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UNIVERSITY OF NEW YORK TIRANA

RULES AND REGULATIONS



Tirana, 2020



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## **A. Basic Provisions**

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### **Article 1: Aim and Scope**

- a. This regulation shall regulate the conditions, criteria and rules for the enrolment and studying in the First and Second Cycle Studies at the University of New York Tirana (UNYT).
- b. The provisions of this Regulation shall be applied by the university units conducting First and Second Cycle Studies.
- c. The First and Second Cycle Studies at the university shall be organized in accordance with the Law no 80/2015 "On Higher Education" of the Republic of Albania, bylaws and the University Statute.
- d. Third Cycle Study programs will be regulated by the specific provisions of the Doctor of Philosophy (PhD) Rules and Regulations.

### **Article 2: Education Period**

#### **First Cycle Studies**

- a. The education period of First Cycle Studies is 3 (three) years.
- b. The First Cycle Studies can be finished in maximum 6 (six) years.
- c. A student can spend maximum one year at other universities through student's mobility programs (Erasmus, Mevlana, etc....). This period is included within the maximum 6 (six) years of study.
- d. A student has right to suspend/freeze maximum 2 (two) semesters upon a notification through the Student Affairs Office and Faculty Council decision. This period is included within the maximum 6 (six) years of study.
- e. Further criteria for mobility and semester freezing procedures shall be defined by the Rectorate.
- f. Students who will not graduate within the maximum 6 (six) years will lose the student status at UNYT.

#### **Second Cycle Studies**

- a. UNYT offers two types of Second Cycle Studies:
  1. Master of Science (MSc) - 120 ECTS.
  2. Integrated Program of Second Cycle Study (IPSC) – 300 ECTS.
- b. The education period of the regular MSc is 2 (two) years and IPSC is 5 (five) years.
- c. The Second Cycle Studies for MSc can be finished in maximum 4 (four) years and IPSC in maximum 10 (ten) years.
- d. A student can spend 1 (one) year (for IPSC up to 2 (two) years) at other universities through student's mobility programs (Erasmus, Mevlana, etc....). This period is included within the maximum years of study.
- e. A student has right to suspend/freeze 2 (two) semesters (for IPSC 3 (three) semesters) upon a notification through the Student Affairs Office and Faculty Council decision. This period is included within the maximum years of study.
- f. Further criteria for mobility and semester freezing procedures shall be defined by the Rectorate.
- g. Students who will not graduate within the maximum years of study will lose the student status at UNYT.

#### **Third Cycle Studies**

- a. The education period of Third Cycle Studies (PhD) is 5(five) to 7 (seven) years.
- b. The Third Cycle Studies can be finished in maximum 7 (seven) years.
- c. A student can spend maximum one year at other universities through student's mobility programs (Erasmus, Mevlana, etc....). This period is included within the maximum 7 (seven) years of study.
- d. A student has right to suspend/freeze maximum 2 (two) semesters upon a notification through the Student Affairs Office and Faculty Council decision. This period is NOT included within the maximum 7 (seven) years of study.
- e. Further criteria for mobility and semester freezing procedures shall be defined by the Rectorate.
- f. Third Cycle Study (PhD) are defined in the specific provisions of the PhD Rules and Regulation.



### **Article 3: Academic Year**

- a. The Academic Year shall start as per the yearly decision of the Albanian Ministry of Education, Sports and Youth.
- b. The Academic Year is divided into two semesters: Fall and Spring semester.
- c. UNYT may offer summer term of education. The details of summer term will be regulated by the Rectorate.
- d. Each semester shall include 15 weeks of classes including mid-term and final exam.
- e. Annual Academic Calendar is determined according to the yearly decision of the Albanian Ministry of Education, Sports and Youth and the Rectorate decision. The Calendar will be published via university media (bulletin, boards, UNYT web site, etc.).
- f. The Academic Calendar contains the frame of acts for the terms of semester registration, teaching, exams, and holidays.

### **Article 4: Teaching Language**

- a. The official teaching language is English.
- b. Teaching can also be held in different languages upon the nature of the course.
- c. UNYT may offer education in different languages upon Senate decision and Administrative Board approval.

### **Article 5: Diploma Form**

#### **First Cycle Studies**

- a. A student, who has successfully completed a study program of First Cycle Study, is entitled with a degree "Bachelor".
- b. A Diploma, Official Transcript and a Diploma Supplement will be issued to the student according to the entitled degree.

#### **Second Cycle Studies**

- a. A student, who has successfully completed a study program of Second Cycle Study, is entitled with a degree:
  1. Master of Science (MSc)
  - or
  2. Integrated Program of Second Cycle Study (IPSC)
- b. A Diploma, Official Transcript and a Diploma Supplement will be issued to the student according to the entitled degree.

#### **Third Cycle Studies**

- a. A student, who has successfully completed a study program of Third Cycle Study, is entitled with a degree "Doctor of Philosophy (PhD)".
- b. A Diploma, Official Transcript and a Diploma Supplement will be issued to the student according to the entitled degree.



