



Catalog

Nehemiah Gateway University

2012-114 NG Team

Copyright Nehemiah Gateway Albania © 2020

Printing or reproduction of this text is prohibited without authorization from Nehemiah Gateway Albania Foundation.

Nehemiah Gateway Albania Foundation

Rruga "Nehemiah"

7304 Buçimas

Albania

CONTENT

PART A – INTRODUCTION & GENERAL INFORMATION.....	2
1. Legal Basis.....	2
2. Relationship between Nehemiah Gateway University and Nehemiah Gateway Albania.....	2
3. The Mission of the Nehemiah Gateway University	3
4. Objectives	3
4.1 To support students in their desire for higher education combined with practical experience	3
4.2 To enable students to become responsible, self-thinking, leaders and experts, by cooperating and taking initiative.....	4
4.3 To facilitate the educational process through dynamic and quality programs.....	4
4.4 To cooperate in research projects with other institutions and enterprises	5
5. Philosophy of Education.....	5
6. Explanation of the term “BONITAS ET SOLLERTIA”.....	6
7. Guiding Values of Nehemiah Gateway University	7
7.1 Students Code of Honor.....	8
7.2 Dress Code.....	8
8. Statement on Non-Discrimination.....	8
9. Accreditation History.....	9
10. Information Policy	10
PART B – ADMISSIONS.....	11
11. Admission Requirements to Study Programs.....	11
11.1 Bachelor’s Study Programs.....	11
11.2 Master’s Study Programs.....	11
12. Admission Procedures.....	12
12.1 Admission Procedures.....	12
12.2 International Students.....	15
12.3 Applications for dual study programs	15
12.4 Withdrawal, Repeating the Academic Year, Suspension and Expulsion of Students.....	15
12.4.1 Withdrawal	15
12.4.2 Repeating the Academic Year Due to Failure	16
12.4.3 Suspension of Studies	16
12.4.4 Expulsion of Students	17
12.5 Granting of degrees/Graduation Policy	17
13. Transfer Student Admission Requirements	17
PART C – FINANCES & FEES.....	19
14. Tuition and Fees.....	19
14.1 Work Study at NG Team	19
14.2 Scholarships.....	19
14.3 Refund Policy.....	20
PART D – STUDENT SERVICES & LIFE	21
15. Student Service Center (SSC).....	21
15.1 Health Services	22
15.2 Student Life.....	23
PART E – ACADEMIC INFORMATION.....	24
16. Credit Hour Definition.....	24
17. Class Attendance	25
18. Grading Policy.....	26
18.1 Grading System	26
18.2 Relative Grading.....	26
19. Academic Calendar	28
20. Bachelor of Arts in “Economy and Businesses”.....	28
21. Master of Science in „Leadership and Assessment in Education“	32
PART F – STAFF AT NG UNIVERSITY	34
22. Faculty listing.....	34
22.1 Executive Staff (full-time)	34
22.2 Faculty of Business and Education.....	34
22.3 Administrative Supportive Services (full-time)	35
22.4 Guest Lecturers.....	36
23. Members of the Governing Board.....	37

PART A – INTRODUCTION & GENERAL INFORMATION

1. Legal Basis

The "Nehemiah Gateway" University, established on 26.02.2005 by the NEHEMIA Foundation¹ 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 Nehemiah Gateway University 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 Nehemiah Gateway University, which contain the regulations on the functioning and the management of Nehemiah Gateway University, 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 Nehemiah Gateway University (NG University) (the official English name "Nehemiah Gateway University" was set by a decision of the Supervisory Board of NG Albania, see below) and to initiate the legal procedures to obtain the respective license.

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

The current University Catalog, which is based upon the NG University internal regulations, becomes part of the By-Laws.

2. Relationship between Nehemiah Gateway University 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.

¹ 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)

NG University is one of the educational institutions of NG Albania. NG University 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. NG University 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 the Nehemiah Gateway University

“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.

NG University 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.

NG University also has a global perspective. Integration into the European Community is accompanied by enormous challenges. NG University 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

NG University follows these main objectives:

4.1 To support students in their desire for higher education combined with practical experience

This is accomplished by quality academics at the University and quality practical training or research projects 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. NG University offers 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.

NG University also prepares its students for a broad range of environments and situations from both national and international perspectives. As a result, students are challenged to grow in the needed skills of entrepreneurship, innovation and creative thinking.

4.2 To enable students to become responsible, self-thinking, leaders and experts, by cooperating and taking initiative

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 advice. NG University also strongly emphasizes oral and written language skills in all of its courses. Students become proficient in Albanian, English and German. All courses require the student to implement advanced writing and speaking skills through the use of 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, students are skilled communicators, and are therefore very attractive to prospective employers. This is also practically implemented by valuing very high and lasting values. These eternal values are imparted to the students by the lifestyle of the teaching and support staff. In turn, NG University 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.

