REPUBLIKA E SHQIPËRISË

UNIVERSITETI "ISMAIL QEMALI" VLORË
SENATI AKADEMIK

Nr. 958/3 Prot. Vlorë më, 19.03.2025

VENDIM
Nr.77, datë 19.03.2025

PËR
MIRATIMIN E RREGULLORES SË PROGRAMIT TË STUDIMIT "BACHELOR NË COMPUTER ENGINEERING"

Në mbështetje të nenit 38, pika 1, shkronja d, të Ligjit nr. 80/ 2015 "*Për arsimin e lartë dhe kërkimin shkencor në institucionet e arsimit të lartë në Republikën e Shqipërisë*", nenit 19, pika 1, gërma dh, të Statutit të Universitetit "Ismail Qemali", Vlorë,Udhëzimit nr.1, datë 14.01.2020 "Për dokumentacionin dhe proçedurat për hapjen , rioorganizimin dhe mbylljen e institucionit të arsimit të lartë, degëve të tyre, njësive kryesore dhe programeve të studimit si dhe për ndarjen dhe bashkimin e Institucionit të Arsimit të Lartë" si dhe referuar shkresës së Sektorit të Kurrikulave dhe Statistikave me nr. 951 datë 19.03.2025, Senati Akademik në mbledhjen e tij të datës 19.03.2024,

VENDOSI:

1. Të miratojë Rregulloren e Programit të studimit Bachelor në "Computer Engineering" sipas materialit bashkëlidhur dhe pjesë e këtij vendimi.
2. Ngarkohen për zbatimin e këtij vendimi Fakulteti i Shkencave Teknike dhe Natyrore, si dhe Zëvendësrektori Akademik.

Ky vendim hyn në fuqi menjëherë.

KRYETARI I SENATIT AKADEMIK

Prof. Dr. Aurela Saliaj

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REPUBLIKA E SHQIPËRISË

UNIVERSITY "ISMAIL QEMALI", VLORE
FACULTY OF TECHNICAL AND NATURAL SCIENCES
DEPARTMENT OF COMPUTER SCIENCE

Nr. 142 **Prot.** **Vlore më,** 17 / 03 **/2025**

REGULATIONS OF THE FIRST CYCLE STUDY PROGRAM

"BACHELOR IN COMPUTER ENGINEERING"

HEAD OF DEPARTMENT

Dr. Alketa HYSO

DEAN

Prof.Asoc. Miftar RAMOSAÇAJ

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CHAPTER I
GENERAL PROVISIONS

This regulation of the first cycle study program "Bachelor in Computer Engineering" at University "Ismail Qemali", is based on the Law No. 80/2015 "On Higher Education and Scientific Research in Higher Education Institutions in the Republic of Albania", Directive No. 1, date 14.01.2020 "On the documentation and procedures for the opening, reorganization, and closure of higher education institutions, their branches, main units, and study programs," as well as Directive No. 22, dated 03.09.2020, "On some additions and amendments to Directive No. 1, dated 14.01.2020, amended by VKM No. 879, dated 18.12.2019, and further amended by VKM No. 185, dated 25.03.2021, the Statute of "Ismail Qemali" University of Vlora, approved by Order No. 197, dated 01.04.2019, of the Ministry of Education, Sports, and Youth, the Internal Regulation of "Ismail Qemali" University of Vlora, approved by Decision No. 20, dated 11.04.2022, Official Letter No. 553/1 Prot, dated 13.04.2022.

Article 1
Title and status of the program

The study program "Bachelor in Computer Engineering" is a first cycle study program offered by the Department of Computer Science, Faculty of Technical and Natural Sciences (FSHTN) at "Ismail Qemali" University of Vlorë (UV). It is organized over three academic years (six semesters), and upon completion, students accumulate 180 (European Credit Transfer and Accumulation System) ECTS and obtain the university diploma: "Bachelor in Computer Engineering." The type of study of the first cycle study program "Bachelor in Computer Engineering" is full-time.

Article 2
Language of studies

The language of instruction for this program is English.

Article 3
Mission of the study program

The study program "Bachelor in Computer Engineering" is designed to provide students with a deep intellectual foundation and professional skills in the field of computer engineering. The program offers a wide range of knowledge and expertise in the design, development, and management of advanced computer systems, with a focus on the application of new technologies. It aims to contribute to the development of critical thinking, analytical skills, and

problem-solving, as well as to encourage creativity and innovation in addressing future technological challenges.

The main objective of the program "Bachelor in Computer Engineering" is to provide students with a high-quality education, ensuring a deep understanding and high competence in the application of advanced concepts, tools, and techniques in computer engineering. The program combines strategic, analytical, and practical elements, enabling students to gain a comprehensive education that prepares them for complex technological challenges and gives them a distinct advantage in the global job market.

Article 4
Educational objectives of the study program

The **Program "Bachelor in Computer Engineering"** aims to train experts and specialists proficient in both the theoretical aspects and, particularly, in the practical application of computer engineering, including the design, development, and maintenance of advanced computer systems. This program provides students with in-depth knowledge of algorithms, system architecture, computer networks, and cybersecurity, integrating the latest technologies to address modern technological challenges.

