CIT
CANADIAN INSTITUTE
OF TECHNOLOGY

2019 - 2020

STUDENT
GUIDE

Transforming CIT towards an institution that offers knowledge and solutions to the main challenges of our society

Dear students,

Welcome to Canadian Institute of Technology, a knowledge based institution, which you have chosen and trusted in order to study and grow professionally.

Our current times require that universities act as actors and offer wide-ranging and concrete solutions towards the challenges faced by society with regard to economic and social development as well as proper care to the environment. As such, CIT is considered the right institution to provide you with knowledge and innovative ideas which exceed the boundaries of our country and region.

The curricula and the content of study programs at CIT offer enormous opportunities and responsibilities at the same time in order to realize the current mission of universities, that is, to materialize and bring about new changes. As students at CIT, you have the opportunity to participate and become actors to the profound technological transformation of the country and beyond in terms of applying your gained knowledge and creativity.

By attending your own specific study programs at CIT, you will be provided with up-to-date and competitive knowledge and skills. By working together, we may transform CIT into a distinguished academic and research-oriented institution both in the country and the region, an institution which provides solutions to the society at large.

By acting in line with innovative concepts, by combining your academic expertise with your initiatives as actors in this process, as well as by collaborating with various actors during our teaching and research activities, we will make sure to put our professional knowledge and skills to the service of society and the environment we live and share together.

CIT pays special attention to innovation in the teaching and learning process, to entrepreneurial initiatives as well as to the social and environmental impact of research itself. I invite you to become together promoters of social progress by caring for both society and the environment. Such a mission could be realized by our distinguished and dynamic academic staff who are well-equipped with the most up-to-date knowledge, experiences and skills.

Close partnership with the community of students clearly materializes the motto of our approach "Student at the centre"; whereas collaboration and partnerships with other business and governmental actors, both private and public will continue to be at the centre of our attention not only during this academic year.

CIT pays special attention to innovation in the teaching and learning process, to entrepreneurial initiatives as well as to the social and environmental impact of research itself. I invite you to become together promoters of social progress by caring for both society and the environment. Such a mission could be realized by our distinguished and dynamic academic staff who are well-equipped with the most up-to-date knowledge, experiences and skills.

Internationalization of the teaching and learning process as well as the internationalization of the research activities and students' life in general will remain the focal point of our policies and study programs offered at CIT. Therefore, participation in and partnerships with EU programs as well as collaborations with similar and innovative counterpart institutions both in Europe, North America and beyond will become a priority of our daily work.

Your success and professional achievements at CIT also remain very important for us. Therefore, in line with our motto "Student at the centre", we will provide our full commitment and attention in order to make such professional and overall achievements of yours a reality.

Finally, CIT remains the most reputed institution in the country due to the dedicated academic and scientific commitment of its academic staff. Therefore, at CIT your knowledge and ideas will become real and later be applied as initiatives in many fields of life.

Sincerely,

Reis Mulita

Rector

WHY CIT?

After twelve years of study, the right decision you would make is to get enrolled for your University studies at Canadian Institute of Technology. Here you will find the highest academic standards and a perfect learning environment. You are going to have a life experience, studying at the heart of a dynamic city, like Tirana.

Join us, you will love CIT.

Studying in English

CIT teaches in English only, which provides additional benefits without extra costs by improving your English language skills, increasing employment opportunities in the country and giving you access to the international career.

North American Curricula

CIT provides programs based on the North American Curricula and teaching is delivered based on the best practices of Canadian education system, which empowers graduates with creative, daring, entrepreneurial, inventive skills and love for knowledge.

In the Heart of Tirana

CIT is located in one of the most important towers of Tirana, in a walking distance from main City Square, cultural, recreational and historical places as well as central government institutions. This location will make you have the time of your life, while you are preparing yourself for an exciting career.

Flexible Studying Programs

CIT provides Bachelor Degrees based on American and European System of Credits (ECTS). Programs are taught based on the 3 years of enrollment to provide you with full access to both systems. CIT Master Programs are based on both systems mentioned above.

Flexible Learning Methods

CIT is a pioneer of flexible learning path taking into consideration the changing needs of education. You will be able to work and study at the same time with the possibility to complete your classwork at any time of the day or in the evening.

Chances to Study in Canada or US

In addition to the use of Canadian Higher Education System, CIT is working on establishing Transfer or Full Affiliation Agreement with Canadian Universities. Our teaching system makes it easy the accreditation of your degree in the US and Canada.

International and Internationally Educated Academic Staff

CIT employs highly qualified faculty members, combining foreign and Albanian citizens with an international education background and professional experience in the classes they teach. CIT takes a personal approach to education. At CIT students and professors are more than a team, both in pursuit of continuous and advanced knowledge. CIT offers the advantages of a close, caring small university atmosphere combined with in-depth academically oriented research.

Contents

1. KEY INFORMATIONS

1.1 Students and Administration

1.1.1 Student administration

Secretary of the Faculties are responsible for most of the student's administration, including enrollment, personal data, examination administration, providing official transcripts, etc.

1.1.2 Student card

Each student will receive a Student Card upon enrollment to be used for access in CIT services as for example: the library, laboratories etc. In case of lost or damage the student must contact the Registration Department and fill a Student Card Replacement Form.

1.1.3 Updating personal details

- The official records of student admissions, registration, and grades are kept in the Secretary of the Departments.
- Each time a student changes his/her home address, telephone number, email etc., the student will be able to update his/her personal information by contacting in person at the Registration Department.
- These records are confidential and subject to the information release policy of CIT.

1.1.4 Computing facilities

At CIT, we always try to keep the pace with the latest developments of science and technology. This is achieved not only by investing to get the latest and the best hardware equipment's, but also by trying to install and maintain the latest systems and applications.

Each staff and student is provided with an email account on the domain of the university (cit.edu.al) that can be used to facilitate the communication and coordination. Each student or staff has his own account on the systems of the university, and can login to it from any of the computers on the CIT network, using his own username and password.

1.1.5 Maturity and Spirit of Responsibility

- Students at CIT are expected to be mature, responsible, and committed to preparing themselves for their professions.
- This should be evident in a student's sense of self-respect and regard for the rights of others and for the rules applied by the University and the broader society of Albania.
- The following rules exist to frame the minimal requirements of a University modeled in the tradition of higher education.

