MINISTRY OF EDUCATION, SPORT AND YOUTH
ALDENT UNIVERSITY

REGULATIONS
OF
ALDENT UNIVERSITY

Approved by Decision No. 49, dated 31 October 2023, of the Academic Senate of Aldent University.

CHAPTER I
General Provisions

Article 1

These Regulations govern the teaching, research and administrative activities of Aldent University in accordance with its objectives and statutory mission, on the basis of:

- Law No. 80/2015, "On Higher Education and Scientific Research in Higher Education Institutions in the Republic of Albania" (hereinafter "the Law"), and other legislative and subordinate legal acts.
- The Statute of Aldent University, approved by the Academic Senate by Decision No. 49, dated 31 October 2023.

These Regulations are approved by the Academic Senate of Aldent University.

Article 2

These Regulations are attached to the Statute of Aldent University. They apply and have effect throughout all structures, governing bodies and authorities, constituent units, academic and non-academic staff, students and any other natural or legal person operating on UAL premises or territory. The Academic Senate of Aldent University has the right to amend these Regulations.

CHAPTER II

Article 3
Organizational Chart - The Institution's Academic and Administrative Structure

The organizational chart of Aldent University and its constituent units, which shows the relationships and reporting lines among them, has been approved by the Academic Senate, the Board of Administration and the responsible ministry. In accordance with the applicable legal criteria, the University's structure and organization are as follows:

a) The academic component consists of:
- academic governing bodies and authorities;
- main units (faculties);
- basic units (departments, scientific research centres and academic support units).

b) The administrative component consists of:
- administrative governing bodies and authorities;
- service units.

The University's structural and organizational composition is set out in Annex 1, which is attached to and forms an integral part of these Regulations.

Article 4
Internal and Specific Regulations

1. All internal and specific regulations derive from these Regulations and comply with the Statute.
2. Main units have internal regulations, which must comply with these Regulations. The internal regulations of main units are drafted by the dean's offices and approved by the Academic Senate.
3. The internal regulations of basic units are proposed by the departments and approved by the relevant dean's office of the main unit.
4. The administration's internal regulations are proposed by the University Administrator and approved by the Academic Senate.
5. The Academic Senate may issue special rules applicable permanently or temporarily to a particular field, area, subject or unit only.
6. Decisions, orders and instructions of governing bodies and authorities have effect in their respective areas when they are drawn up and approved in accordance with the rules, in form and substance, and within their legal powers.

Article 5
Notices

1. The governing bodies and authorities and the main constituent units are informed by the relevant structure of laws, subordinate legal acts and other instruments issued to implement them.
2. Academic and non-academic staff and students become acquainted with the Law on Higher Education, the Statute, the University Regulations, the units' internal regulations and other permanent instruments by reviewing the texts made available to them by the relevant academic and administrative structure when their employment or studies begin.
3. Amendments to or repeal of instruments are communicated generally by posting them in designated places, unless individual notification is mandatory.
4. Permanent instruments and subsequent amendments are deemed notified if published on UAL's official websites and by email, except where individual notification is required.

Article 6
Gaps in Instruments

Where implementation of an instrument reveals matters that are not regulated, the issuer or the body competent for the relevant matter determines the procedure by reference to the rules governing similar matters or, where this is not possible, to the general principles of the Law on Higher Education and the Statute. In such cases, it is the duty of that body to complete the instrument.

CHAPTER III

Article 7
Governing Bodies and Authorities and Other Bodies

1. The governing bodies and other bodies of Aldent University are:
   a) the Academic Senate;
   b) the Board of Administration;
   c) the academic staff assemblies of the main units;
   d) the Standing Committee on Curricula and Standards;
   e) the Standing Committee on Scientific Research;
   f) the Standing Committee on Degrees;
   g) the Standing Committee on Titles.

Collegial governing bodies:
   h) the Rectorate;
   i) the dean's offices;
   j) the Ethics Council.

Other bodies:
   k) the Internal Quality Assurance Unit.

2. The governing authorities at Aldent University are:
   a) the Rector;
   b) the Dean;
   c) the Head of Department;
   d) the Director of the Research Centre;
   e) the University Administrator;
   f) the Administrator of the main unit.

The organizational chart of Aldent University is attached to these Regulations as Annex 1.

Article 8
Academic Senate

Under Law No. 80/2015 on Higher Education, dated 22 July 2015, the Academic Senate is the University's highest collegial academic and decision-making body. It determines the institution's development policies, plans, coordinates, directs and oversees teaching and scientific research activities, and assesses their effectiveness. The powers, organization and procedures of the Academic Senate are set out in the University Statute.

Article 9
Rectorate

1. The University Rectorate is a collegial executive body.
2. The Rectorate consists of:
   a) the Rector;
   b) the Vice-Rector(s);
   c) the deans/heads of main units;
   d) the University Administrator.
3. The duties, operation and meetings of the Rectorate are set out in the University Statute.

Article 10
Dean's Office

The dean's offices of Aldent University are collegial bodies.

1. The dean's office consists of:
   a) the Dean;
   b) the Vice-Dean;
   c) the Administrator of the main unit;
   d) the heads of basic units.
2. The duties, operation and meetings of the dean's office are set out in the University Statute.

Article 11
Functions of the Academic Staff Assembly of Main Units

1. The academic staff assembly of a main unit at Aldent University has the following functions:
   a) It elects the members of the Academic Senate in accordance with the University's election regulations.
   b) It elects the members of standing committees established at main-unit level in accordance with the University's election regulations.
2. Academic staff assemblies express their opinions by a 50% + 1 vote when consulted by collegial academic bodies or authorities.

Article 12
Ethics Council

1. The Ethics Council at Aldent University is established by decision of the Academic Senate.
2. The Ethics Council consists of five members selected from the University's full-time academic staff. Members serve a four-year term.
3. The Ethics Council's principal function is to examine and discuss issues concerning ethics in university life, including teaching, research and other activities, at Aldent University.
4. The Ethics Council submits proposals to the University Rector.
5. The Ethics Council's regulations contain more detailed rules on its organization, operation and decision-making.
6. The Ethics Council's functions are set out in the University Statute.

Article 13
Scientific Council

1. The Scientific Council consists of academic staff from within and outside UAL who have extensive research experience in biomedical fields. Its members are appointed by the Rector.
2. The term is four years, with the right to reappointment. If a member leaves or resigns, the Rector appoints a new member within one month of the end of the term.
3. The Scientific Council also exercises the powers of the Publications Council.
4. The Scientific Council operates under the relevant regulations approved by the Academic Senate.

