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STATUTE

EPOKA UNIVERSITY

TIRANA, 2016

(Approved upon Decision of the Academic Senate No. 02, dated 14.12.2016)

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Senate	Academic Evaluation and Quality Improvement Board	Higher Board

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PART 1
CHAPTER 1
GENERAL PRINCIPLES

Article 1

EPOKA University is organized and operates as a non-public university, of academic and scientific character, offering first, second and third cycle study programs.

EPOKA University is established by the Decision of the Council of Ministers no. 281, dated 12.03.2008 "On the Licensing of the Private Institution of Higher Education "Epoka University" and the Decision of the Council of Ministers no. 553, dated 22.08.2012 "On the Approval of the Status Change of the Private Institution of Higher Education "Epoka University".

EPOKA University is a legal person, with separate personality from its founders and a secular institution.

EPOKA University is founded by the Company "Turgut Özal Education" JSC, a private juridical person, established pursuant to the Albanian civil and commercial law and registered at the National Registration Center with the NIPT K12125004O.

Article 2

Legal Base

The current Statute is drafted based and pursuant to the Law no. 80/2015, dated 22.07.2015, "On Higher Education and Scientific Research in the Institutions of Higher Education in the Republic of Albania", as well as other legal acts on higher education and the organization of the first, second and third cycle study programs, according to the definitions made in Article 18, point 2, of the Law no. 80/2015, dated 22.07.2015, "On Higher Education and Scientific Research in the Institutions of Higher Education in the Republic of Albania" and its bylaws.

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Article 3

Mission of EPOKA University

EPOKA University in all of its activities has as a mission to be an innovative and influential education and research institution, serving the fundamental human values through the production, development and dissemination of knowledge at an international level, as well as contributing to the improvement of the society's quality of life based on the national and regional needs.

In this context, EPOKA University aims to prepare well-qualified individuals, productive and capable, research-oriented, with professional ethics and sensitive toward the society, opened to the national and international challenges.

To materialize this strategic mission, the institution complies with these main goals:

1. to prepare senior specialists, in accordance with the requirements and the changing needs and the development of the society in the field of computer engineering, civil engineering, architecture, economics, banking and finance, business administration, law, political science and international relations, and other general formation social sciences through university-scientific teachings, of advanced and contemporary theoretical, methodical and practical level;
2. to provide depth academic studies and conduct research in the field of computer engineering, civil engineering, architecture, economics, banking and finance, business administration, law, political science and international relations and other social sciences;
3. perform high qualifications of specialists in the field of computer engineering, civil engineering, architecture, economics, banking and finance, business administration, law, political science and international relations, other social sciences, as well as other fields;
4. to integrate teaching with scientific research;
5. to attract the best experts and encourage with all means the continuous, raising contribution to their respective fields;
6. to provide continuous and contemporary qualification for the academic staff in the their

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respective fields, study programs of continuous education, part of life- learning education, aiming at complementing, deepening and consolidating the knowledge of the candidate/student, in the form of qualification and requalification programs, summer schools etc;

7. to help the economic development at the national and regional level;
8. to contribute to the raising of the democratic standards and welfare of the society and the preparation of young people for such a society.

The diplomas are issued by EPOKA University in two languages, respectively "Albanian" and "English" and are expressed in the three assessment systems (Albanian, American and the European one of the Bologna System) to facilitate the transcription, transferring and continuation of studies in other Albanian and international universities of the same level.

EPOKA University respects and abides to the principles of free competition.

Article 4

Autonomy of EPOKA University

EPOKA University enjoys financial and organizational autonomy and while selecting the staff.

1. The financial autonomy is guaranteed by the right:
 - a) to create legitimate income from the activity of teaching, research, services etc;
 - b) to obtain funding from the state and other organizations;
 - c) to set internal rules with regard to the use of financial proceeds;
 - d) to determine the tuition fees;
 - e) to administer the movable and immovable property at its disposal towards the realization of its mission.
2. The organizational autonomy and the selection of personnel is guaranteed by the right:
 - a) to be self-governed by electing organizational bodies, organizing structures and regulating their activities by means of internal acts (Statute and Regulations), drafted in accordance with the Law no. 80/2015, dated 22.07.2015, "On Higher Education and Scientific Research in the Institutions of Higher Education in the

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Republic of Albania" and other legal acts and bylaws in force;

- b) to determine the admissions criteria for the study programs in accordance with the Law no. 80/2015, dated 22.07.2015, "On Higher Education and Scientific Research in the Institutions of Higher Education in the Republic of Albania" and other legal acts and bylaws in force;
- c) to sign agreements with legal entities, public or private, domestic or foreign, for teaching activities, research, training purposes etc. ;
- d) to determine independently the salaries and the selection criteria and procedures of staff recruiting.

3. The activity of EPOKA University is in line with the rules and principles of the European Area of Higher Education.
4. The state guarantees the inviolability of EPOKA University and its premises.
5. The intervention of public authorities in the academic premises is conducted upon the request or by permission of legal representative of EPOKA University. Only in cases of a fragrant criminal offense, natural disasters or states of emergency, the law enforcement bodies have the right to intervene without the permission of the legal representative.

Article 5

Academic Freedom of EPOKA University

EPOKA University enjoys academic freedom.

The academic freedom is guaranteed by the right:

- a) to organize the teaching and research activities as well as creative ones;
- b) to design and develop programs of study and determine the areas of scientific research;
- c) to organize the process of promoting the academic staff.

Article 6

Name, logo and headquarters

1. The Higher Education Institution will be known as EPOKA University.
2. The institution has its distinctive logo, a raising sun in the blue horizon, where EPOKA University is written in capital letters "EPOKA UNIVERSITY" in blue color. The logo

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has been attached as Appendix 1 to this statute and remains an integral part of it.

3. The University's head office is located at the address: Rruga Tiranë-Rinas, Km. 12, Tirana, Albania.

Article 7

University's Rights

EPOKA University enjoys academic freedom as well as organizational, financial and while selecting the staff autonomy, in the meaning of the Law no. 80/2015, dated 22.07.2015, "On Higher Education and Scientific Research in the Institutions of Higher Education in the Republic of Albania".

In this context, EPOKA University has the right to:

1. draft and amend the Statute, Basic Regulation and the regulation of its units in accordance with the Law no. 80/2015, dated 22.07.2015, "On Higher Education and Scientific Research in the Institutions of Higher Education in the Republic of Albania" and other legal acts and bylaws in force;
2. to organize the internal structures and its activity pursuant to its Statute, Basic Regulation and the Law no. 80/2015, dated 22.07.2015, "On Higher Education and Scientific Research in the Institutions of Higher Education in the Republic of Albania" and other legal acts and bylaws in force;
3. to organize teaching, scientific-research and innovation activities,
4. to approve the teaching plans and scientific research programs in the accordance with the mission of the institution stipulated in Article 3 of this Statute;
5. to draft and implement the independent development of the study programs and research programs;
6. to approve the textbooks used by students;
7. to approve the new study and scientific research programs, their amendment and closing;
8. to organize the promotion process of the academic personnel;

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9. to self-govern, elect its leading authorities and organize its internal structures and their activities pursuant to the Statute, in accordance with the Law no. 80/2015, dated 22.07.2015, "On Higher Education and Scientific Research in the Institutions of Higher Education in the Republic of Albania" and other legal acts and bylaws in force;
10. to draft the general organizational scheme of the institution of higher education, to approve the number of the staff in all levels of the institution, to recruit the academic and administrative personnel and determine their remuneration;
11. to determine the selection and admission criteria for the students registered every academic year in the different programs of study;
12. to acquire membership in the national and international university organizations;
13. to develop collaboration relations with universities and faculties within and outside the country;
14. to sign independent agreements with the Government of the Republic of Albania or other public or private institutions aiming at trainings, qualification and research projects;
15. to sign agreements with universities, institutions, legal persons or domestic or foreign organization, public or private, aiming at the academic staff exchange, curricular mobility, student internships etc.;
16. to generate legal income through teaching activities, research activities, intellectual rights, services and other economic activities, to be used in accordance with the legislation in force;
17. to gather funds and benefit material goods, in accordance to the law in force, to sign agreements with institutions, business companies and other organizations, domestic or foreign, public or private and to administer funds and other revenues, to be used according to the determination in law;
18. to determine the internal rules of financing, distribution and usage of the revenues, according to the activities and the needs of the institution;
19. to determine the students` tuition fees;
20. to administer the owned movable and immovable property, in accordance with the

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mission of the institution.

Article 8

University's Obligations

EPOKA University has the obligation to:

1. develop the teaching and scientific research process in accordance with the standards defined by the ministry responsible of higher education and prepare specialists in the fields of computer engineering, civil engineering, architecture, economics, banking and finance, business administration, law, political science and international relations, and other social sciences, and every specialist of the respective fields, in other faculties to be opened as a result of the institutional changes and approval of the ministry responsible of higher education;
2. present at the beginning of every academic to the ministry responsible of higher education the financial situation of the institution, the planning of the academic staff and the tuition fees for the following academic year for every study program;
3. to report at the end of each academic year to the ministry responsible of higher education on the teaching and research activity;
4. to present at the beginning of each academic year to the ministry responsible of higher education the list of the academic personnel;
5. to present at the end of each academic year to the ministry responsible of higher education the tracking information on the students graduated at each of the study programs offered by the university;
6. in cooperation with the ministry responsible of higher education, perform within the duration defined in the respective law on higher education, and after obtaining permission, the process of internal evaluation and accreditation and duly inform the general public;
7. to publish the registration requests for all the study programs (the Bachelor study programs, Professional Masters, Master of Science, PhDs, specializations, qualifications offered, etc.);
8. to publish the education and qualification criteria for the professors, leading organs, teaching and research staff;

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9. to cover all the expenses related to the teaching and research activities. The cost of the preparation of the students will be higher than that in the public institutions.

Article 9

The University property and its inviolability

1. The University performs the activity in the premises and with the means made available by the "Turgut Özal Education" JSC. All the premises of the University are inviolable as defined in the Law no. 80/2015, dated 22.07.2015, "On Higher Education and Scientific Research in the Institutions of Higher Education in the Republic of Albania" and they cannot be approached or endangered by third parties. The inviolability also includes prohibition of entrance to or use by any other natural or juridical person of such premises, different from those allowed by the University.
2. For each violation of such inviolability, the University has the right to denounce the violation and require the punishment of the offenders pursuant to the legal provisions in force.

Article 10

Organizational - structural composition of institution

The Organizational structure of EPOKA University and its constituent units, identifying their relations and dependencies has been approved by the Academic Senate and Administrative Board.

The structural and organizational composition of EPOKA University is as follows:

- a) academic component comprised of governing academic bodies and authorities, main units (faculties), basic units (departments) and scientific research centers.
- b) administrative component comprised of governing administrative bodies and authorities and service units.

The structural and organizational composition of University has been attached as Annex 2 and constitutes an integral part of this Statute.

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Article 11

Faculty

1. The Faculty is the main unit of EPOKA University, coordinating teaching, scientific research and cultural development in related or overlapping teaching-research areas. The Faculty offers programs of different cycles.
2. EPOKA University is composed of three faculties, which in turn are composed of at least three basic units (departments/ centers of scientific research).
3. The academic leading authorities of the faculty are: the Dean and Director of the basic unit. The academic leading organ of the faculty is the Decanate. The leading administrative authority is the Faculty Administrator.

Article 12

Department

1. The department is the basic teaching and scientific research unit of the faculty, which includes similar research fields and groups relevant disciplines. The department is responsible for the well functioning of the respective study programs as well as the internal quality assurance of the respective study programs.
2. The Department promotes, plans, coordinates, develops, organizes and manages the teaching and scientific research activity.
3. The department has in its composition at least seven members, employed full time as academic staff, of whom at least three with scientific degrees or academic titles.
4. The opening, reorganization or closure of the university's departments is made upon decision of the Administrative Board at the end of the academic year. EPOKA University shall notify its decision to the ministry responsible for higher education, within thirty days.
5. The department includes all academic staff, full and part-time, according to their respective disciplines. The department is headed by the Head of Department.

