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Academic Regulation

For the Higher Education Institution Nehemiah Gateway

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A. General overview for all study programs

1. Goal of regulations

- 1.1. The purpose of this document is to define the academic and administrative rules and procedures for students seeking to obtain an academic degree upon the completion of HEI studies at the Higher Education Institution Nehemiah Gateway (hereinafter "HEI Nehemiah Gateway").
- 1.2. Unless otherwise stated, these regulations apply to any of the study programs at HEI Nehemiah Gateway. The specific rules for each program of study are defined in separate chapters.
- 1.3. These regulations complement the HEI Nehemiah Gateway Statutes, Catalog, and study regulations. They also comply with applicable Albanian legislation on higher education.

2. Terminology definitions

Definitions of Terminology used in this document:

- a) **Examinee:** the student who is being examined according to this regulation. "Examinee," "student," and the "student being examined" are used interchangeably.
- b) **Examiner:** the person responsible for the subject being examined and who is also responsible for preparing the examination. "Examiner," "instructor," "lecturer," "faculty," and "the person responsible for the subject" are used interchangeably.
- c) **Faculty:** department or specific area of study. Also, faculty can refer to the people at HEI Nehemiah Gateway that apply the regulations for the examinations of its study programs.
- d) **Final oral presentation:** the oral presentation of the thesis for either a Bachelor or Master's degree.
- e) **Module:** course, or subject being studied.
- f) **Populi:** A web-based learning management system software program to keep academic records.

3. Organization of the study programs in a modular system

- 3.1. Each program of study is divided into module/courses made up of one or more subjects (modular system). The requirements for each program of study are fulfilled after the student has successfully passed all mandatory subjects (as outlined in the syllabus of each module) by attending and participating in class and passing examinations and assignments (grades are defined in Annex 2 of this document).
- 3.2. Each module/course is made up of one or more subjects focusing on a particular theme. A module may include a combination of classroom or practical courses, and independent study, as defined in the "Modules Description Catalogue" of the study program.
- 3.3. The credit points (ECTS) earned by the student in each module are confirmed by the Registrar's office. Each student has the right to request verification of how the credit points were calculated and may petition (*ref: Regulation on Student Complaints and Academic Appeals Procedures*) to correct any confirmed errors.

4. Learning Management systems (LMS)

- 4.1. HEI Nehemiah Gateway uses Populi as a Learning Management systems. Populi provides the tools and functionalities to manage the communicating, publishing, grading and administrative operations.

- 4.2. Populi will be the official platform where the students will get the official information regarding the module/course such as schedules, assignments, materials, and examinations.
- 4.3. Populi also, is the official platform where the students are informed regarding their academic records, for instance ECTS and grades.
- 4.4. Students may receive email communications and other correspondences from professors through the populi platform.

5. Examinations

- 5.1. The purpose of examinations, including the final oral presentation, is to evaluate the full range of competence of a student for the module being examined, including the ability to explain concepts theoretically, to think critically and to present practical solutions in a professional and independent way, as applied to developments in society and in the professional world.
- 5.2. Academic degrees are awarded to students that have fulfilled all requirements of a given degree program.
- 5.3. Examinations at HEI Nehemiah Gateway may be in any of the following possible formats:
 - a) Written exam (including computer-based)
 - b) Oral exam (can be done via telecommunication)
 - c) Seminar paper
 - d) Oral presentation (including the use of telecommunication)
 - e) Combination of two or more exams (i.e.: when more than one person teaches the module)
 - f) Term paper
 - g) Internship Report and presentation
 - h) Final thesis
- 5.4. Definitions for the above items (5.3) may be found in Annex 1.
- 5.5. Examination performances may be rendered as a combination of two or more forms of examination, when such combination allows for an objective and unequivocal assessment of the student.
- 5.6. The instructor may examine the students according to the examination forms specified in the Modules Description Catalog. Any other forms of examination must be approved by the respective Head of Faculty. The Head of Faculty may request an examiner to use other forms of examination if the criteria in 5.3. above will not be met.
- 5.7. Normally, examinations will be performed and completed in English. 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 examiner is able to assess that examination performance 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 HEI Nehemiah Gateway (including attending more than 80% of the mandatory classes for a subject, and fulfilment of other requirements such as internships), may be admitted to the final examination. The successful fulfilment of the subject's requirements must be properly documented by HEI Nehemiah

Gateway. Any student who fails to meet course requirements will not be admitted to the examination, unless valid cause has been presented to, and approved by, the Head of Department prior to the scheduled time of the examination.

