

REPUBLIC OF ALBANIA
MINISTRY OF EDUCATION AND SPORTS

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GUIDELINE

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"FOR

**APPLICATION AND REGISTRATION PROCEDURE IN HIGHER EDUCATION
INSTITUTIONS"**

Based on the Article No. 102 of the Constitution to Law No. 80/2015. " For higher education and scientific research in higher education institutions in the Republic of Albania".

GUIDES

CHAPTER I

APPLICATION AND REGISTRATION PORTALS

1. The online State Matura portal is an electronic database system, which will administer:

- a) application procedures with the A1 and A1Z application forms of the national candidates, including even candidates from Kosovo;**
- b) the digitization of the State Matura examinations results;**
- c) the obtainment of the State Matura Diploma .**

2. The Pre-University Information Management System (hereinafter PUIMS) is an electronic database system which will create, manage and perform:

- a) the process of registration and administration of the results of all the years of upper secondary education of the candidates who have completed the A1 or A1 Z application form in the online state portal:**
- b) interaction with the U-Albania portal through the transfer to AAN(Albanian Academic**

Network) of the full base of candidate data, including candidates from Kosovo applying with AI/ AI Z application forms:

c) The obtainment of the State Matura Certificate.

3. The U-Albania portal is an electronic database system which will do the following services:

a) informing all the candidates, including those from Kosovo, for the study programs offered by Higher Education Institutions for each academic year, specifically as follows:

i) Acceptance criteria;

ii) Admission quotas;

iii) Teaching programs, Curricula etc.

b) The selection process of preferences by candidates in professional/ vocational study programs, first cycle study programs and/or integrated study programs of the second cycle announced by HEIs.

c) Transmission to HEIs of the complete database of graduates/candidates, including even

the candidates from Kosovo who have chosen the study programs offered by these HEIs.

d) The ranking process of candidates in the national rank according to the ranking and calculation of points from HEIs.

e) The registration process of students from HEIs for study programs with a professional /vocational character, for the first cycle study programs and/or integrated second cycle study programs announced by HEIs.

t) Synchronization of registrations according to each HEI at the national level and the change of the red line in the ranking list of candidates.

g) The online provision of the necessary information for the candidates for follow-up

dynamic process during the first and the second round of announcing the winners .

4. Application of candidates, including those from Kosovo with A1 and A1Z application form is done on Matura portal www.matura.qsha.gov.al, for study programs with professional/ vocational character, first cycle study programs, integrated second cycle study programs and second cycle study programs that are not of the same study cycle as the first cycle study program that the candidate has completed in HEIs...

5. Uploading the subject results (transcript of records) of all years of upper secondary education for graduates/candidates who have completed the online application form AI or A1Z in PUIMS will be done by educational institutions, while for candidates from the Republic of Kosovo, the

results will be uploaded by the pre-university educational institution, designated by the Regional Office of Pre-University Education in Tirana after the equivalence of results and recognition of diploma by Education Service Center.

6. For candidates, who have finished upper secondary education abroad and who have applied for A1 and A1Z application form, directorates of the respective educational institutions designated by the Local Office of Pre-University Education, where they have applied upload in PUIMS the results/marks of all years of upper secondary education.

7. For candidates, who have finished upper secondary education in previous years and who have applied with the A1 Z application form, directorates of educational institutions, where they have applied uploads in the PUIMS, schooling results of all years of upper secondary education.

8. Selection of professional /vocational study programs, the first cycles of studies as well as the integrated second cycle study programs ,offered by HEIs for the respective academic year is done on the U-Albania <https://ualbania.al/> ,a university application portal .

9. Registration of winning candidates, announced by the HEI is carried out by the secretariat and reflected in the U-Albania <https://ualbania.al/> , a university application portal.

10. MES officially forwards to ESC and AAN the list of professional /vocational study programs, first cycle study programs, the integrated second cycle study programs as well as the admission quotas for each study program.

Chapter II

APPLICATION AND REGISTRATION PROCEDURES OF CANDIDATES FOR PROFESSIONAL/VOCATIONAL STUDY PROGRAMS, FIRST CYCLE STUDY PROGRAMS ,INTEGRATED SECOND CYCLE STUDY PROGRAMS.

A. APPLICATION PROCEDURES, FIRST ROUND

1. Candidates, including candidates from Kosovo (hereafter candidates) pursuing their studies in HEIs , in professional/vocational study programs in the first cycle study programs and in the integrated second cycle study programs must complete the online application process in the U-Albania ,university application portal.

2. The application is made by candidates who have completed their upper secondary education and meet the following conditions:

- a) are equipped with the legal documentation of the completion of upper secondary education;
- b) meet the average grade criterion, determined by the decision of the Council of Ministers;

c) fulfill the additional criteria decided by the HEI for the education programs to which they apply;

d) are not registered in another study program, with the exception of excellent students.

3. Except for candidates who have completed upper secondary school with an average grade according to the relevant decision of the Council of Ministers, apply to the study programs of the first cycle, which give access to the programs of the second cycle, master in the field of teaching, confirming in the application forms the agreement for not following these programs in the second cycle and provided by the Education Service Center with a special enrollment number, which does not allow them to follow a master program in the field of teaching after the second cycle study program.

4. Candidates before applying for the selection of preferences in the university application portal pay the application fee in the amount of 2000 (two thousand) ALL, in the Albanian Post Office or in the second level Bank, including receipts for collection, which can be downloaded from the U- Albania portal. The period of making the payment and the deadline for the submission of the payment mandate as well as the confirmation on the U-Albania portal by the school secretariat is defined in the calendar approved by order of the holders of ESC and AAN per academic year (hereafter calendar)

5. According to the calendar, candidates who want to study at HEI including candidates who have completed upper secondary education abroad, after paying the application fee, they will apply on the U-Albania portal through the online application form, on the basis of the average grade according to the relevant decision of the Council of Ministers for the average grade criterion and other criteria decided by HEIs.

6. Candidates choose up to 10 (ten) study programs from the list of study programs, that are offered by HEIs for the respective academic year.

7. Regional directorates and local offices of pre-university education should take measures to create the conditions, to offer the candidates any assistance required, regarding the application process for attending HEI.

B. PROCEDURE OF FORWARDING STUDENTS DATA AND RESULTS, SCORE CALCULATION PROCESS AND CANDIDATES LISTS PUBLICATION. FIRST ROUND.

I. according to the calendar ESC conveys to AAN in both electronic and paper form, the list of

Graduates / candidates who have applied with the AI/AIZ application forms the following information:

a) Graduation ID;

b) Personal data and school data (name of the school, Regional directorates or local offices of pre-university education);

c) Type of indexes of upper secondary education institutions;

2. According to the calendar ESC forwards to AAN in both electronic and paper form for each candidate the following data:

a) Graduation ID;

b) Personal data and school data (name of the school , Regional directorates or local offices of pre-university education);

c) grades of all years of upper secondary education;

d) the results of the state matriculation exams;

e) average of all years of upper secondary education;

f) the average of the state matriculation exams;

g) the cumulative average calculated according to the relevant decision of the Council of Ministers for the average grade criterion;

h) type of indices of upper secondary education institution.

3. The HEIs that conduct admission contest /competitions/tests download according to the calendar from the U -Albania Portal the list of candidates who compete in the relevant study programs.

4. on the date specified in the calendar, HEIs display in publicly available places

as well as on their official sites the ranking lists. After the last winning candidate, put the red line on the list, depending on the quotas offered for the respective study program.

5. On the date specified in the calendar, HEIs can download from the U-Albania portal for each study program offered by them:

a) the list of candidates who have selected those study programs;

b) the grades of all years of upper secondary education;

c) the results of the state matriculation exams;

d) the average of all years of upper secondary education;

e) the average of the state matriculation exams;

f) the cumulative average calculated according to the relevant decision of the Council of Ministers regarding the average grade criteria;

g) upper secondary school index;

6. HEIs, including those that conduct competitions/contests/tests, after calculating the points for each candidate, according to the acceptance criteria decided by the decision of the Academic

Senate, as well as the ranking of applicants depending on the accumulated points display them in publicly available places, as well as on their official web sites the ranking lists. After the last winner, a red line is put on the list, depending on the quotas offered for the respective study program.

