



**UNIVERSITY OF SHKODRA  
«LUIGJ GURAKUQI»**

**REGULATION OF STUDIES**

Shkoder, 2019

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## CHAPTER I

### GENERAL DISPOSITIONS

#### Article 1

The "*Regulation of Studies*" of the University of Shkodra "Luigj Gurakuqi" is based on the Law No. 80/2015 on "Higher Education and Research in Higher Education Institutions in the Republic of Albania" dated 22.07.2015.

#### Article 2

This regulation extends its effect throughout the academic activity of the University of Shkodra.

#### Article 3

##### Study system

Studies at the University of Shkodra are organized in:

- Full-time studies,
- Long-term studies

"Long-term study system" includes the organization of study programs with the same academic programs of full-time study, but with a longer duration and in no case exceeding twice the normal duration.

#### Article 4

##### Study cycles and their duration

- USH study programs are organized in three successive cycles:

##### **a. First study cycle.**

These studies provide basic knowledge on general scientific methods and principles and specific skills in a wide variety of professions and specialties. They are organized with no less than 180 credits and their duration is three years. At the end of this study cycle, a Bachelor's degree in the relevant field of education is issued. Students attending the program of the first study cycle graduate with a final exam or diploma thesis. The Rectorate determines the average grade, which entitles the first-cycle student to graduate by presenting a diploma thesis. Students attending each study cycle system cannot complete studies in a shorter period than that prescribed in the syllabus.

##### **b. Second study cycle.**

The second cycle of studies includes study programs "Master of Science", and "Master of Professional Studies" as referred to level 7 of the Albanian Qualifications Framework. They are divided into:

- **Master of Science.** This master provides extensive theoretical or practical knowledge, as well as training for independent research in a particular field within a specialty. It contains 120 ETC and lasts for two years. At the end of this study cycle, a university diploma is issued at a specific field of study.

**b. Master of Professional Studies.** It provides further professional education and training. It contains 120 ETC and lasts for one or two years. At the end of this study cycle, a university diploma is issued at a specific field of study.

##### **c. Third study cycle.**

It provides Doctorate studies, which are based on individual programs for independent training of candidates in scientific research in the fields determined by the main or basic units. They basically have scientific research and creative activities. Doctorate studies last no less than three academic years and no more than five academic years. At the end of this study cycle, a "Doctor" university diploma is issued. The program's program regulation sets criteria for the annual evaluation of the candidate's performance and the continuation of work for the development of the research project.

The University of Shkodra has the right to offer *non-university study* programs of professional nature. The normal duration of these study programs is one year or two academic years (minimum of 120 ETC) and at the end of it a special diploma is issued.

## 2. Duration of studies

- The maximum duration of studies in a study program cannot be more than twice the normal duration of the studies envisaged by the program, without taking into account the period of time when the student has suspended the studies.
- The student, who fails to complete the studies within the maximum duration of the program, has the right to apply for resuming studies, in the same study program or in another program. It is subject to the criteria and procedures announced for enrollment in the institution's study program. Credits collected by the student during the previous period of studies may be transferred, by decision of the basic unit of the institution that receives the student, according to the procedures and criteria set forth in its regulation.

3. For each study program, base units draft separate regulations.

## Article 5

### Academic year

1. The academic year is the period of the year in which students attend the university. The official date for the beginning of the academic year is announced by the minister responsible for education.

The academic year is organized in semesters. The curricula of the academic year is drafted according to the instructions of Ministry of Education, Sports and Youth and to the decision of the Rectorate, and is divided into weeks of study and weeks for examinations and re-examinations.

2. Faculties are responsible for the implementation of the teaching structure designed by the Rectorate for its elaboration according to the faculty's specifics and for submission for final approval to the Rectorate.

## CHAPTER II

### ADMISSION AT THE UNIVERSITY OF SHKODRA

## Article 6

### Admission at the First Study Cycle

1. Every Albanian citizen who has completed the State Matura has the right to apply for admission to the *first cycle of studies* at USH.

2. Admission at the first cycle study programs is possible for every candidate who has successfully completed the Second Study Cycle and who meet the criteria of the average grade determined annually

by decision of the Council of Ministers.

