



**STATUTE OF
UNIVERSITY OF SHKODRA "LUIGJ GURAKUQI"**

Shkoder, March 2018

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CHAPTER I
GENERAL PROVISIONS

Article 1

Draft and content

1. The Statute of the University of Shkodra "Luigj Gurakuqi" (hereinafter: USH) is drafted pursuant to provisions of Law No.80/2015 "On higher education and research in institutions of higher education in the Republic of Albania " and by-laws in force, and it is a concrete implementation of this law, as well as all other legislations in force for higher education.
2. The Statute contains base regulations that determine the organization of USH, the reorganization of internal academic and administrative structuring of USH and study programs according to the Higher Education Law.
3. The statute of USH determines in detail: the organization, the constituent structures of USH, the main units, the base units and assistant units; the governing bodies and authorities of USH, the functions and competencies and the process of their formation and functioning.
4. The Statute contains base regulations regulating: the activity and work of USH, the activity of the structures and constituent units, the bodies and the governing authorities; selection or appointment; delegation of authority by the governing bodies to the administrative authorities; the period of performance evaluation of study programs and internal audit of the activity of the structures; the duties and the rights of academic, non-academic staff and the students, as well as other aspects of the activity of this institution.
5. The Statute obliges constituent units and USH bodies to draft their internal regulations in accordance with Higher Education Law and in accordance with the definitions made in the statute. Regulations are drafted and approved by USH Academic Senate and Board of Administration.

Article 2

Legal position

1. The University of Shkodra "Luigj Gurakuqi" is a public higher education institution in the Republic of Albania, known as such by law. The university's activity is based on Article 57, item 7 of the Constitution of the Republic of Albania, pursuant to Law No. 80/2015 "On higher education and research in the Republic of Albania", in this Statute and in the regulations that are approved for their implementation.
2. The University of Shkodra is a public juridical body financed by the State Budget or self-funded by other legitimate sources. USH is represented by the Rector for academic and protocol matters and by the Administrator for financial and administrative matters, as defined by Higher Education Law.

Article 3

The establishment and the headquarters of USH

1. The University of Shkodra was established upon Council of Ministers' Decree No. 167, dated May 28, 1991, on the basis of the Higher Pedagogical Institute, established on September 03, 1957, which is considered and celebrated as the date of establishment of the University of Shkodra "Luigj Gurakuqi".
2. The headquarters of USH is the building of Rectorate located at: "Sheshi "2 Prilli" Shkodër. The Headquarters of the main constituent units of USH are determined by decision of the Academic Senate.
3. The official sign and seal of the University of Shkodra are determined by the Academic Senate and are reflected in the annexes attached to this statute: sign sample 1 and seal sample 2.

Article 4

Mission

1. The University of Shkodra has the mission to create, transmit, develop and protect knowledge through teaching, scientific research and services, and to promote and develop arts, physical education and sports. Also, USH has the mission to create senior specialists and to prepare new scientists.
2. USH provides base knowledge with general scientific methods and principles and specific skills in a particular variety of professions and specializations, according to the respective fields of study, and provides further professional and scientific education and training.
3. USH carries out the base functions of scientific research and didactics for any high educational section, including orientation, permanent formation, cultural and professional updating, base or complementary activities for them, as well as research applied to public or private interest problems.
4. USH has the duty to meet standards to guarantee the teaching and scientific development in the three study cycles it offers.
5. USH provides assistance and support for the cultural and socio-economic development at the regional, national, and international level by promoting, organizing and carrying out cultural and educational services.

Article 5

Autonomy

1. USH is an autonomous public institution of higher education. Based on Law No. 80/2015 "On higher education and scientific research in the Republic of Albania" USH provides: organizational / administrative autonomy; financial autonomy and autonomy in staff selection.
2. The organizational / administrative autonomy of USH is guaranteed by the right to:
 - a) Be self-governing in selecting governing bodies and authorities;
 - b) Organize internal constituent structures and regulate ways of exercising their activity through their internal acts, drafted in accordance with the Higher Education Law and other legal and sub-legal acts in force;
 - c) Set criteria for admission of students to study programs;
 - d) Conclude agreements with legal, public and private, domestic or foreign persons, for the development of teaching, research, qualification, innovation, and other legitimate activities;
 - e) Become a member of national or international organizations / organizations operating in the field of higher education.
3. The financial autonomy of USH is guaranteed by the right to:

- a) Create legitimate income from teaching activities, research activities, intellectual property, licenses, services, arts and sports activities, and other economic activities that are used in accordance with the legislation in force;
 - b) Receive funds from the state and other bodies;
 - c) Determine the internal rules of financing, distribution and use of its income, according to the activity and needs of the institution;
 - d) Determine study fees, in accordance with Higher Education Law;
 - e) Administer the real estate that the institution legally possesses in accordance with its mission.
4. The autonomy for the selection of USH staff is guaranteed through the right to:
- a) Independently determine the number of staff, selection criteria and procedures,
 - b) Determine staff salaries.

Article 6

Academic freedom

1. USH enjoys academic freedom in teaching and scientific research.
2. Academic freedom stands in respecting opinions, ideas, and methods and in guaranteeing free and creative development of teaching and scientific research.
3. Academic freedom and scientific research freedom is guaranteed through:
 - a) Freedom to organize teaching activities through the full freedom to draft and develop study programs and the freedom of academic staff to compile study course programs developed in USH;
 - b) Freedom of USH and the freedom of academic staff of USH to determine areas of scientific research activity and the freedom of USH and academic staff to organize and carry out scientific research, innovation and creative activity ;
 - c) Freedom of USH to organize and regulate the process of promotion of academic staff in accordance with Higher Education Law and other by-laws in force.

Article 7

Inviolability

1. The state guarantees USH the inviolability of institution and territory and secularity of the non-use of religious symbols.
2. USH maintains political neutrality.

3. The intervention of public order organs in the premises of USH shall be done only upon the request or permission of the Rector.

4. The intervention of public order organs without the permission of the Rector is permitted only in the case of committing a flagrant criminal act / flagrant crime and in the case of a natural disaster and a state of emergency. After the intervention, these bodies are obliged to immediately notify the Rector.

5. For any violation of the inviolability of USH, the Rector requires punishment according to the legal provisions.

CHAPTER II

ORGANIZATION OF USH

Article 8

USH units

1. For the accomplishment of its mission of teaching and of the scientific-research activity, USH is organized into these constituent units:

- a) Main units / Faculties / Research Institutes;
- b) Base units / Departments / Research Centers;
- c) Assistant academic and administrative units.

2. The constituent units of USH enjoy autonomy in:

- a) issuing regulatory acts;
- b) exercising of its function;
- c) creating and expending of financial income, as defined in this Statute and in USH Regulations.

Article 9

Main units

1. The main units of USH are the faculties. The faculty is a main unit consisting of at least three base units, at least two of which are departments.

2. Faculty is USH main unit coordinating teaching and scientific research in related or interrelated fields and offering study programs of various cycles, at the end of which a relevant diploma is issued.

3. Faculty adopts the admission criteria for each study program, based on base unit's proposals, in accordance with the provisions of this law and the sub-legal acts.

4. Organization and functioning of the faculties is defined in the faculty regulations approved by the faculty academic staff assembly by 2/3 of the votes in accordance with Higher Education Law and with this Statute.

5. USH has six faculties:

- Faculty of Natural Sciences;
- Faculty of Social Sciences;
- Faculty of Law;
- Faculty of Economics;
- Faculty of Foreign Languages;
- Faculty of Education Sciences.

6. The composition of the faculties is defined in the University regulation.

Article 10

Scientific-Research Institute

1. The Scientific-Research Institute conducts scientific research, development, and innovation.

2. The Institute supports the realization of second and third cycle programs when programs are provided by other main USH units.

1. The structure of the institute, its composition, functioning and management are defined in the University regulation approved by the Senate of USH.

Article 11

Department

1. The base units of USH are:

- a) departments;
- b) scientific-research centers.

2. The department is the base teaching and research unit of the faculty, which includes related research areas and groups of the respective teaching disciplines. The department is responsible for the study programs it offers. It promotes, schedules, coordinates, develops, organizes and manages the teaching and scientific-research activity.

3. The department may also be established by different faculties of USH for organization and implementation of interdisciplinary study programs. In these cases, functioning and dependence of this department is defined in the Statute of USH. The department operates based

on its own regulation approved by the department and signed by deans of the respective faculties. The dependence of interdisciplinary departments is defined in the decision of its establishment.

4. The department consists of at least seven full-time employees as academic staff, of whom at least three with academic degrees or academic titles.
5. Academic staff with academic character may also be included in the composition of the departments.
6. The Head of the Department is selected by the department. For the post of the Head of the Department are eligible individuals who meet the criteria set by Higher Education Law and the election regulations. They must have a job experience of not less than 5 years in higher education institutions.
7. The department can be organized into learning groups and in permanent or temporary groups, of research-scientific nature, in accordance with the type and mission of the institution.
8. The department has the following competencies:
 - a) Development of study programs and proposing them for approval in the Academic Senate;
 - b) Approval of subject programs and calendar plans;
 - c) Approval of the distribution of the teaching workload of the departmental staff;
 - d) Approval of the internal evaluation report of the department;
 - e) Endorsement of the diploma exam program it offers;
 - f) Approval of the annual report of the teaching and scientific activity of the department;
 - g) Drafting of the department's regulation and sending it for approval to the Dean of the Faculty.
9. The department proposes the number and student admission criteria for each study program it offers, in accordance with Higher Education Law and sub-legal acts. The department selects the winning students, who are approved by the Head of the main unit.
10. The department may provide services to third parties as well as develop other activities, in accordance to the legislation in force and the rules set out in the Statute and other acts of USH.
11. The department manages base research funds or other funds generated from legitimate, public or non-public, and national or international sources.
12. In the exercise of its functions the department is represented by decisions.

Article 12

Scientific-research centers

1. Scientific-research centers may be established at the faculties of USH as a main unit performing research and development activities.
2. Scientific-research centers consist of not less than 7 members. The director of the center is elected by a majority vote of full-time assembly members.
3. The scientific-research centers have the following competencies:
 - a) Development of scientific-research programs and proposes them for approval to the Academic Senate;
 - b) Approval of the scientific-research program of the members of the center;
 - c) Approval of the annual report of the internal evaluation of the research center for each academic year;
 - d) Approval of the annual report of the teaching and scientific activity of the research center;
 - e) Approval of the regulation of the scientific-research center.
4. In the exercise of its functions, the research center is represented by decisions.

