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Exam Regulation of Nehemiah Gateway University

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A. General rules for all study programmes

1. Object of regulation

- 1.1. The object of this regulation is to define the rules and procedures for conducting examinations for the purpose of obtaining an academic degree upon the completion of university studies at the Nehemiah Gateway University (hereinafter "N.G. University").
- 1.2. Unless otherwise stipulated, this regulation shall apply for conducting an examination for any of the study programmes of the N.G. University. The specific rules for specific study programmes are defined in separate chapters.
- 1.3. This regulation complements the N.G. University Statutes, Catalogue and the respective study regulations, and it complies with the applicable Albanian legislation on higher education.

2. Use of terms in this regulation

For the purposes of this regulation, the terms below shall mean the following:

- a) **Examinee** shall mean the student who is being examined pursuant to this regulation. "Examinee", "student" and the "student being examined" are used interchangeably.
- b) **Examiner** shall mean the person responsible for a subject and who is also charged with conducting the examination. "Examiner" and the "person responsible for the subject" are used interchangeably.
- c) **Faculty** shall mean the faculty at the N.G. University that applies the regulation for the examinations of its study programmes.
- d) **Final oral presentation** shall mean the oral presentation of the thesis for either a Bachelor or Master's degree.

3. Purpose of examinations, degree

- 3.1. The purpose of the examinations, including the final oral presentation, is to attest the personal, subject and methodical competences of a student; the abilities to explain concepts theoretically, to think critically and to present practical solutions in a professional and independent way to problems related with the developments in the society as well as in the professional world.
- 3.2. An academic degree is awarded to the student that has fulfilled all requirements related with a given study programme.

4. Organisation of the study programmes in a modular system

- 4.1. A study programme is structured into module comprising one or more subjects (modular system). A student is considered to have fulfilled the study requirements for a study programme when it has regularly attended all mandatory subjects (according to modules) and has successfully passed the examinations pertaining to each of these subjects.
- 4.2. A module is made up of one or more subjects, which are a combination of classroom or practical courses as well as independent work, which focus on a particular core theme. The modules and subjects

comprising a study programme are contained in the Modules Description Catalogue of the study programme.

- 4.3. The successful participation of a student in a subject is confirmed through the earning of the credit points (ECTS) allocated to that subject. The earning of the credit points is confirmed through the records kept by the Examination Office. It is the right of the student to request for information regarding his/her earned credit points and to demand that inadequate or incorrect information be corrected by the Examination Office.

5. Forms of examination

- 5.1. Examination performances in the N.G. University are rendered in one of the forms below:
- a) Written exam (including computer-based)
 - b) Oral exam (including the use of telecommunication means)
 - c) Seminar paper
 - d) Oral presentation (including the use of telecommunication means)
 - e) Colloquiums
 - f) Term paper
 - g) Project work and presentation
 - h) Final thesis
- 5.2. Detailed descriptions for each form of examination are given in Annex 1.
- 5.3. Examination performances may be rendered also as a combination of two or more of the forms of examination, when such combination allows for an objective and unequivocal assessment of the student.
- 5.4. The person responsible for a subject may examine the students according to the examination forms specified in the Modules Description Catalogue. If s/he wishes to examine a student in a form different from, it must obtain the permission of the respective Head of Faculty. The Head of Faculty may request an examiner to use other forms of examinations, when it judges that the criterion in 5.3. above will not be met.
- 5.5. As a rule, examinations will be performed and completed in English language. The Head of Faculty may exceptionally allow the examinations to be performed and completed in another language if all students taking the exam are proficient in that language and the Faculty is able to assess that examination performance also in that other language.

6. Admission to examinations

- 6.1. Only students who have completed the respective subject in accordance with the regulations of the N.G. University, especially regarding regular attendance and fulfilment of other requirements, for example internships, may be admitted to an examination. The successful fulfilment of the subject's requirements, especially with respect to regular attendance, must be properly documented by the N.G. University. If a student fails to attend more than 20% of the mandatory classes for a subject, s/he may not be admitted to the examination, unless prior to the absence, s/he has presented valid cause for the absence to the Head of Department.

- 6.2. Complaints may be submitted according to the provisions of Part II of the Regulation on Student Complaints and Academic Appeals Procedure (hereinafter the "Complaints Regulation").
- 6.3. Should a student fail to produce the necessary evidence as in paragraph 6.1. until the examination date, s/he is finally denied admission to the examination. In this case, the student is assessed with "Fail FX" (or its equivalent in a different grading system) for the subject, for which s/he was denied admission.
- 6.4. A student may request to take a examination at another date, if despite his or her maximum efforts s/he is objectively hindered to participate at the examination. The request must be made in writing or sent through email to the Head of Department no later than 24 hours before the examination date, who decides whether or not to accept the request. The Head of Department shall inform the student at the latest during the next day about the final decision.
- 6.5. Should the request of a student be granted, the Head of Department shall, in cooperation with the person responsible for the subject and the Examination Office, set another date for the examination, which is final. In the absence of the person responsible for the subject, the examination is organized and administered by the Examination Office.
- 6.6. Guest students at N.G. University attending one or more subjects are subject to the same rules with regard to admission to and assessment of examinations. Registration of guest students for attending one or more subjects should follow the procedures and criteria defined by the university. Normally, guest students should meet the same criteria for registration at N.G. University as regular students. Upon successful completion of the subject(s) the Examination Office shall issue to the guest student a certificate confirming among others the completion of the subjects and the credit points earned.

