

# STATUTE OF THE UNIVERSITY

UNIVERSITY OF NEW YORK TIRANA

Tirana, July 2020



## CHAPTER ONE GENERAL PROVISIONS

### Article 1 STATUS OF THE UNIVERSITY, LEGAL PERSONALITY

UNIVERSITY OF NEW YORK, TIRANA - UNYT is a non-public institution of higher education, autonomous and with academic freedom, which observes the legal obligations established in the legal framework of higher education and all the legal obligations which are mandatory for non-public institutions of higher education in the country.

UNYT was created with the Council of Ministers Decision no. 397, dated 15.08.2002, *“On granting permission for opening of the Non-Public University of “New York University-Tirana”* and has corrected its current official designation with the Council of Ministers Decision no. 448, dated 11.07.2012 *“On approval of the change of status and the name of the private institution of higher education “New York University of Tirana”*. The status of UNYT as a “university” has been institutionally accredited based on Ordinance no. 405, dated 28.10.2015 *“For the accreditation of the University of New York Tirana”* of the competent Minister of Education, Sports and Youth.

The activity of UNYT is based on the Constitution of the Republic of Albania, on Law no. 80/2015 *“On Higher Education and Scientific Research in Institutions of Higher Education in the Republic of Albania”*, on the normative acts issued on its implementation, on this Statute, and on the regulations adopted pursuant to the Statute.

UNYT offers programs of study in the first, second and third cycles, which were approved through the respective legal acts.

UNYT was registered as a legal person, LLC, based on the decision of the Court of First Instance of Tirana, No. 27699 / 1-2 (May 8, 2002 and March 19, 2003) and as a taxpayer in the General Directorate of Taxation with Identification number (TIN) K21714002G.

### Article 2 NAME, EMBLEM AND LEGAL SEAT

The name of the university is University of New York, Tirana approved with Council of Ministers Decision no. 448, dated 11.07.2012 (mentioned hereinabove). The legal seat of UNYT is: University of New York, Tirana, Rruga “Kodra e Diellit”, Selitë, Tirana, Tel: +355 44 512345, -1, Fax: +355 4 2441332, Web: <http://www.unyt.edu.al>.

UNYT's emblem has a quadrangle shape with a break in the upper part which goes below and holds inside of it the “Statue of Liberty” in white colour, pictured on a blue background and features the letters “UNYT”. UNYT official seal is round shaped and holds the UNYT emblem in the center and has two concentric rings within the space of which is written “University of New York Tirana”.

The University is also in hold of a dry seal (relief) for the purpose of sealing the diplomas it issues for its graduating students.



### Article 3

## THE MISSION OF THE UNIVERSITY

The mission of UNYT is to create, develop and protect knowledge, as well as to prepare who will lead the way into the future, future professionals and academics through learning and scientific research with an emphasis on personal development and integration into the community, as well as providing knowledge, skills, character and confidence to succeed in a diverse, international environment.

UNYT is committed to the intellectual, creative and personal development of its students. The University believes that learning outcomes should include:

- Acquisition of communication skills and knowledge development, both oral and written in English;
- Establishment of analytical, synthetic and critical thinking skills;
- Development of scientific research methods, including the ability to define, evaluate and synthesize information and data;
- Recognition of Western cultures and wider enabling comparative analysis of respective societies;
- Sensitivity to social problems and cultural and ethnic diversity;
- Increasing knowledge about international issues for achieving a global perspective;
- Development of stable inter-personal and social relationships;
- Understanding the importance and challenges of using modern technology;
- Awareness on achieving professional opportunities and a sense of ethics and responsibility;
- Strengthening values of integrity and objectivity to enable a realistic self-assessment;
- Developing the skills and behaviours necessary to become professional experts in their fields of study;
- Establishing assessment concepts of the Albanian heritage and culture through programs of study with the use of case studies, data and comparisons.

### Article 4

## OBLIGATIONS OF THE UNIVERSITY

UNYT is obliged:

- To fulfil all its obligations deriving from the Law on Higher Education in force and from the orders of the competent Ministry of education (such as the Annual Assessment and Accreditation Process, Various reports, and maintaining the tradition in the employment of academic and administrative staff);
- To ensure high standards in teaching - scientific research, guaranteeing the quality of national standards;
- To develop a control systems and quality assurance of the services provided;
- To publish the requirements for registration monitoring and evaluation of undergraduate and graduate studies;
- To develop its activities and scientific learning within the **University** financial resources.

## **Article 5**

### **RIGHTS OF THE UNIVERSITY**

UNYT is autonomous financially, organizationally and in selecting its staff. This autonomy implies also the UNYT may:

- select academic and administrative human resources;
- approve the academic and administrative structure;
- prepare curriculum and lecture plans;
- select students for the first registration or for registration by transfer from other institutions of higher education (IHE);
- select textbooks and other resources for academic needs;
- select to cooperate with or be a member of other domestic or foreign IHE, associations or research centers, taking advantage of academic and financial cooperation;
- establish non-profit organizations within the scope of its interests and in view of fulfilling the mission of the University;
- publish and promote with legal means data related to its mission, organization, programs and diplomas, its achievements and objectives;
- provide education and development of knowledge in the basis of the scientific knowledge, of research and modern technology;
- perform scientific and applied researches, develop creative activities, provide services in compliance with the mission, promote and support the professional development of the academic staff;
- maintain an appropriate ratio between education, research and other services in accordance with the legal directives in force;
- provide academic programs in all three cycles of the university studies.

## **Article 6**

### **ACADEMIC FREEDOM AND EQUAL OPPORTUNITIES**

UNYT respects and guarantees academic freedom in teaching, learning, in scientific research, in innovation and creative activity in accordance with the legal provisions of Law no. 80/2015 “On Higher Education and Scientific Research in Institutions of Higher Education in the Republic of Albania”, the normative acts issued on its implementation and in accordance with the mission and strategic goals of the institutional development.

University activity is based on academic merits that exclude discrimination based on race, colour, religion, gender, nationality, sexual orientation, origin, civil status, physical or mental ability and, in general, of any other discrimination factor under the concepts of applicable laws and academic ethics.



**Article 7**  
**TEACHING LANGUAGE**

UNYT conducts its classes in Albanian and English, in accordance with the programs approved by the competent Ministry of education. In other cases, and when necessary, teaching in other languages is possible after receiving a preliminary opinion from the department and with an approval at the respective time of an opening of a program of study.

**Article 8**  
**PROGRAM OF ACTIVITY AND INTERNATIONAL PARTNERSHIPS**

In accordance with the approval of the competent ministry of education, UNYT develops the programs and courses in collaboration with the State University of New York / Empire State College (SUNY / ESC) in the United States of America (USA) which are accredited by the Middle States Commission on Higher Education of the US (*Middle States Commission on Higher Education*).

UNYT cooperates with other international academic institutions to conduct its programs, such as the University of Greenwich in the United Kingdom, and other universities. Through these collaborations UNYT provides its students with programs of study with international orientation, which could result in a degree of UNYT or, for students who choose to enrol and register with partner universities, in obtaining a dual degree from UNYT and from one of partner universities.

UNYT collaborates with Universities throughout its International Relations Office (IRO) in Erasmus+, Mevlana and Bilateral agreements, on Exchange programs and Projects.



**CHAPTER TWO**  
**ORGANIZATIONAL STRUCTURE OF THE UNIVERSITY**

**Article 9**  
**ORGANIZATIONAL STRUCTURE**

● **ACADEMIC**

**I. Main Units**

UNYT is composed of 3 (three) faculties:

- Faculty of Economy and Business
- Faculty of Law and Social Sciences
- Faculty of Engineering and Architecture  
and 1 (one) Institute
- The Institute of “European and Balkan Studies”

The Institute of European and Balkan Studies consists of three research centers:

1. European Studies Research Center
2. Balkan Studies Research Center
3. Research, Project and Innovation (RPI) Center

**II. Core Units (Departments):** Each of these three faculties is composed of three departments.

Faculty of Economy and Business:

1. Department of Business Administration
2. Department of Economics and Finance
3. Department of Business Informatics and e-Business

Faculty of Law and Social Sciences:

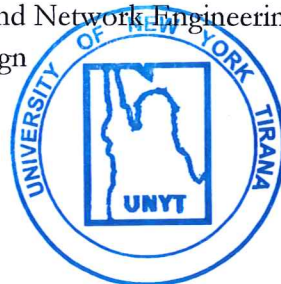
1. Department of Law
2. Department of Political Science/International Relations
3. Department of Psychology

Faculty of Engineering and Architecture:

1. Department of Computer Science
2. Department of Telecommunication and Network Engineering
3. Department of Architecture and Design

**III. Assistant Academic Units:**

1. Math Center
2. Academic Writing Center
3. Student Counselling Center
4. Alumni and Career Office
5. International Relations Office



## 6. Dean of Students

- ADMINISTRATIVE

- I. Main Units

- 1. Finance Office
    - 2. Records Office
    - 3. Student Affairs Office
    - 4. Marketing and Public Relations Office
    - 5. Human Resource Office
    - 6. Operations Office
    - 7. Information Technology Support Office
    - 8. Library

- II. Other Units

- 1. SUNY / ESC Coordination Office

The University's organogram is attached to the Statute as annex.<sup>1</sup>



---

<sup>1</sup> Annex nr.1

**Article 10**  
**MAIN UNITS/FACULTIES**

1. The faculty is the main unit that coordinates teaching and research in approximate or intertwined fields.
2. The faculty offers first, second and third cycle study programs.
3. The faculty is organized in at least three core units.
4. Each faculty is presided by the Dean, and each department is led by the Head of Department.
5. The Faculty adopts the criteria for admission of students for each program of study based on the proposals of the relevant departments, which are submitted to the final approval of the Senate in accordance with the law and bylaws. These criteria are published / posted on the website of UNYT.

