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SECTION I

GENERAL PROVISIONS

Article 1
Legal Basis

The Regulation of the University of Vlora "Ismail Qemali" is based on Law no. 9741, date 25.08.2007 "On Higher Education in the Republic of Albania", as amended, on the Statutes of this University and in all other applicable legislation.

Article 2
Mission and Scope

This regulation is intended to regulate the teaching activity, research & scientific and administrative activities of the University of Vlora "Ismail Qemali", in accordance with his legal mission and objectives and extends its action over all bodies and leading authorities, constituent units, academic staff, scientific-teaching support staff, administrative staff, students, associates of the institution as well as any other physical or legal person who operates in the buildings or the territory of the University of Vlora "Ismail Qemali"

The Regulation defines the mission of the programmes of study and sets the normative rules for their organization, internal structure and functioning, rights and obligations of the governing bodies, of the academic and administrative staff, students, associates, rules for the admission of students, for teaching, for research, practice, assessment, for graduation, publications, staff recruitment and provides sanctions in case of violation of the regulation.

Article 3
Internal Regulations

The main units have internal regulations, which must be in accordance with this regulation. These internal regulations are drafted by their respective councils and approved by the Academic Senate. In function of the progress of all administrative and financial activities, there can be drafted even internal regulations of the administration.

Article 4
Fundamental aims

Teaching
The University of Vlora "Ismail Qemali" provides rigorous educational programmes in many areas. The curriculum features a strong core based on liberal arts and sciences, on this basis, our university students develop their skills, knowledge, and the necessary skills for living a successful, active life to become good citizens. A variety of majors and specialized curricula help to prepare students for the second, and the third cycle of their studies, vocational schools, or careers, immediately after graduation.

Every programme offers a variety of courses and curricular experiences that provide a richer life, jointly with an excellent preparation for careers. The University of Vlora "Ismail Qemali" offers bachelor and master programmes in a broad multidisciplinary space that meet the most essential needs of the Albanian citizens in accordance with the market demand. Doctoral programmes being offered are innovative, in the relevant fields.
The University "Ismail Qemali" of Vlora is selective in its admission standards and aims not only traditional students but also non traditional, thus ensuring equal opportunities to all who can benefit from its programmes. A special effort is made to locate and to accept disadvantaged students who have a strong potential for academic success, providing them with support that will lead to the realization of that potential. In the registering of students and their division into groups of lectures and seminars or any other form of obtaining knowledge, standards are respected in order to maintain the high quality of teaching.

The University of Vlora "Ismail Qemali" offers and will continue to offer only those programmes for which there is available, appropriate and qualified human resource and for which there is a demonstrable need and a potential for qualified students.

**Scientific and academic research work**

The mission of the academic research work of the University "Ismail Qemali" of Vlora finds expression in a variety of forms, ranging from basic research, to applied research directed towards specific problems, to the contributions to literature and art. Within to its capacity, our university provides financial support for scientific-academic research. Meanwhile he is constantly looking for external resources of support. Scientific research institutions, mainly financed by foreign funds, constitute an important contribution to this mission.

The involvement of students in research projects, the integration of academic research results in respective teaching courses, is an end in itself. The application of research and science to the problems and concerns of industry and business in the country, as well as to scientific agencies, education, government, health and public services also serves to strengthen the role of public service to the university.

**Public services**

The University of Vlora "Ismail Qemali" cooperates with businesses, governmental units, community groups, and other organizations on scientific research and technical development of initiatives, thus contributing to the solution of problems, trying to apply the university expertise to issues of society in general, or to region in particular, in order to further improve the quality of life through its services.

It aims to maintain the proper degree of the flexibility needed to respond with coherent teaching, research, and other services to the ever-changing needs of the time. University makes available its facilities for a variety of activities of agencies and community groups whose goals coincide with the university mission. These people are given access to programmes and on campus, as long as their goals are in line with the main educational role and purpose of the institution.

**First Year Philosophy**

The experience of the first year at the University "Ismail Qemali" lays the foundation for student success by creating an environment that stimulates intellectual development and treats learning as an activity that lasts for life. Students are encouraged to develop their training in relevant areas through contemporary academic programmes.

**Article 5**

**Specific rules**

The Academic Senate of the University of Vlora "Ismail Qemali" may issue specific rules, applicable to a permanent or temporary situation, just for a field, a direction, for an object or a certain unit, to ensure the implementation of the Law of Higher Education, of the Statutes of the University of Vlora "Ismail Qemali" and of this Regulation, or when there are special legal obligations, or directions, situations & conditions of particular importance or emergency.
Article 6  
Decisions, ordinances and bylaws

Decisions, ordinances and bylaws of governing authorities and bodies extend their effects to the relevant respective directions and subjects, when duly drafted and approved, in form and content, and within all competences acknowledged by law.

Article 7  
Notifications, written communications and the use of electronic mail

Governing bodies and authorities and the main constituent units of the University of Vlora “Ismail Qemali” are notified about issued legal acts or any other acts concerning their enforcement by the responsible structures. Delivery or notification of the above recorded acts is sent to members of governing bodies and management authorities or all staff members when necessary, upon signing, immediate or attached to the concerned text, which is preserved by the sender, as long as the act is effective. The act is then archived. Delivery like the above and notifications of any kind addressed to academic staff and all other employees of the University of Vlora "Ismail Qemali", are considered valid and completed, even when sent through the official email address, or published on the official website [www.univlora.edu.al](http://www.univlora.edu.al) or when communicated verbally by management authority of any level or by people assigned by them to make the announcement. Notifications about internal acts issued by relevant bodies and units will be sent in the same way. Notification is considered sent even in the absence of the receiver’s signature, when the receiver refuses to sign or the notification sent through postal service is returned due to the receiver’s refusal to receive it, failure to locate him/her at the stated address and confirmed so by the postal service, and any other unforeseen cases. Academic and non-academic staff communicate via the official electronic mail only for announcements or in those cases when verbal or written communication is justifiably not possible, especially when communication is addressed to governing authorities of any level. Academic staff and all other employees of the University of Vlora "Ismail Qemali" are obliged not to use the postal service for all documents dealing with work-related issues or problems, complaints and any document or announcements or information letters addressed to managing authorities, bodies or any employee. In all the above cases, only internal, official communication is used. This rule is the same even for sending responses in return. Official responses, which are to be done only through official documents, cannot in any case be replaced by responding via the official electronic mail. Non-compliance with this article constitutes a violation and disciplinary measures are taken, referred to in Article 50 of the Statutes, and Article 34 of the Regulation of the University of Vlora "Ismail Qemali".

Article 8  
Individual notification

Academic staff, assistant scientific-teaching staff, administrative staff and students are introduced to the Law on Higher Education, the Statutes, the Regulation of the University of Vlora "Ismail Qemali", the internal regulations of the units and other acts of permanent character, by knowing the text made available by the relevant academic and administrative structures themselves at the beginning of the employment or study term. Changing or abrogating acts is done through general communication by publishing them on indicated places or on the official website [www.univlora.edu.al](http://www.univlora.edu.al), unless the law explicitly
specifies that individual notification is required. Texts of acts of permanent character and their subsequent amendments, are considered announced, if published on the official website of the University of Vlora "Ismail Qemali", or on indicated places or through any other notification means, unless there is an obligation for individual notification.

**Article 9**

**Interpretation of the act**

When in the framework of implementing an act, there are different attitudes regarding its content, the relevant governing authority interprets it in written form. Higher governing bodies than the interpreter, upon their initiative or upon request, approve of or amend the interpretation made. The body that issued the act makes its interpretation, which is then compulsory for all.

**Article 10**

**Interpretation and opposition of the act**

When the act and/or interpretation of the act is contested, the higher hierarchical body than the writer of the act reviews the lawfulness of the act and/or interpretation of the act, and makes final interpretations, cancellation or full or partial abrogation of the act.

**Article 11**

**Correction and completion of the act**

When in the context of the implementation of the act, unregulated aspects, issues or elements come out, the issuer of the act or the body that has authority over the relevant issue, defines the mode of action following the regulation of similar aspects and when impossible, by the general principles of law no. 9741, date 25.08.2007 "On Higher Education in the Republic of Albania", as amended, and the Statutes of the University of Vlora "Ismail Qemali". In these cases, the completion of the act is the duty of that body.
SECTION II

ORGANIZATIONAL STRUCTURE OF
THE UNIVERSITY OF VLORA "Ismail Qemali"

Article 12
Constituent units and structure

University of Vlora “Ismail Qemali" consists of main units (faculties), base units (departments), the Scientific Research Centre, the Graduate School, laboratories, libraries, centres and other support and administrative units. The organizational structure is approved by decision of the Council of Administration on the proposal of the Rector and is an integral part of this regulation.

Article 13
Internal Organization

The structure below shows the internal organization of the University "Ismail Qemali".

Governing authorities:
1. Rector

Other authorities:
1. Treasurer
2. Vice rectors

Governing bodies:
1. Academic Senate
2. The Rectorate
3. The Administration Council
4. The Council on Ethics

Central Administration:
1. The Department of Curricula and Standards
   • The sector of Students relations and Statistics
   • Academic Office
   • The Registry office
2. The sector of Human Resources
   • Human Resources Office
   • Protocol- Archive
   • Specialist near Rector’s Office
   • Information Service
3. Department of Communication
   • Publishing and University Publications Office
   • International Relations Office
   • Marketing Office
   • Public Relations Office
   • Centre for Physical Education and Sports Projects
   • Centre for Career Counselling, Alumni and Administrative Transparency
4. Finance and Budget Department
5. The Sector of Services, Purchasing and Maintenance
6. Legal Branch
7. The Department of Projects, Investments and Scientific Activities
8. The Department of Information and Technology
9. Internal Quality Assurance and Accreditation Unit
10. External Relations Office
11. The Library sector
12. Life Long Learning centre

FACULTY OF ECONOMICS
Governance authorities:
1. Dean
2. Heads of Departments
Governance bodies:
1. Faculty Council
Other authorities:
1. Vice dean
The base units
1. The Department of Business
2. The Department of Economics
3. The Department of Finance
Administration
1. The Registry Office
Scientific teaching assistant employee

FACULTY OF TECHNICAL SCIENCES
Governance Authorities
1. Dean
2. Heads of Departments
Governance bodies:
1. Faculty Council
Other authorities:
1. Vice dean
The base units
1. The Department of Mathematics
2. The Department of Physics
3. The Department of Chemistry
4. The Department of Biology
5. The Department of Computer Sciences
6. The Department of Mechanical and Naval Engineering
7. The Department of Electrical Engineering
8. The Department of Marine Sciences
Scientific Research Centre
Scientific teaching assistant employee
Administration
1. The Registry Office

FACULTY OF HUMANITIES
Governance Authorities:
1. Dean
2. Heads of Departments
Governance bodies:
1. Faculty Council
Other Authorities:
1. Vice dean

The base units:
1. The Department of Education
9. The Department of Albanian Language and Literature
10. The Department of Foreign Languages
11. The Department of Law

Administration
2. Registry office
Scientific-teaching assistant staff

FACULTY OF PUBLIC HEALTH

Governing Authorities:
1. Dean
2. Heads of Departments

Governing bodies:
1. Faculty Council

Other Authorities:
1. Vice dean

The base units:
1. The Department of Nursing
2. The Department of Public Health
3. The Department of Mother and Child Healthcare

Administration
1. Registry office
Scientific-teaching assistant staff.
SECTION III
OTHER FUNCTIONS AND COMPETENCIES OF GOVERNING BODIES AND AUTHORITIES

Article 14
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 competences and duties of the Senate prescribed in article 14 of Law no. 9741, date 21. 05. 2007 “On Higher Education in the Republic of Albania,” as amended, and in the Statutes of the University of Vlora “Ismail Qemali”.

