



UNIVERSITY COLLEGE “WISDOM”

Adresa: Rruga Fuat Toptani, godina 54, Tiranë, Shqipëri www.wisdom.edu.al. tel: 042200063; cel: 0676022736

STATUTE OF UNIVERSITY COLLEGE “WISDOM”¹

Preamble

University College “Wisdom”, former Non Public Institution of Higher Education “Wisdom University” is created from the Society “Wisdom” L.t.d. on the basis of the Decision of Council of Ministers no.672, dated on 27.09.2006, whereas with the Decision of Council of Ministers (DCM) no. 254, dated on 27.02.2008, has been granted the permission for the development of the full-time study programs of the first cycle in the Faculty of Law and Psychology. By Minister’s Order No. 412 date 25.08.2011 of Ministry of Education and Science (MES), is approved the reorganization of Non Public Institution of Higher Education “Wisdom University” with two Faculties: Faculty of Law and Faculty of Economics and Social Sciences. Minister’s Order No.355, date 25.10.2015 of MES is accomplished its Institutional Accreditation.

Based on Article 20, 33 and 129 of Law No. 80/2015 “*On Higher Education and Scientific Research in the Institutions of Higher Education in the Republic of Albania*”, the Academic Senate’s Decision No. 6, date 03.02.2017 decided to reorganize Non Public Institution of Higher Education “Wisdom University”. Non Public Institution of Higher Education “Wisdom University” became a University College (UC), named **UNIVERSITY COLLEGE “WISDOM”**.

The Statute contains norms which stem from Article 57, paragraph 7 of the Constitution which regulate the activity of University College “Wisdom”, pursuant Law No. 80/2015 “On

¹ Approved by the Minister’s Decision No.145, date 31.03.2017, of Ministry of Education and Science

Higher Education and Scientific Research in the Institutions of Higher Education in the Republic of Albania” and other normative acts, by guaranteeing the principle of academic freedom and higher education’s autonomy.

The Statute was approved with Decision No.7, date 03.02.2017 of the Senate and Decision No.4, date 31.01.2017 of the Administration Board.

CHAPTER I GENERAL PROVISIONS

Article 1

Name

University College “Wisdom” is an institution of higher education which operates in the field of Law, Economy, and Social Sciences, as well as in the base and applied scientific research, creative activities, services, etc. and it will have the official name **University College “Wisdom” (UC “Wisdom”)**

Article 2

Term definitions

In the Statute, the following terms have these meanings:

1. *University College “Wisdom” (“Wisdom” UC)* licensed with the Decision of Council of Ministers no.254, date 27.02.2008, accredited with the Order of Ministry of Education and Sports Nro.355, date 25.10.2015.
2. *The Student* is that subject who has signed a registration contract with the University College “Wisdom” and is provided with a specific matriculation number issued by the National Examination Agency.
3. *Academic Year* is a time period of developing the teaching process, which is organized in terms, and it begins each October to end in September of the following year.
4. *Fees* are the tuition and other extra payments needed for re-attending the subjects, examinations, etc., as it is foreseen in the contract signed between the Student and University College “Wisdom”, etc.

5. *Registration* is the contract signing for attending the student's studies in UC "Wisdom", payment done, registering in Amza, that is the State Register – the fundamental register of University College "Wisdom" and providing the student card.

6. *Studies in the First Cycle* imparts base knowledge about general methods and scientific principles and earns specific skills in a certain field of professions and specialties. The Studies in this cycle are realized in 180 credits (ECTS), and their normal duration is 3 (three) academic years. When finishing the studies of the first cycle, a diploma of "Bachelor" degree is awarded in the respective field.

7. *Studies in the Second Cycle* is based in the programs for the degree of "Master of Science" and imparts in-depth theoretical and practical knowledge, as well as training in independent research in a field within a specialty. The Studies are realized with at least 120 credits and their normal duration is 2 (two) academic years. When finishing the study program, a diploma for the degree of "Master of Science" is awarded.

8. *The Integrated Study Programs* of the Second Cycle in the Law field are realized with 300 credits, for a duration not less than 5 (five) academic years.

Article 3

Object

University College "Wisdom" is an institution of higher education which operates in the field of education, scientific research, creative and professional activities. The Object of University College "Wisdom" is to prepare high specialists in the field of legal sciences, Economics, and Psychological and Social Sciences, of the First Cycle, with a professional orientation, and scientific formation in the Second Cycle and the Integrated Studies in Law.

Article 4

Mission and Goal

1. University College "Wisdom" is a non public institution which guarantees academic freedom, respects the legal obligations explicitly defined on Law on Higher Education Scientific Research, in this Statute, and the normative which are mandatory generally for the Institutions of Higher Education.

2. It is the mission of University College "Wisdom" to develop the education and science, in service of freedom and ideas diversities which serve to build and consolidate a democratic society and rule of law, to develop the economy, to improve the well-fare and human dignity, realized through legal and transparent activities.

3. University College “Wisdom” guarantees the free expression of the scientific ideas, cultural, political, union and religious, by not allowing organizational links and activities of the political parties and religious communities, except those of a scientific and educational character. The best moral, and cultural, historical, educational and scientific traditions of our country are the base of teaching and scientific research combined with the best standards and achievement in the world, generally, and especially in Europe.

4. University College “Wisdom” aims to give the students a qualitative education, by integrating the results of a valuable research, which will be of use to the Albanian society through teaching, creativity, using the best scientific achievements, as well as the partnership of the labor market and the international one.

5. To be a centre of knowledge development in the Albanian society, a center of excellence in the academic formation of our students, a center of expertise specialized in the field of legal, economic and social studies, as well as an excellence center for the base and applied scientific research.

6. University College “Wisdom” aims:

- To offer full study programs of the first cycle, the second cycle, integrated studies in Law and teaching activities and professionally training, pursuant Bologna Declaration and the legislation in force in the Republic of Albania.
- To conduct studies and research in the fields of Law, Economics and Psychology, but not only.
- To conduct postgraduate scientific qualification, specialization courses and short term training courses for lawyers, psychologists and people from other areas into interdisciplinary study programs.
- To provide high quality in teaching and learning, by applying advanced methods of modern teaching, among others by encouraging active learning, using techniques, materials and experience of the developed western universities and through the application of the highest criteria in teaching and learning for the academic staff and the students.
- To assign clear objectives for each study program, what one should know and what one will be able to do after completing the study program.
- To establish a strong and functional relation with the community in general and especially with the state administration and the business community by achieving a permanent multifunctional partnership, etc.

7. To fulfill its mission and achieve its goals, the University College “Wisdom” has these objectives:

- Achieving a high quality in all fields and academic activities and scientific research;
- Having a well known academic staff of a high asset and high level of professional skills;
- Having a high quality in the academic processes and the infrastructure of the institution;
- Providing the graduated students with the best education and opportunity to further develop their knowledge;
- Building cooperative bridges in a national, regional and international level;
- Creating a stimulating and developing environment for the academic staff, the employees and students;

Article 5

Principles

1. University College “Wisdom” respects the academic freedom of both parties: the academic body in teaching and in scientific research, and the students’ community in learning, in the meaning expressed Law No.80/2015 “*On Higher Education and Scientific Research in the Republic of Albania*”, and the other legal acts and normative, including the international ones which are applied in RA.

2. The activity of University College “Wisdom” with the students, academic body and the administrative staff is based on individual merits and excludes any kind of discrimination regardless of the way it may be encountered.

3. The teachers and scientific researchers are guaranteed the autonomy and teaching freedom in harmony with research, without interfering with realizing the objectives of the approved curriculum pursuant the legislation in force and the provisions of this Statute.

4. Equal chance for the equipments/materials and investing in teaching, and the scientific research is the essential criteria in the pedagogical and researching activity. Supporting individual or group differentiation is an exclusion which is allowed by the competent body in the way it is defined by Law and in the Regulation of University College “Wisdom”, for objectives of a specific importance, emergency cases, because of international obligations or in support of the talented/gifted.

5. University College “Wisdom” considers as essential duty the teaching, studying, and scientific research in cooperation with local institutions and by national and international exchange of the teachers and students, so as to fulfill the objectives of its study programs.

6. University College “Wisdom” enables the students’ proper conditions to acquire knowledge, expressing free thoughts/ideas and getting organized while respecting the rights of coexistence, the law, Statute and its Regulation. The activities in group of a cultural, scientific and sports character are realized in accordance with the Regulation of the University College, by respecting the legal obligations for such activities.

Article 6

Foundation

1. University College “Wisdom” is the continuity of Non Public Institution of Higher Education “Wisdom University”, established by the Society “Wisdom” Ltd. known by Decision No. 14905, dated 17.05.1996, of the Tirana District Court, created on the basis of the Decision of Council of Ministers no.672, date 27.09.2006, which has been granted the permission for distance learning in Banking and Insurance Branches and Political Science, along with the Decision of Council of Ministers no.254, date 27.02.2008, has been granted the permission for the development of the full-time graduate programs in the Faculty of Law and Psychology. Order No.412 date 25.08.2011 of the Ministry of MES approved the reorganization of Non Public Institution of Higher Education “Wisdom University” with two Faculties: Faculty of Law and Faculty of Economics and Social Sciences. Minister’s Order No.355, date 25.10.2015 of MES is accomplished it’s Institutional Accreditation.

2. On the Academic Senate’s Decision No. 6, date 03.02.2017 decided to reorganize the Non Public Institution of Higher Education “Wisdom University” by becoming a University College, pursuant Article 20, 33 and 129 of Law No. 80/2015 “On Higher Education and Scientific Research in the Institutions of Higher Education in the Republic of Albania”, named *University College “Wisdom”*.

Article 7

Study accomplishment

The accomplishment of each study program is certifies by a diploma, document or respective certificate pursuant the type and level of formation as it is defined by the legal acts

and normative and the Regulation of "Wisdom" UC. Their content and form is approved by the Senate and are registered in MES pursuant the Legal framework in force.

Article 8

The Rights of "Wisdom" University College

For applying the institutional autonomy and the academic freedom, the University College "Wisdom" has the right:

- a) To freely choose the institutional structure of the University College "Wisdom", its governing authorities and bodies pursuant his Statute p to the level of department/group subjects; To select the academic body for research and teaching, as well as the administrative staff and the support staff, always in accordance with the definitions of the law in force.
- b) To freely choose the study programs which will be offered in the institution so as it fulfills the respective academic standards; To approve plans, curriculum and the scientific research, textbooks to be used by its students, and the respective literature; to defines, when/if deemed reasonable, specific criteria for each study program, as a condition to accept students in these programs, for every academic year; to decide the procedures and criteria for giving scholarships.
- c) To define the research field and develop its program with a broad European and international orientation.
- d) To create cooperation links with university structures, similar or close to, the higher education or scientific research in the country or abroad, exercise their activity in the field of higher education; to be a member of NGOs and national or international organizations of public/private higher education;
- e) To offer services in the fields that have to do with practical application of teaching and research, pursuant the Albanian law and this Statute;
- f) To accept donations by local and foreign foundations which help the development of higher education;
- g) To use the land, buildings and other owned or rented properties for educational purposes or which are related to it, as well as any other property pursuant the law in force.