- 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. Any student who has not completed all of the course requirements (as explained in 6.1) by the date of the final examination, will not be allowed to take the final, and will receive a failure for the entire course "Fail for non-attendance" FN" (or its equivalent).
- 6.4. Any student who is unable to make it to the final exam when it is scheduled, must write an explanation by e-mail to the instructor and the Head of the Department, seeking permission to take the exam at another time, ideally at least 24 hours before the exam is to begin. The Head of Department and the instructor will make a decision and respond by email, to inform the student if his/her request has been granted or denied.
- 6.5. Should the request be granted, the Head of Department shall inform the Registrar's Office and the instructor, to set another date and prepare a new examination. If the instructor is not available at the newly scheduled time, the exam will be prepared and administered by the Registrar's Office.
- 6.6. Properly registered guest students at HEI Nehemiah Gateway attending one or more subjects are subject to the same examination regulations outlined in this document. Upon successful completion of the subject(s) the Registrar's Office will issue (sent by mail) an official certificate confirming the completion of the subjects and the credit points earned.

7. Final Thesis

- 7.1. A student may be admitted to the final thesis (Bachelors or Masters) only after successful completion of all the required courses or 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 valid application (using the forms approved by HEI Nehemiah Gateway¹) to the faculty at least 3 months before the end of the theoretical part of the study program as defined by the faculty. Exceptions to this deadline will be decided by the Head of Faculty.
- 7.3. The Final Thesis Application will be rejected if it is not fully completed with each of these items: 1) request for admission, 2) thesis topic proposal, 3) description of how this topic meets faculty requirements, and 4) proposed mentors and/or academic supervisors.
- 7.4. Proposed mentors and/or academic supervisors will be approved based on their qualifications and expertise for the proposed topic.
- 7.5. If the application is rejected for any reason, the student will be notified by e-mail, and will have two weeks to resubmit the application.
- 7.6. Any student whose application is rejected and fails to submit an improved application within the 2-week extension shall be denied admission to the final thesis.

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

- 7.7. As soon as the Thesis Application has been approved, the faculty will notify the student in writing, within 2 weeks of the decision. If the request is denied, the student must wait two weeks, and then may resubmit an application for admission to the final thesis. 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. The student must remain enrolled for studying purposes while writing the thesis and pay in full all applicable tuition fees.
- 7.8. Conditional admission to the final thesis may be granted to students who have not yet completed all course requirements. However, the final thesis may not be submitted until all remaining courses and internships have been successfully completed.

8. Transfer credit: Recognition of credits earned² from another institution of higher education.

- 8.1. For evaluating transfer credit, HEI Nehemiah Gateway follows the guidelines defined by the Albanian Ministry of Education and Sport, which is in agreement with the requirements of applicable international documents which Albania is a party to, such as the Convention on the Recognition of Qualifications concerning Higher Education in the European Region (also known as the “Lisbon Convention”).
- 8.2. After the applicant’s transcripts have been evaluated, in compliance with 8.1 above, and the applicant has submitted everything else required for admission to HEI Nehemiah Gateway, if the transfer credits are not accepted to apply toward degree completion at HEI Nehemiah Gateway, HEI Nehemiah Gateway will provide an explanation of the refusal.
- 8.3. The refusal decision by the HEI Nehemiah Gateway will be in writing, and will specify the reasons for the refusal, and will provide instructions for appealing the decision, following the guidelines set forth in the Regulation on Student Complaints (EO 2014-327).
- 8.4. HEI Nehemiah Gateway may request the assistance of internal or external experts when evaluating transfer credits.
- 8.5. HEI Nehemiah Gateway will recognize courses (including examinations associated with these courses) completed at other institutions of higher education where there are no substantial differences between length of study, course content, and credits earned.
- 8.6. The applicant seeking transfer credit must submit an official certificate or academic transcript issued by the institution who granted the credits, showing the dates and attesting that the applicant has successfully completed the requirements for the said period of study, as shown on the transcript.
- 8.7. When evaluating transfer credits, HEI Nehemiah Gateway will consider the merits of the individual qualifications of the applicant and will not only compare the length, focus or content of studies. Substantial differences will be noted.
- 8.8. For any additional rules regarding the transfer of credit that are not covered in this document, HEI Nehemiah Gateway will follow the 1) Lisbon Convention, 2) Bologna Agreement (also known as European Credit Transfer and Accumulation System, or ECTS), and 3) applicable legislation defined by the Law on Higher Education in Albania, which will be applied accordingly.

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

- 8.9. HEI Nehemiah Gateway will use the grade received for courses accepted for transfer when the grading system is compatible (following guidelines of 8.6). Otherwise, the grade will be registered as “pass,” and the student’s Diploma Supplement will contain a short explanation of the grade.
- 8.10. The Registrar’s Office of HEI Nehemiah Gateway is responsible to lead and coordinate the process of evaluating all transfer credits earned from other institutions of higher education.

