 <b>wbu.</b> <small>WESTERN BALKANS UNIVERSITY</small>	<b>BASIC REGULATIONS OF THE UNIVERSITY "WESTERN BALKANS"</b>				
	Document Code	Entry into Force	Update No	Date of update	Page/Total
	WBU-REG-001-AL	14 / 06 / 2022	3	18.07.2022	1-50

## CHAPTER 1

### GENERAL PROVISIONS

#### Article 1

##### **Legal basis**

The Basic Regulation (hereinafter "the Regulation") of Western Balkans University is based on the law no. 80/2015, "On higher education and scientific research in institutions of higher education in the Republic of Albania", as well as in other by-laws, related to higher education and the organization of studies in the first and second cycle programs , Decision of the Council of Ministers no. 679, dated on 10.11.2021, " On the opening of the non-public higher education institution, Western Balkans University", as well as in the statute of this institution.

The Senate of the "Western Balkans" University has the right to amend the regulations of the "Western Balkans" University after the prior approval of the Board of Administration.

#### Article 2

##### **Field of Action**

This regulation is attached to the Statute of the Western Balkans University and extends its action to all constituent units of this institution.

## CHAPTER 2

### ORGANIZATIONAL STRUCTURE

#### Article 3

##### **Organizational structure**

1. Western Balkans University consists of three faculties organized in at least three basic units (departments/ research - scientific centers).
2. The Faculty is the main unit of the Western Balkans University that coordinates teaching, scientific research and cultural development in teaching-research, related or interrelated fields. The faculty offers programs of different cycles.
3. The governing authorities of the academic faculty are: the Dean and the Head of the basic unit. The governing body of the faculty is the Dean's Office. The governing authority with an administrative nature is the Faculty Administrator.

Drafting unit	Control unit	Approving unit
Office of Legal Affairs	Internal Quality Assurance Unit	Senate

Document Code	Entry into Force	Update No	Date of update	Page/Total
WBU-REG-001-AL	14 / 06 / 2022	3	18.07.2022	1-50

Article 4

**Central structure and main constituent units**

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

"Western Balkans" University consists of the following academic and administrative structure.

1. At "Western Balkans" University, the academic governing bodies are:
  - a. Academic Senate;
  - b. Academic staff assembly;
  - c. Assemblies of the academic staff of the main units;  
what Permanent Commission for the Promotion of Academic Personnel;
  - d. Permanent Commission for the competition of institutional quality standards and study programs;
  - e. Permanent Commission for the Awarding of the Scientific Degree "Doctor"
  
2. In "Western Balkans" University, the highest administrative governing body is:
  - a. Board of Administration.
  
3. Other collegial bodies at "Western Balkans" University are:
  - a. Rectorate;
  - b. Deanery;
  - c. Ethics Council;
  - what Dean of Students;
  - d. Internal Quality Assurance Unit.
  
4. The Collegiate Advisory Body at "Western Balkans" University is:
  - a. International Advisory Board
  
5. At "Western Balkans" University, the academic governing authorities are:
  - a. Rector;
  - b. Dean;
  - c. Head of department;
  - d. The director of the research-scientific center.

Drafting unit	Control unit	Approving unit
Office of Legal Affairs	Internal Quality Assurance Unit	Senate

Document Code	Entry into Force	Update No	Date of update	Page/Total
WBU-REG-001-AL	14 / 06 / 2022	3	18.07.2022	1-50

6. At "Western Balkans" University, the governing administrative authorities are:

- a. University Administrator;
- b. Head unit administrator.
- c. The Administration Units of the Western Balkan University are:
  - Human Resources Office;
  - Office of Communication, Public Relations and Student Admission ;
  - Office of the Secretary of Education ;
  - Finance office;
  - Office of Development and Project Management;
  - Curriculum Development Office;
  - Office of Legal Affairs;
  - Protocol and Correspondence Office;
  - Office of Information Technology and Library;
  - Office of Procurement and Administrative Services;

7. In the "Western Balkans" University, the main units and basic units are composed as above below:

**Faculty of Dental Medicine**

Governing authorities:

- Dean;
- Head/Director of the base unit;
- Head Unit Administrator.

Governing bodies:

- Assembly of Academic Personnel of the Main Unit;
- Deanery.

Basic units:

- Department of Dentistry;
- Department of Basic Sciences;
- Scientific Research Center for Oral Health Care Quality and Safety.

**Faculty of Technical Medical Sciences**

Governing authorities:

- Dean;
- Head/Director of the base unit;

Drafting unit	Control unit	Approving unit
Office of Legal Affairs	Internal Quality Assurance Unit	Senate

Document Code	Entry into Force	Update No	Date of update	Page/Total
WBU-REG-001-AL	14 / 06 / 2022	3	18.07.2022	1-50

- Head Unit Administrator.

Governing bodies:

- Assembly of Academic Personnel of the Main Unit;
- Deanery.

Basic units:

- Department of Laboratory Medical Sciences and Imaging;
- Department of Nursing and Physiotherapy;
- Department of Medicine;
- Department of Surgery;
- Scientific Research Center for the Study of Rare Diseases.

### **Faculty of Economics, Technology and Innovation**

Governing authorities:

- Dean;
- Head/Director of the base unit;
- Head Unit Administrator.

Governing bodies:

- Assembly of Academic Personnel of the Main Unit;
- Deanery.

Basic units:

- Department of Economic Sciences and Finance;
- Department of Technology and Business;
- Scientific Research Center for Medical Sciences, Technology and Innovation.

## **CHAPTER 3**

### **GOVERNING BODIES AND AUTHORITIES**

#### Article 5

#### **The governing authorities of the University**

The highest academic authority of the university is the Rector. The rector must have the scientific title "Professor". His powers and authority are defined in the Statute of the "Western Balkans" University.

Drafting unit	Control unit	Approving unit
Office of Legal Affairs	Internal Quality Assurance Unit	Senate

Document Code	Entry into Force	Update No	Date of update	Page/Total
WBU-REG-001-AL	14 / 06 / 2022	3	18.07.2022	1-50

The highest administrative authority of the University is the Administrator of the "Western Balkans" University.

Article 6

**The Rector**

1. The rector is the institution's highest academic authority, as well as its legal representative for academic and protocol matters.
2. The rector must have the title "Professor", he has a 4-year mandate with the right to re-election only once in the same position and institution.
3. The method of appointment and its functions are defined in the university statute.

Article 7

**Vice**

The Vice-Rector replaces the Rector in the institution in case of the latter's absence and performs any task expressly delegated to him in writing by the Rector, except for those that the legislation on higher education and the statute define as exclusive to the Rector.

His duties are defined in the Statute of the "Western Balkans" University.

Article 8

**Administrator**

The administrator is the highest administrative authority and responsible for the good financial functioning of "Western Balkans" University. The administrator is appointed by the Board of Administration. The powers of the Administrator are defined in the Statute of the "Western Balkans" University.

Article 8/1

**Deputy Administrator**

(added by Senate Decision No. 1, dated March 23, 2023)

1. Western Balkans University has one (1) Deputy Administrator, who is appointed and dismissed by the Administrator after approval by the Administration Board.
2. The Deputy Administrator performs the following duties:
  - a. Acts as a substitute for the Administrator in his absence with the authorization of the latter;
  - b. Collaborates with academic and administrative heads for efficient and effective administration at all levels of the University;
  - c. Assumes responsibility for all matters not within the competence of other bodies or officials;
  - d. Assists the Administrator in daily tasks and processes, as stipulated in legal and institutional normative acts;
- e. Coordinates and supervises the progress of processes and functions of key administrative units,

Drafting unit	Control unit	Approving unit
Office of Legal Affairs	Internal Quality Assurance Unit	Senate

Document Code	Entry into Force	Update No	Date of update	Page/Total
WBU-REG-001-AL	14 / 06 / 2022	3	18.07.2022	1-50

- infrastructure management, technologies, and equipment on campus;
  - f. Organizes the work for the preparation of the administrative part of the Institutional Assessment Report and other similar reports, etc.;
  - g. Coordinates interconnecting processes between the Academic and Administrative Structure during accreditation, licensing, reorganization, etc.;
  - h. Performs tasks delegated by the Administrator and the right to sign in his absence.
3. Other functions related to the duties of the Deputy Administrator are reflected in other internal normative acts.

## CHAPTER 4

### FUNCTIONING OF GOVERNING BODIES

#### Article 9

#### **Mode of operation of the Board of Administration**

The Board of Administration is the highest collegial administrative body which guarantees the fulfillment of the mission of the "Western Balkans" University. The Board of Administration supervises and controls the activities of the "Western Balkans" University, related to the administrative, financial, economic and asset management.

The competences and the decision-making process are defined in the statute of this institution. The way the Board of Administration operates, the rights and duties of all participants are defined in the regulations of the Board of Administration.

Drafting unit	Control unit	Approving unit
Office of Legal Affairs	Internal Quality Assurance Unit	Senate

Document Code	Entry into Force	Update No	Date of update	Page/Total
WBU-REG-001-AL	14 / 06 / 2022	3	18.07.2022	1-50

Article 10

**The manner of functioning of the Academic Senate**

1. The Academic Senate is a collegial decision-making body of the "Western Balkans" University.
2. In the Academic Senate are members due to the Rector's function, (two) deputies. Rectors, Deans of faculties and Dean of students. The Academic Senate also takes part in the Chairman and Deputy. President of the Student Council. The other members of the Academic Senate are elected by the Academic Staff Assemblies of the main units through a general vote, equally with two members from among the self-nominated members of the full-time academic staff for each main unit.
3. The Academic Senate determines the development policies of the institution, programs, coordinates, directs and creates mechanisms for controlling teaching and scientific research activities and evaluates their efficiency, as well as decides on the most important educational and scientific problems of the institution. The rector is the president of the Senate by virtue of his office.
4. The Senate meets at least once a month in ordinary sessions, but the rector can convene it at any time when he deems it necessary. The members of the senate are notified by the technical secretariat electronically about the agenda at least 2 (two) days before the day of the meeting.
5. In all cases, decisions are made by a simple majority of votes, except for the statute, which is approved by 2/3 of the votes and with the participation of at least 2/3 of the members.
6. The competences of the academic Senate are defined in the Statute of the Western Balkans University.

Article 11

**Functioning of the Rectorate**

The rectory is a collegial decision-making body, consisting of:

- a) Rector;
- b) Vice Chancellor/s;
- c) Deans of faculties;
- d) The administrator of the university;
- e) Dean of Students;
- f) Administrators of the main units.

Drafting unit	Control unit	Approving unit
Office of Legal Affairs	Internal Quality Assurance Unit	Senate

Document Code	Entry into Force	Update No	Date of update	Page/Total
WBU-REG-001-AL	14 / 06 / 2022	3	18.07.2022	1-50

The Rectorate is chaired by the Rector and convened by him. It meets regularly to discuss the main issues of the institution's operation.

The competences of the Rectorate are defined in the Statute of the University.