Article 9

Immunity

1. All the premises of University College “Wisdom” are prone to immunity guaranteed by Law No. 80/2015 “*On Higher Education and Scientific Research in the Republic of Albania*” for the institutions of higher education.
2. Police intervention in the academic environment is only done in cases defined by the legislation in force, in cases of extreme need, and by request and/or with the permission of the Rector or the people who are authorized by him/her.

Article 10

Obligations of “Wisdom” University College

University College “Wisdom” is obliged to:

- a) develop the educational and the scientific process according to the standards defined and pursuant normative and contemporary standards;
- b) respect the commitments which stem from the contracts with the students and teachers;
- c) University College “Wisdom” is responsible for compiling the policies and procedures of internal quality assurance;
- d) report to the Ministry of Education and Science for the teaching and research activities in accordance with the legislation in force;
- e) be object of assessment and accreditation of the study programs and the institutional one;
- f) make public the study programs offered in accordance to levels, quota and study criteria;
- g) make public the internal and external quality assessment reports;
- h) show in the beginning of every academic year the institution’s financial situation, the academic staff, and the study fees for the coming year for each of the study programs.

Article 11

Assurance of internal and exterior quality

1. Assurance of internal quality is the assessment and guarantee of the quality for exercising the academic, administrative and financial activity of University College “Wisdom”. This assessment is performed at least once in 6 (six) years, but can also be done each time it is deemed necessary, as partial assessment or total/institutional one.
2. Assurance of internal quality is realized by the institution itself by:

- a) Hierarchy organizational structures (governing bodies and authorities) of University College “Wisdom”, which plan, organize and guarantee the application of policies, strategies and procedures to realize its vision.
 - b) Internal Quality Assurance Unit (IQAU), which assesses the efficiency of the academic, administrative and financial activity of University College “Wisdom” and compiles the respective report of the internal assessment (RIA). This report is discussed in all the units of University College “Wisdom”, aiming to continuously improve the quality of performing these activities in the future.
3. The Structure and functioning of the IQAU are defined in the provisions that follow and in the Regulation of the IQAU.
 4. Exterior quality assurance is done by the public agency of accreditation of higher education or other authorized agencies, on Rector’s request, after the report of internal assessment is finished.

CHAPTER II

ACADEMIC ORGANISATION

Article 12

The Structure of UC ”Wisdom”

1. University College “Wisdom” consists of the academic structure and the administrative structure; pursuant appendix no. 1 attached this statute, which is part of the statute of UC “Wisdom”. The highest academic governing body is the Academic Senate. The highest administrative governing body is the Administration Board.
2. The highest governing authority is the rector, chairman of the main unit and of the base unit. Other academic bodies are the assembly of the academic staff and permanent commissions. The administrative governing authorities are: the institution’s administrator and the administrator of the main unit.

3. Other collegial bodies are: Rectorate, Deans, Council of Ethics.

Article 13

The academic structure

1. University College “Wisdom” is compound of two main units. These units of University College “Wisdom” are structured pursuant Article 22, of Law No.80/2015, Faculty of Law and Faculty of Economics and Social Sciences with base divisions.
2. The academic structure of University College “Wisdom”, is:
 - a) Senate
 - b) Rector
 - c) Rectorate
 - d) Council of Ethics
 - e) Commission for guaranteeing the quality standards
 - f) Commission for activity and curricula development
 - g) Commission for relations with the students, public and coordinating.
3. Faculty of Law with three base units:
 - a) Public and European Law Department
 - b) Private Law Department
 - c) Criminal Law Department
4. Faculty of Economics and Social Sciences, with three base units:
 - a. Economic Sciences Department
 - b. Educational Sciences Department
 - c. Psychology Department

Article 14

The Senate and its organization

1. The Senate is the highest collegial decision-making body of “Wisdom” University College, responsible for fulfilling its mission and achieving the goals.
2. The Senate is headed by the Rector and it organizes meeting periodically, as a rule once in 3 (three) months, but not less than 3 (three) times a year. Members of the Senate are of the category “Professor” or have the scientific degree “Doctor” (“PHD”), earned in universities

that are members of OECD or UN, not having the governing authority with this title and, on the effect of representing, their category can go down to “Doctor”.

3. The Senate consists of 13 (thirteen) members with the right to vote. 11 (eleven) members are chosen by the academic staff, full time, and 2 (two) members are chosen by the student community.

2. The Senate members are chosen from the Assembly of Academic Staff of the Faculty of Law and Faculty of Economics and Social Sciences, by a general voting, for a four-year mandate, with a right to be re-elected amongst members of full time academic staff. The Students are represented in the Senate by about 15%.

3. The Mandate of a Senate member ends:

- With its deadline;
- By resignation;
- When the pedagogical, studying or working relations are interrupted with the University College “Wisdom”;
- When missing without any reason in 4 (four) consecutive sessions of its meetings.

4. The vacant post is taken in accordance with the respective order of the list of candidates while voting for the Academic Senate. When there is no such one, the Rector calls for elections to select a member for the Senate. Replacement within the mandate of a Senate member can be done by approval from the majority of its members.

5. Rector is a member and the Chairman of the Senate because of his/her duty and representation. On Rector’s proposal, when there is no vice rector, the Senate appoints one of the members as a vice/chairman.

6. As a decision-making body, the Senate takes decisions by absolute majority of votes. Its decisions are made public by the Rector. The order of the day usually is proposed by the Rector and is approved by the Senate. The Senate can also be met in extraordinary sessions when called by the Rector or when this meeting is requested by 1/3 (one third) of the members who are entitled to vote.

Article 15

Senate Functioning

1. The Senate Functions stem from the Article 38 of Law No. 80/2015 “On Higher Education and Scientific Research in the Republic of Albania”.

2. The Senate is a collegial decision-making body of the University College “Wisdom” which defines the institution's development policies, programs, coordinates, directs and controls the activities of teaching and research and evaluates their effectiveness. The Senate

Is headed by the Rector and it organizes meeting periodically.

3. The functions of the Senate are:

- a) Guarantees the autonomy of University College “Wisdom”, academic freedom and equal opportunities, as well as the students’ rights;
- b) Proposes the strategic development plan of University College “Wisdom”;
- c) Approves the statute of University College “Wisdom”, by two-thirds of its members’ votes, after a preliminary approval of the Administration Board and approves the Institution’s Regulation;
- d) Compiles the general structure of the IHE and proposes to the Administration Board the number of the institution’s staff in all its levels;
- e) Approves new study programs, of scientific research, changes and closing them, by guaranteeing the financial support in the annual project–budget of the institution;
- f) Proposes closing and reorganizing the IHE, and dividing or uniting an IHE with another IHE;
- g) Approves opening, reorganizing or closing units of University College “Wisdom”, based on proposals of the main and base units. In these cases, a preliminary evaluation is given by the Administration Board;
- h) Approves the annual plan of the academic and scientific research activities, and approves the detailed annual report of the institution’s activities, compiled by the Rectorate, and forwards it to the Ministry of Education And Science;
- i) Approves the annual and mid-term budget-plan of the institution;
- j) Creates the Permanent Commission for the staff assessment and other commissions;
- k) Guarantees the assurance of internal quality in University College “Wisdom” by creating the mechanisms for assessing the teaching and scientific research activities of the academic staff, and is responsible for ensuring the internal quality in the institution, pursuant the state standards;
- l) Assesses and approves the new study programs, of scientific research or part of them and opening, reorganizing or closing the teaching or research units;
- m) Assesses the teaching –researching activity of the academic staff;
- n) Ensures that the examinations process and their assessment are done pursuant the institution’s standards, and that they guarantee the quality, objectivity and proper transparency.

- o) Approves specific criteria for student to be candidate selection, according to proposals of the main units and the admission quota for each academic year.
- p) Approves cases of special treatment of the teachers, researchers and students with skills or results especially high or important.
- q) Appoints the members of Council of Ethics, the IQAU's and Permanent Commissions.
- r) Approves in the second rank the curricula and the scientific research of the Faculties;
- s) Defines the annual norms of the minimal teaching and researching load for the full time staff;
- t) Approves rules, procedures and study programs of the postgraduate qualifications;
- u) Recommends awarding special awards, titles, and other honors from University College "Wisdom";
- v) Analyses and gives a thought for changes and improvements on the level of payments of the full time teachers and honorariums for the par time teachers within the approved annual budget;
- w) Exercises every other competence that by Law or this Statute is not given to any other body, excluding cases that deal with the financial administration which are given to the Administration Board.

4. On complain, or mainly on request, analyses the legitimacy of the main units' acts. When it is noticed that they are not pursuant the law and the statute, sends it back to be analyzed by the Dean with the respective suggestions. If the main unit takes a decision against the normative acts in force, the Senate decides to change it or nullify it.

5. Approves opening new branches, creating centers or specific courses, and other projects of services, based on the proposals of the main or base units, as well as restructuring the University College "Wisdom".

6. Through the Rector, the Senate proposes to the Board:

- goals, policies and actions which serve best to the interests of the community and to the University College "Wisdom";
- concrete policies on teaching and on the recruitment of the academic staff, extra-curricular programs of research, teaching and scientific publications, different training, different criteria for giving special grants or scholarships (within the approved budget), etc.;

Article 16

The Rector

1. The Rector is the highest academic authority of University College “Wisdom”, as well as the legal representative for the academic and protocol issues.
2. The Rector of University College “Wisdom” holds the title “Professor” and may be appointed from the academic staff of the institution or out of it. The Rector leads the Senate and reports to it.
3. The Rector is appointed by the assembly of partnership of the company with the proposal of the Senate of University College “Wisdom”.
4. The Rector’s Mandate is a four-year one. He/she is on duty for one mandate, with the right to be reappointed once only. After his/her mandate is finished, he/she continues to be a member of the base unit staff of the UC and performs his/her academic activity.
5. The Rector is dismissed from his/her position in case of performing intentional penal acts or serious violation of law, his/her inability to accomplish his/her job, or not properly fulfilling the duty, for the cases foreseen in the Code of Ethics of the institution.

Article 17

Rector’s Functions

The Rector is the highest governing, executive authority, and order transducer of University College “Wisdom”, who, as foreseen in the law, has the following functions:

- a) He/she ensures the implementation of the decisions, measures and requirements of the Senate and the Board.
- b) When requested or on his/her own initiative, he/she participates, without the right to vote, at meetings of the governing bodies and entities of the University College “Wisdom” in which he/she does not legally belong to or according to this statute.
- c) Leads the meetings of the Senate and represents the University College “Wisdom” in relations to the state bodies and institutions and other third parties.
- d) Submits proposals for the acts which are under the jurisdiction of the Senate and the Board.
- e) Seeks information on matters within his/her competence to the Board.
- f) Abrogates, mainly or with the request of the one whom is interested, the Dean’s acts which are contrary to the applicable law, to this statute and other normative approved in base and in accordance with the legislation in force or in accordance with this Statute.