9. Accommodating students with disabilities

- 9.1. Students with documented disabilities may request assistance with anything that affects their ability to fulfil their study obligations.
- 9.2. A student, who due to an acute, long-term, or permanent physical impairment, is not able to fulfil his or her study obligations prescribed in this regulation, may request a later deadline to complete assignments. The extension will be decided on a case-by-case basis taking into consideration the specific circumstances of the student, with a maximum of 50% additional days of the original class schedule.
- 9.3. When student supplies evidence that he/she is not able, due to a temporary or permanent physical or mental impairment, to take any or all of the examination in the format prescribed by the examiner, arrangements can be made for an equivalent examination in a different format, and/or for an extended timeframe for completing the examination, per 9.2 above.
- 9.4. Students with verified disabilities should direct their request for special accommodation to the Head of the respective Faculty, in writing, as soon as the student begins classes at NG, and before the date of the first examination where assistance is required. Students with permanent or temporary disabilities must provide a medical report specifying the impairment and how long it is likely to affect their ability to take a test. The Head of Faculty may require the student to be examined by a physician recognized by HEI Nehemiah Gateway.
- 9.5. The decision for the accommodating disabilities 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 verified disabilities.
- 9.7. It is the responsibility of the student to inform the Head of Faculty regarding any changes in his or her circumstances that would affect the examination process.
- 9.8. A student who is dissatisfied with the decision made by the Head of Faculty may appeal the decision with the Rector Provisions of the Complaints Regulation shall apply accordingly.

10. Preparation and conduct of examinations

- 10.1. The instructor determines the type and content of the exam and delivers it to the Registrar’s Office at least one day before the exam. The Registrar’s Office will prepare individual cover sheets for distribution to the students, to keep the identity of the examinee unknown to the examiner during grading of the exam.
- 10.2. Oral examinations and presentations are normally not open to the public. However, people with subject-related interested may be admitted by the examiner or the Board of Examiners if the student being examined agrees. Members of the Advisory and/or Supervisory Board may participate as observers during

any oral examinations and presentations. After the exam, when the student receives feedback and results of the exam, no other people are allowed.

- 10.3. Members of the Board of the Examiners is appointed by the Head of Faculty upon the oral exam purpose. Most common Board of the Examiners at HEI Nehemiah Gateway are as below:
 - a) The Oral Exam for the course/module Board of Examiners is made up by the instructor and at least one representative of the faculty.
 - b) Practical training/ Internship presentation Board of Examiners is composed of the Practical Training Coordinator Head of Faculty and an Instructor of NG specialized on the subject that the internship/practical training is conducted.
 - c) The Board of Examiners for the final oral presentation is made up of 1) the mentor, 2) the internship coach, and 3) an HEI Nehemiah Gateway employee, none of whom have family ties with the student.
- 10.4. If required any other sort of Board of Examiners, the Head of the Faculty is the one that decides the members of this board.
- 10.5. All persons who observe or participate in any portion of an exam are subject to the rules of strict confidentiality.

11. Organization of examinations

- 11.1. The Registrar's Office is responsible to organize the examinations and to ensure that they are conducted in compliance with this regulation. Examinations are normally conducted by the instructor, and/or by the Registrar's Office. The instructor must make a written assessment of each examination, and then post the grade to Populi.
- 11.2. The Board of Examiners is responsible to conduct the final oral presentation for thesis and the Registrar's Office will ensure compliance with this regulation. A final grade for the presentation is decided by the Board of Examiners, by a simple majority of the votes, and must be in writing and signed by all the members present. The final grade will be posted in populi by the Registrar.

12. Examination Day Procedures

- 12.1. Each student is responsible to know the date, time, and location of each examination, which is published in Populi.
- 12.2. Any student arriving 20 minutes after the start of the exam will not be admitted and will fail the exam. See Section 14 for regulations regarding retake examinations. The Regulation on Student Complaints applies.
- 12.3. All examinations are prepared by the Registrar's Office, assigning codes in place of the student's name, so that the test will remain anonymous until after it has been graded. Any student who identifies him/herself on the exam may be penalized by one grade. In the same way, the examiner shall not attempt to figure out the identity of the student.
- 12.4. All students should bring their own pens, calculators, or other required tools to the exam. All exams must be written using a blue pen.
- 12.5. Examinees are required to show personal identification when required to do so by the examiner.

- 12.6. Unless instructed by the teacher, the following are not allowed into the examination: electronic devices, mobile telephones, food, drink (except water), backpacks, books, papers, etc. Any use of these without permission will be considered cheating, and the student will fail the exam.
- 12.7. The examination begins and ends as instructed by the examiner. Examinees must remain in the classroom for a minimum of 20 minutes. No examinee will be readmitted to the examination after leaving the examination room.
- 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 the examinee has completed the exam, he/she may turn in the exam or leave it on the desk, and then leave the classroom with all personal belongings. The student may not return to the classroom until all students have completed the examination.
- 12.10. Upon completing the examination, the examinee should leave the examination room quietly, without disruption.
- 12.11. In case of an alarm requiring evacuation from the building, the student must follow the instructions given by the instructor or emergency personnel and find the nearest exit. The student will be informed when the exam is rescheduled and rewritten, as needed.