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, in accordance with law no. 9741, date 25.08.2007 "On Higher Education in the Republic of Albania", as amended, and the University Election Regulation.

Article 15
The Council of Administration

The composition and functioning of the Council of Administration is based on law no. 9741, date 25.08.2007 "On Higher Education in the Republic of Albania" as amended, on the Statutes and on the Regulation of the University of Vlora “Ismail Qemali”.

The Council of Administration meet in ordinary sessions at least twice every three months according to the agenda previously defined. In its first meeting the Council of Administration elect and decide upon the organization.

The Council of Administration may also meet in extraordinary sessions when required by the President or 1/2 of its members or at the request of the Rector or the Treasurer of the institution on various issues under its jurisdiction.

Article 16
The Rectorate

The Rectorate operates based on law no. 9741, date 25.08.2007 "On Higher Education in the Republic of Albania" as amended, on the Statutes and on the Regulation of the University of Vlora "Ismail Qemali".

The rectorate is chaired by the Rector, and composed of vice rectors, deans and the treasurer. The Rectorate meet regularly. As a rule the rectorate meet every two weeks.

The rectorate meeting is held when at least 50% of its members are present.

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:

1. Examine problems of daily functioning of the main units and administration in accordance with their functions and competences, decide upon them or forward the case for consideration to other governing bodies or authorities;

2. Decide upon administrative measures proposed by other governing bodies and authorities;
3. Propose to other competent governing bodies’ fees for services offered to students, staff and third parties.

**Article 17**

**Faculty Council**

The Faculty Council operates based on law no. 9741, date 08.25.2007 "On Higher Education in the Republic of Albania" as amended, on the Statutes and on the Regulation of the University of Vlora “Ismail Qemali”, as well as its internal regulation. The Internal Regulation of the Faculty Council is approved by the Academic Senate.

The faculty council is chaired by the dean of the faculty and consists of full-time staff members, elected in accordance with the Election Regulation of the university.

The Faculty Council meet regularly. The Faculty Council meeting takes place when at least 50% of its members are present.

The Faculty Council, besides the functions and duties defined in Law no. 9741, date 25.08.2007 "On Higher Education in the Republic of Albania", as amended, and in the Statutes of the University of Vlora “Ismail Qemali”, exert the following functions:

1. Examine problems of daily operation of the main unit and in accordance with their functions and competences take a decision or pass it for review to other governing bodies or authorities.
2. Approve the list of visiting academic staff to be engaged in teaching and forward it for approval to the Rector.
3. Decide upon administrative measures proposed by other governing bodies and authorities, and forward them to higher authorities.
4. Review the proposals received from departments for changing the degree curriculum, course syllabus, opening or closing study programs and forward their decision to higher authorities for approval.
5. Propose to other governing bodies fees for services offered to students, staff and third parties.

**Article 18**

**The Council of Ethics**

The Council on Ethics operates pursuant to Law No. 9741, date 08.25.2007 "On Higher Education in the Republic of Albania" as amended, to the Statutes and to the Regulation of the University of Vlora "Ismail Qemali" and the Code of Ethics approved by the Academic Senate. The Code of Ethics defines the manner of making decisions, filing and examining complaints, executing decisions and appropriate sanctions.

The Code of Ethics defines the obligations for staff members and students; their disregarding and violation is considered a violation of ethics and is subject to review by the Council of Ethics and by the leading authorities of any level or collegial body.

Violation of ethical rules are considered all actions carried out by the academic staff, administrative staff, scientific teaching support staff and students who harm the personality of others, breach academic ethics and rules, social and institutional and moral and ethical rules as defined in the Code Ethics which is approved by the Academic Senate.

The Council on Ethics is a collegial body that discuss ethical issues of academic life and make proposals in this regard to the Rector.

The Council on Ethics is made up of 5 members of academic staff having at least the title "Lecturer". The members of the The Council on Ethics are elected by the Academic Senate, upon presentation by the Rector of the proposals from the faculties’ councils. The members of
the Council on Ethics elect their chair by secret balloting. At any time 2/3 of the members of the Academic Senate may require a vote of confidence for any member of the Council on Ethics. The Council on Ethics is immediately set in motion when there is a written complaint and/or upon the rector’s request. The Governing bodies and the university authorities are obliged to put at the Council on Ethics’ disposal, all the required documentation and information for reviewing the relevant complaints. The Council on Ethics after examining the case at issue make proposals to the relevant governing authority, or directly to the Rector when the request is made by him, to decide on disciplinary measures.

Article 19
The Publishing Council

The Publishing Council of the University of Vlora “Ismail Qemali” is a collegial body, made up of five (5) members of the academic staff, the composition of which is approved by the Academic Senate. The Publishing Council has the duty to review, discuss and approve the publications of the academic staff, which will be used as main sources for programme courses, according to the proposals of relevant departments. Discussion and preliminary approval of the academic publications that will serve as main sources should be previously done at the department level and later passed on for approval to the Faculty Council.

Article 20
The Rector

The Rector is the main governing authority of the University of Vlora “Ismail Qemali.” His duties and competences are prescribed in Law no. 9741, date 25.08.2007 “On Higher Education in the Republic of Albania,” as amended, in the Statutes of the University and in other legal acts and regulations.

Article 21
Vice rectors

1. The Vice Rector is appointed by the Rector and upon his proposal and eventual approval by the Academic Senate. There is only one Vice-Rector at the University of Vlora “Ismail Qemali” who attends the university’s scientific-teaching activity, the activity of central university administration and information. The concrete duties of the Vice rector are set forth below, but for institutional needs, his field of competences may be modified accordingly.

The Vice Rector’s duties are:
1. Coordinating and supervising all educational activities among all base and main units.
2. Attending and monitoring the entire teaching process.
3. Managing the work for curricula development and distribution of teaching loads.
4. Undertaking analysis of all aspects of the academic work of the units and keeping continuous contact with the deans for all academic processes.
5. Following the institution’s academic development strategy.
6. Performing all duties delegated by the rector.
7. Reporting to the rector about the whole academic process.
8. Monitoring the university’s scientific activity.
9. Encouraging and following up with all the grants and scientific programmes in which the university participates.
10. Coordinating the university's scientific activity with those of other scientific institutions, governmental units and the community.
11. Following up and supporting the progress of qualification of the academic staff.
12. Follows the progress of the university’s scientific journal, and of other journals and conferences organized by the university.
13. Encouraging the participation of students in scientific projects.
14. Encouraging the involvement of scientific projects in the teaching process.
15. Coordinating and supervising the activity of university central administration.
16. Directing the work for updating and editing the information for the university’s official website.
17. Undertaking the analysis of all job-related aspects of university central administration.
18. Performing all tasks delegated by the rector.
19. Reporting to the rector about all the activities of university central administration.

**Article 22**

The Treasurer

The Treasurer of the university is the person who oversees the administrative and economic progress of the institution. His Duties and competences are defined by law no. 9741, dated 25.08.2007 "On Higher Education in the Republic of Albania", as amended, by the legal acts and by the Statutes of the University of Vlora "Ismail Qemali". The university’s treasurer responds before the Academic Senate, the Council of Administration, the Rector, the central institutions and the national auditing bodies for the implementation of laws and regulations in the economic and financial field.

**Article 23**

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. 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:
   1. Approves of the ad hoc committees for recruiting academic staff and passes on to the rector the classification of candidates.
   2. Undertakes disciplinary measures for academic staff, scientific-teaching assistant and administrative staff, students, in case he/she finds out himself/herself or is informed by the head of department about violations or breaches, as specified in the Statutes, in the Regulation, in the Code of Ethics, in the Employment Code, in the Law on Higher Education etc. In cases of termination of employment relations for academic staff that have violated the employment contract and the applicable legal provisions, the dean gives his/her written opinion to the rector.
   3. Approves in principle, of the academic staff’s requirements and leave permissions for qualification purposes, for carrying out trainings or any other similar qualifications at home and overseas and passes them on for approval to the rectorate along with the accompanying documentation from the applicant lecturer.
   4. Passes on to the rectorate nomination or appointment decisions for the recognition or approval of governing authorities of the main unit.
5. Submits for approval to the Faculty Council, the annual report of the faculty’s financial, educational and research activity.
6. Approves of the teaching schedule and workload distribution of the faculty staff, as drafted by departments and passes it on to the Rector for final approval.
7. Supervises, controls and evaluates, even directly in the audience, himself/herself or with a group of specialists of the relevant field, how the teaching process has been carried out and whether quality standards have been assured.
8. Has the right at any time, before the beginning of the semester and during the semester, to make any changes in the teaching schedule, to reorganize or to replace and to redistribute the workload of the academic staff, in case of violations of work discipline, of academic rules and standards, or non-compliance with the orders of the governing authorities about the teaching process, abuses or poor performance, or when he himself considers the following changes necessary, to the effect of better management and better quality standards.
9. Supervises and signs for the realization of the academic workload of all faculty staff members.

**Article 24**

**Vice dean**

The Vice dean is the governing authority for educational or scientific activity of the main unit in the absence of the Dean and for all other duties authorized by him.

The Vice dean covers the teaching activity sector, curricula and standards’ sector, as well as internal evaluation. For faculty needs, the dean can change the vice dean’s field of competence and may assign other tasks to him. Besides other duties defined by normative acts in force, the vice dean has also the following tasks for exerting his/her functions:
1. Organizing and monitoring the educational and scientific work of the Faculty;
2. Following the implementation of the Dean’s orders.
3. Exerting the dean’s competencies in his/her absence.
4. Following the preparation and implementation of teaching plans and programmes;
5. Organizing and monitoring the work for all three study cycles;
6. Coordinating the distribution of the staff’s workload and monitoring the realization of the teaching process;
7. Following the scientific cooperation of the faculty units;
8. Following the progress of scientific and training work at the faculty;
9. Managing and overseeing the preparation and implementation of the teaching and examination schedules.

**Article 25**

**The Head of Department**

The Head of Department is the highest authority in the department. He/she is supported by the academic staff in his/her activity and represents the opinion of the departments’ staff members. Besides other duties defined by normative acts in force, the head of department have the following tasks for carrying out his/her competences:
1. Managing the work for drafting the curriculum of the study programmes offered by the department and monitoring its dutiful implementation.
2. Following and monitoring the department’s scientific activity, in accordance with the annual planning and keeping the records of the staff members’ academic and scientific activity upon reporting it in the department’s annual analysis.

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3. Preparing and coordinating the teaching schedule and workload distribution amongst staff members for any form of study in compliance with the respective regulations and guidelines of the MES (Ministry of Education and Sport) of the rectorate and passing it on for approval to the dean.

4. Proposing to the dean measures for violations of work discipline, academic rules and standards by staff members.

5. Organizing the department’s annual analysis of scientific and teaching work, periodical analysis or other analysis about specific aspects.