3. The first study cycle in USH can also be attended by foreign students, based on bilateral or multilateral agreements, in cases when these programs have been approved in the respective act of opening the study program.
4. The number of students for each study program at bachelor's level in USH, for each academic year, is proposed by the basic unit, in accordance with their academic and infrastructural capacities according to the quality standards and approved by the University Senate.
5. Admission to the first study cycle in USH is based on the specific criteria for the selection of candidates in each study program. These criteria are made known publicly by USH, at least six months prior to admission to the institution, together with the necessary information on the faculty and the study programs it offers.
6. The candidate wins the right to attend studies at USH in the required study program when enrolled at the Secretary Office of the respective faculty according to the instructions provided by the Ministry of Education, Sports and Youth; otherwise he loses the right to attend studies at the USH.
7. Students are required to pay all financial obligations from the beginning of each academic year until the beginning of the winter exam season. On the contrary, students are not allowed to enter any exam and are suspended for as long as they do not pay off this obligation.
8. Students who have been graduated in the first study cycle of university and wish to continue their studies in a second study program are accepted according to the instructions of the Ministry of Education, Sports and Youth, and the faculty regulations according to the defined tuition fees.
9. The number of students for each Master's degree program in USH for each academic year is proposed by the Main Unit in accordance with their academic and infrastructural capacities according to the quality standards and is approved by the University Senate.
10. In order to be admitted to the second cycle of studies, the basic unit has the right to set specific criteria for the selection of candidates in each study program. These criteria are publicly announced by the respective faculty, prior to the beginning of the next admission to the institution, together with the necessary information on the faculty and the study programs it offers.

#### **Article 7**

#### **The status of the "student"**

The status of the "*student*" starts with the enrollment at USH and ends with the graduation, removal or exclusion from USH. Throughout this period the student is obliged to implement the Statute and the regulations of USH.

### **CHAPTER III ORGANIZATION OF STUDIES**

#### **Article 8 Study Programs**

1. Bachelor study programs are drafted by the main units of USH and are approved by the Academic Senate.

2. Master study programs are drafted by the basic unit that provides the relevant master and are approved by the Academic Senate.

3. Rectorate publicly announces the accredited study programs it provides, before the beginning of admissions applications.

The faculties determine for each study program: credits, according to the European Credit Transfer System (ECTS); knowledge evaluation and assessment instruments; training objectives and professional competences; training activities and teaching components of the study program; the categories of training activities that characterize a study program; curriculum; admission quotas and teaching groups; subject program (Syllabus); profile of the program; diploma and supplement.

4. The study program consists of training activities, which are realized with ECTS credits.

Educational activities are organized into the following categories:

i. Basic subjects of the study program, which define the general formation, methodological preparation and general culture.

ii. Relative subjects that relate to the features of the study program and provide specific training, according to its characteristics;

iii. Interdisciplinary and / or integrative subjects in one or more disciplinary groups, alike and / or integrating with characterizing disciplines, program profiles, and group of electives;

iv. Additional subjects, focused on acquiring foreign language skills, IT and telematics skills, communication skills and presentations, skills that facilitate entry into the labor market and professional practices developed at public and private entities, under joint agreements signed for this purpose;

v. Closing obligations, related to the preparation of the thesis or the final exam.

5. Educational activities, which characterize a study program, consist of the teaching components, which are divided into:

a. lectures in the auditorium, such as lectures, seminars, individual artistic subjects, exercises, labs, forms of continuous control and professional practice sessions, developed at the auditor;

b. individual study as a study and work of relationships, tasks or projects;

c. preparation for exams;

d. preparation of thesis diploma;

e. other activities, such as professional practice, field practice or internship at public or private entities.

6. Formative activities may be:

- compulsory;

- selected by the students themselves, between those offered by the institution, and coherent with the study program, conducted during the academic year of the study program

7. The study programs covered by more than one department, the deanery determine which of the departments is responsible for the necessary documentation related to this study program.

8. The student begins and ends his / her studies in a given study program with the curriculum, which is made known to him at the date of enrollment date in the Secretary Office (SO), provided that he or she fulfills all the curriculum obligations within the minimum term of the study cycle. On the contrary, he is subjected to new obligations arising from the change in curriculum.

9. The student who has completed the last year of the tuition but has not paid the obligations continues with the same study program of the last year.

## **Article 9**

### **Curricula**

1. A curriculum is drafted for each discipline / module, which contains elements that are defined according to Ministry of Education, Sports and Youth, or to Rectorate regulation.
2. At the beginning of each academic year, each lecturer should submit for approval the curriculum to the department. Upon approval of the subject curricula during the departmental meeting, they are sent electronically by the Deans of faculties to the Curricula Office.
3. At the beginning of each year, each lecturer of the Master study program should submit for approval the curriculum of the subject accompanied with relevant literature at the Master at the Master Coordinator. Upon approval of the curriculum of relevant subjects, they are sent electronically by the Deans of faculties to the Curricula Office.
4. Department is required to make available to students the curricula of that academic year.

