



**REPUBLIC OF ALBANIA
UNIVERSITY OF TIRANA
FACULTY OF FOREIGN LANGUAGES**

**INTERNAL REGULATION
OF THE EDUCATIONAL SECRETARIAT
OF THE FACULTY OF FOREIGN LANGUAGES**

**Approved by the Deanship Decision
No. 32. Dated 18.03.2022**



**REPUBLIC OF ALBANIA
UNIVERSITY OF TIRANA
FACULTY OF FOREIGN LANGUAGES**



Regulation Of The Educational Secretariat

**Article 1
Legal basis**

The Internal Regulation for the operation of the Educational Secretariat (hereinafter "the Regulation") is based on law no. 80, dated 22.07.2015 "For higher education and scientific research in higher education institutions in the Republic of Albania", in law no. 9154, dated 06.11.2003 "On archives" and in other legal provisions in force for higher education, the Statute and Regulations of the University of Tirana as well as in other legal and by-laws, which influence the activity of this structure.

**Article 2
Scope**

The scope of this Regulation is to determine the rules and tasks for the organization and operation of the Department of the Educational Secretariat in the framework of the educational and administrative activity of the Faculty of Foreign Languages of the University of Tirana in relation to the registration of students, the completion and recordkeeping of registers, which must be followed for the input and storage of student data and the institutional responsibility for carrying out the activity that must be established by the Educational Secretariat Branch.

**Article 3
Operation of the Educational Secretariat Branch**

The branch of the Educational Secretariat of the Faculty of Foreign Languages (hereinafter FFL), is an academic support and service unit, in service of the teaching process of the FFL. It is responsible for the organization and proper functioning of the standardized registration processes of students in the FFL, the registration of students' academic achievements, the registration of the issuance of diplomas and the list of students' grades, as well as other tasks defined in the legislation in force for higher education and in this Regulation.

2. The FFL Educational Secretariat branch consists of:

- The head of the branch
- Educational specialist for the First Cycle
- Educational specialist for the Second Cycle
- Specialist of the unit for the educational process

3. Educational Secretariat typically operates under the authority of the Dean, who oversees its functions and personnel. For any irregularity during the work process, the educational secretary informs the head secretary, who communicates with the Dean and/or the respective vice-deans.



**REPUBLIC OF ALBANIA
UNIVERSITY OF TIRANA
FACULTY OF FOREIGN LANGUAGES**



Regulation Of The Educational Secretariat

**Article 4
Documentation of the educational process**

The branch of the Educational Secretariat is responsible for the completion and recordkeeping of documentation according to the legislation in force for higher education and for the archives for:

1. The foundational register of students;
2. The register of academic achievements;
3. The register of issuing diplomas and certificates; Each register has a unique serial number, which is kept in the Centre of Educational Services (CES) in a separate numerical register.

**Article 5
Equipment and fundamental documentation**

The application for the equipment with the foundational register of students, the register of academic achievements and the register of issuing diplomas and certificates is carried out by the Faculty of Foreign Languages in the Centre of Educational Services.

**Article 6
Tasks of the Branch of the Educational Secretariat**

The branch of the Educational Secretariat is responsible for managing the student registration process for completing, monitoring and archiving every register, information, document or transcript related to students.

The Branch of the Educational Secretariat has the following tasks:

1. Ensure the inclusion of forms and documents in the information management system, as well as the updating of this information in cases where it is required and if it is necessary, in accordance with the policy and quality standards of the University of Tirana;
2. Register students of both cycles at the beginning of each year;
3. Inputs, administers and saves the data of students and the educational process in the register, the register of academic achievements, the register of issuing diplomas and certificates and in any other register provided by the legal provisions in force;
4. Ensure proper record keeping in written and electronic form;
5. Compiles and put in an electronic version the data in the foundational register of students;
6. Compiles evidence periodically for regulatory authorities and governing bodies, the Rectorate of the University of Tirana and MESY.
7. Carries out the registration of candidates for students who have earned the privilege to attain the student status;



