
LOGOS UNIVERSITY COLLEGE



GENERAL REGULATIONS

**Approved by Decision No. 16, dated 22/06/2017,
of
Academic Senate of LOGOS University College**

Tirana, June 2017

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CHAPTER I – GENERAL PROVISIONS

Article 1

Purpose of Regulations

This Regulation aims to regulate the teaching, scientific and administrative activity of LOGOS University College, in line with its purpose and legal mission.

Article 2

Legal basis

The General Regulations (hereafter called “Regulation”) of LOGOS University College, is based on the following:

- Law No. 80, of 22.07.2015, “On higher education and scientific research in higher education institutions in the Republic of Albania”;
- Decision of Council of Ministers No. 1055, of 29.07.2009, “On licensing LOGOS Private Higher School”;
- Guidance No. 15, of 04.04.2008, issued by Ministry of Education and Science, “On structuring studies at higher education institutions”;
- Guidance No. 20, of 09.05.2008, issued by Ministry of Education and Science, “On the activity of the academic staff in public higher education institutions”;
- Guidance No. 11, of 28.02.2011, issued by Ministry of Education and Science, “On procedures and documentation required when establishing a private higher education institution, first and second cycle of university study programs, non-university level study programs, of a vocational nature, as well as procedures on licence suspension and annulment”;
- Order issued by Minister for Education and Science No. 134, of 21.03.2011, “On approving state quality standards for evaluation and accreditation of first cycle study programs in higher education institutions”;
- Order issued by Minister for Education and Science No. 1, of 06.01.2011, “On opening new programs at “Logos” Private High School.
- LOGOS University College Statute, of 2017.

Article 3

Scope

This Regulation is appended to LOGOS University College Statute and extend its scope upon all the constitutive units of the Institution, its academic staff, auxiliary academic staff, administrative staff and students. It regulates the relationship between the governing bodies of the higher education school with its constitutive units and the relationship with third parties.

Relations with third parties are based on relevant laws and bylaws or related agreements, with reference to the provisions of this Regulation, unless otherwise explicitly stipulated by law.

Article 4

Internal Regulations

The internal regulations of the main units, base units, academic and governing bodies, as well as organizational structures are in line with the General Regulation of LOGOS University College. They regulate relations among corresponding units, superior units, and subordinate units, extending their effects to all structures, governing bodies and authorities, academic staff and students operating in all respective units.

Article 5

Specific Rules

The Senate of LOGOS University College may issue special rules of temporary or permanent effect on a certain area, course, object or unit, in order to ensure proper implementation of the Law on Higher Education, the Statute and this Regulation or when under a specific legal obligation, in areas, situations or circumstances of particular or extraordinary importance.

Article 6

Interpretation

If in the framework of implementing an act, there are different positions with regard to its significance, the relevant governing body is the authority that will rule on interpretation and submit it in writing, whenever required.

The body that has issued the act makes its interpretation binding for all parties. If the interpretation given by the issuing body is rejected, the Academic Senate or the Rector, as the case may be, examines the legality of the interpretation of the act and rules on the final interpretation or the appropriate amendment in the act, when this falls under its authority.

Article 7

Legal or regulatory gaps

If in the process of implementing an act, unregulated aspects are noticed, the issuing body of the act, or the body covering that unregulated aspect, determines the course of action, based on previous regulation of similar cases, and if that is not possible, based on the general principles provided in the Law on Higher Education and the Statute. In such cases, the task of amending the act falls on that body.



Article 8

Obligations

The staff of LOGOS University College is obliged to respect effective legislation and perform the tasks assigned by the superior. At the same time, he/she is accountable before his/her superior for performing the tasks in a correct and fair way. In case orders given by a superior contradict the Law, he/she does not comply with the order and informs higher authorities.

Article 9

Legitimacy

The staff of LOGOS University College is obliged to faithfully perform all the tasks related to the respective job position, in accordance with the Law.

Article 10

Impartiality

When performing, their tasks the staff of LOGOS University College cannot discriminate anyone on ethnic, linguistic, racial, political, opinion-related, philosophical, or religious grounds.

Article 11

Conduct and cooperation

On and off duty, LOGOS University College staff is obliged to demonstrate appropriate official consideration and trust. The administrative staff works in the spirit of cooperation, which remains essential.

Article 12

Staff responsibility

In line with legal provisions, the management staff of LOGOS University College is bound to perform its duties or issue orders for tasks to be performed duly and adequately in respective units, and train subordinate staff to properly perform their tasks. The administrative management staff is accountable and has the duty to control (monitor) the behaviour and state/**condition** of the staff. The manager acts fairly and impartially towards the subordinate staff and exercises his/her authority fairly, in accordance with applicable laws.

Article 13

Individual liability and damage

The staff of LOGOS University College is bound to show caution and attention in performing their duties and protecting the property of the College. In the event of intentional negligence, carelessness or failure to take appropriate measures, loss is caused to the Institution, then the respective employee is obliged to pay back the sum of the loss incurred to the Institution by his/her actions.

Article 14

Data confidentiality and press statements

The staff of LOGOS University College is not permitted to disseminate and publish information or inform the press and media about the work of the Institution, unless authorized to do so.

Article 15

Prohibition to release official documents, tools and materials

The staff of LOGOS University College is not permitted to release or use without prior authorization official documents, tools and materials for personal benefits. At the end of employment, the staff is obliged to return to the institution all that they have been trusted with, during the time of performing their duties at the institution.

Article 16

Appeal

The administrative staff retains the right to appeal any administrative measure issued against them by their superiors. Requests for appeal and their significance are examined as soon possible and once the decision is reached, it is made known to the interested party.

Article 17

Limitations

The staff of LOGOS University College is not permitted to engage in activities or actions, which hamper services or delay accomplishment of a certain task; to take part in strikes or engage in propaganda promoting illegal strikes; they are not permitted to engage in profitable and commercial activity; cannot receive gifts, cannot exploit their position to the benefit of other parties and cannot disclose confidential information.

Article 18

Confidentiality

Every staff member is obliged to maintain the confidentiality of the information obtained while on duty and any data obtained through his/her job position, from third parties.

Article 19

Principle of Hierarchy

On all administrative matters, regulations and decisions, the staff of LOGOS University College acts on the basis of the principle of hierarchy, which implies that all orders issued by the highest governing body are binding for the subordinate bodies or structures, as long as they do not contradict the legal provisions in force, the Statute of the College, these Regulations and the Code of Ethics. Each body is accountable to the superior body.

Article 20

Delegation of authority and signature

In the case of annual leave or other entitled leaves, the administrative staff submits the permission request to the executive giving the permission, who specifies the substituting staff. The executive reserves all rights to appoint substituting staff. Substitute staff retain all responsibilities and powers, except for the right of appointment and dismissal.

Administrative bodies, if necessary, may delegate the right of signature or part of their powers to a lower body/structure or to the most appropriate staff, once obtaining the permission from the competent body in charge of appointments. Delegation of powers is done in writing, specifying the scope of delegated powers, the person to whom they are delegated and the duration of such delegation.

Article 21

Mode of conducting administrative work

The execution of internal administrative affairs at LOGOS University College can be carried out in written, verbal and electronic form.

CHAPTER II - ACADEMIC AND ADMINISTRATIVE SET-UP

Article 22

Governing and other Academic Bodies

	Governing and Academic Bodies (OA)	Governing Authorities
Institution	<ul style="list-style-type: none"> ○ Board of Administration ○ Academic Senate ○ Council for Ethics ○ Rectorate ○ Permanent Committees (OA) 	<ul style="list-style-type: none"> ○ Rector ○ Administrator of the Institution
Main Units	<ul style="list-style-type: none"> ○ Deanery ○ Academic Staff Assembly ○ Permanent Committees (OA) 	<ul style="list-style-type: none"> ○ Dean ○ Administrator of the main unit
Base Units		<ul style="list-style-type: none"> ○ Head of Department/Scientific Research Centre

Article 23

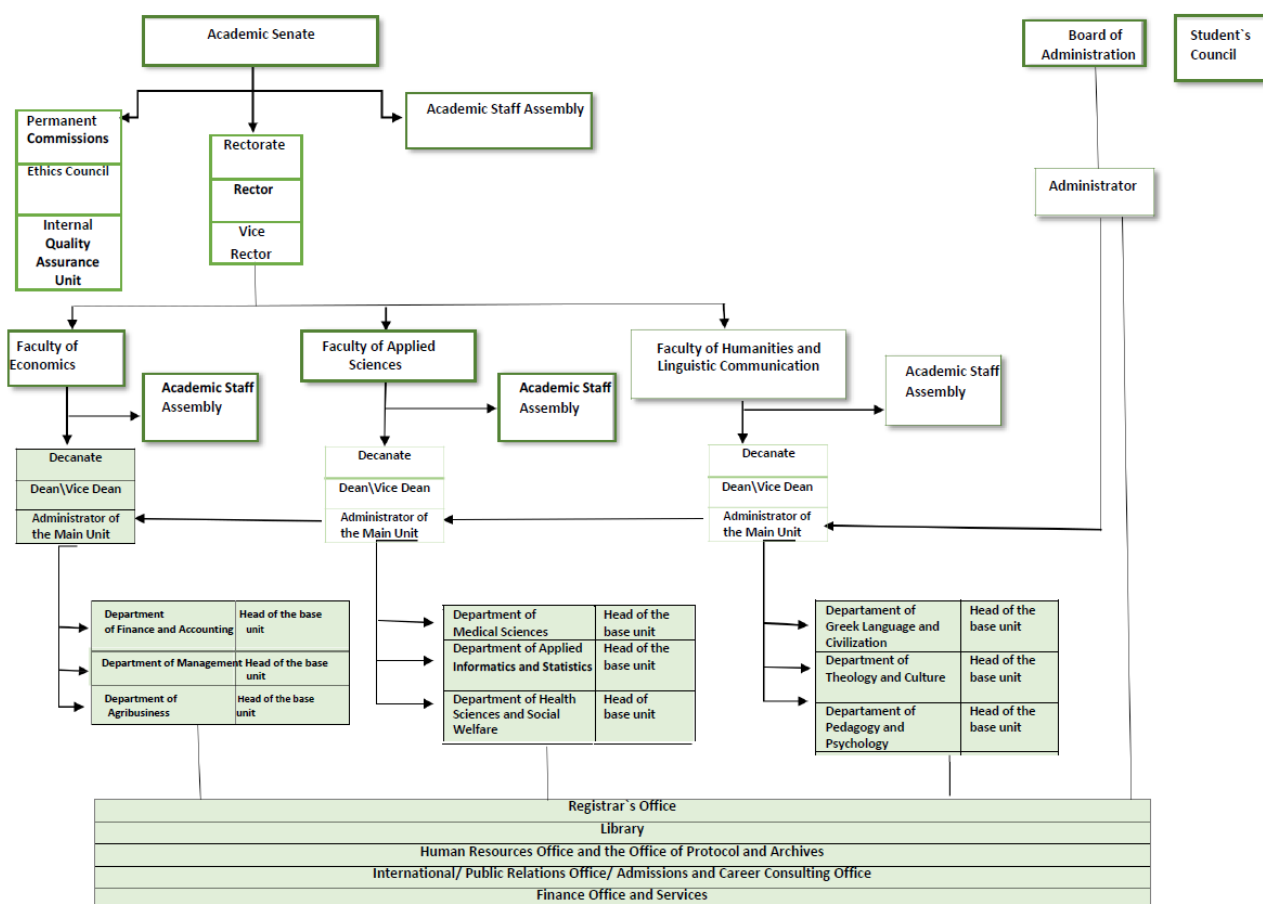
Component Units and their organization

LOGOS University College is made up of its main units, base units and auxiliary units, as follows:

- Faculties;
 - Departments;
 - Scientific Research Centre;
 - Auxiliary units;
1. Faculties, as main units that comprise LOGOS University College, are structured as follows:
 - 1.1. Faculty of Economics
 - 1.1.1 Department of Finance and Accounting
 - 1.1.2 Department of Business Management

- 1.1.3 Department of Tourism Management
- 1.2 Faculty of Applied Sciences
 - 1.2.1 Department of Medical Laboratories High Technicians
 - 1.2.2 Department of Applied Informatics
 - 1.2.3 Scientific Research Centre
- 1.3 Auxiliary Units
 - 1.3.1 Registrar's Office
 - 1.3.2 Library
 - 1.3.3 Human Resources and Protocol-Archives
 - 1.3.4 Public/International Relations, Admissions and Career Consulting
 - 1.3.5 Finances and Services Office

Article 24 LOGOS University College Organogram



CHAPTER III – COMPOSITION AND FUNCTIONING OF GOVERNING BODIES

Article 25

Academic Senate

1. The Academic Senate is the highest collegial governing academic body of LOGOS University College, responsible for fulfilling its mission. It is comprised of 9 (nine) members. The Secretary of the Academic Senate is not a member. He/She is selected by the rector out of the full-time staff.
2. With the exception of (1) one member, the one representing the students of LOGOS University College, all other members of the Academic Senate are directly elected by the Assemblies of full-time academic staff from the main units, in accordance with the Law No. 80/2015 and in line with the procedures established in the Election Regulations of LOGOS University College.
3. Members of the Senate are of the level of a Professor, or the level of a “Doctor” (PhD), who have obtained their degrees at OECD or EU Universities. In the absence of governing authorities holding a professorship, for the purpose of representation, the category may be lowered to the rank of a “Doctor”. A member of the Academic Senate represents the students of LOGOS University College.
4. The Senate is chaired by the rector and, as a rule, convenes in ordinary sessions once every three months. The Academic Senate may convene in extraordinary sessions with the Rector’s summon, whenever deemed necessary.
5. The term of office for a member of the Senate is four years, with a right of re-election.
6. Meetings of the Academic Senate, as a rule, are held in the presence of 2/3 of its members and decisions are taken by simple majority voting of all those present in the meeting. The statute of the institution and its amendments are approved by the votes of 2/3 of the Academic Senate Members.
7. The powers and role of the Academic Senate is outlined in the Statute of the Institution.

Article 26

Council for Ethics

LOGOS University College establishes the Council for Ethics, which promotes or deals with all ethical matters regarding the teaching and research process, as well as all other institutional activities. It reports directly to the university rector.

The Council for Ethics is comprised of (3) three members, proposed by the rector and approved by the Academic Senate. One of them is appointed Chairman of the Council for Ethics. The Council’s members have a (2) two year term, with a right for direct re-election by the Academic Senate. The members of the Council for Ethics are representatives from the academic staff, students and from the governing bodies of the institution.