6. Overseeing the implementation of teaching programmes, of scientific research and other activities within set deadlines;

7. Overseeing and signing the realization of the staff members’ workload;

8. Submitting to the dean, the list of proposals for visiting academic staff, full-time contracted staff, or part-time contracted staff upon preliminary approval by the department;

9. Proposing to the Faculty Council creating, changing or merging research and teaching groups, their structure or modification in accordance with the Statutes of the University of Vlora "Ismail Qemali";

10. Overseeing and observing work discipline, taking appropriate measures to restore order in cases of breach or wrongdoing. Informing the Dean and making appropriate recommendations about organizational and disciplinary matters when judging it reasonable;

11. Is entitled to make, at any time before the beginning of the semester and during the semester, any changes in the teaching schedule, to reorganize or replace the academic staff and to redistribute the workload in case of violations of work discipline, or rules of academic standards, failure to comply with the orders of the leading authorities in the teaching process, abuses or poor performance, or when he himself considers these changes necessary, for better management and better quality standards and passes them on to the dean for approval.
SECTION IV

UNIVERSITY STAFF AND EMPLOYMENT

Article 26
University Staff

The staff of the University of Vlora “Ismail Qemali” is made up of:
1. Academic staff that include: Professors, Docents, Lecturers
The criteria laid down in these Statutes are stipulated in, Law no. 9741, date 21. 05. 2007 “On Higher Education in the Republic of Albania.” as amended.
2. Scientific – teaching assistant staff that include: Laboratory technicians with a university degree, Laboratory technicians with a high school diploma.
3. 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.”

Article 27
Employment

Employment at the University of Vlora “Ismail Qemali” complies with labour legislation in the Republic of Albania, Law no. 9741, date 21. 05. 2007 “On Higher Education in the Republic of Albania,” as amended. This employment is realized through open competition procedure, ensuring a transparent, impartial and objective process.

Article 28
Employment requirements

Candidates applying for positions at all three staff levels, to be employed at the University “Ismail Qemali” should meet these general requirements:
1. possess professional skills necessary for the position they are applying for,
2. have good teamwork and communication skills to professionally work and communicate with colleagues and students,
3. have no final court decision,
4. have no previous disciplinary measures of dismissal or termination of employment contract by the University of Vlora “Ismail Qemali,”
5. have not acted against or harmed the institution’s public image in the visual and written media, social networks etc.

Article 29
Selection and appointment of full-time academic staff, scientific – teaching assistant and administrative staff

Open competition procedure for selection and appointment of full-time academic, scientific – teaching assistant and administrative staff employment is accomplished as follows:
1. The main and base units forward to the rectorate their requests for full-time academic and scientific – teaching assistant staff. The Treasurer forwards the request for administrative staff.
2. After evaluating the needs for staff in the sectors of teaching, scientific-research, administration and other sectors, job vacancies are published on the University’s
website/section: Public Announcement Bulletin or displayed in other forms as defined in the Statutes. The announcement should contain: job position, job description, general and special requirements approved by the rector, the list of documents to submit, application deadline, place of submission, manner of submission (manually, by post or electronically).

3. After the announcement has been published, the Rector orders the creation of Ad-hoc committees near base units for the selection of academic staff and near the rector’s office for the selection of administrative staff. The Evaluation Committee for the position of administrative staff is proposed by the Treasurer and approved by the Rector.

4. The candidates’ documentation is received, administrated and recorded by entering the candidate’s name and the date contained on the postal seal, which serves to decide whether the application deadline has been met.

5. After the application deadline, but no later than 10 (ten) days, the Head of Human Resources Sector, administers all the documents and forwards the list of the candidates to the evaluation committee.

6. The ad-hoc committee begins the evaluation procedure according to the respective bylaw. Shortlisting results with total scores are presented in a summary table and are passed on to the Dean or the Treasurer for administrative staff position.

7. Applicants are notified about the date and time of employment interview by the Human Resources. This announcement is published in the amenities of the rectorate building.

8. The employer and the interview committee interview the candidate. The interview committee for academic staff is composed of the dean and the heads of department of the respective faculty. In the case of candidates for administrative staff, the ad-hoc committee and Treasurer are present in the interview.

9. After the interview, the interview committee evaluate the candidates by assigning scores and the summary document is signed by the committee members. The results are passed on to the ad-hoc committees.

10. The ad hoc committee fill in a summary table with competition results for both phases and pass it on along with the respective documentation to the Dean or the Treasurer for administrative staff position.

11. The Dean or the Treasurer passes on the candidates’ files and classification to the Rector within a week. The Rector reaches a final decision on all the candidates.

12. The Human Resources sector notifies the winning and (non winning) candidates.

13. Non-winning candidates have the right to appeal to the Rector within 5 days after the committee’s decision has been taken.

Article 30
Visiting academic staff, full-time or part-time employed academic staff

The main units based on the needs for the realization of the teaching process, every academic year or before the beginning of each semester, pass onto the Rectorate the list of visiting academic staff, full-time or part-time, for approval, in compliance with the number approved by the Administration Board for this category of employees.

The shortlisting of academic staff for both categories is done through the evaluation of the documents. The candidate should meet the general requirements laid down in Article 28 of this Regulation and the specific criteria defined in the regulations of the main units. The selection is made in accordance with Article 48 and 49 of Law no. 9741, dated 21.05.2007 "On Higher Education in the Republic of Albania", as amended and the modalities specified in the UV Statutes. More specific criteria are defined in the internal regulations of the main units.
Article 31
The rights and obligations of academic staff

Besides what is stipulated in Law no. 9741, date 21.05.2007 "On Higher Education in the Republic of Albania", as amended, the Labour Code, the Statutes of the University "Ismail Qemali" even in individual or collective employment contracts, academic staff have the following rights:

1. To exploit the opportunities offered by the university, faculty and department, respecting the established rules.
2. To require that all obligations of the teaching process are respected and implemented.
3. To require from the governing bodies of the department, faculty and university to respect all the rights deriving from the Labour Code and the Law on Higher Education.
4. To require from students to respect the moral and ethical code in accordance with the Law.

The Academic staff have the following duties:

1. To draft the teaching programme and syllabus of the course, hand it to the students within the deadlines set by the Dean and prepare a copy for the department.
2. To make effective use of the teaching class as appointed in the schedule.
3. To systematically attend to the latest scientific developments and achievements according to the relevant profile of studies, nationally or internationally, and to reflect it in the teaching process.
4. To prepare examination tests in a timely manner and regularly update them each year.
5. To announce students’ assessment results on time.
6. To deposit in the department’s secretary the examination tests in time, which are to be preserved at least until the end of the next semester’s exams.
7. To respect effective bylaws for the implementation of the course programme.
8. To respect throughout their activity principles of civil ethics, the university’s Code of Ethics, by featuring an image that is compatible with the activity that takes place at the university.
9. To respect the official time schedule and discipline at work rigorously.
10. To safeguard professional secrecy and withhold any information concerning the duties performed without prior authorization by the governing authorities for doing so.
11. To responsibly provide information about the realization of the teaching process, scientific research, contribution in support of the institution and other work-related aspects, whenever this is required by the governing authorities of the department, faculty and university.
12. Before the beginning of each semester, full-time academic staff get permission from the Head of department, the Dean and the Rector in order to teach part-time at other higher education institutions.
13. To follow orders and instructions, given in written or oral form, by governing authorities of each level.
14. To complete the annual workload and overload, if needed. Academic staff belonging to the category of "Lecturer" and "Docent" can complete their workload as well as to be realized even in one forms of teaching. Academic staff "Professor" can realize the workload only with lectures and in the forms of teaching that he/she wants.

Article 32
The rights and obligations of scientific-teaching assistant staff
Beside what is stipulated in Law no. 9741, date 21.05.2007 "On Higher Education in the Republic of Albania", as amended, the Labour Code, the Statutes of the University "Ismail Qemali" even in individual or collective contracts of employment, scientific-teaching assistant staff have the following rights:
1. To exploit the opportunities offered by the university respecting the established rules.
2. To require that all obligations of the teaching process should be respected and implemented.
3. To require from the staff (both educative and administrative) and students to respect moral and ethical code in accordance to the Law.

The scientific-teaching assistant staff have these duties:
1. During all the activities the academic staff should respect civic ethics principles, the Code of Ethics of the University "Ismail Qemali", featuring an image compatible with the activity that takes place at the university.
2. To carry out the duties exploiting professional and intellectual capabilities.
3. To exploit the teaching class effectively as appointed in the schedule.
4. To respect the discipline at work.
5. To preserve the instructional materials with responsibility.
6. To maintain professional secrecy, not to provide information concerning the duties performed without being authorized by the managing authority.
7. To carry out the instructions effectively during the implementation of the curriculum;
8. Besides the main duties set out in the relevant regulations, should carry out other duties in the implementation of laws and regulations in force, or other guidelines provided from the managing authority.
9. To implement all the special orders of the managing authority, for specific situations, emergency or important events in the institution.

Article 33
The rights and obligations of administrative staff

Beside what is stipulated in Law no. 9741, date 21.05.2007 "On Higher Education in the Republic of Albania", as amended, the Labour Code, the Statutes of the University "Ismail Qemali" even in individual or collective contracts of employment, administrative staff have the following rights:
1. To exploit the opportunities offered by the university respecting the established rules.
2. To require that all obligations of the duties assigned should be respected and implemented.
3. To require from the managing authorities respecting all the rights as established in the Labour Code and Higher Education Law.
4. To require from the colleagues respecting moral and ethical code in accordance to the Law.

Administrative staff have the following obligations:
1. During all the activities the administrative staff should respect civic ethics principles, the Code of Ethics of the University "Ismail Qemali", featuring an image compatible with the activity that takes place at the university.
2. To carry out the duties given exploiting professional and intellectual capabilities.
3. To respect the discipline at work.
4. To preserve the instructional materials with responsibility.
5. To maintain professional secrecy, not to provide information concerning the duties performed without being authorized by the managing authority.
6. To carry out tasks assigned effectively.
7. Besides the main duties set out in the relevant regulations, should carry out other duties in the implementation of laws and regulations in force, or other guidelines provided from the managing authority.
8. To implement all the special orders of the managing authority, for specific situations, emergency or important events in the institution.

Article 34
Disciplinary measures
Disciplinary measures are taken pursuant to the procedures laid down in the Labour Code, Law no. 9741, date 21.05.2007 “On Higher Education in the Republic of Albania,” as amended, the University Statutes and Regulation. Governing authorities of the University of Vlora “Ismail Qemali” take disciplinary measures in case of non-fulfilment of duties laid down in the employment contract, disregard of ordinances by authorities, breach of discipline at work, breach of academic rules and standards, breach of ethics of academic life, and of rules prescribed in the Labour Code, as stipulated in article 50, item 6 of Law no. 9741, date 21.05.2007 “On Higher Education in the Republic of Albania,” as amended.
Kinds of disciplinary measures taken by governing authorities in case of breach of the above provisions:
1. Verbal reprimand.
2. Written warning.
3. Final written warning.
4. Suspension.
5. Dismissal.
The Head of Department has the right to propose disciplinary measures to the dean for: academic staff, scientific-teaching assistant staff and administrative staff of the unit they manage. These disciplinary measures are proposed to Dean and in case of incompatibility or rejection they transmit them directly to the Rector.
The Dean has the right to propose disciplinary measures for academic staff, scientific-teaching assistant staff, administrative staff and students, when he ascertains or is informed from the Head of the department, about all cases of offenses specified in the first paragraph of this article. Disciplinary measures proposed are forwarded to the Rector for approval.
The disciplinary measures are given after the necessary verifications for the breach. As a rule, disciplinary measures are taken as in the order described above, unless the employee has committed a serious breach of regulations and laws.
The Disciplinary measures "Dismissal from work" for the academic staff is taken in accordance to the regulations of the employment law, after receiving the opinion of the Head of the scientific-teaching group, the Head of the Department and the Head of the main unit. In cases of flagrant breach of the Labour Code and academic ethics, disciplinary measure "Dismissal from work" is taken directly from the Rector without a proposal.
Disciplinary measures "written reprimand" and "written warning to dismissal" are blotted out within six months, if the employee to whom it was taken, have committed no other. After this period the employee is considered without disciplinary action.
SECTION V
THE ORGANIZATION OF UNIVERSITY STUDIES

Article 35
Forms of University studies
The University of Vlora “Ismail Qemali” offers these forms of study:
- full-time;
- part-time;
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.

