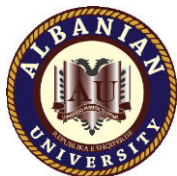


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STUDENT HANDBOOK

Prepared by: Albanian University Career, Coordination and Student Support Office

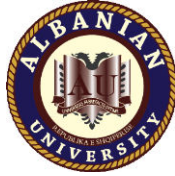
Tirana 2016



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The Student Status

One earns the student status upon registration at Albanian University and loses it after graduation or in various cases of deregistration.

A student of Albanian University cannot be registered, simultaneously, in more than one study program. This rule does not apply only for the students of excellence with the maximal GPA from the higher medium education level.

The Organization of the Academic Year

One academic year consists of 30 weeks. It is divided into two semesters: the first semester (I) and the second semester (II). Each semester has 15 weeks.

During the first academic year there are three exam sessions. The following years there are five exam sessions determined in the academic calendar of each study program and three thesis sessions.

During the second academic year or the third semester of the “Professional Master’s Degree”, three exam sessions and three thesis sessions are conducted.

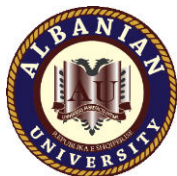
Under decision of the Senate, Faculties have the right to organize other limited sessions of exams carried over (re-exams), outside the academic calendar, before the ending of the first and second semester. During these exams, students have to pay the appropriate fee.

Teaching Schedule

One teaching class consists of 60 minutes.

The student’s weekly load in auditorium is 20-25 hours per week. The time and the auditorium of the class is reflected on the teaching schedule announced by the Chancellor of the University.

The teaching schedule is compulsory for students and professors; it is drafted based on pedagogical criteria, maintaining a fair distribution of course load for each week day.



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Credit calculations

Subjects/courses and modules are evaluated by credits according to the principle: *1* credit stands for 25 hours of teaching hours. In determining credit hours, there are included in addition to the classes in the auditorium, also the hours spent outside the auditorium required for the acquisition of the learning material, preparation of assignments and the time required for the student's independent work.

Credits can be earned, ensured, accumulated or transferred by the student. Credits of a certain subject/course are earned when the evaluation in that subject/course is passing. Within the University, all credits earned are transferable; outside the University, the credit transfer is made pursuant to a special regulation.

Credits of a subject/course are earned when the student has fulfilled the attendance terms and conditions and was not evaluated unsuccessful in the assignments and control tests conducted during the semester, but for various reasons he/she has not been tested in that subject/course as yet or total evaluation after the exam taken, is not passing.

Credits of a subject/course are accumulated when the student has earned them, but either they are not sufficient or the student does not want to be tested in that subject/course that semester or academic year. These credits are accumulated even in the case of studies interrupted for objectively acceptable personal or family reasons.

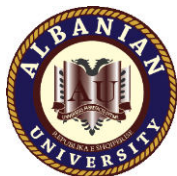
An academic year is considered completed when the student has earned not less than *60* credits.

For the completion of the First Cycle program a student needs to earn at least 180 credits; for the completion of the Second Cycle program the student needs to earn no less than, 60, 90, or 120 credits, depending on the study program; for the completion of the Third Cycle program the student needs to earn no less than 60 theoretical credits in the case of doctoral studies and not less than 180 credits for specialization on the dentistry program.

The credits per each module of the course are reflected in the study program syllabus.

Student class participation

Attending lectures and seminars in at least *75%* of the sessions is compulsory, as a rule, to earn credits and be permitted to be tested in the relevant subject/course.



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As a rule, attendance in lab activity and professional practices and projects in 100% of sessions is compulsory. For students with excused absences not exceeding 25% of the regular sessions of lab activities and professional practices/internships, up to two additional sessions shall be scheduled for each semester and subject/course.

The student shall not be admitted to the first session of a course exam if he/she has been absent in more than 25% of learning sessions of that course. If he/she has reached up to 50% absences in the course learning sessions, then he/she shall be admitted to the second session. If he/she has been absent in over 50% of the course learning sessions, he/she shall be announced a repeat student in that course.

Knowledge testing and evaluation

The evaluation rate for the students' acquired knowledge is made according to the grading system (grades *1* to *10*), by points or percentage (*100* points or *100%*) and by letters (ECTS evaluation system shown from letters **A** to **F**).

