



**REPUBLIC OF ALBANIA
UNIVERSITY OF TIRANA
THE ACADEMIC SENATE**

REGULATION

OF THE UNIVERSITY OF TIRANA

Approved by Decision no._____, dated __.__.2022

Tirana

The Academic Senate of the University of Tirana, based on law no. 80/2015 "On higher education and scientific research in higher education institutions in the Republic of Albania" and in the Articles of Association of the University of Tirana, hereby approves this regulation:

GENERAL PROVISIONS

CHAPTER I

Article 1

Scope

This Regulation aims to regulate the teaching-scientific and administrative activity of the University of Tirana (hereinafter UT), in accordance with its objectives and mission.

Article 2

Legal basis:

This Regulation is based on the Constitution of the Republic of Albania, law no. 80/2015, "*On higher education and scientific research in higher education institutions in the Republic of Albania*" (hereinafter the law on higher education), by-laws issued in its implementation, the Labor Code, the Code of Administrative Procedures, Law no. 8480, dated 27.5.1999 "*On the functioning of the collegial bodies of the state administration and public entities*", the UT Articles of Association, as well as on other laws and by-laws and international agreements having effects on the UT activity.

Article 3

Scope of Activity

1. The regulation extends its effects to all structures, governing bodies and authorities, constituent units, academic staff, assistant academic staff, administrative staff and students, as well as any other natural or juridical entity operating within the UT facilities or territory.
2. The UT regulation extends its effects also in terms of regulating the relations of the UT governing bodies and authorities with the constituent units.
3. Relations with third parties and their activity in the UT territory are based on the relevant laws and by-laws or related agreements, referring to the provisions of this Regulation.

Article 4

Internal Regulations

1. The main units, as per the stipulations in the law on higher education and this Regulation, may also prepare special internal regulations, approved by the relevant governing bodies and authorities.
2. Such internal regulations extend their effects to all structures, governing bodies and authorities, academic staff, assistant academic staff, administrative staff and students, as well as any natural or juridical entity operating in the respective facilities and territory.

3. Furthermore, the main units' internal regulations also regulate the relations of such units with their other constituent units.

Article 5

Special Regulations

UT governing bodies and authorities, in order to ensure the implementation of the law on higher education and this Regulation or when there is a special legal obligation, in directions, situations or conditions of a state of emergency or natural disaster, may draft and approve special regulations, be those permanent or temporary, only for a certain field, direction, object, activity, commission or unit.

Article 6

UT Activity and Its Control

1. The activity of all constituent units of the University of Tirana is organized in compliance with the principles of legality, unity and hierarchy, accountability, responsibility, decentralization, clarity in the definition and distribution of responsibility, economy, efficiency and effectiveness, transparency, data protection, confidentiality, cooperation between constituent units, as well as with other public administration institutions or other subjects.
2. Furthermore, the activity of all constituent units of the University of Tirana is developed in accordance with the principle of gender equality, protection and equal treatment of women and men, for the creation of equal opportunities in the exercise of their rights.
3. The activity of all constituent units in the UT is subject to:
 - a) administrative control, in accordance with the provisions of the Code of Administrative Procedures on administrative legal means and the legislation in force;
 - b) the court control in accordance with the legislation in force;
and/or
 - c) any other control as provided by the legislation in force.

Article 7

Act Notices

1. UT governing bodies and authorities, as well as its constituent units, are informed on the laws and by-laws, or any other acts, the publication of which is mandatory as per the legislation in force, through the printed and electronic format in the Official Gazette, published by the Official Publishing Center.
2. Any other acts are submitted or notified to the members of governing bodies and authorities, as well as to the academic, assistant academic and administrative personnel, by signing directly or in the attached relevant text, which is kept by the communicator as long as the act is applicable and after that it is archived.
3. The academic, assistant academic, administrative staff and students are informed about the law on higher education, the Articles of Association, this Regulation, the units' internal regulations and any other act of a permanent nature, through printed and/or electronic format, on the

official website of the institution or the relevant unit at the time of starting work or study relations.

4. Acts may be amended or repealed through general communication, displayed in special places, on the UT official website or of the main units, except when individual notification is mandatory. The acts' content and its subsequent amendments shall be considered notified after being displayed in special places and published on the UT official website, except when there is an obligation to notify in person.
5. In any case, members of the academic, assistant academic and administrative staff and students, declare their residential address, personal contact numbers (if the subject gives consent), as well as the Domain Name of the institution/constituent unit and are obliged to notify if there is any change in them.
6. Such data is used for the purpose of making individual notifications and they are administered/processed in compliance with the legislation for the protection of personal data.

Article 8

Interpretation

1. When, within the framework of the implementation of an act, there are different positions on its content, the relevant governing authority shall construe its interpretation, which, when requested, is given in writing.
2. The interpretation of the issuing body is binding on everyone.

Article 9

Deficiencies in the Acts

When, within the framework of the implementation of the act, unregulated aspects emerge, the issuing body, *ex-officio*, or at the request of the structures/subjects concerned, shall complete such act.

CHAPTER II

ORGANIZATION AND CONSTITUENT STRUCTURES

Article 10

Units and Constituent Structures of the University of Tirana

1. The University of Tirana represents an integrated structure composed of main units, base units and other units, as per the definitions in its Articles of Association. The main units are the faculties and institutes of scientific research, while its base units are the departments and scientific-research centers. The other units are structures created by the University in accordance with the institution's mission and activities, which help fulfill its mission. Other structures are assisting units of an academic or assisting academic character, as well as assisting units of an administrative character, which operate at the level of the Rectorate, main or base unit.

- i. The academic structure, academic assistants with a teaching character and academic assistants with an administrative character are subordinate to the UT Rector. The academic structures, assistant academic structures with a teaching character and assistant academic structures with an administrative character, at the main unit level, are functionally dependent on the head of the relevant main unit.
 - ii. The administrative structure is subordinate to the UT Administrator. The administrative structure at the main unit level is functionally dependent on the administrator of the relevant main unit.
 - iii. The Internal Audit structure is subordinate to the UT Administration Board.
 - iv. Legal, human resources, archive-protocol and information technology structures at institutional or main unit level exercise their activity to support all the structures in the institution.
2. The University of Tirana consists of main units, base units and other units, as follows:

I. Faculty of Foreign Languages

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

II. Faculty of Natural Sciences

1. Department of Mathematics
2. Department of Applied Mathematics
3. Department of Information Technology
4. Department of Physics
5. Department of Chemistry
6. Department of Industrial Chemistry
7. Department of Biology
8. Department of Bio-Technology
9. Flora and Fauna Research Center

III. Faculty of History and Philology

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

IV. Faculty of Law

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

V. Faculty of Economics

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

VI. Faculty of Social Sciences

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

VII . Institute of Applied Nuclear Physics

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

VIII. Institute of European Studies

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

IX. Affiliate of the University of Tirana, Saranda

X. Confucius Institute

XI. Department of Physical Education and University Sports

XII. Sports and Recreation Center

Article 11

Confucius Institute

1. The Confucius Institute at the University of Tirana is established pursuant to the agreement that the University of Tirana has signed with the Center of the Confucius Institute, China (CLEC) and the University of Foreign Languages, Beijing (BFSU).
2. The purpose of establishing and operating the Confucius Institute is to promote the Chinese language and culture. This Institute offers the opportunity for students of the University of Tirana and third parties to learn Chinese.

3. The Confucius Institute is managed by the Board of Directors consisting of 5 (five) members: 3 (three) representative members from the University of Tirana, one of whom, due to his function is the UT Rector, and 2 (two) representative members from the Chinese party. The other two UT representative members are appointed by the UT Rector.
4. The institute is run by two concurrent directors, one for the Albanian party and one for the Chinese party. The Albanian concurrent director is appointed by the Rector of the University of Tirana. The Chinese concurrent director is appointed by Beijing Foreign Language University (BFSU).
5. The Confucius Institute is fully financed by foreign funds. Any expense of the Confucius Institute is approved by the two concurrent directors in compliance with the provisions of the agreement signed between UT and BFSU.
6. The manner of organization and operation of the Confucius Institute is defined in the agreement signed by the parties, as well as in its internal regulations.

Article 12

Organization and Functioning of the Central Library

1. The UT Central Library enables the academic, assistant academic, administrative staff, students as well as any person concerned, to receive services related to the educational process, teaching, professional training, and scientific activity. The library fund may be used in the hall or *online*, as the case may be, for:
 - reading library materials within its premises;
 - access to reference sources (bibliography, encyclopedia, scientific works, etc.) in written and electronic form;
 - library materials organized with open funds in the reading rooms;
 - photocopy;
2. The Central Library user is entitled to:
 - a) receive data from the library fund through library information means;
 - b) be assisted by the library staff in searching and choosing its fund;
 - c) use the library collections and borrow library materials as per the library regulations;
 - d) borrow materials through the interlibrary service as per its internal regulations.
3. Obligations of the Library user:
 - a) To respect the legal obligations related to copyright protection, protection of scientific works available in the reading room or online;
 - b) To compensate material and economic damage to such extent and form as per the legislation in force;
 - c) Not to perform actions that disturb other library users.
4. The right to library service and information is provided free of charge and equally for the UT academic, assistant academic, administrative staff and students. For any other person concerned, apart from where there is an institutional agreement, the service is offered on a payment basis as proposed by the Rectorate and approved by the Board of Administration.
5. The method and conditions of using the library are defined in its internal regulation.
6. The Central Library is subordinate to the UT Rectorate and is managed by its Head, who is appointed by the Rector.
7. This article enters into force with the establishment of the UT Central Library.

Article 13

Opening, Reorganization and Closure of the Constituent Units of the University of Tirana

1. The opening, reorganization or closure of a UT constituent unit is done through the establishment of a committee consisting of the following:
 - A. In case of opening, reorganization, division or closure of a main unit, the Committee consists of the Rectorate.
 - B. In case of merger of two or more main units, the Committee consists of:
 - i. Deans/Directors of the main units involved in the process;
 - ii. Administrators of the main units involved in the process;
 - iii. Two other representatives of each unit to be chosen by the Dean/Director of the main units from among the Heads of Departments, usually senior full-time academic staff;
 - iv. A representative appointed by the Rector.
 - C. In case of opening a base unit, the Committee consists of the Dean's office, at least one academic staff member having the highest level of seniority in the unit, as well as a representative from the Rector.
 - D. In the event of division, reorganization or closure of a base unit, the Committee consists of:
 - i. Head of Department
 - ii. Two members from the department's academic staff chosen by the department itself;
 - iii. Administrator of the main unit;
 - iv. one representative appointed by the Rector.
 - E. In the event of merger of two or more base units, the Committee consists of:
 - i. Heads of Departments involved in the process;
 - ii. two representatives from each department elected by the relevant departments;
 - iii. one representative appointed by the Dean/Director of the main unit.
 - iv. one representative appointed by the Rector.
 - F. In the event of opening UT branches, the Committee consists of the Rectorate.
 - G. In the event of opening branches of the main units, the Committee consists of the Dean's office of that unit and one representative appointed by the Rector.
 - H. In the event of opening base units (departments or interdisciplinary study centers from different main units), a working group is created consisting of 5 members who are chosen as follows:
 - i. two representatives from each main unit, respectively proposed by the Dean and the Administrator of the unit, appointed by decision of the respective Dean's offices;
 - ii. The fifth member is appointed by the Rector.
2. The proposal for opening, reorganization, division or closure of units must contain the following data:
 - a) Reasoning for the need for change;
 - b) Financial effects of the requested changes;
 - c) Description of teaching and scientific research to be carried out according to this change;
 - d) Curricula for the courses to be taught;
 - e) Job descriptions and specific requirements for each new job position created or affected by the proposal;
 - f) Quantitative analysis of the resources needed to perform certain functions;

- g) Report on the consequences that the restructuring may have on the academic, assistant academic and administrative personnel of the units and personnel expenses, as well as a reorganization forecast of the personnel whose positions are affected due to the proposed changes.
- 3. The drafted proposal is forwarded for review to the Board of Administration which evaluates the financial costs of the respective proposal when such change is accompanied by financial effects.
- 4. After the preliminary approval of the Board of Administration, the proposal is then referred to the Academic Senate for approval. The decision of the Board of Administration is part of the mandatory documentation for the opening, reorganization and closure of UT constituent units.
- 5. The Board of Administration and the Academic Senate may request additional clarification or may provide comments on the proposal before approving it.
- 6. In case there are opposing positions between the Academic Senate and the proposers, the latter are obliged to examine the comments and suggestions and, as the case may be, reflect or argue their non-reflection. In the event that there are still opposing positions, the issue is finally resolved by the Academic Senate.
- 7. The decision of the Academic Senate on the approval of changes in UT units under this article is effective immediately. However, it begins to produce its financial effects no later than 30 (thirty) days from the date of entry into force, a period in which the reorganization of the academic, assistant academic and administrative personnel in the new structure is completed.
- 8. The base unit may be organized into teaching/scientific research teams, of a permanent or temporary nature, in accordance with the type and mission of the unit. Usually, the scientific teaching/research team develops a course-group, which is a subset of the courses of a study program, and which arise from a common core in terms of content and didactics.
- 9. The teaching/scientific research team consists of no less than 5 (five) members, among which at least 1 (one) member must hold an academic title.
- 10. Further detailed rules on the organization and operation of the teaching/scientific research team are defined in the main units regulations.