7. Within the date specified in the calendar, HEIs including those that conduct competitions/contests/tests make publicly available the ranking lists of candidates, using only the Graduation ID as an identification element, in such a way as to respect the provisions of the legal framework for the protection of personal data. Within the date specified in the calendar HEIs upload an electronic copy of these lists to the U-Albania portal.

C. REGISTRATION PROCESS, FIRST ROUND

1. Candidates who have applied in the first round and are declared winners, carry out the registration process with documentation in the higher education secretariat in the program where they wish to continue their studies.

2. The registration period is divided into 7 (seven) 48-hour phases, according to the deadlines set in the calendar. The candidate follows on the U-Albania portal the progress of the process of announcing his/her position in one or several study programs, from those selected in the application form.

3. Candidate, declared as winner must go to HEI, where he wants to continue his studies to register within 48 hours. If the candidate does not register within the 48-hour period, he loses his right of registration in that study program where he was declared as a winner in that phase.

4. To follow the progress of the process of announcing the winners during the 7 (seven) 48-hour phases, MES and AAN publish a technical guide on the respective official sites : www.arsimi.gov.al and <https://ualbania.al/> .

5. Registration process from the educational secretariat , with documentation and online followed by 48-hour stages, in accordance with the number of admission quotas in the study program and respecting the ranking list of winners of the first round.

6. In case of unfilled quotas at any stage, the red line in the list is moved and new winners are announced that are registered only in the subsequent phase. These phases continue until the completion of hours and end on the date specified in the calendar. For study programs with unfilled quotas, which have no pending candidates, the declared winning candidates in the previous phases will be returned, who are not registered in other study programs. The return is carried out according to the ranking list of the candidates for the first round.

7. Within the date specified in the calendar, AAN forwards to ESC the final list of registered students of the first round together with the unfilled quotas in both paper and electronic form with the following information:

a) HEI;

b) The main unit of HEI;

- c) Study cycle;
- d) Study program;
- e) Date of registration;
- f) Graduation ID;
- g) Personal data of the registered candidate.

8. Winning candidates, who are not registered after the deadlines of the first round, they lose the right to register in this round, but they have the right to complete the application form of the second round.

D. PROCESS OF DEREGISTRATION. FIRST ROUND

1. The candidate, after registering with the proper documentation and signing in the HEI register, has the right to deregister on the dates specified in the calendar. He submits a request for deregistration to the teaching secretary of the faculty where he is registered, withdrawing the submitted documents. If does not do this within the deadline he loses the right to deregister for the purpose of enrolling in another study program where he is declared as winner for that academic year. Deregistration is carried out in the [U-Albania](#) portal by the teaching secretariat of the faculty.

2. Teaching secretariat, at the end of the candidate deregistration and handover process of documentation forward to the U-Albania portal ,the list of deregistered candidates in electronic form according to the calendar.

E. APPEAL PROCESS. FIRST ROUND

1. The candidate has the right to appeal to the respective HEIs on the date specified in the calendar. Within 24 hours from the moment the complaint is submitted, the HEI must issue a decision regarding the appeal.

2. HEIs after the appeal termination date, review the appeals and reflect in the electronic form on the U-Albania portal, within the date specified in the calendar the decisions regarding the appeals of the candidates.

3. The candidate, regardless of the complaint, if he is declared as winner in one or several other study programs, he continues the registration procedure and if the complaint has been accepted, he must deregister by the study program (if he is registered) and be registered on the dates specified in the calendar in the study program in which the appeal was accepted.

4. Unfilled quotas of each study program at the end of the first round can be adjusted by the HEI to other study programs of the same cycle, offered within the same unit without exceeding the total

quotas for the main unit. HEI, directly informs the MES for the decision of the Academic Senate on the adjustment of study program quotas no later than 3 (three) working days from the date of the end of the deadline for deregistration for the first round. In case the adjustment of quotas is according to the legal provisions. MES informs HEIs, AAN and ESC for the confirmation of the suitability of the quotas before the beginning of the application period for the second round.

F. APPLICATION PROCEDURES, SECOND ROUND

- 1. In the period specified in the calendar, the online application process for the second round is carried out in the U-Albania Portal. Candidates have the right to apply, choosing up to 10 (ten) study programs, including candidates from Kosovo, who have completed the AI/AIZ application form and passed the State Matura exams but**
 - a) couldn't apply in the first round**
 - b) have completed the online application process in the first round and are not declared winners**
 - c) they completed the online application process in the first round and failed to register**
 - d) are deregistered after the end of the first round**
- 2. Directorates of upper secondary education institutions, for all candidates, who have applied with AI and AI/Z application form upload on PUIMS the data related to the schooling results of all years of upper secondary education by the date specified in the calendar.**
- 3. Regional Directories of Pre –University Education/ Local Offices of Pre –University Education take measures to create the conditions or to offer candidates any assistance required regarding the application process for admission to HEIs.**
- 4. Candidates who did not apply in the first round, before applying for the selection of preferences in the university application portal , have to pay the application fee in the amount of 2000 (two thousand) ALL, in the Albanian Post Office or in second level banks, through invoice for collection, which can be downloaded on the U-Albania portal. Candidates, who have applied in the first round and will reapply in the second round, must not pay the application fee for this round. Payment period, payment mandate handover, as well as confirmation on the U-Albania portal from the teaching secretariat are specified in the calendar.**
- 5. HEIs, including those that conduct admission competitions/contests/tests, after calculating the points for each candidate, according to the admission criteria decided by HEI ,by the decision of the Academic Senate, depending on the accumulated points, display the ranking lists in publicly available places and post them on their official website. After the last winner rank, a red line is put on the list, depending on the quotas offered for the respective study program.**
- 6. Within the date specified in the calendar HEIs, including those that conduct admission competitions/ contests/tests display and post the ranking lists of candidates, using only their graduation ID as an identification element, in such a way as to respect the provisions of the legal framework for the protection of personal data. Within the date specified in the calendar, HEIs**

upload an electronic copy of these lists to the U-Albania portal.

G. TRANSMISSION OF STUDENTS DATA AND RESULTS. SCORE CALCULATION PROCESS AND CANDIDATES LISTS PUBLICATION. SECOND ROUND.

1. According to the deadline set in the calendar, ESC forwards to AAN, in both electronic and paper form, for each study program offered by them as follows:

- a) Graduation ID;**
- b) Personal data and school data (name of the school , Regional directorates or local offices of pre-university education);**
- c) grades of all years of upper secondary education;**
- d) the results of the state matriculation exams;**
- e) average of all years of upper secondary education;**
- f) the average of the state matriculation exams;**
- g) the cumulative average calculated according to the relevant decision of the Council of Ministers for the average grade criterion;**
- h) upper secondary school index.**

2. On the date specified in the calendar, HEIs can download from the U-Albania portal for each study program offered by them:

- a) the list of candidates who have selected those study programs;**
- b) candidate personal number**
- c) the grades of all years of upper secondary education;**
- d) the results of the state matriculation exams;**
- e) the average of all years of upper secondary education;**
- f) the average of the state matriculation exams;**
- g) the cumulative average calculated according to the relevant decision of the Council of Ministers regarding the average grade criteria;**
- h) upper secondary school index;**

3. The HEIs for each study program they offer carry out the process of points calculation for each candidate, according to the admission criteria determined by the HEIs by the Decision of the Academic Senate, for each study program it offers,

a) the HEI publishes the lists of ranked candidates and the formula/method of score calculation. After the last winner, a red line is placed on the list, depending on the quotas offered for the respective study program.

b) within the dates set in the calendar, HEI makes publicly available the ranking lists of candidates, using only their ID as an identification element, in order to respect the provisions of the legal framework for the protection of personal data, and uploads the electronic version of these lists in the U-Albania portal.

H. REGISTRATION PROCESS, SECOND ROUND

1. Candidates who have applied in the second round and have been declared winners, complete the registration process with documentation in the teaching secretariat of HEIs in the study program where they wish to continue their studies.

2. The registration period is divided into 5 (five) 48-hour phases, according to the deadlines set in the calendar. Each candidate follows the progress of the process of announcing as winner in one or several study programs from those he has selected in the application form.

3. The candidate declared winner must go to the HEI where he wants to register, within 48 hours. If the candidate does not register within 48 hours, he loses the right to register in the study program where he was declared the winner at that stage.