1.1.6 Textbook

Students have the option to buy or borrow the textbooks at CIT. If the student chooses to borrow the book he/she has time till two weeks after the exam has taken place to return the intact book at the library.

1.1.7 Health Center

- CIT's Health Center is committed to promoting good health, safety and wellness for all students in a caring and supportive atmosphere.
- Professional nursing staff is available to provide first aid and medical care for minor acute illness and injuries, as well as to address other health concerns, provide health education, and focus on disease prevention.
- All students, staff, and faculty have access to the Health Center.

1.2 Student Grievance Policy and Procedures

1.2.1 Transparency

Throughout the University the process should be transparent to ensure that student complaints and grievances are fairly dealt, consistently and promptly.

1.2.2 General Guidelines

- The procedures used to review and resolve complaints or grievances are fair and must be seen to be fair.
- Confidentiality shall be respected for all parties, unless the use of the information is authorized by law.
- That staff involved in resolving complaints or grievances shall act fairly at all times and ensure that conclusions shall be based on a fair hearing of each point of view.
- There shall be no reprisals or any disadvantage arising as a result of a student making a complaint or grievance in good faith.
- That complaints or grievances shall be handled in a timely manner with achievable deadlines specified for each stage in the resolution process.
- Any student who makes a complaint or grievance and any staff member or student on whom the complaint or grievance has a direct impact, is regularly informed of the progress of the matter.

• Where the complainant is not satisfied with the outcome proposed by the decision-maker, the student is entitled to seek a review, either on procedural or substantive grounds, from a higher internal body or an appropriate external agency.

1.2.3   Academic grievance

Complaints or appeals against academic decisions belong to the rights of the student. They include but are not limited to:
- Academic progress decisions on Assessment matters;
- A decision of a member of academic staff that affects an individual or groups of students;
- Selection or admission decisions;
- Content or structure of academic programs, nature of teaching, or assessment;
- Issues relating to authorship and intellectual property;

1.2.4   Administrative grievance

Complaints or appeals against administrative decisions belong to the rights of the student.
They include but are not limited to:
- Administration of policies, procedures and rules by central administrative
- and student support groups, faculty members and departments.
- A decision by an administrative staff member that affects an individual or groups of students.
- Access to University resources and facilities.

1.2.5   Grounds

Circumstances vary, however a student has valid grounds for making a complaint or grievance or lodging an appeal against a decision made in relation to a complaint or grievance, where the student considers he or she has been adversely affected by one or more of the following:

- Improper, irregular or negligent conduct by a University staff member.
- Failure by a University staff member to act fairly.
- A decision that has been made without sufficient consideration to facts, evidences or circumstances of specific relevance to the student.
- Failure by the University to make a decision within a timely manner.
- A penalty that, where applied, is or would be too harsh.

1.2.6 Informal approach to handle and resolve complaints and grievances

- If the student wants to complain or lodge a grievance about any matter, he/ she has the right to be advised by the department of Students Affairs with respect to the procedures to follow.
- When a student complains about any matter, he/she should first discuss the matter with the person concerned.
- If the student has concerns about raising the matter with this person, then he/she should discuss it with the line-manager of this person.
- Concerns about a decision of a committee should ordinarily be raised with the Chair of the committee.
- The University expects that in most cases the discussion of the concern or complaint with the relevant staff member will result in a prompt resolution of the matter which both parties will find acceptable.
- If this informal approach to dealing with the student's concerns does not lead to an acceptable resolution then the student should pursue the more formal process for resolution of the matter as set out below.

1.2.7 Formal resolution of grievances

- *First step*: The student lodges a complaint within 10 working days of the event which is the focus of the grievance.
- *Second step:* The Acknowledgement of the receipt of the grievance should be performed by the concerned staff member within five working days of receipt.
- *Third step:* The notification of the resolution should be performed by the concerned staff member within 10 working days starting from the commencement of the investigation.

If the student is not satisfied:
- *Fourth step*: The student may lodge an appeal within 15 working days. The appeal should be addressed to the relevant vice-rector. The student may ask to be heard.
- *Fifth step*: The vice-rector should acknowledge reception of the appeal within 5 working days.
  The president may set up an ad hoc committee.
- *Sixth step*: The vice-rector or the ad hoc committee gives the opportunity to the student to be heard if he/she wishes so. The hearing should be within 15 days from the acknowledge reception.
- *Seventh step*: The appeal decision is notified by the vice-president within 20 days from the acknowledge reception.

The decision notified by the vice-rector is final.

1.2.8 Student Record Confidentiality

- Security and confidentiality of student educational records are a matter of concern for all individuals who have access to files or computerized databases owned by CIT offices.
- Each person working with the Student Information System or a subset of Student Information System holds a position of trust and recognizes the responsibility of preserving the security and confidentiality of the information.
- No staff is permitted to make unauthorized use of any information on the computer or hard copy files.

1.2.9 Visas and immigration

If you are a student with immigration permission please make sure that the Registration office has up to date immigration information.

1.2.10 Lost and Found

For now, lost things should be deposited at reception (or front desk).

1.2.11 Fire Safety Policy

- CIT prohibits smoking in any of its buildings.
- All students are expected to observe these regulations.
- Fire exit signs are posted at all exits to be used for evacuation and smoke detectors are placed in various strategic locations to provide early detection of smoke or fire.
- All fire extinguishers will be periodically checked by an outside company to ensure that they are in good operating condition. They will also do a safety inspection and check the building for fire hazards.
- Fire drills will be practiced each semester in the building.
- To each student, whether graduate or undergraduate, is assigned an academic advisor on the basis of his/her major.
- The Secretary of the Departments maintains the list of academic advisors and the assigned students.
- Academic advising may be done during the academic year. However, it is an obligation necessary during the registration period.

2. THE ACADEMIC YEAR

2.1 Admission Policy

Minimum University admission requirements in general:

- Prospective students are invited to contact the Admission Department to inquire about CIT's programs, admissions conditions, tuition fees, and available student services.
- Admission Applications of prospective students are processed only for those that satisfy the following minimum University admission requirements.
- Holders of Albanian High School Diploma or its equivalent.
- Holders of foreign high school diploma should have it evaluated and equivalent to the Albanian High School diploma.
- An equivalent diploma is a recognized one only by Ministry of Education Sports and Youth.

