

UNDERGRADUATE STUDIES

"Business Administration" Program Regulation

THE PURPOSE OF THE PROGRAM

The three-year bachelor in Business Administration is an integrated, multidisciplinary degree program. The program's principal strength is its combination of business, liberal arts and social science courses. Conventional business administration programs at the undergraduate level emphasize a high level of specialization in business specific courses. As a result, graduates of these programs lack sufficient exposure to a wide array of non-business courses that inform students of the broader societal and intellectual context in which business and organizations operate.

Target Skills

- Develop critical management competencies in core business disciplines (i.e., accounting, finance, marketing, operations management and strategic management)
- Expand the mathematical and statistical skills required for financial analysis
- Develop a detailed understanding of the economic theories which underpin many business decisions
- Develop a detailed understanding of the impact of globalization on management practices and opportunities
- Develop effective team player and leadership skills
- Improve oral communication and presentation skills
- Develop written communication skills
- Develop critical research and analytical skills
- Complete an optional specialization in "International Business"
- Complete an optional specialization in "Economics"

Some of the typical Career Opportunities:

- Entrepreneurship
- General Management
- Credit Manager/ Loan Officer
- Human Resource Administrator
- Customer Service Manager
- Financial Analyst
- Property/ Real Estate Manager
- Industry Relations Specialist
- Sales Representative
- Public Utilities

UNDERGRADUTE STUDIES

Program Regulation

1. GENERAL PRINCIPLES

- 1.1 This Regulation of the undergraduate studies is based on Law no.80/2015, dated 22.07.2015 “On Higher Education in the Republic of Albania”, Council of Ministers Decision no. 418, issued on 10.05.2017 and no. 41, date 24.01.2018; the instructions of the Minister of Education and Sport no. 31, dated 29.12.2017; and on the Regulation and Bylaws of Canadian Institute of Technology (CIT).
- 1.2 This regulation is designed in accordance with the respective program objectives, teaching plan and teaching activities.
- 1.3 This regulation determines the organizational aspects of the program in the first cycle of studies. It is conceived by respecting the academic freedom, the rights and the obligations of the academic staff and students.

2. ADMISSIONS OF THE STUDY PROGRAM

- 2.1 To be accepted in this program the student should have completed with success the mandatory exams and those by choice of the State Matura. In addition, he/she must possess:
 - A high school diploma with 3 (three) years duration,
 - A high school diploma under the system 4 (four) years duration,
 - A technical high school diploma with 5 (years) duration.
- 2.2 The candidate may have another diploma from an outside institution which is known and valid in accordance with the Albanian Law.
- 2.3 Foreign citizens must have a residence permit in our country issued from official institutions of Albania.
- 2.4 Furthermore, in CIT we accept students who have received a university diploma from another Higher Education Institution within or outside the country and who seek to follow a second study program. In case when the student requires to transfer the credits, the recognition and evaluation process is done from CIT (as a host unit) in Departmental level from the *ad-hoc* Committee of Recognition and Equivalence of Curricula (CREC).
- 2.5 CIT accepts (registrations) depending on the CIT’s infrastructure and academic capacity, but also according to specific criteria that can be determined in advance by the Faculty Council or Academic Senate. The maximal number of students that can be registered and their selection methods will be public in each academic year before the start of registrations.
- 2.6 Admission documents must be submitted to the Admission Office or Faculty Secretary, which is responsible of the registration process of the student who want to enrol in the university.
- 2.7 Candidates should met the English language criteria according to the CIT institutional standards. The candidate should present a certificate of the English language test done in the recognized institutions which are included in the published list by the MoES, or having a grade not less than 6, from the obligatory test of English language received in State Matura.
- 2.8 The candidate should have an average (of arithmetic) grade none less than 6.5 (six point five), from the High School.
- 2.9 At the beginning of the academic year CIT organizes the Orientation Weeks, holding meetings and seminars to introduce the study system, regulations and the administrative procedures in CIT for new students.