4. The division into 48-hour phases is not applied and candidates have the right to register, throughout the second round registration period, for study programs, for which additional criteria are not decided by the respective HEI, with the exception of average grades and the number of candidates is the same or lower than the number of approved quotas;

5. In order to follow the progress of the process of announcing the winners of 5 (five) 48-hour phases, MES and AAN publish a technical guide on the relevant official sites www.arsimi.gov.al and on the U-Albania portal <https://ualbania.al/>

6. The registration process from the teaching secretariat, with documentation and online, is made within 48-hour phase, in accordance with the number of quotas provided for the respective study program and respecting the ranking in the list of the second round. In case that, after each phase, there are unfilled quotas, the score line is moved and new winners are declared, who are registered in the subsequent phase. For study programs with unfilled quotas that do not have waiting candidates, the successful candidates who won in the previous phases are returned, who are not registered in other study programs. The return is carried out according to the ranking list of candidates for the second round.

7. According to the deadline set in the calendar, AAN forwards to ESC the final registration lists of the second round in both paper and electronic form, with the following information:

- a) HEI;
- b) the main unit of HEI;
- c) the study cycle;
- d) the study program;
- e) date of registration;
- f) Graduation ID;
- g) personal data of the registered candidate.

8. The candidate, registered with documentation and signed the register, does not have the right to change the study program for that academic year.

I. DEREGISTRATION PROCESS, SECOND ROUND

1. The candidate, after registering with documentation and signing in the HEI register, has the right to deregister on the dates specified in the calendar. He submits a request for deregistration to the teaching secretary of the faculty where he is registered, withdrawing the submitted documents. If he does not perform this action within this period, he does not have the right to be deregistered for the purpose of registering in another study program where he is declared the winner for that academic year. Deregistration is carried out on the U-Albania portal by the teaching secretariat of the faculty.
2. Teaching Secretariat, at the end of the process of deregistration of candidates and submission of documentation, the list of deregistered candidates is forwarded to the U-Albania portal electronically, according to the specification in the calendar.

J. APPLICATION AND REGISTRATION PROCEDURE OF CANDIDATES AFTER THE END OF THE SECOND ROUND.

1. After the completion of the second round, HEIs within 5 days, decide by the decision of the Academic Senate, the study programs that are not activated in that academic year because they do not meet the minimum number of students registered for the activation of the program according to provisions in the internal acts of HEIs and forward it to MES,ESC and students registered in these programs, display it in publicly available places and post on their official website. The teaching secretariat deregister these students on the date specified in the calendar.
 2. Candidates registered according to point 1 and candidates who are part of the U-Albania portal, who are not registered in a study program, have the right to register in study programs where there are unfilled quotas in all HEIs, regardless of the applications in the previous rounds, on the basis of the average grade ,according to the relevant decision of the Council of Ministers, on average grade criterion and other criteria determined by HEIs, according to the deadline specified in the calendar.
3. According to the deadline set in the calendar AAN forwards to ESC the final registration lists in both hard and soft copy with the following information:
- HEI:
 - Main unit of HEI:
 - The study cycle:
 - The study program:

- Date of registration
- Graduation ID
- Personal data of the registered candidate.

4. Candidates, registered with documentation and signed the register, do not have the right to change the study program for that academic year.

CHAPTER III DOCUMENTATION FOR REGISTRATION

1. Winning candidates must be registered in only one study program with the exception of excellent students. After the receiving of the documentation and registration of the candidate the teaching secretariat of the HEI makes the online registration on the U-Albania portal. Candidates hand over in person or through their authorized representatives the following documentation:

- a) a copy of the identification document;
- b) a certified copy of the State Matura diploma/matriculation certificate or of a study diploma obtained abroad recognized by ESC, accompanied with the relevant grade certificate;
 - the student's statement provided in Appendix No. 1 attached to this guideline as an integral part of it ,which is completed by the candidate in the presence of the teaching secretary of HEI and signed by them;
 - the application form according to Appendix No. 2 attached to this guideline.

2. The teaching secretariat keeps a special register for the handed over documentation, date and time of the handover as well as the signature of the registered candidates. After signing in the register from the teaching secretary, in the presence of the candidate, the online registration is carried out on the U-Albania Portal. At the end of the procedure, the candidate and the teaching secretary sign the printed form by the system in two copies one of which is given to the candidate .

CHAPTER IV

ADMISSION AND REGISTRATION PROCEDURES OF THE CANDIDATES WHO APPLY FOR TRANSFER OF STUDIES AND FOR A SECOND CYCLE STUDY PROGRAM, IN PROFESSIONAL STUDY PROGRAMS, FIRST CYCLE STUDY PROGRAMS AS WELL AS IN THE INTEGRATED SECOND CYCLE STUDY PROGRAMS IN HIGHER EDUCATION INSTITUTIONS .

1. The candidate ,who wants to pursue his studies in a second study program or to transfer his studies to study programs with a professional/vocational character, in the study programs of

the first cycle, as well as in the integrated second cycle study programs , has the right to apply to higher education institutions, according to the deadlines set in the calendar.

2. The candidate applies to the HEI for a second study program or transfer of studies, up to 5 (five) study programs.
3. The candidate, who applies for the transfer of studies must meet the actual average grade criterion determined by the decision of the Council of Ministers for the relevant academic year in which he is registered.
4. Applications for transfers during the academic year cannot be accepted. The candidate who applies for the transfer of studies or for another study program must meet the criteria set by the educational institutions for the study programs for which he applies, with the exception of excellent students. The candidate must not be following another study program.
5. Application for transfer of studies, can be done by a licensed and accredited study program, the same or similar to the cycle, attended by the candidate in local or foreign HEIs. Under this framework, studies cannot be transferred between two-year study programs with a professional character, first cycle study programs and integrated second cycle study programs.
6. The candidate, who applies for the transfer of studies, hands over to the teaching secretariat the documents as below:
 - a) application form according to Appendix no. 3. attached to this guidance;
 - b) student's declaration according to Appendix no. I attached to this guidance;
 - c) the full plan of the study program including the relevant syllabuses. The student, who transfers his studies from a foreign institution of education, hands over , translated into Albanian language certified with the original, the full plan of the study program, including the relevant syllabi, as well as the transcript of records with the credits earned for each academic year;
 - d) certification of the list of grades and credits earned for each subject (transcript of records) which will serve for the equivalence of the grades of the subjects of the study program followed;
 - e) certified copy with the original of the State Matura diploma/ upper secondary school certificate for the candidate who have finished upper secondary school in the Republic of Albania before 2011;
 - f) copy of the identification document;
 - g) 2 personal photographs;
 - h) a copy of the payment mandate.
7. At the moment of final registration with documentation in HEI (after the announcement of being a winner), the candidate also presents the deregistration document by the HEI from which he is transferred which contains:
 - a) Name, father's name, last name;
 - b) date of birth;
 - c) birthplace;
 - d) citizenship;
 - e) number of matriculation he had in the previous HEI;
 - f) the name of the upper secondary school he finished before the continuation of this study program;

- g) ID of the State Matura / Special register number;
- h) personal identity number;
- e) the date of registration in the study program offered by the HEI;
- f) the name of the study program and the respective faculty;
- g) study cycle and course;
- h) the date of interruption of studies

8. The candidate applying for the second study program submits the following documentation to the teaching secretary that covers the respective study program:

- a) the application form according to Appendix no. 3. attached to this guideline;
- b) student's declaration according to Appendix no.1 attached to this guideline;
- c) a certified copy of the diploma and transcript of records/diploma supplement of previously completed higher education studies;
- d) a certification of the list of grades and credits earned for each academic year, which will serve for the equivalence of the grades of the subjects of the study program followed;
- e) a certified copy of the upper secondary school transcript (for the candidate, who has finished upper secondary education in the Republic of Albania before 2011). In the absence of the State Matura diploma or upper secondary school certificate, you must submit duplicates of the graduation certificate issued by the upper secondary school directorate and certified by the relevant Regional directorates or local offices of pre-university education); as well as the list of grades of upper secondary education issued by the State Archives:
- f) a copy of the identification document;
- g) two personal photographs.

9 Winning candidates with foreign diploma, in these study programs, are subject to application and registration procedures, like all the other candidates, but the registration of these winning candidates is done with reserve without necessarily having at the time of registration the recognition and equivalence document issued by ESC.