**REPUBLIC OF ALBANIA
UNIVERSITY OF TIRANA
FACULTY OF FOREIGN LANGUAGES**



Regulation Of The Educational Secretariat

8. To initiate and upkeep manual registers according to the study programs and profiles for each student, the results achieved in each semester, during the period of studies, disciplinary measures, as well as to archive them over the years;
9. At the start of each semester, updates the subjects in the register of academic achievements according to the current curriculum;
10. Takes precautions to avoid the dissemination of students' personal data related to their progress during the years of study except to the competent bodies in accordance with the legislation in force;
11. After the registration of the subjects, prepares the records of the exams, which are collected by the respective academic staff;
12. Monitors the progress and ensures completion of the records of the exams by the relevant academic staff and reports on them;
13. Ensures the archiving of exam records after they have been signed and sealed by the responsible parties;
14. Prepares the grade list or downloads it from the system;
15. Prepares diploma supplements;
16. Prepares the documents that are submitted to the relevant institutions, such as the student certificate, registration certificate, list of grades, graduation certificate, etc.;
17. Submits the required documentation to the respective institution for the preparation of the student's card;
18. Prepares the graduation forms based on the list of students who have earned the right to graduate and delivers the signed diplomas to the graduated students;
19. Prepares the supplement attached to the diploma;
20. Presents to the responsible structure at the Rectorate, the list of students who meet the criteria to benefit from the scholarship of excellence;
21. Identifies students who do not progress to the next academic year due to unsatisfactory performance and reports them to the relevant structures;
22. Identifies students who have not managed to complete their studies successfully within the maximum study period.
23. Upkeeps the exam results;
24. Accepts application files for transfer procedures of second study programs, Albanian territories or special categories;
25. Prepares evidence, information or reports based on the requests of other institutions inside and outside the country;
26. Prepares documentation and any type of information for various problems that arise in related to student affairs that are forwarded to the IT sector for publication on the website;
27. Performs any tasks determined by the governing authorities or superiors and which do not conflict with the legislation in force.



**REPUBLIC OF ALBANIA
UNIVERSITY OF TIRANA
FACULTY OF FOREIGN LANGUAGES**



Regulation Of The Educational Secretariat

**Article 7
Tasks of the Head of the Educational Secretariat**

The Head of the Educational Branch is responsible for directing and controlling the activity of the Educational Secretariat, and has the following tasks:

- a. Manages and compiles the diploma form for the students graduating each academic year and submits it to the Rectorate for approval;
- b. Is responsible for the registration and matriculation of students and the creation, systematization and storing of their data;
- c. Is responsible for the applications that are done and the acceptance of student transfer files;
- d. Prepares application, registration, interruption or resumption of study and transfer of documentation for decision-making;
- e. Compiles various statistics about students;
- f. Is responsible for the preparation of all documents that come from the Rectorate and other institutions;
- g. Checks every document, such as various certifications, lists of grades, confirmations of school documentation, etc, that come from the office of the Educational Secretariat for both study cycles;
- h. Closely follows the dynamics and daily life of each stage of the work within this sector;
- i. Directs the work for the preparation of various activities in this sector;
- j. Follows throughout the academic year, the implementation of the teaching structure determined by the dean's office and departments;
- k. Signs the minutes of the exams;
- l. Summarizes the final records of all study programs, including all records of the exam seasons, the summer, fall and winter seasons, as well as the two special seasons (October and April), if any; The summary of all the evidence items in the summer and autumn seasons where they are included;
 - Passing;
 - The age of the students;
 - The number of students according to branches and years;
 - Students divided by districts;
 - Foreign students;
 - Number of graduate students;
 - Forwarding them to the faculty's IT office.



