STATUTES

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Section I: General provisions
Article 1: Legal position
Article 2: Legal basis
Article 3: Role and mission
Article 4: Aims
Article 5: Organizational principles
Article 6: Activity scheduling

Section II: Internal organization of the University of Vlora “Ismail Qemali”
Article 7: Structure and units
Article 8: Faculties
Article 9: Departments
Article 10: Administrative organization

Section III: The University’s governing bodies
Article 11: The Academic Senate
Article 12: The Administration Council
Article 13: The Council on Ethics
Article 14: The Council of Professors
Article 15: Faculty Council
Article 16: The Rectorate
Article 17: The Rector
Article 18: Vice rector
Article 9: The Treasurer
Article 20: The Dean
Article 21: The Vice dean
Article 22: The Head of department

Section IV: The organization of studies
Article 23: University studies
Article 24: Cycles and degrees of university studies
Article 25: Admission to university
Article 26: Secretaries and the basic register
Article 27: The academic year and organization of teaching
Article 28: Transferring studies
Article 29: Transferring studies to other higher education institutions
Article 30: Transferring studies to other higher education institutions or/and within the same institution
Article 31: Studying in a second degree programme
Article 32: Recognition and equivalence of diplomas and study periods
Article 33: Academic sabbatical
Article 34: Assessment
Article 35: Student’s rights and obligations
Article 36: Student card
Article 37: Student organizations

Section V: University staff and employment
Article 38: Structure and organization
Article 39: University staff
Article 40: Full-time staff employment
Article 41: Employment requirements
Article 42: Teaching load and overload
Article 43: Competition procedure
Article 44: Evaluation Committee
Article 45: Internship
Article 46: Employment contract
Article 47: Visiting academic staff
Article 48: Contracted academic staff
Article 49: Termination of employment contract
Article 50: Disciplinary measures
Article 51: Conflict of interests
Article 52: Teaching quality control
Article 53: Research
Article 54: Research funding
Article 55: Research with/ for third parties

Section VI: Financial autonomy
Article 56: Financial autonomy
Article 57: Budget provision
Article 58: Financial resources
Article 59: Control and auditing

Section VII: Transitory and final provisions
Article 60: Official seal and emblem
Article 61: Regulations approval
Article 62: Coming into force
SECTION I
GENERAL PROVISIONS

Article 1
Legal position

1. The University of Vlora “Ismail Qemali” (hereinafter: the University) is a public higher education institution of didactic and scientific character. It was founded upon Council of Ministers’ Decree, No. 105, date 28. 02. 1994, pursuant to article 57, item 7 of the Constitution of the Republic of Albania.
2. The University of Vlora “Ismail Qemali” is a legal entity with its seat in the main rectorate building, located at Lagija “Pavaresia,” Rruga “Skele,” Vlore, Albania.
3. The rector is the authority who acts on behalf of the University of Vlora “Ismail Qemali” within rights acknowledged by Law no. 9741, date 21. 05. 2007 “On Higher Education in the Republic of Albania,” as amended, by the University Statutes, the University Regulation and other legal acts and regulations.
4. The seal and emblem of the University of Vlora “Ismail Qemali” are in compliance with the annexes enclosed in these statutes.

Article 2
Legal basis

1. The Statutes of the University of Vlora “Ismail Qemali” were drafted pursuant to Law no. 9741, date 21. 05. 2007 “On Higher Education in the Republic of Albania,” as amended and all other legislation in force. The Statutes are effective on all the University organizational units.

Article 3
Role and mission

1. The University’s role and mission are defined as follows. Herein are emphasized the four main components of the University management:
   a. contemporary teaching in compliance with international standards;
   b. high-quality basic and applied research and academic work;
   c. effective and influential service to the public and community;
   d. comprehensive student development activity programmes.
2. As a state-supported higher education institution, the University of Vlora “Ismail Qemali” has a double mission:
   a. to offer programmes in many fields of study at the end of which students will be able to obtain first-cycle diplomas - “Bachelor,” second-cycle diplomas - “Master of Science” and “Specialist Master” as well as special third-cycle doctoral degree programmes along with other professional qualification programmes;
   b. to advance knowledge and science through research, academic work and creative activity.
3. In all of its activities, the University aims to set an example in higher education.

Article 4
Aims

1. The University of Vlora “Ismail Qemali” is a community whose main duty is research, scientific study and education of students studying at this university.
2. The University of Vlora “Ismail Qemali” exercises the fundamental functions of research and didactics for any higher education formation, including orientation, permanent formation as well as
professional and cultural upgrading, basic and complementary activities to them, and applied research into issues of public or private interest.

3. The University of Vlora “Ismail Qemali” undertakes any initiative towards the completion of the student’s fundamental right of study in all three levels as well as guarantees them fulfilment of professional and cultural objectives.

4. The University of Vlora “Ismail Qemali” guarantees its academic staff equal opportunity for research funds.

5. The University of Vlora “Ismail Qemali” promotes and encourages the international dimension of study, teaching and research. The University of Vlora “Ismail Qemali” considers exchange and student and staff mobility one of its primary tasks.

6. The University of Vlora “Ismail Qemali” pursues its aims in full compliance with human dignity, plurality of ideas and transparency of procedures. It guarantees any member of its staff research autonomy and teaching variety pursuant to the provisions of these Statutes, in accordance with legislation in force, with the right of study and respective judicial position.

7. The University of Vlora “Ismail Qemali” awards diplomas and academic titles in accordance with the level of qualification and scientific research activity. It is also entitled to award certificates or titles for training courses, qualification studies (Life Long Learning) or ad hoc courses, which respond to the society’s needs, upon prior approval by the respective bodies.

8. The University of Vlora “Ismail Qemali” promotes scientific activities, organizes and offers cultural and educational services within the territory of Vlora district, the whole country as well as abroad.

9. The University of Vlora “Ismail Qemali” organizes the internal evaluation of its institutional goal achievements.

10. The University of Vlora “Ismail Qemali” decides upon and favours its students’ didactic direction in accordance with their educational needs.

11. The University of Vlora “Ismail Qemali” is a secular depoliticized institution that respects freedom of speech and ideas pursuant to the Constitution of the Republic of Albania.

**Article 5**

Organizational principles

1. The University of Vlora “Ismail Qemali” has full capacity to act as subject of public and private right in order to fulfil its aims and exercise its competences, except for those that are of no benefit to the University’s aims.

2. The University of Vlora “Ismail Qemali” favours and guarantees the discussion and exchange of thoughts about problems pertinent to the accomplishment of the University’s goals. It also guarantees the promulgation of acts adopted by its bodies, except for proposals of an utterly private or personal character. Promulgation is made through announcements or dissemination of projects as well as through notifications of approved acts by respective collegial bodies.

3. The University of Vlora “Ismail Qemali” favours participation in voting and secret ballot in the election of its bodies.

4. The University of Vlora “Ismail Qemali” evaluates budget administration and expenditure by its units for the fulfilment of assigned duties, aiming towards cost reduction and efficiency in the University management as well as elaborates and announces the indicators for verifying the proposed objectives, the attained results and the respective costs.

5. The balanced budget of the university and its financially independent units is made public within 30 days upon approval by the respective body.

6. The university is free to seek legal advice from the State Attorney or freelance lawyers registered in The National Lawyers Guild.

**Article 6**

Activity scheduling
1. The University of Vlora “Ismail Qemali” performs its institutional activity independently in the international tertiary system, or with partners with which it collaborates and establishes relations towards the achievements of its goals.

2. The University of Vlora “Ismail Qemali,” in compliance with its objectives, cultural, research, and teaching policies, and in respect of everybody’s right to freedom, drafts specific programmes and projects which respond to needs in different fields. It competes with national and international projects from various fields, especially impact projects for funding scientific, technological and cultural research.

3. The University of Vlora “Ismail Qemali,” in support of its activity, research, and promotion of values, periodically publishes journals, conference proceedings and other publications.

