and the law on higher education;
4. require from students and colleagues to have an ethical moral spirit that, which complies with the legislation in force;

Responsibilities :

1. observe the civic ethics principles, the Code of Ethics, UT Code of Ethics, in his activities, featuring an image compatible with the activity that takes place at the university;
 2. carry out the task entrusted using his professional and intellectual capabilities;
 3. comply with discipline in the work responsibly;
 4. maintain the material basis he is in charge of;
 5. maintain the professional secrecy, not to provide information concerning the task carried out without being authorized by the respective managing authority;
-
6. implement guidelines that emerge as necessary during the implementation of the duty of charge;
 7. in addition to the main tasks set out in the relevant regulations, he shall carry out other casual duties pursuant to the implementation of laws and regulations in force or orders of the head of the relevant management;
 8. implement any special orders to the respective managing authority, for specific situations, emergency or important events in the institution.

Article 30²⁹
Disciplinary measures

1. The Head of Department has the right to give the disciplinary measure "verbal warning."
2. Dean / Director has the right to give the disciplinary measure " verbal warning" , " Formal written warning ".
3. The Rector has the right to grant all of the above disciplinary measures, up to and dismissal.
4. The Rector has the right to suspend the employee from duty, as long as it relates to the clarification of the cause of the suspension, but still no more than a month. During the time in which the employee is given disciplinary measures "suspension from duty", he is not treated financially.

Head of department and chancellor of the main unit have the right to propose disciplinary measures for the academic, assistant academic and research and administrative staff of the unit they manage. These measures are proposed to the dean / director of the main unit and in case of discrepancy, directly to the Rector.

As a rule, disciplinary measures are taken in the order specified in Article 74 of the Statute, unless the employee has committed serious violations of legal norms and regulations.

Disciplinary measures are given after having performed the necessary verifications of the violations and after having heard the employee claims, which are recorded in a written form. The disciplinary measure is communicated to the employee within 3

²⁹ Amended by Decision of Academic Senate no. 3, dated 13.02.2013

working days of its taking, holding minutes with the signatures of all parties involved, the employee necessarily. If he refuses to sign, the minutes which reflects this fact, holding the signatures of the members present, are officially sent the employee to whom the measure was taken.

The disciplinary measures "verbal warning" expires within three months, in case the employee given this measure does not commit any other violation. Disciplinary measures "written warning", "written suspension warning" and "suspension" expire within six months, in case the employee given this measure does not commit any other violation. After measure expiry and removal from his file, the employee is considered without disciplinary action.

PART THREE ORGANIZATION, STRUCTURE AND ELEMENTS OF STUDY

CHAPTER I Article 31 Study organisation

University studies are organized in the following forms:

- full-time studies;
- part-time studies;
- distance learning.

Study programs at UT, whether full time, part-time or distance, are organized in cycles as and end up with relevant degrees of or certificates.

UT offers accredited study programs, organized in modules and evaluated in credits, according to the European System of Credit Transfer and Accumulation System (ECTS).

The average number of credits gathered during a year by a full-time student is 60 credits. A university credit corresponds to 25 students working hours.

Study programs are designed by the University and approved by the Academic Senate.

UT publicly announces the accredited study programs offered, before the start of applications for admission.

Article 32

Study duration

Duration of study for each study cycle is defined in the law on higher education and legal acts pursuant to it.

Article 33

Organization of the academic year

UT studies are conducted based on the academic year. The Minister of Education and Science announces the date of the start of the academic year.

The academic year is organized in two semesters. Each semester is of 15 weeks. Every week consists of 20-25 class, lectures, seminars and laboratories.

Structure of studies

Article 34

The structure of studies for the first and second cycles of studies includes:

- Modules of general education
- Modules of specific education
- Courses of general education
- Courses of specific education relevant to the specific academic competencies of the program
- Courses of education similar or integrative to the core subjects
- Elective courses
- Elective courses for foreign language knowledge, computer training and practice or internships
- Education courses related to the diploma thesis

Each faculty / institute defines, as instructed by the MES and its specifications, the education activities that characterize a study program.

Article 35

In accordance of the characteristics of each faculty, courses of specific education are divided into:

- Required courses

- Elective courses

Required courses comprise research activity of the relevant field of graduation, which are defined in the curriculum.