Article 36
Programmes of university studies
The University of Vlora “Ismail Qemali” provides educational full time and part-time study programmes. The programmes are organized in cycles and end with obtaining the relevant certificates or diplomas. University "Ismail Qemali" Vlora offers accredited study programmes, which are organized in modules and evaluated in credits, according to the European System of Credit Transfer and Accumulation System (ECTS). The average amount of credits during a year of a full-time student is 60 credits. A university credit corresponds to 25 hours of student’s learning time. The programmes of university studies are designed and approved by the University Academic Senate. University "Ismail Qemali" publicly announces the accredited study programmes offered, before the beginning of the applications and admissions.

Article 37
Forms and degrees of university studies
Degree programmes at the University of Vlora “Ismail Qemali” are organized into three successive cycles:
- first cycle,
- second cycle,
- third cycle.
First-cycle degree programmes:
1. First-cycle degree programmes aim at offering basic knowledge of the general scientific principles and specific abilities in a variety of professions and specialities.
2. First-cycle degree programmes confer 180 European credits (ECTS) (hereinafter: credits) and normally last three academic years and not less than four years for the part-time system.
3. At the end of these degree programmes, “Bachelor” university diplomas in the respective field of study are released.
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.

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.

**Second-cycle degree programmes:**

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.” The candidates who completed the first-cycle degree programmes have the right to apply and register for the second cycle programme and even fulfill the academic standards of admission criteria. The admission criteria are stipulated in the University Regulation.

Specific rules and information about these programmes:

1. 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.

2. “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.

3. 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:

**Third-cycle degree programmes:**

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

2. 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.

3. 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.
4. The organization and functioning of doctoral studies are prescribed in a special Regulation of the University of Vlora “Ismail Qemali.”
5. At the end of doctoral studies, a diploma for the “Doctor of Sciences” degrees is released.

Article 38
Part-time studies
University "Ismail Qemali" in its faculties organizes part-time studies. The admission fees and special tuition fees for part-time studies are stipulated in legal acts of the Council of Ministers and the Ministry of Education and Sports. First-cycle and second-cycle degree programmes in part-time studies are performed on the same way with the same credits as programmes of full-time studies. The duration of the first-cycle is not less than four (4) academic years. First cycle and the second cycle Degree programmes in part-time studies are similar to that of full-time system. Daily workload is not more than 8 hours 60 minute lesson. Department and faculty determine how to organize the part-time studies.

Article 39
Admission of students
Acceptance of new candidates to attend the first-cycle of studies at the University "Ismail Qemali", is made according to the respective lists approved by MES. The Academic Senate has the right to establish additional criteria for admission to the first cycle of studies at the University "Ismail Qemali". Candidates are admitted to attend the second and the third cycle of studies at the University "Ismail Qemali" according to the criteria and standards stipulated in legal acts.

Article 40
Duration of studies
The duration of studies for each cycle of studies is stipulated in Law no. 9741, date 21. 05. 2007 “On Higher Education in the Republic of Albania,” as amended. The students can graduate and have the diploma thesis exam within or beyond the time of studies provided, but is subject to the obligations arising from the length of studying time.

Article 41
Studying in a second degree programme
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. 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 42
Interruption of studies
The student may interrupt the studies at any time of the year, for a period not more than one year and only for the following cases:
- When he/she is ill for long periods, documented by the medical report of the forensic commission, which stipulates clearly the diagnosis and recommendation.
• When he/she remainsthe head of the family in case of family casualty, difficult economical conditions, documented by the respective official attestations.

• In any case, the documents must be presented before the interruption of studies with an official request to the Rector.

• Students who leave school for two or more semesters and have not received permission from the rector for this interruption must re-apply for admission to the university.

The interruption of studies, with the approval of the appropriate authority is justified and the number of years repeated is not taken into account.

Any unjustified suspension of studies is equivalent to absences in the teaching process, in such a case this year should be attended by the student again.

**Article 43**

**Suspension of the student from the programme**

The student who interrupts the teaching process because he/she takes part in international projects in institutions that the University "Ismail Qemali" Vlora has an agreement, is relieved of the obligations covered by this provision attendance. To the student are recognized the exams that the student gives abroad for similar courses and when the students return back he/she gives at his/her own university the exams for the rest of the courses.

**Article 44**

**Readmission**

Readmission is indispensable for all the students whose attendance of courses is interrupted for a period of one or more years. The student who wants to attend the studies again must apply for readmission (fill in a request application form) to the Students’ Relationship Office, the latest forward it to the Academic Office. The number of times that a student may be readmitted is limited, no more than 2 times.

Readmission will take place conform legal acts and regulations. Readmission decisions are taken by treating each case as unique, which includes review of the student’s documents and evaluation of reasons of interruption. The evaluation is made by the committee of readmissions, transfers and registrations in the second degree programmes established in the institution. The commission's decision is forwarded to the Rector for approval.

If a student is readmitted he/she should register in courses in that semester. In case students fail to register for that semester or the session for which readmission is given, it will be considered null (absent). If students wish to enroll for the semester or the session which comes immediately after the period for which readmission is granted, they can apply through a written request to update their application for readmission and addressing it to the Academic Office. However, if they wish to enroll after a period later than one semester or session starting from the moment they were accepted, they must complete another application for readmission and submit it within the 45 days.

To the student that has interrupted the studies, there are recognized all the obligations settled in the year of interruption studies. The students begin the studies according to the current teaching curricula.

**Article 45**

**The academic year and organization of teaching**

Studies at the University of Vlora “Ismail Qemali” run around an academic year split into three semesters:

• Fall,
• Spring,
• Summer.

In the first-cycle degree studies the length of the fall and spring semester is 15 calendar weeks. Student’s workload in a week for each discipline, division into lectures, seminars, labs or other forms are defined in the teaching course syllabus.

In the second cycle degree studies of master, the semesters of fall and spring have the same length, but the programme of a discipline can be realized not necessarily for a 15-week period, based on internal and external human resources that the University offers depending also on other conditions. This means that the teaching programme semester can be realized, organizing the teaching process and distributing the disciplines along it, which means that teaching in a discipline can begin in one of the weeks of the semester and end after the programme was implemented with relevant workload of lectures, seminars, labs or other forms of teaching.

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, only about courses marked 4 (four) or the note "NP" (Not present) 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. Each faculty and department should announce the teaching schedule for the current semester. Classes for this semester are calculated as part of each lecturer’s annual workload.

In special cases when students can not be graduated for just one course that is not attended for justified reasons, after evaluating the request of students from the relevant department, upon Faculty Council decision the course is opened in case the number of students is not less than 15 students and only after Rectorate approval. The course programme will be implemented within 5 weeks while by complying syllabi.

The period 15 January - 31 January of each academic year, is a period of re-exams season, for students of the first and second cycle degree studies through an exam, only for the courses marked 4 (four) or the note "NP" (Not present). Students sign up for a course during the summer semester through the Information Management System Univlora but the number of credits to take is limited to no more than 40 (forty).

For summer courses fees per credit taken can be applied upon prior approval.

The beginning of the academic year is announced by the Minister of Education and Science. 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 46
The Structure of Studies

The structure of studies for the first cycle degree programmes and second cycle degree programmes includes:
• General training disciplines
• Training curricula disciplines
• Similar formative disciplines or / integrative disciplines
• Elective formative disciplines
• Formative activities of foreign language knowledge, computer training, professional training or internships
• Formative activities related to the diploma thesis.
Each faculty defines, the formative activities that characterize a study programme according to the regulations of MES.

**Article 47**

**Obligatory disciplines and electives**

Disciplines according to the specifics of each programme are divided into:

- Obligatory disciplines (courses)
- Elective disciplines (courses)

Obligatory disciplines include relevant scientific activities according to the type of graduation, which are defined in the curriculum.

Elective disciplines (courses) include scientific activities according to the field of degree studies, but oriented towards one specialization. Elective courses are defined according to the curricula of each programme of study.

**Article 48**

**Teaching curricula**

The volume of studies is determined according to the curricula of each programme of study, drafted from the departments, approved by the Faculty Council and finally being approved by the Academic Senate.

At the beginning of each academic year, the departments based on the curricula of study programmes, draft the teaching curricula which is approved by the Faculty Council and the Rector. Syllabi are designed for each course.

For each first -cycle study programme can not be more than 22 exams or other forms of final assessment of knowledge from one or more training disciplines, giving integrating exams for one or more coordinated modules or disciplines.

For each second -cycle study programme can not be more than 14 exams or other forms of final assessment of knowledge from one or more training disciplines.

**Article 49**

**Textbooks**

The Textbooks recommended for lectures and seminars, exercises and laboratory work, proposed by the course instructor (tutor), must be approved by the department. These are made known to students at the beginning of the academic year.

**Article 50**

**Elements of studies**

At the University “Ismail Qemali” the teaching process is implemented through lectures, seminars, exercises, laboratory work, professional practice, course tasks, projects, mid-term exams, final exams, essays and diploma thesis. Upon the Dean approval, the departments may determine other forms of teaching, especially to control the gained knowledge. Teaching of courses is organised in groups, based on the teaching workload approved by the Ministry of Education and Sports.

The division of teaching classes according to the above items for each course of study, is based upon the credits of the discipline (course) and is reflected in the teaching curricula.

**Article 51**

**The teaching schedule**

University teaching schedule is announced at the beginning of the semester. Each faculty has its own teaching schedule. The schedule is detailed and sets the audience, days of teaching time, academic staff and can change at any time by the Dean or the department as defined in
the Articles 23 and 24 of this Regulation. The Dean should notify the changes to the Rector for further approval. The Teaching schedule should be respected by both students and the academic staff.

Teaching schedule is organised conform teaching elements and students workload. The workload ranges from 20-25 hours per week. Each class’ length is 60 minutes.

**Article 52**

**Division of students in classes**

The division of students into groups of lectures and seminars is done through online registration in Information Management System (IMS-Univlora). Completing the registration the list of student’s registered in lectures and seminars is administrated from the teaching secretaries.

In the registration of students ingroups of lectures and seminars may be set some academic criteria, in respective to the maintainance of quality. These criteria are approved by the Academic Senate.

**Article 53**

**Classroom attendance and the obligatory presence in the exam**

Attending classes is compulsory up to 75%.

The number of absences allowed is calculated for the whole semester and not just for the absences allowed for midterm exams.

Every academic staff member is provided with the relevant register, which contains information about the teaching classes and attendance. The academic staff member is directly responsible for the accuracy of information on attendance.

If a student is absent during the teaching classes and exceeds the total number of absences allowed for the entire semester, the student is not permitted to enter the next exam, and the evaluation mark has the note A(absent) so the students must repeat the course again in the forthcoming semester. The note (a) will be reflectet in the final exam record or if the students has completed the total absences.