The Council for Ethics reviews and makes decisions on issues brought up by the academic and administrative staff, as well as by the students of LOGOS University College, issues related with the ethics of the academic staff, administrative staff and students.

The Council for Ethics at LOGOS University College is a permanent structure that is convened whenever problems arise, which are settled based on a step-by-step mechanism, depending on the nature of the problem and the observance of etiquette such as: reprimand, notice of expulsion from school, expulsion for (1) one year or permanent expulsion from the Institution.

The rights, duties, set-up and functioning of this council are established in the Regulation of the Council for Ethics, which is approved by the Academic Senate.

Article 27

Code of Ethics

The Code of Ethics determines the decision-making process, filing and review of complaints, execution of decisions and relevant sanctions.

With regards to those ethical matters and academic integrity within LOGOS University College, that are not stipulated in the Statute and these Regulations, they will be regulated by the Code of Ethics of LOGOS University College, which is a specific act, appended to the Regulations of the Institution and approved by the Academic Senate.

Based on the Law No. 80/2015, of 22.07.2015, “On Higher Education and Scientific Research in the Republic of Albania”, the Code of Ethics respects fundamental human rights and freedoms, the secularity of higher education institutions, is in line with the proclaimed philosophy of the organization and functioning of LOGOS University College, and stipulates the rules of the Code of Ethics; - these rules are mandatory for implementation by the entire academic staff, non-academic staff and students. Relevant elements of the Code of Ethics are determined by the Council for Ethics and approved by the Academic Senate.

Article 28

Board of Administration

1. The Board of Administration is the highest collegial administrative body of LOGOS, University College, which ensures that the mission of the institution is accomplished, and guarantees the institution’s financial and administrative welfare.
2. The Board of Administration consists of five members, employed on a part-time basis.

The selected members enjoy a five-year term; while the composition of the Board is as follows:

- a. (1) One member from the academic staff and auxiliary academic staff, selected by the Academic Senate, out of the lists proposed by the main units;
 - b. (4) Four external members, coming from other institutions, who are prominent personalities mainly from the academic realm, selected and appointed by the Directing Board of the Foundation that has established LOGOS University College.
3. The Chairman of the Board of Administration is elected out of the selected members, at their first meeting. The regulations establishing the way the Board of Administration functions are drafted by the Board of Administration itself and approved by the establishing Foundation of LOGOS University College.
 4. The Board of Administration appoints / approves a secretary, who is not a Board member. He/She is part of the full-time staff at LOGOS University College.
 5. Governing authorities (the Rector, Heads of main units, Heads of base/base units and administrators) cannot be members of the Board of Administration. Other governing authorities may be invited to attend meetings of the Board of Administration, depending on the relevance of the matters and their sectors.
 6. The powers of the Board of Administration are given in the Statute of LOGOS University College.

Article 29

Rectorate

1. The Rectorate is a collegial body presided by the Rector and consists of:
 - a. The rector;
 - b. Deputy-rector;
 - c. Institutional administrator;
 - d. Heads of the main units.
2. The deputy-rector is one of the full-time academic staff, appointed and dismissed by the Rector, following the approval of the Academic senate. The deputy-rector holds a professorship or a PhD (Doctoral degree), obtained at any OECD or EU member states universities.
3. The Rectorate prepares the strategic development plan of the institution, based on the proposals coming from the University's base/base units and main units, as well as proposals from the administrators.

4. The functions of the Rectorate are specified in the Statute of the Institution.

Article 30

Deanery/Dean's Office

1. The Dean's Office (Deanery) is a collegial body presided by the Dean and consists of the following:
 - a. The Dean;
 - b. Deputy-deans;
 - c. Heads of Base units;
 - d. Main unit administrator;
2. The deputy dean is a full-time member of the academic staff, who holds, at least, a PhD scientific degree. His/her appointment and dismissal are made effective by the Dean's written order.
3. The Dean's Office is responsible for drafting the strategic plan of the main unit, based on the proposals coming from the base units and their administrators.
4. The Dean's Office coordinates the entire activity of the base units, in the efforts to accomplish their respective tasks and the overall functioning of the base units and the entire main unit.
5. The functions of the Deanery are specified in the Statute of the Institution.

Article 31

Assembly of the Academic Staff

1. The Assembly of the Academic Staff is an academic body of the main units of LOGOS University College.
2. The Assembly of the Academic Staff is comprised of full-time academic staff from the main units.
3. The Assembly of the Academic Staff of the main units has, among others, the following functions:

When organizing elections for the governing bodies and authorities of LOGOS University College (of the entire institution, main units and base units), it:

- a. Elects the members of the Academic Senate, with the exception of (1) one member, the one representing the students of LOGOS University College;

- b. It votes on the selected candidates for the position of LOGOS University College Rector and refers the successful candidate to the Directing Board of the Foundation for their final approval.
 - c. It votes on the selected candidates for the positions of Heads of main units of LOGOS University College and refers them to the Directing Board of the Foundation for their final approval.
 - d. The Assembly of the Academic staff selects the self-nominated members of the permanent committees of main units.
4. It proposes new study programs or scientific research programs.
5. It approves the annual report prepared by the Deanery on the teaching and scientific research activity.

Article 32

Permanent Committees

1. Permanent Committees are collegial bodies that are set up at institutional level and at main unit level. They consist of (5) five members.
2. The Permanent Committees of LOGOS University College that are established at the institutional level are the following:
 - a. The Permanent Committee for quality and standards assurance of the institution and the study programs it offers;
 - b. The Permanent Committee on the overall progress of the institution's activity and relations with students, in line with the institution's mission and policies.
3. Members of the Permanent Committees are self-nominated and elected by the Assembly of the Academic Staff of the main unit, with a right for re-election.
4. The functions and organization of the Permanent Committees are defined in their respective regulations.
5. Other Permanent Committees at institutional level or main unit level are established by decisions of the Academic Senate and perform those functions that are elaborated in the establishment/organization act and respective regulations.

Article 33

Governing Authorities of LOGOS University College

1. Governing Academic Authorities are:

- a. Rector of the Institution;
- b. Head of the Main Unit;
- c. Head of the Base Unit (Head of Department/Scientific Research Centre).

2. Governing Administrative Authorities are:

- a. Administrator of LOGOS University College;
- b. Main Unit Administrator.

CHAPTER IV – GOVERNING AUTHORITIES AND THEIR POWERS

Article 34

Rector

1. The Rector is the highest academic authority of the institution, as well as its legal representative for academic and protocol-related matters.
2. The rector holds a Professorship and may be a member of the internal academic staff or come from other institutions.
3. The Rector is selected by the Board of Administration of Administration and appointed by the Directing Board of the establishing Foundation, for a (4) four-year term, with the right for one time re-election.
4. The Rector presides over the Academic Senate and reports to it. He/She also reports to the body that has appointed him.
5. The Rector presents the Institution's strategic development to the Academic Senate.
6. Functions and powers of the Rector are further elaborated in the Statute of the Institution.

Article 35

Dean

1. The Dean is the head of the faculty. He/She heads the Deanery as a collegial academic body of the faculty.
2. The Dean is the highest academic authority of the faculty and its first representative. He/She coordinates the activity of the base units and the Deanery, as well as deals with any disputes that might arise.
3. The Dean is elected by the Assembly of the Academic Staff of the institution's main unit and is appointed by the Directing Board of the establishing Foundation. The Dean, as a rule, is a member of the academic staff who holds a Professorship.
4. The Dean's mandate is four years, as a rule, with a right for one time re-election only.

5. Following discussions at the Dean's Office, the Dean re-directs to the Academic Senate proposals brought up by the main units, which he presents along with his own opinions on them.
6. The Dean brings up to the rector possible candidates for the positions of heads of base units, as well as the candidate for the Faculty's administrator/manager of the faculty to the institution's administrator.
7. The Dean also proposes any administrative measure, including the dismissal of the head of the base unit and the faculty's administrator, respectively to the Rector and the institution's administrator.
8. Other tasks and powers of the Dean are further elaborated in the Statute of the Institution and the Faculty's Regulations.

Article 36 **Head of Base Unit**

1. Heads of the base units are the heads of the departments and the head of the scientific research centre. The head of the base unit is the academic governing authority of that unit and its representative.
2. The head of the base unit is nominated by the Dean, who proposes his appointment to the Directing Board of the establishing foundation for their final approval.
3. The head of the base unit, as a rule, is a member of the academic staff, who holds a Professorship. LOGOS University College, in justifiable circumstances, may appoint as head of a base unit a member of the academic staff who holds a PhD, a doctoral degree, obtained at any OECD or EU country University. In case there is no such candidate, someone with a doctoral degree can be nominated.
4. As a rule, the mandate of the head of the base unit is (4) four years, with a right for one-time re-election only.
5. The head of the base unit, brings all the proposals related to the opening of new study programs, changes in existing study programs or problems with scientific research to the Dean's attention, following the approval of the Assembly of the base unit academic staff, which are then re-directed to the institution's Academic Senate for their endorsement or not.
6. The head of the base unit cooperates and coordinates his/her work with the head of the scientific research centre to ensure that scientific goals of the base unit are fully met.
7. Other tasks and powers of the head of the base unit are further elaborated in the respective Departmental Regulations.

Article 37 **Head of Scientific Research Centre**

The Head of the Scientific Research Centre is the highest leading authority for this unit. He/She holds a "Professorship" or Doctorate degree, is of experience and with outstanding

organisational, publishing and scientific credentials. The Head of the Scientific Research Centre is selected by the Rector, approved by the Academic Senate and appointed by the Foundation's Directing Board. He is elected by the Faculty's internal staff for a 4-year term with the right of re-election.

The head of the Scientific Research Centre has the following tasks:

- a. Directs the entire scientific and publishing activity;
- b. Engages excellent students onto scientific activities;
- c. Supervises all genuinely scientific studies within the institution and externally;
- d. Coordinates relations with other scientific research university centres within the country or abroad, availing of all opportunities to engage in joint studies or exchanging experiences;
- e. Cooperates and coordinates work with the heads of the base units to ensure that scientific goals of the Institution are fully met.

Article 38

Administrator of the Institution

1. The administrator is the highest administrative authority, responsible for the financial welfare of the institution. He/She is the legal representative of LOGOS University College regarding financial and administrative matters, in accordance with the Law No. 80/2015.
2. The administrator is required to be of higher education, at least at the level of "Master of Science", with a degree in either law or economics, and working experience of, at least, (7) seven years in the above fields.
3. The Administrator of the institution is appointed and dismissed by the Board of Administration.
4. The Administrator cannot hold any other position in the institution, neither academic, nor administrative.
5. The Administrator reports on his activity to the Board of Administration and the Academic Senate, respectively on the overall state of financial and administrative matters and academic ones.
6. Other tasks of the Administrator are further elaborated in the Statute of the Institution.

Article 39

Administrator of Main Unit

1. The administrator of the main unit is responsible for the financial and administrative welfare of the main unit.

2. The faculty administrator is required to have a university degree, of at least “Master’s” level in either law or economics, as well as working experience of, at least, (5) five years in the above fields.
3. The administrator of the main unit is selected out of the pool of candidates for the position. He/She is appointed and dismissed by the institution’s administrator, following the approval from the Board of Administration.
4. The administrator of the main unit cannot hold any other position, neither academic, nor administrative.
5. In his/her work, the administrator of the main unit reports to the institution’s administrator, as well as informs the Dean on all matters that have to do with supporting the teaching and scientific research process.
6. Other main tasks of the administrator of the main unit are specified in the Statute of the Institution and the Faculty’s Regulations.

CHAPTER V - ACADEMIC AND ADMINISTRATIVE STAFF

Article 40

Staff of LOGOS University College

1. LOGOS University College Staff comprises the academic staff, auxiliary academic staff and administrative staff.
2. The staff may be contracted for a limited period of time or indefinitely, full-time or part-time.
3. The rights and obligations of the staff are established in this Statute and other internal acts, in line with effective laws and bylaws.

Article 41

Status of academic staff

1. The academic staff enjoys special status and treatment, as provided by effective legislation.
2. Special treatment aspects for the academic staff, as well as other benefits, are determined by the Board of Administration, in conformity with the Regulations of the Board of Administration.
3. The academic staff is employed in accordance with the procedures stipulated in the Statute and in line with effective primary and secondary legislation. Employment contracts are signed in accordance with the Labor Code of the Republic of Albania, Law No. 80/2015, “On higher education and scientific research in higher education institutions in the Republic of Albania”.
4. The academic staff holding a “Professorship” can carry on teaching up to the age of 68, except in the case of voluntary resignation.

5. The academic staff of the associate professor category is allowed to carry on teaching up to the age of 65, except in the case of voluntary resignation.
6. The academic staff of the professor category, if LOGOS University College finds it necessary (based on base unit requests), can carry on teaching even beyond the age limit given above in item 3 and 4, if he/she is willing to. This is made possible through (1) one-year contracts, with the possibility of reinstatement.
7. Recruitment and employment are carried out through an open competitive procedure, selection is carried out by an ad hoc committee, in line with the announced criteria.
8. The rights and obligation of the staff employed by LOGOS University College are outlined in the employment contract.
9. Members of the academic staff engage in teaching activities, as well as other activities of an academic nature (meetings, trainings, etc.).
10. Members of the academic staff involved in projects, consulting, publications and similar services, organized by LOGOS University College are not considered as involved in dual employment within the Institution.
11. Full-time members of the academic staff at LOGOS University College cannot be employed as full-time academic staff in another higher education institution, either in the country or abroad. They can however be employed part-time at only one other higher education institution, upon having received approval from the head of the base unit and the Rector, as well as an agreement between both institutions.
12. The academic staff employed at LOGOS University College is bound to respect the Statute, Code of Ethics, and other acts issued by LOGOS University College, which he/she has the obligation to be informed of, before signing the employment contract.
13. Members of the academic staff holding governing academic positions at LOGOS University College take on a reduced teaching load. At all cases, they are obliged to take on a teaching load, which is in line with the provisions given in the Law and internal Regulations.
14. Members of the academic staff have the right to publish, free of charge, at least 2 (two) scientific articles per year in the academic publications of LOGOS University College.
15. Members of the academic staff are subject to the periodic assessment at the end of each academic year. They complete the teaching load form for every subject they have taught, which is signed by the head of the base unit and head of main unit. Pursuant to that, the Rector establishes an ad hoc committee, known as the Special Assessment Committee, which operates according to special Regulations.

Article 42

Academic Staff

The categories of the academic staff conduct their activity in accordance with articles 59, 62, 64, 65, of the Law No. 80, of 22.07.2015, "On higher education and scientific research in higher education institutions in the Republic of Albania".