Article 13

Assistant units and environments

1. Assistant units and environments in USH are:
 - a) administrative units;
 - b) laboratories;
 - c) library/ies;
 - d) gym and sports facilities;
 - e) technical and other units.
2. Assistant units in USH are defined in the organizational structure of USH, which are approved by the Academic Senate and the Board of Administration.
3. The operation and administration of assistant units is set out in separate regulations, which are approved by the Academic Senate and the Board of Administration.
4. Assistant units' directors in USH are appointed by the Rector or the Administrator on the basis of the Regulation on "Job occupying and security" on the basis of Higher Education Law and other legal and sublegal acts in force.

Article 14

Branches of higher education institutions

1. USH has the right to open branches in the Republic of Albania, to provide study programs, and to develop scientific research, training activities, services, and other activities in accordance with its competences and field of activity.

2. USH branch may be:

- a) a separate unit in USH structure as a main unit or base unit;
- b) an integral part of the units of the headquarters of USH.

3. USH branches and the study programs provided in them are subject to the criteria and evaluation and accreditation procedures, as defined by Higher Education Law.

CHAPTER III

ACADEMIC AND ADMINISTRATIVE MANAGEMENT OF USH

Article 15

Collegial bodies in USH

1. Collegial bodies in USH are:

- a) Assembly of academic staff
- b) Academic Senate
- c) Permanent commissions.
- d) Rectorate
- e) Deanery
- f) Board of Administration
- g) The Council of Ethics

2. USH has the right to establish in its structure other bodies, in accordance with its mission and activity, as defined in the Statute.

Article 16

Assembly of academic staff

1. Assembly of academic staff consists of full-time academic staff in the main USH units. The academic staff assembly chooses the Rector of USH.

2. Assembly of academic staff of the main unit consists of full-time academic staff at the USH main unit. Assembly of academic staff of the main unit:

- a) Elects the members of the Academic Senate of USH.;
- b) Elects the Head of the main unit / the Dean of the faculty;

- c) Creates permanent committees of the main unit;
 - d) Elects the members of the permanent committees of the main unit.
3. Assembly of Academic Personnel may also exercise other competencies as defined in the statute of USH.

Article 17

Academic Senate

1. The Academic Senate is the highest academic body of USH. It is a collegial academic body, responsible for fulfilling the mission of USH as an institution of higher education.
2. The Academic Senate of USH is chaired by the Rector.
3. The Academic Senate meets periodically, as a rule, once a month.
4. The number of members and the representation of main units in USH Academic Senate are determined by a Senate decision after the announcement of new elections.
5. The election of members of the Academic Senate is based on sub-legal acts and USH statute.
6. The Academic Senate has the following main functions:
 - a) Guaranteeing USH autonomy, academic freedom, and the rights of students.
 - b) Approving the strategic development plan of USH and proposing it to the Board of Administration.

c) Approving the annual and medium term budget plan of its members, with the majority of the votes, and submitting it to the Board of Administration.

d) Approving the allocation of financial resources.

e) Drafting the overall structure of USH and proposing to the Board of Administration the number of staff at all levels;

f) Approving the report on the financial activity of USH in the half of the budget year (July) and at the end of the budget year (January) with the majority of all members.

g) Approving the statute of USH by two-thirds of the votes of its members after the prior approval of the Board of Administration.

h) Adopting new study programs and research, changes and closures thereof and proposing to the Ministry of Education, Youth and Sports the opening of new study programs in USH.

i) Approving profiling changes to the extent of 20 percent of the accredited study programs. These are notified to the Ministry of Education, Youth and Sports no later than six months before the beginning of the academic year;

j) Approving the opening, reorganization or closure of USH units based on the proposals of the main units and base units. In these cases, it receives a preliminary evaluation from the Board of Administration.

k) Evaluating and guaranteeing the internal quality assurance of USH.

l) Evaluating the academic-research activity of academic staff.

m) Approving the annual plan of academic and research activities.

n) Approving the detailed annual report of USH activity drafted by the Rectorate and submitting it to the Ministry of Education, Youth and Sports;

o) Electing its representatives to the Board of Administration.

p) Organizing a joint meeting, in cooperation with the Board of Administration, at the end of each academic year, discussing the teaching, research and financial activities.

q) Ensuring that the development of examinations is carried out in accordance with the standards of higher education, guaranteeing the quality and transparency required;

r) Proposing admission quotas in USH to the Ministry of Education, Youth and Sports.

s) Proposing registration fees, tuition and services, according to unit proposals basis.

t) Approving admission criteria for candidates in all three study cycles, according to the proposals of the base unit;

u) Approving in advance the opening of branches and the establishment of special centers or courses, as well as other service projects provided by the base units, based on the latter's proposal;

v) Approving its internal regulation;

w) Approving USH regulations and other acts, as defined in the Statute;

7. The Academic Senate elects as secretary and as vice-president two of its members, whose status is defined in the internal regulation of the Academic Senate.

8. The Academic Senate of USH is organized in permanent commissions:

a) Curriculum, Scientific-Research and Publishing Commission;

b) Foreign Relations Commission;

c) Statute, regulation and discipline commission;

d) Economy and Human Resources Commission.

9. Members of the Academic Senate of USH are elected by the academic staff of the main units, through a general vote, for a four-year term with the right of re-election, between members of full-time, self-employed academic staff.

10. Members of USH Senate belong to the "Professor" category or have the "Doctor" ("PHD") degree obtained at the universities of the OECD or EU member states. In case the governing authorities lack this title, then, for the purpose of representation, their category goes down to the scientific degree "Doctor". A senate member is elected from the academic staff, who has a seniority of 10 years as a lecturer in higher education institutions.

11. In USH Academic Senate students are represented at ten percent.

12. The mandate of a Senate member terminates in case of:

a) end of the term;

b) resignation;

c) USH leaving or losing the status of the student;

d) physical or mental incapacity to carry out the duty;

e) unexcused absence for 3 consecutive times at Academic Senate meetings;

f) punishment by final court decision for criminal offense.

13. Completion of the job vacancy in the Academic Senate is done by getting the descending order from the list of last-election candidates. When there are no candidates remaining, elections are conducted based on the by-laws in force.

14. The procedure for calling the Academic Senate meetings, quorum, voting, majority decision-making, and other related matters is provided in the internal regulation of USH Academic Senate.

Article 18

Permanent commissions

- 1.** Permanent commissions are collegial bodies of USH with academic functions.
- 2.** Permanent commissions that are created in USH are:
 - a)** Scientific Qualification and Academic Promotion Commission;
 - b)** Quality Assurance and of Study Programs Commission;
 - c)** Commission overseeing the progress of USH activity and its relation with the students.
 - d)** Commission for awarding the "Doctor" scientific degree.
- 3.** Permanent commissions are established at the level of USH and at the level of the main unit.
- 4.** The Senate determines the number of Permanent Commissions of USH and of the main units. Members of the Permanent Commissions of USH consist of at least one representative for each major unit. They are self-nominated and elected by the Academic Senate of USH for a two-year term with the right of re-election.
- 5.** The members of the permanent commissions of the main units consist of at least one representative per each base unit. They are self-nominated and elected between its members by the academic staff of the main unit of USH for a two-year term with the right of re-election.
- 6.** In the composition of these permanent commissions, students are represented at least with one member, with the exception of the Commission for Scientific Doctor Award and the Academic Staff Promotion Commission.

Article 19

Permanent Commission of Scientific Qualification and Academic Promotion

- 1.** The Permanent Commission of Academic Promotion is created and functions when the minimum number of members appointed by Higher Education Law is met. It is a collegial academic body, which consists of full-time professors of USH, who hold the title "Professor".
- 2.** The Academic Senate selects from the academic staff of the main units the members of the Commission of Promotion of Academic Staff. They should have obtained the title "Professor". The members of this commission have a two-year mandate with the right of re-election. Academic titles received in USH are: "Professor" and "Associate Professor".
- 3.** The Permanent Commission of Promotion of Academic Staff is chaired by the Rector of USH, who convenes the first meeting of the Commission.
- 4.** The Permanent Commission of Promotion of Academic Staff compiles its own rules of procedure, which is approved by the Academic Senate of USH.

Article 20

Academic titles

- 1.** For the purpose of receiving the title "Professor" in USH, from the academic staff of USH may apply those who hold the title "Associate Professor" for at least five years and who meet state standards for receiving the title.
- 2.** For the purpose of receiving the title "Associate Professor" in USH, from the academic staff of USH may apply those who hold the title "Doctor" for at least five years, those who are in the function of "Lecturer" as academic staff, and those who meet state standards for receiving this title.
- 3.** For the purpose of receiving the title "Professor" and "Associate Professor" in USH, persons who are not academic staff at the USH may also apply, but they should meet the standards for receiving the titles.
- 4.** After retirement, to the Academic staff, holding the title "Professor", with the purpose of evaluating the outstanding academic activity, with the proposal of the main unit, where he/she has developed his career and with the decision of the Academic Senate, is awarded the title "Professor emeritus".

Article 21

Procedures for receiving academic titles

- 1.** The candidate, for receiving the title "Professor" or "Associate Professor", submits the required documentation to the Head of the main unit. The candidate's documentation is forwarded to the Academic Senate, after being submitted and evaluated from the base unit. The Senate submits the documentation to the Permanent Commission of Promotion of Academic Staff, who makes the final decision after the jury's decision on meeting the standards.
- 2.** The title is registered in the state register of scientific degrees and academic titles at the ministry responsible for education. The academic title is issued by USH and signed by the Rector.
- 3.** In case of a negative assessment of the academic eligibility claim by the Permanent Commission of Promotion of Academic Staff, the candidate is granted the right to repetition of the request after a period of not less than two years.