## B. Acceptance Procedures

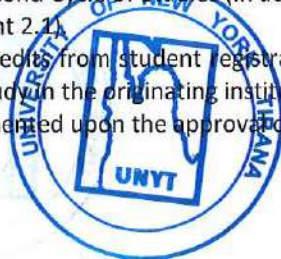
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### Article 6: Quota and Student Acceptance

- a. The Quota (the number of students) for each study program will be proposed by the respective department and approved by the Senate Decision. The Decision will be declared to the Ministry of Education, Sports and Youth for every academic year.
- b. All students shall be accepted according to the criteria determined by the Law on Higher Education, bylaws and additional University Criteria.
- c. Admission to the First Cycle Study programs is possible for any candidate who has successfully completed the Secondary Education and meets the average grade criterion set annually by the Council of Ministers decision in accordance with Article 74 of Law no. 80/2015 on 'Higher Education'.
- d. Admission to Integrated Second Cycle Study program is possible for any candidate who has successfully completed the Secondary Education and meets the average grade criterion set annually by the Council of Ministers decision in accordance with Article 74 & 76 of Law no. 80/2015 on 'Higher Education'.
- e. Admission to Second Cycle Study programs is possible for any candidate who has successfully completed a First Cycle of Studies and fulfils the University admissions criteria in accordance with Article 76 of Law no. 80/2015 on 'Higher Education'.
- f. Admissions to Third Cycle Study programs is possible for any candidate who has successfully completed a diploma in 'Master of Science' or 'Master of Arts' and fulfils the University admissions criteria in accordance with Article 78 of Law no. 80/2015 on 'Higher Education'.
- g. Foreign students are obliged to follow diploma recognition and equivalency procedures as per bylaws.
- h. The enrolment application shall be submitted at the Student Affairs Office during the terms determined by the Ministry.
- i. Acceptance of students of foreign citizenship, procedures are carried out by the Senate in accordance with the Higher Education Law of the Republic of Albania.

### Article 7: Acceptance of Transfer Students

- a. The acceptance of transfer students to UNYT study programmes shall be conducted in accordance with UNYT student transfer procedures and the Law on Higher Education of the Republic of Albania.
- b. The student application for credit transfer will be reviewed by an ad-hoc departmental committee and approved by the respective Dean.
- c. UNYT recognizes credits and transfer of studies, between programs of the same study cycle, within the same institution or different institutions of higher education at the beginning of the academic year.
- d. The Committee shall evaluate only credit details that have been submitted on an official transcript from the originating institution. The official transcript should be accompanied by the official syllabus.
- e. A course is accepted for transfer if it is graded with a passing mark as provided in the official transcript from the originating institution.
- f. The acceptability of the course for University Transfer Credit is determined in accordance with the nature, level, content, and comparability of the course.
- g. Committees cannot recognize Transfer Credits more than 60 (sixty) Transfer Credits for First Cycle Studies and 40 (forty) Transfer Credits for Second Cycle of Studies (in accordance with the Council of Minister Order, no. 41, dated 24.01.2018, point 2.1).
- h. UNYT shall not accept requests to transfer credits from student registrations in a Program of Study that has surpassed the maximum period of study in the originating institution.
- i. The student transfer credits should be implemented upon the approval of the Rectorate.



#### **Article 8: Exchange Students**

- a. UNYT allows both incoming and outgoing exchange students.
- b. Students enrolled in other higher education institutions may apply for one of the student exchange programmes offered by UNYT (Erasmus+, Mevlana, Bilateral Agreements, etc.) with the status of Exchange Student.
- c. Exchange student quota is determined by the Rectorate.
- d. Exchange students have equal rights and obligations with UNYT students in terms of educational process at UNYT.
- e. At the end of the exchange period, a transcript will be issued.
- f. Outgoing exchange student will follow the rules of hosting university.
- g. Outgoing exchange student must have a pre-approval from the related department in terms of courses and other requirements of UNYT.
- h. International Relations Office is in-charge to follow the procedures on exchange student.
- i. Tuition Fee of exchange students will be regulated by Senate decision.

#### **C. Enrollment Procedures**

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#### **Article 9: First Time Enrollment Procedures**

- a. The students, who are accepted at the study program, including Transfer and Exchange students, are obliged to enroll by submitting an application form with the required documents to the Student Affairs Office (SAO).
- b. REQUIRED DOCUMENTS:
  - i) Valid ID or Passport
  - ii) Valid High School diploma
  - iii) Valid First Cycle Diploma<sup>1</sup>
  - iv) Result of Matura Exam
  - v) English Certificate
- c. Every application should be submitted personally by the applicant. When the applicant cannot come for enrolment due to justified reasons, the enrolment procedure can be done by appointing a representative.
- d. The application will be rejected if any document is missing, incomplete or false.
- a. First time enrolled students following the tuition payment, must apply to Records office to get Student ID Number and Student ID.
- b. All students must abide by the Admission rules.