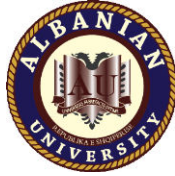
Grading evaluation is compulsory meaning each course must necessarily end with an evaluation grade. The lowest passing grade is 5 and above, the corresponding points are *41* and above, and the corresponding letters are **A** to **E**.

Students having concluded the academic year with an average grade above 9 or earn above 90 points or are evaluated with at least the letter **B**, shall be recorded on a separate list, which is administered by the Rector. Out of this list, the Rector selects and recommends candidates who the next academic year can profit university bursary or other privileged treatments.

Exams

In evaluating the student's knowledge, the lecturer as a rule, shall be based on the results of continued testing and also on attendance and active participation in lectures, seminars, exercises, practices, creative work, various works and course assignments.

Exams occur during the exam sessions.



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The student is not allowed to be tested in a certain course for the second time within the same session.

The exam can be organized for the module (consisting of several subjects/courses) or for specific subjects/courses. In the case of the module, a grade shall be put for each constituent subject/course and the grade of the module shall constitute their weighted mean.

When a student has been announced unsuccessful in one of the module subjects/courses, he/she continues to appear in the exams of other module subjects/courses. The exam of the failed subject/course shall be taken in the next session.

On completion of the exam, the chairman of the exam commission or the course lecturer shall deliver it completed to the Registrar's Office within 7 days of the exam conduct.

The student has the right to improve the results of no more than three subjects/courses per year, in the second session of exams.

Teaching Practice

The student is obliged to attend the teaching practice prescribed in the teaching plan.

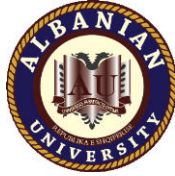
The teaching practice is subject to all the regulations and evaluations, as it is the case for any other obligation.

The teaching practice takes place in institutions approved by the Dean under the supervision of a lecturer appointed by the Department. The student is obliged to follow the rules and regulations of the institution where he is carrying out the teaching practice, set in the Regulation of the student's study course.

Completion of studies and graduation

Upon completion of studies and after having earned the necessary credits, all students have the right to graduate.

The "*Bachelor*" degree is defended by means of a final exam or writing a dissertation (diploma thesis). The "*Master*" Degree acquires a dissertation.



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The student who has fulfilled all requirements of the teaching plan and has passed the final exam or defended the dissertation, is awarded the relevant diploma, “*Bachelor Degree*” or the Diploma “*Master of Sciences*” or “*Professional Master*”.

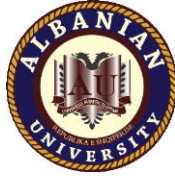
The students who have received A grades in all the courses, the diploma is accompanied by “*A Golden Medal*” certificate. For the students who have obtained a GPA of over 9.5 the Diploma is accompanied by the “*Student of Excellence*” certificate.

If the original diploma is lost or damaged beyond use, the University does not issue a duplicate. The university gives a confirmation letter with a photo accompanied by the list of credits and transcript of grades. The confirmation letter has the same legal value when it is signed by the Rector, Dean, and Chief Secretary.

Rights and Duties of the Student

During the study period in all University cycles, the student has the following rights:

- to benefit academically from the teaching process and graduate, after having fulfilled all the obligations set out in the course teaching plan, as well as all the financial obligations;
- to ask for a fair and objective evaluation of his knowledge and academic performance;
- to use all the premises (auditoriums, laboratories, computers, library, etc) that AU makes available to the teaching process, and to benefit from the support services offered for students at this University;
- to sign the service contract when registering;
- to ask support and advice from the appropriate University units in order to learn about the regulations and possibilities that the University offers for studies, specializations and qualifications.
- to express his/her opinion about the quality of teaching and the work of the University academic staff;
- AU offers insurance to the students of AU study programs to cover the period that he/she is studying at this institution in case of risks arising for the entire duration foreseen in the relevant study program;
- to be aware of the evaluation results and ask advice regarding selection to earn a certain diploma or a desired specialization;
- to not allow the personal information and grade results become public;
- to be part of nonpolitical student organization, according to the relevant legal framework;
- to participate in artistic, cultural, sports and entertaining activities, organized by the University outside the teaching process;



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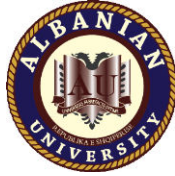
- to influence in the improvement of the teaching process by giving his/her opinion through democratic means;
- to appeal individually or collectively when he/she deems that the teaching process is has not been duly conducted, when the knowledge offered does not correspond to the level promised, or when, due to the teaching method used, the level of knowledge acquired results very low;
- to file a petition and complaint for an unfair grade;
- to be heard by the respective University bodies before any disciplinary measure shall be taken against him/her.