If a student has attended the course but is not present in the exam, in the written record of the assessment will be the note “NP” (not present). If the student does not have absences during the course attendance but was not present in either of the midterm or final exam, the record of final assessment will have the note (absences), but has not appeared in any of the exams part including the final exam, in the written record of the final assessment will be the note "NP" (not present), otherwise it will be the relevant grade. Students of all cycles of studies can not enroll in these courses for attendance but has the right to take part in a final exam as defined by this regulation.

Teaching Secretaries are responsible for managing the information on student’s attendance. Attending classes is compulsory up to 75%.

**Article 54**

**Secretaries and the basic register**

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.

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.
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-terms 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.

The teaching secretaries are also department secretaries, as such they have the duty to inform for any issue or problem, whenever that is required by the managing authority of each level by an order in written form or orally.

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 55**

**Department of Information and Technology**

The Department of Information and Technology publishes the registrations deadlines, rules and guidelines of online registrations in the Information Management System Univlora (IMS). The system identifies lack of payment of dues which results in penalties to register for the next semester courses.

The Department of Information and Technology provides students with an ID name and password to register online.

The Department of Information and Technology provides students with ID name and password to perform online registration system.

The teaching secretary depends directly from the Department of Information and Technology for the registration issues, maintenance and updating of student’s data including generalities and grades, drafting, completion and preparation of diplomas.

The Department of Information and Technology depends directly from the Rector.

**SECTION VI**

**Transferring, equivalence and changing the cycles of university studies**

**Article 56**

**Transferring studies**

The University of Vlora “Ismail Qemali” offer 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.

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.

The University of Vlora “Ismail Qemali” has the right to deny the right to transfer studies to any student based on academic criteria. Transfer procedures are completed before the beginning of the academic year. Only the students that have taken at least 30 credits have the right to transfer. The students fill in a model type of request. This model is published on the
official website of the University with the necessary information. The Students’ Relationship Office administrate all the transfer request during all the academic year up to the 10th september of every year, except of cases provided otherwise in other legal acts. These requests are forwarded to the Academic Office.

Article 57
Transferring studies to other higher education institutions
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 forwards it to the Rectorate no later than 15 September of each calendar year. After approval the proposals are forwarded to the respective universities along with the necessary documentation for evaluation. 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.” The transfer decision is forwarded by the Rectorate to the Academic Office, Enrolment Office, Secretaries, IT Department for the completion of further procedures.

Article 58
Transferring studies from other higher education institutions to the University of Vlora
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. 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. 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. 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 by the Council of Ministers’ Act, and the equivalence results. 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 Albanian universities. The transfer decision is forwarded by the Rectorate to the Academic Office, Enrolment Office, Secretaries, IT Department for the completion of further procedures. 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 Albanian universities 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.
All transfers are made pursuant to legal acts and regulations approved by MES.
Article 59
Changing the form of studies
Changing the form of studies from full-time to part-time in a faculty is proposed by the Dean of the respective faculty to the Rector for approval. This transfer is done upon students request if he/she has at least 30 credits from the previous year.
Changing the form of studies from part-time to full-time is possible if the field of studies is the same, even in such a case is proposed by the Dean of the respective faculty to the Rector for approval upon students request if he/she has completed the first year studies if their grade point average is above 7.
In both cases the number of quota of students in all the cycles of studies and programmes is not affected as defined in relevant supporting bylaws. The request for the change of the form of studies and the documents are submitted previously at the beginning of each year in the respective faculty.
When the procedure is completed, the student, who has changed the form of studies does not have the right to return back to the previous studies system.
The procedure of changing the form of studies is the same as in the case of transferring studies: the decision on the change of studies is forwarded from the rectorate to the academic office, register office, teaching secretaries and to the Department of IT for carrying out further procedural actions.

SECTION VII
Knowledge Checking

Article 60
Assessment
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 written record of the final assessment the students that fail will be marked 4(four). In all the forms of assessment it is used the point system which is equivalent to the grade.

Article 61
Examination rules and assessment
The assessment of the course knowledge is defined from the teaching academic staff, can be in written form or orally based on the teaching programme. The forms of assessment through the semester are one mid-term exam, the final exam that is comprehensive and other forms of evaluation predicted in the course syllabus. In the second cycle of studies the assessment of knowledge comprises one final exam. The exams schedule should be announced before the end of the semester. In the second cycle of studies the knowledge control is done through a single exam. The final exam schedule should be announced before the end of the semester. For the summer semester and winter re-exams assessment of knowledge is done through one final exam.
Syllabus content defines rules or specifications of exams, percentage of each exam or task in the final assessment, recommended literature, topics, date or classroom of the exam, grade assessment. Syllabus is made known to the students at the beginning of the teaching course. Mid-term exam occupies 25 -30% of the whole final percentage assessment and is done not later than the seventh week, while 10-15% of the overall assessment can be based on tasks, individual projects or other forms of assessment during the year.
In case when the student is not present in the exam due to health problems, family causalities, accidents or public emergencies, the Dean of the respective faculty, based on a written request submitted by the student, takes the decision to give to the student a second possibility
to give the exam. The Dean has the right to request additional documentation to verify the absence. Each course is taught during one semester. If there is the note absence (m) in the final assessment record of the course, the student has the right and obligation to attend it again, in the following semester when the course is offered. If the respective course will not be offered again for various reasons (possible changes in the curriculum), the student has the right to attend the relevant substituent course. Besides the courses offered in a semester the student has the right to attend those courses that he/she has failed but respecting the rules on allowed registered credits in a semester and general registration rules (article 77).

Exam tests for all assessment are drafted by the course instructor (academic staff). The course instructor is responsible if the test is compromised. After every mid-term exam or final-exam or other forms of assessment, the results are recorded within 48 hours in the system. The day after the results of the exams, it is printed the electronic record of results from IMS and are evaluated students complaints. The printed record of results 4 (four) copies is signed from the teaching academic staff (course instructor) and are submitted in the department secretary from which 1 (one) copy is submitted in the secretary of the department, 1 (one) copy in the head-office secretary of the faculty, 1 (one) copy in the of the Registration Office and one (1) copy in the Academic Office. If the course instructor does not edit and record the results in the system IMS this action is considered academic breach, for which the department and the dean of the faculty must take disciplinary measures. Recording the results is done according to the article 89 of this regulation. Students may have the test in the presence of the course lecturer if he/she does not agree with the result taken. For further explanations they have the right to appeal in written form to the head of the respective department.

When a student in the exam is assessed with four (4) or "NP" (not present), he/she has the right to register this course only in the summer semester, the season of re-exams in the winter or in another semester just in case if it is a student in the first-cycle of studies, or if the student has provided at least 110 credits. Enrollment in this case will be due to the overall registration stipulated in the article 77 of this regulation.

At the end of each exam, tests or any other material are submitted in the secretary of the relevant department, in a closed envelope on which are written all the necessary data and is signed by the lecturer. The Envelopes with the exam-tests archived in the secretary of the department, can be opened just in case of a complaint or if it seems necessary by the governing authorities. These materials are maintained until the end of the next semester exams and after that are subsequently burnt.

**Article 62**

**Appealing for the final results**

The student has the right to appeal for the final exam result. The appeal is submitted in written form to the head of the respective department within 48 hours of receiving the result. The latest makes the necessary verifications and when finds impossible to resolve the complaint informs the dean immediately. The Dean, within 48 hours of receiving notice of the complaint by the head of the department raises an *ad-hoc* committee which verifies the student's claims. Upon the approval of the Dean, the commission determines the final evaluation of the exam. The changes are recorded in a new assessment record which is signed by the new commission then attached to the previous record and is reflected in the IMS – Univlora too.

**Article 63**

**Grade improvement**
The first cycle students have the right to improve the grade in any course taken, but there are not allowed no more than four improvements throughout the study period and no more than two grade improvements to one academic year. For the second cycle students there are allowed just two improvements throughout the study period. Grade improvements are made only in the summer semester, winter season re-exams and the dates are defined from the Dean of the faculty towards a fee. It is student’s duty to register in courses that he/she wants to improve the grade, after a written request to the secretary of the department, which forwards the information to the Department of IT to enable student access to course registration.

The request is made at least 10 days before the beginning of the summer semester, winter season re-exams and diploma thesis exam. The student has the right to request the grade improvement no more than one time. Students should be aware that the final grade is the latest one and will be reflected in the final list of grades despite being lower or higher than the previous grade. Even in cases that the grade of improvement is marked 4 (four) the academic rules of obligations do not change.

In the final grades’ list accompanying the student’s diploma only passing grades (5,6,7,8,9,10) for each course will appear.

**Article 64**

**Work placement (Internship)**

Students must take a work placement module when included in the study programme. At the beginning of the academic year, the department communicates them the time of training practice, the programme, methodology and the type of exam to take.

Work placements are completed in institutions under the supervision of the appointed academic staff by the relevant department. The student must respect the rules of the institution in which this process is carried out. During the training practice the academic staffs that is responsible supervises the student all the time and is always in contact with the institution where work placement is completed.

At the end of the work placement students prepare a report and assessment is made by the responsible academic staff taking into account the assessment of the institution in which the work placement carried out. Work placement is assessed with a grade.

**SECTION VIII**

**GRADUATION**

**Article 65**

**Diploma Thesis Exam**

Students that have finished the cycle of studies are eligible to graduation. Graduation requirements are outlined in the curricula of each programme of study. The teaching secretary has the obligation to forward to the Head of the Department and to the Dean of the Faculty, an official report with the list of students that have fulfilled the study degree programme and financial obligations and have the right to prepare for the diploma thesis exam. The teaching secretary is responsible for the data accuracy.

The Head of the Department after receiving the list of students establishes the ad -hoc committee, which determines whether these students have completed the obligations of the programme of study. After verifying the list of students who have the right for the diploma thesis exam, is signed by the members of the committee, and is forwarded to the Head of the department.

At the end of the first- cycle of studies, to obtain a diploma thesis, students should prepare it independently. For the second -cycles of studies, to obtain a diploma thesis students should
prepare it independently. The academic advisers of the diploma thesis are approved by the department according to the criteria established in bylaws.

The Diploma thesis exam is open to students and the academic staff. The procedure of the thesis exam consists in presenting a summary of the thesis issue, questions and answers. At the end the evaluation the committee (jury) reaches a conclusion and assesses the student with the relevant grade based on the opinion of the thesis advisor, the content of the thesis and presentation. A prerequisite to prepare for the diploma thesis exam is that students must not have financial or study programmes obligations.

The Head of the Department forward to the Dean of the Faculty the list of graduated students. The Dean through a protocolled report forwards it to the Register Office to prepare the respective Diploma.

In special cases when students of the first and second cycles of students can not give the diploma thesis exam because they have failed in one course marked 4(four) or the note “NP” (not present), the Dean of the respective faculty determines the dates and deadlines for not creating obstacles on students graduation. If the student fails the diploma thesis exam, then he/she has the right to resubmitt it again in another date predefined by the Dean of the faculty in the following semester.

Article 66
Obtaining (students) with a diploma

Students who have completed a programme of study and do not have financial or material obligations to the university are obtaining with a university diploma which is an official document. Diplomas of the first and second cycle of studies are associated with the supplement. Diploma Supplement is compiled according to the European requirements of higher education. It describes in particular the nature, level, content, results of studies that have been carried out and successfully completed by the student (to whom diploma is released).