**Article 11**  
**CORE UNIT/ THE DEPARTMENT**

1. The Department is the core academic unit for teaching.
2. The opening, reorganization, or closing of core units is done by the decision of the Academic Senate at the end of each academic year with the approval of the Board of Administration. A notification of the decision is then sent to the responsible ministry within 30 days.
3. Department as a core academic unit is evaluated periodically.

**Article 12**  
**COMPOSITION OF THE DEPARTMENT / CORE UNIT**

1. The Department is composed of at least seven members, full-time employed as academic staff, of which at least three must hold scientific degrees or academic titles. The composition of the Department may be changed in accordance with the Law on Higher Education.
2. The Department may also retain assistant academic staff.
3. Specific programs of a department are directed by the academic staff of the department through the Program Coordinator who is member of the academic staff that takes general responsibilities for the program activities.





## CHAPTER THREE ACADEMIC AND ADMINISTRATIVE ORGANIZATION

### Article 13 GOVERNING BODIES AND AUTHORITIES

- a. **Bodies:** Academic governing bodies of UNYT are the Academic Senate, the Assembly of Academic Staff and the Permanent Commissions. The highest administrative governing body is the Board of Administration. Other collegial governing bodies are the Rectorate, the Faculty Council and the Ethics Commission. Other permanent collegial bodies, which fulfil the functions of awarding scientific degree, for the relations with students, that warrant the quality standards and normal operation of UNYT activity, are: the Commission of Awarding of Scientific Degree “Doctor of Philosophy”, and the Commission for the Assurance of Quality Standards of the **University**.
- b. **Governing Authorities:** The academic governing bodies are composed of the Rector, Dean and Chairs of Core Units. Administrative governing authorities are the Administrator of UNYT and the other administrators.

President of the University is the partner that, at any moment, owns the majority of the shares of the company that founded the **University** and holds the role of symbolic representative of UNYT, which may represent in different ceremonies or events.

### Article 14 ASSEMBLY OF ACADEMIC STAFF OF THE UNIVERSITY

The Assembly of academic staff of UNYT consists of the full-time academic staffs that are part of the main units. Academic Assembly at institutional level is an academic governing body, the function of which is exercised in accordance with the functions provided by law.

The Assembly is chaired by the oldest academic staff belonging to the category of “Professor”, by co-ordinating the activities of academic staff assemblies at the level of the main units. In accordance with the legal framework, the Assembly of Academic Staff performs the following functions:

1. Supports the development of a strategic plan for institutional development and governance;
2. Elects the members of the Academic Senate and recommends for membership in other UNYT collegial bodies; and
3. Periodically reviews the work of the university by ensuring the effective use of systems and quality assurance means consistent with the Higher Education Quality Code.

Cooperates with the Student Council and student body through the Dean of Students as well as with the Quality Assurance Committee.

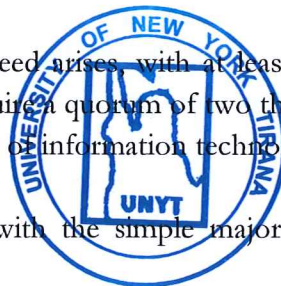
## ACADEMIC ORGANIZATION

### Article 15 ACADEMIC SENATE

1. The Senate is the highest collegial academic body in the University for the fulfilment of its mission.
2. The Senate is presided by the Rector and meets periodically.
3. The Senate orientates and supports the strategic academic policies, observes the activity of UNYT, ethics and academic activity especially and provides its advices for the improvement thereof.
4. Recommendations of the Senate are addressed to the Board of Administration if they consider cases that fall within the authority of the later.

### Article 16 SENATE MEMBERS

1. The Senate is composed of the Rector, Dean(s), Director of Institute(s), 1 (one) representative from each main unit elected by the Assembly of Academic Staff, 1 (one) representative representing Academic Title (Professor, Lecturer, Assistant Lecturer) elected by their peer title academic personnel, as well as one 1 (one) student elected member by the Student Council.
2. Vice Rector(s) are entitled to participate in the Senate without voting rights.
3. The mandate of a member of the Academic Senate is of four-year duration, eligible for re-election and ends before this deadline in the following cases:
  - a. Upon resignation;
  - b. Upon termination of the employment relationship with UNYT;
  - c. In case of absence without reason at 3 consecutive meetings;
  - d. In cases of physical or mental impairment to exercise the duty;
  - e. In case of serious violations of the law;
  - f. When convicted based on a final court decision for a criminal offense, which seriously affects his moral figure and integrity as a representative of academic staff.
4. In those cases when the mandate of a member of the Academic Senate ends or a member must be replaced, election should take place within 30 (thirty) days.
5. The meetings of the Senate are held as the need arises, with at least two meetings per academic year. The meetings of the Senate require a quorum of two thirds of its members in person or by communication through means of information technology.
6. Decisions of Academic Senate are adopted with the simple majority of the Senate's attending members.



**Article 17**  
**FUNCTIONS OF THE ACADEMIC SENATE**

The Senate approves and upholds the mission and the agreed objectives of UNYT and may propose the appointment or dismissal, with simple majority, of the Rector in accordance with Article 18 hereinafter. The other powers of the Senate are:

- a. Ensures the principles of autonomy of the university, academic freedom and the rights of the students;
- b. Proposes the long-term plans for the development of the University;
- c. Approves the Statute and Rules of the university by two-thirds of the votes of its members, after taking the prior approval of the Board of Administration;
- d. Proposes the general structure of the university and the number of staff of the University on all levels, which are approved by the Board of Administration based on available resources in the annual draft budget of the university;
- e. Approves the regulations and other documents related to the academic issues of the university;
- f. Adopts the new study programmes, scientific research programmes, the changes and closing of the same with the prior approval of the Board of Administration. The new programmes should be based on available sources in the annual draft budget of the University.
- g. Proposes the closing and re-organization of the university or merging with another institution.
- h. Approves the creation, reorganization, or closing of units of the University on the basis of the proposals of the main units and base units after the prior approval of the Board of Administration.
- i. Approves the annual plan of academic and scientific research activities.
- j. Approves the detailed annual report of activities of the University, drafted by the Rectorate, taking the prior approval of the Board of Administration and further forward it to the competent Ministry of Education.
- k. Elects its representatives to the Board of Administration.
- l. Preliminarily approves the annual and medium-term budget plan of the University.
- m. On the basis of legal criteria, it creates the Permanent Commission for the Promotion of Academic Personnel for the granting of academic titles “Associate Professor” and “Professor”, as well as other commissions specified in this Statute.
- n. Ensures the university’s internal quality by creating mechanisms for evaluating the performance of the teaching and research of the academic personnel on the basis of standards ensuring quality and transparency.
- o. Organizes a joint meeting, in cooperation with the Board of Administration, at the end of each academic year, in which teaching, scientific research and the financial activities of UNYT are discussed.
- p. Elects the members of the Ethics Commission of the University that is engaged with issues of academic ethics and research at the University.

The Academic Senate may also exercise other powers of academic nature if the same are not assigned by law to another body or authority.

## Article 18 THE RECTOR

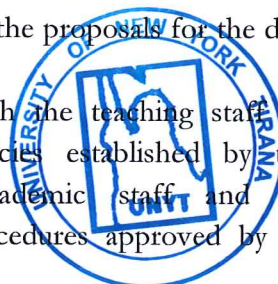
The Rector is the highest academic authority of the University as well as the legal representative for academic and protocol issues in accordance with the legal provisions. The Rector is appointed and dismissed by the Board of Administration. This appointment or dismissal may be made on the basis of alternative candidates submitted by the Academic Senate, from the academic staff members or external candidates who meet the criteria defined in this Statute.

The Rector's mandate is for four-years, eligible for re-election only once and ends before this term in the following cases:

- a. Upon resignation;
- b. Upon termination of the employment relationship with UNYT;
- c. In cases of physical or mental impairment to exercise the duty;
- d. In cases of serious violations provided for in the Code of Ethics; or in the case of serious violations of the law;
- e. When convicted based on a final court decision for a criminal offense, which seriously affects the moral figure and integrity of this office;
- f. Failure to perform the duties provided for in the Law on Higher Education and the duties assigned by the Board of Administration;
- g. Failure to meet the targets set by the other governing authorities of UNYT.

The Rector should hold the title "Professor" and have considerable experience in administrative, academic, social, and scientific research fields. He presides over the Academic Senate and reports to it. The powers of the Rector are:

1. Ensures, together with the members of the Academic Senate, the academic and scientific quality and is responsible for the implementation of decisions and requirements of the Board of Administration and the Academic Senate on all levels.
2. Organizes the academic assessment processes and audits from the UNYT partners or other institutions.
3. Oversees the preparation of the academic calendar, program materials.
4. Chairs the Academic Assembly and the Rectorate and informs and cooperates with the Board of Administration in relation with the academic and institutional developments.
5. Communicates with partner universities for academic issues with the consent of units and other collegial authorities of UNYT if necessary.
6. Supports the development of academic programs in collaboration with the Faculties and Departments and presents to the Academic Senate the proposals for the development of the university.
7. The Rector signs the employment contracts with the teaching staff and academic assistants in accordance with employment policies established by the Board of Administration. Conducts assessments of academic staff and oversees the implementation of employment policies and procedures approved by the Board of Administration.
8. Oversees the administrative procedures for student assessment and supports activities



related to their registration at the university by making appropriate proposals for quality assurance at the university.