- 2.10 Registration requirements in the First Cycle are approved each year and are published in all possible ways.
- 2.11 The criteria are detailed according to the Albanian Law on Higher Education and Ministry of Education and Sport (MoES) Guidelines.

3. STUDY PROGRAM

3.1 Study Program Structure

- 3.1.1 Educational disciplines and other formative activities offered in this study program are organized into five categories, from A - E. Teaching disciplines offered in category A, B, C, and D are required. In Category A are included general teaching disciplines/based ones, in Category B are included teaching disciplines that characterize the program. In category C are included interdisciplinary subjects and selected disciplines, of which the student must choose one of the courses offered. In the category D are included formative activities for the recognition of foreign languages, computer training and professional practice. During the third year of studies, the student prepares the diploma thesis, the defense of which is a prerequisite for graduation and constitutes an obligation included in the category E.
- 3.1.2 The total number of disciplines (simple or organized in modules) needed to graduate, including also the internship and thesis diploma is 30.
- 3.1.3 The study program and the educational plan are attached as appendix in this regulation and are published in each academic year.
- 3.1.4 In the first year of studies, the study program offers general training disciplines (Category A), form the forming activities.
- 3.1.5 All the required disciplines are mandatory and the student is registered automatically from the secretary. During the second year and third year, the student deepens the knowledges and skills in the field of study, as well as meets his specific interests in B, C and D category.
- 3.1.6 During the academic year, the organization of teaching activities extend to 2 (two) semesters of normal duration 15 weeks.
- 3.1.7 Part of teaching activities in the relevant area is research work, conceptualized to support the program of study. In this case, the student conducts research work with no requirement for any particular originality (independent creative result), as he/she is during the primary development assignments through the preparation of the course and the use of literature.
- 3.1.8 All courses (subjects/syllabuses) are designed according to the proposed format/form in *CIT Documentations* and are approved by the Dean in prior consultation with the responsible of the department.
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3.2 The duration of studies

- 3.2.1 The normal period to complete the studies is 3 (three) years;
- 3.2.2 The maximal period to complete the studies is 6 (six) years. After this period the relationship between the Institution and the student will be renegotiated.

- 3.2.3 If the student interrupts the studies for a period more than 3 (three) years, the Faculty Council has the right to examine of the student's knowledge. For this purpose, a special Committee (Recognition Committee), is set up to reevaluate the credits obtained by the student.
- 3.2.4 The student, who did not pass any exam for (3) three academic years, loses the right to continue his academic career as a student of CIT.

3.3 Study Program Objectives

- 3.3.1 Undergraduate (Bachelor) program aims to provide the students with:
- Basic knowledge and concepts in the field of study;
 - Skills towards an occupation or professional license;
 - General civic training;
 - Basic skills for research work;
 - General practical skills, applicable;
 - Training for personal promotion;
 - Degree without distinct research originality but that proves how understandable is the work of scientific researchers.
- 3.3.2 Graduates of this study program established for occupations/employment opportunities in each sector of the economy, industry, private business and public administration.
- 3.3.3 Graduates of this study program must have worked/handle the list of publications presented individually in the syllabi of the courses offered.

4. PROHIBITIVE CREDITS AND OBLIGATIONS

4.1 Credits

- 4.1.1 Credits of each subject take into account the workload in the classroom as well as the individual work that the student must perform to fulfil all the obligations set forth in the course program.
- 4.1.2 Student who follow this study program must receive at least 180 ECTS.
- 4.1.3 Simple disciplines have 6 credits, thesis diploma has 6 credits.
- 4.1.4 A credit is 25 hours of student learning, composed of learning hours for transmission of knowledge in the auditorium (lectured, seminars, exercises, projects, assignments and other formative activities inside the discipline) and hours pertaining to independent learning outside the university.
- 4.1.5 Credits of a discipline are earned only after the evaluation of the student with a passing grade. In case of disciplines consisting of two modules, the student is evaluated with a final grade and earns the corresponding credits after having received no less than 50 % in each of the modules. If the necessary points were taken in one of the modules, credits of that model are calculated only for the purpose of passing the student in the next year of study.