1. The academic staff and academic leading authorities conduct teaching activity, scientific and applied research, services that help the development of LOGOS University College, student guidance, academic guidance on annual student projects/papers and diploma thesis, as well as administrative tasks.
2. The academic staff falls into full-time staff and part-time staff. Full-time staff is contracted either for a definite or indefinite period of time, and consists of the academic leading authorities and internal academic staff. Part-time academic staff consists of external academic staff, illustrious professors or emeritus professors, and invited lecturers.
3. The academic staff may be teaching-oriented or research-oriented. Depending on the role and type of activity, the categories of the academic staff at LOGOS University College, fall under the following:
 - a. **Professors** - this category includes members of the academic staff, senior academic authorities in their subjects or modules, and leading authorities of scientific research. Members of this category hold the academic titles of “Professor” or “Associate Professor”. Members of this category can be contracted for an indefinite period of time.
 - b. **Lecturers** – this category includes members of the academic staff that are engaged in teaching and scientific research activities. Members of this category hold the scientific degree of “Doctor”, they have at least three years of teaching experience, before or after obtaining the degree, and meet the criteria specified on the statute of the higher education Institution. Members of this category can be contracted for an indefinite period of time.
 - c. **Assistant-lecturers** – this category includes members of the academic staff that are engaged in teaching and research activities. Members of this category hold at least a “Master of Science” degree and meet the criteria given in the Statute of the higher education Institution. The assistant-lecturer can be contracted for a definite period of time.
4. The annual teaching load for the academic staff is planned by the respective department and is reported to the Rectorate, in accordance with active legal provisions. The Senate sets the minimum teaching load for the academic staff.

Article 43

Employment of academic staff

At the beginning of each academic year, three weeks before the actual teaching process starts, the base units of any Faculty, based on their needs for academic staff, submit their requests for the vacant positions they need to be filled with academic staff, to the Dean of the Faculty, as well as the selection criteria.

The recruitment procedure for the vacancies is as follows:

1. The request for additional teaching and research staff is presented by the Deans to the Rectorate's secretary office of LOGOS University College.
2. Requests should include specific criteria relevant to the vacant positions for internal or external staff.
3. LOGOS University College sets the general criteria for the competing candidates, who should meet the following:
 - Relevant Graduation Diploma;
 - General preparation, both educational and professional;
 - Other qualifications (scientific degrees or academic titles);
 - Academic experience;
 - Necessary personal skills fit for the job position;
 - Clean history of disciplinary measures or dismissals from previous jobs, from the institution;
 - Clean Court records that show he/she is not irrevocably convicted of intentional criminal offenses;
 - LOGOS University College retains the right to set specific criteria, according to the job position and job description;
4. Publishing the announcement listing the specific criteria on the website and in media outlets. Drafting the list of all interested candidates at the Rectorate's Secretary Office.
5. The Rector's request addressed to all the Deans of the Faculties to submit proposals on composition of ad hoc committees set up to evaluate the portfolios of the candidates.
6. The Rector's approval on composition of ad hoc committees.
7. Evaluation of candidate portfolios and planning of interviews by ad hoc committees. The ad hoc committee, upon careful assessment of the candidates, submits its proposal of the selected candidates to the Dean for his/her approval, ranking higher in the proposed list those candidates that best meet the criteria and fit to the job description.
8. The list of the candidates ranked after the evaluation made by the ad hoc committee is submitted to the Deanery.
9. The decision of the Dean on the list prepared by the ad hoc committee is then forwarded to the Rectorate's secretary office for his approval.
10. The Rector approves the successful candidates, according to the ranking proposed by the Dean.
11. Successful candidates are contacted and the contracts are signed by the Rector.
12. Unsuccessful candidates are informed accordingly.
13. At a later stage, the successful candidates are tested on their knowledge of the regulatory acts and procedures applied at the Institution.

Article 44

Invited academic staff

1. The base units of LOGOS University College have the right to invite academic staff for limited periods of time, for teaching or other academic activities.
2. The selection process for invited academic staff takes in consideration their qualifications and teaching or research needs of the base unit.
3. The invited staff is employed on a case by case basis and the teaching may be scheduled for a limited period of time, according to a separate plan.
4. Invited academics are certified specialists in their study field or teaching activity. The selection procedure is the same as that for members of the academic staff.
5. Foreign academics, that are well-known specialists in their study fields and teaching activity, are, as a rule, hired based on a bilateral agreements signed between LOGOS University College and other universities or foreign homologous institutions or based on special contracts signed with the individual.

Article 45

Procedures for invited academic staff

Three weeks prior to the beginning of the term, the respective Department submits to the Deanery the request to invite other academic staff.

At the beginning of each term, the main units submit their requests for invited academic staff to the Academic Senate, respecting the number approved by the Board of Administration. Selection of academic staff for both categories is carried out through portfolio evaluation. The candidate should be an affirmed personality in the academic field or an expert on the requested field.

Article 46

Auxiliary academic staff

1. The auxiliary academic staff falls into academic-assistant staff and administrative support staff.
 - 1.1 Auxiliary-academic staff, that is teaching-oriented, helps with teaching activities and supports teaching and scientific research activities. He/she is a staff member of the base unit and assists with support services. This group includes laboratory staff, technicians, etc., as described in the internal acts of the institution.
 - 1.2 Auxiliary-academic staff, of an administrative nature helps and supports teaching activities and/or scientific research activities, and / or the institutional progress/improvements at base unit level, main unit level or institutional level. This group includes the staff as described in the internal acts of the institution.

2. The auxiliary-academic staff falls into full-time staff and part-time staff.
3. The employment criteria for full-time auxiliary-academic staff are proposed by the respective unit, where the staff would be assigned to. The competition is run by an ad hoc committee, comprised in majority by representatives from the respective unit.
4. Full-time auxiliary-academic staff is selected through a competitive procedure. The selected candidates are proposed to the Rector for his/her approval. The approved candidates are tested, at a later stage, on their knowledge of the regulatory acts and internal procedures of the Institution. Upon a successful result, the winning candidates are summoned to sign the employment contracts. The Rector signs the agreement of cooperation between the candidate and LOGOS University College, which stipulates the terms of cooperation. The Cooperation Agreement is part of the employment contract, which is signed by the successful candidate and the Administrator.
5. The auxiliary-academic staff will undergo the periodic assessment carried out at the end of each academic year.

Article 47 **Administrative staff**

1. Administrative staff categories and salary levels are approved by the Board of Administration.
2. The hiring of administrative staff is carried out upon the proposal of the administrator of the institution, after reviewing candidacies and approval / appointment by the Directing Board of the establishing Foundation of LOGOS University College. Employment criteria are determined, on a case-by-case basis, depending on the requested job position.
3. The procedures on disciplinary measures are the same as those provided by the Labour Code of the Republic of Albania and the Code of Ethics of LOGOS University College.
4. The administrative staff performs their tasks as outlined in respective Regulations.

Article 48 **Administrative staff and auxiliary units staff – Composition**

1. Administrative staff includes the following:
 - a) Deputy rector;
 - b) Human resources and Protocol and Archives Office;
 - c) Registrar`s Office;
 - d) Public/International Relations, Admissions and Career Consulting;
 - e) Finance and Services Office;
 - f) Laboratories;
 - g) Scientific Library;
 - h) Other units that manage studies, designs and services.

2. The administrative staff has dual subordination; they are subordinate to the Rector with regards to the teaching activity and to the Administrator with regards to the administrative processes, with the exception of the Finance Office, which is subordinate to the Administrator only. The Administrator coordinates the activity of both the supporting and administrative staff.

Article 49 **Deputy Rector**

The Deputy Rector has the following tasks:

1. Plans and monitors the teaching and scientific activity of LOGOS University College;
2. Monitors the actual implementation of the teaching schedules;
3. Plans and monitors work on publication of books and other teacher supporting material;
4. Attends to the teaching and scientific cooperation of LOGOS University College with other academic and scientific institutions, and higher education schools;
5. Leads the work on developing draft-calendar teaching plan and submits it to the Rector for approval;
6. Attends to the student transfer procedures;
7. In the absence of the Rector, takes on his/her tasks.

Article 50 **Human resources and Protocol & Archives**

The Office of Records & Archives and Human Resources administers all external and internal correspondence of the Rectorate, files containing all necessary documentation of LOGOS University College, as well as regularly manages and updates the electronic database on the staff of LOGOS University College. Also, based on the planned calendar of events, at the beginning of each academic year, they notify all members of the collegial decision-making bodies of LOGOS University College, about the time, place and agenda of upcoming meetings. They are responsible for preparing the draft-minutes of the meetings and decisions taken during the meetings, and make sure the minutes are signed by all participating members. Upon completion of this phase, the office distributes the decisions to all units tasked with following up on the issues dealt with in the decisions or just for their information.

Article 51 **Registrar`s Office**

The Registrar`s Office is an administrative unit of dual subordination: it reports to the Rector with regards to the teaching activity and to the Administrator with regards to the administrative processes; it is responsible for taking note of academic information, such as

processing transcripts, verification of enrolment, entering data in the student database, processing the lists of the teaching groups and graduation applications.

The office employs at least two persons, one of which performs the tasks of the chief (first secretary).

They are responsible for preparing, keeping and administering:

- a) The principal student register;
- b) The academic achievement register;
- c) The register of diploma and certificate issuance;
- d) The group register.

Registrar`sOffice has the following tasks:

- 1) Conducts the admission process for those who have obtained the right to become students;
- 2) Starts and keeps a personal electronic and hard-copy file for every student, subjects taken up to the end of the teaching cycle; retaken subjects, examination results, state of scholarship, and disciplinary measures, if such is the case;
- 3) Archives student admission files, based on the academic year and study program;
- 4) Drafts and announces the list of the students who are not allowed to sit for exams at the end of each semester, based on respective communications from the leading professor of the respective subject;
- 5) Drafts the list of the students who will sit for examinations and final examination results;
- 6) At the beginning of each examination checks student attendance, excluding from examination those students who have missed more classes than allowed or those who have not respected their financial obligations;
- 7) Supports preparation of examination forms, as soon as they have been handed from professors;
- 8) Performs the photocopying process of examination papers/forms;
- 9) Performs codification (anonymous exam papers) of examination papers at the beginning of each examination;
- 10) Informs students on credits awarded to each subject, attendance & absence limit, that leads to student exclusion from sitting for an exam;
- 11) Electronically informs the entire academic staff and the students when events, conferences open lectures are organized by LOGOS University College;
- 12) Bears the responsibility to prepare the course registers of the students and keep them;
- 13) Announces the exam results, specifying the date of the grade assessment;

- 14) Carries out the photocopying of didactic material for students in exchange for due payment;
- 15) Communicates with the students and provides clarifications concerning all matters;
- 16) Maintains good relations with the students and the public, respecting the best standards of etiquette in their communication;
- 17) In cooperation with the heads of base and main units, it plans and announces the schedule of classes according to the semester;
- 18) In cooperation with the heads of base and main units, it announces the schedule of exams planned to take place;
- 19) Retains the documents containing the examination results;
- 20) Also, retains an electronic version of the lists of examination results, which are provided by the departments;
- 21) Prepares transcripts (list of grades) for students;
- 22) Prepares other documents, which are requested by official institutions, such as: notes of confirmation, recommendations and other similar documents;
- 23) Conducts the updating of the student register at the beginning of each academic year;
- 24) Prepares and distributes student identification cards;
- 25) Prepares diplomas based on the student list, which have obtained the right to graduate and submits the diplomas to the graduates, who sign personally when collecting them. The document containing the signatures of all students collecting their diplomas is submitted to the Office of the Records/Protocol;
- 26) Submits to the College's Directing Board the list of students who have applied for scholarship;
- 27) Brings to attention the names of the students who miss their right for study cost reductions, for having under-performed;
- 28) Attends to the procedures students have to follow in case they want to terminate their studies at the College, erases their records and at the end of each academic year, prepares and presents a report before the Academic Senate on the reasons for their termination of studies.
- 29) Brings to attention the names of those students who have failed to successfully finish their studies within the official planned timeframe, from beginning to planned end;
- 30) Confirms study payments made by students and registers all respective data in an electronic form;
- 31) In cooperation with the heads of base units, attends to horizontal transfer procedures;
- 32) Prepares reports or documents for students, based on the request from the adviser of the teaching groups;

- 33) Informs the Dean or head of the department, following their request, on the teaching status, student enrolment data and teaching groups;
- 34) Prepares reports following requests from state administrative bodies;
- 35) Records documents submitted by students;
- 36) Performs other tasks assigned by superior structures, with regards to the teaching and scientific activities;
- 37) Cooperates with members of the academic staff or other structures of the institution with regards to the publication of teaching material on the College's internet website;
- 38) Monitors the use of Xerox machines in the institution.

Article 52

Seal of the Registrar's Office

The Registrar's Office of LOGOS University College has its own seal, which is different from the seal of the Institution and it is approved by the Senate.

The seal of the secretary is used to seal all documentation generated within the secretary.

The seal of the Registrar's Office is round shaped, with a diameter of 30 mm, containing the following inscriptions:

- a) "Logos University College" all around the seal;
- b) "Registrar's Office";
- c) A pigeon on the cross is at its centre;

A description of the seal and its presentation is appendixed to these Regulations.

Article 53

Public/International Relations, Admissions and Career Consulting Office

The Office of Public/International Relations, Admissions and Career Consulting is responsible for the information promotion and dissemination regarding matters related to LOGOS University College. The office is responsible for coordinating work on requests coming from the media, interviews, press conferences, public announcements, speeches held by LOGOS University College authorities, announcing events and facilitating media promotion of announcements and communications regarding LOGOS University College activity.

In cooperation with the Scientific Research Centre, it administers the information published on LOGOS University College website; it maintains and updates LOGOS University College website.

Also, the Office administers the Information Systems (IS) of the online library, various information services, as well as essential documentation of LOGOS University College.

It also designs the information infrastructure of LOGOS University College, it ensures its safety and stability of these services. It deals with Information Technology applications to the benefit of overall smooth operation and automatisisation of work at LOGOS University College.

The office is responsible for tasks related to career guidance; it also organizes the Students' Council election process; it administers respective documentation and takes measures to continually improve the Regulations with regards to work methods and procedures in this area. The office is one of the main hubs in bridging LOGOS University College with the demands in the labour market.