During the study period at all AU cycles, the student has the following obligations:

- to be familiar with the University Regulations and its obligations. The University is not accountable for any inconvenience caused by the lack of familiarity with the regulations and obligations;
- to put into practice all the rules of the Statute and the Academic Regulation, as well as any other legal and sublegal act on Higher Education;
- to put into practice the civil norms and moral and ethical rules of the teaching process;
- to bear responsibility for the misuse of the University premises and teaching tools put into his/her service for teaching purposes; in the event of material damaged caused, he/she is obliged to reimburse it with the value set by the Deanship;
- to fulfill all requirements prescribed in the teaching plan and syllabi in order to get the sufficient credits;
- to regularly pay the tuition fees.

Any action committed intentionally by the student shall be considered violation of University rules, when they do not contain elements of criminal offense, including those that constitute a violation of social, ethical and moral norms, such as:

- violating the dignity of the professor and any administrative staff of AU;
- bullying acts or improper behavior at the University environment and premises;
- giving false information to be used in University documents;
- cheating during exams, plagiarism or presenting other student's research paper as if one's own;
- buying, selling or stealing materials considered to be question papers;
- sitting for an exam under a false name or sitting exams on behalf of another student;
- sharing information verbally or by gestures during exam.



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The student who commits the above violations shall be subject to disciplinary measures in compliance with provisions of the University Code of Ethics.

The Student Council

In fulfillment of self-organization of student life, defending their rights and interests, as well as the legal right to represent the students body in the governing authorities of the University, students set up the Student Council at University level which functions in accordance with the Statute approved by the Student Council Assembly.

This Council promotes student participation and coordinates such participation in the leading authorities of the University, in the teaching and research structures and services.

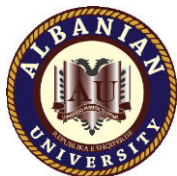
The student Council is elected every two years upon students' votes and is based on the legislation in force.

The Student Council generates ideas and makes propositions over any problem that concern AU, such as the teaching plans and study programs, regulations on the teaching activities, the right to study, the quality of the services, determining the tuition fees and other financial obligations by the students, yearly accounts of expenses or breakdown of financial sources, development of various cultural, artistic and sport activities.

AU supports the Student Council and finances its activities.

Students are also represented at the governing authorities of the institution, in the teaching, research and service structures. Albanian University encourages students to participate in decision making, free will and thought. The main structures are listed as following:

- The Student Council – accomplishes the student participation of every class in all the Faculties and coordinates their representation in governing authorities of the institution.
- The Academic Senate – includes 1 student representative i.e. the Head of the AU Student Council.
- The Commission for Curricula and Teaching – includes 1 representative chosen by the Student Council.
- The Commission for Research and Publications – includes 1 representative chosen by the Student Council by voting.
- The Commission for Institutional Evaluation – includes 1 representative chosen by the Student Council by voting.



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- Faculty Council – includes 1 student per each study program, chosen by the Student Council by voting.

The student senators of the Albanian University Senate share their ideas and make recommendations for all the issues of general interest, such as: teaching plans and syllabus, regulations, etc. Their opinions are taken directly by organizing meetings with students as well as the appeals addressed to the Student Coordination and Support Office.

ORGANIZATION OF STUDIES AND TITLES

The study method

Albanian University offers a) Full time studies b) Part-time studies.

Part-time studies are offered only for the second level of studies “Professional Master.”

Realization of any of the above study forms, is done upon AU proposal and adopted by the Ministry of Education, in accordance with the legal framework on Higher Education in Albania.

Study Programs

AU offers study programs organized in modules and evaluated in credits in accordance with the European Credits Transfer System.

