



# Catalog

of Higher Education Institution Nehemiah Gateway

2012-114 NG Team

Version as of March 1<sup>st</sup>, 2023

Copyright © 2023

Nehemiah Gateway Albania Foundation

No printing or any text reproduction are allowed without the permission of Nehemiah Gateway Albania Foundation

Fondacioni Nehemiah Gateway Albania

Rruga "Nehemia"

Bucimas

Pogradec, Albania

## TABLE OF CONTENTS

Part A - INTRODUCTION & GENERAL INFORMATION .....	4
1. Legal Basis .....	4
2. Relationship between HEI Nehemiah Gateway and Nehemiah Gateway Albania .....	5
3. The Mission of HEI Nehemiah Gateway .....	5
4. Objectives .....	5
5. Philosophy of Education .....	7
6. Explanation of the term "BONITAS ET SOLLERTIA" .....	9
7. Guiding Values of HEI Nehemiah Gateway .....	10
7.1 Students Code of Honor .....	10
7.2 Dress Code .....	11
8. Statement on Non-Discrimination .....	11
9. Accreditation History .....	12
10. Information Policy .....	14
Part B - ADMISSIONS .....	14
11. Admission procedure and requirements to study programs .....	14
11.1 Admission requirements for bachelor's study programs .....	14
11.2 Master's Study Programs .....	15
12. Admission Procedures .....	15
12.1 Admission Procedures .....	15
12.2 International Students .....	19
12.3 Applications for dual study programs .....	19
12.4 Withdrawal, Repeating the Academic Year, Suspension and Expulsion of Students .....	20
12.5 Granting of degrees/Graduation Policy .....	22
13. Transfer Student Admission Requirements .....	22
Part C - FINANCES & FEES .....	23
14. Tuition and Fees .....	23
14.1 Work Study at NG Team .....	23
14.2 Scholarships .....	24
14.3 Refund Policy .....	24
Part D - STUDENT SERVICES & LIFE .....	24
15. Student Service Center (SSC) .....	24
15.1 Health Services .....	26

15.2 Student Life .....	26
Part E - ACADEMIC INFORMATION .....	27
16. Credit Hour Definition .....	27
17. Class Attendance.....	28
18. Grading Policy .....	29
18.1 Grading System.....	29
18.2 Relative Grading.....	30
19. Academic Calendar .....	31
20. Bachelor of Arts in "Economy and Businesses".....	32
21. Master of Science in „Management with Specialization in Business”.....	35
Part F - STAFF AT HEI Nehemiah Gateway .....	37
22. Faculty Listing .....	37
22.1 Full Time Staff .....	37
22.2 Guest Lecturer .....	39
23. Members of the Governing Board.....	40

# Part A - INTRODUCTION & GENERAL INFORMATION

## 1. Legal Basis

The "Higher Education Institution Nehemiah Gateway" (former "Nehemiah Gateway University"), established on 26.02.2005 by the NEHEMIA Foundation<sup>1</sup> in Albania is a private (non-public) institution of higher education – scientific institution – which has been licensed pursuant to Decision no. 830 of 04.06.2008 of the Council of Ministers of the Republic of Albania to offer university study programs. The decision for the establishment of Higher Education Institution Nehemiah Gateway (herein after HEI Nehemiah Gateway) is founded upon and in accordance with Articles 57 and 58 of the Albanian Constitution and Law no. 9741 of 21.05.2007, "On Higher Education in the Republic of Albania", (Law on Higher Education) as amended. The By-Laws of HEI Nehemiah Gateway, which contain the regulations on the functioning and the management of HEI Nehemiah Gateway, are in accordance with the Law on Higher Education as well as with the legislation adopted for the implementation of the cited law, especially with the Instruction No. 11 of 28. 02. 2011 of the Minister of Education and Science "On the procedures and documentation required for the opening of a non-public institution of higher education, of university study programs of the first and second cycle, on non-university study programs, of study program of a vocational nature, as well as on procedures for the suspension or revocation of the license".

The Supervisory Board (SuBo) of Nehemiah Gateway Albania (NG Albania), in accordance with the above-mentioned legislation and Article 6.2.4 of the NG Albania Statutes, decided on 26.02.2005, with decision 02.01 / 2005, to establish HEI Nehemiah Gateway and to initiate the legal procedures to obtain the respective license.

With the amendment of Law No. 80/2015 "On Higher Education and Scientific Research in Higher Education Institutions in the Republic of Albania", in support of Articles 78 and 83, point 1, of the Constitution, with the proposal of the Council of Ministers in 2015, the former NG University was reorganized into an Akademia (English name: Higher Education Institution Nehemiah Gateway – abbr. HEI Nehemiah Gateway).

These By-Laws, as well as the specific regulations of HEI Nehemiah Gateway will be part of the "Nehemiah Gateway Team Manual" (NG Team) and be the regulatory authority over all units, sections, and staff of this Higher Education Institution (HEI). The name "By-Laws" is synonymous with "Internal Regulations" (IR).

The current HEI Catalog, which is based upon the HEI Nehemiah Gateway internal regulations, becomes part of the By- Laws.

---

<sup>1</sup> Previously called NEHEMIA Foundation, the name was changed to "Nehemiah Gateway Albania" Foundation pursuant to decision no. 5.6 (Gjykata Tirane, 11.03.2014), of 15.02.2014 of the Supervisory Board (Attachment No. 1a: Decision no. 5.6, Court Tirane)

## **2. Relationship between HEI Nehemiah Gateway and Nehemiah Gateway Albania**

NG Albania, an independent Albanian legal entity, has its own freely elected supervisory and executive boards and after operating in Albania since 1992, has gained economic viability. HEI Nehemiah Gateway is one of the educational institutions of NG Albania. HEI Nehemiah Gateway is comparable to a National Centre (NC) of the NG Albania with all the rights and duties defined in the relevant decisions of the SuBo and in the referring Executive Orders (EO) of the NG Albania highest Executive Organ, as well as the rules and procedures contained in the NG Team Manual. HEI Nehemiah Gateway will operate according to the values, philosophy and principles of the NG Team including the corporate behavior and identity as specified in the NG Team Manual. These By-Laws will supplement the General Regulations / Manual of the NG Team.

## **3. The Mission of HEI Nehemiah Gateway**

*“Empowering people to sustainably shape their lives with dignity and independence”.*

The Mission will be realized by the following main objectives:

- a. To support students in their desire for higher education
- b. To enable students to become responsible self-thinking leaders and experts, by cooperating and taking initiative
- c. To facilitate the educational process through dynamic and quality programs
- d. To cooperate in research projects with other institutions.

HEI Nehemiah Gateway is a private institution with a local and national commitment to providing the highest quality education to its students so that they can become successful professionals in their chosen fields and develop positive influences in their communities.

HEI Nehemiah Gateway also has a global perspective. Integration into the European Community is accompanied by enormous challenges. HEI Nehemiah Gateway believes that one of the best ways of integration is through education. The quality education that is offered will help equip the students with the tools necessary for social and economic progress and development.

## **4. Objectives**

HEI Nehemiah Gateway follows these main objectives:

- a) **To educate and empower local and international learners through academic excellence, theory and practice, to discover, develop and realize their potential as individuals and responsible members of society, contributing to the sustainable economic growth.**

This is accomplished by quality academics at the HEI and quality Practical Training or Project Work in enterprises or institutions at the bachelor's and master's levels that equip men and women for careers through dynamic programs that combine the strengths and philosophies of both European and International universities - a solid theoretical foundation with an emphasis on practical application and implementation. Upon graduation the student will possess the necessary academic and practical skills to immediately launch into a new career. HEI Nehemiah Gateway also prepares its students for a broad range of environments and situations from both the national and international perspectives. As a result, students are challenged to grow in the needed skills of entrepreneurship, innovation, and creative thinking.

- b) **To equip learners at a level commensurate with their ability, to foster success in life, business, social sciences, education, and entrepreneurial spirit leading to sustainable business ideas.**

This is practically implemented by fostering an academically honest environment free of corruption and bribery. Teachers, staff, and students act with integrity, communicate respectfully, and accept responsibility for words and actions. In addition, a variety of student support systems are offered such as student counselling, housing assistance and academic advisement.