#### **Article 10: English Level Certificate and Proficiency Exam**

- a. In order to enrol, UNYT requires B1 Level of English Language Certificate from TOEFL, IELTS, APTIS and any other English exam as specified by the Ministry of Education, Youth and Sports of the Republic of Albania.
- b. All students, including Transfer and Exchange, who are accepted at the study programmes at UNYT must pass an English Language Proficiency Exam.
- c. The students who do not pass the English Language Proficiency Exam have to enrol in the English Language Preparatory Courses at UNYT.
- d. Students with valid TOEFL, IELTS or other Proficiency English Language Tests will be exempted from English Language Proficiency Exam by approval of the English Language School (ELS) committee.
- e. Students coming from English Language teaching High schools or Universities will be exempted from English Language Proficiency Exam by approval of the ELS committee.

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<sup>1</sup> For enrolments in a 'Master of Science' program.



- f. Students may be allowed *conditional enrolment* by approval of ELS committee. Conditionally enrolled student must provide the necessary certificate by the end of first academic year.
- g. Additional criteria in terms of English Language Proficiency may be applied by ELS upon prior approval of the Rectorate.

**Article 11: Student Registration**

- c. Registration takes place every semester.
- d. Every semester, all students must pay the Tuition fee and register the allowed courses with the Records Office in order to finalize the enrolment.

**Article 12: Student ID card**

- a. The enrolled students will be provided with Student ID card.
- b. Student IDs are not considered as official ID.
- c. Student ID will be asked to use for Library, IT, Records and Exams.
- d. The student card can be renewed by a payable fee if the card is lost.
- e. The student who has been dismissed from the University must return the ID card.





## **D. Tuition Fees and Scholarships**

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### **Article 13: Tuition Fees**

- a. The tuition fees for each academic year are determined by the University Board of Administration.
- b. The University Board of Administration retains the right to change the tuition fees at any time, under the condition of their application from the upcoming academic year.
- c. The student retains the same tuition fee rate valid at the moment of enrolment at the university.
- d. Students who fail to pay the tuition fee within defined instalment periods are not granted the right to enter Mid-term, Final or Make-up exams.

### **Article 14: Other Fees**

- a. The University shall not apply any fee for entering exams.
- b. The University Board of Administration defines the rate of the fees for repeating courses, additional courses, summer school courses, etc.

### **Article 15: Scholarship: General**

- a. The Scholarship Regulation is implemented by Rectorate upon approval of the Board of Administration.
- b. The distribution of scholarships to successful students is defined according to the Regulation on Scholarships and a Committee that has been assigned by the Rector.
- c. Scholarship for First Cycle Studies is valid maximum for 3 (three) years, and maximum 1 (one) year for English Language School.
- d. Scholarship for Second Cycle Studies is valid maximum for 2 years.
- e. Scholarship for Second Cycle Studies IPSC is valid maximum for 5 years.
- f. Students can receive a scholarship by:
  - Foundation Scholarship
  - UNYT Merit Based Scholarship Exam
  - GPA Scholarship
  - Other Scholarships
- g. Further criteria on Scholarship are prescribed in the Regulation on Scholarship.



## **E. Educational Process: Type of Courses, Course Registration and Graduation Position**

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### **Article 16: Study Programs**

- a. Study programs are created according to standards and methods, compatible with European Higher Education System.
- b. Study programs are conducted within the framework of departments and faculties, licenced by the Albanian Ministry of Education, Sports and Youth and accredited by the National Agency for Quality Assurance (ASCAL).
- c. Study programs contain compulsory and elective courses. Elective courses may be offered at department, faculty and university level.
- d. Departments are responsible to offer non-credit practical and clinical teaching for all study programs.

### **Article 17: Course ECTS credits**

- a. Courses within a study program are awarded with ECTS credits.
- b. Number of credits per semester is 30 ECTS (per academic year is 60 ECTS).
- c. First Cycle Studies contain 180 ECTS credits.
- d. Second Cycle Studies contain 120 ECTS for MSc degree or 300 ECTS for IPSC degree.

### **Article 18: Types of Courses**

- a. At UNYT, 4 (four) types of courses are delivered at each study program:
  - 1) Compulsory Courses
  - 2) Department Level Elective Courses
  - 3) Faculty Level Elective Courses
  - 4) University Level Elective Courses
- b. The percentages of the compulsory or elective courses are specifically determined by each study program's rules and regulations in accordance with the laws and bylaws of Higher Education in the Republic of Albania.
- c. Students are obliged to take all compulsory courses of the study program as offered in the program curricula upon registration.
- d. Elective courses can be selected by the students according to their area of interests upon the approval of advisor.
- e. The Faculty Council decides which elective courses (departmental, faculty or university level) shall be activated each semester.
- f. To activate an elective course, the minimum number of students shall be declared by the Rectorate every academic year.

