



HËNA E PLOTË BEDËR  
UNIVERSITY



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Dear students,

University education is one of the most important periods of life. 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 “Hëna e Plotë” Bedër University 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, the University has managed to combine the theoretical and practical aspects by offering students the opportunity to apply the obtained knowledge in order to help students complete their education the best way possible. I am sure that here you will find not only an educational institution but also a familiar environment where you will benefit from different cultures that come through a mosaic of international students.

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 university procedures and will avoid any ambiguity in this respect.

I wish you good luck,

Dr. Ferdinand Gjani  
Rector



# ABOUT THE UNIVERSITY

## History

“Hëna e Plotë” (Bedër) University is organized and functions as a Higher Education Institution which provides first and second cycle study programs. “Hëna e Plotë”(Bedër) University 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 university.



On April 2011, “Hëna e Plotë” (Bedër) University started its activity by providing first and second cycle study programs in accordance with the Albania legislation. The Higher Education Institution “Hëna e Plotë”(Bedër) is composed of two faculties and 6 departments which offer 7 study programs of first cycle and 14 study programs of second cycle.

“Hëna e Plotë” Bedër University is one of the leading higher education institutions in social sciences, established in order to address the needs for an international institution deserving of respect for the quality of its academic standards and of its research. The university is a non-profit university which has become a standard innovation for the Albanian education system.

## 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.

## Vision

The vision of “Hëna e Plotë”(Bedër) University is to be an elite higher education institution at home and the region, and the first alternative of education and research for Albanians wherever they are. “Hëna e Plotë”(Bedër) University 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 research.

# KEY INFORMATION

## Student administration

*Who deals with student administration?*

The Registrar Office undertakes most administration for students, including registration and enrolment, maintaining records, examination administration and providing official transcripts.

Other issues regarding student clubs, extra curricular activities, carrier planning and alumni are dealt within the Office of the Dean of Students.

Registrar's Office

Email: registrar@beder.edu.al

Dean of Students, (Office Number)

Email: deanofstudents@beder.edu.al

## Student Card

*What is the Student Card?*

You will receive a photographic identity card from "Hëna e Plotë" (Bedër) University upon enrolment. This card is very important and you must carry it with you at all times on campus. If you cannot produce it upon request, you may be removed from the premises.

Your Student Number is also printed on the card. You must take your card into all of your examinations to display it for inspection and to copy your student number on to your script. The card also serves as your library card.

It is vital that you keep your card safe. If you lose your card or if it is stolen then you should contact the Registrar's Office (Student Affairs) for assistance. You will need to complete a Replacement Student Card Application form, and a fee is charged for replacement cards.



## Communications

### *How will the University communicate with me?*

We will communicate with you in several ways. 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. 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>. Messages relating to general student record processes, including examinations, will be posted according to the last two methods.

## Updating personal details

### *How do I update my personal details?*

Each time you change your term-time or home address, or your name, telephone number or another personal detail you must inform “Hëna e Plotë” (Bedër) University. 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. “Hëna e Plotë” (Bedër) University is not responsible for the non-receipt of correspondence arising from failure to update your contact details.

## Computing facilities

### *How do I use the computing facilities?*



Our IT department offers a range of facilities, including a personal log-on or workstations on campus and a “Hëna e Plotë” (Bedër) University email account. Your email account 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 taught degree programs. The regulations contain information on examination, award and progression procedures, as well as regulations on study, governance and administration processes at “Hëna e Plotë” (Bedër) University. When you enroll with University as a student you agree to abide by these and other regulations.

The Student Guide contains summary information on the most commonly encountered regulations regarding student life, but you will also need to look at the specific regulations for your individual program and modules. 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](http://www.beder.edu.al). If after reading these documents you are still not sure 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**

### *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 affairs or dealing with other members of the University. The penalties for breaches of the Code may involve fines, payment of compensation or, for more serious offences, suspension or expulsion.

You are expected to behave in an orderly manner, both on and off campus, and to abide by both the Academic Regulations and the regulations governing student conduct, including the Student Discipline Regulation. The Regulation is also available on line at: [www.beder.edu.al](http://www.beder.edu.al).

Be aware that making defamatory statements about members of staff and other students online as well as for acts, which brought the name of “Hëna e Plotë” (Bedër) University into disrepute, is subject of the disciplinary punishment.