The content and form of the diploma is defined in the regulations of the Ministry of Education and Sports. The diploma is signed by the Dean of the respective faculty and the Rector of the University "Ismail Qemali" of Vlora. In each diploma content it is written the name, surname, title and the scientific degree. Rector's signature is associated with the official seal of the University "Ismail Qemali".

Diplomas are issued according to the cyclers of studies, respectively:

First –cycle of studies
1. “Bachelor” university diploma in the respective field of study

Second –cycle of studies:
1. "Specialist Master” university diploma in the respective field of study
2. “Master of Sciences” university diploma in the respective field of study

Third -cycle of studies:
1. “Doctor of Sciences” university diploma in the respective field of study

Article 67
Withdrawal of the diploma

The withdrawal of a diploma of the graduated student is done personally by their signature and is recorded in the appropriate register. If the student can not withdrawal it in person, the withdrawal is done from one of the family members presenting his/her ID document and a special proxy from a notary, which are attached in the register of the withdrawal of diplomas.

If there is incorrect information in the diploma, the interested person should not withdrawal it and should request for a correct information completed diploma.
If the interested person withdraws the incorrect diploma, if the original is lost or damaged, the university does not issue a duplicate. To the person it is issued the final grades’ list, with a photo attached and which is equivalent to the diploma, signed by the Rector, the Dean and the Head of the Registration Office and sealed with the University “Ismail Qemali” official seal. The incorrect diploma is destroyed by a commission, consisting of three members appointed by order of the Dean who drafts the relevant record, submitted in the Registration Office. This action is done before it is issued to the interested person an attestation with a photo which is equivalent to diploma.

If a citizen, graduated from the University "Ismail Qemali" results with two official issued diploma documents, it is officially recognised valid the latest document issued.

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.

SECTION IX
THE STATUS, STUDENT’S RIGHTS AND OBLIGATIONS

Article 68
Receiving student status
Student status is acquired by enrolling at the University "Ismail Qemali" and ceases to be relevant of the diploma or certificate, as well as on various cases of his deregistration. The rights and obligations of students are determined based on law no. 9741, date 21.05.2007 "On Higher Education in the Republic of Albania", as amended, on the Statutes and on this Regulation. If not registered within the deadline, the manner prescribed and other criteria determined by guidelines of the Ministry of Education and Sports, the University of Vlora "Ismail Qemali" does not take preservation of the right of studies.

Article 69
Completion and status removal
The student status ends with graduation. Student status is removed or deregistered in the following cases:
1. By Dean’s order based on the student's request to deregister in the form of a prepared statement before a notary public;
2. By Dean’s order / when it is proved that they have been missing or lost the conditions and criteria for the right to study;
3. When sentenced to imprisonment for a serious crime, intentionally or repeated;
4. When studies are abandoned with no reason and without following the procedures for termination of studies;
5. By Dean’s order, after consulting with the respective student council for serious or repeated violations of this Regulation or other internal regulations.

Article 70
Student rights
The student has the right:
1. To attend lectures, seminars and all other teaching activities organized in accordance with his status.
2. To use the equipment, materials and laboratory according to respective rules of the university, in realizing the curriculum and work programmed in his scientific activity, the library and other cultural and sports facilities of the university.

3. To elect and be elected to the governing bodies, such as the Academic Senate, the Council of Administration, the Faculty Councils in which are registered in accordance with the Law on Higher Education and the University Statutes.

4. Be organized in various non-political associations in accordance with relevant legal acts.

5. To benefit a scholarship inside or abroad the country if it meets conditions defined by the Council of Ministers, by the Senate in interstate or inter-university agreements.

6. To benefit special bonuses awarded by the University of Vlora "Ismail Qemali" according to the law and the criteria set by the Academic Senate.

7. To express his opinion for the quality of teaching and the work of academic staff of the university.

8. To complain for a breach of rules and academic standards by the professors, for not realizing properly the teaching process, the development of examination rules and for his unmerited assessment.

9. To complain about a violation of academic ethics, conflict of interest and any other case that affects the the integrity of the student.

10. To pursue studies in a second branch, or in a different system from the one he is actually following, as defined in this Regulation, in the decisions of the Senate or in special acts of the Ministry of Education and Sports.

11. Other rights of students are defined in Law no. 9741, date 21.05.2007 "On Higher Education in the Republic of Albania", as amended, in the Statutes of the University of Vlora "Ismail Qemali" and in this Regulation.

**Article 71**

**Student obligations**

The student is obliged:

1. To know in detail the statutes, the regulation of the university and any other regulations and obligations that arise from them and be aware of their enforcement; otherwise, the university is not responsible for the consequences that may arise from the students ignorance;

2. To recognize all the requirements of the university, as well as specific programme requirements in the respective chosen area. The students should be responsible for answering all relevant requirements and regulations on the basis of the degrees they seek to obtain;

3. To carry out all rules arising from the Statutes of the University of Vlora, "Ismail Qemali", this Regulation and any other legal act of higher education;

4. To respect the university's Code of Ethics.

5. To repay the obligations defined in the programme of study and any other material &financial obligation to the university;

6. To repay all financial obligations stipulated in the law.

7. To take responsibility for violations of the rules of the university; material damage that he may have caused, should be repaid to the extent accrued.

8. Other duties or responsibilities of students are defined in the Law no. 9741, date 21.05.2007 "On Higher Education in the the Republic of Albania", as amended, in the Statutes of the University of Vlora "Ismail Qemali" and in this Regulation.

**Article 72**

**Student organizations**

Student councils are independent organizations of students at the university, which do not carry out political and economic activities. These councils promote student participation and coordinate their representation in the governing bodies of the university, teaching and research structures and services.
Student councils are elected every year by students votes in the second semester of each academic year and are based on current legislation. The student councils are organized at the faculty level (faculty student council), at university level (University Students Council of UV) and national (National Student Council).

Student councils could not be organized with other political and nonpolitical structures outside the relevant institutions of higher education.

Modalities and procedures for the establishment, organization and functioning are defined in the statutes and their regulation, in accordance with the Law on Higher Education, with the Statutes of the University of Vlora "Ismail Qemali" and this Regulation. Student Councils express opinions and proposals on all issues of general interest to the university as for the plans and programmes of study, regulations for teaching activities, the right to study, quality of service, tuition fees and other financial contributions for students, preliminary annual balance of expenditure or allocation of financial resources, the development of cultural activities, art and sports.

Article 73

Extracurricular activities

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

Such activities of university students can be conducted in the Faculty, only by permission of the relevant management authority, the dean, while at university level by permission of the Rector.

Protests or demonstrations are allowed only with Rector’s permission, at the request of students associations, legally recognized, and after receiving the opinion of the Council of Students of the University of Vlora "Ismail Qemali".

Article 74

Disciplinary measures for students

Violation of the university rules, are considered all actions performed by the student that affect the personality of the academic staff or any other employee of the university or any student, that affect the moral and ethical norms of society as copying in exams, falsification of various documents, insults, acts of hooliganism, theft, etc., when these actions do not carry elements of criminal offense. Therefore to students who perform these actions, are taken the following disciplinary measures:

• written warning;
• warning to suspension or expulsion from the university;
• suspension from the university for a semester or a year;
• exclusion from the University of Vlora "Ismail Qemali"
• expulsion from the University of Vlora "Ismail Qemali"

The decisions like "written warning", "Warning for suspension or expulsion from the university" and "suspension from the university for a semester or a year" are taken by the relevant deanery. On special occasions envisaged in the Code of Ethics, these decisions may be taken by the Rectorate.

The decision for "expulsion from the University of Vlora "Ismail Qemali" (removal only of the right of studies) and "expulsion forever from the University of Vlora "Ismail Qemali" (not allowed to acquire subsequent right of studies) is taken by the Rectorate of the University of Vlora "Ismail Qemali" on the proposal of the respective deanery.

Disciplinary measures are taken after necessary verifications have been made. Procedures are accomplished, in accordance with the statutes, the regulations and the Code of Ethics. Disciplinary measures are reflected in the students registry and administered by the academic
office. Students are considered rehabilitated if another violation does not happen with the passing of three months for reprimanding, within 6 months for warning and within a year for suspension.

SECTION X
RULES AND ACADEMIC PROCEDURES

Article 75
The system of courses and credits (ECTS)
The value in (ECTS) credits (hereinafter: credits) for each course (number in parentheses following the course title in the catalog) is defined in semester hours. One semester hour is equivalent to a total of 60 minutes of programmed teaching for each week plus the time required for independent preparation outside the classroom. Most courses at the University of Vlora "Ismail Qemali" have 8 credits.

Article 76
Student Position
For registration purposes and tuition fees, student position is defined based on the number of credits. The student is considered in the second year if he has obtained not less than 30 credits, and is considered in the third year if he has obtained at least 90 credits.

Article 77
Registration rules and the organization of courses
Students of any programme of study, either in the first cycle, in the second and third cycle, do register online through the Management Information System Univlora (SMI-Univlora), offered by the suggested curriculum. Registration is closed at the end of the second week of the fall or spring semester.

Every course or programme has its own code, consisting of three letters that show the discipline or the field of study, and a three-digit number indicating the year whose courses are drafted for. Courses numbered 100-199 are introductory university courses, belonging to subjects that are planned for the first year students. Courses numbered 200-299 are drafted for students of the second year, while numbers 300-399 courses are drafted for students who are in the final year of the first cycle degree programme. Courses numbered 400-599 belong to study programmes of the second cycle and courses numbered 600 and above are the subjects of the third cycle, doctoral studies.

Every student in the first cycle of studies may be registered to courses up to 40 credits per semester, after previously being registered in courses offered in that season in which he is never registered. Based on this rule the right and possible completion of registration credits in a semester, is given only for cases which have been marked with absence in the transcript (a).

If the student of the first cycle, has obtained during his studies at least 110 credits, he can enroll in subjects according to the general rule (ie registered beforehand in new subjects, in which he is never registered before) and the right of possible completion of enrollment credits in a semester, is given for all subjects which are marked absence in the transcript (a), mark 4 (four) or "NP" (not presented).

By respecting the general rule of registration of courses, specified in paragraph 3 and 4 of this Article, each student of the first cycle, who has obtained at least 30 credits, has the right to enroll in courses with codes of numbers 200-299 and if it has obtained at least 90 points credits may be registered in all courses, including those of the third year of studies in the relevant programme.

All students of the University of Vlora "Ismail Qemali" whose studies lasted at least three years without including academic license and could not provide enough credits to enroll in the course of the next year, are given the possibility of registration in the relevant season.
courses. This registration is performed by the teaching secretaries, referring to the student’s request and respecting the general rule of registration, by being previously verified.

Second cycle students enroll in courses of study offered at the season according to the suggested curriculum, in which they are never registered before. When their studies last beyond the normal time, their right of fulfilling the possible credits in a semester, is given only for those courses that were not attended, thus marked with absence (a) in the transcript and being offered in that season according to the curriculum.

The University reserves the right to cancel a course in which there is insufficient registration, while ensuring at the same time that every student will be offered the options to have the opportunity to graduate within three years.

Some courses are intertwined (i.e., cover the same content) between departments. In such cases, the course description is only in one department. The notice on this course, indicates that this programme is identical to the programme of the other department. When registering, students must choose the course of the programme at which they wish to obtain credits for graduation.

New courses codes and changes to the existing codes should be approved by the rector on the basis of department proposals. For registrations in courses which in transcript are marked absence (a), mark 4 (four) or "NP" (not presented), or when the studies last beyond their normal time, fees may be applied based on the number of the registered credits and depending on the cycle of studies and individual cases, because these fees were previously approved.