- g) Signs the diplomas for the Degree of “Bachelor” and “Master”, and has no right to delegate the signature.
- h) Signs the cooperation agreements with the other national and international institutions.
- i) Solves the jurisdictional issues between the bodies and heads of units, apart from those between the Senate and the Board. Resolves disputes between the different structures of University.
- j) Organizes or exercises controls on the quality of teaching in the faculty, budget management, scientific research, as well as any other matters that are in the competence of the latter. Creates commissions and working groups for different issues, studies and special events.
- k) Sets up the working groups for various issues and special activities.
- l) Takes measures for the institutional accreditation and of the study programs on time and in accordance with the legislation in force.
- m) Proposes to the Senate the creation, merging or changing of a structure , or a service, or of a scientific or a teaching-research or an administrative unit;
- n) After consulting the Senate, he/she proposes to the administrator of the company, within the approved annual budget, the necessary changes and adjustments of the full time or part-time professors’ salary;
- o) Proposes to the Senate and the Board concrete policies related to teaching and to the recruitment of the academic body, extracurricular programs of research, scientific publications, different training, criteria to give special grants or scholarships (within the approved budget), etc.;
- p) Gives special awards, titles or other assessments with the approval of the Senate;
- q) On Dean’s proposal, approves the Assessment Commission of the teachers and the researching staff;
- r) Appoints the Faculty Deans and Vice/rector, after consulting with the Senate and the Administrator of CU;
- s) Appoints the full time academic staff proposed by the authorities of the main units, pursuant the procedures defined in the Article 64 of Law 80/2015 and the Article 21 and 45 of this Statute;
- t) The Rector signs the employment contracts of academic staff and academic assistant staff in higher education institutions.
- u) Establishes the procedures governing the activities to raise funds and priorities for the University College “Wisdom”;
- v) Analyses the student’s appeal against expelling measure from the University College “Wisdom” and takes his/her final decision about it. In cooperation with the respective Dean decides to expel the students from University College “Wisdom”;

- w) Gives permission for the security forces to enter on the premises of the University College “Wisdom” and he/she can call them in case of need;
- x) Orders the registration and student transfer and their transfer to the other institutions.
- y) The Rector may authorize, in his/her absence, one of the governing authorities of “Wisdom” UC to replace him/her.
- z) The Rector’s relations with the other bodies, the ways and conditions of exercising his/her powers are provided in the regulation of the University College “Wisdom”.

Article 18

The Rectorate

The Rectorate of University College “Wisdom” is created pursuant the Article 40, paragraph 1 of Law No. 80/2015 “On Higher Education and Scientific Research in the Republic of Albania”. The Rectorate is a collegial body lead by the Rector, and it is composed of:

- a) The Rector
- b) The Vice/Rector
- c) Institution’s administrator
- d) Authorities of the main units.

2. The Rectorate compiles the strategic development plan of the institution, based on proposal of base and main units of the institution, and of the administrators.

3. The Rectorate is a collective body which functions by meetings. Decisions are taken at meetings which are held regularly with the default theme announced at least 2 (two) days before the meeting. In urgent cases, the theme is communicated at the beginning of the meeting.

3. The Rectorate’s meeting is chaired by the Rector and this meeting is valid if attended by no less than two thirds of its members. In the Rector’s absence, the meeting is chaired by one of its members appointed by the Rector.

Article 19

The Rectorate’s Functions

1. The Rectorate, in addition to the mission, the rights and duties defined by law, has the following competences:
 - Offers the infrastructure and administrative services for the progress of the operation of the bodies and authorities of the University College “Wisdom”.

- Exercises in the units of “Wisdom” University College controls for specific aspects, either announced in advance or not, it checks if their tasks and goals are fulfilled, as well as the implementation of: the legal acts, the Statute, the Rules and acts of the governing bodies and authorities of the University College “Wisdom”.
- Has the right to issue orders and guidelines to all the constituent structures of the University College “Wisdom”.
- Makes recommendations and gives opinions to the managing structures of the the University College “Wisdom”for issues/problems that it considers or is asked an opinion about, when these structures exercise their functions.
- Gives its opinion when requested by the Rector on the issues related to conflicts between the structures the University College “Wisdom”by the power that the Rector is entitled by law.

2. Depending on the organizational structure of the Rectorate, the Rectorate’s regulations are approved, and they included job descriptions for each employee, except those employees who have the regulations defined in the other acts.

3. In addition to the provisions by law even in this Statute, the organization and functioning of the Rectorate is performed in order to fulfill the tasks and objectives that are recognized by the laws of the higher education, as determined in the Regulation of work which is proposed by the Rectorate and is approved by the Academic Senate.

Article 20

Vice Rector

1. The Vice Rector is appointed by the Rector after the approval of the Academic Senate and with the consent of the Society Administrator, and he/she should be of the category “Professor” or hold the scientific Degree of “Doctor” (“PHD”), awarded by the universities of countries that are members of OECD or UN. They are full time members of the academic staff. The Vice Rector performs the tasks appointed by the Rector who in his/her absence carries out and signs the relevant documents in addition to the aspects, according to the law for higher education and according to this statute are the Rector's franchise.

2. The duties and powers of the Vice Rector of the University College “Wisdom” are:

- a) He/she directs and supervises the teaching at the “Wisdom” University College
- b) He/she is responsible for the implementation of and at the same time controls the syllabuses and curriculums, lessons and hours of the practice timetable, consulting and examinations.
- c) Assists and helps departments to develop syllabuses and curricula for the courses that

- the department covers, and supervises their implementation;
- d) Organizes and leads the students who enroll for the first time on study opportunities offered by the University College “Wisdom” and helps the students select the proper credits needed to gain a certain degree. He/she supports and assists the students in developing an individual study plan;
 - e) Organizes and assists on the students’ registration and matriculation, and makes sure that their data are created, organized, and are kept a secret at the same time;
 - f) Offers to the department his/her assistance and experience in the selection of the candidates as full time and part time teachers, as well as the full time and part time researchers’ staff;
 - g) Offers to the department the necessary information and support for the analysis of the teaching and research tasks of the department. He/she also informs them on measures in the cases of violation of the labor discipline by the academic body supporting staff of the department;
 - h) Proposes to the Rector the objectives which serve in enhancing the quality of teaching and learning at the University College “Wisdom”;
 - i) He/she informs and helps Faculty Dean or in his/her absence, the Head Department, so that everything goes well in the process of teaching and educational activities, about the issues related to deviations from the implementation of the study program which are in the approved curriculum, when the classes hours are not respected, when the teaching is unsatisfactory as well as the acquisition of knowledge, when the control procedures on knowledge are not correct, about incorrect academic behavior on campus, etc.;
 - j) In cooperation and consultation with the departments he/she determines the allocation of courses and their divisions, groups and subgroups;
 - k) Based on the Deans’ proposals, he/she prepares and submits the study structure and the calendar plan for the academic year to be approved by the senate;
 - l) Organizes, directs and controls the work related to the documents completion for students to be enrolled and accepted at the university, the documentation and issuance of certificates, certificates or other documents;
 - m) Examines and decides on the documentation prepared by the department in the cases when the students are transferred;
 - n) Organizes and directs the work to inform the students continuously on their performance outcomes and advise them on their further career when performance results do not meet the study requirements;
 - o) Undertakes the management responsibilities delegated by the Rector.
 - p) Monitors and organizes, in collaboration with the departments, various activities: lectures, symposia, scientific afternoon, etc.

- q) Coordinates the cooperation with the IQAU;
- r) Performs all the other functions delegated by the Rector and reports to him/her for their accomplishment.

Article 21

The Assembly of the academic staff

1. The Assembly of the academic staff of the main units of the Faculty of Law, and the Faculty of Economics and Social Sciences, is composed of full time academic staff of the base units of these Faculties.
2. The Assembly of the academic staff has these functions:
 - Chooses by secret voting the members of the Senate pursuant the Regulation of University College “Wisdom”;
 - Analyses the annual report of the activity of University College “Wisdom” prior to Senate’s approval;

Article 22

Permanent Commissions

1. Permanent Commissions are collegial bodies that function mainly to guarantee the quality standards of the institution and the study programs’, the progress of its activity and relations with the students, pursuant the mission and policies of the Institution.
2. Permanent Commissions of ”Wisdom” UC are:
 - a) Commission for guaranteeing the quality standards
 - b) Commission for the progress of its activity and curricula
 - c) Commission relations with the students, public and coordination.
2. Members of Permanent Commissions foreseen in paragraph 2 of this Article run themselves and are chosen by the Senate for a two-year mandate, with the right to be re-elected. The Organization and functioning of Permanent Commissions is foreseen in specific Regulations which are approved by the Academic Senate.

Article 23

The Dean

1. The authority of the main unit is the Dean of the Faculty of Law and Faculty of Economics and Social Sciences. He/she is the highest academic authority of the main unit and its

representative. He/she coordinates the activity of the base units and the collegial entities of the main units, and resolves their misunderstandings.

2. The Dean is an academic figure of the category “Professor” and may be from members of the academic staff of the institution or exterior.

3. The Dean must have a university background or post graduating qualifications in the fields covered by the Faculty. The Dean of the Faculty of Law must have a university background in the legal field or post graduating qualifications in the field of Law. The Dean of the Faculty of Economics and Social Sciences must have a university background in the legal field or post graduating qualifications in the field of economy or social sciences.

3. The Dean is appointed by the Rector, with a four-year mandate, after having consulted with the Senate and the Society Administrator. He/she is on duty for one mandate, with the right to be reappointed once only. After finishing his/her mandate he/she continues to be a member of the staff of the base unit where he/she performs his/her academic activity. The financial relations are defined in the work contract.

4. The Dean’s Mandate ends when he/she leaves for personal and/or health reasons, in cases of intentionally performing serious penal acts or serious violations of law, his/her inability to fulfill his/her duties, or not correctly performing his/her tasks, for the cases foreseen in the Code of Ethics of the Institution.

5. The Dean is the leading authority, the chief executive, the order transducer of the faculty, who, in addition to what is provided by law, has the following competences:

- a) Organizes, coordinates and manages the teaching and scientific process of the Faculty;
- b) Forwards to the Senate the proposals of the base units followed by his/her suggestions.
- c) Presents the annual report or reports to the request of the faculty, or presents his/her initiative for the issues that he/she considers important, in front of the Dean’s for the progress of teaching and research process in the faculty.
- d) Presents to the Dean’s with his/her initiative, or at the request of the faculty’s bodies (basic units) the proposals for opening, closing, reforming the departments’ curricula etc.;
- e) Proposes to the faculty’s council the opening of branches, centers, courses, providing various services to third parties or participation in projects at home and abroad as well as any case regarding the ones mentioned above.

- f) Performs controls on the quality of teaching, research, the implementation of the work contracts, as well as any other obligation assumed by the department or the faculty staff.
 - g) In cases when he/she notes a violation of work discipline, he/she takes disciplinary measures as defined in this Statute.
 - h) Expels from the faculty or the academic programs the students of each course in the cases and manner prescribed in the Regulations.
 - i) Appoints the Vice Dean of the main unit and the chiefs of the base units;
 - j) Approves the part time and the visitors academic staff, pursuant the proposals from the departments;
 - k) Proposes to be appointed, to the Rector the candidates for the full time academic staff following the selected list of the *ad hoc* commission and the procedures defined in the Article 45 of this Statute;
 - l) Approves the commissions of diploma defense and of the postgraduate qualifications;
 - m) Does the teachers 'assessment for their academic performance in the end of the academic year, and when deemed necessary even during the academic year ;
 - n) Sets the *ad hoc* commissions pursuant the Regulation of University College "Wisdom", the student transfer and mobility, interrupting and resubmission of the studies as foreseen in the Regulation of University College "Wisdom" and of the faculty;
 - o) Assigns individuals to supervise and invigilate the examinations performed in the Faculties;
 - y) Signs the student diploma of the respective faculty, without having the right to delegate his/her signature;
 - p) Proposes the disciplinary measures for the students in the Council of Ethics;
 - q) Approves the lesson timetable, the commission of diploma defense and orders the announcement of the examination session;
7. The Dean, in exercising his/her competences, expresses him/herself through Decisions, Orders, and Guidelines.