To offer a strategic and analytical perspective on the integration of computer technologies in modern business and understand how they contribute to increasing productivity and innovation.

To achieve a comprehensive understanding of the principles of software engineering and information systems, including development methods and project management to improve the efficiency of technological solutions.

To analyze and apply practical skills in advanced technologies, such as programming, artificial intelligence, data analysis, and system architecture, to solve complex problems.

To synthesize theoretical and practical knowledge to critically evaluate technological challenges and provide innovative solutions that are valuable to potential employers upon graduation.

To use advanced tools and techniques for software development and project management in the business environment, analyzing the needs and challenges presented in the labor market.

To educate students to apply their skills and knowledge in computer engineering ethically and reflectively, committing to professional ethics standards and sustainable practices.

To promote the professional growth of students by involving them in research projects and product development, creating opportunities for collaboration with industry and other universities.

To ensure students' involvement in professional internships with companies from various sectors, providing opportunities for practical development and skill enhancement that will contribute to their future employment.

To demonstrate the commitment of the academic staff to meeting ethical standards in teaching and scientific research, fostering a learning environment that encourages learning and innovation.

CHAPTER II

ORGANIZATION OF THE STUDY PROGRAM

Article 5
Academic year and organization of studies

The academic year is the fundamental time unit of studies. It consists of two semesters and extends over a period of 30 to 40 teaching weeks. This includes 30 teaching weeks and 6-8 weeks of exams and thesis defense/formative assessment. The start and end dates of the academic year are determined by a directive issued by MAS at the beginning of each academic year. Each semester lasts 15 weeks for teaching, followed by an average of 3-4 weeks for exams. The organization of the academic year, including semester start dates and exam periods, is announced by the Rector at the beginning of the academic year. At the beginning of the academic year, the Department publishes the teaching schedule, specifying the day, time, classroom, and assigned academic staff for the respective semester. At the beginning of each academic year, based on the curricula of study programs, the Department submits the study plan for approval to the Dean of the Faculty and the Rector. For each course, syllabi (teaching programs) are developed.

Article 6
List of teaching disciplines and other formation activities

The curriculum of the "Bachelor in Computer Engineering" study program has been designed in compiance with Law No. 80/2015 "On Higher Education and Scientific Research in Higher Education Institutions in the Republic of Albania, Directive of the Council of Ministers (VKM) No. 41, dated 24.1.2018, "On the elements of study programs offered by higher education institutions," and Directive No. 879, dated 18.12.2019, "On some amendments and additions to Decision No. 41, dated 24.01.2018, of the Council of Ministers 'On the elements of study programs offered by higher education institutions'.", Decision No. 185, dated 25.03.2021, "On some amendments and additions to Decision No. 41, dated 24.01.2018, 'On the elements of study programs offered by higher education institutions,'". It is divided into the following educational components:

A - Core Courses
B - Specialized Courses
C - Interdisciplinary/Integrative Courses
D - Elective Courses
E - Final Requirements

Classification of Courses by Type of Formative Activities is presented below:

	Disciplinary fields with relevant modules, or other formative activities	CREDITS	Total credits
Activity in disciplines of general education (basic) (Symbol: A)	**1.** Calculus 1	6	36
	2. Calculus 2	6	
	3. Linear Algebra	6	

	4. Physics 1	6	
	5. Physics 2	6	
	6. Complex Analysis	6	
Activity in the characteristic disciplines of the study program. (Symbol: B)	**7.** Programming in C	8	92
	8. Object-oriented programming in C++	6	
	9. Object Oriented Programming in Java	6	
	10. Electrotechnics	6	
	11. Data Structures and Algorithmics	6	
	12. WEB programming	6	
	13. Operating Systems	6	
	14. Artificial Intelligence (AI) and machine learning	6	
	15. Database	6	
	16. Software Engineering	6	
	17. Computer Networks	6	
	18. Computer Architecture	6	
	19. Embedded Systems	6	
	20. Systems and signals	6	
	21. Analog and digital electronics	6	
Activity in Interdisciplinary/Integrative disciplines and with electives related to characterizing disciplines (Symbol: C)	**22.** Probability and Statistics	6	26
	23. Structure and interpretation of computer programs	8	
	24. Optional subject:	6	
	Cybersecurity		
	Cloud Computing		
	25. Optional subject:	6	
	Data Analytics		
	Modeling and simulation technology		
New formative knowledge, such as additions in foreign languages, IT knowledge, professional practices, etc. (Symbol: D)	**26.** Legislation in ICT	4	20
	27. Technological Innovation	4	
	28. Academic writing	4	
	29. Professional Practice	8	
Closing Obligations (Symbol: E)	**30.** Diploma Thesis/Graduation Exam	6	6
TOTAL			180