## **Article 10**

### **Textbooks**

1. Textbooks recommended for the theoretical and mandatory seminars, exercises or lab work should be approved by the department (with the proposal of the heads of the subjects / modules). They are introduced to students at the beginning of the academic year.
2. The lecturers prepare lectures for the subjects where they are entitled to teach, which are made available to the students of the course.
3. It is not allowed that lecturers teach without the appropriate materials prepared by him/her on the subject scheduled in the calendar plan.

## **Article 11**

### **Courses and groups**

1. Teaching and knowledge checking are conducted depending on the course and group.
2. The division of courses, lecture groups, seminars and labs is done according to the Council of Ministers' decisions, the guidelines of the Ministry of Education, Sports and Youth, and to the relevant study programs.

## **Article 12**

### **Course registers**

1. Course registers are official documents recording the student attendance and the staff teaching performance. They are organized according to subjects / course modules. The course registers reflect the themes of the lesson and the calendar, the absences and the ratings during the year of the students.
2. The teaching staff is required to enroll in the register and complete it according to all rules.

3. Course registers are taken by the subject lecturer in the secretariat with each firm in each semester where the course / module he / she is developing is delivered and submitted with the completion of the course / module in the secretarial office.
4. The teaching staff is responsible for completing, maintaining, storing, and timely submission of the relevant course register of the subject he teaches.
5. Loss of course registers entrusts responsible persons with administrative responsibility.
6. For the first year, course registers are completed by the Dean's Secretary within 10 days after the beginning of the academic year, while for the other years the registers is completed 2 days prior to the beginning of the academic year.
7. Course registers are stored in the respective Dean's offices up to 2 (two) years after the end of the study cycle.

### **Article 13**

#### **Teaching Forms**

1. The main teaching forms at USH are:
  - Lectures,
  - Seminars,
  - Exercises,
  - Laboratory and practical work,
  - Annual assignments,
  - Course projects,
  - Field practices,
  - Professional practices,
  - Educational trips,
  - Written exams and course tasks,
  - Course examinations,
  - Graduation and the diploma thesis.
2. Departments, with approval of the Dean, may determine other forms of educational activities.

### **Article 14**

#### **Attendance**

1. **Lectures**, as a rule, are of optional attendance. In certain disciplines, upon proposal of the head of the discipline and department approval, the extent of compulsory attendance may be determined.
2. The attendance of **seminars** or **exercises** is compulsory up to 75% of the classes, while the attendance of the **labs** and **practices** (held within the auditoriums) is compulsory up to 100% of the classes provided in the discipline curriculum. Students who do not meet this mass attendance lose the right to sit the exam on that subject. They have the right to sit in the exam in the reexamination season. This is made known to students at the beginning of the academic year.
3. The amount of work completed during one year of study at USH by a full-time student is 60 (sixty) credits or 1 500 (one thousand and five hundred) classes of student work which include auditorium classes and independent working classes.



4. Independent working classes occupy not less than half of the total fund of 1 500 (one thousand five hundred) annual classes.
5. The weekly lecture load for lectures, seminars, exercises and labs, continuous control forms and auditorium sessions is up to 25 (twenty-five) 50-minute teaching classes.

## **Article 15**

### **Permission for planned study absences**

1. Students may apply for permission for planned study absences. It may be given for a variety of reasons that are presented by the student at the respective department where the student attends studies. Upon proposal by the Dean concerned, this permission is approved by the Rectorate.
2. The permission for planned absences should be for a certain period of time and it should not exceed the regular semester period of the study program.
3. During the period of leave for planned study absences, the student is deprived of the right to use the equipment of the university, with the exception of the privileges of using the library, a privilege which is subject to approval by the department.

## **Article 16**

### **Timetable**

1. Timetables are drafted by the Head of Department for the Bachelor system and by the Master Coordinator for Master system and are coordinated by Dean of the Faculty. It is drafted based on pedagogical criteria, on the harmonization of the elements of educational activities and the rational distribution of the work load for students and professors. The teaching staff cannot accomplish more than 5 classes within one lesson. For specific cases, the teaching staff can accomplish 6 (six) lessons within a teaching day after the approval of his / her application to the department.
2. The timetable contains: the time and the room where classes take place. The lesson is organized for the course, a group of seminars / exercises and laboratories. The timetable is announced one week before the start of each semester and is mandatory to be implemented by everyone. Changes in the timetable are proposed by the head of the department or master coordinator and approved by the dean.