2.1.1 Admission criteria of students of Bachelor level

Canadian Institute of Technology has an open system in the study programs offered. Canadian Institute of Technology requires that all new students fill an application form in order to be accepted in one of the programs offered by CIT. This form can be filled on-line or in the premises of Admission Office in CIT.

Requirements to be registered at the "Canadian Institute of Technology":
- Finished the high school with successful results in the obligatory and elective exams of the State Matura, and are equipped with the respective diploma in the Republic of Albania. Candidates that have finished the Matura before year 2011, they are not obliged to have completed the selective exams;
- Have completed the high school before year 2006 with successful results and are equipped with the Maturity Diploma;
- Have successfully completed the higher education abroad and are equipped with the respective diploma, and have their diploma recognized (equivalence) in the MAS.

Criteria:
Students will classify to be admitted in one of the study programs if they meet the following criteria:
- Diploma of High School (exam of the State Matura), or its equivalent recognized by the Ministry of Education Sports and Youth.
- High school GPA 6.5 and above.

For Rankings:

For all students who have same average and to get a more accurate rankings of candidates for students, CIT will apply the following formula:

- **70% Average grade of high school**, for all years and **30% the average grade of group subjects** rated as important for each study program.

  30% of the group subjects for the Faculty of Economy will consist of:

  - ✓ *Mathematics*
  - ✓ *Informatics*
  - ✓ *Economy*

  30% of the group subjects for the Faculty of Engineering will consist of:
  - ✓ *Mathematics*
  - ✓ *Physics*
  - ✓ *Informatics*

English Language Criteria:

Candidate for student must have an average grade 6 and above of English language of the mandatory exam testing of the State Matura.

2.1.2   Admission criteria of students of Master level

Canadian Institute of Technology has an open system in the programs offered. Canadian Institute of Technology requires that all new students fill an application form in order to be accepted in one of the programs offered by CIT. This form can be filled on-line or in the premises of Admission Office in CIT.

Criteria:

Students will classify to be admitted in one of the study programs if they meet the following criteria:
- Diploma of High School (exam of the State Matura), or the equivalent recognized by the Ministry of Education and Sports.
- Have successfully completed in the Republic of Albania the studies and are provided with the relevant Diploma, in a program of first study cycle "Bachelor" or an integrated second study cycle program, that is accredited at the moment of the student graduation;
- With the average GPA, preferably no lower than 7.5.
- Mastering of English Language in accordance with the paragraph 3, Instruction no. 52, dated 03.12.2015 of the Ministry of Education and Sports "for determining the levels of foreign languages and international tests for admission to second

cycle programs and third, institutions of higher education." According to this guideline a candidate is accepted when he meets the English language criteria, in range B1-C1, according to international tests cited in the guideline.

International tests recognized under this guideline are:
- TOEFL (IBT), TOEFL (IPT)
- Cambridge
- IELTS
- TOEIC
- APTIS
- GESE

In addition to the preliminary test, students undergo to an interview in English language, as part of the academic counseling.

The English Certificate is valid as defined by the issuing institution.

2.2 Tuition fees

2.2.1 Tuition fees for Albanian and European Students or for other students

At the start of each semester, all students are expected to contact the Finance Department to arrange for the payment of their fees for that semester.

Bank transfer may be used to make payments. Fees may be paid in installments if prior arrangement for this is made with the Finance Department.

Section A. Special Discount

Fee discount for new "Early Bird Registration"
• *Before June 30th   40% discount*
• *Before July 30th   25% discount*
• *Before August 31st   15% discount*

Section B. Normal Tuition and Scholarships

1. The registration fee, for every student, will be 50 Euros, regardless of the study program they will follow and it is non-refundable.
2. The Institutional English Test fee is 10 Euros, and it is non-refundable.
3. The students, who do not fulfill the English criteria and enroll in "CIT", should attend the English ESL and will attend one up to two academic subjects.
4. The tuition fees will be differentiated according to the level of studies where students will be enrolled:

- Students enrolled in the Faculty of Economy first cycle of studies for "Bachelor" degree will pay 2000 Euro per each academic year.
- Students enrolled in the Faculty of Engineering first cycle of studies for "Bachelor" degree will pay 2500 Euro per each academic year.
- Students enrolled in the second cycle of studies for "Master" degree will pay 2500 Euro per each academic year.
- Students enrolled in the English ESL course will pay 300 Euros for the course and 200/250 Euros for each academic course depending of the cycle of studies.

5. Students enrolled in the first year that will not benefit from the policies of Section A, will have the fee discount based on high school GPA. The CIT President and Administrator will define the maximum number of students that will benefit this discount. The discount will be based as follows:
- 100% discount of the annual tuition fee for the students with a high school GPA from 9.5-10, provided that they meet the English language criteria.
- 75-50% discount of the annual tuition fee for the students with a high school GPA from 8.5-9.4, provided that they meet the English language criteria.
- 25-15% discount of the annual tuition fee for students with a high school GPA from 7-8.4, provided that they meet the English language criteria.

6. The tuition fee discounts (scholarship) will be applied to the students enrolled in the full program of studies and is valid for the first year of studies. In the following academic years students can benefit discount based in the same criteria as mentioned in the point 5.

7. Despite what is stated above, tuition fee discounts will also be offered, in two levels of studies "Bachelor" and "Master", even in these cases below:
- 20% discount for students registered in groups over three persons.
- 50-100% discount for students from families in need (orphans, in the scheme of families in need) and other cases like that which are recognized from the institution.
- 60% discount for students who are academic or administrative staff in "CIT"
- 50% discount for students – members of their families.

8. Procedures:
- The Registrar collects the requests for students to acquire full scholarship or deductions according to the categories defined in points mentioned above. The Relation of applications with supporting documentation goes to Scholarship Committee for analyzing.

- • Scholarship Committee, after the requests examination, represents to the administrator the proposal to award full scholarships and study fees deductions.
- • Administrator after receiving a proposal from the Scholarship Committee approves the decision. After approval, the decision goes to the finance office for action and to the Registrar for student's notification.

9. CIT Rector and Administrator reserve the right to require from students who have benefited reduction on tuition fee for volunteer participation in administrative, social, and academic research based on the needs of CIT. CIT reserves the right to condition the benefits offered to students with their voluntary contribution, by making it part of the conditions for the benefits offered by CIT.