Article 54 **Finance Office**

The Finance Office attends to the tasks related with financial procedures and payments, expenses, investments, budget allocation and implementation at LOGOS University College (services, donations, projects), finalizing the annual finance report on the activity of LOGOS University College, keeping the relevant internal and external documentation, in close cooperation with state financial bodies, LOGOS Foundation, Ministry for Education and Science, Directorate for Taxation, Social and Health Insurance Directorate, in accordance with the provisions of primary and secondary legislation, adopted by the Council of Ministers, Ministry for Education and Sports LOGOS University College Statute, decisions of the Board of Administration, the Administrator and the Senate, orders and guidance issued by the Rector.

The Finance Office is organized and operates in line with active laws and bylaws, the Statute and Regulations of LOGOS University College, directly subordinate to the Board of Administration, the Administrator and the Rector of LOGOS University College.

The Finance Office is made up of one or more senior Finance specialists. When there is more than one specialist, one of them is appointed head of the Finance Office. The organization coordination and task allocation within the office is carried out as outlines in these Regulations and the discretion of the Head of the Finance Office.

The Finance Office performs the following tasks:

1. Prepares and analyses in detail all financial operations, as well as the accounting records, financial reports, ensuring authenticity, meticulousness and compliance with the standards of reporting and procedure;
2. Calculates, prepares and carries out the payment of salaries of all internal or external academic staff, of the auxiliary and administrative staff, of taxes, social and health insurance, respecting the payment deadlines determined by primary and secondary

- legislation, as well as it ensures compliance with the deadlines for salary & payment reporting;
3. Performs actions for the payment of all other expenses, as well as ensures full concordance of all financial situations for each month;
 4. Analyzes business operations, trends, expenses, income, financial commitments and liabilities, to project future income and expenses or to give financial advice;
 5. Reports to the superior management bodies regarding the finances, expenses and income of each month;
 6. Ensures accounting exactitude for all the actions performed in the respective accounts;
 7. Develops, implements, modifies, and documents the maintenance of records and accounting systems, using new IT technologies;
 8. Prepares the salary list for the staff of LOGOS University College, based on monthly attendance reports;
 9. Monitors tuition payments and other payments made by students and records the relevant data in an electronic form. Prepares the list of students who have not made the payments according to the contract schedule and submits its report to the Board of Administration, Administrator and Rector of LOGOS University College, in line with the required standards set with regards to this matter;
 10. Submits the monthly data on income tax to the regional tax directorate;
 11. Prepares the monthly list of social insurance contributions, in a chronological order, and the monthly compatibility report with the respective branch of the social insurance entity;
 12. Reports the sales and purchase of books at/of LOGOS University College;
 13. Reports VAT based on book data;
 14. Prepares salary attestations requested by the staff of LOGOS University College;
 15. Completes the employment history booklets, and social and health insurance booklets of the staff of LOGOS University College;
 16. Issues invoices for students, according to the schedule of contract payments and monitors the progress of their payments;
 17. Makes arrangements and carries out student insurance payments, based on Law no. 80, of 22.07.2015, "On higher education and scientific research in higher education institutions in the Republic of Albania", the Statute and Regulations of LOGOS University College;
 18. Registers the Bank and the Cash Register;
 19. Compiles the balance sheet of the financial year and submits it for approval at the meeting of the Board of Administration; processes all the necessary data requested by the Institution's highest authorities for various reports and studies and makes them available to them;
 20. Prepares the report in line with the requests from the labour inspectorate;
 21. Supervises the inventory of long-term assets. Carries out the accounting records for long-term assets. At the end of each year, it prepares the necessary documentation for

- conducting physical inventories on the fixed and flowing assets of LOGOS University College;
22. Upon completion of the physical inventory, it opens up the book of inventories, at the beginning of each fiscal year, and monthly concords its data on the value of the physical inventory with that of the accounting value, according to the economic accounts;
 23. Attends to the small purchase procurement procedure, stores the goods delivered to LOGOS University College, and ensures concordance with the warehouse operations, on a monthly basis, manages the distribution of goods, and maintains regular documentation regarding their distribution and maintenance;
 24. Reports to the Directorate of Taxes and the Directorate of Social Insurance the transfers of the academic staff in all cases, at the start of their employment and eventual termination.

Article 55

Library

The library is a service structure that supports teaching and learning activities. The set-up of the library and its related services are regulated through special Regulations approved by the Senate.

The Head of the Library is responsible for its running and cooperation with other similar libraries in the country and abroad.

He/she informs the academic staff and the students on how to get easy access to digital libraries in the World Wide Web and periodically distributes announcements on the latest publications in various scientific research fields, related to the academic interests of LOGOS University College. Notification is made electronically and periodically.

He collaborates with the Information Technology Service on the establishment, administration and use of the digital library.

CHAPTER VI – REGULATION OF EMPLOYMENT RELATIONS

Article 56

Employment Contracts

1. Legal employment relations between LOGOS University College and the academic staff are dealt with in accordance with the provisions of Law No. 80/2015 "On higher education and scientific research in higher education institutions in the Republic of Albania" and the Labour Code in the Republic of Albania.

2. The employment or service contract for the academic staff is made effective by the Rector. Upon selection of the winning candidate/s, the Rector signs the employment contracts with the successful candidate/s, in the quality of the representative of LOGOS University College.

Article 57

Content of Employment Contract

The employment contract contains:

- a. the identity of the parties;
- b. place of work;
- c. general job description;
- d. date of commencement of work;
- e. duration, when the parties enter into a fixed-term contract;
- f. the duration of paid leave;
- g. the notice period for the termination of the contract;
- h. specific details of the salary and payment date;
- i. normal weekly working time;
- j. reference to the collective agreement in force;
- k. probationary period;
- l. types and procedures of disciplinary measures, if there is no collective contract;
- m. annual teaching load.

The contract is signed on each page by the candidate and the Rector.

Article 58

Teaching load and salary

The Academic staff is obliged to accomplish the scientific teaching load, in accordance with the instructions in force issued by the Ministry for Education and Sports and the provisions given in the employment contract.

The salaries of the academic, auxiliary-academic and administrative staff are determined according to the salary table determined by the Board of Administration and the incentives defined in the agreement between the parties.

Article 59

Working Time and Leave

The working time for the staff is no more than 40 hours per week and no more than 8 hours per day, with the exception of those cases when by individual or collective contract, the working time for the academic staff is established at a shorter time level.

The annual leave for full-time academic staff is in accordance with the Law on Higher Education, Labour Code of the Republic of Albania and relevant bylaws and agreement between the employer and the employee.

Other issues related to working time and leave are defined in the employment contract, according to the legislation in force.

Article 60

Labor Relations

1. Work relations of all employees of LOGOS University College are regulated by applicable legislation.
2. Employment or work relations with the members of the academic staff are terminated when the obligations outlined in the contract are not fulfilled, or when violation of the Statute and the Regulations of LOGOS University College has occurred.
3. Dismissal of academic staff and academic assistants is finalised by the Rector of the Institution, upon the proposal coming from the head of the base unit, where the academic staff carries out his/her activity and upon the consent of the ad-hoc committee, set up by the Academic Senate, in cases of serious and repeated violations of the Law, as defined in the statute and other acts of the Higher Education Institute. The ad hoc committee meets and drafts a report, which is submitted to the Academic Senate. Subsequently, the Academic Senate convenes and takes the relevant decision, which is presented to the Rector.
4. Dismissal of the administrative staff is finalized by the Administrator of the Institution, upon the proposal coming from the head of the unit, where the administrative staff conducts his/her activity, following the approval of the ad hoc committee, set up by the Foundation's Directing Board, in cases of serious and repeated violations of the Law, according to the provisions given in the Statute and other acts of the Higher Education Institution. The ad hoc committee meets and drafts a report, which is submitted to the Foundation's Directing Board. The Directing Board of the Foundation convenes, reaching the relevant decision, which is presented to the Administrator of the Institution.

Article 61

Types and cases when disciplinary measures against academic and administrative staff are applied

Disciplinary measures may be taken against the employee up to the termination of the contract, in case of violations of the Statute, Regulations of the Institution or other violations

of the Law. The Ethics Council reviews and makes decisions on issues submitted by the academic and administrative staff of LOGOS University College, as well as by students, with regards to the ethics of students and relevant academic and administrative staff. The Ethics Council makes decisions based on its Rules of Procedure.

The types of disciplinary measures are as follows:

1. Verbal warning reprimand, during which the employee is told that he/she should be more cautious in his/her behaviour, in the implementation of the standards of the Statute and the relevant Regulations of LOGOS University College, as well as in accomplishing the duties assigned by relevant superiors;

2. A written warning reprimand which specifies the penalty issued against the employee, who despite the previous verbal reprimand, has not done anything to deal with the lack of professionalism and / or accountability in performing the duties assigned by respective superiors. In this case, the reprimand is communicated to the Ethics Council and necessary observations are recorded in the respective Ethics Register. Mainly, the written warning is issued in cases when the employee:

- a) behaves in breach of rules of moral ethics, in a repeated way, towards:
 - 1. superiors, subordinates, colleagues;
 - 2. students.
- b) does not perform the tasks according to the set or given deadlines, in a repeated way;
- c) fails in a repeated manner to apply the norms of the Statute and the relevant Regulations of the College;
- d) is often late for work and leaves before the official schedule;
- e) manifests malicious behaviour that undermines harmony and good spirit among work colleagues or makes remarks or comments on their personal life;
- f) keeps and drinks alcoholic beverages during official working hours;
- g) smokes inside the premises of the institution;
- h) engages in political activities inside the premises of the institution;
- i) is issued (2) two verbal reprimands for the same violation.

3. Immediate termination of employment when the employee has committed serious violations, as well as when the employee violates the contractual obligations at minor fault degree, repeatedly, in spite of the written warning given against him/her, so that it does not leave room, according to the principle of good faith, for him/her to request from the employer continuation of the employment relationship.

Such cases may be:

- a) Issuing statements and acting to the detriment of the interests and image of the College;
 - b) Abuse of duty that would cause economic damage to the College;
 - c) Establishing direct or indirect partnerships openly or covertly of personal benefit, but to the detriment of the College;
 - d) Consumption of prohibited substances during official working hours;
 - e) Possession and use of cold weapons;
 - f) Conviction for criminal offenses, whose implementation would make it impossible to continue the relations of employment;
 - g) Actions that generate profit, which consist of changing documentation, eliminating or replacing it;
 - h) Actions aimed at concealing information related to forgery, fraud, bribery and the like;
 - i) Threatening and using physical violence against superiors, subordinates and colleagues;
 - j) Direct / indirect discrimination or sexual harassment;
 - k) Falsification of personal file documentation;
 - l) Failure to report or immediate abandonment of work, without reasonable cause, and if within (7) seven days the employer has not notified in writing;
 - m) When three written disciplinary measures are registered in the Ethics Register of the Institution within one calendar year.
4. The statute of limitations for the disciplinary measure is one year, starting from the moment of the disciplinary measure, served in writing to the employee.

Article 62

Issuance of disciplinary measures

- 1. The Head of the Department has the right to issue the disciplinary measure of "Call to Attention";
- 2. The Dean has the right to issue the disciplinary measure of "Call to Attention", "Written observation";
- 3. The Rector has the right to issue all the above disciplinary measures, until termination of the employment contract;
- 4. The Rector has the right to suspend the employee from duty, for as long as it is related to the explanation of the reason for suspension, but in any case not for more than (1) one month. For the time that the employee has been "suspended from duty", he/she is not treated financially.

The Head of the Department and the Administrator of the main unit have the right to propose disciplinary measures for the academic staff, auxiliary scientific teaching and administrative assistants of the unit, they lead. They propose these measures to the Dean of the main unit and in case of discrepancy, directly to the Rector.

The disciplinary measure is issued after necessary verifications are carried out to confirm the violation and allow for the employee to express his/her claims in advance, keeping a written record of the communication. The disciplinary measure is communicated to the employee within 3 working days from its issuance, keeping minutes, signed by all participating parties, mandatory for the employee, as well. If he/she refuses to sign, then the minutes reflect this fact, and the report containing the signatures of the members present, is officially sent to the employee against whom the measure is issued.

The disciplinary measure "call to attention" is settled within three months, for as long as the employee against whom it was issued, does not commit another violation. Disciplinary measures "written reprimand", "reprimand with warning" and "suspension from duty", are cancelled within (6) six months, if the employee against whom it was taken, does not commit another violation. Upon cancellation of the measure, the employee is considered freed from the disciplinary measure.

CHAPTER VII – STUDY PROGRAMS AND CYCLES OF STUDIES

Article 63

Structuring of Studies

1. The forms of university studies are:
 - a) Full-time studies;
 - b) Studies with extended duration.
2. Extended-time studies can be offered in study programs of (1) one to (2) two years, of a professional character in the second cycle programs of “Professional Master”.
3. Admission of students is done according to the provisions of the legal framework in force, in accordance with state standards, academic and infrastructural capacities. These standards are verifiable and certified by the ministry responsible for education.

Article 64

Study cycles and programs

1. LOGOS University College offers study programs, structured in modules and assessed in credits, in accordance with the European Credit Transfer System (ECTS).
2. The number of credits accumulated during an academic year by a student is 60 credits.
3. Study programs are developed by the base units and approved by the Academic Senate.
4. “Logos” University College publicly announces the open and accredited study programs, before the start of applications for student admission.

Article 65

First cycle study programs

1. First cycle study programs are organized with no less than 180 European credits (ECTS) and their normal duration is three academic years.
2. Students in first cycle study programs graduate:
 - a. with the final general exam, students who do not meet the average grade threshold;
 - b. or with a diploma thesis, students who meet or exceed the average grade threshold and submit such an application to the department.
3. At the end of the first cycle programs, students are provided with a "Bachelor" degree in the completed field of education.

Undergraduate study programs should contain the following elements:

- a. General information about the program, main objectives, and curriculum accompanied with mandatory study credits;
- b. Knowledge control and student assessment instruments;
- c. Conditions for student admission of and / or transfer between programs, etc.

Diplomas awarded at the end of the first cycle study program are complemented with a diploma supplement. The content and form of the diploma and the diploma supplement are established by the Academic Senate of LOGOS University College, in accordance with the instructions of the Ministry of Education and Sports.

Upon the proposal of the Dean's Office, profile changes of up to 20% can be made and reflected in the diploma (supplement), issued by the College, in certain accredited study programs. The changes are approved by the Academic Senate and the changes are notified to the ministry responsible for higher education no later than (6) six months before the beginning of the academic year.

Article 66

Admissions to first cycle study programs

1. Admission to first cycle study programs is possible for every candidate:
 - a. who has successfully completed the secondary education cycle and who meets the average grade criteria determined by the Decision of the Council of Ministers;

- b. who meets the additional admission criteria, which the institution approves each year for specific study programs it offers.
2. The criteria set in item 1/a, and 1b are announced by the Institution and are officially communicated to the ministry responsible for Education and QSHA (Centre for Educational Services).
3. By the end of the official enrolment period for each academic year, LOGOS University College sends to the Centre for Educational Services the list of enrolled students to be included in the National Student Register and provide them with a unique registration number.