SECTION II
INTERNAL ORGANIZATION OF THE UNIVERSITY OF VLORA “ISMAIL QEMALI”

Article 7
Structure and units

1. The University of Vlora “Ismail Qemali” is made up of main units (faculties), base units (departments), the Scientific Research Centre, the Graduate School, laboratories, libraries, centres and other administrative and support units. The organizational structure is approved by the Council of Administration upon the rectorate’s proposal.

2. The organogram clearly defines the University structure. The duties and activities of each unit, head, office, academic staff, administrative staff or support staff are defined in the regulations of the institution except for those defined in acts other than the law or the Statutes.

Article 8
Faculties

1. The faculty as the basic unit is made up of other units of their own designations, which are defined in the University Regulation that is approved to enact the Statutes. The specific field of each unit is defined in the Faculty Regulation.

2. The University of Vlora “Ismail Qemali” has these main units:
   a. Faculty of Economics
   b. Faculty of Technical Sciences
   c. Faculty of Humanities
   d. Faculty of Public Health

3. Each of these units has its own structure, as well as norming, performing and financial autonomy as laid down in these Statutes and the University Regulation.

4. New university structures are created only by resolution of the Senate and approval of the competent state body. Any change in these structures should be immediately edited in the Statutes.

Article 9
Departments

1. The department is the basic didactic and scientific unit. The department’s object of teaching and research includes several disciplines of a science. The proposal to open and close a department is made by the Faculty Council and approved of by the Academic Senate. The department must have at least 7 full-time academic staff members, of whom at least 3 with academic titles and degrees. In case these criteria are not met, the department is given a deadline of five years for their fulfilment.
2. The University of Vlora “Ismail Qemali” has these base units:
   a. The Department of Business
   b. The Department of Economics
   c. The Department of Finance
   d. The Department of Mathematics
   e. The Department of Physics
   f. The Department of Chemistry
   g. The Department of Biology
   h. The Department of Computer Sciences
   i. The Department of Mechanical and Naval Engineering
   j. The Department of Electrical Engineering
   k. The Department of Marine Sciences
   l. The Department of Education
   m. The Department of Albanian Language and Literature
   n. The Department of Foreign Languages
   o. The Department of Law
   p. The Department of Nursing
   q. The Department of Public Health
   r. The Department of Mother and Child Healthcare
3. Each department’s activity, field of research, teaching disciplines and organizational structure are laid down in the law, the Statutes and the University Regulation.

   Article 10
   Administrative organization

   1. Depending on its nature and function, administration is organized into departments, branches and sectors. The creation of departments, branches and sectors is proposed by the Rectorate and approved by the Council of Administration.
   2. The administrative organizational structure and the number of employees are approved by the Rector.
   3. The administration of the University of Vlora “Ismail Qemali” is organized as follows:
      a. The Department of Curricula and Standards
         • The Sector of Student Relations and Statistics
         • Academic Office
         • The Registry Office
      b. The Sector of Human Resources
         • The Protocol-Archive
         • Specialists near Rector’s Office
         • Information Service
      c. The Department of Communication
         • Publishing and University Publications Office
         • International Relations Office
         • Marketing Office
         • Public Relations Office
         • Centre for Physical Education and Sports Projects
      d. Finance and Budget Branch
      e. The Sector of Services, Purchasing and Maintenance
      f. Legal Branch
      g. The Department of Projects, Investments and Scientific Activities
      h. The Department of Information and Technology
      i. Internal Quality Assurance and Accreditation Unit
      j. Centre for Career Counselling, Alumni and Administrative Transparency
k. The Library Sector
l. Other units:
• Scientific Research Centre
• Graduate School
• Life Long Learning Centre

SECTION III
THE UNIVERSITY’S GOVERNING BODIES

Article 11
The Academic Senate

1. The Academic Senate (hereinafter: the Senate) of the University of Vlora “Ismail Qemali” is a collegial decision-making body elected by the university. The Senate decide upon the strategic planning and important institutional issues in the field of teaching, scientific research and administrative and financial organization. The Senate, besides the competences prescribed in article 14 of Law no. 9741, date 21. 05. 2007 “On Higher Education in the Republic of Albania,” as amended, exert these other competences:
a. determine the University’s academic orientation and long-term development strategy.
b. propose to the Ministry of Education and Science (MES) opening, closing, changing, naming the University’s main units and degree programmes. The economic effects are managed by the university until the next annual budget allocation.
c. approve of the main unit council’s proposals for admission quotas for each degree programme offered by the university, enrolment fees and sends these proposals to MES.
d. determine specific criteria for shortlisting candidates to be admitted to first-cycle university degree programmes based on the Faculty Councils’ proposals.
e. determine specific criteria for shortlisting candidates to be admitted to second-cycle and third-cycle university degree programmes based on the Faculty Councils’ proposals, and proposes the respective admission quotas to MES.
f. approve of the institution’s membership in educational and scientific national and international organizations, twinning with other universities and higher education institutions at home and abroad, cooperation agreements with non-governmental bodies, with foreign and local donors that could assist in the University’s development as well as any other agreements that the Rector signs on behalf of the University.
g. preliminarily approve of the internal regulation for administration, finance and accountability.
h. determine the criteria for rewarding the academic and administrative staff or some of its members that have stood out for the fulfilment of an especially important task.
i. repeal, mainly upon request of the interested party, the Faculty Council’s resolutions, when they clash with the strategy of the University of Vlora “Ismail Qemali” and all other legal acts and regulations.
j. approve of the creation of specific centres and courses, and of other service projects offered by the faculties based on the proposals made by the respective Faculty Council.
k. approve of the general requirements for new recruitment and selection of academic staff, full-time, visiting, with full contract or partial contract.
l. select the members of the Council on Ethics upon the Rector’s proposal.
2. The Academic Senate is made up of full-time academic staff members, full-time non-academic staff members and full-time students, who are elected directly by the respective groups of the institution’s members.
a. The members of the Senate, representative of the academic staff, are elected by a simple majority by the respective faculties. Each faculty is represented by at least two members who have a doctoral degree.
b. The members of the Senate, representative of the administrative staff and of the students, are elected by the members of the administrative staff and the students respectively in accordance with the procedure outlined in the Election Regulation. Student representation in all cases has to be 15% of the members and of the administrative staff not less than 5%.

c. Membership in the Senate clashes with the membership in the Council of Administration.

d. The Rector is the Senate Chair.

3. The mandate of a member of the Academic Senate shall terminate in case of:
   a. end of the term.
   b. resignation or retirement.
   c. cessation of affiliation with the University of Vlora “Ismail Qemali” or of full-time membership in a given group of the institution’s members.
   d. death or physical or mental incapacity to carry out the duty.
   e. unexcused absence in three successive meetings of the Senate.
   f. breach of ethics of academic life, rules of the Statutes and the Regulation, damage and harm to the institution’s public image, lack of respect for the institutional hierarchy.
   g. disciplinary measures or dismissal.
   h. final court decision.

4. The vacancy shall be filled by the next member on the Senate candidates’ list. If there are no candidates, the Rector announces a by-election.

5. The Senate meet ordinarily at least two times in three months. The agenda is proposed by the Senate Chair and approved by the Senate in all cases.
   a. The Senate can also be convened extraordinarily upon the Rector's initiative and following a given agenda or upon the written request of 50% of its members.
   b. The Senate meetings take place when more than half of its members are present and are presided by the Senate Chair. In special cases, the Senate Chair delegates the right to preside over the meeting to the Vice chairman.
   c. Decisions are adopted if supported by a simple majority of present members (over 50%).
   d. For each case, the Senate decide whether the voting with be open or secret. Secret balloting can be applied in case of nominal voting and any time it is requested by the Senate Chair or 1/2 of the Senate members present at the meeting.
   e. Any Senate member exerts his/her right to vote and can in no way delegate it.
   f. The Senate sessions are not public, but they can be open to people convened for consultation upon the Senate Chair’s request. Minutes are made public only by the Senate’s decision. The Senate resolutions are obligatory for all the structures of the University of Vlora “Ismail Qemali.”
   g. The Senate express their views in resolutions even for specific cases with declarations.