Article 14
Standing Committees

1. Standing committees are collegial bodies that perform functions specified in the Academic Senate's act establishing them and in their operating regulations.
2. Standing committees are established by decision of the Academic Senate according to the University's needs and consist of five members, who nominate themselves and are elected by the Academic Senate.
3. Standing committee members serve a two-year term and may be re-elected.
4. Students are also represented on standing committees as provided in the higher education institution's Statute, except on the committee for awarding the scientific degree of Doctor and the committee for the promotion of academic staff.
5. The Rectorate drafts the regulations of standing committees, which are approved by the Academic Senate. Committee members may propose amendments to the Senate.

Article 15
Internal Quality Assurance Unit

1. Aldent University establishes the Internal Quality Assurance Unit, the structure responsible for developing internal quality assurance policies and procedures.
2. The Internal Quality Assurance Unit is a collegial body. It consists of five members: three representatives of academic staff from the main units, one representative of the Students' Council and one external expert. The members are approved by the Academic Senate on the Rector's proposal.
3. The Unit's operation is defined in the Statute and governed by its specific regulations.

Article 16
Board of Administration

The Board of Administration is the highest collegial administrative body. It ensures fulfilment of the institution's mission and the sound financial and administrative management of its movable and immovable property. Its functions, decision-making and terms of office are set out in the Statute and detailed in its specific regulations.

Article 17
Rector

1. The Rector is the institution's highest academic authority and its legal representative for academic and protocol matters.
2. The Rector must hold the title of Professor and is elected for a four-year term, with the right to re-election only once to the same position at the same institution.
3. The Rector's functions and rights are set out in the Statute.

Article 18
Vice-Rector

1. The Vice-Rector is the authority responsible for overseeing teaching, scientific and research activities.
2. The Vice-Rector must hold at least the title of Associate Professor.
3. The Rector proposes and appoints the Vice-Rector, following Academic Senate approval, for specific fields.
4. The Vice-Rector belongs to the Professor category or holds a Doctor (PhD) scientific degree obtained at a university in an OECD or EU member country.
5. The Vice-Rector is a full-time member of the academic staff.
6. The Vice-Rector leaves office when:
   a) the Vice-Rector resigns;
   b) the Rector dismisses the Vice-Rector for violating laws or subordinate legislation, or for actions that undermine the University's normal operations and integrity;
   c) physical or mental reasons make the Vice-Rector unable to perform the assigned duties;
   ç) the Vice-Rector is convicted of a criminal offence by a final court decision.
7. If the Vice-Rector is dismissed, the Rector proposes the name of the new Vice-Rector to the Academic Senate.
8. The Vice-Rector's functions are set out in the Statute.

Article 19
Administrator of the University, Main Unit and Basic Unit

1. The University Administrator is the highest administrative authority and is responsible for the University's sound financial operation. The Administrator is its legal representative for financial and administrative matters.
2. The functions and rights of the University Administrator and the administrators of the main and basic units are set out in the Statute.

Article 20
Dean

1. The Dean is the highest governing authority in each University faculty, represents it and acts in its name and on its behalf.
2. The Dean is a member of the academic staff holding the title of Professor.
3. The Dean's functions and rights are set out in the Statute.

Article 21
Vice-Dean

1. The Vice-Dean is appointed and dismissed by the relevant Dean.
2. The Vice-Dean must lecture in a subject and be employed by the relevant faculty, and must have completed at least Doctoral-level studies.
3. The Vice-Dean exercises the powers specified in the act of appointment.
4. The Vice-Dean replaces the Dean when the Dean is absent or in other cases provided for by the legislation in force.
5. The Dean dismisses the Vice-Dean when:
   a) the Vice-Dean resigns;
   b) the Vice-Dean violates laws or subordinate legislation, or acts in a manner that undermines the University's normal operations and integrity;
   c) physical or mental reasons make the Vice-Dean unable to perform the assigned duties;
   ç) the Vice-Dean is convicted of a criminal offence by a final court decision.
6. If the Vice-Dean is dismissed, the Dean proposes the name of the new candidate to the Rector.

Article 22
Head of Basic Units

1. The head of a basic unit - the head of department or director of a scientific research centre - is the governing authority of a basic unit within a main unit of the University.
2. The head of a basic unit must be an academic staff member holding the title of Professor or a Doctor (PhD) scientific degree obtained at a university in an OECD or EU member country. Where there are no candidates in this category, a lecturer who holds the scientific degree of Doctor may also stand for the position of head.

Article 23
Functions and Powers of the Head of a Basic Unit

The head of a basic unit has the following functions and powers:
   a) Directs and represents the basic unit and is responsible for collegial and transparent decision-making in the department or centre.
   b) Directs and oversees all teaching, educational and scientific work in the basic unit.
   c) For each semester and academic year, identifies the need for full-time and part-time academic staff on the basis of legal criteria, and submits these needs to the relevant Dean and the Rector so that academic staff recruitment may be planned.

d) In cooperation with the Dean, proposes candidates for full-time and part-time teaching staff to the relevant recruitment committee through an advertised and transparent process.
e) Following prior discussion in the department, recommends to the dean's office specific criteria for academic staff recruitment in addition to the general University-wide criteria.
f) Takes organizational and monitoring measures to ensure the normal conduct of teaching and research by the staff of the basic unit they lead.
g) Encourages and motivates staff to perform their teaching and scientific research duties effectively.
h) Requests reviews and improvements of study programmes and curricula based on academic needs and indicators.
i) Proposes to the relevant Dean arrangements for professional placements in commercial companies (limited liability companies or joint-stock companies) and/or other institutions.
j) Proposes specific student enrolment criteria to the Dean, who forwards them to the Senate for approval.
k) Proposes admission quotas for each study programme to the Senate for approval.
l) Reports to the dean's office the projected teaching workload and its completion for each academic year, after coordinating its allocation with the staff responsible for the study programme.
m) Proposes the examination calendar to the relevant Dean in accordance with the examination sessions.
n) Maintains documentation of department members' scientific and academic activities according to their annual analysis reports.
o) Periodically analyses aspects of the department's work and conducts its annual analysis of teaching and scientific work.
p) Prepares the department's annual report on academic, scientific and administrative progress.
q) Is responsible for directing and monitoring student tutoring.
r) Proposes reviews of the regulations of the relevant basic unit and study programme.
s) Appointment, dismissal and the end of the term are governed by the University Statute.

Article 24
University Staff

1. University staff consist of academic staff, academic support staff and administrative staff.

2. Staff may be employed under fixed-term or indefinite-term contracts and may work full-time or part-time.
3. Staff rights and obligations are set out in the Statute and internal instruments in accordance with the laws and subordinate legislation in force.
4. Academic staff categories are specified in the Statute.