9. Cooperates with the research centers in proposing new projects.
10. Stays informed on national and international developments in the field of higher education and informs the collegial bodies of any necessary changes.
11. Participates in public activities, such as the graduation ceremony, student and representation events, conferences, and official meetings.
12. Evaluates main units and core units reports.
13. Presents to the Academic Senate and the Board of Administration the strategic plan for the development of the University in accordance with the conditions and resources approved by the Board of Administration.

## **Article 19**

### **THE VICE RECTORS**

The Vice Rectors are full time members of the academic staff that are appointed and dismissed by the Rector with the approval of the Board of Administration. The Vice Rectors should hold the title “Professor”, “Associate Professor”, or a “Doctorate” / “PHD” awarded by universities of member states of OECD or EU in accordance with the legal requirements and have considerable experience in administrative, academic, social and scientific research fields. UNYT has in its composition 1 (one) or more Vice Rectors. The responsibilities of the Vice Rectors will be defined by the Rector.

During the impossibility of action of the Rector or the period following his dismissal, the Vice Rector designated by the Rector ensures the fulfilment of any obligations under the law and the statute until the appointment of a new Rector.

The Vice Rectors can be confirmed in the same position from the new Rector within 15 days after the election becomes effective. Otherwise it is considered that their mandate has ended and is preceded with the appointment of new Vice rectors. Vice Rectors can be dismissed before the end of the mandate for the following reasons:

- a. Upon resignation;
- b. Upon termination of the employment relationship with UNYT;
- c. In cases of physical or mental impairment to exercise the duty;
- d. In cases of serious violations provided for in the Code of Ethics; or in the case of serious violations of the law;
- e. When convicted based on a final court decision for a criminal offense, which seriously affects the moral figure and integrity of this office;
- f. Failure to meet the targets set by the other governing authorities of UNYT.



The Vice Rectors are responsible for the following:

1. Ensure scientific and academic quality on all levels;
2. Collaborate in audits conducted by UNYT partners or by other institutions on the basis of evaluation reports of academic units;
3. Supervise the preparation of the academic calendar and the program of offered courses;
4. Supervise the registrar and the management of the relevant documentation / archives;
5. Participate or are represented in the *ad hoc* Academic Staff Recruitment Committees;
6. Propose the curriculum in consultation with the Faculties and Departments;
7. Ensure continuous and effective procedures for quality assurance with regard to the academic staff and students and propose to the Rector measures to evaluate the effectiveness of quality;
8. Organize orientation seminars in the **University** for the new students and lecturers;
9. Engage in administrative procedures during registrations and admissions by cooperating with the respective offices and units;
10. Cooperate with the research centers for research projects for institutional development;
11. Remain informed about national and international developments in the field of higher education and facilitate procedures for necessary changes informing the Academic Senate;
12. Participate in all public activities of UNYT such as the graduation ceremony, student events and student representation, conferences, and official meetings;
13. Evaluate the reports of faculties and departments.

## **Article 20**

### **DEAN OF THE FACULTY**

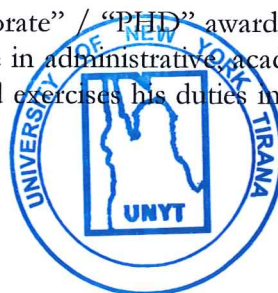
The Dean of the Faculty in UNYT is appointed and dismissed by the proposal of the Rector and approval of the Board of Administration.

The appointment of the Dean is made on the basis of alternative candidates submitted by the Rectorate and approved by the Board of Administration, from the academic staff members or external candidates who meet the criteria defined in this Statute.

The Dean`s mandate is for four-years, eligible for re-election only once and ends before this term in the following cases:

- a. Upon resignation;
- b. Upon termination of the employment relationship with UNYT;
- c. Dismissal by the Rector;
- d. In cases of physical or mental impairment to exercise the duty;
- e. In cases of serious violations provided for in the Code of Ethics; or in the case of serious violations of the law;
- f. When convicted based on a final court decision for a criminal offense, which seriously affects the moral figure and integrity of this office;
- g. Failure to perform the duties provided for in the Law on Higher Education; and
- h. Failure to meet the targets set by the other governing authorities of UNYT.

The Dean should hold the title “Professor” or a “Doctorate” / “PHD” awarded by universities of member states of OECD or EU and have experience in administrative, academic, social, and scientific research fields. The Dean enjoys the rights and exercises his duties in accordance with the applicable provisions of law.



The Deans are responsible for the following:

The Dean of the Faculty is the highest academic authority of the main unit and its representative. The Dean coordinates the activity of the core units and collegial bodies of the main unit and resolves disputes among them.

1. Leads the Faculty Council;
2. Observes the implementation of the policies and procedures of UNYT by the Faculty Members;
3. Coordinates the academic programs by assessing and reviewing the Faculty curriculum, in accordance with the market needs and the programs' standards of accreditation;
4. Assists in all cases involving the academic and non-academic staff of the Faculty, including recruitment, appointment, dismissal, evaluation, promotion and long-term development plans;
5. Promotes improved teaching techniques among the academic staff of the Faculty;
6. Develops the necessary facilities for effective communication between students and academic staff of the Faculty;
7. Participates in the Rectorate and other University bodies, according to the provisions of the current Statute;
8. Oversees the preparation of class schedules so that students receive the best possible service;
9. Submits the budgetary needs of the Faculty supporting academic proposals of the core units to ensure also external financing for specific projects;
10. Ensures that Faculty policies and practices are consistent with those of the University;
11. Communicates effectively with all interested bodies inside and outside the University.

## **Article 21**

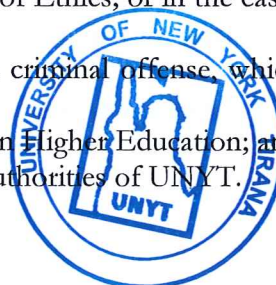
### **VICE DEAN**

Vice Deans are full-time members of the academic staff. They are appointed and dismissed by the Dean, upon the approval of the Rector and Administrator of University.

The Vice Deans shall hold office throughout the office term of the Dean and until the election of the new Dean who chooses whether or not to confirm them. The latter case is to be proceeded by the appointment of new Vice Deans within the first 15 days of the mandate of the new Dean.

Vice Deans can be dismissed before the end of the mandate for the following reasons:

- a. Upon resignation;
- b. Upon termination of the employment relationship with UNYT;
- c. Dismissal by the Dean;
- d. In cases of physical or mental impairment to exercise the duty;
- e. In cases of serious violations provided for in the Code of Ethics; or in the case of serious violations of the law;
- f. When convicted based on a final court decision for a criminal offense, which seriously affects the moral figure and integrity of this office;
- g. Failure to perform the duties provided for in the Law on Higher Education; and
- h. Failure to meet the targets set by the other governing authorities of UNYT.



## **Article 22**

### **THE RECTORATE**

The Rectorate is a collegial executive body composed of:

1. the Rector, who chairs it,
2. the Vice Rector(s); and
3. the Deans and Director(s) of other main units.

The Rectorate, despite the mission, rights and duties established by law, has the following additional competencies and functions:

1. To report periodically to the Academic Senate in accordance with the regulation of functioning approved by the Senate;
2. To prepare the annual report on teaching, research and financial activities performance and submit it for approval to the Academic Senate within the deadlines determined by the laws and regulations in force;
3. To prepare proposals to support the long-term plans for institutional development;
4. To draft an annual program of activities and monitor its implementation upon approval by the Senate;
5. To submit for approval to the Board of Administration the proposals for the financial means of the University;
6. To recommend projects on educational and research programs according to strategic development, as well as to make any necessary structural changes for their effective implementation;
7. To monitor and publish results of the assessment of institutional activity;
8. To cooperate in the development, and during the process of approval, of the draft budget by the Academic Senate and the Board of Administration.

The decisions of the Rectorate are valid if taken by a simple majority of votes of those members who are present. Decisions may be taken without a meeting taking place provided that the decision is formalized in writing and is signed by the majority of the actual members of the Rectorate. Prior approval of the Board of Administration is needed for decisions of the Rectorate with financial impact.

## **Article 23**

### **THE FACULTY COUNCIL**

The Faculty Council in University is a collegial body chaired by the Dean and composed of the following:

1. Dean;
2. Vice Deans; and
3. Chairs of core units;

The Faculty Council drafts the strategic plan of development for the main unit based on the proposals of its core units, as well as to the proposals of the chair of the main unit. The Faculty Council coordinates the activity of core units.

The Faculty Council meets when necessary, by inviting, as the case may be, all those who can make a valuable contribution without voting. The Faculty Council makes decisions on matters within its competence by means of a simple majority vote.

The Faculty Council makes decisions on matters within its competence by means of a simple majority vote.





The Faculty Council as collegial decision-making body performs the following functions:

1. Plans and allocates resources to ensure the quality of programs offered in academic units in its composition in accordance with their proposals;
2. Submits proposals for new programs of study or scientific research programs in conjunction with the opening, modification, or closing of departments or other units;
3. Analyses and approves the annual report compiled by the Dean on academic and research activities of the Faculty;
4. Sets strategic proposals and plans for the development of the Faculty before the Academic Senate and in case of approval, monitors their implementation;
5. Monitors and approves, by a simple majority, the academic requirements of scientific qualifications in an open meeting with the administrative staff and students' representatives;
6. Prepares job descriptions and sets competition rules for candidates applying to become academic personnel.