#### Article 12

#### **Functioning of the Ethics Council**

1. The Ethics Council promotes and examines issues related to ethics in the activity of the teaching process and scientific research, as well as in other institutional activities.
2. The Council of Ethics is also the body responsible for issuing disciplinary measures proposed by the governing authorities to the academic, administrative staff and students, in case of non-fulfillment of the obligations arising from the law, statute, regulations and other instructions both inside and outside of the institution, with except for dismissal, which is the competence of the Board of Administration only.
3. The Ethics Council makes decisions and presents proposals to the rector of the University.
4. The Ethics Council consists of five members selected by the Academic Senate as follows:
  - a) 3 (three) academic employees, 1 (one) for each main unit;
  - b) 1 (one) employee from the administrative staff;
  - c) The President of the Student Council (as a student representative).
5. The Chairman of the Ethics Council is elected by a simple majority from the members of this council.
6. The Chairman of the Ethics Council, in addition to other functions, directs the meeting of the council, directs the discussions and ensures that the right decisions are made.
7. The meeting of the Ethics Council is valid when more than half of its members are present. Otherwise, the chairman decides to call the meeting on another day.
8. Decisions are made by the majority of votes of the members participating in the meeting.
9. At each meeting, a record is kept, which summarizes the discussions held during the meeting, the date and place of the meeting, the members who participated, the issues that were discussed and the decisions that were made or taken.
10. The Ethics Council drafts the Ethics Code that is approved by the Academic Senate.

#### Article 13

#### **The functioning of the permanent Commission for guaranteeing institutional quality standards and study programs**

Drafting unit	Control unit	Approving unit
Office of Legal Affairs	Internal Quality Assurance Unit	Senate



Document Code	Entry into Force	Update No	Date of update	Page/Total
WBU-REG-001-AL	14 / 06 / 2022	3	18.07.2022	1-50

1. The Permanent Commission for Guaranteeing Institutional Quality Standards and Study Programs is the responsible body that evaluates, guarantees and takes responsibility for internal quality assurance in the institution, in accordance with state standards.
2. The commission carries out periodic control and follows-up for quality improvement at Western Balkans University.
3. The permanent committee for guaranteeing Institutional Quality Standards and Study Programs has operational autonomy and access to all the institution's data.
4. The Permanent Committee for Guaranteeing Institutional Quality and Study Programs is established by decision of the Academic Senate and is composed of at least eight members, including a Chairman, a full-time academic staff member from each main unit with at least the scientific degree "Doctor" and without high-level management duties, at least two members of the administrative staff, a representative of the University's graduates, as well as an external specialist with valuable experience in quality assurance issues, who are elected by the Academic Senate, for a period of two years, with the right of re-election. The President of the Student Council is also a member of the Standing Committee.

**The functions of the Quality Assurance Council are as follows:**

1. Approves policies and procedures for quality assurance;
2. Adopts standards and procedures that are uniformly applied in the institution's units, based on the HEI profile;
3. Defines criteria and measures that enable the identification of success and the fulfillment of objectives in the activity of the institution;
4. Approves, monitors and performs periodical evaluations of programs, in cooperation with other units of the University;
5. Monitors the quality assurance of the academic staff;
6. Coordinates the liaison with other main and basic units of the institution and manages the information system between these units;
7. Issue orders and directives that the Internal Quality Assurance Unit implements.

These proposals are approved on a case-by-case basis by the Rector, the Academic Senate, or by other collegial bodies of the "Western Balkans" University, depending on the specific competences they cover.

Article 14

**Permanent Commission for the Promotion of Academic Personnel**

Drafting unit	Control unit	Approving unit
Office of Legal Affairs	Internal Quality Assurance Unit	Senate

Document Code	Entry into Force	Update No	Date of update	Page/Total
WBU-REG-001-AL	14 / 06 / 2022	3	18.07.2022	1-50

1. The Permanent Commission for the Promotion of Academic Personnel is a permanent commission that functions at the institution level.
2. The Permanent Committee for the Promotion of Academic Personnel consists of five members of the academic personnel who holds the title "Professor". The members of the Commission are self-nominated and elected by the Academic Senate for a two-year term, with the right to re-election. They choose the Chairman of the Commission from among themselves.
3. The Permanent Commission for the Promotion of Academic Personnel follows all the procedures provided by the legal and by-laws in force regarding the granting of the academic titles "Professor" and "Associate Professor".
4. The Permanent Commission for the Promotion of Academic Personnel approves the proposal received from the Academic Senate for the evaluation jury of the applicant's file and instructs the head of the jury to organize the evaluation process. The jury consists of 5 (five) members with the academic title "professor" in the same field or fields similar to that of the candidate, of which, at least, 2 (two) must be invited from other HEIs, local or foreign. Jury members are proposed by the head of the main unit, with the approval of the rector. The number of proposed members is not less than 8 (eight).
5. The Permanent Committee for the Promotion of Academic Personnel makes a final decision on whether or not the applicant receives an academic title.
6. In all cases, decisions are taken by simple majority of votes and with the participation of all members of the Commission. In case of equality of votes, the vote of the Chairman of the Committee is decisive.
7. Other functions of the Permanent Committee for the Promotion of Academic Personnel are defined in the University's regulations.

#### Article 15

#### **Internal Quality Assurance Unit**

The Internal Quality Assurance Unit is the structure responsible for drafting policies and procedures for internal quality assurance at Western Balkans University. The composition and powers of this unit are defined in the Statute of the Western Balkans University.

The mode of operation of the Internal Quality Assurance Unit is defined in the relevant regulation approved by the Academic Senate.

Drafting unit	Control unit	Approving unit
Office of Legal Affairs	Internal Quality Assurance Unit	Senate

Document Code	Entry into Force	Update No	Date of update	Page/Total
WBU-REG-001-AL	14 / 06 / 2022	3	18.07.2022	1-50

Article 16

**Decision-making**

The governing bodies exercise their powers through decisions. Governing authorities issue orders and instructions.

**CHAPTER 5**

**GOVERNING BODIES AND AUTHORITIES OF THE FACULTY**

Article 17

**The faculty**

The faculty is the main unit, which coordinates teaching, scientific research and cultural development in related or overlapping fields. The faculties of "Western Balkans" University offer first and second cycle study programs.

Article 18

**Governing body of the faculty**

The governing body of the Faculty is the Faculty Dean's Office, which is the collegial executive body of the relevant main units. It is expressed through decisions.

The composition, duties and way of organization of the Dean's Office of the Faculty are defined in the Statute of the "Western Balkans" University as well as in the relevant regulation of the main unit, approved by the Academic Senate.

The dean is the leading authority of the faculty of "Western Balkans" University, who represents it and acts in its name and on its behalf.

The dean is an academic staff member of the "Professor" category.

Article 19

**The governing authority of the faculty**

The Dean is the leading authority in each of the University's faculties, who represents it and acts in its name and on its behalf.

The Dean is appointed by the Rector after the approval of the board of administration for a period of four years, with the right to reappointment only once in the same position.

The dean is an academic staff member of the "Professor" category.

His powers are defined in the University Statute.

Drafting unit	Control unit	Approving unit
Office of Legal Affairs	Internal Quality Assurance Unit	Senate

Document Code	Entry into Force	Update No	Date of update	Page/Total
WBU-REG-001-AL	14 / 06 / 2022	3	18.07.2022	1-50

Article 20

**Vice**

The vice dean is among the other leading authorities of the faculty. The deputy dean must be a lecturer of a subject and in a working relationship in the relevant faculty, as well as he must have at least the scientific degree "Doctor".

The vice dean is appointed and dismissed by the dean after the Rector's approval. He is an integral part of the dean's office of the relevant faculty and engages in teaching, research, scientific and administrative activities.

His powers are defined in the University Statute.

Article 21

**Head of department**

1. The head of the department is the leading authority of the basic unit in the main units of "Western Balkans University". He is an academic staff member of the "Professor" category or has a scientific degree of "Doctor" ("PHD"), obtained at the universities of OECD or EU member countries. In cases where there are no candidates of this category, the lecturer can also run for director, when the latter holds the scientific degree "Doctor".
2. The election, mandate, appointment and dismissal of the head of the department are defined in the Statute of the Western Balkans University.
3. In addition to the responsibilities defined in the Statute of the Western Balkans University, the head of the department also has the following duties for the exercise of his functions:
  - a) Leads the work on the design of curricula for all study cycles of subjects covered by the department, lesson plans and follows their implementation.
  - b) Supervises the scientific activities in the department, in accordance with the annual planning, keeps the documentation of the scientific and academic activity of the academic personnel of the department, after the reports in its annual analysis.
  - c) Supervises the observance of teaching programs at the time and in the specified manner and other activities of the teaching process.
  - d) Approves the evaluation modalities and sets up the exam commissions of the relevant cycles studies in the subjects covered by the department.
  - d) Presents the criteria for hiring full-time academic staff, after preliminary discussion in the department, for approval by the rector, after the consent of the relevant dean.
  - e) Supervises the implementation of the teaching load of the relevant academic personnel.
  - f) Organizes periodic analyzes for special cases and aspects in the department and the annual analysis of its scientific teaching work.

The head of the department in his activity relies on the opinion of the academic staff of the department.

Drafting unit	Control unit	Approving unit
Office of Legal Affairs	Internal Quality Assurance Unit	Senate

Document Code	Entry into Force	Update No	Date of update	Page/Total
WBU-REG-001-AL	14 / 06 / 2022	3	18.07.2022	1-50

Article 22

**The director of the research-scientific center**

1. The director of the scientific research center is the leading authority of this basic unit in the main units of the Western Balkans University. The director of the scientific research center is an academic staff of the category "Professor" or has the scientific degree "Doctor" ("PHD"), obtained at the universities of OECD or EU member countries. In cases where there are no candidates of this category, the lecturer can also run for director, when the latter holds the scientific degree "Doctor". The election, mandate, appointment and dismissal of the director of the scientific research center are defined in the Statute of the Western Balkans University.
2. In addition to the tasks defined in the Statute of the Western Balkans University, the Director of the research-scientific center also performs the following tasks:
  - a) Attracts excellent students in scientific work.
  - b) Supervises the conduct of genuine studies inside and outside the institution.

**CHAPTER 6**

**EMPLOYMENT RELATIONSHIP OF ACADEMIC STAFF**

Article 23

**Academic staff**

1. The academic staff, who develop teaching in the study programs of the first cycle and the second cycle may be teaching and/or research-scientific oriented. According to the role and the activity they perform, the academic staff is categorized into:
  - a) professors;
  - b) lecturers;
  - c) assistant lecturers.
2. In the category "professors" are included heads of subjects or modules and leaders of research-scientific activity. They hold the academic titles "Professor" or "Associate Professor" and are employed on a fixed-term contract.

Drafting unit	Control unit	Approving unit
Office of Legal Affairs	Internal Quality Assurance Unit	Senate

Document Code	Entry into Force	Update No	Date of update	Page/Total
WBU-REG-001-AL	14 / 06 / 2022	3	18.07.2022	1-50

3. The category "lecturers" includes members of the academic staff who carry out teaching and research-scientific activities, who hold the scientific degree "PhD" or "Doctor", that have at least three years of experience in teaching, before or after obtaining this degree, and are employed with an indefinite contract.
4. The "assistant-lecturers" category includes members of the academic staff who carry out teaching-research activities, and have at least the "Master of Science" degree and are employed with a fixed-term contract, at least one year, with the right to repeat.
5. The annual teaching load of the academic staff is determined by the decision of the Academic Senate. It is differentiated for the categories of academic personnel of this article.

