



TABLE OF CONTENT

Welcome message.....	6
About University Collage	7
General Information.....	9
Student administration.....	9
Who deals with student administration.....	9
Student ID Card.....	9
What is the Student ID Card	9
Infrastructure for students with physical disorders.....	10
Communications.....	10
How will the institution communicate with me.....	10
Updating personal details.....	10
How can I update my personal details.....	10
Computing facilities.....	10
How do i use the computing facilities.....	10
Academic Regulations.....	11
What are the Academic Regulations.....	11
Behavior, Ethic.....	11
What are the expectations about student behavior.....	11
Academic advices.....	11
Where can i get advice on my studies.....	11
Representation.....	12
How can i express my views and influence decision-making.....	12
Textbooks.....	12
Do i need to buy textbooks.....	12
Studying abroad or elsewhere in Albania.....	13
Can I spend a period studying abroad or elsewhere in the Albania.....	13
Medical examinations.....	13
What is the University Collage policy on medical examinations.....	13
Delays in payment of studies.....	13
What happens if I am in debt to the University Collage.....	13
Complaints.....	14
What if I need to make a complaint	14
Data protection.....	14
How will my personal data be used and protected	14
Visas and immigration.....	14
What if i am a student who applied for immigration permission using an Acceptance Letter issued by Bedër University Collage.....	14
Cases of fire emergency.....	15
What should I do in the event of a fire.....	15
Lost property.....	15
Where is lost property kept.....	15
Parking.....	15
Can I park my car on campus	15

Posters and leaflets.....	15
Can I display posters or distribute leaflets on campus	15
Smoking on campus.....	15
Can I smoke on campus.....	15
Attendance and participation.....	17
What is expected of me in terms of attendance and participation	17
Absences.....	17
Can I be absent.....	17
Enrolment.....	18
What is enrolment	18
Tuition fees.....	18
What are the arrangements for tuition fees.....	18
Interrupting studies.....	18
How do I interrupt my enrolment or change my registration status.....	18
Changing your program of study.....	19
Can I change my program of study.....	19
Withdrawal and deregistration.....	19
What are withdrawal and de-registration.....	19
Course registration and withdrawal.....	19
What is course registration.....	19
Course marks and grades.....	20
What are the requirements for passing a course	20
Assessment methods.....	23
How will I be assessed.....	23
Examinations.....	23
How will I know when my exams are taking place.....	23
What happens if I arrive late for my exam	23
What should I bring to my exams.....	24
Missed exams.....	24
What happens if I miss an exam.....	24
Progression requirements.....	25
What are the progression requirements for me to pass	25
Probationary status and honors list.....	25
What is a probationary status.....	25
What is th honors list.....	26
Graduation.....	26
What should i do in order to be able to graduate?	26
Assessment offences.....	26
What is an assessment offence.....	26
What is plagiarism.....	27
What is an exam offence.....	27
What are the penalties for an assessment offence.....	28
Appeals.....	28
Can I appeal against my exam results.....	28

Student Support Services.....	30
Registrar's Office.....	30
Dean of Students.....	30
Advice, Counseling and Health Service.....	30
Bursaries, Grants and Scholarships.....	30
Career's Planning.....	31
Residential Services.....	31
Student Clubs Service.....	31
Students' Union.....	31
IT Services.....	31
Library Services.....	33
Study Abroad and International Exchange Office.....	38
Further Information.....	38
Organization Scheme.....	39



Dear students,

University education is one of the most important periods of life for each of you. This period, which is characterized by an intense engagement, is an opportunity to take major steps towards professional training. Since the very first moment of its establishment, the main goal of Bedër University Collage has been to focus all energies on preparing students with a high professional and academic integrity, endowed with universal values, who are conscientious and productive for themselves and the society as well.

To serve this goal, Bedër University Collage has managed to combine the theoretical and practical aspects by offering students the opportunity to apply the obtained knowledge in order to help them complete their education in the best possible way.

I am confident about the fact that here you will find not only an educational institution, but also a warm environment where you will benefit from different cultures as a result of an international students' mosaic coming from different places.

This booklet has been designed as a guide for students and it provides them with key information about situations that they will have to face during university life. I hope the information provided in this guide will facilitate understanding the necessary procedures in Bedër University Collage and will avoid any ambiguity in this respect.

I wish you good luck, Prof.

Dr. Ferdinand Gjana

Rector

ABOUT THE UNIVERSITY COLLAGE

History

Bedër University Collage is organized and functions as a higher education institution which provides first and second cycle study programs. Bedër University Collage was established on April 2011, by Decision of the Council of Ministers, No. 286, dated April 6th, 2011, which approved issuing of the license for opening the institution.



On April 2011, Bedër University Collage started its activities as a higher education institution. This higher education institution provides first and second cycle study programs in accordance with the Albania legislation. The institution is composed of 2 faculties and 6 departments which offer 7 study programs of first cycle (bachelor) and 14 study programs of second cycle (master).

Bedër University Collage study programs in social sciences, aiming to bring an obvious profile in Albanian and international's high education market. The institution holds the status a non-profit university collage which has become a standard innovation for the private higher education in Albania.

Mission

The mission of Bedër University Collage is to prepare qualified individuals through an education philosophy based on universal values, as well as to support the scientific research that aims at putting into practice ideas and projects that influence the improvement of the life of the individual and the whole society.

Vision

The vision of Bedër University Collage is to be an elite institution of higher education in the country and region, and the first alternative of education and scientific research for Albanians wherever they are. Bedër University Collage aims at transforming into an international education institution by providing study opportunities not only for Albanians, but also for foreigners, thus contributing to the promotion of Albania as a regional center of higher education and scientific research.

GENERAL INFORMATION

Student administration

Who deals with student administration?

The Registrar Office deals with the main administrative processes related to the student as initial registration, course registration, data archiving, exams administration, compilation of transcripts and official documents.