Article 22

Receiving the "Doctor" scientific degree

- 1.** Permanent committees are established in the main units of USH to monitor the process of awarding the "Doctor" scientific degree.
- 2.** The members of the permanent committee for awarding the "Doctor" scientific degree are selected by the academic staff of the respective main unit. They hold the title "Professor" or "Associate Professor". The members of this commission have a two-year mandate with the right to re-election.
- 3.** The minimum number of members of the commission for awarding the "Doctor" scientific degree should be five.
- 4.** The first meeting of the Scientific Doctorate Degree Commission is convened and chaired by the Dean of the respective Faculty. At the first meeting, the Commission elects as its Head one of the members, who has the title "Professor".

Article 23

Commission for guaranteeing quality standards and study programs in USH

- 1.** Commissions for guaranteeing quality standards and study programs in USH are created at university ranking and in the main units.
- 2.** These commissions have the following duties:
 - a)** Quality assurance in USH and in main units through quality assurance mechanisms;
 - b)** Monitoring and evaluating the quality of USH or the main unit based on the ASCAL guidelines and the Higher Education Quality Code;
 - c)** Evaluating in advance the quality of study programs offered by the main units and monitoring their quality;
 - d)** Providing for the establishment and functioning of the internal quality assurance system in USH and in the main units;
 - e)** Drafting and approving the procedures, criteria and formats of academic quality evaluation in the USH and the main unit.

Article 24

Internal quality assurance

- 1.** The internal quality assurance unit is created in USH as part of the Curriculum and Quality Assurance Directory.
- 2.** The internal quality assurance unit has the following tasks:
 - Development of policies and procedures for internal quality assurance, which are approved by the Academic Senate;
 - Periodical evaluation of the results of teaching and research activities;
 - Organization of a student questionnaire on the quality of teaching for the subjects of each study program at the end of the semester, prior to the exam season;
 - Carrying out tracking studies to evaluate the performance of student employment and the efficiency of the programs offered by the higher education institution;
 - Compilation and proposal of quality assurance standards to the Senate in accordance with the quality Code;
 - Representation of the annual report of the internal quality assessment of USH to the Academic Senate, which approves the final annual report of the internal quality assessment in USH.

Article 25

Commission overseeing the progress of USH activity and the relationship with the students.

- 1.** At the university level, a commission is set up to oversee the progress of USH activity and its relationships with the students. Such commissions are also created in the main units.
- 2.** USH Commission has the following duties:
 - a) Request information on academic activity from all academic units of USH;
 - b) Request information on administrative activity from administration units in USH;
 - c) Determine the means and ways of establishing USH relations with students;
 - d) Require reports from relevant commissions of the main units and report them to the Rectorate and the Academic Senate of USH.
 - e) Establish links with student associations.
- 3.** Commissions of the main units have the following duties:
 - a) Request information on academic activity from the faculty's base units;
 - b) Request information on the administrative activity of main administration units;
 - c) Determine the means and ways of establishing the main unit relationships and base units with students.

Article 26

Rectorate

- 1.** The Rectorate is a collegial body with academic and executive functions. The Rectorate is headed by the Rector.
- 2.** The Rectorate is composed of:
 - a) Rector;
 - b) Vice Rector;
 - c) Administrator of USH;
 - d) Head of the main units / Deans;
- 3.** The Rectorate of USH exerts the function to:
 - a. Compile the strategic development plan of USH, based on USH main and base units' proposals, as well as on the proposals of the Administrator of USH and of the main unit;
 - b. Draft the annual program of activities and follow its implementation;
 - c. Set priorities for funding for the major units of USH;
 - d. Draft and propose to the Academic Senate the annual and mid-term budget plan of USH

(USH draft budget);

- e.** Draft the investment plan, contracts and agreements that are its competence;
 - f.** Make recommendations for project, study and research programs structural changes in USH;
 - g.** Apply decisions approved by the Academic Senate and the Board of Administration;
 - h.** Monitor and publish the results of the evaluation of USH activities;
 - i.** Prepare agreements on funding rules between University of Shkodra and the Ministry of Education, Sports, and Youth;
 - j.** Draft the overall structure of USH and determine the number of staff at all levels and propose them for approval to the Academic Senate;
 - k.** Develop and approve the structure for teaching activity in USH for the academic year;
 - l.** Prepare its internal regulation, which is approved by the Academic Senate.
 - m.** Exercise control over the faculties and departments' programs and curricula in the respective annual and monthly plans in USH units and enforcement of organs' acts of the University;
 - n.** Have the right to abolish dean's decisions when they are in conflict with legal and sub legal acts in force, by this Statute, by the USH regulations and by the Senate's decisions.
 - o.** Ask USH Administrator to inform about USH financial activity and administration, whenever it deems necessary;
- 4.** The Rectorate, at the end of each academic year, compiles the annual teaching and research report and submits it for approval to the Academic Senate.
- 5.** In the exercise of his powers, the Rectorate is represented by decisions.
- 6.** Meetings of the Rectorate are called by the Rector, the quorum, the majority for making decisions and other issues related to them are provided in the internal regulation of the Rectorate.

Article 27

Deanery

- 1.** The deanery is a collegial academic and administrative body governed by the Dean, consisting of:
- a)** Dean;
 - b)** Vice Deans;
 - c)** Main unit Administrator;
 - d)** Heads of the base unit;
 - e)** Heads of the institutes / research centers.
- 2.** Dean's Academic functions are:
- a)** Approving the Dean's annual report on teaching, research and scientific activity;
 - b)** Coordinating the activity of the base units, approving the requirements of the base units for new study programs and proposing them for approval to the Academic Senate;

- c) Approving the requirements of the base units for opening, changing or closing the departments or and proposes to the Academic Senate for further consideration and approval;
 - d) Drafting and approving the faculty regulation.
3. In the exercise of his powers the deanery is represented by decisions.
4. The procedure for calling the deanery, quorum, majority decision making and other issues related to them are provided in the Deanery internal regulation.

Article 28

Board of Administration

1. The Board of Administration is the highest collegial administrative body that guarantees the fulfillment of mission, financial, administrative and property management of USH.
2. Functions of the Board of Administration are:
- a) Guaranteeing the financial sustainability of USH and the fulfillment of its mission;
 - b) Approving the strategic development plan of USH, upon proposal of the Academic Senate, and supervise its implementation;
 - c) Approving the annual and mid-term budget of USH, upon proposal of the Academic Senate and supervise their implementation;
 - d) Approving the report on the financial activity of USH, upon proposal of the Academic Senate in the middle of the budget year (July) and at the end of the budget year (January) with the majority of all members;
 - e) Approving the number of staff at all levels, upon the proposal of the Academic Senate;
 - f) Evaluating in advance the closure and reorganization of the higher education institution as well as the separation or merger of the higher education institution with another higher education institution;
 - g) Approving in advance the opening, reorganization or closure of the constituent units of the higher education institution;
 - h) Approving the financial regulation of USH;
 - i) Defining the rules for the allocation of incomes that USH provides from the exercise of its activities and oversee the use of funding sources;
 - j) Setting the criteria and procedures for the employment of administrators and administrative staff, based on USH acts;
 - k) Appointing and dismissing the administrator of the institution with 2/3 of the votes of all

members;

l) Approving in advance USH Statute, before being forwarded to the Academic Senate; with not less than 3/5 of the votes of the members,

m) Approving the annual report of USH activity, drafted by the Rectorate;

n) Assessing the development plan of USH and the annual program of its activities;

o) Adopting the internal regulation on financial management and accounting in USH;

p) Adopting its internal regulation;

q) Approving the registration fee at USH in advance and forward it for approval Academic to the Senate;

r) Proposing to the Ministry of Education, Sports, and Youth the criteria for determining the salary level of the teaching and non-teaching staff, as well as the tuition fee;

s) Setting the criteria for selecting the USH Administrator.

3. The Board of Administration consists of 7 full time employees. Its composition is determined depending on the medium-term budgetary plan of USH, approved by the Board Administration.

a) If USH provides by itself fifty percent or more of the mid-term budget, four of the members are representatives of USH and three are representatives of the Ministry of Education, Sports, and Youth.

b) If USH provides itself less than fifty percent of the mid - term budget, three of the members are representatives of USH and four are representatives of the Ministry of Education, Sports, and Youth.

c) If the Municipality of Shkodra contributes financially, at least ten percent mid-term budget of USH, then one of the representatives belonging to the Ministry of Education, Sports, and Youth is determined by the mayor of Shkodra.

4. The level of financial contribution of the Ministry of Education, Sports, and Youth, of the Municipality of Shkodra and of USH is based, by agreement between them, on mid-term budgetary plan of the USH. This plan is updated annually. At the end of the third financial year, there is made a reassessment of the financing and the determination of the participation of contributors to the Board of Administration.

5. The members of the Board of Administration, representatives of USH, are elected by the Academic Senate with the right of reelection. Candidates for members of the Board of Administration are either self-candidated or proposed by USH main units. In the candidate list there are given the data of individuals that self-candidated or proposed by USH units.

6. The Board of Administration elects the Head, with 2/3 (two-thirds) of the votes of all members.

7. The Rector, the Heads of the main units and of the base unit, and the administrators cannot be members of the Board of Administration but may be invited to attend meetings.

- 8.** The mandate of a member of the Board of Administration is 5 years and is incompatible with that of a member of the Academic Senate or other function in USH.
- 9.** The mandate of a member of the Board of Administration terminates in case of:
- a) end of the term;
 - b) resignation;
 - c) leaving USH, for those appointed by the Senate of USH;
 - d) physical or mental problems;
 - e) unexcused absence 3 consecutive times at the Board of Administration meetings;
 - f) final court decision for criminal offense;
 - g) serious violations of the law;
 - h) change of representation reports of the governing body;
 - i) dismissal by the body that has elected / appointed him/her.
- 10.** The dismissal of the members of the Board of Administration is done by the Minister of Education, Youth and Sports, upon the proposal of the body responsible for electing or appointing.
- 11.** In case of early termination of the mandate of the members elected to the Board of Administration, the mandate of the new elected / appointed member is additional.
- 12.** The Rector and the Administrator of USH have the right to attend meetings of the Board of Administration without the right to vote, when he/ she finds it reasonable, and when called by the Board of Administration.
- 13.** The procedure of calling the meetings of the Board of Administration, the quorum, the majority for receiving of decisions and other related matters, are provided in the internal regulation of the Board of Administration of USH. First meeting on constitution of the Board of Administration is called by the Rector of USH and is headed by the internal member of the academic staff with the older age.
- 14.** USH Administrator provides administrative infrastructure for the conduct of meetings maintaining the documentation of the Board of Administration.