**REPUBLIC OF ALBANIA
UNIVERSITY OF TIRANA
FACULTY OF FOREIGN LANGUAGES**



Regulation Of The Educational Secretariat

**Article 8
Students' application/admission procedure**

1. The branch of the educational secretariat follows and undertakes the following procedures for the admission of students at the FFL in the first cycle of Bachelor studies and accepts application documentation for candidates who apply in the second cycle of studies.
2. The branch of the Educational Secretariat in cooperation with the IT office, publishes the approved criteria for admission to the study programs, the necessary documentation for admission to the institution as well as the deadlines for registration.
3. The branch of the educational secretariat creates a personal file for each applicant and completes it after the final registration of the candidate in the study programs offered by the FFL

**Article 9
The procedure for the registration of students**

1. For student registration, the Branch of the Educational Secretariat keeps a copy of the student's registration statement at the Faculty of Foreign Languages as well as all the necessary documentation required for registration in a study program.
2. After signing the declaration, the Educational Secretariat Branch completes the register with the students' data, at the time of the student's registration.
3. The completed data for each registered student are in chronological order with the date of student registration. Data for registered students are saved in registers completed manually and electronically.

**Article 10
Student files**

The branch of the educational secretariat at the time of student registration creates a personal file for each student. The documents required by students in case of registration are determined for each cycle of study.

For the study programs of the first cycle:

The student's file contains the following documents:

- a) Registration form;
- b) Declaration of acceptance;
- c) Notarized copies of diplomas;
- d) List of grades, notarized copy;
- e) Photocopy of identification document (identity card or passport)
- f) Two personal photographs;
- g) Residence permit (for foreign citizens);
- h) Albanian or foreign language certificate (notarized for foreign students in accordance with the guidelines in force);
- i) Diploma unification (for citizens who have completed secondary education abroad);



**REPUBLIC OF ALBANIA
UNIVERSITY OF TIRANA
FACULTY OF FOREIGN LANGUAGES**



Regulation Of The Educational Secretariat

For second cycle study programs:

The student file contains the following documents:

- a) Application form
- b) Notarized copies of diplomas
- c) List of grades, notarized copy;
- d) Photocopy of identification (notarized for foreign students);
- e) Two personal photographs;
- f) Residence permit (for non-Albanian citizens);
- g) Equivalency of university degree from MES (for citizens who have completed higher education abroad)
- h) Albanian or foreign language certificate (notarized for students in accordance with the guidelines in force);
- i) Student statement in the framework of the legal provisions in force (for citizens who have completed higher education abroad);

**Article 11
Students' foundational register**

The Educational Secretariat Branch records the data of each student in the foundational register of students, which are organized and contain columns in accordance with the legal acts of the Ministry responsible for education.

The Faculty of Foreign Languages keeps basic records of students in accordance with the study programs it offers.

The foundational register of students contains the following data provided for in the respective Instruction of the Ministry responsible for education:

1. Ordinal number of the completed record;
2. Name of the HEI;
3. Name of the Main Unit;
4. Designation of the study program;
5. Cycle of studies: first cycle of studies, second cycle of studies, third cycle of studies;
6. Type of study program: Bachelor, Professional Master, Master of Science, etc.;
7. Form of study: Full-time, extended-time;
8. Register number: The register number that is determined at the time of withdrawing the Register, based on its registration number in the CES register;
9. Matriculation number: Matriculation number given by the CES;
10. Name;
11. Father's name;
12. Last name;
13. Date of birth;
14. Gender;
15. Marital status;