Article 24

Vice Dean

1. The faculty, depending on the nature of the activity, and its number of study programs, can decide to appoint a Vice Dean. The Vice Dean is appointed and dismissed by the

Dean. He/she helps the Dean in managing the Faculty and reports to him/her and the Rectorate for the given duties;

2. The relations between the University College “Wisdom” and the Vice Dean are defined in the job contract which is signed by the Rector, having the prior approval of the company’s Administrator.

Article 25

Deanery

1. The Faculty’s Deanery is a collegial authority which is lead by the Dean and it is composed of:

- a) The Dean;
- b) The Vice Dean;
- c) The Faculty Administrator;
- ç) Directors of Faculty’s base units;

2. The Deanery compiles the strategic development plan of the Faculty, based on proposals of the base units, and those of the Administrator of the main unit, and coordinates the activities of the base units.

3. It is a decision-making collegial authority of the Faculty, and foreseen pursuant the law, exercises these competences as well:

- a) Approves the Faculty Regulation.
- b) Proposes the Rectorate to approve the structure and the employees number for the Faculty;
- c) Approves the periodical list of the journals that the faculty will subscribe, as well as the titles of the books to be bought for the Faculty’s library.
- d) Analyses the activity of the Faculty and its authorities, the Dean; the Vice Dean; the Faculty Administrator;
- e) Proposes to the Senate the development strategy of the Faculty;
- f) Analyses and proposes the teaching structure of the academic year ;
- g) Proposes to the Senate giving awards, honor titles and other evaluations of the University College “Wisdom” for special people.
- h) Approves regulations, procedures and the curriculum of the postgraduate qualification.
- i) Analyses the teaching activity of the Faculty.
- j) Analyses the scientific research and publishing activity of the Faculty.
- k) Approves the curricula of the Faculty.

- l) The Deanery in exercising its competences, expresses itself by decisions.

Article 26

The Council of Ethics of University College

1. The Council of Ethics of University College “Wisdom”**“Wisdom”** promotes and analyses issues regarding the Ethics in the teaching and researching process, as well as other institutional activities.
2. The Council of Ethics is a decision-making collegial body, established in University College “Wisdom”as a permanent structure which analyses various behaviors of academic and assistant academic staff of the institution if they are subject to Ethics violation or not. The Council also analyses the students’ behavior during their learning and researching activities in the institution, if they are subject to student Ethics violation or not.
3. The Council of Ethics meets as often as there are cases to be discussed within its jurisdiction. It takes decisions by the simple majority (50%+1) and forwards proposals to the Rector for these cases.
4. Regarding the cases of Academic Ethics and Integrity in “Wisdom” University College, what is not foreseen in this Statute and the Regulation, will be regulated by the Code of Ethics which is approved by the Academic Senate.
5. Members of Council of Ethics are appointed by the Senate of the academic staff according to the proposals from members of the Senate.
6. The Council of Ethics consists of 5 (five) members. The Council of Ethics elects its chairman and proposes him/her to the Senate to approve the Code of Ethics of the UC “Wisdom”.
6. The way of handling complaints, decisions, appropriate sanctions and the enforcement of these decisions is provided in its regulations.

Article 27

The Internal Quality Assurance Unit

1. The Internal Quality Assurance Unit is a permanent autonomous structure of “Wisdom” University College. It consists of 5(five) members who represent the main units of UC “Wisdom”, the student council can be part of it, 1(one) member in the quality of the external expert. Members of the Internal Quality Assurance Unit are appointed by the Academic Senate, from the academic staff, pursuant the proposals of the main units. The chairman is appointed by the Rector of “Wisdom” University College.

2. The Internal Quality Assurance Unit evaluates periodically the effectiveness of learning and researching activities, compiles reports and proposes changes for further development, based on the guidelines of quality assurance in the European range of the higher education.
3. The unit has operational autonomy and access to all of the institution's records; it organizes the work for an internal control and quality assurance according to the state's quality standards as well as respecting the academic freedom in teaching and the learning process.
4. At the end of each term or before the examination's session, it organizes the student questionnaire for the teaching quality and issues regarding the learning process;
5. The IQAU develops tracking surveys in cooperation with the Commission for Student relations so as to evaluate the progress of student employment and the efficiency of the offered study programs by UC "Wisdom".
6. The assessment reports, performed by the IQAU of the University College "Wisdom", are used as a source of the external assessment and the continuous improvement of quality.
7. The Organization and functioning of the Internal Quality Assurance Unit and the System of internal assessment of the University College "Wisdom" are defined in a specific regulation.

Article 28

Head of the Department

1. Head Department is the highest authority regarding the teaching and the scientific base unit. The candidate runs him/herself and is academic staff of the category "Professor" or holds the scientific Degree "Doctor" ("PHD"), earned in universities that are members of OECD or UN. In case there is no candidate of this authority, the Lector can candidate for the position when the latter holds the scientific Degree "Doctor". The Head of the Department must have a university background or postgraduate qualifications in the fields that the Department covers.
2. The Head Department is part of the governing academic staff of "Wisdom" University College, and is a member of the Deanery. His/her candidacy is elected by the full time academic body of the department and is appointed by the Faculty Dean.
3. The Duties and competences of the Head of the Department are:
 - a) Organizes and directs the work to compile syllabuses and curricula for the courses and subjects that the department covers, and follows their implementation;
 - b) On behalf of the department he/she defines the criteria and needs for full time and part time academic staff;

- c) Proposes to the Faculty Dean the candidates for full time academic staff, pursuant the candidate's list selected by the *ad hoc* commission, and proposes to be approved the candidates for part time or visitor academic staff;
- d) Proposes to the Dean the measures for violation of labor discipline from the academic body or the support staff of the department;
- e) Periodically analyses the teaching and research work of the department, and proposes or takes measures to further improve it;
- f) Consults with the Vice Dean to carry out the above mentioned duties and powers;
- g) Represents the department and acts on its behalf in relation to the Dean, Vice Rector, the Senate, the Rector and the Board;
- h) Consistently tries, on behalf of the department, to build ties with the counterpart institutions and to promote the department;
- i) Is responsible for publicizing the achievements of the department by encouraging the didactic and scientific publications, the involvement or the cooperation in projects, especially through updating the relevant sections in the "web site" at University College "Wisdom";
- j) Follows and is responsible for the teaching and the research work of the department;
- k) He/she is a member of the Deanery;
- l) Organizes and directs the work to compile textbooks for courses that the department covers;
- m) Allocates the teaching workload and the scientific research of the department.
- n) Co-operates closely with the IQAU in dealing with problems related to the quality of teaching, and the acquisition of knowledge by students;
- o) Approves the exams' commissions and the thesis' examination;
- p) Proposes the composition of the diploma defense and university's postgraduate qualification commissions;
- q) Supervises the research activities in the Department, in accordance with the annual plan; He/she maintains the documentation of the academic research activity of the department's academic staff, after the reports in the annual analysis;
- r) Supervises and makes sure that the teaching programs, the scientific research activities as well as other activities, are done on time and in the proper way.
- s) Supervises and signs the teaching workload of the academic staff.

- t) Recommends to the Deanery the specific acceptance criteria for the academic and the scientific teaching assistants for the department, after preliminary discussion it in the department.
- u) Presents to the Deanery the list with criteria and proposals for the academic staff with temporary contracts as well as for the Visitors, after preliminary discussion in the department.
- v) Proposes to the Deanery, closing or changing the teaching researching groups, their structure and its changes pursuant the Statute.
- w) Organizes periodic checks, or checks for cases of particular aspects of the department and annual analysis of its teaching and the scientific work.
- x) Identifies, verifies, and when it is appropriate, he/she proposes to the Dean the measures for labor discipline violation by the employees of the department under the provisions of the Regulation of the Faculty.
- y) Supervises and makes sure that the labor discipline is carried out; he/she takes appropriate measures to restore order in case of violations or flaws. In severe cases or when it is considered as such, he/she announces the Dean for that and presents the organizative and disciplinary recommendations.

Article 29

The Head of Teaching and Researching Group

1. Departments, based on their study program and activities, might have a Head of Teaching and Researching Group.
2. In addition to other duties defined by the normative acts in force, the Head of Teaching and Researching Group, the following tasks and duties to exercise his/her functions:
 1. He/she compiles the curricula and disciplines which are covered by the group and presents them to the department in discussion.
 2. He/she makes sure that the teaching programs, the research activities, or other activities are respected and accomplished on time as well as in the appropriate way.
 3. He/she follows the scientific activity of its members, and informs the governing authorities on the upcoming issues.
 4. He/she reports to the department on the implementation of the curriculum at the end of each term by reflecting the opinions of the academic and the research group.
 5. He/she organizes the annual work performance analysis and submits the documentation of the scientific activity of each member to the department.
 6. He/she oversees the implementation of the signed learning workload of the group.

7. Identifies, verifies and when it is appropriate, he/she announces to the chairperson of the department about the violations in the labor discipline by the employees of the group.
8. Supervises respecting the labor discipline, takes appropriate measures to restore order in case of violations or in cases of flaws. In severe cases or when he/she considers it as to be reported, he/she notifies the Head Department and the Dean/director with the organisative and disciplinary recommendations.

Article 30

The Assistant Academic Staff

1. The Assistant Academic Staff of "Wisdom" UC is composed of:
 - a) Library (assistant academic staff of a teaching character), and
 - b) Registrar (staff assistant of administrative services).
2. Employment criteria and appointing procedures are defined in the following articles of this Statute.
3. The Organization and Functioning of the Library and Registrar Office are defined in the Regulation of "Wisdom" UC, and in specific Regulations.

CHAPTER III

ADMINISTRATIVE ORGANISATION

Article 31

Administrative Structure

1. The Administrative Structure of University College "Wisdom" consists of:
 - a) Administration Board,
 - b) The Administrator of University College,
 - c) The Faculty Administrators,
 - d) Finance office,
 - e) Human Resources Office,
 - f) Career and students life Office,
 - g) IT Office,
 - h) Service Office,
2. Administrative structure with an academic support character is made of:
 - a) Teaching Secretariat

- b) Library
- c) Archive and protocol

Article 32

Administration Board, its composition and organization

1. Administration Board is the highest administrative collegial entity which guarantees the accomplishment of the mission of the “Wisdom” University College, its financial and administrative welfare.
2. In order to accomplish its mission, the Board:
 - a) Recommends to the society administrator the necessary changes in infrastructure (teaching and supportive environments, new teaching equipments and tools, literature, etc.) for the academic quality (qualifications for the academic staff, financial treatments, establishing cooperation with homologous institutions, etc.) and for the activities of University College “Wisdom”(conferences, meetings, public activities, marketing, etc.),
 - b) Recommends and orients for best use of the provided budget and protected in the Board by the Rector, prior to its final approval from the Administrator or Assembly Partners.
 - c) Guides and orients for achieving the efficiency of the public activities and the marketing process performed in the aspects of University College “Wisdom”.
 - d) Within the definitely-approved annual budget, proposes to the administrator for changes and necessary improvements in the level of payment of the full time and part time teachers,
 - e) Analyses and approves general operative policies of University College “Wisdom”, concrete teaching policies and recruiting the academic staff, extracurricular research activities, journal’s publishing, different trainings, criteria for awarding grants or specific scholarships.
3. The Administration Board of University College “Wisdom” is composed of 5 (five) members with the right to vote, who are eminent experienced personalities, with a reputation and contribute in the administrative, economic, social – cultural issues, in the field of higher education and science. The Members of the Administration Board are approved by the General Assembly of the Society.