Article 29

The Council of Ethics

1. The Council of Ethics of USH is a collegial administrative body. The Council of Ethics of USH consists of 5 (five) members elected by the Academic Senate with half of the votes of all members of the Senate plus one vote.
2. The Council of Ethics promotes and examines issues related to ethics in teaching and research process and other activities of USH.

3. The members of the Council of Ethics of USH are full-time academic staff at USH (as a rule, with the highest academic title) and are proposed to the Senate by the Rector. The council must have a lawyer in its composition.
4. At its first meeting, the Council of Ethics of USH elects the chairman/chairwoman and approves the regulation of ethics of USH.
5. The procedure for admission and review of appeals, decisions, sanctions and the execution of such decisions is provided in USH Code of Ethics.
6. The Council of Ethics may also be established in the major units of the USH / faculties.

CHAPTER IV
GOVERNING AUTHORITIES
Article 30
Governing authorities of USH

1. USH Governing authorities are:

- a) Rector;
- b) Administrator of USH;
- c) Heads of the main units (Deans);
- d) Main unit administrators
- e) Heads of the base units (Directors of departments)
- f) Base unit administrator

Article 31

Rector

1. The Rector is the highest academic authority of USH and the legal representative for academic and protocol matters.

- 2.** The Rector is elected by the Assembly of academic staff of the main unit and the students. Students' votes for Rector's election are estimated at ten percent of total votes. Candidates for Rector are self-candidated. The Rector is decreed by the President of the Republic.
- 3.** Rector of USH holds the title "Professor" and can come from the ranks of academic staff of the higher education institution or both.
- 4.** The mandate of the Rector lasts four years. He carries out the duty for a mandate, with the right of reelection only once. Upon termination of the mandate, he continues to be a member of the staff of the base unit where he performs his academic activity.
- 5.** The Rector directs the Academic Senate and reports to him.
- 6.** The Rector is the representative of USH at the Conference of Rectors.
- 7.** The Rector exerts these duties and competences:
 - a.** Submitting to the Senate the strategic plan for the development of USH;
 - b.** Directing and controlling the activity of all USH structures ensuring the unity of USH and authorizing for university autonomy within USH.
 - c.** Representing USH in relations with the third parties,
 - d.** The right to abolish the decisions of the dean when these decisions are in conflict with legal and sub-legal acts in force, with this Statute, with USH regulations and with the decisions of the Senate.
 - e.** Ensuring the implementation of the legal and sub legal acts, of the statute and internal regulations of USH;
 - f.** Signing cooperation agreements with other homologous universities on behalf of USH, signing USH Membership Protocol in national and international organizations of higher education or other, signing the documentation of cooperation with non-governmental organizations and native or foreigner donators who help in the development of education.
 - g.** Appointing delegations and approving abroad qualification and specialization plans for academic staff, for researchers and for administrative staff;
 - h.** Ensuring the progress of the recruitment process for admission of academic and assistant academic staff and approving it;
 - i.** Signing the employment contracts of the academic staff and assistant academic staff in USH;
 - j.** Signing diplomas for completing studies in different study cycles;
 - k.** Appointing the Heads of the study branches, senior specialists and other USH staff subordinate to Rector;

- l. Approving the academic and scientific staff, determining the teaching load for the academic year;
- m. Approving the contract model signing it together with the academic staff;
- n. Approving the calendar of curriculum for each academic year according to the guidelines of the Ministry of Education, Youth and Sports;
8. The Rector is obliged to denounce cases of violation of inviolability of USH, according to legal acts in force;
9. The Rector proposes to the Minister of Education, Sports and Youth the dismissal of the governing authority of the main unit, in cases of committing flagrant offenses or serious violations of the law, the inability to perform the task and the cases provided for in the Code of Ethics of USH and within two months from the date of dismissal appoints one of the Vice of the Authority until the choice of new authority. The Rector, shortly after the dismissal, announces early elections within six months from the date of dismissal;
10. The Rector exercises the right to take administrative and disciplinary measures against the staff subordinated to him, even dismissal from work, based on regulations, and legal and sub legal acts, and to students, even exclusion from school;
11. The Rector's function is incompatible with the functions of USH structures as well as the chairman/chairwoman of the Diploma Commission and the final Examination;
12. The Rector appoints and dismisses the Vice Rector after the approval of the proposed candidacies in the Academic Senate;
13. In absence, the Rector delegates powers to the Vice-Rector;
14. The Rector exercises his/her powers by orders and instructions.

Article 32

Head of the main unit / Dean

1. The Dean is the highest academic authority and the representative of the main unit. The Dean coordinates the activity of the main units and collegial bodies of the main unit and solves any disputes between them.
2. The Dean is elected by the academic staff of the main unit and by the students of the respective unit. Student votes for the election of executives are calculated at ten percent of the total votes.
3. The Rector appoints as the Head of the main unit the winning candidate of the election.
4. The candidate for the Head of the main unit is self-candidated. The candidate should have obtained the academic title "Professor" and may either be or not be part of the academic staff of a higher education institution. The candidate for dean must have at least 10 years of job experience in higher education.

5. The mandate of the Head of the main unit is four years. He carries out his/her duty for a mandate, with the right of re-election only once. Upon termination of the mandate he/she continues to be a member of staff of the main unit where he/she performs his academic activity.

6. The Dean exerts these duties and competencies:

a) Submitting the proposals of the base units to the Academic Senate, accompanied by his opinions.

b) Submitting proposals to the Rector and to the Academic Senate of USH for various deanery problems;

c) Informing the Dean for the progress of the academic and research process in faculty;

d) Approving the calendar of the teaching process plan of each academic year according to the Rectorate directives and to the annual teaching structure;

e) Following the correct completion of school documentation;

f) Proposing to the Dean, at the request of the Department, opening, closing, reforming of study programs, departments or special units in the faculty;

g) Proposing to the Dean the opening of research and development centers of the various studies, providing various services to third parties, participation in projects inside or outside the country;

h) Organizing and overseeing the quality of teaching, research, and implementation of job contracts and any other obligation assumed by the departments or faculty staff.

i) The right to abolish the decisions of the Head of the department when they are in conflict with legal and sub legal acts in force, with this Statute, with the regulations of the USH and with the decisions of the Senate and of the Dean;

j) The right, with the authorization from the Rector, signing a cooperation agreement with faculties and counterpart institutions of the country and abroad;

k) Appointing elected Heads of the departments;

l) Directing and controlling the admission competitions for job vacancies of academic and non - academic staff in the respective faculty;

m) Proposing administrative and disciplinary measures, according to approved regulations and legal and sublegal acts to staff even with dismissal from work while with exclusion from school for students.

7. The mandate of the Dean terminates in case of:

a) end of the term;

b) resignation;

c) physical or mental incapacity to carry out the duty;

d) dismissal;

e) punishment by a final court decision for the commission of a criminal offense.

8. The Rector proposes to the Minister of Education, Sports and Youth the dismissal of the governing authority of the main unit of the public institution in cases of committing flagrant offenses or serious violations of the law, inability to perform the task and for the foreseen cases

in the Code of Ethics of USH. The Minister replies to the request within a month. The Rector appoints one of the deputies of the authority until the election of the new authority within two months from the date of the dismissal. The Rector, shortly after the dismissal, announces early elections within six months from the date of dismissal.

9. The Head of the main unit proposes to the Rector the dismissal of the governing body of the base unit in cases of committing flagrant offenses or serious violations of the law, or of impossibility to carry out the task and for the cases provided for in the Code of Ethics of the USH. The Rector replies to the request within a month. The Vice of the Head of the base unit is appointed by the Rector with the proposal of the Head of the main unit. The Rector announces early elections within six months from the dismissal date.

10. The Head of the unit shall propose to the administrator of the institution the dismissal of the main unit administrator.

11. The Dean exercises his powers by orders and instructions.

Article 33

Head of the base unit

- 1.** The Head of the base unit is the Head of the department or of the research center. He is the governing academic authority and representative of that unit.
- 2.** The Head of the base unit is elected by the academic staff of the base unit.
- 3.** The Head of the main unit appoints as the Head of the base unit, the elected winning candidate.
- 4.** The candidate for the Head of the base unit is self-candidated and is part of academic staff and has obtained the scientific title of "Professor" or a Ph.D. doctoral degree at either the universities of OECD or EU member states. In cases when there are no candidates for this category, a lecturer may also compete for the Head, when the latter holds the "Doctor" degree. The candidate for the Head of the base unit should have at least 5 years of seniority in higher education.
- 5.** The Head of the base unit may carry out his duty for a four-year mandate, with the right of re-election only once. Upon termination of the mandate, he continues to be a member of the staff of the base unit where he performs his academic activity.
- 6.** Head of the Base unit's duties and competencies:
 - a)** Drafting the annual plan and the monthly plans of the department's activity which are approved by the dean;

- b)** Being responsible for the progress of teaching and research process in the base unit;
- c)** Responding to the documentation of the academic and scientific activity in the base unit;
- d)** Controlling the compiling of the curricula and subjects of the courses covered by the base unit and following their implementation;
- e)** Preparing the draft for the distribution of the teaching load for the members of the department. The load-draft enters into force after being reviewed and approved by the base unit;
- f)** Appointing exam course commissions;
- g)** Exercising control on teaching quality;
- h)** Appointing members of the commissions for admission of academic staff to the base unit being the Head of these commissions.
- i)** Proposing administrative and disciplinary measures to the Dean against base unit staff even dismissal from work and disciplinary measures against students even exclusion from school, based on regulations and on legal and sublegal acts.

7. Head of Research Center's duties and competencies:

- a)** Drafting the annual plan and monthly plans of the center's activities approved by the Dean;
- b)** Following the implementation of scientific-research plans;
- c)** Establishing commissions for admission of academic staff to the Research Center and being their Head;
- d)** Being the person responsible for the progress of the research process in the Center;

8. The mandate of the Head of the base unit terminates in case of:

- a)** end of the term;
- b)** resignation;
- c)** physical or mental incapacity to carry out the duty;
- d)** dismissal;
- e)** punishment by a final court decision for the commission of a criminal offense.