7. Admission to the final thesis

- 7.1. A student is admitted to the final thesis (Bachelor or Master) if s/he has successfully completed all the required subjects according to modules and has earned all the credit points (ECTS) allocated to those subjects. The requirements of 4.3. above apply.
- 7.2. A student wishing to be admitted to the final thesis must submit a written valid application (using the forms approved by the N.G. University¹) to the faculty at least 3 months before the end of the theoretical part of the study programme as defined by the faculty. Exceptions with regard to this deadline shall be decided by the Head of Faculty.
- 7.3. The application to be considered valid must contain apart from the request of the student as to the admission, also the proposed topic for the thesis, meeting the requirements of the faculty, as well as the proposed mentors / academic supervisors.
- 7.4. The student may propose the academic supervisor for his or her final thesis. However, it is the competence of the respective faculty of the N.G. University to approve finally the topic and the academic supervisor for each student.

¹ 2012-138 en FO Application for Admission to the B.A. thesis or the equivalent for the Master thesis.

- 7.5. Incomplete applications shall be returned to the student not later than 1 week after submission, explaining the reasons for the incompleteness and containing suggestions for improvement. The student shall obtain an additional time of maximum 2 weeks to address the problems and resubmit the application.
- 7.6. Should a student, pursuant to paragraph 7.5. above fail to submit an improved application within the deadline set above, s/he is denied admission to the final thesis.
- 7.7. The faculty shall inform the student in writing without delay, however not later than 2 weeks from the day the student has meet the admission requirements, as to the admission to the final thesis. In case of non-admission, the student may resubmit an application for admission to the final thesis not earlier than 2 weeks after the first non-admission decision was made known. Reapplication for admission is subject to a fee. Upon successful admission the student must submit the finished thesis within 3 months from the admission date. During the whole time until admission, the student must remain enrolled for studying purposes and pay in full applicable tuition fees.
- 7.8. A student that has not successfully completed all mandatory subjects according to the study programme, may be given a conditional admission to the final thesis. However, that student may not submit the thesis unless it has successfully completed the remaining subject(s).

8. Recognition of qualifications obtained at another institution of higher education

- 8.1. With regard to the recognition of qualifications² of higher education obtained by applicants at another institution of higher education, the N.G. University applies the requirements stipulated in instructions by the Albanian Ministry of Education and Sport regarding such recognition as well as the requirements of applicable international agreements where Albania is a party to, such as the Convention on the Recognition of Qualifications concerning Higher Education in the European Region (the "Lisbon Convention").
- 8.2. Where the recognition of qualifications pursuant to point 1 above is conducted by the N.G. University, and the applicant has submitted the necessary information for the assessment of the application, in the event of refusal of the recognition, the N.G. University has the burden of proof to show that the applicant does not fulfil the requirements for the recognition.
- 8.3. The refusal decision by the N.G. University must also specify the reasons for the refusal, the responsible body for appealing the decision as well as the time limits for such an appeal. The relevant provisions of the Complaints Regulation shall apply.
- 8.4. N.G. University may request the assistance of internal or external experts when conducting the recognition of qualifications of higher education.
- 8.5. The N.G. University will recognize periods of studies (including examinations completed during these periods) completed at another institution of higher education where there are no substantial differences between the period of study conducted at the other institution of higher education and the study program of the N.G. University for which recognition is sought.

² For the purposes of this regulation, qualifications of higher education includes any document showing the successful completion of a higher education programme, such as e.g. degrees, diplomas, certificates, titles or equivalent names.

- 8.6. The applicant seeking such recognition must submit a certificate or transcript of academic records issued by the higher education institution or other entities where the period of study was carried out attesting that the applicant has successfully completed the stipulated requirements for the said period of study.
- 8.7. When considering recognition of qualifications or periods of studies, N.G. University will consider the merits of the individual qualifications of the applicant and will not use an automatic comparison of the length, focus or content of studies, except when substantial differences are observed with respect to these elements and the N.G. University will show that the differences are substantial.
- 8.8. Where this Regulation does not prescribe specific rules on the recognition of qualifications or periods of studies, the principles and requirements of the Lisbon Convention and of the applicable Albanian legislation will be applied accordingly.
- 8.9. Where subject examinations are recognised by N.G. University, the grades will be transferred as they are into the registers of the N.G. University as long as the grading systems between the two institutions are compatible. If the grading systems are not compatible, N.G. University will register the module examination as "pass". In this case, Diploma Supplement may contain a short clarification on the grade.
- 8.10. The Examination Office of N.G. University is responsible to lead and coordinate the process of the recognition of qualifications of higher education.

9. Compensation of disadvantages for students with specific learning difficulties

- 9.1. Students with specific learning difficulties have the right to request the N.G. University to provide for the compensation of disadvantages affecting the fulfilment of their study obligations.
- 9.2. A student, who due to an acute, long-term or permanent physical or mental impairment is not able to fulfil his or her study obligations prescribed in this regulation, is entitled the right to fulfil these obligations within an extended timeframe. The extension will be decided on a case-by-case basis taking into consideration the specific circumstances of the student, but in any case may not be longer than one and a half the amount of time prescribed under this regulation for the fulfilment of the study obligations.
- 9.3. When a student supplies evidence that he or she is not able due to a permanent physical or mental impairment to take in part or in whole an examination in the form prescribed in this regulation, it shall be possible to provide for an equivalent examination in a different form and/or for an extended timeframe for completing the examination.
- 9.4. The request for the compensation of disadvantages should be directed to the Head of the respective Faculty and it shall be made informal and in writing without delay after matriculation of the student, but not later than the date when the student is admitted for the first examination for which the compensation of disadvantages is required. The student must also supply a medical report specifying the impairment of the physical conditions and the duration of such impairment. The Head of Faculty may require the student to be examined by a physician recognised by N.G. University.
- 9.5. The decision for the compensation of disadvantages shall be made by the Head of Faculty on a case-by-case basis.
- 9.6. The Head of Faculty shall inform the examiners regarding the students with specific learning difficulties.