CHAPTER III

ORGANIZATION OF THE UNIVERSITY OF TIRANA

Article 14

Governing Bodies and Authorities

Pursuant to Law No 80/2015 "On higher education and scientific research in higher education institutions in the Republic of Albania" and in the Articles of Association of the University of Tirana:

- 1. The UT academic governing bodies and authorities are: The Academic Senate, the Rector, the Head of the Main Unit and the Head of the Base Unit. Other collegial bodies are: The Rectorate, Deanery and Council of Ethics. Other academic bodies are: Academic Staff Assembly and permanent committees at institution and main unit level.
- 2. Governing bodies and administrative authorities are respectively: The Board of Administration, the UT Administrator, administrators of the main and base units (if any).

Article 15
The Academic Senate

1. The Academic Senate is the highest academic collegial body at the University of Tirana and operates pursuant to law no. 80/2015 "On higher education and scientific research in higher education institutions in the Republic of Albania" and in the Articles of Association of the University of Tirana and this regulation.
2. The Academic Senate is chaired by the UT Rector and in his absence by the Vice-President.

Article 16
Vice President of the Academic Senate

1. Upon Rector's proposal, in its first meeting, the Academic Senate elects one of its members, deriving from the academic staff, as Vice-President.
2. The Academic Senate decides on the election of the Vice-President with the majority vote of all members. In case of rejection of the proposal, the Rector proposes another candidate from the members of the Academic Senate, deriving from the academic staff.
3. The Rector may ask the discharge of the Vice-President to the Academic Senate by presenting a written report on the cause/causes for which his/her discharge from such function is requested. The Academic Senate decides with the majority vote of all members. The dismissal of the Vice President does not affect his mandate as a member of the Academic Senate.
4. The Vice President, in the Rector's absence, chairs the meetings of the Academic Senate.

Article 17
Work Organization of the Academic Senate

1. In preparing the Academic Senate meeting sessions and setting the agenda, the Rector and Senate members assess the importance and priority of the issues, especially based on the cases and needs of the Senate to respect deadlines, procedures and other legal obligations, as well as the tasks determined by the relevant decision-making of the previous meetings of the Senate.
2. The Senate prepares a working program specifying the issues to be dealt with by it. The working program is detailed in the working schedule, which specifies issues to be discussed at each of the meetings.
3. It is the Rector who sets the agenda issues and the meeting day of the Senate, keeping in mind the working program and schedule. The agenda also includes issues that may be proposed, in writing, at the request of no less than 1/5 of the Academic Senate members.
4. In preparing the agenda issues and relevant documentation, the Academic Senate is supported by the assistant academic staff at the Rectorate.

Article 18
Convocation of Academic Senate Meetings

1. The Senate meets whenever deemed necessary. In the last meeting, before its end, if deemed necessary, the Senate discusses and decides on the agenda, the day and time of the next meeting.
2. Unless otherwise decided in the last meeting of the Senate, based on the working program and schedule, the Rector sets the agenda and calls the meeting, setting the time of its development.
3. Where it is requested in writing, by no less than 1/3 of the Academic Senate members, the Rector is obliged to call the Senate meeting on the date, time and with the agenda set by the initiating members.
4. In the event of objective impossibility, incompatibility, conflict of interest or legal obstacle of the Rector, it is the Vice-President who prepares the actions and calls the meeting.
5. Where there is any objective impossibility, incompatibility, conflict of interest or legal obstacle of both the President and Vice President, the Senate meeting may also be called by no less than 1/3 of its members who propose the date, time and agenda of the meeting. In such a case, the preparatory work and the Senate meeting is led by the oldest member of the Senate.

Article 19

Organization of Meetings

1. The Academic Senate meeting sessions are usually held with the physical presence of all members. For justified reasons, one or several members of the Academic Senate may not be present but may participate through the means of information and communication technology. The inability of Academic Senate members to participate in the meeting must be notified at least 24 hours before the meeting.
2. In special situations, the meeting can take place remotely. Decisions in this case are made in a circular manner.
3. During its operation, for matters not provided under this Regulation, as far as possible, the provisions of law no. 8480/1999 *"On the functioning of the collegial bodies of the state administration and public entities"* shall apply.

Article 20

Meetings through Information and Communication Technology Means

1. In certain cases, due to natural and/or health conditions or circumstances, it may be decided that the Academic Senate meeting sessions take place *online* through the means of information and communication technology.
2. The session development is thus determined in the meeting notice sent to the Academic Senate members.
3. Where meeting sessions are held *online* through the means of information and communication technology, as per the provisions of this article, the procedural rules provided in the applicable legislation for the protection of personal data under the Articles of Association and this Regulation shall apply.
4. Where meeting sessions are held through the means of information and communication technology, voting can also take place through such means, ensuring the identification of members and their voting manner. Electronic voting cannot be conducted if, for certain decisions, voting must be secret since electronic voting does not ensure the secrecy of the vote.

5. The provisions of this article shall apply, to the extent possible, even to the meetings of the Rectorate, Permanent Committees or other collegial bodies.

Article 21

Rector

1. The Rector is the highest academic governing authority, as well as the UT legal representative, for academic and protocol matters. His/Her duties and powers are defined in the law on higher education, the UT Articles of Association and this Regulation.
2. The Rector calls, directs and sets forth the agenda for the Academic Senate meeting sessions. The Rector, in the capacity of the President, has the obligation to notify the Academic Senate regarding all issues, correspondence and documentation related to issues within the competence of the Academic Senate.
3. The Rector cooperates and submits requests to the UT Administrator to support the teaching, research-scientific and administrative activities of the UT personnel.
4. The Rector calls and chairs the Rectorate meeting for the exercise of the powers recognized by the law on higher education and the UT Articles of Association.

Article 22

Vice-Rectors

1. For the normal performance of his/her duties, the Rector is assisted and supported by the Vice-Rectors.
2. Usually, for the follow-up of educational and scientific activities at the University of Tirana, two Vice-Rectors exercise their activity. The Vice-Rector for the teaching aspect covers the activity related to the first and second cycle of university studies, teaching programs and internal quality assessment. The Vice-Rector for the scientific aspect covers the activity related to the third cycle of university studies as well as the scientific activity. The Rectorate Regulations define the concrete duties to be performed by each of the Vice-Rectors in accordance with the activity they cover.
3. For the needs of the institution, the Rector may decide to change their fields of activity.

Article 23

Dean/Director

1. The Dean/Director is the highest governing authority of the main unit.
2. He/She coordinates the activity of base units and collegial bodies of the main unit, as well as resolves disputes between them.
3. His/Her duties and powers are defined under the law on higher education, the UT Articles of Association and this Regulation.

Article 24

Vice Dean/Vice Director

1. The Vice Dean/Vice Director is the leading authority for the teaching and scientific aspect in the main unit in the absence of the Dean/Director.
2. He/She also performs other duties authorized by the Dean/Director.
3. His/Her duties and powers are defined in the Articles of Association of the University of Tirana, this Regulation and the Regulations of the Main Units.

Article 25

Head of Base unit/Department

1. The Head of the Base Unit is the head of the department or the scientific - research center.
2. He/She is the academic governing authority of that unit and represents it.
3. His/her duties and powers are defined in the Articles of Association of the University of Tirana, this Regulation and the Regulations of the Main Units

Article 26

Working Groups

1. For the effective implementation of the academic activity scope, the design of curricula and administrative activity programs, or solution of various problems, working groups are established.
2. The bodies and authorities for setting up working groups are:
 - i. The UT Rector, for the realization of various academic, administrative, teaching, scientific research goals or for the determination of the same standards, shall have the right to set up working groups with academic, assistant academic or administrative personnel of the main units as well as from the Rectorate staff;
 - ii. The Academic Senate, for the purpose of drafting various acts at institutional level, unification of attitudes or for determining the same standards as well as for any other issue that falls within the scope of its regulation, shall have the right to set up working groups with its members, or with academic, assistant academic or administrative personnel from the administration at the Rectorate and/or the main units;
 - iii. The Board of Administration, for any problem that falls under its regulation, shall have the right to set up working groups with its members, or with academic, assistant academic or administrative personnel from the administration at the Rectorate and/or the main units;
 - iv. The UT administrator, for the realization of various administrative goals, or for determining the same standards, shall have the right to set up working groups with assistant academic or administrative personnel of the main units, as well as of the Rectorate staff;
 - v. The Dean/Director of the main unit shall have the right to, for the realization of goals, studies for certain administrative, teaching and/or scientific research activities, set up working groups with academic, assistant academic or administrative staff of the main unit;
 - vi. The main/base unit administrator, for the realization of various administrative goals, or for determining the same standards, shall have the right to set up working groups with administrative personnel of the main unit;

- vii. The Head of the Base Unit, within the field covered by this unit, may set up different working groups with full-time academic and assistant academic staff, for carrying out different administrative activities, teaching and/or scientific research.
3. The order for setting up the working group must contain:
 - a) the purpose of setting up the working group;
 - b) the relevant structure under which the working group will operate;
 - c) the personnel to be included in the working group and when possible, task assignment;
 - ç) the decision-making manner of the working group;
 - d) the necessary infrastructure;
 - dh) the financial means, if necessary;
 - e) the deadline within which the working group must carry out its tasks and presentation of the produced material
 4. Any Base Unit, when deeming cooperation with other base units within the same main unit as necessary, may ask the Dean/Director to set up a working group, by providing reasonable grounds on the need for its set up and the tasks to be solved by this working group. The Dean/Director shall respond to the approval/rejection of the request within 5 working days.
 5. Any main unit, when deeming cooperation with other main units as necessary, may ask the Rector/Administrator to set up a working group, by providing reasonable grounds for its set up and the tasks that must be solved by this working group. The Rector/Administrator shall respond to the approval/rejection of the request within 10 working days.

Article 27

Main Unit Regulations

1. The UT main units, with the purpose of regulating their activity, may prepare their internal regulations.
2. The main unit regulation provides for the organization and operation of the following issues, but not limited to, such as:
 - a) governing bodies and authorities, functions, as well as their organization and operation manner;
 - b) base units, functions, as well as their organization and operation manner;
 - c) academic, assistant academic structures with a teaching and administrative character and administrative structures;
 - d) the establishment of committees and their operation;
 - e) the main unit library and the Scientific Journal(s) Board;
 - f) the interaction and cooperation manner between different units;
 - g) the manner of setting up working groups;
 - h) responsibility and ethics at work;
 - i) rules regarding students;
 - j) rules on how to carry out student evaluation forms.
3. The draft regulation is prepared by a working group that is established by the Main Unit Dean's Office for such purpose. Before the discussion, the draft regulation is presented to all the academic, assistant academic and administrative staff of the main unit for consideration.

4. Its final text, after being reviewed by the Dean's Office in accordance with the proposed suggestions, is sent for consideration to the relevant structures in the UT Rectorate which may express within 30 days.
5. Following the expiry of the term set in point 4 under this article, the Draft Regulation is submitted for approval to the Dean's Office of the main unit, which then decides with the majority of votes of all members on its approval.
6. For specific aspects of its activity, the main unit can adopt special regulations, which are approved as per the procedures defined herein above.

Article 28

Other Bodies Regulations

1. The operating regulations of the Academic Promotions Committee, the Ethics Council and other permanent committees at institutional level are written by them and approved by the Academic Senate.
2. The Board of Administration regulation is written and approved by the Board itself.