4. Five members, who represent the “Wisdom” Ltd, are popular experts in the academic, managing, economic, and legal fields or of the local government, can be partners of the society and can be appointed by the Society Administrator “Wisdom”.
4. The Rector, authorities of the main units, authorities of the base units and the Institution’s Administrators and the administrators of the main and base units cannot be members of the Administration Board, but they can be invited to participate in their meetings.
5. The Board, with the proposal of the Society Administrator, appoints its Chairman among the members with the right to vote, with 3/5 (three/fifths) of its members. The Chairman leads the Board’s activities and its meetings. The Chairman leads the Board and its meetings. In his/her absence, this task is performed by a member of the Board, whose task is delegated in a verbal or a written form by the Chairman him/herself. The Chairman’s mandate is a two – Year one and he/she has the right to be re-elected.
6. The Board approves a secretary. The secretary is not a member of the Board, but he/she is part of the staff of the academic/assistant academic, administrative assistant of University College “Wisdom”.
7. The Board, during its operation, after a preliminary consultation with the Society Administrator and Rector of the Company, can create subsidiary structures and commissions for specific issues and a specific time.
8. The Rector and Chancellor of the “Wisdom” University College, whose duty is incompatible with the membership in the Board, may participate without the right to vote at the Board’s meetings, when they decide themselves and when summoned by the Board.

Article 33

The Functions of the Board

1. The Board is a collegial decision-making body which supervises and controls the activities of the institution of higher education, related to the administrative, financial, economic, and its properties managements.
2. The main functions of the Board are:
 - a) Guarantees the financial stability of “Wisdom” University College and accomplishments of its mission;
 - b) With the proposal of the Academic Senate, approves the strategic development plan of the Institution and supervises its progress;
 - c) With the proposal of the Academic Senate, approves the annual, and medium-term budget of the Institution and supervises its implementation;

- d) With the proposal of the Academic Senate, approves the staff number in all the levels;
- e) Preliminarily evaluates closing and reorganizing the Institution of Higher Education, as well as dividing or merging the Institution of Higher Education with another Institution of Higher Education;
- f) Preliminarily approves opening, reorganizing or closing the units that compound the Institution of Higher Education;
- g) Expresses an opinion about the project Regulation of the Institution and approves its Financial Regulation;
- h) Defines regulations for income delivery that the institution ensures by exercising its activities, as well as supervises the use of financial resources;
- i) Is responsible for defining the criteria and procedures of employing the administrators and the administrative staff, based on the normative of the institution of higher education;
- j) Appoints and dismisses the administrator of University College “Wisdom” with the proposal of the Society Administrator;
- k) Preliminarily approves the Statute of institution of higher education, before it is forwarded to the Academic Senate, with not less than three/fifths of the members’ votes;
- l) Preliminarily approves the candidate to be Rector of the University College, prior to his/her appointment by the Society Administrator;
- m) Approves the detailed annual report for the institution’s activities, compiled by the Rectorate.
- n) Approves the criteria for delivery of financial resources;
- o) Approves, with the request of the Academic Senate, the project –budget of the Institution by two-thirds of the votes;
- p) Evaluates the efficiency of use of the financial resources pursuant the approved budget;
- q) Approves the number of the academic and assistant academic staff of University College “Wisdom”, pursuant the proposals of the respective structures;
- r) Approves the annual financial report presented by the Administrator of University College “Wisdom”;
- s) Assesses the institutional development plan and its annual activity program;
- t) Approves the internal regulation for the administration, finances and accounting;

- u) Defines the criteria and procedures of awarding scholarships to the students;
- v) Approves the regulation for its functioning, for the career office, and for the other normative acts of administrative and financial character.

Article 34

Board's Meeting

1. Board's Meeting is considered valid when the quorum is completed. A quorum is the presence of the absolute majority of the members of the board at a meeting, whereas for the budget's approval it is required a quorum and a majority of two thirds of its members.
2. The annual meeting of the Board is held in September, each year. As a rule, the board is convened once in three months, except when in the following meeting it is decided differently or when the Chief of the Board, the Society Administrator, or when one third of its members request an extra meeting. At the beginning of the Board's meeting the approval of the previous meeting materials is done, revealed by the secretary.
3. The Board's members, in addition to their participation, can participate in the Board's activities and by other means approved in advance by the Board for concrete issues.
4. The Board reviews and approves by simply a majority of votes:
 - The teaching and qualifying to recruit the academic body,
 - The job description and the competition criteria for the leading staff,
 - The appointment procedures in order to avoid discrimination and the conflict of interests.
 - Approves the model of indefinite contracts (unlimited).

Article 35

The relationship of "Wisdom" Ltd Company with the "Wisdom" UC

1. University College "Wisdom" is created at the request of "Wisdom" Ltd Company, in Tirana, and which is responsible for all its operations, the administration and finances.
2. The relationship of "Wisdom" Company Ltd with the "Wisdom" UC is held through the Administration Board represented by the Company's Administrator, pursuant the Article 48, of Law No. 80/20152015 *"On Higher Education and Scientific Research in the Institutions of Higher Education in the Republic of Albania"* and the normative acts derived from its implementation.
3. The Rector signs the employment contracts with the academic staff

with the assistant academic staff pursuant the procedures defined in this statute.

Article 36

Funding, control and auditing of the University College “Wisdom”

1. “Wisdom” UC is a non public self-financing institution. The incomes are created by the study fees from the students and from other legal incomes.
2. “Wisdom” UC has the right to accept financial help which is related to the object of its activity pursuant the legislation in force in the Republic of Albania. It regularly pays the taxes, and other obligations to the State and for the third parties. Its economic and financial activity is stated in the annual balance sheet. “Wisdom” UC records its balance correctly pursuant the legislation in force.
3. The control and the internal auditing of University College “Wisdom” are realized by the internal audit unit of the Institution. This unit is created by the Partners’ Assembly of the Society and is composed of economists and accounting experts.
4. The control and the external auditing in the institutions of higher education is performed by internal or external audited, chosen by the respective ministry for the education from the yearly updated list by the Ministry of Finances.

Article 37

The Administrator of “Wisdom” University College

1. The Administrator of University College “Wisdom” is the highest administrative authority and responsible for the financial well-functioning of the institution. He/she is the legal representative of the Institution of Higher Education (IHE) for the financial and administrative issues of the higher education, pursuant the law of the higher education.
2. The Administrator is appointed and dismissed by the Administration Board, after the having the approval of the society administrator.
3. He/she must have a high education degree, at least of the level “Master of Science” in the field of Law or Economy, and job experience at least seven years in these fields.
4. The Administrator cannot exercise any other function, academic or administrative.
5. The Administrator reports for his/her activity to the Administration Board and the Academic Senate, at least once a year, for the well-functioning of the administrative and financial activity.

Article 38

Functions of the administrator of the “Wisdom” University College

1. The Administrator performs these functions:

- a) Directs the economic, financial and administrative activities
- b) Compiles the annual project budget, on bases of the proposals from the main and base units, based upon the strategic development plan of the institution and on the annual activities of “Wisdom” University College, and forwards it to the Board to be analyzed and approved.
- c) Follows and controls the implementation of the annual budget of University College and in the structures under his/her sub-ordinance;
- d) Applies all the decisions of the Administration Board and of the Senate with a financial and administrative character;
- e) Submits to the Administration Board and the Senate a report on the financial activity of the IHE, at the end of the academic year ;
- f) Cooperates with the other structures and authorities of the IHE for issues of daily administration;
- g) Appoints and dismisses the administrators of the main units and base units after having the approval of the Administration Board;
- h) Fulfills the Rector’s requests, aiming to fulfill the academic, administrative and financial needs;
- i) Prepares and manages the marketing plan of the University College, in cooperation with the Departments, Faculty and the Rectorate;
- j) Organizes and is responsible for the internal and external communication, the internet, etc;
- k) Periodically organizes the internal audit-control and does analyses of an economic-financial character, which he/she submits to the Society Administrator and the Administration Board to be examined and approved;
- l) Organizes competitions to recruit the assistant academic staff of a teaching and administrative character;
- m) Monitors and is responsible for the fee collection for the studies and for the other incomes from the activities of University College “Wisdom”;
- n) He/she is responsible for payments which should be done on behalf of the University College towards the state, like taxes, and other duties towards the third parties;

- o) Surveys and maintains in full efficiency the devices and the equipments of teaching and scientific research;
- p) Meets the demands of the faculties, departments, and other structures of UC “Wisdom”, for materials, stationery and office services;
- q) To effectively uphold the heating system, the electrical system and the plumbing in all areas of University College;
- r) Organizes and carries out quality services on campus (guard service, library service, sanitation, etc.);
- s) Signs on behalf of the University College “Wisdom” the enrollment contract with students or their guardians, to whom the registration is approved.
- t) The administrator, in order to exercise his/her competences can propose to the Administration Board and the Academic Senate, the creation, merging or changing the divisions, structures or/and services.

Article 39

The Administrator of the Main Units

1. The Faculty Administrator is responsible for their financial and administrative well-functioning.
2. The Administrator of the Main Unit must have a university background, at least of the Degree “Master of Science” in the field of Law or Economics, and have job experience in these fields, at least five years in these fields. He/she is appointed by the Administrator of “Wisdom” UC, after having the approval of the Assembly’s Partners. His/her employment contract is signed by the Society Administrator.
4. The Administrator of the Main Unit cannot exercise any other functions, either academic or administrative.
5. The Administrator of the Main Unit reports his/her activity to the administrator of UC “Wisdom”, and informs the director of the main unit, for issues related to the teaching processing;

Article 40

Functions of the Faculty Administrator

1. Functions of the administrator of the Main Units are:
 - a) realizes the daily financial administration of the main unit;
 - b) supervises and controls the financial activity of the main unit;

- c) Fulfills the demands of the chief of the main unit, aiming to fulfill the academic, administrative and financial needs;
- d) Cooperates with the governing authorities and entities of the main unit for essential administration issues in the unit.

CHAPTER IV

STAFF OF UNIVERSITY COLLEGE“WISDOM”

Article 41

Staff of University College “Wisdom”

The Staff of University College “Wisdom “consists of academic staff, assistant academic staff and the administrative staff. Their employment can be by contract, indefinite time/limitless or defined period of time, as well as full time or part time, pursuant the obligations defined in the Article 57, paragraph 1, 2, 3 of the Law for higher education.