- 9.7. It shall be the responsibility of the student to inform the Head of Faculty and apply accordingly for any subsequent change in his or her circumstances.
- 9.8. A candidate who is dissatisfied with the decision made by the Head of Faculty may appeal against that decision with the Head of University. Provisions of the Complaints Regulation shall apply accordingly.

10. Preparation and conduct of examinations

- 10.1. The content of materials needed for the conduct of the examination is prepared by the person/s responsible for the subject being assessed. The Examination Office is responsible for the preparation of the examination materials and for following all examination procedures as specified in the document regulating the functioning of the Examination Office as well as in this Regulation.
- 10.2. Oral examinations and presentations are normally not open to the public. The examiner or the Board of Examiners can admit other persons in the examination room if they have subject-related interests to the module being examined and the student being examined does not oppose to such admission. However, members of the Advisory and of the Supervisory Board may participate as observers during oral examinations and presentations. During the discussion about the grade and the announcement of the examination result, the presence of persons other than the student being examined is not permissible.
- 10.3. The examiner, members of an examination board and the observers are subject to the duty of confidentiality during the exercise of their duties.

11. Organization of examinations

- 11.1. The Examination Office is responsible to organise the examinations and to ensure that they are conducted in compliance with this regulation. Subject examinations are normally conducted by the person responsible for the subject and in his/her absence, by the Examination Office. Decisions of the examiner regarding the conduct of the examination as well as the assessment must be in writing and signed.
- 11.2. The Board of Examiners is responsible to conduct the final oral presentation and the Examination Office shall ensure compliance with this regulation. Decisions of the Board of Examiners are taken by simple majority of the votes, must be in writing and signed by all the members present.
- 11.3. The tasks and responsibilities of the Examination Office are specified in a separate act.

12. Rules concerning the examination day

- 12.1. It is the responsibility of the student to get informed about the date, time, and location the examination will take place. This information is published in the examination timetable of N.G. University and is available to students.
- 12.2. The student being examined must be on time on the examination day. Appearing at the examination location with a delay of at least 20 minutes shall result in denial to take the examination. In this case the examination shall be normally assessed as failed, if the student fails to submit valid causes for non-appearing or appearing late. The Complaints Regulation shall apply accordingly.
- 12.3. The student being examined shall receive standard N.G. University examination paper for writing the examination. The personal details of the student on the examination paper shall be anonymised (e.g.

through individual codes) and the student is not allowed to reveal on the examination paper directly or indirectly his/her identity. The student failing to observe this requirement, may be penalised by one grade. In the same way, the person conducting the examination or assessing the examination paper shall not make notices on the examination paper as to the identity of the student.

- 12.4. The student being examined is required to provide own pens, pencils, or other necessary tools for each examination. Students may use calculator unless they are told not to do so.
- 12.5. The student being examined is required to show the student or personal ID-Card for identification when required to do so by the examiner.
- 12.6. The use of electronic devices, mobile telephones, food and drinks are not permitted during the examination with the exception of water. Use of electronic devices of any type, when not explicitly allowed by the examiner, shall be considered as cheating and the student shall be disqualified from the examination and the examination shall be assessed as failed.
- 12.7. The examination starts and finishes on the instruction of the person who conducts the examination. The examinee is not allowed to leave the examination room during the first 20 minutes of the examination, except when explicitly allowed to do so by the person conducting the examination.
- 12.8. Communication and talking between the students during the whole examination time is not permitted. If there are any doubts or questions regarding the examination questions the student should quietly ask the examiner.
- 12.9. When leaving the examination room at the end of the examination period or even before, the examinee must leave on the desk or hand in to the examiner the examination paper. The student may not return in the classroom after submitting the examination paper until all students have complete the examination.
- 12.10. Upon completing the examination, the examinee shall leave the examination room quietly with minimum disturbances.
- 12.11. In case of any alarm (e.g. fire, amok, riot, etc.) during the examination the student must follow the instructions of the examiner and take the nearest exit. Regarding the restart of the examination, the students will be informed accordingly.

13. Assessment (grading) of examinations

- 13.1. Each subject must be completed by at least one examination. Single examinations are assessed and graded by the person responsible for the subject or by an examination board. The awarded grades for the examinations must comply with the grading system of the N.G. University as specified in Annex 2 of this regulation.
- 13.2. The given grade includes a figure as well as a description of the grade. If several examination performances are pooled into one grade, an average grade is calculated that is then rounded up or down to a full grade.
- 13.3. If a subject examination consists of a single graded examination, that examination is considered as successfully completed if it has been assessed at least with "sufficient (E)" or an equivalent of it according to the N.G. University grading policy. In case there are several assessed examination performances required for a subject, that subject has been completed successfully if the average assessment of all

required examination performances is at least “sufficient (E)” or an equivalent of it according to the N.G. University grading policy.

- 13.4. If a subject includes examination performances that are not graded, that examination performance has been successfully completed if it has been assessed with “pass”.
- 13.5. If the grading by an examiner includes also an explanation for the grade, the student is entitled to have a copy of that explanation.
- 13.6. The Examination Office shall inform the students regarding their grades. The Examination Office may provide students with a copy of their assessed examination performance upon their request. The Examination Office shall allow for a period of 5 days before final grades are registered in the paper as well as electronic grades register. Any changes in the paper and electronic grades registers must be justified and documented. They must be authorized by the Head of University. The information in the paper and electronic grades registers should be identical. In case of discrepancies, the information in the paper grades register shall have priority.
- 13.7. The grade, the description, the explanation for the grade as well as the graded examination performance constitute the examination documents and shall be kept by the N.G. University according to the requirements of the applicable legislation.