The Faculty Council's additional functions are defined in the respective Regulation(s) of the University.

#### **Article 24**

##### **CHAIR OF THE DEPARTMENT / CORE UNIT**

The Chair of the Department is appointed and dismissed by the Dean upon approval from the Faculty Council and final approval by the Rector and Board of Administration.

The Chair of the Core Unit may be dismissed for reasons specified in the Law on Higher Education and the Code of Ethics of UNYT and / or for any other reason on the proposal of the Rector and the approval of Board of Administration.

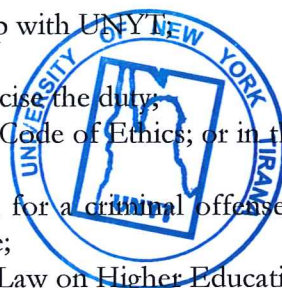
The candidate for chair is an academic staff member that holds the title of "Professor" or has a PhD (Doctor of Philosophy) degree awarded by the universities of the OECD or EU member states. In cases where there are no candidates of this category, the lecturer may also run for chair, when s/he holds a PhD (Doctor of Philosophy) degree obtained in other countries. The Chair is appointed for a four-year term with the right to re-appointment unless another member of the Department fails to meet the conditions to be elected Chair of Unit.

The candidate should have experience in administrative, academic, social and scientific research fields. Chairs of Core Units enjoy of the rights and exercise the functions in accordance with the legal provisions.

The Chair of the Department / Core Unit manages the activity of the core unit and participates in the Faculty Council.

The Chair can be dismissed before the end of the mandate for the following reasons:

- a. Upon resignation;
- b. Upon termination of the employment relationship with UNYT;
- c. Dismissal by the Senate;
- d. In cases of physical or mental impairment to exercise the duty;
- e. In cases of serious violations provided for in the Code of Ethics; or in the case of serious violations of the law;
- f. When convicted based on a final court decision for a criminal offense, which seriously affects the moral figure and integrity of this office;
- g. Failure to perform the duties provided for in the Law on Higher Education; and
- h. Failure to meet the targets set by the other governing authorities of UNYT.



The Chair of the Department/ Core Unit has the following functions and responsibilities:

1. Has responsibility for developing and promoting the strategic direction of the department on the basis of the main unit's strategic plan;
2. Develops and manages the instruments for consultation, decision making and communication with all the academic staff of the core unit in accordance with the policies of UNYT;
3. Ensures that the management and academic and administrative duties of the department are distributed fairly to enable the development of knowledge and academic capacity building;
4. Prepares the program of courses and distribution of teaching hours for the lecturers of the department in cooperation with the Rector and Dean ensuring transparent procedures in decision making and fair distribution of teaching load;
5. Supervises the activities of research and teaching, as well as other inter-university activities by ensuring the achievement of targets and quality.
6. Designs the needs of the department for human resources by coordinating the process with the Rector and Dean on the announcement of job vacancies and participates in candidates' evaluation process.
7. Promotes best practices of teaching for academic staff and services required for students in accordance with the adopted legal framework.
8. Performs a periodic evaluation procedure of academic staff performance on the basis of quality assurance system and continuous training motivation.

#### **Article 25**

#### **THE INSTITUTE**

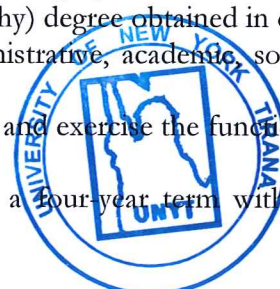
#### **'THE INSTITUTE OF EUROPEAN AND BALKAN STUDIES'**

1. The Institute of European and Balkan Studies is established as a main unit of the university.
2. The institute conducts research, development and innovation activities.
3. It can support implementation of second and third cycle programs.
4. Institutes may have their own staff, but, depending on the type and scope of the various research projects to be involved, may be supported by part-time staff and research capabilities from other UNYT units (departments and research centers).
5. The structure of the research institute, its composition, functioning, and direction are determined in this statute and other acts issued by the University.

#### **Article 26**

#### **THE DIRECTOR OF THE INSTITUTE**

1. The Director of the Institute is appointed and dismissed by the Rector after approval of Board of Administration.
2. The Director of the Institute may be dismissed for reasons specified in the Law on Higher Education and the Code of Ethics of UNYT and / or for any other reason on the proposal of the Rector and approval of the Board of Administration.
3. The candidate for Director is an academic staff member that holds the title of "Professor" or has a PhD (Doctor of Philosophy) degree awarded by the universities of the OECD or EU member states.
4. In cases where there are no candidates of this category, the lecturer may also run for chair, when he holds a PhD (Doctor of Philosophy) degree obtained in other countries.
5. The candidate should have experience in administrative, academic, social and scientific research fields.
6. The Director of the Institute enjoys of the rights and exercise the functions in accordance with the legal provisions.
7. The Director of the Institute is appointed for a four-year term with the right to re-appointment only once.



**Article 27**  
**SCIENTIFIC RESEARCH CENTER**

1. The Scientific Research Center may be specialised in core research or may be oriented to applied research.
2. UNYT may establish inter-disciplinary research institutes.
3. The establishment of a research center, including changes in the composition and functional duties, are proposed and defined and set by the Rectorate and further approved by the Academic Senate.

The functions of the scientific research center are as follows:

1. Strategic planning and preparation of various cooperation projects to achieve the objectives of the **University**.
2. Develop application plans of projects and proposals based on the relevant calls for achieving the objectives of projects in cooperation with all organizational units of UNYT and partners;
3. Tracking and periodical reporting on the implementation of the strategic plans of the projects and relations between universities;
4. Coordination of development projects and cooperation agreements;
5. Preparation, organization and institutional evaluation of development projects and external relations based on the proposals of the Academic Senate and the approval of the Board of Administration;
6. Analysing and reporting on certain aspects of the project management and project management agencies.

**Article 28**  
**CHAIR OF THE SCIENTIFIC RESEARCH CENTER**

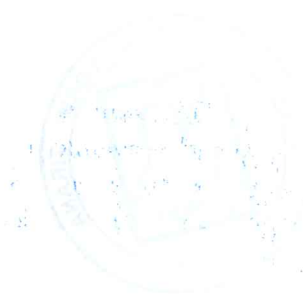
The Chair of the Scientific Research Center is appointed and dismissed by the Rector and Board of Administration.

The Chair of the Scientific Research Center has the following functions and responsibilities:

1. Develops and promotes the strategic direction of the center on the basis of the university's strategic plan;
2. Guarantees the integration of scientific research in teaching;
3. Promotes and supports initiatives for cross disciplinary collaborations within the university;
4. Supports initiatives for cooperation between domestic and foreign research institutions;
5. Promotes the development of a wide network of collaborators in the public and private sector and civil society at local, national, and international levels;
6. Takes initiative to conduct activities aimed at the transferring of scientific knowledge in society to promote sustainable social and economic growth;
7. Coordinates the process of identification of different research project financing instruments and rigorously follows their application and enforcement;
8. Supervises research activities and other inter-university activities ensuring the achievement of targets and quality;
9. Drafts the needs of the research center for human resources in coordination with the Rector and Dean for the announcement of job vacancies and participates in the candidates' evaluation process;
10. Undertakes initiatives aimed at strengthening research capacities;



11. Performs the periodic procedure of staff performance evaluation on the basis of research quality assurance system.



**CHAPTER FOUR**  
**PERMANET COMMISSIONS AND QUALITY ASSURANCE UNIT**

**Article 29**  
**ETHICS COMMISSION**

The Ethics Commission is a collegial body composed of five (5) members elected by the Academic Senate and is responsible for creating conditions to help academic staff and students to observe the principles of the Code of Ethics and ensure its principles are applied by all. UNYT's Code of Ethics is drafted by the Ethics Commission and approved by the Academic Senate and Board of Administration.

The Ethics Commission is also responsible for promoting ethics policies, especially in the areas of academic freedom, in scientific research, teaching, and publication, while respecting academic standards and rights on the basis of the best national and international practices.

The Ethics Commission meets at least twice (2) a year and prepares reports, opinions or advice to decision-making bodies of the University. The organization and functioning of the Commission shall be determined in the respective regulation. Proceedings of the Ethics Commission should be communicated to the Academic Senate that provides the guidelines necessary for other institutional bodies in order to implement the recommended measures if deemed necessary.

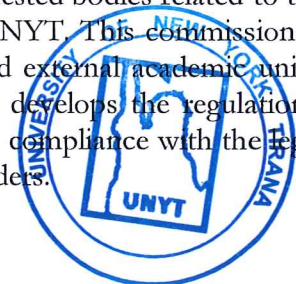
**Article 30**  
**PERMANENT COMMISSION OF AWARDING OF SCIENTIFIC DEGREE (CASD)**  
**“DOCTOR OF PHILOSOPHY”**

The Permanent Commission of Awarding of Scientific Degree (CASD) operates the “Doctor of Philosophy” (PhD) at university level. It consists of all members of the University holding the title of “Professor”, at least five (5) members and a maximum of seven (7) members. The members of the Commission nominate themselves and are elected from the Academic Senate. Their office term is a two-year mandate with the right to re-election.

The Permanent Commission of Awarding of Scientific Degree (CASD) “Doctor of Philosophy” is charged with organizing, managing and supervising the doctoral programs, postdoctoral education, and research qualifications related to it in compliance with the legal framework and regulations. The Commission elects its chairman amongst its members by a simple majority of votes.