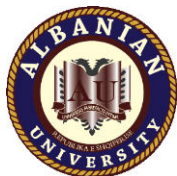
The amount of credits accumulated by the student in one academic year is 60 credits.

Study Programs and Degree Titles at Albanian University

The study programs at AU are organized into three successive cycles: first level, second level, third level.

The study structure of different study cycles and the degree titles earned upon their completion are in accordance with the relevant stipulations of Law No. 80/2015 as well as sub-legal acts in force.

The study programs for each cycle are drafted according to the standards set in the Quality Code of Higher Education and Albanian Qualifications Framework, considering requirements of the labor market and the students’ future employment.



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Upon completion of respective study cycles AU issues the relevant Degree Titles according to the study level: (1) Bachelor; (2) Professional Master; (3) Master of Sciences; (4) Doctoral Studies; (5) Long-term Specializations.

Integrated Study Programs in Dentistry, Pharmacy and Architecture.

1. AU offers integrated study programs in Dentistry, Pharmacy and Architecture.
2. The study programs in Dentistry, Pharmacy and Architecture are conducted with 300 ECTS, for a duration of not less than 5 academic years.

Time Period of studying at AU

The maximum period of studies in a study program cannot be more than twice the normal duration of studies the standard period of time for a study program, with regard to the period of time when the student has suspended his/her studies.

Student Transfers

AU offers the possibility for recognition of students' credits and study transfers among programs of the same level or related fields of studies, and only at the beginning of the academic year in different Faculties within the Albania University.

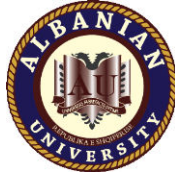
The institution enables recognition of credits and transfer of incoming students from other institutions both at home and abroad.

Issuing diploma, certificate and diploma supplement

Upon completion of a certain AU study program, in pursuance of and for implementation of legal obligations stipulated in article 91 of Law No. 80/2015, the student has the right to be awarded the diploma and its relevant supplement.

The diploma supplement is compulsory for the three study cycles offered by Albanian University.

Albanian University has the right to equip the student with the diploma only after it has been registered in the State Register of Diplomas for Higher Education and scientific research which is kept at the Education Service Center.



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ETHICAL RULES OF THE ALBANIAN UNIVERSITY STUDENTS

Essential values of Albanian University

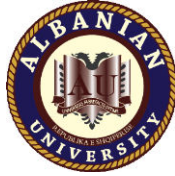
Lecturers, researchers, technical and administrative personnel, students and any other member of Albanian University, during the fulfillment of their job or position, and in the framework of the roles and responsibilities covered, individually or collectively, shall respect, preserve and support the essential values of the Higher Education Institutions, particularly the following:

- a) Prohibition of any kind of unfair discrimination;
- b) Promotion of human dignity;
- c) Evaluation according to criterion of abilities;
- d) Appreciation and respect for individual and cultural features;
- e) Responsibility and recognition of tasks versus the University community;
- f) Honesty, integrity and professionalism;
- g) Knowledge, high quality, support for the process of study and scientific research;
- h) Equality, impartiality, cooperation and transparency.

Ethical standards of student behavior

Students must:

1. Fulfill their academic obligations in order to track their intellectual development required for their successful implementation.
2. Establish and maintain good relations with other students, applying rules regarding the student's ethical status, honesty, mutual respect and open-mindedness.
3. Preserve the prestige and good name of the academic circle inside and outside the institution.
4. Strictly comply with obligations of an effective teaching and learning process, laid down in the regulation of the institution.
5. Implement the ethics of good relations with professors, respecting the knowledge and personality of the professors, while adequately expressing their opinions with courage and correctness both within and outside auditors.
6. Not behave inappropriately towards the staff and the other students. Criticism should be given in a private place.
7. Understand that any form of harassment related to race, sex, color, religion, age, origin, health condition is considered unethical.
8. Respect the rights and safety of others at school.



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9. Address disputes between AU and the student to a responsible person, without overlooking the hierarchical levels in charge of resolving such situation.
10. Refrain from any action that might affect their authority.