Article 29

Member Election of the Committee for Awarding the "Doctor" Scientific Degree

1. The Committee members for Awarding the "Doctor" Scientific Degree in the UT constituent units are elected by the academic staff of the relevant main unit.
2. The election procedures shall commence no later than one month before the end of the committee's mandate.
3. Any full-time academic staff may be member of only one permanent committee.
4. The leading authority of the main unit shall announce the commencing date of the candidacy procedures for the election of committee members. The elections are held no later than 5 (five) working days, prior to the expiry of the existing committee members' mandate. To administer the election process for this committee members, an *ad hoc* committee is established, consisting of no less than 5 members appointed by decision of the Dean's Office.
5. The candidates concerned shall submit to the *ad hoc* committee the request for application within 5 (five) days as of the announcement date, according to a standard form. The Human Resources shall provide the *ad hoc* committee with the list of the full-time voting academic staff, signed and sealed by the Head of the Main Unit.
6. Within 3 (three) days from the elections date, the *ad hoc committee* shall announce the final results of the winners for the committee members for awarding the "Doctor" scientific degree.

Article 30

Establishment of Internal Quality Assurance Units

1. For the design and implementation of strategies, policies and procedures for internal quality assurance, in each base unit, main unit and at institutional level, Internal Quality Assurance Units (IQUA) are established and function.
2. In each Base Unit, IQUA consists of 5 (five) members, of which 3 (three) members are full-time academic staff in this unit, 1 (one) assistant academic staff proposed by the Head of Base Unit and approved by decision of the Base Unit, as well as one student member from the

students of the relevant branch, registered by the teaching secretariat of the Main Unit and approved by the Base Unit.

3. Within the main units, the IQAU consists of 1 (one) representative selected from the respective full-time academic staff of each base unit, 1 (one) assistant academic staff, who is appointed by the Dean's office as well as one student member, elected by the Students' Council of the faculty. IQAU selects one Coordinator from among its ranks, who coordinates the activity with the Deputy Dean responsible for quality assurance, with the base unit IQAU, as well as with the IQAU of UT.
4. Within the UT Rectorate, the Internal Quality Assurance Unit (IQAU of UT) is established and operates, which consists of 9 (nine) members, 1 (one) full-time academic staff, one elected representative from each faculty and ISE, 1 (one) external member, one expert in the field of quality assurance appointed by Rector's decision, as well as 1 (one) student member, appointed by the UT Student's Council.

Article 31

Tasks and Activity of the Internal Quality Assurance

1. The Internal Quality Assurance Unit tasks, in base and main units, are defined in the Internal Regulations of the Main Units.
2. IQAU of UT is responsible for the implementation of strategies, policies and procedures for internal quality assurance at institutional level.
3. IQAU of UT monitors the implementation of quality assurance standards, in accordance with the Quality Code and Quality Assurance Manual, designed by the UT Permanent Committee for Assuring Quality Standards.
4. At the end of each semester or before any examination season, the IQAU of the main units organizes the standard student questionnaire, designed by the UT Permanent Committee for Assuring Quality Standards, regarding the teaching quality for the courses of each study program. The final assessment is forwarded to the UT Permanent Committee for Assuring Quality Standards, which after review, if deemed necessary, proposes measures to the Rector.
5. The IQAU of UT monitors the implementation of tracking studies to evaluate the progress of student employment and the efficiency of the programs offered by UT.
6. Within 20 (twenty) days from the end of the academic year, the IQAU base unit prepares the evaluation report on the teaching-scientific activity and forwards it to the IQAU main unit.
7. Within 20 (twenty) days from the submission of the evaluation reports from the base units, the IQAU main unit drafts the evaluation report and forwards it to the IQAU of UT.
8. Within 30 (thirty) days from the submission of evaluation reports from the main units, IQAU of UT drafts the Institutional Evaluation Report and forwards it to the Permanent Committee for Assuring Quality Standards for consideration, which, then, forwards it to the Academic Senate for approval.
9. The approval of the Institutional Evaluation Report shall take place within the calendar year.

CHAPTER IV

ADMINISTRATIVE ORGANIZATION

Article 32

Board of Administration

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

Article 33

Functions of the Board of Administration

The UT Board of Administration has the following main functions:

- a) Guarantees the financial stability of the University and the fulfillment of its mission.
- b) Exercises the managerial responsibilities of the Head of the University of Tirana, in terms of the legislation on financial management and control.
- c) Approves the UT Articles of Association in advance, before forwarding it to the Academic Senate.
- ç) At proposal of the Academic Senate, approves the UT strategic development plan and supervises its implementation.
- d) Preliminarily evaluates the closure and reorganization of the UT, as well as the separation or merger of the UT with another institution of higher education.
- dh) Approves in advance the opening, reorganization or closure of the constituent units of the higher education institution.
- e) Provides an opinion on the draft regulation of the University of Tirana.
- ë) Approves the regulation for the board operation and exercises its functions based on it.
- f) Approves the criteria proposed by the administrator for the administration of financial and material resources.
- g) Approves the financial regulation of the University of Tirana, specifying the rules and procedures that must be followed in the process of preparing and implementing the UT budget, in accordance with the legislation in force.
- gj) Defines the rules for the income distribution that the institution provides from the exercise of its activities, as well as for the administration of all UT assets.
- h) At proposal of the Academic Senate, approves the institution's annual and mid-term budget.
- i) Approves the procurement register and its changes during the financial year.
- j) Supervises the use of funding sources and monitors the budget implementation through accountability to the administrator, setting the reporting method on a performance basis, as

- well as the reporting frequency.
- k) Actively participates in strategic management decisions by chairing periodic meetings of the strategic management group of the University of Tirana.
 - l) Approves the detailed annual report of the institution's activity prepared by the Rectorate.
 - ll) Monitors the functioning of the financial management and control system through internal audit.
 - m) Approves the UT audit charter, strategic and annual plan, commitment programs and reports for each audit commitment.
 - n) Ensures that the administrator is informed through the annual internal audit reports of the unit on the functioning of the financial management and control system, with the aim of taking measures for its improvement and preparing the annual statement on the quality of the system internal control.
 - nj) Examines for approval the Senate's proposal for the number of personnel for all levels.
 - o) Examines for approval the administrator's proposals for the structure supporting the administrative and financial activity and the number of administrative personnel.
 - p) Is responsible to set the procedures for hiring administrators and administrative personnel, based on the legal provisions and this Articles of Association.
 - q) Appoints and dismisses the UT administrator with 2/3 of its members votes.
 - r) Approves the appointment and dismissal of the main unit's administrator upon proposal of the UT administrator.
 - rr) At the request of the base unit, proposes the inclusion or not of the base unit administrator in the institution's structure, determining the number of units that may be administered by one administrator.
 - s) Establishes committees and working groups for special issues and activities under his/her competence.
 - sh) Sets the salaries of academic, assistant academic and administrative personnel.
 - t) Approves the remuneration of the permanent or temporary committees, the remuneration of its members, as well as the members of the Senate, the special financial treatment for highly rated assistant academic and administrative personnel, as well as remunerations for various work carried out by the academic, assistant academic and administrative staff of the University of Tirana outside their function.
 - th) Calls the institution's administrator and every senior administrative employee of the institution to report any problem and asks for the necessary clarifications.
 - u) Sets funds for the enrichment of libraries, as well as for the conduct of various scientific research projects;
2. The board elects the chairman from among its ranks with a majority of votes. The sessions of the Board of Administration are closed. Where the Board of Administration approves proposals presented to it, the Rector, leaders or experts commissioned by him, are invited for arguments.
 3. Other features of the organization and operation of the Board of Administration are defined in the regulation of the Board of Administration.

Article 34

UT Administrator

1. The UT administrator is the highest administrative authority and is responsible for the financial functioning of the institution. He/She is the legal representative of the higher education institution for financial and administrative matters, according to the provisions of the law on higher education.
2. The administrator, within his/her powers, fulfills the Rector's requirements to meet the academic, administrative and financial needs, as well as cooperates with other UT structures and authorities on daily administration issues.
3. The Administrator, in addition to the powers defined in the law on higher education and in the UT Articles of Association, also performs the following tasks:
 - a) follows and supervises the implementation of the resolutions of the Board of Administration;
 - b) organizes and verifies legality and the economic and administrative activity;
 - c) organizes work for preparing the draft budget and the plan for the educational, scientific and service material base;
 - d) organizes work for the prospective development of investments and services and presents the relevant recommendations;
 - e) organizes and manages service activities towards third parties and proposes the relevant fees;
4. At the request of the Senate, the Board of Administration, the Rectorate, or at his/her initiative, in accordance with the relevant powers, the Administrator reports on aspects of his/her activity. In the report notice, as the case may be, the relevant body or authority must also determine the issues on which the administrator's reporting will be based.

Article 35

Main Unit Administrator

1. The Main Unit Administrator is responsible for the proper functioning and its daily financial and administrative management, budget implementation, supervision and check of financial actions and implementation of legality.
2. The main unit administrator, in addition to the powers defined under the law on higher education and the Articles of Association of UT, exercises the following duties:
 - a) Organizes and verifies legality and economic and administrative activity;
 - b) Organizes work for preparing the draft budget and the plan for the educational, scientific and service material base;
 - c) Organizes work for the prospective development of investments and services and presents the relevant recommendations to the Dean's Office;
 - d) Organizes and manages service activities towards third parties and proposes the relevant fees;
 - e) With the Dean's Office approval, presents to the UT Administrator the planned and emergency requirements for the teaching and scientific material base, ensures their withdrawal and maintenance, and plans distribution in the main unit;
 - f) Reports periodically to the UT Administrator and the Dean/Director on the implementation of his/her functional duties.

3. The main unit administrator, within his/her competences, fulfills the Dean's requirements meet the academic, administrative and financial needs, as well as cooperates with other UT structures and authorities for daily administration issues.
4. The main unit administrator reports to the UT Administrator about his/her activity. In accordance with the relevant powers, he/she reports to the Dean's Office at the request of the Dean's Office, or at his/her own initiative. In the report notice, as the case may be, the relevant body or authority must also determine the points on which the administrator's reporting will be based.

CHAPTER V

ACADEMIC YEAR AND ORGANIZATION OF STUDIES

Article 36

University Studies

1. The modes of studies at the University of Tirana are:
 - a) full-time studies;
 - b) prolonged studies.
2. Full-time study programs are organized in 3 consecutive cycles, such as:
 - a) The first cycle of studies, which ends with obtaining the "Bachelor" diploma;
 - b) The second cycle of studies, which ends with obtaining the "Master of Science"/"Professional Master" diploma;
 - c) In specific fields, UT offers integrated study programs for a duration of not less than 5 (five) academic years;
 - d) The third cycle of studies, which ends with obtaining the "Executive Master's" diploma, "Specialization Diploma", or the scientific degree "Doctor".
3. UT offers study programs in the field of teaching in accordance with the rules set forth in the legislation in force on higher education, for regulated professions and the UT Articles of Association. Such programs are only organized in the full-time mode.
4. UT can also offer joint study programs in agreement with other domestic or foreign universities.
5. UT may offer prolonged studies in the one to two-year study programs with a professional character, second cycle "Professional Master" programs and third cycle "Executive Master" programs.
6. UT accepts the pursuit of a second study program in accordance with the rules set forth in the legislation in force on higher education and the UT Articles of Association.

Article 37

Admission to First Cycle Study Programs

1. Admission to the first cycle study programs at UT is possible for any candidate who:
 - a) has been provided with legal documentation for the completion of higher secondary education;
 - b) meets the average grade criterion, determined by Decision of the Council of Ministers;

- c) meets the additional criteria determined by the main units for the study program to which he/she has applied;
 - d) is not registered in any other study program, with the exception of an excellent student;
 - e) is registered with the main unit where is declared winner within the deadline set in the instructions of the ministry responsible for education.
2. The base unit is entitled to select the winning students for the study programs it offers, which are then approved by the Dean.

Article 38

Second Cycle Study Programs

1. Study programs in the second cycle may be organized into "Master of Science" or "Professional Master" study programs.
2. The second cycle study programs in "Master of Science" provide graduates who hold a "Bachelor" university degree with in-depth scientific theoretical and practical knowledge in the relevant field. This program is completed with 120 credits with a normal duration of no less than two academic years. This includes 30-40 credits for a research project under qualified supervision which ends with a diploma (microthesis). At the end of the second cycle study program, a "Master of Science" university diploma is issued in the field of completed education.
3. The "Professional Master" study programs provide graduates holding a first-cycle degree with practical and professional knowledge in the relevant field. They are completed with 60 or 120 credits and their normal duration is one or two academic years, respectively. Students in this program, based on the criteria established in the faculty regulation for the average grade, may graduate with a general final examination or thesis.
4. The admission criteria for each study program of the second cycle of studies is determined by the base unit that offers the relevant program. Such criteria are made public on the official website of the relevant main unit, no later than December 20th of the following academic year.
5. The base unit selects the winning students for the study programs it offers, which are approved by the Dean.
6. After the completion of the registration process of the winning candidates, the UT forwards to QSHA the list of registered students to provide them with a matriculation number (NIM).