Elective courses comprise research activity of the relevant field of graduation, which are oriented towards a more narrow specialization.

In accordance with the curriculum of each department, there are determined a certain number of elective courses.

Article 36

The volume of studies is determined depending on the curricula of each faculty / institute, which are drafted by departments, approved by the council of the faculty / institute and finally get the approval of the Academic Senate.

At the beginning of each academic year, based on the curriculum, the departments design their teaching plan, which is approved by the faculty council / institute and the Rector. Course syllabi are designed for every.

For each study program of the first cycle no more than 22 exams or other forms of final assessment can be predicted. Assessment of knowledge gained in one discipline or other educational activity can be done through integrated exams in more than one discipline or coordinated modules.

For each study program of the second cycle it can not be predicted more than 14 exams or other forms of final assessment of knowledge gained in one discipline or another educational activities.

For the integrated programs of the second cycle it can not be predicted more than 35 exams or other forms of final assessment of knowledge gained in one discipline or another educational activities.

Article 37 Elements of Studies

The main elements of studies are: lectures, seminars, laboratory work, course assignments, course projects, professional practices, course exams, exams, diploma threads, essays. ³⁰

Each faculty / institute may determine other elements of teaching work, especially in the field of knowledge assessment.

³⁰ - Repealed by Decision of Academic Senate no. 3, dated 13.02.2013

Division of classes in the auditorium according to the above elements of studies for specific courses is determined by the academic staff responsible for the course and , according to the credits assigned to the course.

Article 38

Lectures, seminars, professional practices, laboratories, etc., take place in groups of students, the number of which is defined according to prescriptions in the instructions of the Minister of Education and Science and the internal regulations of the main units.

Assignment of students in groups is approved by the dean / director and recorded in course registers, that evidence attendance and lesson delivery by the lecturer.

Article 39

Attendance of lectures: As a rule it is optional. In accordance with its specifications, each college / institute shall specify, in its internal regulations, subjects, the attendance of which may be compulsory up to 75%.

Attendance of seminars: It is compulsory to attend 75% of the seminars. When the student has attended 50-75% of the seminars he/she has no right to sit the exam in turn, but has the right to take in in the autumn session. In case a student has attended less than 50% of seminars, he retake the course in the following academic year.

Attendance of laboratory work, course work, practice: ³¹ It is mandatory 100%. When the student has not attended up to 25% of laboratory work for each subject, they redeem them in the last two weeks of the current year, or semester when the course lasts one semester. If he have attended less than 75% of them, he shall take them in the following academic year.

Course projects are compulsory and must be followed in 100% of workload, otherwise the student does not sit the course exam.

Article 40

The time and lecture halls are defined in the timetable. It is prepared by the faculties / institutes at the beginning of each semester and announced by the academic secretary a week before school starts. The timetable is mandatory to be observed by students and teachers.

³¹ - Amended by Decision of Academic Senate no. 3, dated 13.02.2013 ,

Timetables are designed based on a balance of elements of studies and a rational distribution of student workload. This workload ranges from 20-25 hours per week.

Each class lasts 60 minutes.

Article 41

The lecturer's register is the only state document to evidence attendance and lesson delivery by the lecturer. The non-participation of students in the elements of study requiring compulsory attendance is evidence as absence in the lecturer's register.

Each lecturer is required to write the course title, elements of study performed, the absences and elements of formative assessment in the register.

The register is filed with the academic registry, which evidence the attendance of students by subject.

Article 42

Çdo studenti me regjistrimin fillestar në UT, i jepet një numër unik matricullimi që e shoqëron deri në marrjen e diplomës ose çertifikatës, duke respektuar edhe udhëzimet e Ministrit të Arsimit dhe Shkencës.

Main units must maintain a basic register of students with their personal data, evaluations obtained during the program of study, information about the diploma or diplomas awarded with diploma supplement etc., formatted according to state standards.

The student register is filled in print and electronic form and stored permanently.

When first registered in the UT, each student is given a unique matriculation number that accompanies him until he gets a diploma or certificate, respecting the instructions of the Minister of Education and Science.

Article 43 **Part-time studies**

UT, through its faculties, organizes part-time studies. Admission quotas and special tuition fees for part-time studies are defined in the bylaws of CM and MES.

Study programs of the first cycle of studies , part-time, are conducted with 180 ECTS and their normal duration is not less than 4 years.