10. English language criteria for benefit purposes are defined based on the certificate issued within the last 12 months or institutional test of English in "CIT" as follows. All international English Test (as below), known by the Ministry of Educational and Sports, level B1 and above, according to CEFR:

- • TOEFL
- • Cambridge ESOL
- • IELTS
- • TOEIC
- • GESE
- • APTIS

- Official certificate for completing the studies abroad or high school in Albanian but with the requirement that the teaching is in English language.

- • Payment of the registration fee is provided to obtain fee reduction study.
- • For de-registration, according the criteria the fee is 50 Euro.

12. For the specified categories, the de-registration fee is as it is provided in the contract of study.

13. The registration fee payment should be made before the student enrollment and it is a precondition for benefiting the discounts on the tuition fees.

14. The tuition fee payment for following the studies can be made at once or in installments. Immediate payment may be made for the first year of studies, for the first and second year or for all the study period. In the cases of payment by installments, the installments should be paid at the beginning of each semester and be based on the credits of subjects in which the student is enrolled for that semester. In special and motivated cases, with the approval of the administrator, the payment with more than two installments can be allowed according to an individual calendar but always the last installment must be paid after the midterm exams and before the final exams.

Section B. Tuition fees for services

Fees for Registration, Testing of English Language or other services:

- Student certificate 2 Euros or 250 ALL (Albanian Lek).
- Transcript 4 Euros or 500 ALL (Albanian Lek).
- Deregistration certificate 2 Euros or 250 ALL (Albanian Lek).
- Student Card 2.5 Euros or 300 ALL (Albanian Lek).
- 30 Euro the exam in makeup session.
- Payment for 10 e-books a year is 65 Euro.

2.2.2 Suspension of studies

A student may apply to the Registration Department for the suspension of his/her studies before the end of the Add & Drop period, as per the academic calendar, to avoid academic and financial penalties.
However, no suspension of studies will be approved for more than two consecutive semesters.
The student must present to the Registration department the clearance sheet.

2.3 Withdrawal and deregistration

2.3.1 Withdrawal from the university

Students may apply for withdrawal from the University subject to submission of the clearance sheet to the Registration department.
Documents (like papers, thesis, exams, assignment etc.) submitted to the University are regarded as a property of the University and cannot be given back to the student. Students that are sponsored by the University must cancel their visa before withdrawing from the University.

2.3.2   Attendance and warnings

Attending classes is compulsory in all courses. Students will not be allowed to take the final examination if they were absent for more than 25% of the classes relevant to the course.

Warning are as follows:
• As soon as a student is absent for 10% of the required class hours for a particular course, the lecturer of the course will issue a 10% absence warning.
• As soon as a student is absent for 20% of the required class hours for a particular course, the lecturer of the course will issue a 20% absence warning.
• If a student is absent for 25% of the required class hours for a particular course, the lecturer of the course will issue a 25% absence warning, and the student will be given grade FNA for the course whose Grade point is 0.0.

If there is an acceptable explanation available for a student's absenteeism, the Dean of the School concerned may consider student's withdrawal from the particular course. A withdrawal under these circumstances may only be considered with the consent of the Registrar.

2.4   Course registration and withdrawal

2.4.1   Add and drop of courses

During the first two weeks of the academic semester, students may drop or add courses with no financial penalty subject to the prior approval of the academic advisor.
The students must pay the fee of the added course(s) before submitting the Add & Drop form to the registration department.

2.4.2   Withdrawal from a course

During the third and the fourth week of the semester, students are allowed to withdraw from a course without academic penalty and the course will not appear in the transcript of the student.
During the fifth week to the ninth week of the semester, a grade of "WNP" will be recorded on the transcript for the course from which the student has withdrawn. A "WNP" grade is not counted in the CGPA. If a student withdraws from a course after the ninth week of the semester, a grade of "WP" will be recorded on the transcript. A grade point 0.0 will be considered in the calculation of the semester, and cumulative grade point average. Any drop of a course after the end of the Add & Drop period is subject to financial penalty.

2.4.3 Completing the academic year

The student must succeed in more than 30 ECTS (or 5 subjects) in order to pass from the first year to the second.
In order to pass from the second year to the third year, the student must succeed in more than 90 ECTS.
If the student does not succeed to have the number of ECTS in the first year, he or she, must repeat the academic year from the beginning.
In order to pass each academic year, the student must succeed in more than half of the ECTS for that year.

2.5 Course marks and grades

The distribution of the total mark (100) on semester assessments such as: Quizzes, assignments, midterm exam, projects, laboratory work, studio work, and final exam are shown on the syllabus of each course which is distributed by the faculty to the students during the first week of the semester.

2.5.1 Grading Scale for Undergraduate Programs

In general, the passing mark in a course is 50%, but students are required to refer to the specific requirements for their chosen program of study to ensure that they are aware of any modifications.

Points in %	Grade with letters	Evaluation with grade	Equivalent Description
90-100	A+	4.0	**Excellent**
80-89	A	3.8	**Very Good**
75-79	B+	3.7	
70-74	B	3.3	**Good**
65-69	B-	2.7	
60-64	C+	2.3	**Satisfactory**
55-59	C	2.0	
50-54	D	1.0	**Marginal**
0-49	F	0	**Failure**
/	FNA	0	**Fail for Non-Attendance**
/	P	*	**Pass, Satisfactory achievement in a course where a percentage grade is inappropriate.**
/	NGR	*	**No Grade Required**
/	GNR		**Grade Not Required**

/	CIP	*	**Course in Progress**
/	I	*	**Incomplete grade**
/	AEG	*	*Aegrotat* **standing**
/	TCR	*	**The student has met the course requirements through equivalent courses taken at another accredit University.**
/	SUB	*	**Substitution of one required course by another**
/	WP	*	**Withdrawn with Academic Penalties**
/	WNP	*	**Withdrawn without Academic Penalty**
/	AUD		*Audit status*
	EXW	*	*Exceptional Waiver*

❖ *Explanations:*

- *Incomplete Grade*

The grade of "Incomplete" (I) used on the grade report indicates that a substantial portion of the course work has been satisfactorily but not entirely completed as of the end of the semester.

