



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

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

**Approved by Decision No.46 of the Dean's Office
dated 07/07/2025 (updated)**

Tirana



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The main unit of the Faculty of Foreign Languages, in accordance with Law No. 80/2015 "On Higher Education and Scientific Research in Higher Education Institutions in the Republic of Albania," the Statute of the University of Tirana, as well as the Regulations of the University of Tirana, approved by Decision No. 20 dated 27.07.2022 of the Academic Senate, and pursuant to Law No. 80/2015 "On Higher Education and Scientific Research in Higher Education Institutions in the Republic of Albania" and the Statute of the University of Tirana, hereby approves the present internal regulation:

**GENERAL PROVISIONS
CHAPTER I**

**Article 1
Object**

This Regulation is intended to regulate the academic, scientific, and administrative activities of the Faculty of Foreign Languages (FFL), in accordance with its objectives and mission.

**Article 2
Legal Basis**

This Regulation is based on the Constitution of the Republic of Albania, Law no. 80/2015 "On Higher Education and Scientific Research in Higher Education Institutions in the Republic of Albania," relevant sub-legal acts, the Labor Code, the Code of Administrative Procedures, Law no. 8480 dated 27.5.1999 "On the Functioning of Collegial Bodies of State Administration and Public Entities," the Statute of the University of Tirana, and the Regulation of the University of Tirana approved by Decision No. 20, dated 27.07.2022 of the Academic Senate, as well as any other legal and sub-legal acts and international agreements that affect the activity of the FFL.

**Article 3
Scope**

1. This Regulation applies to all structures, governing bodies, academic staff, academic support staff, administrative staff, and students of FFL, as well as to any other individual or legal entity operating within its premises.
2. This Regulation also governs the relationship between FFL's governing bodies (Dean's Office) and its basic constituent units, and among these units.
3. Internal Regulation of the FFL regulates the faculty's relations with other main units or higher education institutions.



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4. Third-party activities within FFL are based on relevant legal acts or agreements, referring to the University of Tirana Regulation.

**Article 4
Internal Regulations**

Basic units of FFL, in accordance with the Higher Education Law and this Regulation, may draft specific internal regulations approved by the appropriate governing bodies.

These internal regulations apply to all relevant structures, bodies, staff, and individuals operating in the corresponding areas.

**Article 5
Special Regulations**

The governing authorities of the Faculty of Foreign Languages (FFL), in order to ensure the implementation of the law on higher education and this Regulation, or when there is a specific legal obligation, in cases of directions, situations, or conditions of extraordinary circumstances or natural disasters, may draft and approve special regulations, either permanent or temporary, solely for a specific field, direction, subject, activity, commission, or designated unit.

**Article 6
Activity and Oversight**

1. The activities of all constituent units of the Faculty of Foreign Languages (FFL) are organized in accordance with the principles of legality, unity and hierarchy, accountability, responsibility, decentralization, clarity in defining and distributing responsibilities, economy, effectiveness, transparency, data protection, confidentiality, cooperation among constituent units, as well as with other public administration institutions or other entities.
2. The activities of all constituent units of the FFL are also carried out in compliance with the principle of gender equality, ensuring protection and equal treatment of women and men, to create equal opportunities in exercising their rights.
3. The activities of all basic units in the FFL are subject to:
 - a) administrative control, in accordance with the provisions of the Code of Administrative Procedures regarding administrative legal remedies and the legislation in force;
 - b) judicial control, in accordance with the legislation in force;
 - c) any other control provided by the applicable legislation.

**Article 7
Notification of Acts**



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1. The governing authorities of the Faculty of Foreign Languages (FFL), as well as the basic units, are informed about legal and sub-legal acts or other acts whose publication is mandatory according to the applicable legislation, through printed and electronic formats in the Official Gazette, published by the Official Publications Center.
2. The delivery or notification of other acts to members of governing bodies and authorities, as well as academic, auxiliary academic, and administrative staff, is made against direct signature or attached to the respective text, which is kept by the notifier if the act remains in force and then archived.
3. Academic, auxiliary academic, administrative staff, and students are informed about the Law on Higher Education, the Statute, the University Regulation, this regulation, as well as other permanent acts, through printed and/or electronic formats on the institution's official website, at the start of their employment or study relationship.
4. Amendments or repeals of acts are communicated publicly by posting in designated places and on the official website of the FFL, except when individual notification is mandatory. The texts of the acts and subsequent amendments are considered notified after posting in designated places and publication on the official FFL website, except in cases where personal notification is required.
5. In all cases, members of the academic, auxiliary academic, administrative staff, and students declare their residential address, personal contact numbers (if consent is given), as well as the domain name of the institution/unit, and are obliged to notify of any changes thereto.
6. The use of this data is for the purpose of individual notifications and is administered/processed in accordance with the legislation on the protection of personal data.

**Article 8
Legal Interpretation**

1. When, in the context of implementing an act, there are differing opinions regarding its content, the relevant governing authority provides its interpretation, which, upon request, is given in writing.
2. The body that issued the act provides its interpretation, which is binding for everyone.

**Article 9
Deficiencies in Acts**

When, in the course of implementing an act, there arise unregulated aspects, the body that issued the act primarily, or upon request from the interested structures/subjects, makes the necessary additions to the act.



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**CHAPTER II
ORGANIZATION AND CONSTITUENT STRUCTURES**

**Article 10
Units and Constituent Structures of FFL**

1. FFL is a main unit composed of an integrated structure consisting of seven (7) basic units, which are its departments. Other units are structures created in accordance with the institution's mission and activities and assist in fulfilling this mission. These include academic or academic support units, and administrative support units, operating at the level of the Dean's Office, the main unit, or the basic unit.
 - i. Academic and academic support structures for teaching and administrative functions fall under the functional authority of the Dean of FFL.
 - ii. The administrative structure of FFL (at the main unit level) is under the functional authority of the administrator of the respective main unit.
 - iii. Human resources, protocol-archives, and the IT office at FFL operate in service of all institutional structures.
2. FFL is composed of the following academic basic units:
 1. Department of English Language
 2. Department of French Language
 3. Department of German Language
 4. Department of Italian Language
 5. Department of Slavic and Balkan Languages
 6. Department of Spanish Language
 7. Department of Greek Language
3. FFL also includes academic support units and administrative units as follows:

Academic Support Units:

- Quality, Evaluation and Curriculum Branch
- Language Center Branch
- Teaching Process and Secretariat Branch
 - First Cycle
 - Second Cycle
- Translation Branch
- Scientific Qualification and Publications Branch
- Career Counseling Office
- Project Branch
- Training and Pedagogical Innovation Branch



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- IT Branch
- Human Resources and Protocol-Archives Branch
- Library
- Psychologist's Office

Administrative Support Units:

- Finance and Budget Branch
- Services, Maintenance and Classroom Management Office

The organization and functioning of the academic support and administrative units are defined in the internal work regulations for the organization and functioning of the FFL administration.

**Article 11
Organization and Functioning of the FFL Library**

1. The FFL Library provides services to academic, auxiliary academic, administrative staff, and students to support the teaching process, education, professional development, and scientific research. Library resources can be used on-site or online, as applicable, for:

- Reading materials within the library premises
- Access to reference sources (bibliographies, encyclopedias, scientific works, etc.)

in

written or electronic format

- Open-access library collections in reading rooms
- Photocopying.

2. The Library user has the right to:

- a) access data from the library collection through library information tools
- b) receive assistance from library staff in searching and selecting materials
- c) use library collections and borrow materials, in accordance with library regulations
- d) borrow materials through the library lending service, as per its internal regulation.

3. Obligations of Library users:

- a) respect copyright laws for scientific works available in the reading room or online
- b) compensate for material or financial damages as per applicable legislation
- c) avoid actions that disturb other library users.

4. The right to library services and information is free and equally available to all FFL academic staff, academic support staff, administrative staff, and students.



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5. Usage terms and conditions are specified in the library's internal regulation.

**Article 12
Opening, Reorganization, and Closure of FFL Constituent Units**

1. The opening, reorganization, or closure of FFL's basic units is carried out by establishing a commission composed as follows:

A. In the case of opening a basic unit, the commission includes the Dean's Office, at least one senior academic staff member from the unit, and one representative from the Rectorate.

B. In the case of division, reorganization, or closure of a basic unit, the commission includes:

- i. The Head of the department
- ii. Two academic staff members from the department, elected by the department itself
- iii. The administrator of the main unit
- iv. A representative appointed by the Rector.

C. In the case of merging two or more basic units, the commission includes:

- i. The Heads of the departments involved in the process
- ii. Two representatives from each department, elected by their respective departments
- iii. One representative appointed by the Dean of the main unit
- iv. One representative appointed by the Rector.

D. For opening branches of main units, the commission includes the Dean's Office of that unit and one representative appointed by the Rector.

E. For opening basic units (departments or interdisciplinary research centers involving multiple main units), a working group of five members is established as follows:

i. Two representatives from each main unit, proposed respectively by the Dean and Administrator of the unit, and appointed by the respective Dean's Offices;

ii. The fifth member is appointed by the Rector.

2. The proposal for the opening, reorganization, division, or closure of basic units must include the following information:

- a) A well-argued rationale for the proposed change
- b) The financial impact of the proposed changes
- c) Description of teaching and scientific research to be carried out under the new structure
- d) Curricula for courses to be offered
- e) Job descriptions and specific requirements for each new or affected position



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- f) Quantitative analysis of resources required to fulfill specific functions
 - g) Report on the potential impact of restructuring on academic, academic support, and administrative staff, including staffing costs and a plan for reallocating staff whose positions are affected.
3. The prepared proposal is submitted for review to the Administrative Board, which evaluates the financial costs of the proposed changes if they have financial implications.
 4. Upon preliminary approval by the Administrative Board, the proposal is forwarded to the Academic Senate for final approval. The Administrative Board's decision is a required part of the documentation for the opening, reorganization, or closure of FFL constituent units.
 5. The Administrative Board and the Academic Senate may request additional clarifications or offer comments on the proposal before approval.
 6. If there are disagreements between the Academic Senate and the proposers, the latter must review and either incorporate or justify why they did not incorporate the comments and suggestions. If disagreement persists, the issue is resolved by final decision of the Academic Senate.
 7. The decision of the Academic Senate to approve changes to FFL units according to this article shall enter into force immediately, but shall begin to produce financial effects no later than 30 (thirty) days from the date of entry into force, during which period all actions for the reorganization of academic, academic support, and administrative staff within the new structure must be completed.
 8. The basic unit may be organized into teaching/scientific research groups, either permanent or temporary, in accordance with the type and mission of the unit. As a rule, the teaching/scientific research group develops a subject group, which is a subset of the courses within a study program that share a common content and didactic core.
 9. The teaching/scientific research group consists of no fewer than 5 (five) members, of whom at least 1 (one) must hold an academic title.