Article 24

**The rights and duties of the academic staff**

**A. Teachers engaged in the first and second cycle study programs have the right to:**

1. to enjoy full academic freedom in terms of teaching, research-scientific work, institutional contribution and professional contribution;
2. not to be discriminated against;
3. to participate in teaching activities, scientific research and developing services of the institution;
4. to advance in the academic career, in accordance with the legal framework in force;
5. to participate in various scientific activities inside and outside the country in order to promote the scientific title/degree, in the interest and on behalf of the institution;
6. to be trained and qualified in academic and scientific research institutions, inside and outside the country, according to the legislation in force and in accordance with the profile they have;
7. to freely determine the methods and content of the teaching process within the teaching programs and in accordance with the policies of the institution;
8. to have a teaching load in accordance with the legal provisions of higher education;
9. to elect and be elected to the bodies of the "Western Balkans" University;
10. to benefit from the reward for the work done, as well as other financial rewards, related to his participation in scientific conferences, research and study projects, various publications under the logo of the institution according to the regulations of the institution;
11. be entitled to paid annual leave;

Drafting unit	Control unit	Approving unit
Office of Legal Affairs	Internal Quality Assurance Unit	Senate

Document Code	Entry into Force	Update No	Date of update	Page/Total
WBU-REG-001-AL	14 / 06 / 2022	3	18.07.2022	1-50

12. to use other rights provided for in law no. 80/2015, dated on 22.07.2015, "On higher education and scientific research in higher education institutions in the Republic of Albania", the statute and regulation of the institution.

**B. The teacher is responsible for:**

1. to recognize, respect, implement and act in accordance with the constitution and legislation in force;
2. to perform his duties and the services connected in this contract with responsibility and quality according to the description of the nature of the work, in accordance with the law "On higher education in the Republic of Albania", the statute and the regulation of the institution;
3. to implement the provisions of the statute and regulation of the institution;
4. to apply the rules of ethics and discipline in the institution, avoiding any kind of action inside and outside the institution, which harms his image, dignity or personality, or the name of the institution;
5. participate in consultations and counseling for students and other tasks of an administrative nature;
6. to respect the general and special orders and instructions of the employer;
7. to respect the time for the purpose of teaching and scientific research, according to the working schedule and use it only for the performance of tasks (working and teaching time are set in the employment contract);
8. to fulfill all the obligations of a discipline until the full settlement of the exams of the subject/discipline where he is a lecturer, according to the regulation of the institution;
9. to increase academic professional skills and participate in training activities for this purpose;
10. participate in research-scientific and publishing projects in accordance with his specialty (field of study) when the institution is part of them, the research-scientific and publishing workload will be considered as part of the teaching workload, according to the by-laws in force, the employee should carry out at least 2 (two) scientific papers per year and publish them in the journal of the institution;
11. to commit to his academic promotion. Educators who have completed their studies in the "Master of Science" programs , within 5 years from the entry into force of the employment contract, complete the qualifications for the benefit of the scientific degree "Doctor", otherwise they leave the workplace.
12. to undergo performance evaluation of the academic staff;

Drafting unit	Control unit	Approving unit
Office of Legal Affairs	Internal Quality Assurance Unit	Senate

Document Code	Entry into Force	Update No	Date of update	Page/Total
WBU-REG-001-AL	14 / 06 / 2022	3	18.07.2022	1-50

13. to perform academic, scientific or institutional support tasks to third parties in accordance with the statute and regulations of the "Western Balkans" University;
14. not to seek or accept any financial benefit, for the performance of academic duties, with the exception of salary and other privileges, defined by law, by-laws and HEI internal acts;
15. to bear full responsibility for his actions, while performing his duties as academic staff in HEIs and scientific research institutions;
16. to faithfully protect the legal interests of the institution, data and information, as well as professional secrets related to the institution;
17. notify the employer in cases of absence with a health report and submit it to the employer within one week;
18. to apply the code of ethics in clothing and behavior, during the exercise of the academic activity.
19. to compensate the damage caused intentionally or by his negligence to the employer's property, items or equipment used by the employee in the performance of his duties;
20. submit a written report at the end of the academic year on all aspects of teaching organization for the relevant discipline.

Foreign teachers are accepted on the basis of bilateral agreements.

#### Article 25

#### **Selection and appointment of full/part time staff**

Employment at the Western Balkans University is based on the labor legislation in the Republic of Albania, the legal and by-laws of higher education in the Republic of Albania and the Statute of the institution.

Employment is carried out through an open competition procedure, guaranteeing a transparent, impartial and objective process.

- A. For the employment of new full-time academic staff from the Western Balkans University, the following steps are followed:
  1. The criteria for hiring full-time academic staff are determined by the unit base, based on the needs of this last and are approved by Rectorate.
  2. The competition for the selection of the full-time academic staff member is conducted from A commission ad hoc, members of of whom are chosen from side of Dean's office. The selection of candidates, through the evaluation of the application files, is made by a committee composed of the Dean of the relevant faculty, the Head of the relevant Department (who is also the relator of the committee), as well as one of the academic staff

Drafting unit	Control unit	Approving unit
Office of Legal Affairs	Internal Quality Assurance Unit	Senate



Document Code	Entry into Force	Update No	Date of update	Page/Total
WBU-REG-001-AL	14 / 06 / 2022	3	18.07.2022	1-50

of the basic unit (who is and the relator of the committee). The Human Resources Manager follows the procedure of selecting candidates without the right to vote and in case of irregularities in the procedure, compiles the relevant report to the Rector.

3. After approval by the Rectorate, it is forwarded to the Human Resources Office for further follow-up of the procedures for announcing vacancies. The latter publishes the vacant positions on the website of the Western Balkans University.
  4. The committee analyzes the suitability of the application with the vacancy and submits the decision approved by a simple majority to the Rectorate for approval, which approves one of them.
- B. For the employment of new part-time academic staff from the "Western Balkans" University, the steps provided for in the Regulation on the employment and performance evaluation of the academic staff are followed.

#### Article 26

#### **Work contract**

1. The employment contract for the academic staff in the service of the institution is concluded by the rector of the "Western Balkans" University, after the approval of the employment by the Board of Administration.
2. The employment contract for the administrative staff in the service of the institution is concluded by the administrator of the "Western Balkans" University.
3. Employment contracts with employees, internal and external academic personnel can be concluded without a deadline, with a one-year term, with a semester term or depending on the relevant learning process. The renewal of the contract is done in function with the results and quality assessment, in the field of teaching and scientific research work.
4. The employment contract, the working and treatment conditions provided for in the contract, the type of contract, the duration and everything else related to the legal relations of work, are decided in accordance with this statute, the Labor Code, the law of higher education of the Republic of Albania and the legal and sub-legal acts in its implementation.
5. The normal working time of full-time academic staff cannot be more than 1536 hours per year.
6. The annual leave of the academic staff is not less than 40 working days (56 calendar days).
7. The terms of the employment contract are determined by both parties during the contract negotiation, in accordance with the general principles of the Western Balkans University.

#### Article 27

#### **Disciplinary measures**

Drafting unit	Control unit	Approving unit
Office of Legal Affairs	Internal Quality Assurance Unit	Senate

Document Code	Entry into Force	Update No	Date of update	Page/Total
WBU-REG-001-AL	14 / 06 / 2022	3	18.07.2022	1-50

1. The types of disciplinary measures for the governing authorities, academic, assistant academic, administrative and support staff at the Western Balkans University are:
  - a) Attracting attention;
  - b) Written notice;
  - c) Interruption to a certain amount of monthly salary;
  - d) Suspension from office;
  - e) Dismissal from job.
2. For the academic staff, it is within the competence of the Head of the Department to propose to the Ethics Council disciplinary measures against the subordinate academic and administrative personnel, in case of violation of the legal and by-law provisions in force. As for the Head of the Department, it is within the competence of the Dean to propose disciplinary measures to the Ethics Council in case of violation of the legal and by-law provisions in force.
3. The dismissal of the academic staff of the "Western Balkans" University is done by the rector of the institution, with the proposal of the head of the basic unit, where the academic staff conducts its activity and after the approval of the *ad hoc committee*, set up by the Academic Senate, in cases of serious and repeated violations of the law, according to the provisions in the statute and other acts of the institution.

Article 28

**Termination of the employment relationship**

The termination of the employment relationship for the personnel of the "Western Balkans" University takes place in the cases when:

- a) The employee resigns;
- b) The employee becomes unable to perform duties due to physical and mental reasons;
- c) The employee is punished by a final decision of the Court with deprivation of liberty;
- d) Unsuitability with the workplace is concluded;
- e) The employee does not respect the institution, seriously violates professional ethics, spoils the image of the institution;
- f) When the decision to leave the job is made.

Article 29

**Conflict of interest**

The personnel of "Western Balkans" University should avoid situations that create conflicts between the institution and their interests, as well as other institutions. Otherwise, the disciplinary measures defined in this Regulation will be taken.

Drafting unit	Control unit	Approving unit
Office of Legal Affairs	Internal Quality Assurance Unit	Senate

Document Code	Entry into Force	Update No	Date of update	Page/Total
WBU-REG-001-AL	14 / 06 / 2022	3	18.07.2022	1-50

**CHAPTER 7  
ADMINISTRATIVE STRUCTURE**

Article 30

**Duties and Responsibilities**

The administrative bodies are charged with the implementation of certain tasks and are responsible towards the superior bodies, in accordance with the purpose and objectives of the Board of Administration, as well as the principles and procedures of total quality management within the framework of the strategic management system. All bodies are charged with data protection to third parties.

Article 31

**The principle of hierarchy**

The administration, in all administrative matters, rules and decisions, acts on the basis of the principle of hierarchy according to which the orders of the higher body are binding on the subordinate body.

Article 32

**Substitution**

The administrative personnel, in case of leaving with leave, submits the leave request to the superior body, in which the personnel who will replace them is determined. The superior body retains all rights to assign replacement personnel. The substitute personnel holds all the responsibilities and powers except the right of appointment and dismissal.

Article 33

**Delegation of company law and powers**

Administrative bodies, in necessary cases, may delegate one or several of their powers to a lower body or to the most appropriate personnel only with the permission of the competent appointing body. The delegation of powers is carried out in writing, where the field of action of the delegated powers, the person to whom they are delegated and the duration of the delegation are defined.

Article 34

**Communication and way of developing administrative work**

Drafting unit	Control unit	Approving unit
Office of Legal Affairs	Internal Quality Assurance Unit	Senate

Document Code	Entry into Force	Update No	Date of update	Page/Total
WBU-REG-001-AL	14 / 06 / 2022	3	18.07.2022	1-50

Administrative communication and the development of internal affairs of the institution can be done in written, verbal and electronic form.

Article 35

**Administrative staff**

1. The administrative personnel of the "Western Balkans" University are employed as effective personnel (full-time) with certain tasks and in different work positions.
2. Administrative personnel must at least meet the conditions provided below:
  - a. Have a higher education;
  - b. Not to have health problems that could prevent him from performing his duties;
  - c. Not to be deprived of public rights;
  - d. Not to have been convicted of a criminal offense.
3. Newly employed personnel are subject to a probationary period of three months, from the date of their employment, during which they have the status of probationary personnel. During this period, if he does not adapt to the assigned task, the working relationship with him is terminated.
4. The selection of administrative personnel (recruitment of new staff or promotion/change in duty) is determined by a committee composed of the Administrator of the institution, the head of the Human Resources office (who is also the relator of the committee) and the head of the relevant office. In necessary cases and in the framework of the reorganization of the work process, the administrative staff may be proposed to change the position of the workplace in writing by the Administrator of the institution. In necessary cases, the academic staff can also be assigned tasks of an administrative nature. The administrative staff is assigned to the task with the proposal of the administrator and with the approval of the Board of Administration.