Article 42

Categories of academic staff

1. The academic staff in the institutions of higher education performs teaching activities, research, services to support and develop the institution of higher education, advising students and other activities.
2. The academic staff can be of teaching oriented and/or of scientific research. The academic staff in the institutions of higher education, in accordance with the role and the activity that the staff perform, is categorized in three categories:
 - a) Professors;
 - b) Lectors;
 - c) Assistant-lectors.
3. In the category “Professors” are included the members of the academic staff, titular of the subjects or modules and tutors of the scientific research activity. The members of the academic staff of this category hold the academic titles “Professor” or “Associated Professor”.
4. The "Lecturers" category includes members of the academic staff who conduct academic and scientific research activities. Academic staff members are included in this category who hold the scientific degree "Doctor", have at least three years of experience in teaching before or after

obtaining this degree and fulfill the criteria defined in the statute of the institution higher education. This category is employed with an indefinite contract.

5. The "Assistant lecturers" category includes members of the academic staff who develop teaching and research activity. Assistant lecturers must have at least the "Master of sciences" degree and fulfill the criteria defined in the statute of the institution of higher education. The assistant lecturer is employed with a fixed-term contract.

6. The academic staff, engaged in teaching, must have at least a cycle qualification higher than the study program where they teach. In higher vocational colleges, academic staff must have earned at least a "Professional Master" diploma.

Article 43

Teaching Normative

1. Teaching is obligatory for all the fulltime academic staff. The fulltime academic staff must complete the teaching researching norm pursuant the legal definition in the employment contract, and in accordance with the Senate's decision and the respective guideline of the Minister of Education. In addition to teaching period, the rest of the time, the employee must dedicate to preparation, qualification, scientific research, and publishing his/her work and achievements.

2. The salary level of the full time teachers and scientific researching staff is directly linked to their scientific qualification and results at work, pursuant the legal frame in force.

Article 44

Status of the academic staff

1. The Academic Staff are entitled a special status and treatment. The special Status consists in the academic freedom, the economic–financial rights, obligations and responsibilities, as well as legal guarantee for their implementation.

2. The Academic Staff have the academic freedom in 4 (four) aspects of his/her activity, in:

- a) Teaching;
- b) Scientific research work;
- c) Institutional Contribution;
- d) Professional Contribution.

The Academic Freedom does not exclude the right to assess the performance of the academic staff, and the student's right and of third parties not to agree with their work.

3. The Academic Staff cannot be penalized because of their attitudes against the institutional policies. In all the cases the Academic Staff acts pursuant the Ethics, in respect of the Institution and the legal acts and normative in force.

4. The Academic Staff loses the statute when the contract expires/ terminates.

5. None of the Academic can be discriminated by the Institution because of his/her work results in the scientific research performed pursuant the mission of the institution of higher education.

6. In case a member of the Academic Staff states that his/her academic freedom has been violated or that he/she is subject to discrimination, he/she addresses him/herself to the Council of Ethics of "Wisdom" University College. The Procedure of dealing with the complaints is done by respecting all the elements of a regular legal process, pursuant the Regulation of the Council of Ethics. The academic staff can address themselves directly to the respective minister of Education, in case of violation of their academic freedom and the Status, only after having performed dealing with the complaint according to paragraph 6 of this Article.

Article 45

Employment of the academic staff

1. Criteria of employing the full time and part time academic staff are defined by the base units, based on their needs, and are approved by the Dean. The application is done through a competition which is managed by an *ad hoc commission*, composed in majority by representative of the respective base units.

2. For the teachers' selection, on Faculty Dean's proposal and approval of the Rector of University College, is established and functions an *ad hoc commission*, "The Commission of assessing and selecting the academic staff", composed of full time professors and scientific research employees, and with department experience.

3. The Faculty Dean is the Chairman of the *ad hoc commission*, because of his/her duty. He/she proposes the selected candidate to be appointed and employed as part of the academic staff, which is a condition for agreeing on the employment contract between the professor and "Wisdom" University College;

4. The chosen Candidate is initially employed on a three-month contract up to one year. The employees of the category "Lector" can be appointed at work after finishing the contract and fulfilling its conditions. In these cases, he/she is appointed by the Rector, according to the *ad*

Hoc commission's list, and after the Dean's proposal, in accordance with the departments needs.

5. The employment contract, after the employee is appointed by the entity of the nomination, is signed by the Rector.

6. The Academic Staff employed full time in an institution of higher education, cannot be employed as a full time academic staff in another institution of higher education in the country or abroad. He/she can be engaged part time only in another institution of higher education, with the approval of the authority of the main unit and the Rector's, and in agreement between the Institutions. Participation of the academic staff in projects, counseling, publishing and various services realized in "Wisdom" UC, in cooperation or on his/her interest, are not considered as being employed in two places within the institution.

7. The part time Academic Staff, pursuant the department needs, are proposed by them, after discussing in the department's meeting, and are approved by the Faculty Dean. The candidates for these positions compete by personal files in the base units. The Department lists the candidates according to satisfying the announced needs, and satisfies the job description, and forwards to the governing authority of the main unit to be appointed, the candidate who lists first in the classification.

Article 46

Work Contracts

1. Members of the Academic Staff in the category "Professor" and "Lector" are employed at "Wisdom" UC with an indefinite time contract.

2. Members of the Academic Staff "Assistant-lector" are employed in "Wisdom" UC with a definite time contract.

3. Both categories can be employed full time or part time. Notifying the end of the work contract for the academic staff is done pursuant the Labor Code.

4. The Academic Staff cannot leave/be changed while performing a scientific research in a project monitored since the beginning from him/her, without his/her consent, except cases when serious violations are proved as such.

5. The work contract with the academic staff, appointed pursuant procedures defined in the Article 45 of this Statute, are signed by the Rector of "Wisdom" UC

Article 47

The Working Hours and Leave

1. The full time Academic Staff at "Wisdom" UC realizes the teaching workload pursuant the legislation in force.
2. The Academic Staff, within the effective time, can perform academic, scientific tasks, or in the institutional support toward the third parties, after having the approval of the titular of the University College.
3. The Academic Staff, for activities which are related to the 4 (four) work aspects pursuant paragraph 2 of the Article 44 of this Statute, have the right to get a leave up to two weeks, with the approval of the Head Department who informs in any case the authority of the main unit. For a leave up to 4 (four) weeks, the leave is given by the authority of the main unit, who in any case notifies the Rector. A request for a leave with a longer period of time is approved by the Rector. In all cases, the request for permission must be documented and justified, on bases of an official agenda in the Human Resources Office.
5. The Academic Staff, with the Rector's approval, after having taken the preliminarily consent of the Head Department and the Faculty Dean, can perform other higher duties in the local public administration, or abroad, for not more than a five-year period of time without interruption. During this period of time his/her place of work/position is kept.
6. The members of the academic staff who candidate and are elected in voting for the parliament of the Republic of Albania or for the bodies of local government, notify in the written form the Head Department, the Dean, and the Rector of the institution of higher education. While exercising his/her political activity, he/she is suspended the academic activity and he/she does not earn a salary.

Article 48

Rights and duties of the academic staff:

1. The academic staff of University College "Wisdom" is entitled to these other rights:
 - a) To advance in the academic career, pursuant the legislation in force;
 - b) To be trained, to qualify in the academic and science-research institutions in the country and abroad, pursuant the legislation in force and in accordance with the respective profession;
 - c) To choose and to be elected in the bodies of University College, by performing elective activities pursuant its Regulations;

2. The Academic Staff of University College “Wisdom” has these main duties and responsibilities:

- a) To know, respect, obey and apply in accordance to the Constitution and legislation in force;
- b) To respect the working timetable/hours and to use it only to accomplish his/her duties. The Working hours and teaching are defined in the employment contract.
- c) to develop the professional academic skills and to participate in training activities for this purpose;
- d) Not to ask for or to accept any other material profit/benefit, as defined in the laws and other legal normative;
- e) To be totally responsible for his/her own actions/behavior while performing his/her duty as staff academic in UC “Wisdom”;
- f) To obey to the institutional ethics in respect of the image of the institution of higher education and his/her figure as a titular.
- g) To apply his/her dressing code and code of conduct pursuant the Code of Ethics while exercising his/her academic activity;

3. The Administration Board, with the Rector’s proposal or the Administrator’s of the University College, can accord a special treatment, as well as other perks for the academic staff.

Article 49

Invited Academic Staff

1. The base units of University College “Wisdom “have the right to ask to hire by short-term contracts local or foreigner researchers, personalities.
2. To select the Visiting Academic Staff are considered their qualifications towards the need of the base units for teaching or science-researching activities.
3. The Visiting Staff are proposed by the departments, after having discussed it in the department’s meeting, and are approved by the Faculty Dean, after having received the Rector’s and the Society administrator’s opinion.

Article 50

Sabbatical Academic Year

The Academic Staff of the Category “Lector” and “Professor”, with the approval of the base

unit of University College (UC), performs the academic activities, has the right to interrupt his/her engagement in the institution, once in seven years for a one-year period of time, so as to work for his/her academic development. In this case, he/she is kept the place of work, and it is given a financial treatment which is defined in the employment contract.

Article 51

Employment period of the academic staff

1. The Academic Staff, who hold the title “Professor”, serve on duty until they reach the age of 68 (sixty-eight), except the case when they are dismissed from their duty. Based on the UC’s needs, and with his/her consent, he/she can serve on duty/ in a position even after the above mentioned age, with contracts that last up to 1 (one) year.
2. The Academic Staff, who hold the title “Associated Professor”, serve on duty until they reach the age of 65 (sixty-five). Based on the UC’s needs, and with his/her consent, he/she can serve on duty/ in a position even after the above mentioned age, with contracts that last up to 1 (one) year. In special cases, even for the Academic Staff of the category “Lector”, when it is deemed necessary from the base units, by considering the needs and his/her skills, he/she can serve on duty even after the age of 65 (sixty-five), with a contract of up to one year.

Article 52

Special Treatment of the Academic Staff

1. The Academic Staff have the right to benefit an extra monetary reward which is about the performance and the development strategy of UC “Wisdom”, as it is defined in the internal normative acts of UC “Wisdom”.
2. The Academic Staff can benefit compensation and financial reimbursement when he/she works for his/her activities in the 4 (four) directions defined in the paragraph 2, Article 45, pursuant the procedures defined from the Administration Board, in accordance with the development strategy of University College.
3. The Academic Staff have the right to, in special cases; ask for a leave/permit without fair remuneration, for health, or personal reason, for his/her children, his wife/her husband or his/her parents. The maximum leave/permit without fair remuneration within a calendaric year cannot be longer than 30 (thirty) days.
4. The Academic Staff, during his/her educational period, trainings or qualifications in schools or universities in the country or abroad, can benefit a salary and compensations as the following:

- a) for his/her educational period, trainings or qualifications in courses, academy or universities in the country or abroad, a full-monthly salary along with all the compensations;
 - b) educational period, trainings or qualifications in courses or universities abroad, the base salary for the scientific degree or the title that he/she is holding;
5. In cases when the Academic Staff die, suffer from a severe or long-term disease, or serious damage of his/her properties as a result of a natural disaster, his/her family can be given immediate financial support up to three-monthly salaries.
6. This financial reimbursement is approved by the Administration Board, with the proposal from the Rector, the Administrator of University College, or the Society Administrator.

