2018-022 EO Procedures for Student Admission and Enrolment at HEI Nehemiah Gateway

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§ 1 Scope

1. The scope of this EO is to define the procedures for a transparent and professional student admission and enrollment at Higher Education Institution Nehemiah Gateway (hereinafter HEI Nehemiah Gateway).

2. These procedures cover the whole process from the application to the final registration and matriculation of students and apply to:
    i.   Regular students
    ii. Transfer students
    iii. Guest students

§ 2 Definitions

For the purposes of interpretation and understanding, the following terms used in this regulation have the following meaning:

1. *Admission*: is the process of accepting an applicant to enter HEI Nehemiah Gateway to study at a chosen study program. It includes a process of formal evaluation of the application by the Admission Committee (hereinafter "AdCom") as well as the conduct of an admission interview with the pre-selected applicant.

2. *Enrollment*: the final process of registration of an applicant subject to him or her being successfully admitted at HEI Nehemiah Gateway. It includes the signing of the Study Contract by the applicant as well as the payment of the enrolment and tuition fee(s). Only enrolled students can be matriculated and obtain the Student Status.

3. *Regular students:* are Albanian or international applicants that apply for a first-time admission at HEI Nehemiah Gateway with the purpose of pursuing Bachelor or Master studies.

4. *Transfer students:* are Albanian or international applicants that are already enrolled at another university in Albania or abroad and wish to transfer their Bachelor or Master studies at HEI Nehemiah Gateway.

5. *Guest students:* are Albanian or international applicants that are already enrolled at another university in Albania or abroad and wish to attend one or more modules of a Bachelor or Master study program at HEI Nehemiah Gateway but are not seeking a degree with it. Guest Students wishing to pursue a degree with HEI Nehemiah Gateway should transfer their studies in accordance with this regulation and other applicable legislation.

6. *U-Albania Portal*: is the official online portal of the Albanian Ministry of Education and Sport (hereinafter "MoE") containing detailed information about universities in Albania and the study programs they offer.

7. *Admission Interview*: is the interview with the applicant in English language

8. *Admission Committee*: is the internal commission of the HEI Nehemiah Gateway responsible for conducting the interview and deciding on an applicant's admission to HEI Nehemiah Gateway.

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

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

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

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

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

5. Upon receipt of the list with the pre-selected applicants, HEI Nehemiah Gateway will publish this list on its official website www.ng.university as well as inform pre-selected applicants personally, where contact details are available.

6. Pre-selected applicant invited to take the admission interview must submit, before taking the interview, the application documents. The list of required documents to be submitted can be downloaded from the official website of HEI Nehemiah Gateway under https://www.ng-university.org/en/ba/application-process.

7. The applicants that meet the minimum admission criteria as specified in the U-Albania Portal

8. State Mature average grade: at least 7 (seven)

9. Preferably English language skills: at least B1 Level certificate

10. Mathematics average grade: at least 7 (seven)

11. Have been pre-selected by the Portal will be invited for the final admission interview. The minimum admission criteria are revised yearly by HEI Nehemiah Gateway.

12. The admission interview is conducted by the AdCom, in English language and the applicants are evaluated on the following areas:

    i. General: (personal presentation and appearance of the applicant, presentation skills, CV, previous study or work experience, etc.)

    ii. Specific knowledge: (previous knowledge of the subject of study, specific scientific and practical fields of interest, knowledge of the differences between practical and theoretical studies)

    iii. Motivation: (why has the applicant has chosen HEI Nehemiah Gateway; what is the applicant's expectation after completing studies, personal professional and further education perspectives, etc.)

    iv. Language skills: (proficiency in business or academic English language, English language certificates, other foreign languages)

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     v.   Communication skills: (how does the applicant communicate his ideas and thoughts, logical reasoning, clarity, and structure)

     vi.   The evaluation areas of the admission interview carry the following weight in the interview evaluation:

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

    a.   State Matura average grade 15%

    b.   Mathematics average grade 7.5%

    c.   English language skills 7.5%

    d.   Admission interview 70%

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

2. The AdCom will inform the applicant about the final admission results. Admission can also be conditional subject to the applicant submitting further documents or meeting additional requirements as specified by the AdCom. The results are also published on the official website of HEI Nehemiah Gateway under www.ng.university.

3. Successfully admitted applicants must, without delay, contact HEI Nehemiah Gateway to complete the enrollment process by signing the Study Contract with HEI Nehemiah Gateway and paying, when applicable, the enrolment and tuition fee(s).