4.3 To facilitate the educational process through dynamic and quality programs

NG University's academic programs are characterized by effective teaching methods that integrate superior student-centered teaching into all of its 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 the 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. NG University is also characterized by service. NG University is committed to forming partnerships that address regional and national problems and needs. The members of the staff are encouraged to be involved in the community. Likewise, students are encouraged to be active citizens in their respective communities.

4.4 To cooperate in research projects with other institutions and enterprises

Excellence in teaching at the university level depends upon active scholarship and research by the teaching staff. The visiting professors of international universities do research work in their home universities and this gives the students of NG University 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 dynamic academics.

5. Philosophy of Education

The exciting story of NG University 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 NG University 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, NG University 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. NG University attempts to meet the true needs of the economy by offering unique programs: Economy and Businesses, and Educational Management and Evaluation, just to name a few.

Another key element of NG University'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, NG University'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 NG University'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, NG University 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”. “*Bon*”, 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 Nehemiah Gateway University

• *Forgiveness*

We reject condemning people, or even judging them. We accept gratefully the forgiveness that Jesus gave to us for our shortcomings and faults against God, and man, and to learn to forgive others.

• *Respect*

As God's creation, we respect everybody, unrestricted and without regard to origin, age, sex, 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 and committed. It is a matter of particular concern for us, and remains a life-long target, that we work on our integrity to keep it in line with our role model Jesus.

• *Honesty*

We feel 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 can't be earned, it can only be given, and therefore we give it whenever necessary and possible.

• *Inspiration*

Through our words and actions, we hope to inspire people to search for a better life. Our aim is to inspire and encourage other people to work for a better world - dominated by love and forgiveness – in the sense of Jesus.

7.1 Students Code of Honor

Each student at NG University is required to sign and obey the Code of Honor:

“On my honor, during my academic tenure at NG University, 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 NG University.”

7.2 Dress Code

As an organization with very different and in particular educational and training duties NG University 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
 - No 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

Nehemiah Gateway University 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 University, including employment and admissions. Pursuant to the

requirements of the above-cited law, Nehemiah Gateway University 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 University, 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 University 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
Web: www.kmd.al

9. Accreditation History

The accreditation process began in the 2nd year of running the university. In 2012, NG University 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 university decided to change the name of the three-year study program into „Economy and Businesses“. After nine months, when NG University 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)², NG University gained automatically accreditation from the Quality Assurance Agency in Higher Education (in Albanian, ASCAL)³. The Accreditation Board of ASCAL recognized the reaccreditation of FIBAA with the decision No. 97 during the meeting on October 20th, 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 till the end of the summer term (30.09.) 2023 (both by ASCAL and FIBAA).

In March 2014 NG University prepared a self-evaluation report for the accreditation of the two-year M.Sc. program with FIBAA and for the institutional accreditation with ASCAL. NG University went through two accreditation processes in Albania and Germany. The M.Sc. program is accredited by FIBAA. The accreditation board of ASCAL

² 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

³ For more information www.ascal.al/en

recognized the program accreditation of the master study program conducted by FIBAA with the decision No. 98, on its meeting of October 20th, 2017. The accreditation is valid till the end of winter term (31.03.) 2021.

Furthermore, NG University 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 NG University 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 NG University in April 2016. Currently NG University has completed the self-study report for the re-affirmation process with TRACS. Due to the pandemic situation caused by COVID-19 this process is still pending.

Institutional Accreditation		
Start	Accreditation Agency	Status Quo
Nov 2013	TRACS, USA	Full Accreditation (April 2016)
Mar 2014	ASCAL, Albania	Full Accreditation (September 2017 - 2022)

Program accreditation – M.Sc. Program		
Start	Accreditation Agency	Status Quo
Mar 2015	FIBAA, Germany	Accredited (November 2015 – March 2021)
Mar 2014	ASCAL, Albania	Accredited (October 2017 – March 2021)

Program accreditation – B.A. Program		
Start	Accreditation Agency	Status Quo
Oct 2011	FIBAA, Germany	Reaccreditation (February 2016 – September 2023)
Oct 2012	ASCAL	Reaccreditation (October 2017 – September 2023)

10. Information Policy

NG University will provide all registered students with access to required information. This Catalog and all documents regarding study programs, policies and procedures of NG University are published on the website of the University 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. NG University reserves the right to revise curricula, policies, financial arrangements, etc., as such changes become necessary or desirable.

PART B – ADMISSIONS

11. Admission Requirements to Study Programs

11.1 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 complete admissions tests. Due to the fact that English is the instruction language at our University, applicants undergo an English language test to prove their language proficiency skills. Together with the English language tests, applicants undergo a Math test. However, applicants who can submit language certificates (e.g. TOEFL, Cambridge, etc.) from authorized language centers are not obligated to take the English language test.
- f) Take part at an admission interview.