**CHAPTER 8**

**DUTIES AND RESPONSIBILITIES OF ADMINISTRATIVE STAFF**

Article 36

**Assignments**

The administrative personnel of the "Western Balkans" University is obliged to respect the performance of the work, the job description, as well as the laws in force and to perform the tasks

Drafting unit	Control unit	Approving unit
Office of Legal Affairs	Internal Quality Assurance Unit	Senate

Document Code	Entry into Force	Update No	Date of update	Page/Total
WBU-REG-001-AL	14 / 06 / 2022	3	18.07.2022	1-50

assigned by the manager. At the same time, he is responsible to the relevant manager for the accurate and fair performance of certain tasks. In case the leader's orders are clearly illegal, he does not implement them and informs the superior above.

Article 37

**Lawfulness**

Administrative personnel are obliged to perform all the duties of their position faithfully, in accordance with the law.

Article 38

**DISCRIMINATION**

Administrative personnel while performing their duties may not discriminate on the basis of language, race, politics, opinion, philosophy, religion or sect affiliation.

Article 39

**Behavior and cooperation**

Administrative personnel, during the performance of the service and outside it, are obliged to show due consideration and trust towards the official qualities they carry. Administrative personnel work with a sense of cooperation which is essential.

Article 40

**Duties and responsibilities of administrative management personnel**

The administrative management personnel, in accordance with the legal provisions, must perform or direct and manage the performance of tasks on time and without deficiencies, train the subordinate personnel in the performance of their duties and have the duty to control the behavior and condition of the personnel.

Administrative management personnel behave fairly and impartially towards subordinate personnel and use power correctly in accordance with the laws in force.

Article 41

**Personal liability and tort**

Administrative personnel must be careful and attentive while performing their duties, must maintain and preserve the material base.

Drafting unit	Control unit	Approving unit
Office of Legal Affairs	Internal Quality Assurance Unit	Senate

Document Code	Entry into Force	Update No	Date of update	Page/Total
WBU-REG-001-AL	14 / 06 / 2022	3	18.07.2022	1-50

In the event that damage is caused to the institution due to negligence, carelessness or failure to take appropriate measures on purpose, the employee is obliged to repay the equivalent amount of the damage caused due to his fault, (based on the provisions of the Civil Code).

Article 42

**Non-disclosure of data and press statements**

Administrative personnel are prohibited from distributing/publishing information and informing the press and media about the institution's internal activity, in case they are not authorized or have not been given the relevant permission.

Article 43

**Failure to issue and return official documents, tools and materials**

Administrative personnel cannot take out of the institution or use without authorization official documents, tools and materials for personal gain. At the end of his duty, he is obliged to return all that was given to him for use in the function of his duty.

Article 44

**Appeal**

The administrative staff has the right to appeal against the procedures or issues that are carried out against him by the managers. Complaint applications and their content are examined by the competent bodies of the "Western Balkans" University in the shortest possible time and the decision made is made known to the interested person.

Article 45

**Prohibitions**

Administrative personnel may not carry out activities or actions that hinder the provision of the service or slow down the performance of the assigned task, may not participate in illegal strikes or make propaganda for the strike, may not develop profitable and commercial activity, may not receive gifts and cannot satisfy the interests of others due to his work and cannot disseminate confidential professional data.

Article 46

**Archive**

The Protocol and Correspondence Office is responsible for the archiving, storage and effective use of the institution's documents. The Protocol and Correspondence Office collects, administers,

Drafting unit	Control unit	Approving unit
Office of Legal Affairs	Internal Quality Assurance Unit	Senate

Document Code	Entry into Force	Update No	Date of update	Page/Total
WBU-REG-001-AL	14 / 06 / 2022	3	18.07.2022	1-50

stores, records, and makes use of the documents created by the governing bodies and units of the "Western Balkans" University.

Article 47

**Dean of Students**

1. The Dean of Students is responsible for the smooth running of student relations with "Western Balkans" University. He coordinates the socio-cultural activities of the students and performs his duties in cooperation with the governing bodies.
2. The Dean of Students is responsible for:
  - a) To engage in solving students' problems related to university life, in cooperation with administrative and academic units.
  - b) Assist in coordination between academic and administrative units on issues that directly affect the interests of students.
  - c) To assess and direct the academic, social, professional and administrative applications of students in relation to life in the university environment.
  - d) To carry out activities to increase the quality of life in areas such as accommodation, transport and that of social activities in university environments.
  - f) Provide support to ensure an efficient learning environment.
3. The dean of students is elected on the proposal of the rector and with the approval of the Board of Administration.

The Dean of Students has under its authority 8 offices which are organized and function according to the determinations made in the regulation "On the administrative organization" of the institution.

- Student Orientation and Support Office;
- Psycho-Social and Health Service Office;
- Scholarship Office;
- Student Clubs Coordination Office;
- Career Planning Office;
- Alumni Office

Article 48

**Composition and further functions of the administrative structure**

Drafting unit	Control unit	Approving unit
Office of Legal Affairs	Internal Quality Assurance Unit	Senate

Document Code	Entry into Force	Update No	Date of update	Page/Total
WBU-REG-001-AL	14 / 06 / 2022	3	18.07.2022	1-50

The composition and further functions of the administrative structure of the "Western Balkans" University are defined in detail in the regulation "On the administrative organization of the "Western Balkans" University.

**CHAPTER 9  
ORGANIZATION OF STUDIES**

Article 49

**The purpose of the study programs**

1. The aim of the study programs of the first cycle "Bachelor" is to equip students with theoretical and practical knowledge in the respective fields through studies, practice and conducting scientific research in these fields.
2. At the end of the study programs of the first cycle, students gain general and necessary knowledge in the relevant fields.
3. The knowledge offered by these programs and the competencies that students receive through them create the basis for a research and academic career, enabling the continuation of second and third cycle studies.
4. The study programs of the first cycle are conceived as a harmonization of knowledge, starting with theoretical, field and auxiliary bases, continuing with more detailed in-depth studies in specific fields.
5. The aim of the study programs of the second cycle is to equip students with theoretical and practical knowledge in the fields of specialty by means of studies, practice and conducting scientific research in them.
6. The knowledge offered by these programs and the competencies that students receive through them create the basis for a research and academic career, enabling the continuation of third cycle studies.
7. The study programs of the second cycle are conceived as a harmonization of knowledge, starting with the theoretical, field and auxiliary bases and continuing with in-depth studies in specific fields.
8. The integrated study programs of the second cycle equip the graduates with in-depth theoretical knowledge, as well as with skills for scientific research in a certain field.
9. Integrated programs of second cycle studies are offered in specific fields such as: law, medicine, dentistry, pharmacy, veterinary.

Drafting unit	Control unit	Approving unit
Office of Legal Affairs	Internal Quality Assurance Unit	Senate



Document Code	Entry into Force	Update No	Date of update	Page/Total
WBU-REG-001-AL	14 / 06 / 2022	3	18.07.2022	1-50

Article 50

**Cycles and programs of university studies**

"Western Balkans" University offers study programs approved by the Ministry responsible for education, provided in the "Western Balkans" University Statute as follows:

- a. Study programs of the first cycle, which are carried out with 180 credits, with a normal duration of three academic years, at the end of which a "Bachelor" *diploma is issued*.
- b. Study programs of the second cycle "Professional Master", which are realized with 60-120 credits with a normal duration of 1 to 2 academic years, at the end of which a "Professional Master" diploma is issued in the relevant field.
- c. Study programs of the second cycle, which are carried out with 120 credits, with a normal duration of two academic years, at the end of which the "Master of Science " *diploma is issued*.
- d. The integrated study programs of the second cycle which are carried out with 300 and with a normal duration of five academic years respectively, at the end of which a " Master of Science" diploma is issued.

Article 51

**Drafting and approval of programs**

"Western Balkans" University offers licensed study programs, organized in modules and evaluated in credits, according to the European Credit Transfer System (ECTS).

The study programs are drawn up by the departments, reviewed in the respective faculties and approved by the academic Senate.

The institution publicly announces the open and accredited study programs, before the start of the application for the admission of students.

Article 52

**Meaning of credits (ECTS)**

1. The European Credit Transfer System (ECTS) is a measurement unit accepted by the European Union Commission that determines the student's mandatory learning load (lectures, seminars, exercises, individual study at home), which makes it possible academic recognition of studies abroad and the transfer of students from one university to another.
2. One credit is equivalent to 25 teaching hours, of which half (approximately) means classroom teaching and the other half individual study.
3. The required amount of credits accumulated during one academic year by a full-time student is 60 credits. The student does not less than 1500 hours of work every year. The educational

Drafting unit	Control unit	Approving unit
Office of Legal Affairs	Internal Quality Assurance Unit	Senate

Document Code	Entry into Force	Update No	Date of update	Page/Total
WBU-REG-001-AL	14 / 06 / 2022	3	18.07.2022	1-50

activity is organized through theoretical and practical classes: lectures, seminars, course assignments, laboratories, research projects, practice

- The duration of the teaching sessions is 50 minutes.

Article 53

**Forms of studies**

The form of studies offered at "Western Balkans" University is full-time studies and extended-time studies. The implementation of other forms of study is based on the legal provisions in force after the approval of the Ministry responsible for education.

**CHAPTER 10**

**ADMISSION, REGISTRATION AND TRANSFER OF STUDENTS**

Article 54

**Admission of students in the first cycle, second cycle and integrated study programs**

- "Western Balkans" University conducts the admission of students paying importance and attention to their success. Admission to the study programs of the first cycle of study and to the integrated study programs is possible for any candidate who has successfully completed the cycle of secondary education and who meets the average grade criterion determined each year by decision of the Council of Ministers.
- "Western Balkans" University may also establish additional admission criteria for the selection of candidates for the first cycle and integrated study programs, which are announced by the institution year after year and made available to the Center for Educational Services and the ministry responsible for education.
- The criteria for the admission of candidates to the programs of the second cycle of studies are determined by the basic unit providing the program. Integrated study programs are an exception to this rule. The criteria are made public by the main unit and the QSHA and are approved according to the stipulations in the "Western Balkans" University statute, by decision of the Academic Senate.
- The criteria for admission to a second-cycle study program "Master of Science" is the candidate's knowledge of one of the five foreign languages of the European Union: English, French, German, Italian, Spanish, according to the definitions in the instructions of the Ministry Responsible for Education. If the individual has earned a degree from a study program

Drafting unit	Control unit	Approving unit
Office of Legal Affairs	Internal Quality Assurance Unit	Senate

Document Code	Entry into Force	Update No	Date of update	Page/Total
WBU-REG-001-AL	14 / 06 / 2022	3	18.07.2022	1-50

conducted in one of these languages, the degree earned serves as evidence of meeting this criterion.

