



SHKOLLA E LARTË  
HËNA E PLOTË-BEDËR







Dear Staff Member,

Welcome to “Hëna e Plotë” (Bedër) University family. A family that supports its philosophy of universal values and gives priority to the combination of teaching with modernization of research and work methodology.

To have a successful university with quality, a special importance and role has the academic and administrative staff. Your part with your talent and dedication will contribute to the realization of scientific activities, research and improvement of teaching methodology.

I hope you will have a rewarding and positive experience while working at “Hëna e Plotë” (Bedër).

Appreciating your skills and dedication, we will provide an environment as appropriate as possible at the university, guarantee the necessary services, flow of appropriate information as well as constant collaboration among academic staff.

Please read “Hëna e Plotë” (Bedër) University Staff Guide carefully to become familiar with its contents. As a “Hëna e Plotë” (Bedër) full time (and part time where applicable) employee we are responsible for maintaining the highest standards possible as we perform our duties within the framework of the University policies and regulations.

Prof. Dr.Ferdinand Gjana,  
Rector

## TABLE OF CONTENT

Welcome message.....	3
How to use “Hëna e Plotë” (Bedër) staff handbook.....	6
Academic and/or Administrative Supervisors.....	6
A Short History of “Hëna e Plotë” (Bedër) University.....	6
Mission.....	7
Vision .....	8
Core Values .....	8
Quick look: Policies.....	10
Education and Training Policy.....	10
Scientific Research Policy.....	10
Social Contribution Policy.....	10
Human Resources and Legal Affair Policy.....	11
Organisational Scheme.....	12
<b>PART ONE</b>	
Starting work at “Hëna e Plotë” (Bedër).....	13
New employee paperwork.....	13
Albanian Citizens (Full-Time Staff).....	14
Albanian Citizens (Part-Time Staff).....	14
Non-Albanian Citizens.....	15
Probationary period for regular paid employees.....	16
Disciplinary procedures for regular paid employees.....	16
Basic information.....	16
Categories of Employees.....	16
Full-time regular employees.....	16
Part-time regular employees.....	16
Term employees.....	17
Job description.....	17
Job classification.....	17
Identification cards.....	17
Accidents and emergencies.....	18
Holidays.....	18
Work schedules.....	18
Academic Staff.....	18
Administrative Support.....	18
Maintenance & Service.....	19
Breaks.....	19
Emergencies and work schedules.....	19
Delayed arrival/.....	20
Early dismissal.....	20
Critical services only.....	20
Absence.....	20
Vacation.....	20
Termination of employment.....	21
General guidelines when terminating employment.....	21
Pay for unused accrued vacation.....	21
University loans.....	21
Voluntary terminations.....	21
Resignation.....	21
Retirement.....	22
Notice of retirement .....	22

Job abandonment.....	22
Involuntary terminations.....	22
Termination for poor performance.....	22
Termination for misconduct.....	22
Layoff.....	23
Recall.....	23
Unemployment compensation.....	23

## **PART TWO**

Standards of conducts.....	24
Respect for others.....	24
Sexual and pther harassment.....	25
Sexual harassment.....	25
Unlawful harassment.....	25
Threatening behavior.....	26
Alcoholic beverages and drugs in the workplace.....	26
Gambling.....	26
Fraud.....	26
Smoking.....	26
Attendance, punctuality and absence.....	26
Discipline.....	27
Poor Performance.....	28
Failure to comply with University policy (misconduct/cause).....	28
Fairness Review Process.....	29
Conflict of interest.....	29
Nepotism and personal relationships in the workplace.....	30
Use of university resources.....	30
Gifts and gratuities.....	31
Purchasing and contracets.....	31
Institutional compliance.....	32

## **PART THREE**

Academic matters.....	33
Role of faculty member.....	33
Faculty development and evaluation.....	33
Academic integrity and obligations.....	31
Course file.....	36
Faculty- Student relationships.....	39
Access to students educational records.....	39
Student conduct and juridical procedures.....	40
Student absences.....	40
Students' Union.....	40
Office hours.....	40
Grader reporting.....	40
Failure, achievement, honor and high honor.....	44
Determination of grades.....	45
English language fluency.....	45
Textbooks and supplies, instructional materials, and subscriptions.....	45
Academic kalender.....	45
University photocopying policy .....	45
University policy on copyright.....	47
"Hëna e Plotë" (Beder) University Information System.....	47
Where to find general information.....	49

## HOW TO USE “Hëna e Plotë” (Bedër) STAFF GUIDE

“Hëna e Plotë” (Bedër) University Staff Guide is intended to provide employees with useful information on University policy, procedures, and programs that can assist them in their jobs.

There are several things to keep in mind, however, as you read this *guide*:

For faculty members and research assistants this *guide* supplements Dean of Faculty rules and policies. “Hëna e Plotë” (Bedër) University Staff Guide should answer the questions most frequently asked by employees, but is not intended to be definitive on policy matters. While many of the issues addressed in this *guide* apply to general principles covered in the employees contract, they should consult their own contracts for specific issues which may have been subject to negotiation. All employees are expected to become familiar with current employment practices and to abide by the policies and regulations of the University. Infractions could result in disciplinary actions up to and including termination of the contract.

### Academic and/or Administrative Supervisors

Your Academic and/or Administrative supervisor is your key resource person concerning “Hëna e Plotë” (Bedër) University policies and procedures. If you have any questions about which policy applies to a particular situation, consult your supervisor for clarification.

Your progress on the job is one of your supervisor’s most important concerns. Never hesitate to ask questions or seek your supervisor’s advice and guidance.

### A Short History of “Hëna e Plotë” (Bedër) University

“Hëna e Plotë” (Bedër) University is organized and operates as an Institution of Higher Education, it offers first and second cycle study program. “Hëna e Plotë” (Bedër) University opened in April 2011, by the Decision of Council of Ministers nr.286, dated 06.04.2011, which approved the license for the opening of the University. The University has completed the process of accreditation by June 2013, after a long time, started in 2012, with the signing of the order no. 223. dated 04.06.2013 by

the Minister of Education and Science, Mr. Myqrem Tafaj, in accordance with the decision no. 469, dated 03.05.2013 of the Accreditation Council, the university has received institutional accreditation and programs of study in bachelor and master level.

“Hëna e Plotë” (Bedër) University was founded in order to address the needs of Albania and the Balkans for an institution of higher education based on the American Educational System in the area of social sciences including the department of Law, Communications Sciences, Islamic Sciences, English Language and Literature, Turkish Language and Literature as well as Education Sciences.

The objectives of the founders are to increase the quality and effectiveness of education and training systems in the region, to facilitate the access of all to the education and training. Raising the quality and standards of learning is essential if Albania is to become a more competitive and dynamic society in this age of globalization and if its citizens are to be able to develop their own skills to their full potential.

### **Mission**

The mission of “Hëna e Plotë”(Bedër) University is to prepare qualified individuals through an education philosophy based on universal values, as well as to support research aiming at putting in practice ideas and projects that influence the improvement of the life of the individual and the whole society.

The mission of “Hëna e Plotë” (Bedër) University has been conceptualized at complete accordance with the general mission of higher education in the Republic of Albania, as provided in Article 2 of the law “On higher education in the Republic of Albania”, with the international standards, as well as with the peculiarities and innovations that this institution aims to bring to our country and beyond.

## **Vision**

“Hëna e Plotë” (Bedër) University’s vision is to be an elite institution of higher education in the country and the region in order to be the first option of education and research for the Albanians wherever they are.