Article 7
Curriculum of the study program

Year	Semester	Code	OBJECT	CREDITS	Total. hours / semester inside &	Total. hours / semester in the auditori	Total hours / week in the auditorium	Total hours outside the auditori

					outside the auditorium	um					um
							Lex	Sem	Lab	Practice in institution	
Year 1	Sem. I	CS111E	Structure and interpretation of computer programs	8	200	90	3	2	1		110
		MAT154E	Calculus 1	6	150	75	3	2	0		75
		FIZ151E	Physics 1	6	150	75	3	2	0		75
		MAT175E	Linear Algebra	6	150	75	3	2	0		75
		DRE132E	ICT legislation	4	100	45	2	1	0		55
		TOTAL		**30**	**750**	**360**	**14**	**9**	**1**		**390**
	Sem. II	CS121E	Programming in C	8	200	90	3	2	1		110
		MAT155E	Calculus 2	6	150	75	3	2	0		75
		FIZ152E	Physics 2	6	150	75	3	2	0		75
		MAT156E	Complex Analysis	6	150	75	3	2	0		75
		MKT107E	Academic writing	4	100	45	2	1	0		55
		TOTAL		**30**	**750**	**360**	**14**	**9**	**1**		**390**
Year 2	Sem. I	CS231E	Object-oriented programming: C++	6	150	75	3	1	1		75
		CS242E	Elektrotechnics	6	150	75	3	1	1		75
		CS240E	Data Structures and Algorithmics	6	150	75	3	2	0		75
		CS249E	Computer Architecture	6	150	75	3	1	1		75
		CS246E	Systems and signals	6	150	75	3	1	1		75
		TOTAL		**30**	**750**	**375**	**15**	**6**	**4**		**375**
	Sem.II	CS232E	Object Oriented Programming : JAVA	6	150	75	3	1	1		75
		CS245E	Database	6	150	75	3	2	0		75
		CS260E	Analog and digital electronics	6	150	75	3	1	1		75
		CS262E	Embedded systems	6	150	75	3	2	0		75
		MAT226E	Probability and Statistics	6	150	75	3	2	0		75
		TOTAL		**30**	**750**	**375**	**15**	**8**	**2**		**375**
Year 3	Sem. I	CS341E/CS342E	Cybersecurity/Cloud Computing	6	150	75	3	2	0		75
		CS370E	Artificial Intelligence (AI) and machine learning	6	150	75	3	2	0		75
		CS351E	WEB programming	6	150	75	3	1	1		75
		CS347E	Computer Networks	6	150	75	3	1	1		75
		CS350E	Operating systems	6	150	75	3	1	1		75

	TOTAL		**30**	**750**	**375**	**15**	**8**	**3**		**375**
Sem. II	CS360E/CS361E	Data Analytics/Modeling and Simulation Technology	6	150	75	3	1	1		75
	CS378E	Software Engineering	6	150	75	3	2	0		75
	CS379E	Technological Innovation	4	100	45	2	1	0		55
	CS397E	Professional Practice	8	200	30	0	1	1	75	95
	CS398E	Diploma Thesis	6	150	0	0	0	0		150
	TOTAL		**30**	**750**	**195**	**8**	**5**	**2**		**555**
	TOTAL Bachelor in COMPUTER ENGINEERING		**180**	**4500**	**2070**				**75**	**2355**

Article 8
Teaching workload in hours according to teaching methods

Distribution of teaching hours for the development of the program is done according to Directive of the Council of Ministers (VKM) No. 41, dated 24.1.2018, "On the elements of study programs offered by higher education institutions," and Directive No. 879, dated 18.12.2019, "On some amendments and additions to Decision No. 41, dated 24.01.2018, of the Council of Ministers 'On the elements of study programs offered by higher education institutions'.", Decision No. 185, dated 25.03.2021, "On some amendments and additions to Decision No. 41, dated 24.01.2018, 'On the elements of study programs offered by higher education institutions,'"

Article 9
Transfer of studies, recognition of credits, and equivalency of courses

Full and partial recognition of credits is possible for students transferring from other study programs, both within and outside the university. The modalities and procedures for student transfer are specified in Chapter VI, Article 83, in the Internal Regulations of the University.

a) Transfers are accepted at the beginning of each academic year, no later than the end of the fifth week of the first semester.
b) Candidates seeking to transfer studies apply to the UV. The number of programs they can apply to and the deadlines are determined in the guidelines issued by MASR before the start of each academic year;
c) The candidate must not simultaneously pursue two study programs, except for outstanding students with the maximum entry grade;
d) All candidates wishing to apply for a study transfer must submit the documents specified in the MASR directives for this purpose to the academic secretariat;
e) Ad-hoc comission, established within Computer Science Department evaluates the candidates' files and selects them based on merit, for candidates who meet the criteria specified in the applicable legal and sub-legal acts, as well as the specific criteria for each study program according to the quotas previously announced by the Department.

f) These commissions rank the candidates based on the scoring for each criterion established in advance by the basic unit and announced by the respective dean in the environments of each faculty, and evaluate the candidate with the status of winner/non-winner;
g) The lists with the ranking of candidates according to the points obtained are published in the environments of each faculty. The last winner is determined with a red line depending on the quotas offered for each study program;
h) Candidates have the right to appeal to the equivalency commission in the basic unit that evaluated their files, within three calendar days from the date of the announcement of the results. These commissions must respond with a reasoned decision regarding the appeal within two working days from the date of submission of the complaints;
i) After the announcement of the final lists with the ranking of candidates on the UV's website, the registration process begins.