The students must not:

11. Possess or use firearms or bladed weapons in and out the University premises.
12. Possess, use or illegally sell drugs within or outside the University.
13. Participate in attempted fraud or violation of the rules of the academic process.
14. Submit other students' written papers, laboratory work, or projects as if his/her own.
15. Steal or destroy the institution's or other's property.
16. Put pressure, threaten, abuse or use aggressive behavior against an individual, who has been entrusted with the task to present such behavior before the Council of Ethics.
17. Hide evidence or give false evidence on an ethical and professional appeal, which has been analyzed and investigated.
18. Act in a way which indirectly interferes with teaching, research or management.

Appearance at AU premises, good manners and attitude

The student's appearance in auditors should be appropriate and as such should demonstrate:

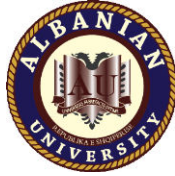
- a) continuous care and seriousness of the student appearance;
- b) the necessary level of personal hygiene;
- c) fulfillment of the necessary requirements for the dressing manners at the University environment; The student's dressing manners must demonstrate the seriousness of their status and compliance with the aim of the student's participation in the learning process;
- d) attention to the communication and attitude in the premises of the institution.

Disciplinary Procedures

Disciplinary procedures govern the discipline of each member of the University community regulated by the Code of Ethics, who has been accused of violating this Code and consist of the following:

A. Complaint

A complaint is a letter addressed to the Head of the Council of Ethics due to a violation of the norms of the Code of Ethics that the Council should consider, but firstly the Head of the Council



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assigns in advance a Commission to inquire on this issue. Any employee, student or member of the Institution can file a complaint. Complaints should be addressed as a letter to the Head of the Council of Ethics who in turn shall forward it to the President of the Commission of incidents within two weeks from the incident. This complaint must include all the facts regarding the violation of the norms of the Code of Ethics. During the inquiry the student or University employee, may not be suspended for the continuation of the educational process or school program.

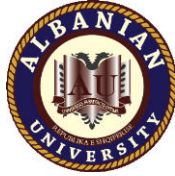
B. Inquiry and clarification from the Commission of Incidents

Once a written complaint is received, the Head of the Commission of Incidents within five working days must:

1. Start the inquiry under the presence of at least three members of the Commission.
2. Draft a letter on the student or university employee charged. The letter shall include the date, time and place of the incident, with testimony and relevant evidence.
3. The document given to the accused University community member must also contain the following:
 - a. a letter of complaint;
 - b. a letter which informs the student that he or she can choose whether or not to be present during the writing;
 - c. The list of witnesses who will submit evidence in support of the complaint;
 - d. The list of errors by the student or employee if found guilty.

The complainant called as a witness shall present at the hearings of documents by the committee, witnesses or other evidence which he/she thinks are related to that complaint filed.

The student or university employee against whom the complaint is filed, may not have a lawyer present, but may be accompanied by a member of the University or another student in the capacity of counselor or supporter. He/she may submit all evidence, witnesses or documents that are in his/her favor to the Incidents Commission (IC). IC can ask all witnesses, independent of all the rules of evidence normally applicable in trials developed before the courts. Protocol is not held, but the Secretary of IC can write a summary of the meeting. Finally, the IC forwards a written recommendation to the Head of the Ethics Council and a majority vote is sufficient to come to a conclusion.



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Possible Recommendations of the Commission of Incidents

1. The student has not acted or there is not sufficient evidence that he/she has acted in an unethical manner.
2. The student acted unprofessionally and unethically and he/she should consult with the Head of the Ethics Council.
3. The student has committed an unethical and unprofessional act and it should be enclosed in his file until his graduation.

The Chair of the Incidents Commission informs the complainant and the respondent of the recommended letter and requires within seven days a reply from the respondent which might be:

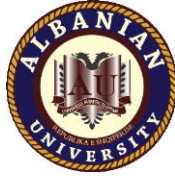
- a. I accept the IC recommendation.
- b. I appeal the IC decision.

If the complainant appeals, the Chair of the IC charged with clarifying the complaint will further proceed to forward it together with evidence collected in a trial process as follows.

Trial from the Council of Ethics

The CE chairman notifies the parties to submit a written document including the time, date, place of the hearing and a copy of the complaint. Sessions will not last more than 15 days from the expiry of the appeal period against the recommendation of IC. During the hearings the complainant or the respondent may have a lawyer present who could act as an advisor to the person concerned, who may submit all documents or witnesses in his favor.