## **Academic advice**

### *Where can I get advice on my studies?*

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

familiar with the kinds of difficulties that students experience at university. If your personal tutor cannot answer your questions, they will know who can.

Each department also 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 us, and there are a number of ways in which you can communicate your opinions. “Hëna e Plotë” (Bedër) University is committed in having a transparent ad open administration and to provide to the students the possibility to express their views and to contribute in the advancement of the University.

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.

“Hëna e Plotë” (Bedër) University Students’ Council 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, 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.



## **Studying abroad or elsewhere in Albania**

### *Can I spend a period studying abroad or elsewhere in the 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 practices. The results that you achieve during this period will count towards your award and are displayed in your transcript. They may be rescaled or weighted to bring them in line with “Hëna e Plotë” (Bedër) University marking.

## **Medical examinations**

### *What is the University policy on medical examinations?*

“Hëna e Plotë” (Bedër) University 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. The University reserves the right to require you to undertake a medical examination at any time to determine your fitness to study. We may require full disclosure of any report on your fitness in order to study. If you have been absent due to illness or an infectious or contagious disease then you must produce a medical certificate confirming fitness to resume your studies.

## **Debtors**

### *What happens if I am in debt to the University?*

You will not be entitled to receive your module results; to re-enroll for the following academic year, attend graduation to receive any award of “Hëna e Plotë” (Bedër) University until the debt is repaid.

If you fail to pay your tuition fees promptly and on time then the University is entitled to terminate your enrolment and registration. If this happens then you will be de-registered and will no longer be a student of “Hëna e Plotë” (Bedër) University.

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 from one of the welfare advisors in the Office of the Dean of Students.

## **Complaints**

### *What if I need to make a complaint?*

We hope that you never need to make a complaint about any part of your time at Bedër, but we recognize that problems can occasionally arise. We have a structured process in place for complaints.

You should begin with an informal complaint at the Department or Office level: in most cases problems can be resolved at this stage. If you are unhappy with the outcome then you can make a formal complaint to the Head of the Department/Office or Dean.

## **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 a Acceptnce Letter issued by “Hëna e Plotë” (Bedër) University?*

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 demonstrating the knowledge of the language the program is taught.

## Fire

*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 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 “Hëna e Plotë” (Bedër) University, 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 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?*



Only in designated areas, which does not include closed spaces. Bedër is a smoke free campus and therefore if you need to smoke you must go off site to do so. You cannot smoke in the Universities halls of residence.



# 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. 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 who have not attended at least 70% of theoretical courses are not 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 (lectures, seminars, etc.).

## **Absences**

### **Can I be absent?**

You may not be absent without permission, and permission can only be granted by the specific lecturer. Certification 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 the Student Affairs Division within twenty days at the latest following the occurrence of such reason and prove it by documentary evidence. The continuity of the said reasons is grounds for the extension of leave of absence by the executive board. A student on a leave of absence during a semester cannot attend classes and take the final examinations of such semester.

## **Enrolment**

### **What is enrolment?**

Along with registration, completing enrolment is part of the process of you becoming a student of “Hëna e Plotë” (Bedër) University and as such is compulsory. Only once you are fully enrolled will you be able to go to lectures and other learning activities as well as access facilities such as the library or computer labs. During the enrollment students are required to sign the education contract with the University. Final enrollment dates, are determined and announced by the University.

## **Tuition fees**

### **What are the arrangements for tuition fees?**

Tuition fees cover registration and course fees. They do not include fees for text books, any specialist equipment and some field courses. Payment of tuition fees is a precondition for full enrolment.

If you fail to pay your fees on time then 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 interruption of studies on the grounds of illness or other good cause may be granted subject to a decision by the Faculty Administrative Board provided that he/she applies at the latest 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 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, available from the Registrar Office.

Interrupting your studies will mean that although you remain registered you will cease to be an enrolled student of Beder and therefore will not be able to attend lectures or use facilities such as the library. If you do interrupt then the Academic Regulations in place at the time of your initial registration remain in effect.

## **Changing your program of study**

### **Can I change my program of study?**

Yes, but normally 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 will mean extending your period of study and 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 personal tutor and the Registrar's Office before changing your program of study.

## **Withdrawal and deregistration**

### **What are withdrawal and de-registration?**

Withdrawal from your program or deregistration by "Hëna e Plotë" (Bedër) University will lead to the immediate termination of your enrolment and registration with "Hëna e Plotë" (Bedër) University which means you are no longer a student. If you withdraw or are deregistered from your program then you may not use any of the University facilities.