9. The Head of the base unit exercises his powers by orders and instructions.

10. The Head of the base unit proposes to the administrator of USH the dismissal of the administrator base unit.

Article 34

The Vice Rector

- 1.** USH has one Vice Rector. This number and also the respective competencies can be changed by decision of the Academic Senate.
- 2.** The Vice Rector (s) is the authority that exercises directive activities in USH.
- 3.** The Vice Rector is appointed and dismissed by the Rector of USH after approval with more than 50% of the votes of all members of the Academic Senate of the proposed candidacy.
- 4.** The Vice Rector (s) should be a member of full-time academic staff at USH and should have obtained the scientific title "Professor" or a PhD (Doctor) ("PHD") degree at either UECD universities or EU Member States and with a ten-year academic experience at universities.
- 5.** The Vice Rector (s), in absence of the Rector, ensures the direction of work in USH, according to the provisions of this Statute or the duties left by the Rector.
- 6.** The Vice Rector, in absence of the Rector and upon his order, signs the relevant acts.
- 7.** Vice Rector's duties and competencies:
 - a)** Developing the plan of the teaching process according to the instructions of the respective ministry;
 - b)** Following teaching work, scientific work in USH and the workload of its teaching and scientific staff;
 - c)** Following the design and implementation of curricula in the base units (faculties) for all study cycles;
 - d)** Organizing and following the work of postgraduate qualification and postgraduate studies, and the doctoral study process;
 - e)** Directing and controlling the procedure for admission of new students to USH.
- 8.** Vice Rector conducts control of the activity of the Office of Curricula, Scientific Research and Standards.
- 9.** The function of the Vice Rector is incompatible with the functions of the Head of USH structures.
- 10.** The mandate of the Vice Rector (s) terminates in case of:

- a) end of the term;
- b) resignation;
- c) physical or mental incapacity to carry out the duty;
- d) dismissal by the Rector, pursuant to item 2 of this article;
- e) punishment by a final court decision for the commission of a criminal offense.

Article 35

Vice Dean/s

1. The Vice Dean/s is the authority that exercises the directive activity in the main unit.
2. The Vice Dean/s is appointed and dismissed by the Dean.
3. The Vice Dean/s should have at least the scientific degree "Doctor" and an academic experience at the university for at least 5 (five) years.
4. The Vice Dean/s in the absence of the Dean, shall ensure the direction of the work in the main unit, as defined by this Statute or the duties appointed by the Dean.
5. The Vice Dean/s duties and competences:
 - a) Detailing the calendar of the curriculum after proposals from the Heads of the faculty units;
 - b) Following the teaching work, scientific work at the main unit and the workload of its teaching staff;
 - c) Following the design and implementation of curricula and curricula in base units (department) for all study cycles;
 - d) Directing and controlling the work for admission of new students to the main unit;
 - e) Following the internal quality assessment and organizing the internal evaluation of the faculty core units and the accreditation process.
6. The Vice Dean's function is incompatible with the functions of the department's principal and of the main unit structures.
7. The mandate of the Vice Dean terminates in case of:
 - a) end of the term;

- b) resignation;
- c) physical or mental incapacity to carry out the duty;
- d) dismissal;
- e) punishment by a final court decision for the commission of a criminal offense.

Article 36
Administrator of USH.

1. The Administrator is the highest administrative authority responsible for the financial performance of the institution. The Administrator is a legal representative of USH on financial and administrative matters, according to the provisions of the Law on Higher Education.
2. The Administrator of USH is elected by open public competition. The criteria for selecting the administrator of USH are determined by the Board of Administration.
3. The list of candidatures that meet the criteria for administrators in USH is approved by the Academic Senate. From the list approved by the Academic Senate with 2/3 (two-thirds) of the votes of all its members, the Board of Administration selects the Administrator of USH. The name of the elected Administrator is published on the official website of USH.
4. The appointment of the Administrator is performed by the Board of Administration by a decision signed by Chairman of the Board of Administration of USH.
5. The Administrator of USH is dismissed by decision of the Board of Administration by 2/3 of the votes of all its members, on its own initiative or with the Academic Senate's proposal. The decision to dismiss the USH Administrator is signed by the Chairman of the Board.
6. The Administrator should have a higher education diploma, at least in "Master of Sciences" in the field of law or economics and at least seven years of job experience in these respective fields of study.
7. The Administrator can not exercise any other, academic, or administrative function.
8. The Administrator reports on his/her activity to the Board of Administration and the Academic Senate at the end of the first semester of the budget year (July) and at the end of the budget year (January) and in any case when these bodies deem it necessary.
9. The functions of the Administrator of USH are to:
 - a) Compile the annual draft budget, based on the proposals of the main units and base units, based on the strategic development plan of the institution and the medium term budget

- plan;
- b)** Submit to the Senate the project for the detailed budgeting and other sources of funding;
 - c)** Be responsible for budget implementation;
 - d)** Propose the criteria for the management of financial and material resources, which he/she submits for approval to the Board of Administration and oversee their dissemination and implementation;
 - e)** Pursue and control the implementation of the annual budget of USH in its dependent structures;
 - f)** Implement all financial and administrative decisions of the Administrative Board and the Academic Senate;
 - g)** Prepare the draft report on the financial activity of USH, which is approved by the Rectorate of USH with the majority of all members;
 - h)** Submit a report on the financial activity of USH to the Board of Administration and the Academic Senate at the end of the first half of the budget year (July) and at the end of the budget year (January);
 - i)** Cooperate with the structures and other authorities of USH on daily administration issues;
 - j)** Appoint and dismiss the administrators of the main units and the base units after the approval of the Board of Administration;
 - k)** Meet the requirements of the Rector in order to meet the academic, administrative and financial needs;
 - l)** Direct the activity of the administrative staff;
 - m)** Execute financial management;
 - n)** Direct planning and realization of investments;
 - o)** Represent or co-represent the USH, with the authorization of the Rector, in all court proceedings or resolution of disputes with third parties, natural or legal persons.
 - p)** Responsible for enforcing legality;
 - q)** Organize and manage the election process in the USH and to be responsible for its progress;
 - r)** Organize the activity of services to third parties in the USH;
 - s)** Present economic and financial acts for approval to the Board of Administration and for revision to the Academic Senate.

10. The mandate of the Administrator terminates in case of:

- a)** end of the term;
- b)** resignation;
- c)** physical or mental incapacity to carry out the duty;
- d)** dismissal as referring to item 5 of this article.

Article 37

The main unit administrator

1. The main unit Administrator is responsible for the financial and administrative well-being of the main unit.
2. The main unit Administrator is elected by open public competition, according to the procedures and criteria established by the Board of Administration.
3. The main unit Administrator should have a university degree, at least in "Master of Sciences" in law or economics and at least five years job experience in these respective fields of study.
4. The main unit administrator can not exercise any other academic or administrative function.
5. The main unit administrator reports for his / her activity to the USH administrator, as well as informs the Head of the main unit, as defined in USH acts.
6. The main unit administrator proposes the dismissal of base unit administrators.
7. Functions of the main unit administrator:
 - a) Executing the daily financial management of the main unit;
 - b) Supervising and controls the financial activity of the main unit;
 - c) Meeting the requirements of the principal unit manager in order to meet the academic, administrative and financial needs;
 - d) Cooperating with the authorities and governing bodies of the main unit on base issues of its administration.

Article 38

Base unit Administrator

1. The base unit Administrator is responsible for the financial performance of the base unit. The base unit Administrator carries out assisting activities in order to accomplish the mission of one or more base units. The Board of Administration, upon request of the base unit, proposes whether or not to include this authority in the institution structure.
2. He/she is elected by the Administrator of the institution, according to the procedures and criteria established by the Board of Administration.
3. The base unit Administrator must have a university degree, at least in "Master of Sciences" in the field of justice or economics and job experience for at least three years in these fields of study.
4. The base unit Administrator can not exercise any other academic or administrative function.
5. The base unit Administrator reports his / her activity to the main unit Administrator and the Head of the base unit as defined in the acts of the higher education institution.
6. The functions of the base unit Administrator are:
 - a) administration of the main / base unit funds;

- b) implementation of the decisions of the main unit Administrator for the way of revenue allocation generated by the base unit/s;
- c) meeting the requirements of the Head of the base unit in order to meet the academic, administrative and financial needs.

CHAPTER V

UNIVERSITY STAFF

Article 39

General structure

1. The Rectorate proposes to the Academic Senate the staff structure and the respective number for each unit.
2. The Board of Administration, upon proposal of the Academic Senate, approves the number of staff in all levels.
3. The staff of USH is divided into the following categories: academic staff, assistant academic staff and administrative staff.
4. USH staff is full-time and part-time employed, with an unlimited or limited timeline contract.

Article 40

Academic staff

1. Academic staff at USH, according to its role and activity, is categorized in:
 - a) professors;
 - b) lecturers;
 - c) assistant lecturers.
2. Academic staff at USH is full-time and part-time employed.
3. Full-time academic staff includes:
 - a) Full time academic staff on the basis of a full-time employment contract regardless of the deadline.
 - b) Full-time academic staff with fixed time duration contracts.
4. Part-time academic staff is only employed with a contract that might have time duration of one semester or up to one year.
5. Academic staff engaged in teaching should have at least the qualification of the successor study cycle.

Article 41

Full time academic staff on full-time general employment contract basis

1. Full-time academic staff with general contract includes the category staff which has obtained the scientific title "Professor" and "Lecturer".
2. The "Professor" category includes members of academic staff with the academic title "Professor" and "Associate Professor" who lecture subjects or modules and manage scientific research activity.
3. Academic staff holding the academic title "Professor" is assigned on duty up to the age of 68 years old. This category of academic staff, after reaching retirement age, can be hired without a public competition, with a one year contract deadline, with the right to be renewed for one more year if the job position is still vacant.
4. Academic staff holding the title "Associate Professor" is assigned on duty up to the age of 65 years old.
5. The academic staff of the "Professor" category may temporarily be disengaged from USH for a maximum period of five years in order to be engaged in important state and political tasks with the right of return without public competition in the previous workplace. During this period he/she can be substituted by the academic staff employed under a fixed-term contract.
6. The "Lecturer" category includes members of academic staff with the "Doctor" scientific title who have at least 3 years of teaching experience before or after having been awarded this title and who carry out teaching and scientific research activities. This category is employed full time with a contract of unlimited deadline.
7. The academic staff of "Professor" and "Lecturer" category, with the approval of the Department, has the right of the sabbatical academic year every 7 years in order to assistant his academic progress. During this year, it is not assigned to teaching and is allowed to attend specialization courses up to three months outside the institution. The Rector of USH at the end approves the exercise of this right and signs a special contract with the staff benefits from it.