Article 25
Employment of Academic Staff

1. Specific employment criteria for full-time academic staff are proposed by the relevant basic unit according to its needs and approved by the Rector. Candidate selection is conducted by an ad hoc committee of five members, a majority from the relevant basic unit.
2. The ad hoc committee ranks the candidates, submits its proposal to the Dean and announces the successful candidate. The Dean forwards the result to the Rector, who appoints the employee on a full-time basis in accordance with the legal framework in force.

Article 26
Procedure for Employment of Full-Time Academic Staff

Academic staff are recruited according to the need for academic and academic support staff, based on the approved study plans and teaching workloads of the relevant programmes offered by the faculty or department. The main and basic units are responsible for the quality delivery of study programmes and participate in the academic staff recruitment process, which has several stages:
1. Each academic year, basic units propose academic staff vacancies to the dean's office in accordance with the workload required to deliver the relevant programme's study plan.
2. Basic units propose specific criteria for each vacancy to the dean's office. The Rector approves these criteria together with the list of documents to be submitted by candidates. The vacancy and documentation deadlines are then advertised.
3. The Dean establishes a five-member recruitment committee, at least three of whom are department members.
4. The Human Resources Office forwards eligible applications to the committee.
5. The ad hoc staff recruitment committee reviews the files using a scoring system previously approved by the Academic Senate.
6. The committee ranks candidates by score and sends the ranking to the relevant Dean for approval.
7. The Dean announces the successful candidate and forwards the result to the Rector for appointment.
8. With the General Administrator's prior approval, the Rector appoints academic and academic support staff at the beginning of each academic year.
9. The Human Resources Office prepares the contract based on the Labour Code and the laws and subordinate legislation governing employment relations in the Republic of Albania.
10. The employee and employer conclude the employment contract.

Part-time staff and academic support staff procedures are described in the recruitment regulations.

Article 27
Visiting Academic Staff

1. The institution's basic units may request that domestic or foreign researchers or distinguished specialists be employed by contract for short periods.
2. In selecting visiting academic staff, their qualifications are matched to the basic unit's teaching or scientific research needs. Visiting staff are engaged on a case-by-case basis, and teaching may be organized over a short period under a special plan.
3. Candidates are proposed by the basic unit, accompanied by an explanation, and submitted to the Rector for approval.

Article 28
Administrative Staff

1. Administrative staff categories and salary levels are approved by the Board of Administration.
2. Employment criteria are established according to the position by the relevant committee established by the Administrator. Administrative staff are employed after the committee examines the candidates' applications.
3. Disciplinary procedures are those provided by the Labour Code of the Republic of Albania and the institution's Code of Ethics.

Article 29
Procedures for Employment of Administrative Staff

Staff are recruited according to administrative staffing needs as follows:

a) Human Resources proposes the basic criteria for each vacancy, the list of documents candidates must submit and the deadline for submission.
b) Applications are completed electronically or in writing and submitted to the Human Resources Office.
c) For administrative staff recruitment, the University Administrator establishes a recruitment committee of at least three members.
d) Administrative staff are selected using a scoring system covering education, work experience, references and interview, in accordance with a table previously approved by the General Administrator.
e) Candidates are ranked by score and the committee announces the successful candidate and submits the result to the General Administrator for approval.
f) The General Administrator appoints the employee by internal order.
g) The Human Resources Office prepares the contract based on the Labour Code and the laws and subordinate legislation governing employment relations in the Republic of Albania.
h) The employee and employer conclude the contract, which formalizes the employee's position.

Article 30
Duties and Rights of Administrative Staff

1. Throughout their work, staff must respect the principles of civic ethics and UAL's Code of Ethics and present themselves in a manner consistent with University activities.
2. Carry out assigned duties responsibly.
3. Observe work discipline responsibly.
4. Safeguard the material resources entrusted to them.
5. Maintain professional confidentiality and not disclose information concerning their duties without authorization from the relevant governing authority.
6. Follow instructions required for the performance of assigned duties.
7. In addition to the main duties set out in the applicable regulations, perform other duties assigned by the relevant superior.
8. Follow any special order of the relevant governing authority concerning particular or emergency situations or significant events at the institution.

Article 31
Imposition of Disciplinary Measures on Staff

1. The Dean may impose the disciplinary measures of a caution or written reprimand and may propose to the Rector an administrative measure of reprimand with warning or dismissal.
2. The University Administrator may impose disciplinary measures up to a written reprimand and may propose to the Rector a reprimand with warning or dismissal for any administrative staff member.
3. The faculty administrator may issue a caution to any member of the faculty's administrative staff.
4. The Rector may impose all of the above disciplinary measures, up to and including dismissal.
5. In flagrant cases or serious violations of laws and subordinate legislation by a governing authority of a main unit, the Rector orders that authority's suspension and makes a proposal to the Board of Administration, which responds within one month.
6. A caution is expunged after three months if the employee commits no further violation. A written reprimand or reprimand with warning is expunged after six months if the employee commits no further violation. Suspension from duty remains in effect for up to one month while its cause is clarified. Once the measure is expunged, the employee is considered to have no disciplinary measure. Measures are recorded by the Human Resources Office.

Organization of Studies

Article 32
Modes of Study and Programmes at Aldent University

1. University studies are conducted on a full-time basis.
2. Study programmes at Aldent University are organized in three successive cycles: first, second and third. The University offers accredited study programmes organized

in modules and assessed in credits, under the European Credit Transfer and Accumulation System (ECTS). The average number of credits accumulated in one year by a full-time student is 60.
3. Study programmes are drafted by departments, which submit them to the Academic Senate for approval.
4. Changes to study programmes are proposed by the responsible departments, approved by the Academic Senate and implemented in the following academic year.
5. The Rectorate is responsible for publicly announcing the University's accredited study programmes before applications for admission open.
6. Applications and admissions to these study cycles are conducted in accordance with the Statute and applicable legislation.

Article 33
Academic Year and Organization of Teaching

1. University studies are organized by academic year. The start date of the academic year is announced in accordance with the legislation in force.
2. The academic year is organized in accordance with applicable laws and subordinate legislation.
3. The academic calendar is announced before the start of the academic year and approved by the Rector.
4. Examination session calendars and the relevant committees are announced at least one week before they begin, proposed by the basic unit and approved by the relevant Dean.
5. The graduation date must be three to five days after the end of the relevant session.
6. The academic year is organized into two semesters of 15 teaching weeks each.
7. The weekly teaching workload is 20-25 teaching hours.
8. The teaching timetable is prepared by the head of department after consultation with the relevant academic staff, approved by the Dean and announced before teaching begins.

Article 34
Forms of Teaching

1. At Aldent University, the main forms of teaching are lectures, seminars, exercises, laboratory work, professional placements and course projects.
2. The main forms of knowledge assessment are colloquia, session examinations, graduation theses and graduation examinations.
3. The forms of knowledge assessment are determined and organized in accordance with the teaching regulations and procedures approved by the Academic Senate.
4. Departments, with the approval of the dean's office, may also establish other forms of teaching work, especially for assessing acquired knowledge.