Students wishing to leave the University 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 and withdrawal**

### **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.

## 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. An aggregated, weighted mark will be awarded for each module you take.

If you pass a course with C is considered 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 courses in the program in order to satisfactorily complete the undergraduate preparation program.

Students whose GPA is below 1.80 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 student meets the conditions of the probation. In order to leave the probation status you principally should repeat some of the courses with a grade below C. Otherwise you can not take the courses of the proceeding years.

### How are undergraduate modules graded?

Performance is graded as follows:

Performance is graded as follows:			
Points	Albaian System	Grade	Coefficient
91–100	10	A	4
85–90	10	A-	3,66
80–84	9	B+	3,33
75–79	8	B	3
70–74	8	B-	2,66
65–69	7	C+	2,33
60–64	7	C	2
55–59	6	C-	1,66
50–54	5	D+	1,33
45–49	5	D	1
40–44	4	D-	0,66
0–39	0	F	0

These grades are purely related to academic performance. Other grades are awarded to indicate extenuating circumstances, assessment offences, non-submission or not sitting assessment etc.

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 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 (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 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 (F) when calculating GPA.

## **Assessment methods**

### **How will I be assessed?**

Courses are often assessed by a combination of assessment methods; the types used are mostly determined by the subject area. Some of the different assessment methods identified by "Hëna e Plotë" (Bedër) University are: examinations, coursework, practical assessment, dissertations/projects etc. Examinations are generally in written form. However, the instructor of the course may decide to conduct the exam in the form of an oral exam, project or assignment on condition that s/he states it on the course information form (syllabus) within two weeks after the semester begins.

For all types of assessment there will be a published deadline by which you must submit your work, or date when you will sit the assessment (such as an exam or test). It is important that you submit your assessment by that date, as departments will impose a penalty for late submission. If, due to extenuating circumstances, you are having difficulties in completing your coursework by the deadline, contact the relevant professor/department in advance and ask about getting an extension; do not wait until after the deadline. Extensions will not normally be given without evidence of valid extenuating circumstances.

## **Examinations**

### **How will I know when my exams are taking place?**

There is a period of midterms and a final examination period at the end of the courses of each semester. "Hëna e Plotë" (Bedër) University will publish the full exam timetable at least two weeks before the first exam in the respective exam period. The exams are held in the stated University building, at the date, venue and time specified in the programs.

### **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 do arrive 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 for your exam has left the venue. You may not leave the exam venue unaccompanied 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 loose on the desk or in a clear plastic bag or pencil case. Calculators, dictionaries, word lists and 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, if you must bring it, is turned off and left with no alarms 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 the use of unauthorized material is an assessment offence, however “Hëna e Plotë” (Bedër) University policies make no distinction between possession and use and intention is irrelevant.

Please note that unauthorized material includes any notes stored on your mobile phone or other personal media device, all of which can be checked by an invigilator.

### Missed exams

#### What happens if I miss an exam?

In case you miss the final exam, it is impossible to do a make-up exam. If you feel unable to sit an exam due to illness then you must notify your department by submitting a claim for extenuating circumstances as soon as possible before the deadline in your school or institute. This must be accompanied by a doctor's certificate giving details of your illness and confirming that you were unfit to attend on the date of the exam. A make-up exam shall be given to students whose excuses have been accepted by the Faculty Administrative Board.

## **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 an 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 a course in the program is considered satisfactory. Students should pass all the courses in the program 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 an C grade is considered satisfactory as prerequisite. A student with a grade point average of (2.66) or over and without a failing grade in a course in the program is considered satisfactory. Students should pass all the courses in the program in order to satisfactorily complete the undergraduate preparation program.

## **Probationary status and honors list**

### **What is a probationary status?**

If the GPA of an undergraduate student is 1.66 and below you 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 the student meets the conditions of the probation. In order to leave the probation status students principally repeats some of the courses with a grade below C. Otherwise the student cannot take the courses of the proceeding years.

If the GPA of a graduate student is 2.66 and below you are put on probationary status. Students in the Scientific Master programs on probation status at the end of the third semester cannot take courses from the fourth semester and over until the student meets the conditions of the probation. Students in the Professional Master programs on probation status at the end of the second semester cannot take courses from the third semester until student meets the conditions of the probation.