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 B2 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

NG University 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 NG University, regardless of whether they are for Bachelor or a Master study program.

The Admission procedure at the NG University includes four steps:

- Step 1: Submission of a valid application
- Step 2: Admission Test
- Step 3: Personal interview
- Step 4: Enrollment (registration)

Step 1: Submission of a valid application

Applications for admission to NG University shall be submitted via the online system of the university. Applications submitted via email shall be considered only in exceptional cases. The application process is opened until 31st of August each year. NG University has the right to extend the deadline. The academic year at NG University begins in October, as determined by the Albanian Ministry of Education and Sports.

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

1. Completed application form
2. A letter of motivation explaining why the applicant wishes to study at NG University 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 employer⁴

9. A signed statement from a recognized doctor confirming that the applicant is not suffering from infectious (transmittable) diseases at the time of application
10. A signed statement by the applicant, agreeing to abide by the NG University standards concerning academic honesty and personal conduct (for detailed information on these standards see Student Handbook or University Catalog)
11. A copy of the agreement with the professional partner where the applicant will do his/her practical training⁵
12. Proof of payment of the application fee (for Albanian students).

Step 2: Taking of a test

Subject to successful submission of an application, the applicant may be required to take a standardized test. The taking of the test is mandatory only for applicants to a Bachelor's program. This test includes examination of the knowledge acquired in algebra, pre-calculus and English language in the pre-university level, and/or general questions regarding the field of study the applicant wishes to pursue at NG University. The Admission Commission appoints the persons responsible for designing the test and evaluating it. The date, time and the place of the test will be announced through the internet or other print media not later than 2 weeks before the test date.

The Admission Commission reserves the right to exempt certain applicants from taking the test and to continue the admission procedure or make a final decision regarding the application without the standardized test. In any case, the applicant will be informed accordingly.

Step 3: Personal interview

The Admission Commission arranges an interview for those applicants who successfully have submitted a completed application and have passed the standardized test. This interview is normally held on NG University 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.

⁴ 2012-132 en FO Recommendation Form for Studying at NG University at https://www.ng-university.org/application/files/8615/8689/1514/2012-132_en_FO_Recommendation_Form.pdf

⁵ This document is required only for applicants wishing to pursue a dual study program at the NG University.

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 NG University)
4. What is the expectation after graduation from NG University
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 ⁶ HoAC	1-10 HoF	1-10 HoD	Overall performance
General (30 %)				
Specific Knowledge (10 %)				
Motivation (20 %)				
Language skills (20 %)				
Communication skills (20 %)				

The personal interview is not a test. It normally lasts 15 - 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) State Matura average grade | 15% |
| ii) Mathematics average grade | 7.5% |
| iii) English language skills | 7.5% |
| iv) Admission interview | 70% |

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 4: Enrollment (registration)

Upon receipt notification by the Admission Commission that the applicant has been granted admission to NG University, the applicant may enroll with NG University. Enrollment at the university 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 university) and it has paid the tuition or other fees as specified in the study contract and/or other documents officially issued by the university.

⁶ 1 is the lowest and 10 is the highest

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 NG University will provide applicants, upon request, with the help and information needed to meet the additional requirements. International students interested in studying at NG University, are encouraged to contact the university with any questions regarding the study programs or specific visa and residence information. NG University staff will gladly help with the procedure: 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 NG University. The Framework Form can be downloaded from the website of the University.

Before the Framework Agreement is signed, the applicant is required to obtain the approval of NG University 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 the approved professional partners of NG University. A list of these approved partners can be found on the website of the University.

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 university by notifying the university 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 University, 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. NG University will recognize all ECTS for subjects or modules taken at NG University. 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 NG University 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 NG University 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 exmatriculated 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 university 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 university 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 NG University are specified in paragraph 9.4. of NG University 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 NG University 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 NG University 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 University and the Head of Faculty and sealed with the official seal of NG University.
- 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 University and the Head of Faculty and sealed with the official seal of the university.

13. Transfer Student Admission Requirements

NG University welcomes students (Bachelors and Masters), who transfer from other higher education institutions who wish to complete their studies at NG University. 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 University, transfer students must earn their final 60 ECTS credits at NG University and fulfill all NG University requirements for internship, project, thesis, and final examinations
- iv) To earn a Master's degree from NG University, transfer students must earn their final 60 ECTS credits at NG University and fulfill all NG University 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 NG University.

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 NG University.