Article 67

Second cycle study programs

1. The second cycle of studies at LOGOS University College includes the study programs of "Professional Master" and "Master of Science".
2. "Professional Master" study programs provide graduates with in-depth professional knowledge in a particular field. These programs are organized with 60 or 120 credits and their normal duration is (1) one year or (2) two academic years. These studies are completed with a diploma thesis / final preparation exam; at the end of which a "Professional Master" diploma is awarded/obtained in the completed field of education.
3. "Master of Science" study programs provide graduates with in-depth theoretical knowledge, as well as research skills in the relevant field. These programs are organized with 120 training credits, following the first cycle, and their normal duration is (2) two academic years. The studies in "Master of Science" are concluded with a diploma thesis, and pursuant to that a "Master of Science" diploma is issued in the respective field of education.

Article 68

Admission to second cycle study programs

1. Admission to second cycle study programs is possible for all those candidates who have completed a first cycle study program and who meet the additional criteria set by LOGOS University College".
2. With regards to "Master of Science" study program, the admission criterion is knowledge by candidates of one of the (5) five foreign languages of the European Union: English, French, German, Italian and Spanish. Details of this criterion are provided in Law no. 80/2015, article 76, item 4, and the instructions issued by the ministry responsible for education.
3. LOGOS University College may recognize the credits of "Professional Master" for those students who have completed the second cycle "Professional Master", in case they wish to transfer them to "Master of Science" study programs.

4. At the end of the official enrolment period, every academic year, LOGOS University College sends to the Centre for Educational Services the list of enrolled students to be included in the National Student Register and provide them with a unique registration number.

Article 69

Structure of Studies

The structure of university studies at LOGOS University College includes:

- General training disciplines;
- Distinctive training disciplines;
- Formative disciplines similar to or integrating distinctive disciplines;
- Optional formative disciplines;
- Training activities on foreign languages and for practical, professional and computer skills enhancement;
- Diploma.

Article 70

Study Programs and Diploma Titles

1. LOGOS University College offers first cycle study programs in the fields of economics and applied sciences; and upon their completion the following diplomas are issued:

Faculty of Economics:

- a. BACHELOR Diploma in “Finance & Accounting”
- b. BACHELOR Diploma in “Business Management”
- c. BACHELOR Diploma in “Tourism Management”

Faculty of Applied Sciences:

- a. BACHELOR Diploma in “Applied Informatics”
- b. BACHELOR Diploma in “High Technique in Medical Laboratories”

2. LOGOS University College offers second cycle study programs in the fields of economics and applied sciences; upon their completion the following diplomas are issued:

Faculty of Economics:

- a. PROFESSIONAL MASTER Diploma in “Finance & Accounting”

Faculty of Applied Sciences:

- b. “PROFESSIONAL MASTER” Diploma in “High Technique in Medical Laboratories”

Article 71

Credits

1. A university education credit corresponds to 25 working hours of the student, (1) one teaching hour is calculated 60 minutes). The average amount of work done by a student during a full-time year of university study is 1500 teaching hours (60 credits), which includes hours in the auditorium and hours of independent work. The calculation of credit hours also includes time for preparation and independent work of the student, calculating about 13-15 hours for individual study.
2. The student's independent working hours, occupy no less than half of the total fund of 1500 hours. The average weekly load in the auditorium for lectures, exercises, seminars, laboratories ranges from 20 to 25 teaching hours.
3. The student gains the corresponding credits for each training activity such as subjects, internship, diploma, etc. only when receiving a positive assessment during the final confirmation of the knowledge acquired by him.

Article 72

Opening of a new study program

The opening of a new study program is carried out when the structural, organizational, infrastructure criteria, as well as other criteria related to academic staff that is planned to be engaged in the new program, in the implementation of disciplines or other training activities are met, based on the needs of the labour market and objectives of expanding the higher education system.

LOGOS University College proposes to the Ministry of Education and Science the opening up of a new study program, upon having successfully passed all stages of design, review, evaluation and approval at the relevant levels of LOGOS University College, in accordance with the requirements of these Regulations and the respective procedure for designing and approving new study programs. The approval of the study program is done by the Academic Senate.

The opening of new study programs is done by order of the Minister for Education. In order to do this, the College submits the request for opening a new study program at the Ministry for Education and the Agency for Quality Assurance in Higher Education, which after evaluation, submits its proposal to the Ministry for Education.

Article 73

Training Activities of Study Programs

1. Training activities at LOGOS University College "Logos" are organized through teaching in the auditoriums (lectures, seminars, exercises, laboratories), individual study (study, working on reports, assignments or projects, exam preparation, preparation of diploma thesis) and professional internships.
2. In study programs, disciplines are grouped based on of their training objectives, respecting the ratio in accordance with the instructions of the Ministry for Education, Sports and Youth.
3. The distribution of credits according to training activities within a discipline is determined by the department depending on the type of the discipline and is integrated in the curricula, and teaching regulations of the study program.
4. Each study program offered by LOGOS University College has its number of exams or other forms of final evaluation of knowledge gained in any discipline or other training activity.

CHAPTER VIII – ESSENTIAL DOCUMENTATION OF STUDY PROGRAMS

Article 74

Structuring of Study Programs

The structuring of a study program is based on the preparation of its essential documentation which is:

- a. Nomination of the study program, curriculum, credits, training activities and its learning components;
- b. Curricula of constituent disciplines;
- c. Teaching Regulations of the study program, etc.

Article 75

Curriculum

The set of formative activities is expressed in the Curriculum, which is the basic document of the study program. The Curriculum is the main document of a comprehensive informative character that concisely includes the following:

1. Nomination of the study program, training objectives, normal length of studies;
2. The set of formative activities (disciplines) that make up the study program, grouped in semesters and sorted by semesters;

3. Credits for each formative activity, distribution of credits within a discipline according to its formative activities (lectures / exercises / seminars / laboratories / assignments / projects, etc.), workload in the auditorium, weekly workload in the auditorium;
4. The Curriculum is subject to periodic review and evaluation. Modalities for its revision are set out in the Faculty Regulations. The Dean's Office is responsible for the evaluation of the Curriculum, and its final approval by the Academic Senate.

Article 76

Syllabus

The course syllabus is designed for each discipline contained in the Curriculum. The course syllabus presents the structure of the course in a summarized form according to the distinctions made in the curriculum; the content of the subject, dividing it into parts, chapters, or even smaller units; respective hours in the auditorium for each of these divisions, specifying them into lectures and seminars / exercises; course assignments, briefly describing the topic of those assignments and what part of the program they cover; and academic staff engaged in its implementation.

The course syllabus also contains former necessary knowledge needed to attend the course; specific conditions regarding attendance and settlement of academic obligations ahead of the final assessment; mode of evaluation, which includes evaluations for all constituent activities of the discipline; recommended bibliography, which should contain authors and representative titles well-known in that respective discipline. Bibliographies may also include textbooks, lecture summaries, translations, or foreign language bibliographies, which have been previously approved by the base unit and the main unit.

The syllabus of the course is developed by the head of the course (lecturer), or group of lecturers; it is then discussed at the base unit which includes that respective study program and approved by the head of the department and the Dean of the Faculty (or Deans of both Faculties, if the study program and relevant discipline is managed by different Faculties).

Article 77

Teaching Regulations of the Study Program

Each study program has its own teaching regulations. The teaching regulations of the study program are developed by the department / Faculty responsible for that study program; it is evaluated by the Deans and approved by the Academic Senate, along with the respective study program.

The teaching regulations of the study program, as its supplement, are subject to periodic reviews. The review is done ahead of the beginning of the new academic year and aims to

correct those problems encountered during the teaching process, to improve and update various elements of the study program.

The teaching regulations of the study program includes:

1. List of teaching disciplines, divided into modules, as well as other formative activities;
2. The objectives of the program, formative and specific objectives of any discipline or other formative activity;
3. Credits and hindering obligations for any teaching discipline or other activity;
4. Curricula offered to students (abbreviated course programs);
5. Forms of study, exams and other forms used to assess the knowledge acquired by the students;
6. Specific obligations related to attendance;
7. Conditions, procedures and modalities for student transfer.

The teaching regulations of the study program assumes the maximum number of credits accrued to that program when recognizing previously acquired knowledge by the students, during higher professional studies, in accordance with the provisions of these Regulations. The maximum amount of recognized credits, as a result of the transfer of studies from higher professional programs to first cycle study programs cannot be greater than 60 credits.

CHAPTER IX – STUDENT’S ADMISSION

Article 78

Student’s admission in the first cycle study programs

To be admitted to a first cycle study program, the candidate must, according to Law no. 80/2015, "On higher education and scientific research in higher education institutions in the Republic of Albania", have successfully completed the State Matura, or possess another degree of study obtained abroad, confirmed by the Ministry for Education and Science as its equivalent, or possess a degree issued by a higher education institution.

Candidates attain the right to enrol in a first cycle study program, if they are included in the list of winners by the Ministry of Education and Sports, and meet the criteria set by the base unit and approved by the Dean's Office.

1. To register, the student submits to the Registrar’s office of the respective Faculty the necessary documentation, specified in Article 80 of these Regulations.
2. The student must pay the annual tuition fee for the respective academic year according to the contract with the Institution. In case of non-payment he/she loses the right to sit for exams.
3. The student loses his/her status upon receiving the diploma, or upon his voluntary departure without completing his studies or upon his expulsion from LOGOS University College.

Article 79

Student`s admission to second cycle study programs

To be admitted to a second cycle study program, the candidate must have a "Bachelor" degree in the relevant field of study or in other related fields, outlined in the study program.

1. Each second cycle study program includes the list of first cycle study programs that enable admission to it, as follows:
 - a. First cycle study programs that allow enrolment in the relevant second cycle study program without additional supplements;
 - b. First cycle study programs that allow enrolment in the relevant second cycle study program upon acquiring additional formative knowledge.
2. For each second cycle study program, the Faculties propose specific admission criteria, which are approved by the Academic Senate of LOGOS University College. These criteria are announced within the first quarter of the calendar year. The selection of candidates is based on the approved quotas and admission criteria.
3. The successful candidate attains the student status and earns the right to attend studies in the respective academic year, if he / she enrolls at the Teaching Affairs Secretary Office of the Faculty within the previously set and announced time limits. To register, the student submits to the Teaching Affairs Secretary Office of the Faculty the necessary documentation, specified in Article 80 of these Regulations.
4. The faculty is responsible for verifying the authenticity of the submitted documentation (first level diploma and diploma supplement), within (2) two months from the time of registration. In case of forgery of documents, the student is expelled from LOGOS University College and the paid fees are not reimbursed.
5. The student has the obligation to pay the annual tuition fee for the respective year according to the instalments specified in the service contract. In case of non-payment, he loses the right to sit for the exams. The student loses his status upon obtaining a "Master" degree, or when leaving voluntarily without completing his studies or if expelled from the College.

CHAPTER X – STUDENT ENROLEMENT AND TRANSFER

Article 80

Enrolment

Enrolment of students in the College (including transfers) is done annually during August-September and other timeframes specified by the Ministry for Education.

The necessary documents for registration are:

1. Application form (original, completed without corrections and signed);
2. Identification document (passport or identity card);
3. State Matura diploma (original);
4. List of grades (original);
5. (2) two ID photographs;
6. Registration payment receipt (original);
7. Statement on personal data (according to Ministry for Education instructions).

During initial enrolment each student is given a unique registration number by Centre for Education Services, which remains his/her number until graduation.

The student earns the right to pass onto the second year, if he/she has accumulated no less than 30 credits during the first year of studies.

The student gains the right to pass onto the third year, if he/she has accumulated no less than 90 credits from the first two years.

All students who have suspended studies in previous years are assumed as registered for the upcoming year.

When the student candidate is unable to register in person for obvious reasons, the relevant procedures may be attended by a person authorized by him / her.

In case it is later found that the documents submitted by the student include false content or are incomplete, his relation with the College is terminated, regardless of the semester that he/she is attending.

Article 81

Service Contract

When registering the student signs the service contract with LOGOS University College. Throughout the duration of the studies the student must abide by the relevant laws of the Republic of Albania, as well as the Regulations and instructions of LOGOS University College.

Article 82

Identification Card

Students who have finalized their enrolment, as well as those who have renewed registration, are provided with an identification card, with photographs, valid for the study period, which shows that the holder is a student of LOGOS University College.

Article 83

Duration of Studies

1. The normal duration of full-time first cycle study programs is 3 years and in order for the student to obtain a "Bachelor" degree, he/she must first accumulate 180 credits.
2. The normal/official duration of full-time second cycle study programs is (1) one year and to earn a "Professional Master" degree the student must first accumulate 60 credits.
3. The normal duration of integrated full-time second cycle study programs is five years and to earn an integrated second level degree the student must first accumulate 300 credits.
4. The maximum duration of studies in a study program cannot be more than twice the normal duration of studies planned for that program, without taking into account the period of time for suspended studies.
5. The student who fails to complete the studies within the maximum duration of the program has the right to apply to resume studies in the same study program or in another program. He is subject to the criteria and procedures announced for enrolment in the study program he will attend. Credits accumulated by the student during the previous period of studies are transferable according to the criteria set out in the Regulations of the main unit.

Article 84

Suspension and resuming of studies

The student may suspend his / her studies at any time of the year for personal or objectively comprehensible reasons for a period of time that does not exceed one year and may resume them respecting the maximum duration of studies, as provided by these Regulations.

The student does not have an obligation to pay the tuition fee for the period of suspension. In case of suspension of studies, the student is not refunded the tuition fee he has previously paid. In any case, the student is obliged to notify the Dean's Office in writing on the suspension and resuming of studies.

The student can resume studies at the period of the academic year when he / she previously suspended them, at the beginning of the semester he/she suspended them, or the academic year; however in all cases he/she must adapt to the current operating criteria.

Requests for extension of the suspension time beyond (1) one year are considered on a case by case basis, by decision of the Academic Senate of LOGOS University College.

Article 85

Study Transfers

LOGOS University College offers opportunities for credit recognition, in line with the requirements for continuation of studies and transfer of studies, between programs of the same study cycle, within this college or various institutions of higher education, at home and abroad.

The study periods and academic obligations of the study programs, cleared at other domestic or foreign institutions, are recognized and incorporated, from the point of view of the right to continue education, in the same or similar study program.