HEI Nehemiah Gateway also strongly emphasizes oral and written language skills in all our courses. Students become proficient in Albanian, English, and German. All courses require the student to implement advanced writing and speaking skills using essays and presentations. In addition, through group discussions and presentations, students develop social and professional interaction skills that are needed for a successful career. Upon graduation, our students are skilled communicators, and very attractive to prospective employers. This is also practically implemented by esteeming very high lasting values. These eternal values are imparted to the students by the lifestyle of the teaching and support staff. In turn, our students recognize that such values are an essential component for the spiritual formation of every individual, the basis for academic success, and necessary for the healthy development and stability of the society which continues to be in transition.

- c) **To provide high quality training that meets national and international academic standards as well as professional competency standards, based on a broad range of transferable skills and knowledge, further enhanced through cooperation with partner firms and institution.**

Our academic programs are characterized by effective teaching methods that integrate superior student-centered teaching into all our academic programs. This is realized by small classroom sizes, the continual development of excellence in the classroom by the teaching staff, the use of state-of-the-art technology in the classroom, the vigorous engagement of students in the classroom and other learning environments, and the accessibility of faculty to students. This is achieved mainly by contracting Visiting Professors of international universities (from USA, Great Britain and other European Countries).

The academic programs are also characterized by practice-related teaching. This is achieved by inviting leading managers of the cooperating companies to contribute to the academic programs by teaching parts of the topics (team-teaching) or by inviting Visiting Professors with a clear business background if this is required. Our HEI is also characterized by service. We, at HEI Nehemiah Gateway, are committed to forming partnerships that address regional and national problems and needs. We also encourage the members of our staff to be involved in the community. Likewise, students are encouraged to be active citizens in their respective communities.

- d) **To function in a learning environment with a global perspective where students develop their academic, research and social skills and apply critical thinking to broaden their worldview and life perspectives.**

Excellence in teaching at the HEI level depends upon active scholarship and research by the teaching staff. Our visiting professors of international universities do research work in their home-universities and this automatically gives the students of HEI Nehemiah Gateway access to state-of-the-art research methods and results. This may include scholastic activities such as involvement in professional organizations, the collaboration of faculty and staff with students, business, government, other academic institutions, and community organizations. It also may involve basic and applied research, or a form of artistic expression. Such scholarship and research activities create the basis for our dynamic academics.

## 5. Philosophy of Education

The exciting story of HEI Nehemiah Gateway and its unique Educational Philosophy springs forth from the spirit of the Jewish Prophet NEHEMIA. In a dark moment of history God commissioned this man to rebuild the walls of Jerusalem. Hearing reports of how the inhabitants of the city were in great distress he was moved in his soul to

take action. He left his position as the cupbearer of the Persian king and traveled to Jerusalem and saw first-hand the situation. His message to the people was „Come and let us build the walls of Jerusalem.”

The parallels in Albania are many. After being under the yoke of the Ottoman Empire for over 400 years and then under one of the cruelest Communistic regimes, in the early 90's, when the country of Albania finally opened her doors, her walls were in ruins. Besides the non-existence of a quality health system and modern infra-structures, the moral climate was desperate. The years of official atheism had taken its toll. The founders and others said, „Let us help to rebuild the walls of Albania”.

The educational philosophy of HEI Nehemiah Gateway is best described as a rebuilding philosophy. It is no secret that the breaches in the Albanian society were wide and serious. In addition, a huge gap exists in the wall of the Albanian educational system as it suffers from corruption and a lack of teachers whose teaching methods meet the needs of a modern society.

To help rebuild this broken wall, HEI Nehemiah Gateway was founded. It is an international team consisting of dedicated European, American, and Albanian professionals whose Philosophy of Education is very unique. First of all, the educational philosophy helps individuals rebuild their personal lives. A solid education based on values is an essential component for the spiritual formation of every individual, the basis for academic success, and is necessary for the healthy development and stability of a society.

Secondly, the educational philosophy helps to rebuild the higher educational system through quality academics that are free of bribery. The goal is to equip men and women for careers through dynamic programs that combine the strengths and philosophies of both European and American universities, providing a solid theoretical foundation with an emphasis on practical applications. HEI Nehemiah Gateway attempts to meet the true needs of the economy by offering unique programs: Economy and Businesses and Management. Another key element of HEI Nehemiah Gateway's educational philosophy is emphasis on student-centered teaching methods. This is achieved by small classroom sizes, the continual development of excellence in the classroom by the teaching staff, the use of state-of-the-art technology, the vigorous engagement of students in the classroom and other learning environments, and the accessibility of faculty to students. Students are continually challenged to grow in the needed skills of entrepreneurship, innovation, and creative thinking. Finally, HEI Nehemiah Gateway's educational philosophy helps Albania build partnerships with the European and Global Communities. This is an enormous challenge, but one that is achievable by international teaching staff, international composition of the student population, and by HEI Nehemiah Gateway's teaching philosophy which exposes the students to a broad range of international experiences, even requiring them to be fluent in English and be able to communicate in Albanian and German.



The people in Nehemiah's day responded to the challenge by saying, „Let us rise up and build.“ In a similar manner, HEI Nehemiah Gateway's is helping to rebuild the personal lives of individuals and rebuild the Albanian educational system.

## 6. Explanation of the term “BONITAS ET SOLLERTIA”

### Bonitas

The adjective “bonus”, above all, simply means “good”. “*Boni*”, in the speeches and writings of the Roman Cicero, referred to politically reliable citizens with character who were aware of their responsibility towards the community. *Bonitas* means integrity and nobleness.

The German word “*Bonität*”, in the financial world, means credit worthiness. In other words, it describes the quality of a bank customer whose professional and financial circumstances are sound and viable and to whom money can be entrusted at no great risk.

### Sollertia

*Sollertia* is ascribed on an inscription (where it is spelt with just one “l”) to the ruler Heinrich I. who had a secondary school thoroughly renovated in the Thuringian town of Schleiz in 1735:

*HEINRICI INNOVAT HAS AEDES*

*SOLLERTIA PRIMI*

*OPPRESSVS LANGVOR PIGRITIES QVE RVAT*

Translated it means: “Heinrich the First’s diligence restored this building. May idleness be suppressed and laziness brought down.”

*Sollertia* therefore stands, above all, for **diligence** as opposed to idleness and laziness, which are to be attributed to the causes of poverty.

In the original meaning of the word, however, it also expresses **skill** and **dexterity**, as well as **shrewdness**. Give an Albanian a square meter of land and they will make something of it. This is characteristic of the mentality of this nation of people who want to take on responsibility for themselves and make use of the opportunities that an economically open world offers to hard-working individuals.

Skill, dexterity, and shrewdness in a cultivated form are characteristic of creative and enterprising personalities. These qualities enable people to overcome obstacles and create new things.

## 7. Guiding Values of HEI Nehemiah Gateway

- *Forgiveness*

It is not our task to judge people or even condemn them. Only when we are willing to both give and receive forgiveness do we have a chance for a peaceful world.

- *Respect*

We respect everyone, unrestricted and without regard to origin, age, gender, status, religion, or opinion. For us, respect goes far beyond just acceptance and tolerance.

- *Integrity*

In our lives and actions, we strive to be authentic, trustworthy, and committed.

- *Honesty*

We believe that with our actions and words, we are committed to the truth without any restrictions, and we strive to live and act according to these principles at all times.

- *Compassion*

To be charitable and merciful with other people and ourselves is clearly one of our key goals. Charity and sympathy cannot be earned, they can only be given, and therefore we give them whenever necessary and possible.

- *Inspiration*

Through our words and actions, we hope to inspire people to look for a better world marked by hope, forgiveness, and love, and in doing so encourage others to embody these values in their own lives.

### 7.1 Students Code of Honor

Each student at HEI Nehemiah Gateway is required to sign and respect the Code of Honor:

*“On my honor, during my academic tenure at HEI Nehemiah Gateway, I will make every effort to have respect for order, to maintain a high standard of morality, to be characterized by personal honor, to be diligent in fulfilling my responsibilities, and to respect the rights of others as is demanded of good citizens. I will also abstain from all forms of academic deceit such as cheating, plagiarism and bribery, and pledge not to falsify or manipulate documents. In short, in everything that I say or do, I will seek to follow the Nehemiah values and to uphold the reputation of HEI Nehemiah Gateway.”*

## 7.2 Dress Code

As an organization with very different and in particular educational and training duties, HEI Nehemiah Gateway has the challenge to be role models for the society and to give all national, international, and multi-cultural visitors, customers, partners etc. no cause for offence. Appearance and attire should be appropriate and attractive. Therefore, the following guidelines are to be applied by adults as well as children/youth, employees, volunteers, and students.