Full-time student tuition for the 2020-2021 Academic Year

- B.A. Economy and Businesses:
 - Albanian students shall pay 15.000 ALL for each month
 - Foreign students (with or without scholarship) 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. Leadership and Assessment in Education:
 - 15.000 ALL for each month during the entire academic year (12 months).

The application fee for all candidates wishing to study at NG University 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 Nehemiah Gateway University 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 NG University contains helpful information regarding the cost of living in Albania.

Requests for scholarships from NG University will be considered on a case-by-case basis, and only to applicants who have been admitted to NG University. Being admitted to NG University 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 University 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 NG University, 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 university 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 NG University, the staff and NG Albania organize informative meetings to a) describe the relationship between NG University and NG Albania, b) review the statutes, catalog, and module descriptions, c) explain exam procedures, time management, etc. Each student receives an individual university email address which grants them access to NG University intranet where relevant information and documents can be downloaded for different modules.

Advising Service

NG University provides information and orientation for all students, available throughout their studies at NG University. 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.

NG University'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

NG University 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

NG University website has important documents available to students that they view or print, including Module Descriptions, Academic Calendars, Student Handbook, Catalog, Exam Regulations, etc.: <http://www.ng-university.org/student-services/download-area.html>

Housing Services

NG University 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

NG University 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 NG University 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 NG University 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 university campus. SSC provides support for students to make use of the facilities and help coordinate competition with different sports organizations. NG University is committed to making the study time at NG University as well as time in Pogradec a truly unforgettable and enriching experience for all students.

Every newly enrolled class of NG University 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 NG University 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 NG University'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 NG University.

A course with 6 ECTS

A course worth 6 ECTS is equal to approximately 150 hours of coursework (equivalent to 4.5 USA quarter hours), which breaks down as follows:

- 60 classroom hours (6 hours per day, times 10 days = 60)

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.

- 90 outside-the-classroom hours (Approximately 1.8 hours of homework/research will be assigned for each classroom hour with the professor = $1.8 \times 5 \times 10 = 90$)
- 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.

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

A course with 4 ECTS

A course worth 4 ECTS is equal to approximately 100 hours of coursework (equivalent to 3 USA quarter hours), which breaks down as follows:

- 30 classroom hours (3 hours per week times 10 weeks = 30)
- 60 outside-the-classroom work hours (Approximately 2 hours of homework will be assigned for each

classroom hour, 2x3x10=60)

- 10 hours for the final exam

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 Nehemiah Gateway Group, who benefit from any scholarship or social support, must also address their request to the Executive Director and to the Head of NG University. 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 NG University, are to make a written request to the Head of NG University 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
A (EXCELLENT - outstanding performance with only minor errors)	A (Excellent)	1 (Sehr Gut) (1.0 – 1.3)	10	94 - 100
B (VERY GOOD - above the average standard but with some errors)	B (Very Good)	2 (Gut) (1.4 – 2.4)	9	85 - 93
C (GOOD - generally sound work with a number of notable errors)	C (Good Average)	3 (Befriedigend) (2.5 – 3.0)	8	76 - 84
C (GOOD - generally sound work with a number of notable errors)	C (Good Average)	3 (Befriedigend) (3.0 – 3.4)	7	67 - 75
D (SATISFACTORY - fair but with significant shortcomings)	D (Satisfactory)	4 (Ausreichend) (3.5 – 4.0)	6	58 - 66
D (SATISFACTORY - fair but with significant shortcomings)	D (Sufficient)	4 (Ausreichend) (4.1 – 4.4)	5	51 - 57
FX (FAIL - Some more work required before credit can be awarded)	F (Insufficient, Fail)	5 (Mangelhaft) (4.5 – 6.0)	4	≤ 50

18.2 Relative Grading

Upon request, NG University 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 NGU	First week of classes: eligible for a full Second week of classes: eligible for a 75 percent refund After the second week of classes: no refunds are granted	First week of classes: eligible for a full Second week of classes: eligible for a 75 percent refund After the second week of classes: no refunds are granted	First week of classes: eligible for a full Second week of classes: eligible for a 75 percent refund After the second week of classes: no refunds are granted
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 NG University. Each student receives an information packet before every practical training and thesis time. Information and orientation is 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 University 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 B.A. Economy & Businesses