Transfers will be allowed within the same study cycle and in the same or related fields in each academic year, in accordance with the respective instructions issued by the minister responsible for education.

The decision for full or partial credit recognition, earned by a student who is transferred to LOGOS University College, belongs with the relevant committee, set up by the base unit, at the level of the main unit, for special study programs.

Credit recognition criteria and procedures with regards to transfer of studies are elaborated in the Regulations of the base unit, in accordance with Law 80/2015 and other bylaws.

Article 86

Necessary documents for transfer of studies

A student who wants to transfer his/her studies from an institution of higher education to LOGOS University College "Logos" must first submit a request to the Institution, to the department that offers the intended program, in this Institution, relating the reasons for the transfer.

The application must include a copy of the high school diploma (authenticated/notarised), the academic obligations cleared at the previous institution including relevant grades, a copy of the programs of the disciplines cleared/attended, and the birth certificate with a photo or other identification document, along with the registration payment receipt.

Article 87

Procedure following transfer

The documentation is directed to the relevant Faculty, which sets up the ad-hoc committee to evaluate the subjects/courses included in its curriculum, determines the study program that the applicant can attend and additional exams he/she may have to take, if that is the case.

The Dean's Office, after receiving the opinion of the relevant department, passes the decision on transfer and the relevant file to the secretary, which notifies the applicant on the request received and eventual registration.

With respect to the transfer procedure, a standard form available at the department, is filled out. The form is appended to these Regulations. In any case, the applicant must accept and make the payment of the relevant fees.

Article 88 **Transfer of studies from LOGOS University College**

The student who wants to transfer studies from LOGOS University College to another institution of higher education must submit a written request to the Rectorate of the College, relating the reasons for transfer and the name of the Institution of Higher Education, where he/she intends to transfer his/her studies. The transfer application form is submitted at the Faculty's Secretary Office.

At the request of the student, LOGOS University College has the obligation to provide the student with:

- Certificate on obligations cleared during the years of study, relevant earned grades and credits;
- Certificate of disenrollment;
- A copy of the completed course programs.

CHAPTER XI – ATTENDING STUDIES

Article 89 **Classes**

Studies include general education disciplines, distinctive disciplines of the study program, similar / incorporating disciplines related to distinctive disciplines, optional disciplines among other disciplines offered by the Institution and other formative knowledge, professional internships and diploma thesis.

Mandatory courses are developed according to the announced teaching schedule. Free optional courses are conducted according to a schedule set by agreement between the students, the course lecturer and the Teaching Affairs Secretary Office.

Courses are organized in modules, which are credit evaluated, in accordance with the European Credit Transfer System (ECTS). The modules are semester-based. A course may

have several modules. A module may not have less than (1) one credit. The same module can be taught by different lecturers, just as the same lecturer can teach several modules.

Article 90

Teaching Classes

Forms of teaching activity include lectures, seminars, exercises, laboratory work, professional internships, course assignments, semester exams and diploma defence (formation/preparation exam / diploma thesis).

Teaching takes place on a course or group basis. The distribution of students into learning groups is done with the approval of the Dean and is finalised with Group Registers, which reflect attendance and classes taught by their professors. Lectures take place in courses of up to 80 students. Exercises and seminars take place in groups of no more than 30 students. Laboratory work and professional internships take place in groups of no more than 15 students.

Article 91

Register

Distribution of students into groups is recorded in the Register at the beginning of the academic year. The (teaching/class) register of the group is the only official main document used to identify the classes taught and student attendance. Student failure to attend classes, where attendance is mandatory, is marked on the Register (professor's register) as an absence. The register has a certain format approved by the Academic Senate. The cover shows the identification data of the teaching/learning group (study program and academic year).

The register contains the following data:

1. Name of the subject;
2. Name and surname of the lecturer of the course;
3. Month and date of the lesson;
4. Name and surname of each student of the group in alphabetical order;
5. Name of the teaching topics;
6. Observations/notes.

Every lecturer has the obligation to write on the register the name of the course, elements of the lesson taught and accurately reflect absences and elements of assessment during the teaching process. At the end of the semester, the Register is deposited to the Teaching Affairs Secretary Office, which highlights student attendance by subjects.

Article 92

Attendance of lectures, seminars, laboratory work and teaching practice

As part of the curriculum, the student has the obligation to attend no less than 75% of the learning process that takes place in the auditorium (lectures, seminars, laboratory, and internships). Students who do not meet this obligation cannot take the exam.

When a student has attended 50-75% of the process, he/she does not have the right to take the next exam, but he/she can take the exam at the autumn season. When a student has attended less than 50% of the process, he/she has to re-attend that course in the following year.

Article 93

Teaching schedule

The lesson/teaching schedule specifies the time, the auditorium and the lecturer of the given course. The teaching schedule is compiled by the Faculties at the beginning of each semester and announced by the Teaching Affairs Secretary Office (1) one week ahead of the beginning of the teaching process.

The teaching schedule is designed based on the principles of coordination of teaching/learning elements and rational distribution of student workload. This load varies from 20 - 25 hours per week. The academic class lasts 60 minutes.

The schedule is to be respected mandatorily by all students and professors.

Article 94

Academic year and semesters

The academic year includes 30 teaching weeks. It starts in October and ends in September. The academic year is divided into (2) two semesters. Each semester has 15 teaching weeks.

During the academic year there are three exam seasons:

- Winter season (at the end of the first semester);
- Summer season (at the end of the second semester);
- Fall season (following summer holidays and before the start of the next academic year).

Article 95

Control and assessment of knowledge

Control and assessment of knowledge at LOGOS University College is done in a continued mode.

The exam is the main form for assessing the level of knowledge acquired by the student during the theoretical and practical course of a subject.

The student earns the right to sit for an exam, when he has cleared all respective obligations, as provided in the curriculum, and to the extent specified in these Regulations, as well as in the Regulations of the study program.

The student gains the right to sit for an exam, when clearance of all academic obligations is confirmed by the lecturer and presented in the table of results and obligations, which the lecturer completes at the end of the teaching process and submits to the Teaching Affairs Secretary Office, at least one week before the exam season. Control of knowledge acquired is done: in a written, oral or combined form.

The ways, forms and elements of knowledge control are elaborated in the internal Regulations of the Faculties.

The exam thesis is drafted by the head of the course and approved by the Head of the department.

The main units, in their internal Regulations, may provide for establishment of committees to oversee the examination process.

The degree of knowledge achievement is assessed with the means of the integrated assessment system.

Points: from 0 to 100 points.

Grades: the final score of points according to the attached table is converted to grades, starting from grade (4) four to grade (10) ten.

The student is awarded the credits of that respective discipline, when he/she has earned a positive evaluation (5 and above) in that discipline.

The number of points is converted into the respective grade, in accordance with the following table:

Points	1-44	45-54	55-64	65-74	75-84	85-94	95-100
Grades	4	5	6	7	8	9	10

The lecturer evaluates student participation in discussions during seminars and laboratory practices, by taking down relevant notes. The Lecturer organizes a knowledge test for each module, the results of which are taken into account during the module assessment in the final exam.

The final evaluation (semester), in the First Cycle "Bachelor" program will contain (3) three evaluation elements:

1. Evaluation on attendance and participation during the course of the subject;
2. Assessment of the first (intermediate) test;

3. Assessment of the second test.

The final evaluation (semester), in the Second Cycle will contain (4) four evaluation elements:

1. Evaluation on attendance and participation during the course of the subject;
2. Assessment on course assignment;
3. Assessment of the first (intermediate) test;
4. Assessment of the second test.

CHAPTER XII - EXAMS

Article 96

Exam Season

Exam Season

At the end of each semester, following completion of the teaching process, the exam season takes place.

Exams are taken during three seasons:

- Winter season, which takes place at the end of the first semester;
- Summer season, which takes place at the end of the second semester;
- Fall season, which takes place in September.

Students who are in the last year of their studies, and have up to (3) three overdue exams, can, at the discretion of the Dean's Office, sit for exams at a special season before the formative exam (mini-season).

Students who have repeatedly fails in exams are eligible for taking the exams again in the fall season. The fall/autumn season is a possibility for those students who have attended less than 50% of the course.

It is now permitted to take two exams in a day. Students have the right to improve (3) three grades in each academic year, through taking the exam again.

Article 97

Examination programs and venues; postponed exams

Exam programs are determined by the relevant Dean's Offices, in consultation with students, and are announced at least (2) two weeks ahead of the start of the exam season. The exam announcement must contain the day, time and exam venue, which is in the premises of the College.

Students, who for obvious reasons have not been able to take the final term exams, retain the right to take that or those exams during the ensuing semesters.

In these cases, within announced deadlines, the student must submit a request to the Teaching Affairs Secretary Office to register for the exam.

Article 98

Examination methods

Examination on a subject can be done through:

- a. Written exam;
- b. Oral exam;
- c. Combined exam (written and oral).

The way the exam is organized depends on the type of the discipline; it is determined by the course lecturer, based on the course program and approved by the Head of the Department.

The exam thesis is compiled by the head of the course and approved by the Head of the Department. The modalities of attaining knowledge control are elaborated in the course syllabus and made known to the students from the beginning of the respective module.

In written examination forms the point evaluation system is used, the result of which is converted into a grade. Exams are prepared and directed by the professors responsible for teaching the respective subject.

In verbal examination forms, exam theses are previously prepared and signed by the Dean; at the end of the exam, the committee informs the student of the evaluation result, i.e. the grade.

Article 99

Knowledge control through examinations

1. The exam is considered a very important assessment activity. As such, the Dean's Office takes all necessary measures that the examination season takes place under normal conditions, constantly monitoring the implementation of the rules outlined in these Regulations. As a rule, exams take place on the premises of LOGOS University College.
2. Exams are organized on a group basis. They take place at the time, date and auditorium determined by the Registrar's Office, which are shown on the exam schedule, announced two weeks ahead of the start of the season.
3. Students sit for the course or module exam before at least (2) two lecturers: the course leader and other lecturers, who teach the course. If either the course leader or the

lecturers involved in teaching, cannot be present during the exam for major reasons, then the Head of the department appoints through a written communication the replacing lecturers and notifies the Dean. In case replacement is impossible, with the Dean's proposal and Rector's approval, the exam is postponed to another date, beyond the exam season, within 5 days before its expiration. If the module is taught by a lecturer, the Head of Department appoints another member of the academic staff.

4. The student is obliged to present himself/herself at the exam venue, with the identification card of LOGOS University College. Otherwise, he is not allowed to take the exam.
5. It is forbidden to hold and use mobile phones during the exam. The student who uses illegal forms and means in the exam is excluded from the exam.
6. Written exam forms are codified (anonymous forms) and the exams last 2-4 hours. The use of assistive devices may be allowed during the exam. The points system and the corresponding grade conversion used in written examinations are made known to the students before the beginning of the examination.
7. The student gets a passing grade in a subject / module, when:
 - all requirements set in line with the curriculum are met;
 - is given a passing grade (5) five and above, in accordance with the form of control specified by the program.

Otherwise, the student is not considered to have successfully passed the exam.

Exam results are made known to students at the end of the verbal exam. The student has the right to be given due clarifications on any doubt he/she may have, or challenge the assessment given. The evaluation committee has the obligation to explain the evaluation to the student.

Exam results for written exams are made known to students within (5) five working days from the date of the exam, by posting the exam results in the codified minutes. In this case, the exam results are displayed for each group.

Student exam sheets are stored in the department for up to ten days after the end of the exam season. After (10) ten days, student exams are submitted to the Secretary, signing the number and date of their submission.

Article 100

Claims about violation of the exam rules

The student has the right to complain about violations of the exam rules. The complaint is submitted in writing to the Head of the department within 48 hours - 2 days from the date of the exam.

The Head of the department, if he/she finds amendable violations, acts on their correction, in cooperation with the exam committee. If the Head of the department he is unable to reach a decision, he approaches the Dean, who upon being informed of the matter reaches his/her decision. If he finds that the student's complaint is substantiated, he/she cancels the exam and decides on a new date for the exam.

Article 101

Appealing exam results

The student has the right to challenge the final result of the exam. The appeal is submitted in writing to the Head of the department within 24 hours from being informed of the exam result. The Head of the Department, within 48 hours, makes the necessary verifications by hearing the opinion of the lecturer, and if he is unable to settle the issue, an ad hoc committee is established. The committee consists of the Head of the department, (1) a member lecturer of the same discipline or related discipline and the lecturer of the subject.

The ad hoc committee verifies student claims by re-evaluating the exam sheet and comes up with the final exam evaluation, which is communicated to the student within (3) three days. The result of the review is communicated in writing to the student, along with necessary clarification. The decision of the ad hoc committee is final. The student has no right to file a new complaint against the reviewed evaluation of the committee.

Article 102

Exam Minutes/Records

The exam minutes are the official document confirming that a student has passed the exam and the grade attained.

The student earns the right to take the exam of a certain subject, when he has fully cleared all annual course related obligations, as provided in the curriculum. The student cannot sit for the exam if he / she has not attended the course regularly, as stipulated in internal acts. The students who have earned the right to take the exam are registered by the Secretary Office on the exam minutes sheet.

The exam minutes are completed by the Teaching Affairs Secretary, signed by the Dean and the Faculty's secretary; and bearing the seal of the Institution.

The exam minutes are submitted to the exam committee or the lecturer of the subject, on the day of the exam.

Upon completion of the examination, within (5) five working days, the chairperson of the committee or the lecturer of the subject, submits the completed examination minutes to the Secretary. The minutes of the exam must be signed by the subject lecturer and the supervising lecturer.

Corrections in the Exam Minutes are absolutely prohibited.

Article 103

Culmulative Grade Point Average (CGPA)

At the end of the study program, the **Culmulative Grade Point Average** is calculated for each student and each subject, considering the respective credits for each module or other formative activities. The calculation of CGPA is done based on the instruction no. 15, of 04.04.2008, of the Ministry for Education and Science "On the organization of studies in public institutions of higher education".

Article 104

List of resit exams and re-siting students

At the end of the fall season, the Registrar`s Office compiles the lists of resitexams to be taken by respective students and list of re-sitting students or students who need to re-attend classes and take exams.

CHAPTER XIII – PROFESSIONAL INTERNSHIPS

Article 105

Internship obligation

The student is obliged to attend the internships, as required by the curriculum. The student who does not participate in professional internships, is subject to the rules set for all other obligations.

Article 106

Participation in internships

Internships take place in those institutions designated by the Dean's Office, with which the institution has signed agreements, under the guidance of a lecturer appointed by the faculty. Internships are rated on, just as other academic assignments.