14. Resitting failed examinations

- 14.1. As a rule failed examinations may be repeated only once. The respective Department shall determine in agreement with the Examination Office the dates for the examination resit. Normally, the resit examination cannot take place earlier than 2 weeks after the publication of the results of the failed examination for which the resit is required. The resit examination is organised and administered by the Examination Office, in case of absence of the person responsible for the subject to be re-examined.
- 14.2. The resit examination, when it relates to a theoretical subject, may include the complete taught material of the subject or one or more of the examination performances of the subject that was not passed. The result of the repeated examination substitutes respectively either the grade of previous examination performance or the results in those examination performances of the subject that were not passed.
- 14.3. The examination may be repeated for a second time only in exceptional cases when there are valid causes for the resit. Valid causes in this case are considered causes that represent an objective hindrance to the performance of the student, the removal of which would sufficiently enable the student to successfully pass the examination. The Head of Faculty shall, in consultation with the person responsible for the subject, decide on this case. In case of second resit, the student has to pay the relevant fee as specified in the EO on Fees and Tariffs.
- 14.4. Where a student is allowed to resit an examination for a second time, the highest grade the student can obtain may not be above “C / Good Average” (corresponding to 7 according to the Albanian Grading System).
- 14.5. A student may not carry over to the next academic year subjects bearing altogether more than 20 credit points of the current academic year. When a subject is carried over, the student should attend the whole

subject again before taking the examination. Failed subjects can be carried over only once and they should be completed at the latest during the following academic year.

- 14.6. If a student fails subjects carrying altogether more than 20 credit points in 1 (one) academic year, s/he cannot continue the studies without retaking the whole the academic year. The student must submit a request in writing to the Head of Faculty as to the retaking of the academic year. When the request is accepted, the student must be enrolled for the whole academic year, but must attend and resit only the failed subjects. Additional costs regarding the tuition fees or other costs are borne by the student.

15. Failure, withdrawal, cheating, breach of regulations

- 15.1. An examination performance is considered as "Fail (FX)" or an equivalent of it if the student being examined is absent on the examination date without having previously presented valid cause or if s/he withdraws from the examination without valid cause after the examination has begun.
- 15.2. Where there is a deadline for an examination performance that is rendered independently and without supervision, the examination performance will be assessed with "Fail (FX)" or an equivalent of it, if the examination performance is not submitted within the set deadline without valid cause.
- 15.3. In case of paragraph 15.2., the valid cause has to be made known in writing without delay to the Examination Office, at the latest 3 (three) working days before the examination performance has to be submitted. The Examination Office shall immediately inform the Head of Department and the person responsible for the subject with regard to the valid cause presented by the student. Failure to observe this requirement shall result in the examination being assessed with "Fail (FX)" or an equivalent of it. In case of illness, medical report has to be produced at the latest on the day after the deadline for submitting the examination performance. The faculty reserves the right to ask the student to be checked by a physician recognised by the N.G. University.
- 15.4. The illness of a child or of another person for whom the student being examined has sole responsibility will be treated as an illness of the examinee her/himself. Notwithstanding, a medical report on the person's illness is equally required. It must have been issued on the examination date following a medical examination and by a recognised physician. The requirements of paragraph 15.3 shall apply.
- 15.5. When valid cause has been produced as per the requirements above, the Head of Department in cooperation with the person responsible for the subject and the Examination Office will set another deadline for submitting the examination performance. The extension of the deadline may not be longer than 2 weeks. The Examination Office is responsible to supervise the deadlines and inform the Head of Department and the person responsible for the subject accordingly.
- 15.6. In case of withdrawal for a valid cause after the examination has begun, performances already rendered can be credited for the next examination date. Examination performances that are not credited are regarded as not rendered.
- 15.7. If a student attempts to influence his or her examination performance by cheating or through the use of unauthorized tools, the examination shall be assessed with "Fail (FX)" or an equivalent of it.

- 15.8. Students who refuse to observe this regulation may be banned from continuing the examination by the person administering the examination and his/her examination performance shall be assessed with "Fail (FX)" or an equivalent of it.
- 15.9. Decisions of the examiner as per the paragraphs above shall be made in writing, and provide the reasons for the decision as well as the information regarding the rights of the students to appeal that decision.

