



**LOGOS PRIVATE UNIVERSITY COLLEGE**

**STATUTE**

**PRIVATE UNIVERSITY COLLEGE**

**“LOGOS”**

**Approved by the Academic Senate, LOGOS University College**

**Tirana 2017**

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## **CHAPTER I**

### **GENERAL PROVISIONS**

#### Article 1

##### **Status of the institution**

LOGOS University College operates in line with Law No. 80/2015, “On Higher Education and Scientific Research in the Republic of Albania”, Decision of Council of Ministers No. 1055, of 29.07.2009, “On licensing the Private Higher Education School “LOGOS”, as well as other relevant primary and secondary legislation adopted pursuant to Law No. 80/2015.

The “LOGOS” University College is a private legal subject, recognized by the Albanian civil and commercial law, registered in the non-profit organizations register through Decision No. 284, of 26.06.2008, and Decision No. 284/1, of 22.06.2011, issued by Tirana District Court, under the name of “LOGOS” Foundation.

#### Article 2

##### **Name, coat of arms and headquarters of the institution**

The Institution of the Higher Education, of University College status, will be known as “LOGOS”. It has its individual Coat of Arms, which consists of two co-centered circles, with the words “Kolegji Universitar/” (University College) inscribed in the upper area between the two circles and the word “LOGOS” inscribed in the lower area, while the smaller circle shows a pigeon on two lines, in the shape of the cross. The Coat of Arms is included in this Statute, as “Annex I”, and it constitutes a component part of it.

The Headquarters of the “LOGOS” University College are located at the address: Rruga “Dritan Hoxha”, Pallatet “Komfort”, opposite the Sports Palace “Asllan Rusi”, Tiranë.

#### Article 3

##### **Mission and Goals**

The Mission of LOGOS University College is:

- a. To cultivate knowledge, through teaching and scientific research, so as to ensure a modern-day education for the students;
- b. To offer good opportunities to the students, in order for them to benefit from higher education and life-long learning;

- c. To contribute to and promote our country's strategic priorities and development goals;
- d. To integrate teaching and scientific research.

To the end of accomplishing its mission and through this Statute, LOGOS University College sanctions its principles of operation, structure, governing bodies and authorities, along with their powers, its teaching, scientific, financial and administrative set-up, admission procedures and graduation of students, recruitment method for the academic and administrative staff, along with their rights and obligations, as well as the rights and obligations of our students.

In all its activities, the goal of LOGOS University College remains to:

- 1. Prepare first-class specialists, educated with the latest knowledge in all the programs of study and areas of specialization, as approved by the ministry responsible for education.
- 2. Conduct studies and scientific research in the areas and subjects it covers, in cooperation with homologous institutions and private enterprises.
- 3. Engage in cooperation with national and international Higher Education Institutions, in order to co-conduct programs of study and issue joint and/or dual degree diplomas.

The best moral, cultural, historical, educational and scientific traditions of the country will constitute the foundation of our teaching and scientific research, intertwined with the best international standards and accomplishments, in general, and European ones, in particular.

#### Article 4

##### **Academic freedom and autonomy**

By virtue of national legislation, LOGOS University College enjoys academic freedom, financial and organizational autonomy, as well as autonomy in its staff recruitment process.

- 1. Academic freedom is guaranteed through the right to:
  - a. Organize teaching activities, those of scientific research and creative ones;
  - b. Design and develop programs of study, as well as determine areas for scientific research;
  - c. Manage the promotion process of its academic staff.
- 2. Financial autonomy is guaranteed through the right to:

- a. Generate legal proceeds from the teaching activity, scientific research activities, services, etc.;
  - b. Obtain funding from the state and other organizations;
  - c. Set internal rules for financing and use of revenues;
  - d. Set tuition fees.
3. Organizational autonomy and staff recruitment is guaranteed through the right to:
- a. Self-govern, decide on the governing bodies, organize the structures and regulate their powers and activity through internal acts (statute and regulations), developed in line with Law No. 80/2015, as well as other primary and secondary active legislation;
  - b. Set criteria for student admission in programs of study, in line with the specific law and other primary and secondary active legislation;
  - c. Enter into agreements with legal subjects, public or private, national or international, on teaching activities, scientific research, training activities, etc.;
  - d. Decide independently on staff salary, recruitment criteria and selection procedures.

## Article 5

### **Obligations of LOGOS University College**

While enjoying academic freedom, according to the Law No. 80/2015, LOGOS University College is committed to meet all the obligations deriving from the above law, as well as all relevant bylaws in its interactions with the ministry responsible for education.