**CHAPTER III
ORGANIZATION OF FFL**

**Article 13
Governing Bodies and Authorities**

Based on Law No. 80/2015 "On Higher Education and Scientific Research in Higher Education Institutions in the Republic of Albania" and the Statute of the University of Tirana:

1. The academic governing authorities of FFL are respectively: the Dean's Office, the Head of the main unit, and the Head of the basic unit. Other collegial bodies include the Dean's Office and Committees. Other academic bodies include the Assembly of Academic Staff and the permanent committees at institutional and main unit levels.
2. The administrative governing authority is the Administrator of FFL.



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**Article 14
Dean**

1. The Dean is the highest governing authority of the main unit.
2. The Dean coordinates the activities of the basic units and collegial bodies of the main unit and resolves disputes among them.
3. The Dean's duties and responsibilities are defined in the Higher Education Law, the Statute of UT, the Regulation of UT, and this Regulation.

**Article 15
Vice Dean**

1. The Vice Dean is the governing authority for academic and scientific matters in the main unit in the absence of the Dean.
2. The Vice Dean also performs other tasks authorized by the Dean.
3. The duties and responsibilities of the Vice Dean are defined in the Statute of the University of Tirana, the Regulation of UT, and this Internal Regulation.
4. According to this Regulation, the Vice Deans in FFL respectively oversee:
 - Teaching in the First Cycle of Studies (Bachelor);
 - Teaching in the Second Cycle of Studies (Master);
 - Scientific research and management of the Third Cycle of Studies (Doctoral Studies);
 - International cooperation, projects, and the Erasmus+ Program;
 - Relations with the public, students, and various activities.

**Article 16
Head of the Basic Unit/Department**

1. The Head of the basic unit is the head of the department or research center.
2. The Head is the academic governing authority of that unit and represents it.
3. The duties and responsibilities are defined in the Statute of the University of Tirana, the Regulation of UT, and this Regulation.

**Article 17
Working Groups**

1. To effectively fulfill academic activities, draft curricula, administrative programs, or address various issues, working groups are established.
2. Authorities responsible for establishing working groups:
 - i. The Dean of FFL may establish working groups composed of academic, academic support staff, or administrative staff from main units or the Rectorate to achieve academic, administrative, teaching, scientific research objectives, or to establish common standards;



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- ii. The Administrator of the main/basic unit may establish working groups with administrative staff to achieve administrative goals or common standards;
- iii. The Head of the basic unit may establish working groups within their area of responsibility with full-time academic and academic support staff for various administrative, teaching, or research activities.
3. The order establishing the working group must include:
 - a) the purpose of the working group
 - b) the structure within which the group will operate
 - c) the staff involved and, where possible, task distribution
 - d) decision-making method of the group
 - e) required infrastructure
 - f) financial resources, if needed
 - g) deadline for completion of tasks and submission of outputs.
4. When a basic unit deems it necessary to cooperate with other basic units within the same main unit, it requests the Dean to establish a working group, providing justification for its establishment and specifying the tasks to be addressed by this working group. The Dean responds with approval or rejection of the request within 5 working days.
5. When a main unit deems it necessary to cooperate with other main units, it requests the Rector/Administrator to establish a working group, providing justification for its establishment and specifying the tasks to be addressed by this working group. The Rector/Administrator responds with approval or rejection of the request within 10 working days.

Article 18

Election of the Commission for Awarding the Scientific Degree "Doctor"

1. The members of the Commission for Awarding the Scientific Degree "Doctor" at FFL are elected by the academic staff of the main unit.
2. Election procedures begin no later than one month before the expiration of the current commission's mandate.
3. A full-time academic staff member may serve on only one permanent commission.
4. The head of the main unit announces the date for initiating the candidate nomination procedures. Elections take place no later than five (5) working days before the current commission's term ends. An ad hoc commission of no fewer than five members, appointed by the Dean's Office, administers the process.
5. Interested candidates submit applications to the ad hoc commission within five (5) days of the announcement, using a standard form. The Human Resources Office provides the ad hoc commission with a list of full-time academic staff eligible to vote, signed and sealed by the Head of the main unit.
6. Within three (3) days of the election, the ad hoc commission announces the final results of the elected members.



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7. Members of this commission serve a two-year term with the possibility of re-election. Further rules on the functioning of the Commission for Awarding the Scientific Degree "Doctor" are defined in the UT Statute, UT Regulation, and the regulation for the organization and functioning of the permanent commission for awarding the scientific degree "Doctor" at FFL.

**Article 19
Establishment of the Internal Quality Assurance Unit**

1. For the drafting and implementation of strategies, policies, and procedures for internal quality assurance, Internal Quality Assurance Units (IQAUs) are established and operate in every basic unit, main unit, and at the institutional level.
2. In basic units, the IQAU consists of five (5) members, including three (3) full-time academic staff from the unit, one (1) academic support staff member proposed by the Head of the basic unit and approved by the unit, and one (1) student from the relevant program, identified by the teaching secretariat of the main unit and approved by the basic unit.
3. The IQAU of the Faculty of Foreign Languages is established and functions by decision of the Head of the main unit¹.

Its composition is as follows:

- One representative selected from the full-time academic staff for basic units with fewer than 500 active students in the first and second cycles combined, and two representatives for basic units with more than 500 such students;
- One academic support staff member appointed by the Dean's Office;
- One student representative selected by the FFL Student Council.

The IQAU elects a Coordinator from among its members, who coordinates activities with the FFL Quality and Curriculum Office, basic unit IQAUs, and the UT-level IQAU.

**Article 20
Duties and Activities of the Internal Quality Assurance Unit**

1. The duties of the Internal Quality Assurance Unit (IQAU), in both basic and main units, are defined in the "Regulation on the Functioning of the Internal Quality Assurance Units at the Faculty of Foreign Languages."
2. The IQAU of FFL is responsible for implementing strategies, policies, and procedures for internal quality assurance at the institutional level.
3. The IQAU of FFL monitors the implementation of quality assurance standards in accordance with the Quality Code and the Quality Assurance Manual developed by the Permanent Commission for Ensuring Quality Standards of UT.

¹ "See Article 23, point (c) of the Regulation on Quality Assurance at the University of Tirana



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4. At the end of each semester or before the exam season, the IQAU of the main unit, in cooperation with the IQAUs of the basic units, organizes a standard student survey-developed by the Permanent Commission for Ensuring Quality Standards of UT- on the quality of teaching for the courses in each study program. The final evaluation is submitted to the Permanent Commission for Ensuring Quality Standards at UT, which, after review, may propose measures to the Rector if deemed necessary.
5. The IQAU of FFL monitors the implementation of tracer studies to assess graduate employment outcomes and the effectiveness of the programs offered by UT.
6. Within 20 (twenty) days of the end of the academic year, the IQAUs of the basic units prepare the annual evaluation report of teaching and scientific activities and submit it to the IQAU of the main unit.
7. Within 20 (twenty) days of receiving the evaluation reports from the basic units, the IQAU of the main unit prepares the final evaluation report and submits it to the IQAU of UT.

**CHAPTER IV
ADMINISTRATIVE ORGANIZATION**

**Article 21
Administrator of the Main Unit**

1. The Administrator of FFL is responsible for the proper functioning and daily financial and administrative management of the faculty, including budget implementation, oversight and control of financial actions, and enforcement of legal compliance.
2. In addition to the responsibilities defined in the Higher Education Law and the Statute of UT, the Administrator of the main unit also performs the following duties:
 - a) Organizes and supervises legal compliance and economic-administrative activities
 - b) Organizes the drafting of the budget proposal and the plan for educational, scientific, service infrastructure;
 - c) Organizes the work for the prospective development of investments and services and presents relevant recommendations to the Dean's Office;
 - d) Organizes and manages services to third parties and proposes applicable fees;
 - e) With approval from the Dean's Office, submits planned and emergency requests for teaching and scientific infrastructure to the UT Administrator, ensures their procurement and maintenance, and plans their distribution within the main unit;
 - f) Reports periodically to the UT Administrator and the Dean on the implementation of his functional duties.



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3. Within his competencies, the Administrator of the main unit fulfills the Dean's requests to meet academic, administrative, and financial needs and collaborates with other UT structures and authorities on daily administrative matters.
4. The Administrator of the main unit reports to the UT Administrator on his activities. According to relevant competencies, he also reports to the Dean's Office upon its request or on his own initiative. The reporting notice must specify the topics the report will address.
5. The Administrator's responsibilities related to financing FFL activities are regulated by UT's Regulation and other applicable legal acts.

**CHAPTER V
THE ACADEMIC YEAR AND ORGANIZATION OF STUDIES
Article 22
University Studies**

1. Types of studies at the Faculty of Foreign Languages of the University of Tirana are:
 - a) Full-time studies;
 - b) Extended-time studies.
2. Full-time study programs are organized in three successive cycles:
 - a) First Cycle of studies, leading to the "Bachelor" degree;
 - b) Second Cycle of studies, leading to the "Master of Science" or "Professional Master" degree.
 - c) Third Cycle of studies, leading to the academic degree "Doctor".
3. The Faculty of Foreign Languages offers study programs in the field of teaching, in accordance with the applicable legislation on higher education, regulated professions, and the Statute of UT. These programs are organized only in full-time form.
4. The Faculty of Foreign Languages may also offer joint study programs in agreement with other domestic or foreign universities.
5. The Faculty of Foreign Languages may offer extended-time studies in one- to two-year professional programs or second cycle "Professional Master" programs.
6. The Faculty of Foreign Languages allows students to pursue a second study program, in accordance with applicable higher education legislation and the Statute of UT.

**Article 23
Admission to First Cycle Study Programs**

1. Admission to first cycle study programs at the Faculty of Foreign Languages is possible for any candidate who:
 - a) is in possession of the legal documentation for the completion of upper secondary education;



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- b) meets the minimum average grade requirement, as determined by Decision of the Council of Ministers;
 - c) meets the additional criteria set by the basic units for the study program to which they have applied;
 - d) is not enrolled in another study program, except for outstanding pupils/students;
 - e) registers with the main unit where they have been declared successful, within the deadline set by the instructions of the ministry responsible for education.
2. The basic unit selects the successful students for the study programs it offers, who are then approved by the Dean.
 3. The procedures and deadlines for application and registration are determined by the relevant instruction of the ministry responsible for education.