5. Courses are expressed in ECTS credits, with one credit comprising 25 teaching hours. A credit represents the work inside and outside the classroom required for a student to master the course.

Article 35
Study Programmes

1. Each faculty's study programmes are drafted by the basic units and, after approval by the dean's office, are approved by the Academic Senate.
2. Programmes and study plans are reviewed by the basic units each academic year in accordance with the applicable legislation and approved by the Academic Senate before the year begins.
3. Study programme elements and forms of graduation are set out in the Statute in accordance with the legal framework in force.
4. The division of students into teaching groups is proposed by the basic unit at its next meeting with the Academic Assembly before the timetable is prepared, and is approved by the Dean in accordance with the relevant instructions.
5. Teaching registers are completed systematically by the relevant lecturer and retained in accordance with Senate decisions. They are monitored by the responsible structure.
6. After discussion at a joint meeting with the relevant academic staff, the allocation of the teaching workload is approved by the Dean and Rector before teaching begins, in accordance with the norms approved by the Academic Senate.

Article 36
Attendance

1. Attendance at lectures is compulsory at a rate of no less than 75%.
2. Attendance at seminars is compulsory at a rate of no less than 75%.
3. Attendance at laboratory work, course assignments and practical teaching is compulsory at a rate of 100%.
4. A student who has attended less than 50% of lectures and seminars in total must repeat the course the following year.
5. A student who has attended 50%-75% of lectures and seminars in total qualifies only for subsequent examination sessions.
6. A student who has attended more than 70% but less than 100% of laboratory and practical sessions must complete the outstanding sessions before taking the examination. The relevant department determines how they are completed.
7. A student who has attended less than 70% of laboratory and practical sessions must repeat the course the following year.

Article 37
Teaching Timetable

The teaching timetable specifies the time and classroom for teaching. Faculties prepare it at the beginning of each semester and publish it on the faculty website and notice board before teaching begins. Students and academic staff must comply with it. The timetable is designed to coordinate teaching elements and distribute the student's workload rationally. Teaching sessions last 50 minutes.

Article 38
Teaching Register

The teaching register, completed without corrections by the responsible academic staff, is the principal document recording teaching and student absences. Failure to attend a compulsory teaching activity is recorded as an absence. Every academic staff member must enter the course name and teaching activities conducted and accurately record absences. The register is deposited with the academic secretariat. The department sends the faculty academic secretariat a list of students who have not met attendance requirements. The secretariat does not include those students on the examination list for the relevant session.

Pursuing a Second Study Programme

1. Persons who have completed a full study programme may pursue a second programme. As a rule, candidates are admitted to apply and successful candidates are selected according to the criteria approved by the Academic Senate. The institution publishes the application procedures and criteria.
2. Mastery of the programme is assessed on a ten-grade scale. Grades of five and above are passing. Written assessments use a points system whose result must be converted into a grade.
3. Assessment of knowledge in a course (the examination) may be: a) written; b) oral; or c) a combination of written and oral. Assessment methods are specified in the relevant course syllabus based on the study plan.
3. In every form of assessment, examination papers are prepared by the course lecturer together with the assistant, where applicable, and are approved and signed by the head of department.
4. Examination procedures and penalties are specified in the specific examination regulations.
5. Application and registration procedures and progression criteria are determined by Senate decision.

EXAMINATION SESSIONS
Knowledge Assessment

Article 39

Four examination sessions are planned at faculty level in an academic year. As a rule, the main examination sessions are held at the end of each semester and last two to four weeks. Students may complete their requirements in the relevant sessions:

1. Two main sessions:
   a) the February session (first semester);
   b) the June session (second semester).
2. The module session: academic-year modules without a session.
3. Three resit sessions:
   a) the September session;
   b) the December session;
   c) the April session.

1. A student is entitled to sit a course examination after completing the annual requirements for that course specified in the study plan. The lecturer completes the record of those requirements at the end of teaching, before the examination session, and submits it to the academic secretariat.
2. The names of students entitled to sit the course examination appear on the examination sheet. The academic secretariat enters the names and closes the sheet; it is signed by the Dean against the secretariat's signature and bears the seal of Aldent University. The sheet is delivered to the examination committee on the day of the examination. At the end, the committee chair returns it to the secretariat.
3. Under no circumstances may the examination sheet contain corrections, and no one may add names to it.
4. Receipt of the sheet is acknowledged by signature.

Examinations

Article 40

1. Examinations and resits take place within the time limits established in the academic-year structure approved by the Senate of Aldent University and are announced several days before the session begins. Students' views are also sought in advance when examination dates are set.
2. Examinations take place at the scheduled time and date. If exceptional circumstances make an examination impossible on the scheduled date, the Dean cancels it by written order and sets a later date, which is communicated to students.
3. Students are examined by at least two lecturers in the field: the course lecturer and the relevant assistant who taught the course. If the course had no assistant, the head of department appoints an assistant in a related discipline. If the course lecturer or assistant

cannot attend for compelling reasons, the head of department designates replacements by written decision. Written examinations are conducted anonymously.
4. External persons, including academic staff, may not enter the examination, except the head of department, the Dean and others authorized in writing by the Dean or Rector to conduct an inspection.
5. Students must present photographic identification at the examination.
6. If a student fails to appear for an examination or completion assessment, the student is recorded as failing that course or module.
7. Student results are entered in the academic secretariat's register and in the computerized student service and information system under the student's personal electronic address.
Detailed procedures are described in the specific examination regulations.

Mobility

Article 41

Students who participate in mobility under international projects and programmes in which Aldent University takes part are exempt from attendance requirements. Examinations taken abroad for courses covered by the interinstitutional agreement are recognized; on returning to continue their studies, students must complete the requirements for the other courses.

Professional Teaching Practice

Article 42

1. Full-time students must complete professional practice when it is included in their study plans. At the start of the academic year, the dean's office informs students of its timing and programme.
2. A student who does not complete the professional practice programme is subject to the rules applicable to all other requirements.
3. Professional practice is assessed using grades and the ECTS grading scale, as are the other requirements.
4. Professional placements take place in an institution relevant to the student's field of training under the supervision of a lecturer appointed by the relevant department.
5. Students must comply with the rules of the institution where they undertake the placement.
6. During the placement, the supervising lecturer carries out ongoing checks and maintains contact with the host centre.
7. At the end of the placement, the student prepares a report and completes the professional teaching practice booklet for the work performed. The supervising lecturer assesses it after also obtaining the host centre's opinion. Assessment is by grade.
8. Specific criteria and arrangements are set out in the relevant regulations of study programmes that include professional teaching practice.