- *Aegrotat Standing*

The Aegrotat Standing may be granted to the student whose performance, over a significant proportion of the course, was fully satisfactory but for verifiable medical reason, the student was unable to complete the course. In the case of illness, the student is required to provide the instructor with a medical certificate. If the documentation submitted warrants such consideration, a student will be granted AEG Standing. Courses in which Aegrotat Standing has been granted will not count toward the computation of the GPA in the program. The Aegrotat Standing is granted by the Registrar to a student, following the advice of the Dean or Head of the Department.

Passing mark in each course is 50 percent.

Minimum CGPA of 2.00 is required in each academic year (Fall and Spring Semesters) for progression.

CGPA not less 2.00 is required for graduation.

Cumulative GPA is computed only for courses taken at CIT.

GPA and CGPA are computed only for courses of the study plan of the program.

When a course is repeated the highest grade of the two attempts is considered in the computation of GPA and CGPA, but both grades are shown.

A student will receive an academic warning if his/her term GPA is less than 2.00.

2.5.2 Grading Scale for Graduate Programs

In general, the passing mark in a course is 55% but students are required to refer to the specific requirements for their chosen program of study to ensure that they are aware of any modification to this.

Points in %	Grade with letters	Evaluation with grade	Equivalent Description
90-100	A+	4.0	**Excellent**
80-89	A	3.8	**Very Good**
75-79	B+	3.*7*	**Very Good**
70-74	B	3.3	**Good**
65-69	B-	2.7	**Good**
60-64	C+	2.3	**Sufficient**
55-59	C	2.0	
0-54	F	1.0	**Poor/Failed**
/	FNA	0	**Failed for non-attendance**
/	P	*	**Pass, sufficient achievement in a course where there is no assessment grade**
/	NGR	*	**No grade required**
/	GNR		**Non-reported grade**
/	CIP	*	**Course in progress**
/	I	*	**Incomplete grade**
/	AEG	*	***Aegrotat* standing**
/	TCR	*	**Student meets the criteria based on the grades earned at another university**
/	SUB	*	**The course can be replaced with another**
/	WP	*	**Withdrawn with academic penalty**
/	WNP	*	**Withdrawn without academic penalty**
/	AUD		***Audit status***
	EXW	*	***Exceptional Waiver***

2.5.3 Calculation of Grade Point Average

The Grade Point Average (GPA) is simply the weighted average of the grades obtained in the courses where the weight of each course is its number of credit hours. Here is an example:

Courses	Credit Hours	Letter Grade	Grade Point
Course 1	3	B+	3.7
Course 2	2	D	1.0
Course 3	4	C	2.0

$$GPA = \frac{3.7 \times 3 + 1.0 \times 2 + 2.0 \times 4}{3+2+4} = 2.34$$

• The CGPA is computed in the same way as the GPA given above but computed from the grades of all courses taken at CIT:

$$CGPA = \frac{\sum_i Grade_i \times Credits_i}{\sum_i Credits_i}$$

2.5.4 Grade Complaints

Complaints regarding final examination results will only be considered if they are lodged within fourteen (14) days from the announcement of the final grade.

All complaints regarding grades must be submitted to the Registrar, after payment of the relevant fee. Then, the Registrar forwards the request to the Dean of the School. The decision of the school will be communicated to the student by the registration office.

2.6 Examination

2.6.1 Final exam

Final exams are generally of two-hour duration. Students and instructors must be available for examinations up to the last day of the examination period.

The Registrar is the responsible for the scheduling of all final exams, but anyway the final approval should be given by the Dean of the Faculty. The Registrar should schedule the final exams at latest four weeks before the exam period. The exam period should be scheduled so that the accredited syllabi are respected.

If the course does not use a written examination as the terminal assessment method, the instructor should notify the Registrar not to schedule a final exam for the course.

Written projects and papers can have deadlines for delivery during the final exam week.

If a student is scheduled for more than two examinations in one day, or has overlapping examinations, the student must report to the registration office at latest three weeks before the exams to make the necessary adjustments to his/ her schedule.

Unless there is an urgent need to leave, once entered in the final exam, the student is not allowed to leave until half of the time allocated for the exam elapsed.

2.6.2 Final exam redoing policy and procedure

The students have the right to make-up the exam only once.

<u>The procedure</u>:

- The make-up exam session is scheduled before the beginning of the next Academic Year, for students that failed or didn't submit an examination. The exam is formed by the Mid Term + Final Exam as specified in the syllabus. The student can choose to have the Mid Term or Final Exam separately, in which they failed or didn't submit in the previous session.
- The students can make-up the exam even if they have previously succeeded in passing the course, but in this case only to improve the grade.
- The student can import other evaluations like assignments, class participation, projects, quizzes etc., as specified in the syllabus.
- Students who didn't pass the course (F grade), where project represents more than 50 % of the total evaluation, can resubmit the project in the makeup session, and considered as part of the final exam.
- If the project or assignment exceeds more than 50 % (included) of the total evaluation, the student can resubmit the initial improved project, or the instructor should assign a new one.
- The project must be submitted at least 7 days before the starting of the make-up week.
- No projects will be accepted after that deadline.
- The project that does not exceed more than 50 % of total evaluation cannot be resubmitted in the Makeup session.
- Only the latest grade will be taken into account and that will appear in the grade sheet.
- Special cases may be considered by the Academic Senate, under the approval of the President.
- If the student fails in the make-up exam session, he/she should attend the course again, paying the corresponding fee.
- Students that had FNA grade cannot make-up their exam.

2.7 Academic Progress Policy

The student is expected to achieve a CGPA of at least 2.0 in each Academic Year. If the CGPA is less than 2.0, the student will be declared to be on Probationary Academic Standing and must raise his/her CGPA to 2.0 according to the regulations of the Probationary Academic Standing described below.

2.8 Probationary status

A student, with a CGPA less than 2.0 must meet with his/her academic advisor, and agree to a specific probationary plan of study before he/she can register and proceed with his/her studies. A student on Probationary Academic Standing will have reduced academic study load as follows:

- The first warring will be issued to the student at the end of the first semester in which he/she obtains a CGPA less than 2.0. In this case, the student will be allowed to register in at most 30 ECTS among which six to twelve credits are repeated courses from the first semester.
- The second warring will be issued when a student with first warring did not raise successfully his/her CGPA to 2.0 or above. In this case, the student will be allowed to register in at most of 24 ECTS among which twelve to eighteen ECTS are repeated courses.
- The third warning will be issued when a student with second warning did not raise successfully his/her CGPA to 2.0 or above. In this case, the student will be allowed to register only in repeated courses for a maximum of eighteen ECTS.
- If a student holding a third warning fails to raise his/her CGPA to 2.00 by the end of the semester, his/her case will be reviewed by the Dean of School.