**Article 24
Second Cycle Study Programs**

1. Second cycle study programs may be organized as “Master of Science” or “Professional Master” programs.
2. “Master of Science” second cycle programs provide graduates holding a “Bachelor” university degree with in-depth theoretical and practical scientific knowledge in the relevant field. This program may be completed with 120 credits and has a normal duration of not less than two academic years. This includes 12–18 credits for a research project, under qualified supervision, which concludes with a diploma (micro-thesis). Upon completion of the second cycle study program, a “Master of Science” university diploma is awarded in the relevant field of study.
3. “Professional Master” study programs provide graduates holding a first cycle degree with knowledge of a practical professional character in the relevant field. These programs are carried out with 60 or 120 credits, and their normal duration is one or two academic years, respectively. Students in this program, based on the criteria set out in the faculty’s regulations regarding the average grade, may graduate either with a comprehensive final examination or a diploma thesis.
4. The admission criteria for each second cycle study program are determined by the basic unit offering the respective program. These criteria are published on the official website of the respective main unit no later than December 20 of the following academic year. In accordance with Instruction No. 10 dated 16.06.2023 on admission to second cycle study programs, the candidate must have knowledge of a foreign language at least at the B1² level.
5. The basic unit selects the successful students for the study programs it offers, who are then approved by the Dean.

² Instruction No. 10, dated 16.06.2023, “On an amendment to Instruction No. 52, dated 03.12.2015, on the determination of foreign language levels and international tests for admission to second- and third-cycle study programs in Higher Education Institutions, as amended.”



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6. After the completion of the registration process of the successful candidates, the University of Tirana sends the list of registered students to the Center for Educational Services in order to assign them a matriculation number (NIM).
7. The procedures and deadlines for application and registration are determined by the relevant instruction of the ministry responsible for education.

Article 25

Admission and Registration Procedures for First or Second Cycle Study Programs for Other Candidates

1. Eligible to apply for admission to a first or second cycle study program are also candidates coming from the Republic of Kosovo; candidates of Albanian origin from North Macedonia, Montenegro, Preševo, Medveđa and Bujanovac; candidates with orphan status; candidates with the status of persons with disabilities; candidates from the Roma and Egyptian communities; candidates requesting to transfer their studies; and foreign citizens.
2. Other candidates are eligible to apply if they meet the minimum average grade requirement set by decision of the Council of Ministers for the respective academic year, as well as the additional admission criteria established by the main unit itself, for the study programs for which they are applying.
3. For admissions to first cycle studies, the admissions commission in each basic unit is composed of 3 (three) members, full-time academic staff in the respective unit.
4. For admissions to second cycle studies, the admissions commission in each basic unit is composed of 3 members, full-time academic staff in the respective unit.
5. The application documentation, review deadlines, publication of results, appeal deadlines, and registration of successful candidates are determined by the relevant instruction of the ministry responsible for education.
6. The basic unit selects the successful students for the study programs it offers, who are then approved by the Dean.
7. The Faculty of Foreign Languages publicly announces the opening of application procedures, dates and times of competition and registration activities, the respective procedures, the list of documents for application and registration, and any other information deemed necessary to ensure the normal conduct of the admission process. Announcements are posted on the notice boards of each main unit as well as on the official websites of the Faculty of Foreign Languages and the University of Tirana.

Article 26

Continuing Education Study Programs

1. The main unit organizes continuing education study programs, in accordance with the applicable legislation and the Statute of the University of Tirana.



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2. The admission quotas and fees for continuing education programs are determined by the main unit, in accordance with the applicable secondary legislation. Candidates bear the cost of their studies themselves, according to the applicable normative acts.
3. Continuing education programs, the teaching plan, and the respective course syllabi are prepared by the responsible unit(s) and approved following the same criteria as for the teaching programs, teaching plans, and course syllabi set out in this Regulation.
4. The responsible unit organizing the continuing education programs determines: the method of instruction, deadlines for fulfilling obligations, the timing of their implementation, financial aspects of covering expenses, etc.

Article 27

Conditions for the Establishment of a Continuing Education Study Program

The cumulative conditions that a study program must meet to be considered “continuing education” and that must be taken into account by a basic unit before its creation are:

- a) To be a study program that will be implemented over time and on a periodic basis;
- b) To be a study program aimed at the ongoing (lifelong) completion, deepening, and consolidation of an individual’s knowledge in their professional field;
- c) To be a study program offered in the form of qualification and requalification courses, summer schools, and other similar activities, such as trainings, etc;
- d) To be a study program closely related to professions recognized by law as regulated professions in the Republic of Albania and serve for the continuing education and enhancement of the qualification and professional skills of individuals in these fields.

Article 28

Second Study Program

1. Candidates who have completed a study program have the right to pursue a second study program. In this case, candidates bear the cost of studies themselves, in accordance with the applicable normative acts. An exception to this rule is made for outstanding students, according to the criteria and procedures provided by the law on higher education and the secondary legislation issued pursuant thereto.
2. Selection is based on the criterion of the highest average grade, as well as other criteria deemed necessary by the basic unit that delivers the respective study program. The ad hoc commission, based on the scoring for each evaluation criterion, ranks the candidates who have applied, evaluates them as successful/unsuccessful, and submits the results to the Dean for approval.
3. In accordance with the applicable normative acts, the full or partial recognition of credits earned by a student, for the purpose of continuing studies in a second study program, is carried out by the receiving responsible unit for the second study program.
4. Admission quotas and tuition fees for second study programs are determined in accordance with the applicable normative acts.
5. Other specific admission criteria for a second study program are also determined by the basic units



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**Article 29
Duration of Studies**

1. The maximum duration of studies in a study program may not exceed twice the normal duration of studies provided for in the program.
2. The period during which the student has suspended their studies, in accordance with the provisions of this Regulation, is not counted towards the duration specified in the preceding paragraph.
3. A student who fails to complete their studies within the maximum duration of the program has the right to apply to resume studies, in the same study program or in another program. They are subject to the criteria and procedures announced for enrollment in the study program of the receiving institution. Credits accumulated by the student during the previous study period may be transferred, by decision of the basic unit admitting the student, according to the criteria set out in its internal regulation or that of the Faculty of Foreign Languages.

**Article 30
Academic Year**

1. Studies at the Faculty of Foreign Languages are conducted in academic years. The structure of the academic year is determined by the relevant acts of the ministry responsible for education.
2. The academic year is organized into two semesters. Each semester has up to 15 weeks. Each week consists of up to 25 teaching hours of 50 minutes each, conducted in the classroom, in the form of lectures, seminars, exercises, laboratories, and in-class practice; the academic year also includes professional internships, subject examinations, or the diploma examination.
3. The academic structure for the academic year is determined by the Dean's Office of the Faculty of Foreign Languages.

**Article 31
Credits under the ECTS**

1. The Faculty of Foreign Languages offers accredited study programs, organized into courses and modules, which are assessed in credits according to the European Credit Transfer System (ECTS). The accredited study programs it offers are publicly announced on the official websites of the Faculty of Foreign Languages and the University of Tirana before the start of applications for admission to them.
2. The average number of credits accumulated during one year by a full-time student is 60 credits, or 1,500 (one thousand five hundred) student workload hours, which include contact hours in class and independent study hours. One credit corresponds to 25 (twenty-five) student workload hours.



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**Article 32
Structure of the Study Program**

1. The study program, except for doctoral study programs, consists of formative activities, which are carried out with ECTS credits.
2. Formative activities are conducted through courses or course groups:
 - a) “Course” means a set of teaching components, organized within a specific discipline of the study program, taught systematically over a set period of time, mainly on a semester basis, and related to a specific scientific field, which is graded and awarded credits;
 - b) “Course group” means a subset of courses within a study program that share a common core from a content and didactic point of view.
3. Formative activities are grouped into the following categories:
 - a) Basic courses of the study program (A), which define general education, methodological preparation, and general culture;
 - b) Characterizing courses (B), which are related to the specifics of the study program and prepare students for the scientific discipline;
 - c) Interdisciplinary and/or integrative courses (C), in one or more groups of disciplines similar to and/or integrated with the characterizing disciplines, program profiles, and elective course groups;
 - d) Supplementary courses (D), focused on acquiring foreign language skills, IT and telematic skills, communication and presentation skills, skills facilitating entry into the labor market, and professional internships developed in cooperation with public and private entities under agreements signed for this purpose;
 - e) Final requirements (E), related to the final examination or preparation of the diploma thesis.
4. The weight of each course and formative activity within the study program is determined by the relevant acts of the ministry responsible for education.
5. Formative activities may be:
 - i) compulsory;
 - ii) chosen by the students themselves, from among those offered by the institution, consistent with the study program, and carried out during the academic years of the study program.
6. Each responsible unit determines, according to the above provisions and specific features, the formative activities that characterize a study program.
7. In a study program, compulsory activities include formative activities in the relevant field of the program, which fall into all categories (A–E).
8. In accordance with the study program, a specific number of elective courses in category C is determined.



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**Article 33
Study program**

1. The drafting of the study program by the basic unit or the responsible units, when the study programs offered are interdisciplinary, is carried out in accordance with the legal and sub-legal acts for higher education as well as with the Statute of UT. The draft teaching programs are prepared, reorganized, or amended by the basic unit/responsible basic units in the institution.
2. The study program may be organized into profiles, which offer specialization in narrow directions of the study program's field, in integrative areas, or in closely related interdisciplinary areas. The profile title of the study program is indicated on the diploma issued upon its completion. By decision of the Academic Senate, the higher education institution has the right to make profiling changes within the accredited study program without changing the name of the study program. The HEI must notify the ministry responsible for education no later than six months before the start of the academic year of the profiling changes of up to 20 percent of the program's content, expressed in ECTS credits.
3. Study programs must be continuously reviewed and discussed to adapt to new and growing market demands for specialists in the respective profile.
4. They are subject to the accreditation process by the responsible evaluation unit Quality Assurance Agency in Higher Education (QAAHE) according to the normative acts in force.