Article 42

Full-time academic staff with fixed time duration contracts

1. Full-time academic staff with fixed time duration contracts includes staff of the category "Assistant-Lecturers".
2. Assistant lecturers should have at least the academic title "Master of Sciences" and meet the criteria set out in the "Regulation of employment contract " of USH and the special criteria set by the relevant department.
3. The contract for Assistant lecturers, who within five years have not been awarded the academic title "Doctor" in the field where he/she conducts the research and teaching activity, is not renewed.

Article 43
Employment of academic staff

1. The academic staff is employed at USH based on open public competition. The procedure and the criteria of the employment of full time academic staff at USH are set on "Regulation of employment contract " of USH.
2. The specific employment criteria of full-time academic staff are determined by the department and approved by the Rector.
3. The employment recruitment of the academic staff in USH is governed by an ad-hoc commission, consisting of three representatives of the base unit, one representative from the main unit and one representative from the Rectorate. The nomination of the Head of the ad-hoc commission is the Department's representative.
4. Full-time academic staff in USH cannot be employed as full-time academic staff in another higher education institution, both in national and international level. He can be only engaged as part time at another higher education institution, with the approval of the Head of the department and the Rector, as well as an agreement between the institutions.
5. Participation of USH academic staff on projects, consultancy, publications and services, which are implemented at USH, where he/she is full time employed, is not considered as a dual employment.

Article 44
Guest academic staff

1. The category of guest academic staff includes researchers, personalities, Albanian or foreign artists who are employed at USH without an open competition, for one semester or one academic year. The contract of the guest academic staff is not repeated.
2. The criteria for selecting the guest academic staff are set out in the main unit regulation.
3. The base unit proposes to the Dean the names and the teaching workload of the guest academic staff and the Dean proposes them to the Rector.
4. The Rector takes the decision on the employment of the invited academic staff and signs the employment contract.

Article 45
Part-time academic staff

1. This category includes academic staff employed for teaching and scientific research as external academic staff with a teaching workload up to 150 hours.
2. The employment of part-time academic staff at USH is done by open competition, with a contract of fixed term contract of one semester or up to one academic year.
3. The general criteria and procedures for the employment of the part time staff are set out in the respective regulations of USH "Regulation of employment contract".
4. The specific criteria for the employment of part-time academic staff are determined by the base unit and approved by the Rector.

Article 46
The rights and obligations of academic staff.

1. The rights of the academic staff:
 - a) Carrying out teaching and scientific research in respect to the academic freedom;
 - b) Exercise of academic and scientific activities
 - c) Getting paid according to the scientific qualification and also for additional teaching load in accordance with the legal and sublegal acts in force;
 - d) Benefitting of the annual paid leave;
 - e) Carrying out scientific qualifications at both national or international level;
 - f) Conducting other duties besides his/her teaching workload without having conflict of interest with USH.
2. USH can contribute to special financial treatment of the academic staff, beside the benefits taken from the State Budget.
3. The Board of Administration of USH, upon Academic Senate's proposal, defines the cases and criteria for special financial treatment and other benefits of academic staff.
4. Academic Staff Obligations:
 - a) Implementation of the higher education legislation and respecting of the rules of the Code of Ethics of USH;
 - b) Conducting of teaching activities, of base or applied scientific research;
 - c) Performing of duties on behalf of USH and carrying out administrative tasks according to the needs of Department, Faculty or University;
 - d) Offering of consultation sessions with students;
 - e) Performing of the assigned task: teaching load, research and other activities, as defined in the employment contract and annual employment agreement.

Article 47
Assistant Academic staff

1. Assistant academic staff is divided into two categories:
 - a) Assistant academic staff with teaching character;
 - b) Assistant academic staff with administrative character;
2. Assistant academic staff with teaching character helps the teaching process as well as scientific research activities. It is part of the base unit. In this category there are included the laboratory technicians and technicians.
3. The following are considered assistant academic staff with administrative character at institutional level:
 - a) Curricula structures;
 - b) Research Structures;
 - c) Project Structures;
 - d) Academic promotion and publishing structures;
 - e) Public Relations Structures;
 - f) International Relations Structures;
 - g) Internal Quality Assurance Structures;
 - h) Career structures;
 - i) Library structures;
 - j) Legal structures;
 - k) Information Technology Structures;
 - l) Human resource structures;
 - m) Protocol-archive structures;
 - n) Assistant of Rector;
4. The employment criteria for academic staff are set out in the "Regulation of employment contract ". The recruitment criteria of assistant academic staff are proposed by the relevant unit to which this staff belongs and approved by the Rector.
5. The legal position, rights and obligations of academic staff are set out in the above regulation and in the individual working contract.
6. Selected candidates sign a contract with the Rector, based on the Higher Education Legislation and the Labor Code of the Republic of Albania.
7. The contract of employment of assistant academic staff terminates in case of:
 - a) resignation;
 - b) retirement;

- c) physical or mental incapacity to carry out the duties;
- d) dismissal through the disciplinary penalties;
- e) punishment by a final court decision for the commission of a criminal offense.

Article 48

Administrative staff

1. Administrative structures at institutional level are:
 - a) Economic structures;
 - b) Investment structures;
 - c) Procurement structures;
 - d) Service structures
2. By the proposal of the Rectorate, the Academic Senate drafts the general structure of USH and proposes to the Board of Administration the number of the staff of the institution at all levels.
3. The procedure on the evaluation of the work done by the administrative staff, policy of motivation, reward and implementation of the trainings are set by the “Regulation of employment contract ”.
4. The employment of administrative staff is done by competition. Employment criteria are drafted by the respective directorate / sector and the administrator, and are approved by the Board of Administration. Contest procedures are set out in the “Regulation of employment contract” of USH.

Article 49

Disciplinary penalties

1. Disciplinary penalties for academic staff, assistant academic staff and administrative staff as well as the structures that decide for these penalties are defined by the relevant USH regulations.
2. The disciplinary penalty for the academic staff is proposed by the Head of the main unit and the Head of the base unit, where the academic staff conducts the academic activity.
3. The disciplinary penalty for violations made by administrative staff is taken by the administrator upon the proposal of the Head of the administrative unit.
4. The dismissal of the academic staff is done by the Rector based on the proposal of the Head of the base unit where the academic staff performs its activity and after the approval given by the Council of Ethics as well as the ad-hoc commission established by the Academic Senate in the case of severe and repetitive violations of law. In case of dismissal, the Academic staff has the right to be heard by the Academic Senate.
5. The dismissal of the administrative staff is done by the Administrator of USH.

CHAPTER VI
ORGANIZATION OF STUDIES
Article 50
Forms of study at USH

1. Forms of studies at USH are:
 - a) full-time studies;
 - b) extended-time studies.
2. Study programs granting the right to exercise a regulated profession are organized only in the form of full-time studies.
3. USH provides study programs organized in modules and evaluated by credits in accordance to the European Credit Transfer System (ECTS).
4. For one academic year the study program should contain 60 credits.
5. Study programs are compiled by the base units of higher education institutions and are approved by their respective academic senates.

Article 51
Study Programs at USH

1. Study programs are organized in three consecutive study cycles:
 - a) the first cycle;
 - b) the second cycle;
 - c) the third cycle.
2. USH announces by public calls the accredited study programs that are offered by the university before the start of applications for admission made by students.

Article 52
The first cycle of study program

1. The programs of the first cycle of study are organized with no less than 180 (ECTS) and their normal academic time period lasts for three academic years.
2. Students of the first cycle of studies graduate after final exam or Diploma Thesis completion. The Senate of USH determines minimum average grade in order to be enrolled in the Bachelor's

study Program which gives the right to the student to be graduated after having prepared the diploma thesis.

3. At the end of the first cycle study programs, a "Bachelor" diploma is issued in the respective field of education.

Article 53

Admission to the first study cycle

1. Students admission to USH at all study programs is made according to the criteria and quotas established by the Academic Senate. Admission quotas are determined in accordance with state standards, and academic and infrastructural capacities, which are verified and certified by the ministry prior to declaring the admission quotas.

2. The admission to the first study cycle is eligible for any candidate who has successfully completed the secondary education and meets the average grade criterion determined annually by decision of the Council of Ministers.

3. At the beginning of the academic year, USH sends to the Educational Services Center the list of enrolled students.

Article 54

The second cycle

1. The second study cycle includes study programs which refer to the 7th level of the Albanian Framework Qualification:

A) "Master of Sciences";

B) "Master of Arts";

C) "Professional Master".

A1. "Master of Sciences" study programs provide graduates with advanced theoretical knowledge as well as with the ability to research in a particular field of study.

A2. "Master of Sciences" study programs are organized in:

a) programs with no less than 120 ECTS of the first study cycle in two academic years;

b) integrated programs of second cycle studies, with 300 ECTS in five academic years.

A3. The second study cycle of "Master of Sciences" is concluded with the preparation of a diploma thesis resulting in the issue of a "Master of Sciences" diploma in the respective field of study.

B1. The "Master of Arts" study programs provide graduates with advanced theoretical and practical knowledge in the field of arts.

B2. These programs provide no less than 120 training ECTS following the first cycle in two academic years.

C1. The "Master Professional" study programs provide graduates with advanced professional

knowledge in a specific field of study.

C2. These programs provide 60 or 120 credits in two academic years.

C3. The second cycle studies in "Professional Master" conclude with final exam or diploma thesis. USH Senate defines the average grade threshold in the program regulation, which entitles the second cycle student to graduate, preparing the diploma thesis. At the end, a diploma "Master" is issued in the respective field of education.

