



REPUBLIC OF ALBANIA
"FAN S. NOLI" UNIVERSITY
KORÇË

REGULATION OF STUDIES
"FAN S. NOLI" UNIVERSITY
KORÇË

Approved by the Decree Nr. 15, dt. 12/3/2008 of the Academic Senate of the UK

Amended by Decrees: nr. 21, dated 29.05.2009, nr. 23, dated 09.07.2009, nr. 12, dated 02.04.2010, nr. 25, dated 16.10.2012, nr. 28, dated 16.11.2012, nr. 3, dated 06.03.2014 and nr. 16, dated 20.10.2014 of the Academic Senate.

TABLE OF CONTENTS

CHAPTER I.....	3
GENERAL PROVISIONS	3
CHAPTER II.....	4
ORGANISATION AND MANAGEMENT OF THE UNIVERSITY OF KORÇA	4
CHAPTER III	7
RECRUITMENT OF ACADEMIC STAFF	7
STUDY PROGRAMS AND ADMISSION REQUIREMENTS	8
CHAPTER V	12
ORGANIZATION OF STUDIES	12
CHAPTER VI.....	26
PROCEDURES FOR THE ASSEMENT OF THE STUDENTS	26
CHAPTER VII.....	36
GRADUATION	36
CHAPTER VIII.....	39
TRANSFERS, CHANGE OF THE FORM OF STUDIES.....	39
CHAPTER IX	42
DATABASIS OF THE STUDIES AND STUDENTS, CERTIFICATION OF STUDY PROGRAMS FOR STUDENTS.....	42
CHAPTER X	43
RIGHTS AND OBLIGATIONS OF THE STUDENT, OF THE ACADEMIC STAFF AND TEACHING SUPPORT STAFF	43
CHAPTER XI	47
SPECIAL PROVISIONS.....	47

CHAPTER I

GENERAL PROVISIONS

Article 1

Design and content of the regulation of studies

1. The Study Regulation of the University of Korçë is designed pursuant to article 39 of Law no. 9741, dated on 21. 05. 2007 "On Higher Education in the Republic of Albania", amended, by the instructions of the Ministry of Education and Science, the UK's Statute, by relevant decisions of the Senate and the UK's current experience;

2. The statute reflects internal structural reorganization of the University "Fan S. Noli" and study programs based on Article 83 of the above-cited Law.

3. The UK Regulation of Studies aims:

- To establish a comprehensive and clear framework of the university studies;
- To determine the standard rules of preparation, organization and management of university studies;
- In this framework, the Regulation allows available space for a flexible management at the level of faculties, departments and other units, so it will be supplemented by the academic regulations of each study program, regulations of teaching secretaries, etc.

Article 2

The impact of the Regulation of Studies

This Study Regulation is attached to the Statute and exercises its effects on all teaching and research units, students and staff of the UK.

CHAPTER II

ORGANISATION AND MANAGEMENT OF THE UNIVERSITY OF KORÇA

Article 3

Organization

University of Korça is composed of faculties, departments, and other additional and service units, as defined in the Statute of the University.

Article 4

The university is organized as follows:

A) Faculty of Agriculture

a. Department of Horticulture-Agribusiness

b. Department of Agronomy

c. Department of Biochemistry-AgroFood

d. *EDE*

➤ Faculty of Economy:

a. Department of Finance-Accounting

b. Department of Management

c. Department of Marketing and Tourism

➤ Faculty of Education and Philology:

Address: Shëtitore "Rilindësit" Tel/Fax: ++355 82 242230; ++355 82 242580

Web: www.unkorce.edu.al e-mail: rektorati@unkorce.edu.al

a. Department of Language and Literature

b. Department of Foreign Languages



** The educational-research group of Linguistics*

** Added by Decision No. 16, dated 20.10.2014, of the Academic Senate*

c. Department of History and Geography

d. *Department of Education.

** Added by Decision No. 16, dated 20.10.2014, of the Academic Senate*

➤ Faculty of Natural and Human Sciences:

a. Department of Mathematics

b. Department of Informatics-Physics

c. Department of Nursing

The educational research group Biology – Chemistry

** Added by Decision No. 16, dated 20.10.2014, of the Academic Senate*

c) Department of Social Sciences.

Article 5

Management at University level

1. The Rector is the highest authority of the University of Korçë. His duties and competences are defined at the Statute of the University.

1. The Chancellor handles the administrative and financial management of the University. His duties and competences are defined in the UK's Statute and Rectorate Regulation.

2. The Vice-rector in charge of education has the duty and competences to assess

the teaching process at the University. His duties and competences are defined in the UK's Statute, by Rector's Decree and in the Regulation of the Rectorate.

3. The Vice-rector in charge of the scientific research is has the duty and competences to assess the scientific research activity of the University. His duties and competences are defined in the UK's Statute, by the Rector's Decree and in the Regulation of the Rectorate.

Article 6

Management at Faculty level

1. The Dean is the highest authority of the faculty. His duties and competences are defined at the Statute of the University.

2. The Vice-dean is responsible for teaching process and scientific research activity of the Faculty. His duties and competences are defined at the Statute of the University.

Article 7

Management at Department level

The Head of Department is the highest authority of the Department, the educational and scientific basic unit. His duties and competences are defined at the Statute of the University.

CHAPTER III

RECRUITMENT OF ACADEMIC STAFF

Article 8

1. The recruitment of the UK academic staff is a process that involves public competition.
2. Specific criteria applying to both categories are proposed by the respective department and are approved by the dean. The Human Resources Section delegates these criteria to the Rector for approval.
3. The Dean of the faculty constitutes an ad-hoc committee composed by department, faculty and university representatives. The Commission elaborates and submits to the Rector for approval the evaluation points for each specific criterion. The competition takes place in time periods specified under the applicable rules.
3. Candidates must meet the following general criteria:
 - a. completion of higher education in the relevant field of study
 - b. an overall average grade over 8.5
 - c. priority is given to candidates who have scientific degrees and titles taken in the universities abroad.
 - d. teaching experience at national or international level
 - e. documented scientific research activities
4. Selected candidates, with the exception of "professors" (professors and associate professors), sign a one-year contract. The contract is signed by the employee and the Rector.
5. At the end of the one-year contract and the fulfillment of its conditions, employees with scientific degrees, can sign a definitive contract. Employees without scientific degrees can be employed only with renewable contract up to 3 years.
6. The Dean informs regularly the Rector for every transfer of the academic staff

and through the Human Resources Section sends him immediately a copy of the employee's documents.

7. Guest lecturers, after winning the competition, sign a one-year contract.
8. Part-time academic staff is proposed by the department based on their needs and are approved by the Dean of Faculty and the Rector of the University. Invited Academics as a rule must have the scientific degree "Doctor". In case of absence of such candidates, teaching staffs who do not meet the above criterion may be invited, only after the approval of the Rector.
9. Foreign teaching staff is admitted with the proposal of the Dean and approval of University Senate.