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Article 13

Scientific-Research Centers

1. The scientific-research center is a basic unit under the Faculty. The Center conducts scientific and educational development activities and participates in the realization of the "Master of Science" and "PhD" study programs, offered by the departments and faculties of the University.
2. The scientific-research center has in its composition at least seven members, employed full-time as academic staff, of whom at least three with scientific degrees or academic titles.
3. The opening, reorganization or closure of the scientific-research center is made upon decision of the Administrative Board at the end of the academic year. EPOKA University shall notify its decision to the ministry responsible for higher education, within thirty days.
4. The scientific-research centers as the basic unit performs the following functions:
 - a) conducts activities to support the study programs "Master of Science" and "Doctorate";
 - b) engages in the design, monitoring and implementation of various research projects;
 - c) undertakes research, in collaboration with other institutions at home and abroad.
5. In addition to these functions, the other functions of the research center are provided in detail in the University regulations.
6. When the scientific research center does not meet the standards of the basic unit, it does not count for the purpose of complying with the institutional standards as the basic unit of the faculty in accordance with the legal provisions in force.

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PART 2

GOVERNING BODIES AND AUTHORITIES

Article 14

Governing Bodies and Authorities and other bodies

The governing bodies of EPOKA University are divided into academic governing bodies, administrative governing bodies and other bodies.

1. The governing bodies and other bodies at EPOKA University are as follows:

- a) Academic Senate;
- b) Rectorate;
- c) Decanate;
- d) Assemblies of the main academic units;
- e) Council of Ethics;
- f) Permanent Commission on the Promotion of the Academic Staff;
- g) Permanent Commission on the Quality Assurance;
- h) Permanent Commission for Students' Relations;
- i) Permanent Commission on Awarding the PhD;
- j) Internal Quality Assurance Unit;
- k) Administrative Board.

2. The governing authorities and other authorities at EPOKA University are as follows:

- a) Rector;
- b) Dean;
- c) Head of Department;
- d) Director of scientific research center;
- e) Vice-Rector/s and Vice-Dean/s;
- f) University Administrator;
- g) Administrator of the main unit.

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Section 1

UNIVERSITY ACADEMIC SENATE

Article 15

Academic Senate

1. The Academic Senate is a collegial decision-making body of the University. The Academic Senate defines the institution's development policies; it further schedules, coordinates, directs and controls the teaching and scientific research activities and evaluates their effectiveness, as well as decides on the most important problems of the institution related to teaching or scientific research.
2. The Academic Senate functions on basis of the legal provisions on higher education in the Republic of Albania, as well as the University Statute and Regulations. During its operation, the Academic Senate cooperates on decision-making processes with the Administrative Board of the University.
3. The Academic Senate is chaired by the Rector. It consists of 15 members, meets periodically during the year and has a four-year term.
4. The University Rector and the Faculty Deans are *ex-officio* members of the Academic Senate. The President and vice-President of the Students Council are members of the Academic Senate. The other members of the Academic senate are elected by the respective Assembly of Academic Staff of the Faculty through general, equal voting, among three candidates of self-proposed academic staff members for each main unit.
5. The members of the Academic Senate belong to the category of "Professor" or have the scientific degree "Doctor" ("PhD") awarded by a university in a OECD member country or the EU or have the scientific degree "Doctor". The condition of having academic or scientific degree does not apply to the President and Deputy President of the Student Council.
6. The Academic Senate meets in ordinary sessions at the beginning of each month during the academic year at the call of the Rector. The agenda is proposed by the Rector and approved by the Academic Senate. The Academic Senate may also meet in

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extraordinary sessions on the call of the Rector. The Head of the Legal Office is acting as reporter. The University administrator reports on administrative and financial matters in the Senate meetings, whenever deemed appropriate by the Academic Senate.

7. In all cases, decisions are taken by simple majority, except for the approval of the Statute which is approved by a two-thirds vote of the Academic Senate members, and in any case, with the participation of at least half of the members. In case of equality of votes, the vote of the Chairman of the Academic Senate is decisive.

Article 16

Functions of the Academic Senate

1. The Academic Senate has the following functions and duties:
 - guarantees the respect for the principles of autonomy, academic freedom and research, equal opportunities as well as the rights of students;
 - proposes to the Administrative Board the strategic plan of the institution after drafting by the Rectorate,
 - approves the University Statute with a two-thirds vote of its members, after having received the prior approval of the Administrative Board;
 - approves the Basic Regulation of the institution, as well as other University regulations and guidelines, in accordance with the laws and regulations in force, after receiving the prior approval of the Administrative Board regarding the administrative and financial aspects of these acts;
 - approves the new programs of study and research, their changes, and closure. The new study programs should be based on the annual draft budget of the institution;
 - submits recommendations to the Administrative Board on projects, programs of study and research, as well as the necessary structural changes from the academic point of view to their implementation;
 - approves the annual plan of academic and scientific research activities;
 - adopts a detailed annual report on the activities of the institution, after receiving the prior approval of the Administrative Board, and forwards it to the Ministry responsible for higher education;

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- i) approves the calendar of the educational process in accordance with the instructions of the ministry responsible for higher education;
- j) proposes to the Administrative Board the appointment and dismissal of the University Rector;
- k) if the position of the Rector is vacant, proposes to the Administrative Board the appointment of a new rector in office for a maximum of six months;
- l) appoints and dismisses Deans/Vice Deans based on the Rector's proposal;
- m) appoints and dismisses vice-deans, heads of departments and directors of research centers, according to the Dean's proposal;
- n) creates the Permanent Commission for the Promotion of Academic Personnel, for granting academic titles "Associate Professor" and "Professor" in case of the fulfillment of legal requirements by the institution, as well as selects its members after the self candidacy of the respective members, or in their absence, upon Rector's proposals;
- o) ratifies the decisions of the Permanent Commission for the Promotion of Academic Personnel, for granting academic titles "Associate Professor" and "Professor";
- p) creates the Permanent Commission for Relations with Students and selects the members of the full time academic staff whom represent the main units in the said Commission;
- q) elects the members of the full time academic staff who represent the main units in the Ethics Council.
- r) proposes to the Administrative Board the maximum number of student admission quotas for all programs of study, following the proposal of the basic units and approval of the main units.
- s) makes a request to the Accreditation Council of Higher Education for the quality evaluation and accreditation of the study programs;
- t) ensures the internal quality assurance, decides on the establishment of The Permanent Commission of Quality Assurance and approves the platform of its work;
- u) evaluates the teaching activities and scientific research of the academic staff and assistant staff and creates appropriate mechanisms for this purpose;
- v) ensures that the performance and evaluation of all examinations is carried out in

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accordance with the standards of the institution, guaranteeing quality and transparency;

- w) makes decisions on the content and form of the diploma and diploma supplement, in accordance with the instructions of the ministry responsible for higher education;
- x) organizes joint meetings, in collaboration with the Administrative Board, at the end of each academic year, discussing the teaching activity, scientific research and financial one.

2. The other functions of the Academic Senate are regulated in the institution`s regulations.

Article 17

Mandate of Academic Senate and its members

1. The members of the Academic Senate, a collegial body, have a 4-year mandate.
2. The mandate of the member of the Academic Senate begins from the moment of his/her election and lasts until the end of the mandate of the Academic Senate.
3. The mandate of a member of the Academic Senate is considered completed prematurely, if the member:
 - a) resigns as a member of Academic Senate;
 - b) is discharged or resigns from office, when the latter is a designation;
 - c) terminates his/her working relationship with the University or ends/interrupts his/her studies at the University;
 - d) passes away;
 - e) fails to participate in more than half of the meetings held during the academic year;
 - f) has been sentenced for a criminal offense with a final court decision;
4. The Academic Senate announces the vacancy created by means of a declaratory decision. 5. The vacancy created by the premature end of the mandate of the member of the Academic Senate is filled with another person elected from the same category of members of the University.
6. The elections to fill the vacancy in the Academic Senate are held within 6 months from the date of the decision establishing the vacancy.

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Article 18

First meeting of Academic Senate

1. The Academic Senate is convened in its first meeting by Rector of the University.
2. At this meeting, the deputy chairman of the Academic Senate is elected among the members. The election of the deputy chairman occurs even in cases when the mandate expires prematurely or when he/she resigns from the duty.
3. The Deputy Chairperson is proposed by the Chair of the Academic Senate and is elected by a simple majority of the Senate members.
4. At its first meeting, the Academic Senate approves the proposal of the Rector for the position of Vice Rector/s of the University.
5. The composition, rights, duties and functioning of the permanent commissions are defined by the Academic Senate in the Regulation for the Permanent Commissions.
6. The Academic Senate establishes the Ethics Board in accordance with the provisions specified in this Statute and regulation of the Ethics Board.

Article 19

Meeting of Academic Senate

1. The Academic Senate is convened as a rule at least once a month. It may adopt additional rules, which could determine the next meeting to be held at the same date and time each month.
2. The Academic Senate meeting is convened by:
 - a) Rector (Chair of the Senate);
 - b) From members of the Senate representing at least 1/4 of the total number of Senate members.
3. The meeting is convened by means of a written notice at least seven days before the date set for the meeting. Along with the notification of the agenda, those who convene the meeting also distribute materials on matters to be considered at the meeting. Notification of the agenda and materials bear a protocol number in accordance with Internal Regulation on Circulation and Administration of Documents.

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Article 20

Validity of meeting and decisions of Academic Senate

1. The Academic Senates` meetings are chaired by the Chairman. The Deputy Chairman of the Academic Senate chairs the meetings in the absence of Chairman.
2. The Academic Senates` meetings are valid when attended by no less than 2/3 of its members. If the meeting is attended by less than 2/3 of the members, the meeting is postponed for another date, but not later than eight days from the priory designated one.
3. The members of the Academic Senate exercise personally their functions. They cannot delegate their vote to another member nor they can vote on behalf of another Senate member.
4. The voting in the Academic Senate, as a rule, is opened. In cases when the decision to be taken refers to particular individuals, the Senate may decide by simple majority to hold a secret ballot if requested by each member. Procedures for holding a secret ballot shall be determined by the Academic Senate.
5. The Senate makes decisions by simple majority, except when decisions require a qualified majority as stipulated in the Statute.
6. Decisions of the Academic Senate, as a rule, take effect immediately. The Academic Senate may determine in its decision another time of entry into force.
7. The Academic Senate may invite in its meetings; administrators (of the institution or the main units, separately or jointly) and specialists from various fields, who have knowledge of the issues that have been raised for discussion. Specialists can be internal or external.
8. The Academic Senate, with the help of the Rector, appoints the technical secretary as an *ad hoc* structure, which consists of at least one person to keep the minutes.
9. Part of Technical Secretary will also be considered other persons, members of the administrative staff who provide explanations during the Senate meeting regarding the materials presented and issues discussed.

Article 21

Announcing, signing and publication of Academic Senate decisions

1. The decisions taken by the Academic Senate are announced/made public within the next day when the decision was adopted.
2. Decisions of the Academic Senate are signed by Senate Chairman and rapporteur, whereas

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the minutes are signed by all members.

3. The member of the Academic Senate notes in the minutes beside the signature the words “pro” or “against”, according to their vote.
4. The decisions of Academic Senate are published in accordance with internal rules set forth the Regulation for the Circulation and Administration of Documentation.
5. If possible, decisions of the Academic Senate are published on the website of EPOKA University.

Section II UNIVERSITY RECTORATE

Article 22

Composition of the University Rectorate

1. The Rectorate of the University is a collegial executive body.
2. The Rectorate consists of:
 - a) Rector;
 - b) Deputy Rector/s;
 - c) Faculty Deans;
 - d) University administrator;
 - e) Student Coordinator
 - f) Student Vice-Coordinator
 - g) Head of Legal Affairs Office
3. The Rector convenes the first meeting of the Rectorate, and other meetings, are either convened by the Rector or by at least two Rectorate members.

Article 23

Functions and duties of the Rectorate

1. *The primary functions of the Rectorate are as follows::*
 - a. drafts the strategic development plan of the University, based on the proposal of the basic unit, main unit and administrators;
 - b. monitors the implementation of the strategic plan after approval by the Academic

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Senate;

- c. makes recommendations before the Academic Senate on the structural changes necessary for the realization of the study programs and research projects;
- d. prepares the detailed annual report on the activities of the institution, which is approved by the Administrative Board and the Academic Senate;
- e. monitors and publishes the evaluation results of the activities of the University;
- f. cooperates with the administrator on the drafting the draft-budget to be submitted for approval to the Administrative Board;
- g. follows the implementation of the decisions adopted by the Academic Senate and Administrative Board;
- h. prepares its draft regulation, to be approved by the Academic Senate;
- i. proposes to the Administrative Board the assignment, promotion and dismissal of the academic personnel, assistant academic personnel and administrative personnel;
- j. makes a decision about the appointment in parallel positions of the academic personnel, assistant academic personnel and administrative personnel;
- k. based on the proposal of the Decanate, the Administrative Board proposes the opening, closing or changing the basic units or other constituent units;
- l. supervises the activities of the institution and proposes to the competent authorities the necessary measures to ensure the proper functioning of the University;

2. The other functions of the Rectorate are defined in the regulation of the institution.

Article 24

Rectorate`s meetings and decision-making

- 1. The Rectorate is convened, as a rule, no less than once every two weeks. If necessary, the Rectorate may convene at any time, provided that sufficient time for review of related materials to be discussed has been given.
- 2. The meeting is convened by the Rector, or if requested by at least two other members of the Rectorate.
- 3. The meeting is considered valid if attended by more than half of its members.
- 4. The meeting cannot take place and should be postponed in cases when despite the required number of members are present; the member directly connected with the issue

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to be decided upon is not.