5. At the time of registration, the student signs the service contract with "Western Balkans" University. The student is committed to the implementation of the regulations and instructions of the Western Balkans University and the relevant legislation of the Republic of Albania in the field of education during the entire period of study.
6. The applicant, after completing all the necessary documentation for registration, acquires the status of a student of "Western Balkans" University and as such benefits from all the rights derived from this status. In case the applicant, for reasonable reasons, cannot complete the registration himself, then a relative of his with the relevant power of attorney can follow the registration procedures.  
In the event that the documents presented by the student are incorrect or incomplete, his relationship with "Western Balkans" University is terminated, regardless of the semester he attends.
7. Applicants cannot register beyond the deadline set by the University, in accordance with the legal provisions in force.
8. Admissions of students to "Western Balkans" University in all study programs are made by decision of the institution, in accordance with the state standards of academic and infrastructural capacities.

#### Article 55

#### **Criteria for registration**

1. At "Western Balkans" University, Albanian or foreign citizens who meet the following conditions are accepted to register in the first cycle, the second cycle of studies and in the integrated study programs:
  - a) Certify with an official document the completion of high school in Albania or abroad (equivalent according to the criteria determined by the Ministry Responsible for Education), presenting the State Matura diploma together with the grade certificate;
  - b) Meet the criterion of the average grade determined every year by decision of the Council of Ministers;
  - c) Accept the payment of the specified annual fee;
  - d) They fulfill the qualitative selection criteria in case they are set by the University as a prerequisite for the selection of candidates.

As far as national students are concerned they need the following documents:

Drafting unit	Control unit	Approving unit
Office of Legal Affairs	Internal Quality Assurance Unit	Senate

Document Code	Entry into Force	Update No	Date of update	Page/Total
WBU-REG-001-AL	14 / 06 / 2022	3	18.07.2022	1-50

- a) Submission of permit the stay in the moment of registration (notarized copy);
  - b) document that confirms language recognition of English gained in the Faculty of History and philological University of Tirana or document that confirms language recognition of the program.
2. Albanian or foreign citizens who have completed a study program and meet the following conditions are accepted to enroll in the second cycle of studies:
- a. Certify with an official document the completion of the first cycle study program in Albania or abroad and/or certify with official documents the transfer from a public or private institution of higher education that exercises its activity in Albania or abroad;
  - b. Students who have completed their studies abroad must present the equivalence of the relevant university degree;
  - c. They accept the payment of a fixed annual fee.
- For foreign citizens, the documents provided for in the second paragraph of point 1 above are also required.
3. All citizens who register at Western Balkans University must meet any other criteria determined based on the instructions of the Ministry Responsible for Education.

Article 56

**People with different abilities**

People with different abilities are those people whose physical functions, mental capacity or psychological state tend to deviate for more than six months from the typical state for the respective age, which results in limitations of their participation in social life.

Article 57

**Students with different abilities**

"Western Balkans" University offers opportunities for the education of students with different abilities and guarantees that the education of people with different abilities is an integral part of its educational system. Non-discrimination of students with different abilities and guaranteeing respect for the principle of equality is one of the important principles of "Western Balkans" University.

"Western Balkans" University has provided of all facilities infrastructure and service supporting, to projected in compliance with the needs of persons with disabilities.

Drafting unit	Control unit	Approving unit
Office of Legal Affairs	Internal Quality Assurance Unit	Senate

Document Code	Entry into Force	Update No	Date of update	Page/Total
WBU-REG-001-AL	14 / 06 / 2022	3	18.07.2022	1-50

Article 58

**Foreign language knowledge**

1. The criteria for admission to a second-cycle study program "Master of Science" is the candidate's knowledge of one of the five foreign languages of the European Union: English, French, German, Italian, Spanish. If the individual has earned a degree from a study program conducted in one of these languages, the degree earned serves as evidence of meeting this criterion. The minimum level of knowledge of a foreign language is determined by the by-laws of the responsible ministry of education.
2. Students who will attend a study program in a foreign language must present, before registering in the relevant program, the relevant certificates proving knowledge of the foreign language in which the learning program will take place or undergo the foreign language proficiency exam organized by Western Balkans University. The level of foreign language proficiency is determined by the decision of the Academic Senate.
3. The criterion for admission to a first or second cycle study program that develops teaching in a foreign language (English language), is the successful passing of the foreign language proficiency exam (English language), organized by the "Western Balkans" University " or submit the English language defense certificate at B1 level in one of the following exams:
  - Cambridge
  - IELTS
  - TOEFL Internet-based Test (IBT)
  - TOEFL Paper-based Test (ITP)
  - TOEIC
  - GESEE
  - APTIS

Article 59

**Service contract**

1. The applicant acquires the student status by registering at the "Western Balkans" University, through the conclusion of the service contract with this institution.
2. The student maintains this status throughout the duration of his studies in the study program in which he is registered and loses it in the following cases:
  - a) Upon receiving the relevant diploma;
  - b) With his departure from the study program;
  - c) With his expulsion from the "Western Balkans" University.

Drafting unit	Control unit	Approving unit
Office of Legal Affairs	Internal Quality Assurance Unit	Senate

Document Code	Entry into Force	Update No	Date of update	Page/Total
WBU-REG-001-AL	14 / 06 / 2022	3	18.07.2022	1-50

3. The student enjoys all the rights and is obliged to fulfill all the obligations derived from the Statute and Regulation of the "Western Balkans" University.

Article 60

**Academic advising**

The relevant department chooses an academic advisor for a group of students. The advisor follows and guides the student on the academic side during the study period. The counselor approves semester registration forms for each respective student.

Article 61

**Registration renewal**

Students studying at "Western Balkans" University are obliged to renew electronically the semester registrations of the courses they will attend. Renewal of registration takes place in the deadlines set in the academic calendar.

In case the students have not paid the tuition fee, according to the conditions determined by the University, then they cannot renew the semester registration. Students who have not renewed their registration cannot follow the learning process or enter the exams. The semester for which the payment of studies has not been made will be counted within the study period. In the first cycle programs, the relationship with the student is terminated, in case the registration is not renewed for four consecutive semesters. In the second cycle programs, the relationship with the student is terminated, in case the registration is not renewed for three consecutive semesters.

Article 62

**Student card**

Students are provided with a student card with a photo, valid for no more than one year, in case they have completed the registration at "Western Balkans" University.

Article 63

**Matriculation**

At the moment of registration, the student completes the personal file with the following documents:

1. Western Balkans University application form;
2. Documents defined according to this Regulation;
3. Copy of identity card/passport;
4. Payment mandate for tuition fee repayment;
5. 2 personal photos.

Drafting unit	Control unit	Approving unit
Office of Legal Affairs	Internal Quality Assurance Unit	Senate

Document Code	Entry into Force	Update No	Date of update	Page/Total
WBU-REG-001-AL	14 / 06 / 2022	3	18.07.2022	1-50

In addition to the above documents, foreign students will also meet the criteria provided for in Article 55 of the "Western Balkans" University Regulations.

After the moment of registration by the teaching secretariat, the student has the right to be provided with a matriculation number in accordance with the legal and by-law provisions in force.

#### Article 64

#### **Freezing of studies**

The student can suspend his studies for a maximum period of 4 semesters (for reasonable and just reasons), through the decision of the Dean's office. The request for freezing of studies must be made within 30 days of the beginning of the semester and only 2 semesters of leave per request can be granted. The period of time when the student has suspended his studies is not calculated in the maximum duration of studies in a study program that lasts respectively 6 years to complete the studies of the first cycle and 4 years to complete the studies of the second cycle, provided by this regulations.

In any case, the student is obliged to notify the institution of the suspension and resumption of studies.

The dean's office is the competent body for accepting or rejecting the request. In the decision to suspend studies, the financial effects of the interruption are regulated, as well as a possible deadline for the resumption of studies is determined. The decision is forwarded to the relevant department where the student studies, the Academic Secretariat Office for implementation and the Finance Office.

The student is obliged to pay the fee set by the Board of Administration for each semester in which studies have been suspended. The student is not deprived of the right to the deduction of the study fee previously obtained.

#### Article 65

#### **Resuming studies**

The student resumes his studies where he interrupted, but always at the beginning of the semester or the academic year, according to the study program of the academic year in which he returns.

The request for the resumption of studies is addressed to the Office of the Academic Secretariat, which sends it to the relevant department and then the department forwards it to the Dean of the Faculty for approval. The dean's office of the Faculty determines the subject obligations for the student to update his knowledge.

Drafting unit	Control unit	Approving unit
Office of Legal Affairs	Internal Quality Assurance Unit	Senate

Document Code	Entry into Force	Update No	Date of update	Page/Total
WBU-REG-001-AL	14 / 06 / 2022	3	18.07.2022	1-50

The student, who fails to complete his studies within the maximum duration of the program, has the right to apply to resume his studies, in the same study program or in another program. It is subject to the criteria and procedures announced for registration in the respective study program. The credits accumulated by the student during the previous period of studies can be transferred, by decision of the basic unit that accepts the student, according to the criteria defined in its regulation.

Article 66

**Transfer of students**

"Western Balkans" University accepts transfers of students in intermediate years from other institutions of higher education, domestic or foreign, public or private, and allows the transfer of its students to other institutions, according to the procedures provided in the relevant regulations. Transfers are allowed within the same study cycle and in the same or similar fields of study and only at the beginning of the academic year.

The criteria and procedures for recognition of credits and the transfer of studies are determined in the regulation of the basic unit, in accordance with this law and other by-laws.

"Western Balkans" University can recognize credits obtained in the second cycle "Professional Master" study programs, in order to transfer them to the "Master of Science" study programs.

The decision on the full or partial recognition of the credits earned by a student who transfers, in order to continue his studies in the host institution of higher education, belongs to the relevant commission, set up by the basic unit of the "Western Balkans" University.

Article 67

**Horizontal transfers**

Students who have completed a semester in a first-cycle study program or a second-cycle study program can apply to the Office of the Academic Secretariat at the beginning of the academic year within the deadlines set in the academic calendar, to be transferred horizontally (parallel) in another study program, within the same main unit of the institution, in accordance with the principles established by the "Western Balkans" University.

Article 68

Drafting unit	Control unit	Approving unit
Office of Legal Affairs	Internal Quality Assurance Unit	Senate



Document Code	Entry into Force	Update No	Date of update	Page/Total
WBU-REG-001-AL	14 / 06 / 2022	3	18.07.2022	1-50

*(added by Senate Decision No. 1, dated March 23, 2023)*

**Recognition of Credits for Certified University Programs**

"Western Balkans University" may recognize credits for university programs in a specific course of study, knowledge, and professional skills certified according to current legal acts, as well as knowledge of post-secondary educational activities that align with the specific objectives of the corresponding study program.