- For both men and women:
  - Shoulders, abdomen and thighs must be covered.
- Men:
  - No shorts in the office, school, church, social work, medical duty (exception children)
  - If the dress code states „business attire”, for events, this means suit, shirt, tie unless relaxation of the guidelines are called for due to temperature conditions.
- Women:
  - No high heels or fishnet stockings/tights
  - No plunging necklines
  - high-slit skirts or transparent/see-through clothing

Individual arrangements for particular occasions are possible and will be defined by the responsible head (HoL or higher).

## 8. Statement on Non-Discrimination

HEI Nehemiah Gateway does not discriminate on the basis of race, color, religion, national or ethnic origin, sex and sexual orientation, disability or age, or on any other grounds as specified in Article 1 of the Albanian Law No.10221 of 04.02.2010 “On Protection against Discrimination” in any of its programs, activities, academic or non- academic services, policies or procedures of the HEI, including employment and admissions. Pursuant to the requirements of the above-cited law, HEI Nehemiah Gateway takes all necessary measures and actions to ensure elimination and prevention of all discriminatory actions or omissions in all matters pertaining to the programs, activities, academic or non-academic services, policies, or procedures of the HEI, including employment and admissions. Complaints regarding discrimination claims shall be filed with the Office for Complaints Resolution at the Human Resource Manager Office.

Individuals who are not satisfied with the resolution of the complaint at the HEI may file complaints of discrimination with the

Albanian Commissioner for Protection from Discrimination  
Rruga "Durrësit" (ish Ministria e Mjedisit)  
1019 Tiranë

Telephone + 355 4 243 1078, Fax: + 355 4 243 1077

E-mail: [info@kmd.al](mailto:info@kmd.al)

Web: [www.kmd.al](http://www.kmd.al)

## 9. Accreditation History

The accreditation process began in the 2<sup>nd</sup> year of running the HEI. In 2012, HEI Nehemiah Gateway gained the accreditation for the Bachelor program „Business and Economics” from FIBAA, an accreditation agency in Germany, under certain conditions. One of those conditions was to change the name of the study program, or to adapt the curricula. The Board of the HEI decided to change the name of the three-year study program into „Economy and Businesses”. After nine months, when HEI Nehemiah Gateway fulfilled all the conditions from FIBAA, the B.A. program was fully accredited until 2015, when the reaccreditation process started again. With the accreditation from FIBAA, which is a member agency of ENQA (The European Association for Quality Assurance in Higher Education)<sup>2</sup>, HEI Nehemiah Gateway automatically gained accreditation from the Quality Assurance Agency in Higher Education in Albanian (ASCAL)<sup>3</sup>. The Accreditation Board of ASCAL recognized the reaccreditation of FIBAA with the decision No. 97 during the meeting on October 20<sup>th</sup>, 2017.

Since ENQA promotes European cooperation in the field of quality assurance in higher education and disseminating information and expertise among its members and towards stakeholders, it fosters the European dimension of quality assurance. The re-accreditation of the dual study program „Economy and Businesses” with FIBAA took place in 2015-2016. The study program is accredited without conditions until the end of the summer term, 30.09.2023 (both by ASCAL and FIBAA).

In March 2014 HEI Nehemiah Gateway prepared a self-evaluation report for the accreditation of the two-year M.Sc. program with FIBAA and for the institutional accreditation with ASCAL. HEI Nehemiah Gateway went through

---

<sup>2</sup> ENQA is an umbrella organization which represents its members at the European level and internationally, especially in political decision-making processes and in co-operations with stakeholder organizations. For more information [www.enqa.eu](http://www.enqa.eu)

<sup>3</sup> For more information [www.ascal.al/en](http://www.ascal.al/en)

two accreditation processes in Albania and Germany. The M.Sc. program is accredited by FIBAA. The accreditation board of ASCAL recognized the program accreditation of the master study program conducted by FIBAA with the decision No. 98, on its meeting of October 20<sup>th</sup>, 2017. The accreditation is valid till the end of winter term 31.03.2022 (extended). On March 23, 2022, the Master of Science study program in "Management with Specialization in Business" was accredited by FIBAA until the winter term 2027/2028.

Furthermore, HEI Nehemiah Gateway applied in November 2013 for institutional accreditation at the US agency, TRACS (Transnational Association of Christian Colleges and Schools). The self-study report of the institution was provided at the end of June 2014. The on-site visit from the experts took place in the first week of August 2014. In October 2014, HEI Nehemiah Gateway gained full candidacy with the TRACS office. The self-study report was submitted in December 2015, followed by the on-site visit in January 2016. The TRACS Commission granted full accreditation to HEI Nehemiah Gateway in April 2016. Currently, HEI Nehemiah Gateway is reaffirmed by the TRACS Accreditation Commission on April 26, 2022, and its Accredited Status as a Category III institution, is entering effective as of July 1, 2022, and is valid until June 30, 2032.

Agency for Quality Assurance in Higher Education (ASCAL) in Albania, through Decision No. 63 dated September 21, 2017, granted Nehemiah Gateway High School institutional accreditation for a period of five academic years until September 30, 2022 ([www.ascal.al](http://www.ascal.al)). Currently, HEI Nehemiah Gateway is in the process of periodical institutional accreditation.

<b>Institutional Accreditation</b>		
<b>Beginning</b>	<b>Accreditation Agency</b>	<b>Status Quo</b>
Nov. 2013	TRACS, USA	Full accreditation (April 2016 - 2021) Reaffirmation (September 2021 – April 2022) Reaffirmation (July 2022 – June 2032)
March 2014	ASCAL, Albania	Full accreditation (September 2017 - 2022) In process (October 2022 - ongoing)
<b>Program Accreditation – Study Program B.A.</b>		
<b>Beginning</b>	<b>Accreditation Agency</b>	<b>Status Quo</b>
Oct. 2011	FIBAA, Germany	Re-accreditation (February 2016 – Sept. 2023)
Oct. 2012	ASCAL, Albania	Re-accreditation (October 2017 – Sept. 2021)

Program Accreditation – Study Program M.Sc.		
Beginning	Accreditation Agency	Status Quo
Mar 2015	FIBAA, Germany	Accreditation (Nov. 2015 - March 2021) Re-accreditation (March 2022 – 2027/28)
Mar 2014	ASCAL, Albania	Accreditation (October 2017 – Sept. 2021)

## 10. Information Policy

HEI Nehemiah Gateway will provide all registered students with access to required information. This Catalog and all documents regarding study programs, policies and procedures of HEI Nehemiah Gateway are published on the website of the HEI or delivered to the target group in one hard copy. It is the student's responsibility to know the contents of the Catalog, including all requirements, policies, and regulations. HEI Nehemiah Gateway reserves the right to revise curricula, policies, financial arrangements, etc., as such changes become necessary or desirable.

## Part B - ADMISSIONS

### 11. Admission procedure and requirements to study programs

The scope of the admission procedures and requirements is to administer a well-functioning, transparent, professional and timely admission process for applicants wishing to study at HEI Nehemiah Gateway. The admission procedure covers the whole process from the application to the final registration and matriculation of students and apply to:

- i) Regular students
- ii) Transfer students
- iii) Guest students

#### 11.1 Admission requirements for bachelor's study programs

Prospective students applying for admission to a Bachelor study program should fulfill the following requirements:

- a) Possess a A-Level diploma or its equivalent (for more information see: <http://www.classbase.com/Countries>)
- b) Have an average grade of state matura (equivalent to an A-Level diploma) of at least 7 (seven)
- c) Have an average grade of Mathematics of at least 7 (seven)

- d) Possess English language skills, preferably a minimum of B1 level. Knowledge of German language is an advantage. The B1 proficiency level for English language must be evidenced through a language certificate issued by language institutions recognized by the Albanian Ministry of Education and Sport. Foreign students, coming from countries where English is the official language are not obliged to produce evidence of English language proficiency. Albanian students that have completed a previous university level degree at a foreign higher education institution where the language of instruction was in English should produce evidence only regarding the language of instruction.
- e) Applicants that are pre-selected based on their preferences at application and school GPA performance will be asked to go through the admission Interview. Due to the fact that English is the instruction language at our HEI, the interview is conducted in English to prove their language proficiency skills.