5. As a rule, the Rectorate takes decisions unanimously. When this is not possible, the decisions are taken by the majority of votes of the members present at the meeting. In cases when the majority cannot be reached, the Rector's vote is decisive.
6. The minutes of the Rectorate constitute the basic document to reflect the decision making process.
7. The decisions taken by the Rectorate are materialized in the form of orders issued by the Rector of the University.

Section III UNIVERSITY DECANATE

Article 25

The Composition of the University Decanates

1. EPOKA University's Decanate is an executive collegial body of the respective main units.
2. The Decanate consists of:
 - a) Dean;
 - b) Deputy Dean;
 - c) Administrator of main unit;
 - d) Heads of Departments/ scientific research centers;
3. The Decanate is convened in his first meeting by the Dean.

Article 26

Other functions and duties of the Decanate

1. The functions of the Decanate are as follows:
 - a. drafts the strategic plan of development of the main unit, based on the proposals of its basic units, as well as those of the Administrator;
 - b. drafts an annual program of activities, and follows its implementation after approval by the Academic Senate and the Rector;
 - c. proposes criteria for the distribution of the material and human resources of the

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main unit;

- d. approves the admission criteria of students for each study program, based on department's` proposals, in accordance with the legal provisions in force;
- e. co-ordinates the activities of the basic units;
- f. designs and proposes the annual draft budget of the main unit;
- g. presents recommendations for projects, programs of study, research and structural changes necessary for their implementation;
- h. decides about the activities of teaching, research and publications of the main unit, and defines the principles, plans, programs, textbooks to be used by the students and the academic calendar in relation to these activities;
- i. proposes to the Academic Senate the creation of new study programs;
- j. proposes to the Rectorate the opening, closing or changing of the basic units or other constituent units;
- k. proposes to the Academic Senate the areas designated for doctoral studies within the main unit;
- l. gives proposals about the learning process and examinations, which are submitted for approval to the Academic Senate;
- m. periodically reviews the regulations of study programs and submits them to the Academic Senate for approval;
- n. based on the proposals of basic units, approves the list of courses offered each semester along with instructors and appropriate teaching load, and follows the execution of the teaching load by the academic staff of the main unit;
- o. based on the proposals of basic units, approves the syllabus and research plan of each member of the academic staff of the main unit;
- p. based on the proposals of base units, approves the members and chairmen of committees of the entrance examination, formation examination and diploma defense;
- q. based on the proposals of basic units, approves the content of the entrance examination, formation examination and the topics of the diploma thesis;
- r. based on the proposal of the relevant department, takes the decision on making changes in the curriculum and proposes to the Academic Senate the approval of these changes;

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s. implements all decisions adopted by the Academic Senate.

2. The other functions of the Decanate are envisaged in the other regulations of the institution.

Article 27

Decanate meetings and decision-making

1. The Decanate meets as a rule no less than once a month. If necessary, it can meet at any time provided that sufficient time for review of related materials to be discussed has been given.
2. The meeting is convened by the Dean, mainly or upon the request of any member of Decanate.
3. The meeting is considered valid if attended by more than half of its members.
4. The meeting cannot take place and should be postponed in cases when even though the required number of members are present; the member directly connected with the issue to be decided upon is not.
5. As a rule, the Decanate takes decisions unanimously. When this is not possible, decisions are taken by the majority of votes of the members present at the meeting. In cases when no majority can be reached, the Dean's vote proves decisive.
6. The administrator of the basic unit performs at the same time the duty of the rapporteur at the Decanate.
7. The minutes of the Decanates` meeting constitute the basic document to reflect the decision making process.
8. Decisions taken by Decanate are materialized in the form of orders issued by Dean of the main unit.

Section IV

ACADEMIC STAFF ASSEMBLIES OF MAIN UNITS

Article 28

Academic Staff Assemblies of main units

The Assembly of the academic staff consists of the full time academic staff of the main units.

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The Assembly of academic staff of main unit at EPOKA University has the following functions:

- a) elects members of Academic Senate as stipulated in article 11 of this Statute;
- b) elects the members of Permanent Commission on Awarding the PhD Degree as well as other permanent commissions of the basic unit;

The Assembly of the academic staff may also exercise other powers as defined by the Basic Regulation of the institution.

Section V

ETHICS BOARD

Article 29

Ethics Board

1. The Ethics Board promotes and reviews issues related to ethics during the teaching and research process, as well as in the other institutional activities.
2. The Ethics Board consists of five members. The Student Vice-Coordinator and the Vice President of the Student Council ethics are members of the Ethics Board. The Academic Senate elects as members of the Board for a renewable two-year period, a member of the full-time academic staff for each major unit, nominating among them the President's Council.
3. The Ethics Board reviews and makes decisions on matters submitted regarding the ethics of students and academic and administrative staff. It makes proposals to the Rector about these problems.
4. The Ethics Board is also the body responsible for ensuring compliance with the Code of Ethics of the University by the academic staff and administrative staff, as well as students. The Code of Ethics is drafted by the Ethics Board and approved by the Academic Senate.
5. The Ethics Board is also responsible for the promotion of the ethics policies, particularly in the areas of academic freedom, teaching, research and publications,

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while respecting the principles and standards in accordance with the legislation in force and with international best practices.

6. In all cases, decisions are taken by simple majority and with the participation of all Board members. In case of equality of votes, the vote of the President of the Board is decisive.
7. Other functions of the Ethics Board defined in the University regulations.

Article 30

Functions of the Ethics Board

1. The Academic Senate appoints the Chairman of the Ethics Board.
2. The Ethics Board meets upon a request for review by the subjects specified in point 4 of this article.
3. The request submitted for consideration to the Ethics Board contains at least data regarding the applicant, a brief description of issue to be discussed as well as related materials which serve to examine the case.
4. The Ethics Board takes into account requests submitted by:
 - a) Academic Senate;
 - b) Administrative Board;
 - c) Rector;
 - d) Deputy Rector;
 - e) Dean (s);
 - f) Students' Council;
 - g) At least 2 members of academic staff.

Article 31

Code of Ethics and Regulation of the Ethics Board

1. The Code of Ethics is drafted by the Ethics Board and submitted to Academic Senate for approval.
2. The Regulation of the Ethics Board includes detailed rules on organization and functioning of the Ethics Board and its decision making.

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Section VI

PERMANENT COMMISSIONS

Article 32

Permanent Commissions

1. Permanent Commissions are collegial bodies, which perform functions in the areas set out in the Statute, mainly related to scientific training and academic promotion, guarantee the quality standards of the institution and study programs, the progress of its activities and relationships with students, in accordance with the institution's mission and policies.
2. Permanent Commissions are established at the institutional level and at the level of the main unit. They consist of at least than five members.
3. The members of the permanent commissions at the institutional level self candidate and are elected by the Academic Senate for a term of two years, with the right to reappointment. The members of the permanent commissions at the main unit level self candidate and are elected by the Assembly of the Academic Personnel for a term of two years, with the right to reappointment.
4. The Permanent Commission on the Promotion of Academic Staff, The Permanent Commission of Quality Assurance and the Permanent Commission on Student Relations are permanent commissions that work at the institutional level. The Permanent Commission on the Conferring of the "PhD" degree is a permanent commission that operates at the level of the main unit. The other Commissions and other relevant organization are defined in the regulations of the institution.

Article 33

The Permanent Commission on the Promotion of Academic Staff

1. The Permanent Commission on the Promotion of Academic Staff is a permanent commission functioning at an institutional level.
2. The Permanent Commission on the Promotion of Academic Staff consists of five members of staff who carry the title "Professor". Members of the Commission self candidate and are elected by the Academic Senate for a term of two years, with the right

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of reappointment. They choose among themselves the Chairman of the Commission.

3. The Permanent Commission on the Promotion of Academic Staff follow all the procedures provided for by the laws and regulations in force in connection with the granting of academic titles "Professor" and "Associate Professor".
4. The Permanent Commission on the Promotion of Academic Staff approves the proposal coming from the Academic Senate of the jury to evaluate the dossier of candidate applicants and assigns the chairman of the jury to organize the evaluation process.
5. The Permanent Commission on the Promotion of Academic Staff takes the final decision for granting or not of the academic title of candidate applicants.
6. In all cases, decisions are taken by simple majority and with the participation of all members of the Commission. In case of equality of votes, the vote of the Chairman is decisive.
7. Other functions of the Permanent Commission on the Promotion of Academic Staff are defined in the University regulations.

Article 34

Permanent Commission on Student Relations

1. The Permanent Commission on Student Relations is a permanent commission at the institutional level.
2. The Permanent Commission on Student Relations shall consist of not less than seven members and not more than 11 members. The Student Coordinator, Student Vice-Coordinator, the full-time staff of the Student Coordination Office, as well as two students elected by the Student Council are members of the Commission. The mandate of these members is two years and is renewable.
3. At the same time, members of the Permanent Commission on Student Relations are also a member of the full time academic for each major unit. These members are elected by the Academic Senate for a term of two years, with the right to be reappointment.
4. The Student Coordinator is also the Chairman of the Commission.
5. The Permanent Commission on Student Relations is responsible toward the Academic Senate, and has the right to recommendations about matters that are within the Commission's jurisdiction.

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6. The Permanent Commission on Student Relations performs the following functions:
 - a) The Academic Senate recommends policies related to student activities, including extracurricular activities, which are conducted by the student clubs or the university;
 - b) recommends to the Academic Senate policies about campus life, accommodation, food, transport from the campus to the city and vice versa, as well as evaluates and recommends prices and the corresponding budget for these services;
 - c) recommends to the Academic Senate policies and rules related to the behaviour of students, and supervises the implementation of regulations and procedures regarding compliance with the appropriate standards of behavior by students;
 - d) recommends to the Academic Senate policies and regulations related to the development of practice (internship) by students, as well as maintaining and intensifying relations with students after graduation;
 - e) oversees the procedures of the founding of the Student Council and student clubs, and implementing the regulations of these student organizations;
 - f) establish ad-hoc committees when necessary;
 - g) suggests and recommends to the relevant units of the University, Student Council and the clubs, policies and issues that are deemed necessary or appropriate by the Commission to carry out effectively its functions, as defined in the Statute and the University regulation.
7. In all cases, decisions are taken by simple majority and with the participation of at least half of the members of the Commission. In case of equality of votes, the vote of the Chairman is decisive.
8. The other functions of the Permanent Commission on Student Relations defined in the University regulations.

Article 35

Permanent Commission on Quality Assurance

1. The Permanent Commission of Quality Assurance is responsible for developing policies and procedures for internal quality assurance, acts which are approved by the Academic Senate.
2. The Permanent Commission of Quality Assurance is responsible for developing standards

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for quality assurance in accordance with the Quality Code, approved by the Academic Senate.

3. The Permanent Commission of Quality Assurance oversees the implementation of policies, procedures and standards for quality assurance in the university.
4. The Permanent Commission of Quality Assurance is responsible for conducting the periodic evaluation of results of the educational activities and scientific research, monitoring and coordination of activities undertaken within the academic and administrative evaluation, to improve quality through evaluation reports, periodic inspection and monitoring of improvement of quality in the university.
5. After each evaluation, the Permanent Commission of Quality Assurance reports to the Academic Senate the results and relevant proposals.
6. The Permanent Commission of Quality Assurance is responsible for planning and coordinating of the implementation of the internal and external evaluation procedures of the University, as well as study programs, in accordance with the applicable legal framework, state quality standards, regulations, guidelines, University policies and procedures.
7. The Permanent Commission of Quality Assurance enjoys a operative autonomy and access to the data of the institution.
8. The Permanent Commission of Quality Assurance consists of at least eight members, including a chairman, a member of the full-time academic staff from any main unit with at least the scientific degree "Doctor" and without leading to high-level duties, at least two members of the administrative staff, a representative of the graduates of the University, as well as an external specialist with a wealth of experience in quality assurance issues, whom are elected by the Academic Senate, for a period of two years, eligible for reappointment. The Deputy Chairman of the Student Council for quality assurance issues is also member of the Permanent Commission of Quality Assurance.
9. In all cases, decisions are taken by simple majority and with the participation of at least half the members of the Commission. In case of equality of votes, the vote of the Chairperson is decisive.
10. The functioning of the Permanent Commission of Quality Assurance is determined by special regulations.