B. General rules regarding the Bachelor thesis

16. Aim of Bachelor thesis, format

- 16.1. The Bachelor thesis is a separate and individual examination performance, and it includes the written thesis and the final oral presentation. It is aimed at assessing whether a student is capable of dealing with a practice-related problem within a given time limit using practice-related as well as scientific findings and methods.
- 16.2. A student may choose one topic for the Bachelor thesis among the topics proposed by the faculty in cooperation with the academic supervisors. The academic supervision of these topics is covered by the tuition fees. Alternatively, a student may also propose a different topic, for the academic supervision of which additional costs may arise.³ The topic proposed must meet the requirements of the N.G. University regarding a Bachelor thesis.
- 16.3. A student may request to change the topic of the thesis only once, not later than three weeks after the topic was approved. Changing the topic of the thesis will not lead to an automatic extension of the deadline for submitting the thesis.
- 16.4. In exceptional cases, the Head of Faculty may extend the time available for submitting the thesis upon request by the interested student. The request, which should be submitted not later than 2 weeks before the expiration of the deadline, should contain also the reasons for the extension. The extension granted may not be longer than 1 month from the first deadline.
- 16.5. The thesis, in paper and electronic form, must be submitted to the Examination Office within the deadline determined by the faculty. The thesis must be submitted in two hard copies – printed on one side – as well as in standardised electronic form, via electronic submission platforms (e.g. Turnitin) in a readable Word and PDF format. The Head of Faculty decides on exceptions regarding format and form of submission upon request by the student. Detailed requirements on standards and format of thesis shall be specified in a separate document.
- 16.6. Copies of the thesis submitted in paper form containing corrections and/or suggestions by the assessors should be kept by the faculty and become part of the student's personal file.
- 16.7. The date and time of submission of the thesis (in paper form) has to be recorded by the person receiving the thesis. If a student fails, without further notice, to submit the Bachelor thesis in paper or electronic form, within the set deadline, he or she is assessed with "Fail (FX)" or an equivalent of it.

³ The amount of costs shall be specified in the Study Contract and/or in a separate act of the N.G. University.

- 16.8. In case of 16.7. the student may submit the thesis, subject to a resubmission fee, not earlier than 1 month after the first deadline. During this time, the student must remain enrolled for studying purposes and pay additional costs arising from the resubmission.

17. Length, and evaluation criteria

- 17.1. Normally, the Bachelor thesis is expected to run approximately 50 pages ($\pm 10\%$), including footnotes but excluding cover page, table of contents, unnumbered pages, abstract, attachments and bibliography. Exceeding or falling below the limits set above may negatively influence the assessment by one grade.
- 17.2. The evaluation criteria for the Bachelor or Master thesis are the following:
- a) Written thesis
 - i) Research question and its solution
 - ii) Logic, structure
 - iii) Argumentation and argumentative balance
 - iv) Research methods
 - v) Capability to draw conclusions
 - vi) Language
 - vii) Form
 - viii) Figures
 - b) Final oral presentation
 - i) Appearance
 - ii) Capability to give a summary with short, but clear messages that are conveyed in the text
 - iii) Capability to give explanations
 - iv) Capability to bring forward arguments and to answer questions
 - v) Persuasive power
- 17.3. The student must attach to the thesis also the declaration of academic honesty, stating that he or she has written the thesis on his or her own and has used no other than the indicated sources and aids.
- 17.4. Further practical instructions on writing the Bachelor thesis as well as instructions on the percentage or weight of each evaluation criteria are included in a separate document and accessible to the students via intranet or paper form.
- 17.5. The Bachelor thesis shall be normally assessed within 6 weeks from the date of submission. The faculty shall determine the date for the final oral presentation of the thesis. To the extent that it is possible, at least 3 days prior to the set date for the final oral presentation, the N.G. University shall inform the student about the weighted arithmetic mean of the theoretical as well as practical subjects overall grade and of the grade of the written thesis.
- 17.6. Upon successful final oral presentation, the final grade of the Bachelor thesis shall be the weighted arithmetic mean of the grades for the written thesis and for the final oral presentation. Unless otherwise stipulated, the weight of the final oral presentation in the overall grade of the thesis will be 10%.

- 18.7. Should the student fail to pass the final oral presentation, the faculty in cooperation with the Examination Board and the Examination Office shall inform the student concerning the new date for the presentation, including other issues that the student needs to consider.

C. General rules regarding the Master thesis

18. Aim of Master thesis, format, length, evaluation criteria

- 18.1. The Master thesis is a separate, individual and independent research work and it includes the written thesis and its final oral presentation. It is aimed at assessing the ability of the student to address independently and according to scientifically accepted methods a given topic or problem in a subject area within a specified period of time.
- 18.2. The Master thesis is expected to run approximately 60 pages ($\pm 10\%$), including footnotes but excluding cover page, table of contents, unnumbered pages, abstract, attachments and bibliography. Exceeding or falling below the limits set above may negatively influence the assessment by one grade. If not otherwise stipulated, a student shall have 4 months at his/her disposal to write the thesis.
- 18.3. The provisions of article 16 and 17 shall apply *mutatis mutandis* with respect to the Master thesis unless otherwise specified.

D. Specific rules pertaining to the Faculty of Business and Technology

19. General information about the Bachelor study programme

- 19.1. The student who successfully completes all the requirements of the Bachelor study programme of the Faculty of Business and Technology (hereinafter "TEB") is granted the degree:
- Bachelor of Arts "Economy and Businesses"
abbreviated as B.A. "Economy and Businesses"
- 19.2. The study programme for B.A. "Economy and Businesses" has altogether 180 credit points (ECTS). The normal duration for the B.A. study programme is 36 months, divided in 6 semesters and includes all examinations for theoretical and practical parts, as well as the written Bachelor thesis and the final oral presentation.
- 19.3. The subjects organized in modules and the respective allocated credit points (ETCS) constituting the study programme are presented in a separate document.

20. Rules regarding the assessment of practical modules of the Bachelor study programme

- 20.1. Each academic year includes two practical modules. In the first two academic years, the examination for both practical modules is one project report per academic year, whereas in the third academic year, the practical module is assessed through an oral examination.
- 20.2. The project works have to be presented by the student personally. Subject to assessment are the written report as well as the form and contents of the presentation.