Study programs in the first cycle of studies, part-time, are the same as those of the full-time system. Daily workload is not more than 8 classes of 60 minutes each.

The department and the faculty where part-time studies are organized determine: manner of course delivery, deadlines of carrying out course tasks, number of sessions for each academic year.

Article 44 **Attending a second study program**

Persons who have completed a program of study are eligible to attend a second study program. In this case, the applicants accepted are those who hold a degree related to the second program which they require to study. The applicants with the higher scores are selected. The candidates admitted meet the full cost of their studies.

According to the criteria and procedures provided by law for higher education ,excellent students are excluded from this regulation.

Admission quotas and tuition fees for the second study programs are determined by decision of CM

Specific criteria for admission to a second study program are provided in the regulations of the faculties

Article 45 **Assessment of Knowledge**

The exam is the main form of assessing the level of acquisition of knowledge by the student during a theoretical and practical course.

The student has the right to take the course examination when he has fulfilled all the obligations as provided in the curriculum and to the extent specified in this regulation and in regulation of the faculty / institute.

The student has the right to take the course exam when the accomplishment of his tasks is confirmed by the lecturer in the statement of tasks to be carried out, which is fulfilled at the end of the teaching process and submitted to the secretary at least one week before the exam session.

Article 46

Assessment of knowledge is done in a : written, oral or combined form.

The modes, forms and elements of assessment of knowledge are defined in the internal regulations of the faculties. The final score of knowledge assessment includes assessment of all elements of the study provided in the curriculum.

The exam paper is drafted by the lecturer of the course and approved by the head of the department.

The main units, with their internal regulations, may set up commissions to oversee the process of examination, if they deem it appropriate.

Article 47

Examination schedule

Exams and re-exams are held according to the times set in the structure of the academic year, approved by the council of the faculty / institute and the calendar of examinations announced at the beginning of the academic year. Possible changes in the calendar are made at least one month before the exam session.

The dates of exams and re-exams are proposed by the department and approved by the dean / director.

Set times for exams and re-exams are mandatory for both lecturers and students.

The student is not allowed to take a course exam for the second time within a session.

The student has the right to an examination in different subjects on the same day, provided time permits this on condition he be registered in advance .

Article 48

Exam Development

Exams are held in certain date and time. For reasons of force majeure or other reasons, the dean / director orders the new date and time of the exam development, notifying students of it at least 3 days before.

Students are examined by a commission consisting of two course professors, one of whom must be full time professor. The commission is assigned by the head of the course who responds and follows the development of the exam.

If one of the lecturers can not attend the exam or when the department deems it fit he assigns the lecturer who will replace the missing one.

Written exams are done on secreted sheets. Manner of secretion is defined in the internal regulations of the main units.

Students appear in exam with an identification document.

External persons are not allowed to enter the examination hall, with the exception of the head of the department, faculty managing authorities of other persons authorized in writing by the Dean or the Rector to carry out control.

Regarding multiple-choice exams the key to the solution of the exam paper must be made public at the end of the exam.

Article 49

The degree of mastery of the curriculum is evaluated with a ten grade point system. The lowest passing grade is five.

In forms of written control, it is also used the scoring system, the results of which are necessarily turned to grades.

The exam results are made known to students by the commission at the conclusion of the oral examination and within 15 days from the day of the exam for a written examination. In this case the exam results are shown for each group. After correcting the exams, the lecturers submit the records to the Registrar's Office within 5 days from the date of announcement of the final results.

At the end of the autumn sessions, the secretaries compile the lists of students that have not passed certain course exams, and the list of students who have to re take the whole academic year.

At the end of the study program, students are counted a weighted average grade that takes into account the respective credits for each discipline or other formative activities.

Article 50 Appeal

The student has the right to complain about violations of the rules of examination development. The appeal is submitted in writing to the department in charge within 24 hours from the date of the exam development.

Whether the head of department verifies remediable breach, he in cooperation with the commission exam make corrections.

If the the head of the department considers that it is impossible to make a decision, he proposes to the dean / director, who , having been acquainted with the whole procedure, takes a decision. If he finds the student complaint right, he cancels the exam and takes a decision on the redevelopment of the exam.