**Article 34
Course program (syllabus)**

1. For each formative activity, a course program (syllabus) is drafted, in accordance with the relevant decision of the Council of Ministers.
2. The course program is prepared by the holder or holders of the formative activity, discussed in the responsible teaching groups (where such exist), as well as in the unit/units responsible for the study program. The course program is approved by decision of the basic unit.
3. When the study program is in cooperation with several responsible units, the discussion of the course program is first held within the responsible teaching group (where such exists) and then between the responsible units. In such cases, the course program is signed by the basic units to which the teaching group of the respective activity belongs.
4. Course programs are reviewed when deemed necessary, following the same approval procedures.



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**Article 35
Elements of the structure of study programs**

The elements that make up the structure of the study programs offered by the Faculty of Foreign Languages (FFL, excluding doctoral programs, consist of:

- a) credits, according to the European Credit Transfer and Accumulation System (ECTS);
- b) knowledge control and assessment tools;
- c) learning outcomes and professional competencies;
- ç) formative activities and teaching components of the study program;
- d) categories of formative activities that characterize a study program;
- e) curriculum;
- f) admission quotas and teaching groups;
- g) course program (syllabi);
- h) program profile;
- i) diploma and supplement;
- j) Code of Ethics.

**Article 36
Formative activities and teaching components of the study program**

1. Formative activities that characterize a study program consist of teaching components, which are divided into:
 - a) classroom teaching, such as lectures, seminars, individual courses, exercises, laboratories, forms of continuous assessment, and professional practice sessions conducted in the classroom;
 - b) individual study, such as studying and completing assignments, projects, or reports;
 - c) exam preparation;
 - d) preparation of the diploma thesis;
 - e) other activities, such as professional practice, field practice, or internships at public or private entities.
2. The division of classroom teaching hours into hours for lectures, seminars, exercises, and laboratories for each subject is determined in the curriculum of the study program, based on the credits allocated to each subject.
3. At the end of the study program, students are calculated a weighted average grade, which also takes into account the respective credits for each subject or other formative activity.
4. The distribution of credits and classroom teaching hours according to the above-mentioned study components for each formative activity is determined during the discussion of each course program (syllabus) as well as during the drafting/reorganization of the teaching program by the responsible unit or units.

**Article 37
Curriculum**



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1. The curriculum of each study program specifies:
 - a) the courses included in the program, organized according to categories of formative activities and distributed by year and semester;
 - b) the corresponding credits for each course.
2. At the beginning of each academic year, based on the respective study programme, the basic units draw up the annual teaching plan, which specifies the category and the corresponding credits for each formative activity (course), the distribution of classroom teaching hours (lectures, seminars, exercises, practice, coursework, etc.) by semester and year of study, as well as the method of their completion. The teaching plan also specifies the interdependence between similar courses, as determined by each unit responsible for the study programme.
3. If the teaching plan changes by up to 20%, it becomes subject to approval by the Academic Senate.

**Article 38
Teaching groups/Courses of study programs**

1. Lectures, seminars, exercises, teaching/professional practices, laboratories, etc., are conducted in teaching groups, with a number of students in accordance with the applicable secondary legislation in force.
2. The division of students into teaching groups for the first and second year is carried out by the teaching secretariat randomly and in chronological order of their registration in the respective study programme, as well as in accordance with the applicable secondary legislation for the elements of the study programmes offered by UT. In those basic units where there is a profiling of the first-cycle study programme, the division into teaching groups is determined by the basic unit, taking into account the student's preference in choosing the profile, as well as the criteria set by the basic unit.
3. The teaching groups of each study programme are recorded in the registers of teaching groups.

**Article 39
Attendance of teaching activities**

1. Attendance of lectures, as a rule, is optional. Depending on the specific features of the course, lecture attendance may be made compulsory up to 75%. In such cases, this must be specified in the syllabus of the respective course.
2. Attendance of seminars is mandatory at a rate of 75%. When a student has attended between 50–75%, they are not allowed to take the upcoming exam but may take it in



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the next regular examination session. When a student has attended less than 50%, they must retake that course in the following academic year.

3. Teaching/professional practices are included in the curricula either at study programme level or course level, and attendance is mandatory at 100%.
 - i. Failure to attend teaching/professional practices, when foreseen at course level, is grounds for the student not to take the exam for that course, except in cases otherwise specified in the course syllabus. The student gains the right to take the course exam once he has fulfilled this academic obligation.
 - ii. In cases where teaching practice is foreseen at study programme level, the student who has not attended it in the relevant year is obliged to attend it in the following academic year.
4. Course projects must be completed in full (100%), and the student cannot sit for the course exam only for those specific courses whose particular nature requires such an element and where it has been specified in advance in the syllabus and communicated to students in the first class.

**Article 40
Class schedule**

1. The time and classroom where teaching takes place are determined in the class schedule. It is prepared by the basic units at the beginning of each semester and published on the official website of the Faculty of Foreign Languages (FFL) by the IT office no later than one week before the start of classes. The schedule must be respected by students and academic staff.
2. Departments ensure that the class schedule is also sent to the official addresses of students enrolled in the respective study programmes.
3. The class schedule is built on the basis of the compatibility of teaching elements and the rational distribution of the student's workload. The weekly classroom workload for lectures, seminars, exercises, laboratories, continuous assessment activities, and sessions conducted in the classroom is up to 25 (twenty-five) hours. The duration of teaching sessions is 50 minutes, with a 10-minute break between them.

**Article 41
Teaching Group Register**

1. During the teaching process, the Teaching Group Register (TGR) is maintained and completed.
2. The Teaching Group Register is an academic staff document that records the development of the teaching process and student attendance. Non-attendance of compulsory teaching elements is recorded as an absence in the TGR.
3. The components of the register contain data regarding: academic year, cycle of study, name of the study programme, teaching group, course name, name/surname of the lecturer, type of teaching activity (lecture/seminar), nominal list of students, dates and



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topics of classes held, organised by teaching weeks in accordance with the approved academic structure for the relevant year, as well as absences and assessment elements during the teaching process.

4. The TGR may be kept in hard or soft copy. After completion and signature by the academic staff member, the TGR is submitted to the basic unit's secretariat. The secretariat of the basic unit is responsible for its safekeeping and maintenance.

5. The basic unit is obliged to retain the registers submitted by the respective academic staff until the completion of the maximum duration of studies as stipulated in the UT Regulation.

**Article 42
Documentation of the teaching process**

The Faculty of Foreign Languages administers in written form the following documentation of the teaching process:

A. The Fundamental Student Register, which is the document that certifies the registration of students in a higher education institution. Each student is assigned a unique matriculation number, which they retain until obtaining their diploma or certificate, and which is recorded in this register. The fundamental register is deposited in the state archives, in accordance with the legal framework in force on archives, while a certified copy identical to the original is kept for the entire period of the institution's existence. It is also completed in electronic form.

B. The Academic Achievement Register, which is the document that certifies the results achieved by each student enrolled in the higher education institution, according to their study programmes. The academic achievement register is deposited in the state archives, in accordance with the legal framework in force on archives, while a certified copy identical to the original is kept for the entire period of the institution's existence.

C. The Diplomas and Certificates Issuance Register, which is the document that certifies their issuance by the institution. The FFL records the collection of the diploma and diploma supplement by each student who has successfully completed their academic and other institutional obligations. The diplomas and certificates issuance register is deposited in the state archives, in accordance with the legal framework in force on archives, while a certified copy identical to the original is kept for the entire period of the institution's existence.

**Article 43
Knowledge assessment and evaluation instruments**

1. Knowledge assessment serves to evaluate progress and measure the acquisition of the learning outcomes and professional competences of the programme by students.
2. Knowledge assessment and evaluation instruments are based on the following elements:



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- a) Assessment criteria, which describe what is expected for the student to achieve and at what level, in order to demonstrate the attainment of learning outcomes for a given course;
- b) Assessment methods, which are the techniques, tools, and instruments for gathering information to determine the extent to which the student has acquired the learning outcomes of a course.
3. The instruments on which assessment is based are:
 - a) Attendance of teaching activities, based on the elements defined in Article 39 of this Regulation;
 - b) Continuous assessment, which is based on the result obtained from ongoing evaluation in lectures, seminars, exercises, practices, etc.
 - b/1) The tools used for continuous assessment include: written tests, oral tests, discussions, mid-term checks, coursework assignments, group work, projects, presentations, essays, reports, various performances, diploma theses, etc.;
 - c) Final assessment, which is based on the total result obtained from the continuous assessment during the year and the assessment through an examination.
 - d) With the exception of courses considered as coursework projects, all course programmes (syllabi) must provide for at least two of the elements described in point b/1 for the final assessment.

**Article 44
Examination**

1. The exam is one of the main forms for the final assessment of knowledge in the subjects, according to the curricula plan. The subject assessment by exam is conducted in writing, orally, or in a combined form.
2. A student acquires the right to take the exam of a subject when they have fulfilled all the obligations foreseen in the subject syllabus and in the amount defined by these regulations.
3. A student acquires the right to take the exam when the fulfillment of obligations is confirmed by the subject lecturer, in accordance with the provisions in the "Form of knowledge assessment" section of the syllabus.
4.
 - a) Exam papers are prepared by each lecturer of the subject. It is not necessary for the exam paper to be unified. In cases of carried-over exams from previous years and where it is impossible to identify the lecturer or in their absence, as well as when the number of students is large, the head of the department decides on the exam paper author from among the other lecturers of the department.
 - b) The exam paper must include questions that represent the entire range of passing grades, proportionally divided into three categories: grades 5–6, grades 7–8, and grades 9–10, and it must be communicated to students before the exam.
 - c) The prepared exam paper is approved by the head of the department.
5. By order of the head of the basic unit, commissions are created to supervise the process of written exams, ensuring a ratio of 1 lecturer per 30 students. Exams and re-exams are conducted according to the deadlines set in the academic year structure, approved by the Dean's Office, and the exam calendar announced at the beginning of



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the academic year. Any possible changes to the calendar must be made at least one month before the start of the exam season.

6. The exam and re-exam dates are proposed by the respective basic units for the regular exam seasons. In agreement with the student council, special exam seasons (October and April) may be proposed and approved by the Dean.
7. The deadlines set for exams and re-exams are mandatory for both lecturers and students.
8. A student is not allowed to take the exam of a subject for a second time within the same season.
9. Where possible according to the exam schedule, a student may take up to two exams on the same day, if permitted by the basic and main unit.