REPUBLIC OF ALBANIA
UNIVERSITY OF TIRANA
FACULTY OF FOREIGN LANGUAGES



Regulation Of The Educational Secretariat

16. Place of birth;
17. Citizenship;
18. Date and no. of the Albanian language proficiency certificate: For foreign citizens.
19. Address of residence in the Republic of Albania;
20. Telephone;
21. E-mail;
22. Foreign language proficiency;
23. The name of the high school where the candidate has completed his pre-university studies;
24. The name of the HEI where the first cycle studies are conducted;
25. The name of the HEI where the candidate has completed his second cycle studies;
26. State Matura ID/No. Special register: The number of the special register is for graduates before 2010;
27. Type of identification document;
28. Personal identity number/ No. of the identification document;
29. Date of registration: Date of registration of the student in the relevant study program at this HEI;
30. Type of registration: 1-Registered as a student of a first study program; 2- Registered as a student of a second study program of the same type and cycle; 3-Registered as a transferred student;
31. Enrolment number from previous studies: For transferred students.
32. The HEI from which the candidate was transferred: To be completed only for transferred students;
33. The date of registration in the study program at the HEI from where the candidate was transferred;
34. The number and date of the Commission's decision on the recognition of the amount of ECTS credits and academic years.
35. First name, last name signature of the authorized person who entered the data in columns 1-34;
36. Name, surname, signature of the head secretary after completing column 34;
37. Date of interruption of studies/date of resumption of studies/date of registration;
38. Data for cancellation of studies: Date and references of the act that determined the registration;
39. First name, last name, signature of the authorized person that entered the data for the columns 37-38;
40. First name, last name, signature of the head secretary after completing column 38;
41. Student status;
42. Notes;

Article 12

Entering data in the students' foundational register

1. The foundational register of students is filled in handwritten by the authorized employee of the educational secretariat at the main unit. For each new page of the register that begins to be filled, the person authorized to enter the data fills in the data provided in the relevant Instruction of the Ministry responsible for education. For



**REPUBLIC OF ALBANIA
UNIVERSITY OF TIRANA
FACULTY OF FOREIGN LANGUAGES**



Regulation Of The Educational Secretariat

each given data, the authorized employee and the head of the branch (head secretary) sign in the corresponding space. Completing the register with student data is done at the time of student registration. The completed data must be reflected according to the student's registration date. The completed data must be reflected according to the student's registration date. At the moment of recording the student's data, the matriculation number is not completed. The matriculation number is completed no later than 10 days after it is officially sent by CES, by the authorized person who completed the relevant record. In the absence of the authorized person, the matriculation number is filled in the foundational register of students by the secretary of the FFL, who signs the completed data. For foreign students who do not have a residence permit in the Republic of Albania at the time of registration, the relevant data is provided by the person who completed the record no later than the legal deadlines for the residence of foreign citizens in the Republic of Albania.

2. No corrections, deletions, additions or replacements of data can be made in the register. Any change must be made according to the provisions of the legal framework in force for archives, be justified and recorded. The minutes are signed by the authorized employee, the head secretary and the dean, contain the date, the reason and are accompanied by a photocopy of the corresponding sheet of the register before the change was made, sealed with the seal of the FFL and kept in the educational secretariat of the Faculty of Foreign Languages, University of Tirana.
3. With the completion of the data registration, at the end of the legal term for the respective academic year, defined in the legal and by-laws in force, the register is closed with a clear dividing line, below which the number of the last record completed before the dividing line, date and signature of the authorized person is written.
4. The opening of registrations in the following year in the same study program starts with the consecutive numerical sequence number after the previous one, separated at the end of the registration with a dividing line.
5. The foundational register of students that is archived, is closed with clear dividing lines, according to the legal framework in force for archives and is stored in a safe place, accompanied by a document signed by the chief secretary, where he/she notes the data for the number of the last page and the last completed record of the registry. The completion of filling in the data is accompanied by the signature of the responsible persons upon being closed according to the respective Instruction of the Ministry responsible for education.
6. The Educational Secretariat, in addition to a written form (by hand), must also keep a foundational register of students electronically, according to the format provided in the respective Instruction of the Ministry responsible for education.
7. In case of discrepancy between the data of the registers in written form and those in electronic form, the data of the registers in the written form shall be considered as the correct version.