The student is obliged to respect the rules of the Institution where the internship is taking place. Detailed procedures on how the internship will be run are further elaborated in the Regulations of the Faculty and the study program.

CHAPTER XIV - GRADUATION

Article 107

The right to Graduate

In the first and second cycle study programs, students graduate following the taking of a final comprehensive exam or diploma thesis. Students who have a high average grade can prepare a dissertation. The grade point average is set by the relevant department.

The student cannot take the final general exam or defend the diploma thesis without first clearing all academic obligations, or in case they have not accumulated the necessary number of credits specified in the curricula of the respective study program.

Before taking the final general exam or the defence of the diploma thesis, the student, must have settled all financial matters and cleared himself/herself of any material obligations he/she may have with LOGOS University College, etc.

During the first month of the academic year, ahead of the diploma defence scheduled date, relevant departments / faculties, inform the students of the first cycle "Bachelor" on the program of the final exam and diploma thesis topics.

(6) six months before the diploma defence scheduled date, relevant departments inform the students of the "Professional Master" second cycle program on the final general exam and diploma thesis topics.

The final general exam or defence of diploma thesis take place during the summer, winter and fall seasons, as defined in the calendar plan.

The student who fails on the first try in the final general exam or in the defence of the diploma thesis, retains the right to sit again in the next season.

For students who have up to (3) three failed exams, a specific decision of the Dean's Office arranges a special season that can take place some time before the formative exam (mini-season).

Article 108

Working on a "Bachelor" Diploma

The "Bachelor" diploma thesis is a piece of work, similar to that of a project or summary of papers completed within the fields of the respective study program. The diploma thesis contains issues, which when treated give the student the opportunity to show his/her skills in solving specific elements of assignments, production related problems, laboratory practice or bibliography work in the relevant field, with the means of the knowledge acquired during his/her studies. The diploma thesis is structured in such a way as to necessarily involve experimenting, field research or data collection.

The diploma thesis is related to similar disciplines and can be an individual or collective (2-3 students) piece of work. In the case of collective works, students take on different issues they will address, equally sharing the work load they will have to perform.

The diploma thesis and the professors / specialists who will supervise the thesis are assigned by the relevant department and approved by the Dean of the Faculty. In selecting the topics for a diploma thesis, departments and faculties cooperate with the Scientific Research Centre of LOGOS University College, as well as other public or private institutions, that the College cooperates with.

The student has the right to express his / her desire concerning the diploma thesis he / she intends to elaborate and the thesis supervisor he/she wishes to have. The student can propose another diploma thesis and thesis supervisor. The department reviews all specific student requirements, coordinating them to actual conditions.

Article 109 **Working on a “Master” Diploma**

A “Master’s” thesis is an independent and creative piece of work accomplished by a student, similar to a project or study, of a comprehensive character in the field of the study program he/she has completed. The diploma thesis contains a series of tasks and requirements, which through the way they are elaborated offers the student the opportunity to demonstrate his professional skills and competence in conducting studies, helped by the knowledge the student has acquired during his/her studies.

The diploma thesis is related to similar disciplines and can be an individual or collective (2-3 students) piece of work, in cases of complex study issues. In the case of collective works, students take on different issues they will address, equally sharing the work load they will have to perform.

The diploma thesis and appointment of professors / specialists who will direct the work on the thesis, are determined by the relevant department and approved by the Dean of the Faculty. In determining the diploma thesis, departments and faculties cooperate with the Scientific Research Centre of LOGOS University College, as well as with other public or private institutions that the College cooperates with.

The student has the right to express his / her desire concerning the diploma thesis he / she intends to elaborate and the thesis supervisor or consultant he/she wishes to have. The student can propose another diploma thesis and thesis supervisor. The department reviews all specific student requirements, coordinating them to actual conditions, ensuring that the academic level and quality of the diploma thesis is not compromised.

Article 110

Preparation of the "Bachelor" and "Master" diploma thesis

In cooperation with the student, the thesis supervisor prepares the student work program, setting the approximate deadlines for its accomplishment. The student must respect the deadlines set by the supervisor, which will ensure a successful thesis defence presentation within the planned diploma defence session.

The supervisor determines the schedule of planned consultations with the student, during which student work is consulted and monitored in accordance with the approved program. The implementation of the consultation schedule is mandatory for the student.

During these consultations, the leading lecturer suggests changes or improvements in the structure of the work, which do not entirely alter its essence.

The diploma thesis must respect the rules set out in the Faculty regulations.

The student earns the right to defend the degree when he/she has completed the entire work program.

Prior to the defence of the diploma thesis, the supervisor reviews and approves the thesis completed by the student, completes the evaluation sheet and agrees to continue with the thesis defence by signing it. The department determines the opponents of the diploma thesis and submission date of respective materials to the department.

Article 111

Planning the diploma defence

LOGOS University College plans and organizes the following diploma defence seasons: summer, winter and autumn. The seasons are announced by the Rector of LOGOS University College "Logos", after the Senate approval of the calendar plan, at the beginning of each academic year. Dates of diploma defence sessions, in line with the announced seasons, are determined by the Dean.

The preparation and presentation of the diploma thesis is done in accordance with the standards set in these Regulations and other faculty rules, following the procedures approved by the Dean's Office, before it is presented in front of the relevant committee. Before the actual defence presentation takes place, the list of the diploma theses submitted to the Department is communicated to the Dean, who initiates the relevant organizing procedures for the diploma defence sessions.

The diploma thesis is defended before a special board, composed of full-time and invited academic staff, proposed by the relevant departments and approved by the Dean.

For each graduate and in all case, the Diploma Board is bound to respect all relevant procedures and rules established by the Regulations in advance.

The diploma defence board is effective with no less than 2/3 of its members. The defence of the diploma takes place during an open session. For first cycle study programs, number of diploma board members is 3-5, while for the second cycle study programs, number of board members is 5-7.

Article 112

Diploma Defence Evaluation

At the end of each daily defence session, the chairman of the board, in the presence of other board members, announces the evaluation of each thesis to each graduate. The final grade is the average of all grades given by all board members. It is recorded in the diploma defence record list. The minutes are signed by all board members.

In case a student's work is evaluated negatively, he / she can re-write the same work or work on a new project, within the time limit allowed by law. Within this deadline, the graduate has the right to defend his thesis up to two times.

If in both cases the graduate is evaluated negatively by the board, or fails to turn up before the board to defend his/her thesis within the maximum deadlines, then he/she loses the right to graduate.

Article 113

Organization of the final exam

LOGOS University College organizes the following general training examination seasons: summer, winter and fall. The seasons are announced by the Rector of LOGOS University College. The examination dates are determined by the Dean of the faculty, according to respective seasons.

The general training exam program is comprehensive, including topics from all main fields covered by the study program. The department organizes consultations with students on various topics of the exam program according to a schedule approved by the Dean and announced in public places.

The exam takes place in front of a specific board, composed of internal and external lecturers, who teach the subjects covered by the exam program. Board members are proposed by the relevant departments and approved by the Dean. The chairman of the board is appointed by the Dean. In all cases and for every student, he/she respects the relevant procedure and rules previously established by the Dean's Office.

The examination form contains questions from all subjects/courses included in the exam program. The specific weight of the questions from various fields in the exam thesis is determined by the Dean's Office. Relevant departments draft the pool of questions and submit them to the Deanery two weeks ahead of the start of the general training exam session. The pool of questions should be about (10) ten times larger than the relevant number of questions contained in the thesis in the relevant field. The guiding themes on the general training examination are compiled by board members, who pick out questions from the compiled pool, in accordance with the specific weight of each subject field.

The exam is organized in a written, verbal or combined (written and oral) form. At the end of the exam, the board displays the exam or thesis answer sheet in public places. The thesis is evaluated by the board, writing the points earned on the anonymous exam sheet. Afterwards, names on the examination papers are revealed in the presence of the Dean. Preliminary results are displayed publicly in faculty premises.

The student has the right to look at the evaluated exam sheet. The exam board should be ready to respond to any possible reaction from the student and provide relevant explanations. If during such interaction, the board finds that a mistake has been made in their evaluation, the evaluation is amended accordingly and this is recorded in the minutes, appended to the relevant sheet. At the end of the review process, the board decides on the final evaluation and completes the minutes, which are signed by all board members.

The results of the general training exam must be announced within (5) five working days from the day of the exam. Exam sheets are kept for one year in the faculty archive. Other rules regarding the way of general training exams are organized are elaborated in the Regulations of the Faculties.

Article 114

Diploma Issuance

The student who has met all curriculum requirements and has defended the diploma (diploma thesis or final / general exam), is provided with the relevant diploma, including the diploma supplement.

Diplomas for both study cycles, are printed on A4 format, on a paper of no less than 200 gr / m² density, containing security elements on both the paper and graphic design.

Diplomas contain the following data:

- a. Coat of arms of the Republic of Albania and coat of arms of LOGOS University College;

- b. Denomination: "Republic of Albania";
- c. Denomination: "Logos University College";
- d. Faculty;
- e. Denomination: Diploma;
- f. Study cycle: "BACHELOR" / "PROFESSIONAL MASTER";
- g. Completed field of education;
- h. State Register Diploma Number;
- i. Name, father's name and surname of the student;
- j. Place, date, month and year of birth;
- k. Registered at LOGOS University College on ...;
- l. Matura diploma ID number / Special register number;
- m. School principal registration number (*Amza*) / unique national registration number;
- n. University diploma number;
- o. Diploma number;
- p. Date of issue;
- q. Registration number at LOGOS University College;
- r. Name of the Rector of LOGOS University College and the Dean of the respective faculty. (The diploma is signed in blue ink, handwritten by the respective holders).

The obtained diplomas according the study cycles and study programs are named as follows:

- a) "BACHELOR" Diploma in "Finance & Accounting";
- b) "BACHELOR" Diploma in "Business Management";
- c) "BACHELOR" Diploma in "Tourism Management";
- d) "BACHELOR" Diploma in "Applied Information Technology";
- e) "BACHELOR" Diploma in "Medical Laboratories High Technicians";
- f) "PROFESSIONAL MASTER" Diploma in "Finance & Accounting";
- g) "PROFESSIONAL MASTER" in "High Techniques in Mdical Laboratories";

Diplomas belonging to different study cycles are placed in folders of different colour covers, as follows:

- a. First cycle diploma is blue, containing the stamped logo of LOGOS University College;
- b. Second cycle diploma of the "Professional Master" is of dark red colour, bearing the coat of arms stamp of LOGOS University College;
- The diploma model designed in accordance with the Ministry of Education and Science requirements and this article is approved by the Academic Senate of LOGOS University College.

- The diploma is written in the Albanian language and signed by the Rector of LOGOS University College and the Dean of the respective Faculty. Each of them writes his/her name, surname, degree and scientific title. Their signatures are certified by the seal of LOGOS University College.
- The diploma is issued by LOGOS University College within six (6) months following graduation. Up until the diploma is issued, LOGOS University College may issue to the graduated students (upon their request) a certificate noting they have obtained the degree, supplemented by a list of grades.
- The presentation of diplomas is done during a public ceremony, in the presence of LOGOS University College authorities and other well-known personalities. Excellent students, who have obtained only top grades (10), the "Gold Medal" (Cum Laude) Certificate is awarded. Students whose 80% of their grades are top grades (10) and the rest are 9s, are awarded the "Excellent Student" Certificate.
- Collection of diploma is done by the graduate in person, who signs to confirm collection, and this is noted down in the relevant Register. If the graduate cannot collect the diploma in person for obvious reasons, collection can be carried out by a family member, holding a special power of attorney and presenting his / her identity card.
- In case the diploma is not completed properly, the interested party should not collect it and request that a regular diploma is issued.
- The College does not issue a diploma duplicate. If the collected diploma is lost or damaged, the only replacement allowed is the list of grades and a certificate with the student's photo, which is equivalent to the diploma, upon receiving the signature of the Rector of LOGOS University College and the Dean of the Faculty. Their authentic signatures are certified by the seal of LOGOS University College.
- Students who lose the right to graduate according to the requirements of these Regulations, are provided with a certificate denoting the years of education they have completed, along with a list of grades, enlisting all courses taken and credits earned, respective grades and the completed years, as well as the grade sheet, which lists all courses with credits earned and the respective grades, as well as the weighted average mark.

Article 115

Diploma Supplement

Diploma supplement contains the following data:

1. Information about the diploma holder (Name, Date of Birth, unique national registration number / school principal registration number).
2. Identifying information on the study conducted.
 - Academic title of the study;
 - Field of study;

- Name and status of the Institution (public / private) issuing the diploma (in Albanian);
 - Name and status of the Institution (if different from 2.3) that administered the study (in Albanian);
 - Language used in teaching / exams.
3. Information on the level of study (Level of study / Study cycle)
Level of qualification according to the Albanian Qualification Framework, Official duration of the study program (in years), Admission conditions in the concrete study program.
4. Information on the content of the study and the results achieved:
- Form of study;
 - Objectives and formative activities of the study program;
 - General training activities / - distinctive training activities;
 - Formative activities similar and / or integrating with the distinctive disciplines;
 - Formative optional activities offered by the institution, which are chosen by the students themselves / - Additional formative activities / -Activities supporting preparation of the diploma thesis;
 - Study program details (ex. modules or courses) and grades / credits obtained for each course;
 - Assessment scheme / system and, if possible, distribution of grades in the passing band; Graduation topic, date and grade of graduation; Culmulative Grade Point Average (CGPA).
5. Information on the opportunities offered by the obtained degree:
- Opportunity for further studies;
 - Employment and vocational training opportunities (if any);
6. Additional information
- Other additional information;
7. Other sources of information;
8. Supplement certification;
- Data; Company; In the quality of ...; Official seal
9. Information on the national higher education system
- Albanian higher education system / Types of higher education institution;
 - Types of study programs and diplomas / Approval and Accreditation of programs and diplomas / Organization and structure of study programs;
 - First cycle studies / Second cycle studies Study programs "Master of Science" or "Master of Fine Arts";
 - Integrated study programs of the second cycle / Study programs «Professional Master»;
 - Other programs / Interdisciplinary study programs;

- Assessment system and distribution of grades in the passing band;
- Introduction to higher education.