**Article 45
Examination Procedure**

1. Exams are held on the set date and time. For reasons of extraordinary situations/natural disasters, the head of the main unit orders a new date and time for the exam, notifying students at least three (3) days in advance of the change.
2. Students are examined by a commission composed of two lecturers of the subject, of which at least one must be full-time academic staff.
3. If one of the lecturers cannot participate in the exam, the replacement is appointed by the head of the basic unit.
4. Written exams are conducted on sealed exam papers. The specialist for the teaching process in the basic unit carries out this procedure based on the student's identification document.
5. The student must appear at the exam with an identification document. The student is not allowed to have with himself any material related to the exam, except those permitted by the exam commission.
6. In case of violation of exam rules, the student is sent for disciplinary proceedings, based on the provisions set in the Statute and the Regulation of the University of Tirana.
7. Entry into the exam is prohibited for external people, except for the head of the basic unit, the leading authorities of the main unit, or other persons authorized in writing by the Dean or Rector to exercise oversight.

**Article 46
Final Assessment**

1. The final assessment includes the sum of the results obtained from continuous assessment during the year and the exam assessment. The level of mastery of the subject is evaluated on a scale from the failing grade 4 (four) to the maximum grade 10 (ten). The lowest passing grade is five. In written assessments, the point-based grading system is also used, the result of which is necessarily converted into a grade.



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2. The exam commission, at the end of the written and/or oral exam, announces the results within 10 (ten) working days from the exam date, and in specific cases, this period is reduced to 7 (seven) days. The correction commission is composed of lecturers who have taught the subject during the year in the relevant groups. In their absence, the head of the department decides on the commission.
3. At the end of the exam, the date of the announcement of results is communicated. Deadlines vary depending on the electronic system. After the announcement of the assessment results, clarifications may be made if requested by students. Students' rights to review their exam must be respected, up to the formation of a re-evaluation commission in the case of further appeal, based on the University of Tirana regulation. Within 2 (two) working days from the date of processing clarification requests, the minutes of the exam results are submitted to the academic secretariat, printed and signed by the subject lecturer.
4. The academic secretariats compile lists of regular students, students carrying over various subjects, and repeating students, and forward them to the respective basic units no later than 3 (three) days before the start of the exam season.
5. At the end of the study program, students are awarded both the arithmetic average grade and the weighted average grade, which takes into account the respective credits for each formative activity.

Article 47

Appeal on Exam Procedure Rules

1. The student has the right to appeal for violations of the rules of exam conduct. The appeal must be submitted in writing to the head of the basic unit within 24 hours from the date of the exam.
2. The head of the basic unit, within 48 hours from the date of the appeal submission, verifies if there are correctable violations, in cooperation with the exam commission, and makes the necessary corrections.
3. If the head of the basic unit deems it impossible to make a decision, they propose the matter to the Dean, who, after being informed of the entire procedure, makes a decision. If the Dean considers the student's appeal justified, no later than 48 hours from the appeal, the exam is annulled and a decision is made for its re-administration.

Article 48

Appeal on Final Assessment

1. The student has the right to appeal the final exam result. The appeal must be submitted in writing to the head of the basic unit within 48 (forty-eight) hours from the announcement of the exam result.



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2. The head of the basic unit, within 24 hours from the date of appeal submission, notifies the respective lecturer to review the appeal and give their position. If within 24 hours the appeal is not resolved within the basic unit, the matter is passed to the Dean for resolution.
3. The head of the main unit, within 48 hours from receiving the information under point 2 of this article, establishes an ad hoc commission, which within 3 (three) working days verifies the student's claims and determines the final exam grade if the appeal is upheld.
4. The results of the appeal review are forwarded by the commission to the Dean, who within 48 hours informs the head of the basic unit, the respective lecturer, and the appellant.

Article 49

Progression to the next year and the defence of the degree of the study programme

1. A student progresses from the first to the second year when they have obtained at least 20 (twenty) credits from the courses in the first-year curriculum plan. If this requirement is not met, the student in the following year attends the remaining first-year courses.
2. A student progresses from the second to the third year when they have obtained at least 60 (sixty) credits from the courses in the first- and second-year study plans. If this requirement is not met, the student in the following year attends the remaining first- and/or second-year courses.
3. A final-year student who, at the end of the year's examinations, has up to 30 outstanding credits, has the right to settle them before the graduation season, within a period determined by the Dean's Office in agreement with the relevant unit responsible for the study programme. A student who settles these obligations is permitted to sit the final diploma examination. Otherwise, they have the right to settle them in the subsequent re-examination season.
4. These provisions apply to programmes at the Bachelor and Master cycles.
5. A student is permitted to sit the diploma defence only after they have obtained all credits required by the study programme.
6. A student is considered a repeating student when they do not meet the minimum number of credits required to progress from one year to the next, according to points 1 and 2 of this provision.
7. A repeating student's support from public funds is suspended, except in cases of force majeure.

Article 50

Examinations and re-examinations

1. A student has the right to sit exams in three regular seasons: the summer, autumn and winter seasons.



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2. In certain cases, at the request of the Student Council of the main unit, two special seasons (October and April) may also be opened.
3. A student classified as a repeating student in the regular exam seasons has the right to:
 - a) in the autumn season, retake exams up to 1/2 of the annual credits (30 credits), including courses of the following year as well as those carried over from previous years;
 - b) appear in exams in the following academic year for carried-over exams, in one of the exam seasons appropriate to the course carried - i.e., in the re-exam season or in a special season.
4. The head of the basic unit appoints the examination commission, taking into account that repeating students and those with carried-over exams who have failed a given exam at least three times are assigned a new examination commission.

**Article 51
Grade improvement**

1. Students enrolled in the first cycle (Bachelor) have the right to improve the grade in up to 3 (three) courses of the year they are attending. In the final year of the first cycle, they have the right to improve up to 4 (four) courses from any year of study.
2. Students enrolled in the second cycle (Master) have the right to improve the grade in up to 4 (four) courses from all years of that cycle.
3. For a grade improvement, the student is tested only once for the chosen course. Grade improvements are allowed only in the regular re-examination season; the higher grade between the previous grade and the grade obtained after the improvement remains in force.
4. If a student has applied for a grade improvement but does not appear for the exam, the previous grade remains in force.
5. The request for a grade improvement is submitted to the Dean's Office before the regular re-examination season, in accordance with these Regulations and the internal rules of the main units.

**Article 52
Teaching / professional practices (internships)**

1. Teaching/professional practices are included in the curriculum plan either at study programme level or at course level.
2. The duration and timing of teaching/professional practices are set in the study programme plans and in the relevant course programmes. At the start of the academic year, the responsible unit and/or the internship coordinator communicates to students the schedule and programme of the practice.
3. Each unit responsible for the programme, in cooperation with the practice coordinators, organises the monitoring and implementation of the practice. The selection and securing of institutions/organisations where the practice will take place,



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and the signing of the relevant agreements with each of them, as well as the appointment of contact persons from the host institution, are arranged at the level of the main unit and the Rectorate. The Faculty of Foreign Languages (FFL) holds the list of these host institutions together with the responsible persons, which is communicated to the Heads of Departments and Practice Coordinators by the Vice Dean for second-cycle studies before the start of the practice.

4. Teaching/professional practices are carried out in teaching groups, according to the provisions of the sub-legal acts in force and the requirements set out in the FFL Handbook of Professional Practices and by the holders of the course groups.
5. During the implementation of the practice, students must comply with the rules of the unit responsible for organising the practice as well as with the rules of the host institution.
6. Teaching/professional practices that are part of certain course programmes are supervised by academic staff who cover the relevant field, course or module. The academic staff leading the practice exercise continuous supervision and maintain links between the students, the basic unit and the host institution where the practice is conducted.
7. Attendance of teaching/professional practices by the student is mandatory at 100%. A student who does not complete the internship programme is subject to the rules applied to all other obligations, as set out in the UT Regulation and in the Handbook of Teaching/Professional Practices for second-cycle programmes.
8. At the end of the teaching/professional practice, the student prepares a report on the work performed in accordance with the Handbook of Professional Practices; this report is assessed by the supervising lecturer also based on the opinion of the appointed responsible employee in the host institution. The evaluation is carried out according to the requirements set forth in the Handbook of Professional Practices for second-cycle programmes.
9. For teaching/professional practices that form part of certain course programmes, this grade is included in the final assessment of the respective course.
10. More detailed arrangements regarding the implementation of practices, the rights and responsibilities of the responsible units and students, etc., are made on the basis of the Handbook of Professional Practices.
11. Teaching/professional practices are evaluated with a grade according to the evaluation clause in the Handbook of Professional Practices. The final assessment for teaching/professional practices is given as a grade.
12. Students have the right to be insured by the main unit with one of the insurance companies for the entire duration of the studies foreseen, in accordance with the provisions of the instructions issued by the Minister responsible for education and the Minister of Finance.

**Article 53
Completion of program requirements**



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1. Completion of the requirements for the first-cycle study programme is done by:
 - a) a final comprehensive exam, or
 - b) a diploma thesis.
2. The right to complete the programme requirements with a diploma thesis is granted only to excellent students, as defined in Article 113, point 1, of the Statute of the University of Tirana.
3. The final requirement of the first-cycle study programme, depending on the characteristics of each study programme, is calculated as 3% to 5% of ECTS credits, or 75–125 hours of independent student work, which is foreseen in the study plan. The preparation of the syllabus for the final exam of the study programme is done by an ad-hoc commission appointed by the Dean's Office. The syllabus is then discussed by the basic unit and approved by the head of the responsible unit or the head of the unit with the main responsibility for this final exam.
4. The final requirement of the second-cycle study programme is fulfilled by a diploma thesis:
 - a) For the Professional Master programme, the diploma thesis accounts for 10 to 20 ECTS credits, as foreseen in the curriculum plan.
 - b) For the Master of Sciences programme, the diploma thesis accounts for 10 to 15 ECTS credits, as foreseen in the curriculum plan.

**Article 54
Diploma thesis**

1. According to the characteristics of the study programme and the capacities of the responsible unit, the diploma thesis may be theoretical or experimental, in accordance with the Regulation on Graduation for the first and second cycles of studies.
2. The Graduation Regulation for the respective cycle specifies the rules for writing and presenting the thesis for both the first and second cycles.

**Article 55
Diploma Defence**

1. The diploma defence is held in three seasons: winter, summer, and autumn. The defence deadlines are set by the head of the main unit.
2. A candidate for graduation in the first or second cycle who is unsuccessful in the initial diploma defense session has the right to reapply for defense in the following session.