## **Article 17**

### **Professional practice**

1. Full-time students are required to carry out professional practice when it is included in the curricula and in the structure of the academic year. The time and program of professional practice are defined in the relevant teaching plans. With the beginning of the academic year, the Dean communicates to the students the time of their performance and the program of its development.
2. The student covers all the expenses for the realization of field professional practice according to the normative acts in force.
3. If the student fails the professional and field practice, he / she also fail the respective discipline according to the specification in the *Study Program Regulation*.
4. In cooperation with the Rectorate each faculty defines the places of professional practices, which may take place in institutions, state or private enterprises according to the student profile and under the

supervision of the professor appointed by the respective department.

5. The student is obliged to respect the rules of the institution or enterprise where he performs professional practice.
6. At the end of professional practice (field practice), the student is evaluated according to the regulations.

### **Article 18**

#### **Long-term studies**

1. The organization and development of long-term studies is done based on the special regulation drafted by USH for this study system.
2. Admission of students is done according to normative acts in force.

### **Article 19**

#### **Secondary studies**

1. Students wishing to attend a second study program in the first cycle, in the full-time system, are admitted according to the instructions of the Ministry of Education, Sports, and Youth. The selection of winning candidates is done by the ad-hoc commissions proposed by the respective Department and approved by the Dean of the Faculty.
2. Commission of Equivalent Studies Recognition at the faculty level, after evaluation made by the relevant subject commissions, determines the obligations that the candidate has to meet for basic studies and the decision taken by him, after being approved by the Dean, is given to SO for successive action.

### **Article 20**

#### **Transfer studies**

1. USH accepts student transfers in intermediate years from other universities, in the same system and study program, and allows the transfer of students from other universities according to the procedures provided in this "Regulation".
2. Students must have obtained the credits provided for in this regulation.
3. Transfer is made possible only after the recognition of the results of the study and after the equivalence.
4. The quotas available for transferring students from other HEIs or within USH consist of unqualified quotas from previous year registrations and the capacities that may arise as a result of student recognition during the academic year. Transfers are accepted at the beginning of each academic year, no later than the end of the fifth week of the first semester.
5. Quotas available for transfers may also be used by students who terminate studies in a program to enroll in a program of the same study cycle that belongs to a different field of study from the previous one, if the number of credits, recognized by the USH, is sufficient to enroll in the second year of studies.
6. The decision on the recognition of the full or partial credits accumulated by a student in order to continue the studies is made by the teaching structure that admits the student according to the criteria set out in the Statute and this Regulation.
7. USH main host units establish specific criteria, depending on the form of study and relevant Study

Program which are made public in advance.

8. The main admission units of USH establish ad hoc commissions of transfers with members of academic staff to make the selection of candidates in accordance with established criteria, as well as full or partial recognition of the credits obtained from them in previous programs or years of the study.

8. USH students who want to be transferred to other universities in the country, in the same study program system, submit a request to the Dean of the Faculty where they study. If this request is approved, the Dean submits the request to the Rectorate, who, after making the approval decision, conveys the proposal to host universities. Upon receipt of the admission from the host university, the student's documentation is forwarded.

9. For students of other universities who wish to be transferred to USH in the same system and study program, the requests come from the Rectorate of the accompanying university, accompanied with detailed information on the student (branch, course and study system, the respective grades, the credits obtained, the civil status certificate with the photograph, scholarship and the completed discipline curricula). Decision on the admission is made by the Rectorate after taking into consideration the respective Faculty Dean's opinion, regarding the quotas and the capacity of the study program.

10. Students whose transfer is approved by our University are required to pay all liabilities to USH.

## **Article 21**

### **Recognition of Equivalence**

1. Recognition of equivalence of the disciplines is done by the commission set up in the relevant department for all other necessary cases.

2. Main Units of USH may recognize as a university degree credit in a particular study program, according to established criteria, knowledge and professional skills certified by applicable legislation, as well as knowledge of post-secondary level training activities secondary schools that are in line with the specific objectives of the respective study program. In this case, the maximum number of credits recognized does not exceed 60 (sixty) credits for first cycle study programs and 40 (forty) credits for second cycle study programs.