Transfer and Equivalence

1. Aldent University accepts transfers and recognition of equivalent studies from other universities in accordance with the applicable legal framework and the University Statute.

2. The procedures and criteria for transfer and equivalence are described in the specific regulations.

Graduation

Article 43

1. On completion of the full course of study, students may graduate to obtain the relevant professional title. Graduation takes place through:
   a) defence of a graduation thesis;
   b) a professional qualification examination.
2. Both forms of graduation are described in the relevant regulations for graduation by thesis and graduation by final examination.

Article 44

Graduation thesis supervisors are appointed by the relevant department. Other rules concerning thesis defence are established by faculty regulations.

Article 45

1. A student who has met all study-plan requirements and completed the graduation requirement, by thesis or qualification examination, receives the relevant documentation.
2. The diploma is completed clearly in writing in technical ink and signed by the Rector and the Dean of the relevant faculty. Each signatory's first name, surname, scientific degree and title are recorded. Their signatures are authenticated by the institution's seal.
3. A Diploma Supplement is issued with the diploma in accordance with standards set by the ministry responsible for education.

Article 46

1. Graduates collect their diplomas in person against signature, and collection is recorded in the relevant register.
2. If a diploma has not been completed correctly, the person concerned should not collect it and must request a correctly completed diploma. If the person collects an incorrect diploma, loses the original or damages it so that it becomes unusable, the institution does not issue a duplicate.

Certificates

Article 47

1. Diplomas are presented at a ceremony attended by faculty authorities and representatives of the Rectorate and Senate of Aldent University.
2. Students who completed their studies with all grades of ten receive a “Gold Medal” certificate.
3. Students who obtained more than 80% of their grades as ten and all remaining grades as nine receive an “Excellent Student” certificate.

Study Fees

Article 48

1. Study fees include the registration fee and tuition fee. Fees differ according to the cycle or mode of study.
2. Fees for all study programmes are proposed by the Academic Senate and approved by the Board of Administration.
3. Students sign the relevant service contracts, which specify the fees for all study programmes and cycles.

FIRST CYCLE OF STUDIES

Article 49
First-Cycle Study Programmes

1. First-cycle study programmes aim to provide basic knowledge of general scientific methods and principles and develop specific skills for a wide range of professions and specializations.
2. First-cycle programmes comprise 180 European credits (ECTS, hereinafter credits) and normally last three academic years.
3. Upon completion of first-cycle programmes, a Bachelor university diploma is issued in accordance with the rules in the Statute.

Article 50
Admission to the First Cycle of Studies

1. Any person who has completed the State Matura and meets the statutory grade-point-average requirement may compete for admission to Aldent University.
2. Albanian and foreign students may study at Aldent University under bilateral or multilateral agreements.
3. Albanian and foreign citizens who have completed a higher education programme may also study at Aldent University upon payment of the prescribed fee.
4. The University may propose special admission competition criteria for each specialization. Aldent University publishes these criteria and competition regulations together with the necessary information on the faculty, relevant basic unit and programmes offered.

Article 51
Elements of First-Cycle Study Programmes

1. First-cycle study programmes must contain the following elements:
   a) general information about the programme, its form and principal objectives, and its study plan together with the compulsory

study credits;

b) admission conditions and selection criteria where places are limited;

c) student assessment methods and conditions for progression through the programme;

ç) conditions for transfer between programmes and for partial completion, if the programme provides for it;

d) academic and professional titles awarded under the law.

2. Other elements of study programmes may be determined by the Academic Senate.

Article 52
Issuance of Diplomas and Other Documents

1. The University provides students who have completed all requirements of a study programme, within the time limits set by applicable legislation, with the corresponding diploma, which is an official document.
2. First-cycle diplomas are accompanied by a Diploma Supplement.
3. The Diploma Supplement is prepared in accordance with European Higher Education Area requirements. In particular, it describes the nature, level, content and results of the studies successfully undertaken and completed by the diploma holder.
4. The content and form of the diploma and Diploma Supplement are determined by the Academic Senate in accordance with instructions from the ministry responsible for education.
5. Before any diploma or certificate is issued, it is registered in the State Register of Higher Education and Scientific Research Diplomas and Certificates maintained by the ministry responsible for education.

Article 53
Titles of First-Cycle Diplomas at Aldent University

Aldent University issues Bachelor diplomas for first-cycle studies according to the study programme.

Article 54
Transfers in the First Cycle of Studies

1. Aldent University offers student transfers among programmes in all cycles within the University or from/to other higher education institutions.
2. The teaching structure admitting the student decides whether the credits accumulated for continued study are recognized in full or in part.

3. The principal criteria for full recognition of a student's accumulated credits are:
   a) identity of the study programme;
   b) the time when the studies were completed;
   c) inclusion in the Bologna system.
4. The principal criteria for partial recognition of a student's accumulated credits are:
   a) similarity of the study programme;
   b) the time when the studies were completed;
   c) inclusion in the Bologna system.
5. Other, more detailed criteria for credit recognition under paragraphs 3 and 4 are set out in the University's teaching regulations.

SECOND CYCLE OF STUDIES

Article 55
Second-Cycle Study Programmes

UAL offers Master of Science and Professional Master second-cycle programmes.

1. Second-cycle programmes provide advanced theoretical and practical knowledge and training for independent research in a field within a specialization.
2. These programmes comprise 60 or 120 credits, including credits for the research project or thesis. Their normal duration is one or two academic years.
3. Students in these programmes must also take an English-language examination based on internationally recognized tests accepted by the ministry responsible for education.
4. On completion of a second-cycle programme, a Master of Science or Professional Master university diploma is issued in the field of study. Second-cycle diplomas are issued in accordance with the provisions of this Statute.

Article 56
Elements of Second-Cycle Study Programmes

1. Second-cycle programmes must contain the same elements specified for first-cycle programmes.
2. Other elements of second-cycle programmes may be determined by the Academic Senate.

Article 57
Admission to the Second Cycle of Studies

1. Individuals who have completed a first-cycle study programme and meet the academic admission standards of Aldent University may apply to enrol in the second cycle.
2. Admission quotas and criteria for second-cycle programmes at Aldent University are approved by the Academic Senate.

Article 58
Transfers in the Second Cycle of Studies

1. The University offers transfers between second-cycle programmes within Aldent University or from/to other higher education institutions.
2. The teaching structure admitting the student decides whether the student's accumulated credits are recognized in full or in part for the purpose of continuing studies.
3. The principal criteria for full recognition of accumulated credits are:
   a) identity of the study programme;
   b) the time when the studies were completed;
   c) inclusion in the Bologna system.
4. The principal criteria for partial recognition of accumulated credits are:
   a) similarity of the study programme;
   b) the time when the studies were completed;
   c) inclusion in the Bologna system.
5. Other, more detailed criteria for recognition under paragraphs 3 and 4 are set out in Aldent University's teaching regulations.