Other issues regarding extra curricular activities, student clubs, carrier planning and alumni are carried out by Dean of Students Office.

Registrar's Office

Email: registrar@beder.edu.al

Dean of Students

Email: deanofstudents@beder.edu.al

Student ID Card

What is the Student ID Card?

You will receive a photographic identity card from Bedër University Collage upon enrolment. This card is very important and you must bring it with you at all times on campus. You might be requested to leave the institution premises if you do carry it with you.

Your Student ID Number is found on the card. You must have your card with you during your examination periods to display it for inspection and to write your student ID number in the exam paper. This card also provides facilities for taking books and various materials from the library of Bedër University Collage within certain deadlines and rules.

It is necessary that you keep your card safe. If you lose your card, then you should contact the Registrar's Office for assistance. You will need to complete a Replacement Student ID Card Application form, and you need to pay for the new one.



Infrastructure for students with physical disorders

Bedër University Collage enables an appropriate infrastructure for the students having physical disorders including ramp, elevator and toilet, which facilitates the ongoing of learning process of these students.

Communications

How will the institution communicate with me?

We will communicate with you in several ways. Firstly, formal correspondence will be sent to you by letter, so it is vitally important that you keep us up to date with your personal details and address. Secondly, we will also communicate internally through messages sent via your Department by using notice boards.

It is most common for us to contact you by email; you are assigned a Bedër email address when you enroll and you need to check your account daily. You can access your email account by logging on to <http://webmail.beder.edu.al>. Information related to general student record processes, including examinations, will be posted according to the last two methods.

Updating personal details

How can I update my personal details?

Each time you change your term-time, home address, your name, telephone number or another personal detail you must inform Bedër University Collage. You will be able to update your address and contact details and other personal details by contacting in person at the Registrar's Office with accompanying identification. Bedër University Collage is not responsible for the non-receipt of correspondence arising from failure to update your contact details.

Computing facilities

How can I use the computing facilities?



Our IT department offers a range of facilities, including a personal log-on or workstations on campus and a Bedër University Collage email account. Your email account provided by this institution is the main way in which we will communicate with you and it is important that you check it regularly. Computers and printing facilities are available on campus in open-access rooms and the libraries.

Academic Regulations

What are the Academic Regulations?

The Academic Regulations are the definitive guide to the articulation and management of our academic standards for the first and second cycle programs. The regulations contain information on: study process, examinations, scholarships, evaluations, medals, awards, student clubs, progression procedures or further developments, ethics and discipline processes, as well as guidance on the managements and on the administration process at Bedër University Collage. When you enroll in Bedër University Collage, you should respect the regulations and the guidelines of the institution.

The Student Guide contains summarized information on the most commonly encountered regulations regarding student life. To have a detailed information about the programs and student's individual modules, it is necessary to check specifically the relevant regulation. The Academic Regulations are authoritative, and if you are in any doubt over an issue this is the document that you should consult. You can read the Academic Regulations online, at: www.beder.edu.al. If after having read these documents and they are still not clear enough about any aspect of the Academic Regulations then you should get in contact with your academic advisor, Dean of Students or Registrar's Office.

Behavior, ethic

What are the expectations for student behavior?

You are subject to the Code of Student Discipline when you are on Bedër premises, involved in University Collage affairs with academic and administrative staff or dealing with students. The penalties for breaches of the Code may involve warning, formal warning letter, suspension period of one week to one month, suspension period of one semester, expulsion from Bedër University Collage.

You are expected to behave in an orderly manner, both inside and outside campus. The Regulation is also available on line at: www.beder.edu.al.

Be aware! Making defamatory statements about members of staff or other students online as well as for acts, which brings the name of Bedër University Collage into disrepute, is subject of the disciplinary punishment in accordance with the Code of Student Discipline.

Academic advice

Where can I get advice on my studies?

At the start of your studies you will be allocated an academic adviser. Your adviser will provide guidance and support during your studies, and will be

familiar with the kinds of difficulties that you may encounter through your study experience. If your academic advisor cannot provide an answer to your questions, then he/she will apprise the persons who can give the relevant information.

In addition, each department has a senior member of staff with overall responsibility for student career. This is the person you should see if you want to get advice regarding your carrier planning and related activities. Besides that, you may also seek advice from the Dean of Students.

Representation

How can I express my views and influence decision-making?

Your views are important to institution, and there are several ways in which you can express and communicate your opinions. Bedër University Collage is committed in having a transparent and open administration to provide to the students the possibility to express their views and to contribute in the advancement of the institution.

In this regard, the administration has made possible for one elected student representative to take place in the Meetings of the Senate and in other specific councils.

Students' Council of Bedër University Collage represents our students at local and national levels. The council is run by students for students and its policies are decided its General Meetings. Student representatives are elected annually.

Besides such mechanism surveys regarding personnel performance and services quality are carried out on regular basis. Student representation is vital and allows you to contribute to our decision-making processes.

Textbooks

Do I need to buy textbooks?

Buying textbooks is normally optional, not obligated, although you will find it helpful to have some books of your own. Most modules will have one or more recommended or compulsory titles, and you are expected to budget for these. A limited number of copies of popular books will generally be available in the Library of Bedër University Collage.



Studying abroad or elsewhere in Albania

Can I spend a period studying abroad or elsewhere in Albania?

You may be able to spend up to one year studying elsewhere in Albania or abroad depending on your Department practices and program requirements. You are requested to contact with the International Relations Office for specific information. The results that you achieve during this period will count towards your award and are displayed in your transcript. The results obtained from this study experience may be rescaled or weighted to bring them in line with Bedër University Collage grading system.

Medical examinations

What is the Bedër University Collage policy on medical examinations?