Article 51

The student has the right to appeal of the final exam score. The appeal is submitted in writing to the head of the department within 48 hours of notification of the result of the examination. He makes the necessary checks and when he finds it impossible to resolve the appeal, he shall immediately inform the dean / director.

Within 48 hours of being informed by the head of the department of the students appeal, the dean / director raises an ad-hoc commission which verifies the student's claims. With the approval of the dean / director, the commission determines the final evaluation of the exam.

Article 52

Criteria for passing in the following year

The student passes the first year to the second year, having earned at least 20 credits of the first year³² .

The student passes the second year to the third year, having earned at least 60 credits from the first and second year³³ .

Repealed

For special occasions, according to the assessment of the actual situations , the Faculty Council has the right to decide to further reduce the number of credits.

³² - Amended by Decision of Academic Senate no. 43, dated 27.10.2011

³³ - As above

Repealed

The last year student, who at the end of academic year exam is missing 30 credits, has the right to take exams to earn them in a period set by the dean / directorate, which is before graduation session.

The student who fulfills these obligations is allowed to do the diploma defence. Otherwise, it is entitled to take the exams in the autumn session.

The student is allowed to do the diploma defence, after earning all credits provided in the curriculum.

Article 53 Re exams

The student has the right to take an examination in three regular sessions: the summer, autumn and winter sessions. In special cases, at the request of the Student Council two seasons can be opened (October and **April**)³⁴, to which they are subject to fees for service provided.

The status of students who undergo examinations in October session is defined the end of this session.

The student failing the exam in the regular examination session is entitled:

To retake exams in the autumn session. These exams count up to half of annual credits (30 credits) including both courses of the current year and courses carried over from previous years.

To appear in the exam the following year, up to two times for examinations failed. He can retake the exam once in the regular session, when that course is scheduled for exams, and the second time he is allowed to take in the re exam session.

When the student results passing having earned the necessary credits, but has not passed a course within two academic years he has the right to request the establishment of an ad-hoc commission according to provisions in Article 51 of this Regulation³⁵.

Article 54 Review of Grade

³⁴- Amended by Decision of Academic Senate no. 43, dated 27.10.2011 and No. 15 dated 02.05.2013

³⁵ - Amended by Decision of Academic Senate no. 43, dated 27.10.2011

The student has the right to review grades in each academic year, for up to three courses from academic year curriculum.

For the purpose of grade reviewing the student is examined only once and only in the reexamining session. The grade remaining is the last one he has been evaluated. The application for grade review is submitted to the note dean / directorate before the session of re exams.

The last year student has the right to review up to 4 grades including grades from previous years.

³⁶ Repealed

Article 55³⁷ “Master of Second Level” Studies

Repealed

Article 56³⁸ Examinations

Repealed

Article 57³⁹ Defence od MSL Diploma

Repealed

Article 58⁴⁰

Repealed

Article 59 Taking a diploma

³⁶ - Repealed by Decision of Academic Senate no.3, dated 13.02.2013

³⁷ - as above

³⁸ - as above

³⁹ - as above

⁴⁰ - as above

Supervisors of diploma theses are approved by the department. In order to supervise diploma theses for the first and second cycle, the lecturers shall hold at least a post master degree of specialization / qualification (PUS or MSL) ⁴¹.

For each field of graduation, within one month from the start of the academic year, the department announces the diploma theses to the last year students .

Each faculty defines the procedures to be followed to inform the students.

Article 60

At the end of the study program of the first **cycle**⁴², it is provided the writing of a diploma thesis or independent work by the students in order to obtain a diploma. This is done according to the specifications of the main units and defined in their internal regulations.

In order to obtain the degrees **of the second cycle**⁴³, the students shall write a diploma thesis, elaborated creatively and independently.

Article 61

Diploma supplement

All degrees of the first cycle, the second or integrated studies are associated with the Diploma Supplement.

Diploma Supplement is drafted in accordance with the requirements of European Higher Education Area . It describes in particular, the nature, level, content, results of studies that have been conducted and successfully completed by the holder of a diploma.

The content and form of the diploma is defined in the instructions of the Ministry of Education and Science.

The content and form of diploma of Diploma Supplement is defined in the Statute of UT, in accordance with the instructions of the Ministry of Education and Science.

Students who have completed a program of continuing education or part of a study program are provided with the relevant certificates or diplomas, which are official documents.