Article 53

Assistant Academic Staff

1. The Assistant Academic Staff is divided in:
 - a. the Assistant Academic Staff of the teaching character and
 - b. The Assistant Academic Staff of the administrative character.
2. The Assistant Academic Staff of the teaching character assists in realizing and supporting the teaching and/or scientific research activities. He/she is part of the base unit and serves to support the activities of the latter. In this category are included the IT, laboratory workers, laboratory technicians, as well as the Staff of the “Wisdom” Institute for Research and Development, and the Staff of “Wisdom” Clinic of Law, etc..
3. The Assistant Academic Staff of the administrative character assists in realizing and supporting the teaching and/or scientific research activities, and/or of the developing activities of “Wisdom” University College, in the base unit level, main unit level, or the institutional level. In this category are included, typewriters, linguist editors, etc...
4. The employment criteria for the full time Assistant Academic Staff are proposed by the unit where this Staff serves based on the needs of the latter. The competition is chaired by an *ad hoc* commission, composed in majority by representatives of the respective unit, and chaired by the Administrator of the main unit.
5. The Assistant Academic Staff are approved by the Administrator of University College, from the list of the candidates selected by the commission, and the proposals of the Administrator of the main unit;
6. The employment contract with the Assistant Academic Staff is signed by the rector.

Article 54

Administrative Staff

1. The categories of Administrative Staff and the salary level are approved by the Administration Board of “Wisdom” University College, pursuant the legislation in force.
2. The employment criteria for the full time Administrative Staff are proposed by the unit where this staff serves based on the needs of the latter. The competition is chaired by an *ad hoc* commission, chaired by the Administrator of “Wisdom” University College, or of the main units. The Commission is approved by the Society Administrator.
3. The Administrative Staff are approved by the Society Administrator, from the list of the candidates selected by the commission *ad hoc*, proposed by the Administrator of “Wisdom” University College, or the Administrator of the main unit;
4. The employment contract with the Administrative Staff is signed by the Company’s Administrator.

Article 55

Disciplinary Measures

1. The Disciplinary Measures for the academic and assistant Staff are defined in their work contract pursuant the Article 37 of the Labor Code in the Republic of Albania, and the Article 68 of the Law for Higher Education:
2. The types of Disciplinary Measures are:
 - Verbal warning
 - Written Remark
 - Written disciplinary warning
 - Suspension
 - Dismissal
3. The Disciplinary Measures are given by the governing authorities “Wisdom” University College, respectively by the Rector, the Dean, or the Head Department; except the disciplinary measure “Dismissal” which is competence of the Rector only.
4. The cases which the Disciplinary Measures are taken about are defined in the Regulation of “Wisdom” University College, and of the Council of Ethics.

Article 56

General Employment Criteria

1. People to be employed for these three categories: academic Staff, Staff assistant academic Staff, and administrative Staff must satisfy these general requirements:

- to be Albanian citizens with full capacity to take actions,
- to master the necessary professional skills for the position they are competing for;
- not to be given a final sentence by the court for intentionally performing a penal action;
- Not to be given the disciplinary measure of “dismissal” from their previous job/s.

2. The Specific Criteria are set in the competition announcement for the vacant place, based on the job position and description. These requirements are defined by the respective units that request to fulfill the vacant job position.

Article 57

The Selective Commission

1. The Assessment and Selective Commission *ad hoc* for the Academic Staff is composed of:

- The Dean, Chairman of the Commission;
- Two representatives proposed by the respective Department and approved by the Dean;
- One representative chosen by the Rector;
- One representative chosen by the Society Administrator.

2. For the Administrative Staff of the faculty, the commission is chaired by the Administrator of the unit, and is composed of:

- Two representatives chosen by the Dean respectively, and
- One representative chosen by the Administrator of the University College;

3. For the administrative Staff of “Wisdom” University College, the commission is chaired by the Administrator of the University College, and is composed of:

- Two other representatives chosen respectively by the Rector and by the Society Administrator.

4. The *ad hoc* Commissions are approved by the Rector of “Wisdom” University College.

Article 58

Assessment and Winner Announcement

1. The Assessment and Selective Commission *ad hoc*, does the listing of the candidates as they meet the announced requirements so that they fulfill the job description and performance.

2. For the academic Staff, the governing authority of the main unit, submits to be appointed by the Rector, the candidate who comes first in the classification done by the *ad hoc* commission.

3. For the administrative and the assistant teaching-researching Staff, the Society Administrator decides to appoint them and signs the employment contract.

Article 59

Probation Period

1. The administrative Staff employed in “Wisdom” UC is given a Probationary Period (not necessarily) which may be 3 (three) up to 6 (six) months. At the end of this period, is decided whether the work relation will continue or will be interrupted. The employee must be justified the interruption of work relation.

Article 60

The Content of Employment Contract

1. The Employment Contracts for the academic Staff of full time and part time are signed by the Rector of “Wisdom” University College, after obtaining the Company’s Administrator opinion regarding the employment. The Employment Contracts for the administrative Staff are signed by the Company’s Administrator.

2. The Employment Contract must contain:

- Parties Identity;
- Workplace;
- The job description that the individual will exercise;
- Starting date;
- Duration of the work contract;
- Working and break duration;
- The salary;
- Teaching normative (for the respective Staff).

3. The Employment Contract is signed not later than 30 (thirty) days from the day he/she is appointed at work. The Employment Contract for the part time academic Staff will be signed for a certain job or for a certain period of time.

Article 61

Termination of the Employment Contract

1. The Employment Contract ends when the employee:

- Resigns;
- Reaches the retirement age;
- The agreed period of time finishes;
- Becomes incapable of accomplishing his/her duty for physical and mental causes;
- Is given an imprisonment sentence by the Court;
- Is concluded as incapable of performing the given duties;
- In cases of Institutional restructuring, changes or closure of the units
- Is given the disciplinary measure of “Dismissal”.

2. Termination of the Employment Contract is done pursuant the procedures defined in the Labor Code. The employer, to terminate the employment contract, after the probationary period, must notify the employee, in the written form, at least 72 (seventy two) hours before meeting him/her and to talk with him/her. The employer, during the talk, introduces the reasons of the decision to be taken and gives him/her the opportunity to express him/herself.

3. Termination of the Employment Contract is notified in the written form, within 48 (forty eight) hours up to 7 (seven) days after the meeting. This procedure is applied in cases of immediate Termination of the Employment Contract.

4. The Contract with a definite time finishes at the end of the foreseen time without preliminary termination. When, after termination of the define time, the contract lasts silently of this deadline, she is considered as an indefinite contrite.

CHAPTER V

ORGANISATION OF THE STUDIES

Article 62

Study Programs

1. “Wisdom” University College, actually offers study programs in the First Cycle and the Second Cycle of university studies. These study programs refer to the levels 6-8 of the Albanian Qualification Framework. For academic year 2017 – 2018, will be offered integrated study programs in the second cycle, in the law field, lasting 5 (five) years.

2. The study program is proposed, compiled and reviewed on request of the base units in accordance with the labor market. The proposal for opening, reviewing or closure of a study program, in any cases is justified by arguments. The accredited study programs can be changed up to 20 per cent. The approval for changes is given by the Academic Senate, and the respective Ministry for Higher Education is notified not later than six months before the

academic year.

3. The study programs in the first cycle, aim to transmit base knowledge about general scientific methods and principles, and specific skill in a broad variety of professions and specialties. The study programs in the first cycle are firstly conceptualized by the departments by respecting the requirements of the legal provisions and normative acts. The Departments compile the study programs for each subject which is included in the sphere of the base unit. The Project-programs prepared by the Departments, are analyzed and are given a preliminary approval by the Deanery. When the process of analyzing is finished within the faculty, the Dean forwards the program to be approved by the Academic Senate. The study programs in the first cycle, as a rule are realized with 180 European Credits (ECTS) and their normal duration is 3 (three) years. When the study programs in the first cycle is accomplished, is awarded a "Bachelor" diploma in the respective educational field.

4. More specific rules regarding the program compilations, the admission quota, the selecting criteria of the candidate students, duration of the study programs, credits, and the awarded diploma, are defined in the Faculty Regulation and in the study program's Regulation.

Article 63

Study Forms and Student Admission

1. The studies programs in UC "Wisdom" are full time studies. The study programs' curricula are organized in modules or specific subjects, evaluated in credits, in accordance with the European Credit Transfer System (ECTS).

2. Student Admission in "Wisdom" UC in all the study programs is realized pursuant the procedures defined in the legal normative of MES and in the Regulations of UC "Wisdom", of the Faculties and of the study programs, according to the state standards, the academic and infrastructural capacities. These standards are verified and certified by the respective Ministry responsible for the education, before the declaration of the admission quota from all the Institutions of Higher Education.

Article 64

Duration of Study

1. A normal duration of study program in "Wisdom" UC is pursuant the legal provisions in force. The normal duration of a study program in the first cycle, for the Degree of "Bachelor" is 3 (three) academic years; for a study program in the second cycle for the Degree of "Master of Science" is 2 (two) academic years. The normal duration for the integrated programs in Law is 5 (five) years.

2. The maximum duration of every study program is not more than double of the normal duration of the studies. In this period is not included the time that a student interrupts his/her study program as it is defined in the Regulations of the study programs.

3. The student, who is not able to finish his/her studies within the maximum duration of the program, has the right to apply to readmission in the same study program or in another one. He/she applies pursuant the criteria and procedures announced for enrollment for the study program of “Wisdom” University College. The student’s accumulated credits during the previous study program can be transferred, with the decision of the *ad hoc* commissions of the base units.

Article 65

Admission quota for the study programs

1. The Senate of University College “Wisdom” approves the proposals made by the base units for the admission quota in each of the study programs, based in the infrastructure and the academic capacities.

2. When compiling the proposals for the admission quota, the Dean states the arguments related to the mission of the study program, the physical space/environment, and the availability of the academic and assistant staff emphasizing the ratio teacher-student (the reference is done in the proposed student number), the full time and part time ratio, the scientific qualification level of the academic staff, the availability of the didactic equipments and the literature resources in the context of the teaching methods, etc.

Article 66

Criteria of Candidate selection

1. The admission criteria of each study program are approved by the Senate of UC “Wisdom”. In addition to the argued proposal for the admission quota, each Department prepares and proposes specific criteria about selecting the candidates to be admitted in the first cycle of the study programs. These criteria are made known publicly by the UC “Wisdom”.

2. The criteria, procedures and the necessary documentation of student admission and student registration are defined in the Regulation of the University College and the study programs, pursuant the normative acts of the Ministry of Education and Science.

Article 67

The Academic Year and Organizing Teaching

1. The study programs in University College “Wisdom” are performed on basis of the academic year which is organized in terms. Each term has 15 (fifteen) weeks, at least 20 teaching hours (lectures, seminars, exercises and laboratories), and not more than 25 teaching hours per week.
2. The organization of the teaching process, the attendance of the teaching activities, seminars, exercises, practice, and passing to following year, are defined in the Regulation of the UC “Wisdom”.

Article 68

Attending a second study program

1. The individuals, who have finished a study program, have the right to attend a second study program. In this case, are accepted to apply, as a rule, the candidates who own a diploma which is proximate with the second study program they want to study.
2. The specific criteria about admission in a second study program are defined in the Regulations of “Wisdom” University College, and in the Regulations of the study programs.