4.2 Prohibitive Obligations

Prohibitive Obligations (Prerequisites) – are the conditions that must be met by the student before he can pass the exam of a particular subject or discipline which in each case cannot be more than 5 (five).

5. KNOWLEDGE ASSESSMENT ACQUIRED BY STUDENTS

5.1 The assessment system

- 5.1.1 The rate of acquisition of knowledge in written and/or oral is made by points, from 0-100 points and the final result is converted in scale from 0 (zero) to 4 (four) and expressed with letters from F to A+, according to the table below. Grades from 1 (one) to 4 (four) and letters from D to A+ are passing.

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	Good
70-74	B	3.3	
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

5.2 Examinations and knowledge assessment methods

The academic assessment of students is based on the principle of continuous assessment. The syllabus determines the assessment that each lecturer follows. The final grade is the resultant of the combination of the following elements:

- Final Exam (40%);
- Midterm Exam (20-30%);
- Assignment/s, quizzes, essays, individual/group project/s (20-30%);
- Active participation in the learning process (10%).

Student assessment is carried on an ongoing basis from 0-100% according to the Grading Scheme and Grading System.

In respect of academic freedom, there is a trust margin of 10% only for midterm, assignments, projects, quizzes and homework (but no more than that).

5.2.1 The Mid Term Exams and the Final Exams are finished in the timely manner provided in the Academic Calendar of the Academic Year. As a rule, Mid – Term Exam is done in the 7th week or 8th week of the semester with a normal duration, meanwhile the final – exams must be finished in the end of semester.

5.2.2 Exams are conducted with a secretion procedure keeping secret the name of the student in the exam paper to the moment of their opening in the secretary after the professor has correct the exams.

- 5.2.3 The evaluation of the student with his points are recorded in the exam paper, which is signed from the professor who has compiled the exam and also in the summary format of student evaluation. The exam result is finished within 2 weeks from the date of their development. Within those 2 weeks the professor meets the student for the tutorial and the academic advice for everything that the student want to discuss about the exam result. After that period professor can complete the Grade Report in the respective Secretary.
- 5.2.4 The student earns the right to enter in the final exam for a specific subject, only if he has completed all the obligations regarding the participation provided in the educational plan of CIT and the payment obligations based on the Contract signed from the student and the University. Students that have the right to enter in the final exam are registered in the course Attendance Sheet.
- 5.2.5 For the student who does not enter in the final exam of the subject or who withdraw from the exam, the secretary marks in the Grade Report WNP “Withdrawn without Academic Penalty” note.
- 5.2.6 For the student who loses the right to enter in the final exam of a subject according to the absences overpassing, the secretary marks in the Grade Repot FNA “Fail for Non-Attendance” note.

5.3 **Make – Up Exams**

- 5.3.1 Make – Up Season is held in September of each academic year or with a prior decision of the Academic Senate during the year. Student has the right to make up in this season an unlimited number of exams in the case when he is evaluated with a non-passing grade in the midterm exam or final exam evaluation.
- 5.3.2 The student has the right to take the exam of the subject in the September make-up season, at the extent of the mid-term exam and final exam in percentage (%).
- 5.3.3 The exam at the end of the respective semester is free of charge. After those two possibilities, the student has to pay the relevant fee that is assigned in the contract between the student and the University (CIT).
- 5.3.4 In addition to the September season, CIT also provides opportunities for special seasons, which are announced by the Academic Senate at the Faculty's request. The student must be enrolled at least one week before at the Registrar. The organization of these seasons, the procedures, method of calculating the professor's load and the concrete dates are determined by a special Rector's Order.
- 5.3.5 In case of retained exams, student is evaluated based on the subject program of the actual academic year. If the number of credits of the subject has changed, student receives the actual credits of the subject.
- 5.3.6 If the student after the September season is at least with 30 credits, he has the right to continue in the next academic year and to retake the failed exams in progress, respecting the program obligations. The student passes from the second year to the third when he has collected not less than 90 credits (90 in total in both years), but not only with the subjects of the first-year study program. Student can pay also the obligations of the respective academic year.
- 5.3.7 In case that the student, after the make-up season in September, does not obtain the required credits to pass in the next academic year, as per the previous point, he/she will be considered as a “*retaker*” (repeater). If the student doesn't have a FNA in the subjects where he lost his credits, then he can be accepted in September's season, only to redo the exams.