10. HEIs display in publicly available places the lists of candidates who have applied for transfer of studies and those who have applied for a second study program, within the date specified in the calendar.

11. Every application for the transfer of studies and for a second study program is reviewed by the commission set up for this purpose by the HEI, within the date specified in the calendar.

12. The commissions evaluate the dossier in accordance with the legal and sub-legal framework in force, based on the scoring for each evaluation criterion. The data of all candidates for the transfer of studies at the end of the review by the commission of equivalence and evaluation commission are displayed in publicly available places of the HEIs as well as in their relevant web pages, completed according to tables 1a and 1b Appendix no 4 attached to this guideline.

13. HEI for each study program they offer, publish the ranking list of the candidates within the date set in the calendar. In the list published by HEIs, the last winner is highlighted by a red line, depending on the admission quotas for the respective study program.
The list contains the evaluation points for each evaluation criterion.
14. Candidates have the right to appeal to HEIs, within 3 (three) calendar days from the day of announcement of the results. HEIs are issued with a reasoned decision regarding the appeal within 2 (two) working days from the date of submission of the appeal.
15. HEIs announce the final ranking list of candidates on the official websites within the date specified in the calendar.
16. Candidate registration, must be done in person or through the person authorized by him to the teaching secretariat according to the deadline set in the calendar, based on the documentation submitted at the time of application. The unfilled quotas are filled with the candidates ranked according to the points earned, after the red line in the list, within the specified date in the calendar.

CHAPTER V

APPLICATION AND REGISTRATION PROCEDURES FOR CANDIDATES FROM THE REPUBLIC OF KOSOVO, CANDIDATES OF ALBANIAN ORIGIN FROM NORTH MACEDONIA, MONTENEGRO, PRESHEVA, MEDVEGJA AND BUJANOVCI. CANDIDATES WITH THE DISABLED OR ORPHAN STATUS, AS WELL AS CANDIDATES OF THE ROMA AND EGYPTIAN MINORITIES, IN FIRST CYCLE STUDY PROGRAMS, IN PROFESSIONAL STUDY PROGRAMS, AS WELL AS IN INTEGRATED SECOND CYCLE IN STUDY PROGRAMS IN HIGHER EDUCATION INSTITUTIONS.

1. Candidates from the Republic of Kosovo, candidates of Albanian origin from North Macedonia, Montenegro, Presheva, Medvegja and Bujanovci, candidates with the disabled and orphan status as well as the candidates of the Roma and Egyptian minority, apply to HEIs, according to the calendar, in the study programs where the quotas for these categories are provided by the HEIs in the study programs they offer.
2. Candidates apply to study programs for which an admission competition/contest/test is provided, apply to the respective HEIs, until the date specified in the calendar. On the same date, HEIs announce the lists of candidates who will participate in the competition, display in publicly available places and official web sites. Admission competition/contest/test takes place on the date/s specified in the calendar.
3. The application is carried out only by candidates who have successfully completed upper secondary education:
 - A) the average grade criterion determined by the decision of the Council of Ministers for the academic year, with the exception of the categories excluded in this decision;
 - B) additional admission criteria decided by HEIs for the study programs for which they apply

- C) Candidates have the right to apply for up to 10 (ten) study programs in one or several HEIs.**
- 4) Candidates, before application, pay the application fee for any study program, in the Albanian Post Office or in second level banks in the account of the HEI to which they apply.**
 - 5) The application is sent by mail to the teaching secretariat or deposited in the protocol office of the main unit of HEIs.**
 - 6) Teaching secretaries keep a register for the submitted applications. Upon filing the application, main units calculate the average for each candidate in accordance with the decision of the Council of Ministers for the new academic year. Candidates, who do not meet the average grade criterion are notified by the teaching secretariat to discontinue the application.**
 - 7) Candidates, at the time of application, must hand over the following documentation:**
 - a) Candidates from the Republic of Kosovo, of Albanian origin from North Macedonia, Montenegro, Presheva, Bujanovci and Medvegia hand over**
 - 1. The application form according to this Guideline, Appendix no. 2 attached to this;**
 - 2. The student's statement, Appendix No.1, attached to this;**
 - 3. A copy of the document issued by the ESC that verifies the recognition of upper secondary education diploma, accompanied by a copy of the diploma/certificate and list of marks;**
 - 4. Candidates who have not completed the process of recognition must submit the document that certifies the application for recognition of the diploma;**
 - 5) A copy certified in the Republic of Albania and translated into Albanian (if it was issued in a foreign language) of the State Matura diploma together with the grade certificate or upper secondary school diploma/certificate obtained in the respective country, accompanied with the grade certificate, legalized by the central or local governing authorities,**
 - 6) Identification document;**
 - 7) Two personal photographs;**
 - 8) A copy of the payment mandate.**
 - b) Candidates with the disabled and orphan status, as well as the candidates of the Roma and Egyptian minority hand over:**
 - a) The application form according to this Guideline, Appendix no.2;**
 - b) A copy of diploma/certificate, accompanied by the grade list;**
 - c) At the time of registration, the winning candidate must hand over to the teaching secretariat of HEI the declaration according to this Guideline, Appendix no 1 as well as a certified copy of the State Matura diploma together with the grade certificate or have a certificate/diploma of your studies obtained abroad. The candidate, who has finished**

upper secondary school in the Republic of Cyprus before 2011 hands over a certified copy of upper secondary school certificate;

d) a copy of identification document ;

e) two personal photographs;

f) a copy of the payment mandate;

c) Candidate with the disabled status ,except for the documentation provided for in point 8 of this chapter, must hand over a certified copy of the decision of the Medical Commission for Work Capability or a certified copy issued by the State Social Service:

d) Candidate with the orphan status , in addition to the documentation provided for in point 8 of this Chapter, must also hand over a certified copy of the document certifying the orphan's status issued by the State Social Service;

e) The candidate belonging to the Roma or Egyptian minorities, in addition to the documentation provided for in point 8,of this chapter, must also hand over a self-declaration or a document that verifies belonging to the Roma or Egyptian minority.

9) Candidates from the Republic of Kosovo, of Albanian origin from North Macedonia, Montenegro, Presheva, Medvegia and Bujanovci, are subject to application and registration procedures, according to the deadlines set in this chapter. But, the registration process of all winning candidates is done with reserve, if at the time of registration, they did not have the recognition document issued by ESC.

10) HEIs carry out the process of selecting the winning candidates based on the criteria decided by them and display the lists of the ranking of the candidates and the formula/selection form for each study program they offer. Likewise, HEIs on the date set in the calendar publish the preliminary list of winners in publicly available places and on their official web site, respecting the provisions of the legal framework for the protection of personal data.

11) Candidates have the right to appeal within 3 (three) days from the date of announcement of results by HEIs and HEIs are issued with a reasoned decision regarding the appeal within 2 (two) working days from the date of submission of the appeals.

12) HEIs announce the final lists of winning candidates identified by the candidate's ID on publicly available places and on their official website on the date specified in the calendar, respecting the provisions of the legal framework for the protection of personal data.

13) Candidates must register in one of the study programs where they have been declared winners within the date specified in the calendar.

- 14) After the date specified in the calendar, teaching secretariat at the beginning of the academic year of HEIs, for the unfilled quotas, they inform the candidates ranked according to the announced list, who are not registered in another study program, with the exception of excellent students
- 15) HEIs within the date specified in the calendar, complete the registration of the winning candidates according to the documents submitted at the time of the application.

CHAPTER VI

APPLICATION AND REGISTRATION PROCEDURES FOR CANDIDATES WITH FOREIGN UPPER SCHOOL DIPLOMA, IN PROFESSIONAL STUDY PROGRAMS, IN THE FIRST CYCLE STUDY PROGRAMS, AS WELL AS IN THE INTEGRATED SECOND CYCLE STUDY PROGRAMS IN HIGHER EDUCATION INSTITUTIONS.