Title of Module		Credit Points in Quarter											Total			Method of teaching i.e. lecture course, seminar	Form of Examination and its duration	Weight of exam related to final grade
		1.T	1.P	2.T	2.P	3.T	3.P	4.T	4.P	5.T	5.P	6.T	6.P	Hours in Class	Hours Self-Study			
General Business Administration 30 ECTS		5		5		5		10				5						
L° 770	Introduction to Business Administration	5											65	85	5.5 h / w	Combined	Exam, 2 h	2,5%
L° 773	Marketing I and Sales			5									65	85	5.5 h / w	Combined	Exam, 2 h	2,5%
L° 818	Costing and Budgeting					5							65	85	5.5 h / w	Combined	Exam, 2 h	2,5%
L° 787	Human Resources Management and Organization							5					65	85	5.5 h / w	Combined	Exam, 2 h	2,5%
L° 774	Financial Accounting							5					65	85	5.5 h / w	Combined	Exam, 2 h	2,5%
L° 789	Leadership										5		65	85	5.5 h / w	Combined	Exam, 2 h	2,5%
Special Business Administration I 30 ECTS		5		5				5		10		5						
L° 771	Material Management I	5											65	85	5.5 h / w	Combined	Exam, 2 h	2,5%
L° 772	Material Management II			5									65	85	5.5 h / w	Combined	Exam, 2 h	2,5%
L° 816	Marketing II and Sales							5					65	85	5.5 h / w	Combined	Exam, 2 h	2,5%
L° 817	Marketing III									5			65	85	5.5 h / w	Combined	Exam, 2 h	2,5%
L° 885	Management Accounting									5			65	85	5.5 h / w	Combined	Exam, 2 h	2,5%
L° 820	Corporate Finance										5		65	85	5.5 h / w	Combined	Exam, 2 h	2,5%
Special Business Administration II 10 ECTS										5		5						
L° 883	Entrepreneurship I									5			65	85	5.5 h / w	Combined	Exam, 2 h	2,5%
L° 884	Entrepreneurship II										5		65	85	5.5 h / w	Combined	Exam, 2 h	2,5%
Economics 15 ECTS						5		5		5								
L° 822	Microeconomics					5							65	85	5.5 h / w	Combined	Exam, 2 h	2,5%
L° 823	Macroeconomics							5					65	85	5.5 h / w	Combined	Exam, 2 h	2,5%
L° 824	Economic Policy									5			65	85	5.5 h / w	Combined	Exam, 2 h	2,5%
Law 10 ECTS				5		5												
L° 825	Contract Law			5									65	85	5.5 h / w	Combined	Exam, 2 h	2,5%
L° 826	Company and Labor Law					5							65	85	5.5 h / w	Combined	Exam, 2 h	2,5%
Accounting 5 ECTS						5												
L° 767	Industrial Accounting					5							65	85	5.5 h / w	Combined	Exam, 2 h	2,5%

Mathematics and Statistic 5 ECTS				5															
L° 765	Mathematics and Statistics			5								65	85	5.5 h / w	Combined	Exam, 2 h		2,5%	
Information Technology 5 ECTS		5																	
L° 764	Basics of Information Technology	5										65	85	5.5 h / w	Combined	Exam, 2 h		2,5%	
Language 5 ECTS		5																	
L° 749	Business English	5										65	85	5.5 h / w	Combined	Exam, 2 h		2,5%	
Profile Subject 15 ECTS						5		5											
L° 830	Strategic Management I					5						65	85	5.5 h / w	Combined	T paper		2,5%	
L° 831	Strategic Management II							5				65	85	5.5 h / w	Combined	T paper		2,5%	
L° 832	Strategic Management III											65	85	5.5 h / w	Combined	T paper		2,5%	
Practical Training 30 ECTS						10				10		10							
L° 880	Practical Training I (1+2)					10						10	290		Tr. in job	P. Report & Presentation		0,00	
L° 881	Practical Training II (3+4)									10		10	290		Tr. In job	P. Report & Presentation		0,05	
L° 882	Practical Training III (5+6)											10	290		Tr. in job	Oral Exam		0,05	
Methodology and social skills 10 ECTS																			
L° 763	Scientific Work	5																	2,5%
L° 760	Intercultural Communication, Presentation and Project Management					5													2,5%
Colloquium & Bachelor's Thesis																			
Sum: 180 ECTS		25		25	10	25		25	10	20	10	20	10						

21. Master of Science in „Leadership and Assessment in Education“

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 educational 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 teachers are trained to meet the needs mentioned above. The master's program in "Leadership and Assessment in Education" provides the link between a higher scientific educational approach with practical experience. NG University 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 university. 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 NG University extends help in various countries.