**CHAPTER IV**  
**KNOWLEDGE ASSESSMENT I**

**Article 22**

**Assessment system**

1. Assessment of student's progress is graded.
2. The degree of learning acquisition of the curriculum is evaluated with the 10 grade system. The lowest passing grade is 5.
3. In the form of written control, a point assessment system is used, the result of which necessarily turns to grade.
4. Student assessment is done in two parts: continuous assessment during the year for elements defined in the discipline / module program and assessment on the exam. Continuous assessment during the year for subjects / modules specified in the syllabus represents 20-40% of the final assessment. Determining the relationship between the continuous assessment during the year and the final evaluation is done by each lecturer and submitted for approval to the department for the Bachelor program (master program coordinator for the master level) at the beginning of the academic year.

**Article 23**

**Obligations of the study program**

Obligations to be paid by the student as defined in the study program, evaluated with grades are: subjects and firms.

- a. In the study programs are provided "Exam" subjects, in which the student is evaluated with a final exam.
- b. In the study programs are foreseen subjects "Firm", in which the student is evaluated not with final exam but with other forms.

## Article 24

### Student Assessment in "Signature"

1. In the subjects for which the "Study" program is foreseen in the study program, the student may be assessed with the following grades:
  - a. continuous assessment
  - b. colloquium
  - c. course / essay assignments
2. For "Firms" the student's continuous evaluation is done based on the student's assessment of the subject's workshops. The student must have at least 3 (three) evaluations on the subject matter. The grade with which the student is evaluated is the average of the assessments that the student has gained in the course during the year.
3. For the assessment of the student with a colloquium for the subject envisaged in the study program "Firm" are prescribed at least 2 (two) colloquia, but no more than 3 (three) colloquia can be predicted. In the student colloquium, the student is evaluated only for the course part. The student's final assessment is the average of the assessments that the student has earned in each colloquium. The assessment method is defined in the course program. For the subject envisaged in the "Firm" study program, no colloquium can be developed for the entire subject.
4. For the assessment of the student with course / essay assignments, for the subject envisaged in the "Firm" study program, at least 2 (two) assignments / essays are provided, but no more than three assignments / essays. The student's final assessment is the average of the assessments the student has earned on each course or essay assignment.
5. Final grade assessment of students for the subject envisaged in the study program
6. "Firm" ends the last week of the respective semester where the course is being developed.
7. In the subjects envisaged in the study program "Firm" the student who is evaluated with a non-passing grade and the student who has not received any evaluation can only be re-examined only during the re-trial season.

## **Article 25:**

### **Assessment of students in "Exams"**

1. Subjects that are labeled "Exams" in the study program are developed as:
  - Semester subjects
  - Annual subjects
2. In the Semetral subjects, that the study program has been labeled "Exams", the student's assessment is done at the end of the semester at the date announced by the department.
2. In the annual subjects that are named "Exams" in the study program, the student's evaluation is done at the end of the second semester at the date announced by the department.

## **Article 26**

### **Assessment of students in the subjects with "Module"**

1. 1. Subjects with modules are:
  2. a. Materials with successive modules
  3. b. Parallel modules
4. 2. As in the case of a course with consecutive modules and parallel modules, the student's assessment is done by exam in the exam season at the end of the respective semester with one exam.
5. 3. The method of evaluation of students in the examination when the case is with modules is defined in the program's study program or in the subject program.

## **Article 27**

### **"Student enrollment in the system"**

1. Regular students enroll in the system for attending the examination by the secretariat.
2. Trainee students enroll in the system for attending the examination by the secretariat.
3. The remaining students who are active (have paid financial obligations) are registered for participation in re-investigations in the remaining cases within a deadline set by the Rectorate prior to the respective reprising season. This deadline is reflected in the official website of USH.
4. Students who have completed the full cycle of the study program and who have the remaining subjects can be tested on all announced dates of the examinations and reprints of each year. Their registration is done individually within a deadline set by the Rectorate prior to the respective seasons. This deadline is reflected on the official website of the U.S.

## **Article 28**

### **Preconditions for entering the exam**

1. A student is allowed to enter a subject examination when he has frequented seminars, exercises, labs and various practices (under Article 14). The subject teacher communicates this to the student at the last lesson. Otherwise the student is not included in the examination and the record of the case is marked

"has obligations".