1. All candidates with foreign diplomas of upper secondary education and want to pursue their studies in the study programs with a professional character, in the first cycle study programs as well as in the integrated second cycle study programs of HEIs, apply to higher education institutions, according to the deadlines set by HEIs, for each academic year, in the study programs where the quotas for these categories are provided by HEIs in the study programs they offer.
2. Candidates must have completed upper secondary education and be equipped with legal documentation of the completion of this educational level, they should not be registered in another study program in the Republic of Albania or outside of it, meet the average grade criterion determined by the decision of the Council of Ministers, as well as meet the criteria set by HEIs for the study programs for which they applied.
3. Candidates, are subject to application and registration procedures, according to the deadlines set in this chapter. Registration of these winning candidates is made with reserve if at the time of registration they do not possess the recognition document issued by ESC.
4. Candidate, before applying, must pay the application fee for each study program based on the decision of HEI at the Albanian Post Office or at the second level banks in the account of the HEI to which they apply.
5. Candidates have the right to apply up to 10 (ten) study programs in one or several HEIs.
6. Candidates must hand over the following documentation to HEIs:
 - a) the application form according to this Guideline Appendix no. 2;
 - b) a copy of the document issued by the ESC for the recognition of the diploma of upper secondary education, accompanied by a copy of the

diploma/certificate and list of grades. Candidates who have not completed the process of recognition and registration present the certificate that they have applied to ESC for recognition;

- c) a copy of the identification document;**
- d) Proof of knowledge of the Albanian language, issued by the language structures (for cases when he is registered in a study program conducted in the Albanian language). Candidates of Albanian nationality and knowledge of the Albanian language, can bring any document from their country of origin that proves their knowledge of the Albanian language. Foreigners , who have completed a cycle/study program in the Albanian language in institutions of upper secondary education in the Republic of Albania are excluded from this obligation:**
- e) two personal photos;**
- f) a copy of the payment mandate;**
- g) the student's statement according to this Guideline, Appendix no. 1 attached to this .**

7. Candidates submit their application to the respective HEI. After the development of admission contests/competitions/tests, the HEI sends the lists of the winners and the data of the students to the ESC with the necessary documentation.

8. Candidates who have completed upper secondary education in the same foreign language that the study program is conducted, there is no need for foreign language attestation.

9. HEIs carry out the process of selecting the winning candidates based on the criteria decided

by the HEIs for each study program they offer, post the ranking lists of the candidates and the selection formula/list, the preliminary list of applicants in publicly available places and official web sites respecting the provisions of the legal framework for the protection of personal data.

10. Candidates have the right to appeal within 3 (three) days from the date that HEIs announce the results. HEIs are issued a reasoned decision regarding the appeal within 2 (two) working days, from the date of complaints.

11. HEIs announce the final lists of winning candidates on official web sites, respecting the provisions of the legal framework for data protection

12. Candidates are registered only in one of the study programs, where they were selected as winners. If the candidate completes the registration form he can't enroll in any other study program.

13. The teaching secretaries in the main unit of HEIs for unfilled quotas inform the candidates ranked according to the announced list, who are not registered in another study program, with the exception of excellent students. Candidates announced as winners and registered in another study program are not invited to fill these quotas.

14 Teaching secretariats of HEIs keep a special register for the handover of documentation With the following details, date, time, as well as the signature of the registered candidates. The candidate, after registering with documentation and signing the register do NOT have the right to change the study program, for that academic year.

CHAPTER VII
ADMISSIONS TO THE SECOND CYCLE OF STUDIES "PROFESSIONAL MASTER"
AND "MASTER OF SCIENCES"/"MASTER OF ARTS"

- 1. Applications in the study programs of the second cycle, except the integrated programs of the second cycle, for all the categories of candidates, for each academic year, is made near the teaching secretariats of the main unit in HEI, on the dates specified in the calendar.**
- 2. HEIs publicly announce the admission criteria, opening of application procedures, competition and registration deadlines, the list of documents needed for application and registration, as well as other necessary information to ensure the normal progress of the admissions process. Faculties and HEIs make these announcements.**
- 3. Within the deadlines HEIs display the lists of winning candidates in publicly available places in their main unit, as well as in the official electronic page (web) divided according to the respective study programs, ranked according to the descending order of the points accumulated by the candidates, in accordance with the approved acceptance quotas.**
- 4. Candidates have the right to appeal to the HEI, within 3 (three) days from the day of announcement of the results. HEIs are issued with a reasoned decision regarding the appeal within 2 (two) working days from the date of the appeal.**
- 5. The registration of the candidates in the study programs where they have been announced as winners takes place in the presence of the respective teaching secretariats of the HEIs according to the calendar.**
- 6. HEIs announces in publicly available places and also publish on their official webpage, the list of candidates registered within the relevant dates specified in the calendar.**
- 7. The Main Unit of HEIs, organizes the process of admission and registration of Candidates in the second cycle of studies and the verification of admission documentation according to the framework in force.**
- 8. Admission to second cycle study programs "Professional Master" and "Master of**

Sciences” “Master of Arts”, according to the respective admission quotas, is realized on the basis of selection. On the basis of legal and sub-legal acts, as well as according to the criteria defined and made public in advance.

9. Candidates, who have the right to apply for second cycle study programs are:
 - a) Candidates ,who have successfully completed their studies and have been awarded the relevant diploma valid in the Republic of Cyprus, in the first cycle study program which is licensed at the time of student registration and accredited before the student's graduation or:
 - b) Candidates, graduated abroad in a higher education institution or other authorized foreign institution, accredited for the study program of the first cycle. In case of acceptance, the candidate is obliged to do the recognition and equivalence of the diploma at the ESC according to the deadlines specified in this guideline.
10. The candidate must go in person or through the authorized person by him to hand over the following documentation:
 - a) Diploma and list of grades/diploma supplement, or a certified copy of the first cycle of studies diploma valid in the Republic of Albania. Diplomas of the first cycle of studies finished abroad, accompanied by a certified copy of it or in its absence must hand over the official document on the basis of which it is made the recognition and equation in the Republic of Albania, issued in the country where he finished his studies that allows registration and continuation of studies in the second cycle. The candidates, who have not completed the process of recognition and equation of the diploma, hand over the document that they have applied to ESC for recognition and equation.
 - b) the application form, according to the format of Appendix no. 2, attached to this guideline.
 - c) the student’s statement according to Appendix no. 1.attached to this guideline;
 - d) a copy of the identification document;
 - e) two personal photos;
 - f) Certificate of Albanian language, issued by the responsible structure for the foreign citizen who is registering in a program of study conducted in the Albanian language. The candidate that has Albanian citizenship and is proficient in Albanian can present any document from the place of origin that certifies the level of the language. Foreign citizens who have completed a cycle/study program in the Albanian language in institutions of higher education in the Republic of Albania are exempt from this obligation.

) candidates part of special categories, besides the documents requested above, must submit:

- i. the candidate bearing the status of a person with limited abilities must submit the notarized copy of the blindness booklet issued by the State Social Service or a notarized copy of the MCDWA¹ decision:
- ii. the candidate bearing the status of an orphan. Must submit the notarized copy of the document that certifies the orphan status issued by the State Social Service;

11. The candidate part of Roma or Egyptian minority, must submit a self-declaration or a document certifying that they are part of that minority.

12. *ad hoc* commissions will be established in the departments of the HEI² main units according to the respective fields, for every study program of the second cycle for evaluating the files of the candidates according to the categories and are selected based on the merit of the candidates that fulfill the criteria predicted by the legal framework in force, as well as the criteria for every program of study according to the respective quota, declared beforehand by the HEI.

13. For the study programs that require competition for accepting candidates, the competition is established at the respective HEI during the dates announced by the respective HEIs, based on the applications submitted by the candidates according to the deadlines specified in this guideline.

14. The candidate cannot study in two study programs simultaneously in HEI, except excellent students. CES³ after the verifications informs HEIs on the students that do not have a matriculation number and demands the student to be deregistered.

CHAPTER VIII

AMMISSION AND REGISTRATION PROCEDURES OF THE CANDIDATES THAT APPLY FOR TRANSFER OF STUDIES OR FOR A SECOND PROGRAM OF STUDY, IN THE PROGRAMS OF THE SECOND CYCLE OF STUDY, AT HIGHER EDUCATION INSTITUTIONS

1. Candidates who wish to transfer their studies to the program of the second cycle of studies or follow a second study program, with the exception of integrated study programs, apply to HEIs on the dates specified in the calendar.