**Article 31**  
**PERMANENT COMMISSION FOR THE ASSURANCE OF QUALITY STANDARDS**

The Permanent Commission for the Assurance of Quality Standards (PCAQS) is elected by the Academic Senate with the mission of developing and strengthening the quality system at UNYT in order to serve the needs of the university community and other interested bodies related to the quality of the University and of the programs of study provided by UNYT. This commission is responsible for coordinating the evaluation procedures of internal and external academic units, scientific research, and of the university itself. PCAQS oversees and develops the regulations, policies, programs, academic and non-academic processes, and ensures compliance with the legal framework ensuring quality at UNYT in collaboration with all stakeholders.



Internal evaluation of the structures and programs of study is carried out periodically under the provisions of the Higher Education Quality Code. PCAQS intermediates, drafts, and provides reports for activities and new initiatives related to quality assurance for all units of UNYT through Quality Assurance Coordinator. The functioning of PCQSPA is regulated from the Quality Assurance Manual drafted and approved by the Commission itself in accordance with Higher Education Quality Code.

PCAQS consists of not less than five (5) members and no more than seven (7) members and the members of the Commission nominate themselves and are selected by the Academic Senate. They have an office term of two years and are eligible for reappointment. The Commission elects its chairman among its members. One member of PCAQS is a student representative. PCAQS organization and functioning is regulated by the special regulation.

### **Article 32** **QUALITY ASSURANCE UNIT**

The Quality Assurance Unit (QAU) evaluates periodically the results of educational activities and research in cooperation with PCAQS. At the end of each semester or before each exam season, it organizes the student questionnaire on the quality of teaching subjects for each program of study. On the basis of the student questionnaire and information gathered or completed work, is prepared the annual assessment report.

Quality assurance standards are developed by higher education institutions in accordance with the Higher Education Quality Code which is updated according to European standards and guidelines of higher education.

Assessment reports, carried out by QAU for the assurance of UNYT's internal quality, serve as a source for external evaluation and continuous quality improvement.

QAU, in cooperation with the other administrative units of UNYT, also conducts studies to assess the progress of student employment and the efficiency of any programs offered by the University.



## CHAPTER FIVE ADMINISTRATIVE ORGANIZATION

### Article 33 BOARD OF ADMINISTRATION

The Board of Administration is the highest collegial administrative body which guarantees the fulfilment of the mission of the University, including its financial and administrative progress. The Board of Administration shall consist of five members as follows:

- the Legal Representative / the Managing Director of the Founding Company;
- three representatives appointed by Shareholders;
- the representative elected by the Academic Senate

The Board of Administration is represented by the Chairman of the Board elected by the Board of Administration at their first meeting. The Chairman of the Board is responsible to and reports to the Assembly of Shareholders.

With the exception of the Legal Representative / the Managing Director of the Founding Company, the Assembly of Shareholders reviews and approves other candidates to the Board of Administration in accordance with their intended functions in this Statute upon the proposal of the Chairman of the Board. The functioning and organization of the meetings will be determined by the Board of Administration.

Board members, except the representatives elected by the Academic Senate, can be removed at any time by the Assembly of Shareholders of the company by simple majority of votes for the reasons provided in legal provisions on dismissal and/or termination of office based on the law on higher education or for any other reason at the discretion of the Assembly of Shareholders.

The quorum required for the meeting of the Board of Administration shall be at least 50% of the actual members and decisions are taken by simple majority.

The Board of Administration may decide to delegate its legal powers and functions, by means of a special decision, to the Chairman of the Board of Administration in all decision-making or participations where involvement of the Board of Administration is required under the law or this Statute by specifying the limits of action case by case.



## Article 34

### **FUNCTIONS OF THE BOARD OF ADMINISTRATION**

The Board of Administration of UNYT has the following main functions:

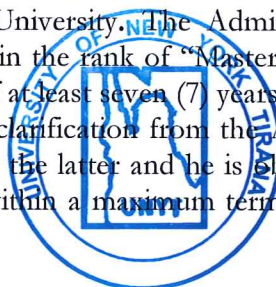
- a. Guarantee the financial stability of the University and the fulfilment of its mission;
- b. On the basis of relevant proposals, approves the Strategic Plan of the university development and supervise its implementation;
- c. On the basis of the proposals and financial resources, approves the annual budget of the University;
- d. Gives prior approval to the closing and reorganization of the University, as well as the division or merge of the University with another University;
- e. Gives prior approval to the opening, reorganization, or closing of the units of the University;
- f. Provides opinion on the draft regulation of the University;
- g. Sets rules for the distribution of income generated to the University from exercising its activities, and supervises the exploitation of financial resources;
- h. It is responsible for setting the criteria and procedures for hiring academic and administrative staff, based on UNYT's respective policies together with any acts on University;
- i. Appoints and dismisses the Rector;
- j. Appoints and dismisses the Administrator of the University;
- k. Appoints and dismisses chairs of main unit, chairs of core unit, vice rector and professor;
- l. Preliminarily approves the Statute of the University of higher education, before the same to be forwarded before the Academic Senate;
- m. Approves the annual detailed report of activities of the University drafted by the Rector;
- n. Approves the criteria for the allocation of financial resources according to the proposals of the Administrator of University;
- o. Approves the draft budget submitted by the Administrator of University;
- p. Evaluates the efficiency of the use of funds from other sources and publishes the evaluation results;
- q. Approves the structure and number of personnel at all levels;
- r. Approves the annual financial report;
- s. Evaluates the plans for the development of the University and the annual program of activities;
- t. Adopts internal rules for administration, finance and accounting;
- u. Prepares technical rules and regulations.
- v. Gives purchase mandate.

## Article 35

### **THE ADMINISTRATOR OF THE UNIVERSITY**

The Administrator of the University is the highest administrative authority and is the legal representative of the University for financial and administrative matters.

The Administrator of the University is appointed the Board of Administration and reports directly to the Board of Administration and informs the Academic Senate for any decision that significantly affects the operations or finances of the University. The Administrator of the University should hold a higher education degree at least in the rank of "Master of Sciences" in the field of law or economy and have a work experience of at least seven (7) years in such fields. In addition to the above, each of these bodies may seek clarification from the Administrator at any time and for any issues addressed or to be treated by the latter and he is obliged to submit explanations or predictions for the anticipated decision within a maximum term of 15 calendar days.





The Administrator may be dismissed at any time by the Board of Administration by means of a simple majority of votes without being required to present any cause. The quorum required for the meetings in this case must be at least 50% of the actual members. The Administrator of the University is representative of the University for financial and administrative affairs and fulfils the following functions:

- a. Collects proposals and financial requirements of main and core units, based on the strategic development plan of the University and on budget plans which are reflected in the drafting of the draft annual budget of the University;
- b. Proposes criteria for the management of financial and material resources, which are submitted for approval to the Board of Administration in view of the strategic development plan and budget of the University;
- c. Oversees the delivery and implementation of the annual budget;
- d. Presents to the Board of Administration and to the Academic Senate the financial report of the University at the end of the academic year. He also reports on the implementation of the financial plan in the annual budget of the University as per the dependence structures;
- e. Implements all financial and administrative decisions of the Board of Administration and Academic Senate in order to meet academic, administrative and financial needs;
- f. Cooperates with other authorities and institutions on issues of day-to-day administration and finance;
- g. Proposes the appointment and dismissal of administrators of main units, core units and administrative units of the University and submits to the approval of the Board of Administration;
- h. Meets the requirements to meet the academic, administrative and financial needs.
- i. Approves the appointment and dismissal of other academic personnel and other administrative personnel.

The manner of exercising the function and any other functions and responsibilities of the Administrator of the University shall be determined in the respective regulation drawn up and approved by the Board of Administration.

### **Article 36**

#### **THE ADMINISTRATOR OF THE MAIN UNIT**

1. The Administrator of the main unit is responsible for the administrative and financial functioning of the unit and is appointed or dismissed by the Board of Administration upon the proposal of the Administrator University. The Administrator of the main unit should hold a higher education degree at least in the rank of "Master of Sciences" in the field of law or economy and have a work experience of at least five (5) years in such fields. The Administrator of the main unit cannot perform any other function, academic or administrative. The Administrator of the Faculty, further to the request of the core units and based on the approval of the Board of Administration, exercises the functions of the administrator of the core units composing the Faculty. He reports on his/her activities to the Administrator of University and informs the chair of the main unit and core units.

2. The functions of the Administrator of the main/core unit are:

- a) to carry out the daily financial management of the main/core unit;
- b) to supervise and control the financial activity of the main/core unit;
- c) to meet the requirements of the chair of the main unit in order to meet academic, administrative and financial needs;
- d) to cooperate with the authorities and the governing bodies of the main/ core unit for the core issues of its administration.

3. Other functions of the Administrator of the main/ core unit are:

- a) manages the funds of the main unit / core unit;
- b) determines how to allocate the revenue generated from the main unit / core unit.

4. The manner of exercising the functions and other functions and responsibilities of the Administrator of the main units shall be determined in the respective regulation drawn up in accordance with this Statute.



## **CHAPTER SIX PERSONNEL OF THE UNIVERSITY**

### **Article 37 PERSONNEL**

UNYT personnel consist of persons employed by UNYT whose main task is to implement the academic mission of UNYT. The personnel includes the academic personnel, academic assistants and administrative personnel.

Academic personnel enjoys special status and treatment in accordance with the sublegal acts approved by the Council of Ministers.