“Hëna e Plotë” (Bedër) University aims to become an international educational institution, offering study opportunities not only for Albanians, but also for foreigners, contributing to the promotion of Albania as a regional center of higher education and research.

## **Core Values**

The commitment of “Hëna e Plotë” (Bedër) University to its successful functioning is accompanied by some important values applied in all the steps of its activity.

### **1. Academic freedom**

Academic freedom is one of the essential values of “Hëna e Plotë” (Bedër) University. Aiming at stimulating research, academic freedom has been described as freedom to carry out research, freedom in teaching, freedom in stimulating discussion and publication; all of which without interference or influence whatsoever, and in complete accordance with the norms and standards of research.

### **2. Collegiality**

“Hëna e Plotë” (Bedër) University places special importance on the principle of collegiality, which enables the representation of the academic staff in the managerial structures of the institution. Through the principle of collegiality, the members of the faculties, departments, research centers - despite their major work position – cooperate with each other respecting academic freedom.

### **3. Subsidiarity**

Another important principle of “Hëna e Plotë” (Bedër) University is that of subsidiarity, which guarantees that the decisions should be taken as appropriate as possible to the issue at stake. Respecting this principle, “Hëna e Plotë” (Bedër) University



underlines the autonomy of the academic staff in deciding about their scientific research and the method of the teaching process. Only in cases when the academic staff asks for support in carrying out projects, the faculties, departments, and research centers provide their help.

#### **4. Disciplinary diversity**

“Hëna e Plotë” (Bedër) University is committed to respect and include in the scientific research and teaching disciplinary diversity (disciplinary and interdisciplinary courses). Through this principle students will be equipped with the knowledge in areas related to that are concentrated and in the similar areas as well. Thanks to the commitment of academic staff, the combination of disciplines has been a strong point of ours.

#### **5. Equality and respect**

Equality and respect between disciplines makes up an important value that is in line with equality and respect in teaching and scientific research. “Hëna e Plotë” (Bedër) University aspires to lead regional and international research activities, as well as to provide a unique and quality education for first and second cycle students.

#### **6. Promotion of tolerance and the culture of dialogue**

Cultural diversity is a valuable and unique source in every society. Respecting cultural diversity through dialogue and collaboration contributes to the peace and stability of the society, to the cultivation of solidarity, as well as to the improvement of living conditions. Furthermore, cultural diversity itself plays an important role in the economic-social system, being a priority, both for the individual capital, and for the social capital, as well as for the economic development of the country.

## **QUICK LOOK: POLICIES**

### **Education and Training Policy**

- To continue the objectives, goals, competencies and learning outcomes of the programs offered by “Hëna e Plotë” (Bedër) University in light of the needs of business and society and the goals of scientific inquiry
- To integrate the education offered at the university with practical applications
- To train qualified individuals who are conscious of the real world, equipped to benefit society, productive and conduct themselves ethically
- To check the quality of education by conducting continuous measurements and carrying out the necessary actions;
- To strengthen the relations with the administrative and academic staff as well as students

### **Scientific Research Policy**

- To carry out and support the dissemination of scientific research
- To create an environment that allows the academic staff to follow the newest scientific developments
- To use effectively the information technologies in the research activities
- To encourage interdisciplinary research
- To encourage the academic staff and to support their international mobility
- To give priority to the research that will contribute to the European Research Area

### **Social Contribution Policy**

- To carry out and publish research in the areas needed by society.
- To develop relations between the university and local governments, industry, public institutions and civil society organizations.

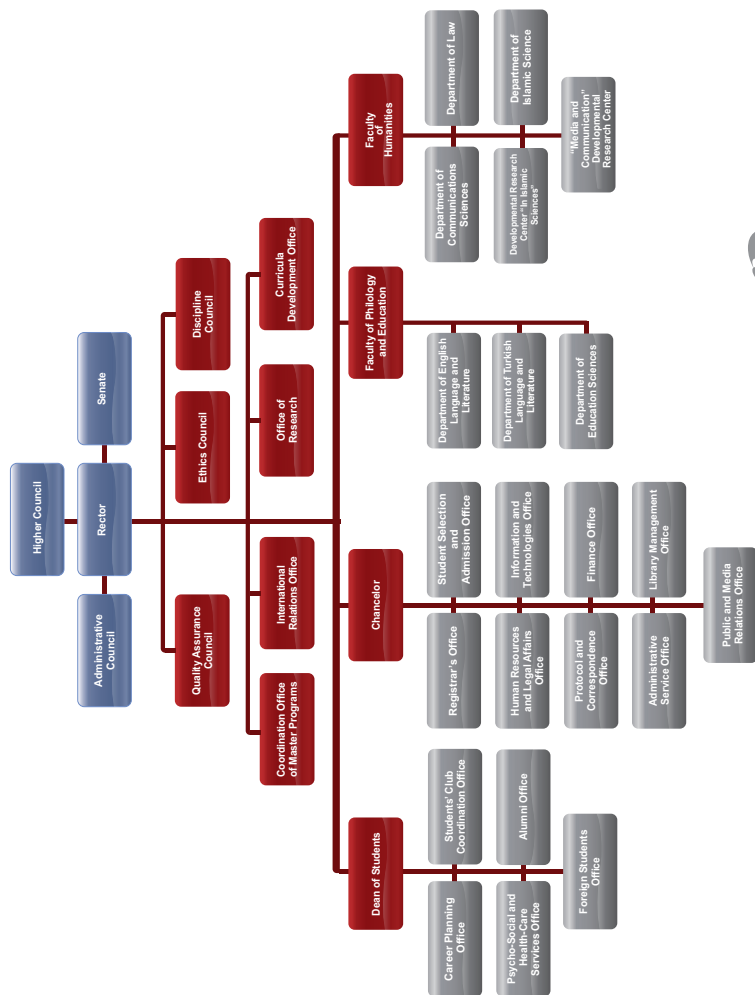
- To give importance to cultural values and to develop the region's social and economic values.
- To provide support to social projects and activities.
- To support the adult education in society.
- To support national and international scientific, artistic and cultural activities.

### **Human Resources and Legal Affair Policy**

- To adopt a collaborative, participatory, effective and innovative management.
- To keep all the employees of the university motivated in working towards common goals.
- To choose, train and employ the appropriate people for each position in accordance with the university's mission and vision.
- To oversee the human health and ergonomic requirements and equip the working environments with the appropriate information technology.
- To support social, cultural and art activities in order to increase the staff motivation.
- To foster staff commitment to, and responsible fulfillment of, “Hëna e Plotë” (Bedër) University's mission, vision, objectives and values.

## ORGANISATIONAL SCHEME

Based on the legal acts regulating the functioning of “Hëna e Plotë” (Bedër) University, the organizational scheme of the academic and administrative units of this institution is as follows



## STARTING WORK AT “HËNA E PLOTË” (BEDËR)

Joining the “Hëna e Plotë” (Bedër) University community as an employee offers individuals a unique set of possibilities and challenges. In an atmosphere of academic excellence and rich diversity, employees assume new responsibilities that can provide opportunities for professional achievement and growth. The first few days and weeks in a new work environment can be confusing as employees learn about their new jobs and become acquainted with their co-workers, supervisors, and the University. In addition, there are some forms to complete, a number of important documents to be submitted, and work guidelines and policies and procedures to be learned.

Supervisors are expected to provide new employees with detailed information about their positions and departmental and University operating procedures, and new employees should feel free to ask questions. Open communication and exchange of information from the start foster good employee-supervisor relationships and can ensure that the initial period of employment is both positive and productive.

Employees can also contact the Office of Human Resources and Legal Affairs if they need information or guidance on a specific issue.