## 11.2 Master's Study Programs

Prospective students applying for admission to a master's study program should fulfil the following requirements:

- a) Possess a bachelor's degree (at least 180 ECTS) or its equivalent (e.g. from the previous Albanian educational system)
- b) Have an average grade of previously earned bachelor's degree of at least 7 (seven)
- c) Must be proficient in English language B1 Level as evidenced through an English language certificate issued by an institution recognized by the Albanian Ministry of Education
- d) Professional experience is an advantage.

## 12. Admission Procedures

### 12.1 Admission Procedures

HEI Nehemiah Gateway thoroughly reviews every single application to ensure a proper selection of applicants for its challenging study programs. The following admission procedure is valid for all applications for admission to HEI Nehemiah Gateway, regardless of whether they are for Bachelor or a Master study program.

The admission procedure at the HEI Nehemiah Gateway includes four steps:

- Step 1: Submission of a valid application
- Step 2: Personal interview
- Step 3: Enrollment (registration)

## Step 1: Submission of a valid application

### Albanian Applicants

Albanian applicants wishing to pursue university studies at the Bachelor level at HEI Nehemiah Gateway must apply through the U-Albania Portal <https://ualbania.al/> of MoE. HEI Nehemiah Gateway does not carry any responsibility with regard to the availability or security of the abovementioned portal.

Applications through the U-Albania Portal are possible only during the timeframes defined by the MoE. The official website of MoE contains more specific information on application deadlines.

In order to apply for one of the Bachelor study programmes offered by HEI Nehemiah Gateway you need to select the relevant programme on the HEI Nehemiah Gateway , information page at <https://ualbania.arsimi.gov.al/Universitet/Info/38>.

The pre-selection of the applicants is done automatically through the application portal. NGU has no influence whatsoever on the preselection process.

Upon receipt of the list with the pre-selected applicants, NGU will publish this list on its official website [www.ng.university](http://www.ng.university) as well as inform pre-selected applicants personally, where contact details are available.

Pre-selected applicants invited to take the admission interview must submit, before taking the interview, the application documents, as listed below:

1. Completed application form
2. A letter of motivation explaining why the applicant wishes to study at HEI Nehemiah Gateway and in the specific course
3. Curriculum Vitae
4. Photo
5. Certified (notarized) copy of an Albanian A-Level graduation diploma (with transcript of grades) or its equivalent for foreign students; applicants applying for a Master's degree program should submit a copy of their Bachelor's degree (diploma and transcript of grades)
6. A copy of the identity card or passport
7. Proof of English language proficiency as specified above (e.g. TOEFL or IELTS or other certification)
8. Two letters of recommendation concerning the personal character and academic potential of the prospective student. The letters of recommendation must be written by academic personnel from the school last visited and/or by the last employer



9. A signed statement by the applicant, agreeing to abide by the HEI Nehemiah Gateway standards concerning academic honesty and personal conduct (for detailed information on these standards see Student Handbook or HEI Catalog)
10. A copy of the agreement with the professional partner where the applicant will do his/her practical training
11. Proof of payment of the application fee (for Albanian students).

## **International Students**

International applicants wishing to pursue university studies at the Bachelor level at HEI Nehemiah Gateway must apply through the HEI Nehemiah Gateway, online application form under <http://www.ng-university.org/study-programs/how-to-apply/online-application-form.html>.

With the application form, the applicant must also submit all required documents, which can be found under <http://www.ng-university.org/study-programs/how-to-apply.html>.

Applications from international applicants can be submitted any time. Upon submission of a complete application, the AdCom will inform the applicant about the admission criteria and / or other necessary steps that need to be completed by the applicant in order to continue with the admission process.

Due to the process of recognition of degrees earned abroad, required under Albanian legislation, and the need to allow for sufficient time to arrange for study visas or necessary residence permits, international students wishing to start with the study program in October should submit their complete application documents not later than 7th March. Applicants are encouraged to submit their application documents early enough to increase their chances of beginning with their chosen study program at the desired time. Normally it takes approximately 9 months to process an international application, including the recognition of degrees as well as obtaining visas or other residence permits.

The position of an applicant in the ranking list and the overall number of international students that can be admitted (based on the students' quotas as approved by MoE) will determine whether or not an applicant can be admitted.

Where the Admission Commission decides on a conditional admission (e.g. subject to the recognition by the Albanian authorities of previously earned degrees, evidence of sufficient financial means to cover tuition fees, etc.), the applicant must fulfil the condition(s) before he or she can enroll at NGU.

An application is considered complete and fully submitted only when it contains the required documents, as listed below:

## Step 2: Personal interview

The Admission Commission arranges an interview for those applicants who successfully have submitted a completed application. This interview is normally held on HEI Nehemiah Gateway campus in Bucimas, Pogradec, or by telephone or other means of telecommunication, if the applicant cannot attend in person. The personal interview is an opportunity for the Admission Commission to get to know the applicant better. It allows the applicant to learn more about the program s/he has chosen to study. The interview enables the Commission to evaluate qualities that cannot be assessed in the application documents, such as the personality, personal opinions, communication skills and language level of the applicant.

### Interview Guidelines

1. General presentation of the applicant (CV, Interests, Family, Hobbies)
2. Specific knowledge (What are the specific scientific and practical fields of interest? What is the opinion about theoretical research and practical work, the differences, advantages/disadvantages etc.?)
3. Motivation (Why the applicant is choosing HEI Nehemiah Gateway)
4. What is the expectation after graduation from HEI Nehemiah Gateway
5. Overview of language skills
6. How the applicant plans to cover the tuition fees
7. Other questions from the commission members

### Interview Assessment

Category of questions/Point scale	1-10 <sup>5</sup> HoAC	1-10 HoF	1-10 HoD	Overall
General (30 %)				
Specific Knowledge (10 %)				
Motivation (20 %)				
Language skills (20 %)				
Communication skills (20 %)				

The personal interview is not a test. It normally lasts 30 minutes. The aim is to ensure that the study program chosen by the applicant is suitable and that the applicant will be able to meet the academic requirements of the program.

The ranking of candidates for admission purposes is based on the following formula:

- i. 15% - Matura average grade

- ii. 7.5% - Mathematics average grade in High School
- iii. 7.5% - English average grade in High School
- iv. 70% - English interview

The applicant will be officially notified as to the final decision of the Admission Commission not later than one week after the interview has taken place.

### **Step 3: Enrollment (registration)**

Upon receipt notification by the Admission Commission that the applicant has been granted admission to HEI Nehemiah Gateway, the applicant may enroll with HEI Nehemiah Gateway. Enrollment at the HEI is the last step of the admission process. An applicant is officially enrolled as a student when he/she has signed a study contract (and other documents required by the HEI) and it has paid the tuition or other fees as specified in the study contract and/or other documents officially issued by the HEI.

## **12.2 International Students**

For international applicants, in addition to following the admission requirements mentioned above, they are subject to the recognition of their degree/diplomas (earned abroad) in accordance with Albanian legislation. They also must obtain a valid residence permit allowing the prospective student to study in Albania. Normally the applicant is personally responsible to ensure fulfillment of the requirements above, but HEI Nehemiah Gateway will provide applicants, upon request, with the help and information needed to meet the additional requirements. International students interested in studying at HEI Nehemiah Gateway, are encouraged to contact the HEI with any questions regarding the study programs or specific visa and residence information. HEI Nehemiah Gateway staff will gladly help with the procedure: [info@ng-university.org](mailto:info@ng-university.org).

## **12.3 Applications for dual study programs**

Applicants wishing to pursue a dual study program, must submit a Framework Agreement, indicating where the student will do his/her entire practical training. It must be signed by the professional partner, business firm, private organization, or public institution, or signed by the partner organization responsible for sending the applicant. The Framework Agreement should be signed before the applicant submits the application to study at HEI Nehemiah Gateway. The Framework Form can be downloaded from the website of the HEI.

Before the Framework Agreement is signed, the applicant is required to obtain the approval of HEI Nehemiah Gateway to determine the suitability of the firm for the purposes of the dual study program. Then, the applicant

is personally responsible to arrange for the signing of the Framework Agreement, so it can be included in the Application. Alternatively, the applicant may choose one of the approved professional partners of HEI Nehemiah Gateway. A list of these approved partners can be found on the website of the HEI.

