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Validity Zone: Nehemiah Gateway University, Nehemiah Gateway Albania

01.08.2018/EI

§ 1 Scope

1. The scope of this EO is to regulate and define the procedures for student admission and enrollment at Nehemiah Gateway University (hereinafter “N.G. University”).
2. These procedures cover 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

§ 2 Definitions

1. For the purposes of interpretation and understanding, the following terms used in this regulation have the following meaning:
 - i) **Admission:** is the process of accepting an applicant to enter N.G. University to study at a chosen study programme. It includes a process of formal evaluation of the application by the Admission Commission as well as the conduct of the admission tests and admission interview by the pre-selected applicant.
 - ii) **Enrollment:** the final process of registration of an applicant subject to him or her being successfully admitted at N.G. University. It includes the signing of the Study Contract by the applicant as well as the payment of the enrolment and tuition fee.
 - iii) **Regular students:** are Albanian or international applicants that apply for a first-time admission at N.G. University with the purpose of pursuing Bachelor or Master studies.
 - iv) **Transfer students:** are Albanian or international applicants that are already enrolled at another university in Albania or abroad and wish to transfer their Bachelor or Master studies at N.G. University.
 - v) **Guest students:** are Albanian or international applicants that are already enrolled at another university in Albania or abroad and wish to attend one or more modules of a Bachelor or Master study programme at N.G. University but are not seeking a degree

with it. Guest Students wishing to pursue a degree with N.G. University should transfer their studies in accordance with this regulation and other applicable legislation.

- vi) ***U-Albania Portal***: is the official online portal of the Albanian Ministry of Education and Sport containing detailed information about universities in Albania and the study programmes they offer.
- vii) ***Admission tests***: are the English language and the Math test that pre-selected applicants applying for a Bachelor study programme must normally take prior to admission.
- viii) ***Admission interview***: is the final interview with the applicant subject to him or her having successfully passed the admission tests.
- ix) ***Admission Commission***: is the internal commission of the N.G. University responsible for conducting and completing the admission process.

§ 3 Admission and Enrollment Procedures for Bachelor Programmes: Albanian Applicants

1. Albanian applicants wishing to pursue university studies at the Bachelor level at N.G. University must apply through the U-Albania Portal <https://ualbania.arsimi.gov.al/> of the Albanian Ministry of Education and Sport. N.G. University does not carry any responsibility with regard to the availability or security of the abovementioned portal.
2. Applications through the U-Albania Portal are possible only during the timeframes defined by the Albanian Ministry of Education and Sport. The official website of the Ministry contains more specific information on application deadlines.
3. In order to apply for one of the Bachelor study programmes offered by N.G. University you need to select the relevant programme on the N.G. University information page at <https://ualbania.arsimi.gov.al/Universitet/Info/38>.
4. The pre-selection of the applicants is done automatically through the application portal. N.G. University has no influence whatsoever on the preselection process.
5. Upon receipt of the list with the pre-selected applicants, N.G. University will publish this list on its official website www.ng.university as well as inform pre-selected applicants personally, where contact details are available.
6. Pre-selected applicant invited to take the admission tests must submit, before taking the tests, the application documents. The list of required documents to be submitted can be

downloaded from the official website of N.G. University under <http://www.ng-university.org/study-programs/how-to-apply.html>.

7. In order to be admitted to the chosen study programme, pre-selected applicants will normally have to take an:
 - i) English test
 - ii) Math test
8. The admission tests (English and Math) carry a weight 50% of the overall admission results. An applicant must obtain at least 26% of the points in the admission tests in order to continue with the admission process. The Admission Commission may decide to exempt an applicant from taking one or both of the tests, when it is convinced that the applicant possesses sufficient knowledge on both subject that enable him or her to enroll on the chosen study programme.
9. Subject to the applicant having successfully passed the admission tests (see point 8 above), he or she will be invited for the final admission interview. The admission interview carries a weight of 50% of the admission results, is conducted by the Admission Commission and the applicants are evaluated on the following areas:
 - i) *General*: (personal presentation and appearance of the applicant, presentation skills, CV, previous study or work experience, etc.)
 - ii) *Specific knowledge*: (previous knowledge of the subject of study, specific scientific and practical fields of interest, knowledge of the differences between practical and theoretical studies,)
 - iii) *Motivation*: (why has the applicant chosen N.G. University; what is the applicant's expectation after completing studies, personal professional and further education perspectives, etc.)
 - iv) *Language skills*: (proficiency in business or academic English language, English language certificates, other foreign languages)
 - v) *Communication skills*: (how does the applicant communicate his ideas and thoughts, logical reasoning, clarity and structure)
10. The evaluation areas carry the following percentage weight in the interview evaluation:

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| i) General | 30% |
| ii) Specific knowledge | 10% |
| iii) Motivation | 20% |

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- iv) Language skills 20%
- v) Communication skills 20%

11. The combined results of the admission tests and of the admission interview will determine the ranking of the applicants for a chosen study programme. The position of an applicant in the ranking list and the overall number of students that can be admitted (based on the students' quotas as approved by the Albanian Ministry of Education) will determine whether or not an applicant can be admitted.
12. The Admission Commission will inform the application about the final admission results. Admission can also be conditional subject to the applicant submitting further documents or meeting additional requirements as specified by the Admission Commission. The results are also published on the official website of N.G. University under www.ng.university.
13. Successfully admitted applicants must, without delay, contact N.G. University to complete the enrollment process by signing the Study Contract with N.G. University and paying, when applicable, the enrolment and tuition fee.