Prior to the first day of work, new employees receive a packet of information from the Office of Human Resources and Legal Affairs containing general information and procedures to be followed. The next few pages highlight some processes and describe policies that are important to know when starting work at “Hëna e Plotë” (Bedër) University.

## NEW EMPLOYEE PAPERWORK

New employees are required to submit a number of forms and documents related to their employment and benefits. Some forms are required immediately while others must be completed within 31 days of hire date.

All the photocopied documents should be notarized and

translated into Albanian prior to submission.

For the pre-assessment phase the eligible candidates should submit to the Human Resources and Legal Affair Office:

- “Hëna e Plotë” (Bedër) University Academic Staff Information and Application Form
- Diplomas
- CV
- Full version of the published articles, papers etc.
- Other certificates and qualifications

The Human Resources and Legal Affair Office submits to the concerned Department the file of the candidate for the applications regarding the Academic Staff and to the Provost for the ones related to the Administrative Staff. The applications regarding the Academic and Academic Staff are assessed in advance by the committee concerned. The Committee assesses the appropriateness of applications to the vacant position and presents the reports to the Senate or Administrative Board according the possision.

After the Candidate passes the pre assessment he/she must submit at the Human Resources and Legal Affair Office the following documents:

#### **Albanian Citizens (Full-Time Staff):**

- Work Certificate
- Social & Health Insurance Certificate
- Bank Account No (BKT bank in ALL)
- Notarized Transcript & Diploma (Equivalent of the diploma if is earned abroad)
- Health Certificate
- Legal Health Report
- ID Card Photocopy

#### **Albanian Citizens (Part-Time Staff)**

- Social & Health Insurance Certificate (if they have)
- Bank Account No (BKT bank in ALL)
- Notarized Transcript & Diploma (Equivalent of the diploma if is earned abroad)
- Health Certificate

- Legal Health Report
- Permission engagement
- ID Card Photocopy

### **Non-Albanian Citizens:**

Note: All the Official Documents of the Non-Albanian Citizens should have Apostil Seal according to 1961 Hague Convention on international recognition of legal documents.

Non-Albanian Citizens in order to work in the Republic of Albania should be equipped with a Work Permit from the Minister of Social Welfare and Youth. In order for the working permit to be issued the following documents should be submitted:

- Signed contract (Prepared by the Human Resources and Legal Affair Office)
- Passport and a photocopy of the page where the stamp of entering in Albania is located
- Notarized diploma photocopy
- 5 photos, (background must be white and in the passport format)

After the Work Permit has been issued by the Albanian authorities in order to enter to the Republic of Albania a Work Visa should be taken from the relevant Embassy of the Republic of Albanian. In order to reside in the Republic of Albania the non-Albanian citizen should apply for a Resident Permit by submitting the following documents:

- Passport and work Visa
- Personal (Birth) Certificate
- Criminal record (At most 6 months old)
- Rent contract (Of his house in Albania)
- 3 Photos, (background must be white and in the passport format)

Employees who do not complete and submit their enrollment forms and documents within 15 calendar days of hire are defaulted into not taking the remuneration with no option to change until they submit the said forms and documents.

## **PROBATIONARY PERIOD FOR REGULAR PAID EMPLOYEES**

The first 90 calendar days of employment are a probationary period for all regular paid employees. The probationary period is a time when the employee becomes familiar with the basic requirements and expectations for the job. It is also the time for supervisors to assess the employee's skills, determine if the employee's job performance meets the expected standards, and whether employment should be continued.

The probationary period is a time for open communication by both parties; and either party is free to terminate the relationship. However, their continuing employment at the University is always contingent on their successfully carrying out their responsibilities, complying with University policies, and meeting the job performance expectations of their supervisors

## **DISCIPLINARY PROCEDURES FOR REGULAR PAID EMPLOYEES**

Regular Paid employees dismissed during the probationary period are not eligible to access the University. Those who do not successfully complete the probationary period because of poor performance may be given one week's pay in lieu of notice. If the employee is terminated for misconduct, the employee is not normally entitled to any notice or pay.

## **BASIC INFORMATION**

### **Categories of Employees**

The Office of Human Resources and Legal Affairs have designated the following categories of employees:

**Full-time regular employees:** Month-paid employees filling approved budgeted positions on the regular payroll who work 100% of the normal workweek for 12 months of the year.

**Part-time regular employees:** Month-paid employees filling approved budgeted positions on the regular payroll according to the engagement at the University and work no less than four months of the year.



**Term employees:** Term employees work at four months or more and are appointed for a fixed period with a known or expected date of termination of employment.

## **JOB DESCRIPTION**

All positions will be documented through a job description which accurately and clearly describes the essential functions and job-related qualifications, and mental and physical demands of the job. Information from job descriptions will be utilized in job classification, recruitment and selection, wage and salary administration, training and development, and performance planning and feedback. If you have questions about your job description, contact your supervisor or the Human Resources and Legal Affairs Office.

## **JOB CLASSIFICATION**

The University's philosophy regarding job classification and compensation is to maintain job classifications and pay levels that are internally consistent and externally competitive. All positions are classified based on the essential functions and job-related qualifications as documented in their job descriptions.

## **IDENTIFICATION CARDS**

All full-time employees are issued a University Identification Card when they begin work. The Card establishes your affiliation with "Hëna e Plotë" (Bedër) University and it serves as a photo ID. Many University departments will ask to see your ID card, including the Documentation and Library Office, Information Systems Office etc.

The ID card remains the property of the University. Upon your termination from the University, your ID card will be deactivated. You must return the Card and all other University property such as keys, uniforms, etc., when you leave the University's employ. The information in this section is an overall guide to the University as a workplace and to the procedures and policies that apply to academic and administrative staff.

## ACCIDENTS AND EMERGENCIES

Employees who are injured or have some medical emergency while working should notify their supervisor and seek medical attention. When immediate first aid is needed, call Public Safety at 129. Public Safety will provide first aid and arrange for transport to the nearest hospital, depending on the severity of the injury.

## HOLIDAYS

The University organizes paid holidays annually in accordance to the official public holidays and the Legal acts in force. Normally there are thirteen scheduled holidays. Human Resources and Legal Affairs Office has the duty to announce the holiday schedule as early as possible.

Full-time and part-time staff members receive their usual pay for designated holidays that occur on a regularly scheduled workday.

The paid employees who are required to work on a holiday receive premium pay (time and one-quarter unless otherwise specified) for hours worked, in addition to their usual day's pay. As an alternative, employees may request an alternate day off. If an employee works on a holiday and chooses an alternate day off, he/she will be paid time and one half for the holiday worked and straight time for the alternate day off.

## WORK SCHEDULES

The standard workweek begins at 12:01 a.m. on Monday and ends at midnight 00:01pm the following Sunday. The standard weekly work schedules for full-time employees are as follows:

**Academic Staff:** 40 hour workweek consisting from Monday to Friday 7.5 Hours each and on Saturday 2.5 hours;

**Administrative Support:** 40-hour workweek which consisting from Monday to Friday 7.5 Hours each and on Saturday 2.5 hours;

**Maintenance & Service:** 40-hour workweek consisting from Monday to Friday 7.5 Hours each and on Saturday 2.5 hours; A regular full-time employee's schedule may vary with the particular operational needs of the section or department. Supervisors will attempt to give advance notice if schedules are to be changed.

Individual employee schedules may vary according to the position held and the requirements of the section or department. Supervisors are responsible for planning, assigning, and overseeing work schedules. Questions or requests about scheduling should be discussed as soon as possible with the employee's immediate supervisor.