## **12.4 Withdrawal, Repeating the Academic Year, Suspension and Expulsion of Students**

### **12.4.1 Withdrawal**

A student may withdraw from the Study Contract with the HEI by notifying the HEI at least 7 days in advance. The termination of the contract is effective at the end of the current month. The notification for the withdrawal from the contract must be made in writing and may be sent via registered post to the official address of the HEI, if the student is not able to deliver it personally. The refund policy is specified in section 14.3. of this Catalog as well as in the student's Study Contract.

The notification for the withdrawal from the contract must include details of the student's bank account, in case of refund of tuition fees, so that reimbursement can be transferred. Administrative costs related with the admission process will not be reimbursed.

Any student who chooses to transfer to another institution before taking the final examination, may request a copy of his/her transcript confirming all subjects, examinations and earned credit points (ECTS) completed by the student up until the time that he/she discontinued coursework.

If a student withdraws, the Albanian Ministry of Education and Sport will be informed, following the guidelines for discontinued students.

Any student, who has withdrawn, that wishes to be readmitted, must reapply through the admission procedures. HEI Nehemiah Gateway will recognize all ECTS for subjects or modules taken at HEI Nehemiah Gateway. ECTS earned at another institution will be subject to the recognition process as described in Section 13 of this catalog.

### **12.4.2 Repeating the Academic Year Due to Failure**

If a student fails classes totaling 20 credit points or more in 1 (one) academic year, he/she must retake that year before going on to the next year of classes. Only the failed classes need to be retaken. Any student who must repeat the academic year, will follow these procedures:

- i) Submit a request in writing to the Head of Faculty asking to repeat the academic year.
- ii) Once permission is granted to re-enroll, the student is required to retake only the failed classes.

- iii) An addendum to the Study Contract between student and HEI Nehemiah Gateway will be prepared documenting changes to tuition and duration of studies. The student is responsible to pay all additional costs.
- iv) The student's matriculation number will be reactivated, and the Ministry of Education will be informed following guidelines for discontinued students.

### **12.4.3 Suspension of Studies**

A student may postpone his/her studies at HEI Nehemiah Gateway for up to one year without having to completely withdraw. The student should make a request in writing, at least 1 month in advance, to the Executive Director, explaining the reasons for the suspension as well as the intended duration of the suspension. The Executive Director will respond to the student in writing within two weeks from the receipt of the request.

The studies may be suspended only at the end of the semester or quarter. The student will then resume his/her studies where he left off. During the year off, the study contract and the matriculation number will remain valid, but the student is not required to pay tuition fees nor meet study program requirements during that time. The suspension period is not taken into consideration for the calculation of the maximum period of time that a student may need to finish his/her studies.

At the end of the suspension period, the student must resume his/her studies. Failure to do so will result in withdrawal from all classes, and the student will be Ex matriculated within one month. The student will be informed in writing of all changes to his/her student status.

If the student wishes to resume his/her studies before the end of the scheduled end of postponed studies, he/she must inform the HEI in writing, at least one month before the new term begins. He/she may resume studies only at the beginning of a new term (quarter or semester). The HEI will respond to the student within two weeks with a decision to resume studies on the requested date and will include any other relevant information on how these changes affect the student's progress toward finishing his/her degree.

The student will be responsible to pay all current tuition and fees that are in effect on the day the studies resume. The study contract will be amended accordingly to reflect necessary changes.

### **12.4.4 Expulsion of Students**

The grounds for expulsion of students from HEI Nehemiah Gateway are specified in Article 76 of HEI Nehemiah Gateway Statutes (By- Laws), which describe the procedures that are to be followed in such cases, including the student's right of appeal. Expelled students are not entitled to any refunds of tuition or other fees. Students expelled from HEI Nehemiah Gateway are not eligible for readmission.

## 12.5 Granting of degrees/Graduation Policy

Subject to the successful completion of all degree requirements, the respective diploma and any accompanying documents certifying the successful completion of the degree earned at HEI Nehemiah Gateway will be granted. "Successful completion" means the student has passed or completed all examinations as specified in the requirements of the study program, and earning 180 ECTS for the Bachelor's degree, or 120 ECTS for the Master's degree.

The documents awarded will be prepared in both Albanian and English and shall include the following:

- The Diploma (Bachelor's or Master's), certifying the granting of the degree. It shall contain all details required by the applicable legislation. The Diploma is signed by the Head of HEI and the Head of Faculty and sealed with the official seal of HEI Nehemiah Gateway.
- The Diploma Supplement contains information on the nature, level, content and results of the studies successfully completed by the student, in compliance with the requirements of the applicable legislation. The Diploma Supplement shall have the same issuance date as the Diploma and shall be signed by the Head of HEI and the Head of Faculty and sealed with the official seal of the HEI.

## 13. Transfer Student Admission Requirements

HEI Nehemiah Gateway welcomes students (Bachelors and Masters), who transfer from other higher education institutions who wish to complete their studies at HEI Nehemiah Gateway. The procedures for transfer students are:

- i) Follow the general admission procedures described in Sections 11 & 12, however, the taking of the standardized test is not mandatory.
- ii) Submit all required documentation (transcripts) regarding the recognition of ECTS credits earned at a previous institution.
- iii) To earn a Bachelor's degree from NG HEI, transfer students must earn their final 60 ECTS credits at HEI Nehemiah Gateway and fulfill all HEI Nehemiah Gateway requirements for internship, project, thesis, and final examinations.
- v) To earn a Master's degree from HEI Nehemiah Gateway, transfer students must earn their final 60 ECTS credits at HEI Nehemiah Gateway and fulfill all HEI Nehemiah Gateway requirements for internship, project, thesis, and final examinations.

Recognition and transfer of credits earned at previous institutions is based on the guidelines of the Lisbon Convention ECTS Users' Guide, which provides full details on the grade conversion process, and includes policies adopted by HEI Nehemiah Gateway.

## Part C - FINANCES & FEES

### 14. Tuition and Fees

Tuition payments must be received prior to the beginning of each quarter; more than one quarter may be paid at one time, including the whole academic year. Failure to pay tuition will result in delaying enrollment or discontinuing studies at HEI Nehemiah Gateway. The detailed information is published in the website and updated in the beginning of the academic year.

#### Full-time student tuition for the 2022-2023 Academic Year

- B.A. Economy and Businesses:
  - The students in this program shall pay 300 Euro for each month during the entire academic year (12 months). Tuition shall be paid either:
    - a) by Nehemiah-Gateway, for foreign students with a scholarship; OR
    - b) by the student him/herself when no scholarship is provided.
- M.Sc. Management with Specialization in Business:
  - The students in this program shall pay 400 Euro for each month during the entire academic year (12 months). Tuition shall be paid either:
    - a) by Nehemiah-Gateway, for foreign students with a scholarship; OR
    - b) by the student him/herself when no scholarship is provided.

The application fee for all candidates wishing to study at HEI Nehemiah Gateway is **10 EUR (or 1300 ALL)**.

#### 14.1 Work Study at NG Team

Students applying for the B.A. Program in Economy and Businesses are eligible to apply for job vacancies at Nehemiah Gateway while they are enrolled. The vacancies are announced on the website of HEI Nehemiah Gateway under the career section.

The students that are approved will receive a work study contract with Nehemiah Gateway Albania for a maximum of three years, while enrolled as a student. This contract pays a gross salary of 26,000 ALL per month during the time of their practical training which also covers social insurance throughout the duration of the work study contract. Students who are awarded a Work Study contract continue to pay tuition of 15 000 ALL per month only for the six months of their studies.

## **14.2 Scholarships**

The applicant is personally responsible to ensure that the necessary finances required to cover all expenses related to studying and living in Albania are available. The website of HEI Nehemiah Gateway contains helpful information regarding the cost of living in Albania. Requests for scholarships from HEI Nehemiah Gateway will be considered on a case-by-case basis, and only to applicants who have been admitted to HEI Nehemiah Gateway. Being admitted to HEI Nehemiah Gateway in no way implies or guarantees also receiving a scholarship.

## **14.3 Refund Policy**

Students who withdraw may be eligible to receive a refund of tuition. The amount of refund will be determined, based on the following schedule:

- Students withdrawing before the start of the academic term and up to the end of the first week of classes are eligible for a full (100 percent) refund of the applicable tuition paid.
- Students withdrawing before the end of the second week of classes are eligible for a 75 percent refund of the applicable tuition paid.
- Students withdrawing after the second week of classes are not eligible for a refund.