6. The Senate, upon the Chair’s proposal, elect the vice chairman and the secretary as well as approves of its internal regulation by a majority vote. The Rector, Vice chairman and the Secretary are the Senate’s Executive. The Senate’s Executive see to the creation of the necessary infrastructure for the normal functioning and smooth progress of the Senate’s activity.


**Article 12**

**The Administration Council**

1. The Administration Council (AC) is a collegial decision-making body that oversees and controls the University’s administrative, financial and economic management and properties. The Administration Council, besides the competences prescribed in article 16 of Law no. 9741, date 21.05.2007 “On Higher Education in the Republic of Albania,” as amended, exert these other competences:
   a. approve of the Rectorate’s proposals about different fees and sends them to the Academic Senate for further approval.
b. approve of the honoraria for the visiting and contracted academic staff, local and foreign, engaged in teaching and send them for further approval to the rectorate.
c. approve of the payments for the committees set up by the Senate and the Rectorate upon proposal of these latter.
d. inform the Senate and the Rector about the financial situation and projects for the whole university.

2. The Administration Council is made up of:
a. An elected representative of the full-time academic staff for every main unit.
b. An elected representative of the Student Council.
c. Less than half of the members of the AC are representatives who are appointed or dismissed by the Ministry of Education and Science.

3. The members of the Administration Council are elected by their respective unit by secret balloting in compliance with the Election Regulation. Membership in the Administrative Council clashes with membership in the Senate, the positions of vice rector, dean, vice dean.

4. The mandate of a member of the Administrative Council terminates in case of:
   a. end of the term.
   b. resignation or retirement.
   c. cessation of affiliation with the University of Vlora “Ismail Qemali” or of full-time membership in a given group of the institution’s members for those elected pursuant to item 4, letters “a” and “c” of article 16 of Law no. 9741, date 21. 05. 2007 “On Higher Education in the Republic of Albania,” as amended.
   d. death or physical or mental incapacity to carry out the duty.
   e. unexcused absence in three successive meetings of the AC.
   f. for those appointed pursuant to item 5, article 16 of Law no. 9741, date 21. 05. 2007 “On Higher Education in the Republic of Albania,” as amended, when released from duty by the Minister in which case the Minister has to notify the Rector 15 days before the new appointment comes into force.
   g. breach of ethics of academic life, rules of the statutes and the regulation, damage and harm to the institution’s public image, lack of respect for the institutional hierarchy.
   h. disciplinary measures or dismissal.
   i. final court decision.

5. Besides the general cases foreseen in the law and the Statutes, the mandate of an elected member terminates in case of re-voting requested by the AC, when a member has repeatedly breached the internal rules of the AC or has repeatedly and inexcusably failed to accomplish the duties assigned by the AC.
6. The vacancy shall be filled by the next member on the AC candidates’ list. If there are no candidates, the Rector announces a by-election.
7. The members of the AC appointed by the Minister of Education and Science are dismissed by him/her.
8. The Administration Council meet ordinarily at least two times in three months. In its first meeting the Administration Council elect their chair and decide upon their organization. The Administration Council can also be convened extraordinarily upon the request of 1/2 of its members. The agenda, participation, majority for decision-taking and other related issues are prescribed in the University Regulation and the AC internal regulation.
9. The Administration Council express their views in resolutions and present reports for specific cases.

Article 13
The Council on Ethics

1. The Council on Ethics is a collegial body that discusses ethical issues of academic life and makes proposals in this regard to the Rector.
2. The members of the Council on Ethics are elected by the Senate after the Rector’s presentation of the faculty nominations. The Council on Ethics is made up of 5 members who elect their chair with secret balloting. 2/3 of the members of the Senate may require a vote of confidence for any member of the Council on Ethics at any time.

3. The Council on Ethics proposes the University Code of Ethics to the Senate.

4. The procedure for dealing with complaints and the ensuing decisions, sanctions and their execution are prescribed in the University Regulation.

5. The Council on Ethics is entitled to propose the Rector concrete measures for those employees who breach the ethical norms prescribed in the Code of Ethics.

**Article 14**

**The Council of Professors**

1. The Council of Professors (CP) at the University of Vlora “Ismail Qemali” is set up at the institutional level if the main units do not have the required number of full-time professors. The Council of Professors organize and run doctoral studies and the scientific and pedagogical qualification following them.

2. The Council of Professors is made up of all the university’s full-time professors. The minimal required number for a CP is seven, of whom, at least five are full professors. One or two members of the CP are associate professors, working full-time at the University of Vlora “Ismail Qemali” and about to be promoted full professor. In case the number of the University’s full professors is less than five, then full professors from other universities at home or abroad can be invited to make up for that number. The proposal for inviting candidates to become members of the CP is made by the Rectorate and approved by the Rector of the University of Vlora “Ismail Qemali.”

3. The competences of the Council of Professors are prescribed in the Regulation “On the organization and functioning of the Council of Professors and the promotion procedures at the University of Vlora “Ismail Qemali.”

**Article 15**

**Faculty Council**

1. The Faculty Council is a collegial decision-making body that programmes and determines, based on the departments’ proposals, the use of human resources and materials at the faculty’s disposal. It proposes new study or research programmes, opening, changing or closing departments or other units, makes decisions about the faculty’s financial matters in accordance with the authority delegated to it, reviews and approves of the dean’s annual report on the faculty’s teaching and research activities.

2. The Faculty Council is an elected body that decide upon the most important issues in teaching, research and service and propose to the Senate the faculty’s strategic development plan and oversee its implementation. The Faculty Council reviews and approves of the dean’s annual report on the faculty’s financial, teaching and research activities in an open meeting to the academic staff.

3. The Faculty Council is made up of full-time academic staff members, full-time non-academic staff members and full-time students, elected by the departments and other faculty’s organizational units. The composition of the Faculty Council, the representation of the different categories and the mode of election are prescribed in the Election Regulation and in specific provisions for university elections. Student representation is outlined in the Election Regulation.

4. The mandate of the Faculty Council is four years. The mandate of a member of the Faculty Council and its termination are the same as for instances foreseen in these Statutes for a member of the Senate. The Faculty Council carries out its activity in compliance with its internal regulation in which are prescribed the procedures for meeting, voting and other related issues.
5. The Faculty Council, besides the competences prescribed in article 18 of Law no. 9741, date 21. 05. 2007 “On Higher Education in the Republic of Albania,” as amended, exert these other competences:
a. approve of the Faculty Regulation.
b. recommend for approval by the Senate the structure and number of faculty employees.
c. approve in principle of agreements that aim to connect the faculty with third parties before they are signed by the Dean and eventually by the Rector who represents the University in relation to third parties.
d. announce the winning projects to be funded by the faculty research grants in the faculty’s budget and the study or research scholarships that are managed by the faculty.
e. propose the list of journals to which the faculty will subscribe and the titles to be bought for the faculty’s library.
f. approve of how donations in favour of a department will be used taking into account the proposals of the beneficiary department.
g. exert competences other than those prescribed in the University or Faculty regulations, depending on the specific faculty.
6. The Faculty Council express themselves in resolutions.

Article 16
The Rectorate

1. The Rectorate is a collegial executive body composed of:
a. the Rector
b. Vice rectors
c. Deans
d. the Treasurer
2. The Rectorate, besides the mission, duties and rights, prescribed in article 15 of Law no. 9741, date 21. 05. 2007 “On Higher Education in the Republic of Albania,” as amended, exert these other competences:
a. offer the necessary structure and administrative service for a smooth progress and functioning of the University’s governing bodies.
b. carry out thematic controls, organized and announced in advance, on the University’s units aiming towards the accomplishment of its goals and the enforcement of the governing body’s acts.
c. offer their opinion upon the Rector’s request on various issues within competences acknowledged to the rector by law.
3. The Rectorate and University administration are organized and function pursuant to the duties and objectives prescribed in the law on higher education.