- 20.3. The project report for the practical modules of the first year shall be assessed with a “pass” or “fail” (non-graded examination). The project report shall be normally assessed by a full-time member of the academic staff of the faculty. The Head of Faculty can decide otherwise if necessary.
- 20.4. The project report of the second year is graded. The evaluation is conducted by a full-time member of the academic staff of the faculty and a representative of the professional practice. In case that their assessments differ, the arithmetic mean is set as overall grade. Written record has to be produced on the procedure and result of the exam. (Cp. 2012-135 en FO Minutes of Oral Exam)
- 20.5. The Faculty of TEB and the University Directorate form an examination board for the oral examination of the practical module in the third academic year. Each examination board consists normally of three members. Those members are: the respective coach or mentor⁴ of the student, one lecturer and at least one representative of the professional practice. A member of the full-time academic staff of the faculty chairs the board. A deputy has to be appointed in case the chair is prevented from exercising his or her duties. An examination board has the quorum when at least three members participate. The students should be informed in time about the names of the examiners.
- 20.6. The examination mainly refers to the study contents related to the practice. The oral exam shall also include questions regarding generic qualifications (such as methodological competence) in addition to questions regarding the subject specific qualifications. Questions relating to contents that must be kept confidential are not permissible.
- 20.7. The examination board determines the result of the oral examination. It will do so by thoroughly rating and weighting the single performances in consideration of the overall impression made by the student. If the examiners' opinions differ, the examination board decides by simple majority vote; at a parity of vote the chair's vote decides.
- 20.8. Written record has to be produced on the procedure and result of the exam. (See 2012-135 en FO Minutes of Oral Exam)
- 20.9. The result of the oral examination must be communicated in the same day to the student examined by the examination board. (See 2012-136 en FO Results of the oral exam.)

21. Specific rules regarding resitting failed practical module examinations

- 21.1. When a student has to repeat the examination (project reports) of the practical modules of the first two academic years, the project work has to be revised and presented a second time not later than 4 weeks after the request by the Faculty to review the work. For a repeated examination in the third practical module, article 20 applies accordingly.
- 21.2. Rules regarding carrying over failed subjects shall apply accordingly. At any case, a student must have obtained 180 credit points at the end of the studies in order to be granted the Bachelor's degree.

22. Specific rules regarding the Bachelor thesis at the TEB Faculty

22.1. The topic of the Bachelor thesis

⁴ The specific responsibilities of the Coach and of the Mentor with regard to the practical training, Bachelor thesis and final oral presentation are specified in other internal regulations of the N.G. University.

- 22.1.1. The topic of a Bachelor thesis at the TEB Faculty is approved by the faculty in agreement with the training company or institution.
- 22.1.2. The topic may be changed only once in accordance with the faculty and the training company.
- 22.1.3. When a student applies for an extension of the deadline for submitting the Bachelor thesis, the request should be accompanied also by a statement of the training company agreeing on the extension.

22.2. Supervision and assessment

- 22.2.1. For the subject-specific supervision, the N.G. University together with the training company appoints a coach⁵ who has his or her origin in practice and normally belongs to the student's training company. The coach shall provide the mentor with a written opinion giving an assessment regarding the quality of the thesis.
- 22.2.2. N.G. University appoints one member of the academic staff as mentor⁶ who supervises and grades the written Bachelor thesis. The mentor shall prepare a written evaluation report which shall also contain the grade of the Bachelor thesis. The mentor shall consider the written opinion of the coach when grading the thesis. If the mentor rejects the opinion of the coach, s/he shall explain the reasons for doing so.
- 22.2.3. In duly justified exceptional cases, the Bachelor thesis may be rendered in form of a group work as long as the contribution of the individuals involved in the thesis - which has to be assessed as an examination performance – is accordingly graded and rateable.

22.3. Passing the Bachelor thesis and repetition

- 22.3.1. A student has passed the Bachelor thesis if it is assessed with at least "sufficient (E)" or an equivalent of it. The mentor grades the written thesis not later than three days prior to the final oral presentation and the Examination Office shall communicate the grade to the student.
- 22.3.2. The Board of Examiners for the final oral presentation is constituted of the mentor⁷, the representative of the company or institution where the student was trained during the practical training and a representative of N.G. University who must not have any family ties with the student.
- 22.3.3. The Examination Office calls in a second examiner from the academic staff if the first examiner assessed the Bachelor thesis "Fail (FX)" or less. In case of differing assessments, the overall grade is set as the arithmetic mean.
- 22.3.4. If the Bachelor thesis is not submitted within the deadline or if an attempt to deceive is discovered, it is regarded as assessed with "Fail (FX)" or an equivalent of it. In this case, the requirements of article 16.8. shall apply.
- 22.3.5. If the Bachelor thesis was assessed by an assessor less than "sufficient (E)" or an equivalent of it, it may be repeated once. The student will be given the possibility to revise his or her Bachelor thesis thoroughly and to correct the shortcomings. At the wish of the student, a new subject may be allocated to him/her at the latest one month after disclosure of the exam result. The student has maximum 3 months in total at his/her disposal to resubmit the revised Bachelor thesis or the new thesis for re-examination, subject to

⁵ See FN 4.

⁶ See FN 4.

⁷ See FN 4.

the payment of a re-examination fee.⁸ During this time, the student must remain enrolled for study purposes and pay applicable tuition fees. If the grade is “sufficient (E)” or higher, a second repetition to improve the grade is not possible.