More specifically, the University College commits to do the following, and more:

- a. Conduct the teaching process and scientific research activities in all its study programs and prepare higher education specialists in line with contemporary requirements;
- b. Finalize the assessment and accreditation process, in cooperation with Quality Assurance Agency in Higher Education (QAAHE) and within the time limits specified in the law, and the result is made known to the public;
- c. Manage the teaching activity at its own expenses;
- d. Submit to MAS (Ministry of Education and Sports):
  - i. The report on its teaching activity by the end of each academic year;
  - ii. The report on its scientific research activity by the end of each calendar year;
  - iii. The list of its academic staff by the beginning of each academic year and each term;

- iv. Publish student admission quota and criteria for its study programs in the first and second cycle of studies.

#### Article 6

##### **Property Ownership and Inviolability of the Premises**

1. LOGOS University College conducts its activity at “Komfort” Buildings (Pallatet “KOMFORT”), equipped with adequate auditoriums, sufficiently spacious for its number of students. The building, its infrastructure and surrounding premises are provided to LOGOS University College by the initiating LOGOS Foundation.
2. All premises belonging to LOGOS University College enjoy the right of inviolability, by virtue of the Law. The premises cannot be disturbed or violated by third parties. The principle of inviolability includes the banning of intrusion in the premises or their use by any other natural or legal subject. In exceptional cases only, when a flagrant criminal offense has been committed in the premises or in cases of natural disasters, the public authorities can intervene without a prior permission from the rector or the administrator.
3. If a violation of the inviolability principle occurs, LOGOS University College retains the right to denounce such violation and seek criminal prosecution, according to legal effective provisions.

## **CHAPTER II**

### **LOGOS UNIVERSITY COLLEGE COMPONENT UNITS**

#### Article 7

##### **Institutional Organogram**

LOGOS University College Organogram, along with its component units, which serves to show their interrelation and subsidiarity, is presented in Annex III and constitutes a component part of the Statute.

LOGOS University College is made up of the main units and base units of each of the main units.

The institutional structure of LOGOS University College also includes other component units, such as:

- Registrar`s Office;
- Library;
- Human Resources and Protocol and Archives Office;
- Public/International Relations, Admissions and Career Consulting;
- Finance Office and Services.

### CHAPTER III

#### GOVERNING AND OTHER ACADEMIC BODIES

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

#### Section 1

#### **Governing Bodies**

The Governing Bodies of LOGOS University College are the Academic Senate, the Council for Ethics, the Rectorate, the Board of Administration and the Deanery.

Other Academic Bodies include the assembly of the Academic Staff in main units, as well as permanent committees, both at institutional level and main unit level.

#### Article 8

### **The Academic Senate and its functions**

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 is selected by the rector out of the full-time staff.
2. With the exception of 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 presided over 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 Academic Senate has the following main functions:
  - a) It guarantees the autonomy of the institution, academic freedom, as well as students’ rights;
  - b) It proposes to the Directing Board of the founding “LOGOS Foundation” the institutional strategic development plan and approves the annual program of its activities;
  - c) It approves the statute of the institution, pursuant to prior approval from the Board of Administration. It submits the statute to the ministry responsible for education, for final approval;
  - d) It develops the general structure of the institution, in line with the provisions of the Law No. 80/2015 and approves it, after having consulted it with the Institutional Administrator/Manager. Then, it proposes to the Board of Administration the required number of staff for LOGOS University College, at all levels and structures;
  - e) It approves the regulations for LOGOS University College, the regulations of its component units, the regulations of the programs of study and all other acts that fall under the authority of the Academic Senate;

- f) It approves new study programs, new scientific research programs, amendments in previous programs, as well as their termination, in line with the requirements of the Law no. 80/2015;
- g) It proposes the closure and reorganization of LOGOS University College, as well as the mergence with another institution of higher education, after the opinion of the Directing Board of the Logos Foundation has been obtained;
- h) It approves the opening, reorganization or termination of the units of LOGOS University College, in line with the requirements of the Law No. 80/2015, after having obtained a preliminary assessment from the Directing Board of the Logos Foundation.
- i) It approves any change in the name or coat of arms of the institution. The institution duly notifies the ministry responsible for education about the changes;
- j) It approves the annual plan of academic and scientific research activities;
- k) It approves the detailed annual report on the overall activity of the institution, which is developed by the Rectorate, and it submits it to the ministry responsible for education;
- l) It evaluates and guarantees the internal quality assurance in LOGOS University College. The members of this unit are approved by the Academic Senate, upon the rector's proposal;
- m) It approves quotas and admission criteria for study programs of LOGOS University College;
- n) At the end of each academic year, it convenes a joint meeting of the Academic Senate and the Board of Administration, where teaching, research and financial activities are discussed.