Article 39

Admission and Registration Procedures in the First or Second Cycle Program of Studies for Other Candidates

1. The following shall have the right to apply for a study program of the first or second cycle: candidates from the Republic of Kosovo; candidates of Albanian origin from North Macedonia, Montenegro, Presheva, Medvegja and Bujanovci; candidates with orphan status; candidates holding the disability status, candidates coming from the Roma and Egyptian community; candidates seeking to transfer studies; foreign national candidates.
2. Other candidates have the right to apply if they meet the average grade criteria determined by Decision of the Council of Ministers for the relevant academic year, as well as if meet the

additional admission criteria set by the main unit itself, for the study programs for which they apply.

3. For admissions in the first cycle of studies, the Admissions Committee in each base unit consists of 3 (three) members being full-time academic personnel in the relevant unit. In the Faculty of Law, due to the provision of an integrated program of second cycle studies, this committee is raised to the level of the main unit and consists of 5 (five) academic staff members from all base units.
4. For admissions in the second cycle of studies, the admissions committee in each base unit consists of 3 members who are full-time academic personnel in the relevant unit.
5. Application documentation, review deadlines, announcement of results, appeal deadlines and registration of winning candidates are defined in the relevant instruction of the ministry responsible for education.
6. The base unit selects the winning students for the study programs it offers, which are approved by the Dean.
7. UT publicly announces the opening of application procedures, the dates and times of competition and registration actions, the relevant procedures, the list of documents for application and registration as well as any other information deemed necessary to ensure the normal development of the admissions process. Notices are announced on the notice display corners of each main unit as well as on the UT official website and its relevant units.

Article 40

Life-Long Learning Education Study Programs

1. The UT constituent units organize life-long learning study programs in accordance with the legislation in force and the UT Articles of Association.
2. Admission quotas and fees for life-long learning education programs are determined by the responsible unit or units in accordance with the by-laws in force. Candidates shall bear the cost of studies themselves, according to the normative acts in force.
3. Life-long learning education programs, curricula and relevant course programs are prepared by the responsible unit or units, as well as approved following the same criteria as for the curricula, teaching plans and syllabi defined in this Regulation.
4. The responsible unit where life-long learning education programs are organized shall determine: the teaching manner, deadlines for settling obligations, timeframe of their development, financial aspects of covering expenses, etc.

Article 41

Conditions for Creating a Life-Long Learning Study Program

The cumulative conditions that must be met by a study program to be considered "*life-long learning*" and that must be taken into consideration by a base unit before its creation, are:

- a) To be a study program that will be applied over time and periodically;
- b) To be a study program that aims to supplement, deepen and consolidate the knowledge of the individual in his/her professional field;
- c) To be a study program that is offered in the form of qualification and requalification courses, summer schools and other similar activities, such as training, etc.;

- d) To be a study program that is closely related to professions that are recognized by law as regulated professions in the Republic of Albania and serves for the continued formation and increase of the qualification and professional skills of individuals in these fields.

Article 42

Second Program of Studies

1. Anyone who have completed a study program is entitled to follow a second study program. In this case, candidates bear the cost of studies themselves, according to the normative acts in force. From this rule, excellent students are excluded according to the criteria and procedures provided by the law on higher education and the by-laws issued in its implementation.
2. The selection is based on the criterion of the highest grade average, as well as other criteria that are deemed necessary by the base unit developing the relevant study program. The *ad hoc committee*, based on the score for each evaluation criterion, ranks the candidates who have applied and evaluates the candidates with winning/non-winning status and forwards them to the Dean for approval.
3. Based on the normative acts in force, the full or partial recognition of the credits obtained by a student, in order to continue his/her studies in a second study program, is done by the responsible host unit for the second study program.
4. Admission quotas and tuition fees for second study programs are determined according to the normative acts in force.
5. Other special criteria for admission to a second study program are defined in the main units' regulations.

Article 43

Duration of Studies

1. The maximum duration of studies in a study program may not be more than twice the normal duration of studies that the program provides.
2. The term provided herein above does not calculate the period in which the student has suspended his/her studies, according to the provisions in this Regulation.
3. The student, who fails to complete his studies within the maximum duration of the program, has the right to apply to resume his studies, in the same study program or in another program. He/she is subject to the announced criteria and procedures for registration in the study program of the host institution. The credits accumulated by the student during the previous period of studies can be transferred, with the decision of the base unit of the institution that accepts the student, according to the criteria defined in its internal regulation or that of the main unit.

Article 44

Academic Year

1. Studies at UT take place in academic years. The academic year structure is determined by the relevant acts of the ministry responsible for education.
2. The academic year is organized in 2 semesters. Each semester contains up to 15 weeks. Each

week there are up to 25 50-minute lessons held in the auditorium, such as lectures, seminars, exercises, laboratories, practice in the auditorium; the academic year also includes professional practices, course exams or diploma exams.

3. Other arrangements for the start, progress and end of the academic year may also be made in each main unit's regulation.

Article 45

Credits according to ECTS

1. UT offers accredited study programs, organized in subjects and modules, which are evaluated in credits according to the European Credit Transfer System (ECTS). The accredited study programs it offers are publicly announced on the official UT website, before the start of applications for admission to them.
2. The average amount of credits accumulated during a year by a full-time student is 60 credits, or 1500 (one thousand five hundred) hours of student work, which include auditorium and independent work hours. One credit corresponds to 25 (twenty-five) student working hours.

Article 46

Study Program Structure

1. The study program, apart from the doctoral study program, consists of formative activities which are realized with ECTS credits.
2. Formative activities are organized with a course or a set of courses.
 - a) "Course" is a set of learning components, organized in a special discipline of the study program, that is taught systematically during a certain time interval, mainly on a semester basis and related to a certain scientific field, which is assessed with grade and credits;
 - b) "Set of courses" is a sub-set of courses of a study program having a common core in terms of content and didactics.
3. Formative activities are grouped into the following categories:
 - a) Basic courses of the study program (A) which determine general formation, methodological preparation and general culture;
 - b) Characterizing courses (B) which are related to the features of the study program and prepare students for the scientific discipline;
 - c) Interdisciplinary and/or integrative courses (C), in one or more groups of disciplines, similar and/or integrative to the characterizing disciplines, program profiles and elective group-electives;
 - d) Complementary subjects (D), focused on the acquisition of foreign language skills, computer and telematics skills, communication and presentation skills, skills facilitating entry into the labor market and professional practices developed at public and private entities, according to the joint agreements signed for this purpose;
 - e) Final obligations (E), related to the final exam or the preparation of the diploma thesis.
3. The weight occupied by each course and formative activity within the study program is defined in the relevant acts of the ministry responsible for education.
4. Formative activities can be:
 - i) compulsory

- ii) elected by the students themselves among those offered by the institution, and coherent with the study program, carried out during the academic years of the study program
- 5. Each responsible unit determines, according to the above provisions and specific features, the formative activities that characterize a study program.
- 6. In a study program, compulsory activities include formative activities of the relevant field of the program, which are part of all Categories (AE).
- 7.—In accordance with the study program, a certain number of C-category elective courses are defined.

Article 47

Study Program

1. The design of the study program by the base units, when the study programs offered are interdisciplinary, is done in accordance with the laws and by-laws on higher education as well as with the UT Articles of Association. Curriculum projects are designed, reorganized or changed by the responsible base unit/s in the institution.
2. The study program can be organized into profiles that offer specializations in narrow directions of the field of the study program, in integrative or interdisciplinary fields. The profile name of the study program is noted on the diploma, which is issued at the end of it. By decision of the Academic Senate, the higher education institution has the right to make profiling changes within the accredited study program without changing the name of the study program. The HEI notifies the ministry responsible for education no later than six months before the beginning of the academic year for profile changes up to 20 percent of the program content, expressed in ECTS credits.
3. Study programs must be continuously reviewed and discussed to adapt to the new and growing demands of the market for specialists of the relevant profile.
4. They are subject to the accreditation process by the unit responsible for assessment (ASCAL) according to the normative acts in force.

Article 48

Syllabus

1. For each formative activity, the course syllabus is prepared in accordance with the relevant decision of the Council of Ministers.
2. The course syllabus is prepared by the head or heads of the formative activity, discussed in the responsible course teams (if any), as well as in the responsible unit/units of the study program. The course syllabus is approved by decision of the base unit.
3. When the study program is in collaboration with several responsible units, the discussion of the course syllabus takes place first within the responsible teaching team (if any) and then between the responsible units. In these cases, the course syllabus is signed by the unit where the teaching team of the activity in question belongs.
4. Course syllabi are revised when deemed necessary, following the same approval procedures.

Article 49

Elements of the Study Programs Structure

The elements that make up the structure of the study programs offered by the University of Tirana, apart from the doctoral ones, consist of:

- a) credits, according to the European Credit Transfer System (ECTS);
- b) knowledge control and evaluation instruments;
- c) learning outcomes and professional competencies;
- ç) formative activities and teaching components of the study program;
- d) categories of formative activities that characterize a study program;
- dh) the teaching plan;
- e) admission quotas and study groups;
- ë) Course syllabus;
- f) program profile;
- g) diploma and supplement;
- gj) Code of Ethics.

Article 50

Formative Activities and Learning Components of the Study Program

1. Formative activities characterizing a study program, consist of learning components, which are divided into:
 - a) auditorium learning, such as lectures, seminars, individual courses, exercises, laboratories, forms of continuous control and professional practice sessions developed in the auditorium;
 - b) individual study, such as studying and working on reports, tasks or projects;
 - c) preparation for exams;
 - d) preparation of diploma thesis;
 - e) other activities, such as professional practice, field practice or internship at public or private entities.
2. The division of auditorium teaching hours into hours for lectures, seminars, exercises and laboratories for each discipline is determined in the study program curriculum, based on the credits each discipline has.
3. Students, at the end of the study program, are calculated their weighted average grade, which also takes into consideration the respective credits for each discipline or other formative activity.
4. The allocation of credits and teaching hours in the auditorium according to the above study components for each formative activity is determined during the discussion of each subject program (syllabus) as well as during the drafting/reorganization of the teaching program by the responsible unit or units.

Article 51

The Curriculum

1. The curriculum of each study program defines:
 - a) the study program courses divided by category of formative activities, as well as by year and semester;

b) relevant ECTS.

2. At the beginning of each academic year, based on the respective study program, the base units prepare the curriculum for the year, in which the category and corresponding ECTS for each formative activity (course), the division of teaching hours in the auditorium (lectures, seminars, exercises, laboratories, practice, course work, etc.) as well as their evaluation are determined according to the semesters and years of study. The curriculum also determines the dependence between similar courses which has been decided by each unit responsible for the study program.
3. At the beginning of each academic year, based on the course syllabus, the base units prepare the academic year's curriculum which is approved in advance by the Dean's Office and then by the Rector.

Article 52

Learning Groups of Study Programs

1. Lectures, seminars, exercises, teaching/professional practices, laboratories, etc., take place in learning groups where the number of students is in accordance with the by-laws in force.
2. The division of students into groups is done by the teaching secretariat, randomly and in accordance with the chronological order of their registration in the respective study program, as well as in accordance with the by-laws in force for the elements of the study programs offered by UT.
3. Learning groups of each syllabus are recorded in the registers of learning groups.

Article 53

Follow-up of Learning Activities

1. Usually, lecture attendance is optional. In accordance with the relevant features, each main unit may determine in its internal regulation learning activities whose attendance may be compulsory up to 75%.
2. Seminar attendance is compulsory up to 75%. When the student has attended 50-75%, he is not allowed to enter the current exam, but to the next regular season. When the student has attended less than 50%, he/she shall attend that course again in the following year.
3. Attending laboratory work, making exercises, as well as course assignments, is 100% mandatory. When the student has not attended up to 25% of the laboratory work of each course, he/she pays them off in the last two weeks of the following year, or of the semester when the course is only one semester long. If the student has not attended more than 25% of them, he pays them off in the following year.
4. Educational/professional practices are included in the curriculum at program level or at course level and their attendance is 100% compulsory.
 - i. Failure to attend the teaching/professional practice, when provided at course level, constitutes a reason for the student not to sit for that course examination, except when the course syllabus provides otherwise. The student shall earn the right to sit for the course examination after paying off this course obligation.
 - ii. Where the teaching practice is provided at curriculum level, the student who has not attended it in the respective year is obliged to attend it in the subsequent academic year.