CHAPTER IV

STUDY PROGRAMS AND ADMISSION REQUIREMENTS

Article 9

Study programs in UK

In the University of Korçë study programs are developed as described in Annex x.

Article 10

Admission to the first cycle of studies

1. Any person, who has successfully completed the High School, has the right to apply for admission to the first cycle of studies at the UK.
2. Foreign students can attend the first cycle of studies in the UK based on bilateral or multilateral agreements.
3. Albanian and foreign students who have been graduated on high level of studies can attend the first cycle of studies (the second cycle study program), only after having paid the required tariffs.

4. UK, as a higher education institution, has the right to propose specific criteria for the selection and admission of candidates who have completed the High School and aim to continue the first cycle of studies. These criteria are examined and evaluated by the Ministry of Education, in consultation with the Conference of Rectors and the Council of Higher Education and Science and, on this basis, the minister approves, with instruction, the criteria and procedures for admission to the first cycle of studies.

Article 11

Admission to the second cycle of studies

1. Any student, who has successfully completed the First Cycle of Study program and meets the academic standards of eligible criteria set out in teaching regulations of the study programs of each faculty, has the right to apply for admission to the second cycle of studies and takes the university diploma "Master of Science" at the UK. Academic criteria should take into account the merits of the candidates.
2. Any student, who has successfully completed the First Cycle of Study program and meets the academic standards of eligible criteria set out in teaching regulations of the study program "Professional Master", has the right to apply for admission to the second cycle of studies and take the university diploma "Professional Master". Academic criteria should take into account the merits of the candidates.

Article 12

Admission of new candidates in part-time studies is realized on the basis of the guidelines of the Ministry of Education and Sport.

Article 13

The candidate has the right to pursue his studies in the first academic year in the required study program, if he registers in the teaching secretary of the relevant faculty and pays the tuition fee under the terms defined in the relevant guidelines. On the contrary, he eventually loses the right to register.

Article 14

1. In order to register, every student should submit the proper documentation on the teaching secretary of the relevant faculty, according to the specifications of MES guidelines and in this Regulation. The candidate is required to pay all obligations provided by laws and regulations in force.

*1/1. The Teaching Secretaries, starting from the academic year 2014-2015, will record all new students in a written form (by handwriting), with blue color, on the main students register database, as well as in an electronic form according to the format specified in regulations in force.

Written records shall contain the information prescribed in the regulations in force and will be prepared by publishing entities, according to the format provided on these regulations.

These records are stored permanently in the institution and are subject of control by the responsible authorities.

The register is completed with handwriting by an authorized officer of teaching secretaries at each faculty / department.

For every new page of the register the authorized person for entering the data should fulfill the information as provided by the Rules of Teaching Secretaries "For student's registration, completion and maintenance of basic register."

For each completed record the authorized employee and the chief of secretary sign in the appropriate space. Student records are filled at the time of registration, so the records are in date order and according to the registration time.

When the student is registered the matriculation number is not filled.

This number is completed no later than 10 days from the elaboration of its official letter from the National Examination Agency, by an authorized person who has completed the relevant record.

In the absence of the authorized person, the chief of secretary fills and signs it.

No one can make corrections, deletions, additions or replacements of data at the register.

For every modification, which must be well justified, a recorded minute is held.

which is signed by the authorized employee, the chief of secretary and Dean; it contains the date, the reason, and is accompanied with a photocopy of the corresponding registry sheet before conducting the change, with the seal of the faculty, as well as a copy of the registry sheet after the change is done, with the seal of the faculty.

After completing the data registration at the end of the legal deadline for the proper academic year specified in the laws and regulations in force, the register closes with a clearly dividing line, below which the last recorded number, date and signature of the authorized person are written.

The registration for the next year, at the same study program, begins with the following number specified under the dividing line, as defined in the Teaching Secretary Regulation "For student's registration, completion and maintenance of basic register."

Teaching secretaries, apart from the written registers, must maintain also electronic records according to regulations in force.

In case of discrepancies of data, the handwritten records are given priority.

Teaching Secretaries keep save electronic register data, providing their back –up after each data entry.

The institution takes the necessary measures for providing information for the completion of electronic form records and written forms in blue color, for each student, according to all sections as defined in Teaching Secretary Regulation "For student's registration, completion and maintenance of basic register."

* Added by Decision No. 16, dated 20.10.2014, of the Academic Senate

2. The candidate gains the student's status, only after he/she registers in the Teaching Secretary, has fulfilled all the obligations and possesses the registration certificate, as well as the student booklet.
3. The student status ends with his graduation, leave or expulsion from the University.

Article 15

At the beginning of each academic year the student is required to register in the Teaching Secretary of the relevant Faculty within October and to pay the tuition fee for

the new academic year. * If students do not pay their obligations up to 31 of January of each academic year, they are forbidden to enter the exam.

* Amended by the decision No. 16, dated 20.10.2014, of the Academic Senate

Article 16

1. Students, who have been graduated in the first cycle of full-time study programs and would like to continue their studies in a second part-time study program, are accepted according to MES guidelines and required tariffs.
2. A student who attends a part-time study program has the right to transfer to full-time studies, within the same study program, only after having completed the first year of the part-time study program and meets the criteria set in this regulation.

CHAPTER V

ORGANIZATION OF STUDIES

Article 17

Study Objectives

1. Study programs at the University of Korça aim a professional education and scientific qualification of students by integrating teaching with research.
2. Korça University offers study programs in the field of agriculture, economics, education, and philology, natural and human sciences.
3. New study programs are elaborated in accordance with the society needs, existing regional conditions and prospects of the country development.
4. University study programs are organized in three successive cycles: the first cycle, second cycle and third cycle of studies. According to the study cycles, the student gains the "Bachelor", "Master of Science", and "Professional Master" degree and the scientific degree "Doctor". Requirements and goals of the study programs for each cycle are elaborated in accordance with Law no. 9741 dated 21.05.07 "On Higher Education

and Science in the Republic of Albania", as amended, and the guidelines of MES.

5. (Abrogated)

6. Graduating in all study cycles provides qualification of specialists able to help in solving problems according to specific needs. Study programs refer to theoretical and practical achievements in modern sciences and aim to develop convertible degrees with other universities, according to bilateral agreements.

Article 18

Description of study programs

1. For each study program the relevant structures develop a Teaching Regulation in accordance with syllabuses, by respecting the academic freedom, as well as the rights and obligations of academic staff and students.

2. The teaching regulation of a study program defines in particular:

- a) The list of teaching disciplines, divided into modules and other training activities;
- b) specific objectives of each discipline or other learning activities;
- c) credits and other obligations for every teaching discipline or any other education activities;
- ç) curricula offered to the students;
- d) forms of study, exams and other verifications of knowledge received by students;
- f) obligations related to attendance;
- g) conditions of the modalities and procedures for the transfer of students etc.

For standardization of the description of the study programs, the main units take in consideration the instructions of MES.

3. The teaching regulation of a study program should provide the maximum number of credits that can be recognized in that program in order to understand students acquired knowledge.