Month-paid employees who work more than 40 hours in one defined workweek must be paid at a rate of not less than one and one-quarter times their hour rate for the excess hours. However, if a monthly-paid employee has performed a workload more than 50 hours per week he/she cannot be asked to do any extra work.

All month-paid employees must receive prior supervisory approval for compensatory time off and overtime. Employees and their supervisors should accurately record time worked to ensure proper payment for overtime and/or compensatory time. Month-paid employees are responsible for extending their normal work schedules to fulfill the requirements of their positions when necessary.

## **BREAKS**

Mealtime Breaks: Office staff members normal take a duty unpaid one-hour mealtime break during the academic year. The said break is between 12:00-13:00 time intervals.

## **EMERGENCIES AND WORK SCHEDULES**

As an employer, the University is always open because it maintains round-the-clock services related to teaching and research, housing and dining services, facilities support, and health and safety. However, when weather or other emergencies

create hazardous travel or other conditions, the University may announce delayed arrival times, early dismissals, or critical services on for its employees. In all cases when there are weather or other emergencies, employees must use their best judgment to determine their own safety when traveling to and from work. Changes in regular work schedules are announced as early as possible through the University's Web announcements, e-mail, an automated message line, radio stations, door notifications, and/or posters.

**Delayed arrival:** Employees may arrive later than their regular start time without having to charge the time. Employees should notify their supervisors if they do not expect to arrive at work within the stated delayed arrival period.

**Early dismissal:** If weather or other conditions develop during the day, an early dismissal may be announced. Month-paid employees who leave prior to the announced dismissal must charge the period from the time they leave until the end of their workday (or shift) to leave without pay or, with supervisory approval, to vacation, optional holiday, or compelling reason time.

**Critical services only:** On rare occasions the University may remain open for critical services on for the entire workday. Employees who are designated "critical" or "necessary" may be required to work.

**Absence:** Employees who are not able or who choose not to report to work must notify their offices or departments within a reasonable amount of time. The absence is charged to leave without pay, or with supervisory permission, to vacation, compelling reason time, or optional holiday.

**Vacation:** Vacation time will not be restored to an employee who is taking a scheduled vacation day on a day when work schedules are affected by weather or other emergency.

All employees should review the procedures for weather or

other emergencies with their supervisors. This is particularly important for employees who have work schedules other than the University's regular business hours.

## **TERMINATION OF EMPLOYMENT**

Many employees have long careers at “Hëna e Plotë” (Bedër) which culminate in retirement. Others leave the University to pursue job opportunities, to further their education, or because of changes in their personal lives. Whatever the reason, terminating employment can precede smoothly when employees know what procedures to follow.

## **GENERAL GUIDELINES WHEN TERMINATING EMPLOYMENT**

**Return of University property:** Terminating employees are expected to return all University materials and property, including keys, library books and materials, and ID cards (except for retiring employees). Employees should also provide their supervisors with passwords and other information pertaining to computer files.

**Pay for unused accrued vacation:** Terminating employees are paid up to a maximum of 28 days for unused accrued vacation time.

**University loans:** All outstanding University loans must be repaid by the employee at the time of termination. Terminating employees should call the Finance Office to make arrangements for repayment.

## **VOLUNTARY TERMINATIONS**

Voluntary terminations include Resignation, Retirement, and Job Abandonment (Quit without Notice).

**Resignation:** Employees who are resigning their positions at the University should provide notice of resignation to their supervisors at least in a 30 day time frame. The notice should be in writing and should include the date of resignation and the reason.

**Retirement:** Many employees begin planning for their retirement well in advance of the anticipated date. Staff in the Office of Human Resources and Legal Affairs can assist employees by providing them with an outline of their benefits at retirement, particularly in the areas of retirement plan and health care plan coverage.

**Notice of retirement:** Employees planning to retire should discuss their plans with their supervisors as far in advance as is practical so that the supervisor can plan for a replacement. When the retirement date is confirmed, employees are expected to provide notice of the retirement in writing to their supervisors. In addition, employees must notify the Office of Human Resources and Legal Affairs of their intention to retire.

**Job abandonment:** When employees fail to contact their supervisors and are absent from work for three consecutive working days or more without notice, they are considered to have voluntarily quit their job. Department supervisors will try to contact their employees by telephone. If they cannot be reached by the second day of absence without notice, supervisors will notify employees by registered mail of the intent to terminate employment unless there is a written response within one working day of receipt of the letter.

## **INVOLUNTARY TERMINATIONS**

Involuntary terminations include Termination for Poor Performance or Misconduct and Layoff.

**Termination for poor performance:** Poor or unsatisfactory work performance can include failure to complete work assignments or correct errors and inability to learn new tasks or finish assignments in a reasonable time. Supervisors will provide guidance and coaching to employees who have performance problems, but if employees are unable or unwilling to improve, termination of employment may result.

**Termination for misconduct:** Employees may also be terminated for misconduct which includes, but is not limited to tardiness, excessive absence, theft, insubordination, fighting in

the workplace, and disruptive or threatening behavior.

**Layoff:** Occasionally, situations such as reorganizations or lack of funding may result in the elimination of positions. In these cases, the affected employees are given notice and placed in layoff status. Notice of layoff is given to the affected employees as soon as possible.

**Recall:** Occasionally, employees may be recalled to work in the same positions they held prior to layoff. The recall period is defined as the 12 months following the termination date. Employees are notified of the recall by mail and have 10 workdays to respond. If employees do not respond to the recall notice they forfeit their recall eligibility. After the 12-month period has ended, former employees must apply for reemployment should their former positions become available.

## **UNEMPLOYMENT COMPENSATION**

Unemployment compensation is an insurance benefit administered by the Government of Albania paid to employees who meet all the needed requirements stated in the Law. The program is financed by a payroll tax paid by employers and employees. It provides financial benefits to those who lose employment. Employees who voluntarily resign their positions or are dismissed for serious misconduct are not eligible for unemployment compensation. Eligibility criteria and duration of Unemployment Compensation benefits are determined by the Law.

### STANDARDS OF CONDUCT

“Hëna e Plotë” Bedër University employees, whether regular full-time or part-time are expected to meet a standard of conduct that is appropriate to the good name and reputation of the University. While on University premises or while representing it elsewhere, employees should demonstrate proper regard for the standards of the community, for the law, and for the rights of others.

If employees engage in illegal conduct off-campus which affects their ability to fulfill their job responsibilities, impacts on-campus safety or security, or violates the University’s policies of respect for others, “Hëna e Plotë” Bedër University reserves the right to take appropriate action.

### RESPECT FOR OTHERS

Respect for the rights, privileges, and sensibilities of each other is essential in preserving the spirit of community at “Hëna e Plotë” Bedër. Actions which make the atmosphere intimidating, threatening, or hostile to individuals are therefore regarded as serious offenses. Abusive or harassing behavior, verbal or physical, which demeans, intimidates, threatens, or injures another because of his or her personal characteristics or beliefs, is subject to University disciplinary sanctions. Examples of personal characteristics or beliefs include, but are not limited to, sex, race, ethnicity, national origin, religion, and handicap. Tolerating such behavior or submission to it especially as a condition of employment, evaluation, compensation, or advancement is a serious offence.

“Hëna e Plotë” Bedër University strives to be an intellectual and residential community in which all members can participate fully and equally, in an atmosphere free from all manifestations of bias and from all forms of harassment, exploitation, or intimidation. As an intellectual community, it attaches great value to freedom of expression and vigorous debate, but it also attaches great importance to mutual respect, and it deplors expressions of hatred directed against any individual or group. The University seeks to promote the full inclusion of all members and groups in every aspect of University life.