5. The course projects must be paid off to the extent of 100% and the student shall not have the right to sit for the course examination only for those special courses whose specific nature requires such element, and it is provided in advance in the course syllabus and has been made known to the students since the first lesson.

Article 54

Lesson Schedule

1. The time and auditorium in which the lesson takes place are determined in the lesson schedule. It is prepared by the main unit at the beginning of each semester and announced by the teaching secretariat, no later than one week before the beginning of the lesson. The schedule is obliged to be respected by the students and the academic staff.
2. The lesson schedule is built upon matching the learning elements with the rational distribution of student's workload. The weekly teaching load in the auditorium for lectures, seminars, exercises, laboratories, forms of continuous control and sessions developed in the auditorium, is up to 25 (twenty-five) hours. The duration of the teaching sessions is 50 minutes, with a 10-minute break between them.

Article 55

Learning Group Register (of the Lecturer)

1. The Learning Group Register (LGR) is kept and filled in during the learning process.
2. Detailed rules on the Learning Register are provided in the main units' regulations.

Article 56

Learning Process Documentation

The University of Tirana administers this documentation of the learning process in written form:

- A. The student fundamental register, which is the document that certifies the registration of students at a higher education institution. Each student is provided with a unique matriculation number, which he keeps until receiving the diploma or certificate which is noted in this register. The fundamental register is deposited in the state archives, according to the legal framework in force for the archives, while the certified copy is kept for the entire duration of the institution's existence. It is also completed in electronic form.
- B. The academic achievements register, which is the document that certifies the results achieved by each student registered in the higher education institution by study program. The academic achievements register is deposited in the state archives as per the legal framework in force on archives, while the certified copy is kept for the entire duration of the institution's existence. It is also completed in electronic form.
- C. The register of the issuance of diplomas and certificates, which is the document that certifies their issuance by the institution. UT documents the withdrawal of the diploma and diploma supplement for each student who has successfully completed academic and other

institutional obligations. The register of the issuance of diplomas and certificates is deposited in the state archives, according to the legal framework in force on archives, while the certified copy is kept for the entire duration of the institution's existence. It is also completed in electronic form.

Article 57

Knowledge Control and Evaluation Instruments

1. Knowledge control serves to evaluate the progress and measures the acquisition of the learning outcomes and professional competencies of the program by the students.
2. Knowledge control and evaluation instruments are based on the following elements:
 - a) The assessment criterion, which describes what the student is expected to acquire and at what level in order to demonstrate the achievement of learning outcomes for a given course;
 - b) Assessment methods, which are the techniques, tools and instruments for gathering information to determine the extent to which the student acquires the learning outcomes of a course.
3. The instruments on which the assessment is based are:
 - a) Follow-up of educational activities, which is based on the elements defined under Article 74 of this Regulation;
 - b) Continuous evaluation, which is based on the result obtained from continuous control in lectures, seminars, exercises, laboratories, practices, etc.
 - b/1 For the exercise of continuous control the following are used: written tests, oral tests, conversations, midterm tests, course assignments, group works, projects, presentations, essays, reports, various performances, diploma theses, etc.
 - c) The final assessment, which is based on the total result obtained from the continuous assessment during the year and the exam assessment.
 - d) For some of the curriculum formative activities, the final control is done only through continuous control. For a significant part of the courses of a study program, the final assessment is made by considering the continuous assessment and the final exam assessment;
 - e) Apart from the courses considered as course projects, all course syllabi must provide for the final evaluation at least two of the elements described under point b/1.
4. Each unit internal regulations determine other specific elements that help increase the quality of knowledge assessment control.

Article 58

The Exam

1. According to the curriculum, the exam is the main form for the final assessment of the course acquisition. The course may be examined either in a written, oral or combined form.
2. The student gains the right to sit for a course exam when he/she has paid off all the obligations provided in the course syllabus and to the extent defined in this regulation, as well as in the main unit regulation.
3. The student earns the right to sit for the exam when he/she has met all the obligations and

when this is confirmed by the course lecturer in accordance with the provisions in the item "Form of knowledge control" defined in the course syllabus.

4. a) The exams may be prepared by any course lecturer. It is not necessary for the exam paper to be one and the same. In cases of exams carried over from previous years and when it is impossible to identify the lecturer or upon his (her) absence, as well as when the number of students is high, the Head of the Department appoints a lecturer to prepare the exam.
- b) The exam paper must include questions covering the entire range of passing grades, proportionally for three categories: grades 5-6, grades 7-8, grades 9-10 and is declared to students before the exam.
- c) The prepared exam paper should be approved by the Head of the Department.
5. The Head of Base Unit sets up committees to supervise the written exams process, whose professor/student report is set forth under the main and base unit regulations.
6. Exams and re-examinations take place according to the deadlines set in the academic year structure, approved by the Dean's Office and the exam calendar, which is announced at the beginning of the academic year. Possible changes in the calendar are made at least one month before the beginning of the exam season.
7. Exams and re-examination dates are proposed by the responsible units in agreement with student councils on special seasons (October and April) and approved by the Dean/Director.
8. The deadlines set for exams and re-examinations are mandatory for both lecturers and students.
9. The student is not allowed to sit for a second time in any course exam within one season.
10. When the exam calendar allows, a student may sit for up to two exams on the same day, when allowed by the main unit.

Article 59

The Exam Process

1. Exams take place at the specified time and date. Where there is a state of emergency/natural disaster, the head of the main unit may set a new date and time for an exam, notifying the students of such change at least 3 (three) days in advance.
2. Students are admitted to the exam by a committee consisting of two course lecturers, of whom at least one, must be a full-time academic staff.
3. If one of the lecturers cannot participate in the exam, the replacement is made by the head of the base unit.
4. Written exams are done on papers where student's details are hidden/covered. Confidentiality of student details is defined in the internal regulations of the main units. In this case, the exam paper must also include the day and time when students may appear to consult for the assessment, as well as to determine their final grade.
5. The student must appear on the examination day with an identity document. The student is not allowed to have with him/her any material related to the exam, except those allowed by the exam committee.
6. In case of violation of the examination rules, the student is sent for disciplinary proceedings, based on the provisions defined in the Articles of Association and this Regulation.
7. Entry of external persons to the exam is prohibited, apart from the Head of the Base Unit, the leading authorities of the main unit or other persons authorized in writing by the Dean or

the Rector to exercise control.

Article 60

Final Assessment

1. The final assessment is comprised of the sum of the result obtained from the continuous assessment during the year and the exam assessment. The course syllabus acquisition is evaluated from a minimum grade of 4 (four) to a maximum grade of 10 (ten). The lowest passing grade is five. In forms of written control, a score evaluation system may also be used, the result of which must be converted into a grade.
2. The examination committee, at completion of the written and/or oral examination, shall announce the results within 10 (ten) working days as of the examination date. The correction committee consists of lecturers who have been teaching during the year in the respective groups. In their absence, it is the Head of the Department who decides on the committee composition.
3. At completion of the exam, the answer key to the exam paper and the results' date are officially announced. After the evaluation results are announced, clarification sessions may be held if any student has submitted any request for clarification. Students' rights to review the exam, to receive a photocopy of his/her examination answer (where they are not convinced with the committee's explanations) and the establishment of an exam reevaluation committee in case of further appeals, must be observed in compliance with this regulation. Within 2 (two) working days, as of the date of handling the requests for clarification, the official written lists containing the exam results are submitted to the teaching secretariat.
4. The teaching secretaries prepare the lists of regular students, of students who fail in various courses, of repeat students, and forward them to the relevant base units not later than 3 (three) days prior to the beginning of the exam season.
5. At the end of the study program, the students are calculated the arithmetic average grade and the weighted average grade, which also takes into consideration the relevant ECTS for each formative activity.

Article 61

Complaints about Exam Organization

1. Any student shall have the right to complain about the violation of exam rules. The complaint is submitted in writing to the Head of the Base Unit within 24 hours from the exam date.
2. The Head of the Base Unit, within 48 hours as of the date of receiving such complaint, shall verify if there are remediable violations in cooperation with the exam committee, making the appropriate corrections.
3. In the event the Head of the Base Unit deems it impossible to take a decision, he/she proposes to the Dean/Director, who, after being familiar with the entire procedure reaches a decision. If he/she evaluates the student's complaint as fair, no later than 48 hours as of the complaint, the Dean/Director shall cancel the exam and decide on its reorganization.

Article 62

Final Assessment Appeal

1. Any student shall have the right to complain about the final assessment of an exam. The complaint is submitted in writing to the Head of the Base Unit within 48 (forty-eight) hours as of the announcement of the exam result.
2. The Head of the Base Unit within 24 hours from the date of receiving such complaint, notifies the academic staff of the course to review the complaint and provide their opinion.
3. The Head of the Base Unit conveys the decision taken by the course academic staff regarding the appeal to the Head of the Main Unit within 24 hours.
4. Within 48 hours of receiving the information as per point 3 herein, the Head of the Main Unit shall establish an *ad hoc* committee which, within 3 (three) working days, shall verify the student's claims and if such claims stand, the committee shall determine the final assessment of the exam.
5. The Committee shall forward the review results of the complaint to the Head of the Main Unit, who within 48 hours, shall further inform the Head of the Base Unit, the course academic staff and the complainant.

Article 63

Transfer to the Subsequent Year and Defense of the Study Program Degree

1. Any student shall pass from the first to the second year after obtaining at least 20 (twenty) ECTS of the first-year curriculum courses. When a student fails to fulfill such requirement, he/she shall attend the remaining courses of the first year during the second year.
2. Any student shall pass from the second to the third year after obtaining at least 60 (sixty) ECTS of the first- and second-year curriculum courses. When a student fails to fulfill such requirement, he/she shall attend the remaining courses of the first and/or second year during the third year.
3. Any final-year student who, at the end of the year exams has accumulated up to 30 outstanding ECTS, shall have the right to sit for those exams prior to the graduation season, as determined by the Dean's Office/Directorate in agreement with the relevant study program unit. Any student who pays off such obligations is allowed to sit for the degree final exam. Otherwise, they have the right to pay them off in the next re-examination season.
4. Such requirements shall apply to all the three study cycle programs, apart from the doctoral study program.
5. Any student is entitled to defend his/her degree having earned all the ECTS provided in the study program.
6. Any student is considered a repeat when he/she does not meet the minimum number of ECTS to pass from one year to the subsequent year as per the definitions under points 1 and 2 of this provision.
7. Any repeat student is cut off the support from public funds, except in cases of Force Majeure.

Article 64

Exams and Re-exams

1. Any student shall have the right to sit for an exam in 3 (three) regular seasons: summer, autumn and winter.
2. In certain cases, upon request of the Student Council of the main unit, two other separate seasons may be opened (October and April).
3. Any student qualified as a repeat in the regular exam seasons shall have the right to:
 - a) retake an exam for up to 1/2 of the annual ECTS (30 ECTS) in the fall season, including both the subsequent year's courses and those carried over from previous years;
 - b) sit for the exam in the subsequent year, for exams carried over from previous years, in one of the exam seasons according to his/her course; in the re-examination season or special season.
4. The Head of the Base Unit appoints an exam committee taking into consideration that repeat students and those students who have exams carried over from previous years and who have failed at least 3 times in the exam in which they have set for, are assigned a new exam committee.

Article 65

Grade Improvement

1. Any student attending the first cycle of studies shall have the right to improve their grade of up to 3 (three) courses of the year in which they attend their studies. In the last year of the first cycle, they have the right to improve the grade of up to 4 (four) courses of all the study years.
2. Any student attending the second cycle of studies shall have the right to improve the grade of up to 4 (four) courses of all the study years of the cycle.
3. With regards to grade improvement, students are examined only once for the chosen course. Grades may be improved only in the regular re-examination season, where the highest grade between the previous one and the new one shall remain in force.
4. If any student has submitted a request for grade improvement, but fails to not appear in the exam, the previous grade shall remain valid.
5. The request for grade improvement is submitted to the Dean's Office/Directorate prior to the regular re-examination season, in accordance with the provisions of this Regulation and the internal regulations of the main units.

Article 66

Professional/Teaching practices

1. Professional/Teaching practices are included in the curriculum at program or course level.
2. The duration and time of development of professional/teaching practices is determined in the study program curricula as well as in the relevant course syllabi. At the beginning of the academic year, the responsible unit or the head of the relevant course shall communicate to the students the practice program and its timeframe.
3. Each unit responsible for the program, in cooperation with the heads of the relevant courses, shall organize the development of professional/teaching practice taking into consideration the selection and provision of institutions/entities where the practice will take place, the signing of relevant agreements with each of them, the appointment of contact persons from

the host institution, etc. For the provision of long-term and stable agreements with the institutions/entities, the respective structures of the institution (Dean's Office or Rector's Office) shall also contribute.