# **Part D - STUDENT SERVICES & LIFE**

## **15. Student Service Center (SSC)**

Students are the primary concern of the SSC which is located in the HEI main office, and provides help with the following support services:

- Food Services
- Computing
- Sports Activities
- Counseling (personal, academic, vocational placement)



- Opportunities for spiritual ministry and community service.

### **Welcoming Services**

Before classes begin for the new students at HEI Nehemiah Gateway, the SSC organizes a welcoming party and a guided tour through the campus compound. For international students, the SSC also provides an information package explaining local customs, cultural events, prices, modes of available transportation, etc. The SSC also organizes an event where students from different nations can share their cultural differences with each other.

SSC provides support services as needed: to answer specific questions, provide help with HEI procedures, assist international students with required Albanian documents, and direct students to the right person or location for the specific help needed.

In the first weeks of studies at HEI Nehemiah Gateway, the staff and NG Albania organize informative meetings to a) describe the relationship between HEI Nehemiah Gateway and NG Albania, b) review the statues, catalog, and module descriptions, c) explain exam procedures, time management, etc. Each student receives an individual HEI email address which grants them access to HEI Nehemiah Gateway intranet where relevant information and documents can be downloaded for different modules.

### **Advising Service**

HEI Nehemiah Gateway provides information and orientation for all students, available throughout their studies at HEI Nehemiah Gateway. From the start of the admissions process, through coursework, internship and thesis, all the way to graduation, students have access to advice. Those students enrolled in the dual study program are assigned an advisor. The student is required to meet with the advisor at least once every quarter. The advisor is available to give advice from the beginning of coursework, and then through the assignments associated with the student's internships. Students also receive mentoring and coaching throughout their study program from the companies and businesses that agree to work with them. HEI Nehemiah Gateway's structure for guiding and advising students in all cycles of study is found in the system of coaching and mentoring. Usually, this academic advisor will at the same time be the mentor of the student and will also be available for him during his practical training.

### **Language Courses**

HEI Nehemiah Gateway offers different courses based on the identified needs and difficulties of the students especially for the students who need to improve their English or German language, intercultural communication, etc.

## Download Area

HEI Nehemiah Gateway website has important documents available to students that they view or print, including Module Descriptions, Academic Calendars, Student Handbook, Catalog, Exam Regulations, etc.: <https://www.ng-university.org/al/staff-menu/download-center>.

## Housing Services

HEI Nehemiah Gateway provides housing for students off campus. The Student Services Center can also help direct students to local apartments, which are primarily busy only during the summer tourism season but are available to students during the academic year.

## Library Services

Students have access to high-speed internet connections and regular library services. Nehemiah libraries give our students access to on-site and digital collections, books, journals, volumes, and resource materials. Cooperative relationships with other libraries such as the Bavarian State Library in Munich, Germany, are being developed.

### 15.1 Health Services

HEI Nehemiah Gateway has a Social-Medical building as part of the campus compound which is staffed with medical personnel and offers the following for all staff and students:

- First-aid facilities
- Medical treatment
- Massage treatment

The international students at HEI Nehemiah Gateway also have travel and health insurance.

### 15.2 Student Life

An important part of a student's life is the time spent outside the classroom, which can be as important for their futures as their time spent in the classroom.

The following clubs are encouraged for everyone to contribute his/her skills and abilities:

- Sports activities (fitness, soccer, volleyball, etc.)
- Social activities (environmental and social projects)
- Travel
- Journalism, conflict management, etc.
- Arts and culture (various clubs such as painting, reading, theater, cooking, singing, cabaret)

- Technology and innovation

SSC organizes several cultural exchange activities involving the international students. SSC also supports the cultural life of students through forums, workshops, and events, organized by HEI Nehemiah Gateway and/or NG Albania on topics of interest to the students.

Sports activities are easily organized, making use of the sports fields, fitness, and sauna room, all available on the HEI campus. SSC provides support for students to make use of the facilities and help coordinate competition with different sports organizations. HEI Nehemiah Gateway is committed to making the study time at HEI Nehemiah Gateway as well as time in Pogradec a truly unforgettable and enriching experience for all students.

Every newly enrolled class of HEI Nehemiah Gateway students has the unique opportunity to be part of a special highlight during their studies: a study tour to Germany.

Some of the activities include:

- factory tours at Adidas, BMW, and more
- cultural events in Nuremberg and Berlin
- participation in the International Berlin Gathering

To get a better glimpse of what the study tours of previous years looked like, the detailed study trip guides can be seen under the following link: <http://www.ng-university.org/student-services/study-tours.html>.

## Part E - ACADEMIC INFORMATION

### 16. Credit Hour Definition

Our academic system is based upon the Bologna Agreement. Therefore, HEI Nehemiah Gateway follows the European Credit Transfer and Accumulation System (ECTS) in describing coursework. The Bachelor's program requires a minimum of 180 ECTS hours, and the Master's program requires a minimum of 160 ECTS hours. In order to have more flexibility to meet the scheduling needs of HEI Nehemiah Gateway's foreign faculty members, classes are scheduled around a quarter System rather than a semester system. For transfer credit purposes, 4 ECTS hours are equivalent to 3 USA quarter hours. According to the Bologna Agreement, one ECTS credit equals about 25 to 30 hours of student work. Several examples below will help the student understand how this system is implemented at HEI Nehemiah Gateway.

#### A course with 5 ECTS

A course with 5 ECTS is equal to approximately 150 hours of coursework which breaks down as follows:

- 65 classroom hours
- 85 outside-the-classroom work hours

No distinction is made between lectures, seminars, exams, etc. since any classroom session (under the NG teaching philosophy) can and will be a combination of these elements. These are "contact" hours that the student has with the professor in the classroom.

Under the NG teaching philosophy, each classroom session will end with the student being assigned "homework" (reading, projects, papers, presentations, problems, etc.) that must be completed by the next class session, by the end of the week, or by an exact date. There is great flexibility for other outside-the-classroom assignments, such as research or mini-internships.

### **Dual System Bachelor Course**

Each module of two weeks with a Guest Lecturer and a Mentor has 4 or 5 ECTS credits. This equates to approximately 125 to 140 work hours, which breaks down as follows.

- 12 hours preparation summarized in an essay, presentation etc. on the subjects supervised by the mentor in distant learning.
- 54 h classroom hours (Mo – Fr, Mo – Th, 6h/d - 8x45min - x 9d)
- 48 outside-the-classroom work hours. Approximately 4 hours of homework will be assigned daily. In addition, students have to work 12 hours on weekends.
- 8 hours for the final exam
- 12 hours applied science on the subject implementation during the practical training, supervised by the Mentor in distant learning.

## **17. Class Attendance**

Regular, punctual class attendance is essential for the satisfactory completion of a course. The student is expected, therefore, to attend all sessions of the courses in which he/she is enrolled. All absences are recorded, and an absence does not excuse any student from any required work.

In order for a planned absence to be considered excused, permission must be requested in writing at least three days before the absence will occur. Students are responsible for the content of any course in which they are officially enrolled. Students who exceed the number of absences or otherwise fail to meet attendance policies will experience the consequences outlined.

- Students who are employed by the NG Team, who benefit from any scholarship or social support, must also address their request to the Administrator and to the Rector of HEI Nehemiah Gateway. A written request does not guarantee permission, but an answer will be provided after the relevant instructors and administrators have been given opportunity to respond.
- All other students, who are not employed by HEI Nehemiah Gateway, are to make a written request to the Rector of HEI Nehemiah Gateway and copied to the Head of Department at least three (3) days before the day(s) requested to be absent. A written request does not guarantee permission, but an answer will be provided after the relevant instructors and administrators have been given opportunity to respond. Permission is granted only with both signatures.
- All Students who miss a lecture must meet with the instructor to determine what is needed to complete the missing material or lectures. Alternatively, a proportionate percentage of points will be taken from the final mark given at the end of the course. In case of emergency, the CW and student should call by telephone to the respective persons as soon as they can.