Article 17
The Rector

1. The Rector is the main governing authority of the University of Vlora “Ismail Qemali.”
2. The Rector is elected by secret balloting by the academic staff, non-academic staff and students of the University of Vlora “Ismail Qemali” and appointed by decree of the president of the Republic of Albania.
3. The Rector, besides the competences exerted as head of the Rectorate, as prescribed in article 15 of Law no. 9741, date 21. 05. 2007 “On Higher Education in the Republic of Albania,” as amended, exerts these other competences:
a. manages and represents the University of Vlora “Ismail Qemali.”
b. ensures the enforcement of resolutions, measures and requests of the Senate and of the Council of Administration.
c. proposes acts for review by the Senate, the Council of Administration and the Council on Ethics.
d. presides over the Senate’s meetings and represents the University of Vlora “Ismail Qemali” in relation to third parties and other state institutions.

e. requires information from the Council of Administration about issues that fall under his competence.

f. repeals, mainly upon request of the interested party, all acts by the institution’s governing bodies when they clash with the legislation in force, Labour Code in the Republic of Albania, these Statutes and the Regulation of the University of Vlora “Ismail Qemali.”

g. approves of the dean’s appointment, assignment, convocation of a head of a base unit for which elections have not taken place.

h. approves of, pursuant to the approved structure by the Council of Administration, the detailed nominal distribution of administration employees and organizational units of the University of Vlora “Ismail Qemali.”

i. orders the involvement of the administrative staff and University units with other temporary jobs in case of staff replacement due to termination of employment relationships, temporary incapacity, maternity leave or similar cases or in case of other moves within administration and main and base units.

j. signs employment contracts for all the staff of the University of Vlora “Ismail Qemali.”

k. signs collective employment contracts with the unions.

l. signs first-cycle, second-cycle, third-cycle diplomas with no right to delegate signature.

m. resolves issues of competence between the unit’s bodies and heads, besides those between the Senate and the Council of Administration.

n. resolves disagreement in the academic field between two deans or between the dean and the head of department.

o. organizes and exerts control on the faculties on quality and other aspects of teaching, budget administration, research and other issues that fall under his competence in cases when this control does not fall under the competence of collegial bodies.

p. sets up committees or work groups for special issues, studies or activities.

q. is the sole contracting authority of the University of Vlora “Ismail Qemali,” unless otherwise stipulated in the respective regulations, this competence is conferred to the Faculty’s dean or the treasurer by authorization.

r. the Rector’s relations with other bodies, the manner and conditions of exerting his competences are prescribed in the Regulation of the University of Vlora “Ismail Qemali.”

s. determines the vice rectors’ scope of competences and substitutes them if required for the University’s needs or in cases foreseen in these Statutes and the University Regulation.

4. The Rector’s mandate terminates in case of:

a. end of the term.

b. resignation or retirement.

c. death or physical or mental incapacity to carry out the duty.

d. dismissal by the Republic’s President as foreseen in item 3, article 64 of Law no. 9741, date 21. 05. 2007 “On Higher Education in the Republic of Albania,” as amended.

i. final court decision.

5. The Rector exerts his competences and expresses himself/herself in resolutions, ordinances and bylaws.

Article 18
Vice rectors

1. The Vice rector is one of the other governing authorities of the University of Vlora “Ismail Qemali.”

2. The Vice rector is appointed and dismissed by the Rector upon his proposal and eventual approval by the Senate.

3. The requirements for being appointed vice rector and the Vice rector’s duties:
a. The Vice rector must at least hold the title “Associate Professor.” When there are no such candidates, a candidate holding a PhD can be appointed for one year only.
b. The Vice rector performs the duties laid down in these Statutes and the University Regulation and all other competences delegated to him by the Rector.
c. In case of more than one vice rector, their scope of competences is defined in the University Regulation.
d. The Vice rector’s relations with the other University’s governing bodies and authorities are defined in the University Regulation.
e. The Vice rector forwards the Rector’s orders to the deans and monitors work progress in the University’s main units.

3. The Vice rector is removed from office in case of:
   a. end of the term.
   b. resignation or retirement.
   c. removal from office upon the Rector’s request and approval by the Senate.
   d. death or physical or mental incapacity to carry out the duty.
   e. end of the one-year term of office when the Vice rector holds a PhD and has been appointed as stipulated in item 2.a of this article.
   f. cessation of affiliation with the University of Vlora “Ismail Qemali” or of full-time membership in a given group of the institution’s members.
   g. proof of incompetence to perform duties.
   h. breach of ethics of academic life, rules of the statutes and the regulation, damage and harm to the institution’s public image, lack of respect for the institutional hierarchy.
   i. disciplinary measures or dismissal.
   j. final court decision.

Article 9
The Treasurer

1. The University’s Treasurer is one of the other authorities of the University of Vlora “Ismail Qemali,” responsible for the daily administrative and financial management of the university, for implementing the budget, for overseeing and monitoring the University’s financial operations and legality of actions.
2. The candidate for treasurer is selected through an open competition organized by the Council of Administration pursuant to the legal provisions in force. The Rector then presents the shortlisted candidate to the Ministry of Education and Science for approval. The Treasurer is appointed by the Minister of Education and Science. The Treasurer must be qualified in economics or law and have at least five years’ job experience.
3. The University’s Treasurer responds before the Senate, the Council of Administration and main state auditing bodies and institutions about the enforcement of legal acts and regulations in the economic and financial field.
4. The Treasurer, besides the competences prescribed in the legal acts and regulations, exerts these other competences:
   a. is responsible for the University’s economic and financial management, except for those instances in which responsibility is exclusively in the competence of the Council of Administration.
   b. is titular of the procuring entity.
   c. presents acts of economic and financial character to the Council of Administration for approval and to the Senate for a prior review, when necessary.
   d. proposes studies for the University’s prospective development.
   e. represents the University of Vlora “Ismail Qemali” as first delegated signature by the Rector in financial relations with the Bank of Albania and contractual relations with third parties as laid down in the job description.
5. The Treasurer cannot exert any other academic or administrative function.
6. The Treasurer is dismissed by the Minister of Education and Science upon the initiative of the latter, upon proposal of the Council of Administration or the Rector’s.
7. The Treasurer’s relations with the University’s Rectorate and other governing bodies and authorities as well as other duties to be delegated to him/her are laid down in the University Regulation.

Article 20
The Dean

1. The Dean is the faculty’s governing authority. The Dean is elected by secret balloting by the faculty’s academic staff, non-academic staff and students and is appointed by the Rector.
2. The faculty’s Dean, besides the competences prescribed in article 20 of Law no. 9741, date 21. 05. 2007 “On Higher Education in the Republic of Albania,” as amended, exerts these other competences:
   a. prepares proposals upon each decision-making of the Faculty Council.
   b. responds before the Faculty Council for the smooth progress of the teaching process and research in the faculty.
   c. responds before the Rectorate for progress in the faculty and ensures the enforcement of the Rector’s and Vice rector’s resolutions and ordinances.
3. Other dean’s duties and competences are laid down in the University Regulation.
4. The Dean’s mandate terminates in case of:
   a. end of the term.
   b. resignation or retirement.
   c. death or physical or mental incapacity to carry out the duty.
   d. suspension from office by the Rector pursuant to article 64, item 4 of Law no. 9741, date 21. 05. 2007 “On Higher Education in the Republic of Albania,” as amended, and removal from office by the Minister of Education and Science.
   e. breach of ethics of academic life, rules of the statutes and the regulation, damage and harm to the institution’s public image, lack of respect for the institutional hierarchy and suspension from office by the Rector pursuant to item 4.d of this article.
   f. cessation of affiliation with the University of Vlora “Ismail Qemali” or of full-time membership in a given group of the institution’s members.
   g. disciplinary measures or dismissal.
   h. final court decision.
5. The Dean exerts his competences and expresses himself/herself in resolutions, ordinances and bylaws.