## Article 9

### **Council for Ethics**

1. LOGOS University College established 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 rector.
2. The Council for Ethics is comprised of 3 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 two year term, with a right for direct reelection by the Academic Senate.
3. The members of the Council for Ethics are representatives from the academic staff, students and from the governing bodies of the institution.
4. 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.



5. 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 10

### **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. 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. 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 Administration Board 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 LOGOS University College.
4. The Board of Administration appoints / approves a secretary, who is not a Board member. He 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 Board of Administration has the following main functions:
  - a. It ensures the financial stability of the institution and the fulfillment of its mission;
  - b. It gives its opinion on the draft regulations of LOGOS University College and approves its financial regulations;
  - c. It sets the rules for the allocation of institutional revenues from all activities, as well as it monitors the use of its financial resources;
  - d. It bears the responsibility of setting the recruitment criteria and procedures for its administrators and administrative staff, in accordance with internal institutional acts;

- e. It appoints and dismisses the administrator of LOGOS University College;
- f. It approves the preliminary draft of the institution's statute before submitting it to the Academic Senate for final approval;
- g. It approves the detailed annual report, of the overall activity of the institution, which is prepared by the Rectorate.

## Article 11

### **The 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/managers.
4. The Rectorate meets periodically, on a monthly basis, and has the following functions:
  - a. It monitors the progress and conformity of the enrollment/admission process of new students each academic year, based on reports coming from the Deans; the registrar's office head and/or specialists for the main units are also invited to this meeting;
  - b. It analyses the overall progress of auditorium teaching, assisting the main and base units through special appointees, assigned by the deputy rector;
  - c. It manages the recruitment of necessary full-time academic staff, in line with the institutional development plan and real needs for the given number of students enrolled in programs of study taught by the main units.
  - d. It analyses and provides the necessary administrative support for the teaching and research process, with adequate funding and logistics available.

## Article 12

## **The Deanery**

1. The Dean's Office 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, at least, holds a PhD scientific degree. His 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 tasks of the Deanery, among others, include the following:
  - a. It promotes and motivates the qualification of its academic and scientific staff in the fulfillment of their tasks and proposes rewards for them, as the case may be, to the administrator of the institution;
  - b. It provides guidance for its base units during the review process of the existing study programs, for the first and the second cycle of studies, as well as it supports initiatives from the base units regarding the opening of new study programs;
  - c. It presents to the Academic Senate for their approval all proposals for revision of study programs, proposals to initiate new study programs at its main units, or terminate existing ones, having in all cases consulted all proposals and reasons provided by the base units.
  - d. It approves the teaching schedule developed by the deputy dean. The teaching schedule is posted at least one week ahead of the actual teaching process.
  - e. It prepares the annual teaching activity report of the main unit for every academic year.
  - f. It prepares the annual scientific research report of the academic staff of the main unit, including all scientific activities carried out in cooperation with other institutions.
  - g. It requests from the heads of the base units to submit reports on specific problems arising from discussions brought up during meetings organized by the Dean's office and / or sends representatives from the dean's office to attend departmental meetings.

## Article 13

### **Academic Staff Assembly**

1. The Assembly of the Academic Staff is an academic body of the main units of LOGOS University College. It is comprised of full-time academic staff from the main units.
2. The Assembly of the Academic Staff from the main units has, among others, the following functions:
  - 2.1. 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 one member, the one representing the students 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.
  - 2.2. It sets up the Permanent Committees at main units and elects their members.

## Article 14

### **Permanent Committees**

1. Permanent Committees are collegial bodies that are set up at institutional level and at main unit level. They consist of 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 ensuring quality standards in 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. The 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 set-up of the Permanent Committees are defined in the regulations of LOGOS University College.
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/set-up act and respective regulations.

## Section 2

### **Governing authorities of LOGOS University College**

1. The governing academic authorities are the rector, head of the main unit and head of the base unit (head of department / scientific research center).
2. The governing administrative authorities are the Administrator of LOGOS University College and the administrator of the main unit.