### **Article 19: Non-Credit Courses (NC): Practical and Clinical Teaching**

- a. In addition to compulsory and elective courses, Faculties will organize non-credit Practical and Clinical teaching activities.
- b. Faculty Councils shall decide on the requirement of Practical and Clinical Teaching activities for their students.
- c. Practical and Clinical Teaching activities will be organized during 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> or 5<sup>th</sup> semester, in duration of 10-12 hours during a semester.
- d. Faculties may organize up to 4 (four) different practical/clinical teaching activities.
- e. For each faculty, Academic Writing will be organized as a mandatory practical and clinical teaching activity. (Academic writing aims to improve writing capabilities of students in terms of essays, seminar works, projects, preparation of presentations, etc.)
- f. Every student must attend at least 2 practical and clinical teaching activities during whole education.
- g. Practical and Teaching activities must be completed before registering Graduation Project.

### **Article 20: Curriculum and Syllabus**

- a. Each study program follows the Curriculum (Courses arrangements of each semester), defined by the respective Department. Curriculum defines the course, laboratory, practice, workshop, studio, internship, graduation project, seminar and similar studies and of the distribution of these studies as courses according to semesters.



- b. All instructors are obliged to compile a teaching syllabus before the beginning of a class.
- c. In the first lecture, the course syllabus is given to students and discussed.
- d. In the course syllabus students find contact information for the instructor, course objectives, purpose, content and requirements. Students also find details on how they will be evaluated, as well as general standards for behavior. Often, course assignments are included.

**Article 21: Academic Advisor**

- a. At the beginning of the academic year, for each student an academic advisor will be assigned by the Dean of the Faculty.
- b. The duty of academic advisor is to guide students to register the courses, to discover their interests and talents, follow-up their academic performance and guide in all educational matters.

**Article 22: Semester Registration**

- a. Course Registration: Each enrolled student of UNYT must register every semester up to graduation.
- b. The registration must be done within the registration period, as specified in the Academic Calendar.
- c. Students select courses with the assistance of an academic advisor.

**Article 23: Regular Course Registration**

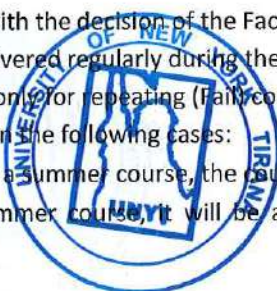
- a. Each student registers regularly 30 ECTS credits per semester (60 ECTS per academic year).
- b. The student can register maximum 45 ECTS credits per semester, in all cases. (GPA, Graduation Position or any other case). *See related Articles.*
- c. If offered, the failed and missing courses must be registered first.<sup>2</sup>
- d. For pre-requisite courses, in order to register an adherent course, the student must pass the previous course.
- e. Compulsory courses are not replaceable.
- f. Elective courses are replaceable: During the whole educational period, if the student has failed elective courses three times or more, the student has the right to replace such failed elective courses with the available same level elective courses.
- g. The replacement of the course must be approved through the adviser by the Faculty Dean. In case of replacement, regular course criteria shall be applied for the new course.
- h. Internship and Graduation Project shall also be registered as a regular course.

**Article 24: Courses Registration Allowance according to GPA**

- a. A regular student registers 30 ECTS credits per semester (60 ECTS per academic year).
- b. Upon approval of the Advisor, a student can register additional courses if the student's GPA (over 100 point-based system) is:
  - **Between 50 - 59, maximum 30 ECTS** credits can be registered per semester.
  - **Between 60 – 79, maximum 36 ECTS** credits can be registered per semester (6 credit is only for failed or missing courses).
  - **Between 80 - 89, maximum 40 ECTS** credits can be registered per semester, (10 credit is only for failed or missing courses).
  - **Between 90-100, maximum 45 ECTS** credits can be registered per semester, if the student has **no failed course** (additional advance courses - Faculty Dean and Rectorate approval is needed).

**Article 25. Summer Course**

- a. A summer course can be activated with the decision of the Faculty Council.
- b. A summer course is not a course delivered regularly during the ongoing semester.
- c. A summer course shall be activated only for repeating (Fail) courses.
- d. A summer course shall be activated in the following cases:
  - If more than 20 students apply for a summer course, the course must be activated.
  - If 10-19 students apply for a summer course, it will be activated upon decision of the Faculty Council;



<sup>2</sup> A missing course is a regular course not registered in the previous semesters. A failed course is not considered as a missing course.

- If 5-9 students apply for a summer course, it will be activated upon decision of the Faculty Council, and approval by the Rectorate;
  - Only in case of graduating position, a summer course shall be activated for less than 5 students upon decision of the Faculty Council, and approval by the Rectorate.
- e. No summer course shall be activated in case only one student application.
  - f. No student is allowed to register more than 2 (two) summer courses at the same time.
  - g. In graduation position, a student is allowed to register maximum 3 (three) courses.
  - h. Fees of a summer course are proposed by the Rectorate for approval of Board of Administration.

**Article 26: Exemption from Courses**

- a. Transfer students reserve the right to request from the university to be exempted from the courses that they have successfully completed in their previous university upon Committee decision of related study program and Faculty Dean approval. This rule shall not be applied for failed courses.
- b. Students that request to be exempted, should apply to the Faculty through Student Affairs Office with their transcripts within 15 days from their registration date.
- c. The Faculty Dean asks related study program to establish Committee of relevant teaching staff that will administrate the exemption process, related to the content of the course, teaching hours, ECTS and grade.