2.9 Awards and Prizes

University prizes are awarded each year to students by the Canadian Institute of Technology. University prizes are based wholly or substantially on remarkable academic excellence. Recipients shall receive recognition by inclusion of the prize on their academic transcript by the Registrar's Division. In addition, University prizes will be publicized on the University's website.

2.10 Graduation

2.10.1 Degree Requirements

A student will be granted the degree of a program only if he/she:
- has passed the courses of the study plan of the program for the number of credits (ECTS) required,
- has completed over 50% of the program at CIT,
- has completed the degree with a Cumulative Grade Point Average (CGPA) of at least 2.0, and
- has completed any other specific graduation requirement set by the academic school.

2.10.2 Additional Requirements

- The minimum time required to complete the degree is equivalent to six regular semesters or three academic years for the bachelor studies.
- The maximum time permitted to complete the degree is seven academic years.

Note that the semesters in which the student has suspended studies according to CIT's suspension policy are not taken into consideration as time spent in the program.

2.10.3 Student Academic Dishonesty Policy

Academic integrity and spirit of responsibility are essential elements for respectful success in academia.

2.10.4 Cheating

All academic work and materials submitted for assessment must be the work of the student.
Cheating includes but is not limited to:
- copying from others' work
- giving unauthorized assistance
- the use of devices or procedures for the purpose of achieving false scores on examinations

The faculty member who notices the cheating must report the incident with full particulars to the Chair of the concerned department who recommends the penalty to the Dean of the school. The decision of the Dean is final.

2.10.5 Examples of academic dishonesty

- Cheating on an examination or the preparation of academic work.
- Copying from another student's test paper, laboratory report, other report, or computer files, data, listings, and/or programs.
- Using, during a test, materials, or electronic devices not authorized by the instructor.
- Collaborating with or aiding another person without authorization by the professor during an examination or in preparing academic work.
- Knowingly using, copying, or possessing the contents of a CIT examination or test.
- Plagiarism.
- The faculty member who notices the cheating must report the incident with full particulars to the Chair of the concerned department who recommends the penalty to the Dean of the School. The decision of the Dean is final.

2.10.6 Plagiarism

Plagiarism is the act of presenting the words, ideas, plans, images, sounds, or the creative expression of others as your own while it is not the case.

Non-valid reasons (useless excuses) presented by some students:
- Why not, everybody does this.
- I made an effort to find the good text o I cannot say better
- I'm afraid to make grammatical mistakes
- I was too busy to write it with my own words or "It is acceptable in my culture"
- It is not an important course
- The homework is boring
- So what, I did not mention the author, what did he loose?
- Too early, when I graduate I will respect intellectual property.

Some rules:
- You do not need to give a reference for common knowledge such as:
    - The universe is expanding
    - Plagiarism is prohibited.
    - Smoking is harmful.
- If you read information (see a fact, …) in three or more sources, and you are fairly sure your readers already know this information, it is likely to be "common knowledge." But when in doubt, cite, you will lose nothing!
- You do not need documentation when:
    - You are describing your own experiments, observations or results
    - You are discussing your own observations, or reactions
    - You are compiling the results of original research, from science experiments, etc.
    - You are using common knowledge
    - You are proving yourself new knowledge
- You can borrow from others' works but use the following tools:
    - Quoting (to repeat a passage, phrase, etc. from a book, speech, or the like, as by way of authority, illustration, etc. The material must be followed within text documentation and cited on your Works-Cited page).
    - Paraphrasing (rephrasing the words of an author, putting his/ her thoughts in your own words. When you paraphrase, you rework the source's ideas, words, phrases, and sentence structures with your own. The material, also in paraphrasing, must be followed within text documentation and cited on your Works-Cited page).
    - Summarizing (putting the main idea of one or several writers into your own words, including only the main point. Summaries are significantly shorter

than the original and take a broad overview of the source material. Again, it is necessary to attribute summarized ideas to their original sources.)

• Use quoting when:
- You want to add the power of an author's words to support your argument.
- You want to disagree with an author's argument.
- You want to highlight particularly eloquent or powerful phrases or passages.
- You are comparing and contrasting specific points of view.
- You want to note the important research that precedes your own.

• Use paraphrasing when:
- You plan to use information on your note cards and wish to avoid plagiarizing.
- You want to avoid overusing quotations.
- You want to use your own voice to present information.

• Use summarizing when:
- You want to establish background or offer an overview of a topic.
- You want to describe knowledge (from several sources) about a topic.
- You want to determine the main ideas of a single source.

*The above rules are inspired from the work of Carol Rohrbach and Joyce Valenza.

3. STUDENT SUPPORT SERVICES

3.1 Students and Counseling service

3.1.1   Registrar's office Advice and Counseling service

The Department of Student Affairs is charged with the psychological and physical well-being of students at CIT. The psychological needs of students are addressed through presentations to the students on such topics as stress management.
Records related to counseling sessions are secure and private.

3.1.2   Bursaries, Grants and Scholarships

The University offers performance based discounts for students willing to enroll in CIT. Canadian Institute of Technology wants to attract the best students. Therefore, they want to offer facility for the best students to study with high standards at CIT.

3.1.3   Purpose of Policy

A primary objective of scholarships is to promote the recruitment and retention of high academic achievers. Scholarships also promote the access to higher education to students with special needs or facing financial hardship.
The long-term success of the University is tied to the achievements of its graduates in their professional and social lives. Academic achievers enhance the reputation of the University as they have increased chances of success after graduation. They bring therefore added value to the degrees conferred by the University. They also act, during their studies, as role models to other students, thus increasing the overall academic performance in the institution.
The effort to recruit the best possible students on the basis of academic achievement is complemented by the social responsibility of the university to provide access to higher education to those students with aspirations and academic capabilities, but who are unable to pursue post-secondary studies due to special needs, disabilities, or financial hardship.
The priority in granting scholarships will be to encourage new students to enter the University. When appropriate, scholarships may also be awarded to returning students.