1. The trial is a process whose outcome can be decided by a majority vote which might contain any recommendation against the person subject to complaint for violation of the norms of the Code of Ethics.
2. The trial shall be divided into two tracks: a.) First, a definition that the student or University employee has violated or not the code; b) Second, a definition of the relevant act or error.
3. The entire Council of Ethics should vote individually based on questions asked and a majority vote decides if there was a violation of the norms of the Code or a recommendation should be forwarded to the CE.
4. In determining a violation, the Council of Ethics may take into account previous disciplinary records of the student or employee of the university.
5. If the majority of the Council of Ethics concludes that it cannot define whether or not there has been violation of the norms of the Code of Ethics or to send or not a recommendation about the person subject to complaint, no record shall be made in his disciplinary file.



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6. Both the student or employee at this University against whom a complaint has been filed before the Council of Ethics, or even the lawyer or any other support person will not be present while the commission takes a decision.

Recommendations

Any conclusion achieved after the hearing and review of all evidence, be it verbal or written, by the Council of Ethics whereby the student or employee of the University has violated the Code of Ethics or the relevant act, must be proven by the EC. A decision must be made reflecting a violation of the Code of Ethics and accompanied by the evidence proving it. The respondent may appeal within 10 days from the receipt of knowledge the decision to the Dean of the Faculty.

Decisions

1. The Dean must give the final decision, whether there is a disregard of the ethical norms of the Code, or may require additional evidence to assist in giving this decision.
2. If the Dean decides that there is no breach of the Code of ethical norms, then nothing should be written down in the student's disciplinary file.
3. The student or University employee, who has been summoned by the Council of Ethics for the complaint made against him/her for violation of ethical norms, should be informed of the decision taken by the Dean within 10 days of the moment he/she appealed the EC decision.

The appeal

The appeal against the decision taken by the Dean within 5 days after its publication, shall include any evidence or material not previously given. The Dean takes a final decision after 10 days of the complainant's appeal.

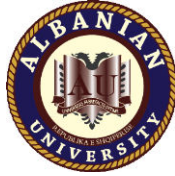
ACTS AND ERRORS

Acts and errors recommended by EC and determined by the Dean must be appropriate and logical.

They are:

COUNSELING

The student will be advised by members of the Commission or by others authorized by the Commission. Counseling is not considered a penalty or guilt and is not written down in the student's disciplinary file. It applies to precede a violation of the norms of the Code of Ethics.



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RE-SITTING THE EXAM

The student will be required to repeat the exam or any other procedure in connection with violation of the norms of the Code. These can be recorded on the student's disciplinary file but will be deleted after his graduation and will not be given as a reference to the student.

TEMPORARY LETTER OF REPRIMAND

The student will receive a written reprimand from the Council of Ethics, signed by the President of the Council. A copy thereof shall be attached to the student's file. It is not given as reference after graduation and shall be deleted from the file unless the student has performed any other violation of the Code.

LETTER OF REPRIMAND

The student will receive a reprimand letter from the Commission signed by the President. This will be attached to the file and shall be given as a reference by the University after graduation.

RE-SITTING THE SEMESTER

The student is required to repeat the semester or the academic year if within this time he/she has committed any violation of the norms of the Code of Ethics. This act will be recorded in the permanent student file and shall be given as a reference after graduation.

COMPENSATION

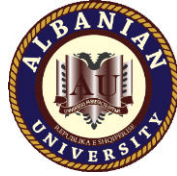
If a student damages an object or equipment belonging to the University, he/she must compensate it within a specified time. It will be noted in the file and will be given as a reference after graduation.

SUSPENSION AND REAPPLICATION

The student is suspended from continuation of the program and may be allowed to renew application the following year, but it is recorded in his file and shall be given as a reference after graduation.

FINAL SUSPENSION

The student shall be suspended from continuation of the program and is no longer allowed to apply to AU, upon proposal of the Dean of the Faculty based on Article 39/a of the Regulations of "Albanian University".



ALBANIAN UNIVERSITY
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Used Sources:

- Albanian University Statute
- Albanian University Regulation
- Albanian University Code of Ethics