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Article 36

Permanent Commission on Conferring of the “PhD” Degree

1. The Permanent Commission on Conferring of the “PhD” Degree is a permanent commission functioning at the main unit level.
2. The Permanent Commission on Conferring of the “PhD” Degree consists of five members of staff who carry the title "Professor" or "Associate Professor". Members of the Commission self candidate and are elected by the academic staff assembly of the main unit for a term of two years, eligible for reappointment. They choose among themselves the Chairman.
3. The Permanent Commission on Conferring of the “PhD” Degree follow all procedures provided for by the laws and regulations in force in respect of the provision of scientific degree "Doctor".
4. The Permanent Commission on Conferring of the “PhD” Degree approves the request of the Dean to hold the final examination by the candidate before the jury.
5. The Permanent Commission on Conferring of the “PhD” Degree awards to the candidate the scientific degree "Doctor" based on the positive decision of the jury. The Permanent Commission on Conferring of the “PhD” Degree registers his degree at the University register and state register of academic degrees and academic titles.
6. In all cases, decisions are taken by simple majority and with the participation of all members of the Commission. In case of equality of votes, the vote of the Chairperson is decisive.
7. The other functions of the Permanent Commission on Conferring of the “PhD” Degree are defined in the University regulations.

Section VII

INTERNAL QUALITY ASSURANCE UNIT

Article 37

Internal Quality Assurance Office

EPOKA University creates the Internal Quality Assurance Office, which constitutes the

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Internal Quality Assurance Unit in the institution.

The Head of the Internal Quality Assurance Office and staff are approved by the Academic Senate upon the Rector's proposal. The Internal Quality Assurance Office reports to The Permanent Commission of Quality Assurance and implements the decisions taken by the Commission.

Article 38

The competences of the Internal Quality Assurance Office

The competences of the Internal Quality Assurance Office are as follows:

1. periodically assesses the results of teaching and scientific research activities in the main units of the University, in accordance with the quality standards.
2. conducts exploratory studies to evaluate student employment and effectiveness of the programs offered by the University.
3. at the end of each semester, before the exam season, organizes the student questionnaire on the quality of teaching subjects for each study program.
4. performs other tasks assigned by the Permanent Commission of Quality Assurance.
5. The Internal Quality Assurance Office has access to all records of the institution.

Section VIII

Administrative Board

Article 39

Administrative Board

1. The Administrative Board is the highest collegial administrative body, which guarantees the fulfillment of the mission, administrative and financial sustainability of the institution. The Administrative Board oversees and controls the University activities

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related to administrative, financial, economic management and its assets.

2. The members of the Administrative Board are appointed by the Supervisory Board of the Founding Company for a period of five years and may be reappointed. The Administrative Board consists of five members.
3. The Supervisory Board of the Founding Company appoints the Head and Deputy Head of the Administrative Board among its members for a five year period, with the right to be reappointed.
4. The Rector, Deans, directors of basic units and administrators of cannot be members of the Administrative, but may be invited to participate in its meetings. The University administrator performs the function of reporter in the University Administrative Boards` meetings.
5. In all cases, decisions are taken by simple majority and with the participation of at least half of the members. In case of equality of votes, the vote of the Chairman is decisive.
6. The Head of the Administrative Board ensures the implementation of decisions taken by this Board.
7. The manner of functioning of the Management Board, as well as the rights and obligations of the members are defined in the Administrative Board Regulations.

Article 40

Functions of the Administrative Board

1. Functions of the Administrative Board are as follows:
 - a) guarantees the financial sustainability of the institution and fulfillment of its mission;
 - b) upon proposal of the Academic Senate approves the strategic plan of the institution and supervises its implementation;
 - c) approves the annual budget and the medium-term institution and oversees their implementation;
 - d) approves the general structure of the University, and the number of the institution's personnel at all levels;
 - e) sets out the rules for the distribution of the income secured by the University during

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the exercising of its activities, and supervises the use of financial resources;

- f) defines the conditions of the employment contract of the leading authorities, academic, assistant and administrative staff of the University;
- g) decides on the appointment, promotion and dismissal of the academic staff, assistants and administrative personnel based on the proposal of the Rector;
- h) determines the salary system and reward of the academic staff, assistants, administrative of the University;
- i) approves the maximum number of admission quotas to all programs of study, based on the Academic Senate proposal;
- j) approves the number of students who will receive scholarships and the amount of the corresponding scholarship;
- k) determines the tuition fees as well as the timeliness for their payment;
- l) approves in advance the University Statute, before it is forwarded to the Academic Senate;
- m) gives the preliminary approval for the Basic Regulation of the Institution, regulations and guidelines bearing financial consequences and adopts its financial regulation;
- n) approves the closure and reorganization of the University, as well as partition or union with another institution of higher education;
- o) approves the opening of the main units of the University, their reorganization or closure. The final approval is made by order of the minister responsible for higher education, upon the University's proposal;
- p) approves the opening, reorganization or closure of the constituent units of the University;
- q) gives the preliminary approval to the detailed annual report on the activities of the institution, compiled by the Rector and forwards to the Senate for final approval;
- r) appoints and dismisses the Rector of the University, according to the Academic Senate's proposal;
- s) if the position of the Rector is vacant, appoints a new rector in office for at most six months, based on the Academic Senate proposal;
- t) appoints and dismisses the Administrator of the institution;
- u) appoints and dismisses the Administrator of the main unit, according to the proposal

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of the institution's Administrator;

- v) appoints and dismisses the Student Coordinator and Vice-Coordinator;
- w) approves the agreements or protocols of collaboration presented by the Rector, with universities or other institutions at home and abroad, with legal entities, public and private, domestic or foreign, for the development of teaching activities, research, qualification, innovating, and other legitimate activities when these agreements bear a financial burden.

2. Other functions of the Administrative Board are determined in its regulations, as well as other institutional regulations.

Article 41

Mandate of the Administrative Board and its members

1. The Administrative Board is a collegial body, with a 5-year mandate.
2. The term of office of the member of Administrative Board is terminated prematurely in the cases when the member:
 - a) resigns as member of the Administrative Board;
 - b) terminates his/her employment relations with University;
 - c) passes away;
 - d) does not participate in more than half of the meetings held during an academic year;
 - e) has been sentenced for a criminal offense with a final court decision.
3. The Administrative Board determines the vacancy by means of a declaratory decision.
4. The prematurely created vacancy shall be filled with another person coming from the same group/category of the departed member.

Article 42

Meeting of the Administrative Board

1. The Administrative Board as a rule convenes at least once a month.
2. The meeting of the board is called by the Head of the Administrative Board or at least two members.
3. The meeting may be convened even upon request of the Rector of the University.

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4. The meeting is convened by means of a written notice at least 7 days before the date set for the meeting. Along with the notification of the agenda, those who convene the meeting also distribute materials on matters to be considered at the meeting. Notification of the agenda and materials bear a protocol number in accordance with Internal Regulation on Circulation and Administration of Documents.

Article 43

Validity of meeting and decisions of Administrative Board

1. The meetings of the Administrative Board are chaired by the Head.
2. Meetings are valid when attended by no less than half of board members. If the meeting is attended by less than half of its members, then it is postponed for another date, but not later than three days.
3. Members of the Administrative Board exercise personally their functions. They cannot delegate their vote to another member nor can they vote on behalf of another board member.
4. Voting in the Administrative Board is opened.
5. The Administrative Board takes decisions by simple majority, except when decisions require a qualified majority as stipulated in this Statute.
6. Decisions of the Administrative Board are published by the Head and, as a rule, enter into force immediately. The Administrative Board may determine in its decision another date when it enters into force.

Article 44

Other participants in the meeting of the Administrative Board

1. The Rector and the Administrator of the Institution have the right to attend the meetings of Administrative Board without a voting right when they deem it necessary as well as in cases when invited by the Board.
2. At the meeting of the Administrative Board may be invited experts from various fields who have knowledge on the issues being discussed. Specialists can be internal or external.

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3. The administrator of the University appoints a person for keeping the minutes of the meeting, part of the technical secretariat of the Administrative Board.
4. Part of Technical Secretary will also be considered even other persons from the administrative staff who provide explanations during the meeting regarding the materials presented and issues discussed.

Section IX

Rector

Article 45

Rector

1. The Rector is the highest academic authority of the institution and its legal representative for academic and protocol issues.
2. The Rector must have the title "Professor" and decreed by the President for a 4-year term which may be renewed only once in the same position and institution.

Article 46

Functions and competences of Rector of EPOKA University

The Rector of the University has the following functions:

1. legally leads and represents the University with regard to academic and protocol affairs;
2. leads the Academic Senate and Rectorate;
3. encourages the academic and assistant staff of the University to achieve a high level of academic performance, qualitative and quantitative growth of scientific work and the improvement of teaching standards and institutional services;
4. appoints and dismisses Vice-Rector/s after its approval by the Academic Senate;
5. presents to the Academic Senate the strategic plan of the institution after being drafted by the Rectorate;
6. voids the decisions of the Deans of faculties if they are contrary to the laws and regulations in force;
7. together with the relevant Dean, issues the diplomas of completion of higher education studies, but does not have the right to delegate to other persons this competence;

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8. gives permission for the entry of police forces in the institutional environment and may call them if necessary;
9. submits for approval to the Administrative Board, agreements with legal persons, public and private, domestic or foreign, for the development of teaching activities, research, qualification, innovative, as well as other legitimate activities when these agreements carry financial aspects. For other agreements, the Rector shall inform the Administrative Board;
10. signs the employment contracts with the full time and part time academic staff assistant personnel, as well as work contracts with local or foreign personalities for short periods of time in the teaching process and scientific;
11. proposes to the Administrative Board the scholarships for students with good academic achievements, for each study cycle;
12. ensures the implementation of decisions taken by the Academic Senate and the Rectorate;
13. reports to the Academic Senate and the Administrative Board for the running of educational activity, as well as the functioning of the University from the academic and scientific point of view.

Article 47

Election, mandate, appointment and dismissal of Rector

1. The Rector of EPOKA University is proposed by the Academic Senate and appointed upon decision of the Administrative Board in accordance with the provisions of this Statute for a four year term with the right to be reelected once.
2. For the position of Rector may apply individuals from the ranks of academic staff of University or individuals from outside with the title "Professor". The latter, in case of being elected, become members of the academic staff of the institution.
3. The Rector of the University is elected for a four-year term.
4. The Rector of the University is decreed by the President of Republic.
5. In cases of committing fragrant crimes or gross violations of law, being incapable to perform the task and in cases provided for in the internal regulations of the institution, the Minister suspends the Rector and proposes his/her dismissal to the President of Republic. The President

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of Republic must give his verdict within a month. If the President of Republic does not respond within this time limit, the proposal of Minister is deemed approved in silence. The Minister appoints the, Deputy Rector or one of them to replaces the suspended Rector until the appointment of the new rector.

Article 48

Completion of the mandate of the Rector of EPOKA University

1. The mandate of the Rector ends with the completion of the period for which he was elected.
2. The Rector's mandate ends prematurely when he:
 - a) resigns;
 - b) passes away;
 - c) becomes physically or mentally impossible to exercise his/her duties;
 - d) when his/her dismissal is decreed;
 - e) When sentenced with final court decision for committing a criminal offense;
3. In the cases provided for in this Section, the Academic Senate proposes to the Administrative Board the new candidate Rector.

Section X

DEAN OF FACULTY AT EPOKA UNIVERSITY

Article 49

Dean

1. The Dean is the leading authority of each of the University's faculties, whom represent and acts on behalf of the Faculty.
2. The Dean is part of academic staff under the category "Professor"

Article 50

Functions and competences of the Dean

1. The Dean has the following functions;
- a. leads and represents the Faculty;

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b. He/she is a member of the Academic Senate;

c. Exercises control over the lawfulness of governing authorities within the faculty.