## Article 15

### **The 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 and appointed by the Directing Board of the establishing Foundation, for a four-year term, with the right for one time re-election.
4. The Rector presides over the Academic Senate and reports to it. He is also accountable to the body that has appointed him.
5. The Rector presents the Institution's strategic development to the Academic Senate.
6. The Rector also performs other tasks, such as the following:
  - a. Presides over the Rectorate as the collegial governing body of the institution;
  - b. Proposes members for the Academic Senate and heads of the main units, out of the competing candidates;
  - c. Appoints the academic staff and auxiliary academic staff in the institution;
  - d. Approves the internal regulations of the institutions' units.
  - e. Presents the members of the Ethics Council and the members of Internal Quality Assurance Unit to the Academic Senate for their approval, along with their respective regulations on how they should operate;
  - f. Bears the responsibility of displaying/exhibiting in the premises of the institution all announcements regarding student admission criteria and procedures, in accordance with provisions of Law no. 80/2015, respective instruction from the minister responsible for education, as well as additional criteria approved by the Deans' offices;
  - g. Approves the lists of enrolled students, in all study programs and separately for each of the main units, after having obtained the pre-approval from the heads of units and the Deans;

- h. Rules on expulsion from the institution of any student, as stipulated in the institution's Code of Ethics and Regulations of LOGOS University College;
- i. Signs the diplomas of the students, - a competence that cannot be delegated;
- j. Other functions/tasks of the Rector are included in the institution's Regulations.

## Article 16

### **The Dean**

1. The Dean is the head of the faculty. He 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 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. The Dean also performs the following tasks/functions:
  - a. organizes student enrollment process in accordance with the faculty's study programs, respective approved criteria and procedures;
  - b. monitors the progress of teaching and scientific research in base units, coordinating work and cooperating with the heads of the base units;
  - c. approves the composition of commissions for end-term, final exams, and final diploma examination, for all study programs;
  - d. brings up to the rector for his approval the list of students enrolled in all study programs offered by the faculty, in each academic year;
  - e. whenever deemed necessary, he proposes to the rector the expulsion of students, as stipulated in the faculty's Regulations;

- f. submits annually to the Rectorate, the report on the teaching, scientific research and financial activity of the faculty, following discussions within the deanery and their preliminary approval;
- g. signs the diplomas of the faculty's students and cannot delegate this competence.

## Article 17

### **The head of the base unit**

1. The heads of the base units are the heads of the departments and the head of the scientific research center. 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 Board of Directors 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.
4. LOGOS University College, in justifiable circumstances, may be 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.
5. As a rule, the mandate of the head of the base unit is four years, with a right for one-time re-election only.
6. 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.
7. The head of the base unit performs other tasks/functions as well:
  - a. He selects out of the competing candidates, those that are to become full-time academic staff in the unit he leads, or part-time staff engaged in the teaching process. His proposals are submitted to the Dean;
  - a. undertakes organizational and monitoring measures to ensure a normal development of the teaching and scientific research process by all employees of the base unit he leads;
  - b. proposes to the Dean the members of the examination commissions for the exams and diploma defense for the programs offered by the base unit presided by him;
  - c. supports and motivates the employees to ensure efficient completion of their tasks of both the teaching process and the scientific research;

- d. requests revisions and improvements in study programs, curricula and professional internships in companies, businesses (LLC, JSC) and / or in institutions, in line with signed agreements for cooperation.

## Article 18

### **The administrator of the institution**

1. The administrator is the highest administrative authority, responsible for the financial welfare of the institution. He 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, seven years in the above fields.
3. The Administrator of the institution is appointed 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. The administrator performs the following main tasks/functions:
  - a. develops the annual draft budget, based on proposals from the main units and base units, in line with the strategic development plan of the institution and its mid-term budget plan;
  - b. proposes criteria for the administration of financial and material resources, which are submitted to the Directing Board for their approval and supervises their distribution and implementation;
  - c. monitors and controls the implementation of the annual budget of LOGOS University College in its subordinate structures;
  - d. implements all financial and administrative decisions of the Board of Administration and the Academic Senate;
  - e. submits to the Board of Administration and the Academic Senate the report on the financial activity of the institution, by the end of the each academic year;
  - f. cooperates with other authorities and structures of the institution on matters of day to day administration;
  - g. appoints and dismisses the administrators of the main units, as well as administrative staff and administrative assistants. This, in all cases, on the



proposal of the deans and following the approval of the Board of Administration;

- h. meets requests coming from the Rector, so as to ensure that academic, administrative and financial needs are duly covered;
- i. other tasks of the administrator of the institution are included in LOGOS University College Regulations.

## Article 19

### **Main unit Administrator**

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, 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 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 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. Main tasks of the administrator of the main unit are as follows:
  - a. Manages the day to day financial running of the main unit;
  - b. Supervises and controls the financial activity of the main unit;
  - c. Meets requests coming from the Dean, so as to ensure academic, administrative and financial needs are duly covered;
  - d. Cooperates with other authorities/bodies within the main unit as regards important administrative matters;
  - e. Other tasks/functions are included in LOGOS University College Regulations.