Article 10
Curricula offered to students

The curricula of the modules offered to students by the Department of Computer Science are presented in the respective syllabi for each subject and are announced at the beginning of the semester by the respective instructor. The complete program of the academic curricula offered to students of the Department of Computer Science for the Program "Bachelor in Computer Engineering" can be obtained from the UV Registration Office, upon payment of the corresponding fee.

Article 11
Forms and organization of study for the study program

The educational activities that characterize the study program are divided into: classroom teaching (lectures, exercises, seminars, laboratories), individual study (studying, preparing reports, assignments or projects, exam preparation, preparation for the final exam, etc.). Lectures, seminars, and laboratories are conducted in the facilities of the "Ismail Qemali" University in Vlora. In the future, the possibility of developing online learning is considered, provided that this form aligns with the direcitves and guidelines of the Ministry of Education and Sports.

The duration of a teaching hour is 50 minutes.

The study groups for this program are organized as follows (VKM No. 41, dated 24.01.2018 "On the elements of the study program offered by Higher Education Institutions," VKM No. 879, dated 18.12.2019 "On some amendments and additions to Decision No. 41, dated 24.01.2018 of the Council of Ministers 'On the elements of study programs offered by higher education institutions,' and Decision No. 185, dated 25.03.2021 on some amendments and additions to Decision No. 41, dated 24.01.2018, 'On the elements of study programs offered by higher education institutions,' as amended):

- Number of students in lectures: 6 seminar groups

- Number of students in seminars: 25 students
- Number of students in laboratories: 20 students
- Number of students in practical training: 20 students

Article 12
Course Syllabus

The course syllabus is prepared by the course lider in accordance with the relevant decision of the Council of Ministers, following the standard format approved by the University.
Course syllabi are approved by decision of the basic academic unit.
Each course lider is required to submit the syllabus of the course(s) at the beginning of the academic year and, in any case, before the start of the teaching process for that course.

Article 13
Professional Practice

The professional practice component aims to provide students with practical work experience in various sectors. It is designed to enable the application of competencies acquired in theoretical courses within a professional practical context.

To meet the required criteria, students must complete their professional practice in one or more institutions, local, and central government institutions. The internship takes place during the third year of studies. More detailed guidelines are provided in the internship package.

Students who do not complete the professional professional practice program are subject to the same regulations as for all other academic obligations.

CHAPTER III
RULES FOR ATTENDING THE STUDY PROGRAM AND GRADUATION PROCEDURES

Article 14
Attendance and completion of course requirements

According to the specific characteristics of the subject, each teacher determines in the syllabus the percentage of mandatory lecture attendance.
Seminar attendance is mandatory at a rate of 75%. A student who has not attended seminars at a rate of 75% is not allowed to take the final exam for the subject.
Attendance of laboratory work and practical lessons is mandatory at a rate of 80%, otherwise the student is not allowed to take the subject exam.
Course projects must be completed at a rate of 80%, otherwise the student is not allowed to take the subject exam.

If a student misses classes during the course and exceeds the total number of allowed absences for the entire semester (no less than 75% attendance), the student will be disqualified due to absences, will not be allowed to take the next exam, and will be marked with "absent" (m) in the evaluation protocol. The student will repeat the course in the next semester when it is offered. The "absent" (m) mark will appear in the final protocols if the student has completed the total absences.

If a student attends the course but does not appear for the next exam, the evaluation protocol will mark "Np - Did not attend." If the student has no attendance obligations but did not appear for any of the partial exams, including the final exam, the final evaluation protocol will indicate "NP" (Did not attend). Otherwise, the student will be graded with the corresponding mark. Students do not have the obligation and cannot register for these courses to attend as repeaters, but have the right to complete the course only with a final exam, according to the provisions of this regulation.

The academic secretariat of the Department of Computer Science is responsible for managing information regarding the academic obligations of students in this study program.

Article 15
Assessment methods for students' acquired knowledge

The forms of knowledge assessment include course assignments, projects, course exams, and formative exams. Credits corresponding to each educational activity are awarded to students only upon a positive evaluation in the final assessment of their acquired knowledge. Various assessment methods are used, combining continuous assessment (partial exams, course projects/assignments) with final assessment (final exam).

The assessment of a subject (exam) is determined by the course instructor and may be conducted in the following ways:

a) Written,

b) Oral,

c) Combined, written and oral, based on the course syllabus.

The final assessment of a course is conducted with at least one partial exams and one final exam, in addition to specific requirements set by the instructor for the subject.

Exam questions, in all assessment cases, are prepared by the course instructor. The validation of the exam questions is the direct responsibility of the instructor.

At the end of the study program, the student's weighted average grade is calculated, taking into account the respective credits for each subject or other educational activity.