13. Assessment (grading) of examinations

- 13.1. Every module will conclude with a final examination, graded by the instructor or examination board. The grading system approved by HEI Nehemiah Gateway is described and compared with other equivalent systems in Annex 2 of this document.
- 13.2. The earned grade is marked on the final examination and becomes part of the overall grade, calculating percentages assigned for each assignment and/or examination. Grade averages that come to .5 or more are rounded up to the next whole number.
- 13.3. To pass a course, the student must earn 51% or higher for the average of all assignments and exams, even if there is just one final exam.
- 13.4. If the only grade for the class is "pass," it will be recorded as a "pass".
- 13.5. Students may request a copy of comments written by the examiner.
- 13.6. As soon as all grades have been calculated for the course, the students will get notified by Populi per email that the grades are posted. The Instructor/Registrar will wait five days to finalize the course. Any changes made to the final grade, either by miscalculation or re-evaluation, must be approved by the Head of Faculty, justified, and documented. The scores noted on graded papers and exams must be identical to the grade registry. If a discrepancy is found, the original graded documents take priority.
- 13.7. All original graded documents, including assignments, papers, quizzes, final examinations, and final grade sheets, constitute the examination documents, which are kept by HEI Nehemiah Gateway for the duration and proper storage, according to applicable legislation.

14. Retaking failed examinations

- 14.1. Students who fail a final exam are given one opportunity to retake the exam. The Registrar's Office will arrange for the retake, coordinating with the Head of the Department and the instructor, who will rewrite the exam (see 14.2). The examinee must wait a minimum of two weeks after the failing grade was posted.
- 14.2. The instructor will create a new retake exam, significantly different from the original, to include any material covered during the lectures. The instructor will determine if the retake grade will replace the original grade on the exam, or constitute 100% of the final grade for the course, or replace only that part of the exam which is being retested.
- 14.3. If there are extenuating circumstances, a student may petition to the Head of Faculty, to take the exam for a third time, but must include a clear explanation why he/she cannot retake the entire class. The Head of Faculty will consult with the instructor to make a final decision. The student must pay the relevant fee as specified in the EO on Fees and Tariffs.
- 14.4. When a student has been granted permission to take the exam for a third time. The highest grade the student can receive is "C / Good Average" (corresponding to 7 according to the Albanian Grading System).
- 14.5. All retakes must be completed before the end of the following academic year. Each student is limited to a maximum of 20 ECTS of retakes in one year. The student is required to attend the entire repeated module and must do all of the required assignments.
- 14.6. Any student who fails 20 or more ECTS credits in one academic year must retake the entire year, by seeking written permission from the Head of Faculty. If approved, the student is required to retake only the classes he/she failed. Additional costs for tuition and/or fees are the responsibility of the student.

15. Failure, withdrawal, cheating, breach of regulations

- 15.1. Any student who is absent from the examination without prior permission or arrives more than 20 minutes after the examination has already begun, will automatically fail the examination.
- 15.2. Any student who misses the deadline for an independent, unsupervised examination, without valid cause (ref. 15.3), will automatically fail the examination.
- 15.3. Valid cause for missing the deadline of an independent, unsupervised examination must be presented in writing to the Registrar's Office at least three working days before the examination due date. The head of department and course instructor will be informed. In case of illness or other emergency, the student must present documentation no later than the day after the deadline. HEI Nehemiah Gateway reserves the right to have the student examined by a physician recognized by HEI Nehemiah Gateway.
- 15.4. Illness or emergency of another person for whom the examinee has sole responsibility will be treated as illness or emergency of the examinee, also requiring documentation (ref. 15.3 shall apply).
- 15.5. If valid cause has been presented and approved by the Head of Department and Instructor, the Registrar's Office will set another deadline, not later than two weeks after the initial deadline. The Registrar will supervise the deadline and will keep the Head of Department and Instructor informed.
- 15.6. If a student leaves the exam before it is finished, for a valid reason (ref. 15.3 shall apply), any already graded performances may be credited toward the next examination date. Examination performances that have not been graded are regarded as not complete and must be redone.

- 15.7. Any student who cheats or attempts to influence the outcome of the examination through unauthorized tools or bribery will automatically fail the examination.
- 15.8. Any student who refuses to follow these regulations may be banned from continuing the examination and will automatically fail the examination.
- 15.9. All decisions made that result in a student failing his/her exam, for reasons stated in Section 15.1-8, will be documented in writing, providing reasons for the failure and instructions for the rights of the student to appeal the decision.