¹ The Medical Commission for Determining Work Abilities

² Higher Education Institutions

³ Center for Educational Services

2. **Candidates that apply at the HEI, for transfer of studies or for second programs of study have the right to apply for up to 5 (five) study programs before the beginning of the academic year.**
3. **Candidates that have the right to apply for transfer of studies in the programs of the second cycle are:**
 - a) **Candidates that have successfully finished their studies and have acquired the relevant diploma valid in the Republic of Albania, in a program of the first cycle of studies, as well as be part of a second program of study when the transfer will happen;**
 - b) **Candidates who have graduated abroad from a study program of the first cycle of studies and follow a study program of the second cycle at the time of transfer; The candidate must make the recognition and equation of the diploma at CSE within the deadlines provided in this guideline.**
4. **Transfer of studies in the second cycle of studies can be done to the same or to a similar study program of the same cycle according to the criteria established and publicly announced in advance by HEI.**
5. **The transfer of studies is carried out in accordance with the procedures determined according to the deadlines provided in the calendar.**
6. **Candidates that have the right to apply to the programs of the second cycle for a second study program are:**
 - a) **Candidates that have successfully finished their studies and have acquired the relevant diploma valid in the Republic of Albania, in a program of study of the second cycle, which is licensed at the time of registration and accredited before student's graduation: or**
 - b) **Students that have graduated abroad in a program of study of the second cycle. The candidate must carry out the recognition and equation of the diploma at the CSE within the deadlines specified in this instruction.**
7. **The candidate that applies for transfer of studies in the second cycle of studies is presented personally or through the person authorized by them and submit to the HEI the following documentation:**
 - a) **Diploma and list of grades/diploma supplement or its unified copy of the first cycle of studies. The first cycle diploma obtained abroad is attached to the act of recognition and equation issued by the CSE or its unified copy.**
 - b) **The state high school diploma together with the grades certificate or their unified copy, confirmed by the relevant local educational institution, responsible for pre-university education (RDPE/LOPE). ⁴Candidates that have completed their high school studies before the entry in force of the decision no. 876. Dated 3.11.2010, of the Council of Ministers, "For some changes of the decision no. 78, dated 8.2.2006, of the Council of Ministers. "For the establishment of the State Matura and admissions to the higher public school", amended", present their maturity**

⁴ RDPE – Regional Directorate of Pre-University Education
LOPE – Local Office of Pre-University Education

certificate (original document or unified copy, confirmed by the relevant local educational institution, responsible for the pre-university education (RDPE/LOPE). If the candidates do not own a high school maturity certificate they can present a duplicate of the maturity certificate, issued by the high school directorate where the student finished their studies and confirmed by the relevant local educational institution, responsible for the pre-university education (RDPE/LOPE), or the document issued by the State Archive together with the list of grades;

- c) Application form, according to the format of appendix no. 3, of this guideline;
 - d) Copy of the identification document;
 - e) Two personal photos
 - f) Certificate of Albanian language, issued by the responsible structure for the foreign citizen who is registering in a program of study established in the Albanian language. The candidate that has Albanian citizenship and is proficient in Albanian can present any document from the place of origin that certifies the level of the language. Foreign citizens who have completed a cycle/study program in the Albanian language in institutions of higher education in the Republic of Albania are exempt from this obligation.
 - g) Declaration according to appendix no. 1 of this guideline;
 - h) Original deregistration document that the student is being transferred, which obtains:
 - i. Name, paternity, surname;
 - ii. Date of birth, place of birth, citizenship;
 - iii. Matriculation numbers of the study program of the first and second cycle and the relevant HEI faculties where the student finished their studies and from which is being transferred;
 - iv. Naming of HEI and study program of the first or second cycle and form of study;
 - v. Date of registration in the program of study offered by the HEI where they are being transferred.
 - i) Full plan of the study program from which the student is being transferred, list of grades, credits earned for each subject and obligation settled in the second cycle of studies, which will serve for the equivalence of subjects of the study program, as well as the relevant programs/syllabuses of the settled subjects.
8. The candidate that applies for a second study program of the second cycle of studies shall present personally or through an authorized person at the HEI and submit the following documentation:
- a) Diploma and list of grades/diploma supplement, or its unified copy, of the second cycle of studies. Diploma of the second cycle obtained abroad must be attached to the recognition and quotation act issued by the CES or its unified copy;
 - b) Diploma and list of grades/diploma supplement, or its unified copy, of the first cycle of studies. Diploma of the first cycle obtained abroad must be attached to the recognition and quotation act issued by the CES or its unified copy;

- c) **Diploma of State Matura and the certificate of grades or their unified copy, confirmed by the relevant local educational institution, responsible for pre-university education (RDPE/LOPE). Candidates who have completed high school before the entry into force of decision no. 78, dated 8.2.2006, of the Council of Ministers, "On the creation of the State Matura and admissions to public high schools", as amended, submit the application form (original or a unified copy, confirmed by the relevant local educational institution, responsible for pre-university education (RDPE/LOPE). If the candidates do not have a high school graduation certificate, they must present duplicates of the high school graduation certificate, issued by the directorate of the high school where they graduated and confirmed by the local educational institution, responsible for pre-university education (RDPE/LOPE), or the document issued by the State Archives together with the list of grades;**
 - d) **Application form, according to the format of appendix no. 3, of this guideline;**
 - e) **Copy of the identification document;**
 - f) **Two personal photos;**
 - g) **Certificate of Albanian language, issued by the responsible structure for the foreign citizen who is registering in a program of study established in the Albanian language. The candidate that has Albanian citizenship and is proficient in Albanian can present any document from the place of origin that certifies the level of the language. Foreign citizens who have completed a cycle/study program in the Albanian language in institutions of higher education in the Republic of Albania are exempt from this obligation.**
 - h) **Declaration according to appendix no.1 of this guideline;**
 - i) **the complete plan of the program of the second cycle of studies including the relevant syllabi, verification of the list of grades and credits earned in each subject and cleared obligations, which will serve to recognize the cleared exams and/or the relevant credits, if recognition of the respective repaid credits is required;**
- 9. Candidates of special categories for transfer to the second cycle of studies or for the second program in the second cycle, submit the additional documentation as follows:**
- a) **the candidate with the status of a person with limited ability, must also submit the unified copy of the relevant permit sent by the State Social Service or a notarized copy of the MCDWA decision;**
 - b) **the candidate with orphan status must submit the certified copy with the original of the document certifying orphan status issued by the State Social Service;**
 - c) **the candidate who belongs to the Roma or Egyptian minority, also submits a self-declaration or a document that verifies that he belongs to this minority.**
- 10. *Ad hoc* commissions are established near the departments of the HEI faculties according to the respective fields, for each study program of the second cycle, for**

the evaluation of the candidate files according to categories and the selection based on merit of those candidates who meet the criteria provided in the framework acts law in force, as well as the criteria for each study program according to the admission quotas for each program.

11. For the study programs that foresee a competition for the admission of candidates, the competition takes place at the respective HEI on the dates declared by the respective HEI, based on the applications submitted by the candidates according to the deadlines provided in the calendar. Winning candidates are registered at the educational secretariat that covers the study program where they were declared winners.
12. The candidate cannot simultaneously follow two study programs in HEI, with the exception of excellent students. After the verification, the CES informs the HEI about the lack of matriculation number and asks the HEI to deregister the student.
13. The HEIs publicly announce the acceptance criteria, the opening of the application procedures, the competition (if any) and registration deadlines, the list of documents required for application and registration, as well as any other necessary notification, to ensure progress normal admissions process. These announcements are made to the respective faculties and the HEI.
14. The respective commissions rank the candidates who have applied for a transfer of studies or a second study program based on the focus for each evaluation criterion, as well as evaluates the candidates with winning/non-winning status. These data are announced in the offices of the faculty and HEI, as well as on the relevant official electronic pages (web), completed according to tables 1a and 1b of appendix no. 5 of this instruction, respectively, for candidates who have applied for transfer of studies and for candidates who have applied for a second study program.
15. HEI announces the list of candidates who have applied for transfer of studies and those of candidates who have applied for a second study program in visible places within the date set in the calendar.
16. Applications for the transfer of studies and for a second study program are reviewed by the commission/commissions set up for this purpose by the HEI within the date specified in the calendar. The commissions evaluate the files in accordance with the legal framework in force, based on the focus for each evaluation criterion, which is announced in the HEI faculty, as well as the relevant official electronic pages (web), completed according to tables 1a and 1b , of appendix no. 5, of this instruction.
17. HEIs for each study program they offer publish preliminary lists with the ranking of candidates within the date set in the calendar. In the list published by HEIs, the last winner is determined with a red line, depending on the quotas offered for the respective study program, in this list, the evaluation points for each evaluation criterion are announced.
18. Candidates have the right to appeal to HEI, within 3 (three) days from the date of announcement of the results. HEIs are obliged to issue a reasoned decision

regarding the appeal within 2 (two) working days from the date of submission of the appeal.