Article 16
Conditions for passing a course

The level of mastery of the course program is assessed using a ten-point grading system, 1, ..., 10. Grades of five and above are considered passing. In written assessments (exams, course assignments/projects), a point-based grading system is used, the results of which are mandatory

converted into grades. In the final assessment of a subject, the respective instructor also determines the weight of the student's independent work (course assignments/projects).
The conversion norms of accumulated points into grades are determined by the respective instructors in each syllabus, but the minimum percentage of accumulated points required to achieve a positive evaluation (grade 5) is $\geq 40\%$ in all subjects. Lowering this threshold may be done after the results of the entire group are available, upon the proposal of the course instructor and approval by the Head of the Department of Computer Science.
The assessment will be conducted according to the detailed system below:

Point Scale	Numeric Grade	Grade Description	Letter Grade
91 - 100	10	Excellent	A
81 - 90	9	Very Good	A-
71 - 80	8	Good	B
61 - 70	7	Satisfactory	B-
51 - 60	6	Sufficient	C
41 - 50	5	Passing	D
40 and below	4	Failing	FX
1 - 3	Failing	F	
M	(Not Attended)		
NP	(Did Not Appear in Exam)	F	

Article 17
Procedures for knowledge assessment and appeal of examination results by students

The procedure for knowledge assessment is as follows:

a) In accordance with the UV regulations, knowledge assessment in the FSHTN study programs is conducted through a preliminary exam and a final exam, as well as through course assignments or evaluation sheets in laboratories and practical training sessions.
b) Within 6 days of the knowledge assessment, the instructor informs the students of the exam results.
c) The student has the right to review their exam paper individually.
d) If the student finds the assessment unclear or disagrees with the grade received, they have the right to request clarification from the respective instructor.
e) If the student remains unclear or unconvinced about the exam result, they may submit a written request to the department secretariat within 2 days after the instructor informs the students of the exam results.

f) Based on this request, the department establishes an AD-HOC appeal committee to evaluate the student's request. The committee must reassess the student's exam and provide a response within three days of the appeal submission.
g) The final examination scores are those determined by the appeal committee.

Article 18
Reassessment of acquired knowledge

Students who have temporarily interrupted their studies must undergo periodic assessments to verify and evaluate the credits they have earned. These assessments are necessary to ensure that the knowledge remains current and that previously earned credits are up to date.
Additionally, students who have extended their studies beyond the normal duration by more than two years will have their earned credits reviewed before taking the final exam.

Article 19
Study and exam schedule

The timing and location of classes are determined by the schedule published by the Department of Computer Science. This schedule must be strictly adhered to by all students and instructors at the University. The general university schedule must be announced at least 3 weeks before the start of the semester. The final exam schedule must be announced no later than 3 weeks after the end of the semester. The schedule is prepared by the Department of Computer Science and approved by the Deputy Dean of FSHTN and the Deputy Academic Rector of UV. The schedule must be detailed with the appropriate rooms and can only be changed with the approval of the Deputy Academic Rector or the Rector of UV.

Article 20
Administration of examination documentation

a) At the end of each exam, the tests and any examination materials are submitted to the Secretariat of the Department of Chemistry, sealed in an envelope on which all necessary information is written and signed by the lecturer.
b) The envelopes containing archived exam tests in the department's secretariat may only be opened and reviewed in case of an appeal or if deemed necessary by the governing authorities. These materials are kept until three weeks after the examination period and after that, they are destroyed.

Article 21
Retakes and carrying over of exams

a) A student who has been assessed as a repeater in the two regular exam seasons (winter and summer) has the right to use all the dates announced by the FSHTN during the autumn season.
b) To advance to the second year (third semester), the student must have earned a minimum of 30 credits. To advance to the third year (fifth semester), the student must have earned a minimum of 60 credits from the first and second years of the study program.
c) Retaking exams for uncompleted subjects (modules) is allowed during the year in the announced exam seasons (three times a year) or until the final year of studies.
d) In special cases where students are hindered from graduating due to only two/one subject(s) they have attended and have been graded with a 4 (four) or marked "NP", the Dean of the FSHTN sets special dates for these exams, before the scheduled date for the defense of the thesis.
e) A repeating student is credited with all completed obligations but must fulfill new obligations that arise due to changes that may have been made in the curriculum of the study program.
f) A scholarship student loses their scholarship for the year they repeat.

Article 22
Grade Improvement

First-cycle students have the right to improve their grade in any subject, but no more than four improvements during the entire study period and no more than two improvements in one academic year.
It is the student's responsibility to register for the courses in which they wish to improve their grade, after submitting a request to the department's secretary, who forwards the information to the IT Directorate to enable the student's access to course registration. The request must be made at least 10 days before the start of the autumn semester.
The student has the right to request a grade improvement for a subject no more than once. Students should be aware that the last repeated grade remains valid and will be reflected in the transcript showing the student's academic progress, regardless of whether it is the highest grade or not.

Article 23
Interruption of Studies

A student may interrupt their studies at any time during the year, for a period not exceeding one year, and only for the following reasons:
a) When they become seriously ill for extended periods, documented with a report from a medical-legal commission, clearly stating the diagnosis and recommendation (not from the family doctor).
b) When they become the head of the household due to unfortunate events or difficult economic conditions, documented by the relevant offices.