⁴¹ - Amended by Decision of Academic Senate no. 3, dated 13.02.2013

⁴²- Amended by Decision of Academic Senate no. 3, dated 13.02.2013

⁴³ - As above

Article 62 Graduation

Graduation is done in three sessions, the winter , summer and autumn sessions. The times are set by the dean / director of the main unit.

The graduate candidate, who fails in the first sessions of the exams has the right to reappear for the thesis defence the following session.

Article 63

The University provides students who have completed all the obligations of a relevant study program with a diploma, which is an official document.

Diploma is filled with clear hand writing and technical ink. It is signed by the dean / director of the main unit and the Rector of UT. Each of them write the name, surname, title and scientific degrees. Rector's signature is associated with the UT's seal.

Diplomas are issued to cycles respectively:

- The first cycle of studies⁴⁴:

1. "Bachelor" in the field of education accomplished;

- The second cycle of studies: ⁴⁵

1. "Master Professional" in the field of education accomplished;
2. "Master of Science"

- The third cycle of studies:⁴⁶

- 1-“Specialist.....” in the field of specialization performed.
- 2- Diploma for scientific degree "Doctor".

UT may issue a diploma to a two-year non-university study programs, of professional nature.

UT may issue certificates of continuing education programs for short-term specialization.

⁴⁴ - Amended by Decision of Academic Senate no. 3, dated 13.02.2013

⁴⁵- As above

⁴⁶ - As above

Article 64

Diploma collection

Diploma is collected by the graduate himself by writing his signature which is recorded in the appropriate register. If the presence of graduate is objectively impossible, one of his family members with an identification document can collect his diploma, provided he is equipped with a special power of attorney, which is attached to the register of diploma withdrawal.

If the diploma is not completed in order, the person concerned should not withdraw it and ask for a regular diploma.

If the person withdraws an abnormal diploma, if the original one is lost or damaged to be unusable, the University does not issue a duplicate. It is only allowed the provision of the list of grades obtained and a certificate with the holder's photograph which is equivalent to a degree, as signed by the Rector, the Dean / Director and Chief Registrar. Their signatures are verified with the seal of the University of Tirana.

The diploma completed improperly is destroyed by a commission consisting of three members appointed by order of the Dean / Director with the drafting of relevant minutes, which shall be deposited with the academic secretary of the faculty / institute, before the person concerned is provided with a certificate with a photograph equivalent to a diploma.

If a citizen, graduated from the University of Tirana results with two degree documents, an original diploma and a certificate with photograph equivalent to a diploma, the valid document is the one issued at a later date.

Article 65

Deadlines for change and correction of student generalities

Academic secretaries are obliged to collect accurate data of students, before completing the diploma document, certificate.

The student must submit the necessary documentation for the amendment and clarification of details and other data, before the completion of the document of the diploma, certificate.

Article 66

Diploma Awarding ceremony

Diploma awarding is done with ceremonies in which the managing authorities of the faculty / institute and the Rectorate participate.

Students , who at the end of a each full cycle of study, have taken the grade ten in all courses, earn the "Gold Medal"

Students who have no less than 80% of grades ten and the rest nine, earn the Certificate "Excellent Student".

Article 67

Students interruption from the program

Students who interrupt studies as they take part in international projects and programs with which the University of Tirana is in agreement, are relieved of the attendance obligations covered by this provision. The exams taken abroad for similar courses are recognized and upon coming home they should fulfill the obligations for other subjects.

Article 68

Acquiring the students status

The student status is acquired by a student when enrolling in UT and lost when obtaining the relevant diploma or certificate, as well as on various occasions of his deregistration. The rights and obligations of students are determined based on law no. 9741 dated 21.05.2007 "On Higher Education in the Republic of Albania", as amended, the Statute and this Regulation.

Article 69

The winning candidate is entitled to receive student status and follow their studies in the academic year and study program where he has won, if he is registered in the Registrar's Office in the faculty / institute within the deadlines set forth.

To be registered student submits to the academic secretary of the faculty / institute the documentation specified in the guidelines of the Ministry of Education and Science.

Unless a student is registered within the deadline, according to the manner prescribed and other criteria determined by guidelines of the Ministry of Education and Science, UT is not responsible to keep this right to study.

Article 70 **Termination and removal of status**

The student status ends with graduation.