Article 78
Attending extracurricular courses of study
Every student of the University of Vlora "Ismail Qemali" can enroll in courses that are not part of the programme of study, that he is attending only with the written permission of the respective Faculty Dean while respecting the general registration regulation.

Article 79
Withdrawal from the course
If the students decide to withdraw from a course, they can withdraw without academic penalty until the third week of the fall and spring semester courses, and by the first week of the summer semester courses.

Article 80
Listening to courses
A formal listening option is available to students who wish to take part in a course not intending to obtain a diploma. With written permission from the course instructor, and without being registered students can attend to listen to specific course during a semester.

Article 81
Repetition of the courses
The student is required to repeat a course if he did not attend it, and the absence note (a) is in the transcript. The student can repeat the course according to the general registration rule, based on article 77 of this Regulation.

The student is not required to repeat a course of an elective subject (optional for graduation), if he has the absence note (a) or the mark obtained in the previous registration is 4 (four). The student must repeat such a course only if there is no other choice from that group of subjects, always according to the general rule of registration.
Transferred students who have come with credits transferred for a particular course, repeat this course successfully at the University of Vlora "Ismail Qemali", will lose previous credits that were transferred from the other institution.

**Article 82**

**Academic rules of behavior**

All members of the academic community at the University of Vlora "Ismail Qemali" should practice and uphold standards of academic integrity and honesty. Academic integrity means to present themselves and their work honestly. Below are some examples of academic dishonesty:

1. Cheating on exams. This includes using materials such as books and / or notes when such a thing is not authorized by the course instructor, to copy the test or task of someone else, helping someone else to copy the work, to replace the work of someone else's work with yours, stealing copies of tests, or other forms of misconduct on exams.
2. Plagiarism of work of others. Plagiarism means to use the work or someone else's ideas by considering them yours.
3. Cheating on laboratory reports by falsifying data or submitting data not based on the student's own work violations.
4. Falsification of documents or providing misinformation credentials of a person is a violation.

Professors should respect the following standards in the context of academic behavior:

1. To inform and instruct students about procedures and standards of research and documentation required to carry out tasks in a particular course or in the context of a particular discipline.
2. Take steps to detect and prevent fraud.
3. To report suspected academic behavior as unfair to the Dean to be considered further by the Academic Office.
4. To present evidence of plagiarism, cheating on exams or lab reports, falsification of records or other forms of dishonest academic behavior at the Academic Office.

Students should respect the following standards in the context of academic behavior:

1. Be aware of the practices and standards of honest education.
2. Follow the teachers instructions about exams and assignments in order to avoid misrepresentation of work.
3. Be sure that specific rules about documenting the tasks of the course, examination procedures, the use of information and computer programmes, etc., have been clearly understood.
4. To avoid an appearance of fraud (the impression as if they are cheating). If students are convinced that the practices used by the teacher are conducive to fraud, they can convey this message to the responsible department, the dean or to address complaints directly to the rector. Such cases will be judged and evaluated under the applicable regulations.

**Article 83**

**Other responsibilities of the academic staff**

Professor responsibilities include among others, but without being limited, and what follows:

1. The teacher has to develop classes and exams at the time and place officially defined.
2. Every instructor should be available in his office in consultation hours to students for a reasonable number of hours each week and must make known these hours.
3. The instructor should make known at the beginning of each course the objectives and the nature of the course, dates of important events (eg, tests, assignments), ways and systems of assessment, frequency of classes, exams, assignments and class activation.
4. The instructor should ensure that the content of the course he teaches is in compliance with the course description on the university catalog.
5. The teacher should respect the rules of the University regarding student rights.
6. The teacher must attend meetings as required by the procedures of the academic unit regarding students complaints.
7. Instructors should not use the auditorium of students for activities not related to the teaching and they should not convey personal messages to colleagues and management authorities.

**Article 84**

**Other responsibilities of the students**

Student responsibilities include among others, but without being limited, and these as follows:

1. The student must know and apply the instructor policies regarding attendance, tests, papers and class participation.
2. The student must submit academic complaints about a lesson on the above listed channels.
3. At the request of his or her instructor, the student must consult with the instructor at a convenient time for both sides.
4. The student must participate in meetings as required by the academic procedures of the unit in relation with complaints.

**Article 85**

**Academic Counseling**

The role and mission of professional and academic faculties of the University of Vlora "Ismail Qemali" is to advise students, while the latter try to reach academic goals, life or career goals and establish plans to achieve these goals. This is a continual process of discovery, clarification and evaluation, in which advisers assist students to recognize the opportunities presented, evaluating possible alternatives, and weighing the consequences of decisions. Academic faculty advisors are available in each department. Students must consult with the faculty academic advisor, for acquiring help in understanding the requirements of the university and study programmes. While students receive counseling assistance during the initial orientation they should be encouraged to seek individual assistance as early as possible in their programmes, as well as from that moment to go and meet regularly with their academic advisors. Academic advisors can help students to compile their study plan, and make sure that all course obligations be blotted in a timely manner or to direct students to the solving of other academic problems.

**Article 86**

**Assessment and Survey**

The University of Vlora "Ismail Qemali" is devoted to continuous improvement of teaching quality and its services through a continuous process of self-assessment linked to concrete steps towards improvement. This evaluation process include surveys, pre- and post-tests, focus groups and interviews. The survey form is drafted by the Internal Unit of Quality Assurance and approved by the Rector of the University of Vlora "Ismail Qemali". Assessing of the teaching quality is also realized by receiving assessment of student learning outcomes. All degree programmes have a special structure of goals and objectives that students must arrive at the end of the programmes. Assessment activities carried out throughout the academic year, reflect how well students are achieving their programme objectives.

The results of assessing activities are used to improve programmes and to make changes in the curriculum so as to maximize the acquisition of knowledge by the student. Assessment result, help to inform departments how well their current curriculum (courses, degree requirements, and other activities offered by the programme) provide students with the necessary tools to succeed in their profile. Assessment is also used to measure the ability of
general training courses and other activities to give the student a wide variety of general knowledge and necessary skills for success in any career throughout his life. Different evaluation activities create the possibility that corresponding units define and compare the quality of their programmes from year to year, and measure the success of curricular changes designed to improve programme quality. Evaluation results are used to identify programme needs, and to support requests for additional resources. Students will participate occasionally in assessment activities as part of the graduation requirements of the programme. Some assessment activities may include: questionnaires for students, exams, papers and projects assessments, course entrance and exit interviews, or portfolios of student work during the graduation programme. The activities are different for every degree programme, because each programme has its own unique set of goals and objectives. These activities are designed to measure the achievement of programme objectives in the best way possible.

**Article 87**

**Academic problems and their solution**

Every academic unit must respect the procedures for the resolution of complaints regarding evaluation, standard and quality of teaching, classroom situations and any other academic problem. The procedure laid down in Article 62 of this Regulation, is applied in cases of complaints regarding evaluation.

In cases regarding the standard and quality of teaching, violation of academic rules, the situation inside the classroom and other academic problems, students must submit their complaint to the Head of Department, to the Dean and to the Rector. Management authorities analyze and evaluate the case and take organizational and disciplinary measures, in reference of the complaint being related.

**Article 88**

**Non-academic problems**

University staff and students may face problematic situations during their work or their studies in the University of Vlora "Ismail Qemali". Such situations include cases of insults, physical confrontations, discriminating attitudes or sexual harassment, insults or racial insults, swearing for sexual orientation, color, religion, national origin or ancestry, marital status, family status, etc., are specific, and require special attention in resolving them.

**SECTION XI**

**PROTECTION OF PERSONAL DATA AND CONFIDENTIALITY**

**Article 89**

**Data protection**

The protection of personal data and confidentiality in the University of Vlora "Ismail Qemali" is made in accordance with law no. 9887, date 10.03.2008 "On the protection of personal data", Instruction no. 07, date 09.06.2010 "On the processing of personal data in the education sector". Personal data are held manually by the Office of Human Resources and Registration Office and the Information Management System of the respective employees of IT Department. In case that personal data will be held by other persons responsible, they will be defined by special document.

The office of Human Resources is responsible for collecting, recording, storing and archiving of personal data of the employee subjects, of academic and administrative staff. This information contains in the relevant register data for name, paternity, maternity, birth date, place of birth, residence, education, occupation, degree or academic title, nationality, citizenship, marital status, social security number, photo, ID number of the identification card, professional activity, CV, etc. In case of loss, destruction, deletion of these records, the person responsible in this office, is charged with responsibility. The Office of Human Resources depends directly from the Rector and carries out its activities pursuant to the law.
The main duties of the Office of Human Resources other than those specified in the laws and bylaws are:
1. Realizes the fulfillment of vacant employment places in the university.
2. Performs standard competition procedures for the recruitment of academic and non-academic staff in conformity with the University Statutes and the Regulation.
3. Follows the change in numbers of academic and administrative staff, respective wage changes and their implementation.
4. Follows legal procedures of realization of specializations, training, sabbatical year of scientific teaching staff abroad and maintains the appropriate documentation.
5. Follows the university staff retirements based on the Law of Higher Education and on the law of Social Security in the Republic of Albania and makes the corresponding actions.
6. Follows the execution of the Labor Code of the Republic of Albania and of other legal acts on working time and vocations.
7. Keeps full, regular documentation on biographical data, on training of University staff and based on these data and makes proposals for the provision of human resources in the institution.
8. Drafts the plan of vocations and permissions and follows its implementation.
9. Protocols and keeps all decisions of the Rector of the University of Vlora “Ismail Qemali”
10. Follows the daily performance of administration employees, controls work discipline, absences, medical reports and coordinates with other structures.

The Registry Office and the teaching secretaries of each basic and leading unit are responsible for collecting, recording, storing, updating and archiving of students personal data manually. Students records are stored manually, in the registry office and in the teaching secretaries.
- the name, paternity, surname
- date and place of birth
- gender
- unique matriculation number
- nationality and residence
- address
- contacts (telephone numbers, e-mail)
- permanent residential areas
- academic references
- sensitive data
- progress and current status
- Final results
- Student photo
- education or other qualifications
- demographic information
- funding, scholarships and fees
- Information on fees and other data

In cases of loss, destruction, deletion of these records office individuals who have access to these data are charged over responsibility.

The main duties of the Registry Office and teaching secretaries apart from those defined in legal acts and secondary legislation, in the statutes and regulation, among others:
1. Carry out students transferring procedures and their deregistration.
2. To administer students entire database in written and electronic form, and prepare lists of diplomas and grades.
3. Coordinate their work with other structures for the realization of tasks and objectives at work.
The IT Department is responsible for collecting, recording, storing and archiving of students personal data in the Information Management System Univlora.

The primary goal of the system is the management of student data and improvement of academic and administrative processes of the institution. The system is owned by the University of Vlora "Ismail Qemali" since September 2011. The system is used by academic and administrative staff, and by University students. The system is an integrated system with modular architecture, creating the possibility of its personalization according to the needs and specifications of the University and making it unique in its use for our purposes.

The University of Vlora "Ismail Qemali" has set a responsible person who manages the software database of the Univlora Information Management System. He has full access to this database and is the person responsible for processes such as collection, recording, storage, adaptation, alteration, exploitation, use, blocking, erasure or destruction of personal data made through this software. In cases of loss, destruction, blocking, erasure of such personal data the person responsible who has access to these data is charged over responsibility.