19. HEIs announce the final lists with the ranking of candidates, on the official websites and in their premises, within the date set in the calendar.
20. The registration of the candidate, which can be presented in person or through the person authorized by him, is carried out at the educational secretariat according to the period defined in the calendar. The unfilled quotas are filled with the candidates ranked according to the points earned after the red line, within the date specified in the calendar.

CHAPTER IX

ADMISSIONS TO THE THIRD CYCLE OF “EXECUTIVE MASTERS” STUDIES

1. Applications for the programs of the third cycle “Executive Master”, are done at the educational secretaries of the main units, at the HEI, according to the deadlines specified in the calendar.
2. Within the deadlines set in the calendar, the HEI announce and display the lists of winning candidates in visible places, in the premises of the relevant main units, as well as on the official electronic pages (web) of the HEI divided according to the respective study programs, listed according to the descending order of the points accumulated by the candidates, in accordance with the admission quotas, approved.
3. Candidates have the right to appeal to HEIs within 3 (three) days from the date of announcement of the results, HEIs express a reasoned decision regarding the appeal within 2 (two) working days from the date of submission of complaints.
4. The registration of the candidates in the study programs where they have been declared winners takes place at the respective educational secretariats of the HEI according to the deadlines set in the calendar.
5. The HEI announces in visible places and publishes on its official website (web), the name list of registered candidates according to the deadlines set in the calendar.
6. The main units of HEIs, organize the process of admission, registration of candidates and verify the admission documentation according to the legal framework in force
7. Admission, in the study programs of the third cycle, "Executive Master", according to the respective admission quotas, is relayed on the basis of the selection based on the legal framework acts in force, as well as the criteria defined by the base units and made public in advance.
8. Candidates that have the right to apply to the programs of study of the third cycle “Executive master” are:
 - a) Candidates that have successfully finished their studies and have obtained the relevant diploma valid in the Republic of Albania, in a second-cycle "Master of Science"/"Master of Arts" program, which is licensed at the time of registration and accredited at the time of the student's graduation ; OR

- b) have graduated abroad in a higher education institution or other authorized foreign institution, accredited, for a second-cycle "Master of Science"/"Master of Arts" study program, licensed and accredited. in case of acceptance, the candidate is obliged to perform the recognition and exchange of the diploma at the CES within the deadlines specified in this guideline.
9. The candidate presents personally or through an authorized person and submits the following documentation:
- a) The diploma and the list of grades/diploma supplement or its unified copy, of the second cycle of "Master of Science"/"Master of Arts" studies completed in the Republic of Albania. the diploma of the second cycle of studies "Master of Science"/"Master of Arts" completed abroad, accompanied by a copy of the diploma along with the original, or in its absence, of another official document on the basis of which it is completed the quotation in the Republic of Albania, graduated in the country where he completed his studies, which allows him to register and continue higher education studies of the third cycle in the respective country;
 - b) Certification for knowledge of one of the five languages of the European Union: English, French, German, Italian, Spanish, through recognized international tests, according to the level determined by the legal act of the minister responsible for education. If the candidate has obtained a diploma in a study program carried out in one of these languages, the diploma obtained serves as evidence for fulfilling this criterion.
 - c) Application form , according to the format of appendix no. 2 of this guideline;
 - d) Copy of the identification document;
 - e) Two personal photos;
 - f) Curriculum vitae;
 - g) Unified copy of the employment booklet.
 - h) For foreign citizens, proof of knowledge of the Albanian language, issued by the responsible structures, which is registered in a study program that takes place in the Albanian language. The candidate who has Albanian nationality and knowledge of the Albanian language can submit any document from the country of origin that proves knowledge of this language. Foreign citizens who have completed a cycle/study program in the Albanian language in institutions of higher education in the Republic of Albania are exempt from this obligation,
 - i) Declaration according to appendix no. 1, of this guideline.
10. Candidates of special categories for applying to the study program of the third cycle "Executive Master", submit the additional documentation as follows:
- a) The candidate with the status of a person with limited ability, also submits a notarized copy of the relevant booklet issued by the State Social Service or a certified copy of the original MCDWA decision;
 - b) the candidate with orphan status must also submit a certified copy of the document certifying orphan status issued by the State Social Service;
 - c) the candidate who belongs to the Roma or Egyptian minority, also submits a declaration or a document proving that he belongs to this minority.

11. Next to the departments of the main units of the HEIs, *ad hoc* commissions are set up according to the respective fields, for the evaluation of the candidates' files according to the categories and the merit-based selection of the candidates who meet the criteria provided by the legal framework in force, as well as the criteria declared in advance by HEI for each study program according to the respective quotas.
12. For the study programs that envisage a competition for the admission of candidates, the competition takes place at the respective HEIs on the dates declared by the respective HEIs, based on the applications submitted by the candidates according to the deadlines provided in the calendar. The winning candidates are registered with the educational secretariat that covers the study program where they were declared winners.
13. The candidate cannot simultaneously follow two study programs in HEI, with the exception of excellent students. After the verification, the CES informs the HEIs about not being provided with a matriculation number.
14. The HEIs publicly announce the acceptance criteria, the opening of the application procedures, the competition (if any) and registration deadlines, the list of documents necessary for application and registration, as well as any other necessary notification, to ensure progress normal admissions process. These announcements are made near the respective faculties and the HEI.

CHAPTER X

FINAL PROVISIONS AND ENTRY INTO FORCE

1. The HEIs submit the lists of students to the CES, including those registered with reserves, in written and electronic form according to the instructions of the minister responsible for education for the generation and provision of matriculation numbers, according to the following deadlines:
 - a) By November 30 of every academic year, the final lists of the students registered in the study programs with professional character, in the programs of study of the first cycle, as well as in the integrated programs of the second cycle of studies;
 - b) By December 15 of each academic year, the final lists of students registered with transfer of studies and second study program in professional study programs, in first cycle study programs as well as in integrated second cycle study programs ;
 - c) By 15 December of every academic year, the final lists of registered students from the Republic of Kosovo, of Albanian origin from the North Macedonia, Montenegro, Presevo, Medveja and Bujanovac, with the status of a person with limited abilities, with the status of an orphan, as well as students that are part of the Roma and Egyptian minority in the programs of study with professional character, in the programs of study of the first cycle, as well as in the integrated programs of the second cycle of studies;

- d) **By December 15 of every academic year, the final lists of students that own a foreign diploma, in the programs of study with professional character, in the programs of study of the second cycle, as well as in integrated programs of the second cycle of studies.**
 - e) **By December 21 of every academic year, the final lists of students registered in the programs of the second cycle of studies, “Professional master” and “Master of science”/”Master of Arts”.**
 - f) **By December 21 of every academic year, final lists of students registered through transfer of studies and second program of study in the programs of the second cycle of studies.**
 - g) **By December 21 of every academic year, final lists of students registered in the programs of the third cycle of studies, “Executive masters”.**
2. **For candidates registered with reserve in a higher education study program which requires the recognition and equation of the respective diploma, the HEIs forward to the CES by April 30 of each academic year, the documents of recognition and equation of their diplomas, issued from CES. CES provides them with a matriculation number before the start of the second season of exams.**
 3. **For all candidates submitted after the deadlines specified in points 1 and 2 of this chapter or who do not meet the criteria provided by the legislation in force, CES will not proceed with giving matriculation numbers. In these cases CES notifies the HEIs within 15 (fifteen) days and requests deregistration of the candidate. Within 10 (ten) days from the announcement of the CSE, the HEI notifies the candidate of the reasons for not having a matriculation number and completes his deregistration, as well as notifies with official documents, within 7 (seven) days it notifies the CES about their registration.**
 4. **In the absence of the State Matura diploma or high school graduation certificate, the candidate must provide, respectively, a grade certificate of the State Matura certificate issued by CES and a duplicate of the maturation certificate issued by the institution of higher secondary education from the relevant RDPE/LOPE, or the list of high school grades issued by the State Archives.**
 5. **Candidates declared winners in the programs of every cycle of studies cannot be registered to follow two study programs at the same time at the HEI, in the same academic year, excluding excellent students and pupils.**
 6. **HEIs compile a detailed report regarding student registrations in the terms and formats required according to the instructions of the minister responsible for education, which defines the elements of the annual report and the deadline for reporting of higher education institutions, this report is sent to MES within December 31 of each academic year.**
 7. **However, the joint order of CES and AAN⁵ for the approval of the calendar for application procedures and registration in higher education institutions, for the academic year 2023-2024, is approved in July 2023.**