**REPUBLIC OF ALBANIA
UNIVERSITY OF TIRANA
FACULTY OF FOREIGN LANGUAGES**



Regulation Of The Educational Secretariat

**Article 3
Register of Academic Achievements**

1. The Branch of the Educational Secretariat of the Faculty of Foreign Languages of the University of Tirana, stores and writes the data of each student in the registers of academic achievements.
2. The register of academic achievements contains the information provided in the relevant Instruction of the Ministry of Education and consists of 29 sheets.
3. The register of academic achievements is filled in by hand by the authorized employee of the educational secretariat at the main unit. For each new page of the register that begins to be filled, the person authorized to enter the data fills in the data provided in the respective instruction of the Ministry responsible for education.
4. For each given data, the authorized employee and the head secretary sign in the corresponding space. Completing the register with data on academic achievements. Completed records must be reflected according to the date of receiving the data on academic achievements.
5. No corrections, deletions, additions or replacements of data can be made in the register. Any change must be made according to the provisions of the legal framework in force for archives, be justified and held a minute for. The minute is signed by the authorized employee, the chief secretary and the dean, which contains the date, the reason and is accompanied by a photocopy of the relevant register sheet before making the change, with the seal of the Faculty of Foreign Languages, as well as a photocopy of the register sheet after the applied changes, sealed with the seal of the Faculty of Foreign Languages of the UT and kept in the educational secretariat of the FFL.
6. In the case of the transfer of studies, the register reflects the academic achievements of the students, which have been recognized by the receiving HEI.
7. With the completion of the data collection of academic achievements at the end of the legal deadline for the respective academic year, defined in the legal and by-laws in force, the register is closed with a clear dividing line, below which is marked the number of the last record drawn before the dividing line, date and signature of the authorized person.
8. The opening of the register of academic achievements in the following year of the same study program begins with the consecutive numerical sequence number after the previous one, specified, at the end of the register with a dividing line.
9. The register of academic achievements that is archived, is closed with clear dividing line, according to the legal framework in force for the archives and is stored in a safe place, being accompanied by a document , where the data for the number of the last page and the last completed record of the registry, signed by the head secretary. The disposal of the data is accompanied by the signature of the persons responsible for its closure according to the relevant Instruction of the Ministry responsible for education.
10. The educational secretariat, in addition to a written form (by hand), must also maintain a register of academic achievements in electronic form. In case of



Regulation Of The Educational Secretariat

discrepancy between the data of the registers in written form and the ones in electronic form, the data of the registers in written form shall be considered as the correct version.

Article 14

Diploma and certificates issuing register

1. The register of the issuance of diplomas and certificates consists of 29 pages and contains the information provided in Appendix no. 6 of instruction no. 16 dated 07.08.2019 "For equipping higher education institutions with the foundational register of students, the register of academic achievements and the register of issuing diplomas and certificates"
2. The register of the issuance of diplomas and certificates is archived according to the legal framework in force for the archives, while the copy together with the original is saved for the entire time period of the existence of the institution (University of Tirana)
3. On the cover of the diploma and certificate issuance register, the CES employee fills in (by hand) the data related to:
 - a) the name of HEI
 - b) the name of the main unit;
 - c) designation of the study program;
 - d) study cycle;
 - e) the type of study program;
 - f) form of study;
 - g) register number;
 - h) the act of the first and periodic accreditation of HEI;
 - i) the act of first and periodic accreditation of the study program.
4. The register of the issuance of diplomas and certificates must be completed by hand by the authorized employee of the FFL educational secretariat. For each new page of the register that begins to be filled, the authorized educational secretary of the teaching unit fills in the data provided in appendix no. 7 of instruction no. 16, 08.07.2019 "For equipping higher education institutions with the foundational register of students, the register of academic achievements and the register of issuing diplomas and certificates". For each registered record, the authorized educational secretary of the main unit and the head secretary sign the specified gap. Completion of the register with data on the issuance of diplomas and certificates is done at the time of the student's graduation. Completed records must be reflected according to the date of issuance of diplomas/certificates.
5. No corrections, deletions, additions or replacements of data can be made in the register. Any change must be made according to the provisions of the legal framework in force for the archives, be justified and recorded. The record is signed by the authorized employee, the chief secretary and the dean, with the date, the reason and is accompanied by a photocopy of the relevant sheet of the register before making the