In the case of study transfer, the ad hoc committee established by the respective department may recognize up to 60 (sixty) credits for first-cycle study programs and 40 (forty) credits for second-cycle study programs. Meanwhile, in cases involving the recognition of subjects and credits earned previously, the number of credits, ECTS, to be recognized is determined by the ad-hoc committee established by the respective department. The committee formed by the base unit decides on the full or partial recognition of the earned credit

Drafting unit	Control unit	Approving unit
Office of Legal Affairs	Internal Quality Assurance Unit	Senate

**BASIC REGULATIONS OF THE UNIVERSITY  
"WESTERN BALKANS"**

Document Code	Entry into Force	Update No	Date of update	Page/Total
WBU-REG-001-AL	14 / 06 / 2022	3	18.07.2022	1-50

Drafting unit	Control unit	Approving unit
Office of Legal Affairs	Internal Quality Assurance Unit	Senate

Document Code	Entry into Force	Update No	Date of update	Page/Total
WBU-REG-001-AL	14 / 06 / 2022	3	18.07.2022	1-50

Article 69

**Transfers from other Higher Education Institutions**

In case the student wants to transfer from another institution of higher education to "Western Balkans" University, he must present with official documents the transfer from a public or private institution of higher education that exercises its activity in Albania or abroad. The necessary documentation that is required is:

1. Request for transfer of study programs;
2. List of results obtained in the relevant institution of higher education, accompanied by credits for each discipline; (signed and sealed);
3. The matriculation number that he had at the previous institution of higher education and proof of deregistration;
4. Copy of the programs completed in the relevant institution of higher education (signed and sealed);
5. Documentation proving the completion of high school or a cycle of university studies;
6. An identification document.

The institution has the right to request other documents for the students who transfer, if they are provided for in the legal and by-law provisions of education.

Article 70

**Transfer from Western Balkans University**

The student who wants to transfer from "Western Balkans" University to another institution of higher education must submit a written request to the educational secretariat, where he must state the reasons for the transfer and the name of the institution of higher education to which he wishes to transfer. At the request of the student, the institution is obliged to provide him with:

- a. Certificate of deregistration,

Drafting unit	Control unit	Approving unit
Office of Legal Affairs	Internal Quality Assurance Unit	Senate

Document Code	Entry into Force	Update No	Date of update	Page/Total
WBU-REG-001-AL	14 / 06 / 2022	3	18.07.2022	1-50

- b. Registration number,
- c. grade list,
- what Description of subjects.

In any case, the right to transfer studies arises to the student after he has paid all the obligations arising from the service contract.

Article 71

**The body that deals with transfers**

The relevant commission, set up by the basic unit, decides on the transfers carried out in the programs of the "Western Balkans" University. All transfer applications, after being reviewed by the department where the student has applied to transfer, are finalized by the decision of the Ad-hoc Committee set up by the Department Council, the Ad-hoc Committee carries out all the relevant procedures for the equivalence of courses and reflects the grades obtained in the relevant course according to the WBU evaluation system for first cycle programs. The letter T (Transferred) will be placed next to the student's grade, these grades will also be calculated in the student's average.

Even for the second cycle programs, the competent body for carrying out the procedures of subject equivalence is the relevant Commission, set up by the basic unit composed of lecturers who are engaged in the second cycle of studies. All transfer applications, after being examined by the department where the student has applied to transfer, are finalized by the decision of the ad-hoc Committee set up by the Department Council. The ad hoc committee performs all the relevant subject equivalence procedures and reflects the grades obtained in the relevant subject according to the WBU evaluation system for the first cycle programs. The letter T (Transferred) will be placed next to the student's grade, these grades will also be calculated in the student's average.

In accordance with this article, students who have completed the equivalence procedures are provided with a diploma only if they have attended no less than two semesters of studies at "Western Balkans" University.

**CHAPTER 11  
STUDY RULES**

Article 72

**Academic year and teaching organization**

Drafting unit	Control unit	Approving unit
Office of Legal Affairs	Internal Quality Assurance Unit	Senate

Document Code	Entry into Force	Update No	Date of update	Page/Total
WBU-REG-001-AL	14 / 06 / 2022	3	18.07.2022	1-50

The academic year has 32 teaching weeks. The academic year consists of the fall and spring semesters. Special seasons may be held with the approval of the Academic Senate. The normal duration of each semester is 16 weeks. In necessary cases, their duration can be postponed by the Academic Senate.

The academic year is organized in semesters with at least 20 hours of lectures, seminars, practices and laboratories per week.

The start of the academic year and the exam calendar is determined annually by the Senate and published. There are no classes or exams on official holidays. Lessons missed as a result of official holidays will be replaced.

However, in case it is considered necessary, with the proposal of the Head of the relevant Department and with the Rector's approval, lessons or exams can be held on Saturdays or Sundays.

#### Article 73

#### **Structure of Studies**

The structure of studies for the first, second cycle and integrated study programs includes:

- i) Basic subjects of the study program, which determine general formation, methodological preparation and general culture;
- ii) Characteristic subjects, which are related to the features of the study program and provide a specific training, according to its characteristics;
- iii) Interdisciplinary and/or integrative subject in one or more groups of similar disciplines and/or integrative with the characteristic disciplines, program profiles and elective group-subjects;
- iv) Supplementary subjects, focused on the acquisition of foreign language skills, computer and telematics skills, communication and presentation skills, skills that facilitate entry into the labor market and professional practices developed at public and private entities, according to joint agreements, signed for this purpose;
- v) Final obligations, related to the preparation of the diploma thesis or the final exam.

Each department determines, according to the instructions of the Ministry Responsible for Education and its own specifics, the formative activities that characterize a study program.

#### Article 74

#### **Disciplines of specific training**

1. Specific training disciplines, according to the peculiarities of each department, are divided into:

Drafting unit	Control unit	Approving unit
Office of Legal Affairs	Internal Quality Assurance Unit	Senate

Document Code	Entry into Force	Update No	Date of update	Page/Total
WBU-REG-001-AL	14 / 06 / 2022	3	18.07.2022	1-50

- a. Mandatory disciplines;
  - b. Elective discipline.
2. Compulsory disciplines include scientific activities of the relevant field of graduation, which are defined in the teaching curricula.
  3. Elective disciplines include scientific activities of the relevant field of graduation, which are oriented towards a narrower specialization. In accordance with the curriculum of each department, a certain number of elective courses are defined.

Article 75

**The learning process**

1. For the study programs of the first cycle, a total of no more than 22 exams and the defense of the diploma are foreseen, which takes place at the end of the study programs of the first cycle. For the study programs of the second cycle, forms of the final assessment of knowledge are foreseen according to the legal provisions in force. Depending on the field of study programs and in accordance with the objectives of these programs, by decision of the Academic Senate, the number of study program subjects may be greater.
2. For each study program of the second cycle, no more than 14 exams or other forms of final assessment of knowledge acquired in a discipline or other formative activity can be foreseen.
3. For each integrated study program, no more than 35 exams or other forms of final assessment of knowledge acquired in a discipline or other formative activity can be foreseen.
4. The learning process consists of lectures, projects, laboratory work, practices, field work, seminars and other similar work provided for in the curriculum, course assignments, course exams, formative exams and diploma thesis.
5. Determining the workload of the subject/formative activity and awarding ECTS credit for that subject/formative activity is the responsibility of the academic staff of the relevant department that provides the subject/formative activity in question.
6. The student's level of success is evaluated on the basis of semester/year exams; participation; course assignments; presentations; activations and projects.
7. "Western Balkans" University, before the beginning of the academic year, officially notifies the Ministry responsible for education about the changes that are made to the study programs, after the permission to open and accredit them, accompanied by the relevant argumentation, one year before the start date of the implementation of study program. The opening of study

Drafting unit	Control unit	Approving unit
Office of Legal Affairs	Internal Quality Assurance Unit	Senate

Document Code	Entry into Force	Update No	Date of update	Page/Total
WBU-REG-001-AL	14 / 06 / 2022	3	18.07.2022	1-50

programs, their closure, as well as their reorganization to the extent of more than 20 percent of their content, expressed in credits, after a complete study cycle, is approved by the minister responsible for education, based on the request of the institution, based on the assessment of skills needs in the labor market and in accordance with the legal provisions in force.

- "Western Balkans" University for accredited study programs can make profiling changes up to 20 percent and reflect them in the diploma issued by it. The approval of the changes is done by the Academic Senate and the ministry responsible for higher education is notified of them no later than six months before the beginning of the academic year.

Article 76

**Teaching programs**

- Education in the faculties and departments of the "Western Balkans" University is developed in accordance with the requirements of the Albanian legislation in the field of higher education, as well as the Bologna Charter. The teaching programs of the departments can come into force only after the Ministry Responsible for Education has approved the opening of these programs. The electives of the teaching programs consist of the electives opened at the beginning of the semester by the department for its students and the electives opened by other departments.
- Education is carried out in accordance with the curriculum and respecting the order provided in this program.
- A student who, after registration, presents a document from an institution of higher education, in which it is shown that he has successfully completed one or more courses, may request exemption from attending those courses. The Council of the relevant Department examines the request and if it thinks that the knowledge that the student has gained in that course is sufficient, it can release the student from the obligation to attend the course. In this case, the Department Council decides which courses are compulsory for the student to follow.
- In case the student has not been able to attend the courses that he should attend normally during the semester, for reasons considered reasonable by the Department Council, then he can take the courses without prerequisites (subjects not necessarily related to each other) the next) in the following semester. The student continues his studies by first taking the subjects in which he has a failing grade or that he did not take during the previous semesters. The practical work included in the study program is developed by the relevant units within the framework of the established principles, in accordance with the educational characteristics of each department.

Drafting unit	Control unit	Approving unit
Office of Legal Affairs	Internal Quality Assurance Unit	Senate

Document Code	Entry into Force	Update No	Date of update	Page/Total
WBU-REG-001-AL	14 / 06 / 2022	3	18.07.2022	1-50

Article 77

**Prerequisite courses (related courses)**

The prerequisites for attending certain courses are determined by the relevant departments and are reflected in the curriculum.

Article 78

**Enrollment in a course, leaving the course and the obligation to attend**

Every student has the obligation to participate in the lectures, applications, laboratories, projects, seminars, graduation papers and similar papers of the semester he is attending, within the limits defined in the Quality Code and the instruction of the Minister responsible for education.

In cases of repeating or attending for the first time lectures, labs , projects and similar activities equivalent to lectures, students must first register in the subjects in which they received a grade of D and F. After choosing these subjects, then they can also take other subjects. First, the subjects of the previous semesters, which were graded D- and F, are taken.

The student, after receiving the advisor's approval, may withdraw from one or more courses, exchange courses for other courses, or enroll in other courses within two weeks of the beginning of each semester.

Article 79

**Student records**

"Western Balkans" University has the right to keep the following records for the management of students and the learning process:

1. Basic register of students with the data required according to the legal provisions in force;
2. Record of grades obtained while following the study program;
3. Register of the issuance of diplomas and certificates containing the data of students who have completed the study program at "Western Balkans" University, the data of the diploma and the supplement and the confirmation of the withdrawal of these documents.

The basic register of students is completed in written and electronic form and is kept in permanent storage.

Each student, at the time of initial registration at the Western Balkans University, is given a unique matriculation number, which accompanies him until receiving the diploma or certificate in accordance with the legal provisions in force.

Article 80

**Course and group**

Learning takes place on a course or group basis.

Drafting unit	Control unit	Approving unit
Office of Legal Affairs	Internal Quality Assurance Unit	Senate



Document Code	Entry into Force	Update No	Date of update	Page/Total
WBU-REG-001-AL	14 / 06 / 2022	3	18.07.2022	1-50

Lectures are conducted on a course basis for up to 150 students; seminars in groups of no more than 25 students; laboratory works and professional practices in smaller groups of up to 20 students.