B. General rules regarding the Bachelor thesis

16. Aim of Bachelor thesis, format

- 16.1. The Bachelor's thesis is an examination performance which includes a written thesis and final oral presentation. The purpose is to assess the student's ability to deal with a practice-related problem within a limited timeframe, using the student's knowledge of good business practice, and employing appropriate scientific and research methods.
- 16.2. Bachelor's thesis topics may be selected from proposals provided by the faculty, in cooperation with the academic supervisors. No additional tuition is charged for Academic supervision of faculty-selected topics. Alternatively, a student may propose a different topic, however, there may be additional costs to cover appropriate academic supervision.³ The topic proposed must meet the requirements of HEI Nehemiah Gateway 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 initial topic was approved. Changing the thesis topic will extend the deadline for submitting the thesis.
- 16.4. For exceptional circumstances, the Head of Faculty may agree to extend the deadline for submitting the thesis. The student must submit a request at least 2 weeks before the original deadline, citing the reasons for the extension. The extension granted may not be longer than 1 month from the first deadline.
- 16.5. Three copies of the thesis must be submitted to the Registrar's Office on or before the deadline determined by the faculty: two hard copies, both printed on one side, plus one electronic copy, submitted via an electronic submission platform (e.g. Unicheck in Populi) in a readable Word or PDF format. The Head of Faculty makes all decisions regarding exceptions in format, and form of submission, upon request by the student. Detailed requirements on standards and format of thesis are specified in Thesis Guidelines.
- 16.6. After the Thesis is assessed, the student must submit the final electronic copy plus the total cost of printing and binding to the Head of Scientific-Research Center. The final thesis should include the suggestions for improvement from the Examination Board and be finalized and ready for printing. The Head of Scientific-Research Center will coordinate the printing and binding of the final Thesis. The student is responsible for the cost of printing and binding of the required two (2) hard copies of the Thesis Final Copy.
- 16.7. All assessed copies of the thesis will be kept in the student's personal file, following guidelines set by the Albanian Ministry of Education and Sport.

³ The amount of costs shall be specified in the Study Contract and/or in a separate act of the HEI Nehemiah Gateway

- 16.8. The paper copies of the thesis will be marked with the time and date of submission by the person who receives them. If they arrive after the deadline, without permission, the thesis will automatically fail.
- 16.9. If the student fails, without further notice, to submit the Bachelor thesis in paper or electronic form, within the set deadline, he/she is assessed with "Fail (FX)" or equivalent of it.
- 16.10. If a student fails, he/she may petition to the Head of Faculty to resubmit the thesis. If approved, a new deadline will be set, the student must remain enrolled, pay appropriate fees (Ref. L006688 HEI Nehemiah Gateway Tariffs and Fees), and if required, postpone the date of graduation until all graduation requirements are fully met.

17. Length, and evaluation criteria of Bachelor's Thesis

- 17.1. The Bachelor's Thesis is expected to have 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. (Ref. 18.2 for the Master's Thesis).
- 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) Ability to draw conclusions
 - vi) Effective use of appropriate grammar and vocabulary
 - vii) Form
 - viii) Appropriate use of charts and illustrations
 - b) Final oral presentation
 - i) Appearance
 - ii) Concise summaries of the text
 - iii) Clear explanations
 - iv) Ability to ask pertinent questions and to provide well-argued answers
 - v) Persuasive power
- 17.3. The student must attach to the thesis a Declaration of Academic Honesty, stating that the thesis is 100% his/own work, except where indicated by footnotes or bibliography.
- 17.4. Further practical information about the Bachelor's thesis (i.e.: evaluation criteria) can be found Thesis Guidelines
- 17.5. Assessment of the thesis is usually completed within six weeks from the date of submission. The date for the final oral presentation will be set by the faculty. If possible, at least three days before the oral presentation, the student will be informed of his/her overall averaged grade, including the percentage weight of the student's theoretical and practical subjects, and the written thesis.

- 17.6. The final grade for the Bachelor Thesis is determined by averaging the two grades of the written (typically 90%) and oral (typically 10%) portions of the thesis. (ref. 17.5 to arrive at the final overall grade for the degree program).
- 17.7. Any student who fails the final oral presentation will have an opportunity to redo the presentation. The faculty and Examination Board will provide suggestions on how to improve the oral presentation, and a new date will be set by the Registrar's Office.

C. General rules regarding the Master's thesis

18. Format, length, and evaluation criteria for Master's Thesis

- 18.1. The Master's thesis is the student's research project which includes a written thesis and final oral presentation. The purpose is to assess the student's ability to independently address a given topic, problem, or subject area, within a limited timeframe, employing appropriate scientific and research methods.
- 18.2. The Master's Thesis should be 60 pages ($\pm 10\%$) in length, including footnotes, but excluding cover page, table of contents, unnumbered pages, abstract, attachments and bibliography. Exceeding or falling below these limits may negatively influence the assessment by one grade. Unless otherwise stipulated, the Master's student will have four months to write the thesis.
- 18.3. The General Rules for Bachelor's Thesis stated in articles 16 and 17 also apply to the Master's Thesis, unless otherwise specified.