2. The Dean also exercises the following competences:

- a) proposes the name of the Deputy Dean for approval to the Rector and appoints him after approval by the Academic Senate;
- b) proposes to the Academic Senate the heads of the basic units of the respective faculty
- c) appoints head/s of module and inter-module teaching groups upon the proposal of the head of the basic unit;
- d) oversees the progress of teaching and scientific process in basic units in close collaboration and cooperation with heads of units;
- e) approves commissions of formation exams and diploma theses of respective study programs and any other commissions in support of implementation of tasks and functions of faculty;
- f) according to the needs of faculty and its development, proposes to Rector vacancies and changes with regard to human resources for the preparation of the recruitment process;
- g) establishes ad-hoc recruitment commissions in the respective faculty;
- h) manages the recruitment process in the respective faculty in accordance with Rector's plan for this process;
- i) Proposes each academic year to Rector for approval the list of students registered to pursue their studies in programs under respective faculty;
- j) proposes to the Rector the list of students to be expelled in cases provided for in Faculty Regulation;
- k) submits to Rector the annual report on teaching, scientific research and financial situation of faculty after it has been discussed and approved in the Decanate;
- l) organizes the admissions exams for new students and oversees proper functioning of the admissions committee;
- m) approves internal regulations of units in respective faculty;
- n) approves chairpersons and members of commissions responsible for entrance and formation exams, diploma theses, theses topics, project proposals and scientific research plans of respective members of research centers and basic units academic staff after reviewing in the Decanate upon the proposal of head of basic unit;

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- o) announces the results of admissions exams;
- p) Dean exercises his/her competences by means of orders and instructions
- q) In cases of gross or serious violations of the law and bylaws, on the part of head of basic unit or member of the Ethics Board, proposes to the Rector his dismissal. The Rector provides his/her approval within a month. If the Rector does not reply, the head of the basic remains in office;
- r) The Dean appoints the head of one of scientific research unit, basic unit or head of cluster and intercluster courses to replace the governing authority until the appointment of the new one.

3. The Dean performs other duties as specified in the legislation in force, the Statute of the University or other acts.

Article 51

Mandate, Appointment and Dismissal of the Dean

1. The Dean is appointed by the Rector after the approval of the Academic Senate for a four year term, with the right to be reelected only once in the said position.
2. For the position of Dean may apply individuals from the ranks of academic staff of the Faculty or individuals from outside with the title "Professor". The latter, in case of being elected, become members of the academic staff of the institution.
3. In cases of committing fragrant crimes or gross violations of law and bylaws on the part of Dean, the Rector orders his dismissal after the approval by the Academic Senate. The Rector appoints the Deputy Dean or one of them to replace the discharged dean until the appointment of the new one.

Article 52

Completion of mandate of the Dean of Faculty

1. The mandate of the Dean ends with the completion of the period for which he/she has been elected.
2. The Dean's mandate ends prematurely when he:
 - a. resigns;
 - b. passes away;

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- c. it becomes physically or mentally impossible to exercise his/her duties;
- d. when the decision of his/her dismissal has been taken;
- e. when sentenced with final court decision for committing a criminal offense;

Section XI

HEAD OF BASIC UNIT

Article 53

Head of Basic Unit

1. The Head of the basic unit (Head of Department / Head of the Scientific Research Centre) represents the leading authority of the basic unit at the University.
2. The Head of Department / Head of the Scientific Research Centre should be part of academic staff under the category "Professor" or "Doctor" ("PhD") obtained at a university in the OECD or EU member states. In cases where there are no candidates under this category, may apply even a lecturer holding the title of "Doctor".

Article 54

Functions and Competences of the Head of Basic Unit

The Head of the basic unit has the following functions and competences:

- a) leads and represents the basic unit;
- b) directs and controls all the teaching, educational and scientific process of the basic unit;
- c) identifies for each semester and academic year, according to the legal criteria, the needs, for full-time and part-time academic staff and submits such needs to relevant Dean and Rector to anticipate the recruitment of academic staff;
- d) selects, in collaboration with Dean, in the relevant recruitment commission candidacies for full-time and part-time staff through a properly announced and transparent process.
- e) takes organizational and monitoring measures for the normal development of teaching and research process by the employees of the basic unit he heads;
- f) proposes to the Dean the members of commission on thesis defenses, formation exams on study programs he/she directs;
- g) encourages and motivates employees to perform their teaching and scientific research duties

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efficiently;

- h) requires revisions and improvements of study programs and curricula based on needs and academic indicators.
- i) proposes to the respective Dean the need to organize professional internships at commercial companies (LLC, JSC) and/or other institutions.
- j) proposes to Dean the criteria for students' enrollment, while the latter submits to the Academic Senate for approval;
- k) performs other duties as specified in the legislation in force, the Statute of the University or other acts.

Article 55

Appointment and dismissal of the Head of the Basic Unit

The Head of the basic unit is proposed by the Dean among the full time members of the academic staff and is appointed by the Rector after the approval of the Senate for a four-year term with the possibility of re-election only once in the same position.

In cases of committing fragrant crimes or gross violations of law and by-laws by the Head of the basic unit the Rector orders his dismissal after approval by the Academic Senate. The Rector appoints one of the full time academic staff member to replace the dismissed head until the appointment of the new one.

Article 56

Completion of mandate of Head of Basic Unit

1. The mandate of the Head of basic unit ends with the completion of the period for which he has been elected.
2. The mandate of the Head of Unit ends prematurely when he:
 - a. resigns;
 - b. passes away;
 - c. it becomes physically or mentally impossible to exercise his/her duties;
 - d. when the decision of his/her dismissal has been taken;
 - e. when sentenced with final court decision for committing a criminal offense.

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Section XII

VICE RECTOR AND VICE DEAN OF THE UNIVERSITY

Article 57

Number and duties of Deputy Rector/s

1. The number of vice-rectors at EPOKA University is determined by the decision of the Academic Senate.
2. The vice-rector performs the following duties:
 - a) acts on behalf of Rector in his absence and authorized by the latter;
 - b) organizes and supervises teaching, developmental and scientific process at University level.
 - c) oversees the preparation and implementation of educational plans and curricula at faculty and departmental level;
 - d) monitors and controls the progress of scientific research at research centers;
 - e) organizes and supervises the process of long-term specialization of academic and research oriented staff within and outside the country;
 - f) drafts the academic calendar and submits it to Rector for approval;
 - g) controls the organization and conduct of admissions exams for the enrollment of new students;
 - h) controls and applies the experience of respective faculties and basic units of in the teaching and educational process;
 - i) pursues and promotes scientific cooperation of units at the University with scientific institutions, other higher education institutions, production companies etc;
 - j) conducts studies towards future development of the University in its specific areas and submits it to Rector;
 - k) submits to Rector potential research projects;
 - l) performs delegated duties by the Rector and has the right to signature on his behalf in case of absence, with the exception of the diplomas;
 - m) performs other duties specified in the legislation in force, in this Statute or other acts.
3. The Rector of the University has the right to propose to the Academic Senate the changing the number of deputy rectors defining their respective tasks.

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Article 58

Selection, approval, appointment and dismissal of the Deputy-Rector of EPOKA University

1. The Deputy Rector of EPOKA University must have the title "Professor" or "Associate Professor" or the scientific degree "Doctor" (PhD), awarded in of the OECD or EU member states.
2. The Rector of the University proposes his selected candidates for Deputy Rector to Academic Senate.
3. The Academic Senate approves the proposal/s submitted by the Rector in first meeting.
4. The Rector of EPOKA University appoints the Deputy Rector/s approved by Academic Senate.
5. The Deputy Rector of EPOKA University is dismissed by the Rector following the same procedures for his appointment.
6. The Deputy Rector is dismissed when he:
 - a. resigns;
 - b. is dismissed by Rector for violation of laws and by-laws, or when his/her actions affect the normal operation and integrity of University College;
 - c. becomes physically or mentally impossible to exercise his/her duties;
 - d. when sentenced with final court decision for committing a criminal offense;
7. In case of dismissal of Deputy Rector, Rector proposes to Academic Senate the new name of Vice-Rector.

Article 59

Deputy Dean at EPOKA University

1. The Deputy Dean is appointed and dismissed by the Dean, after the approval of the Academic Senate.
2. The Deputy Dean should be a lecturer of a course and employed in the respective faculty and should have at least the degree of "Doctor".
3. The Deputy Dean exercises competences defined in the act of appointment.
4. The Deputy Dean replaces the Dean when the latter is absent or in other cases specified in the legislation in force.
5. The other provisions concerning the Deputy Dean can be defined in Faculty Regulation.

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Section XIII

ADMINISTRATION OF EPOKA UNIVERSITY

Article 60

Administrative Authorities

1. Managerial authorities at EPOKA University are:
 - a) Administrator of the University;
 - b) Administrator/s of main unit.
2. Other authorities are appointed in accordance with applicable law and this Statute.

Article 61

Administrator of the University

1. The administrator is the highest authority responsible for the administrative and financial functioning of the institution. He is the legal representative of the institution for financial and administrative affairs.
2. The administrator of the institution is appointed and dismissed by the Administrative Board.
3. The Administrator of the University can or not be a member of the Shareholders Assembly.
4. The University administrator must have a higher education degree, at least at the level "Master of Science" in the field of justice or economics and at least seven years of experience in these fields.
5. The University administrator cannot exercise any other function, academic or administrative.
6. The administrator reports to the Administrative Board and Academic Senate, respectively with regard to the fulfillment of financial, administrative duties and academic.
7. The Administrator of the University performs the following functions:
 - a) prepares the annual draft-budget on the basis of the proposals submitted by main units and basic units pursuant to the Strategic Development Plan of Institution and its medium-term budget plan;
 - b) proposes criteria for the management of financial and material resources and submits them for approval to the Administrative Board and oversees the distribution of their implementation;

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- c) oversees and monitors the implementation of the annual budget of the institution in its dependent structures, as well as organizes and controls the internal revision and performs economic-financial analysis;
- d) implements all decisions of the Administrative Board and Academic Senate with financial and administrative character;
- e) presents at the end of each academic year to Administrative Board and Academic Senate the report on institution's financial activities;
- f) collaborates with other institutional authorities and structures for the daily management issues;
- g) appoints and dismisses main units` administrators after the approval of the Administrative Board;
- h) fulfills the requirements set by Rector in order to meet academic, administrative and financial needs;
- i) is responsible for the collecting of the students tuition fees as well as the payment of all obligations toward state institutions;
- j) organizes and performs all the services and obligations toward third parties;
- k) manages the correspondence of the collegial organs;
- l) draft the investments and contract plan and forwards them for approval to the Administrative Board;
- m) appoints and dismisses the members of the service personnel;
- n) performs other duties assigned by the Administrative Board, in relation to administrative and financial issues.

8. The other functions of the University Administrator`s are defined in the institutions regulation.

Article 62

Appointment and dismissal of the EPOKA University

The selection and appointment of administrator of institution follows these procedures:

1. The Administrative Board approves the criteria to be met by candidates;
2. EPOKA University announces the vacancy publicly for two weeks and criteria to be met by candidates as well as the beginning of the evaluation process and selection of candidates;

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3. The Administrative Board prepares the candidates' evaluation scheme describing in detail the assessment process;
4. Apart from the evaluation of candidate's file, may also be considered an interview;
5. Each member of the Administrative Board provides a point-based written evaluation for each candidate and, in the end, based on individual evaluations, is announced the ranking of candidates;
6. The Administrative Board enjoys the right to select by secret ballot one candidate, out of three, who has accumulated the highest number of points. The winner is announced the person who receives 2/3 of member votes.
7. After selecting the winning candidate, the Administrative Board announces him/her publicly;
8. The procedures of dismissal of the University Administrator by the Administrative Board as well as voting are the same as those for his appointment.

Article 63

Administrator of the main unit

1. The Administrator of the main unit is responsible for the financial and administrative well-functioning of the unit.
2. The administrator of the main unit is selected among the candidates for employment in this leadership position. The proposal of the selected candidate is forwarded by the Dean of the faculty to the University Administrator. The latter appoints the administrator of the main unit and dismissed him after the approval of the Administrative Board.
3. The main unit administrator must have a higher education degree, at least at the level "Master of Science" in the field of justice or economics and at least five years of experience in these fields.
4. The main unit administrator can not exercise any other function, academic or administrative.
5. The administrator reports to the University Administrator as well as informs the Dean on any issue related to teaching and research.
6. The main functions of the main unit administrator are:

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- a) carries out the daily financial management of the main unit;
- b) supervises and controls the financial activity of the main unit;
- c) meets Dean's requirements in order to fulfill academic, administrative and financial needs;
- d) collaborates with other main unit authorities and structures on fundamental administration issues;

7. The other functions of the Administrator of the main unit are defined in the institutions regulations.

PART III UNIVERSITY PERSONNEL

Article 64

Personnel of EPOKA University

1. The Staff of EPOKA University is composed of the academic personnel, assistant academic personnel, administrative personnel and support personnel.
2. The personnel is employed for a definite or indefinite period of time, on fulltime and part time bases.
3. The rights and obligations of the University personnel are specified in this Statute and internal acts of the University, in accordance with laws and regulations in force.