Article 19

Requirements for the diploma thesis

1. Faculties define the fields of study and requirements for presentation of diploma thesis of the "Bachelor", "Master of Science" and "Professional Master" degrees, in the teaching regulations of the respective study programs.

Requirements include aspects of content and form of diploma thesis presentation.

2. To define the content and form of thesis faculties, take into account the requirements of MES instructions. In a "Bachelor" degree, the diploma thesis should be prepared without special requirements on the originality of the paper. To graduate as "Master of Science", the student should provide an original diploma thesis, prepared in an independent and creative manner.

3. The requirements for the doctoral thesis are determined by law nr.9741, dt.21.05.2007, "On Higher Education in the Republic of Albania", as amended and according to relevant regulations.

Article 20

Orientation and tutorial activities

Faculties organize orientation and tutorial activities as follows:

- a) Organization of orientation activities in cooperation with schools;
- b) Counseling activities with students on selection of study programs;
- c) Processing and dissemination of information on study programs;
- d) Orientation for the involvement of students in the labor market;
- e) Organization of tutorial service (tutorship).

Article 21

The Sector of Studies and Career Development

1. The Sector of Studies and Career Development (SSCD) of the University of Korça is responsible for the student information and orientation and of any other person interested in the activities of the UK's faculties.
2. The main functions of SSCD are:
 - Co-ordination of operations of secretaries and departments in the university level;
 - Preparation of orientation guides and leaflets for the students of the first-year;
 - Provision of information in relation to diplomas in each faculty;
 - Provision of admission requirements and of responses of approval for the interruption of studies;
 - Provision of admission requirements and of responses of approval for the resumption of studies;
 - Provision of admission requirements and of responses of approval for changes in study program within the faculty or university;
 - Tracking and assessing of the alumni employment, etc.
3. The SSCD activity is performed under the Rector's supervision and has the support of deans and heads of departments for the relevant study programs.
4. According to the needs, the Rector, can add to the regulation of studies other SSCD functions.

Article 22

At the beginning of each academic year SSCD prepares and distributes the necessary information for the first-year students, including:

- A plan of service facilities within the faculty;
- A plan of service facilities within the University;
- An extract from the study regulations of the university (obligations, the rights of students, etc.)

Article 23

Study cycles and credits

1. Studies are divided to:

- first cycle of studies ("Bachelor" degree), semesters 1-6
- second cycle of studies ("Master of Science" degree), semesters 1-4
- second cycle of studies ("Professional Master" degree), semesters 1-3.

2. The regular time for the first cycle of studies (Bachelors degree) is 3 years, for the second cycle (Master of Science) is 2 years and Professional Master is 1.5 years.

For all study cycles there is no time limit for the completion of studies.

3. Students who don't complete their studies within the regular time are required to undergo the tuition fees.

4. At the end of the first study cycle the student must achieve 180 credits and the end of the second cycle, Master of Science, he should take 120 credits and in Professional Master 60/90 credits.

Article 24

Structure of the academic year

The academic year is the basic unit of study time. According to the instructions of MES an academic year consists of 2 semesters and of 30 to 40 teaching weeks.

Article 25

Interruption and resumption of studies

The student may interrupt his/her studies after having notified in advance the Dean of Faculty. He/she may resume his studies before or after consuming the permit, at the beginning of each semester or on the corresponding date of his leave. In any case he/she must have fulfilled all obligations described in the regulations of the relevant study program.

Article 26

Educational activities of study programs and their allocation

1. Educational activities of a study program are classified as follows:

- General education disciplines (essential);
- Specific education disciplines;
- Education disciplines that are similar or / and integrated with specific disciplines;
- Education disciplines selected by the students;
- Education disciplines on foreign languages, informatics, professional practice etc.
- Diploma thesis.

2. Faculties in their teaching regulations characterize disciplinary fields according to educational activities, which are reflected in the curriculum of each study program.

3. Educational activities that characterize a study program are:

- a. teaching in the auditorium (lectures, seminars, exercises, laboratories)
- b. individual study (study, reports, tasks or projects, exam preparation, diploma thesis preparation etc.)
- c. Other activities (teaching or professional practice or internship at public or private entities).

4. The division of lessons in auditorium that is lectures, seminars, exercises and labs are determined by the responsible academic staff, based on credits assigned to each specific discipline.

Article 27

Optional disciplines and focused specialization

1. In accordance with the teaching Regulation of each study program, the student is required to attend a certain number of optional disciplines.

2. For every graduated student the university creates a sufficient space in order to deepen his knowledge or narrow specialization in areas where he is interested in. This is achieved both through the diploma thesis, as well as the right to choose a number of disciplines, as defined in the curriculum of the respective study program, and in

accordance with the requirements of the university study cycles.

Article 28
The volume of studies

1. The volume of studies is determined depending on the curriculum of each study program, which is compiled by the department and approved by the Faculty Council and the University Academic Senate.

2. The average amount of work realized within a year by a full – time university student is 60 credits or 1500 learning hours, involving hours in the auditorium or independent work. Independent students work occupies no less than half of 1500 learning hours.

3. Based on the syllabuses, at the beginning of each academic year the departments elaborate the teaching regulation draft of each study program, which is approved by the University Senate, according to the proposal of the faculty council.

Article 29

Study Programs

1. Every discipline or module is developed on the basis of a syllaby which contains:

- the name of the lecturer who develops the discipline (module);
- name of the discipline / module;
- the term / semester when the discipline is developed (module);
- the number of hours in the auditorium (lectures, seminars, exercises, etc.)
- number of credits;
- the educational activities of the relevant discipline (general formation, specific formation, etc.)
- the specific objectives of this discipline (module);
- the main themes and issues for each topic;
- the teaching methods;
- forms of students evaluation and assessment (oral exams, knowledge control during the lessons etc.);
- students' obligations for each subject (attendance, course papers, colloquium etc.);
- required and additional literature.

2. Educational programs are elaborated by the head of the relevant discipline or a group of professors, are reviewed at the department level and are approved by the head of department.

*3. At the beginning of each academic year the professor includes the activity plan in the syllabus of subject / module.

* Amended by Decision No. 16, dated 20.10.2014, of the Academic Senate

Article 30

Learning Groups

1. Classes are held on the basis of learning groups:
 - a) Lectures take place in auditors with 80 students for the agricultural sciences and 120 students for economic, philological, philosophical sciences, etc.
 - b) For practical learning activities, learning groups are divided as follows: teaching and professional practices with 25-40 students; laboratories with 10 -15 students.
2. The norms set out in paragraph 1 of this Article are not respected when the number of students enrolled in a study program is less than specified in the above regulations or in other cases with the decision of the University Council of Administration.
3. The division of students in groups is carried out by the Secretaries of the relevant faculty. Registers of each group are given to department secretaries and respective pedagogues.

Article 31

Attendance of educational activities

Attendance obligations in teaching activities (lectures, seminars, exercises, laboratories) for the study programs "Bachelor", "Master of Science" and "Professional Master", are defined in the relevant study programs.