**Article 27: Taking Courses from Other Universities: (Erasmus+, Mevlana, Bilateral ...)**

- a. All courses that the student has received in another higher education institution in accordance with student exchange programs (Erasmus+, Mevlana or Bilateral agreement) and successfully completed according to the criteria of the abroad institution are indicated with their original names and UNYT ECTS credits in the grading, upon IRO report and approval of advisor and Faculty Council decision.
- b. The equivalent grade will be recorded to UNYT system. If not able to equalize, then the grade P for Pass, F for Fail will be signed.
- c. Students may take courses that they failed twice at UNYT or any course that is no longer active at UNYT from other universities upon approval of advisor and Faculty Council decision.
- d. The grades they receive from these courses are included in GPA and credit calculations.

**Article 28: Internship, Graduation Project(s)**

- a. Internship is compulsory and shall be registered as regular course.
- b. Further criteria on internship are prescribed in the Regulation on Internship.
- c. Without completing Internship, a student cannot register for Graduation Project.
- d. Some programs at UNYT offer Graduation Project I and II.
- e. Graduation Project I and II are compulsory and shall be registered as a regular course.
- f. Every student will be appointed a Graduation Project Advisor.
- g. Arrangements and grading in terms of Graduation Project(s) shall be defined by the Graduation Project Advisor according to syllabus at the beginning of the semester.
- h. In order to register Graduation Project course, for First Cycle Study programs, the student must acquire at least 144 ECTS.
- i. In order to register Graduation Project I, for Integrated Study programs, the student must acquire at least 234 ECTS, whereas for Graduation Project I, at least 264 ECTS.
- j. In order to register Graduation Project, for Second Cycle Study programs, the student must pass all first year courses.
- k. Students having failed courses from First academic year, cannot register Graduation Project(s).
- l. In case of Graduation Position, upon approval of the academic Advisor and the Faculty Dean; both, Graduation Project I and Graduation Project II can be registered in the same semester.
- m. Students, have failed (F) courses from first academic year, shall not register Graduation Projects(s).
- n. Further criteria on Graduation Project(s) are prescribed in the Regulation on Graduation/Diploma Projects.

**Article 29: Graduation Position**

- a. For First Cycle Study programs, a student acquiring minimum 144 ECTS credits is considered to be in a Graduation Position.
- b. For Second Cycle Study programs, a student passing all compulsory courses is considered to be in a Graduation Position.
- c. For IPSC study programs, a student acquiring minimum 234 ECTS credits is considered to be in a Graduation Position.
- d. The student in a Graduation Position is allowed to register 1 (one) additional course, regardless of GPA.
- e. The additional course must be counted within the maximum 45 ECTS per semester.

**Article 30: Add/Drop Week**

- a. UNYT defines first two weeks of the academic semester as the Add/Drop period.
- b. Students can change the courses they have registered in the current semester, upon approval of their advisors, within the Add/Drop period.
- c. Dropped courses are not considered as enrolled and will not appear on the student's transcript.



## **F. Educational Process: Attendance, Exams and Grading.**

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### **Article 31: Attendance Criteria**

- a. Students are obliged to attend at least 70% of lectures, exercises, and other activities.
- b. Withdrawn (W) courses are obliged to be attended at least 70%.
- c. Not-Attendance (NA) courses are obliged to be attended at least 70%.
- d. Fail Courses (F) are obliged to be attended at least 50%. Double Fail courses are obliged to be attended at least 30% and triple Fail Courses are not obliged to be attended. However, students need to register and to pay repeated course.
- e. The teaching staff should monitor and submit Course Attendance Report to the Records Office before the final exam of each semester.

### **Article 32: Exams**

- a. Student knowledge or skill in a particular course is tested through the different forms of quizzes, homework, seminar works, projects, exams etc.
- b. The evaluation criteria for each course should be provided to the student through the Syllabus in the beginning of each semester.
- c. The syllabus for each course shall indicate the grading components according to the following ratio:
  - Participation/Attendance (10%),
  - Other Components (20%),
  - Mid-term exam (30%),
  - Final exam (40%),
- d. The criteria and instructions for the composition of the Mid-term exam and Final exam will be defined by the respective academic staff, at the beginning of the semester.
- e. The credits in the 'Other Components' category shall include but not limited to Active participation, Quizzes, Weekly Homework, Term Papers/Essays, Practical/Clinical Teaching Activities; and other assignments given by the course instructor.

Exam terms are defined in the Academic Calendar and announced on the university website.

### **Article 33: Final Exam**

- a. In order to enter the Final Exam, students must:
  - Have at least 70% of class attendance;
  - Enter Mid-Term exam;
  - Acquire at least 10 credit points from Mid-term exam and 'Other Components' category.
- b. Students, who do not satisfy the attendance criteria, will not be allowed to enter the Final exam and will repeat the course.
- c. Students, who do not enter the Mid-term exam with no justified reason, will not be allowed to enter the Final exam and will repeat the course.