**Article 56
Issuance of diplomas and certificates**



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1. The Faculty of Foreign Languages, UT, issues diplomas or certificates, which are official documents, to students who have completed all the obligations of a study programme.
2. The components of the diploma/certificate, its format, and the registration procedures are determined by the Ministry responsible for education and approved by the Academic Senate of UT.
3. Every diploma and certificate, prior to being issued by the University of Tirana, must be registered in the State Register of Diplomas and the State Register of Certificates for Higher Education and Scientific Research, maintained by the Education Services Center.

**Article 57
Collection of diploma/certificate**

1. The diploma/certificate is collected personally by the graduate against signature and is recorded in the respective register. If the graduate cannot be present for objective reasons, the diploma may be collected by a representative with a special power of attorney attached to the Diploma/Certificate Issuance Register, along with the representative's identification document.
2. If the diploma/certificate is not properly completed, the interested person should not collect it and should request a properly completed diploma/certificate.
3. If a diploma or certificate is collected in an improperly completed form, or if the original is lost or damaged to the point of being unusable, the University of Tirana will not issue a duplicate. In such cases, only a transcript of grades and a certificate with a photograph, equivalent to the diploma or certificate and signed by the Rector, Dean, and Secretary General, may be issued. All signatures are certified with the official seal of the University of Tirana.
4. An improperly completed diploma/certificate is destroyed by an ad hoc commission composed of three members appointed by the Dean's order. A protocol is kept during the destruction process and deposited in the faculty's academic secretariat before the interested person is provided with a photo certificate equivalent to the diploma/certificate.
5. If a UT graduate holds two graduation documents, the original diploma and a photo certificate equivalent to the diploma, the valid document is the one issued on the later date.

**Article 58
Diploma Supplement**

1. Diplomas for first, second, and third-cycle study programmes are accompanied by a Diploma Supplement, prepared according to the provisions of the sublegal acts of the Ministry responsible for education.



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2. For FFL students who during their studies have participated in mobility schemes with which FFL and UT has had agreements, after returning from mobility, results of courses that are not converted will be reflected in the Diploma Supplement.
3. For FFL students who have participated in academic activities organised and/or mediated by the main/basic unit, such as trainings, summer schools, winter schools, presentations at scientific conferences, these activities will be reflected in section 6.2 of the Diploma Supplement.

**Article 59
Verification of student personal data**

1. The academic secretariats, in cooperation with the basic units for study programmes and student councils, are obliged to collect accurate student data before completing the diploma, certificate, or transcript documents.
2. Before completing studies or the issuance of diploma, certificate, or transcript documents, the student must submit necessary documentation to change or verify their personal data when applicable.
3. For students who have changed their surname due to marriage, the diploma, certificate, or transcript shall indicate the surname before marriage as well as, in parentheses, the surname held at the time of graduation, if different.

**Article 60
Graduation ceremony**

1. Diploma delivery is conducted during a ceremony attended by the leadership of the Faculty of Foreign Languages, University of Tirana, distinguished personalities, and other guests.
2. Students who have completed their studies with all grades of 10 (ten) are awarded the **“Gold Medal” Certificate** by the University of Tirana.
3. Students who have received more than 80% of their grades as 10 (ten) and the remaining grades as 9 (nine) are awarded the **“Excellent Student” Certificate** by the University of Tirana.

**Article 61
Temporary suspension from the study programme**

1. A student who temporarily suspends studies within the framework of international projects and programmes with which FFL and UT have agreements is exempt from attendance obligations.



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2. In this case, exams taken abroad for equivalent courses are recognized, and upon return from the project/programme, the basic unit of the study programme arranges conditions for the student to complete other course obligations according to an individual plan.

**Article 62
Student Status**

1. Student status is acquired upon registration at the Faculty of Foreign Languages and is terminated upon the issuance of a diploma or certificate, or in cases of deregistration. The rights and obligations of students are governed by Law No. 80/2015, "On Higher Education and Scientific Research in Higher Education Institutions in the Republic of Albania," related legal acts, the Statute of the University of Tirana, University regulations, and this Regulation.
2. The admitted candidate has the right to obtain student status and attend studies in the academic year and study programme where admitted if registered at the academic secretariat of the relevant faculty/institute within the announced deadlines.
3. To register, the student submits the documentation specified in the relevant instructions of the ministry responsible for education.
4. If not registered within the deadline, according to the way and criteria specified by the ministry's instructions, FFL does not guarantee the preservation of the right to study.

**Article 63
Termination and removal of student status**

1. As a rule, student status ends upon receiving the diploma.
2. Student status may be terminated earlier through deregistration in the following cases:
 - a) By order of the Dean, based on the student's written request for deregistration submitted before a public notary;
 - b) By order of the Dean, when it is verified that the student no longer meets the conditions and criteria for the right to study;
 - c) When the student abandons his studies without a valid reason;
 - d) When the student exceeds the maximum duration allowed for the study program;
 - e) By decision of the Dean, Rector, or Ethics Council, after consultation with the Student Council, in cases of serious or repeated violations of the Statute, University regulations, or this Regulation;
 - f) In any other personal case, when the student submits a request to the Dean's Office.

**Article 64
Suspension of study period**

1. A student may suspend his studies at any time during the academic year only under the following circumstances:
 - a) In the event of a prolonged illness, documented by a medico-legal commission report;



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- b) In cases of family emergencies or severe economic hardship, documented by the relevant local government authorities;
- c) If sentenced to imprisonment for a serious criminal offense, in accordance with the provisions of the Criminal Procedure Code;
- d) When pursuing studies or obtaining qualifications at other domestic or foreign higher education institutions, except as otherwise provided in this Regulation.
- 2. Suspension of the study period up to 3 (three) years is approved by the Dean. Suspension up to 5 (five) years is approved by the Rector. The suspension period starts from the day after the approval by the Dean or Rector. Otherwise, the student is personally responsible for consequences.
- 3. A student returning after a suspension may resume studies at the beginning of any semester but not later than one month after these deadlines.
- 4. A student who has suspended studies retains credits of all previously completed obligations. They are subject to the obligations in the study plan valid after resuming studies. In this case, the head of the basic unit appoints a commission of 3 (three) members to recognize completed obligations and define remaining obligations according to the current study plan.
- 5. During the suspension period, the deadlines set for the maximum duration of study do not run.

**Article 65
Recognition and equivalence of study periods**

- 1. The Faculty of Foreign Languages (FFL) provides opportunities for the recognition of credits and transfer of studies between programmes of the same cycle, within and between different higher education institutions.
- 2. Study periods and completed obligations in other local or foreign higher education institutions are recognized and equated from the perspective of the right to continue education in the same or a similar study programme.
- 3. Equivalence is made by the basic unit where the application and necessary documentation are submitted, according to the provisions in FFL's internal regulations.
- 4. For students wishing to transfer to FFL, the equivalence commission established at each basic unit, based on the applicant's documentation, determines the obligations the student will have if accepted into that programme, according to the current study plan, as well as recognition of completed courses by equivalence.
- 5. After credit recognition, the equivalence commission also determines the respective year of the study programme in which the student should continue his studies.
- 6. Upon completion of their studies, the Diploma Supplement must include:
 - i. the previous enrollment number, if applicable;
 - ii. the year in which the student commenced studies at the originating institution;
 - iii. the credits recognized by the Faculty of Foreign Languages through the formal recognition process.



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**Article 66
Transfer of Studies**

1. FFL offers possibilities for mid-year transfers between programmes of the same cycle, within the same institution or different higher education institutions, as well as transfers from previous programmes to first-, second-, or third-cycle study programmes.
2. Transfers are generally done in intermediate years and candidates with higher results are accepted. The minimum credits required for transfer are 30.
3. Transfers to FFL are made according to the quota numbers approved by the Dean's Office. Each unit proposing quotas must justify the proposed number in relation to its capacity.
4. For students from other universities wishing to transfer to FFL, the sending university and programme must be accredited.
5. The application must be accompanied by detailed student information: study programme, cycle, study mode, completed obligations, grades with corresponding credits, personal certificate, scholarship eligibility, and the courses completed.
6. An ad hoc commission ranks candidates based on a scoring system for each evaluation criterion and determines acceptance or rejection status.
7. The Dean decides on the acceptance of students proposed for transfer after the Dean's Office decision, considering capacity and programme quotas and equivalence results. The list of accepted candidates is then published in compliance with data protection laws, and registration proceeds according to current legislation.
8. Transfer procedures conclude within deadlines set by the Ministry responsible for education.

**Article 67
Attending classes in exceptional circumstances**

1. In exceptional circumstances (such as pandemics, riots, earthquakes, hurricanes, war, etc.), each main unit may determine the mode of instruction for a given study program, including lectures, seminars, laboratory work, exercises, coursework, practical training, and other activities, in accordance with the curriculum plan.
2. The basic unit responsible for the study program shall prepare a special teaching plan in line with instructions from the relevant national authorities, in-person, online, hybrid, or self-study formats, and ensuring as full an implementation of the program as possible while addressing the requirements of the exceptional circumstances.
3. The special teaching plan shall also define the rules for knowledge assessment, in accordance with this Regulation, other applicable regulations, and the requirements arising from the exceptional circumstances.
4. The special plan, academic and financial requirements, shall be discussed by the responsible academic unit with the relevant student councils and administration, and subsequently approved by the Dean.



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5. The provisions of this special plan are mandatory for all academic staff, students, academic support staff and administrative staff, and the administration of the unit offering the program.

**Article 68
Funding**

1. FFL-UT is financed by:
 - a) State Budget;
 - b) Tuition fees;
 - c) Income from services performed;
 - ç) Income from relationships with third parties;
 - d) Research and scientific activities;
 - dh) Donations and other lawful funding sources.
2. State budget funding for UT and scientific research is distributed in grant form, consisting of:
 - a) Development policy grant for public higher education institutions, up to 10% of the total annual grant, which includes:
 - Fund for institutional and academic infrastructure support;
 - Competitive project fund for development of public higher education institutions
 - b) Teaching grant, consisting of:
 - Fund for public higher education institutions, at least 90%;
 - Student support fund, up to 10% annually.
 - c) Research and creative activity grant, 5% to 10% of the total annual grant, which includes funds for scientific research. This grant is open for competition by all accredited higher education institutions conducting scientific research.

**Article 69
Scientific research at FFL**

1. FFL aims to develop scientific research to enhance training capacities, improve teaching quality, better serve third parties, and meet the eventual needs of Albanian society.
2. FFL conducts scientific research at national and international levels as part of integrative duties or in implementation of agreements and international projects supporting UT's internationalization initiative. FFL conducts research in cooperation with domestic institutions and through international exchange of faculty and students, fulfilling its objectives and programmes, aiming to participate in joint research networks and share research outcomes.