Article 21
The Vice dean

1. The Vice dean is appointed as prescribed in article 22, item 5 of Law no. 9741, date 21. 05. 2007 “On Higher Education in the Republic of Albania,” as amended, and must meet the following requirements:
   a. be a course lecturer and have an undefined term contract in that faculty.
   b. in the absence of candidates holding titles and degrees, the prospective candidate must have at least completed graduate studies at the Master level.
2. The Vice dean’s legal position is defined in article 34 in the Code of Administrative Procedures. In case of more than one vice dean, their respective scope of competences is defined in a dean’s ordinance.

Article 22
The Head of Department
1. The Head of Department is the highest authority in the department. The Head of Department is elected by secret balloting by the respective academic staff pursuant to procedures and criteria laid down in the Election Regulation and is appointed by the dean.

2. The competences of the Head of Department are as follows:
   a. oversees the implementation of study programmes.
   b. evidences the research activity of each department’s member. The respective documentation shall be made available to the department.
   c. proposes measures to the Dean in case of breach of discipline at work.
   d. drafts and proposes study programmes for approval by the Faculty Council.
   e. proposes to the Faculty Council the organization of the department’s staff into research and teaching groups.
   f. organizes the competition for selecting the titular of each research and teaching group and eventually proposes them to the Dean.
   g. More detailed functions carried out by the Head of Department are prescribed in Faculty Regulation or the main unit regulation.

3. The Head of Department is removed from office in case of:
   a. end of the term.
   b. resignation or retirement.
   c. death or physical or mental incapacity to carry out the duty.
   d. suspension from office by the Dean pursuant to article 64, item 5 of Law no. 9741, date 21. 05. 2007 “On Higher Education in the Republic of Albania,” as amended, and removal by the Rector.
   e. breach of ethics of academic life, rules of the statutes and the regulation, damage and harm to the institution’s public image, lack of respect for the institutional hierarchy and suspension from office by the Dean pursuant to item 3.d of this article.
   f. cessation of affiliation with the University of Vlora “Ismail Qemali” or of full-time membership in a given group of the institution’s members.
   g. disciplinary measures or dismissal.
   h. final court decision.

4. Until the election and appointment of a new head of department, these functions and competences are exerted by one of the department’s members upon the Dean’s order and Rector’s approval.

5. The legal position of the Head of Department, his/her relations with the department’s staff, other faculty’s bodies and third parties are laid down in the University Regulation.

SECTION IV
THE ORGANIZATION OF STUDIES

Article 23
University studies

1. The University of Vlora “Ismail Qemali” offers these forms of study:
   a. full-time;
   b. part-time;
2. Degree programmes are proposed by the departments and faculty councils and approved by the Senate. The Minister of Education and Science approves of opening new study degree programmes. The University of Vlora “Ismail Qemali” publicly announces the study degree programmes it offers before the deadline for admission to university.

Article 24
Cycles and degrees of university studies
1. Degree programmes at the University of Vlora “Ismail Qemali” are organized into three successive cycles:
   a. first cycle,
   b. second cycle,
   c. third cycle.
2. First-cycle degree programmes aim at offering basic knowledge of the general scientific principles and specific abilities in a variety of professions and specialities, confer 180 European credits (ECTS) (hereinafter: credits) and normally last three academic years and not less than four years for the part-time system. At the end of these degree programmes, “Bachelor” university diplomas in the respective field of study are released.
3. First-cycle degree programmes at the University of Vlora “Ismail Qemali” are in the first place conceptualized by the departments in compliance with the requirements set out in the legal provisions and regulations. The departments draft degree programmes in any field falling into the department’s scope. These draft-programmes should follow the required standards.
4. The department’s proposals are reviewed and preliminarily approved by the Faculty Council. The Faculty Council particularly reviews the department’s rationale for the number of credits proposed for each course. The Faculty Council may turn down the proposal for further improvement. The Faculty Council’s arguments are in this case obligatory for the department to follow. At the end of the review process within the faculty, the Faculty Council, through the Faculty’s Dean, sends the proposal to the Senate for approval. The Senate may turn down the proposed programme for further improvement. The Senate’s arguments are in this case obligatory for the faculty to follow.
5. The candidates who meet the following requirements are entitled to be admitted to first-cycle degree programmes offered by the University of Vlora “Ismail Qemali”:
   a. Albanian citizens who have successfully completed the State Matura;
   b. Albanian students who have an equivalent international high school diploma and have taken the Elective Exams.
   c. Foreign citizens as stipulated in bilateral and multilateral agreements.
6. Within January of each calendar year, besides the well-argued proposal for admission quotas, each faculty also prepares a proposal for specific admission requirements for the selection of the candidates to be admitted to first-cycle degree programmes. These requirements are made public by the University, at least a year before the next admission to university along with further information about the faculties and the degree programmes they offer.
7. Second-cycle degree programmes aim at offering advanced knowledge, theoretical and practical, as well as training for independent research into a particular field within a speciality. They include the following degree programmes: “Master of Sciences,” “Master of Arts,” and “Specialist Master.”
8. Specific rules and information about these programmes:
   a. The degree programmes “Master of Sciences” and “Master of Arts” confer 120 credits, of which 30-40 credits confer the final project and thesis, and their normal duration is two academic years. Students attending these programmes must, at the end of the programme, take any of the internationally recognized English Exams at the level approved by the Senate. At the end of second-cycle degree programmes, “Master of Sciences” and “Master of Arts,” university diplomas in the respective field of study are released.
   b. “Specialist Master” degree programmes offer professional training and education, confer 60-90 credits, and their normal duration is 1, 5 academic years. Students attending these programmes must, at the end of the programme, take any of the internationally recognized English Exams at the level approved by the Senate. At the end of these degree programmes, “Specialist Master” university diplomas in the respective field of professional training and education are released.
   c. Candidates who already have a “Specialist Master” university diploma can be admitted to second-cycle degree programmes, “Master of Sciences” and “Master of Arts,” at the University of Vlora “Ismail Qemali,” only if they meet the requirements set out for these cases:
9. Individuals who are entitled to apply for admission to second-cycle degree programmes should:
10. The specific admission requirements for any second-cycle degree programmes are laid down in the Faculty Regulation.

11. Third-cycle degree programmes are doctoral studies and of utterly academic character that focus on scientific research and independent creative activities.

12. Candidates who have obtained a “Master of Sciences” or “Master of Arts” university diploma or an equivalent diploma to it can be admitted to doctoral studies programmes, which last at least three years and also include 60 credits for organized theoretical studies.

13. The University of Vlora “Ismail Qemali,” based on the achieved results in the organized theoretical studies, sets out classification criteria for candidates who are entitled to develop their research project and prepare their doctoral thesis, determines the standards and qualifying criteria for the knowledge of English based on the internationally recognized English Exams and decides upon the assessment methods for the candidates’ general theoretical knowledge. The candidates who fail to meet the set criteria do not qualify to carry on with their doctoral studies and are awarded a certificate in which are presented the modules and credits taken and their assessment.

14. The organization and functioning of doctoral studies are prescribed in a special Regulation of the University of Vlora “Ismail Qemali.”

15. At the end of doctoral studies, a diploma for the “Doctor of Sciences” degree is released.

16. Basic criteria for selecting third-cycle degree programme candidates:
   a. Candidates must have a second-cycle “Master of Sciences” diploma or any other diploma recognized as equivalent to it in the field of the doctoral studies programme or any other related field as previously defined in the Regulation of the respective doctoral programme. Diplomas obtained from universities overseas must be recognized as equivalent by the competent bodies.
   b. Candidates must have a grade average point of at least 8 (eight) for each degree programmes so far graduated from (this is applicable for diplomas obtained from universities overseas and recognized as equivalent). The Council of Professors is entitled to set out additional grade point average criteria (lower or higher) depending on the doctoral study programme and by giving priority to candidates who are academic staff members.
   c. Candidates must have a certificate attesting knowledge of any of the following languages: English, French, Italian, and German, awarded by the Faculty of Foreign Languages, University of Tirana or a certificate of any internationally recognized Exam in any of the above languages.
   d. Candidates must follow scientific and ethical standards.
   e. Other specific criteria as set out in the doctoral study programmes and approved by the Accreditation Agency for Higher Education of MES or approved by the Council of Professors.