CHAPTER II ACADEMIC PERSONNEL

Article 65

The status of the academic personnel

1. The academic staff at EPOKA University enjoys academic freedom in the learning process, research and innovation in the meaning of the Law no. 80/2015, dated 22.07.2015, "On Higher Education and Scientific Research in the Institutions of Higher Education in the Republic of Albania"
2. The Academic staff enjoys a special status and treatment. Aspects of the special

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treatment of the academic staff at EPOKA University are determined by the Administrative Board.

Article 66

Categories of academic staff

1. The academic staff carries out activities such as teaching, scientific research, institutional supporting services, students' counseling and other activities.
2. The academic staff can be teaching or scientific research-oriented. According to the role and activities performed, academic staff is categorized into:
 1. professor;
 2. lecturer;
 3. assistant lecturer.
3. The category "Professor" includes lecturers of courses or modules and team leaders of scientific research activity. They hold academic titles of "Professor" or "Associate Professor" and are provided with an employment contract for an indefinite period of time.
4. The category of "Lecturer" includes members of academic staff who performs teaching and scientific-research activity; hold scientific degree of "PhD" or "Doctor"; have at least three years of teaching or after obtaining the abovementioned degree. This category is provided with an employment contract for an indefinite period of time .
5. The category "Assistant lecturer" includes academic staff members involved in teaching and scientific-research activities. the Assistant lecturer holds at least a "Master of Science" degree and fulfills all the criteria defined in the University Statute. The assistant lecturer is employed on fixed term contract for at least one year renewable.
6. The academic staff involved in teaching must have at least one qualification above.
7. The relation between the different activities where the academic staff member is involved is determined in the University regulations.

Article 67

Invited Academic Staff

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1. The basic units of EPOKA University have the right to request the employment contract for short periods of time of scholars and distinguished personalities, local or foreign. The proposal for the invited academic staff is forwarded to the Rector by the respective faculty dean after the basic unit proposal, with the approval of the Administrative Board and should combine the needs of the basic unit for teaching or research with their qualifications.
2. The detailed criteria for the selection and employment of the invited academic staff is defined in the respective University regulation.

Article 68

Employment of academic staff

1. The employment criteria of the full-time academic staff is determined by basic unit based on the latter's needs and approved by Rector.
2. The selection of candidates is headed by an ad-hoc committee, whose members are assigned by the Decanate.
3. After the completion of the candidates' evaluation, the ad-hoc committee presents to Rectorate by means of the Dean the proposal to employ the said candidate as a full time academic staff member. The final employment of the said candidate is approved by the Administrative Board upon proposal of the Rectorate.
4. The detailed rules and procedures for the employment of the full time academic staff member are regulated in a separate regulation.

Article 69

The rights and obligations of academic staff

1. The academic staff member has the right to:
 - a) enjoy full academic freedom and not be discriminated against;
 - b) participate in teaching activities, research, student counseling and service aiming to develop the institution;
 - c) participate in scientific activities at home and abroad in order to promote the title / scientific degree, in the interest and on behalf of the institution;

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- d) freely determine the methods and content of the learning process within the program of studies and in accordance with the policies of the institution;
- e) to be assigned the teaching load in accordance with the laws and regulations on higher education in force;
- f) to be rewarded for the work done, as well as other financial rewards, related to his participation in scientific conferences, research and study projects, various publications under the logo of the institution as determined by the institution regulations;
- g) to benefit from the right to paid annual leave;
- h) to use all the other rights envisaged in the Law no. 80/2015, dated 22.07.2015, "On Higher Education and Scientific Research in the Institutions of Higher Education in the Republic of Albania", this Statute and the institutions' regulations.

2. The member of the academic personnel has the duty to:

- a) perform his duties and services related to the employment contract with the responsibility and quality, according to the nature of the job, in accordance with Law no. 80/2015, dated 22.07.2015, "On Higher Education and Scientific Research in the Institutions of Higher Education in the Republic of Albania", this Statute and the institutions' regulations.
- b) to implement the provisions of the Statute, regulations and guidelines of the institution;
- c) apply the rules of ethics and discipline in the institution, avoiding any kind of action inside and outside the institution, which affects the image, dignity or his personality, or the name of the institution;
- d) participate in consultations and counseling for students, as well as other tasks of administrative character;
- e) implement the decisions of the governing bodies and authorities of the institution;
- f) observe working hours, to use it correctly and use the class hours productively;
- g) fulfill all the obligations of a subject / discipline until the final examination of the subject / discipline, according to the rules of the institution;
- h) to participate in research projects and publishing in accordance with his specialty, when the institution is part. Loads of research work and publishing will be considered as part of the workload, according to laws and regulations in force;
- i) to commit to themselves to academic promotion. Lecturers who have completed

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their studies in the program "Master of Science" within five years from the entry into force of the employment contract must carry out the qualifications for gaining the scientific degree "Doctor", otherwise, their contract is terminated;

- j) to preserve faithfully the legitimate interests of the institution, the data and information as well as the professional interests of the institution;
- k) notify the employer in cases of absences, procure a health report and submit it to the employer within a week;
- l) to compensate the damage caused intentionally or through negligence on the employer's property, items or equipment during the realization of his duties;
- m) submit a written report at the end of the academic year for all aspects of the organization of teaching for the respective discipline.

3. Foreign lecturers are accepted on the basis of bilateral agreements.

Article 70

Working Contract

- 1. The working contract for the academic and assistant academic staff in the institution is signed by the Rector upon prior approval of the Administrative Board.
- 2. The working contract for the administrative and assistant administrative personnel in the institution is signed by the University Administrator upon prior approval of the Administrative Board.
- 3. The duration of the employment contract for the full time and part time academic staff, can be indeterminate, one-year, semester based or depending on the respective learning process. The renewal of contract is made in view of the results and quality assessment in the field of teaching, research work, as well as contributing to the support and development of the institution.
- 4. The employment contracts with academic staff holding the title "Professor" and serving in office after the age of 68 years are up to one year and repeated based on the needs of the University and with the consent of the member of the academic staff concerned.
- 5. The employment contracts with academic staff holding the title "Associate Professor" and serving in office after the age of 65 years are up to one year and repeated based on the needs of the University and with the consent of the member of the academic staff

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concerned.

6. The employment contracts with the administrative staff are signed with an indefinite or one-year term. The renewal of the contract is made in view of the results and performance evaluation of the duties of the staff member.
7. The contract of employment, working conditions and treatment provided for in the contract, contract type, duration and everything else that has to do with labor relations are drafted in accordance with this Statute, Labor Code, Law no. 80/2015, dated 22.07.2015, "On Higher Education and Scientific Research in the Institutions of Higher Education in the Republic of Albania" as well as other laws and bylaws pursuant to it.

Article 71

Working hours and holidays

The working hours for the administrative staff is not more than 40 hours per week and no more than 8 hours a day. This working time can be shorter for academic staff.

The duration of annual leave for academic staff, assistant academic staff, administrative and support staff is determined by the Administrative Board in accordance with the laws and regulations in force.

Other issues related to working hours and rest are specified in the employment contract, pursuant to the legislation in force.

Article 72

Teaching-Research Workload

The academic staff is obliged to fulfill the educational and scientific load, pursuant to legal and sub-legal framework. The scientific qualifications and results at work are directly related to the level of salary.

Absences without reason during the classes are considered serious violations of labor discipline.

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Article 73

Qualification

The academic staff is entitled to academic deepening, according to the criteria set out in law no. 80/2015, dated 22.07.2015, "On higher education and research at institutions of higher education in the Republic of Albania" and other bylaws. The academic deepening can be done at home or abroad.

The registration in the programs of second cycle studies and third cycle, as well as specialty courses by the academic staff is encouraged, creating the possible facilitation, as defined in the employment contract.

Article 74

Sabbatical academic year

1. The academic staff of the category "Lecturer" and "Professor", upon approval of the respective basic unit, has the right to secede from the institution's commitments, once every seven years, for periods up to a year to work for his own academic progress. The university governing authorities do not have the right to the sabbatical academic year during the exercise of their governing mandate.
2. The academic staff benefiting from the academic sabbatical year signs a contract with determining the rights, obligations and manner of financial treatment during this period.
3. The academic staff member using the sabbatical academic year has the right to return their previous place of employment with the same rights and obligations.

CHAPTER III

ASSISTANT ACADEMIC STAFF

Article 75

Assistant Academic Staff

The assistant academic staff has a teaching character and contributes to the implementation of teaching and research activities. The assistant academic staff is part of the basic unit and serves

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to support the activities of the latter. This category includes teaching and research assistants, laboratory technicians, as well as any other staff, as defined by the regulations of the institution.

Article 76

Employment of the Assistant Academic Staff

1. The criteria of employment of the full-time assistant academic staff is determined by the basic unit, based on the needs of this last one and approved by the Rector.
2. The competition for the selection of a full time assistant academic staff is governed by an ad-hoc commission, whose members are elected by the Decanate.
3. After the conclusion of the evaluation procedures, the ad-hoc commission presents to the Rectorate through the Decanate the proposal for employment of a full-time assistant academic staff. The employment of the proposed candidate is approved by the Administrative Board.
4. The detailed rules and procedures for the assistant academic staff are determined by special regulations.

CHAPTER IV

THE ADMINISTRATIVE STAFF AND DISCIPLINARY MEASURES FOR ALL CATEGORIES OF STAFF

Article 77

Administrative Personnel

1. The categories of administrative staff and salary levels are approved by the Administrative Board of the University.
2. The employment criteria, the procedures of the staff performance evaluation, motivation policies, remuneration, development and training and procedures for disciplinary measures are determined in the institutions regulations.
3. The rights and duties of the administrative personnel derive from the Labor Code and other legal provisions and regulations in force in relation to higher education. The rights

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and obligations are specified in detail in the Basic Regulation of the University.

4. The contract of employment for the administrative staff in the service of the institution is signed by the University Administrator, after the approval of the employment by the Administrative Board.

Article 78

Disciplinary measures for all categories of staff

The disciplinary measures for the leading authorities, academic staff, assistant academic staff and support staff at EPOKA University are as follows:

- Warning;
- Written warning;
- Specific wage cut;
- Suspension;
- Dismissal.

The disciplinary measures are taken by the governing bodies and the authorities of the University defined in the special regulations of the University.

The cases for which a disciplinary measure is necessary are defined in the special regulations of the University.

FOURTH PART

ORGANIZATION OF STUDIES

Article 79

The form and the study programs at EPOKA University

1. The forms of the university studies are as follows:
 - a) Full time studies;
 - b) Extended studies.

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2. The study programs at EPOKA University are organized into three consecutive cycles: first cycle, second cycle and third cycle.
3. The University offers accredited study programs organized in modules and evaluated with credits, according to the European Credit Transfer System (following referred to ECTS). The average amount of credits accumulated during the year by a full-time student is 60 credits.
4. The study programs are developed by the departments, who shall propose for approval to the Academic Senate.
5. The Rectorate has the responsibility to publicly announce the accredited study programs offered by the University before the start of applications for admission.
6. The study programs of the first cycle, second cycle and third cycle, are university studies programs.
7. The university has the right to offer non-university study programs, professional, post-secondary education, with no less than 120 credits. The normal duration of these programs is not less than two academic years and at the end a "professional degree" at the respective field of education is issued. The collected credits while studying post-secondary education can be transferred to the university first cycle, in accordance with the criteria defined by the Academic Senate.

Article 80

Language and changes in study programs

1. The study programs at EPOKA University are conducted in the language specified in the act of opening the study program.
2. EPOKA University reserves the right to increase the number of faculties, to change and increase the number of programs of first cycle studies, second, third and / or study programs with professional character, after approval by the Academic Senate and the Administrative Board and the ministry responsible for higher education
3. Opening of new study programs, closure and their reorganization above 20% of their credits must be done upon approval from the ministry responsible for higher education. EPOKA University reserves the right to change the study programs up to 20% of their credits after their approval by the Academic Senate. For any changes in the study

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programs of not more than 20% of the credits the ministry responsible for higher education is notified.

Article 81

Academic Year

1. The calendar year is divided in academic years. The Academic year is organized into two semesters with at least 20 teaching hours of lectures, seminars and labs a week. According to the relevant regulation, the summer semester is organized, which is not mandatory.
2. The regular semester includes no less than 14 calendar weeks for the development of training activities and not less than two calendar weeks for the development of final exams.
3. The transition from one year to another takes place after the student has paid the obligations of the previous year based on the Basic Regulation of the University and the respective regulation of the study program at EPOKA University.