D. Specific rules pertaining to the Department of Business

19. General information about the Bachelor's study program

- 19.1. Any student, who successfully completes all of the requirements of the B.A. degree, will be granted the degree Bachelor of Arts in Economy and Businesses abbreviated as B.A. in Economy and Businesses.
- 19.2. The B.A. in Economy and Businesses degree is worth 180 credit points (ECTS), in most cases earned over 36 months, which is divided into 6 semesters. These 180 credits are earned by meeting the requirements from every course module, internship, and thesis, including examinations, written reports, and oral presentations.
- 19.3. The study program and module descriptions for the B.A. in Economy and Businesses are described in detail: <http://www.ng-university.org/student-services/download-area.html>

20. Rules regarding the assessment of internships (practical modules) of the Bachelor's study program

- 20.1. During the three-year degree program, students engage in six Practical Training sessions (Internships). The first four practical training (PT-1, PT-2, PT-3, PT-4) will be assessed with 5 ECTS each and require a written report and oral exam each. Practical Training Five (PT-5) and Practical Training Six (PT-6) will each carry 10 ECTS due to workload. PT-5 requires a written thesis proposal and oral defense, which serves as the preliminary work for the major Thesis of the BA program. PT-6 involves writing a Full Thesis including data collection, analysis, and an oral defense. Examinations for internships are: a) For the first two academic years, four Project Reports are written at the end of each internship as specified in the PT-

- syllabus.; b) For the third academic year, the internships are assessed through a written thesis proposal plus defense (PT-5) and a written final thesis and defense (PT-6) [section-B].
- 20.2. The oral internship report must be presented by the student. The written reports are assessed by the Practical Training coordinator and included with the evaluation of the internship presentation.
- 20.3. The internship report from the **first** year will be graded as pass/fail by a full-time member of the academic Faculty of Business and Management, or by someone appointed by the Head of Faculty.
- 20.4. The internship reports of the **second** year will be graded by two people: a) a full-time member of the academic Faculty of Business and Management, and b) a representative of the professional practice. If the assessments differ, the two grades will be averaged. The written results from each evaluation must be retained as part of the student's record. (Cp. 2012-135 en FO Minutes of Oral Exam)
- 20.5. The oral examination in the **third** year is conducted by an examination board appointed by the faculty. Each examination board consists normally of three members: a) the respective coach or mentor⁴ of the student, b) one lecturer and c) at least one representative of the professional practice. One of these three, typically a member of the full-time academic faculty, chairs the board. A deputy chair will be appointed if the chair cannot participate. Three members must be present to form a quorum. The students should be informed of the names of their examination board at least one day before the oral exam is scheduled.
- 20.6. Both written and oral examinations may cover only the course or internship content. Oral exams typically include additional questions about methodology. Any question that asks for a confidential answer is not permissible.
- 20.7. The examination board will determine the result of an oral examination by a rating system which weighs each performance aspect, to arrive at an overall impression made by the student. If the Examination Board does not agree on the score by a vote, the chair of the board will assign the final grade.
- 20.8. A written record is created for every examination following these procedures. (See 2012-135 en FO Minutes of Oral Exam)
- 20.9. The student will be informed of the results of the oral examination on the same day. (See 2012-136 en FO Results of the oral exam.)

21. Rules for retaking examinations for failed practical modules (internships)

- 21.1. The examination for practical modules (Internships) is a Project Report. Any student who is allowed to resubmit the Project Report from an internship during the first two years, must resubmit the improved report not later than four weeks after the first review. If a student needs to resubmit a Project Report from the third practical module, article 20 (above) applies.
- 21.2. To earn a Bachelor's degree, the student must have earned 180 credit points, made up of all the required subjects.

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 HEI Nehemiah Gateway

22. Rules for the Bachelor thesis

22.1. Bachelor thesis guidelines for topics

- 22.1.1. All thesis topics will be approved by the faculty along with the institution or company where the student completed his/her internship (training company).
- 22.1.2. The thesis topic may be changed only once, with permission of both the faculty and training company.
- 22.1.3. If an extension of the thesis deadline is needed, the student must first get permission from the training company, and get a signed statement from them, agreeing to the extension. Then the student must make a written request to the faculty, attaching the signed statement. If an extension is granted, the new deadline may not be later than 4 weeks.

22.2. Supervision and assessment

- 22.2.1. A thesis coach⁵ will be appointed by the faculty in consultation with the training company, who is appropriate for the thesis topic. The coach shall guide the student through written assessments regarding the quality of the thesis.
- 22.2.2. The faculty will appoint one member of the faculty to mentor, supervise, and grade the thesis, providing a written assessment that includes the final thesis grade. The mentor will take into consideration the written opinions of the coach when deciding the final grade, and will include the coach's opinions, especially where they differ with the mentor.
- 22.2.3. In exceptional cases, the Bachelor's thesis may be the work of a group of students who are each equally involved, and each is able to be assessed in an exam performance which can be retaken and reassessed, if needed.

22.3. Passing the Bachelor's Thesis and Retakes

- 22.3.1. A passing grade for the Bachelor's Thesis is 51% (D, or its equivalent). The graded thesis will be returned to the student by the Registrar's Office, not later than three days before the final oral presentation.
- 22.3.2. The Board of Examiners for the final oral presentation is made up of 1) the mentor, 2) the internship coach, and 3) an HEI Nehemiah Gateway employee, none of whom have family ties with the student.
- 22.3.3. If a failing grade is received, the Registrar's Office will arrange for a second examiner from the faculty, who will assess the thesis and oral presentation. All the scores from the Board of Examiners will be averaged into the final grade.
- 22.3.4. If the thesis is submitted after the deadline, or if any attempt to deceive is discovered, it will fail. The regulations of article 16.8 shall apply.
- 22.3.5. If the Bachelor's thesis receives a failing mark, the student will be allowed one opportunity to revise and correct any shortcomings. Alternatively, the student may choose to have a new subject assigned, no later than one month after receipt of the initial grade results. The student will have a maximum of three months to resubmit the revised or new Bachelor's thesis, subject to paying the re-examination fee.⁶ During these

⁵ See FN 4.