**Article 25**

**Admission to university**

1. Any Albanian citizen who has successfully completed the State Matura is entitled to apply for admission to first-cycle degree programmes offered by the University of Vlora “Ismail Qemali.”
2. International students can also pursue first-cycle degree programmes upon paying the tuition fees.
3. The University of Vlora “Ismail Qemali” is entitled to set out special criteria for selecting candidates who have completed the State Matura to be admitted to first-cycle degree programmes. These criteria are made publicly known at least a year before the next admission to university along with further information about the faculties and the degree programmes they offer.
4. Other criteria and academic standards for selecting candidates to be admitted to second-cycle and third-cycle degree programmes are set out in the faculty regulations.

**Article 26**

19
Secretaries and the basic register

1. Department and faculty secretaries must keep a basic register of students’ personal data, grades taken during their pursued degree programme(s), data on the diploma(s) taken along with their supplements formatted in compliance with state standards.
2. The student Register is completed in handwritten and electronic forms and is permanently preserved. Department and faculty secretaries compile, administer and are responsible for maintaining the basic register in handwritten and electronic forms. The basic register is filled in written form without corrections and is not altered for any reason.
3. Lists of students who have signed up for a given course as divided into lecture and seminar classes along with information about absences, assessment and grades’ records for mid-term and final exams signed by the academic staff members and any other kind of information required to confirm the realization of the teaching process signed by the head of department and the dean are handed to the department secretaries.
4. Each student, upon first matriculation to the University of Vlora “Ismail Qemali,” is assigned a unique matriculation number that is used until graduation from university in accordance with the MES bylaws.

Article 27
The academic year and organization of teaching

1. Studies at the University of Vlora “Ismail Qemali” run around an academic year split into three semesters:
   a. Fall,
   b. Spring,
   c. Summer.
3. The Summer Semester is organized to offer students the possibility to take their exams again in case they have failed. Students sign up for a course during the summer semester through the Information Management System Univlora. Any student can sign up for courses in which he/she has previously failed, but the number of credits to take is limited to no more than 40 (forty). These courses last at least three weeks and are organized in the form of consultation or summarized lectures clearly outlined in the syllabus.
4. For summer courses fees per credit taken can be applied upon prior approval. No longer than two weeks before the beginning of the summer semester, each faculty and department should announce the course schedule for this semester. Classes for this semester are calculated as part of each lecturer’s annual workload.
5. The beginning of the academic year is announced by the Minister of Education and Science.
6. The organization of the academic year, the beginning dates for each semester and exam season are announced by the Rector at the beginning of the academic year.

Article 28
Transferring studies

1. The University of Vlora “Ismail Qemali” offers students in their intermediate year of study the possibility to transfer studies to degree programmes of the same cycle, within the same institution or to other higher education institutions, to transfer studies from previous programmes to first-cycle degree programmes and to transfer from one form of study to another. These transfers are made upon the student’s request in compliance with the set procedures, terms and conditions. All transfers are approved by the Rector.
2. The procedures for readmission, transfer or enrolment in second degree programmes are followed by an institutional permanent committee set up for this purpose upon the Rector’s resolution. Each
department, upon the dean’s ordinance, sets up equivalence and assessment committees, which are approved by the dean.

**Article 29**

**Transferring studies to other higher education institutions**

1. Students at the University of Vlora “Ismail Qemali” who want to transfer their studies to other universities at home, within the same programme and cycle, submit a request to the Academic Office, who forward it to the Rectorate no later than 15 September of each calendar year. The proposals are forwarded to the respective universities along with the necessary documentation for evaluation.
2. Upon reply from the receiving university, the student’s full documentation containing grades’ list, high school diploma, scholarship documentation etc. is sent. The transferred student is no longer a student of the University of Vlora “Ismail Qemali.”
3. The transfer decision is forwarded by the Rectorate to the Academic Office, Enrolment Office, Secretaries, IT Department for the completion of further procedures.

**Article 30**

**Transferring studies to other higher education institutions or/and within the same institution**

1. Requests and documentation of students who want to transfer their studies to the University of Vlora “Ismail Qemali” are forwarded by the Academic Office to respective faculties no later than 15 September of each calendar year. The equivalence committee, set up near each department, based on the documentation sent by the respective university, outlines the student's duties, if admitted to the requested degree programme, in accordance with the study plan in force, and recognizes the completion of equivalent courses.
2. The equivalence and assessment committee within 3 days sends the Faculty’s Dean the shortlist of students who meet the transfer requirements. The Dean forwards this list to the Academic Office to the attention of the Rector.
3. The Academic Office administer all main unit’s proposals and send them within 20 September to the Committee for readmission, transfer or enrolment in second degree programmes, who upon review send the proposals to the Rector.
4. The decision to admit proposed students for transfer is taken by the Rector who takes into account the possibilities and capacities of the programme and study cycle pursuant to the quotas assigned to the University in the Council of Ministers’ Act, and the equivalence results.
5. Students who have pursued their studies in higher education institutions overseas can transfer to the University of Vlora “Ismail Qemali” upon presenting a request and the required documentation. After examining the documentation for accuracy, the equivalence committee determines the duties, if the student is admitted. Further procedures are similar as in the case of students who demand transfer from universities at home.
6. The transfer decision is forwarded by the Rectorate to the Academic Office, Enrolment Office, Secretaries, IT Department for the completion of further procedures.
7. Student transfer within the same institution can be made only for similar degree programmes. The procedure is the same as in the case of students who demand transfer from universities at home taking into account the possibilities and capacities of the programme and study cycle pursuant to the quotas assigned to the University in the Council of Ministers’ Act, and the equivalence results.
8. All transfers are made pursuant to legal acts and regulations approved by MES.

**Article 31**

**Studying in a second degree programme**
1. Individuals who have completed a degree programme are entitled to pursue another degree programme. In this case, as a rule, candidates who have a higher grade point average are selected. Candidates admitted to a second degree programme take charge of full costs of study. Excellent students are exempt from this rule pursuant to the criteria and procedures prescribed in Law no. 9741, date 21. 05. 2007 “On Higher Education in the Republic of Albania,” as amended, and the legal acts and regulations following it.

2. Admission quotas and tuition fees for second degree programmes are defined by Council of Ministers’ Act. Specific admission criteria to a second degree programme are laid down in the faculty regulations.

Article 32
Recognition and equivalence of diplomas and study periods

1. The University of Vlora “Ismail Qemali” can recognize equivalence of full degree programmes or part of them or of diplomas obtained from other institutions at home and abroad. Equivalence is carried out by an ad hoc committee set up in the respective unit. This committee examines the cases when the student applies for transferring studies in intermediate years, when admitted to a second degree programme or when required by MES in the framework of procedures for the recognition of diplomas obtained overseas.

2. The procedures and requests for equivalence are prescribed in the University Regulation.

Article 33
Academic sabbatical

1. The academic staff members of the University of Vlora “Ismail Qemali” who hold titles are entitled to work for their personal academic advancement every 7 years for a period of up to a year upon approval by the Faculty Council. The University’s governing authorities, elected or appointed, are not entitled to academic sabbatical during their term of office. During this period, the academic staff members are not assigned any teaching tasks. During this year, the academic staff can also attend training courses lasting up to three months outside their institution.

2. A special contract is signed between the interested and the Rector of the University of Vlora “Ismail Qemali.”

Article 34
Assessment

1. At the University of Vlora “Ismail Qemali” knowledge acquisition is assessed by a grading system of 10 grades 1,2,3,4,5,6,7,8,9,10. The lowest passing grade is 5 (five). In the final grades’ list accompanying the student’s diploma only passing grades (≥ 5) for each course will appear.

2. Student grade point average is calculated as weighted grade point average. The sum of the final grades’ products and their respective credits is divided by the total of credits. The University of Vlora “Ismail Qemali” awards titles of distinction to students in all three cycles of study based on their grade point average as follows:
   a. 8.00-8.89, cum laude
   b. 8.90-9.39, magna cum laude
   c. 9.40-10.00, summa cum laude
   These titles are released along with the university diploma.