Article 82

Tuition Fees

1. Tuition fees include registration fee and education tuition. Tuition fees are differentiated by cycles or forms of study.
2. Fees for all study programs are proposed by the Academic Senate and approved by the Administrative Board.
3. Students sign the relevant service contracts, in which are determined the tuition fees for all programs and study cycles.

CHAPTER V

FIRST CYCLE OF STUDIES

Article 83

The First Cycle Study Programs

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1. The first cycle of study programs, with special reference to Article 6 of the Albanian Framework for Qualification aim at providing basic knowledge on methods and principles as well as specific skills in a wide variety of professions and specialties.
2. Study programs of the first cycle are delivered with 180 European credits (ECTS) and their normal duration is three academic years;
3. At the end of the study programs of the first cycle, successful students are awarded a “Bachelor” university degree in accordance with rules specified in this Statute.
4. The integrated second cycle study programs, with special reference to Article 7 of the Albanian Framework for Qualification have a normal duration of five academic year, full time with a total of 300 ECTS. After the integrated second cycle study program, the diploma “Master of Science” is awarded.

Article 84

Admissions criteria to first cycle of studies

1. Any person who has graduated from State Matura and satisfies the legal GPA, enjoys the right to compete for admission and pursue studies at EPOKA University.
2. Studies at EPOKA University can be attended by Albanian and foreign students as well as students who are part of bilateral or multilateral agreements.
3. Studies at EPOKA University can be attended by Albanian and foreign nationals who have completed a program of study in higher education by paying the prescribed tuition fee.
4. The University has the right to propose specific admissions criteria for each specific program of study. Such criteria and admissions rules are made public by the University along with necessary information on respective faculty, basic unit and program of study.
5. The admission fees at EPOKA University for the first cycle study programs are proposed by the Academic Senate and approved by the Administrative Board.
6. The criteria for admission at EPOKA University to study programs of the first cycle are approved by the Academic Senate.

Article 85

Elements of first cycle study programs

1. First cycle study programs must contain the following elements:

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- a) general information about the program, form and main objectives, teaching plan accompanied with mandatory credits;
- b) admissions conditions in the study program and selection criteria in cases with limited number of enrollments;
- c) student's assessment methods and criteria for success in the program;
- d) transfer criteria between programs of study and criteria for partial completion of program, if it foreseen;
- e) academic and professional titles awarded pursuant to law.

2. Other elements of study programs may be determined by Academic Senate.

Article 86

Issuing diplomas and other documents

1. The University provides students who have completed all the obligations of a study program within the time limits specified by the current legislation with relevant diploma, which is an official document.
2. First cycle diplomas are accompanied with diploma supplement;
3. The Diploma Supplement is compiled in accordance with requirements of european framework of higher education. It describes, in particular, the nature, level, content, results of studies that have been conducted and successfully completed by diploma holder etc.
4. The content, form of diploma and diploma supplement shall be determined by Academic Senate in accordance with instructions of ministry responsible for education.
5. Any form of diploma or certificate, before being issued, shall be registered in state registry of diplomas and certificates for higher education and scientific research held at ministry responsible for education.
6. The diploma and the diploma supplement is drafted in two languages, respectively Albanian and English.

Article 87

Title of first cycle degrees a EPOKA University

1. EPOKA University issues the "Bachelor" degree for the first cycle of studies or "Master of Sciences" for the integrated study programs of second cycle.

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2. The diplomas for each faculty are issued in accordance with the approved titles. The diploma titles may vary depending on the abovementioned approval.

Article 88

Transfers for the first cycle of studies

1. EPOKA University provides the opportunity for transfers of studies between its programs of all cycles within the institution or from/to various institutions of higher education.
2. The decision on the full or partial recognition of the credits accumulated by a student for the purpose of pursuing studies belongs to the teaching structure that accepts the student.
3. Main criteria for full recognition of credits accumulated by a student are as follows:
 - a. Similarity of study program;
 - b. Time of conducting the studies;
 - c. Involvement in the Bologna system.
4. Main criteria for partial recognition of credits accumulated by a student are as follows:
 - a. Similarity of study program;
 - b. Time of conducting the studies;
 - c. Involvement in the Bologna system.
5. Other more detailed criteria for recognition of credits under paragraphs 3 and 4 of this article are defined in educational regulations of the University.

CHAPTER VI

SECOND STUDY CYCLE

Article 89

The Second Cycle Study Programs

The second cycle study programs are respectively "Master of Science" and "Professional Master".

1. The programs of second cycle, with special reference to level 7 of the Albanian Charter for Qualifications, provide advanced and in-depth theoretical and practical knowledge and training for independent research in a field within an area of expertise.

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2. Such programs are realized with 60 or 120 credits including credits for research project or thesis and a normal period of duration of one or two academic years.
3. The students in this program study must enter an internationally recognized English exam known by ministry responsible for education.
4. At the end of the second cycle study programs is issued the degree of "Master of Science" or "Professional Master" in the relevant field of education. Issuing of degrees for the second cycle of studies is conducted in accordance with the provisions of this Statute.

Article 90

The elements of the second cycle study program

1. The second cycle study programs contain the same elements as defined for the first cycle of study programs.
2. The other elements of second cycle study programs may be determined by the Academic Senate.

Article 91

Admission at the Second Cycle Studies

1. All individuals who have completed the first cycle study program have the right to apply for enrollment to the second cycle of a study program and meet the academic standards of admissions criteria of EPOKA University.
2. Students' quota for the second cycle of study programs at EPOKA University are approved by the Academic Senate.
3. The admission criteria for the second cycle study programs are approved by the Academic Senate.

Article 92

Transfers for the second cycle of studies

1. The University provides the opportunity for transfers between its own second cycle of studies programs and from/to various institutions of higher education
2. The decision on the full or partial recognition of credits accumulated by a student for the purpose of pursuing one's studies belongs to the teaching structure that accepts the student.

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3. Main criteria for full recognition of credits accumulated by a student are as follows:
 - a. Similarity of study program;
 - b. Time of conducting the studies;
 - c. Involvement in the Bologna system
4. Main criteria for partial recognition of credits accumulated by a student are as follows:
 - a. Similarity of study program;
 - b. Time of conducting the studies;
 - c. Involvement in the Bologna system.
5. Other more detailed criteria for the recognition of credits under paragraphs 3 and 4 of this article are defined in the educational regulations of EPOKA University.

Article 93

Titles of second cycle diplomas at EPOKA University

1. EPOKA University issues degrees of second cycle of studies in accordance with study programs in each of respective faculties.
2. Degrees for each faculty are issued in accordance with approved titles by competent authorities. Titles of degrees may vary depending on the above approvals
3. EPOKA University provides students whom have completed all the obligations of the second cycle study program with relevant diploma, which is an official document. Degrees of study programs of second cycle accompanied by a diploma supplement.
4. The Diploma Supplement is compiled in accordance with requirements of european framework of higher education. It describes, in particular, the nature, level, content, results of studies that have been conducted and successfully completed by diploma holder;
5. The content, form of diploma and diploma supplement shall be determined by Academic Senate in accordance with instructions of ministry responsible for education.
6. The diploma and the diploma supplement is drafted in two languages, respectively Albanian and English.

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CHAPTER VII

THIRD CYCLE STUDIES

Article 94

The third cycle study programs

The third cycle study programs, with special reference to level 8 of the Albanian Framework for Qualification are the “Doctorate” study programs.

1. The third cycle study programs have an entirely academic character, with scientific research at the bases and independent creative work in the respective field of specialty.
2. The normal duration of the Doctorate study programs is at least three academic years.
3. The students in this program of studies must enter an internationally recognized English proficiency exam, as defined by the ministry responsible for higher education.
4. At the end of third cycle study programs the university diploma “Doctor” is issued.

Article 95

Admission at the third cycle study programs

1. All individuals whom have completed a study program of the second cycle and have earned a degree "Master of Science", that meet the academic standards of the admission criteria at EPOKA University have the right to apply for enrollment in the third cycle studies.
2. The quotas for admission to the EPOKA University for the third cycle programs are proposed by the Academic Senate and approved by the Administrative Board.
3. The Criteria for admission at the third cycle study programs at EPOKA University are approved by the Academic Senate.

More specific rules regarding the design of programs, admission fees, the criteria for selection of candidates, academic characteristics, duration and credits, as well as the diplomas of doctoral study programs are defined in the relevant regulations of the University.

Article 96

Titles of the third cycle diplomas at EPOKA University

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1. EPOKA University provides the students whom have completed all the obligations of the third cycle study program with the relevant diploma, which is an official document.
2. The content and form of the diploma are defined by the Academic Senate, in accordance with the instructions of the ministry responsible for higher education.
3. The diploma is drafted and issued in two languages, Albanian and English.

CHAPTER VIII SECOND STUDY PROGRAM

Article 97

Attending a second study program

1. Individuals, who have completed a program of study, are eligible to attend a second study program.
2. Individuals who want to attend a second study program must meet all the admissions criteria in that particular study program as those who register for the first time.
3. Individuals who attend a second study program have the right to request the recognition of their first program of studies.

CHAPTER IX OTHER PROGRAMS

Article 98

Interdisciplinary study programs

1. Faculties at EPOKA University may organize joint interdisciplinary programs of studies.
2. EPOKA University may organize interdisciplinary study programs with other institutions of higher education.
3. At the end of interdisciplinary study programs a joint diploma by EPOKA University and the other institution of higher education is issued.

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Article 99

Joint study programs

1. Joint study programs are realized at EPOKA University, or at one of its faculties in collaboration with one or several other institutions of higher education within or outside the Republic of Albania.
2. Joint study programs are organized by institutions of higher education themselves. At the end of studies, a joint or double degree is issued.

Article 100

Continuing Education Study programs

1. In the context of the different programs of studies EPOKA University offers programs of continuing education as a form of lifelong learning. Such programs serve for short-term specialization, supplementing, in-depth and updating of knowledge. They can be even advanced research programs.
2. Study programs of continuing education help individuals improve their qualifications and skills.
3. Within the framework of the continuing education study program, EPOKA University organizes various other forms of informal learning such as courses, summer schools and similar activities.
4. The structure of the programs under paragraphs 1 and 2 of this article, duration and credits are determined by the University in accordance with rules specified in this Statute for the study programs.
5. At the end of the study programs of continuing education, EPOKA University issues the relevant certificates.

CHAPTER X

RECOGNITION, EQUIVALENCE OF DIPLOMAS AND PERIODS OF STUDY

Article 101

Recognition of diplomas, certificates, degrees and foreign titles

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1. Through the recognition procedure, a foreign degree is equivalent to an Albanian one, thus ensuring the right to continue education and the right to employment. This applies to recognition of certificates, degrees or foreign titles.
2. The ministry responsible for education remains the official institution in the Republic of Albania for recognition of degrees or certificates issued by foreign institutions of higher education, which performs this duty through its responsible unit of recognition of degrees. The ministry reserves the right to authorize EPOKA University to carry out this process for cases when degree/diploma serves the purpose of continuing one's education.

Article 102

Recognition and equivalence of degrees and study periods

1. Through this process, partial or full programs of study or diplomas obtained in other institutions in the country or abroad are recognized, thus ensuring students the right to continue education in a similar or equal study program.
2. The recognition is done by EPOKA University. The application for recognition and the necessary documentation and procedures are determined in this Statute in accordance with legislation in force.

PART FIVE

SCIENTIFIC RESEARCH

CHAPTER XI

Article 103

Scientific research and development

1. EPOKA University may conduct scientific research, studies and development projects and other creative activities in accordance with its specific objectives.
2. The research and development activities at EPOKA University aim at increasing the quality of education too. It provides students with methodological skills, provides opportunities for advanced knowledge in the teaching process and improves academic qualifications of

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personnel as well as generates extra income and sources.

3. The Academic staff is free to perform research and development activities for third parties, provided that:
 - a) obligations under the employment contract are fulfilled;
 - b) obligations regarding scientific research at faculty and departmental level are fulfilled.
4. The research and development activities for third parties are carried out at the University only in the context of agreements with public or private entities, domestic or foreign, in which the institution is part of.
5. The agreements are adopted by the Administrative Board in accordance with provisions set forth in this Statute.