Bedër University Collage pays great attention to situations where obvious signs of illness, mental health difficulties, psychological, personality and emotional disorders may have profound consequences or impact for you, as well as for the welfare of other students around. Bedër University Collage reserves the right to require you to undertake a medical examination to determine your ability to study. If you have been absent due to illness or an infectious or contagious disease, then you must provide a medical report to justify your absence in lectures

Debtors

What happens if I am in debt to the institution?

You will not be entitled to receive your module results; to re-enroll for the following semester or academic year, attend graduation to receive any award of Bedër University Collage until the debt is repaid.

If you fail to pay your tuition fees on time, then Bedër University Collage reserves the right to interrupt your course registration process for the current semester. Failing to meet the financial obligations up to a certain time limit results in de-registration and you will lose the right to be a student of Bedër University Collage.

If you are at all worried about your ability to pay your tuition fees, or your situation changes during the year then you must contact the Finance Office immediately, and may wish to seek additional advice even from one of the welfare advisors in Dean of Students Office.

Complaints

What if I need to make a complaint?

Bedër University Collage hopes that you will never need to make a complaint about any part of your time at Bedër, but we recognize that problems can occasionally arise. The institution has a structured specific process for complaints.

Your information and personal details are held on a computerized database and maintained in accordance with the executed Law and Acts. The institution ensures that the data is held securely and not disclosed to third parties without your consent, unless we are obliged to do so by law (for example the annual student record that we submit to the Ministry of Education). When you graduate, your details will be transferred to our Alumni Database so that we can stay in touch with you in the future.

Data protection

How will my personal data be used and protected?

The information that you provide at enrolment is held on a computerized database and maintained in accordance with the Law and Acts in force. We ensure that the data is held securely and not disclosed to third parties without your consent, unless we are obliged to do so by law (for example the annual student record that we submit to the Ministry of Education). When you graduate, your details will be transferred to our Alumni Database so that we can stay in touch with you in the future.

Visas and immigration

What if I am a student who applied for immigration permission using an Acceptance Letter issued by Bedër University Collage?

If we determine from our records that you are no longer attending or engaged with your program of studies or your attendance or engagement is not satisfactory, we will ask your department to begin taking measures to address your attendance or engagement problem. If your attendance or engagement does not improve, you may be deregistered. Bedër is required to report students who are de-registered to the Ministry of Education, action which may result in the curtail of your immigration permission.

All students with Student immigration permission must make sure that Bedër has your up to date contact details and immigration information. You must also make sure that the Registrar's Office has the following:

- A copy of your current passport details page(s)
- A copy of your current residence permit
- A copy of an international language certificate recognized by the Ministry of Education and Sports demonstrating the knowledge of the language of the taught program .

Case of fire emergency

What should I do in the event of a fire?



On hearing a fire alarm, you should immediately leave through the nearest emergency exit. Do not go to any other part of the building for any reason. Proceed to the designated emergency assembly area. Do not leave the assembly area or re-enter the building until you are instructed to do so.

Failure to follow these procedures may lead to disciplinary action. Tampering with fire alarms or fire-fighting equipment is a serious offence, and we will take disciplinary action against any student responsible.

Lost property

Where is lost property kept?

If you have lost something at Bedër University Collage, please contact the Registrar's Office at your campus. We will keep your contact details and a description of the lost property on file in case the item is handed in later.

Parking

Can I park my car on campus?

There are no parking facilities available for students unless you have special circumstances. Please contact Administrative Affairs Office if you think you have circumstances which require a permit.

Posters and leaflets

Can I display posters or distribute leaflets on campus?

Yes, but only after taking permission of the responsible office or responsible person dealing with the activity in matter. The materials can be shown on designated notice boards with the permission of the person, office or department responsible for that board. Materials for display or distribution must bear the name of the group responsible and contact details for an authorized person or officer who can be contacted to deal with queries.

Smoking on campus

Can I smoke on campus?



Even though students are advised not to smoke, smoking is allowed only in designated areas, which does not include closed spaces. Smoking in the institution halls of residence leads to undertake disciplinary actions.

Li/rary

SHKOLLA E LARTË "HËNA E PLOTË"-BEDËR



THE ACADEMIC YEAR

Attendance and participation

What is expected of me in terms of attendance and participation?

Before enrolling you should have already ensured that your program is acceptable and suitable for you in terms of being able to meet the specified attendance, learning and assessment requirements during the academic year, thus meeting the mandatory requirements set by Bedër University Collage. We cannot normally alter a program of study to meet an individual's needs.

You are expected to attend all elements of your program of study during the specified term dates (including the entire exam period). You must also meet all published assessment deadlines and sit tests and invigilated exams.

Students of the first cycle should participate 70% of theoretical courses, while those of the second cycle should participate 80% of those, in order to be allowed to take the final exam of those courses. It is your responsibility to find out what is expected of you at the start of the academic year and to arrange your time so as to meet all deadlines and be present in all learning activities such as lectures, seminars and in other activities.

Absences

Can I be absent?

A medical report must be provided for illness and other such causes of absence, and you must arrange to catch up on missed lectures and work.

If you feel you are going to be absent for a significant period of time and therefore miss too much to be able to catch up, then you should discuss this with your academic advisor and give serious consideration to freeze your studies.

In the event that a leave of absence is demanded, the student shall apply to Registrar's Office within 20 days at the latest following the occurrence of such reason and prove it by documentary evidence. If the situation remains problematic, the Faculty Administrative Board may approve the extension of leave of absence. A student on a leave of absence cannot attend classes and cannot take the final examinations.

Enrolment

[What is enrolment?](#)

Enrolment is a compulsory process in order to gain the student status at Bedër University Collage. Only once you are fully enrolled will you be able to go to lectures, seminars and to other learning activities as well as access facilities such as the library or computer labs. Final enrollment dates, are determined and announced by the institution.

Tuition fees

[What are the arrangements for tuition fees?](#)

Tuition fees cover registration and course fees. They do not include fees for textbooks or any other specialist equipment. Payment of tuition fees is a precondition for full enrolment.