## **CHAPTER IV**

### **STAFF OF THE INSTITUTION**

## Article 20

### **LOGOS University College Staff**

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 21

##### **Status of Academic Staff**

1. The academic staff enjoys special status and treatment, in accordance with effective legislation.
2. Special treatment aspects, as well as academic staff rewarding is determined by the Administration Board, in conformity with the its own Regulations.

#### Article 22

##### **Academic Staff Categories**

1. The academic staff performs activities of teaching, scientific research, support services that promote institutional development, student guidance or counselling, as well as other activities.
2. The academic staff may be teaching-oriented or research-oriented. Depending on the role and type of activity, the categories of the academic staff are as follows:
  - a. Professors;
  - b. Lecturers;
  - c. Assistant-lecturers;
3. The category of professors comprises senior authorities in subjects or modules, as well as scientific research leading authorities. They hold professorship or associate professorship degrees, are contract-based employees, whose contracts can be repetitively extended or reinstated.
4. The category of lecturers includes academic staff members that engage in teaching and scientific research activities, who hold a doctoral degree (PhD), obtained at any OECD or EU university, a doctoral degree obtained in the universities located in the countries that are not members of OECD and/or EU , who have, at least, three years of teaching experience, before or after obtaining the degree. They are contract-based employees, whose contracts can be repetitively extended or reinstated.

5. The category of assistant-lecturers includes academic staff members who engage in teaching and research activities, who hold, at least, a Master of Science degree. They are contracted for a limited period of time, at least for a one year period of time, whose contracts can be reinstated.
6. The annual teaching load of the academic staff is determined by decision of the Academic Senate, in line with active legislation.

#### Article 23

##### **Invited academic staff**

1. The base units of LOGOS University College have the right to request contract-based employment, for limited periods of time, of national or international researchers or personalities in a given field.
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.

#### Article 24

##### **Academic staff recruitment/employment**

1. Employment criteria for full-time academic staff are developed by the base unit, according to its needs, and approved by the Rector. The selection process is carried out by an ad hoc committee, comprised in majority of respective base unit members.
2. The ad hoc committee conducts the ranking of the candidates and brings up its proposal to the Rector, who gives his opinion on full-time employment of the winning candidate. Decision on eventual employment is made by the Directing Board of the establishing Foundation of LOGOS University College.
3. The academic staff of the professor category is allowed to carry on teaching up to the age of 68, except in the case of voluntary resignation.
4. 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.
5. 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 4 and 5, if he/she is willing to. This is made possible through one-year contracts, with the possibility of reinstatement.

#### Article 25

##### **Auxiliary academic staff**

1. The auxiliary academic staff falls into teaching-oriented assistants 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 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.
3. The rules and procedures for the composition of the ad hoc committee, as well as for the selection of the auxiliary-academic staff are set out in the internal acts of the institution.

## Article 26

### **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 Labor Code of the Republic of Albania and the Code of Ethics of LOGOS University College.

## **CHAPTER V**

### **ORGANISATION OF STUDIES**

## Article 27

### **Study options and admissions in the University College**

1. The options of higher education studies are:
  - a. Full-time studies;
  - b. Studies with extended duration;
2. Studies with extended duration can be offered in study programs with a duration of one to two years, professional study programs, in the second cycle study programs, i.e. “Professional Master”.
3. Student admission is carried out in line with the legal provisions in force, in accordance with national standards, as well as academic and infrastructure capacities of the university. These standards are verifiable and certified by the ministry responsible for education.

## Article 28

### **Study cycles and programs**

1. LOGOS University College offers study programs organized on a modular basis and credit-rated, in accordance with the European Credit Transfer System (ECTS).
2. The number of credits accumulated by a student during an academic year is 60 credits.
3. Study programs are developed by the base units and approved by the Academic Senate.
4. The University College publicly announces open and accredited study programs, before the start of applications for student admissions.

## Article 29

### **First cycle study programs**

1. First cycle study programs require no less than 180 European credits (ECTS) and the normal duration of the study programs is three academic years.
2. First cycle students graduate through:
  - a. Sitting for a comprehensive final exam, - this option is for those students that do not pass the grade average threshold<sup>1</sup>; or
  - b. Writing a Diploma thesis, - this option is for those students that pass the grade average threshold and submit such a request at the respective department

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<sup>1</sup> The grade average threshold is specified in the internal Regulations of the Institution and may be different for different study programs.