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3. FFL maintains relations with higher education institutions, scientific organizations, local and foreign agencies for project development.
4. In accordance with its research mission and respecting individual freedom, FFL designs special programmes and projects according to needs in various fields, competing in national and international calls for funding scientific, technological, and cultural research.
5. FFL seeks cooperation with researchers from universities and other institutions domestically and abroad, as well as agencies, industries, companies, and businesses at the national level, prioritizing those from the European Higher Education Area (EHEA).
6. Research work at FFL is mainly led by teaching-research groups which announce their priorities and engage in research projects for set periods, producing final outputs benefiting the basic unit and FFL.

**Article 70
Strengthening research capacity and quality**

Strengthening research capacity involves investment in human capital (researchers) as well as increasing funding resources to support scientific research.

**Article 71
Establishment and strengthening of cooperation**

1. Cooperation in scientific research includes relations with researchers from universities and other institutions domestically and abroad, as well as with organizations, agencies, industries, companies, and businesses at the national and international level, prioritizing those from the European Higher Education Area (EHEA).
2. FFL, implementing the principles of the European Research Area (ERA) and the new national strategy for scientific research, technology, and innovation, increases and strengthens cooperation with public and private universities in the country, business, industry, and governance at central, regional, and local levels.

**Article 72
Scientific Journal at the Faculty**

1. FFL has its own scientific journal, the “FFL Scientific Journal” with ISSN: 2664-7346, published at least twice a year and no more than six times a year. Its fields of interest are didactics, linguistics, translation, and literature.
2. Publication in this journal is allowed for all academic staff members, academic support staff, professionals, and other researchers in the aforementioned fields who provide new scientific treatments, information, contributions, or different approaches.
3. For the publication of the FFL Journal, the following are established:
 - a) A Scientific Board consisting of no fewer than 5 and no more than 15 members.



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The composition should, as much as possible, maintain balanced representation between basic units. The Chair of the Board and ex officio member is the Vice-Dean responsible for scientific research. Board members must be full-time academic staff holding the rank of “Professor.” They are elected by the Departments and submitted to the head of the main unit.

- b) A scientific technical secretariat, composed of academic, academic support, and administrative staff, which performs the administrative and scientific tasks related to collecting manuscripts, forwarding them to the Scientific Board, maintaining communication between authors and the Board, and fulfilling scientific criteria for publication.
4. Members of the Scientific Board can also include academic staff from foreign higher education institutions. In such cases, the composition and participation of foreign academic staff shall comply with the relevant agreements.
 5. Members of the Scientific Board and the technical secretariat receive a salary supplement for their activities under this article. The amount is proposed by the Dean’s Office and approved by the Administration Board.
 6. The functions and duties of the personnel responsible for the journal publication are detailed in the specific regulation of the FFL Journal.
 7. The composition of the Scientific Board and technical secretariat, the distribution of membership among departments, frequency of meetings, procedures for calls for papers, evaluation of submitted manuscripts, appointment of reviewers, addressing reviewers’ comments, types and criteria for manuscripts, scientific references, etc., are detailed in the journal’s specific regulation.

**Article 73
Scientific Conferences**

1. No later than 30 (thirty) days before the end of the budget year, departments propose the scientific conferences they plan to hold during the following budget year.
2. The proposal must include the type of conference (international or national), the mode of organization, approximate dates, and the estimated associated costs.
3. FFL, on the initiative of the Dean’s Office, organizes one annual national or international conference at the level of the main unit.
4. Conferences can also be organized on the initiative of a basic unit, at the departmental or interdepartmental level.
5. Proposals are forwarded to the Dean’s Office, which decides on their approval within the respective budget. In approving scientific conferences, the Dean’s Office must strive to maintain equality between the basic units.
6. For approved conferences, the Department establishes a Scientific Committee responsible for organizing the conference and an Organizing Committee.
7. The Organizing Committee determines the procedures for the call for papers, evaluation of abstracts, submitted presentations, appointment of reviewers, addressing reviewers’ comments, types and criteria for abstracts, presentations, scientific references, etc.



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**Article 74
Scientific Publications**

1. Each full-time academic staff member has the right to propose the preparation of textbooks and/or scientific monographs. The proposal must follow a prescribed format and include:
 - a) justification for the need of the publication, current publication status, and innovations it brings;
 - b) work plan, methodology, and approach to be followed;
 - c) the person(s) and their academic ranks/titles who will carry out the publication;
 - d) estimated costs of research and publication;
 - e) timeline.
2. If the academic staff member has already prepared a manuscript, he may apply only for publication.
3. For evaluation, the basic unit appoints a commission of three “Professor” category members who assess the proposal and submit their findings to the basic unit, which decides on approval.
4. The proposal shall be submitted to the Dean of the respective academic unit, who will decide on its approval within the allocated budget, ensuring fairness and equality among the units and staff.
5. Upon completion of study and preparation of the manuscript, it is submitted to the department for evaluation, which appoints two reviewers from the same or related field, both “Professors.” The reviewers present their reports to the basic unit, which decides on final approval for publication.
6. If the application concerns only manuscript publication, the provisions of points 2 and 5 of this article shall apply.
7. When evaluating a monograph, the academic unit first assesses its originality. The monograph must undergo scientific evaluation by at least two independent reviewers in the relevant research field. Only after receiving a positive evaluation under these criteria may the academic unit proceed with its acceptance.
8. These provisions do not prevent a full-time academic staff from publishing textbooks or monographs with self-funding. In such cases, the staff member may request approval for recognition of scientific advancement, and detailed rules regarding profit-sharing from sales should be established.

**Article 75
Scientific Projects**

1. Scientific projects may be carried out:
 - a) by a basic unit or by one or more academic staff members;
 - b) by a main unit through cooperation between basic units;
 - c) by multiple basic units collaborating within the Faculty of Foreign Languages (FFL) or with other higher education institutions;



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- d) in cooperation with public law entities (state institutions, independent authorities, courts, prosecution offices, etc.);
- dh) in cooperation with international organizations;
- e) in cooperation with various organizations;
- f) in cooperation with commercial companies;
- g) through a combination of the above forms.
- 2. Each project must specify:
 - a) the scientific leader;
 - b) the members (academic and assistant academic staff);
 - c) administrative support, if required;
 - d) the method of funding;
 - dh) the activities to be carried out;
 - e) the expected outputs and their intended use.
- 3. For each call for projects funded by FFL, faculty members shall submit the project proposal to the respective basic unit, which, upon approval, forwards it to the head of the main unit and the Administrator for finalization.
- 4. Applications for FFL project calls shall follow a format approved by the Dean's Office and be submitted to the basic unit for inclusion in the research project budget. The FFL Project Office provides support throughout the application process.
- 5. Each faculty member or basic unit, depending on open calls from the University of Tirana, NASRI, or other relevant bodies, shall submit project applications to the head of the main unit, who, upon approval, forwards the proposal to the Rectorate. In cases of collaborative projects as described in point 1, the cooperation agreement and the method of financing must also be submitted.

**Article 76
Ethics in Scientific Research**

- 1. Good practices in scientific research are grounded in the fundamental principles of research integrity, including the assurance of research quality, honesty, respect for colleagues and supervisors, and accountability in one's work.
- 2. Any actions involving plagiarism, falsification, or fabrication in the preparation, execution, or evaluation of scientific work are strictly prohibited.
- 3. Any actions involving manipulation of authorship or denigration of the role of other researchers in publications are prohibited.
- 4. Any actions involving re-publishing essential parts of one's previous publications without citing the original source and without respecting the proper percentage to consider it a new contribution (self-plagiarism) are prohibited.
- 5. Other behaviors or practices undermining research integrity may include unnecessary expansion of the bibliography of a study, delay or obstruction of work by other researchers, or ignoring possible violations committed by others.



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6. Any interested person who claims a breach of research integrity may submit a request to the Dean and/or the Ethics Council of the University of Tirana.
7. The Dean shall establish a disciplinary commission in accordance with the Statute of the University of Tirana. If the violation is deemed serious, the case shall be referred to the University Ethics Council. Following an administrative investigation conducted in accordance with the Code of Ethics, the final report shall be submitted to the basic unit where the academic staff member is employed, as well as to the Academic Senate.
8. Depending on the findings of the final report and the nature of the violation, disciplinary procedures shall be conducted in accordance with the Law on Higher Education and the Statute of the University of Tirana.

Article 77

Sabbatical Academic Year

(added by Decision no. 45, dated 07.07.2025 of the Dean's Office of FFL)

1. Academic staff holding positions from **Professor** to **Lecturer**, with the approval of the basic unit in which they carry out their academic activities, have the right to be released from institutional duties once every seven years, for periods of up to one year, in order to focus on their academic development.
2. To benefit from the provision in point 1, the academic staff member must submit a request to the department, accompanied by a proposal detailing the scientific research to be conducted, the location of the research (if applicable), the required duration, and the expected deliverables at the conclusion of this period. The department shall review and approve the request, subsequently notifying the head of the main unit and the Rector of the University of Tirana.
3. If financial support is requested, in accordance with budget lines approved by the Administration Board for this purpose, the proposal is also submitted to the Administration Board for financial approval.
4. The request must be submitted at least two months before the start of the sabbatical academic year.
5. During the sabbatical academic year, the academic staff member shall receive 100% of their salary.
6. Failure to complete the research in accordance with the approved program shall constitute grounds for disciplinary action and shall require the reimbursement of all financial benefits received.
7. Other rules regarding the sabbatical academic year are defined in the regulation "On rules and standards for benefiting from the sabbatical academic year right at the Faculty of Foreign Languages, University of Tirana," approved by Decision no. 45, dated 07.07.2025 of the Dean's Office of FFL, as well as in the regulations of basic units at FFL.



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Article 78

Disciplinary Responsibility of Academic Staff

(added by Decision no. 45, dated 07.07.2025 of the Dean's Office of FFL)

1. Academic staff is responsible for disciplinary violations at work and failure to fulfill obligations provided by higher education and scientific research legislation, legal and sublegal acts in force, this Statute, and other regulations or acts of the University of Tirana. Disciplinary violations are categorized as:
 - a) serious violations;
 - b) minor violations.
2. Minor violations include clear and continuous negligence in organizing exams regarding schedules, student distribution, and timely publication of results, as well as violations of ethics as defined in Article 4 of the UT Code of Ethics.
3. Serious violations include:
 - a) open violation or non-implementation of legal and sublegal provisions;
 - b) repeated failure to meet reasonable deadlines for task completion relative to workload;
 - c) direct or indirect acceptance of gifts, favors, promises, or preferential treatment due to the position;
 - ç) violation of intellectual property rights;
 - d) repeated violations of ethical rules.