The status is removed ahead of time when the student is withdrawn from the register in the following cases:

1. By order of the dean / director, based on the student's request to be removed from the register, a request in the form of a statement prepared before a notary public;
2. By order of the dean / director when it verified that the student lacked or has lost conditions and criteria for the right to study;
3. When he is sentenced to imprisonment for a serious crime, intentional or repeated one;
4. When he abandons studies without any cause and without following the procedures for interruption of studies;
5. By order of the dean / director, after consultation with the concerned student council for student's serious or repeated violations of this Regulation or the internal regulation.

Article 71 **Interruption of Studies**

The student may interrupt the studies at any time of the year only for these cases

1. When sick for long periods, proved with report by medical-legal commission;
2. In cases of family disaster and in difficult economic conditions, documented with proof from the respective offices of the local government;
3. In cases where the student pursues studies and qualifications at other institutions of higher education, at home or abroad, except for the cases provided in Article 67⁴⁷.

Article 72

Interruption of studies done for up to three years is done with the permission of the dean / director. Interruption of studies for over three years is done with the approval of the Rector. Interruption of studies starts from the moment of approval of

⁴⁷ - Amended by Decision of Academic Senate no. 3, dated 13.02.2013

the permit by the Dean / Director or Rector. If he does not comply to the regulation, the student holds himself accountable for the consequences.

An agreement for the interruption of the study period is signed between the student and the Dean / Director or Rector.

The return of the students, after the interruption of studies, is at the beginning of each semester, but no later than one month after these deadlines.

Article 73

The obligation fulfilled in the year interrupting the studies are recognized for the students who have temporarily interrupted the studies. They shall be liable to the curriculum obligation that is in force when they restart their studies.

These students are subject to control for verification and periodic evaluation so as to ensure updating of their knowledge. The modalities of this control are defined in the internal regulations of the faculties / institutes.

Students whose studies they have lasted for more than three years beyond the normal profit diploma for a specific study program, before granting a diploma thesis was checked credits earned. The modalities of this control are defined in the internal regulations of the faculty.

Students, whose studies for a specific study program have lasted for more than three years beyond the normal graduation time, are subject to a check of credits earned before defending the diploma thesis. The modalities of this control are defined in the internal regulations of the faculty.

Chapter II

Article 74

Professional Practice

When professional practice is included in the curriculum it is mandatory for students. With the start of the academic year, the dean / directorate communicates to the students the time and its program.

Professional practices are carried out in institutions in accordance with the specific profile of student education and under the guidance of the teaching staff appointed by the Department respecting the rules of that institution.

The student who does not accomplish the professional practice program is subject to the rules set as to all other obligations.

Practices are performed in groups as defined in the instructions of the Minister of Education and Science.

Article 75

During the professional practice, the teaching staff who directs it is always present, exercises continuous control and maintains contact with his center and the institution where practice is carried out.

At the end of the professional practice, the student prepares a report on the work carried out which is evaluated by the teaching staff who directs the practice, after receiving the opinion of the center where it is performed. Evaluation is done with grades.

Article 76

Professional practices are carried out in institutions, public or private enterprises in accordance with the specific profile of student education and under the guidance of the teaching staff appointed by the relevant department. The student is obliged to respect the rules of the institution where he carries out his professional practice.

Article 77

In each faculty, Vice / Dean / Vice Director charged with the academic aspect organizes the functioning of the professional practice commission. His duties shall be determined in study regulation of the faculty / institute. The duration and timing of the development of professional practices is set in the curricula of each graduation profile. Places of developing professional practice are defined by the relevant committees approved by state structures

Chapter III

Recognition, transfers and change of system of studies

Article 78 Recognition

Through the adequate recognition, part or full programs of study or degrees obtained in other institutions at home or abroad are recognized and the student is given the right to continue his education in the same or similar study program .

Recognition is done by the faculty / institute, to whom the application and the relevant documents, as defined in the Statute, are submitted.

Article 79

Transfer Types

UT offers students the opportunity to transfer their studies to study programs of the same cycle, in the the intermediate years, within the institution or other institutions of higher education, as well as transferring from previous programs to the programs of the first cycle.

As a rule, the transfers are made in the intermediate years and candidates with the highest scores are accepted. Minimum credits required for the transfer of study are 30.