3. At the end of the first cycle study program, the students obtain a “Bachelor” diploma in the respective field of study.

## Article 30

### **Admissions to the first cycle study programs**

1. Admission to the first cycle study programs is possible for every candidate that:
  - a. Has successfully accomplished the secondary education cycle and meets the grade point average (GPA) criteria specified by Decision of Council of Ministers;
  - b. Meets the additional admission criteria, in those cases when the institution has approved such criteria for special study programs it offers;
2. The criteria mentioned in item 1.a and 1.b are published by the institution and communicated officially to the ministry responsible for education and Educational Services Center (QSHA).
3. At the end of the official enrollment period, each academic year, LOGOS University College communicates to Educational Services Center (QSHA) the complete list of enrolled students, to be integrated in the national student register, in order to provide each student with a unique registration number.

## Article 31

### **Second cycle study programs**

1. The second cycle of studies at LOGOS University College includes the “Professional Master” and “Master of Science” study programs.
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 one or two academic years. These studies are concluded with a diploma thesis; and at the end of the studies a “Professional Master” diploma is issued in the completed study field.
3. “Master of Science” study programs equip graduates with in-depth theoretical knowledge, as well as with skills for scientific research in the respective field. These study programs require 120 study credits following the first cycle and their normal duration is two academic years. “Master of Science” studies are concluded with a diploma thesis; and at the end of the studies a “Master of Science” diploma is issued in the respective study field.

## Article 32

### **Admissions to the second cycle study programs**

1. Admission to the second cycle of studies at LOGOS University College is possible for all the candidates that have completed a first cycle study program and meet the additional criteria set out by LOGOS University College, in the case of those programs requiring additional criteria.
2. Admission criteria for “Master of Science” study programs is knowledge by the candidate of one of the five European Union official languages: English, French, German, Italian and Spanish. Further details on this criterion are provided in the Law No. 80/2015, article 76, item 4, and the respective ministerial instructions issued by the ministry responsible for education.
3. In the case of students who have already completed the second cycle of studies, and obtained a “Professional Master” degree, LOGOS University College offers the possibility of credit recognition, if they wish to transfer credits onto a “Master of Science” study program.
4. At the end of the official enrollment period, each academic year, LOGOS University College communicates to Educational Services Center (QSHA) the complete list of enrolled students, to be integrated in the national student register, in order to provide each student with a unique registration number.

### **Article 33**

#### **Academic year and teaching schedule/plan**

1. Studies at LOGOS University College are organized in academic years, which start on the date announced by the minister responsible for education.
2. The academic year is organized in semesters.
3. Auditorium attendance of the teaching schedule is mandatory up to the extent specified in the Quality Code and the relevant instructions issued by the minister responsible for education.

### **Article 34**

#### **Transfer of studies, recognition and unification of study duration**

1. LOGOS University College offers opportunities for credit recognition in accordance with the requirements set for continuation of studies and transfer of studies, from one program to the other of the same study cycle, within our college or other institutions of higher education, national or international.
2. The length of studies and respective obligations of study programs, if already completed in other national or foreign institutions are recognized and unified, from the perspective of the right to continue education in an equivalent or comparable study program.

3. Transfers will be allowed within the same study cycle and in an equivalent or comparable field at each academic year, in accordance with the relevant instructions issued by the minister responsible for education.
4. The decision on full or partial recognition of the credits obtained by a student who has transferred his/her studies to LOGOS University College, belongs to the special committee, set up by the base unit, at the level of the main unit, for specific study programs.

## Article 35

### **Duration of studies**

1. The maximum duration of studies for a study program cannot be more than twice its normal duration set out in the program.
2. A student that fails to complete the studies within the maximum duration of the program, retains the right to apply to resume studies in the same study program or in another program. In such a case, he/she will have to meet the published criteria and procedures for enrollment in the study program of LOGOS University College. Credits gained by the student during the previous period of studies can be transferred, by decision of the relevant committee set up at base unit or at main unit level, in line with the criteria set out in the regulations.

## Article 36

### **Diplomas, certificates and diploma supplement issuance**

1. At the end of the study program, the student is awarded the relevant diploma or certificate.
2. The constitutive elements of the diploma, its form and registration procedure are carried out in accordance with national legislation in force.
3. Diplomas issued at the end of the first and second cycle of study programs are accompanied by a diploma supplement.
4. Every type of diploma and certificate, before being issued by LOGOS University College, is registered in the state register of diplomas and the state register of certificates for higher education and scientific research, which is kept in the Educational Services Center (QSHA).
5. LOGOS University College does not issue diploma duplicates in any case or circumstance. The University will only issue a certificate-type document that is equivalent to the diploma and which contains the name of LOGOS University College, as the issuing institution, the number of the original diploma, the issuance date, cycle and study program.
6. The diploma supplement is issued by LOGOS University College, in accordance with the requirements of the European Higher Education Area and respective



instructions issued by the ministry responsible for education. Every diploma supplement format, for every study program, will be submitted to the ministry responsible for education for their certification and approval.