Article 104

Research activities

1. Research and development activities should ensure the integration of research in the teaching process.
2. The research topics and terms, areas of research and volume of works shall be determined by the main and basic units in accordance with procedures stipulated in the scientific research regulation. Such criteria are determined in accordance with country's development needs, importance of research in the education of students, programs of scientific collaboration, training of academic staff, institution's strategic objectives as well as financial resources available.
3. EPOKA University performs for third parties even other qualified services such as expertise, analysis, counseling, monitoring, information services etc., in accordance with faculty regulations.
4. These activities are financed by the interested parties. The income generated from these activities are considered as income generated by the institution. A part of these revenues can be used for staff remuneration and motivation of participants in such research activities in accordance with the legislation in force.
5. The University has the right to develop research programs and projects of collaboration with other institutions, public or private, at home and abroad as well as associations,

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foundations and others.

6. EPOKA University prepares an annual report on scientific research activity or innovation of any kind.

Article 105

Planning of research activities

1. Research activities are conducted on bases of approved plans, programs and projects by basic and main units.
2. Performance of scientific research of all kinds and levels is assessed by the Academic Senate with rules specified in relevant provisions of this Statute.
3. Second cycle programs are considered research projects and as such are subject to planning.

CHAPTER XII

ACADEMIC TITLES

Article 106

AWARDING OF ACADEMIC TITLES

At EPOKA University the academic titles "Professor" and "Associate Professor" are awarded by the Permanent Commission for the Promotion of Academic Personnel, according to laws and regulations in force related to the granting of academic titles "Professor" and "Associate Professor".

Article 107

"Professor emeritus" title

The academic personnel holding the title "Professor", after retirement, in recognition of his outstanding academic contribution, upon proposal of the basic unit where he has developed his career and decision of the Academic Senate is awarded the title "Professor emeritus", in accordance with laws and bylaws in force.

The rights and obligations of the category are regulated with a specific contract.

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PART SIX

QUALITY ASSURANCE AT EPOKA UNIVERSITY

CHAPTER XIII TEACHING QUALITY

Article 108

Internal quality insurance

1. The Academic Senate of EPOKA University evaluates, guarantees and is responsible for the quality assurance in the institution, in accordance with state standards.
2. The Academic Senate establishes The Permanent Commission of Quality Assurance to guarantee the institutional and study programs quality.
3. The Commission periodically assesses the effectiveness of the teaching activities, scientific research, as well as administrative and financial activities of the institution. The Commission has operational autonomy and access to all records of the institution.
4. The criteria and procedures for the establishment and functioning of the internal quality system are drafted by the University in collaboration with the Quality Assurance Agency of Higher Education (ASCAL), based on state quality standards.
5. The results of the internal evaluation of quality made public.

Article 109

External quality assurance

1. EPOKA University is subject to the external quality assurance in higher education, which is realized through external evaluation processes and accreditation (first evaluation and periodic), analytical comparative evaluations, as well as other processes that promote and improve quality.
2. The first institutional accreditation and the one of the study programs are carried out before the issuing of the first diplomas from EPOKA University. The institutional accreditation precedes that of the study programs. Every study program of EPOKA University is subject to the accreditation process before the first diplomas are issued.
3. EPOKA University is subject to periodic evaluation of the institution and study programs

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that have successfully completed the first accreditation, within the time limit of six years.

4. EPOKA University undergoes the process of teaching evaluation every three years, from ASCAL and monitored on an ongoing basis, through the National Student Survey.
5. The external quality assurance of EPOKA University is realized in cooperation with The Permanent Commission of Quality Assurance.

PART SEVEN
BUDGET, FINANCIAL AND PROPERTY ISSUES

CHAPTER XIV

Article 110

General Principles

1. The income generated by EPOKA University are totally utilized by the institution and unused financial sources are included in the next academic year.
2. All transactions and receipts, including monthly payments are carried out through the banking system in line with all the rules of financial control as stipulated in the legislation in force.

Article 111

Sources of Funding

1. EPOKA University is funded by:
 - a. capital of shareholders and other assets made available by him;
 - b. generated income;
 - c. Other legal sources.
2. EPOKA University shall adopt rules on how to use the funds generated from revenue.

Article 112

University`s revenue

1. Revenues of the University include:
 - a) tuition fees;

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- b) the income generated from the organization of training or qualifications for third parties under signed agreements;
- c) the income generated from services in the field of publications, production of documentaries/reports, and various research projects of interest for community etc.
- d) income generated from conducting commissioned research and other specialized services;
- e) income generated from the provision of assets/premises for use to third parties in the form of leasing contracts and other forms of contracting;
- f) gifts, inheritances, public and private donations;
- g) other legitimate funding.

The University has the right to apply with projects to the National Agency for Scientific Research and Innovation to benefit for the scientific research grant, fulfilling the application criteria.

Article 113

Drafting the budget

1. The draft-budget is prepared by the University Administrator based on 3-year medium-term budget plan and proposals received from the constituting structures. It is approved by Academic Senate after being approved by the Administrative Board.
2. The draft-budget is realized in accordance with the standards established by legal framework in force.

Article 114

Movable and immovable property of EPOKA University

The movable and immovable property necessary for the conduct of activity pass under the administration of EPOKA University from “Turgut Özal Education” JSC.

Article 115

Control and external audit

The control and external audit are conducted by external auditors, selected by ministry

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responsible for education from an annually updated list and tariff approved by Ministry of Finance.

PART EIGHT STUDENTS

CHAPTER XV STUDENTËT DHE TË DHËNAT MBI STUDENTËT

Article 116

Acquiring, suspension and loss of student's status

1. The student status is acquired by enrolling at the University. This status ceases to exist once a student receives the relevant degree or certificate and in the case of cancelation of the registration from the institution.
2. The student has the right to suspend and resume the studies in accordance with rules specified in the respective University regulation.
3. The student cannot register simultaneously in more than one study program at the University.

Article 117

Students' Rights and obligations

1. Students have the right to:
 - a) all educational activities that occur in the framework of program of study where he is registered;
 - b) use the teaching infrastructure provided by EPOKA University as well as benefit from supporting services offered by institution;
 - c) benefit from the teaching process and graduate, after completing all the obligations specified in the syllabus;

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- d) attend lectures, seminars and all other educational activities organized in accordance with their status;
- e) use the library facilities, computer rooms and other services offered to students by the institution for implementation of the curriculum;
- f) participate in the decision making processes of the University in accordance with this Statute and the other regulations of the institution;
- g) evaluate the quality of teaching and the performance of staff at the institution;
- h) sign a service contract at the time of enrollment at EPOKA University, which has the elements and form defined in the legislation in force;
- i) be insured by EPOKA University in one insurance companies for the entire duration of studies, for the risk of termination of activity or other risks as stipulated by the legislation in force;
- j) be provided with student card;
- k) participate in non-political student organizations, pursuant to relevant laws and regulations;
- l) participate in artistic, cultural activities, sports and entertainment, organized by the institution outside the educational process;
- m) to improve the learning process through democratic forms of display of will;
- n) to be heard by the relevant authorities before taking any punitive measure against him;
- o) be included in the network of graduates (Alumni) after completion of the university studies.

2. The student is obliged to:

- a) to implement all the regulations, directives and orders of the institution;
- b) respect the rights of the staff and rights of other students;
- c) to pay proper attention to the studies and participate in the academic activities;

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- d) to pay the tuition fees for the studies and services offered by EPOKA University;
- e) to respect the ethical rules, defined in the Code of Ethics;
- f) to pay proper attention to the studies and participate in the academic activities;

Article 118

Students` Council

1. Students have the right to organize themselves under students' council or students' government at the University and national level;
2. The Students' Council is an independent organization. It does not carry out political or economic activities. They promote students' participation and coordinate their representation in the governing bodies of EPOKA University.
3. The Students' Council is elected every two years by students' votes and relies on the legislation in force. The free mandates (when the student graduates or is transferred as well as in other cases) are filled, till the end of the term, by the candidate who was ranked second in the vote count of last election.
4. The modalities and procedures for the establishment, organization and functioning of the Students' Council are determined in accordance with the law of higher education, based on proposals submitted by students themselves.
5. The Students' Council expresses opinions and makes proposals on all issues of general interest at EPOKA University and respective faculty such as those related to plans and programs of study, opening of new programs, regulations on the teaching process, quality of services; level of tuition fees, organization of cultural, artistic and sports activities etc.
6. EPOKA University supports students' government and finances its activities with the designated fund for this purpose its annual budget.

Article 119

Documentation of educational process

1. EPOKA University is obliged by law to keep written records of registers obtained from the ministry responsible for education and more specifically:
 - a) fundamental register of students;

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- b) record/register of academic results;
- c) register of issuing degrees and certificates.

2. The fundamental register of students is the document that certifies the registration of students at EPOKA University. This register:

- a) indicates that every student is equipped with a unique matriculation number valid until the moment of issuing the diploma/degree or certificate;
- b) is deposited in State Archives, according to legal framework in force, whereas the certified copy of the original is saved for the entire period of existence of EPOKA university or continuity of this institution with another name, without the right of issuance of extracts from the register from the date of its submission to Institutional Archive;
- c) is completed in electronic form.

3. The register of academic achievements/results is the document that certifies the results achieved by each student enrolled at EPOKA University. The register of academic achievement/results:

- a) is deposited in State Archives, according to legal framework in force, whereas the certified copy of the original is saved for the entire period of existence of Institution without the right of issuance of extracts from the register from the date of its submission to Institutional Archive;
- b) is completed in electronic form.

4. The register of issuance of diplomas and certificates is the document proving their issuance by EPOKA University. This register documents the withdrawal of diploma and diploma supplement by each student who has successfully completed his/her academic and other institutional obligations.

Register of issuing diplomas and certificates:

- a) is deposited in State Archives, according to legal framework in force, whereas the certified copy of the original is saved for the entire period of existence of EPOKA University without the right of issuance of extracts from the register from the date of its submission to Institutional Archive;
- b) is completed in electronic form.

5. EPOKA University must meet the elements of records specified in paragraph 1 of this article in accordance with by-laws. The documentation, in its final version, is deposited in the State Archives, under the applicable legal framework for the archives. Whereas the certified copy of the original is saved in the Archive of EPOKA University in accordance with law in force and

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regulation of Institution without the right of issuing extracts from the register from the date of its submission to the archive. In the case of termination of activities on the part of Institution, its records, as defined in paragraph 1 of this article and any other document is deposited in State Archives according to legal framework for archives.

Article 120

Students' Database at EPOKA University

1. EPOKA University safeguards students' personal data according to the applicable legal framework for the protection of personal data.
2. The processes of storing and processing students' data on the part of EPOKA University its respective structures will be conducted in line with the principle of confidentiality and the requirements of legislation for the protection of personal data.

PART NINE

FINAL PROVISIONS

CHAPTER XVI

FINAL PROVISIONS

Article 121

Approval of the Statute

1. This Statute is approved by the Academic Senate of EPOKA University with 2/3 of votes of all its members.
2. Statute may be changed according to procedures and majority of votes as required in this Statute.
3. Upon its entry into force, any other act bearing the same authority at EPOKA University is repealed as well as any provision of regulations or other acts that are contrary to this Statute.

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Article 122

Transitional provisions

1. Students enrolled in a study program at EPOKA University before the entry into force of this Statute, will continue their studies in the same program of study for its normal duration.
2. The language of the programs of studies at EPOKA University, opened before the entrance into force of this statute is English, with the exception of the following programs:
 - a) Bachelor in Banking and Finance offered in Albanian language (in addition to the Bachelor in Banking and Finance offered in English language);
 - b) Professional Master in Business Administration profile: Education Management which is offered in Albanian language.
3. The transitional provisions laid down by the legislation on higher education are applicable at EPOKA University despite the provisions of this Statute.
4. The provisions of the Statute which are inconsistent with the transitional provisions of the legislation in force are not applicable. Such provisions enter into force at the time of completion of legal effects of transitional provisions in accordance with terms set out in legislation in force.

Article 123

Official seal of the university

EPOKA University has its official seal. The seal is around, and in circular inscription writes EPOKA UNIVERSITY, REPUBLIC OF ALBANIA, in the middle there is the “logo” and at at the end is written TIRANA.

The specimens of the stamp are deposited in the ministry responsible for higher education.

Article 124

Drafting of internal regulations

The regulations specified in this Statute and by-laws in force are drafted pursuant to the Law no. 80/2015 "On Higher Education and Scientific Research in Higher Education Institutions in

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the Republic of Albania" and this Statute, are prepared the regulations specified in this Statute and by-laws in force.

Article 125

Approval by the Academic Senate

This Statute was adopted at the meeting of Academic Senate by Decision no. 02, dated 14.12.2016

Article 126

Entrance into force

This Statute enters into force the following day after its adoption by minister responsible for education.

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SHTOJCA 1: Stema e Universitetit “EPOKA”



Organizational Scheme of Epoka University