3. A student who has obtained a grade point average of 10 (ten) is awarded “The Gold Medal” by the Senate.

4. A diploma of distinction is released by the university only for credits earned at the University of Vlora “Ismail Qemali” or in case a student has earned at least 110 credits at the University of Vlora “Ismail Qemali” in order to qualify for it. The diplomas are handed in an open ceremony to all...
faculties by the Rector in person in the presence of the Senate, academic and administrative staff and students.

**Article 35**

**Student’s rights and obligations**

1. An individual gains the status of student upon enrolment in the University of Vlora “Ismail Qemali” and loses it upon obtaining a diploma or certificate or in case of disenrollment.
2. Students have the following duties:
   a. To follow the rules laid down in the Statutes and University Regulation;
   b. To attend lecture classes, seminars, laboratories, teaching practice etc. as outlined in the syllabus;
   c. To pay proper attention to studies and participate in all academic activities;
   d. To pay tuition fees and other charges for services offered by the institution within the deadline;
   e. To respect ethics and the University Regulation;
   f. To pay proper attention to the rights of staff and other students.
3. The University of Vlora “Ismail Qemali” is not responsible for consequences stemming from lack of knowledge. For any breach on the part of the students disciplinary measures are prescribed in the University Regulation.
4. Students are entitled to:
   1. To be represented in the Faculty Council, Council of Administration, Senate;
   2. To win scholarships when they meet the criteria defined by the Council of Ministers as well as other rewards administered by the university;
   3. To express their opinion about the quality of teaching and performance of the academic staff;
   4. To be admitted to a second degree programme when they meet the requirements;
   5. To sign up for offered courses following the procedures outlined in the University Regulation;
   6. To use libraries, computer rooms and other university facilities to their service;
   7. To organize themselves in apolitical student organizations in compliance with the definitions in the respective legal acts and regulations.

**Article 36**

**Student card**

1. Students are equipped with the student card, which is a unique document by means of which students can get reduced services. The Ministry of Education and Science defines the criteria and procedures for preparing and releasing the student card.
2. Students’ benefits of using the card are covered by the funds foreseen in the State Budget for the Ministry of Education and Science.
3. The categories of service offered by state entities are determined by Council of Ministers’ Act and agreements with bodies whose object is student interests and with private legal persons who offer various services.

**Article 37**

**Student organizations**

1. Student Councils are independent organizations of students at university, which are not involved with political and economic activities. These councils promote student participation and coordinate their representation in the University’s governing bodies, didactic and research structures and service structures.
2. Student Councils are elected every year by student voting in the second semester of each academic year and act pursuant to the legislation in force. Student Councils are organized at the faculty level (Council of Faculty Students), at the university level (Council of the UV Students) and at the national level (Student National Council).
3. Student Councils cannot be organized with other political or apolitical structures outside the higher education institutions.
4. Modalities and procedures for their foundation, organization and functioning are laid down in their Statutes and Regulation in compliance with the Law on Higher Education, the Statutes and Regulation of the University of Vlora “Ismail Qemali.”
5. Student Councils express their thoughts and proposals about all issues of general interest to the university and about study plans and programmes, teaching regulations, the right to study, quality of service, tuition fees and other financial contributions for students, annual balanced budget of costs and financial resources, various cultural, artistic and sports activities etc.

SECTION V
UNIVERSITY STAFF AND EMPLOYMENT

Article 38
Structure and organization

The organizational structure of the staff of the University of Vlora “Ismail Qemali” is proposed by the Rectorate and approved by the Council of Administration. The structure must contain the number of the Rectorate, administration employees, and of any other university unit.

Article 39
University staff

1. The staff of the University of Vlora “Ismail Qemali” is made up of:
   a. Academic staff that include:
      • Professors
      • Docents
      • Lecturers
   b. Staff teaching and research assistants that include:
      • Laboratory technicians with a university degree
      • Laboratory technicians with a high school diploma
   c. Administrative staff that include all employees who are part of administration and perform duties towards the fulfilment of the higher education mission at the University of Vlora “Ismail Qemali.”
2. Academic staff, staff teaching and research assistants and administrative staff begin and terminate their employment relationships as stipulated in the Labour Code, Law no. 9741, date 21. 05. 2007 “On Higher Education in the Republic of Albania,” as amended, and other specific criteria laid down in these Statutes and the University Regulation. Academic staff and other external specialists begin and terminate their employment relationships under special agreements pursuant to the legislation of the international human rights law in the mode and format foreseen in the University Regulation.
3. Academic staff holding the title “Profesor” may temporarily withdraw from the institution, with right of return, for a period of up to 5 years, renewable, in order to perform important political and state duties. These also include leading positions in important higher education and research agencies. During withdrawal, they can be replaced by temporarily contracted academic staff or visiting academic staff.

Article 40
Full-time staff employment

2. Employment rules, requirements and procedures, staff duties and rights are laid down in the University Regulation.

**Article 41**

**Employment requirements**

1. Candidates applying for positions at all three staff levels, should meet these general requirements:
   a. possess professional skills necessary for the position they applying for,
   b. have good teamwork and communication skills to professionally work and communicate with colleagues and students,
   c. have no final court decision,
   d. have no previous disciplinary measures of dismissal or termination of employment contract by the University of Vlora “Ismail Qemali.”
   e. have not acted against or harmed the institution’s public image in the visual and written media, social networks etc.
2. *Ad hoc* evaluation committees check whether these requirements are met before the evaluation procedure commences by shortlisting the candidates who meet them. Additional requirements, depending on the job position and description, are published in the job announcement for vacancies. These requirements are proposed to the Rector by the units that have announced the vacancies in advance.

**Article 42**

**Teaching load and overload**

Academic staff teaching load is defined by bylaw by the Ministry of Education and Science. Academic staff are entitled to payment for teaching overload pursuant to legal acts and regulations in force. Academic staff workload includes: teaching, research and activities in support of the institution.

**Article 43**

**Competition procedure**

The competition procedure begins with vacancy announcements. The publication of vacancy and competition announcements is made by the Rector pursuant to standard procedures in these cases and is also published on the University’s website or displayed on noticeboards around the campus. The announcement should contain: job position, job description, general and special requirements, the list of documents to submit, application deadline, place of submission, manner of submission (manually, by post or electronically). After submission and documentation of submitted documents by the appropriate Rectorate structures, the evaluation procedure by the appropriate committee begins at the end of which competition results are presented to the Rector who makes them public.

**Article 44**

**Evaluation Committee**

1. The Evaluation Committee for academic staff vacancy is voted by the respective department and is composed of three department members, a member from another department and the head of department, who is also the committee chair. Upon approval by the Dean, the committee evaluate the applications based on the submitted documents and interview. A point system is used for evaluation and the evaluation procedure is laid down in the University Regulation and the respective bylaw. *Ad hoc* committees fill in a summary table with competition results for both phases and forward it along with respective documentation to the Dean. The Dean then forwards them to the Rector within a week. The Rector reaches a final decision on the winning candidates.
2. The Evaluation Committee for administrative staff vacancy is proposed by the Treasurer and approved by the Rector. The committee evaluate the applications based on the submitted documents and interview. A point system is used for evaluation and the evaluation procedure is laid down in the University Regulation and the respective bylaw. The ad hoc committee fill in a summary table with competition results for both phases and forward it along with respective documentation to the Treasurer. The Treasurer then forwards them to the Rector within a week. The Rector reaches a final decision on the winning candidates.

Article 45
Internship

A newly employed staff member at the University of Vlora “Ismail Qemali” undergoes internship (not necessarily) for a maximum period of an academic year. At the end of the internship period a decision is made on whether employment relationships will continue or terminate. In case of termination, the employee should be informed about the grounds for such a decision.