§ 4 Admission and Enrollment Procedures for Bachelor Programmes: International Applicants

1. International applicants wishing to pursue university studies at the Bachelor level at N.G. University must apply through the N.G. University online application form under <http://www.ng-university.org/study-programs/how-to-apply/online-application-form.html>.
2. 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>.
3. Applications from international applicants can be submitted any time. Upon submission of a complete application, the Admission Commission will inform the applicant about the admission tests dates and / or other necessary steps that need to be completed by the applicant in order to continue with the admission process.
4. The same admission procedures specified under points 3.6 to 3.12. above shall apply also for international applicants.
5. The combined results of the admission tests and of the admission interview will determine the ranking of the applicants for a chosen study programme. 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 the Albanian Ministry of Education) will determine whether or not an applicant can be admitted.

6. 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 N.G. University.

§ 5 Admission and Enrollment Procedures for Master Programmes: Albanian / International Applicants

1. Master applicants wishing to pursue university studies at the Master level at N.G. University must apply through the N.G. University online application form under <http://www.ng-university.org/study-programs/how-to-apply/online-application-form.html>.
2. With the application form, the applicant must also submit all necessary required documents, which can be found under <http://www.ng-university.org/study-programs/how-to-apply.html>.
3. Applications are possible only during the timeframes defined by the Albanian Ministry of Education and Sport. The official website of the Ministry contains more specific information on application deadlines.
4. Subject to the applicant having successfully submitted all the application documents, he or she will be invited for the final admission interview. The admission interview carries a weight of 100% of the admission results, is conducted by the Admission Commission and the applicants are evaluated on the areas as specified in point 3.9. above.
5. The combined results of the admission interview will determine the ranking of the applicants for a chosen study programme. The position of an applicant in the ranking list and the overall number of students that can be admitted (based on the students' quotas as approved by the Albanian Ministry of Education) will determine whether or not an applicant can be admitted. The Admission Commission will inform the applicant about the final admission results.

6. Admission can also be conditional subject to the applicant submitting further documents or meeting additional requirements as specified by the Admission Commission. The results are also published on the official website of N.G. University under www.ng.university.
7. Successfully admitted applicants must, without delay, contact N.G. University to complete the enrollment process by signing the Study Contract with N.G. University and paying, when applicable, the enrolment and tuition fee.

§ 6 Admission and Enrollment Procedures for Transfer Students: Albanian / International Applicants

1. Students enrolled in other university may transfer their studies to N.G. University only before start of a new semester.
2. The student wishing to transfer his or her studies must fill out and submit the application form and submit all necessary required documents, which can be found under <http://www.ng-university.org/study-programs/how-to-apply.html>.
3. The recognition of previously earned credits (ECTS) or of part of studies is done in compliance with the Examination Regulation of N.G. University.
4. The Admission Commission will inform the applicant accordingly about its decision.
5. Admission can also be conditional subject to the applicant submitting further documents or meeting additional requirements as specified by the Admission Commission.
6. Successfully admitted applicants must, without delay, contact N.G. University to complete the transfer of studies process by signing the Study Contract with N.G. University and paying, when applicable, the enrolment and tuition fee or other fees.

§ 7 Admission and Enrollment Procedures for Guest Students: Albanian / International Applicants

1. Applicants wishing to attend one or more modules of Bachelor or Master study programmes at N.G. University can do this only before the start of the module(s) he or she wishes to attend. Current enrollment at another university is not a precondition for being admitted as guest student.

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2. Guest students being admitted and enrolled at N.G. University may not seek a programme degree, unless he or she is enrolled as regular or transfer student.
3. The student wishing to attend one or more modules must fill out and submit the application form <http://www.ng-university.org/study-programs/how-to-apply/online-application-form-guest.html> and submit all necessary required documents, which can be found under <http://www.ng-university.org/study-programs/how-to-apply.html>.
4. The Admission Commission will inform the applicant accordingly about its decision.
5. Admission can also be conditional subject to the applicant submitting further documents or meeting additional requirements as specified by the Admission Commission.
6. Successfully admitted applicants must, without delay, contact N.G. University to complete the enrollment process by signing the Study Contract (for Guest Students) with N.G. University and paying, when applicable, the enrolment and tuition fee or other fees.

§ 8 Other provisions

1. Forms and other standardized documents related to the admission and enrolment procedures at the N.G. University shall be updated in accordance with this EO.
2. This EO shall be published on the internal Manual and the website of N.G. University and replaces all previous regulations on admission and enrollment of students.
3. The Rector of N.G. University and the Executive Director are responsible for the implementation of this EO.

§ 9 Coming into force

This EO shall come into force on 10th of August 2018.

Issued by:

Dr. iur. Elis Tarelli, LL.M.

Rector

Herolinda Shkullaku

Executive Director