4. Professional/Teaching practices are conducted in learning groups as per the provisions under the by-laws in force and the requirements set forth herein.
5. During the professional/teaching practice, students must observe the rules of the unit responsible for conducting their practice, as well as the host institution.
6. Professional/Teaching practices, while being part of certain course syllabi, shall be led by the academic staff covering the relevant field, course or module. Such academic staff shall exercise constant control and liaise the students, the base unit and the host institution where the practice is conducted.
7. Student attendance of the professional/teaching practice is 100% compulsory. Any student who fails to complete the professional/teaching practice program shall be subject to the rules established for all other obligations set forth herein, or in the internal regulations of the main units.
8. At completion of the professional/teaching practice, students must prepare a report on the work performed. Such report is evaluated by the academic staff supervising their practice having received the opinion of the designated responsible employee in the host institution. Such evaluation is conducted in compliance with the curriculum requirements. For professional/teaching practices, integral part of certain course syllabi, this grade is included in the final evaluation of the relevant course.
9. For professional/teaching practices outside the Municipality of Tirana, the responsible unit, in cooperation with the heads of the relevant courses, shall plan at the beginning of the year the financial costs related to travel expenses, sleeping and health insurance, for all groups of students who move during their professional/teaching practice, in accordance with the normative acts in force.
10. Further detailed arrangements regarding the development of teaching/professional practices, rights and responsibilities of responsible units and students, etc, are defined in the internal regulations of the main units.
11. Professional/teaching practices may be evaluated with a "Pass"/"Fail" or with a grade. With regards to professional/teaching practices in the field of teaching, final assessment is made with a grade.
12. Students are entitled to be insured by the relevant unit in one of the insurance companies for the entire duration of their studies as per the instructions of the Minister responsible for Education and the Minister of Finance.

Article 67

Completion of program obligations

1. The obligations of the first cycle study program are completed through:
 - a) a final general exam, or
 - b) a diploma thesis.
2. The right to defend the diploma thesis or to take the final general exam is detailed in the main units' regulations.
3. The final obligation of the first cycle study program according to the features of each study program, comprises from 3 to 5 ECTS, or 75-125 hours of independent student work as

foreseen in the curriculum. The formation exam syllabus for the study program is prepared by an *ad-hoc* committee established by the Dean's Office. The formation exam syllabus is then discussed by the relevant unit(s) and approved by the head of the responsible unit or head of the unit with the main weight in this formation exam.

4. The obligation of the second cycle study program is completed with a diploma thesis:
 - a) For the Professional Master study program, the thesis comprises from 10 to 20 ECTS as provided in the curriculum.
 - b) For the Master of Science study program, the thesis comprises from 10 to 15 ECTS as provided in the curriculum.
5. For the Executive Master study program, the thesis comprises from 18 to 20 ECTS as provided in the curriculum.
6. For the integrated study program, the thesis comprises from 3 to 5 ECTS as provided in the curriculum.

Article 68

Diploma Thesis

1. Depending on the study program features and the responsible unit capacities, the thesis may be of a theoretical or experimental nature, in accordance with the Diploma Thesis Guide.
2. The main unit shall establish an *ad hoc* committee for designing the Diploma Thesis Guide for the first and second cycle of studies, which shall set forth the instructions regarding writing, experimental work, source citing, literature review, results and discussions, statistical processing, processing tables and figures, etc.
3. The Diploma Thesis Guide is approved upon decision of the Dean's office.

Article 69

Thesis Defense

1. The thesis defense is held in three seasons: the winter, summer and autumn season. The Head of the Main Unit shall determine the defense deadlines.
2. The graduate candidate in the first and second cycle of studies who fails in the first season of diploma defense is entitled to reapply for defense in the next season.

Article 70

Issuance of Diplomas and Certificates

1. The University of Tirana provides students who have completed all the obligations of a study program with the relevant diploma or certificate, which is an official document.
2. The constituent elements of the diploma/certificate, the form and procedures for its registration are determined by the ministry responsible for education.
3. Any form of diploma and certificate, prior to being issued by the University of Tirana, is registered in the State Register of Diplomas and the State Register of Certificates for higher education and scientific research, kept at the Education Services Center.

Article 71

Receiving a diploma/certificate

1. Any graduate may receive his/her diploma/certificate in person upon signing and being recorded in the relevant register. If the presence of the graduate is objectively impossible, the diploma may be received by a representative of the graduate provided with a Special Power of Attorney, which is attached to the Register of Issuance of Diplomas/Certificates, and by producing an identification document.
2. If the diploma/certificate contains any mistake, the person concerned is advised to refuse it and ask to be provided with an accurate diploma/certificate
3. In the event the person concerned receives the inaccurate diploma/certificate, or the original diploma is lost or damaged thus becoming useless, UT does not issue duplicate diplomas. Graduates may only obtain a transcript of grades and a certificate with the student's photo, which is equivalent to the diploma/certificate, after being signed by the Rector, the Dean/Director and the Head Secretary. Their signatures are certified with the UT seal.
4. The inaccurate diploma/certificate shall be destroyed by an *ad hoc* committee consisting of three members appointed by order of the Dean/Director. During the destruction process, the relevant minutes are kept which are then deposited in the teaching secretariat of the faculty/institute before the person concerned is issued a certificate equivalent to the diploma/certificate.
5. If any citizen graduated from UT results to possess two graduation documents, an original diploma and a certificate equivalent to the diploma, the document issued on the later date shall be considered valid.

Article 72

Diploma Supplement

1. Diplomas issued for the study programs of the first, second cycle, for integrated programs, as well as for "Executive Masters" of the third cycle, are accompanied by the Diploma Supplement, which is prepared as per the provisions of the by-laws of the ministry responsible for education.
2. With regards to those students of the University of Tirana who, during their years of study, have been part of the mobility schemes with which the UT has had an agreement, after returning from their mobility, the results of those courses which are not converted shall be reflected in the Diploma Supplement.

Article 73

Correcting Student's Data

1. The student secretaries, in cooperation with the units responsible for study programs and student councils, shall have the obligation to collect students' accurate data prior to issuing the diploma or certificate.
2. Prior to completing their studies in a study program or the secretary filling in the diploma or certificate document, students, on a case-by-case basis, must submit the necessary documents for the change or correction of his/her data.

3. With reference to those students who have changed their surname after marriage, in the diploma or certificate should be written their maiden surname, as well as in brackets the surname they have at the time of graduation, if different.

Article 74

Graduation Ceremony

1. Diplomas are awarded in a ceremony where the leading authorities of UT, main units, renowned scholars and other guests may participate.
2. With regards to those students who have completed their studies with honors, all grades 10 (ten), the "Gold Medal" Certificate shall be awarded.
3. With regards to those students who, during their studies were evaluated with grades 10 (ten) for over 80% and the rest with 9 (nine), the "Excellent Student" Certificate shall be awarded.

Article 75

Temporary Interruption of the Study Program

1. Any student who temporarily interrupts his/her study program in the framework of international projects and programs with which UT has an agreement, is released from the obligation of attendance.
2. In such a case, the student is recognized the exams taken abroad for similar courses and upon his/her return from the project/program, the relevant study program unit shall enable him/her to settle the obligations related to the other courses as per an individual plan.

Article 76

Student Status

1. The student status is acquired upon his/her registration at UT and is lost upon receiving the relevant diploma or certificate, as well as in various cases of his/her de-registration. Students' rights and obligations are based on law no. 80/2015 "On higher education and scientific research in higher education institutions in the Republic of Albania", the acts issued in its implementation, on the UT Articles of Association and on this Regulation.
2. The winning candidate is entitled to receive the student status and attend his/her studies in the winning academic year and study program, if he registers at the students' secretariat of the relevant faculty/institute within the stipulated and announced deadlines.
3. For his/her registration, the student should submit to the student's secretariat of the faculty/institute the documentation listed in the relevant instructions of the ministry responsible for education.
4. If any student is not registered within the deadline, in the established manner and in accordance with the other criteria determined by the instruction of the ministry responsible for education, UT does not undertake to preserve his/her right to study.

Article 77
End of Studies and Removal of the Student Status

1. Usually the student status ends upon being awarded the diploma.
2. The status may be removed in advance through deregistration in the following cases:
 - a) upon order of the Head of Main Unit based on the student's request for deregistration in the form of a Statement declared before a notary public;
 - b) upon order of the Head of Main Unit when proven that the conditions and criteria for the right to study were missing or were lost;
 - c) when a student leaves his/her studies without any reason;
 - d) when the maximum duration of studies lapses;
 - e) upon decision of the Head of Main Unit/Rector/Council of Ethics, following consultation with the relevant Student Council on serious or repeated violations of the Articles of Association, this Regulation or the internal regulation.
 - f) in any other case for personal reasons when the student submits a request to the Main Unit.

Article 78
Suspension of the Term of Studies

1. Any student may suspend his/her studies at any time of the year only in the following cases:
 - a) when ill for long periods, documented with a medical-legal report;
 - b) in family misfortunes, or difficult economic conditions, documented by the relevant offices of the local government;
 - c) when sentenced to imprisonment for a serious criminal offense pursuant to the Criminal Procedure Code;
 - d) where any student may attend studies and qualifications in other local or foreign higher education institutions, apart from what is provided under this regulation.
2. The term of studies may be suspended up to 3 (three) years with the approval of the Head of the Main Unit. The term of studies may be suspended up to 5 (five) years with the approval of the Rector. The suspension of the study period shall begin the day after the suspension is approved by the Head of the Main Unit or the Rector. Otherwise, the student is personally responsible for the consequences.
3. The student return after the suspension of the term of studies shall take place at the beginning of each semester, but not later than one month from such term.
4. Any student who has suspended his/her studies shall be recognized all the previously paid obligations. He/she is subject to the curriculum obligations he/she finds after resuming his studies.
5. During the suspension period, the set deadlines on maximum duration of the term of studies is not calculated.

Article 79
Recognition and Equivalentation of Study Periods

1. UT offers opportunities for the recognition of ECTS and transfer of studies between

- programs of the same study cycle within UT or different institutions of higher education.
2. Periods of study and obligations of study programs completed in other domestic or foreign higher education institutions, from the point of view of the right to continue education, are recognized and equivalented, in the same or similar study program.
 3. The recognition is made by the Base Unit to which the request and the necessary documentation is submitted pursuant to the provisions of the main unit internal regulation.
 4. For any student who wishes to be transferred to UT, the equivalentation committee established at each responsible unit, based on the documentation submitted by the applicant, shall determine the obligations the student will have if accepted in that program, according to the current curriculum, as well as recognize courses by way of equivalence.
 5. Following the ECTS recognition, the equivalentation committee shall also determine the respective year of the study program in which the student must attend his/her studies.
 6. After completing the studies, in the Diploma Supplement, the following must also be noted:
 - i. previous matriculation number (if any);
 - ii. the year in which the student started his/her studies from the coming institution;
 - iii. the ECTS that have been recognized at UT through the recognition process.

Article 80

Transfer of Students Outside UT

1. UT offers opportunities for transfers of students in intermediate years between programs of the same cycle, within the institution itself or different institutions of higher education, as well as for transfers from previous programs to programs of first cycle studies.
2. As a rule, transfers are made in intermediate years and candidates with the highest results are accepted. The minimum necessary ECTS for the transfer of studies is 30. UT students, who wish to transfer to other universities of the country, in the program of the same cycle, shall submit a request to the Dean's Office of the Faculty/Directorate of the institute where they are attending their studies. The Dean's Office/Directorate examines the request and according to its evaluation forwards it to the Rectorate, which, after approving the request, forwards its proposals to the respective universities.
3. After the admission response from the host university, the complete student's documentation is forwarded: obligations evaluated with the relevant grades, high school diploma, scholarship documentation if any, etc.
4. The transfer procedures are completed in accordance with the deadlines set by the instruction of the Ministry responsible for education.