If you fail to pay your fees on time, you have to pay an additional fee of 50 euros or Bedër is entitled to terminate your enrolment and registration. For further information please contact the Finance Office.

Interrupting studies

[How do I interrupt my enrolment or change my registration status?](#)

Permission for interrupting of studies on the grounds of illness or other reasons may be granted subject to a decision by the Faculty Administrative Board provided that he/she applies within 30 days after the beginning of the academic year. The student has to pay one third of the tuition fees for each semester for which he/she has been granted a leave of absence. You may only interrupt your studies for a maximum of 2 years in total. Any break in your studies for a significant period requires submission of an 'Interruption of Studies' form, which is available at the Registrar's Office.

Freezing your studies means that you will not be able to attend lectures or make use of facilities such as the library or laboratory even if you are still registered at Bedër University Collage.

Changing your program of study

Can I change my program of study?

The study program may be changed within the first two weeks. This can be straightforward if the two programs are closely related, but if the change is more fundamental then you may need to start the new program from the beginning. This means paying additional tuition fees.

It requires signatures from your new (where appropriate) and existing Heads of Department (or their delegated authority) before the change is approved. You should always consult your academic advisor before changing your program of study.

Withdrawal and de-registration

What are withdrawal and de-registration?

Withdrawal from study program by student's desire, or if the student would violate the provisions of the regulations of the institutions, or the failure to fulfill the obligations coming from the student's contract will lead in the immediate de-registration, which means that student will no longer be part of this educational institutions. If you withdraw or deregister from your program, you may not make use of any of the Bedër University Collage facilities.

Students wishing to terminate the studies at their own discretion shall apply in written form to the Registrar's Office. Upon request by any such student, a document demonstrating academic status and diplomas, and other documents submitted when registering shall be given back to the student, except that tuition fees paid until then are non-refundable.

Course registration

What is course registration?

Your program of study is made up of a number of different courses, each covering a key topic or theme. Some or even all of the courses may be required for your program and you will have to take these, but at the start of each academic year you can choose your other courses; electives, from a list set up by your Department. This selection, and its validation by your Department, is called course registration.

If you are not registered for a course, then you are not permitted to attend lectures or to take any assessment for that course. If you register for a course then you are deemed to be taking it unless withdrawal follows. Students with their advisor's approval, may withdraw from one or more courses, or register for other courses within two weeks following the beginning of each semester. Failing to make a course registration for four consecutive semesters for undergraduate students and three consecutive semesters for graduate students, leads in the termination of their studies in the enrolled program.

Course marks and grades

What are the requirements for passing a course?

You must complete all specified assessment to the standard required in the course syllabus and regulations. For example, some courses will require you to get a specific mark in the coursework element in order to pass. The grade you have taken will determine whether you have passed or have failed the course.

If a bachelor student passes a course with C, that course is considered to be successful. However, a course passed with an C- grade is considered satisfactory as prerequisite. A student with a grade point average of (2.00) or over and without a failing grade in a course in the program is considered satisfactory. Students should pass all the compulsory and elective courses in the program in order to satisfactorily complete the program requirements and become graduated.

Students whose GPA is 1.00 are put on probationary status. Students on probation status at the end of the fourth semester cannot take courses from the fifth semester and over until they meet the conditions of their probation. In order to leave the probation status, you principally should repeat some of the courses having a grade below C, otherwise you cannot take the courses of the proceeding academic years.

GRADE SYSTEM TABLE

Bachelor				
Albanian Grade System	Points	Letter Grade	Grade Point Value	Description
10	90-100	A	4,00	Excellent
9	85- 89	A-	3,66	Very good
9	80-84	B+	3,33	Very good
8	75-79	B	3,00	Good
8	70-74	B-	2,66	Good
7	65-69	C+	2,33	Satisfactory
7	60-64	C	2,00	Satisfactory
6	55-59	C-	1,66	On probation
6	50-54	D+	1,33	On probation
5	45-49	D	1,00	On probation
4	40-44	D-	0,66	Fail
4	0-39	F	0	Fail

Professional Master				
Albanian Grade System	Points	Letter Grade	Grade Point Value	Description
10	90-100	A	4,00	Excellent
9	85- 89	A-	3,66	Very good
9	80-84	B+	3,33	Very good
8	75-79	B	3,00	Good
8	70-74	B-	2,66	Good
7	65-69	C+	2,33	Satisfactory
7	60-64	C	2,00	On probation
6	55-59	C-	1,66	Fail
6	50-54	D+	1,33	Fail
5	45-49	D	1,00	Fail
4	40-44	D-	0,66	Fail
4	0-39	F	0	Fail

Master of Science				
Albanian Grade System	Points	Letter Grade	Grade Point Value	Description
10	90-100	A	4,00	Excellent
9	85- 89	A-	3,66	Very good
9	80-84	B+	3,33	Very good
8	75-79	B	3,00	Good
8	70-74	B-	2,66	Satisfactory
7	65-69	C+	2,33	On probation
7	60-64	C	2,00	On probation
6	55-59	C-	1,66	Fail
6	50-54	D+	1,33	Fail
5	45-49	D	1,00	Fail
4	40-44	D-	0,66	Fail
4	0-39	F	0	Fail

Grades not included in the averages are the following:

- I- Incomplete,
- S- Satisfactory,
- T- Transfer,
- U- Unsatisfactory,
- P- Progressive,
- EX- Exempt,
- NI- Not Included,
- NA- Non-Attendant

The (I) grade is awarded by the lecturer to a student who failed to complete the requirements of a course due to illness or other valid reason although s/he was successful during the term. In the event that a student receives an (I) grade from a course, she/he must complete the previously unfulfilled requirements within 15 days from the announcement date of the grades in the Registrar's Office so that the student can be graded in that course. The grade which will replace the excused one will be assigned with Faculty Administrative Board approbation. Otherwise, the (I) grade will automatically turn into an (F). However, in the case of long-lasting illness or a similar situation, the term for the (I) grade may be extended till the beginning of the following registration term, upon a proposal by the relevant department and subject to the approval of the relevant faculty executive board.