Article 59
Titles of Second-Cycle Diplomas at Aldent University

1. The University issues second-cycle diplomas according to the study programmes of each faculty.
2. Diplomas for each faculty are issued in accordance with titles approved by the competent authorities. Diploma titles may change depending on those approvals.

Article 60
Integrated Second-Cycle Study Programmes

The organization and rules for integrated second-cycle programmes at Aldent University comply with the legislation in force. Integrated second-cycle programmes are approved by the competent State authorities.

Article 61
Pursuing a Second Study Programme

1. Individuals who have completed a study programme may pursue a second programme.
2. Individuals wishing to pursue a second programme must meet all admission criteria for that programme, as must first-time entrants.
3. Individuals pursuing a second programme may seek recognition of equivalence for their first programme.

THIRD CYCLE OF STUDIES

Article 62
Third-Cycle Study Programmes

Third-cycle study programmes comprise Doctoral-level programmes and long-term specialization programmes, corresponding to level 8 of the Albanian Qualifications Framework.

1. Third-cycle programmes are entirely academic in nature and are based on scientific research and independent creative activities in a field within a specialization.
2. Doctoral programmes are undertaken full-time at the basic unit or on an extended basis where the doctoral candidate is employed as academic staff at another higher education institution or as research staff at a basic or applied research institution.
3. Doctoral studies are based on individual programmes for candidates' independent training in scientific research in fields specified by the basic or main unit.
4. Students in this programme must also take a foreign-language examination based on internationally recognized tests accepted by the ministry responsible for education.
5. On completion of a third-cycle programme, a university diploma for the scientific degree of Doctor is issued.
6. Long-term specialization programmes are professional training programmes providing knowledge for specific professions. They last at least two academic years and comprise at least

120 credits. They conclude with a qualification examination or graduation thesis, and a Specialization Diploma is awarded in the relevant field of study.

Article 63
Admission to the Third Cycle of Studies

7. Individuals who have completed a second-cycle programme, obtained a Master of Science diploma and meet the admission criteria of Aldent University may apply to enrol in the third cycle.
8. Admission quotas and criteria for third-cycle programmes at Aldent University are approved by the Academic Senate.
9. More specific rules on programme design, admission quotas, candidate selection criteria, academic features, duration and diplomas of third-cycle programmes are set out in the relevant regulations of Aldent University.

Article 64
Titles of Third-Cycle Diplomas at Aldent University

1. Aldent University provides students who have fulfilled all requirements of a third-cycle programme with the relevant diploma, which is an official document.
2. The content and form of the diploma and Diploma Supplement are determined by the Academic Senate in accordance with instructions from the ministry responsible for higher education.
3. The diploma is prepared and issued in Albanian.

OTHER PROGRAMMES

Article 65
Interdisciplinary Study Programmes

1. The faculties of Aldent University may organize joint interdisciplinary study programmes.
2. Aldent University may organize interdisciplinary study programmes with other higher education institutions.
3. On completion of interdisciplinary programmes, a joint diploma is issued by Aldent University and the other higher education institution.

Article 66
Joint Study Programmes

1. Joint study programmes are delivered at Aldent University or one of its faculties in cooperation with one or more other higher education institutions within or outside the Republic of Albania.
2. Joint programmes are delivered by order of the ministry responsible for education after UAL submits the application and documentation in accordance with the legislation currently in force.
3. On completion of studies, a joint diploma or double diploma is issued.

Article 67
Continuing Education Programmes

1. In addition to its various study programmes, Aldent University offers continuing education programmes as a form of lifelong learning. These provide short-term specialization, supplementary and advanced learning, and knowledge refreshment. They may also be advanced research programmes.
2. Continuing education programmes help individuals improve their qualifications and professional skills.
3. As part of continuing education programmes, the University also organizes other forms of informal learning, such as courses, summer schools and similar activities.
4. The structure, duration and credits of the programmes under paragraphs 1 and 2 are determined by the University in accordance with the rules for study programmes in this Statute.
5. On completion of continuing education programmes, the University issues the relevant certificates.

RECOGNITION AND EQUIVALENCE OF DIPLOMAS AND PERIODS OF STUDY

Article 68
Recognition of Foreign Diplomas, Certificates, Degrees and Titles

1. Through the recognition procedure, a foreign diploma is deemed equivalent to an Albanian diploma for the right to continue education and the right to employment. This also applies to the recognition of foreign certificates, degrees or titles.
2. The institution responsible for official recognition in the Republic of Albania of diplomas or certificates issued by foreign higher education institutions is the ministry responsible for education, which performs this process through the responsible structures designated by law.

Article 69

Recognition and Equivalence of Diplomas and Periods of Study

1. Through equivalence, parts of programmes, complete programmes or diplomas obtained from other domestic or foreign institutions are recognized as equivalent for the right to continue education in the same or a similar study programme.
2. Equivalence is determined by Aldent University. The application, required documentation and equivalence procedures are specified in this Statute in accordance with the legislation in force.

SCIENTIFIC RESEARCH

Article 70
Scientific Research and Development

1. Aldent University may conduct scientific research, development studies and projects, and other creative activities in accordance with its specific objectives.
2. Research and development at Aldent University also aims to improve educational quality. It gives students methodological research skills, provides ongoing opportunities to enrich teaching disciplines with advanced knowledge, improves academic staff qualifications and creates material resources.
3. Academic staff are free to conduct research and development for third parties, provided they:
    a) fulfil their employment contract obligations;
    b) fulfil the relevant faculty's or department's scientific research obligations.
4. Research and development for third parties is carried out at the University only under agreements to which the University is a party with domestic or foreign, public or private entities.
5. Agreements are approved by the Board of Administration in accordance with the provisions of this Statute.

Article 71
Research Activities

1. Research and development activities must ensure the integration of research and teaching.
2. Research topics or time frames, areas and workload are determined by the basic and main units under the procedures in the scientific research regulations. They are based on the country's development needs, the importance of research for student education, programmes of

scientific cooperation, academic staff development, the institution's strategic objectives and available financial resources.
3. Aldent University also provides third parties with various specialized services, including expert assessments, analyses, consultancy, monitoring and information services, in accordance with faculty regulations.
4. These activities are financed by the interested parties. Their income is considered institutional income. Part of it may be used to reward and motivate staff participating in these activities in accordance with the legislation in force.
5. The University may prepare collaborative research programmes and projects with other public or private institutions within or outside the country, and with associations, foundations and others.
6. The University prepares an annual report on scientific research or creative activity of every kind.