## 18. Grading Policy

### 18.1 Grading System

Description	American system (Intermediate grades included)	German System (Intermediate grades included)	Albanian Grading system	Percentage 100-point-scale
<b>A</b> (EXCELLENT - outstanding performance with only minor errors)	<b>A</b> (Excellent)	<b>1</b> (Sehr Gut) (1.0 – 1.3)	<b>10</b>	94 - 100
<b>B</b> (VERY GOOD - above the average standard but with some errors)	<b>B</b> (Very Good)	<b>2</b> (Gut) (1.4 – 2.4)	<b>9</b>	85 - 93
<b>C</b> (GOOD - generally sound work with a number of notable errors)	<b>C</b> (Good Average)	<b>3</b> (Befriedigend) (2.5 – 3.0)	<b>8</b>	76 - 84
<b>C</b> (GOOD - generally sound work with a number of notable errors)	<b>C</b> (Good Average)	<b>3</b> (Befriedigend) (3.0 – 3.4)	<b>7</b>	67 - 75

<b>D (SATISFACTORY - fair but with significant shortcomings)</b>	<b>D</b> (Satisfactory)	<b>4</b> (Ausreichend) (3.5 – 4.0)	<b>6</b>	58 - 66
<b>D (SATISFACTORY - fair but with significant shortcomings)</b>	<b>D</b> (Sufficient)	<b>4</b> (Ausreichend) (4.1 – 4.4)	<b>5</b>	51 - 57
<b>FX</b> <b>(FAIL - Some more work required before credit can be awarded)</b>	<b>F</b> (Insufficient, Fail)	<b>5</b> (Mangelhaft) (4.5 – 6.0)	<b>4</b>	≤ 50

## 18.2 Relative Grading

Upon request, HEI Nehemiah Gateway shall provide a statistical Grade Distribution Table (“GDT”) of the passing grades awarded in the program or field of study attended by the student. This table shows how the grading scale is used in that program or field of study. The GDT is done in compliance with the ECTS Grading Tables instruments, as explained in the ECTS Users’ Guide, in order to facilitate the transfer of grades between institutions of higher education who use different grading systems and to ensure a fair treatment and transparency of grades for students who transfer from one institution to another. The GDT will be based on the required classes for students from the same study program of the last three years. Regarding the procedure for the calculation of the statistical grade distribution, the procedure explained in the ECTS Users’ Guide, in its most recent version, shall be used. This procedure includes the calculation of the absolute number of passing grades awarded to each reference group and the calculation of the grade distribution in terms of percentages of the passing grades awarded to the reference group as well as the development of cumulative percentages.

The results of the calculation will be included in the Diploma Supplement or in other documents containing student data issued for the purposes of transferring ECTS from one institution to another. This policy will be regularly reviewed to ensure increased transparency of a student's performance and the fair treatment of transfer students.

Stages	Bachelor’s Program		Master’s
	Even Years	Odd years	
Application phase	Until 30. August	Until 30. August	Until 30. August
Interviews	During September	During September	During September
Admission decision	25. Sep. – 05. October	25. Sep. – 05. October	25. Sep. – 28. October

Pre-study practical training	October – December	N/A	N/A
Beginning of studies	05. January of the following year	01. October	01. November
Orientation week	Second week of January	First week of October	Third week of November
Tuition refunds after Withdrawing from HEI	<p>First week of classes: eligible for a full</p> <p>Second week of classes: eligible for a 75 percent refund</p> <p>After the second week of classes: no refunds are granted</p>	<p>First week of classes: eligible for a full</p> <p>Second week of classes: eligible for a 75 percent refund</p> <p>After the second week of classes: no refunds are granted</p>	<p>First week of classes: eligible for a full</p> <p>Second week of classes: eligible for a 75 percent refund</p> <p>After the second week of classes: no refunds are granted</p>
Semester I	05. January – 25. June	01. October – 30. March	01. October – 30. March
Holidays	26. June – 05. July	25. December – 04. January	25. December – 04. January
Semester II	06. July – 25. December	01. April – 30. September	01. April – 30. September
Holidays	25. December – 04. January	26. June – 05. July	26. June – 05. July
Semester III	05. January – 25. June	01. October – 30. March	01. October – 30. March
Holidays	26. June – 05. July	25. December – 04. January	25. December – 04. January
Semester IV	06. July – 25. December	01. April – 30. September	01. April – 30. September
Holidays	25. December – 04. January	26. June – 05. July	N/A
Semester V	05. Jan - 25. June	01. October – 30. March	N/A
Holidays	26. June – 05. July	25. December – 04. January	N/A
Semester VI	06. July – 20. December	01. April – 30. September	N/A
Graduation	20. December	01. October	01. October

## 19. Academic Calendar

Students have access to details of all modules and time schedules at the start of each academic year on the website of HEI Nehemiah Gateway and on Populi. Each student receives an information packet before every practical training and thesis time. Information and orientation are an ongoing process during the years of studies.

## 20. Bachelor of Arts in “Economy and Businesses”

The goal of the B.A. in “Economy and Businesses” program is to provide education and experience through subject-related, methodical, and social skills needed for today’s business leaders, who are able to act in an entrepreneurial and responsible way when leading businesses and organizations in a global economy.

It equips students for careers in business and economics through a solid theoretical foundation with a strong emphasis on practical applications and implementation, and through the necessary academic and practical skills to immediately start a career in business, as well as take over leadership and assisting positions, especially in small and medium enterprises or non-profit organizations. The study program teaches young talented people to assume responsibilities in the business realm as well as in the society and to build bridges between different ways of thinking, perspectives, and cultures, by acting in an ethical and value-oriented way.

The program emphasizes business applications from the European and international perspective, but also analyzes the Albanian economic environment. The student is equipped in business skills of entrepreneurship, innovation, and creative thinking. The B.A. in “Economy and Businesses” program is firmly grounded as a practice-oriented study program, where the student is encouraged and motivated to implement theoretical knowledge under the supervision and support of a personal mentor or coach in a real business environment.

The main objectives of the study program are:

- To provide a solid foundation on business management and on the critical thinking needed to make effective business decisions.
- To promote and develop business and economic literacy through the HEI in the local and regional community.
- To prepare students to understand the concept of entrepreneurship more deeply and allow them to gain knowledge, skills, and attitudes of a real entrepreneur.
- To prepare students to implement business concepts, and theories to project implementation and decision-making.
- To provide a solid foundation for proficiency in human resources management, operations management, marketing, accounting, statistics, economics, finance, and business law.
- To enable students to develop business skills in communication, technology, quantitative reasoning and teamwork.
- To provide students with professional role models and potential mentors who can provide guidance, feedback, and support.



- To promote and develop multidisciplinary and interdisciplinary business thinking and practical implementation.
- To enable students to develop and maintain a sustainable work ethic and professional attitude.
- To promote comprehension and commitment to corporate social responsibility.

## Curriculum for the Bachelor “Economy and Businesses”

CURRICULUM OVERVIEW					
CODE	SEMESTER	THEORY	PRACTICAL TRAINING	SUBJECTS	CREDITS
<b>BASIC SUBJECTS - Methodological preparation and general culture</b>					
MGT101	1	1		Introduction to Business Administration	5
MKT101	2	2		Marketing and Sales I	5
MGT241	4	4		Human Resource and Organization Management	5
MGT411	6	6		Leadership	5
RES131	1	1		Introduction to Research Methods	5
RES232	5	5		Business and Social Research Methods	5
COM131	2	2		Intercultural Communication, Presentation and Project Management	5
<b>CHARACTERISTIC SUBJECTS - Preparation for the scientific discipline</b>					
MGT121	1	1		Material Management I	5
MGT321	2	2		Material Management II	5
MKT201	4	4		Marketing and Sales II	5
BUS471	5	5		Entrepreneurship I	5
BUS472	6	6		Entrepreneurship II	5
ECON241	3	3		Microeconomics	5
ECON242	4	4		Macroeconomics	5
ECON441	5	5		Economic Policy	5
BUS171	2	2		Contract Law	5
BUS271	3	3		Company and Labor Law	5
FIN201	4	4		Financial Accounting	5
ACCT241	3	3		Industrial Accounting	5
ACCT341	5	5		Management Accounting	5
ACCT221	3	3		Costing and Budgeting	5
FIN441	6	6		Corporate Finance	5
MAT171	2	2		Mathematics and Statistic	5
IT101	1	1		Basics of Information Technology	5
ENG121	1	1		Business English	5
<b>INTERDISCIPLINARY/INTEGRATIVE SUBJECTS - subdisciplines, profiles and elective subject groups</b>					
MGT231	3	3		Strategic Management I	5
MGT331	4	4		Strategic Management II	5
MGT431	6	6		Strategic Management III	5
PT483	5		5	Practical Training 5 - Specialization I and Thesis Proposal	10
TSS499	6		6	Practical Training 6 - Specialization II and Writing Thesis & Defense	0
<b>COMPLEMENTARY SUBJECTS - foreign languages, IT knowledge, professional practical trainings</b>					
PT182	1		1	Practical Training 1 - Material Management	5
PT282	2		2	Practical Training 2 - Marketing	5
PT382	3		3	Practical Training 3 - Financial Accounting	5
PT482	4		4	Practical Training 4 - Human Resource Management	5
<b>CLOSING OBLIGATIONS</b>					
TSS499	6		6	Thesis Defense*	10
<b>TOTAL OF CREDITS</b>					<b>180</b>
				*The closing obligation will be completed during Practical Training 6. Thesis Defense is part of the Practical Training 6 - Specialization II, and Writing Thesis & Defense.	