Article 32

Timetable

1. The auditor and time of the lesson is defined in the timetable. It is prepared by each faculty at the beginning of each semester and is announced by the

secretary of the faculty a week before the beginning of the lesson. The schedule must be fully respected by all the students and professors of the faculty.

2. The timetable is realized on the bases of pedagogical criteria, taking into consideration the harmonization of educational activities and a rational distribution of workload of students and professors.

3. Students workload must be no more than 25 hours per week.

4. The duration of the lesson is 60 minutes.

Article 33

The Register of the Pedagogue

1. The Register of the pedagogues is a basic official document that identifies the student's attendance and results. Each pedagogue is required to write down the name of the subject and the teaching elements of the lesson performed, to record all the absences and results of the students, * as well as all the elements that determine the continuous assessment, as defined in the syllabus of the course or module.

** Added by Decision No. 16, dated 20.10.2014, of the Academic Senate*

2. Pedagogues Register is the official document that verifies the pedagogue's workload in the full-time and part-time system.

2. Pedagogues Register is controlled and verified by the head of department.

4. The pedagogue fulfills the "Register" according to the instructions given on the first page of this register.

5. The model of the pedagogue register is attached as Annex of this document.

Article 34

The Professional Practice

1. Full-time students are obliged to perform their professional practice, when it is included in the curriculum and structure of the academic year.
2. At the beginning of the academic year the secretary of each department communicates to the students the time of the professional practice and its program.
3. The student who does not perform the professional practice program should obey to the rules set as to all other educational activities.
4. Professional practices are developed in institutions, public or private enterprises, according to the students profile and under the guidance of the professor appointed by the relevant department.
5. The student is obliged to respect the rules of the institution which carries out the professional practice.

Article 35

- a. A Professional Practice Committee is organized and operates in each faculty. Its duties are determined in the teaching regulation of the relevant study program.
- b. The duration of the professional practice is defined in the teaching regulation of each study program.
- c. Institutions where the professional practice is held are determined by the dean of each faculty and must be approved by relevant institutions, which should have contractual obligations with UK. They have to sign a one year contract.
- d. The professional practice is developed and evaluated according to the rules defined in the teaching regulation of each study program.

Article 36

Part – time studies

1. University of Korça conducts part-time studies in: Language and Literature, Primary Education Teachers, Preschool Teachers, Finance, Marketing, Management, Tourism, Horticulture, Agribusiness, History and Agro-nutrition.

2. Their organization is realized according to the teaching regulations based on the instructions of MES.

Article 37

Second Course of study or second academic program – full time

1. UK offers the possibility of conducting a second course of study in the first cycle, full-time, after being graduated at a study program in this university or abroad.

2. Admission is based on the quotas approved by the Council of Ministers.

3. These study programs are based on these criteria:

a. The admission of candidates is based on the selection criteria set by the Faculty and with a certain tariff.

b. Recognition and Equivalence Committee at the Faculty level defines the obligations of the candidate for general studies and this decision is approved by the Dean of the Faculty.

Article 38

The department secretary

1. The department secretary provides logistic support in terms of realization of study programs in every department.

3. The main functions of the department secretary are:

- To collect and distribute records;

- To store copies of records;
- To provide information on grades;
- To provide operative information on timetable and auditors of lectures and exams;
- To announce in a visible place the structure of academic year, teaching plan, the exam chart etc.
 - To administer documentation, to organize technical meetings as well as teaching and publishing activities;
 - To type out official materials of the department
 - To inform students on teaching problems
 - To provide stationeries and other materials
 - To become aware of the content of normative documents ordered by the Dean, to assume duties from the head of the department, and to support their implementation in time;
 - To archive documents, personal files of teaching, scientific and publishing materials of pedagogues, CVs, calendar plans of lectures and seminars for full-time and part-time system;
 - To receive students' complaints on exam assessments
 - To announce the diploma thesis approved by the department and to collect in time student's application on diploma thesis. After student's presentation the diploma thesis become part of the department inventory.
 - To announce and fulfill the form of annual and terms workload of pedagogues;
 - At the end of the year to make the balance for the realization of the annual curriculum (fulfills the relevant forms);
 - On the last day of each month prepares and submits the pedagogues presence list and sends it to the finance office;
 - To observe the teaching process of the relevant department;
 - To notify participants on meetings, seminars and other activities organized by the department and to support their organization in proper time and place;
 - To keep minutes on department meetings, diploma presentations, Scientific degree's presentations, etc.;
 - To keep and update the addresses and phone numbers of each lecturer of the department;
 - To type official documents, study programs, lectures, the exam tests of the students of relevant department.
 - To provide information on students grades, and submits their complaints.
 - To equip teachers with teaching loads notebooks and forms of scientific work;

- To equip students with teaching programs according to their need.

*2/1 Based on the Regulation of University Digitization System ESSE3, the Secretariat of the Department must perform the following tasks:

To communicate with the head of department about the curricula of the study program that they cover, with all the data (subjects, modules, credits, nr of hours of lectures and seminars, the ratio between them, the pedagogue of the course, etc.) according to the requirements defined in this study Regulation.

To create a system before the beginning of the academic year that includes:

- ✓ Curriculum and study programs of the relevant department.
- ✓ To update the curriculum of the study programs for the new academic year.
- ✓ To enter the information about subjects, modules, credits, nr of lectures and seminars and the respective pedagogue for each subject.
- ✓ To help students to register at the system.
- ✓ To enter the payment of the tuition fees until three days before the exam season for the full-time, part-time study programs as well as those with irregular exam season. To inform the teaching secretaries about the update of students database in the respective exam.
- ✓ In the case of students who haven't paid the tuition fee within January 31, of each academic year, the secretary updates the database of exam records when the student pays the tuition fee up to three days before the relevant exam and informs the teaching secretary.
- ✓ To provide students with student enrollment certificates.
- ✓ To provide students the relevant information about their data (username, password) to access their grades online.

* Added by the Decision no. 16, dated 20.10.2014, of the Academic Senate

3. Faculties, based on their needs, can determine other duties for the secretary of the department.

4. The head of department is the supervisor of the secretary of department.

CHAPTER VI

PROCEDURES FOR THE ASSEMENT OF THE STUDENTS

Article 39

1. The student's evaluation process is an important part of the learning process that takes place during the development of a subject and finalizes with the announcement of the examination results. The assessment process should promote the active student participation in lectures, seminars and other learning forms. The exam is the main form of control for assessing the level of knowledge that students have acquired during the theoretical and practical courses of study.

2. Methods, procedures and rules of student's assessment in the UK should ensure an objective evaluation of this process, as well as the student's motivation for an active participation.