22.4. Final grade of the Bachelor’s degree

- 22.4.1. The final grade of the Bachelor’s degree is calculated as the weighted arithmetic mean of the subjects’ overall grade and the Bachelor thesis. The Bachelor thesis carries 20 per cent of the final Bachelor’s degree grade. The subjects’ overall grade is determined as the weighted arithmetic mean of all subjects’ grades (including also the grade of the practical modules). Weighting factor is the proportion of the ECTS credits of the respective subjects to the total of the ECTS credits from all subjects contributing to this calculation.
- 22.4.2. Regarding the final oral presentation as a rule, it shall not be longer than 45 minutes. The presentation of the student shall last approximately 15 minutes. The result is announced to the student by the Board of Examiners. This happens immediately after the decision by the Board of Examiners has been made.
- 22.4.3. The final oral presentation will be focused on the presentation and discussion of the written thesis and of the results and conclusions thereof.
- 22.4.4. The evaluation criteria are described in article 17. Written record must be produced on the procedure and result of the exam. (Cp. 2012-137 en FO Minutes of Defence of Thesis.)

E. Specific rules pertaining to the Faculty of Humanities

23. General information about the Master study programme

- 23.1. The student who successfully completes all the requirements of the Master study programme of the Faculty of Humanities (hereinafter “HUM”) is granted the degree:

Master of Science “Leadership and Assessment in Education”
abbreviated as M.Sc. “Leadership and Assessment in Education”

- 23.2. The study programme for M.Sc. “Leadership and Assessment in Education” has altogether 120 credit points (ECTS). The normal duration for the M.Sc. study programme is 24 months, divided in 4 semesters and it includes all subject examinations, as well as the written Master thesis and the final oral presentation.
- 23.3. The subjects organized in modules and the respective allocated credit points (ETCS) constituting the study programme are presented in separate documents.

24. Supervision and assessment of the Master thesis, final grade of the Master degree

- 24.1. Regarding the topic of the thesis, the student may choose from the catalogue of topics’ research areas suggested by the faculty in cooperation with the Research Agenda. The academic supervision of these topics is covered by the tuition fees. Alternatively, the student may propose a different topic, for the academic supervision of which costs may arise.⁹ In any case, the topics must fulfil the requirements set by the faculty and must be approved by the later before a student can start working on it. Where not

⁸ Re-examination fees are published in a separate act of the N.G. University.

⁹ See FN. 3.

otherwise specified, the rules for the proposal of the topic of the thesis applicable for the Bachelor thesis, shall apply *mutatis mutandis* also the Master thesis.

- 24.2. For the subject-specific supervision, the N.G. University appoints a mentor, who shall assist the student practically during the writing of the thesis. The mentor will be the first assessor of the written thesis. The N.G. University shall also appoint an academic supervisor to the student. The academic supervisor shall be the second assessor of the written thesis.
- 24.3. Both mentor and academic supervisor shall give their separate assessment and grading for the written thesis. The final grade for the written thesis shall be the arithmetic mean of the two given grades. The rules for the final oral presentation and its assessment applicable for the Bachelor thesis apply *mutatis mutandis* also for the Master thesis.
- 24.4. The final grade of the Master degree is calculated following the same rules as for the calculation of the Bachelor's degree.
- 24.5. If not otherwise stipulated the rules regarding the conduct of the final oral presentation shall apply *mutatis mutandis* also for the Master thesis.

F. Final provisions

25. Certificate, Diploma, Diploma Supplement, other confirmations

- 25.1. Subject to the successful completion of the requirements of a study programme,¹⁰ a student has the right to obtain the respective diploma and the accompanying documents certifying the successful completion of the university studies at N.G. University.
- 25.2. The documents, which each student shall obtain, will be prepared in Albanian and English language and shall include the following:
 - 25.2.1. The Diploma (Bachelor or Master Diploma), which certifies the award 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 seal of N.G. University.
 - 25.2.2. The *Diploma Supplement*, which contains among others information on the nature, level, content and results of the studies successfully completed by the student, as well as details on the relative grading, 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 seal of the university.
- 25.3. Until the Bachelor Certificate and the Diploma Supplement are issued, upon request by the student, the N.G. University may issue a temporary transcript of records containing a confirmation of the degree earned by the student as well as the subjects (with the respective credit points) and the grades for each subject. The transcript of records is signed by the Head of University and Head of Examination Office and sealed with the seal of the university.

¹⁰ For the B.A. "Economy and Businesses", this implies earning 180 credit points (ECTS), whereas for the M.Sc. "Leadership and Assessment in Education" 120 credit points (ECTS).

- 25.4. When the student wishes to interrupt the studies or change to another institution without taking the final examination, upon request by the student, N.G. University may issue a confirmation regarding the subjects, examinations and ECTS completed by the student until that moment. These confirmations are signed by the Head of University and Head of Examination Office and sealed with the seal of the university.

26. Failing the examination and deprivation of degree

- 26.1. If a student has been cheating during an examination performance and this fact is found out only after the diploma and/or other related documentation was handed over, the Head of University may, at the request of the Head of Faculty, authorize the Examination Office to change the respective grades retroactively and declare the examination completely or partly failed. Before a decision is taken, the person concerned must be granted the opportunity to give a written explanation of his or her position.
- 26.2. The incorrect diploma and/or other related documentation must be withdrawn and a new one must be issued if necessary. However, no duplication of correctly issued diplomas is permissible.
- 26.3. If it is declared that the examination was failed according to paragraph 26.1. above, the degree awarded must be deprived and the respective certificates must be withdrawn.
- 26.4. N.G. University will search the final thesis regarding plagiarism. In case plagiarism is detected, the final thesis is assessed with "Fail (FX)" or an equivalent of it and the student shall be deprived retroactively of the degree issued. The N.G. University shall inform the authorities required by law concerning this fact.