The aim of this M.Sc. in Leadership and Assessment in Education degree is to empower future leaders and school administrators of NG partner schools in the field of education:

- To lead their staff toward a value-based vision and develop the mission of the institution and its implementation
- To integrate leadership strategies targeting team development
- To manage an effective and efficient educational institution
- To support and facilitate an atmosphere of trust and professionalism between staff and students
- To teach students appropriate means of communication so they can develop an interactive relationship between school, teachers, parents, society and authorities
- To enable students to professionally develop and assess school curricula, as well as classroom management
- To offer professional teaching and learning methods in order to support and challenge the full potential of every child
- To acknowledge students with needs that require different methods of evaluation
- To support them to effectively manage the financial resources of the institution
- To enable them to organize school structures and procedures according to the available resources and abilities (conditions)
- To sensitize them for the legal obligations of educational institutions

Curriculum for the M.Sc. in „Leadership and Assessment in Education“

No.	Code	Module	Contact Hours	Self-Study hours	Hours Total	Semester I	Semester II	Semester III	Semester IV	Semester V	ECTS
Introduction											
1.	L°° 920	Introduction to Educational Leadership and Assessment	60	90	150	X					6
2.	L°° 918	Research Methods	60	90	150	X					6
Teaching and Learning											
3.	L°° 1260	Modern Teaching and Learning Methods	60	90	150		X				6
4.	L°° 1458	Core-conditions and Core-abilities of Pedagogical Inclusion	40	60	100		X				4
5.	L°° 914	Academic Writing and Rhetoric	60	90	150		X				6
6.	L°° 912	Educational Psychology	60	90	150	X					6
Leadership and Administration in Education											
7.	L°° 1460	Educational Planning and Finance	40	60	100				X		4
8.	L°° 915	Educational Legislation	60	90	150			X			6
9.	L°° 1461	Strategic Management	60	90	150	X					6
10.	L°° 1463	Managing Educational Change	60	90	150			X			6
11.	L°° 1462	Critical Thinking	60	90	150		X				6
Organizational Behavior											
12.	L°° 1459	Professional Ethics	40	60	100				X		4
13.	L°° 1263	Gender Issues in Leadership and Education	60	90	150				X		6
14.	L°° 760	Intercultural Communication & Conflicts' Resolution	40	60	100				X		4
15.	L°° 1464	Human Resource Management	60	90	150				X		6
Assessment											
16.	L°° 1457	Quality and Effectiveness in Educational Administration	60	90	150			X			6
17.	L°° 1465	Assessment of Institutional Performance	60	90	150			X			6
18.	L°° 1466	Internship / Research Project								X	6
19.		Thesis								X	20

PART F – STAFF AT NG UNIVERSITY

22. Faculty listing

22.1 Executive Staff (full-time)

Dr. Peter Makiriyado

Head of University

Iva Hoxhallari, B.A.

Assistant to Head of University and to the Rectorate

N.N.

Deputy Head of Nehemiah Gateway University

Herolinda Shkullaku, MSc.

Administrator / Executive Director of Nehemiah Gateway Albania

Elona Blaceri, B.A.

Assisstant to Executive Director

Prof. Dr. Bardhyl Musai

Head of Program Development & Academic Innovation

Dr. (cand.) Dorian Leka

Lecturer, Recruitment and Enrollment Management

22.2 Faculty of Business and Education

Dr. Peter Makiriyado

Head of Faculty (Interim Management)

Dr. (cand.) Renato Preza

Head of Department

Albana Demiraj, M.A.

Head of Department Education and Ethics

Dorian Leka, Dr. (cand)

Lecturer, PhD in Law at the International University of Struga, Studies in Law Sciences

Prof. Dr. Bardhyl Musai

Head of Program Development & Academic Innovation

Dr. rer. nat. Nikolai Bunzmann

Head of Research Center

22.3 Administrative Supportive Services (full-time)

Albana Demiraj, M.A.

Head of Quality Assurance & Accreditation

Dr. (cand.) Dorian Leka

Recruitment & Enrollment Management, Student Service & Alumni

Gian Paul Ardrüser, 1st Theological Exam

Guidance Counselor

Andrea Ardrüser, M.A.

Guidance Counselor, Extracurricular Program

Iva Hoxhallari, B.A.

Admission Office, Assistant to Head of University, Examination Office

Greta Muco, B.A.

Officer for Communication and Implementation

Valbona Dervishllari, B.A.

Officer for Communication and Implementation

Aida Angjo, M.Sc.

Language Center (MLL)

Flamur Elmasllari, M.Sc.

Chief Financial Officer

Samuel Geiger

Head of IT Services & Marketing

Anila Sinani, M.Sc.

Librarian

Manjola Kamolli, M.Sc.

Head of Legal Issues

Lirika Prifti, M.Sc.