### **Article 38 ACADEMIC PERSONNEL**

At the center of the policies of UNYT on employed academic personnel is the desire to protect and promote the widest academic freedom in accordance with the legal framework of higher education, to support research, lecturing / teaching, research and publication of free expression of opinion for academic and administrative issues related with UNYT and beyond. An integral part of academic freedom is the observance of and compliance, by the academic personnel, with the standards of professional ethics in higher education and scientific research.

Members of the academic personnel must recognize and accept the academic obligations in accordance with the institutional definitions of the relationships between teaching, administrative and research aspects. They participate in professional discussions for the exchange of peer recommendations contributing to the good governance of UNYT.

The specific rights and obligations of the academic personnel shall be determined in the respective regulation of the University and the respective employment contracts drawn up in accordance with the law on higher education no. 80/2015, dated 22/07/2015 and the Labour Code.

### **Article 39 PROCEDURES OF ACADEMIC PERSONNEL RECRUITMENT**

Core Unit identifies and proposes the need of a vacancy. The Faculty Council undertakes the task of forwarding the vacancy proposal to the Rector for approval of such need.

The vacancy for chair of main unit / chair of core unit / vice rector and professor position is opened for a call after the prior approval by the Board of Administration.

All applications are to be reviewed by the *Ad Hoc* Commission set up at faculty level. The proposal of the *Ad Hoc* Commission short listed candidates must be approved:

- by the Rector and the Board of Administration for chair of main unit / chair of core unit / vice rector / professor;
- by the Rector and Administrator of University for other academic personnel.

After approval of the financial terms and the duration of employment, the Rector then signs the agreement for the position assigned to the employee. Any addition or change of employment conditions will be made either by means of an annex to the contract or else by means of a substitution of the employment contract.

### **Article 40 ACADEMIC PERSONNEL EMPLOYMENT**

Academic personnel may be hired at UNYT as either full time or part time staff and may have either permanent or temporary status. All forms of employment shall continue or change



depending on the individual work assessment reports, the specific conditions of the employer and the employee, and the possibility to procure special funds which are made known between the parties.

Employment in UNYT shall not allow discrimination against applicants because of race, religion, gender or status in accordance with the legal provisions of the labour legislation of the Republic of Albania, the laws and regulations of higher education, and the administrative acts of UNYT.

The developed criteria, continuation of employment after reaching retirement age, as well as any other matters related to employment are part of the document on Employment Policies and Procedures of UNYT.

#### **Article 41**

### **TERMINATION OF EMPLOYMENT CONTRACTS**

Termination of employment contracts of academic and assistant academic personnel is decided by the Rector after taking the preliminary approval of the Board of Administration. In the decision to terminate the employment contract, the Rector presents the reasons for terminating the contract and the authorized representative to follow the termination procedure in accordance with the Labour Code of the Republic of Albania. In any case of termination of employment contracts, the Rector must take into consideration the needs of the University for academic and assistant academic personnel.

Dismissal of academic staff because of serious violations or minor repeated violations of the Statute or obligations under his employment contract and / or due to the closing of programs of study is done by the Rector. Upon the proposal of the chair of the core unit, and the recommendation of the *Ad Hoc* Commission as established by the Rector, the latter takes the decision to dismiss. The recommendation of the *Ad Hoc* Commission is given in writing only after a hearing of the academic staff in question, enabling the latter to provide the respective explanations.

#### **Article 42**

### **INVITED ACADEMIC STAFF**

Based on the suggestions of departments the Faculty Councils may invite and / or contract domestic or foreign persons for short periods of time for the purposes of teaching and research activities or as academic staff according to the job requirements; this may be done for one semester or renewable one-year terms. Any invited staff are employed by a decision of the Council of Faculty and based on the proposals of the main units of the **University**. The selection of the invited academic staff must meet the need of the Core Unit for teaching or scientific research reflecting the qualifications of the invited and contracted staff.

Institutions of higher education also have the right to employ, based on a temporary agreement, students who are enrolled in a doctoral program of studies and are working on their dissertation to obtain the scientific degree “Doctor of Philosophy”, and who support the leading professors of the dissertation in the teaching process. During this period they are considered “Assistant Lecturers”.

#### **Article 43**

### **SABBATICAL ACADEMIC YEAR**

Academic personnel in the category of “Lecturer” or “Professor”, and with the approval of the core unit in which he / she develops his / her academic activities, has the right to secede from the commitments within the University once every five years for a period of up to one year in order to work for his / her academic progress. The period of one year specified above arises only



after the expiry of the seventh year of employment and can be extended only during a full academic year. The regulation of the legal relation between the parties for this period is determined in the University document on Employment Policies and Procedures.

## **CHAPTER SEVEN ADMINISTRATIVE UNITS AND ASSISTANT ACADEMIC UNITS**

### **Article 44 FINANCE OFFICE**

The Finance Office is responsible for:

1. Managing, coordinating, and monitoring the operating and financing activities in conformity with the annual budget;
2. Fiscal control, maintenance, coordination of payment data and accountancy at all levels of UNYT;
3. Compilation of the financial reports and budget forecasting in defined periods or ad hoc;
4. Overseeing the management of payments, contracts and taxes based on the cost and budget items;
5. Managing the functions carried by human resources, managing income and facilities;
6. Execute other duties in accordant with the relevant policies;
7. Drafts its own financial regulations, approved by the Board of Administration, where are determined detailed procedures for fulfilling the mission and the quality assurance for the provided services.



**Article 45**  
**RECORDS OFFICE**

The Records Office serves the faculties and has the following duties and obligations:

1. Maintenance of the students' registry with students' data in the electronic and written form in accordance with the legislation for the protection of personal data and archival procedures;
2. Functioning of the University cooperation with partner institutions;
3. Organization of registration and "Add & Drop" procedures, completion of academic documentation and all the related secretarial procedures;
4. Supervision of the administrative and technical facilities of teaching: class capacity, equipment, maintenance, and availability of audio-visual assets;
5. Preparation of reports and statistical reports for internal and external use;
6. Maintenance of effective connections between students, respective Program Coordinators and invited academic staff;
7. Execute other duties in accordant with the relevant policies;
8. Maintenance and quality assurance in all aspects related to services at teaching secretaries.

The Records Office drafts its own rules and regulations, approved by the Board of Administration in accordance with this statute to establish detailed procedures relevant for the fulfilment of its mission.

**Article 46**  
**STUDENT AFFAIRS OFFICE**

The Student Affairs Office (SAO) has the following duties and obligations:

1. To ensure observance of UNYT policies for equal opportunities of undergraduate, graduate and doctoral students;
2. Collection of information and management of applicants' information, observing the legal provisions for the protection of personal data of the applicants;
3. Continuous communication with graduate, undergraduate and doctoral students;
4. Keeping up-to-date on the national and international developments at university level informing the concerned parties of any necessary changes;
5. Maintaining and enhancing quality in all matters related to the admission processes;
6. Execute other duties in accordant with the relevant policies;
7. Filing of all the information required for possible applicants in the respective offices within and outside of the University.

The Student Affairs Office drafts its own rules and regulations, approved by the Board of Administration in accordance with this statute to establish detailed procedures relevant for the fulfilment of its mission.





**Article 47**  
**MARKETING AND PUBLIC RELATIONS OFFICE**

The Marketing and Public Relations Office aims to develop a broad communication with the community and public authorities, to promote the mission of the University and has the following duties and responsibilities:

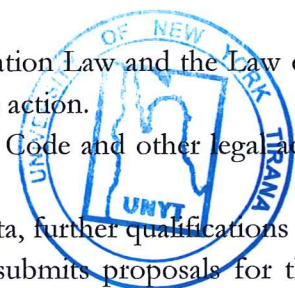
1. To provide information in accordance with the objectives and responsibilities ensuring that the information is accessible and reliable;
2. To prepare the brochures, fliers, bulletins, career book, year book and other promotion materials;
3. To organise promotional and information activities of UNYT, within and outside the country;
4. To contribute and cooperate for the welfare of public relations;
5. Keeping up-to-date on the national and international developments at university level informing the concerned parties of any necessary changes;
6. To ensure and improve the quality on all matters and related processes on University marketing and promotion.
7. Establishment of a sustainable communication with stakeholders within and outside the University;
8. Communication with public authorities with the aim of keeping abreast of any developments in higher education and related sectors;
9. Promotion of the mission and activities of UNYT;
10. Keeping up-to-date on the national and international developments at university level informing the concerned parties of any necessary changes;
11. Execute other duties in accordant with the relevant policies;
12. Ensures and improves the quality on all matters related to the welfare of public relations.

The Marketing and Public Relations Office drafts its own rules and regulations, approved by the Board of Administration in accordance with this statute to establish detailed procedures relevant for the fulfilment of its mission.

**Article 48**  
**HUMAN RESOURCE OFFICE**

Human Resource Office has the following duties and responsibilities:

1. Is responsible for the recruitment procedures, treatment of the teaching staff, non-teaching staff, and drafts and forwards after signing all the respective official documents.
2. Follows the change of teaching staff and non-teaching staff, relevant wage changes and their implementation.
3. Is responsible for staff retirements based on the Higher Education Law and the Law on Social Security in the Republic of Albania and takes appropriate action.
4. Is responsible for the implementation of the Albanian Labour Code and other legal acts and acts of government on working and rest time.
5. Maintains complete and due documentation on biographical data, further qualifications of staff and on the basis of these data carries out studies and submits proposals for the



procurement of human resources in the University.