5.4 **Improvements**

- 5.4.1 Student has the right to improve, each academic year 3 (three) grades in the make-up season.

- 5.4.2 This right should be used within the academic year and cannot be used for the next academic years.
- 5.4.3 The student, who requires a grade review, is entitled to the examination of only one evaluation mentioned in the syllabus. The second examination mark is then retained. The revised grade is calculated in the same way, according to the syllabus, by considering the new mark instead of the initial one.
- 5.4.4 Student can improve any grade, except the internship and the thesis diploma, despite of the academic year in which is done the evaluation.

5.5 Request for the Re-evaluation

- 5.5.1 If the student has a complaint about the points he has received in one of the evaluation components (colloquium, intermediate exam, course assignment / practical assignment, final examination), after having exhausted the clarification procedure with the subject lecturer, he can direct to the head of department with a written request to state the reasons on which he based the complaint.
- 5.5.2 By getting the complaint, the Head of Department or Dean, when the instructor is head of the department itself, establishes a committee to review the request and appealed reevaluation component. The Commission's decision, taken by a majority of members, is final and can be the same, higher or lower than the initial estimate appealed.

6. ATTENDANCE

6.1 Attendance of the lesson

- 6.1.1 The program study is full time.
- 6.1.2 Course Attendance (lectures, seminars, lecture/seminar, seminar/labs, labs, exercises, internship) is required 75%.

6.2 Reattendance

A student who exceeds the number of absences allowed, based on the rules of the respective program loses the right to access appropriate final exam and is obligated to retake the course again from the beginning, paying the respective fee, as provided by the contract between the student and CIT.

7. INTERNSHIP

- 7.1 Internship is organized, followed and supervised from the Dean and Head of the respective Department in cooperation with Student Affairs Office or CIRD Faculty Unit.
- 7.2 As a forming activity of the program, (internship) it is obligatory and a necessary condition to finish the studies. Student who does not complete the internship, cannot defend the diploma thesis.
- 7.3 Retaking the internship exam in the September season or the next academic year is versus a certain fee.
- 7.4 The development of internship is regulated with a specific regulation.

8. GRADUATION

- 8.1 Graduation is completed with the preparation and defense of a certain study or research topic.
- 8.2 In order to guide students' topics, leading lecturers develop sessions, according to a calendar of meetings.
- 8.3 The criteria for the thesis are defined with a specific regulation.
- 8.4 A student cannot defend the diploma thesis without obtaining the approval of the supervisor as a guarantor of academic quality.
- 8.5 Academic Calendar provides 3 (three) seasons for the thesis defend, which are: (1) 3rd week of January, (2) 3rd week of July, (3) 3rd week of September.
- 8.6 The student who fails in the first season, has the right to redefend it in the next 2 seasons. If he fails again in the next season, he should change the thesis and resubmit a new one.