27. Shortcomings in the examination procedure

- 27.1. If it is proved that the examination procedure was deficient in a way that substantially affected the examination result, the faculty shall *ex officio* or at the student's request order that the affected student or all relevant students repeat the entire examination or parts of it.
- 27.2. An application according to paragraph 27.1. above must be made without delay and in writing to the faculty and may not be withdrawn. An examination may not be repeated due to shortcomings if more than 30 days have passed from the date of the affected examination.
- 27.3. The faculty is no longer allowed to make *ex officio* decision as per paragraph 27.1. if more than 6 months have passed from the date of the affected examination.

28. Procedure of reconsideration

- 28.1. A student may raise objections concerning the assessment of their examination performances in written form. They must be submitted according to the Complaints Regulation.
- 28.2. If the objections do not meet the requirements of paragraph 28.1. they will be rejected.

29. Storing examination records, access to records

Examination records are stored till the end of the 10th year after the diploma or other related documentation were handed over. The person having a legitimate interest may apply for access to the examination records. The written application must be submitted to the faculty and specify the records he or she wishes to access. N.G. University shall observe the Albanian legislation on data protection.

30. Coming into force

This regulation shall come into force on January 1st 2016 upon publication.

Head of University

Executive Director

Prof. Dr. Goran Rafajlovski

Herolinda Shkullaku

Annex 1 Description of examination performances

a) Written exam

In written exams, the students are expected to show that they are able to solve problems and deal with subjects within a given time using the authorized aids. Written exams are to consist of questions of knowledge, methodology and comprehension and give the students the opportunity for critical reflection. The length of a written exam should not ordinarily exceed 180 minutes or fall below 120 minutes. The exact definition results from the descriptions for the individual modules.

b) Oral exam

Through the oral exam a student shows that he or she possesses sufficient knowledge base regarding the subject, is able to recognise the correlations present in the examined subject as well as relevant related questions to the subject. An oral exam lasts about 30 minutes per examinee; it can be conducted also as a group examination. If oral language exams are conducted in form of a group exam, the minimum duration per examinee is about 10 minutes.

c) Seminar paper

A seminar paper is a written report with an ordinary length of 2,500 words (scope: plus/minus 10 per cent). If an additional oral presentation is required, it should not exceed the length of 15 minutes.

d) Oral presentation

An oral presentation is a presentation of contents that the student acquired on his or her own. It lasts about max. 30 minutes.

e) Colloquiums

A colloquium is a partial examination of the acquired knowledge by the students and is normally conducted when the subject has been divided in two or more modules or when the subject is taught by two or more lecturers, and each lecturer conducts the examination for the part of the subject which he or she taught. The final grade for the subject normally shall be the mathematical average of the grades of the partial examinations.

f) Term paper

A term paper is a research paper written by students accounting for a large part of a grade. Term papers are generally intended to describe an event, a concept, or argue a point. A term paper is a written original work discussing a topic in detail, usually several typed pages in length and is often due at the end of a semester.

g) Project work and presentation

The project work implies the work of a group of students who in an independent way carry out a task or solve a problem by being responsible for the whole process, namely from planning to implementation.

The project report is the presentation through text or other medium of the problems, problem analysis and of the results of a project, as well as of the relevant methods used during the work. It serves to record the transfer of the academic principles from the theoretical periods into application during the practical phases in a training company/institution or elsewhere. It shall also show that the student is able to use independently appropriate and sound methodological approaches to address work related problems, provide valid solutions as well as develop concepts. (In the case of dual studies of the TEB, the findings of the respective scientific discipline are expected to be applied to a problem in the training company.) The written report is a foundation for the content-related assessment of the project; must meet the requirements of scientific work and shall contain:

- An assessment of the relevant literature on the subject matter;
- A description of the tasks and the operation environment where the tasks were carried out;
- An outline of the chosen approach; suggestions regarding its implementation as well as the monitoring of the implementation.

The project report should run to 5,000 words (scope: plus/minus 10 per cent).

Project work includes also the presentation of the results by the students. The duration of the presentation is expected to be about 30 minutes including discussion. The task or problem to be solved is defined by the lecturer in cooperation with the N.G. University and the institution or company where the student spends his or her practical time of the studies.

h) Final thesis

The final thesis is a carefully argued scholarly paper. It should present an original argument that is carefully documented from primary and/or secondary sources. The thesis must have a substantial research component and a focus that falls within arts and science, and it must be written under the guidance of an advisor. The thesis gives the student an opportunity to demonstrate expertise in the chosen research area.

Annex 2 The Grading System at N.G. University¹¹

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	100 – 94
B (VERY GOOD - above the average standard but with some errors)	B (Very Good)	2 (Gut) (1.4 – 2.4)	9	93 – 85
C (GOOD - generally sound work with a number of notable errors)	C (Good Average)	3 (Befriedigend) (2.5 – 3.0)	8	84 – 76
C (GOOD - generally sound work with a number of notable errors)	C (Good Average)	3 (Befriedigend) (3.0 – 3.4)	7	75 – 67
D (SATISFACTORY - fair but with significant shortcomings)	D (Satisfactory)	4 (Ausreichend) (3.5 – 4.0)	6	66 – 58
D (SATISFACTORY - fair but with significant shortcomings)	D (Sufficient)	4 (Ausreichend) (4.1 – 4.4)	5	57 – 51
FX (FAIL - Some more work required before credit can be awarded)	F (Insufficient, Fail)	5 (Mangelhaft) (4.5 – 6.0)	4	≤ 50

¹¹ According to the Albanian Law on Higher Education institutions of higher education in Albania are obliged to apply the Albanian Grading System. The German and US Grading System are included in this document for the purpose of orientation/guidance for all guest lecturers teaching at N.G. University.