⁶ Re-examination fees are published in a separate act of the HEI Nehemiah Gateway

three months, the student must remain enrolled and pay applicable tuition. If the student receives a passing grade, that grade stands; there is no opportunity to improve the grade by resubmitting.

22.4. Final grade of the Bachelor's degree

- 22.4.1. The final grade for the Bachelor's degree is calculated by averaging the overall grade (80%) from theory modules and practical training, with the Bachelor's Thesis (20%). The proportion of required ECTS credits earned from each module contribute to this calculation.
- 22.4.2. The total time for the final oral presentation should not be longer than 45 minutes, with the student's presentation lasting approximately 15 minutes. As soon as the grade is determined by the Board of Examiners, the student will be notified of the result.
- 22.4.3. The focus of the final oral presentation is based on the results and conclusions of the written thesis. The criteria used to evaluate the Bachelor's thesis are described in article 17 of this document. A written record of the evaluation will be part of the student's permanent record (Cp. 2012-137 en FO Minutes of Defense of Thesis.).
- 22.4.4. The criteria used to evaluate the Bachelor's thesis are described in article 17 of this document. A written record of the evaluation will be part of the student's permanent record (Cp. 2012-137 en FO Minutes of Defense of Thesis).

E. Department of Management

23. General information about the Master's study program

- 23.1. The student who successfully completes all the requirements of the Master's study program in the Faculty of Business and Management is granted the Master of Science in Management with Specialization in Business abbreviated as M.Sc. Management with Specialization in Business.
- 23.2. The M.Sc. "Management with Specialization in Business" degree requires 120 credit points (ECTS). The normal duration for the M.Sc. study program is 24 months, divided in 4 semesters, which includes all subject examinations, as well as a written Master's thesis and a final oral presentation.
- 23.3. The subjects are organized into modules earning credit points (ECTS) required for the degree. Each module is described in the Module Description Catalogue for the Department of Management.

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

- 24.1. Master's thesis topics may be selected from the list of research topics provided by the faculty, in cooperation with the Scientific-Research Centre. No additional tuition is charged for Academic supervision of faculty-selected topics. However, if a student proposes a topic that requires outside supervision, additional costs may apply.⁷ All topics must fulfil requirements set by the faculty and be approved by them, before work on the thesis begins. Unless otherwise specified, rules for the Master's thesis topic are the same as for the Bachelor's Thesis (see Section B:16 in this document).
- 24.2. Each student will be assigned a mentor appropriate to the selected thesis topic who will advise during writing, who will also be one of two academic staff who will assess the written thesis.

⁷ The amount of costs shall be specified in the Study Contract and/or in a separate act of the HEI Nehemiah Gateway

- 24.3. Both assessments will be averaged together for the final written thesis grade. Rules for the assessment of the Master's final oral presentation is the same as for the Bachelor's thesis.
- 24.4. The final oral presentation is assessed following the same guidelines as the Bachelor's Thesis in 22.4 of this document.
- 24.5. The rules for the final oral presentation for the Master's thesis are the same as for the Bachelor's thesis.

F. Final provisions

25. Certificate, Diploma, Diploma Supplement, and any other proofs of achievement

- 25.1. Subject to the successful completion of the requirements of any study program at HEI Nehemiah Gateway,⁸ each student has the right to obtain the respective diploma and the accompanying documents certifying the successful completion.
- 25.2. The document(s) earned by each student will be prepared in both Albanian and English.
 - 25.2.1. The Diploma (Bachelor's or Master's) certifies the award of the degree. It shall contain all details required by the applicable Albanian legislation. The Diploma is signed by the Rector and the Head of Faculty and sealed with the seal of HEI Nehemiah Gateway.
 - 25.2.2. The Diploma Supplement (incl. transcript of the records) contains details on the nature, level, content and results of the studies completed by the student, and shows the grades earned, in compliance with the requirements of the applicable legislation. It will show the same issuance date as the Diploma, and it will be signed by the Rector and the Head of Faculty and sealed with the seal of HEI Nehemiah Gateway.
- 25.3. Until the Bachelor's Certificate and the Diploma Supplement are formally issued, the student may request a temporary transcript of records which shows confirmation of the degree earned by the student, and lists all subjects, respective credit points, and the grades earned for each subject. The transcript of records will be signed by the Rector and the Registrar and sealed with the seal of HEI Nehemiah Gateway.
- 25.4. Any student, past or present, may request a copy of his/her transcript at any time which will include all coursework up to that moment, including course names, examinations, and ECTS. Each transcript will be signed by the Rector and Registrar and sealed with the seal of HEI Nehemiah Gateway.