Article 55

Admission to second cycle programs

- 1.** Admission to the second study cycle is possible for candidates who have completed a first study cycle and who meet the admission criteria established by the USH Senate.
- 2.** Criteria for admission of candidates to second study cycle programs are determined by the base unit program.
- 3.** Admission to integrated study programs is possible for candidates who meet the criteria set out in Article 74, point 1 of Law 80/2015 "On Higher Education and Research in the Republic of Albania". Admission criteria to integrated study programs are approved by a Senate decision of the USH and are made public by the main unit and the Education Services Center.
- 4.** Admission criterion for a second cycle study program in "Master of Sciences" is recognition by the candidate of one of the five European Union foreign languages: English, French, German, Italian, and Spanish. If the individual has obtained a degree in a study program conducted in one of these languages, the issued diploma serves as proof of the fulfillment of this criterion. Level of knowledge of foreign language should be defined in the sub-legal act of Ministry of Education Youth and Sports.
- 5.** Departments can recognize credits obtained in second cycle study programs in "Professional Master", for the purpose of transferring them to the "Master of Sciences" study programs.
- 6.** At the beginning of USH academic year sends to the Center of Education Services the list of students enrolled in the second cycle of Master studies.

Article 56

The third cycle of studies

- 1.** The third cycle of studies in the USH includes doctoral studies.

2. Doctoral studies are compiled according to individual programs for the independent training of candidates in scientific research in the fields defined by the base unit or the main unit, having as its basis the scientific research and creative activities.

3. Doctoral studies last no less than three academic years and no more than five academic years. At the end of doctoral studies, a doctorate degree is issued.

Article 57

Admission to the third cycle of study programs

1. Admission to the third cycle of study programs is possible for candidates who have obtained the "Master of Sciences"; or "Master of Arts" degree and meet the admission criteria set by USH in the relevant regulation.

2. Admission criteria for the third cycle programs are proposed by the unit that organizes the doctorate in accordance with the state quality standards and are approved by the Senate of the USH. These criteria are made public by the USH and are forwarded to the Center of Education Services and the ministry responsible for education.

3. The admission criteria for a third cycle study program is the recognition by a candidate of one of the five foreign languages of the European Union: English, French, German, Italian, Spanish, certified by internationally recognized tests in accordance with the relevant instruction of the minister responsible for education. If the individual has obtained a degree in a study program conducted in one of these languages, the obtained diploma serves as proof of the fulfillment of this criterion.

4. The list of graduates in the third study cycle is forwarded by USH to the ministry responsible for state register of scientific degrees and academic titles.

Article 58

Doctoral studies

1. Doctoral studies are conducted full time at the responsible doctoral unit in those cases where the doctorate is employed as an academic staff in another higher education institution or as research staff at a base or implemented research institution.

2. When doctoral studies are developed in cooperation between higher education institutions, part of the research process, they can be developed at cooperative institutions.

3. The number of doctoral students is determined by the unit organizing the doctorate and the research project of each doctorate is determined depending on the research projects of the latter.

4. To afford doctoral studies, the student may also receive funding from other subjects or may be self-financed.

5. Doctoral scientific academics should have obtained the title "Professor" or "Associate Professor". The number of doctoral candidates is determined by the by-laws in force and the doctoral regulations.

Article 59

Joint study programs

1. USH has the right to organize joint study programs with an institution of higher education or its main unit, in cooperation with one or several other public or non-public, national or international higher education institutions.

2. The implementation of joint study programs may be carried out in one or both of the participating institutions, in accordance with the cooperation agreement.

3. At the end of studies, a joint degree or dual or multiple degree diploma is issued by the participating institutions.

4. In the conditions of joint study programs with foreign institutions of higher education, several standards other than those of the state may be applied.

5. The opening of joint study programs is done with the approval of the ministry responsible for education.

Article 60

Study programs in the field of teaching

1. Study programs in the field of teaching for pre-elementary and elementary education are organized in two cycles:

a) First cycle program, "Bachelor", which prepares pre-school teachers;

b) Second cycle program "Master", which prepares primary education teachers.

2. Study programs for preparation of lower and upper - secondary education teachers are organized as second cycle programs of "Master" studies, with 120 credits, according to the respective fields.

3. The second cycle of study programs in the field of teaching should contain 25 percent of credits for general psycho-pedagogical training.

4. Second cycle programs that prepare teachers of the same field of study, should have at least 80 percent of the curriculum with similar content.

Article 61

Attendance of a second study program

1. Individuals who have completed a study program have the right to attend a second study program of the same cycle. In this case, candidates will afford the full cost of studies. Exclusion is made for excellent students.
2. The relevant regulations of the study specify the criteria to be met for admission to a second study program.

Article 62

Codification of study programs

1. Codification of study programs is carried out within one year of the entry into force of the Statute. All programs approved until the entry into force of the Study Program Code are reorganized and codified according to Higher Education Law and its by-laws.
2. The opening of a new study program is accompanied by the code definition, according to the field of study and classifications made public by the ministry responsible for education and are codified according to Higher Education Law's definitions and its respective sub-legal acts.

Article 63

Transfer of studies

1. Transfers are allowed within the same study cycle and in the same or similar study areas and only at the beginning of the academic year.
2. The criteria for credit recognition procedures and the transfer of studies are determined in the relevant regulations of the Senate approved and in the base unit regulation, in accordance with this Law and other sub-legal acts.

3. The decision on the full or partial recognition of the credits acquired by a student, who is transferred in order to continue the studies in USH, belongs to the relevant committee set up by the base unit.

Article 64
Recognition and unification of study periods

1. USH provides opportunities for credit recognition and transfer of studies between programs of the same study cycle within the same institution or different higher education institutions.
2. Study periods and obligations of the study programs, settled in other institutions of the country or abroad, are recognized and equated from the point of view of the right to continue education in the same or similar study program.

Article 65
Academic period of studies

1. The maximum academic period of studies in a study program cannot be more than twice the normal academic period of studies envisaged by the program, without taking into account the period of time when the student has suspended the studies.
2. The student, who fails to complete the studies within the maximum academic period of the program, has the right to apply for resuming studies, in the same study program or in another program and is subject to the criteria and procedures announced for enrollment in the study program of USH.
3. Credits achieved by the student during the previous period of studies may be transferred, upon decision of USH unit that accepts the student, according to the criteria set out in the regulations of the study and its regulation.

Article 66
Issuance of diplomas, certificates and diploma supplement

1. At the end of the study program, the student is provided with a diploma or certificate. The constituent elements, the diploma form and the procedures for registration are determined by the ministry responsible for education.
2. Diplomas issued at the end of the first cycle, second cycle study programs, and the third cycle are accompanied by the Diploma Supplement.
3. Any form of diploma and certificate, before issued by USH, shall be registered in the State Diploma Register and in the State Register of Higher Education and Research Certificates held in the Education Services Center.
4. USH does not issue a diploma duplicate, but may issue an equivalent document with a diploma in the form of a certificate, which must contain the name of the institution that issued the diploma, the original diploma number, the date of its issuance, the cycle and the program study.
5. Diploma Supplement is drafted in accordance with the requirements of the European Higher Education Area. It describes, in particular, the nature, level, content and results of the studies that have been carried out by the holder of the diploma as well as the employment field. The content and form of the Diploma Supplement is defined in the Statute of USH by the Academic Senate in accordance with the instructions of the ministry responsible for education.

CHAPTER VII

SCIENTIFIC RESEARCH

Article 67
Scientific research

1. USH carries out scientific research, studies, projects and other creative activities with the aim of increasing the quality of academic activity with state budget funds from the grant of research work provided through the projects submitted to the National Research Agency and Innovation Research Center and its own funds.

2. USH has the right to draft research programs and projects in cooperation with public or private, national or international institutions.
3. USH enjoys the right to benefit from public funds for doctoral studies projects.
4. USH has the right to establish institutes and inter-institutional research and development centers with agreements with public and private Higher Education Institutions or scientific, cultural and economic research institutions, with the approval of the Council of Ministers. Their function is defined in their regulation, in accordance with the statutes of the founding institutions.
5. The Academic Senate identifies and defines the priority fields of scientific research, technology and innovation for the academic year.
6. The right to receive funding for scientific research includes faculties, departments, full-time academic staff at USH and second and third cycle USH students.

Article 68
Funding of scientific research

1. Faculties, departments, full-time academic staff at USH and second and third cycle students can apply for projects at the respective unit of the Curriculum and Scientific Research Directory.
2. Criteria for obtaining funding for scientific research are approved by the Senate for each academic year and are announced in the Rectorate, faculties and on the relevant official website of USH.
3. The Rectorate determines the winning projects. The contract is compiled between the project manager and the Rector.

Article 69
Scientific research for the third parties

1. USH, faculty, departments and full-time academic staff in USH can offer, through research activities, development and creative activities, services to third parties.

Full-time academic staff may provide third parties' services provided that they meet all the individual obligations or constituent units for scientific research to USH.

3. Revenues from these activities shall be administered by USH, by the main unit or base unit performing the activity, in accordance with the Higher Education Law and other legal and sub legal acts in force.

CHAPTER VIII

FINANCIAL AUTONOMY

Article 70

Financial autonomy

1. USH operates under the principle of financial autonomy. USH is autonomous in securing and using financial revenues.
2. The annual budget of USH is compiled according to expenditures and autonomous units in accordance with laws and by -laws in force.
3. All proceeds generated by USH and the constituent units are used by them. The unused portion of income is carried forward in the following year.
4. The way of using USH revenues and constituent units is set out in the regulation internal management, finance and accounting.

Article 71

Budget draft

1. The annual budget of USH is drafted by the University Administrator on the basis of the proposals of the main units and base units based on the medium-term 2-year budget plan and the strategic plan of the University.
2. The annual and medium term budget plan of USH is approved in advance by the Academic Senate.
3. USH Board of Administration, upon the proposal of the Academic Senate, approves the

annual t and mid -term budget of the University and oversees their implementation.

4. Drafting the budget is done in accordance with the standards set by the Ministry of Finance.

5. The approved budget of USH is forwarded to the Ministry of Education, Sports and Youth, which within 30 days exercise the control under the law in the form of a reasoned request for revision.