9. TRANSFERS

- 9.1 CIT, in accordance with the principles of Bologna Charter of Education, accepts student transfers in intermediate years from other universities, which can be from Albania or not and also permit its students to transfer to other universities therefor.
- 9.2 Students enrolled in this study program may be recognized credits earned in other study programs in the same or similar fields, according to the criteria set forth in the respective transfer regulation in the CIT.
- 9.3 In this study program students who want to reorient their studies can also transfer part of other study programs from the first cycle offered by CIT.
- 9.4 Students who have finished their studies in another program (and university), have the right to ask for the credit's recognition to similar or equal subjects.
- 9.5 Students has the right to transfer only the subjects in which he/she has passed. In case of recognition the student carries the grade with which he has been evaluated in the previous study program. From this procedure are excluded CIT students who want to transfer their studies within the institution, who have the right to retake the exam in subject where they failed or in which they are FNA (Fail for Non-Attendance).
- 9.6 Students can be transfer in the second year if he has not less than 30 credits recognized, and in the third year if he has not less than 90 credits recognized.
- 9.7 In each case it is better that the student who transfer the studies from another school in CIT should attend some disciplines where he can win 50% of the credits of the study program, included internship and diploma thesis. Exceptions to this rule are students who are transferred from overseas higher education institutions of the OECD countries which according to European Committee (EC) are known for higher quality education. In each case the students must follow in CIT not less than 25% of the credits, including internship and thesis diploma.
- 9.8 Curriculum evaluation process of subjects is made from the Committee of Recognition and Equivalence of Curricula (CREC) of the Department.

10. MOBILITY PROGRAM PARTICIPATION

- 10.1 Students announced as winners from the ad-hoc committee prior traveling to the hosting university shall select their pull of courses that they will attend during the Erasmus+ mobility.
- 10.2 Students should confirm their Selection Plan for attending at least 5 courses per semester from the respective Head of Department. In any case the courses selected by the student/s shall not be new courses or courses that are not included in the education plan (their program) at CIT. The student has the right to attend the course in one academic year only once. Student Selection Plan should include courses that are not attended and evaluated with a passing grade at CIT.
- 10.3 In case of unexpected opening/closing of any course at the host university, the student should replace the selected course in student's selection plan with another one by the permission of the head of department at CIT.
- 10.4 Every student who attended an Erasmus+ mobility at the end of the exchange program should submit to the International Office and Registrar the transcript of the courses he/she followed at the host university. Shall no office be responsible for the credit recognition or any delay if the student doesn't submit in time the transcript to the designed offices mentioned above.
- 10.5 Curriculum evaluation process of subjects (curses) is made from the Committee of Recognition and Equivalence of Curricula (CREC) of the Department.
- 10.6 Students that have been part of exchange mobility programs, transfer from the host university not only their evaluation components, but also the attendance. In any case if they are FNA they should reattend the course, otherwise if they are only failing due to

their evaluation, but not for the class attendance, they have the right to enter in the makeup session without repeating the course.

11 DEVELOPMENT, APPROVEMENT AND REVIEWING OF THE STUDY PROGRAM AND ITS REGULATION

- 11.1 This regulation is created by Faculty Department, reviewed by Faculty Council which reviews and approves changes made in this regulation that can be proposed in future and is finally approved by the Academic Senate.
- 11.2 Study Program, Teaching Plan, Teaching Disciplines and forming activities offered in this program and credits for each of them are checked periodically. Changes are proposed from the Department, Curriculum Development Office, Permanent Committee for Programs and Curricula's and another member of the academic staff, consulting with private sector as a response of market requirements.
- 11.3 Rechecking can be done before the start of the academic year and not in the middle of the academic year or after it has started.
- 11.4 The program reviewing may provide subjects union or their division without violating the defined reports for each category of the program disciplines, reviewing of the subject's credits, text or literature that will be used.
- 11.5 In any case, the changes cannot be such as to deviate more than 20% from the required formation in the relevant field of study of the program. Within the deadline announced by the MoES the Faculty and the Academic Senate, after approving the changes in the study program should notify the ministry.

12 STUDY PROGRAM REGULATION ANNOUNCEMENTS OF IT'S IMPLEMENTATION

- 12.1 This regulation has effect at all the students that follow this study program regardless the academic year that they are registered. Problems and ambiguities that can show up with the new clauses or changes are interpreted and decided upon the Rector Decision.
- 12.2 Regulation and the program study are published in each academic year. After that, the student is responsible for the recognition and respect of the tasks and right that arising from this regulation.
- 12.3 The right of interpretation of this regulation has the Rector.

This regulation takes place immediately.