2. In the event of non-qualification of the labs the student is declared as a retired in the respective discipline. A student, who has settled no less than 60% of the lab work, is given the opportunity to shed the remaining lab work at a time period determined by the respective department prior to the autumn re-examination season. The other students will postpone them in the following year.

3. Laboratory work and theoretical part are evaluated together with only one note.

4. The student is entitled to enter the exam after the disciplinary pedagogue has communicated this right to the last lesson.

The lecturers submit to the department for the subjects and according to the format approved by the Rectorate the list of students who for reasons of obligations do not pass the exam. This was made known to the students by the subject teacher in the last week of the teaching process. This documentation is kept until the closure of the exam section.

5. The record of the exam is generated by the system by the title tutor, and is signed by the title tutor and dean. This record holds the seal of the Dean of the respective faculty. Each record is filed with a signature by a disciplinary pedagogue at SM.

6. Attendance of students in seminars / exercises (outside the definition of point 2 of Article 14) of a course is defined in the program's study regulations.

## **Article 29**

### **Forms of control**

1. The main forms of control for assessing student's knowledge during the theoretical and practical course of a discipline are: the exam and other forms of assessment.

2. Forms of knowledge control are defined in the discipline program and syllabus..

3. The development of the exam can be:

a. in written form,

b. in oral form,

c. combined form (written and oral). In this case the department determines whether the written part of the exam is decisive or eliminatory.

4. The method of exam development is proposed by the head of the discipline in the subject / module program and is approved by the department at the beginning of each academic year.

5. Exam thesis is compiled by the head of the discipline / module. Organization and management of knowledge assessment is done by the Head of the Department.

## **Article 30**

### **Course Exam**

1. Course Exams are conducted according to the deadlines set in the structure of the academic year. Exam dates are compiled by departments, approved by the respective Dean and announced no later than two weeks from the beginning of the season.
2. In case of impossibility to conduct the exam on the determined day, the head of the department arranges for its development for him / her.
3. Students are taken into a subject examination with the presence of no less than two lecturers. In case one of the lecturers cannot attend the examination, the head of the department creates a new commission for the normal exam development.
4. When the exam is only **in written form**:
  - For disciplines that have theories, or exercises, there are compiled as many thesis as to contain questions about the theory and practice of all the developed discipline. The thesis must be approved and signed by the Head of the Department. In case the exam is not signed by the Head of the Department, it is not valid. In this case the pedagogue is charged with administrative responsibility. The dean approves a specific timetable or another exam date.
  - The choice of thesis is done by the student present in the exam room. The exam is conducted with excretion. Responsible for secretion of notebooks is the Head of the Department or a pedagogue / person authorized by him.
  - Duration of the exam is 2.5 hours. The duration is made known to the students by the pedagogue at the beginning of the exam.
  - At the conclusion of the exams correction is made the secretion back. The results are made known to the students 7 days after the exam development by e-mail notification or a date set by the lecturer, which is also made known to the head of the department. After this procedure, the pedagogue completes the grades in the system, generating the minutes. In case the students disagree with the evaluation made, on the day of receipt of the result they can make a written request to the Dean of the respective faculty for re-evaluation, request which is sent to the respective department. The Department establishes an ad-hoc commission for re-evaluating the student and advises the course lecturer. After this deadline, the process of exam evaluation is considered completed and a record is generated, and no one has the right to intervene in the system for a change of outcome.
  - In cases when the pedagogue makes an error during the completion of the records in the system, the correction of the grade in the system is made by Dean's decision, and the respective record is again generated.
  - Pedagogues who do not complete the exam minutes within the time limit set in the regulations are held responsible.
  - Notebooks or exam tests are stored at the relevant department where the subject examination takes place until the beginning of the next season.
  - Final assessment consists of 60-80 points in the exam season and the re-evaluation for all students within the academic year. For other students who have failed in exams, 100 points evaluation is done in reexamination seasons. Minimum for passing is 45 points.
  - Changing of the thesis is not allowed during the exam.



5. When the exam is only **in oral form**:

- The lecturer of the discipline compiles as many theses as to involve all subjects.
- The thesis is selected by the student himself.
- Assessment is made by grade.
- Duration of the exam is no more than 20 minutes for each student.

6. When the exam is conducted in written and oral form:

- The same rules as above are followed.
- The written exam is performed the first.
- The requirement to enter the oral exam is that the student should achieve at least 30 points.

7. The student is presented with an identification document.

8. After being given the thesis on the written exam, it is not allowed to enter the exam of other students of the respective group or course.