Transfer procedures are completed at the beginning of the academic year

Article 80 Procedure of Application

Students of Tirana University who want to transfer to other universities at home, to programs of study of the same cycle, submit an application to the dean's office / directorate of the institution they are currently studying. The Dean's Office / directorate reviews the applications and after their estimation, they forward it to the Rector . After giving the approval decision of transfer the Rectorate forward the proposals to relevant universities.

After receiving acceptance response from the host university, the rectorate forwards full documentation of the student that includes: course taken and grades and credits earned, high school diploma, scholarship documentation , in case the applicant has one, etc.

Article 81 Transfer proposal and approval

Regarding students of other universities who want to transfer to the University of Tirana, the forwarding university should be accredited.

The proposal comes from the rectorate of the forwarding university accompanied with detailed information about the student: study program, cycle, the system of study, courses taken, grades and credits, birth certificate, documents if the student has a scholarship, course curricula.

The admission decision for the proposed transfers is taken by the Rector. He takes into consideration the opinion of the host dean / directorate, who take into account the capacity of the program and cycle of study according to quotas set in the decision of Council of Ministers and the outcome of course recognition.

Article 82 Recognition

The commissions of course recognitions are established at each department who, based on documentation sent by the respective university, determine the obligations the students wanting to transfer to the University of Tirana will have to fulfill, if he is accepted to be transferred. This is done referring to the current curriculum in force and recognition of the courses taken.

Article 83 Ndryshimi i formës së studimit

Në të dy rastet e kalimeve të përmendura më sipër, duhet të mos cënohet numri i kuotave të studentëve në ciklet dhe programet përkatëse i caktuar nga aktet nënligjore përkatëse.

Changing the form of study

The change from studying full time to part time ones is made by decision of the Rector on the proposal of the Dean, upon the request of the student concerned, after he has earned all the credits of the first year of studies .

The change from part-time studies to full time ones is made by decision of the Rector on the proposal of the Dean, upon the request of the student concerned. It is allowable for students who have obtained **at least 30 credits**⁴⁸ during the first year

⁴⁸ - Ndryshuar me Vendim të Senatit Akademik nr. 65, datë 05.11.2014.

of studies **and that have achieved high results in studies. The Faculty Council decides the minimum GPA allowed to perform this change.** ⁴⁹ This transition occurs when the relevant field of graduation allows.

In both cases changes in the form of study mentioned above shall not affect the quotas of students in the respective cycles and programs of study as defined by the relevant legal acts.

Chapter IV **Students organization, rights and duties**

The rights and duties of students

Article 84

Rights

The student has the right:

1. Attend lectures, seminars and all other educational activities organized in accordance with their status;
2. Use library facilities, computer rooms and other services provided to students by the university;
3. To elect and be elected to the governing bodies, the Academic Senate, the UT Administration Council, faculty / institute councils, in accordance with the Law on Higher Education and the University Statute;
4. Be awarded scholarships at home or abroad, when he the terms set by Decision of Council of Ministers, the Senate in international state or inter-university agreements;
5. Take part in various non-political associations, in accordance with the provisions of relevant laws and regulations;
 1. Accommodate in University dormitories, if there is no alternative housing;
6. Express his opinion about the quality of teaching and work of academic staff of the University.

Article 85

Duties

⁴⁹ - Ndryshuar dhe shtuar me Vendim të Senatit Akademik nr. 3, datë 13.02.2013

The student is obliged:

1. To know in details the rules of the faculty / institute and obligations that arise from them and be aware of their implementation; otherwise the school is not responsible for the consequences that may arise from their ignorance;
2. To implement all rules arising from the law on higher education, legislation adopted under it, the Statute of the University of Tirana and this Regulation;
3. To respect the Code of Ethics of UT and faculty / institute;
4. To fulfill all obligations defined in course syllabuses and curricula;
5. To be liable for violations of school rules on his part. The material damage he might have caused, is paid off the extent deemed appropriate by Dean / director.

Article 86

Students organisations

Student councils are independent organizations of students at the university, which do not carry out political and economic activities. These councils promote student participation and coordinate their representation in the governing bodies of the University, in academic and research structures and services.

Student councils are elected every **two years**⁵⁰ by student votes in the second semester of each academic year and are based on legislation in force.

The student councils are organized at faculty / institute level (student council of faculty / institute), at university level (UT student council) and national level (National Student Council).