The (S) grade is given to students who pass the courses, but it does not contribute in GPA.

The (T) grade is given to the students who transfer from a national or international institution of higher education to the University or do a lateral transfer in the institution, or attended student exchange programs or preparation schools of undergraduate programs to indicate equivalence with respect to previously taken courses, upon a proposal by head of relevant department and subject to approval of the relevant executive board. The (T) grade is not included in students' averages.

Regarding the subjects taken during student exchange programs, the Administrative Board of the relevant Faculty decides on the equivalence of credits and grades received in these subjects.

The (U) grade is awarded to students who fail to pass courses taken as non-credit courses, which are courses not included in point averages.

The (P) grade is given to students who successfully pursue courses not included in point averages.

The (EX) grade is given to students who have passed the exemption tests administered by the relevant department with regard to courses specified by the Senate. Hence, the credits of the course will not be recognized for students who have received such grade. The (EX) grade does not contribute in GPA.

The purpose of (NI) grade is to describe the courses where the student is registered but that are not accounted in the average. This grade is indicated on the student's transcript along with the grade in letters the student has received from the relevant course. The course's load that have this status are included in the groups of courses defined in the Article 14 and they are not used in the procedures of calculating the courses of the program or the programs in which the student is registered. Courses in which students have scored (NI) cannot be repeated.

The (NA) grade is given to students who have failed to fulfill the requirements of attending a course or course applications. The (NA) grade is treated as an (F) when calculating GPA.

Assessment methods

How will I be assessed?

Courses are often assessed by a combination of assessment methods. The methods are determined by the lecturer of the subject. Some of the assessment methods applied by Bedër University Collage are: examinations, coursework, practical assessment, essays/projects etc. Examinations are generally in written form. However, the instructor of the course decides within two weeks from the beginning of the semester, in the syllabus if the students should give the exam in the written form, orally or through a tutorial, assignment, etc.

For all the forms mentioned above, the deadlines are determined preliminarily. It is important that you submit your assessment by the deadline, otherwise will be penalized. If, due to extenuating circumstances, you are having difficulties in completing your coursework by the deadline, contact the relevant professor in advance and ask about getting an extension; do not wait until after the deadline so that your instructor can take your excuse into consideration. Extensions will not normally be given without evidence of valid extenuating circumstances.

Examinations

How will I know when my exams are taking place?

The semester is divided in two periods. The midterms period and the final examination period. All the dates of the exams will be published two weeks before the first exam in the respective exam period. Exams take place in the building of the institution, at the date, hall and time specified in the examination schedule.

What happens if I arrive late for my exam?

You should make sure that you arrive at least 30 minutes before the start of

your exams, allowing sufficient time for transport difficulties. However, if you arrive 30 minutes late you may be allowed to enter but you will not be awarded additional time in compensation. If you arrive more than 30 minutes late then you will only be admitted if no other student has left the examination hall. You may not leave the exam place in the first 30 minutes.

What should I bring to my exams?

Only the materials permitted for the exam by the relevant Professor, together with your Student ID Card. These materials should be kept on the desk or in a clear plastic bag. Calculators, dictionaries, or other translation devices are not permitted. You will be asked to place your Student ID Card on your exam desk so that the attendance list and identities can be checked.

Ensure that your mobile phone is turned off or left with no alarm set. The alarm on many models of mobile phones will sound even when the handset is switched off. If your phone causes a disturbance during an exam, then it will be confiscated and be treated as an assessment offence. If you are in possession of unauthorized materials, then you will have been deemed to have committed an assessment offence. Obviously, not only using such unauthorized materials, but possessing them is an infraction of regulations as well.

If you are in possession of unauthorized materials then you will have been deemed to have committed an assessment offence. Obviously, not only using such unauthorized materials, but also possessing them is an infraction of regulations as well.

Please note that:

Unauthorized materials include any notes stored on your mobile phone or other personal electronic device. The observers have the right to check all the types of this device.

Missed exams

What happens if I miss an exam?

In case you miss the final exam, it is impossible to take a make-up exam. If you feel unable to sit an exam due to illness or due to another reason, you must go to the Registrar Office within deadlines and fill out a form for excuse in the exam accompanied with a strong reason, confirming the impossibility of entering the exam. If the request is accepted by the Faculty Administrative Board, the student has the right to take the exam in the test date set from the relevant department.

Progression requirements

What are the progression requirements for me to pass?

An undergraduate student passing a course with C is considered successful. However, a course passed with a D grade is considered satisfactory as prerequisite. A student with a grade point average of (2.00) or over and without a failing grade in an exam (D-, F), is considered satisfactory. Students should pass all the exams in order to satisfactorily complete the undergraduate preparation program.

A graduate student passing a course with B- is considered successful. However, a course passed with a (2.33) or (2.00) grade is considered satisfactory as prerequisite. A student with a grade point average of (2.66) or over and without a failing grade (C-, D+, D, D-, F) in a course in the program is considered satisfactory. Students should pass all the exams in the program in order to satisfactorily complete the graduate preparation program.

Probationary status and honors list

What is a probationary status?

A student of first cycle having a CGPA below 1.00 is put on a probationary status. Students on probation status at the end of the fourth semester cannot take courses from the fifth semester and over until the student meets the requirements of leaving this status. In order to leave the probation status students principally repeat some of the courses having a grade below C, otherwise they cannot take the courses of the preceding year.

A student of second cycle, Professional Master, having a CGPA below 2.33 is put on a probationary status and cannot take courses from the third semester until he/she meets the requirements of leaving this status.