3.2 Students Clubs Services

3.2.1 Commitment of the University

CIT recognizes the importance of organized student activities as an integral part of the total educational program.
CIT encourages the students to express and develop their own talents and interests.
Engaging in organized group activities will help students develop their social interaction skills, which is a very desirable quality for an individual living and working in a multicultural environment.

3.2.2 Student Government

CIT encourages students to be organized so that their voice will be efficient in all advising and decisive academic and non-academic committees and instances.
They are already organized.

3.2.3 IT services Resources

CIT has two Computer Labs on the 4-th floor that can be used for teaching and for homework's and 2 Computer Lab in the 3-rd floor. In total, there are about 100 computers with 4-8GB RAM and 250 GB - 1 Terabyte disk drives, running the latest version of Linux Mint (Linux). CIT has also, at the second floor, a Physics lab equipped with robots, electrical and electronic circuits.

On the server room, there is a powerful server of 32GB RAM 6.6TB storage, which is used to supply and support all the services needed by the university (the website, user accounts, file sharing DHCP/DNS services, etc.).
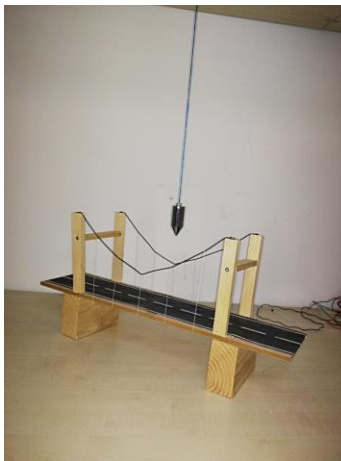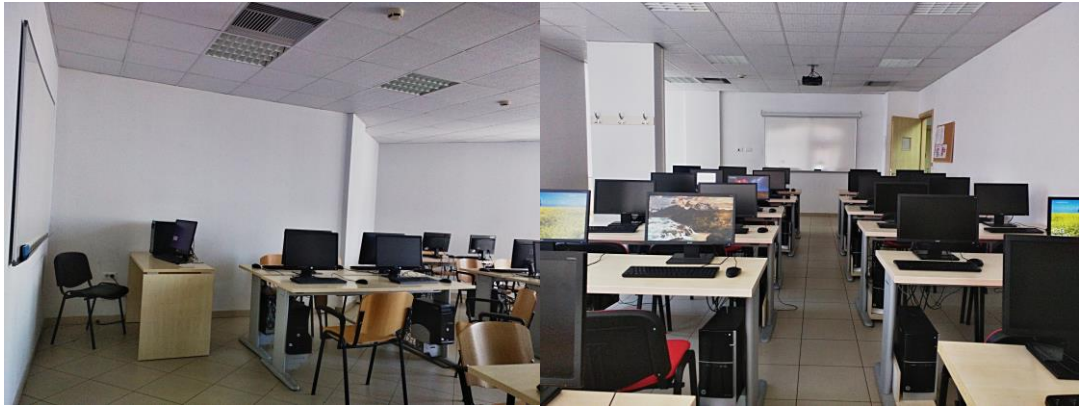
3.2.4   Networking

CIT has a dedicated Internet connection of 100 Mbps download and 100 Mbps upload speed. All the computers and IT devices are connected to the Internet and to each-other through a LAN (Local Area Network), either through cables or through wireless connections. There are 8 Wi-Fi routers on the building (1-4 Floor) + 1 Wireless on Library that ensure wireless network coverage on all the premises of the university. The wireless connection is open to all the staff, students and visitors of the university (so that they can use their own notebook, tablet or smart-phone device to access the Internet).

3.2.5   Services

Each staff and student is provided with an email account on the domain of the university (cit.edu.al and cit.al), that can be used to facilitate the communication and coordination. Each student or staff has his own account on the systems of the university, and can login to it from any of the computers on the CIT network, using his own username and password.

3.2.6   Library Services

The CIT Library is situated on the 4th floor of the building, provides access to a large book collection, a substantial collection of thousand full-text electronic subscriptions. The CIT University libraries serve primarily to university members and then to the community. The collections support all programs taught at the university by housing a number of collections in various formats to suit all needs. Reference materials, on line electronic databases, journals, a complex library management and system have been dedicated to ensure an efficient and supportive learning environment to all.
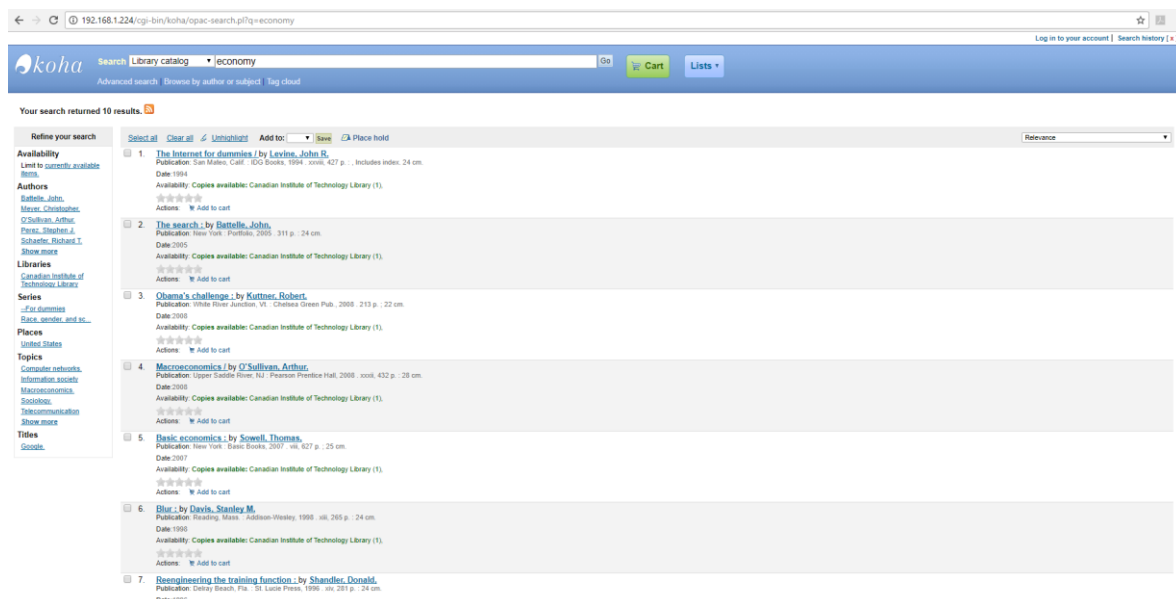
Sufficient budget has been allocated for the smooth functioning and maintenance of the university library. The library collections are of sufficient size and quality to ensure effectiveness in the instructional programs of the university. To meet current and projected educational needs and trends, collection development is carefully outlined by the librarians, in conjunction with faculty members loans can be renewed by coming to the library front desk. More information on library services and rules may be found at the University Catalogue.