3. The evaluation process is based on rules and procedures defined in this regulation.

4. (Abrogated)

Article 40

Student Evaluation

1. Student evaluation is divided into two parts: **continuous assessment** during the academic year for the elements defined in the program of discipline or module and **final evaluation**.
2. Continuous assessment during the year represents 30% of the total evaluation. Continuous assessment is created by the pedagogue in the program of the discipline or module and is reflected in the regulation of the study program.
3. Students get the weighted average grade that takes into account the relevant credits for each discipline or other formative activities at the end of the study program. The weighted average numeracy is made according to the Annex of this Regulation.
4. *Withdrawn by Decision no. 16, dated on 20.10.2014, of the Academic Senate.*
5. Final assessment (exam) may be for a discipline or formative activity with coordinated modules. For the formative activities of two or more modules for the student a peer assessment is done. Each module has its own credits. The final grade of this formative activity is calculated after the student passes all the composing modules. If the student passes the relevant module, he/she gets all its credits. Accumulated credits by the student are calculated as the sum of the credits of the modules obtained. Issuing the final average grade is made based on the weighted average of the grades obtained in the modules that comprise it. If the final average grade is not a full number, the grade is placed one more over the full grade.

Kommentar [B1]: Shkrimi ndryshon qe ketu e ne vijim

Article 41

At the end of the learning process (in the last hours of instruction), each lecturer should communicate to students in the audience:

1. Having acquainted or not the right to enter in the exam of the relevant discipline (module);
2. The results of continuous assessment in seminars, laboratories, course assignments or other forms of control exercised during the semester, as part of the final assessment.
3. The results of continuous assessment is taken into account in *all seasons of exams.
** Amended by decision No. 16, dated on 20.10.2014, of the Academic Senate.*

Article 42

Statement of obligations and exams results

1. The decision of a professor (or professors of the discipline) for the entrance or not of the student in the exam and the evaluation of his (their) obligations is described in the *Statement of obligations and exams results* (respective columns).
2. The model of the *Statement of obligations and exams results* is in the Annex attached to this regulation.
3. The *Statement of obligations and exams results* is prepared by the Secretariat of the faculty and is signed by the relevant Secretary, the head of the relevant department and pedagogues of the exam committee. This statement bears the seal of the Faculty Secretariat.

Article 43

(Repealed)

Article 44

The Exam and the Colloquium

1. Ways of knowledge control of (exam/colloquium) are defined in the program of module or discipline and are stated on the teaching regulation of each study program.
2. The exam is a control form of knowledge that should be completed within the prescribed period.
3. The colloquium is a control form of subject acquisition completed within the period of instruction without season. Colloquium can be repeated within a thereafter week.

Article 45

Types of Exams

1. Knowledge control can be done: a) in a written form b) in an oral c) combined (written and oral). The department determines whether the written exam can be definitive or eliminatory.

2. Exam tests are designed by the pedagogue of the discipline and are approved by the head of department.
3. During the exam (written or oral) the change of the tests groups or thesis is not allowed.
4. The selection of the final form of exam is done by the pedagogue/s of the discipline and is included in the regulation of the study program at the beginning of the semester, making it known to students.

Article 46

Oral exams

1. Oral exams are developed in accordance to the features of discipline (module), especially for subjects that require oral expression of students, or that are purely theoretical subjects. Tests of oral exams should include thoughtful questions that require logical thinking of the student, avoiding questions that require knowledge of mechanical reproduction. A test for the oral exam should include synthetic questions, involving prior knowledge that students must acquire from a module or discipline.
2. The main issues that oral exams tests contain for the respective discipline should be given to the students in advance by the pedagogue in the form of *fund questions. These issues should be in the form of required standards for the acquisition of the subject by students.
**Added by Decision No. 16, dated on 20.10.2014, of the Academic Senate.*
3. The pedagogue or pedagogues in the oral exam must argument the students grade, considering the fulfillment of his obligations in lectures and seminars, qualitative realization of course assignments, colloquiums etc., which are reflected in the continuous assessment results.
4. The number of tests for the oral exam depends on the volume of the discipline (module), the amount of lectures and seminars, etc. A copy of the tests for the oral exam is stored in the department one week before the exam development, to be checked and signed by the Head of Department.
5. In the oral exam, students write their responses according to the tests questions, in the notebook-type of the University "Fan S. Noli" and submit it to the Commission by writing the respective first and last name. (Added by Decision no. 21, dated on 29.05.2009, of the Academic Senate)

6. The pedagogue of the subject keeps these notebooks in the department until the day of submission of the Statement of Results in the Faculty Secretariat. (*Added by Decision no. 21, dated on 29.05.2009, of the Academic Senate*)

Article 47

Written exams

1. Written exams are held to a discipline or module with theoretical and practical character. Tests of written exams contain thoughtful exercises that require logical thinking of the student, avoiding personal questions that require knowledge of mechanical reproduction. Such questions include exercises that control the acquisition of theoretical knowledge of students.
2. The number of exercises that contains a written exam test depends on the volume of discipline (module), the number of lectures and seminars etc. A written exam test contains exercises that are evaluated with * 70 points. For each exercise are calculated relevant points, depending on the nature of the exercise.
** Amended by Decision No. 16, dated on 20.10.2014, of the Academic Senate.*
3. Exercises or questions for the written exam test must include total comprehension of the specific discipline or module, must be clearly formulated, not leaving space for ambiguous response, in order that the student can be able to make his own assessment for the written answers.
4. If the number of the students and the size of the auditorium does not allow the use of only one written test the committee may also develop another test (B), which must meet the same requirements as test A.
5. * The pedagogue of the discipline/module generates the record on the digital system, under the terms defined in the Regulation of the Program of University System Digitization ESSE3.
** Amended by Decision No. 16, dated on 20.10.2014, of the Academic Senate.*
6. * Resolved tests of the written exam and students' notebooks are kept by the pedagogue until the end of the term of appeal for the exam provided in Article 54, paragraph 1.
** Added by Decision No. 16, dated on 20.10.2014, of the Academic Senate.*

Note: Given that sections 5, 6, 7 and 8 were repealed, section 9 is located next to paragraph 4 becoming paragraph 5.

Article 48

Documentation of the exam

1. A copy of the oral exams tests for each discipline is stored in the department. They are renewed from time to time, depending on changes on the discipline (module) program
2. (Repealed)
3. Records of oral exams are submitted to the secretariat within 2 days of exam development.
4. Records of written exams are submitted to the secretariat within 6 days from the date of exam development.

Article 49

1. Exams and re-exams in all forms of studies are conducted according to the provisions of the academic year structure, approved by the Faculty Council and reflected in the exams schedule.
2. Exams and re-exams take place in 4 seasons: Winter season (February, March); Summer Season (June, July); Autumn Season (September) and Additional Season. In the additional season for each discipline or module will be only one exam date. They are approved and announced by the Dean no later than two weeks before the start of the season.
3. Deadlines set for exams and re-exams are binding for the pedagogues, as well as students. Change of the date of exams can be done only with the approval of the dean.

Article 50

1. The student is not allowed to enter for the second time in the exam of one discipline within the same season. * He cannot take more than 7 (seven) exams in the autumn season and no more than 2 (two) exams in one day.
** Added by Decision No. 16, dated on 20.10.2014, of the Academic Senate.*
2. The student appears in the exam with the student's booklet. In its absence may also present other identification documents.