**REPUBLIC OF ALBANIA
UNIVERSITY OF TIRANA
FACULTY OF FOREIGN LANGUAGES**



Regulation Of The Educational Secretariat

- change, with the seal of the main unit as well as a photocopy of the sheet of the register after the change done, sealed with the seal of the main unit and is kept in the educational secretariat of the FFL.
6. With the completion of the release of data on the issuance of diplomas and certificates, at the end of the legal term for the respective academic year defined in the legal and by-laws in force, the register is closed with a clear dividing line, below which the number of the last record is marked completed before the dividing line, date and signature of the authorized person.
 7. The opening of the register of the issuance of diplomas and certificates in the following year for the same study program begins with the consecutive numerical sequence number after the previous one, separated at the end of the register with a dividing line.
 8. The register of issuing of diplomas and certificates that is archived, is closed with a clear dividing line, according to the legal framework in force for archives, and is stored in a safe place, accompanied by a document signed by the chief secretary, upon its closure, where it is noted data for the number of the last page and the last completed record of the register. The input of the data is accompanied by the signature of the responsible persons according to the respective instruction of the Ministry of Education.
 9. The Educational Secretariat of FFL, in addition to the written form (by hand), must also keep a register of the issuance of diplomas and certificates in electronic form according to the format provided in the relevant instruction of the Ministry of Education. In case of discrepancy between the data of the registers in written form and those in electronic form, the data of the registers in written form shall be taken as the correct version.
 10. The Educational Secretariat of the FFL takes all the measures for the permanent storage of the data of the electronic register of the issuance of diplomas and certificates, ensuring their back-up after each input of data.

Article 15

Register of the teaching group (lecturer's)

1. During the development of the educational process, the Register of the Teaching Group (RTG) is kept and completed
2. The register of the Teaching Group is the only basic state document, which evidences the development of the educational process and its attendance by students. Non-participation of students in the elements of education with compulsory attendance is assessed as absence in RTG.
3. Every teacher is obliged to enter in RTG the name of the subject, the elements of the lesson that were addressed, as well as accurately reflect the absences and elements of evaluation during the teaching process.
4. The lecturer of the subject at the end of the semester, no later than the first exam of the season, submits in written form to the Educational Secretariat the evidence of attendance, where the students who, due to non-attendance, are not included in the exam of the subject are determined.



**REPUBLIC OF ALBANIA
UNIVERSITY OF TIRANA
FACULTY OF FOREIGN LANGUAGES**



Regulation Of The Educational Secretariat

5. The educational secretariat processes the data and draws up the final list on student attendance.
6. The RTG is deposited at the branch of the secretariat and educational process (at the departments). The specialist for the educational process of the unit records the attendance of students according to subjects and takes care of its recordkeeping and maintenance. After the approval of the head of the unit, he sends the data on student attendance to the branch of the educational secretariat and the teaching process of the main unit responsible for the study program.

**Article 16
Issuing of diplomas and/or certificates**

1. The Faculty of Foreign Languages, UT, equips students who have completed all the obligations of a study program with the corresponding diploma or certificate, which is an official document
2. The Educational Secretariat is also responsible for the organization and proper functioning of the process of issuing diplomas, as well as keeping the register of their issuance.
3. Upon completion of studies and earning the necessary credits, students of the faculty of foreign languages of the university of Tirana who have completed all the requirements of the curriculum and have taken the final exam or defended the thesis, have the right to graduate, in the respective study program, being equipped with these types of diplomas:
 - Diploma of the first cycle study program “*Bachelor*”
 - Diploma of the second cycle study program “*Master of Science*”
 - Diploma of the second cycle study program “*Professional Master*”
4. The constituent elements of the diploma/certificate, the form and the procedures for its registration, are determined by the ministry responsible for education.
5. Each form of diploma and certificate, before being issued by the FFL, University of Tirana, is registered in the state register of diplomas and the state register of certificates for higher education and scientific research, which is kept in the Centre for Educational Services.

**Article 17
Withdrawing the diploma/certificate**

1. Withdrawal of the diploma/certificate is done personally by the graduated student. The student writes down his signature, and is recorded in the relevant register. If the graduated student cannot be present, the withdrawal of the diploma can be done by a representative of the graduate, equipped with a special power of attorney which is attached to the Register of Issuance of Diplomas/Certificates, presenting his identification document.
2. If the diploma/certificate is not completed properly, the interested party should not withdraw it and should request the issuance of a properly completed diploma/certificate.