Article 72
Planning Research Activities

1. Research activities are conducted on the basis of plans, programmes and projects approved by the basic and main units.
2. Research performance of all types and levels is assessed by the Standing Committee on Scientific Research and the Academic Senate in accordance with the relevant provisions of this Statute.
3. Second-cycle study programmes are considered research work and are also subject to planning.

QUALITY ASSURANCE AT ALDENT UNIVERSITY
QUALITY OF TEACHING

Article 73
Internal Quality Assurance

1. The Academic Senate of Aldent University assesses, guarantees and is responsible for internal quality assurance at the institution in accordance with State standards.
2. Criteria and procedures for establishing and operating this internal quality system are drafted by the University in cooperation with ASCAL, based on State quality standards.
3. Internal quality evaluation results are made public.

Article 74

External Quality Assurance

External quality assurance is carried out through external quality evaluation and accreditation processes within the time limits, procedures and authorities prescribed by the higher education legislation in force.

Article 75
Accreditation

1. Accreditation is carried out according to the procedures and time limits and by the bodies prescribed by the legislation in force.
2. Every accredited programme or institution is subject to periodic evaluation and accreditation.
3. Periodic evaluation and accreditation take place every six years.
4. The institution itself bears the costs of external quality evaluation.
5. External evaluation and accreditation results are made public.

STUDENTS
STUDENTS AND STUDENT DATA

Article 76
Acquisition, Suspension and Loss of Student Status

1. Student status is acquired through registration at the University. It is lost upon receipt of the relevant diploma or certificate or upon deregistration from the University.
2. A student may suspend and resume studies in accordance with the rules in the University Regulations.
3. A student may not be registered simultaneously in more than one study programme at any higher education institution.

Article 77
Student Rights and Obligations

1. Students have the right:
   a) to attend all teaching activities conducted as part of the study programme in which they are enrolled;
   b) to use the infrastructure made available by Aldent University for teaching and benefit from the support services offered by the institution;
   c) to participate in University decision-making in accordance with the Law and this Statute;

d) to express their assessment of teaching quality and the work of University staff;
e) to sign a service contract upon University registration, whose elements and form follow the instructions of the ministry responsible for education;
f) to be insured by the University with an insurance company for the full prescribed duration of their studies against the risk of interruption of activities or other risks, as provided in the joint instruction of the ministers responsible for education and sport and for finance.

2. Students have the duty:
a) to comply with the rules established by the University;
b) to respect the rights of staff and other students;
c) to pay the prescribed fees;
d) to comply with the Code of Ethics.

Article 78
Students' Councils

1. Students may organize in student councils at faculty, University and national levels.
2. Students' councils are independent organizations. They do not engage in political or economic activity. They promote student participation and coordinate student representation on the governing bodies of Aldent University.
3. Students' councils are elected every two years by student vote in accordance with the legislation in force. Vacant mandates, including where a student graduates or transfers, are filled for the remainder of the term by the next candidate ranked by votes received in the most recent election.
4. The arrangements and procedures for establishing, organizing and operating students' councils are set out in the student council regulations in accordance with the law, also taking account of proposals submitted by students themselves.
5. Students' councils express opinions and make proposals on all issues of general interest to Aldent University and the relevant faculty or faculties, including study plans and programmes, the opening of new programmes, teaching regulations, service quality, tuition fee levels and the development of cultural, artistic, sporting and other activities.

6. Aldent University supports students' councils and finances their activities from funds allocated for that purpose in its annual budget.

Article 79
Documentation of the Teaching Process

1. Aldent University is required by law to maintain in writing the registers obtained from the ministry responsible for education, namely:
   a) the fundamental student register;
   b) the academic achievement register;
   c) the register of issued diplomas and certificates.
2. The fundamental student register documents student registration at Aldent University. This register:
   a) shows that each student has been assigned a unique matriculation number, retained until the diploma or certificate is obtained;
   b) is deposited in the Central State Archives in accordance with the legal framework in force, while a certified copy is retained throughout the University's existence or the continuation of the institution under a different name, without the right to issue extracts from the register from the day it is delivered to the institution's archive;
   c) is also completed electronically.
3. The academic achievement register records the results obtained by each student enrolled at Aldent University according to the study programme. This register:
   a) is deposited in the Central State Archives in accordance with the legal framework on archives, while a certified copy is retained throughout the institution's existence, without the right to issue extracts from the register from the day it is delivered to the institution's archive;
   b) is also completed electronically.
4. The register of issued diplomas and certificates records their issue by Aldent University. It records collection of the diploma and Diploma Supplement by each student who has successfully completed academic and other institutional obligations to the University.
5. The register of issued diplomas and certificates:
   a) is deposited in the Central State Archives in accordance with the legal framework on archives, while a certified copy is retained throughout the existence of Aldent University,

without the right to issue extracts from the register from the day it is delivered to the institution's archive;

b) is also completed electronically.

5. Aldent University must complete the elements of the registers listed in paragraph 1 of this Article in accordance with subordinate legislation. After final completion, the documentation is deposited in the Central State Archives under the legal framework on archives. A certified copy is retained in the University archive in accordance with applicable legislation and University Regulations, without the right to issue extracts from the register from the date it is delivered to the archive. If the University ceases operations, its registers and all other documents specified in paragraph 1 are deposited in the Central State Archives under the legal framework on archives.

Article 80
Student Database at Aldent University

1. Aldent University retains students' personal data in accordance with the applicable legal framework on personal data protection.
2. The University and its constituent structures store and process student data on the principle of confidentiality and in accordance with personal data protection legislation.

STUDENTS
CHAPTER XIII
STUDENTS AND STUDENT DATA

Article 81
Student Rights and Obligations

1. Students have the right:

a) to attend all teaching activities within the study programme in which they are enrolled;

b) to use the infrastructure made available by Aldent University for teaching and benefit from the institution's support services;

c) to participate in University decision-making in accordance with the law and this Statute;

d) to express their assessment of teaching quality and the work of University staff;

e) to sign a service contract upon University registration in the form and with the elements prescribed by the minister responsible for education;
f) to be insured by the University with an insurance company for the full prescribed duration of their studies against interruption of activities or other risks, as provided in the joint instruction of the ministers responsible for education and sport and for finance.

Additional Educational, Social and Sports Activities

1. Students have the right:
a) to organize activities after they have been approved by the Rector, without impairing the quality of or process of teaching;
b) to appeal an assessment.

Information

2. Students have the duty:
a) to know in detail the faculty/institute regulations and resulting obligations and be aware of their implementation;
b) to comply with University rules;
c) to fulfil all requirements specified in the study plan and course programmes;
ç) to respect the rights of staff and other students;
d) to pay the prescribed fees;
e) to comply with the Code of Ethics;
f) to accept responsibility for their violations of University rules;
g) to compensate for material damage they may have caused to the extent determined by the dean's office.