⁵ AAN – Albanian Academic Network

8. Guideline no. 10, dated 15.05.2019 "On application and registration procedures in higher education institutions", amended, is repealed.
9. The Center of Educational Services and the Inter-institutional Center of the Albanian Academic Network are responsible for the approval of the calendar, for the application and registration procedures for each academic year, as well as its publications within the month of June of each calendar year.
10. The General Secretary of the Ministry of Education and Sports, the Center for Educational Services, the Inter-Institutional Center of the Albanian Academic Network, regional directorates and local offices of pre-university education and higher education institutions are charged with the implementation of this instruction.

This guideline enters into force after publication in the Official Journal.

MINISTER

EVIS KUSHI

APPENDIX NO. 1

DECLARATION

I, the undersigned _____, (name paternity surname) born on _____ with identity card/passport no. _____

1. Authorize the institution of higher education _____ the ministry responsible for education and the institution responsible for providing educational services to handle my personal data in the framework of the application and registration for the continuation of higher education studies in the aforementioned Institution, as well as their eventual publication. I also authorize the Higher Education Institution where I applied, the ministry responsible for education and the institution responsible for providing educational services to carry out all verifications and receive all information related to: higher education studies, where I applied for registration, the period of studies completed before, and any other type of verification related to the above.
2. I declare that I am not studying in any other study program in other institutions of higher education, and that I will not simultaneously follow another study program, until the end of the study program I am applying for.

3. I declare that I am familiar with the admission criteria in the study program at the time of application, as well as with the evaluation points for each evaluation criterion, I agree on.
4. I declare the truth of the data and documents presented. I am aware that in case of declaration of untrue data or submission of forged documents or with untrue data, I am subject to the measures provided for in the Criminal Code and other legal and by-laws in force. In case of doubt about the truth of the declared information, the ministry responsible for education and/or the institution responsible for providing educational services and/or the HEI initiate the procedure of their control and eventually forward this data to the competent authorities.

Name, paternity, surname of the candidate

Signature:

Location: _____

APPENDIX NO. 2

Date: ___/___/___

Application form

I the undersigned _____, born
on _____

name paternity surname
with identity card/passport no. _____

email: _____ Mobile: _____

wish to be registered in the program of study: (mark an "x" candidate's choice)

- With professional character (1 or 2 years of studies)
- "Bachelor"
- Integrated of the second cycle "Master of science"**
- "Professional master"**
- Master of Science"/"Master of Arts**
- Executive Master**

_____ at
HEI _____

the

1. *I declare that I am applying for the quota for candidates:*
 - a) *Albanian citizen inside the country*
 - b) *Of Albanian citizenship from territories (mark an “x” the country the candidate comes from):*
 - Republic of Kosovo;*
 - Montenegro;*
 - Presevo;*
 - Bujanovac;*
 - Medveja;*
 - c) *With a foreign diploma*
With citizenship _____
Native language _____
High school _____
Current address _____
2. *I declare that I am applying with quota for candidates (mark the category with “x”):*
 - PLA*
 - Orphan*
 - Roma minority;*
 - Egyptian minority.*
3. *I authorize the above-mentioned institution of higher education and the institution responsible for providing educational services for the processing of my personal data in the framework of the application and registration for the continuation of the studies of higher education, in the above-mentioned Institution, as well as their publication.*
4. *I declare that I will register only in one program of study in which I will have been announced winner for the coming academic year.*
5. *I declare that I am not studying in any other study program in other institutions of higher education, and that I will not simultaneously follow another study program, until the end of the study program I am applying for.*
6. *I declare that I am familiar with the relevant guideline and I am informed about the application, selection and registration procedures.*
7. *I declare the truth of the data and documents presented. I am aware that in case of declaration of untrue data or submission of forged documents or with untrue data, I am subject to the measures provided for in the Criminal Code and other legal and by-laws in force. In case of doubt about the truth of the declared information, the ministry responsible for education and/or the institution responsible for providing educational services and/or the HEI initiate the procedure of their control and eventually forward this data to the competent authorities.*

Candidate name, paternity, surname

Signature

APPENDIX NO. 3

Date ___/___/___

Application for transfer of studies or second study program

I the undersigned _____, *born*
on _____

with _____ *identity* _____ *name paternity surname*
card/passport _____ *no.* _____ *email:*
_____, *Mobile:* _____

I wish to enroll in the program of study (circle your selection):

- With professional character 2-years*
- First cycle “Bachelor”*
- Integrated second cycle*
- Second cycle “Professional master”*
- Second cycle “Master of Science”/”Master of Arts”*

In _____, *at HEI* _____

I declare that I am applying for the quota for candidates (mark an “x” the country the candidate comes from):

A. For second program of study

B. For transfer of studies

1. I declare that I am applying for the quota for candidates:

a) Albanian citizens within the country

b) Of Albanian citizenship from territories (mark an “x” the country the candidate comes from):

Republic of Kosovo;

Montenegro;

Presevo;

Bujanovac;

Medveja;

c) With a foreign diploma

With citizenship _____

Native language _____

High school _____

Current address _____

2. *I declare that I am applying for the quota for candidates (mark the category with “x”):*
 - PLA*
 - Orphan*
 - Roma minority;*
 - Egyptian minority.*

3. *I declare that I am familiar with the provisions of the directive of the minister responsible for education for admissions in the relevant study cycle*
4. *I declare that I am familiar at the time of application with the other additional criteria approved in the statute or relevant regulations of the HEI and the study program, as well as with the evaluation points for each evaluation criterion, and I agree with the above*
5. *I authorize the higher education institution and the institution responsible for providing educational services for the processing of my personal data in the framework of the application and registration for the continuation of the studies of higher education, in the above-mentioned Institution, as well as their publication.*
6. *I also authorize the Institution of Higher Education and the institution responsible for the provision of educational services to perform all verifications and obtain all information related to: the university studies where I have applied to be registered, the period of studies completed previously, and for any other type of verification related to the above, with the application, as well as the data stated in this form.*
7. *I declare that I am not studying in any other study program in other institutions of higher education, and that I will not simultaneously follow another study program, until the end of the study program I am applying for.*
8. *I declare the truth of the data and documents presented. I am aware that in case of declaration of untrue data or submission of forged documents or with untrue data, I am subject to the measures provided for in the Criminal Code and other legal and by-laws in force. In case of doubt about the truth of the declared information, the ministry responsible for education and/or the institution responsible for providing educational services and/or the HEI initiate the procedure of their control and eventually forward this data to the competent authorities.*

*Name, paternity, surname of the
candidate*

*Name, paternity, surname of the
employ that received the
application*

Signature

Signature

APPENDIX NO. 4

Table 1a. The data of all candidates for second program of study at the end of the review of the equivalence and evaluation commission.

	Name	Paternity	Surname	Date of birth	Title and type of program studied previously ("Bachelor" PICD)	HEI where the first study program was done	Date of graduation of the first	Title and type of the study program for which you are applying as a	Academic year in which the candidate can be registered	Recognized credits	Allocated points				Candidate's status	
											1 st criterion	2 nd criterion	...	Total points	Winner/non-winner	
1																
2																
3																
...																

Table 1b. The data of all candidates for transfer of studies at the end of the review by the equivalence and evaluation commission.

No.	Name	Paternity	Surname	Date of birth	Title of the study program (Cycle II) place and type of transfer	HEI where the first program of study was done	Date of graduation of the first program of study	Title of the study program (Cycle II) place and type of transfer	Academic year when the candidate can be registered	Recognized credits	1 st criterion	2 nd criterion	...	Total points	Candidate's status Winner/non-winner
1															
2															
...															