## **21. Master of Science in „Management with Specialization in Business”**

Education is the key for personal and social development. Establishing good social behavior is an elementary challenge of today`s leaders. The M.Sc. degree seeks to provide technical / professional, methodological and social skills and teach proper evaluation systems to be able to provide the highest quality of education at all levels. Because of the need for the leaders of today`s civil societies to target quality education for the development and growth of freedom and democracy, and to make responsible decisions, the Strategic Measurements expressed in the NG Strategy 2030 are the basis for developing the M.Sc. study course, where leaders are trained to meet the needs mentioned above. The master`s program in “Management with Specialization in Business” provides the link between a higher scientific educational approach with practical experience. HEI Nehemiah Gateway cooperates with international partner schools, universities, and other institutions to develop these goals under local conditions, making use of latest technology for a blended learning experience. It serves as an appropriate and innovative tool to combine international knowledge and experience with self-motivation, self-responsibility, and self-exploration. Individual support is provided by coaching each student to help them meet their goals when they are not attending the HEI. The goal is to grow a worldwide network of NG scholars and expand the NG Mission and Values. English language help is offered through the use of study labs which are a necessary and appropriate tool as HEI Nehemiah Gateway extends help in various countries.

The aim of this master program is to empower future leaders, managers in the field of business:

- to lead staff toward a value-based vision and to the mission of the institution and its implementation.
- to integrate leadership strategies targeting team development.
- to support and facilitate an atmosphere of trust and professionalism between stakeholders.
- to support them to effectively manage the financial resources of the institution.

## Curriculum for the Master Program “Management with Specialization in Business”

CURRICULUM OVERVIEW						
CODE	SEMESTER	CONTACT HOURS	STUDY HOURS	TOTAL HOURS	SUBJECTS	CREDITS
<b>BASIC SUBJECTS - Methodological preparation and general culture</b>						
ENG502	1	60	90	150	Research & Academic Writing	5
RES531	1	60	60	150	Research Methods	5
<b>CHARACTERISTIC SUBJECTS - Preparation for the scientific discipline</b>						
MGT512	1	60	90	150	Leadership & Management	5
COM535	1	60	90	150	Organizational Communication	5
EDU631	1	60	90	150	Change Management	5
MGT531	1	60	90	150	Governance & Organizational Development	5
PHIL521	2	60	90	150	Professional Ethics	5
BUS682	2	60	90	150	Risk Management	5
EDU553	2	60	90	150	Quality Management	5
MGT501	3	60	90	150	Strategic Management	5
MGT541	3	60	90	150	Human Resources Management	5
MGT655	3	60	90	150	Operations Management	5
MGT644	3	60	90	150	Planning & Finance	5
MKT601	3	60	90	150	Marketing	5
<b>INTERDISCIPLINARY/INTEGRATIVE SUBJECTS - subdisciplines, profiles and elective subject groups</b>						
BUS571	2	60	90	150	Legal issues of businesses	5
MGT551	2	60	90	150	Performance Management	5
MGT651	2	60	90	150	Organizational Behavior	5
<b>COMPLEMENTARY SUBJECTS - foreign languages, IT knowledge, professional practical trainings</b>						
ACCT641	3	60	90	150	Controlling & Accounting	5
BUS671	4	60	90	150	Entrepreneurship	5
PT690	4	60	90	150	Internship/ Research Project	5
<b>CLOSING OBLIGATIONS</b>						
TSS499	4				Thesis Defense	20
<b>TOTAL OF CREDITS</b>						<b>120</b>

## Part F - STAFF AT HEI NEHEMIAH GATEWAY

### 22. Faculty Listing

#### 22.1 Full Time Staff

**Prof. Dr. Dr. hc. Ulli Arnold**

Rector of HEI Nehemiah Gateway

**Iva Hoxhallari**

Assistant to the Rector

**Dr. Peter Makiriyado**

Vice Rector of HEI Nehemiah Gateway

**Herolinda Shkullaku**

Administrator of HEI Nehemiah Gateway

**Riksena Topuzi**

Assistant to the Administrator

**Prof. Dr. Galantina Canco**

Head of the Faculty

**Dr. Thomas Queisser**

Head of Business Department

**Dr. Wolfgang Frisch**

Head of Management Department

**Dr. rer. nat. Nikolai Bunzmann**

Head of Scientific-Research Center

**Prof. Dr. Bardhyl Musai**

Head of Program Development & Academic Innovation

**Dorian Leka, M.Sc.**

Assistant Lecturer, Management Department  
Head of Recruitment, Student Services Center & Alumni

**Renato Preza, M.Sc.**

Assistant Lecturer, Business Department  
Head of Practical Training

**Albana Demiraj, M.A.**

Head of Quality Assurance & Accreditation

**Arba Xhelo**

Quality Management Officer

**Valbona Dervishllari**

Registrar

**Gian Paul Ardüser**

Guidance Counselor

**Andrea Ardüser**

Guidance Counselor

**Dr. Roy A. Atwood**

Guest Lecturer, Management Department

**Lefter Roko, M.Sc.**

Assistant Lecturer, Management Department

**Engjëllushe Icka, M.Sc.**

Assistant Lecturer, Business Department

**Luiza Elmasllari, M.Sc.**

Assistant Lecturer, Scientific-Research Center

**Aida Angjo**

Assistant Lecturer, Scientific-Research Center

Head of Modern Language Learning (MLL)

**Greta Petre**

Finance Officer

**Samuel Geiger**

Head of Marketing

**Lorenc Angjo**

Head of IT

**Herifili Geiger**

Head of Facility Management

**Manjola Kamolli**

Head of Legal Office

**Elona Blaceri**

Head of Finance Department

**Anila Sinani**

Head of Library

**22.2 Guest Lecturer**

No.	Guest Lecturer	Subject
1	Prof. Dr. Goran Rafajlovski	Information Technology, Mathematics, Statistics
2	Dr. Roy Atwood	Leadership, Governance, Professional Ethics, Intercultural Communication, Research Methods
3	Prof. Dr. Werner Esser	Organizational Development and Processes, Service-Learning, Strategic and Change Management

4	Prof. Dr. Harald Seubert	Philosophy, Science Theory, Ethics
5	Pupjana Kole Dr. (cand)	Macroeconomics
6	Dr. Elis Tarelli	Contract Law, Company and Labor Law
7	Christoph Lipski, MSc	Professional Ethics
8	Matthias Malessa, Dipl.-Volkswirt	Human Resources, Leadership
9	Mary Moyles-Johnson, Teacher PGC, TEFL, LCCC	Business English
10	Assoc. Prof. Dr. Melissa St. James	Marketing, Advertising,
11	Anjeza Maçolli, MSc	Corporate Finance
12	Ina Shkullaku, MSc	Corporate Finance
13	Prof. Dr. Setki Mulla	Mathematic and Statistic
14	Assoc. Prof. Dr. Ema Kristo	Research Methods, Critical Thinking
15	Prof. Dr. Roy Jenkins	Strategic Management
16	Michelle Mann CPA	Financial Accounting
17	Dr. Chris Hale	Contract Law, Company and Labor Law
18	Dr. Stephen John Kelly	Strategic Management
19	Dr. Jeffrey Adams	Material and Production Management
20	Dr. Edward Little	Management Accounting
21	Dr. Farooq Ahmed Chudry	Marketing
22	David Fagan MBA	Leadership, Organizational Behaviour & Planning

### 23. Members of the Governing Board

**Dr. Elis Tarelli**

Chairman of the Administration Board

**Manjola Kamolli**

Member of the Administration Board

**Samuel Geiger**

Member of the Administration Board



**Elona Blacëri**

Member of the Administration Board

**Joana Mimini**

Member of the Administration Board