Article 51

1. The exam / colloquium is held in the defined time and date. In case of inability of developing the exam in the defined date for compelling reasons, the Dean, by written order, notifies the cancellation of the exam / colloquium and sets a later date, which is made known to students immediately.
2. The committee of the exam of one discipline consists of not less than two persons, of whom one must be the pedagogue of the discipline.
3. If the main pedagogue of the discipline or the other member, for majeure reasons, cannot participate in the exam, the Head of Department appoints, in writing, the pedagogue which will replace him/her.
4. The entrance in the exam of foreign persons is not allowed, even if they are academic staff of the University, with the exception of the Head of the Department, Faculty, Rector and other persons authorized in writing by the Dean or the Rector to carry out control.

Article 52

Duration of exam

1. The duration of an oral exam is no more than 30 minutes for each student, while the written exam lasts not less than 2 hours.
2. After giving the test in the written exam, it is not permitted the entrance of other students of the relevant group or course.
3. The members of the exam committee of the discipline oversee the correct development of the exam all the time, from the distribution of the test until the end of the exam.

Article 53

1. In cases when the student seeks to impose or threaten in various ways the exam committee members, the latter shall interrupt the exam and call for help all instances even the public law enforcement authorities for restoring the normal conditions for the development of the exam.
2. When to the members of the exam committee are subject of violence by the student (or any other person commissioned by him), it is considered a flagrant criminal act and, as such,

constitutes the premises that the relevant faculty council propose to the rector the student's expulsion from the university. The pedagogues have the right to sue authors of such acts for criminal prosecution.

Article 54

Failing student and appeal for exam

1. The student has the right to appeal in case that the procedural rules are violated during the exam or undeserved assessment. The complaint is done in writing within one day of results receipt for the oral exam and no later than 8 days for the written exam from the date of its issuance and it is addresses to the dean of the faculty. He determines whether the complaint of the student is right or not, and takes the appropriate decision within two days. This decision is final.
2. In case that are proven practices that contravene the provisions of this Regulation, then, upon the proposal of the Head of Department, the Dean decides to change the exam committee and the re-allocation of exam/colloquium within that or the next day.

Article 55

1. The student who, for whatever reason, does not appear in the exam of the discipline, loses the right of the exam and fails the discipline in that season.
2. The student also fails the exam when:
 - a. the student is not prepared;
 - b. the student withdraws from the exam;
 - c. the student cheats or uses unauthorized deceives (in this case he/she is excluded from the exam).
 - d. the student impedes the proper conduct of the exam/colloquium (in this case he/she is excluded from the exam/colloquium).
 - e. The student is not allowed to take the diploma, if he has not passed all of the last year obligations, exams and re-exams.

Article 56

The system of evaluation

1. The grading of a program acquisition has an evaluation system of ten grades. The passing minimal grade is five.
2. In written and oral** control forms it is used even the scoring evaluation system, the result of which, necessarily turns into a grade. The conversion of points into grades is done under this scheme: 1-39 points*, Grade 4; 40-50 points, Grade 5; 51-60, grade 6; 61-70 points, grade 7; 71-80 points grade 8; 81-90 points, Grade 9; and by 91-100 points, Grade 10.
** Added by Decision No. 3, dated on 06.03.2014, of the Academic Senate.*
*** Added by Decision No. 16, dated on 20.10.2014, of the Academic Senate.*
3. For the final evaluation of the students is calculated on the basis of the sum of the points of the continuous assessment and the points of the exam.

Article 57

Recognition of exams results

1. The pedagogue makes known to the students the results of the exam/colloquium at the end of the oral exam and within 6 days of exam development for the written exam.
2. If the exam test is in the form of questions with alternative answers, the commission announces even the key clue.
3. A copy of the statement of obligations and exam (the original) is held by the Secretariat of the Faculty and another copy is held by the department secretary.
4. Students, which have not been informed in time about the results of the exam, are informed by the secretary of the department.

Article 58

Re-settling the exams

The student estimated residual in two regular exam seasons (winter and summer), has the right to:

1. To use all the dates announced by the faculty in the autumn season.

2. To pass in the second year (third semester) the student, who attends the studies in the full-time system, must have obtained a minimum of 20 credits and the student who attends the studies in the part-time system of 15 credits. (Amended by Decision No.25 dated on 16.10.2012 of the Academic Senate)
3. To move to the fifth semester, the student who attends the studies in the full-time system must have obtained a minimum of 60 credits * (from the first and second year of the study program) and the student who attends the studies in the part-time system of 45 credits.* (from the first and second year of the study program) (Amended by Decision No.25 dated on 16.10.2012 of the Academic Senate)
4. Re-settling the exam for disciplines (modules) outstanding is allowed during ongoing exam revealed seasons (three times per year) or until the final year of studies. (Amended by Decision No.25 dated on 16.10.2012 of the Academic Senate)
5. *To pass in the third semester the student who attends the studies in second cycle, "Professional Master" full time system, must have obtained a minimum of 30 credits.
6. *To pass in the third semester the student who attends the studies in the second cycle, "Master of Science" full time system, must have obtained a minimum of 45 credits.
7. *To pass in the seventh semester the student, who attends the studies in the first cycle Bachelor, the part-time system, must have obtained a minimum of 75 credits, collected in the first, second and third year of the relevant study program.
* Added by Decision No. 16, dated on 20.10.2014, of the Academic Senate.

Note: Given the fact that paragraphs 3, 5, 6 and 7 were repealed by Decision No.25, dated on 16.10.2012, of the Academic Senate, point 4 is located next to paragraph 2, becoming paragraph 3 and paragraph 8 has become paragraph 4.

Article 59

(Repealed)

Article 60

1. The student in the last year, who in the end of the course exams, in the first season, results with outstanding obligations, has the right to settle them in the summer season, before the graduation.

2. The student of the last year, who, at the end of the third year exams results with outstanding obligations, has the right to settle them in the autumn season and to enter the graduation exam in this season.
3. For the graduation, the student has the right to use the three exams' seasons.

Article 61

The student, who has failed to pass in the following year of studies, has the following rights and obligations:

- a. All his passed obligations are recognized.
- b. He/she should pass new obligations arising due to changes made in the syllabus of the study program.
- c. The student with a scholarship loses the right to it in the repetitive year.

Article 62

1. Students moving within the programs in which the University is a partner, have a special status and exempt from this regulation for the attendance.
2. Their exams given abroad are recognized with similar disciplines when the programs are equivalent. When returning to home faculty, the students must pass the obligations to other disciplines, which should not exceed 50% of the annual plan obligations in the existing curriculum.
3. In these cases, the passing of teaching obligations is done by an individual plan, drawn up by the relevant department and approved by the Dean of the Faculty, in accordance with the provisions of this Regulation.

CHAPTER VII

GRADUATION

Article 63

1. In the end of the full course of studies, the student has the right to graduate in order to gain the relevant professional title. The graduation is done by a graduation thesis or a final graduation exam *.

** Added by Decision No. 12, dated on 02.04.2010, of the Academic Senate*

2. The relevant departments determine the list of the diploma theses at the beginning of the fifth semester. This determination is made based on the areas of study that covers the department.
3. Diploma thesis mentors are approved by the Head of the Department.
4. The student covers the costs for the realization of thesis.