26. Grade changes or deprivation of degree

- 26.1. At any time after grades have been issued, if there is reason to believe the student did not earn the grade granted, due to cheating or other cause, the student will be granted an opportunity to give a written explanation of his or her position. Then the Rector may authorize the Registrar's Office to change the grades retroactively.
- 26.2. If grades are changed (Ref. 26.1), all documentation must be changed, including the withdrawal of diploma, and reissuing grade reports, as necessary.
- 26.3. The final thesis will be reviewed to ensure it is the student's original work. If plagiarism is detected, the thesis will fail, and the degree will not be granted. If the degree was granted before the plagiarism was discovered, the degree will be revoked, and the authorities required by law will be informed.

⁸ For the B.A. "Economy and Businesses", this implies earning 180 credit points (ECTS), whereas for the M.Sc. "Management with Specialization in Business" 120 credit points (ECTS).

27. Examination procedure shortcomings

- 27.1. If an examination procedure is proven to be deficient in any way that substantially affected the examination results, all or part of the exam may be repeated for all affected students.
- 27.2. Students who wish to repeat an examination because of Reg. 27.1 above, must immediately make a written request to the faculty which may not be withdrawn. If more than 30 days have passed since the examination, the examination may not be repeated.
- 27.3. If more than 6 months have passed since an examination, the faculty is not allowed to respond to any alleged irregularities in examination procedures.

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

- 30.1 Student records include copies of all examinations which are securely stored until the end of the 10th year after the student was last enrolled. Examination records are available to be viewed only by a person with legitimate interest, and only after a written request for a specific record has been submitted to the faculty.
- 30.2 HEI Nehemiah Gateway will follow Albanian legislation for protection of all student records.
- 30.3 The electronic examinations will be achieved in Populi, the student may proceed as article 30.1 to have access to their examinations.

30. Effective Date of this regulation

This regulation shall come into force on 08.06.2023 upon publication.

Herolinda Shkullaku
Administrator

Prof. Dr. Ulli Arnold
Rector

Annex 1 Description of types of examinations

a) Written exam

In written exams, 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 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 examination, a student shows that he or she possesses sufficient knowledge of the subject, is able to recognize correlations, and answer related questions to the subject. An oral exam lasts about 30 minutes per examinee and can be conducted as a group examination. Oral exams as a group should last about 10 minutes per examinee.

c) Seminar paper

A seminar paper is a written report with an ordinary length of 2.500 words (plus/minus 10 per cent). If an additional oral presentation is required, it should not exceed 15 minutes.

d) Oral presentation

An oral presentation is to display research that the student acquired on his or her own. It should last no more than 30 minutes.

e) Quiz

A quiz 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 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 term.

g) Research Project and presentation

The research project 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 presentation includes a report, presented 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 in research. It serves to record the transfer of academic principles from the theoretical modules, into application during the practical phases from the student's experiences in a training company/institution or elsewhere. It shall also show that the student is able to employ

sound methodology, provide valid solutions, and develop concepts when approaching work related problems. (For dual studies students in the Economy and Businesses program, the findings of the respective scientific discipline are expected to be applied to a problem from the specific training company.) The written report is a foundation for the content-related assessment of the project; so, it must meet the requirements of scientific research and shall contain:

- An assessment of the relevant literature on the subject matter;
- A description of the tasks and the operational environment where the tasks were carried out;
- An outline of the chosen approach, including suggestions for implementation and monitoring.

The report should be about 5.000 words (plus/minus 10 per cent).

The Research Project also includes 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 will be defined by the lecturer in cooperation with personnel from HEI Nehemiah Gateway and the institution or company where the student completed his or her practical training.

h) Final thesis

The final thesis is a thoroughly 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 HEI Nehemiah Gateway⁹

Description	American system (Intermediate grades included)	German System (Intermediate grades included)	Albanian Grading system	Percentage 100-point-scale
Excellent - outstanding performance	A (Excellent)	1 (Sehr Gut) (1.0 – 1.3)	10	94 - 100
Very Good - above average but with some errors	B (Very Good)	2 (Gut) (1.4 – 2.4)	9	85 - 93
Good - but with some shortfalls	B - / C + (Good Average)	3 (Befriedigend) (2.5 – 3.0)	8	76 - 84
Satisfactory – generally good with a number of notable errors	C (Good Average)	3 (Befriedigend) (3.0 – 3.4)	7	67 - 75
Acceptable, with significant shortcomings	D + (Passing)	4 (Ausreichend) (3.5 – 4.0)	6	58 - 66
Passing, but poor understanding	D (Marginal)	4 (Ausreichend) (4.1 – 4.4)	5	51 -57
FAIL (FX) - more work required before credit can be awarded	F (Insufficient, Fail)	5 (Mangelhaft) (4.5 – 6.0)	4	≤ 50

⁹ 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 HEI Nehemiah Gateway.