Any documentation based on data from Univlora IMS is verified with the database in hardcopy (different registers or other documents) and takes legal form when signed by the person responsible.

In the University of Vlora "Ismail Qemali", are set certain persons who have access to manual personal data and to those in computer system. All persons having access to these data are aware of their rights and duties regarding such access in accordance with law no. 9887, date 10.03.2008 "On the protection of personal data", Instruction no. 07, date 09.06.2010 "On the processing of personal data in the education sector".

In the University of Vlora "Ismail Qemali" the persons who have the right to use the Univlora IMS, those who have access to the data, as well as their rights and responsibilities are as follows:

1. The Rector is also the General Administrator of Univlora IMS and has the right of access to all data in the system only in the immutable form without having the right of editing.
2. The dean of the faculty has the right of access to all students data and to the respective faculty teaching courses only in the immutable form, but with the right of editing the teaching schedule and other cases foreseen in this instruction.
3. The Head of Department has the right of access to all students data and teaching courses of the respective department in the immutable form, but with the right of editing the teaching schedule and other cases foreseen in this instruction.
4. The Academic staff acquires the right to use the Information Management System only after approval by the Head of Department and the Dean of the Faculty. The list of names is sent to the responsible person. The academic staff has the right to access only in the immutable form of ascertainment of names, surnames, paternities, of students list of courses, according to their approved teaching schedule and carry out the process of students periodic assessment and reflects it in this system, thus accessing and editing only the exam results and the final grade. On the above, every person employed as academic staff, has access to IMS, and is responsible for all processes mentioned above, for data handling, for storing and managing them.

The Academic staff that does not respect the rule of editing the examination results or final grades within 48 hours from exam development, is deprived of access to Univlora IMS. In these cases or others alike, it is the duty of the head of department and of the faculty dean, to evaluate the situation and take all measures for normal development of teaching and learning control.
Access to using and editing the Univlora IMS is denied to academic staff if found that his/her actions violate the academic rules and standards, affect the normal development of teaching and create problematic in the timely registration of students in the successive semester courses, abuse and or do not comply with the orders of the leading authorities regarding teaching and work discipline, is absent at work for justified reasons or not justified reasons, and fail to perform in time examination results or when he/she leave university. For the above problem, it is the duty of the managing authorities of the main base unit to take measures so as to correct the consequences for a normal development process.

5. Specific access to Univlora IMS is given to any lecturer appointed by the dean of the faculty or the head of department, responsible for editing students results or grades, based on the minutes of reassessment of exams, done by a committee that is set up in the department referring student complaint to review his points or grade. The same applies in cases when the instructor has the impossibility of editing the results for justified reasons or not, and for other cases mentioned in the above paragraph.

6. Teaching Secretaries carry out the process of opening access to Univlora IMS for young students, by creating their own profile within Univlora IMS based on documents submitted at the secretaries during the registration process, and have access on entire students information, on their study results, and their academic progress at any time, and can edit the payment of tuition fees for each student. Teaching Secretaries also have access to register after approval from the dean, all students who have problems in the registration system. Teaching Secretaries have access to editing or records for all contingency, but only after getting approval from the head of department and from the dean, according to transparent, evident procedures.

As above, for every person employed as a teaching secretary has access to and is responsible for all processes of data handling, storing and managing them. Access is deprived when abusive actions are identified, in violation of the law and the legal acts.

7. The Registry office has access to all data for the enrolled students and those graduated, only in the immutable form, the office is responsible for all the processes as above in data handling, storing and managing. Access is deprived when abusive actions are identified, in violation of the law and the legal acts.

8. Young students and any other university student who does not have any obligations, win the right of using Univlora, IMS. Students carry out the registration process and watch other data about teachers, halls, schedule of lectures and other forms of teaching, edit their exact profile within the Univlora, IMS, of course, in the parts that are editable by them (such as contact number, residential address, etc.) which have been left changeable due to the dynamics of these data. About the foregoing any person who has got the student status has access and responsibility for all processes of the above data handling, accuracy, their storing and management. Access is deprived when abusive actions are identified, in violation of the law and the legal acts.

In case of loss, destruction, blocking, erasure of such personal data, the above persons having access to these data are charged with responsibility. All administrative employees who have the right to use Univlora, IMS, must complete a form about their rights, their obligations and responsibilities and all theses should be protocolled. This form is prepared by the IT Department.

The registry office, the teaching secretaries, the IT Department, the human resources office, the department of budget and finance and the protocol-archive office or other offices at the university who possess documents, information or are informed about the personal data of academic and administrative staff and of students, are obliged to protect these personal data and their confidentiality, in accordance with law no. 9887, date 10.03.2008 "On the protection of personal data", Instruction no. 07, date 09.06.2010 "On the processing of
personal data in the education sector” and other laws or operating instructions for the protection of personal data. Breaking of the duty of confidentiality constitutes a criminal offense according to the Criminal Code (Article 123).

Article 90
Using and processing of personal data
Personal data of academic staff, administrative staff and students should:
1. Be used only for specific, clearly defined and legitimate purposes and processing is done in accordance with these purposes;
2. Be sufficient, in the scope of processing and not to exceed that purpose;
3. Be precisely clarified and, where necessary, be revised, updated and be carried out the performing of each action to ensure that inaccurate and incorrect data, is deleted or altered;
4. Be kept in such a form that allows identification of data subjects for a time, but not more than necessary for the purpose which they were collected or further processed.
5. The persons who have access to manual data and the computer system should take appropriate security measures against unauthorized access, disclosure or destruction of data, as well as against their accidental loss.
6. Processing of all data must be strictly controlled. Personal sensitive data should be handled with special care and processing is done according to the criteria laid down in Article 7 of Law No. 9887 "On protection of personal data".
7. Pursuant to Article 6 of Law No. 9887 "On protection of personal data" is provided that personal data are processed only if the personal data subject has given consent ("Consent" is a specific declaration given freely by personal data subject for the processing of his data.).
8. There are also, exceptional cases when data processing can be done without the consent of the individual, but with the approval of the governing authority:
   • When university staff needs access to teaching information, administrative actions, or assessment purposes etc.
   • When the court, police and prosecution deal with crime prevention or law enforcement and functioning.
   • For hospital urgencies.
9. The controllers, processors and persons who come to know the processed data, while exercising their functions, are obliged to maintain confidentiality and reliability after completion of these functions. These data shall not be disclosed except in cases provided by law.
10. In all the cases, this implies that they should not suggest to any unauthorized person's personal information, which they see or learn at work. The obligation of confidentiality lasts indefinitely.
The obligation does not end when people do not exercise their functions. Breaking of the duty of confidentiality constitutes a criminal offense according to the Criminal Code (Article 123).
The international transferring of personal data is carried out, from states recipients with an adequate level of protection of personal data. Countries with sufficient level predicted in the DCM no. 934, date 02.09.2009 "On the definition of states with an adequate level of protection of personal data".
International transferring of personal data, is allowed to another country, that does not have an adequate level of protection of personal data only in cases stipulated in Regulation no. 01, date 20.02.2010 "About allowing certain categories of international transfers of personal data to a country that does not have an adequate level of protection of personal data", issued by the Commissioner’s Office.
SECTION XII
COMPLAINT PROCEDURE AGAINST DISCRIMINATION AND RELEVANT MEASURES
Article 91
Drafting of complaint
The complaint is written in Albanian language and should contain:
1. The superior to whom the complaint is directed, head of department, vice / dean, dean, vice / rector, rector.
2. name, surname, job title, exact address of the complainant;
3. definition of the aim of the complaint;
4. indication of the facts, circumstances, documents and other evidentiary materials of law upon which the complaint is based;
5. search of complainant.

Article 92
Filing of the appeal
The complaint together with the other accompanying documents, is presented to the faculty secretary of the relevant complainant. The registry office, should transmit the application and its accompanying documents to the superior, to whom this complaint is addressed.

Article 93
The superior to whom the complaint is presented
In the case that the complainant is part of the academic staff and raises an issue of discrimination regarding another employee then the application is directed to the Head of Department concerned.

In the case that the complainant raises an issue of discrimination regarding the responsibility of the head of department or the vice dean of the respective faculty, then the appeal is directed to the dean of the relevant faculty.

In the case that the complainant raises an issue of discrimination regarding the Dean of the faculty, then the appeal is directed to the vice Rector of the University of Vlora "Ismail Qemali".

In the event that the complainant raises an issue of discrimination regarding the University Vice rector then the complaint is addressed to the Rector of the University of Vlora "Ismail Qemali".

Article 94
Reviewing the appeal
Once the Head of Department receives the application with attached documents must respond to the complainant within a period of 30 days.

In case the applicant does not agree with the response provided, then raises an appeal to the Vice / Dean of the faculty. The latter must respond to the complainant within 30 days.

In the event that the applicant still disagrees with the response received, further procedure continues with the complaint addressed to the Dean of the faculty, who must reply within 30 days.
Further on the applicant may complain to the Vice rector of the University of Vlora "Ismail Qemali", Again within 30 days, he should should reply and later to the Rector of the University Vlora "Ismail Qemali". The University Rector requires within 30 days from the Dean of the faculty to reconsider the appeal and if appropriate to treat the complaint in the Faculty Council. After exhaustion of all this procedure and in case of complaint being against the decision of the Faculty Council, the Rector of the university of Vlora "Ismail Qemali", takes the final decision. A decision by the Rector of the University "Ismail Qemali", can be appealed to to the Commissioner for Protection from Discrimination referred to Law no. 10221, date 04.02.2010 "On protection from discrimination".

**Article 95**
**Measures against non-fulfilment of duties**
In the case that the relevant superior, to whom is addressed an issue of discrimination, does not apply within the time limits of the prescribed procedure and does not reply to the complainant then, he is obliged from the highest superior, through his order, to receive and review the issue and reply to the complainant. Even if after the highest superior order, the superior concerned does not take into consideration the case in question and does not reply to the complainant then disciplinary measures will be taken against him, pursuant to Article 50 of the University Statutes and to Article 34 of the University Regulation.

**Article 96**
**Measures against discrimination**
Measures against employees who have caused discrimination, either being an employee or a superior, will be disciplinary measures referred to in Article 50 of the university statutes and Article 34 of the university regulation.

**SECTION XIII**
**FINAL PROVISIONS**
**Article 97**
The Academic Senate, adopt a special regulation about specific, administrative, economic and financial aspects.

**Article 98**
Faculty regulations and the other acts, according to their specifics, should be in harmony with the provisions of this Regulation, within two months of its entry into force.

**Article 99**
This regulation abrogates the previous regulation and extends the effects upon approval of the Academic Senate of the University of Vlora "Ismail Qemali".

**Article 100**
The Rectorate of the University of Vlora "Ismail Qemali" has the inalienable right for the interpretation of this Regulation. Amendments to the Regulation enter into force immediately after the decision of the Academic Senate for these amendments.

Approved by Decision no. 09, date 15.02.2013 of the Academic Senate of the University of Vlora "Ismail Qemali", as amended by Decision no. 36 date 06.11.2013, the Decision no. 02 date 07.01.2014, Decision no. 18, date 11.04.2014, Decision no. 27, date 06.10.2014, Decision no. 02, date 09.01.2015, Decision no. 09, date 26.02.2015, Decision no. 14 date 04.27.2015 and the Decision no. 18 date 14/7/2015.

SENATE CHAIR

Prof. Dr. Albert Qarri