### **Article 34: Excuse Exam**

- a. Students, who did not enter the Mid-term exam, due to justified reasons, shall apply to enter Excuse exam.
- b. Justified reasons (such as surgery, first degree lost and so on) must be defined by Rectorate and application must be approved by Faculty Council decision.
- c. Excuse exam shall be offered at least one-week before the Final exam.
- d. Excuse exam will be considered as Mid-term exam.

### **Article 35: Make-up Exam**

- a. Students, with less than 50 credit points shall enter Make-up Exam.
- b. In order to enter Make-up exam, students must have minimum 10 credit points from Final Exam.
- c. Make-up Exam is equivalent to the Final Exam and results from the Make-up exam will replace results from Final Exam.



**Article 36: Announcement of Grades and Transcript**

- a. The grades given by teaching staff are entered into the Students information system and they are administered by the Records Office.
- b. The academic staff fills up and sign individual exam result sheet, as a hard copy, for each course. The result sheets are administered by the Records Office and are archived at the university.
- c. Upon the written request of a student, Records Office issues a transcript.
- d. The transcript shows all grades of courses, earned ECTS, and GPA- Grades Points Average.
- e. Grades Points Average (GPA) should include the failing courses as well.

**Article 37: Grade Changes**

- a. A reported grade may be changed only if an error has been made in computing or recording.
- b. The faculty member will submit a Grade Change Form and explain the reason for the change.
- c. Under no circumstances, grades will be changed without a completed Grade Change Form and the signature of the instructor.
- d. Grade changes, if any, may be done maximum in 5 days after announcement.

**Article 38: Objection to Exam Results**

- a. If the student is not satisfied with the final assessment or if the student considers that the exam has not been conducted in accordance with the Law on Higher Education and/or the University Statute or Syllabus, then students have the right to submit a written objection to the exam result and address it to the Student Affairs Office within 48 hours after the announcement of the results.
- b. Student Affairs Office forwards the application to the respective Department Chair within 48 hours.
- c. If the Department Chair considers that the necessary conditions are fulfilled, then he/she will ask the respective academic staff to re-evaluate the exam. Department Chair’s decision and professor’s re-evaluation should be completed within 48 hours.
- d. If the student is not satisfied with the re-evaluated exam result, he/she has the right to ask to be checked by an ad-hoc committee, by paying the amount regulated by Rectorate.
- e. The ad-hoc committee includes academic staff from the same or similar scientific area of the course.
- f. The student should address the Faculty Dean with a written request in order for the ad-hoc committee to be established, within 24 hours. The Faculty Dean will deliver the committee decision within 3 working days.
- g. The student will receive as final grade the grade as decided by the ad-hoc committee decision without a right to further appeal.

**Article 39: Passing a Course**

- a. In order to pass a course, students must have;
  - Minimum 10 credit points from Final Exam or Make-up Exam, and
  - Minimum 50 credit points in total from Mid-term Exam, Activity and Final Exam.

Participation (Over 100)	Activities (Over 100)	Mid-term Exam (Over 100)	Final Exam (Over 100)	PASSING GRADE (Over 100)
%10	%20	%30	%40	%100
<ul style="list-style-type: none"> <li>• At least 70% of attendance</li> <li>• Must enter Mid-term exam</li> <li>• In total Minimum 10 pts</li> </ul>				Minimum 50 pts

Passed courses will be granted with ECTS credits given in the syllabus.



#### Article 40: Grading

The below given Equivalency Grading Table shall be applied:

Assessment criteria	100 System	Letter Grade	Quality Points (4.0)
	90 – 100	A	4.00
	85 – 89	A-	3.67
	80 – 84	B+	3.33
	70 – 79	B	3.00
	65 – 69	B-	2.67
	60 – 64	C+	2.33
	50 – 59	C	2.00
	45 – 49	C-	1.67
	40 – 44	D+	1.33
	35 – 39	D	1.00
	0 – 34	F	0.00

#### REMARKS:

- In order to Pass a course, the minimum grade is C which is equivalent to 2.00/4.00 or 50/100.
- The grades C, D+ and D are considered compensable grades if the semester GPA is C (2.00/4.00 or 50/100).
- In order to Pass whole semester, the GPA of the semester must be at least C (i.e.  $\geq 2.00/4.00$  or  $\geq 50/100$ ). Otherwise,
  - If the semester GPA is less than 2.00, student must repeat **one or more** courses of the grades C, D+ or D, upon advisor approval.
  - If the semester GPA is less than 1.80, student must repeat **at least two or more** courses of the grades C, D+ or D, upon advisor approval.
  - If the semester GPA is less than 1.67, student must repeat **ALL** courses of the grades C, D+ and D.
- The exam results  $\geq 34.5$ ;  $\geq 39.5$ ;  $\geq 44.5$ ;  $\geq 49.5$ ;  $\geq 59.5$ ,  $\geq 64.5$ ,  $\geq 69.5$ ,  $\geq 79.5$ ,  $\geq 84.5$ ,  $\geq 89.5$  etc. should be rounded to the nearest higher value, i.e., 35, 40, 45, 50, 60, 65, 70, 80, 85 and 90, respectively.