Article 81

Transfer of Students to the University of Tirana

1. Studies may be transferred to UT in compliance with the quotas approved by the UT Academic Senate. In proposing transfer quotas, each unit must argue the quotas proposed considering its hosting capacities.
2. For students from other universities who wish to transfer to UT, the transferring university must be accredited.
3. The request must be accompanied by detailed information about the student: study program, cycle, form of study, set obligations, evaluations with their relevant ECTS, personal

- certificate, whether entitled to a scholarship or not, course syllabi of the completed courses.
4. The *ad hoc* committee ranks the candidates who have applied based on the score for each evaluation criterion and evaluates the candidates with winning/non-winning status.
 5. The decision on the acceptance of the students proposed for transfer is taken by the Dean after having received the opinion of the Dean's Office/Directorate, having considered the possibilities and program capacity and the study cycle according to the established quotas, as well as the equivalence result. Then the winning candidates' lists are made public in accordance with the legislation for the protection of personal data, and the registration process is carried out in accordance with the legislation in force.

Article 82

Attending Studies during Force Majeure

1. In the event of an unusual situation (pandemic, riots, earthquakes, hurricanes, war, etc.) each main unit may determine the way in which studies will be attended in a certain course syllabus: lectures, seminars, laboratory works, exercises, course assignment, professional/teaching practices, etc., in accordance with the curriculum.
2. The unit responsible for a study program shall prepare a special learning plan in accordance with the requirements and instructions issued by the relevant institutions in the country for attending lesson in the auditorium, online, combined, self-study, where the implementation of the complete program is aligned as much as possible while meeting the requirements of the unusual condition.
3. This special plan defines furthermore the rules for knowledge assessment in accordance with the requirements of this Regulation, special regulations and requirements of the unusual situation.
4. The special plan and the requirements for fulfillment in terms of an academic and financial point of view are discussed in the responsible base unit with the student councils concerned in the study program, with the base unit administration, and approved by the Dean/Director.
5. The requirements of this special plan are mandatory to be fulfilled by the academic staff, students, assistant academic staff with teaching/administrative character, as well as administrative staff of the constituent unit where the program takes place.

CHAPTER VI

FUNDING AND SCIENTIFIC RESEARCH

AT THE UNIVERSITY OF TIRANA

Article 83

Funding

1. UT is funded by:
 - a) State Budget;
 - b) study fees;
 - c) revenues from rendered services;
 - d) revenues generated from relations with third parties;

- e) scientific-research activity;
- f) donations and other legal funding sources;
- 2. Funding from the state budget of UT and scientific research is distributed in the form of a grant consisting of:
 - a) development policy grant for public institutions of higher education, which is up to 10% of the total annual grant consisting of:
 - Fund for institution support and academic infrastructure;
 - Competitive projects fund for the development of public institutions of higher education.
 - b) teaching grant, consisting of:
 - Fund for public institutions of higher education, to the extent of not less than 90%;
 - Student support fund, up to 10% a year.
 - c) the grant for scientific-research work and creative activities, which is 5% to 10% of the total annual grant consisting of funds for scientific research. This grant is open for application to all accredited higher education institutions that conduct scientific research.

Article 84

Scientific Research

1. The University of Tirana aims to develop scientific research as a base for freedom and diversity of ideas for the establishment and strengthening of the democratic society and the rule of law, for the increase of well-being and human dignity.
2. The University of Tirana develops its activity of national and international scientific research within the framework of obligations with an integrative nature, or in fulfillment of international agreements.
3. The University of Tirana carries out scientific research in cooperation with local institutions and through the international exchange of lecturers and students, in the fulfillment of its objectives and programs.
4. The University of Tirana takes part in permanent bodies, as well as actively participates in temporary bodies and activities of higher education and scientific research in the respective field, inside or outside the country.
5. The University of Tirana, in accordance with the scientific research mission and respecting individual freedom, designs special programs and projects tailored to the needs of different fields, as well as competes with these projects at national and international level for the financing of scientific, technological and cultural research.

Article 85

Strengthening Capacities and Quality of Research Work

Strengthening research capacities includes both investment in human capital (researchers) and increasing funding sources in support of scientific research.

Article 86

Establishing and Strengthening Cooperation

1. Cooperation in scientific research includes relations with scientific researchers of universities and other institutions inside and outside the country, as well as with organizations, agencies,

industries, companies and business at national and international level, prioritizing those of the European Higher Education Area (EHEA).

2. Pursuant to the principles of the European Scientific Research Area (HEK/ERA) and the new national strategy for scientific research, technology and innovation, UT increases and strengthens cooperation with public and private universities in the country, business, industry, and government at central, regional and local level.

Article 87

Scientific Journals

1. Each main unit must publish periodically, not less than twice a year and not more than 6 times a year, a scientific journal.
2. Publication in this journal is allowed for all members of the academic, assistant academic staff, professionals in the field who aim to address problems, issues, phenomena, innovations, discoveries or different approaches.
3. For the publication of the scientific journal in each main unit there is established:
 - a) a Journal Scientific Board consisting of not less than 5 and not more than 15 members. Member distribution is done to the extent possible maintaining equality of representation among base units. The Board Chair and *ex officio* member is the Deputy Dean covering the field of scientific research. The Scientific Board members must be full-time academic staff holding the title "Professor". They are appointed by the departments and forwarded to the Head of the Main Unit.
 - b) a scientific technical secretariat which consists of academic, assistant academic and administrative personnel as per the definitions in the main unit Regulation. The technical secretariat task is to carry out the administrative and scientific activity in collecting manuscripts, forwarding them to the Board, maintaining communication between the authors wishing to publish and the Scientific Board, attending the publication of the Journal according to the scientific requirements.
4. Scientific Board members may also be members of the academic staff of foreign HEIs. In this case, the board composition and the participation of foreign academic personnel is done in accordance with the agreement related to this case.
5. The Scientific Board members and the technical secretariat shall benefit a salary supplement for the activity they perform based on this article. The supplement is proposed by the Dean's Office of the main unit and approved by the Board of Administration.
6. The main unit regulations determine in detail the Scientific Board and Technical Secretariat composition, membership division between departments, meeting regularity, as well as notification modalities of the call for publication, review of submitted papers, appointment of relators, completion of the reviewers' comments, the types and criteria to be met by the paper, scientific references, etc.
7. Depending on the capacities and scientific activity, it may be decided that even departments within a main unit may have their own scientific journal. In this case, the provisions of the above points shall apply to the extent possible. More detailed rules are defined in the main unit regulation.

Article 88

Scientific Conferences

1. No later than 30 (thirty) days prior to the end of the budget year, the departments propose the scientific conferences they will hold during the following budget year.
2. The proposal must contain the type of conference (international or national), its organization and the approximate period when it can take place, as well as the relevant costs.
3. The proposal is forwarded to the Dean's Office, which decides on their approval in the relevant budget. In approving the organization of scientific conferences, the Dean's Office must try to maintain the principle of equality among base units.
4. For the approved conferences, the Department shall establish a Scientific Committee to manage the organization of the Scientific Conference.
5. The main unit regulations determine the modalities of the call notification, reviews of abstracts, presentations, appointment of relators, completion of relators' comments, types and criteria that must be met by abstracts, references, scientific references, etc.

Article 89

Scientific Publications

1. Each member of the full-time academic staff is entitled to propose the publication design of educational texts and/or scientific monographies. The proposal should abide to a defined format and must contain:
 - a) reasoning for the need of this publication, the state of current publications, as well as the innovations it brings;
 - b) the working plan, methodology and approach to be followed;
 - c) the person/persons and their ranks/titles (if any) who will carry out the publication;
 - d) cost of research and publication (approximate);
 - e) duration.
2. In the event the manuscript is written by an academic staff member, he/she may apply only for publication.
3. For their evaluation, the base unit establishes a committee of three members from the "Professor" category, who evaluate the submitted proposal. The committee proposes its findings to the base unit, which then decides on the approval or refusal of the submitted proposal.
2. The proposal is presented to the Dean's Office of the main unit, which decides on their approval within the relevant budget. In this case, the Dean's Office must try to maintain the principle of equality among base units and academic staff members.
3. Upon completion of the study and manuscript writing, the latter is presented to the department for evaluation. The department shall appoint two opponents from the same field of study or, if possible, from related fields, who must be of the "Professor" category. Opponents should submit their reports to the base unit, which ultimately decides whether to approve the manuscript for publication.
4. In case it was applied only for the manuscript publication, then only points 2 and 5 of this article shall apply.
5. When any academic staff is asked to evaluate a monograph, the base unit must first evaluate the fulfillment of the authenticity conditions. Furthermore, the monograph must have been evaluated in terms of scientific content by at least 2 (two) independent reviewers in the scientific-research field. Only after the fulfillment of the above two conditions has been

positively assessed, the base unit covering the research field, may follow the acceptance procedure for the said monograph.

6. The provisions of this article do not prevent any full-time academic staff member to publish textbooks and/or scientific monographs at his/her own costs. In this case, such a member shall have the right to request the approval of his/her publication to the base unit pursuant to point 5 of this article, in order that his/her scientific progress is recognized.
7. The main unit internal regulations may determine more detailed instructions about the agreement to be entered regarding the division of the profit from the sale of scientific publications.

Article 90

Scientific Projects

1. Scientific projects may be realized:

- a) from the base units themselves or one or more academic staff members;
- b) from the main units combining the cooperation among base units;
- c) from several different units that make up the UT in cooperation with each other;
- d) in cooperation with other HEIs (or their units);
- e) in collaboration with various bodies of public law (state institutions, independent, courts, prosecutor's office, etc.);
- f) in cooperation with international organizations;
- g) with different organizations;
- h) with commercial companies;
- i) with a combination of the above forms.

2. Projects must determine:

- a) the scientific leader;
- b) members (academic and assistant academic staff);
- c) administrative support if necessary;
- d) the financing method;
- e) the activities to be carried out;
- f) the outputs and their use.

3. The application form shall be prepared by the Board of Administration and presented to each base unit for budget applications in research projects approved in advance by the base unit.

4. Each main unit shall propose to the Academic Senate and Board of Administration the budget items that must be covered by the institution. In case of cooperation as per point 1 of this article, the agreement and the project financing manner shall also be submitted.

Article 91

Ethics in Scientific Research

1. Good scientific research practices are based on the basic principles of research integrity, such as: ensuring quality of scientific research, honesty, respect for colleagues or leaders and vice-versa, accountability.
2. Actions consisting of plagiarism, forgery or fabrication of the scientific work proposal during its work or evaluation are prohibited.
3. Actions consisting of manipulation of authorship or denigration of the role of other

researchers in publications are prohibited.

4. Actions consisting of reprinting earlier essential parts of one's own publications without source citing (self-plagiarism) are prohibited.
5. Behavior or other practices that violate the research integrity may include unnecessary expansion of the bibliography of a study, delaying or hindering the work of other researchers, overlooking possible violations committed by others.
6. Any person concerned having claims for violation of scientific research integrity may apply to the Ethics Council of UT or/and the Head of the Main Unit in which the academic staff whom the claims are made for is part of.
7. The head of the relevant main unit shall establish the Disciplinary Committee pursuant to the provisions of the UT Articles of Association. If deemed a serious violation, the matter is forwarded to the Ethics Council of UT. After conducting the administrative investigation, in accordance with the provisions of the Code of Ethics, the final report is sent to the base unit where the academic staff works and to the Academic Senate.
8. Depending on the final report and if a violation has been found, as well as depending on the type of violation, the procedures defined for disciplinary measures in the law on higher education and the UT Articles of Association must be observed.

Article 92

Award of the title "Honoris Causa" and "Professor Emeritus"

1. The University of Tirana may award the title "Doctor Honoris Causa" to outstanding figures of science and society, inside and outside the country, for special contribution to the development of education and science, as well as to the development of our country. This title is awarded by decision of the UT Academic Senate, after obtaining the consent of the ministry responsible for education. The number of "Doctor Honoris Causa" titles that the UT may award, as a rule, may not be more than 2 (two) per year.
2. The University of Tirana is entitled to award the title "Professor Emeritus" for special contribution to the development of education and science, as well as to the development of our country. As a rule, the number of "Professor Emeritus" titles that UT may award, may not be more than 2 (two) per year for each main unit.
3. The title "Professor Emeritus" is awarded to the academic staff of the University of Tirana, who:
 - a) is retired;
 - b) has been an academic staff of UT for at least 30 years;
 - c) is holder of the academic title "Professor".
4. The main unit where the candidate has exercised his academic activity shall submit a request for the award of the title "Professor Emeritus", together with the written report, for prior approval to the Academic Senate. After the Academic Senate makes a preliminary assessment of the request and approves it, the proposal is sent for consent to the ministry responsible for education.
5. Academic titles are awarded with a ceremony attended by UT governing authorities, renowned scholars, etc.