In all cases, documents must be submitted before the interruption of studies, accompanied by a request addressed to the Rectorate.
Students who interrupt their studies for two or more consecutive semesters and have not received permission from the rector for this interruption must reapply for readmission to the university, based on the regulations of the "Ismail Qemali" University of Vlora.
The interruption of studies, with the approval of the relevant body, is considered justified and is not counted in the repeated years.
Any unjustified and undeserved interruption is equivalent to failure to attend the educational process, and the year is considered a repeated year.

Article 24
Diploma thesis / Diploma exam

Upon completion of the full course of studies, the student has the right to graduate by defending a thesis or through a formative examination as specified in this regulation. The Diploma theses can only be pursued by students who meet the criterion of an average grade of 8.0 or higher
1. Diploma Theses
i. Thesis Topic
The thesis can be bibliographic, research-based, or a combination of both on issues related to the teaching disciplines outlined in the program's study plan in Computer Engineering. A student may propose their own thesis topic and draft it, provided that they obtain approval from the supervising professor. The thesis must be original. The approval of the thesis supervisor and the area of study is done within the department upon the supervisor's proposal after discussing and agreeing with the student.
ii. Format and Volume of the Thesis
The thesis should have no fewer than 30 pages and no more than 50 pages. The criteria for writing the thesis and its format should been approved by the Department.
iii. Timeline
A student who is eligible to graduate must, at the beginning of the relevant semester, but no later than the second week, apply to the secretary's office for a thesis topic by filling out a form proposing a thesis supervisor. The supervisor is approved by the department head no later than the fourth week. The thesis supervisor must submit a statement in which both parties (the supervisor and the student) agree to work together on the selected field of study, no later than the third week of the semester. The deadline for submitting the thesis is one week before the date of the diploma exam. Graduation takes place in the summer season (July) and in the autumn season (September). The student is allowed to defend the thesis only after fulfilling all academic and financial obligations.
iv. Obligations of the Thesis Supervisor

- To submit timely proposals for the students they will supervise.
- Provide guidance and advisory meetings at regular intervals with students. Offer students instructions on writing and defending the thesis as well as on its evaluation.

v. Evaluation

The thesis is assessed using a ten-point grading system before a commission set up by the department.

A student may complete their studies and defend their diploma within the regular duration of the studies or beyond that limit, but they will be subject to the obligations arising from the extended duration of studies.

2. Diploma Exam

a) Students of the study program "Bachelor in Computer Engineering", who do not meet the criterion of an average grade of 8 or above, will be conducted in writing exam.
b) The questions will be from the subjects with the code CS, excluding electives, in curriculum of the Bachelor degree in "Computer Engineering."
c) For each subject, the respective instructors will submit 10-15 questions to the department (more important concepts of the subject).
d) The questions will be be recorded.
e) The bank of all questions will be made available to students at least 2 months before the graduation exam.
f) The exam papers will be prepared on the day of the exam by the Examination Committee and will be signed by the Head of the Department of Computer Science.
g) The Graduation Examination Committee consists of 5 (five) members.
h) The exam lasts no less than 2 hours. Each member of the committee provides the respective evaluation for each student, and the final evaluation of the student will be the simple arithmetic average of the evaluations of the 5 members of the Graduation Examination Committee.
i) All other graduation procedures will be conducted in accordance with the regulations of "Ismail Qemali" University Vlora and the regulations of the Department of Computer Science.

Article 25
Graduation procedure

a) The student submits a graduation request to the Secretariat of the Department of Computer Science, Faculty of Technical and Natural Sciences, along with personal details.
b) Based on the student's request, a copy of the student's grade transcript is obtained from the Registration Office of "Ismail Qemali" University - Vlora.
c) The Diploma Verification Committee verifies the fulfillment of the graduation criteria for the University Degree in "Bachelor in Computer Engineering."
d) If the verification confirms that the student has met the graduation criteria, the Department of Computer Science, Faculty of Technical and Natural Sciences, submits the approval of the student's graduation to the Rectorate.
e) Once the Rector of "Ismail Qemali" University - Vlora approves the graduation request, the Registration Office completes the Diploma and the Diploma Supplement for each student.

f) The student collects the diploma receipt form from the Registration Office and presents it at the Bank for payment.
g) After making the payment, the student collects the Diploma from the Registration Office with the bank receipt.
h) If the student requires a program, they collect the program form from the Registration Office, make the payment at the Bank, and then collect the signed and stamped program from the Registration Office, endorsed by the Deputy Rector.
i) Students who have completed their studies with all grades of ten are awarded the "Gold Medal" certificate. Students who have received more than 70% of grades 10 (ten) and the rest only 9 (nine) during their studies are awarded the "Excellent Student" certificate. Students who have an overall average above 8 at the end of their studies have their names recorded in the University's Book of Honor.