A student of second cycle, Master of Science, having a CGPA below 2.66 is put on a probationary status and cannot take courses from the fourth semester until he/she meets the requirements of leaving this status.

In order to leave the probation status, a student studying in Professional Master program should repeat some of the courses having a grade C, whereas a student studying in Master of Science program should repeat some of the courses having a grade below C and C+.

What is the honours list?

At the end of each semester, students who have achieved all the courses of that semester and whose semester GPA is between 3.00 - 3.49 are placed in the honors list, and students whose semester GPA is between 3.50 - 4.00 are placed in the high honors list.

Graduation

What should I do in order to be able to graduate?

A first cycle student who has been successful during his academic experience, has passed with merit all exams and courses, has not been graded by D- or F, has met all the Bedër University College's Academic Regulations requirements, can be successfully graduated. Students at the graduation stage who have not more than three courses (D- or F) are given the right to take additional examinations, but not more than three courses in which has been graded by (D- or F) in the end of that semester. In this case, the grade taken in the additional exams will replace the one taken before.

A second cycle student who has been successful during his academic experience, has passed with merit all exams and courses, does not have a CGPA lower than 2.66 and does not have any C-, D+, D, D- and F grade, has met all the Bedër University College's Academic Regulations requirements, can be successfully graduated. Students at the graduation stage who have not reached CGPA 2.66/4.00 before the registration in their last semester (the semester in which they will prepare their thesis) are allowed to take additional examinations, but not more than three courses.

After you have graduated, your name and address will be transferred to Our Alumni Relations database so that we can keep in touch with you.

Assessment offences

What is an assessment offence?

Allegations of any of the following will be dealt with according to the Directive on Student Discipline;

- Breaches of any sections of the Regulations relating to the conduct of assessment.
- Plagiarism.
- Forged reporting of source material
- Forged reporting of experimental results, research or other investigative work.
- Organizing a working group without approval or permission.
- The submission of work, or sections of work, for assessment in more
- than one module or assignment, including where previously submitted

for assessment at another institution.

- Impersonating another student in an examination or assessment, or the employment of an impersonator in an examination or assessment.

What is plagiarism?

Using someone else's work or ideas in your own written work is not plagiarism if you have appropriately acknowledged the source. Plagiarism is when you present someone else's work as your own, irrespective of intention. This includes close paraphrasing, copying from and using the ideas of another person without properly crediting their work. Failing to rephrase when repeating work, is subject to 'self-plagiarism'. You may also commit plagiarism by failing to appropriately credit the work of the third persons in assignment.

Plagiarism is considered to be a serious offence, and carries severe consequences. The institution uses technology that can automatically detect whether the work of another has been used in your submission and indicate where it is plagiarized.

It is your responsibility to ensure that you understand plagiarism and how to avoid it. The recommendations below will help, but if in doubt ask for further guidance from your personal tutor.

- Cite where the idea was taken from, give the original source of the material. Do not leave everything to the last minute.
- Ensure that references are not lost when cutting and pasting information between documents.
- Be sensible: generally accepted views do not always require acknowledgment (e.g. light travels faster than sound).
- Be particularly careful with quotations and paraphrasing.
- Ensure that all sources are referenced appropriately in the text of your work and fully credited in your bibliography.

What is an exam offence?

The possession of unauthorized materials or any other extraneous aid (such as a mobile phone), making a disturbance, attempting to copy from another student, or accessing the question paper before the exam are all examples of exam offences.

Unauthorized materials are anything, which you are not specifically permitted to access during the exam; revision notes or text books for example. It is simply the possession of these that is considered the offence, not the intention to use them. Therefore, it is very important you ensure

that you hand in the unpermitted materials to the exam coordinator.

Mobile phones and some mobile entertainment devices are permitted in an exam venue, but you should leave them in your bag or in designated area and not in your pocket or under the desk. Make sure that during the exam you do not only leave them in silent mode, but must be turned off.

Exam offences are considered very seriously and therefore the penalties are severe. If you are suspected of an offence during an exam then the coordinator notes down the exam offence and has the right to take your exam script.

What are the penalties for an exam offence?

The penalties for an exam offence range from a formal warning to permanent withdrawal from Bedër University Collage. The penalty applied will depend on how frequently the assessment offence occurs.

When an accusation of an assessment offence is made then it will be investigated by the Discipline Board.

you will always be given the opportunity to explain the circumstances of the alleged misconduct. Please refer to the Regulation on Discipline for full details of procedures and penalties for misconduct in assessment.

You may appeal against a decision regarding permanent withdrawal from University Collage to the Administrative Board of the Bedër University Collage. This must be done, in writing, to the Registrar's Office within 15 days of receiving notification of the decision.

Appeals

Can I appeal against my exam results?

Yes, we do have procedures to request the review. you can appeal the result of a final examination by submitting request in written form to the Registrar's Office within one week following the announcement of final grades. The appeal is assessed by the relevant instructor in terms of material mistakes and the application is finalized by the Administrative Board of the relevant faculty upon a proposal by the board of the department offering the course.



STUDENT SUPPORT SERVICES

Registrar's Office

The Registrar's Office deals with most aspects of administration for your degree, including enrolment, personal details, student card applications, examinations and production of certificates and transcripts. We generally provide support to all students and can help with a wide variety of queries. If you are not sure about something or do not know whom to contact, ask us.

Contact

Email: registrar@beder.edu.al

Dean of Students

The Dean of Students is responsible for the management of the relations with the students, the usage of the resources at the best way possible and realization of the Student Centered University framework. The Dean of Students performs its tasks in cooperation with the Rector or Deputy-Rector. The Dean of Students offers free and confidential professional services to students. It is responsible for the services below.