CHAPTER VII

STUDENT ORGANIZATIONS, RIGHTS AND DUTIES OF STUDENTS

Article 93

Student Organizations

1. Student councils are independent organizations of students at UT, which do not conduct political and economic activities. Such councils promote student participation and coordinate their representation in UT governing bodies, teaching-research structures and services.
2. Student councils are elected every two years by student votes in the second semester of each academic year and are based on the legislation in force.
3. Student councils are organized at the main unit level, at institutional level, as well as at national level.
4. Student councils may not be organized with other political and non-political structures, outside the University of Tirana.
5. The modalities and procedures for their creation, organization and operation are set forth in their Articles of Association and regulation, in accordance with the law on higher education, the Articles of Association and this Regulation.
6. The student councils express opinions and proposals on all problems of general concern of UT such as study plans and programs, regulations for teaching activities, the right to study, quality of services, assignment of tuition fees and student contributions, other financial matters for students, preliminary annual balances of expenses or the allocation of financial resources, organization of various cultural, artistic, sports activities, etc.

Article 94

Rights to Psycho-Social Service

1. Each UT main unit shall ensure the presence of psycho-social services.
2. Students are entitled to receive such service in the psychologist's office.
3. The psychologist helps students with services such as: adaptation to university life, management of emotions, challenges in university interaction and coping with them, the search for purpose, as well as any issue that can affect causing stress in everyday life.
4. The psychosocial service assists students in improving their academic achievement, supporting learning, providing a safe and positive environment, improving assessment and accountability methods, as well as monitoring academic progress and student behavior.
5. For meeting the needs of disabled students, the University of Tirana takes into consideration:
 - i. Creating infrastructure conditions for their normal movement during the learning process;
 - ii. The case-by-case assessment of the provision of possible access to participation in the educational program by electronic means, in case of
 - iii. physical disability to be present;
 - iv. The appointment of an academic staff as a guardian to support the disabled student, ensure proper access to the learning process, as well as other needs that may arise.

Article 95

Student Card

1. University students shall be provided with the student card which is a unique document. Students are entitled to benefit through it from services at reduced prices. The Ministry responsible for education determines the criteria and procedures for the preparation and issuance of the student card.
2. Student card benefits are covered by the funds provided in the State Budget for education.
3. The service categories provided by public entities are defined by decision of the Council of Ministers and by agreement with organizations having student interests as their scope and with private legal entities that provide various services.

Article 96

Extracurricular Activity

1. Students may conduct extracurricular activities of a cultural, scientific, sports and entertainment nature, in places, time and permissible content.
2. Such activities may only be conducted by the students of a constituent unit in the relevant premises with the permission of the relevant governing authority, whereas at university level, with the Rector's permission.
3. Demonstration activities or protests are allowed only with the Rector's permission, at the request of their legally recognized associations, after the opinion of the UT Student Council has been received.

Article 97

Understanding Disciplinary Violations

Rule violations shall be considered all actions performed by any student who violates the personality of others, rules and ethical and moral norms of the society, such as: cheating in exams, falsification of various documents, acts of vandalism, theft, etc, when such actions do not contain elements of a criminal offense.

Article 98

Types of Disciplinary Measures

1. With regards to the above actions carried out during the academic year, including the interval with the previous year, the following disciplinary measures shall apply:
 - a) Written advice;
 - b) Written remark;
 - c) Suspension for that academic year;
 - d) Deregistration from the University of Tirana.
2. The disciplinary measure "Written advice" is given by the student guardian.
3. The disciplinary measure "written remark", "suspension from the academic year" and "deregistration from UT" are made by proposal of the Council of Ethics and decision of the

Dean/Director.

4. Against the decision of the Dean/Director for deregistration, depending on the object of the disciplinary violation, the student is entitled to complain to the Rector/ Council of Ethics.
5. Against the decision of the Rector/Council of Ethics for deregistration, the student may appeal to the competent court. Disciplinary measures are reflected in the student's record.
6. The student is considered rehabilitated, if he/she does not commit any other violation within one month from the disciplinary measure "Written advice", within three months from the disciplinary measure "written remark" and one year from the measure "suspension the academic year".

Article 99

Criteria for Taking Disciplinary Measures

1. Any disciplinary measure is taken after the necessary verifications are made for the violation, the student himself/herself is heard and the opinion of the Student Council is taken.
2. The type of measure is determined according to the violation degree, whether it is repeated and the attitude towards the committed action.
3. As a rule, disciplinary measures are taken according to the above order unless deemed otherwise.

CHAPTER VIII ELECTRONIC MAIL

Article 100

Email Network Security

1. To ensure official communication between governing bodies and authorities at every level, between academic, assistant academic and administrative staff with the students, the University of Tirana shall create and maintain an electronic mail.
2. All messages drafted and/or sent through the UT's internal network must be in accordance with the legislation in force.
3. Each member of the academic, assistant academic and administrative staff, as well as the students, is assigned an electronic mail address to be used exclusively for work needs related to his/her activity. The address is individual, and its use is protected by a password owned only by the staff member.
4. In case of termination of the employment relationship with the UT, the relevant structures shall notify the ICT unit in the administration at the UT Rectorate, which shall initiate the following procedures:
 - a) The ICT unit staff shall inform the user, before leaving work, to activate an automatic reply (Out of Office), to notify all senders of the impossibility of further communication as a result of leaving work;
 - i. The user's access to his e-mail is prohibited and terminated immediately, including the right to download, send, print or retrieve any message entered in the system, regardless of the sender or recipient or the importance of the message, unless otherwise provided by the owner of the institution;

- ii. Following the termination of working relations with the user, the ICT unit shall review the archive and decide to permanently delete the official e-mail address. After 21 calendar days from the deletion of the official e-mail, this data self-destructs irreversibly, according to the GDPR policies implemented by Microsoft.
- 5. Access to internal e-mails of employees who are temporarily not present at the workplace, should be done only in case of absolute necessity and after the employee in question has been informed. In any case, access is authorized by the direct superior and this procedure must be documented. Absolute necessity cases to access the electronic address are:
 - a) For institutional needs;
 - b) When the employer must have legitimate reasons to carry out the intervention;
 - c) When there are doubts about a violation, or a lack of loyalty on the part of the employee towards the institution where he/she works;
 - d) In such a way that it is proportional to the violation of the right to private life and correspondence related to the work activity.

Article 101

Rights and Obligations of the Information Technology (IT) Unit at the Administration of the University of Tirana

- 1. IT employees at the University administration shall have the following tasks and responsibilities:
 - a) to solve technical problems in cases of anomalies or defects. In cases of service provision by the relevant structures of the UT Rectorate, they are responsible for notifying them by means of official e-mail and cooperation in solving problems;
 - b) to ensure the file size that can be attached to e-mail messages, which together with the e-mail content must not exceed 10 MB;
 - c) to provide the electronic address configuration standard;
 - d) to open the entire "Domain Name" with abbreviations of the name of their institution or acronyms;
 - e) to install and update "antivirus" and "antispyware" programs, both on servers and on local computers of UT staff. In this regard, it is mandatory that users are not given rights to change the software options;
 - f) to create, modify and destroy the address list according to the needs dictated by the institution in accordance with the legislation in force;
- 2. Where users are observed to not follow the regulations on the use of services, measures must be taken for the temporary and/or permanent service interruption.

Article 102

Rights and Obligations of the Academic, Assistant Academic and Administrative Staff and Students of the University of Tirana

- 1. The computer system users, part of the academic, assistant academic and administrative staff, as well as the students, shall have the following tasks and responsibilities:

- a) to respect the procedures for the good use of e-mail by using it only and exclusively for work purposes;
- b) not to allow unauthorized installation or use of communication software (directly or by e-mail);
- c) not to use communication programs (directly or by e-mail) for personal reasons, profit and discrimination;
- d) not to use unauthorized software for direct communication unless being advised about its operation and being assigned an individual identification address;
- e) not to deactivate or alternate the antivirus softwares installed on the Institution's computers without an authorization;
- f) not to open electronic messages that seem suspicious and/or that come from unknown external addresses;
- g) not to open the materials attached to the message that they do not expect to receive or that come from unknown, unofficial, Internet and/or suspicious addresses;
- h) not to activate the options that enable the spread of e-mail automatically in cases where programs for managing e-mail (MAIL CLIENT) are used;
- i) not to send chain messages, but to delete them when they come from an external address or from an official address and do not have any work-related content;
- j) not to try to eliminate "spam" or "malicious" messages through the services offered on the Internet. In such cases, the technical personnel assistance should be requested;
- k) not to resend messages containing spam or malware to other official addresses;
- l) send or resend messages (be they official or private) that they have received by mistake to the addressees or to the sender;
- m) access e-mail regularly and respond to messages as soon as possible. In special cases when access to other additional services is needed, IT staff assistance should be requested.

Article 103

Ethics and Writing Form

1. When formatting official electronic mail (e-mail), language and communication rules and ethics in public administration must be applied, such as:
 - a) to be written in a formal manner and not to use confidential comments, as the messages may be published for administrative purposes or used as court evidence;
 - b) observe grammatical rules and avoid misunderstandings;
 - c) contain acceptable text formatting;
 - d) be in accordance with ethics in public administration;
 - e) not to attach unnecessary files;
 - f) contain at the end a note with the name and contact details of the person;
 - g) to insert, when it is the case, in the *cc* the employee manager who sends the electronic message;
 - h) be formulated within the rules of ethics in public administration;
2. Their use is not limited to sending simple text messages, but also to sending files of different formats with limited capacities.
3. Electronic messages may be stored and printed for administrative or judicial reasons. For official documents that require meeting deadlines, the time of their sending should be the

official working day schedule.

4. The institution prohibits any form of discrimination based on age, race, gender, physical or mental ability, sources of income, religious belief or political affiliation using ICT services.
5. Employees must use the institution's e-mail and Internet service, only for the purpose of fulfilling the tasks assigned by the employer. It is forbidden to use the official e-mail address for private purposes.
6. The official e-mail address and electronic messages are not the individual property of UT personnel.
7. The University of Tirana handles and evaluates all electronic information, according to the relevant procedures for securing, storing and destroying it, in accordance with the provisions provided in the legislation on archives.
8. Personal data will have the same meaning as provided under the legislation on the protection of personal data. The official e-mail address is not considered personal data, but its content may contain personal data.
9. To respect the procedures for the correct use of electronic mail.
10. Communication by means of e-mail with the domain name @unitir.edu.al, or alternative forms made available by the University of Tirana, is made with reference to the legislation on higher education, the UT Articles of Association, the Regulation and the UT Code of Ethics. Any action or inaction contrary to such acts, in case it does not constitute a criminal offense, will be combined with disciplinary measures, according to the provisions in the applicable legislation.

CHAPTER IX

AMENDMENT OF REGULATION

Article 104

Amendment of Regulation

1. The initiative right for proposing changes to the University Regulations belongs to:
 - a) not less than five members of the Academic Senate;
 - b) not less than two members of the Board of Administration;
 - c) Rectorate;
 - d) Assembly of the academic staff of each unit of the University of Tirana;
 - e) not less than fifty members of the academic staff of the University of Tirana;
 - f) Rector of UT.
2. The proposal must be accompanied by a report explaining the purpose of the changes, the advantages they bring, the financial costs if any, as well as any other data that serves the process of changes in the Regulation.
3. The proposal shall be submitted to the Rectorate, which forwards it to all base units of the University of Tirana for consultation. This consultation process may not be less than 30 days.
4. Upon completion of the procedure defined under point 3, the initial proposal, the relevant relationship and the proposals brought by the base units, the Rectorate forwards it to the Board of Administration and the Academic Senate decision-making, who decide in accordance with the powers defined under law no. 80/2015 "On higher education and scientific research in higher education institutions in the Republic of Albania".
5. In the event that the Academic Senate requests to make changes to the text approved by the

- Board of Administration, it forwards it back to the latter with the relevant changes.
6. In case of disagreement between the Administrative Board and the Academic Senate, then a working group consisting of four members, two from each body, is set up, which proceeds to draft a common text.

CHAPTER X

FINAL PROVISIONS

Article 105

1. For specific aspects of the UT activity or when required by the legislation on higher education, the Academic Senate issues the relevant regulation.
2. The regulations of the main units and their other acts, according to the relevant specifications, must be aligned with the provisions of this Regulation within three months from its entry into force.

Article 106

1. This Regulation repeals the previous Regulation and extends its effects upon its approval by the UT Academic Senate.
2. All procedures started until the day this Regulation becomes effective are completed pursuant to the provisions of the previous Regulation.

CHAIRMAN
Prof. Dr. Artan HOXHA