Article 69

Student Transfer and Equivalence

1. University College “Wisdom” offers the chance of student transfer among programs of the same study cycle, within the institution itself or different institutions of higher education, as well as study transfer from the previous programs in the study programs of the first cycle.
2. The student transfer is done in the beginning of each academic year. The decision of full or partly recognition of the accumulated credits from a student, in order to continue the studies, is of the respective commission, established by the Departments of “Wisdom” University College.

3. The criteria and procedures of credits recognition and study transfer are defined in the Regulation of University College and in the Regulation of the base units, in accordance with the legal requirements.

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Awarding the Diploma

1. When finishing the university studies in “Wisdom” University College , are awarded these diplomas:

- a) Diploma of the First Cycle for the Degree of “Bachelor”;
- b) Diploma of the Second Cycle for the Degree of “Master of Science”;
- c) Integrated Diploma of the Second Cycle.

2. Every form of a diploma and certificate, before being issued, is approved in the Academic Senate, and is registered in the Diploma State Register and in the Certificate State Register for the higher education and scientific research, which is kept in the in Education Service Center.

Article 71

Student Status

1. A student earns the legal status “Student of University College “Wisdom” by his/her registration in the study program and by signing his/her contract. The student loses this status when withdrawing his/her diploma, as well as in the case of his/her de-recognition. The student is de-recognised by his/her written request. Cases of student de-recognition are defined in the Regulation of the University College, and in the Regulation of the study programs.

2. The personal data of every student, the assessment taken during his/her study program attendance, the data about the diploma along the diploma supplement, etc., are recorded in the base student register. This register is completed in the written form and electronically and is kept in permanent storage.

3. Every student, in the initial registration in “Wisdom” UC is given a unique matriculation number, which accompanies him/her until the diploma or certificate withdrawal, pursuant the rules defined by the Ministry of Education and Science about generating and giving the matriculation number.

4. A student can interrupt his/her studies and resume them pursuant the rules in the Regulation of University College and the Regulations of the study programs. A student

Cannot be registered in more than one study program, at the same time, of the same study cycle. The excellence students are an exception.

Article 72

The Student's Rights and Obligations

1. The student has the right to:

- a) Attend all the teaching activities developed in the context of the study program they are registered in;
- b) Use the infrastructure that the "Wisdom" UC puts at disposal of the teaching process, as well as to benefit from the supportive services offered by the UC;
- c) Choose and be chosen in the Student Council and in the Institution's entities, pursuant Law No. 80/2015, dated 22.07.2015 "On Higher Education and Scientific Research in the Institutions of Higher Education in the Republic of Albania", and this Statute;
- d) Participate in decision-making processes of the "Wisdom" University College;
- e) Express their judgment about the teaching quality and the Staff's work in "Wisdom" UC, through questionnaires and other democratic forms;
- f) Sign a service contract, at the registration moment in "Wisdom" UC, according to the standard provided in the Guideline of the respective Minister for the Education;
- g) transfer credits/studies from other institutions of higher education to "Wisdom" UC and vice versa;
- h) be organized freely in meeting with a social, economic, cultural, sports, and academic character;
- i) be insured by "Wisdom" UC in one of the insurance companies for all the provided study program for the risk of interrupting the activity or for other risks the guideline of the respective Minister for the Education and the Minister for the Finances.
- j) Be provided with the Student Card which is a unique document;
- k) Seek help or advice by the competent authorities of University College about knowing the rules and opportunities that are offered for studies, specializations, and qualifications;
- l) Know the achieved results and to seek advice about a choice he/she has to make in order to earn a certain diploma or the desired specialization;
- m) Not to permit that his/her personal and final results are made public during his/her

During his/her years of study;

- n) Complain individually or collectively, when he/she deems that the teaching process is not performed in a correct way, or when the offered knowledge is not of the promised level or not the required one;
- o) Make a request and complain when he/she considers that the assessment is not fair to him/her;
- p) Be heard by the respective authorities of University College, before a disciplinary measure is taken for him/her and appeal that this disciplinary measure is reviewed;

2. A student is required to:

- a) Obey to the Regulations defined by “Wisdom” UC;
- b) Regularly attend the teaching process, seminars, lectures, and other teaching classes which are compulsory pursuant the study program;
- c) Pay proper attention to the studies and participate in academic activities;
- d) Respect the rights of the academic staff, assistant academic, administrative staff and other students;
- e) Pay the decided fees of “Wisdom” UC according to the contrast he/she has signed, as well as the fees for the services that are offered by this Institution of Higher Education;
- f) Liquidate all the obligations defined in the curriculum and in the syllabuses in order to enable earning the necessary credits;
- g) Respect the Code of Ethics of University College “Wisdom”;

Article 73

Students Council

1. In “Wisdom” UC, the students are entitled the right to be organized in student councils in the level of a main unit.

2. The Student Council is an independent organization of the students in University College, which does not perform political and economic activities. The Council enables the students’ participation and coordinates their representation in the governing authorities of the “Wisdom” University College, in the teaching-researching structures and in the service structures.

3. The Student Council is elected once in 2 (two) years by students’ votes pursuant the Law for higher education, with a specific regulation proposed by the students themselves, and

Approved by the Academic Senate, which is attached to the Regulation of “Wisdom” UC, and is based on the legislation in force.

4. The Student Council cannot be organized in other political or nonpolitical structures out of “Wisdom” University College.
5. The Student Council expresses ideas and proposals about issues of general interest of the University College, such as the curricula and the study programs, Regulation for the teaching activities, the right to study, the services quality, the performance of different activities such as cultural, artistic, sports, etc.
6. “Wisdom” UC supports the Student Council with the logistics and can finance their projects, through the approval of an annual fund.

Article 74

Scholarships

1. University College “Wisdom” offers some types of study scholarships as an economic support for certain social categories, as well as scholarships with the excellence criteria for the excellent students.
2. The study scholarship can be a full scholarship or partial. The conditions about enjoying the offered scholarship are defined in the respective contract between the student and “Wisdom” University College.
3. Scholarships are accorded by an *ad hoc* Commission. The Commission for Scholarship Allocation, which is established by the Society Administrator.
4. The criteria and procedures of scholarship allocation are defined by the Administration Board with a special Regulation.

Article 75

Knowledge Control and Assessment

Issues regarding the marking system and knowledge assessment, ways of controlling knowledge, as well as the organization and procedures of the examination and retaking examinations are defined in the Regulation of “Wisdom” University College, and the Regulations of the study programs.

Article 76

Documentation of the teaching process

1. University College “Wisdom” stores in the written form:
 - a) The state fundamental register of the students;

- b) Register of the academic achievements;
- c) Register of the withdrawal of diplomas and certificates.

2. The student's Fundamental Register is the document that proves the student's registration. Every student is provided with a matriculation number which he/she keeps until the student withdraws the diploma or certificate, which is stated in this register. The fundamental register is deposited in the State Archives pursuant to the legal framework in force for the archives, whereas the notarized is stored for all the period of time of the existence of "Wisdom" University College. It is also recorded in the electronic form.
3. The Register of the academic achievements is the document that certifies the achieved results of each of the registered student in the institution of higher education according to the study program. The Register of the academic achievements. The register of the academic achievements is deposited in the State Archives pursuant to the legal framework in force for the archives, whereas the notarized is stored for all the period of time of the existence of "Wisdom" University College. It is also recorded in the electronic form.
4. The Register of the withdrawal of diplomas and certificates is the document that certifies their issuing by "Wisdom" University College, which documents the withdrawal of the diploma and the diploma supplement for every student who has successfully accomplished the academic and the other institutional obligations.
5. UC "Wisdom" records the registers' pursuant to the normative act of the respective Ministry for the education. The Register of the withdrawal of diplomas and certificates is deposited in the State Archives pursuant to the legal framework in force for the archives, whereas the notarized is stored for all the period of time of the existence of "Wisdom" University College. It is also recorded in the electronic form.
6. The Documentation, after its final record, is deposited in the State Archives pursuant to the legal framework in force for the archives, whereas the notarized is stored in the archive of the Institution of Higher Education pursuant to the legislation in force and the Regulation of University College and the secretary regulation. In case of activity closure of "Wisdom" University College, its registers, as defined in paragraph 1 of this Article, and each of the other documents, are deposited in the State Archives pursuant to the legislation in force for the archives.

Article 77

Student Database

“Wisdom” UC stores the personal student database. All the storage processes and the processing of the personal student database are performed, based on the principle of confidentiality and pursuant the requirements of the legislation about protection of personal data.

CHAPTER VI SCIENTIFIC RESEARCH

Article 78

Scientific Research Activity

1. UC “Wisdom” performs scientific research activity, base or applied studies, projects for development and other creative activities, pursuant the nature and its specific objectives. The scientific research activities are done based on the programs and projects which are approved by the Academic Senate and the respective Boards.
2. The scientific research activity which is done in “Wisdom” UC aims to support the development of our country and to improve the education quality.
3. Through the scientific research activity, of the academic Staff of University College “Wisdom” and the students earn the skills for independent research in the context of developing a study professional and academic career.

Article 79

Structure of the Scientific Research in “Wisdom” University College

1. The scientific research activity of University College “Wisdom” is developed by the base units.
2. The base units of University College “Wisdom” perform their activity pursuant the mission and fields of competences, then it is subjected to the criteria of finances for its scientific research activity, pursuant the Law for Higher Education and the legal normative acts in force. They are obliged to make their activity public as well as their respective

results in the scientific periodic magazines, journals, papers, etc... They guarantee the integrity of the research and teaching activity. The main purpose of the scientific research is to broaden, deepen, re-concept and reintegrate scientific knowledge about the studied phenomena, and to theoretically concept the interaction of the different actors and the process itself which they influence/affect. The applied scientific research aims to find practical and specific solutions with the main target/objective to make use of the theoretical knowledge so as to put them into practice.

3. The study fields, orientations, work volume and deadlines of the scientific research activity are defined by the Institutions of higher education themselves based on the priority fields of national development and in the study programs offered by “Wisdom” UC. The scientific research activity of the academic Staff is assessed in the end of each academic year.

CHAPTER VII TRANSITIONAL AND FINAL PROVISIONS

Article 80

Official Seal

University College “Wisdom” has the official seal where it is written *Koleji Universitar “Wisdom” that means University College “Wisdom”*, pursuant Appendix no.2, attached to this statute, which is an integral part of the Statute of “Wisdom” University College.

Article 81

Emblem of “Wisdom” University College

University College “Wisdom” has its own emblem, pursuant appendix no.3, attached to this statute, which is an integral part of the Statute of University College “Wisdom”¹

Article 82

The students of the study program in the first cycle in “Law”, who started their study program in the academic year 2016-2017 and in the previous academic years, will continue their studies pursuant the criteria and modalities of the legislation in force of that time these students were registered.

Article 83

¹ Amended by Order No. 459, dated 22.11.2021 "Amendment of the some changes to the Statute of the University College "Wisdom"

Based on this Statute, University College “Wisdom” issues its Regulation and the other Regulations in accordance with the units of the academic and administrative structures, as well as the study programs.

Article 84

This Statute can be subject to changes pursuant the legal requirements, from the Academic Senate and the Administration Board with the approval of the respective Ministry for the Education.

Article 85

This Statute was preliminarily approved by the Administration Board with the Decision no. 4, dated 31.01.2017 and the Academic Senate with the Decision No.7, dated 03.02.2017.

Rector

Prof.Dr. Lush Perpali