Article 64

1. The graduation is done on the winter season (March), on the summer season (July) and on the autumn season (September).
2. The student is allowed to defend his diploma thesis only after he has settled the overdue exams.

Article 65

(Repealed)

Article 66

Types of degrees

1. UK issues the types of diplomas listed in the Annex to this Regulation.
2. Models of approved certificates and diplomas issued by UK are attached in the Annex of this Regulation.

Article 67

Registration of diplomas in the state registers of diplomas

1. Diplomas "Bachelor", "Professional Master ", "Master of Sciences", diplomas for the scientific degree "Doctor" and certifications "Gold Medal", "Excellent Student" are registered in the state register of diplomas and certificates for Higher Education and Research, who is held at the Ministry of Education and Science.

Article 68

Diplomas and supplements

1. Diploma "Bachelor", diploma "Professional Master" diploma "Master of Science" are associated with the Diploma Supplement and the Manual of the study program. Diploma Supplement model is attached in the Annex of this Regulation.
2. The student, who has fulfilled all the requirements of the curriculum and has successfully presented the diploma thesis, is provided with the relevant diploma and supplement.
3. The diploma is signed by the Dean of the relevant faculty and by the Rector of the University. Rector's signature is accompanied by the official seal and dry seal of the University.

Article 69

1. Diploma must be taken by the graduate, who signs and fills in the appropriate register. If the presence of the graduate is objectively impossible, the withdrawal of the diploma can be made by a relative, equipped with a special power of attorney. In both cases the concerned must present an identification document.
2. If the diploma is not properly completed, the concerned person should not withdraw it and ask for a regular diploma. If the concerned person withdraws the irregular diploma, or in cases of a lost or damaged diploma and if it is unusable, the University does not issues duplicate.
3. In very special occasions the university issues the list of grades obtained and a certification with photo, which is equivalent to the diploma, signed by the Dean of Faculty and the Rector of the University. Their signatures are certified with the seal of the University.

Article 70

1. The issue of the diploma is done in the University Academic Day ceremony. The University Academic Day is determined by decision of the Academic Senate of the University. In the ceremony of diplomas awarding participate students, leaders of the faculty and of the University, as well as other guests.
2. For students who have been graduated with all grades ten, it is awarded the certificate "Gold Medal".
3. For students who during their studies have received over 70% of their grades 10 (ten) and the rest only 9 (nine), is awarded the certificate "Excellent Student".
4. Students who on completion of their studies have the overall average under 8 (eight), sign their name in the Book of Honor of the University.

CHAPTER VIII

TRANSFERS, CHANGE OF THE FORM OF STUDIES

Article 71

Recognition and equivalence of degrees and study periods

UK does the equivalence of parts or of complete programs of study or diplomas obtained in other institutions or foreign countries, after submitting the application and necessary documentation from the concerned.

Article 72

Transfers

1. UK accepts transfers of students in intermediate years from other universities in the same program or forms of study and allows the removal of its students at other universities, according to the procedures laid down in this Regulation.
2. Transfer is possible after the completion of the recognition of study periods and equivalence.
3. Procedures of transfers are completed before the starting of the new academic year.
4. The decision of full or partial recognition of accumulated credits by a student in order to continue the studies is under the authority of the Faculty that accepts the student, according to the criteria set out in the statute and in this regulation.

Article 73

Commission of Recognition and Equivalence of Studies Programs

1. In every department, by decision of the Faculty Council, it is established and operates the Commission of Recognition and Equivalence of Study Programs.
2. The criteria for the establishment and functioning of these Commissions are determined in the teaching regulation of each study program.

Article 74

1. The UK's students who want to transfer to other universities of the country, in the same study program or forms of study, submit a request to the Dean of the Faculty where they continue their studies.
2. If the request is approved, the Dean submits the request to the Rector, who, after obtaining the approval decision; follows the proposal to the host universities.
3. After receiving the response from the host university, the full documentation of the student is forwarded: a) a written request for transfer in the study program; b) the program of study; c) the course of study; d) the form of study; e) the fulfilled obligations with the corresponding grades; f) copy of the identity card; g) the teaching regulation of the study program that transfers; h) if the has the right of a scholarship or not.

Article 75

4. For the students of other universities, of the same study program or form that want to transfer to the University of Korca, the proposals come from the Rector of that

University, associated with detailed information for the student. The student who transfers the program of study must have the following documents: a) a written request for transfer of the study program; b) the program of study; c) the course of study; d) the form of study; e) the fulfilled obligations with the corresponding grades; f) copy of the identity card; g)) the teaching regulation of the study program that transfers; h) if he has the right of a scholarship or not.

5. The decision for the admission of students, proposed for transfer, is taken by the Rectorate, after taking the opinion of the Dean of the relevant faculty.

Article 76

1. The transfer of the students from a full-time form of studies to a part-time form of studies for faculty study programs is performed by decision of the Faculty Council. This transfer is done by request of the concerned student.
2. The transfer of the students from a part-time form of studies to a full-time form of studies when this opportunity is allowed by the nature of the relevant field of graduation is done by decision of the Faculty Council. This transfer is done by request of the concerned student.
3. In both cases of the transfers, must not be affected the students quotas of the related courses designated by the Council of Ministers and Ministry of Education and Science (CM and MES).

Article 77

The transfer of students from one study program to another within the same faculty is done by decision of the Faculty Council.

Article 78

The student, who has the right to register in a second study program in the same form of study within the UK, must be deregistered before by the study program in which he/she actually is and then be registered in the new study program. In this case, according to MES decisions, he/she must submit the due payment fees of the previous study program.

CHAPTER IX

DATABASIS OF THE STUDIES AND STUDENTS, CERTIFICATION OF STUDY PROGRAMS FOR STUDENTS

Article 79

1. Each faculty has its own Academic Secretary. The object of the activity of the AS is:
 - Registration of the students;
 - Supply of the database with the results of the exams and registering the data into the grade book;
 - Filling-in and delivery of the diplomas;
 - Preparation of the diploma supplement;
 - Delivery of diploma supplement;
 - Certification with photo as a substitute for the diploma;
 - Drafting of partial list of grades;
 - Confirmation about the course of studies;
 - Drafting of the records in cooperation with the departments;
 - Preparation of the materials for the transfer of students from one university to another;
 - Preparation of periodic reports on issued certificates and programs, shared with faculties.

* 1/1 Based on the Regulation of the Digitalization Program of the University System ESSE₃, of the institution, the academic secretary must carry out the following tasks:

 - It must always be connected to the database and statistics for the respective faculty.

-To do the final student enrollment (when receiving the registration fee, write the invoice number and matriculate the student in the system) until 25 November of each academic year.

-To divide students into groups according to the study programs and control their exact distribution for each group.

-To put and load in the university system the graphic of exams (according to the study programs).

-To activate and load in the university system two days before the exam, the students of the study program and exams records, according to the subjects and relevant study programs.