CHAPTER IV
STUDENT ADMISSION

Article 26
Admission policy

a) The admission of students to the program "Bachelor in Computer Engineering" at "Ismail Qemali" University in Vlorë is done based on Article 74 of Law No. 80/2015, "On Higher Education and Scientific Research in Higher Education Institutions in the Republic of Albania," the annual directives of the Ministry of Education and Sports, the criteria outlined in Article 57 of the UV regulation, and the criteria proposed by the Base Unit and approved by the Senate of the University of Vlorë.
b) Each academic year, students from the Republic of Albania. ethnic Albanians from other regions, as well as students from other countries, are admitted to the program "Bachelor in Computer Engineering", provided that the candidates are proficient in english language level B1 or higher
c) Each academic year, specific quotas are allocated for special categories, such as orphans, Roma, Egyptians, foreign nationals, persons with disabilities, as an opportunity to pursue this study program.
d) The admission of candidates is conducted through a competitive process, in accordance with the applicable legislation, based on the fulfillment of the average grade criterion for the relevant academic year, as determined by the Council of Ministers' decision, and the fulfillment of other criteria set by the main unit for the specific program.
e) Candidate selection is based on the principles of equality, fairness, impartiality, and merit.
f) The selection of candidates is carried out by the Admissions Commission and the Dean's Office, which monitors the process. The Admissions Commission makes the final decision for the selected candidates. The Dean announces the list of admitted candidates based on the Admissions Commission's decision.

g) If a candidate withdraws from pursuing studies before the start of the course, the next candidate in line on the winners' list takes their place. If the quotas for candidates from ethnic Albanian regions are not filled, candidates from Albania will be admitted according to the waiting list from the competition.
h) A candidate who is not selected can file an appeal to the Admissions Commission within two days of the decision being made public. The Commission will review the appeal, and after reconsideration, its decision is final.
i) The final list will be announced one week before the start of the course.
j) A candidate who was not selected may compete again in the following year.

Article 27
Admission criteria

Candidates wishing to follow the "Bachelor in Computer Engineering" Program must:

- Hold a High School Diploma (Matura);
- Have completed the State Matura exams (mandatory and elective exams);
- Not be enrolled in another study program, except for outstanding students.
- Certificate of English language proficiency (level B1 or higher)

Article 28
Admission documentation

a) For Albanian candidates, the application for the study program "Bachelor in Computer Engineering" is based on Directive No. 12, dated 30.06.2023, from the Ministry of Education and Sports (MAS), "On the procedures for application and registration in higher education institutions."
b) Foreign candidates applying for the "Bachelor in Computer Engineering" study program must submit the application file electronically to the Department of Computer Science, in accordance with the orders and directives of the Ministry of Education and Sports (MAS) regarding the content of the file and the compliance with submission deadlines.
c) To apply for this study program, the candidate must submit the following documentation electronically to the address of the Department of Computer Science:
   - Completed application form.
   - High school diploma, translated and legalized
   - Transcript of grades
   - Certificate of English language proficiency (level B1 or higher)
   - Photocopy of the identity card
   - Two passport-size photographs

Article 29
Selection procedures

a) The selection is carried out by the Admissions Commission of the FSHTN.
b) Selection is based on ranking students according to their total points, from highest to lowest, calculated based on their average high school grades and the results of the State Matura exams.
c) In case candidates have the same total points, the selection criterion will be the scores of the elective exams (Maths, Physics).

Article 30
Publication of admission information

Information on admission criteria and procedures is published on:

- The FSHTN official website;
- Print and electronic media;

Student enrollment

- A candidate who is declared a winner has the right to pursue studies in the first academic year of the requested study program, provided that they register at the faculty's academic office and pay the tuition fee within the deadlines specified in the relevant guidelines. Otherwise, they permanently lose the right to registration.
- At the beginning of each academic year, the student is required to register at the faculty's academic office for the upcoming year within the month of October and pay the required academic fees. If the student fails to settle these obligations by January 31 of each academic year, they will be prevented from taking exams. In cases where a student has exams before January 31, they must pay the tuition fee at least one week before the exam date; otherwise, they will not be allowed to sit for the exam.
- A candidate obtains student status after registering at the academic office, fulfilling all obligations, and obtaining the registration certificate. Student status ends upon graduation, expulsion, or withdrawal from the university.

CHAPTER V
STUDENTS' RIGHTS AND OBLIGATIONS

Article 31
Violations of faculty regulations

Violations of the FSHTN regulations include all actions by students that harm the dignity of teaching staff and any other school employees, ethical and moral norms of society, such as cheating in exams, falsification of documents, acts of vandalism, theft, etc., when these actions do not constitute criminal offenses.

The following disciplinary measures are taken against students who commit these actions:

- Written warning;

- Suspension from school for one year;
- Expulsion from "Ismail Qemali" University of Vlora;
- Permanent expulsion from "Ismail Qemali" University of Vlora.

The decision to suspend a student for one year is made by the Dean of the Faculty of Technical and Natural Sciences.

The decision to expel a student from "Ismail Qemali" University of Vlora (revoking only the right to continue the current studies) and permanent expulsion from "Ismail Qemali" University of Vlora (prohibiting the student from obtaining future study rights) is made by the Rectorate of "Ismail Qemali" University of Vlora, based on the proposal of the Dean's Office.