## SEXUAL AND OTHER HARASSMENT

“Hëna e Plotë” Bedër University is committed to creating and maintaining an educational, working, and living environment free from any form of harassment. “Hëna e Plotë” Bedër University’s policy prohibits harassment of any kind and applies to everyone in the University community.

All members of the University community should know:

- what type of conduct constitutes harassment;
- the resources and processes available for addressing and resolving harassment complaints;
- the mechanisms for determining whether this Policy has been violated; and
- if a violation has occurred, the mechanisms for determining an appropriate resolution.

**Sexual harassment:** Sexual harassment is defined as unwelcome

sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- submission to or rejection of these behaviors is made implicitly or explicitly a term or condition of instruction, employment, or participation in any University activity or benefit; or
- submission to or rejection of these behaviors by an individual is used as a basis for evaluation in making academic or personnel decisions; or
- these behaviors have the effect of unreasonably interfering with an individual’s educational opportunity or working or living conditions by creating an intimidating, hostile, or offensive environment.

**Unlawful harassment:** At “Hëna e Plotë” Bedër University, unlawful harassment is defined as unwelcome verbal or physical behavior which is directed at a person because of his/her race, creed, color, sex, age, national origin, ancestry, religion, physical or mental disability, veteran’s status, or other classification protected by applicable law, when these behaviors:

- are severe and pervasive; or
- create an intimidating, hostile, or offensive working and/or learning environment; or
- unreasonably interfere with an individual’s ability to work

or participate in or benefit from an educational opportunity or activity.

### **THREATENING BEHAVIOR**

Threatening behavior, whether verbal or physical, which may intimidate or endanger others or damage University property, including carrying a weapon not required in the employee's position, is cause for removal from the workplace. In order to reduce the threat of violence or creating effective strategies for the future the workplace may be subject to monitoring by surveillance cameras.

### **ALCOHOLIC BEVERAGES AND DRUGS IN THE WORKPLACE**

Alcoholic beverages are not to be consumed at any time in the workplace with no exception. Employees who are intoxicated while on the job will be asked to leave the workplace immediately. The unlawful manufacture, dispensation, possession, use, or distribution of a controlled substance of any kind in any amount on University property or while conducting University business away from campus is prohibited at all times.

### **GAMBLING**

Gambling, including professional or organized activities, in the workplace is prohibited. Failure to comply with this policy will result in disciplinary action.

### **FRAUD**

Fraud, the intentional act to deceive or misrepresent, can include inappropriate personal use of University resources, theft of University finances, equipment or goods, or the falsification of records. When appropriate, disciplinary action will be taken, including immediate dismissal and legal action.

### **SMOKING**

"Hëna e Plotë" Bedër University is committed to providing a healthy, smoke-free workplace and living environment. Smoking, therefore, is prohibited in all indoor workplaces and places of public access, including but not limited to all academic, residential, and administrative buildings and elevators; individual

offices and rooms; athletic sporting facilities; spectator areas at outdoor University events; University-owned vehicles, shuttle buses, and vans; dining facilities and bars; and theaters and concert halls.

## **ATTENDANCE, PUNCTUALITY AND ABSENCE**

All employees are expected to be punctual and dependable in their attendance. The University provides staff members with time off with or without pay for the conduct of personal business or obligations, for illness or injury, and for vacation and holidays. Here are some important guidelines:

- When requesting time off, employees should provide supervisors with as much advance notice as possible.
- While every effort will be made to accommodate requests, time off may be denied if the absence will adversely affect the work schedule.
- Individuals who must use sporadic absence time should notify their supervisors prior to the start of the workday (shift), or as soon thereafter as possible.
- Employees who are considered by their supervisors and/or the Office of Human Resources and Legal Affairs to have been absent an excessive amount of time, regardless of the reason, will be warned that continued absences may be cause for termination of employment.

## **DISCIPLINE**

All employees are expected to meet generally accepted standards of performance and behavior. There are occasions, however, when even after counseling, discussion, and opportunities to improve, employees cannot or choose not to meet the required level of performance standards.

The formal processes to address performance problems focus on identifying and correcting employee performance. Supervisors work with employees to:

- specify expectations for good performance;
- provide the employee with the opportunity to correct work performance which does not meet those standards or

- expectations;
- identify violations, including imposing appropriate discipline;
- address performance problems.

**Poor Performance** Unsatisfactory work performance can encompass a variety of behaviors which include, but are not limited to, failure to complete work assignments or correct errors in a reasonable amount of time, inability or unwillingness to learn new tasks or skills, or to work collaboratively. As soon as such patterns are identified, the supervisor communicates with the employee to take corrective action, which may include coaching for improved performance. If the employee does not meet the standards of performance, a supervisor may establish a formal period of evaluation during which time the employee can correct performance.

At the end of the formal period of evaluation, the supervisor will determine if the employee meets the established standards of performance. If the employee meets the standards, employment will continue. If, however, the supervisor determines that the employee does not perform to meet the standards, employment will be terminated.

### **Failure to comply with University policy (misconduct/cause)**

There are normally six steps to the discipline process. However, in cases of serious misconduct the supervisor may move directly to a later step in the process, including termination.

**1) Oral warning:** An oral warning is given for minor first offenses and remains in effect for 18 months.

**2) Written reprimand:** A written reprimand addresses a subsequent offence by the employee.

**3) Cutting of the monthly wage:** cutting of the monthly wage from 1/8 to 1/30 of the monthly gross wage.

**4) Removal from the leading position:** The removal from the leading position of Rector, Dean, Director, Head of Department.

**5) Suspension or final warning:** A suspension or final warning indicates the seriousness of the infraction and is intended to alert the employee that the next step is termination. The employee is notified in writing of the suspension as soon as possible after the incident. The length of the suspension is based on the seriousness of the misconduct and normally is without pay. If an investigation is necessary, the employee may be placed on leave with pay, pending results of the investigation.

**6) Termination:** Termination of employment is the final step in the discipline process or the penalty for very serious offenses.

**Fairness Review Process** “Hëna e Plotë” (Bedër) University is committed to providing its staff members with an equitable and respectful work environment. On occasion, an employee may feel that a manager has taken an employment action against the employee in violation of University policy. When this circumstance occurs, the employee should seek resolution informally through the department management, including use of dispute resolution resources such as the Office of Human Resources and Legal Affairs. If the management action is one of those listed below and informal discussions do not resolve the dispute, it is the University’s policy to provide a fair, timely, and efficient formal review which will settle the matter.

## **CONFLICT OF INTEREST**

Employees of “Hëna e Plotë” (Bedër) University should avoid activities or situations which may result in a conflict of interest or the appearance of conflict. Staff members must not use their University positions to influence outside organizations or individuals for the direct financial, personal or professional benefit of themselves, should they be family members, or others with whom there is a personal relationship. An employee may decide to participate in some outside activity or business because it provides financial or personal gain. In those instances the employee’s first obligation is to the University, and the employee must avoid any situation where either the extent or the type of activity could, either direct or by appearance, limit the employee’s impartiality or effectiveness in fulfilling his or her job responsibilities. Employees should be sensitive to any situation

where there is the potential for a conflict of interest or the appearance of conflict. Judgments on whether a conflict exists can be difficult to make and staffs who are uncertain should consult their supervisors or the Office of Human Resources and Legal Affairs.

The potential for a conflict of interest exists across a wide range of activities. The following specific policies provide guidance for avoiding conflict of interest.