In order to leave the probation status students principally repeats some of the courses with a grade below B-. Otherwise the student cannot take the courses of the proceeding years.

## What is a honors list?

At the end of each semester, students who have achieved all the courses of that semester and whose semester GPA is between 3.33 - 3.65 are placed in the honors list, and students whose semester GPA is between 3.66 - 4.00 are placed in the high honors list.

## Graduation

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

A undergraduate student who has been successful in all courses through pursuing the faculty's academic program, increased his/her grade point average to at least (2.00), without having a D- or F grade and shall be deemed to have met the requirements of graduation by the Administrative Board of the University. Students at the graduation stage but who have D- or F grades from a maximum of two courses and a GPA below 2.00 despite having no failed courses are given the right to take additional examinations.

A graduate student who has been successful in all courses through pursuing the faculty's academic program, increased his/her grade point average to at least (2.66), without having a grade below C- shall be deemed to have met the requirements of graduation

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.
- Fraudulent reporting of source material.
- Fraudulent reporting of experimental results, research or other investigative work.
- Colluding in the preparation or production of submitted work unless such joint or group work is explicitly permitted.
- The use, or attempted use, of ghost writing services for any part of assessment.
- 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 or failure to reference yourself when repeating work you have previously submitted - 'self plagiarism'. You may also commit plagiarism by failing to appropriately credit the input of other students in assessed group projects.

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

- Record your sources when taking notes, and cite these where you use ideas from the original source.
- 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 and therefore it is very important you ensure

that any notes you have are not accessible during the exam. If you find you have anything on you during the exam please put your hand up and give the material to an invigilator.

Mobile phones and some mobile entertainment devices are permitted in an exam venue but must be powered off and the battery removed if possible so that it cannot make a noise during the exam. Do NOT just switch your phone to silent. Your phone must be stored in your bag or in the designated area.

Exam offences are considered very seriously and therefore the penalties are severe. If you are suspected of an offence during an exam then an invigilator will inform you of this, annotate your exam script and impound any prohibited materials (including mobile phones) and the script.

### What are the penalties for an assessment offence?

The penalties for an assessment offence range from a formal warning to permanent withdrawal from “Hëna e Plotë” (Bedër) University. The penalty applied will depend on many factors, including the value and type of the assessment, and whether it is a first offence or not.

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 “Hëna e Plotë” (Bedër) University to the Administrative Board of the University. 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.



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*Në emër të Verave*

## STUDENT SUPPORT SERVICES

### REGISTRAR'S OFFICE

The Registrar's Office deals with most aspects of administration for your degree, including enrolment, module amendments, record keeping, 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 who to contact, ask us.

The Registrar's Office is located on the ground floor of the Beder's Building (CB05).

### CONTACT

Email: [registrar@beder.edu.al](mailto: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.

The Dean of Students is located on the ground floor of the Bedër's Building.

### CONTACT

Email: [deanofstudents@beder.edu.al](mailto: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 understand difficult experiences and feelings. If you are finding life difficult, 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 you are eligible for a “Hëna e Plotë” (Bedër) University Bursary you will automatically be sent information.

### 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 which deals with student halls applications, room allocations and residential fee payments. 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

“Hëna e Plotë” (Bedër) University 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 you on all elements of your university experience, as well as represent your views to Bedër and national authorities. You will automatically have the right of participation on enrolment.

### IT SERVICES

IT Services provides you with centralized computing services, facilities and support. We offer open access computer suites for courses and general use including Internet access and email. The open access computer suites can be found at the locations below. Most suites are open during normal working hours and evenings.



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](mailto:LIBRARY@BEDER.EDU.AL)



## STUDY ABROAD AND INTERNATIONAL EXCHANGE OFFICE

Many students at “Hëna e Plotë” (Bedër) University 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 additional exchange programs specific to their fields of study.

In general, if you are registered for a three-year undergraduate degree then you may spend the first semester or the whole academic year abroad in your second developmental year. If you are considering studying overseas you should discuss your options with your personal tutor first.

Detailed information on the International Exchange Programs is available online and by contacting the International Relations Office.

### **Address**

Email: [iro@beder.edu.al](mailto:iro@beder.edu.al)

### FURTHER INFORMATION

The Student Guide is a brief, user-friendly summary of key information and, as such, cannot cover every detail of the regulations and procedures that will affect you. For further information please do consult the respective directives, regulations as well as the statute of the University.



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