Article 46
Employment contract

1. Employment contracts for the University of Vlora “Ismail Qemali” staff members are signed by the Rector. For certain positions, the Rector may delegate this right to another authorized person through a resolution.
2. Employment contract contains among other things:
   a. the parties’ identities
   b. job position
   c. job description
   d. beginning date
   e. duration of employment relationships
   f. duration of work hours and breaks
   g. the parties’ duties, rights and obligations
   h. workload (for the respective staff) and other important elements.
3. Employment contract is signed no longer than 30 days upon appointment. As a rule, winning candidates for academic positions sign a one-year employment contract, which is renewable for another year. After termination, if the requirements laid down in the contract are met, the Rector decides whether to sign an undefined term contract or not. Based on job performance for candidates with a minimum of five years’ work experience, an undefined term contract can be signed. For academic staff holding doctoral degrees, undefined term contracts can be signed. For academic staff holding the title “Professor,” undefined term contracts are signed.

Article 47
Visiting academic staff

1. Visiting academic staff are invited for teaching and research purposes at the University of Vlora “Ismail Qemali” and can be:
   a. Professors
   b. Docents
   c. Lecturers
   d. Qualified specialists in the required fields who meet the basic requirements for employment at UV.
2. Visiting academic staff are shortlisted and approved by Faculty Councils from lists proposed by departments by taking into account their academic qualifications and job experience in a required field, which respond to the University’s needs for teaching and research. The selection requirements are laid down in the faculty regulations.
Article 48
Contracted academic staff

1. Upon proposals from base units, main units define their needs for part-time employed staff members and send a letter of request to the Rector for approval by the Senate of the required number of part-time employed staff members. The Senate, based on these proposals and available finances approves of the number of contracted academic staff to be employed each calendar year. This number is entered in the institution’s budget.

2. Employment of academic staff contracted full-time or part-time at the University of Vlora “Ismail Qemali” complies with article 49 of Law no. 9741, date 21. 05. 2007 “On Higher Education in the Republic of Albania,” as amended. Academic staff contracted full-time or part-time are approved by the Dean upon proposal by head of the respective department taking into account their academic qualifications and job experience in a required field, which respond to concrete needs for teaching and research. In their proposals, departments refer not only to the number for prospective staff members but also to other information regarding needs for qualified teaching staff. For this category of staff members employment contracts are signed for a definite time and position. Detailed rules for shortlisting candidates for contracted academic full-time and part-time positions are laid down in the main unit regulations.

Article 49
Termination of employment contract

1. Employment relationships at the University of Vlora “Ismail Qemali” are regulated by law and terminate in case of:
   • resignation.
   • termination of employment contract.
   • physical or mental incapacity to carry out the duty.
   • final court decision.
   • proof of incompetence to perform duties or incompatibility with the job position (in case of change of application for a job position or change or closure of department or other units).
   • breach of ethics of academic life, rules of the statutes and the regulation, lack of respect for the institutional hierarchy.
   • disciplinary measures or dismissal.

Article 50
Disciplinary measures


2. Kinds of disciplinary measures taken by governing authorities in case of breach of the above provisions:
   a. Verbal reprimand.
   b. Written warning.
   c. Final written warning.
   d. Suspension.
e. Dismissal.
3. Disciplinary measures are taken by the Rector upon a proposal from the dean, vice rector, head of department. Disciplinary measures are taken directly by the Rector as stipulated in the Labour Code, in Law no. 9741, date 21. 05. 2007 “On Higher Education in the Republic of Albania,” as amended, the University’s Statutes and Regulation. Rules, procedures and instances for disciplinary measures are detailed in the University Regulation.

**Article 51**  
**Conflict of interests**

University’s employees should avoid situations that cause conflicts between the University’s interests and their personal interests as well as between other institutions.

**Article 52**  
**Teaching quality control**

1. Internal Quality Assurance and Accreditation Unit is part of the University structure and is composed of:
   a. Head of the unit
   b. Specialist
   c. A representative for each main unit
   d. A representative of Student Council
   e. A representative of the IT Department
   f. An external representative proposed by the Accreditation Agency for Higher Education (AAHE).
2. This unit aims to periodically review the efficiency of didactic activities and professional practice, the process of assessing knowledge acquisition, graduation and other administrative and financial activities taking place at the University of Vlora “Ismail Qemali” each semester. At the end of the semester this unit submits an evaluation report to the Rector.

**Article 53**  
**Research**

1. The University of Vlora “Ismail Qemali” and its administration have an obligation to promote and encourage scientific research. Scientific research is a very important component of the annual evaluation of the academic staff.
2. The University’s academic staff and students studying in second-cycle and third-cycle degree programmes are entitled to carry out research for their own institution or other institutions.

**Article 54**  
**Research funding**

1. Scientific research at the university is planned and funded pursuant to legal acts and regulations in force. Research funds for each calendar year are approved as part of the budget.
2. The University’s academic staff and students studying in second-cycle and third-cycle degree programmes are entitled to apply for funding approved in the University’s budget for research, qualifications, publications, conferences etc. The procedures for approving of research funding and reimbursement of the academic staff are laid down in the internal regulation for administration, finance and accountability.

**Article 55**  
**Research with/ for third parties**
1. The University of Vlora “Ismail Qemali,” through its structures, offers and accepts offers for scientific research, expertise, and other services by following approved procedures and contributing financially as stipulated in agreements and pursuant to its Regulation.
2. Scientific research for third parties can be carried out when terms are met, when there is no clash with the fulfillment of duties as stipulated in the employment contract and when it does not hinder scientific research at university.
3. Any royalty income from scientific research on behalf of the university or other institutions is used according to the legal acts and regulations in force aiming towards encouraging participation in these activities.

SECTION VI
FINANCIAL AUTONOMY

Article 56
Financial autonomy

The University of Vlora “Ismail Qemali” functions according to the principle of financial autonomy. The mode of using the University’s revenue is defined in the internal regulation for administration, finance and accountability.

Article 57
Budget provision

1. The draft budget is prepared by the Rectorate based on the three-year budget planning and the proposals from the faculties and other units. It is approved by the Senate after prior approval by the Council of Administration.
2. The draft budget is prepared in compliance with the standards set by the Ministry of Finance. It is sent to the Ministry of Education and Science, who within 30 days ask for its review as stipulated in the law.

Article 58
Financial resources

1. The University of Vlora “Ismail Qemali” creates its budget from its own resources and develops it pursuant to obligatory legal acts for public entities by safeguarding its autonomy to use revenue
2. The University’s sources include:
   a. transfers from the state budget
   b. the university’s revenue
   c. other sources.
3. The University of Vlora “Ismail Qemali” drafts its own regulation about the use of funds created from its own revenue in compliance with the laws in force.

Article 59
Control and auditing

1. The University of Vlora “Ismail Qemali” undergoes financial auditing (internal and external) by the institutions defined by law.
2. Internal auditing and control of the university and its units are conducted by the Internal Auditing at the University of Vlora “Ismail Qemali” and the Internal Auditing units of the Ministry of Education and Science.
SECTION VII
TRANSITORY AND FINAL PROVISIONS

Article 60
Official seal and emblem

1. The University of Vlora “Ismail Qemali” has its own official seal designed according to the model approved by the Council of Ministers.
2. The University’s main symbol is its approved emblem presented in the next pages. Faculties can approve their own symbols which should be in line with the main symbol.

Article 61
Regulations approval

Within two months upon approval of these Statutes, the Senate approves the University Regulation. Other regulations issued under these Statutes are approved within a month upon the approval of the University Regulation.

Article 62
Coming into force

These Statutes come into force upon the Rector’s promulgation after prior approval by the Minister of Education and Science or one day after the termination of the two-month term within which the Minister should express himself/herself. If the minister returns the Statutes to the Senate for improvement after review, then within 5 years the Senate are gathered to approve proposed amendments by 2/3 of votes and the Statutes are resent for approval to the Minister of Education and Science. In case of unresolvable conflict, the University of Vlora “Ismail Qemali” has the right to oppose through a resolution adopted by the Senate and in accordance with the legal provisions for administrative acts.

SENATE CHAIR
Prof. Dr. Albert Qarri