Article 32
Violations of academic integrity

All members of the academic community at the Faculty of Technical and Natural Sciences - UV must practice and uphold the standards of academic integrity and honesty. Academic integrity means presenting oneself and one's work honestly. Misrepresenting oneself and one's work is fraud because it means students claim credit for ideas or work that are not truly their own, thereby seeking a degree that has not been genuinely earned. Below are some examples of academic dishonesty:

a) Cheating in exams. This includes using materials such as books and/or notes when unauthorized by the instructor, copying from someone else's test or assignment, assisting someone else in copying, substituting someone else's work with your own, stealing exam copies, or other forms of misconduct during exams.

b) Plagiarism of others' work. Plagiarism means using someone else's work or ideas without giving them credit; this leads students to claim credit for someone else's thoughts. Students must always document the source of information, whether they have read or heard it. When working with written sources, a clear distinction must be made between quotations (which reproduce information verbatim from the source and place it within quotation marks) and paraphrasing (which processes the source information and presents it in the student's own words). Both quotations and paraphrases must be documented in all cases. Even when students rephrase, summarize, or select parts of someone else's work, the ideas still belong to the other person, and failing to credit their work constitutes misrepresentation of the student's actual work and plagiarism of someone else's ideas. Buying a course assignment or using information from the World Wide Web or the Internet without acknowledging the source and submitting it as one's own work is plagiarism.

c) Cheating in lab reports by falsifying data or submitting unsubstantiated data in the student's own work is a violation.

d) Falsification of documents or misleading presentation of credentials is a violation.

e) Unauthorized collaboration on computer assignments and unauthorized access and use of computer programs, including modifying computer files created by others and presenting that work as one's own, is a violation. Unless specific instructions are given, instructors expect

students to work individually without assistance from others on course assignments, exams, lab reports, and computer exercises, as well as to document all sources used. If instructors assign a special project, in addition to or as a supplement to exams, such as a research-based course assignment or a book review, they have determined that this work is fulfilled only for that course. Students must not submit work completed for a previous or concurrent course unless they have explicit permission from both academic staff members who are instructors of the courses.

Article 33
Conditions and procedures for student transfers

Transfer procedures at the Faculty of Technical and Natural Sciences are determined by the regulations of "Ismail Qemali" University of Vlora, as well as by referring to Article 9 of these regulations. Transfer procedures must be completed before the start of the semester.

CHAPTER VI
PROGRAM FUNDING

Article 34
Source of funding

The revenues for the program "Bachelor in Computer Engineering" are generated from the state budget, the registration fee, and the tuition fee paid by the students, as well as other legal income.

The FSHTN and the program have the right to accept financial aid related to the activities of the institution and the program, in accordance with the applicable legislation.

Article 35
Revenue management

The management of the revenue generated by the program is based on the relevant decisions of the Council of Ministers, directives from the Ministry of Finance, the Ministry of Education, decisions from the Senate of the UV.

Article 36
Tuition fees

The tuition fee for the "Bachelor in Computer Engineering" program is determined at the FSHTN based on costs and is approved by the relevant authorities.

Use of revenue from the tuition and registration fees:

a) The income from tuition fees is used according to the policy of the FSHTN and UV and the needs of the program.

b) Student benefits from the payment of the tuition fee include: official documents for them, use of the library, internet access, and other technical and electronic equipment of the school. This fee does not cover individual educational expenses, such as costs for textbooks, photocopying materials, internships, or study visits.

CHAPTER VII
RELATIONS WITH PARTNERS

Article 37
Cooperation relationship

a) The program institutionalizes relationships with collaborators. Collaborators may include public and private institutions and organizations, as well as individuals with activities in the field of IT, administration, policymaking, and decision-making.
b) The program's cooperation with institutions and individuals is based on cooperation agreements negotiated by the department and the department head, and signed by the Dean or the Rector of the UV.

CHAPTER VIII
PROGRAM QUALITY MANAGEMENT

Article 38
Program quality management

a) The quality management is carried out by the Internal Quality Assurance Unit, which is established at the UV and by the Department of Computer Science
b) The Internal Quality Assurance Unit of UV carries out the final evaluation at the end of the third year of the program's implementation.
c) The Department of Computer Science, will create an evaluation team consisting of three individuals, who will conduct a formative evaluation at the end of each academic year for the program as a whole, for each course, for the professional practice, for teaching, for program management, and for the personnel involved in the program.
d) The program evaluation will involve: academic staff, administrative staff, students, program collaborators, and stakeholders interested in the program's product.

CHAPTER IX
INTELLECTUAL PROPERTY

Article 39
Intellectual propery

The program holds the intellectual property rights and copyright for the research, publications, videos, projects, and other products prepared by its staff and students.

CHAPTER X
PROGRAM EVALUATION

Article 40
Program evaluation

a) The department conducts an internal evaluation every two years.
b) The department requests accreditation within the legally deadlines but is not responsible for obstacles beyond its control.

CHAPTER XI
OFFICIAL SEAL AND LOGO OF THE PROGRAM

Article 41
Official seal and logo of the program

The right to the official seal of the Bachelor's program in "Social Administration and Policy" is held by the Dean of the Faculty of Social Sciences.

CHAPTER XII
TRANSITIONAL AND FINAL PROVISIONS

Article 42
Special provisions

The Department of Computer Science and the Dean's Office of FSHTN have the right and obligation to periodically review these regulations, particularly regarding the number of credits assigned to each specific academic discipline or other educational activity.