## **NEPOTISM AND PERSONAL RELATIONSHIPS IN THE WORKPLACE**

“Hëna e Plotë” (Bedër) University permits the employment within the college community of individuals of the same family and those who have a personal relationship. However, the employment within the same department normally is prohibited for individuals of the same family or those who have a personal relationship. Additional to avoid a conflict of interest or an appearance of conflict of interest, no employee may initiate or participate in, directly or indirectly, decisions involving a direct benefit, e.g., initial employment or rehire, promotion, salary, performance appraisals, work assignments or other working conditions to those related by blood or marriage, membership in the same household, including domestic partners, or persons with whom employees have an intimate relationship.

The potential for conflict of interest may also exist in close personal relationships which involve other than family relationships. The University views such conflicts of interest as serious as it does view those involving family members or blood relatives.

## **USE OF UNIVERSITY RESOURCES**

University services, resources, and property, including the University name, are to be used by employees only for University business. There may be occasions when the respective superior can permit limited use providing there has been prior approval. The following is a representative list of University resources:

- staff and staff time
- telephones and fax machines
- duplicating services
- campus mail
- computing equipment and time
- office space
- supplies
- other equipment

The University name and seal are for official University business only. Use of either requires authorized permission.

## **GIFTS AND GRATUITIES**

In order to avoid a conflict of interest or the appearance of a conflict of interest, at no time should an employee solicit or accept gifts from current or potential vendors, contractors or their agents, local businesses, University departments, or others with whom there is a potential or ongoing business or Professional relationship. Employees may accept ordinary business courtesies, such as payment for a modest meal or event, or gifts which are promotional items without significant value and which are distributed routine. If the value of the gift is undetermined, it should be returned. Gratuities or gifts of money to the employee cannot be accepted at any time and should be returned immediately to the donor.

## **PURCHASING AND CONTRACTS**

University employees must not execute purchasing agreements or negotiate contracts and/or subcontracts where there may be a conflict of interest or an appearance of a conflict of interest. Employees should refrain from these activities with any organization in which:

employees or persons related by blood, marriage, members of the same household, including domestic partners or persons with whom employees have a personal relationship, have a significant financial interest (defined in this specific instance as greater than 1% of the stock, profits or assets of an organization or company, other than “Hëna e Plotë” (Bedër) University, and/or employees or persons related by blood, marriage, members

of the same household, including domestic partners or persons with whom employee have a personal relationship, have current or pending employment, consulting, management, fiduciary or similar affiliation.

Not adhering to this policy is considered a serious matter and may result in disciplinary action, up to and including the termination of employment.

## **INSTITUTIONAL COMPLIANCE**

Faculty, staff, and students who work on behalf of the University assume responsibility for conducting their operations within the law and keep in accordance with “Hëna e Plotë” (Bedër) University highest ethical standards. All members of the University community who are employed by the University, who act on behalf of the University, or who work on campus are expected to conduct their operations in accordance with the general principles of conduct in the specific regulations and other published policy.

If you have concerns of any kind stemming from possible noncompliance with government or external agency regulations, related University policies, and errors or irregularities in “Hëna e Plotë” (Bedër)’s financial accounting practices or policies, you can report them. Raising such concerns is a service to the University and will not jeopardize your employment.

If you have information about unethical behavior, criminal activity, or any other work-related concern, you should speak with your supervisor or an employee in the University office that has oversight authority for the policy or law.



## ACADEMIC MATTERS

### ROLE OF THE FACULTY MEMBER

The role of individual faculty members in supporting the mission of the University will depend on the specific missions of their departments or research centers. All faculty members, however, have certain common responsibilities: to commit themselves fully to their teaching obligations, to participate in the development of the programs of their departments and research centers and of the University as a whole, to engage in scholarly activities, and, as appropriate, to support the University in its goal to render public service.

As scholars and citizens of the University community, all parties must be ever cognizant of the axiom that every increment of authority and discretion brings with it corollary responsibilities to their fellow faculty members, to students, to the University, and to the community and society at large.

### FACULTY DEVELOPMENT AND EVALUATION

The professional competence and intellectual vigor of its faculty are the most important measures of a university's quality. In recognition of that fact, "Hēna e Plotē" (Bedēr) University supports the individual development of its faculty members by encouraging and rewarding academic achievement in teaching, scholarship, and all other facets of a faculty member's professional life. The University also encourages and promotes the participation in national and international conferences. Faculty development is the responsibility of the Head of Department, Dean, and the Rector's Office (Human Resources and Legal Affair Office), as well as of the individual faculty member.

Because the development of an academic career is a highly individual matter in terms of the direction and level of one's aspirations and the rate of their pursuit, the University attempts to create a generally supportive atmosphere. A variety of specific programs are sponsored that are designed to help faculty members with their teaching and with their overall professional growth.

The University's faculty development policies serve to:

- recruit new faculty members who add specific needed strengths to our faculty and who are dedicated to excellence, both in their scholarly pursuits and in their teaching;
- aid and encourage newer faculty members by helping them to understand the University's and colleagues' expectations, and the criteria and standards for advancement;
- encourage the individual departments to codify their criteria for evaluating their faculties, and to make these criteria and standards accessible to the faculty members;
- Aid in harmonizing faculty members' personal career goals with departmental and University objectives, and to give due recognition to faculty members for contributions toward the realization of these objectives;
- encourage faculty members to strive consciously to improve their teaching, their professional service, and their stature in their scholarly fields; and
- recognize and reward high attainment by faculty members in any or all of these areas.

The maintenance of high-quality faculty is the keystone of faculty development. In evaluating faculty performance, the Head of Departments, together with the Deans, in consultation with their senior faculties, examine a number of factors. Primary among them is evidence of intellectual vitality in scholarship and a high degree of effectiveness in teaching. Secondary, the scientific research carried out by the faculty member. In the evaluation process, it is the responsibility of the Head of Departments, Deans, and senior faculty to:

- review the faculty member's progress at least annually and discuss with the faculty member his or her strengths and weaknesses in teaching, including advising, in scholarly activity, in public and professional service, and in furthering the department's or school's other objectives;
- interpret the University's standards and procedures in terms of departmental or school objectives, and explain these interpretations and objectives to the faculty member;
- assist the faculty member in formulating plans for his or her

- progress toward mutually desirable professional objectives;
- provide encouragement and advice concerning the resources needed for the pursuit of these objectives; and
- provide recognition for progress and quality in performance in these areas by means of appropriate recommendations and in other tangible ways.

Public service (including community service as relevant) and professional service is included in the evaluation process for promotion and tenure. The weight given to these activities varies with academic discipline and it shall be defined clearly by each Faculty. It is generally agreed that public service is an activity based on a faculty member's professional expertise; it is conducted outside the University; it makes a substantial public contribution; and remuneration is not a primary consideration or motivation for the activity. Ideally, this work could be incorporated into the faculty member's professional research and/or the teaching and training of students. The results may become disseminated through publication as a more permanent record. The faculty member himself or herself is expected to provide data for the evaluative process by periodically supplying the head of departments, dean, or the Rector's Office (Human Resources and Legal Affairs Office) with materials to go into a dossier on his or her teaching, scholarly accomplishment, and public service.

The Head of Departments, Deans, and Rector's Office (Human Resources and Legal Affairs Office) also examine a number of additional factors. Among them are: leadership ability, the quality of the individual's goals and their importance to departmental development, and evidence of progress in relation to these goals and other obligations.