6. Prepares the schedule of staff leaves and observes its implementation.
7. Follows on a day-to-day basis the performance of employees, controls the work discipline, absences, medical reports and submits the list of presence for monthly payment, taking measures to replace employees and service personnel of this administration in cases of breaches.
8. Discloses the personnel data to the management staff of the University as well as reports the required staff data, periodically or as the case may be, to the competent ministry of education, as required by the public institutions and Board of Administration.
9. Execute other duties in accordant with the relevant policies;
10. Reviews the working conditions of employees and the realization of financial supplementary treatment for jobs entitled to such treatments, according to state laws and regulations.

Human Resource Office drafts its own rules and regulations, approved by the Board of Administration in accordance with this statute to establish detailed procedures relevant for the fulfilment of its mission.

#### **Article 49**

### **OPERATIONS OFFICE**

The Operations Office is responsible to achieve and improve the performance, to increase efficiency and productivity of support services through improvements to each function (customer services, marketing, procurement, human resources, IT, etc.) as well as for the coordination and communication between functions in support of achieving the goals of UNYT.

Responsibilities of the Operations Office:

1. Providing support to the University by increasing physical quality of the buildings owned by UNYT and, maintaining an appropriate environment in accordance with the applicable laws.
2. Manages customer service by offering and providing professional, effective and high standard quality services and assistance before, during, and after accomplishment of customer's requirements.
3. Organization, coordination and assistance to the activities organized by the department of marketing and management of activities.
4. Supervision, coordination and assistance with transportation and distribution as well as certain activities related to the transportation of staff and students.
5. Management and administration of contracts with third parties and / or services provided by third parties as security services, post services, renting and use thereof.
6. Execute other duties in accordant with the relevant policies;
7. Ensure that third parties comply exactly with all the terms and conditions under the signed agreements, to be observed all procedures and standards and all legal and administrative procedures are completed.

Operations Office drafts its own rules and regulations, approved by the Board of Administration in accordance with this statute to establish detailed procedures relevant for the fulfilment of its mission.





**Article 50**  
**INFORMATION TECHNOLOGY SUPPORT OFFICE**

The Information Technology Support Office is responsible for developing and maintaining the IT infrastructure of UNYT in support of its mission with an emphasis on maintaining and enhancing quality in all matters related to this sector.

The Information Technology Support Office drafts its own rules and regulations, approved by the Board of Administration in accordance with this statute to establish detailed procedures relevant for the fulfilment of its mission.

**Article 51**  
**LIBRARY**

The Library's mission is to provide comprehensive information resources and services in support of the research, teaching and learning needs to UNYT community as well as to protect the database of knowledge produced by UNYT.

In order to fulfil its mission, the Library:

1. Ensures a positive, user-oriented learning environment, with technical infrastructure and online access in resources and services;
2. Initiates, enhances and improves new and existing services for users;
3. Supports teaching needs for information, research and curriculum of UNYT through an effective development of its fund in collaboration with the interested parties in accordance with its management program;
4. Promotes communication and collaboration within and outside of UNYT through participation in common projects, agreements and programmes;
5. Execute other duties in accordant with the relevant policies;
6. Ensures a professional staff, dedicated to meeting user needs by encouraging and providing opportunities for professional training and development.

The Library of UNYT develops its own rules and regulations, approved by the Board of Administration in accordance with this statute to establish detailed procedures relevant for the fulfilment of its mission.

**ASSISTANT ACADEMIC UNITS:**

**Article 52**  
**ALUMNI AND CAREER OFFICE**



The mission of the Alumni and Career Office is to provide students and graduates (Alumni) with the guidance and resources that can help them plan future careers in an increasingly competitive job market. This office provides orientation, support and counselling to all students and alumni towards job market or for continuing their studies, inland or abroad.

Part of its mission is to foster the relations between UNYT alumni by providing opportunities for career networking, lifelong learning and enhancement of access in the global job market and competition. It is a duty of the career office to present to its students the importance of professionalism, ethics and communication in their career.

The Alumni and Career Office has the following duties and responsibilities:

1. To establish and run a career advisory group;
2. To establish communication facilities between students and academic and administrative staff;
3. Supporting the decision-making process by the student body at the University level through student representation bodies "Students` Council";
4. Organizing and monitoring student election processes and campaigns by providing full information and representation of all student groups;
5. Supervising the implementation and observance of all models, regulations drafted by the Students` Council;
6. Offering opportunities to students for employment, internship, training and summer or winter school;
7. Organizing an annual work fair for students and graduates of UNYT;
8. Creating an alumni database and updating it continuously;
9. Execute other duties in accordant with the relevant policies;
10. Maintain contacts and ongoing meetings with the business world and public administration to provide new opportunities for its students.

The Alumni and Career Office drafts its own rules, approved by the Board of Administration in accordance with this Statute, to determine the procedures for the fulfilment of its mission.



**Article 53**  
**INTERNATIONAL RELATIONS OFFICE**

The International Relations Office has the following duties and responsibilities:

1. Coordinates the activities of all faculties of UNYT in their cooperation with European and American universities to make use of the possibilities of signing memorandums of understanding in view of exchanges of research, development, student and academic staff mobility.
2. Participate in all information sessions regarding European funding instruments and projects where it may be involved aiming to the achievement of the mission of this office.
3. Maintain contacts with UNYT`s European partner institutions to request UNYT`s involvement in Erasmus +, Mevlana applications.
4. To evaluate the proposals and calls under ERASMUS + program, aiming at signing possible future cooperation agreements with other institutions.
5. Execute other duties in accordant with the relevant policies;
6. Follow the requirements for researchers and staff from the Fulbright program as consultants to support UNYT in the process of adapting to the new requirements of Law No. 85/2015 on Higher Education in the Republic of Albania, keeping UNYT's US style and approach.

**Article 54**  
**DEAN OF STUDENTS**

The Dean of Students is a member of the academic staff charged by the Academic Senate to follow all student issues and, with the approval of the Rector, to mobilize resources and services to support students in fulfilling the mission of the University.

The Dean of Students coordinates the planning, operation, and evaluation of the various centers of Student Services (Academic Writing Center, Math Center, Counselling Center, Academic Support Center, Career and Alumni Office).

**Article 55**  
**OFFICE OF COORDINATION OF SUNY / ESC**

The Office of Coordination of SUNY / ESC has the following duties and responsibilities:

1. Ensures observance of SUNY / ESC and UNYT policies for equal opportunities by providing complete information on the admission of interested students;
2. Collects and manages application files, coordinates with teaching secretaries of UNYT to ensure successful student enrolment in accordance with the required procedures;
3. Assists and monitors all student assessment system based on programs, providing continuous communication with students and academic staff;
4. Ensures and improves quality on all matters related to admissions processes at SUNY / ESC and UNYT based on periodic evaluations;

The Office of Coordination of SUNY / ESC drafts its own rules and regulations in accordance with this statute and the requirements of the partner institutions to establish detailed procedures relevant for the fulfilment of its mission.



**Article 56**  
**MATH CENTER**

The mission of the Math Center is to offer academic support to students who face challenges in this discipline or to gifted students requiring to deepen their knowledge. The center works in coordination with the departments that form part of the Faculty of Economy and Business.

**Article 57**  
**ACADEMIC WRITING CENTER**

UNYT Academic Writing Center provides professional help with all types of academic writing. In this center the students of UNYT can develop their skills in relation to the steps of the academic writing process, the constituent elements, and the preparation of research tasks according to the requirements and standards in the field.



**Article 58**  
**STUDENT COUNSELLING CENTER**

The mission of the Student Counselling Center is to promote the academic success, personal development and psychological well-being of all students and to encourage the creation of a university environment that is conducive to their personal and academic growth, as well as to help students achieve sustainable academic success.

Operating in a culturally diverse environment, the academic support services take into account the students' socio-economic characteristics and their previous learning experiences. The services of the Center provide assistance in dealing with students' individual and social challenges during adaptation to the university life in general and academic learning environment in particular.

The Student Counselling Center provides professional counselling sessions for the students as well as for the academic personnel of UNYT in academic, psychological and personal aspects.

The main objectives of the Center are:

1. To help students in identifying their academic strengths and in the maximization of their learning potential;
2. To promote lifelong learning by providing individual and group sessions;
3. To facilitate the growth of knowledge by creating a supportive and collaborative environment among students, academic staff, and support personnel.



## CHAPTER EIGHT ORGANIZATION OF STUDIES, CYCLES, DIPLOMAS

### Article 59 PROVIDED PROGRAMS

UNYT based on licensed and accredited programs, offers first, second, and third cycle of university study programs proposed and approved by the collegial bodies.

### Article 60 ADMISSION – GENERAL EDUCATION

UNYT has the right to require a general education program for all students obtaining a university education degree. The courses that constitute general education of a university degree must be approved by the Academic Senate according to the procedures established in the regulation of the University.

### Article 61 THE LEARNING LOAD AND PROGRAMS ASSESSMENT

The University operates with the European Higher Education System credits as a unit of measuring students' load. The assessment system of knowledge and skills of each study program also depends on the partner universities following the American, European or British model and including its adoption in Albania.

### Article 62 UNIVERSITY PROGRAMS

UNYT provides undergraduate programs in the three study cycles: 1) Bachelor with a normal duration of 3 years of study; 2) Bachelor with a normal duration of 4 years of study as per the American system; 3) Master of Science, Integrated Program of Second Cycle with a normal duration of 5 years of study; 4) Master of Science with a normal duration of 2 years of study; and 5) doctoral programs with a normal duration of 3 to 5 years of study.