Contact

Email: deanofstudents@beder.edu.al

Advice and Counseling Service

Being a student can present many personal and emotional challenges, and these can sometimes have negative effects. Counseling can help you to get through these experiences and difficulties. The opportunity to think and talk reflectively about your difficulties can bring relief and meaningful changes. Counseling is offered for any personal issue that may affect you.

Bursaries, Grants and Scholarships

The Dean of Students has specialists in order to advise on solutions and options relating to financial and practical issues, to help you concentrate on your studies. The service also offers preventative advice, on issues such

as planning a budget and maximizing your income from a range of sources, to help you avoid problems emerging during your studies.

If a student meets the requirements for receiving a scholarship and receives it, he/she should have a CGPA above 2.50 during the study period, otherwise the student will lose the right to be have a scholarship in the upcoming semesters.

Careers Service

Your department's careers adviser and the Bedër careers team will support you in all aspects of your career preparation: from finding and applying for part-time work and internships, to deciding on a career after you graduate. For more information regarding you Department's career adviser get in touch with the Dean of Students.

Residential Services

Residential Services incorporates: Housing Services for which you have to pay and advice on the possibilities for accommodation. The Office also provides comprehensive guidance on private sector housing.

Student Clubs Service

Students have the right to form Clubs with the participation of at least 7 students. The Dean of Students oversees the formation, procedures and functioning of the student clubs. For more information regarding policies and criteria concerning the clubs look at the Directive on Student Clubs.

Students' Union

Bedër University Collage Students' Union is led by elected students who work to be the voice of the student body and improve all aspects of your University life. They can support each student on all elements of the university experience, as well as represent his/her views to Bedër and national authorities.

Office of Information Technology

The Office of Information Technology is a part of the administrative infrastructure of the Bedër University Collage. It plans the backbone high-speed network infrastructure and ensures the security and maintenance of the University network.

It works on projects for the effective, legal and extensive usage of computer services for students and



The primary aim of the Information Technology Office is the constant improvement of the IT system, and the monitoring and implementation of modern information technology to ensure quality and automated user support.

The Office of Information Technology provides a wide range of services to support the IT needs of Bedër University Collage. These include hardware and software troubleshooting, maintaining and monitoring the server room, backbone network, phone system, laboratories, PCs, network printers and WLAN access points.

The Office of Information Technology is located on the first floor. It helps with IT related issues such as the following:

- Usernames and passwords
- Fault reports
- Problems related with network printers
- Maintenance of personnel, PC lab and library computers in respect to software and hardware malfunctions

A brief guide to IT services provided to the members of the university is as follows:

- Connecting to the internet and WLAN
- Creating email accounts which can be accessed at webmail.beder.edu.al
- Bedër University Collage Homepage at www.beder.edu.al
- A student and staff information systems (Beder Information Systems) at bis.beder.edu.al
- Online library services at lib.beder.edu.al
- Timetable of Lectures and Exams at tt.beder.edu.al and exam.beder.edu.al

- Online Security
- Password Security
- Protection of viruses and malware
- University member access to computers in the laboratory and library
- University IT courses and trainings
- Technical Support
- Duty planning of informatics need
- Providing members with informatics facilities and opportunities

Bedër University Collage Library

The Library of Bedër University Collage is located on the ground floor. This library has a reading room that can seat about 60 readers. Our library disposes a background of 32.000 books, from which 30000 are books and 2000 are magazine, international magazine, reference books of scientific works of Bedër University Collage, newspaper and visual audio. Library is with open background. The reader asks himself the material in the electronic system, in online website of the library <http://library.beder.edu.al/electronic-services> . If necessary, for finding the material, assistance can be given by the employee of the library.

The variety of literature library

Available resources can be printed, electronic and in CD form. The resources that library disposal are books, reference books, daily newspapers, magazines and international magazines, EBSCOhost. The background of the library is very rich in various literature, as: periodical writings, references, encyclopedic, philosophy, psychology, theology, social sciences, political- legal, history (Europe, USA, Asia), language and literature (Turkish, Albanian, English, American, German.) This give the possibility to the readers to complete and to expand the knowledge in different fields. Moreover, literature is in Albanian language, English language, in the Turkish language and in the Arabic language.

Contact

Email:library@beder.edu.al

Library services

The electronic program that is used in our library for book classification is LC (Library classification of progress). Finding the book in the system is very easy. In the Link: <http://library.beder.edu.al> you have the option catalog search. It required the book with the author's name or with book title and system shows the category, author index, the title and the year of publication. For the asked book, system will show you if it is in the library or not, and if someone else has taken it. If you are not sure about which book you want, you ca go to Catalog Index and click in the field you are interested for. There would appear you every book that library disposes for

your interested field.

Furthermore, library helps you in your scientific research also through the WIRELESS. You can use your laptop, leaving the bag in the appropriate place.

Library timetable

The Library working hours are as follows:

Monday-Friday: 08:30-19:00 hours

Saturday: 09:00-15:00 hours

Membership-Lending

Only students and staff of Bedër University Collage have the right to receive books from this library.

Table of quantity of books that can get library member

Publication	Reader	Submission deadline (DAY)	Maximum number of publication
Materials	Bachelor	15	3
	Master	15	5
	Staff	20	7

- A) If the student or staff does not return the book during this time, regulations on the operation of the library are applied. It provides that if this deadline does not apply, then the reader will pay 20 lek for each day of delay and if passing month will pay 50 lek each day of delay.
- B) If the book fails to deliver after a month, that book is counted as Lost. In this case twice the price of the book is paid.
- C) The member who wishes to obtain a publication from the library is required to sign the relevant form of borrowing materials of the library. This relevant form must be signed necessarily also in return of material in library. On the contrary, the material will be considered a Lost Material, and the member will face the provisions of this instruction.
- D) No reader can take a book in name of somebody else. For publications that are borrowed from other members must be done reservation, but the member requesting the reservation should not exceed the maximum number of publications that can be

borrowed. When publication submitted in library, the member that have done reservation first must perform the process of borrowing within two days, otherwise, the reservation will be canceled automatically.