CHAPTER XV- STUDENT RIGHTS AND OBLIGATIONS

Article 116 Student Rights

The student has the right to:

- Benefit from the learning process and graduate once having cleared all academic obligations set out in the curriculum;
- Seek a fair and objective assessment of his/her efforts and progress over the years;
- Use College facilities, didactic tools and equipment to achieve accomplishment of the curriculum objectives;
- Seek help or advice from the institution's competent bodies in order to enable him/her to get acquainted with the institution's rules and opportunities it offers for studies, specializations and qualifications;
- Evaluate his/her professors upon completion of the relevant discipline / module;
- Get acquainted with the results attained and seek advice when choosing a certain type of degree or a desired specialization.
- Give no permission for his/her personal data to be used and results attained be made public during his/her years of study;
- Be represented in the governing and decision-making bodies of the institution;
- Engage in non-political student associations, according to the provisions of the relevant legal acts;
- Participate in artistic, cultural, sports, and entertainment activities organized by the College out of the teaching process;
- Influence the improvement of the learning process through democratic forms of expression of free will;
- Be heard by relevant bodies, before any disciplinary measures is taken against him/her;
- Complain and be heard by relevant bodies, when he/she is of the opinion that an assessment is not fair;
- Use the name and symbols of the College during artistic and cultural activities, once having obtained permission from the Rectorate.
- Benefit insurance from an insurance company, provided by the College, in accordance with the requirements of the Law No. 80/2015, Article 98 point (dh) and the instructions of the Minister responsible for education and the Minister for Finance;
- Receive assistance by the institution in obtaining a student card, and enjoy all the rights set forth in Law 80/2015, "On Higher Education and Scientific Research in the Republic of Albania", article 100 and the instructions and decisions issued by Ministry for Education;
- Request credit recognition or transfer of studies inside or outside the College, in accordance with the Law 80/2015;

- Suspend studies and resume them, in accordance with the Law.

Article 117

Student rights to re-sit an exam

A student that is considered a repeatedly failing student (failing an exam or simply not showing for an exam for obvious reasons) during normal examination seasons has the right to sit again for the exam in the upcoming fall season.

Article 118

Student rights to improve a grade

Every student has the right to improve up to 3 (three) subjects for each academic year, during the re-examination session (autumn). Upgrade of one course is free of charge, while the other two require payment of a fee. The request is submitted to the dean's office before the re-examination season.

A student who seeks to improve his / her grade is tested only once, and once that is done the grade received will remain in force.

Article 119

Student Obligations

Every student has the obligation to:

- Know the rules of the College and student obligations towards it. The College is not responsible for the consequences that may result from the fact that the student may be unaware of them;
- Implement all rules deriving from the College's Statute and Regulations, as well as from any other primary and secondary legislation relevant to higher education institutions;
- Respect social norms and accepted ethical and moral rules during the learning process;
- Meet all obligations set out in the curriculum and subject programs, to enable accumulation of necessary credits;
- Demonstrate responsibility with regards to College rule violations, in case of misuse of the institution's facilities and didactic tools, provided by the institution. In case a material damage is caused, the guilty party is obliged to compensate it to the extent judged by the dean;
- Pay the tuition fee regularly;
- Not be enrolled in any other study program at the same time, except the one that is the subject of the service contract;
- Complete studies within a period no longer than six (6) years from the day of signing the service contract.

Article 120

Disciplinary measures in violation cases

All actions committed by a student that constitute a violation of social, ethical and moral norms, when they do not contain elements of a criminal offense, are considered violations of the College rules, especially the following acts:

- Violation of the dignity of a teacher, student and any College employee;
- Cheating in exams;
- Document forgery;
- acts of copyright infringement;
- non-compliance with citation rules, sanctioning intellectual property;
- acts of robbery, theft of property and misconduct in and outside the auditorium;
- bribery;
- property violation, etc.

The following disciplinary measures are issued against the student who commits such acts:

- Written remarks of call to attention;
- One year expulsion from LOGOS University College;
- Permanent expulsion from LOGOS University College;

The decisions on disciplinary measures and expulsion are made by the Ethics Council.

Article 121

Student Councils

Student councils are independent student organizations at LOGOS University College, which do not engage in political and economic activities. These councils promote student participation and coordinate their representation in the College's governing bodies, in teaching, research and services structures.

The Student Council is elected by the students for a two-year term. Student participation in the governance of LOGOS University College is accomplished through their representatives in the governing structures: the Academic Senate, the Ethics Council, the Internal Quality Assurance Committee, etc.

Cooperation and consultation with students is expressed at regular meetings with the Rectorate, in thematic round tables that take place with student groups.

Student councils formulate opinions and proposals on all issues of general interest regarding LOGOS University College, such as study plans and programs, regulations on teaching activities, the right to study, quality of services, planning of various cultural, artistic, and sports activities, etc.

The institution consults the opinion and evaluation of students at the end of each semester / subject, through requesting them to fill in a confidential form, where they can freely express their opinion on the course progress, performance, commitment of the lecturer during the teaching process and meeting other conditions for curriculum implementation. Students' opinions and evaluations are subject to an objective analysis / evaluation, which essentially leads to quality improvement in teaching and curricula.

Article 122

Appeal

Students have the right to appeal against any decision they consider is a violation of their rights during their studies or that it may lead to a violation.

The appeal is submitted to:

- The Dean, against the decision of the Dean, when he/she has decided as a first instance authority;
- The Dean's Office, against the decision of the Dean's Office, when it has acted as first instance body;
- The Rectorate.

CHAPTER XVI - OTHER PROVISIONS ON THE LEARNING PROCESS AND STUDENTS

Article 123

Termination of studies

The student who wants to voluntarily leave the College must submit a written request to the Dean of the faculty where he/she studies. The student is obliged to pay the tuition fee for the entire semester, he/she is attending. He/she is disenrolled when submitting the document confirming that he/she has no pending obligations to LOGOS University College and he/she is given back the diplomas and other documents submitted at the time of his/her initial registration.

The disenrolled student may request a certificate on the duration of college attendance. Upon disenrollment, the respective Ministry of Education and Sports authority is informed in writing.

Article 124

Student mobility in Universities abroad in the framework of bilateral agreements

LOGOS University College can send its students to foreign universities, for one or two semesters, through student exchange programs within the framework of bilateral agreements signed with these universities.

The enrolment of the student in LOGOS University College continues to be effective even during this period of time, which is calculated in the duration of education.

Article 125 **Inter Transfer**

Students who have completed at least two semesters in a given program can submit an application to the Registrar's Office secretariat within certain academic deadlines to be transferred horizontally to another program within LOGOS University College, in accordance with the criteria approved by the Senate.

The request is reviewed by the department that offers the program, the student requests to be transferred to, and based on the proposal from the department, the Dean's Office makes the relevant decision.

Article 126 **Student's scholarships**

Students who receive a scholarship from the College, can enjoy the right to a scholarship in the following year if:

- a) they meet the academic success criteria set by the Senate;
- b) no disciplinary measures are issued against them;
- c) they abide by the conditions related to attendance provided in article "Attendance" of these regulations;

In case one of these conditions is not met, the student's scholarship is terminated, starting from the end of the academic year.

CHAPTER XVII – QUALITY ASSESSMENT

Article 127 **Internal Quality Assurance**

(Permanent Committee for institutional quality standards assurance and its study programs)

The “Permanent Committee for institutional quality standards assurance and its study programs” is responsible for the establishment, operation and continuous improvement of the internal quality system in the Institution, based on the Code of Quality of Higher Education and Standards for quality assurance in Higher Education Institutions.

The Committee is responsible for developing guidance policies towards the opening of new study programs, as well as the improvement of existing ones, in accordance with the State Standards of Quality in Higher Education institutions.

The Committee controls the activity of the Internal Quality Assurance Unit, based on a periodic report for each semester produced by the above mentioned unit.

The Committee drafts the regulations on its operation, as well as necessary documentation for internal quality system management in all constituent units, which is approved by the Academic Senate.

Article 128

Internal Quality Assurance Unit

1. Internal Quality Assurance Unit (NJSBC) is established by Senate Decision and consists of (5) five members:
 - a. Four members of full-time academic staff, who do not hold management positions;
 - b. A member, who is a student recommended by the institution’s Student Council.
2. The Rector selects the candidates, in consultation with the structures they come from. The Academic Senate approves the membership of the Internal Quality Assurance Unit members and its chairperson.
3. The internal quality assurance unit has operational autonomy and access into all institutional data. This unit is directly accountable to the rector, reports to him and the Academic Senate in performing its task.
4. The quality assurance unit periodically evaluates the teaching results and quality of research activities.
5. At the end of each semester or before the exam season, the Internal Quality Assurance Unit develops a student questionnaire on the quality of teaching in each of the subjects taught in the study program.
6. The quality assurance unit conducts follow-up studies to assess student employment progress and effectiveness of programs offered by LOGOS University College.
7. Evaluation reports, prepared by the internal quality assurance unit, are also used as a source for external evaluation and continuous quality improvement reference.
8. Quality assurance standards are developed by LOGOS University College, in accordance with the Quality Code.

9. The internal quality assurance unit reports to the Senate and the "Permanent Committee for institutional quality standards assurance and its study programs", periodically, according to the definitions set in the committee's regulations.

Article 129

External Quality Assurance, Accreditation and Audit

1. The reference document for quality assurance processes and procedures in higher education is the Quality Code. It sets state quality standards, whose implementation is mandatory for all higher education institution, including LOGOS University College.
2. The Quality Assurance Agency in Higher Education - ASCAL is responsible for preparing the Quality Code, which is then certified by a decision of the Council of Ministers.
3. LOGOS University College is subject to institutional evaluation and accreditation, along with all the study programs it offers, within the deadlines stipulated by law, as well as re-accreditation within the time limit of their validity, but specifically for no more than (6) six years.
4. LOGOS University College commits to covering the costs of external quality assessment and accreditation of the institution and study programs it offers, according to the fees set by the respective decision of the Council of Ministers.
5. The external control and audit of the University College is conducted by auditors selected by the ministry responsible for education.

CHAPTER XVIII – DISSEMINATION OF INFORMATION & INFORMATITON

Article 130

Dissemination of Information

Dissemination of information aims to facilitate the exchange of information among all parties at LOGOS University College and ensure decision-making through internal consultations. LOGOS University College provides effective communication channels among its governing bodies, academic staff and student support services.

Article 131

Information Systems

LOGOS University College has established an organized information system to transfer to its students all the necessary information regarding study programs, teaching process, General Regulations of the Institution, faculty, and department, procedures regarding various activities throughout the process, etc.

Useful information is distributed in various ways:

- a) By means of flyers, guides, regulations, etc. in paper formats that are freely distributed to students;
- b) Electronically, through the Web site of the College, which is accessible to all students on the premises of the College and outside.
- c) Announcements displayed on special stands, located in the premises of the College, such as teaching schedule, various announcements, excerpts of regulations, excerpts of the Code of Ethics, results of controls/exams, etc.
- d) Important decisions reached by the Academic Senate, Rectorate, Dean's Office, Board of Administration, with regards to various activities of the teaching process, matters of student interest, important management problems of the institution, are all distributed in various communication forms, such as: face-to-face meetings, displaying on stands on the College premises, announcements on its Website, etc.

Article 132 **Reaching Student's Opinions**

LOGOS University College aims to constantly provide the necessary tools to reach students' opinions and contributions on a range of issues related to their involvement and participation in decision-making, the academic process and internal evaluation activities, on a continued basis. Extensive student participation and objective thinking is important to attain a proper assessment and judgment on the internal quality assurance and management of the institution.

Article 133 **Communication Policy with Students**

LOGOS University College pursues a policy of informing students and ensuring communication between them and academic staff.

The institution has a student information and counselling structure (ZKK);

The staff of the institution is provided with an internal electronic address that serves as a communication channel with students and colleagues;

The institution collects information, address (electronic, as well) and telephone number of each student.

It is important for LOGOS University College to inform and engage students in managing the quality of teaching, learning and learning environment, as well as the need for extensive student representation in all its structures.

Article 134

Transparency/ Publications

LOGOS University College publishes an annual report and presents it to the academic staff and students, as well as to the Ministry for Education.

The annual report reflects the internal and external activities of the institution and serves as a support tool in its internal and external evaluation.

LOGOS University College has set up an information system. The information is coordinated by all College structures and it continually develops into a most valuable asset for the management of the institution.

LOGOS University College publishes on its official website statistical data on the number of students by program, academic offer, structure and operation of the institution, as well as the statute and regulations of operation.

Article 135

Academic heritage

LOGOS University College pays attention to the preservation, maintenance and development of its academic, cultural and scientific heritage.

The institution pursues a policy of evaluation and development of its academic, cultural and scientific assets.

Article 136

Documentation/Records

LOGOS University College has an extensive array of records of its academic activity in paper (hardcopy) and in electronic form.

The institution has a structure responsible for storing paper documentation;

The institution should have a structure for data digitization and electronic storage of documentation/records;

Through its relevant structures, the institution ensures collection of statistical data;

The institution should have an electronic database on student enrolment, registration number, etc., in accordance with applicable bylaws;

The institution has general data on the program / s, form, curriculum, along with mandatory study credits;

The institution has personal data of staff and students.

The institution has a basic register of student data (in written and electronic form that is kept in permanent storage), a register of evaluations received during the study program, data on the diploma or diplomas obtained along with the diploma supplement, etc.

Article 137

Announcements

The governing bodies and authorities of LOGOS University College, and its main constituent units familiar with active laws and bylaws, or other ensuing acts, by relevant structures. Distribution or notification on the above acts is done to members of governing bodies and governing authorities, as well as to administrative staff, in exchange for their direct signature or attached to the relevant text, which is kept by the person serving that notification, as long as the act is valid and then it is archived.

The above communication is also valid if done via official email.

The same way is followed in the case of internal acts issued by respective bodies and units.

Article 138

Individual Announcements

Academic staff, non-academic staff and students are informed of the Law on Higher Education, the Statute, these Regulations, internal unit regulations and other acts of permanent character, by studying the text they are served by the relevant academic and administrative structure, at the start of their employment or study.

Amendment or repeal of acts is done through a general communication, posted on special stands, except for the cases when individual notification is mandatory.

The texts of the acts of permanent character and subsequent changes are considered notified if they are published on the website of LOGOS University College except when there is an obligation for personal notification.

Article 139

Public Information

LOGOS University College has its official website: www.shlplogos.edu.al.

The institution publishes information on its activities, including programs, and information on its website is clear, accurate, objective, up-to-date and easy to use.

CHAPTER XIX – FINAL PROVISIONS

Article 140

Changes/Amendments

Changes and amends of the norms that regulate the activity of LOGOS University College will lead to changes and improvements in the regulations, in accordance with provisions of the Law on Higher Education No. 80/2015.

Article 141
Final provisions

These regulations were approved by the Academic Senate and enter immediately into force.

Chairman of the Academic Senate of LOGOS University College

Prof. Dr. Xhezair Teliti

Tirana, on _____ 2017