#### Article 41: Course Withdrawal - (W)

- UNYT defines from third week to eighth week of the semester as the Withdrawal period.
- Students can withdraw the courses they have registered in the current semester, upon approval of their advisors, within the Withdrawal period.
- Withdrawn course/s are to be considered as Fail category course/s and a grade of W will be recorded on the student's transcript.
- Withdrawn course's fee is non-refundable.

#### Article 42: Not-Attendance – (NA)

- UNYT requires 70% of attendance for each class.
- The attendance less than 70% of the class will be considered NA (Not-Attendance).
- NA course will be considered as a new course in terms of attendance and fee.
- NA course's fee is non-refundable.

#### Article 43: Fail Courses - (F)

- A course of the category F in the grading system is named "Fail Course".
- Attendance for Fail course is at least 50%.
- If activated, Fail courses must be registered first.





- d. Double, triple... failed courses will be marked also F.
- e. Fee for the Fail course is half ( $\frac{1}{2}$ ) of the regular course fee.
- f. Fail course's fee is non-refundable.

**Article 44: Repeating Courses**

- a. Student that have an "F"- (Fail) grade for any course must take that course again.
- b. A student will receive credit for the failed course only by repeating that course and receiving a passing grade.
- c. The original "F" and the new grade both appear on the student's transcript, but only the replacement grade will be counted in calculating the GPA.
- d. When the student passes the course, the letter "R"- (Repeat) appears next to the original "F" (which means that the student has replaced the "F" with a passing grade).
- e. For compulsory courses, student must repeat the course up to the maximum allowed education period.
- f. For elective courses, if the student does not pass the course the third time, he/she will be directed to register another elective course in the same level, upon approval of the Academic Adviser and Faculty Dean.
- g. A student may be allowed replacing maximum 2 (two) elective courses during whole education.
- h. All repeating courses are to be paid 50% of regular course fee.

**Article 45: Incompletes – (I)**

- a. Courses, having projects as final exam or has deadline after regular semesters (Internship...) shall be marked as Incomplete "I" until the deadline, if
- b. by the request of the student and the Lecturer allowance to finish the study,
- c. if the student has completed at least three quarters of the required work for a course and where more research or health reasons prevents the student from finishing the work on time.
- d. The student must complete the course by the beginning of the next full semester in which he/she is registered or the "I" will automatically be converted into an "F".
- e. When the student submits all work required, the Lecturer submits the Grade Change Form finalizing the student's grade in that course at the Records Office.

**Article 46: Other Categories**

- a. P – Pass: The course that cannot be equalized with UNYT course, will be graded as Pass (P) or Fail (F). Pass course will not be calculated in GPA.
- b. NC – Non Credit: Non-Credit courses will be graded as Pass (P) or Fail (F).
- c. R – Repeat: All repeat courses will be marked as R and will be recorded in the Transcript.
- d. T-Transfer: Used for the course(s) from a program inside or outside of the higher education institution and approved for adjustment by the relevant committee and added in the GPA calculation. Courses transferred from foreign exchange programs and not being able to equalize, will be graded as Pass (P) and not included in the GPA.



## G. GRADUATING and DIPLOMA issuing

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### Article 47: Graduating:

In order to Graduate from First Cycle Program (Bachelor), student must:

- a. acquire 180 ECTS,
- b. have GPA 2.0/4.0 (50/100) in whole academic years.

In order to Graduate from Integrated Master Program (Master of Science), student must:

- a. acquire 300 ECTS,
- b. have GPA 2.0/4.0 (50/100) in whole academic years.

In order to Graduate a Second Cycle Program (Master of Science), student must:

- a. acquire 120 ECTS,
- b. have GPA 2.6/4.0 (65/100) in whole academic years.

### Article 48: Diploma issuing:

In order to issue a Diploma, student must:

- a. fill out the GRADUATION FORM (a petition),
- b. have clearance from Library, IT, and Accounting office,
- c. must return the SIGNED FORM (signed by Advisor, Chair of Program and Dean of Faculty) to Records Office.
- d. The DIPLOMA signed by the Dean and the RECTOR, defined in Article 5, will be issued, and SEALED.

### Article 49: Losing a Diploma

- a. In case of diploma loss, the student must request in writing the issuance of official documents to replace the lost diploma as their equivalent to the diploma in the form of a certificate (Diploma Certificate).
- b. Diploma Certificate is issued upon the student's written request.
- c. Tariffs for the issuance of a Diploma or Certificate of Diploma will be proposed by the Rectorate and approved by the Board of Administration.