Student councils can not be organized in cooperation with other political and nonpolitical structures, outside the relevant institutions of higher education.

Modalities and procedures for their establishment, organization and functioning are defined in their statute and regulation in accordance with the Law on Higher Education, Statute and this Regulation.

Student Councils express opinions and proposals on all issues of general interest to UT as to the plans and programs of study, regulations for teaching activities, the right to study, quality of service, determination of tuition fees and other financial contributions for students, preliminary annual accounts of expenditure or allocation of financial resources, the development of cultural activities, art and sports.

Student councils at UT express opinions and proposals on all issues of general interest to the institution of higher education, on plans and programs of study, regulations of teaching activities, the right to study, quality of service, tuition fee proposals and other financial contributions to students, the preliminary annual accounts of expenditure or allocation of financial resources, the development of cultural activities, art and sports etc.

⁵⁰ - Ndryshuar me Vendim të Senatit Akademik nr. 3, datë 13.02.2013

Article 87

Student Card

University students are provided with a student card, which is a unique document. Students receive services at reduced prices by means of that. Ministry of Education and Science establishes the criteria and procedures for the preparation and issuance of the student card.

Student benefits from the use of the student card are provided by funds in the State Budget for the Ministry of Education and Science.

Categories of services provided by state bodies are defined by Decision of the Council of Ministers and in agreement with organizations whose object is student's interests, as well as with private legal persons providing various services.

Article 88

Extracurricular activities

Students perform extracurricular activities of cultural, research, sports or entertainment character in places, time and content allowed.

Such activities can be conducted students of a Faculty in the Faculty premises only with the permission of the respective governing authority, while at university level the activities can be conducted with the permission of the Rector.

Activities with a protest or demonstration character are allowed to be organized only with permission of the Rector, at the request of their associations, which is legally recognized, and after having received the opinion of the UT Student Council.

Article 89

Kuptimi i shkeljeve disiplinore

Shkelje të rregullave konsiderohen të gjitha veprimet e kryera nga ana e studentit që çënojnë personalitetin e të tjerëve, rregullat dhe normat etiko-morale të shoqërisë si: kopjimi në provime, falsifikimi i dokumentave të ndryshme, aktet e rrugaçërisë, të vjedhjes etj. kur këto veprime nuk bartin elementë të veprës penal

Violation of rules are all those actions done by the student to harm the personality of others, and ethical and moral norms and rules of the society as : cheating in exams, faking various documents, acts of hooliganism, theft etc. when these actions do not carry elements of the penal offense.

Article 90

Types of disciplinary measures

For the above actions carried out during the current academic year, including the time from the previous year the following disciplinary measures are taken:

1. Written advice;
2. Written warning;
3. Suspension from school for one academic year;
4. Removal the register of the University of Tirana.

The disciplinary measures "Written advice" is taken by the student protector. The disciplinary measures "Written warning", "Suspension from school for one academic year" and " Removal the register of UT " are taken by the decision of the Dean / Director.

The student has the right to appeal to the Rector against the decision of the Dean / Director for his removal from UT register.

The student has the right to appeal in court against the decision of the rector for his removal from UT register.

Disciplinary measures are reflected in the students' register.

Students are deemed rehabilitated if no other violation is done over a month for the written advice, over three months for the written warning and over a year for the suspension.

Article 91 Criteria for taking disciplinary action

Disciplinary measures are taken after the necessary verifications of the violation are made, the student is heard and the opinion of the Student Council is taken into consideration.

The type of measure is determined by the degree of violation, its frequency, and the attitude held to the violation done.

As a rule, disciplinary measures are taken in the order above, unless deemed otherwise.

Article 92 Final Provisions

For specific administrative, economic and financial aspects the Academic Senate issues a special regulation.

Faculty regulations and their other acts, according to the specifics, shall be harmonized with the provisions of this Regulation, within two months of its entry into force.

Article 93

This Regulation repeals the former one and extends its effects upon approval by the Academic Senate of UT.

The rights derived from previous amendments remain in force for the 2009-2010 academic year.

Article 94

The Rector of the University of Tirana has the right of interpretation of this Regulation.

It is approved by Decision of the Academic Senate of the University of Tirana, no. 5, dated 12.04.2010

CHAIRMAN OF THE SENATE

Prof. Dr. Dhori KULE