Library Hours:

Monday-Friday	9:00 AM - 6:00 PM
Saturday	10:00 AM - 5:00 PM
Sunday	Closed

* *Library hours will change during the fall and winter semesters. Please check the website regularly.*

4. RIGHTS, RESPONSIBILITIES AND POLICIES

4.1 Academic Integrity and Conduct

4.1.1 Student Disciplinary Policy

Maturity and Spirit of Responsibility:
- Students at CIT are expected to be mature, responsible, and committed to preparing themselves for their professions. This should be evident in a student's sense of self-respect and regard for the rights of others and for the rules that the University and the broader society of Albania.
- The following rules exist to frame the minimal requirements of a University modeled in the tradition of higher education.

4.1.2 Code of Conduct for Students

These rules are valid whether on campus, in the residence halls, or off campus:
- Students of CIT that violates generally accepted standards of good behavior are subject to disciplinary actions.
- Unacceptable conduct includes, but is not limited to, the following:
  - disturbing teaching activities;
  - acts of harassment;
  - physical violence or assault against others;
  - endangering the safety of others or violating their rights;
  - activities that intentionally or recklessly cause serious disturbance or distress to others;
  - gambling;
  - possession of firearms or other dangerous weapons;
  - intentional possession or use on University property of a dangerous article or substance that could injure or discomfort any person;
  - possession and/or use of fireworks;
  - falsifying information submitted to any University office or offering a false statement in any University disciplinary proceeding;
  - forgery, alternation or misuse of a University identification card;
  - failure to show an ID to an identified official or employee of the University upon proper request;
  - theft or possession of stolen property;
  - attempting to use University property in a manner inconsistent with its designated purpose including misuse of residence hall furniture;
  - intentional or reckless damage to or destruction of University property or of property on University premises belonging to others including graffiti;

- trespassing or unauthorized entry;
- alteration of documentation relating to the grading process;
- any forgery, alteration, or misuse of academic documents, forms or records, in hard copy or electronic format;
- hampering or preventing the discharge of any University function;
- reckless interference with any class, other University unit, or campus activity;
- unauthorized removal or mutilation of library materials;

4.2   Student Academic Dishonesty Policy

Examples of academic dishonesty:

• Cheating on an examination or the preparation of academic work.
• Copying from another student's test paper, laboratory report, other report, or computer files, data listings, and/or programs.
• Using, during a test, materials, or electronic devices not authorized by the instructor.
• Collaborating with or aiding another person without authorization by the professor during an examination or in preparing academic work.
• Knowingly using, copying, or possessing the contents of a CIT examination or test;
• Plagiarism.

The faculty member who notices the cheating must report the incident with full particulars to the Chair of the concerned department who recommends the penalty to the Dean of the School. The decision of the Dean is final.

4.3 Student Activities Policy

4.3.1   Policy

• Student activities shall be under the supervision of the Department of Student Affairs.
• Equal opportunities are provided to all students of the University in various social, cultural, and sports activities.
• All events and activities sponsored by campus should be approved by the Registrar in advance to allow for adequate supervision and appropriate scheduling.
• Events or activities which might conflict with the cultural sentiments of the University, multicultural student community are not allowed.
• The financing of all activities shall be under the supervision of the CIT administration.

• The in-house activities shall be organized in such a way as not to interfere with the regular classes.

4.3.2 Student Rights

• To be respected with regards to his/her faith and culture.
• To be treated without any form of discrimination.
• To be advised academically.
• To be informed of course requirements.
• To be evaluated fairly on the basis of their academic performance as required by the instructor as part of a course.
• To practice free and open discussion, inquiry and expression, both in and out of the classroom.
• To have access to Student activities.
• To have the right of appeal against academic or administrative decisions.
• To have access to discounts and awards as per CIT's policies and procedures.
• To be treated fairly according to Albanian laws and CIT's policies and procedures.

4.3.3 Student Responsibilities

The student has the following responsibilities:
• To respect all his/her colleagues and CIT's employees with regards to their faith and culture.
• To treat his/her colleagues and CIT's employees without any form of discrimination.
• To observe academic advices.
• To inquire about course requirements if the student does not understand them or is in doubt about them.
• To maintain the standards of academic performance established for individual courses and for programs of study.
• To act in accordance with commonly accepted standards of academic conduct.
• To initiate an investigation if the student believes his/her academic rights have been violated.
• To observe Albanian laws and CIT's policies and procedures.
• To be respected with respect to his/her faith and culture.

4.4 Student Records Policy

4.4.1 Student's records

- The official records of student admissions, registration, and grades ore kept in the Secretary of the Departments.
- These records are confidential and subject to the information release policy of CIT.

4.4.2 Data Backup

- All campus entities and third parties who use computing devices connected to the University network or who process or store critical data owned by CIT are subject to the official data backup plans of the University.
- Campus users are responsible for arranging adequate data backup procedures for the data held on IT systems assigned to them.
- The disaster recovery section of this policy applies to all Users, who are responsible for systems or for a collection of data held either remotely on a server or on the hard disk of a computer.
- The IT Department is responsible for the backup of data held in central systems and related databases.
- The responsibility for backing up data held on the workstations of individuals regardless of whether they are owned privately or by the University falls entirely to the user.
- Campus users should consult their departmental IT lead or system administrator about local back-up procedures.
- All backups must conform to the following best practices:
    - All data, operating systems and utility files are adequately and systematically backed up.
    - Records of what is backed up and to where must be maintained.
    - Records of software licensing should be backed up.
    - The backup media must be precisely labeled and accurate records must be maintained of back-ups done and to which back-up set they belong.
    - Copies of the back-up media, together with the back-up record, should be stored safely in a remote location, at a sufficient distance away to escape any damage from a disaster at the main site.
    - Regular tests of restoring data/software from the backup copies should be undertaken, to ensure that they can be relied upon for use in an emergency.