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

1. International applicants wishing to pursue university studies at the Bachelor level at Nehemiah Gateway must apply through the HEI Nehemiah Gateway online application form under https://www.ng-university.org/en/ba/application-process/international-ba-applicant.

2. With the application form, the applicant must also submit all required documents, which can be found under https://www.ng-university.org/en/ba/application-process/international-ba-applicant.

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

4. The same admission procedures specified under points 3.6 to 3.12. above shall apply also for international applicants.

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

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

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

1. Master applicants wishing to pursue university studies at the Master level at HEI Nehemiah Gateway must apply through the HEI Nehemiah Gateway online application form under https://www.ng-university.org/en/ba/application-process/international-ba-applicant.

2. With the application form, the applicant must also submit all necessary required documents, which can be found under https://www.ng-university.org/en/ba/application-process.

3. Applications are possible only during the timeframes defined by the MoE. The official website of MoE contains more specific information on application deadlines.

4. The applicants that meet the minimum admission criteria:

   a. Average grade of previously earned bachelor's degree: at least 7

   b. English language skills: at least B1 level certificate according to the instructions of the Albanian MoE

   will be invited for the final admission interview. The minimum admission criteria are revised yearly by HEI Nehemiah Gateway.

5. The admission interview is conducted by the AdCom, in English language and the applicants are evaluated on the areas as specified in point 3.8. above.

6. The admission interview carries a weight of 100% of the admission result. The combined results of the evaluation area (see point 3.9 above) of the admission interview will determine the ranking of the applicants for a chosen study program. The position of an applicant in the ranking list and the overall number of students that can be admitted (based on the students' quotas as approved by MoE) will determine whether or not an applicant can be admitted. The AdCom will inform the applicant about the final admission results.

7. Admission can also be conditional subject to the applicant submitting further documents or meeting additional requirements as specified by the AdCom. The results are also published on the official website of HEI Nehemiah Gateway under www.ng.university.

8. Successfully admitted applicants must, without delay, contact HEI Nehemiah Gateway to complete the enrollment process by signing the Study Contract with HEI Nehemiah Gateway and paying, when applicable, the enrolment and tuition fee(s).

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

1. Students enrolled in other university may transfer their studies to HEI Nehemiah Gateway only before the start of a new semester.
2. The student wishing to transfer his or her studies must fill out and submit the application form and submit all necessary required documents.
3. The recognition of previously earned credits (ECTS) or of part of studies is done in compliance with the Examination Regulation of HEI Nehemiah Gateway.
4. The AdCom will inform the applicant accordingly about its decision.
5. Admission can also be conditional subject to the applicant submitting further documents or meeting additional requirements as specified by the AdCom.
6. Successfully admitted applicants must, without delay, contact HEI Nehemiah Gateway to complete the transfer of studies process by signing the Study Contract with HEI Nehemiah Gateway and paying, when applicable, the enrolment and tuition fee or other applicable fees.

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

1. Applicants wishing to attend one or more modules of Bachelor or Master study program at HEI Nehemiah Gateway can do this only before the start of the module(s) he or she wishes to attend. Current enrollment at another university is not a precondition for being admitted as guest student.
2. Guest students being admitted and enrolled at HEI Nehemiah Gateway may not seek a program degree, unless he or she is enrolled as regular or transfer student.
3. The student wishing to attend one or more modules must fill out and submit the application form https://www.ng-university.org/en/ba/application-process/international-ba-applicant and submit all necessary required documents, which can be found under https://www.ng-university.org/en/ba/application-process.
4. The AdCom will inform the applicant accordingly about its decision.
5. Admission can also be conditional subject to the applicant submitting further documents or meeting additional requirements as specified by the AdCom.
6. Successfully admitted applicants must, without delay, contact HEI Nehemiah Gateway to complete the enrollment process by signing the Study Contract (for Guest Students) with HEI Nehemiah Gateway and paying, when applicable, the enrolment and tuition fee or other fees.

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§ 8 Other provisions

1. Forms and other standardized documents related to the admission and enrolment procedures at the HEI Nehemiah Gateway shall be updated in accordance with this EO.

2. This EO shall be published on the internal Manual and the website of HEI Nehemiah Gateway and replaces all previous regulations on admission and enrollment of students.

3. The Rector of HEI Nehemiah Gateway and the Administrator are responsible for the implementation of this EO.

§ 9 Coming into force

This EO shall come into force immediately after its release.

Note: Related document: 2018-022 EO Admission and Enrolment Students Procedures at HEI Nehemiah Gateway 20180810/El

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