- **First Cycle Programs** – Bachelor - when a student successfully completes 180 ECTS or 256 ECTS in line with the approved curriculum.
- **Second Cycle Programs** — Master of Science-when a student successfully completes 120 ECTS after the successful completion of the first cycle Bachelor program in the related field or when a student successfully completes the Integrated Programs of Second Cycle Studies with at least 300 ECTS in accordance with the approved curriculum and together with the completion of any other language tests defined by normative acts.
- **Third Cycle Programs** - Doctoral Programs - When the student successfully completes the study program according to the assessment of the **University** and fulfils the obligation of the doctoral dissertation in the field of study or discipline in line with the approved inter-disciplinary program together with completion of any other language tests defined by normative acts.

Study programs are compiled from the **core** units of the **University** and the **Faculty** Council and are approved by the Academic Senate and Board of Administration.

In the future UNYT may offer other study programs which will be governed by the applicable laws.

**Article 63**  
**ISSUING THE DIPLOMA**

Upon the completion of the university studies at UNYT these degrees are awarded:

1. First Cycle Diploma “Bachelor”
2. Second Cycle Diploma “Professional Master”<sup>2</sup>
3. Second Cycle Diploma “Master of Science”
4. Integrated Diploma of the Second Cycle “Master of Science”
5. Diploma for the Scientific Degree “Doctor of Philosophy”.

The content, format, and registration of diplomas and any supplements are regulated by the laws and regulations adopted by the competent Ministry for education, regulations and policies set up by Board of Administration and the definitions resulting from the obligations of the agreements of the joint programs.

**Article 64**  
**ADMISSION AND TRANSFERS COMMISSION**

Admissions and Transfer Commission operates at Department level on the assessment and evaluation of admission criteria. Its members are nominated by the Faculty Council and approved by the Academic Senate. This ad hoc Commission operates under the admission instructions approved by the competent ministry of education by applying the criteria defined by UNYT. This Commission may seek the opinion of experts from other units, in the case of evaluation for university credit transfers of the applicants.

On the basis of the decisions of the Commission, the Deans of the respective faculties in cooperation with the Student Affairs Office and the Records Office, inform the applicants and competent offices on the possibility of admission at UNYT in accordance with the provisions of normative acts approved by the competent ministry of education.



---

<sup>2</sup> This diploma is issued to students who are enrolled in these programs in the university before the academic year 2016-2017.

## **CHAPTER NINE STUDENTS AND STUDENTS DATA**

### **Article 65 REQUIREMENTS ON STUDENTS' ADMISSION, REGISTRATION AND MATRICULATION**

According to UNYT's mission related to diversity and equal opportunities, admissions on UNYT are conducted without any discrimination because of race, colour, religion, gender, national origin, sexual orientation, origin, marital status, physical disability.

UNYT admits students in compliance with the admission policies set by the state after the evaluation process based on established criteria for the interested applicants and / or through interviews. The applicant student must submit the documentation specified according to UNYT criteria in accordance with the instructions of the competent Ministry of education on admissions and student registration.

Every person admitted in UNYT and registered for earning UNYT academic credits is provided with a matriculation number and will be considered a student with the rights and obligations provided by the relevant regulations.

Matriculated students will be considered all those students that have met all of the registration obligations and whose studies will be completed with a diploma according to established procedures.

Students may attend UNYT's preparatory academic courses to facilitate their continued education, as part of lifelong learning, and / or for their registration to proceed further in accordance with the preferences and according to procedures established by outside matriculation processes.

### **Article 66 STUDENT RIGHTS**

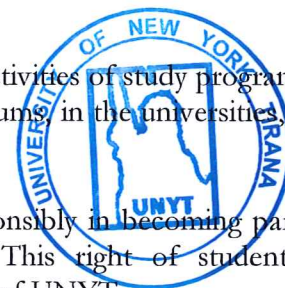
As important members of the academic community, students should be encouraged to develop critical judgment and engage in independent research of knowledge expressing their evaluation on the quality of educational aspects and offered services.

Students have the right to use the academic assessment appeal procedures.

The academic freedom standards remain an indispensable element for the students as important members of the academic community of UNYT. The academic freedom of the student to obtain modern knowledge and the freedom of the academic staff to provide them with it constitute an inseparable part of this academic freedom.

The right of attendance and to receive knowledge or to transfer the activities of study programs is based on the creation of equal and appropriate conditions in auditoriums, in the university, and in the wider community.

The aspiration of UNYT is that its students exercise their free responsibly in becoming part of the institutional decision-making process without being biased. This right of students is recognized, guaranteed and protected by all the community members of UNYT.





**Article 67**  
**STUDENT RESPONSIBILITIES**

Students are required to follow academic processes based on the regulations of the **University**.

Student responsibilities include the obligations defined in the study programs but also the participation in debates and other activities associated with the program.

The obligation of the students towards their peers involves the respect towards their opinions and rights.

Students have an equal responsibility to respect the community within UNYT and any collaborators outside UNYT.

Students are responsible for the settlement of their financial obligations arising from the university programs and services.

In addition, students should respect and protect their rights and responsibilities stipulated in the Statute, the Code of Conduct for Students, and any other acts of UNYT.

**Article 68**  
**FREEDOM OF MEMBERSHIP**

Students are free to organize themselves in groups and to join associations that express their common interests and rights. They also have opportunity to invite well-known public figures of academia, culture and art to open meetings.

**Article 69**  
**STUDENT PARTICIPATION IN ACADEMIC GOVERNANCE**

As essential members of the academic community students must be free to express their views, through their representation in the UNYT bodies, on institutional policy issues and on issues of special interest to them. Students have their voice in the UNYT policy formulation through the Student Council.

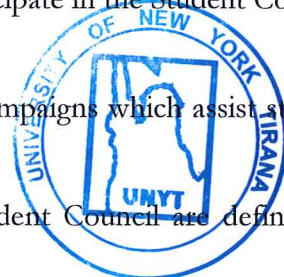
**Article 70**  
**STUDENTS' COUNCIL**

The UNYT Students' Council is a body that organizes events and activities, helps students to establish clubs and associations, and provides them opportunity to get involved by volunteering. This Council also promotes students participation and coordinates their representation in the governing bodies of the University.

The Council is elected once a year. Students are entitled to participate in the Student Council and in the electoral process for its direction.

The Students' Council at UNYT is involved in a number of campaigns which assist students in organizing activities both within and without the university.

The modalities, election procedures, and functions of the Student Council are defined in the Regulation of the Students' Council.



**Article 71**  
**PERSONAL DATA PROTECTION**

UNYT protects and guarantees as personal information the information on the students' points of view, family composition, beliefs, and political views, which information is received by the academic community during its work in teaching, administration, and counselling. The unjust disclosure of this information related to students is considered a violation of professional ethics.

Disciplinary Measures and Student Appeals are established in the Code of Ethics approved by the Ethics Commission.

**Article 72**  
**PROCEDURAL STANDARDS**

If a student's or academic's behaviour does not meet the accepted standard outlined in UNYT's Code of Ethics and Statute, the Disciplinary Procedures will be invoked against them aiming to prevent any violations of the rules of the University. Disciplinary decisions are made by the Ethics Commission. The composition, organization, and functioning of the Ethics Commission defined in the respective regulation approved by the Academic Senate.

**Article 73**  
**APPEAL**

The Ethics Commission decision appeal must be addressed to the authority of the Rector, who chairs the ad hoc Committee for Disciplinary Appeals, which will decide on the appeals process. The Disciplinary Appeal Committee consists of representatives from the Rectorate, and one student appointed by the President of the Student Union so as to avoid any conflicts of interest.

The Disciplinary Appeals Committee may reconsider previous decisions of the Ethics Commission Decisions are taken within 5 days as of the moment of submission of the appeal in writing, but with the understandings that all parties are entitled to be heard.

Types of disciplinary measures, the right to appeal, and any settlement measures are established by the relevant regulations according to the standards of the Ethics Commission.



**CHAPTER TEN**  
**EXTERNAL QUALITY ASSURANCE, ACCREDITATION AND EXTERNAL**  
**AUDITING**

**Article 74**  
**EXTERNAL QUALITY ASSURANCE AND ACCREDITATION**

UNYT cooperates with public bodies or agencies of quality assurance within the external quality assessment and accreditation in accordance with the rules established by the Code of Quality in Higher Education.

**Article 75**  
**FINANCIAL RESOURCES**

UNYT is private institution of higher education that exercises its activity mainly based on self-financing and/or other fundraising. The resources of financing and management of funds are approved by the Board of Administration. The scientific research activity of UNYT is funded by the university and / or through certain projects, public and private sectors donations.

All the needs of the University shall be covered by the income derived from tuition fees and / or other financial resources. Based on the established procedures, UNYT promotes the excellence of its students and staff.

**Article 76**  
**AUDITING**

Internal control and audit are performed out by the internal audit unit. External control and audit are performed by internal and / or external accredited auditors.



**CHAPTER ELEVEN  
TRANSITIONAL AND FINAL PROVISIONS**

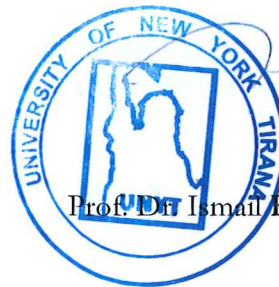
**Article 77  
AMENDMENTS**

Any amendment to this Statute shall be made with the prior approval of the Board of Administration and approval of the Academic Senate.

**Article 78  
ENTRY INTO FORCE**

The next day of approval by the Minister responsible for Education, Sports, and Youth, this Statute shall enter into force.

**CHAIRMAN OF THE SENATE**



Prof. Dr. Ismail KOCAYUSUFOGLU  
RECTOR