## **CHAPTER VI**

### **SCIENTIFIC RESEARCH**

#### **Article 37**

##### **Scientific Research Activities**

1. LOGOS University College conducts extensive scientific research activities, studies, development projects and other creative activities. The aim is to guarantee that scientific-research activity is integrated into teaching activities.
2. The scientific research activity in our institution aims to, also, support the country's development by increasing the training quality of future specialists, in the fields offered by our study programs.
3. Through scientific research activity, the academic staff and students gain skills to engage in independent research to the benefit of a sustainable professional development and academic career.
4. The scientific research and creative activity is organized and developed in view of the plans developed by LOGOS University College structures and followed up by reports and analyses conducted in the departments and up onto the Academic Senate.
5. The overall structure of the scientific research activity in LOGOS University College, is outlined in base units, departments and scientific research centers.
6. Scientific research activities are carried out in accordance with the programs and projects approved by the Academic Senate. Programs and projects are developed by the internal structures, but they can also be developed by LOGOS University College and other public or private institutions, national or international.

## **CHAPTER VII**

### **STUDENTS AND STUDENT DATA**

#### **Article 38**

##### **Obtaining, suspension and loss of student status**

1. Student status is obtained once enrolled in LOGOS University College. The status is lost upon obtaining the relevant diploma or certificate, as well as in the case of student disenrollment.
2. Students may suspend studies and resume again, in accordance with the rules set out in the "LOGOS" University College Regulations.

3. The student cannot enroll simultaneously in more than one study program, in any institution of higher education in the entire higher education system.

## Article 39

### **Student rights and obligations**

1. Students have the right to:
  - a. attend all teaching activities that take place in the frame of the study program they are enrolled in;
  - b. make use of LOGOS University College infrastructure intended for the teaching process, as well as benefit from support services provided by the institution;
  - c. participate in the decision-making processes of LOGOS University College, in accordance with the provisions of Law No. 80/2015 and this statute;
  - d. express their assessment of the teaching quality and performance of College staff;
  - e. sign a service contract, at the moment of enrollment at LOGOS University College, which incorporates all elements and form set out in the respective instructions issued by the minister responsible for education;
  - f. benefit insurance covered by LOGOS University College, in one of the insurance companies for the entire scheduled duration of studies, concerning the risk of termination of activity or other risks, in accordance with the specifications given in the joint instructions issued by the minister for Education and Sports and of minister for Finance.
2. Students have the obligation to:
  - a. respect the rules established by LOGOS University College;
  - b. respect the rights of staff and rights of other students;
  - c. pay the fees set by LOGOS University College;
  - d. abide by the Code of Ethics.

## Article 40

### **Students' Councils**

1. Students have the right to establish student councils at main unit level, LOGOS University College level, as well as at national level.
2. Student councils are independent organizations. They do not engage in political or economic activities, but they promote student participation and coordinate student representation in the governing bodies at University College level.

3. Student councils are elected biannually, by student voting, which are carried out in line with the applicable law. The vacated mandate (when a student finishes his/her studies or transferred, or in other circumstances) is filled by the next candidate in the vote ranking in the last elections, for the remaining period up until the termination of the mandate.
4. Modalities and procedures on the foundation, organization and functioning of student councils are defined in LOGOS University College regulations and main constitutive units regulations, in accordance with this Law, based on proposals submitted by students.
5. Student councils express opinions and make proposals concerning matters of general interest for LOGOS University College and the relevant main unit, such as study plans and programs; opening of new programs; regulations on teaching activity; quality of services; level of tuition fees; planning of various cultural, artistic, sports activities, etc.
6. The “LOGOS” University College supports student councils and finances their activities out of the specific funds allocated for these purposes, in its annual budget.