9. It is not allowed to enter the room where the exams of external persons are conducted, even if they are members of the academic staff of the University, except for the Head of the department, Dean of the Faculty, representatives of the Rectorate and other persons authorized in writing by the Dean or Rector to carry out control.

10. Members of the exam commission oversee the correct development of the exam. If, during the course of the exam, students in the hall or external persons do not allow its regular termination, the commission has the right to interrupt the exam and request the assistance of all instances (to public order) for resettlement of normal conditions of exam development. For this the commission immediately announces the dean, who sets another date for the exam. In this case the exam is done only in written form. In cases when the exam is in oral form, students who have passed the exam shall not be tested anymore.

11. A repeat of an exam is not allowed within the same period of the season.

12. It is not allowed to give more than one exam on the same day.

13. The student has the right to complain in case the procedural rules of exam development have been violated. The complaint is made in writing within the day of the exam development, addressing the dean of the faculty. The dean appreciates the appeal and takes the relevant decision. This decision is final.

14. If other practices that are in conflict with the provisions of this "Regulation" are established, upon the proposal of the Head of the Department, the Dean decides to amend the Commission and to retake the exam within the day or the next day.

## **Article 31**

### **Seasons of the development of the course exams**

**1.** USH exams are organized in two seasons:

**First Season:** After the completion of the first semester, an exam is organized for all the disciplines developed in this semester, which are marked as exams in the syllabus.

**Second Season:** After the completion of the second semester, an exam is organized for all the disciplines of this semester, which are marked as exams in the syllabus.

In these seasons only regular students of each course are tested.

**2.** USH re-exams are organized in 2 seasons:

**Autumn Season:** during September. In this season students have the right to liquidate up to 6 remaining exams of the current year or carried forward from previous years.

**Spring season:** is organized during the respective school year (in the period March - April) where the student can liquidate up to 6 passed exams.

Repeat dates are proposed by the lecturers, coordinated by the heads of the department and approved by the Dean of the Faculty. Dates must be announced up to three weeks before the season's development.

**3.** The student cannot enter a subject examination twice a season.

**4.** To participate in the re-examination, the student must register on the online system from the day of announcement than the exam dates until the beginning of the exam season.

## **Article 32**

### **Improving the grades**

**1.** The student has the right to improve not more than two disciplines developed only in that academic year. For this, student should submit a written request to the relevant secretariat, specifying the precise discipline he / she wishes to improve. If the student does not appear in the exam remains the first assessment grade.

**2.** By the end of the third year students can improve up to three subjects.

**3.** Improvement of the grade is done only in the autumn reexamination season.

**4.** The student has the right to only improve one subject at a time.

## **Article 33**

### **Student failing a subject course**

1. The student, who for whatever reason do not appear in the exam or in other assessment procedures, is considered failing. Also, the student is assessed as failing when he or she:

- withdraws from the exam,
- cheats,
- deceives with unauthorized devices.

2. The student who cheats or deceives with unauthorized means is expelled from the exam. On the contrary, to him later there can be no penalties, and the student should be assessed according to the results that he has presented in the examination.

## **Article 34**

### **Student passing a course**

1. The first year student to pass in the following year should have accumulated from the following year at least 20 points / credits.

2. The second year student to move to the next year must have accumulated from the following year at least 25 points / credits.

## **CHAPTER V**

### **GRADUATION**

## **Article 35**

### **Graduation**

1. At the end of the full course of study, to complete the credits provided in the syllabus, the student undergoes the graduation process to achieve the title according to the syllabus of the diploma.

2. Graduation is achieved with a diploma thesis.

3. Graduation is done after the following documentation has been completed and submitted to the secretarial office

- Certificate from all administrative structures of USH (Library, Finance office, etc.) that the student is not a debtor to the University.
- Photocopy of the identity card
- 2 photos

## **Article 36**

### **Graduation with Final Exam**

1. The Departments shall determine and approve the respective fields on which the graduation with final exam be drafted.
2. The departments approve the detailed program of the final exam and make known to the students at the beginning of the first semester of the last year of studies.

1. Final exam commission consists of all the relevant pedagogues of the respective fields included in the program. The commission is proposed by the Head of the Department and approved by the Dean of the Faculty.
2. The Commission prepares the exam theses (not less than 5) which should include all areas that are included in the program.
3. The procedures for completing the final exam are the same as those of the written exam of the course.