Article 79

Disciplinary Procedure for Academic Staff

(added by Decision no. 45, dated 07.07.2025 of the Dean's Office of FFL)

1. Minor violations shall be addressed by the Disciplinary Commission of the main unit.
2. The Disciplinary Commission of the main unit shall consist of:
 - a) the head of the main unit;
 - b) the head of the basic unit to which the academic staff member under review belongs;
 - c) one of the vice-deans, appointed annually by the Dean's Office. If no vice-dean is available, a member of the main unit holding the rank of **Professor** shall be appointed.
3. The Disciplinary Commission is established by order of the Dean.
4. The Disciplinary Commission may impose the disciplinary measure of a "Warning."
5. The disciplinary procedure is conducted in accordance with Article 37 of the Labor Code and the Code of Administrative Procedures.
6. The Disciplinary Commission must conduct a full administrative investigation, providing the academic staff member with all procedural materials and the right to defend themselves in writing and through a hearing session.



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7. If serious violations are confirmed, the heads of the basic and main units where the academic staff member works refer the case to the Academic Senate, accompanied by a report explaining the violation and supporting evidence.

**CHAPTER VI
STUDENT ORGANIZATIONS, RIGHTS, AND DUTIES**

**Article 80
Student Organizations**

1. Student councils are independent student organizations at UT, which do not engage in political or economic activities. These councils promote student participation and coordinate their representation in the governing bodies of FFL and UT, in educational-research structures and service units.
2. The Student Council of FFL is elected every two years by student votes in the second semester of each academic year and is supported by applicable legislation.
3. The Student Council cannot be organized with other political or non-political structures outside the University of Tirana. The procedures for its creation, organization, and operation are determined in accordance with the law on higher education, the Statute, and UT regulation.
4. The mission of the FFL Student Council is to express opinions and proposals on all general interest issues at the main unit and UT level, including study plans and programs, regulations for educational activities, the right to study, quality of services, setting tuition fees and other student financial contributions, preliminary annual budgets or allocation of financial resources, and the development of various cultural, artistic, and sports activities.

**Article 81
Rights to Psycho-Social Services**

1. The Faculty of Foreign Languages ensures the presence of psycho-social services.
2. Students have the right to receive this service at the psychologist's office.
3. The psychologist assists students with services such as adapting to university life, managing emotions, challenges in university interaction and coping with them, searching for purpose, and any issue that may cause daily stress.
4. The psycho-social service helps students improve academic achievements, supports learning, ensures a safe and positive environment, improves assessment and accountability methods, and monitors students' academic progress and behavior.
5. To meet the needs of students with disabilities, FFL considers:
 - i. Creating infrastructure conditions for their normal movement during the educational process;
 - ii. Case-by-case assessment of access to participation in the educational program electronically if physical presence is impossible;
 - iii. Assigning an academic staff member as a custodian responsible for supporting the



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student with disabilities to ensure access to the educational process and other emerging needs.

**Article 82
Student Card**

1. University students are issued a student card, which is a unique document. Through it, students benefit from services at reduced prices. The responsible ministry for education determines the criteria and procedures for preparing and issuing the student card.
2. Student benefits from using the student card are covered by funds provided in the State Budget for education.
3. Categories of services offered by state entities are determined by a decision of the Council of Ministers and by agreements with organizations serving student interests and with private legal entities offering various services.

**Article 83
Extracurricular Activities**

1. Students carry out extracurricular activities with cultural, scientific, sports, and recreational character, in permitted places, times, and contents.
2. Such activities undertaken by students of a basic unit, and/or the Student Club, and/or the Career Counseling Office in their dedicated spaces, such as the “Multifunctional Student Laboratory” or other premises within the Faculty of Foreign Languages (FFL), may only be conducted with the permission of the respective governing authority, and at the university level with the Rector’s permission.
3. Demonstrative or protest activities are allowed only with permission from the Rector, upon request by their legally recognized associations, after the opinion of the University of Tirana Student Council has been obtained.

**Article 84
Definition of Disciplinary Violations**

All actions committed by students that infringe upon the personality of others, societal ethical and moral norms and rules, such as copying during exams, forgery of various documents, acts of hooliganism, theft, etc., when these actions do not constitute criminal offenses, are considered disciplinary violations.

**Article 85
Types of Disciplinary Measures**



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1. For the aforementioned actions committed during the academic year, including the interval from the previous year, the following disciplinary measures are taken:
 - a) Written counseling;
 - b) Written warning;
 - c) Suspension from school for that academic year;
 - d) Deregistration from the University of Tirana.
2. The disciplinary measure “Written counseling” is issued by the student’s tutor.
3. The disciplinary measures “Written warning,” “Suspension from school for the academic year,” and “Deregistration from UT” are taken based on the proposal of the Ethics Council and the decision of the Dean.
4. Against the Dean’s decision for deregistration, depending on the subject of the disciplinary violation, the student has the right to appeal to the Rector/Ethics Council.
5. Against the Rector’s/Ethics Council’s decision for deregistration, the student may appeal to the competent court. Disciplinary measures are recorded in the student register.
6. A student is considered rehabilitated if no further violations occur after one month for the measure “Written counseling,” three months for “Written warning,” and one year for “Suspension from school for the academic year.”

**Article 86
Criteria for Imposing Disciplinary Measures**

1. A disciplinary measure is taken after necessary verifications of the violation, the student is heard, and the opinion of the Student Council is obtained.
2. The type of measure is determined according to the severity of the violation, whether it is repeated, and the attitude shown toward the committed act.
3. As a rule, disciplinary measures are applied in the order listed above, except when otherwise deemed appropriate.

**Article 87
Rights and Obligations of Academic, Academic-Support, Administrative Staff, and Students of the University of Tirana as Users of the UT Electronic System**

1. Users of the computer system, including academic staff, academic assistants, administrative staff, and students, have the duty and responsibility to:
 - a) Respect procedures for proper use of electronic mail, using it only and exclusively for work purposes;
 - b) Not allow unauthorized installation or use of communication software (direct or via email);
 - c) Not use communication programs (direct or via email) for personal reasons, profit, or discrimination;
 - ç) Not use unauthorized communication software directly or only after consulting regarding its operation and being assigned an individual identifying address;



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- d) Not deactivate or alter antivirus systems installed on institutional computers without authorization;
- dh) Not open electronic messages that seem suspicious and/or come from unknown external addresses;
- e) Not open attachments in messages they do not expect or that come from unknown, unofficial, internet, and/or suspicious addresses;
- f) Not activate options that enable automatic forwarding of emails when using email management programs (MAIL CLIENT);
- g) Not send chain messages and delete them if received from external addresses or official addresses but unrelated to work;
- h) Not attempt to remove spam or malware messages using internet services, but rather seek help from technical staff;
- gj) Not forward messages containing spam or malware to other official addresses;
- i) Forward or resend messages (official or private) that were received by mistake to the addressees or sender;
- j) Regularly check email and respond to messages promptly. In special cases where access to additional services is required, assistance from IT staff must be requested.

**Article 88
Ethics and the Form of Writing**

1. When formatting official electronic mail (email), the linguistic, communication, and public administration ethics rules must be applied, such as:
 - a) they should be composed formally, and confidential comments should not be used, since messages may be published for administrative needs or used as legal evidence;
 - b) they should be formulated using grammatical rules and avoid misunderstandings;
 - c) they should contain acceptable text formatting;
 - d) they must comply with ethics in public administration;
 - e) unnecessary files should not be attached;
 - f) they should include at the end a note with the name and contact details of the sender; when applicable, the sender's supervisor should be cc'd;
 - g) they should be formulated within the rules of ethics in public administration.
2. Their use is not limited to sending simple text messages but also includes sending files in various formats with limited capacity.
3. Electronic messages may be saved and printed for administrative or judicial reasons. For official documents that require deadlines, the sending time should be during official working hours.
4. The institution prohibits any form of discrimination based on age, race, gender, physical or mental abilities, income sources, religious belief, or political affiliation through the use of ICT services.
5. Employees must use the institution's email and internet service only for fulfilling tasks assigned by the employer. Use of the official email address for private purposes is prohibited.
6. The official email address and electronic messages are not the personal property of University of Tirana personnel.



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7. The University of Tirana processes and evaluates all electronic information according to procedures for its security, storage, and destruction, in compliance with archival legislation.
8. Personal data shall have the same meaning as provided in personal data protection legislation. The official email address is not considered personal data, but its content may contain personal data.
9. Users must respect procedures for the correct use of electronic mail.
10. Communication via email with domain name @unitir.edu.al, or alternative forms provided by the University of Tirana, is governed by higher education legislation, the UT Statute, regulations, and the UT Code of Ethics. Any action or inaction contrary to these acts, if not constituting a criminal offense, is punishable by disciplinary measures according to applicable legislation.

CHAPTER VII

AMENDMENT OF THE REGULATION

Article 89

Amendment of the Regulation

1. The right to propose amendments to the FFL Regulation shall belong to:
 - a) The Dean's Office;
 - b) The Assembly of Academic Staff of FFL;
 - c) No less than 1/3 of the academic staff of FFL;
 - d) The Dean of FFL.
2. The proposal must be accompanied by a report explaining: the purpose of the amendments, the advantages they bring, any financial costs if applicable, and any other information serving the amendment process.
3. The proposal is submitted to the Dean's Office, which forwards it for consultation to all basic units of FFL. This consultation process shall not be shorter than 30 days.
4. Upon completion of the procedure in point 3, the initial proposal, the accompanying report, and the proposals submitted by the basic units shall be forwarded by the Dean to the Dean's Office for decision-making, in accordance with the competencies set out in Law no. 80/2015, *"On Higher Education and Scientific Research in Higher Education Institutions in the Republic of Albania."*

CHAPTER VIII

FINAL PROVISION

Article 90

1. The FFL Regulation is based on the University of Tirana (UT) Regulation and is aligned with its provisions.



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2. This Regulation remains subject to amendments as necessitated by specific circumstances or changes in legal provisions or regulatory acts pertaining to higher education and the University of Tirana.

DEAN

Prof. Dr. Esmeralda KROMIDHA