#### Article 41

##### **Documentation/Records of the teaching process**

1. LOGOS University College is obliged by effective national legislation to keep its registers in a written form, as distributed by the ministry responsible for education, namely:
  - a. the principal register of students;
  - b. the register of academic achievements;
  - c. the register of issuance of diplomas and certificates.
2. The principal student register is the document that certifies the registration of students in LOGOS University College, which:
  - a. demonstrates that every student is provided with a unique registration number, which he / she retains up to the time of obtaining a diploma or certificate;
  - b. is deposited in the state archives, in accordance with national legislation in force, while the authenticated copy is kept for as long as LOGOS University College is operating, or it continues its activity under a changed name;
  - c. is completed in electronic form.

3. The register of academic achievements is the document that certifies the results achieved by every student enrolled at LOGOS University College, in accordance with the study programs.
4. Register of academic achievements:
  - a. is deposited in the state archives, in accordance with national legislation in force, while the authenticated copy is kept for as long as LOGOS University College is operating;
  - b. is, also, completed in electronic form;
  - c. The register of issuance of diplomas and certificates is the document that certifies their issuance by LOGOS University College. This register documents the collecting of the diploma and diploma supplement by each student, who has successfully completed the academic and other institutional obligations at LOGOS University College.
5. Register of issuance of diplomas and certificates:
  - a. is deposited in the state archives, in accordance with national legislation in force, while the authenticated copy is kept for as long as LOGOS University College is operating;
  - b. is, also, completed in electronic form.
6. LOGOS University College must fill in the elements of the registers, as defined in item 1 of this article, in accordance with secondary legislation adopted by the ministry responsible for education. Once completed, the registers are deposited in the state archives, according to respective legal provisions in force related to archives; - Whereas, the authenticated copy is retained in the archives of the “LOGOS” University College, in line with effective legislation and the Regulations of the College. In the circumstances of cessation of operations by LOGOS University College, its registers, according to the specifications given in item 1 of this article, and any other document, are deposited in the state archives, according to the legal provisions for archives.

## Article 42

### **Student`s database in LOGOS University College**

1. LOGOS University College stores students` personal data.
2. The process of data storage and student data processing by LOGOS University College and its constitutive structures will be carried out based on the principle of confidentiality and in accordance with respective legal requirements on personal data protection.

## **CHAPTER VIII**

### **QUALITY ASSURANCE**

#### Article 43

#### **Internal Quality Assurance**

1. LOGOS University College is responsible for developing policies and procedures for internal quality assurance. In carrying out this task, LOGOS University College sets up a separate structure at institutional level, called the Internal Quality Assurance Unit (IQA), consisting of 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 Student`s 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. Quality assurance standards are developed by LOGOS University College, in accordance with the Quality Code.
8. Evaluation reports, prepared by the internal quality assurance unit, are also used as a source for external evaluation and continuous quality improvement reference.

#### Article 44

#### **External quality assurance, accreditation and external 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 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.

#### Article 45

##### **Seal of LOGOS University College**

1. LOGOS University College has its own official round shaped seal. The words “REPUBLIKA E SHQIPËRISE” (Republic of Albania) are inscribed in the upper area, while the words “KOLEGJI UNIVERSITAR” (University College) are inscribed below, and the word “LOGOS” is inscribed in the central area. The word “TIRANA” is inscribed in the lower part. The seal is included in this statute, and found in “Annex II” as an integral part of it.

## **CHAPTER IX**

### **FINAL PROVISIONS**

#### Article 46

In accordance with the Law No. 80/2015, “On higher education and scientific research in institutions of higher education in the Republic of Albania”, and this statute, the Regulations on Studies is drafted at LOGOS University College, along with other regulations of the College’s constitutive units, and management/operational regulations, regulations on the modes of functioning of its governing authorities, and other normative acts.

#### Article 47

##### **Transitory Provisions**

1. Students who have already enrolled in a study program at the Higher Education Institution, LOGOS University College, before the entrance into force of this statute, will continue their studies with the same study program for its normal duration
2. Transitional provisions stipulated by effective legislation for higher education, are applicable to LOGOS University College, regardless of the provisions of this Statute.
3. The provisions of this statute that may contradict the transitional provisions of the legislation in force are not applicable. These provisions of the statute enter into force, once the transitional provisions have expired, in accordance with the deadlines set out in effective legislation.

#### Article 48

This Statute was approved at the meeting of the Academic Senate by Decision no 5, of 02 February 2017.

#### Article 49

##### **Entry into force**

This Statute enters into force following the approval by the Minister responsible for Education, or by publication in case of silent approval procedure.

The Rector

Prof. Dr. Xhezair Teliti

*Seal*

## ANNEX I





## ANNEX II

### THE STAMP OF LOGOS UNIVERSITY COLLEGE



ANNEX III  
ORGANIZATIONAL SCHEME OF LOGOS UNIVERSITY COLLEGE