-To draw statistics for each program of study (no. of students, gender F/M, Village, City, Age, Date of Birth, District, etc.)

-To load in the university system and on the student book the record submitted by the teacher until two days after its delivery.

** Added by Decision No. 16, dated on 20.10.2014, of the Academic Senate*

2. * SMF activity can be determined even on other regulations of the institution.

** Amended by Decision No. 16, dated on 20.10.2014, of the Academic Senate*

CHAPTER X

RIGHTS AND OBLIGATIONS OF THE STUDENT, OF THE ACADEMIC STAFF AND TEACHING SUPPORT STAFF

Article 80

The rights and duties of the student

The student has the right to:

Address: Shëtitorë "Rilindësit" Tel/Fax: ++355 82 242230; ++355 82 242580
Web: www.unkorce.edu.al e-mail: rektorati@unkorce.edu.al

a) Use, according to the relevant regulations, all options and equipment that the schools offers to implement the curriculum and planned work in his scientific activity, library, sports and cultural facilities etc.; b) To participate in elections and be represented in the Faculty Council and in the University Senate, in accordance with relevant regulations of these bodies; c) To be organized in various non-political associations in accordance with relevant laws and regulations; d) To benefit scholarship within or outside the state, when it meets the criteria set by the Council of Ministers, by the Senate and in interstate or inter-university agreements; e) to take special prizes administered and awarded by the University, according to the criteria set by the Senate; f) to be offered dormitory accommodation that is provided by the Enterprise of the University Students Treatment, if he has no other alternative of housing; g) To pursue studies in a second program, according to the definitions in the Statute of the University and this regulation.

Article 81

1. The student has the right to improve 2 grades for each academic year.
2. The student is tested only once for grade improvement and only in the autumn exams season. The grade with which the student is evaluated at the end remains into force.
3. The request for grade improvement is submitted to the Dean before the exams season.

Article 82

The student is obliged to:

- a) To know in details the rules of the university and his obligations, to be aware of their implementation. In contrast, the university is not responsible for the consequences that may arise from their lack of knowledge.
- b) To implement all the rules under the Statute of the University, under this regulation, as well as any other laws and regulations. To pass all the obligations defined in the curriculum and programs of the disciplines.
- c) To compensate, under the applicable rules, all material values damages by him.

Article 83

1. Violations of the rules of the institution are considered all the actions performed by students who violate the pedagogue's personality or any other employee of the university; ethical and moral norms of society, such as: copying in exams, different falsifying of official documents, etc.; acts of hooliganism, theft etc. These actions are considered violations of the rules of the institution, if they do not carry elements of penal acts.
2. For the student who commits these actions are taken the following disciplinary measures: a) a written warning; b) expulsion from the University for One year; c) expulsion from the University.
3. The decision to expel the student from the university for one is taken by the Faculty Council; the decision to expel the student from the University is taken by the Rector of the University, based on the proposal of the Faculty Council.

Article 84

The rights of the academic staff and teaching support staff

1. Usage of all the existing opportunities at the university, faculty and department, respecting all the rules set.
2. In order to develop the curriculum, the pedagogue has the right to use diverse forms of teaching in order to enable the achievement of the objectives set.
3. Requiring the students to comply the requirements of the law, of the statute and of regulations of the institution by not allowing in any case their violation.
4. Requiring the students to act with an ethical and moral spirit in order to be in accordance with tradition, as well as our existing legislation in the field of law.
5. The requirements raised during the learning process are duly respected and implemented. They can be challenged in the governing bodies of the Department, Faculty or University, only outside of the learning process.
6. To request by the governing bodies of the Department, Faculty, University, their observance of all the rights that provides to them the Labor Code of the Republic of Albania.

* 7. Based on the Regulation of the Digitalization Program of the University System ESSE₃, of the institution, the pedagogue should perform the following duties:

- By the end of every December, he/she publishes online the syllabuses of courses in the programs of study in which he teaches.

- Check the exams schedule online.

- Two days from the date of the relevant exam he/she can determine online in the groups that he teaches the students who enter or not in the exam (pass, not pass, not attend) and on this basis he can print the records of the exams.

- E-mailing students about the exam results.

- Including in the record of the exam the continuous assessment in all exams seasons.

- Publishes online the preliminary results of the exams until 6 days from the date of the exams. (To apply the article 48, paragraphs 3 and 4 of the Regulation of Studies of the University)

- Examines up to 8 days from the exam date, the student complaint about the exam results.

- Generates, publishes online and submits in the Academic Secretary the record of the exam until 8 days from the exam date.

Records are connected to the database, in which the grades enter automatically within the time limit.

For each delivery or exam results change after this date, the pedagogue should be addressed to the Dean of the Faculty.

* Added by Decision No. 16, dated on 20.10.2014, of the Academic Senate

Article 85

The obligations of the academic staff and teaching assistant staff

1. The pedagogue designs in the due time the curriculum of the discipline and, accordingly, the calendar agenda. He/she submits to the Department a copy of them.
2. The pedagogue develop the teaching activity by strictly implementing the schedule drawn up by the Department. Failure of the schedule is not justified for any reason, except health. In this case the Department undertakes measures to replace the missing classes.
3. The pedagogue effectively utilizes the class making efforts to better justify it. For no reason is he/she allowed to start the class later than due or to end earlier than due.
4. The pedagogue should make efforts to systematically follow the development and achievement of expertise in national and global plan and reflect it in the learning process.
* He constantly updates his Academic dossier. * Added by Decision No. 16, dated on 20.10.2014, of the Academic Senate

5. The pedagogue timely designs the exam tests and signs them to the head of the Department. Each year the exam tests must be reformed and updated.
6. In the beginning of the academic year, the pedagogue makes it clear to the students the place, nature, scope, duties and method of passing the respective discipline, in accordance to the plan and programs in force, clearly showing them the way to find literature (texts on sale, multiplied lectures, literature, etc.)
7. The pedagogue observes the learning process in the development, the fulfillment of the requirements of the Higher Education Law, the Statute and Regulations of the University and Faculties dealing with the learning process.
8. The pedagogue respects the ethical principles, featuring a moral figure incompatible with bad habits. The figure of the pedagogue should serve to the students as an example of honesty, farsightedness etc. The pedagogue is responsible for breaking the rules of the institution.
9. Violation of the rules of the institution are considered all actions performed by the pedagogue, consisting of defaults specified in the contract or improper performance of them, in violation of the rules of ethics of the academic life, the law "On Higher Education in the Republic of Albania" and other Laws and regulations in force, as well as the statute and regulations of the institution. For the pedagogue that performs such actions will be taken the following disciplinary measures:

- Written reprimand;
- Warning of expulsion;
- Expulsion from work.

CHAPTER XI

SPECIAL PROVISIONS

Article 86

This regulation extends its activity starting from the 2008-2009 academic year.

Article 87

The inalienable right of the interpretation of this regulation is of the Rector of the University of Korca.

APPROVED BY:
ACADEMIC SENATE
HEAD
Prof.as.dr. GJERGJI MERO