Head of Facility Management, Guest Relation Manager

Arba Xhelo

Alumni President

22.4 Guest Lecturers

Lecturer Name	Areas of Research
Prof. Dr. Dr. h.c. Ulli Arnold	Business Administration, Production Management, Management and Marketing of Non-Profit Organizations, International Marketing
Prof. Dr. Roy Jenkins	Strategic Management
Prof. Dr. Werner Esser	Pedagogy, School Development, Organizational Development and Processes, Support of highly talented pupils
Assoc. Prof. Melissa St. James, Ph.D.	Marketing, Advertising, Tourism
Assoc. Prof. Dr. Thomas Norman	Human Resources
Assoc. Prof. Dr. Ema Kristo	Research Methods, Critical Thinking
Dr. Thomas Queisser	Marketing, Business Administration
Dr. Heather Skinner	Marketing, Strategic Management III
Dr. Wolfgang Frisch	Economics
Dr. Jeffery Adams	Material and Production Management
Chris Hale, Ph.D. jur. Phi Delta Phi	Contract Law, Company and Labor Law
Dr. Farooq Ahmed Chudry	Marketing
Dr. Stephen Kelly	Strategic Management
Dr. Michael Savvas	Human Resources Management
Dr. Eduart Little	Management Accounting
Dr. George Sturm	Statistics and probability Biostatistics and mathematics Research Methods Computer technology Research in electronics manufacturing Quality Control
Dr. Besnik Fetaj	Economics
Michelle Mann, CPA	Financial Accounting
Mary Moyles-Johnson, Teacher PGC, TEFL, LCCC	Business English
Marcelle Bugri, M.A.	Strategic Management
Matthias Malessa, Dipl.-Volkswirt	Human Resources, Leadership
Paul Donders, Dipl.-Ing. (FH) Architektur	Leadership
Arlinda Merdani, M.A.	Academic Writing, International Development
Barbara Freifrau von Schnurbein, M.A.	Education and Learning
Donika Nasto, M.A.	Intercultural Communication & Conflict Resolution
Eliverta Götz, M.A.	Entrepreneurship, Financial Controlling
Lefter Rroko, M.A.	Industrial Accounting

23. Members of the Governing Board

The governing / supervisory board of Nehemiah Gateway Albania and Nehemiah Gateway University is composed of:

Nr.	Members	Position	Contact
1.	Arnold Geiger	Chairman, Managing Director of Nehemiah Gateway	arnold.geiger@nehemiah-gateway.org
2.	Helmut Hauser	Member, Partner of Nehemiah Gateway	Helmut.Hauser@nehemiah-gateway.org
3.	Arlinda Merdani, M.A.	Member, Head of Global Operations at Nehemiah Gateway	Arlinda.merdani@nehemiah-gateway.org
4.	Prof. Dr. Goran Rafajlovski	Member, Professor at NG University / SRH Berlin	Goran.Rafajlovski@srh.de
5.	Eliverta Götz, M.A.	Member, Compliance Manager	eliverta.goetz@ng.team
6.	Kai Uellendahl	Member, Partner NG Services	kai.uellendahl@ng.team
7.	Gerd Seitz	Member, Partner NG Services	gerd.seitz@ng.team

Mr. Arnold Geiger

Chairman of the Board and Managing Director of Nehemiah Gateway.

Born in 1960 in Bayreuth, Germany. Arnold Geiger and his wife Esther have five children. Having finished his studies in public administration he occupied different functions within the federal police in Germany for nine years. Following several relief-goods transports and humanitarian missions to various countries including Sudan, Eritrea, Malawi, Ethiopia, Russia, Rumania, Turkey and Iran, he and his family decided to move to Pogradec, in Albania after the opening of the borders in 1991 to actively and sustainably invest in the long-term development of that society. A multitude of projects and services of all kinds came into being: emergency aid, spiritual support through churches, medical and social aid as well as educational institutions ranging from kindergarten to university. Arnold Geiger is the founding member of various national and international organizations. He was awarded the Federal Cross of Merit (Bundesverdienstkreuz) for his multifaceted commitment in 2008.

Mr. Helmut Hauser

Born in 1950 in Egenhausen / Northern Black Forest, Germany.

On completion of his studies in architecture at the University of Stuttgart, Helmut Hauser started his career in 1976 for Heuser+Dorner+Partner in Nagold. As an architect and junior partner, he dealt with various larger projects, predominantly in the field of social services. In 1984, he founded his own architecture office hauserpartner in Egenhausen. A further office was opened in Berlin in 2004. His staff of 22 coworkers implement architecture and engineering projects from planning to construction monitoring in the areas of urban planning, clinics and hospitals, church-related constructions, educational institutions, industry and business constructions as well as residential

buildings of different sizes. Apart from their core competence of cost and time management, the company specializes in the development and implementation of woodwork constructions. Helmut Hauser occupies several voluntary positions: member of the municipal council, member of the county council Calw, Supervisory Board member of the Klinikverbund Südwest, Advisory Board member of „de'ignis-Fachklinik“, Board member of the architectural association of Calw-Freudenstadt, German-Albanian Economic Society Berlin, and member of the council of the foundation for core values and international understanding in Berlin. In 1966, Helmut Hauser cofounded the Black-Forest-Brass-Band of which he is still an active trombonist. After his first trip to Albania in 1992, he had numerous encounters with NEHEMIA Albania. As he continued to become acquainted with the country and its people he developed a growing appreciation and love for them. The contact deepened, dreams became reality over the years as they were able to construct a variety of buildings, such as schools, a university, a guest house, a church and a sports compound. Helmut Hauser is married with one daughter.