**REPUBLIC OF ALBANIA
UNIVERSITY OF TIRANA
FACULTY OF FOREIGN LANGUAGES**



Regulation Of The Educational Secretariat

3. If the interested party withdraws the non-compliant diploma/certificate, in case the original is lost or damaged, making it invalid, UT does not issue duplicates. It is only allowed to provide the list of obtained grades and photo verification, which is equivalent to the diploma/certificate, as it is signed by the Rector, the dean/director and the chief secretary. Their signatures are verified with the seal of the UT.
4. The diploma/certificate completed in an irregular manner, is investigated by an *ad hoc* committee, composed of three members appointed by order of the dean. During the cancellation process, the relevant record is kept, which is deposited in the educational secretariat of the faculty/institute, before the interested party is provided with photo verification equivalent to the diploma/certificate.
5. If a foreign citizen graduated from UT has two graduation documents, an original diploma and a photo verification equivalent to the diploma, the document issued on the latest date will be considered valid.

**Article 18
Diploma supplement**

1. Diplomas for the study programs of the first, second cycle, for the integrated programs, as well as for those "Executive master" of the third cycle, are accompanied by the diploma Supplement, which is drawn up according to the definitions in the by-laws of the ministry responsible for education .
2. For FFL students of the University of Tirana who, during their years of study, have been part of mobility schemes, the results of the subjects for which conversion is not completed, will be reflected in the diploma Supplement.

**Article 19
Checking student generalities**

1. The educational secretariat, in cooperation with the units responsible for the study programs and student councils, has the obligation to collect the correct data of the students, before issuing the diploma document, certificate or statement.
2. Before completing the studies in a study program or completing the diploma document, certificate or statement, the student, when applicable, must submit the necessary documentation for the change and correction of generalities and other data.
3. For students who have changed their surname due to marriage, in the diploma document, certificate or statement, the student's surname before marriage is indicated, as well as in brackets the surname he has at the time of graduation, if it is different.

**Article 20
Protection of students' personal data**

1. The Faculty of Foreign Languages of UT protects, stores, secures and administers personal data in accordance with the Albanian legislation in force. Data processing is done in accordance with the constitution, law 9887, dated 10.03.2008 "On the protection of personal data" as amended and the regulation on "Protection, processing,



**REPUBLIC OF ALBANIA
UNIVERSITY OF TIRANA
FACULTY OF FOREIGN LANGUAGES**



Regulation Of The Educational Secretariat

storage and security of personal data at the University of Tirana, respecting the human rights and freedoms. Every employee of the Faculty of Foreign Languages of the University of Tirana, respecting human rights and freedoms. Every employee of the Faculty of Foreign Languages of the UT who deals with the processing of students' personal data, is obliged to implement the requirements of the law "For the protection of personal data" as follows:

- a) Respecting the principle for the legal processing of personal data, respecting and guaranteeing basic human rights and freedoms and in particular the right to preserve private life.
- b) Performing the processing in a fair and legal manner
- c) Collecting personal data for specific, legitimate, clearly defined purposes and carrying out their processing in accordance with these purposes.
- d) The data to be processed must be sufficient, related to the purpose of the processing and not exceed this purpose.
- e) The data must be factually correct and when it is necessary to update and perform any action to ensure that the incorrect data is deleted or changed.

Article 21

Approval and amendments to the Regulation

The Internal Regulation of the Educational Secretariat Branch of the Faculty of Foreign Languages is approved and amended by the Dean's Office of the Faculty of Foreign Languages, University of Tirana.

Article 22

Adhering to and implementing the Regulation

For the implementation of this Regulation, the Branch of the Educational Secretariat and every structure of the Faculty of Foreign Languages is charged.

Article 23

Entry into Force

The Regulation of the Educational Secretariat Branch enters into force on the day of its approval by the Dean's Office of the Faculty of Foreign Languages, University of Tirana.

**DEAN
Prof. Dr. Esmeralda KROMIDHA**