#### Article 81

##### **Attendance**

**Attendance at lectures and seminars:** 75% is mandatory for first -cycle students, while 80% is mandatory for second-cycle students and integrated programs .

**The medical report is not calculated in the attendance of the learning process and will not be taken into consideration in the calculation of the attendance rate.**

First cycle students who have not attended up to 75% of lectures and seminars do not have the right to enter the final exam. They repeat the subject with attendance.

Students of the second cycle and integrated programs who have not attended up to 80% of lectures and seminars do not have the right to enter the final exam. They repeat the subject with attendance.

**Attendance of laboratory works, course assignments and practical lessons:** It is mandatory to the extent of 80%.

**Course projects:** They are optional to be repaid at 100%.

Students who do not meet these standards do not enter the final semester exam.

#### Article 82

##### **Class schedule and class time**

The time and audience of the lesson is reflected in the timetable announced by the teaching secretariat. The timetable is mandatory for students and lecturers.

The schedule is built on pedagogical criteria, distributing the teaching load in a balanced way.

The lesson (academic) in the auditorium lasts 50 minutes.

#### Article 83

##### **The language of education**

Drafting unit	Control unit	Approving unit
Office of Legal Affairs	Internal Quality Assurance Unit	Senate

Document Code	Entry into Force	Update No	Date of update	Page/Total
WBU-REG-001-AL	14 / 06 / 2022	3	18.07.2022	1-50

At "Western Balkans" University, programs are applied in Albanian and English, with the proposal of the Dean of the Faculty and the approval of the Senate, certain subjects can be developed in a language other than that of the study program.

Article 84

**Prerequisites for first cycle student graduation**

Students must complete all obligations of the relevant program of study before final graduation. Students in first-cycle study programs graduate with a general final exam or thesis, depending on the grade point average threshold.

"Western Balkans" University determines in the general regulation of the study programs the threshold of the average grade, which entitles the student of the first cycle to graduate, by preparing and defending a thesis.

Article 85

**Graduation thesis**

Completion of a mandatory graduation thesis by the student in accordance with the education program, which shows the achievement of a desired professional level, is decided by the competent bodies of the relevant academic units. The conditions for the performance of the work, the deadline for delivery, examination and evaluation of the work are determined by these bodies. The graduation thesis is included as a subject of the sixth semester in the programs of the first cycle. In the programs of the second cycle in the "Scientific Master's" programs it is included as a subject of the fourth semester, while in the "Professional Master's" programs it is included as a subject of the third semester.

Thesis topics can be given to students in previous semesters as well, based on established conditions.

Article 86

**Diploma**

Students who successfully complete their studies at the faculties of the Western Balkans University, in compliance with this regulation, are provided with the relevant diploma, registered in advance in the Register of Diplomas and Certificates in the Ministry responsible for education.

Article 87

**Study programs of continuous education**

Drafting unit	Control unit	Approving unit
Office of Legal Affairs	Internal Quality Assurance Unit	Senate

Document Code	Entry into Force	Update No	Date of update	Page/Total
WBU-REG-001-AL	14 / 06 / 2022	3	18.07.2022	1-50

1. "Western Balkans" University can offer continuing education study programs as a form of lifelong learning. These programs serve to complete, deepen and consolidate knowledge and can be offered as qualification and requalification courses, summer schools and similar activities. Continuing education studies programs help individuals to increase their qualification and professional skills.
2. The structure of these programs, their duration and credits are determined independently by the responsible department, in cooperation with the line ministries, and are made public by the main unit.
3. At the end of the continuing education study programs, the "Western Balkans" University issues the relevant certificates, which are registered in accordance with the legal provisions in force.
4. Western Balkans University can also offer preparatory courses for the study programs it organizes.

Article 88

**Student affairs**

Regarding matters of student transfer, matters related to education and examinations, as well as those related to the severance of relations with the department, decision-making rests with the Departmental Council. In these cases, the student has the right to appeal the decision to the Dean of the Faculty within 15 days of being informed of the respective decision.

For discipline issues, the student discipline regulations of the "Western Balkans" University apply.

**Chapter 12**

**GRADES, EXAMINATIONS, AND PASSING GRADE**

**Article 89**

*(amended by Senate Decision No. 1, dated July 18, 2023)*

**Student Evaluation System - Grades,  
Examinations, and Passing**

**Grade**

For each course attended, the student is assessed by the lecturer at the end of the semester with one of the following grades:

Drafting unit	Control unit	Approving unit
Office of Legal Affairs	Internal Quality Assurance Unit	Senate

Document Code	Entry into Force	Update No	Date of update	Page/Total
WBU-REG-001-AL	14 / 06 / 2022	3	18.07.2022	1-50

Grading (According to the Albanian system)	Explanation of Grade	Internal evaluation of Western Balkans University		Coefficient according to the American system
		MARKS	Grade Letter	
10	Excellent	90-100	or	4.00
9	Very good	85-89	A-	3.50
8	Good	75-84	B	3.00
7	Pleasingly	65-74	B-	2.50
6	*It's conditionally enough	55-64	C	2.00
5	*You pass on condition	50-54	D	1.00
4	Not transient	0-49	F	0.00

\*The student who has these grades must have a general average above 7 for the passing of the academic year and for his graduation.

### CLARIFICATIONS

I- With deficiencies

S- Enough

T- Transferred

U- Insufficient

P- Next

EX- Exempt from obligation NI- Not included

NA - Did not participate.

The grade (I) is given by the subject lecturer to that student who, due to an illness or any other reasonable cause, was unable to meet the requirements of the subject, even though he was successful during the semester. In case the student has received grade I in a certain subject, he is obliged to fill in the deficiencies within 15 days from the day of handing in the grades to the teaching secretariat, in order to receive a grade. The grade that will be given instead of grade I is approved by Dean's decision. Otherwise, grade I is converted into grade F. However, in cases of long illness or similar cases, with the proposal of the head of the department and with the approval of the Dean's Office, the duration of grade I may be extended until the beginning of the registration period in the following semester.

The grade (S) is given to the student in subjects in which he has been successful, but which are not counted in the average.

Grade (T) is given in cases of horizontal transfer from another institution of higher education or in cases where the result of a course passed with is accepted, the validity of which is accepted based on the decision of the Department. The grade (T) is taken into account in calculating the average.

Drafting unit	Control unit	Approving unit
Office of Legal Affairs	Internal Quality Assurance Unit	Senate

Document Code	Entry into Force	Update No	Date of update	Page/Total
WBU-REG-001-AL	14 / 06 / 2022	3	18.07.2022	1-50

Regarding the courses taken during student exchange programs, the Department decides on the equal validity of credits and grades obtained in these courses.

The grade (U) is given to the student in subjects in which he was unsuccessful, but which are not counted in the average.

The grade (P) is given to the student in ongoing courses which are not calculated in the average.

The grade (EX) is given to the student who is exempted from taking a subject following an exam organized by the department in those subjects determined by the Senate. The student in question does not receive credits from the course taken. The grade (EX) is not calculated in the average, but is reflected in the grade list.

The grade (NI) is given in order to describe the subjects in which the student is enrolled, but which are not counted in the grade point average. This grade appears in the student's grade list along with the letter grade he received in that subject. The load of subjects that have this status are included in the group of subjects defined in Article 13 and are not used in the procedures for calculating the subjects of the program or programs in which the student is registered. The subject in which the student received the grade (NI) cannot be repeated.

The grade (NA) is given by the relevant pedagogue of the course, to students who, because they did not follow the rules related to attending the course or did not meet the conditions, related to the practices or the application of the courses, were unsuccessful. In calculating the average, the grade (NA) is considered as (F).

#### Article 90

#### **Criteria for passing to the following year**

The student moves from the first year to the second year, when he has secured at least 30 credits of the first year.

The student moves from the second year to the third year, when he has secured at least 60 credits from the first and second year. This rule also applies to integrated programs.

The final year student who at the end of the year's exams results with 30 unpaid credits, in cases where he has fulfilled the obligation to attend the courses, has the right to liquidate them in a period determined by the dean's office before the graduation season. Otherwise, the student is forced to repay the attendance obligation.

A student who repays all academic obligations has the right to enter the degree defense. Otherwise, he has the right to repay them in the following semester, while graduation takes place after he has paid off all academic obligations.

#### Article 91

Drafting unit	Control unit	Approving unit
Office of Legal Affairs	Internal Quality Assurance Unit	Senate

Document Code	Entry into Force	Update No	Date of update	Page/Total
WBU-REG-001-AL	14 / 06 / 2022	3	18.07.2022	1-50

### **Improving the overall average**

The student who wants to improve the overall average grade, can repeat the subjects studied in the previous years. In calculating the average, the last grade received by the student in that subject will be taken into account.

#### Article 92

### **Passing grade**

The passing grade in a subject is determined by the relevant work completed during that semester (exams during the semester, mid-final exams, quizzes, applications, assignments, projects, practices, seminars, participation, laboratory, etc.), along with the grade obtained in the exam final. Within the first week of each semester, lecturers must publish the evaluation system in the relevant subjects.

The status of the success of each subject is submitted to the relevant administrative bodies, within the deadline set in the academic calendar, and the results are published on the students' personal page in the Western Balkans University Information System, (WIS).

#### Article 93

### **Exam season**

Exam season takes place after the end of each semester. In the event that an exam is not held within the season for reasons accepted as reasonable by the Dean of the relevant Faculty, then the latter proposes to the Senate the extension of the exam season. After the approval of the Senate, the examination season can be extended for as many days as no examinations have been conducted within the normal term.

The graduation exam takes place during the first week after the exam season.

#### Article 94

### **The right to enter the exam**

The student acquires the right to enter the exam of a subject when he has paid off the obligations related to that subject, provided for repayment in the relevant syllabus. The student is denied the right to enter the exam if he has financial obligations.

The evaluation of the subject is done according to the modalities defined for the subject in its syllabus.

Drafting unit	Control unit	Approving unit
Office of Legal Affairs	Internal Quality Assurance Unit	Senate

Document Code	Entry into Force	Update No	Date of update	Page/Total
WBU-REG-001-AL	14 / 06 / 2022	3	18.07.2022	1-50

Article 95

**Exam deadlines**

1. Exams and re-examinations take place according to the deadlines set in the structure of the academic year, approved by the Senate and the exam calendar that is announced at the beginning of the academic year.
2. Possible changes in the calendar are made at least one month before the beginning of the exam season. The deadlines set for exams and re-exams are mandatory for both teachers and students.
3. The student is not allowed to enter for the second time in the exam of a subject within a season.
4. The student has the right to take an exam on the same day in different subjects, if the exam schedule allows, provided that he has registered in advance.

Article 96

**Program and place of exams, make-up exams**

The schedule of final semester exams is determined by the relevant department council and must be published at least two weeks before the start of the exam season. The exams are conducted in the premises of "Western Balkans" University, on the day, place and time specified in the program. Exams for subjects that take place in the field or by application can also be done outside the University building. The subjects developed by a lecturer are evaluated only by him, while when the subject is developed by several lecturers, all of them are members of the evaluation committee. The final exams of the semester do not have a make-up exam. Students, who for reasonable reasons cannot participate in the semi-final exam, have the right to take the exam. Students who have not entered the semi-final exam, must submit to the Office of the Educational Secretariat, within one week from the date of the relevant exam, the request accompanied by the documents that prove the existence of reasonable causes. Students whose request has been accepted by the Dean's decision of the relevant faculty, can use the right to enter the exam within 2 weeks from the date of the Faculty's Dean's decision.