The Deans and the Rector's Office (Human Resources and Legal Affairs Office) periodically consult with Head of Departments on faculty advancement. Deans and Head of Departments are also responsible for identifying persons who meet the criteria for permanent faculty, who are capable of further development, or who are of lesser promise to their departments.

The Departments and the Deans should submit by the end of each academic year the report concerning academic performance and advancement of the concerned faculty.

## **ACADEMIC INTEGRITY AND OBLIGATIONS**

It is the direct responsibility of academic staff to encourage free inquiry and expression and to provide an academic environment in their classrooms and in their contact with students that reflects a high standard of integrity and is conducive to learning.

With regard to obligations relating to academic integrity, faculty members are expected to conduct themselves in a professional manner, as summarized below:

- To meet their classes when scheduled.
- To be available at reasonable times for appointments with students, and to keep such appointments.
- To make appropriate preparation for classes and other meetings.
- To perform their grading duties and other academic evaluations in a timely manner.
- To describe to students, within the period in which a student may add or drop a course, orally, in writing, or by reference to printed course descriptions, the general content and objectives of a course; and announce the methods and standards of evaluation, including the importance to be assigned various factors in academic evaluations and, in advance of any evaluation, the permissible materials or references allowed during evaluation.
- To base all academic evaluations upon good-faith professional judgment.
- Not to consider, in academic evaluation, such factors as race, color, religion, sex, age, national origin, political or cultural affiliation, lifestyle, activities, or behavior outside the classroom unrelated to academic achievement.
- To respect the confidentiality of information regarding a student contained in University records; and to refrain from releasing such information, except in connection with in their University business, or with student consent, or as may be permitted by law.
- Not to exploit their professional relationship with students for

private advantage; and to refrain from soliciting the assistance of students for private purposes in a manner that infringes upon such students' freedom of choice.

- To give appropriate recognition to contributions made by students to research, publication, service, or other activities.
- To refrain from any activity which involves risk to the health and safety of a student, except with the student's informed consent, and, where applicable, in accordance with the University policy relating to the use of human subjects in experimentation.
- To respect the dignity of students individually and collectively in the classroom and other academic contexts.

Some duties to be carried out by the instructor based on the duties and responsibilities mentioned in the “Hëna e Plotë” (Bedër) regulations and the working contract, with a view to the courses lectured by him, have been listed below:

- Taking the attendance list and submitting attendances to weekly,
- Submitting of the mid-term and other grades before the end of the semester,
- Conducting the final exam and submitting of the grades,
- Delivering of the course file to the Department Secretary(course file content is given below),
- Signing the grades form and submitting to the Secretary of the Departments to be forwarded to the Student Affairs Office,
- Placing the exam sheets to the envelope and after closing with sticker, signing it and delivering to the Secretary of Departments.
- The part-time academic staff and the members of the academic staff who have entered to extra courses should submit for approval to the Head of Department and Dean within the first week of each month the Course Payment Request Form of the previous month and after this, he/she should submit the form to the Secretary of Departments to be forwarded to the Finance Office.

## COURSE FILE

Course files, which are prepared by the respective instructor and stored by the Department, represent an important element of “Hëna e Plotë” (Bedër) study programs. Information on the conduct of the course during the semester, on the topics covered and on the student performance evaluation should be included in a systematic way in the course file. The preparation of the course files and their storage by the Departments is an indispensable element for the work to be carried out in the framework of the international accreditation of the study programs offered by the institution (such as ABET etc) as well as in order to ensure a sustainable quality in the teaching process.

The respective Head of Department is responsible for the preparation and storage of all files of the courses offered by the Department, whereas the Dean is responsible for the course files of all departments of the respective Faculty. The course files may be prepared electronically in the website. In such a case, a printout may be taken at the end of semester and will be archived as a file. The Rector's Office will not carry out any financial transaction for the instructors of the courses that do not have their respective course file.

The documents to be included in the course file are listed below:

- Educational goals and objectives of the course
- Course Learning Outcomes and contributions to Program Outcomes
- Lecture notes and presentations based on the syllabus (The instructors who follow a book or course notes will classify the respective parts of the book or course notes based on the weekly course program and will submit them accordingly)
- Questions and answers of Mid-Term Exam
- Mid-Term answer sheet samples: The lowest and highest scoring students
- Homework assignments and example files (the best and the worst homework will be illustrated)
- Quizzes and answer keys (the best and the worst answer sheet samples)
- Questions and answers of Final Exam (the best and the worst

- answer sheet samples)
- Attendance list (with students signatures)
- Final list of grades

## **FACULTY-STUDENT RELATIONSHIPS**

The University's educational mission is promoted by professional relationships between faculty members and students. Relationships of an intimate nature compromise the integrity of a faculty-student relationship whenever the faculty member has a professional responsibility for the student. The University prohibits intimate relationships between a faculty member and a student whose academic work, teaching, or research is being supervised or evaluated by the faculty member. "Faculty member" refers to anyone appointed by the University as a lecturer, researcher, or academic administrator, including graduate and undergraduate students so appointed; "intimate" may also be defined as romantic.

If an intimate relationship should exist or develop between a faculty member and a student, the faculty member shall be object to disciplinary action.

## **ACCESS TO STUDENTS' EDUCATIONAL RECORDS**

Students and, in limited cases, their parents have the right to inspect and review the student's educational record; exercise a limited control over the disclosure of information contained in the student's educational record; seek to correct a student's educational record and report violations, which provides the minimum standards for the management of student educational records. The University designates some personally identifiable information contained in a student's educational record as "Directory Information" in order that the University may, unless the student has expressly objected, disclose the information without a student's further prior written consent. Access to a student's educational record by a third party for legitimate educational purposes or release by University officials is permitted under certain circumstances.

## **STUDENT CONDUCT AND JUDICIAL PROCEDURES**

The University Student Discipline Regulation serves to ensure both the rights and responsibilities of students through the operation of a system of regulations and hearing bodies. The said Regulation delineates non-academic standards of conduct appropriate to the University in consonance with its educational goals. The Discipline Regulation applies to all undergraduate, graduate, and professional students registered at the “Hëna e Plotë” (Bedër) University. In some cases, off-campus conduct may also be subject to disciplinary action by the University. To deal with violations of the Discipline Regulation, the Discipline Board has been established.

## **STUDENT ABSENCES**

Each student must attend the courses, applied studies, laboratories, projects, seminars, workshops, graduation projects and other studies of the semester she/he enrolled for. Bachelor Students who have not attended at least 70% of theoretical courses are not allowed to take final exam of those courses.

Master`s Students have the obligation to attend at least 80% of the research curriculum held in class of the theoretical courses and the research courses.

Students who do not meet these standards are obligated to retake the course with all the relevant obligations.

## **OFFICE HOURS**

The posting of office hours on the office door is the responsibility of the faculty member as a courtesy and convenience to students.

## **GRADE REPORTING**

Faculties are expected to know all relevant University policies on grading and shall perform their grading duties and other academic evaluations in a timely manner. Students, for each course they have taken, are awarded the following grades in letters by the lecturer of the course as the final grade of achievement for that course.