Article 72

Funding sources

1. Sources of USH financing are:

- a)** State Budget;
- b)** Student payments for education;
- c)** Income for conducted services;
- d)** Income generated by third parties;
- e)** Donations and other legitimate funding sources.

2. Revenues obtained from services, scientific research activities, consultancy and any other income realized by the activity of the academic staff is shared between the academic staff and the University, according to the regulation approved by the Board of Administration.

3. USH has the right to receive credits for its institutional and infrastructural development, according to the conditions determined by the decision of the Council of Ministers.

4. Real estate, in which the activity of USH is exercised, passes to the administration of USH, by decision of the Council of Ministers, upon the proposal of the minister responsible for education. USH has the obligation to keep and maintain property in administration and cannot change their destination.

5. USH may develop its properties with the prior approval of the subject that has transferred the property in administration.

6. The regulation "On the use of funds generated from its own revenues" after the prior approval of the Academic Senate is approved by the Board of Administration of USH. This regulation is based on Higher Education Law and on all financial management laws and by-laws.

Article 73
Control and audit

1. USH is subject to internal and external financial audit. The internal audit in USH and its constituent units is carried out by the internal audit unit of USH (Reference Article 116).
2. The internal audit unit functions based on its regulation on Higher Education Law and relevant auditing legislation.
3. External audit in USH is carried out by internal or external auditors selected by the Ministry of Education, Sport, and Youth from the updated list annually by the Ministry of Finance.
4. Audit results are made public.

CHAPTER IX

INTERNATIONAL RELATIONS

Article 74
International relations

USH has the right to enter into agreements with, legal entities, public and private, domestic or foreign institutions, for the development of teaching, research, qualification, innovation, and other legitimate activities.

Article 75
Interdisciplinary study centers

1. For joint research, research and development interests, the main constituent units of USH, may establish interdisciplinary study centers.
2. The structure of the interdisciplinary study center, its composition, its functioning, and its direction are defined in the statute and the acts of creation.

CHAPTER X

PUBLISHING ACTIVITY

Article 76

Publishing activity of USH

1. USH has its own scientific periodic "Scientific Bulletin", which is published in several different series. Each series is managed by special editions, which are approved by the Rector. The Rector is the director of the scientific periodic.
2. Upon fulfillment of the conditions, USH has the right to establish its own publishing house.

CHAPTER XI

STUDENTS

Article 77

Profit, suspension and loss of student status

1. An individual gains the status of student upon enrollment in the USH and loses it upon obtaining a diploma or certificate or in case of disenrollment.
2. The student may suspend the studies and resume them, in accordance with the rules laid down in USH Education Regulations.
3. A student cannot be enrolled simultaneously, in more than one study program. An exception to this article is for excellent students.

Article 78
Student's rights and obligations

1. Students have the following duties:

- a.** Attend all teaching activities that take place within the framework of the study program where they are enrolled; lectures, seminars and all other teaching activities as outlined in the syllabus;
- b.** Use the infrastructure that USH makes available to the learning process and to benefit from the assistant services provided by the institution;
- c.** Participate in the decision making processes of USH, in accordance with the definitions of the Higher Education Law and the Statute of USH;
- d.** Express their appreciation for the quality of teaching and work of USH staff;
- e.** Be represented in the governing bodies of USH in the Academic Senate by percentages defined in the law and permanent commissions according to Higher Education Law and the Statute.
- f.** Organize themselves in student associations (on non-political, non-religious or non-ethnic basis), containing the definitions of the respective legal and sub-legal acts;
- g.** Win a scholarship when they meet the conditions set by the Council of Ministers, as well as material incentives for excellent results.

2. Students are required to:

- a.** Observe the rules laid down in the statute of USH and in all regulations and the code of ethics of USH;
- b.** Participate in academic activities organized by department, faculty or university;
- c.** Respect the rights of staff and other students;
- d.** Pay the fees set for study attendance at USH, as well as fees services provided by USH;

3. Repeater student is suspended from public funds, except for cases of major forces.

Article 79
Student moral assessment

1. At the end of full-time studies, "Gold Medal" is awarded to students, who have been assessed with a grade point average of 10 (ten), a specific certificate; and "Excellent Student" certificate is awarded to the students who have been assessed in 80% of the subjects with 10 (ten) and 9 (nine).
2. Delivery of diplomas is done by ceremony in each faculty; for students who earn "Gold Medal" or "Excellent Student" certificate, the ceremony is organized at the University level and the graduation of the diplomas is done personally by the Rector in the presence of the Senate, the academic staff, the administrative staff, and the students.
3. For special achievements in the field of sports, arts, culture, science, as well as assistance to community, students are awarded with the "Certificate of Gratitude".

Article 80
Student council

1. Student councils are independent student organizations, which are not involved in political and economic activity.
2. Students have the right to be organized into student counseling at the main unit level and university.
3. Student councils promote student participation and coordinate their representation in the University's governing bodies of USH.
4. Student councils are elected every two years by student voting and act pursuant to the legislation in force. When the individual selected on student councils completes university studies, he is replaced by the next candidate in the order of the number of votes gathered in the last election, until the end of the mandate.
5. Student councils cannot be involved in other political and non-political structures outside USH.
6. Student councils express their opinions and suggestions on all issues of general interest to USH, study plans and programs, regulations on teaching activities, the right to study, quality of

services, tuition fees and other financial contributions for students, preliminary annual balanced budget of costs, or the allocation of financial resources, the development of various cultural, artistic and sporting activities.

7. USH assistants student councils and finances their activities in accordance with the statute and legislation in force.

Article 81

Student card

1. USH students are equipped with the student card, which is a unique document, by means of which students can receive services at reduced prices.

2. The ministry responsible for education issues determines the criteria and procedures for the preparation and issuance of the student card.

3. Student's benefits of using the card are covered by the funds foreseen in the State Budget of the Ministry of Education, Sport, and Youth or local government units covering the services offered to students.

4. The categories of services offered by state entities are determined by Council of Ministers' decision and by Act agreement with bodies whose object is student interests and with private legal persons who offer various services.

Article 82

Teaching process documentation

1. The basic student register is the document certifying the enrollment of students at USH.

2. Each student is provided with a unique matriculation number, which holds up to a diploma or certificate, and which is reflected in this register. The register is also filled in electronically.

3. The academic achievement record is the document that verifies the results achieved by each

student enrolled at USH, according to study programs.

4. The certificate of issuance of diplomas and certificates is the document certifying their issuance from USH. The registers are filled in and electronically.

5. All documentation, after its final completion, is deposited in the state archives, while the unified copy with the original is stored in the USH archive, in accordance with the legislation in force and the institution's regulation.

6. In case of closure of USH activity, records and any other documents shall be deposited in the archives of the state, according to the legal framework in force for the archives.

Article 83

Database of students in higher education institutions

1. USH is obliged to maintain personal data of students according to laws and by-laws in force.

2. All storing and processing procedures of student's personal data at USH are based on the principle of confidentiality and in compliance with the requirements of the legislation on personal data protection.

CHAPTER XII

CEREMONIES

Article 84

Organizing ceremonies

1. Various ceremonies are organized at USH. Among permanent ceremonies that are organized in USH are:

- a)** Jubilee anniversaries of the creation of USH;
- b)** Awarding of scientific titles and degrees;
- c)** Beginning of the academic year;
- d)** Awarding of student diplomas;

- e) Awarding of the title "Doctor Honoris Causa";
 - f) Awarding of honorary titles issued by USH.
2. In solemn academic sessions, the governing authorities of USH wear ceremonial dresses.
 3. Organization and development of ceremonies is done by following all protocol procedures set out in the relevant regulation.

CHAPTER XIII

NAME OF THE INSTITUTION, OFFICIAL SIGN AND SEAL

Article 85

1. The Council of Ministers, by decision No. 167, dated May 28, 1991, established the official name of university: The University of Shkodra " Luigj Guarkuqi "
2. The statute of USH determines the official sign of USH, presented in (Model 1 on page 46).
3. The statute of USH establishes the official symbol of USH, the seal presented in (Model 2 on page 47).
4. The change of the name and seal of the institution of USH is done only by the decision of the Academic Senate. For these changes, USH is obliged to notify the ministry responsible for higher education.

CHAPTER XVI

STATUTE APPROVAL AND REVIEW

Article 86

Approval and review by the Academic Senate

1. The Statute of USH is approved by the Academic Senate with the votes of 2/3 of all its members, after having received prior approval with the votes of 2/3 of all members of the Board

of Administration.

2. Review of the Statute of the USH and any changes to the statute are approved by the Academic Senate, pursuant to paragraph 1 of this article.
3. Subjects that have the right to propose partial amendments or the full revision of the Statute of USH are: Rectorate of USH, 5 (five) members of the Academic Senate and 50 (fifty) members of USH academic assembly.

Article 87 **Entry into force**

1. The statute of USH is considered approved on the day when the Minister, responsible for education, issues the act which states that it approves the USH Statute.
2. When the Minister finds any non-compliance of the Statute with the law, the Statute is sent back for review to the Academic Senate, which within 5 days from the return, re-examines and approves the amendments proposed by the Minister.
3. The Statute of USH shall be deemed to be duly endorsed within two months when the Minister does not approve or disapprove the Statute, as defined in Higher Education Law.
4. The Statute of USH, approved in accordance with the above legal procedures, shall enter into force on the date announced by the Rector of USH.

CHAPTER XV

TRANSITIONAL AND FINAL PROVISIONS

Article 88 **Approval of regulations**

1. Within one month upon entry into force of this Statute, the Academic Senate of USH drafts and approves the Senate regulation.

2. The Rectorate regulation is drafted by the Rector and approved by the Rectorate.
3. The faculty regulations are drafted by deaneries and approved by the Academic Senate;
4. The Board of Administration Regulation is drafted and approved by the Board.
5. The internal regulation of the administration of finance and accounting is drafted by the administrator of USH and approved by the Academic Senate and the Board of Administration.
6. The Permanent Commission's Regulation for the Promotion of USH Academic Staff is approved by the Academic Senate.
7. The Council of Ethics Regulation is drafted by this council and approved in the Academic Senate.

This is approved by Decision No. 91 dated March 2, 2018 of the Academic Senate of USH.

HEAD OF SENATE

RECTOR

Prof. Dr. ADEM BEKTESHI