- E) If the given material is not returned within 3 months from the completion of the submission deadline that material is called Lost and this fact is reflected from library responsibility in form of loss and impairs to property.
- F) When reader loses or impairs the taken material, he/she is required to replace it, or if the readers is unable to restore the material, he/she should pay twice of the material price. This price is determined from the library responsibility.
- G) The reader, from the date of loss, or material impairs until the day of completion of loss form and property impairs, also makes payment for return in delay of material.
- H) It is forbidden to move from place of work tables and chairs in that way that disturbs the order and tranquility in library. It is prohibited to put between shelves items and objects that prevents free movement.
- I) Members of the materials received from the library should not place them on their own into shelves. Books taken from the book shelves must be left on desks.
- J) Members must not take more than 10 books from the shelves even if they would use within the library.

Maintenance Book

It is prohibited to take notes, defacement and any kind of writing in books that belongs to the library. It is forbidden folding, tearing the pages of books. It is also forbidden to remove the labels on the books pertaining to the library. Books must be kept clean and you should be careful about not damaging them.

Some rules in the library:

Do not make noise, do not talk on the phone and the phone is set to silent mode or is turned off at the library.

Except bottled water, is strictly forbidden to enter the library drinks and other foods.

Do not drawn library materials without completing the process of borrowing near personnel responsible.

Electronic Resources

In the option Electronic Service, you can read online books, magazines, international journals having a scientific approach. An efficient access of such category is EBSCOhost where you may read more than 132,000 eBooks. EBSCO is a periodical database of hundreds of magazines, newspapers and images accessible via the Internet.

Bedër University Collage is a subscriber of EBSCOhost. Electronic Databases can be accessed through all computers and electronic devices via internet provided by Bedër University Collage. EBSCOhost is a subscription-based service provided by EBSCO Publishing. You may access EBSCOhost Search page from <http://library.beder.edu.al/electronic-services>

Subject coverage that you can read in EBSCOhost includes: Art, business & economics, educations, arts & language discipline, literary criticisms, medical, philosophy, poetry, political sciences, religion, social sciences, technology & engineering and other academic fields



Wireless networking is available across the campus sites to allow you to connect laptops to the University network. Scanning and color printing services are offered at the ground floor.

Library Services

Bedër Library Services provide the study environments, resources and staff you need to support your learning during your time at the University. The Library is situated on the ground floor of the Main Building and provides resources for all subjects taught on University.

The Libraries contain wide-ranging collections of print books and journals and audio-visual resources. In addition, the Library provides access to an ever-increasing number of electronic books, journals and databases. All members of Library staff are happy to help with any queries you may have about any aspect of the services we provide.

The planned term-time opening hours are from Monday to Friday 8:00-17:00 and on Saturdays 8:00-12:00, but may be subject to change. Current opening hours are available on the Library website.

Contact

Email: library@beder.edu.al



Study Abroad and International Exchange Office

Many students at Bedër University Collage have the opportunity to study abroad for a period. Bedër's relationships with universities in the United States and Europe allow travel further afield for some disciplines. Certain departments have various exchange programs in a specific field of study as universities abroad.

If you are registered in a three-year study program in Bedër University Collage, you may spend the first semester or the whole academic year abroad, excluding here the first and the last semester of the program, provided that you possess a CGPA at least 2.75 and if you get admitted to the university you have applied. If you are considering studying overseas you should discuss your options with your personal tutor first.

Detailed information is provided by contacting the International Relations Office.

Address

Email: iro@beder.edu.al

Further Information

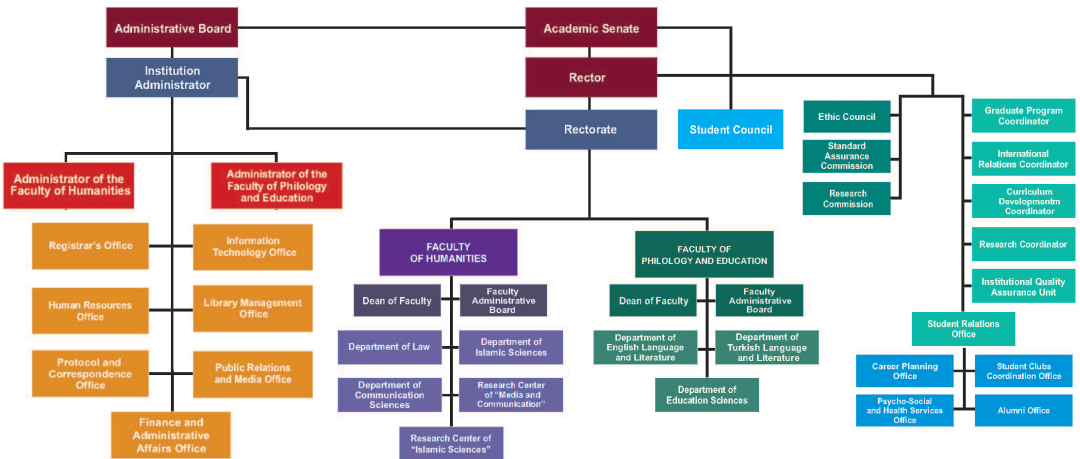
The Student Guide is a brief summary of key information. As a consequence, it cannot cover every detail of the regulations and procedures that will affect you. For further information, students shall consult the respective directives, regulations as well as the statute of Bedër University Collage.

ORGANIZATION SCHEME

Based on the legal acts regulating the functioning of Bedër University Collage, the organizational scheme of the academic and administrative units of this institution is as follows



THE ORGANIZATION SCHEME OF HIGHER EDUCATION INSTITUTIONS



Contact

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Mobile: +355 67 23 38 333

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E-mail: info@beder.edu.al