Bachelor				
Letter Grade	Points	Grade Point Value	Albanian Grade System	Description
A	90-100	4,00	10.0	Excellent
A-	85- 89	3,66	9.4	Very good
B+	80-84	3,33	8.8	Very good
B	75-79	3,00	8.3	Good
B-	70-74	2,66	7.7	Good
C+	65-69	2,33	7.2	Satisfactory
C	60-64	2,00	6.6	Satisfactory
C-	55-59	1.66	6.1	On probation
D+	50-54	1,33	5.5	On probation
D	45-49	1,00	5.0	On probation
D-	40-44	0,66	4.4	Fail
F	0-39	0	4.0	Fail

Professional master				
Letter Grade	Points	Grade Point Value	Albanian Grade System	Description
A	90-100	4,00	10.0	Excellent
A-	85- 89	3,66	9.4	Very good
B+	80-84	3,33	8.8	Very good
B	75-79	3,00	8.3	Good
B-	70-74	2,66	7.7	Good
C+	65-69	2,33	7.2	Satisfactory
C	60-64	2,00	6.6	On probation
C-	55-59	1.66	6.1	Fail
D+	50-54	1,33	5.5	Fail
D	45-49	1,00	5.0	Fail
D-	40-44	0,66	4.4	Fail
F	0-39	0	4.0	Fail

Master of Science				
Letter Grade	Points	Grade Point Value	Albanian Grade System	Description
A	90-100	4,00	10.0	Excellent
A-	85- 89	3,66	9.4	Very good
B+	80-84	3,33	8.8	Very good
B	75-79	3,00	8.3	Good
B-	70-74	2,66	7.7	Satisfactory
C+	65-69	2,33	7.2	On probation
C	60-64	2,00	6.6	On probation
C-	55-59	1,66	6.1	Fail
D+	50-54	1,33	5.5	Fail
D	45-49	1,00	5.0	Fail
D-	40-44	0,66	4.4	Fail
F	0-39	0	4.0	Fail

\* *System Grade over 100, the grade equivalence in Transcript*

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 instructor 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 for a course, s/he must receive a grade by completing the previously unfulfilled requirements within fifteen days from the announcement date of

the grades. Otherwise, the (I) grade will automatically turn into an (FF). 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 not included in the averages.

**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.

**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 and courses taken at preparation schools or during the student exchange program.

**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. The (EX) grade is not included in GPAs.

**The (NI)** grade is given with respect to non-credit courses taken within the academic program(s) the student is enrolled at. This grade is indicated on the student's transcript along with the grade in letters the student has received from the relevant course. This grade is not taken into account in enrolled program or related point average calculations. 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 (FF) when calculating GPA.

## **FAILURE, ACHIEVEMENT, HONOR AND HIGH HONOR**

### **First cycle programs:**

**a)** If a student at a subject is evaluated with C (2:00) or a higher grade, then he is passing. If in one subject, the student is evaluated by (D- and F), then he is not passing and is forced to repeat that subject. In case that the overall average of grades is at least (2:00) and has no grade (D- and F), the student is considered successful.

**b)** In case that at the end of the fourth semester, the overall average of student's grades is lower than 1.80, then he gets probationary status and is given the right to enter up to three additional exams before starting the fifth semester. A student who is on probationary status must repeat courses that were open previous semester, in which he has taken F, D, D, D +, C- grades. In order that a student can have the right to take new courses opened in fifth semester, he must pass the probationary status and reach or exceed the level of (1.80) of the overall average; otherwise it is not allowed to take subjects from above.

**c)** If at the end of the semester, students have successfully completed all courses and have an average rank of semester from 3:00 to 3:49 they are in the list of "Honor", while those who have an average of 3:50 to 4:00, are in the list of "High Honor".

### **Second cycle programs:**

**a)** If a student has a B- (2.66) or with a higher grade at one subject, he is successful. If a student is evaluated by 2:33 or 2:00 at one subject, he is on probationary status.

**b)** In the case that a student has a grade lower than C (C-, D +, D, D- and F), it is not passing and is forced to repeat the course.

**c)** In the case that the overall average of grades is at least B- (2.66) and has no grade C-, D +, D, D- and F, the student is considered successful.

**d)** In case that the overall average of grades is less than B- (2.66), the student gets probationary status. A student, who is on probationary status, has to repeat courses in which has been unsuccessful in previous semesters. In this case, the student should not take any C-, D +, D, D- and F grade.

## **DETERMINATION OF GRADES**

The final grade of a course includes all the tasks that the student has been engaged (final exam, mid-term exams, quizzes, practices, assignments, projects, workshops, seminars, attendance, laboratory studies, etc.) within a semester with respect to such course. The relevant lecturer has the obligation to announce to the students his evaluation system regarding the courses to be offered in the syllabus within one week following the beginning of each semester.

The Department's Secretary provides detailed instructions for the grade completion.

## **ENGLISH LANGUAGE FLUENCY**

Academic staff who teach courses in a language other than Albanian shall be fluent in that specific language and they should prove it with an international test known by our Ministry of Education and Sport or has finished one of their studies program in that language.

## **TEXTBOOKS AND SUPPLIES, instructional materials, AND SUBSCRIPTIONS**

Faculty members are advised in writing to the Head of Departments before the semester starting for requisitioning textbooks and supplies. The responsibility for ordering texts is vested in the Library Office and for supplies in the Administrative Affairs Office. Faculty members may not order textbooks for classes directly from the publisher. Faculty members are not permitted to sell any textbooks, notes, or supplies to students in class.

## **ACADEMIC CALENDAR**

The Academic Calendar is published on the web and distributed annually to the faculty; additional copies are available in the Department's Secretary.

## **UNIVERSITY PHOTOCOPYING POLICY**

As a result of the Copyright Law which affects educational institutions, classroom teaching, libraries and users of copyrighted material in general, a detailed policy has been adopted by "Hëna e Plotë" (Bedër) University. The following expects highlight on the key provisions:

**Copyrighted Material:** According to the Copyright Law, the following may be copyrighted literary works; musical works, including any accompanying wads; dramatic works, including any accompanying music; pantomimes and choreographic walks; pictorial, graphic and sculptural works; motion pictures and other audiovisual works; sound recordings; and computer programs. One may therefore assume that almost any form of creative work may be subject to copyright protection.

**Photocopying:** One single copy of a copyrighted article or a minor part of a work may be made unless written permission to do otherwise has been secured from the copyright holder by the person who makes the copy or requests copying service. Most government documents are in the public domain; however, there are some exceptions. It is appropriate to check for a notice of copyright before making multiple copies of such material.

**Single Copying for Lecturers:** A single copy may be made of the following by or for a lecturer at his a her individual request for scholar research or use in teaching or preparation to teach a class: a chapter from a book, an article from a periodical a newspaper, a short story, short essay or short poem, whether or not from a collective work, and/or a chart, graph, diagram, drawing, cartoon, or picture from a book, periodical, or newspaper.

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## “HËNA E PLOTË” (BEDER) UNIVERSITY INFORMATION SYSTEM

BIS is the automation system used in the “Hëna e Plotë” University. BIS system allows all activities in the university to become in automated manner. According to BIS project all units have an account and their own websites where they operate in the relevant tasks. In BIS you can find an account also for the academic and administrative staff which account will be available at the start of the employment by the IT office.



### WHERE TO FIND GENERAL INFORMATION.

“Hëna e Plotë” Bedër University Web Page: The University Home Page is a good source of information on a broad range of University programs, services and resources. The Home Page address is **[www.beder.edu.al](http://www.beder.edu.al)**

**Department’s Secretary:** All the related info regarding academic issues and other related topics such as timetables, classes etc. may be directed to the Department’s Secretary.

**Human Resources and Legal Affair Office:** The Human Resources and Legal Affairs Office may provide information regarding staff in administrative and academic offices, faculty committees, awards, and other information relating to the organization of the University.

**Administrative Affairs Office:** Questions and issues regarding materials and purchasing may be addresses to the Administrative Affairs Office. The above information should help new employees acclimate to working at “Hëna e Plotë” Bedër University. The Department is the first resource for information about your duties and the Universi



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