## **Article 37**

### **Graduation with diploma thesis**

1. The Departments determine the areas of graduation at the beginning of the first semester of the last year of studies. This definition is based on the areas of study covered by the department.
2. The student submits the request (according to the standard request format prepared by the Rectorate), which he / she directs to the Head of Program / Master's coordinator in the Master system setting out the topic and the pedagogue he / she wants to supervise the diploma thesis.
3. The department's head, with a special and protocol meeting, makes the division of leaderships and comes up with a decision. A copy of the decision is stored in the department / master archive, the other copy goes to the Dean.
4. In case the student wants to change the graduate, the change is allowed only with the decision of the department.
5. Graduation takes place in three seasons: winter season, summer season and autumn season.
6. Graduation diploma is awarded by students with an average grade of not less than 8.5 (eight point five) for the Bachelor system and 8.5 for the Master's Professional System.

7. Diploma Graduation Commissions consist of not less than 3 professors of related fields of study. They are approved by the dean of the faculty, according to the proposal of the department.

8. The diploma thesis is submitted to the department no later than 2 weeks before the date graduation. It should contain no less than 15 pages for the Bachelor and Master system according to the format that has the final graduation.

9. Organization, procedures, format and relevant documentation of graduation in the Master System are made in accordance with the "Final Graduation" approved by the Senate of the University.

### **Article 38**

#### **Provision with diploma**

1. The graduate student is provided with the corresponding diploma, accompanied by a supplementary diploma.
2. The diploma is filled in written form, clearly and with technical ink from secretary's office of the faculty.
3. The receiving of the diploma is done by the graduated student in person, by signing, and is recorded in the respective register. If the presence of graduated student due to major reasons is objectively impossible, the graduation may be done by a person with a special proxy, presenting an identification document.
4. If the diploma is not filled properly, the person concerned should not withdraw it and ask for a regular diploma. If the person concerned withdraws an irregular, in case it is lost, damaged or rendered unusable, the University does not issue a duplicate of it.
5. For special occasions, it is only allowed the granting of the transcript of records and the certificate with the photography in it, which is equivalent to the diploma, after being signed by the secretary of the department, the Faculty Dean and the Rector of the University. The Rector's signature is accompanied by the seal of the University.

### **Article 39**

#### **Delivery of Diplomas**

1. Delivery of diplomas to all students is performed with a ceremony.
2. For the students who have completed the studies with all grades of ten is given gold medals and respective certificates. The gold medal and his or her name are recorded at the Book of University.
3. For students who during their studies have achieved an average grade of over nine, is given "*Excellent student*" certificate.

## CHAPTER VI

### STUDENT RIGHTS AND OBLIGATIONS

#### Article 40

##### Student rights and obligations

1. The student has the right to:

- a. Use, according to the relevant regulations, all the possibilities and equipment that the university offers to achieve the curriculum and the scheduled work during the scientific activity.
- b. Benefit scholarship within or outside the state, when it meets the conditions set out in the act regulations in force.
- c. Be tested only once for grade improvement and only in the autumn reexamination season. When a student does not appear on the exam, the first grade remains in force.
- d. The failing student is credited with the obligations settled in the previous years in accordance with the ongoing program of the year.

2. The student is obliged to:

- a. Recognize and implement all rules arising from the Statute of the University, from this "Regulation" and from any other legal and sub legal act. In contrast, USH is not responsible for the consequences that may result from their ignorance.
- b. Adhere to the curriculum, which is approved for the academic year.
- c. Comply with all the obligations set out in the curriculum and in the special discipline programs.
- d. Indemnify, according to the rules in force, all damages of material values committed by him.
- e. Settle new obligations arising from changes that may have been made in the curriculum.
- f. Pay the tuition fee according to the deadlines set by the Rectorate.
- g. Implement all rules of ethics.

## **CHAPTER VII**

### **SPECIAL DISPOSITIONS**

#### **Article 41**

This "Regulation" extends its activity starting from the academic year 2019 - 2020.

#### **Article 42**

1. The inalienable right to interpretation of this Regulation is provided by the Academic Senate of the University of Shkodra "Luigj Gurakuqi".

2. Amendments to this regulation shall be made by a rectorate proposal by each senator, and shall be adopted by 2/3 of the SA votes.

Approved by Decision No. 182, dated 28.05.2019 of the Senate of the University of Shkodra "Luigj Gurakuqi".

#### **SENATE CHAIRMAN**

**Prof. Dr. Adem BEKTESHI**

*Shkoder, 2019*