### Article 50: Dual Degree, Joint Degree

- a. UNYT offers Dual Degree and Joint Degree in accordance with the Law no 80/2015 "On Higher Education" of the Republic of Albania, bylaws and the University Statute.
- b. Details about Dual Degree and Joint Degree are prescribed in the Regulation of Dual Degree/Joint Degree.
- c. UNYT develops the programs and courses in collaboration with the State University of New York / Empire State College (SUNY / ESC)<sup>3</sup> 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*).
- d. 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.

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<sup>3</sup>[http://www.esc.edu/ESConline/esc\\_locations/internat.nsf/wholeshortlinks2/Academic+Programs?opendocument](http://www.esc.edu/ESConline/esc_locations/internat.nsf/wholeshortlinks2/Academic+Programs?opendocument)

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

**Article 51: Honour Degree and High Honour Degree Students**

- a. If a student at the moment of graduation has an average grade between 90 to 95 (over 100) or 3.6 to 3.8 (over 4.0), he/she shall be entitled to the status of "Honour Degree Student" and shall receive a "Certificate of Honour".
- b. If a student at the moment of graduation has an average grade between 96 to 100 (over 100) or 3.9 to 4.0 (over 4.0), he/she shall be entitled to the status of "High Honour Degree Student" and shall receive a "Certificate of High Honour".

**H. Additional Provisions**

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**Article 52: Changing the Study Program**

- a. All students are allowed to change their study program in accordance with the Law and bylaws of Higher Education in Albania. Faculty Councils and Rectorate will approve the transfer based on the accredited Quota. However, depending on the scholarship type, scholarship students may lose whole or part of their scholarship.
- b. Students may request to change their study program at the end of the first academic year and during the intermediate years.
- c. Dates of application for study program change will be announced every year in accordance with the bylaws on Higher Education.
- d. Students have to submit in person a written request for changing the study program to the Student Affairs Office.
- e. Transferred studies in the intermediate years have to be approved by the Faculty Council and Rectorate.
- f. Change of a study program is not allowed in the last year of studies.

**Article 53: Suspension of Studies**

- a. A student may request to suspend his/her studies from the university at any time by submitting a written request to the Student Affairs Office.
- b. A student has right to suspend maximum 2 (two) semesters upon approval of advisor and the Faculty Dean, through the Student Affairs Office.
- c. The student is not to pay for the semester fee if he/she has applied for suspension before the last enrolment date, as set by the academic calendar. After enrolment, regular fee should be paid.
- d. Student Affairs Office is in charge of the application and the Records Office is in charge of maintaining information on any suspension of studies. Student must also inform the Finance Office for the case.
- e. Suspension of studies is included within the maximum years of education period.

**Article 54: Termination of Studies**

- e. If a student would like to permanently interrupt his/her study at UNYT for some reason (health problems, personal problems, financial problems, etc.), he/she should first discuss this decision with his/her advisor.
- f. Then, student must apply by signed document (Termination Form) with his/her presence to Student Affairs Office for terminating the studies.
- g. If the student has terminated his/her studies with UNYT and intends to return, he/she is to comply with the criteria for re-application as new student.
- h. In order to finalize termination, students must pay all fees and must get clearance from library, IT and Finance Office.



#### **Article 55: Academic Ethics**

- a. Students are expected to maintain the highest standard of honesty toward their academic life at UNYT.
- b. Cheating, forgery and plagiarism are serious offences, and students found guilty of any form of academic dishonesty are subject to disciplinary action.
- c. The academic penalty may range from failure of the course itself up to dismissal from UNYT.
- d. Faculty members report cases of cheating, plagiarism or forgery to their department Chair.
- e. All students are accepted, as default, to obey ethical rules upon their registration or re-registration.
- f. No information or document referring to a student's academic or personal life is released to anybody outside UNYT without the written (and signed) permission of the student.
- g. Registered students accept sending Grading report to their parents or guardians upon request.

#### **Article 56: Disciplinary Measures**

- a. Students' disciplinary measures are regulated by the Student Code of Ethics Regulation.
- b. Students with any kind of disciplinary measures will fully lose all kind of Scholarship.
- c. The expulsion period, in which the students have been evicted from school on disciplinary grounds, is included in the maximum education period.
- d. The student that has been evicted from school on disciplinary grounds shall pay his/her semester fee no matter what the duration or starting date of the ban period.
- e. Students who are wanted, charged or arrested cannot request to suspend/freeze the semester, as long as the judicial process is ongoing.
- f. The university reserves the right to expel from the university students who are arrested in criminal legal cases.

#### **Article 57: UNYT Emblem and Issuance of Official Documents**

- a. 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".
- b. 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".
- c. The University is also in hold of a dry seal (relief) for the purpose of sealing the diplomas it issues for its graduating students.
- d. All official and legal documents issued by UNYT must be signed by relevant governing authorities accompanied with the UNYT official stamp.

#### **Article 58: Final Provisions**

- a. This regulation and all amendments on this Regulation are approved by the University Senate (Decision No.66, date July 15, 2020) and University Board of Administration (Decision date 16.07.2020).
- b. This regulation and its amendments shall be implemented starting from academic year 2020/2021.

  
Prof. Dr. Ismail Kocayusufoglu  
Rector