Ms. Arlinda Merdani

Member of the Board, and Head of Global Operation for Nehemiah Gateway. Born in 1982 in Elbasan, Albania. Head of Global Operation at Nehemiah Gateway in Nuremberg, Germany with the main focus of coordinating the work in Africa, Europe and Central America. She finished her studies for German language at University Alexander Xhuvani in Elbasan, University of Vienna, and Leipzig. After an internship in the German Parliament she continued her master's studies in European Studies at the University of Leipzig in Germany. She has been involved in the opening of Nehemiah Gateway University where she teaches methodology and scientific research. She is also a member of organizations like "Friends of the NEHEMIA Association" in Weilheim, Germany, German-Albanian Economic Society in Berlin, „Albanian Association of the German Parliament Scholarship" etc.

Mr. Goran Rafajlovski, Prof. Dr.

He graduated from the University of Skopje, received a Master's degree from the University of Zagreb Croatia in 1991 and a Ph.D. from the University of Skopje in 1996. He is a Member of DAAD Alumni and IEEE IAS Power Engineering Society. He has been published in scientific journals and at international conferences with over 80 papers. Currently, he is a professor at the University in Skopje in the Faculty of Electrical Engineering and Information Technologies and guest lecturer at the SRH University in Berlin in the field of Renewable Energy and Energy markets. Between 1998 and 2001 Goran Rafajlovski served as CEO of the Electric Power Company of Macedonia, responsible for production, transmission and distribution of energy, making important contributions to the privatization, modernization and liberalization of the company. From 2001 to 2005 he served as Macedonian Ambassador in Berlin, Federal Republic of Germany. In 2009 he joined RWE Innogy as Country Manager for Southeast Europe until 2012. Within the department of Hydro Power & New Applications by RWE Innogy he was responsible for Project Acquisition & Development, Project Due Diligence (technical/financial), Project Management and International Coordination.

His areas of professional interest include energy economy, renewables, power quality, electric machines and drives and their advanced control techniques. From 2014 until 2017 Goran Rafajlovski served as Head of Nehemiah Gateway University.

Ms. Eliverta Götz

Member of the Board, and Compliance Manager at NG Team. Ms. Götz was born in 1983 in Pogradec, Albania. Eliverta Götz studied Albanian language at the "Aleksander Xhuvani" University in Elbasan. After teaching in the public school system, she joined the staff of Nehemiah School in Bucimas, Albania and was later a part of the effort to open Nehemiah Gateway University. Concurrent to her subsequent work as assistant of Nehemiah Gateway's Managing Director, she finished her advanced studies in Business and Economics at Nehemiah Gateway University, followed by Master studies in Entrepreneurship at SRH International University in Berlin. Presently, her work at Nehemiah Gateway focuses on project empowerment and finance for global operations. Ms. Götz is married and has one daughter.

Mr. Kai Uellendahl

Mr. Kai Uellendahl. From 1991 to 1999 he worked in various controlling departments of the GRUNDIG Group. He then moved to adidas-Solomon AG for a further nine years, where he worked as Senior Controller (Europe), Managing Director adidas Switzerland and Chief Financial Officer and Chief Operation Officer for Solomon Central (Germany, Austria, Switzerland, Slovenia). From 2008 to 2014 he held the position of Chief Financial Officer of the ROSEN Group. After another five years as Chief Financial Officer and Commercial Director at LUCERNE FESTIVAL, one of the world's leading concert organizers for classical and contemporary music, he is now working as a management consultant. In 2002 he came into contact with Nehemiah Gateway Albania. Since then he has been supporting the foundation with his professional know-how, and he was chairman of the foundation's supervisory board from 2009 to 2012. From 2012 to May 2019 Kai Uellendahl was chairman of NG Advisory Board. Since May/June 2020 Mr. Kai Uellendahl is member of Supervisory Board. Mr. Uellendahl is married and has three children.

Mr. Gerd Seitz

Mr. Seitz was born in 1958. Gerd Seitz is a self-employed attorney and tax consultant working in Munich. He completed the first and second state law examinations with focus on trade and tax law at the Universities Mannheim and Tübingen (Germany), as well as the exam for tax consultants. He is looking back on many years of professional experience, among others on 20 years in his own law firm with five co-workers in Munich. Through an important supporter and friend, he came in contact with Nehemiah Gateway. As a founding member of Nehemiah Gateway Service's predecessor organization he has been actively involved in NG Team's organizational development since 2005.