Article 97

**Exam form**

Exams are usually written. The subject teacher may decide to make the exam oral, in the form of a project or a course assignment.

The exam is prepared and directed by the teacher of the relevant subject. In case the lecturer in charge is not present at the "Western Balkans" University premises on the day of the exam, then the Head of the Department determines who will take the exam. All lecturers and assistants can be charged with duties, in order to ensure the smooth running of the exams.

Drafting unit	Control unit	Approving unit
Office of Legal Affairs	Internal Quality Assurance Unit	Senate

Document Code	Entry into Force	Update No	Date of update	Page/Total
WBU-REG-001-AL	14 / 06 / 2022	3	18.07.2022	1-50

The student appears in the exam with an identification document or student card. Outsiders are prohibited from entering the exam, with the exception of the head of the department and the University's governing authorities.

Article 98

**Documentation of assessments**

The results are reflected in the assessment record, in the grade register and in the electronic register. The evaluation record is completed by the lecturer at the end of the evaluation process and submitted to the secretary no later than two weeks from the date of the end of the exam season. In no case should the assessment minutes have corrections and no one has the right to add names to it.

The minutes must contain the signature of the subject lecturer and the Secretary of the Department. A reported rating can only be changed if it turns out that a technical error has been made during recording or when uploading to the computer. The person responsible for the error must state in writing the circumstances of the error. The certificate is approved by the head of the department. The change is accepted within a period of three days from the day the error was discovered.

Article 99

**Complaining about the exam result**

In case the student has complaints against the final result of a semester exam, he has the right to submit a written complaint to the Office of the Academic Secretariat within one week from the day of publication of the results. The appeal is reviewed on material errors, by a commission which is set up by decision of the Council of the relevant Department and consists of of three people. The subject teacher cannot be a part of this committee. The decision is made known to the student no more than 15 days from the day of submission of the review request.

Article 100

**Education during the summer semester**

The learning process during the summer semester will take place in accordance with the "Summer Semester Regulations".

**CHAPTER 13**


**PROFESSIONAL PRACTICES**

Article 101

**Pursuing professional practice**

Drafting unit	Control unit	Approving unit
Office of Legal Affairs	Internal Quality Assurance Unit	Senate



 <b>wbu.</b> <small>WESTERN BALKANS UNIVERSITY</small>	<b>BASIC REGULATIONS OF THE UNIVERSITY</b>				
	<b>"WESTERN BALKANS"</b>				
	Document Code	Entry into Force	Update No	Date of update	Page/Total
WBU-REG-001-AL	14 / 06 / 2022	3	18.07.2022	1-50	

The student is forced to follow the professional practices provided in the curriculum. The student who does not complete professional practices is subject to the established rules as for all other obligations.

#### Article 102

#### **Development of professional practice**

Professional internships take place in public institutions, in private companies and in free professions designated by the school and under the guidance of the teacher in charge. Professional practices are graded, just like other obligations.

The student is obliged to respect the rules of the institution where the professional practices are carried out.

### CHAPTER 14

### **GRADES, GPA, TITLE AND DIPLOMA**

#### Article 103

#### **Evaluations**

The assessment of the lesson, application, laboratory, projects, seminars, practices and final papers from an academic point of view is done on the basis of the unit of measurement hours. The credit value of a course consists of full theoretical hours per week and half weekly hours of application, laboratory, and project.

#### Article 104

#### **Weighted average grade**

At the end of the study program, students are given a weighted average grade, taking into consideration the respective credits for each discipline or other formative activity. The calculation of the weighted average grade is based on instruction no. 15, dated 04.04.2008 of the Ministry of Education and Science, "On the organization of studies in public institutions of higher education".

#### Article 105

*(amended by Senate Decision No. 1, dated July 18, 2023)*

#### **Conclusion of Studies and Diploma**

- a) The student, who has successfully passed all the subjects presented in the faculty's curriculum and has no grades graded (D or F) and has completed all the work provided in this regulation, is then provided with the corresponding diploma of the study program.
- b) Students who, on the verge of graduation, have no more than three subjects (D or F) are given the right to apply for additional exams, for no more than three subjects in which they received

Drafting unit	Control unit	Approving unit
Office of Legal Affairs	Internal Quality Assurance Unit	Senate

Document Code	Entry into Force	Update No	Date of update	Page/Total
WBU-REG-001-AL	14 / 06 / 2022	3	18.07.2022	1-50

a grade (D- or F) at the end of that semester. In this case, the grade obtained in the exam replaces the grade obtained previously.

- c) Students who are granted the right to graduate, in order to withdraw their diploma, must present to the competent units the documents showing that they have no obligations towards the institution.

#### Article 106

##### **Issuance of diplomas/Diploma Supplement**

The student who has fulfilled all the obligations of a study program is provided with the relevant diploma, which is an official document.

The degrees for the first cycle (Bachelor) and for the second cycle (Master of Science, Professional Master) are accompanied by the diploma supplement. The diploma supplement is designed in accordance with the requirements of the European area of higher education. It describes, in particular, the nature, level, content, results of the studies, which have been carried out and successfully completed by the degree holder. The diploma supplement does not replace the diploma.

The content, form of the diploma and the diploma supplement are approved by the Academic Senate, in accordance with the instructions of the Ministry Responsible for Education, and are registered in the National Register of Diplomas and Certificates.

#### Article 107

##### **Completion of the Diploma**

The diploma is completed in clear writing and with technical ink and signed by the Rector of the University and the Dean of the Faculty. For each of them, the name, surname, rank and scientific title are noted. Their signatures are certified with the seal of the University.

#### Article 108

##### **Withdrawal of Diploma**

Withdrawal of the diploma and the diploma supplement is done personally by the graduate, against signature, and recorded in the relevant register.

If the presence of the graduate is objectively impossible, the withdrawal of the diploma and the diploma supplement can be done by one of the family members, equipped with a special power of attorney, by presenting his passport.

#### Article 109

Drafting unit	Control unit	Approving unit
Office of Legal Affairs	Internal Quality Assurance Unit	Senate

Document Code	Entry into Force	Update No	Date of update	Page/Total
WBU-REG-001-AL	14 / 06 / 2022	3	18.07.2022	1-50

**Changing and correcting the generalities of the student**

The teaching secretaries have the obligation to collect the correct data of the students, before completing the diploma document, certificate, testimony. The student must submit the necessary documentation for the change and clarification of generalities and other data, before completing the diploma document, certificate, testimony and supplement.

**CHAPTER 15  
RIGHTS AND DUTIES OF STUDENTS AND OTHER PROVISIONS RELATED TO  
THE LEARNING PROCESS**

Article 110

**Rights and duties of students**

- A. After registering at "Western Balkans" University, the student has the following rights:
1. benefit from the learning process and graduate after paying off all obligations defined in the learning plan;
  2. to use the premises of "Western Balkans" University for the realization of the educational program, as well as to benefit from the support services offered by the institution;
  3. to participate in the decision-making processes of the "Western Balkans" University, in accordance with the legal provisions in force and the statute of the institution;
  4. to express their appreciation for the quality of teaching and the work of the staff at Western Balkans University;
  5. to sign a service contract, at the time of registration at Western Balkans University. The elements of the contract and its form are determined by the instruction of the Minister Responsible for Education.
  6. to organize in non-political student associations, according to the provisions of the relevant legal acts and to participate in local and international networks;
  7. to participate in artistic, cultural, sports, entertainment activities organized by "Western Balkans" University outside the teaching process;
  8. to influence the improvement of the learning process through democratic forms of expression of will;
  9. to respect and recognize mobility;
  10. to be heard by the relevant bodies, before any punitive measures are taken against him;
  11. to be included in Alumni after completing university studies.

Drafting unit	Control unit	Approving unit
Office of Legal Affairs	Internal Quality Assurance Unit	Senate

Document Code	Entry into Force	Update No	Date of update	Page/Total
WBU-REG-001-AL	14 / 06 / 2022	3	18.07.2022	1-50

12. Students have the right to organize themselves in student councils, which are independent student organizations and do not engage in political or economic activities. These councils promote the participation of students and coordinate the representation of their ideas and opinions in the governing bodies of Western Balkans University in teaching-research and service structures.
  13. The student council is elected annually by student votes and is based on current legislation. The student council is organized at the institution level with representatives from all constituent faculties.
- B. As long as the student is registered at "Western Balkans" University, he has the following duties:
1. follow the educational and scientific process, fulfill the obligations contained in the curriculum and participate in academic activities;
  2. to implement the Statute and Regulations of the "Western Balkans" University;
  3. to respect the rights of staff and other students;
  4. to regularly pay the tuition fee determined by the contract, as well as the fees for the services offered by the University;
  5. to dress properly and appropriately for a high educational and scientific institution;
  6. to respect the institution's Code of Ethics regarding the academic, administrative staff and other students.

#### Article 111

#### **Students sent within the framework of cooperation with foreign universities**

"Western Balkans" University, in accordance with agreements that can be made with universities abroad, within the framework of student exchange programs, can send its students for one or two semesters to foreign universities with which it has prior agreements. Student registration at "Western Balkans" University continues even during this period, which is counted in the duration of the education.

#### Article 112

#### **Scholarship students**

In order for the discount from the annual fee that students benefit from to continue in future years, they must meet the following conditions:

1. They should not receive any disciplinary measures;
2. Must graduate within three years;

Drafting unit	Control unit	Approving unit
Office of Legal Affairs	Internal Quality Assurance Unit	Senate

Document Code	Entry into Force	Update No	Date of update	Page/Total
WBU-REG-001-AL	14 / 06 / 2022	3	18.07.2022	1-50

3. They must fulfill the conditions provided for in the Regulation on the deduction of the annual fee of the "Western Balkans" University;  
Otherwise, the scholarship offered as a discount from the annual fee is terminated at the end of the student's academic y

Article 113

**Discipline**

In relation to the disciplinary rules that must be implemented by the students, as well as the disciplinary measures that are given, the provisions of the "Code of Ethics" of the "Western Balkans" University are applied.

**CHAPTER 16  
FINAL PROVISIONS**

Article 114

**Interpretation of the Regulation**

The Academic Senate of "Western Balkans" University has the right to final interpretation of the Regulation.

Article 115

**Approval and amendment of the Regulation**

The regulations of the "Western Balkans" University are approved and amended by the Academic Senate after the prior approval of the Board of Administration.

Article 116

**Entry into Force**

This Regulation enters into force after approval by the Academic Senate.

Drafting unit	Control unit	Approving unit
Office of Legal Affairs	Internal Quality Assurance Unit	Senate

Document Code	Entry into Force	Update No	Date of update	Page/Total
WBU-REG-001-AL	14 / 06 / 2022	3	18.07.2022	1-50

Article 117

**Application**

The implementation of this regulation is guaranteed by the Rector of "Western Balkans" University.

Drafting unit	Control unit	Approving unit
Office of Legal Affairs	Internal Quality Assurance Unit	Senate