Article 82
Students' Councils

1. Students may organize in student councils at faculty, University and national levels.
2. Students' councils are independent organizations. They do not engage in political or economic activity. They promote student participation and coordinate student representation on the governing bodies of Aldent University.
3. Students' councils are elected every two years by student vote in accordance with the legislation in force. Vacant mandates, including where a student graduates or transfers and in

other cases, are filled for the remainder of the term by the next candidate ranked by votes received in the most recent election.
4. The arrangements and procedures for establishing, organizing and operating students' councils are set out in student council regulations in accordance with the law, also taking account of proposals submitted by students themselves.
5. Students' councils express opinions and make proposals on all issues of general interest to Aldent University and the relevant faculty or faculties, including study plans and programmes, the opening of new programmes, teaching regulations, service quality, tuition fee levels and cultural, artistic, sporting and other activities.
6. Aldent University supports students' councils and finances their activities from funds allocated for that purpose in its annual budget.

Student Card

University students are issued a student card, which is a unique document. It entitles students to services at reduced prices. The Ministry of Education and Sport determines the criteria and procedures for preparing and issuing the student card. Benefits arising from its use are funded from the State budget allocations for the Ministry of Education and Sport. Categories of services offered by State bodies are established by Council of Ministers decision, by agreement with organizations whose purpose is to represent student interests, and with private legal entities providing various services.

Article 83
Meaning of Disciplinary Violations

Violations of rules include all actions by a student that infringe the dignity of others or society's ethical and moral rules and norms, such as cheating in examinations, including electronically, falsifying documents, acts of hooliganism or theft, and similar conduct, where those actions do not constitute a criminal offence. Disciplinary measures are: a) verbal warning; b) written warning; c) suspension for the academic year. The relevant tutor issues a verbal warning. The Dean issues a written warning, while suspension from the University for the academic year is imposed by the Rector on the relevant Dean's proposal. The student may appeal the decision to the Rector. If a disciplinary measure is repeated more than twice, the student is referred to the Ethics Council for consideration on the relevant Dean's proposal.

Article 84
Disciplinary Measures Are Recorded in the Tutoring Documentation

A student is considered rehabilitated if no further violation is committed after one month for counselling, three months for a warning, or one year for suspension.

Article 85
Criteria for Imposing Disciplinary Measures

A disciplinary measure is imposed after the necessary checks into the violation, the student is heard and the Students' Council's opinion is obtained. The type of measure is determined by the seriousness of the violation, whether it is repeated and the student's attitude toward the action. As a rule, measures are imposed in the order above unless otherwise judged appropriate.

Article 86
Internal Quality Assurance Unit (NJSBC)

1. Under Law No. 80/2015, higher education institutions are responsible for internal quality assurance and establish the relevant internal quality assurance unit.
2. The Rector, Dean and head of unit are responsible for quality assurance. A representative of the institution's student organizations and an external expert representative also participate.
3. The unit periodically evaluates the effectiveness of the institution's teaching, research, administrative and financial activities. The Internal Quality Assurance Unit has operational autonomy and access to all institutional data. Criteria and procedures for establishing and operating this system are drafted by higher education institutions, approved by the Senate and implemented by the governing and responsible units.
4. The Unit operates in accordance with its relevant regulations.

Article 87
Tutoring

1. The academic tutoring service comprises all academic tutors working at UAL, selected from the teaching staff and designated as such.
2. The tutoring service operates through its organizational structure, the Tutoring Council, and the work of each tutor.
3. The Tutoring Council is chaired by the head of department, and all UAL academic tutors participate as members.
4. Tutoring is governed by the relevant regulations.

Article 88
Academic Affairs Office

The Academic Affairs Office is a centrally organized unit reporting directly to the Rector. It coordinates and monitors the teaching process University-wide. It reports to the Rectorate and coordinates with dean's offices when problems arise.

Article 89
Information System

The electronic platform is managed by the IT office, which reports directly to the Rectorate. fxPlatform is a modular application that enables an activity's progress to be followed in detail. It is called a platform because it can develop additional modules as needed without intervention in the application's core.
fxPlatform is structured and divided into modules including:

- the finance module;
- the protocol module;
- the human resources module;
- the education module.

The platform is organized and operates in accordance with its specific regulations.

Article 90
Continuing Education

In addition to teaching, UAL offers and manages continuing education activities in the fields in which study programmes are offered.

Article 91
Documentation of the Teaching Process

1. Under the legal framework, Aldent University must maintain in writing the registers obtained from the ministry responsible for education, namely:
   a) the fundamental student register;
   b) the academic achievement register;
   c) the register of issued diplomas and certificates.
2. The fundamental student register documents student registration at Aldent University. This register:

a) shows that each student has been assigned a unique matriculation number, retained until the diploma or certificate is obtained;

b) is deposited in the Central State Archives in accordance with the legal framework in force, while a certified copy is retained throughout the University's existence or the continuation of the institution under a different name, without the right to issue extracts from the register from the day it is delivered to the institution's archive;

c) is also completed electronically.

3. The academic achievement register records the results obtained by each student enrolled at Aldent University according to the study programme. This register:

a) is deposited in the Central State Archives in accordance with the legal framework on archives, while a certified copy is retained throughout the institution's existence, without the right to issue extracts from the register from the day it is delivered to the institution's archive;

b) is also completed electronically.

4. The register of issued diplomas and certificates records their issue by Aldent University. It records collection of the diploma and Diploma Supplement by each student who has successfully completed academic and other institutional obligations to the University. This register:

a) is deposited in the Central State Archives in accordance with the legal framework on archives, while a certified copy is retained throughout the existence of Aldent University, without the right to issue extracts from the register from the day it is delivered to the institution's archive;

b) is also completed electronically.

5. Aldent University must complete the elements of the registers specified in paragraph 1 of this Article in accordance with subordinate legislation. After final completion, the documentation is deposited in the Central State Archives under the legal framework on archives. A certified copy is retained in the University archive in accordance with applicable legislation and University Regulations, without the right to issue extracts from the register from the date it is delivered to the archive. If the University ceases operations, its registers and all other documents specified in paragraph 1 are deposited in the Central State Archives under the legal framework on archives.

CHAPTER VIII
SPECIAL PROVISIONS

Article 92
Faculty regulations and other faculty instruments must be harmonized with these Regulations in accordance with their respective features.

Article 93
The Academic Senate of Aldent University has the inalienable right to interpret these Regulations.

Article 94
Approval by the Academic Senate
These Regulations were approved at the Academic Senate meeting by Decision No. 49, dated 31 October 2023.

Article 95
Entry into Force
These Regulations enter into force in the 2023-2024 academic year.

Chair of the Senate

Prof.Dr. Diana SINANI