**APPROVED FROM:
CHAIR OF THE ACADEMIC SENATE**



UNDERGRADUATE STUDIES

"Business Administration & Information Technology"

Program Regulation

THE PURPOSE OF THE PROGRAM

The three-year bachelor in Business Administration and Information Technology is an integrated multidisciplinary degree program. The program's core strengths are two-fold: First, its combination of business, liberal arts and social science courses based on the Bachelor degree in Business Administration, and second, its emphasis on computer sciences courses. Conventional business administration programs at the undergraduate level accentuate a high level of specialization in business specific courses. As a result, graduates of these programs lack sufficient exposure to a wide array of non-business courses that inform students of the broader societal and intellectual context in which business and organizations operate. Moreover, most business curricula, which include an information technology component, focus somewhat narrowly on "business information systems". The Bachelor's degree in Business Administration and Information Technology, by contrast, provides a comprehensive overview of the discipline of computer science, equipping graduates to understand not only "business information systems", but the theories and applications associated with such essential subjects as programming, operating systems, databases, networks, software engineering and project management.

Target Skills:

- Develop critical management competencies in core business disciplines (i.e., accounting, finance, marketing, operations management and strategic management)
- Develop a strong theoretical and applied foundation in information technology and computer science
- Develop the mathematical and statistical skills required for financial analysis
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- Develop a detailed understanding of the impact of globalization on management practices and opportunities
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- Complete an optional specialization in "International Business"
- Complete an optional specialization in "Economics"

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- Human Resource Administrator
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 - d. Basic skills for research work;
 - e. General practical skills, applicable;
 - f. Training for personal promotion;
 - g. Degree without distinct research originality but that proves how understandable is the work of scientific researchers.
- 3.3.2 Graduates of this study program established for occupations/employment opportunities in each sector of the economy, industry, private business and public administration.
- 3.3.3 Graduates of this study program must have worked/handle the list of publications presented individually in the syllabi of the courses offered.

4. PROHIBITIVE CREDITS AND OBLIGATIONS

4.1 Credits

- 4.1.1 Credits of each subject take into account the workload in the classroom as well as the individual work that the student must perform to fulfil all the obligations set forth in the course program.
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Prohibitive Obligations (Prerequisites) – are the conditions that must be met by the student before he can pass the exam of a particular subject or discipline which in each case cannot be more than 5 (five).

5. KNOWLEDGE ASSESSMENT ACQUIRED BY STUDENTS

5.1 The assessment system

- 5.1.1 The rate of acquisition of knowledge in written and/or oral is made by points, from 0-100 points and the final result is converted in scale from 0 (zero) to 4 (four) and expressed with letters from F to A+, according to the table below. Grades from 1 (one) to 4 (four) and letters from D to A+ are passing.

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	Good
70-74	B	3.3	
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
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/	AUD		Audit status
/	EXW	*	Exceptional Waiver

5.2 Examinations and knowledge assessment methods

The academic assessment of students is based on the principle of continuous assessment. The syllabus determines the assessment that each lecturer follows. The final grade is the resultant of the combination of the following elements:

- Final Exam (40%);
- Midterm Exam (20-30%);
- Assignment/s, quizzes, essays, individual/group project/s (20-30%);
- Active participation in the learning process (10%).

Student assessment is carried on an ongoing basis from 0-100% according to the Grading Scheme and Grading System.

In respect of academic freedom, there is a trust margin of 10% only for midterm, assignments, projects, quizzes and homework (but no more than that).

5.2.1 The Mid Term Exams and the Final Exams are finished in the timely manner provided in the Academic Calendar of the Academic Year. As a rule, Mid – Term Exam is done in the 7th week or 8th week of the semester with a normal duration, meanwhile the final – exams must be finished in the end of semester.

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- 5.3.1 Make – Up Season is held in September of each academic year or with a prior decision of the Academic Senate during the year. Student has the right to make up in this season an unlimited number of exams in the case when he is evaluated with a non-passing grade in the midterm exam or final exam evaluation.
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- 5.3.7 In case that the student, after the make-up season in September, does not obtain the required credits to pass in the next academic year, as per the previous point, he/she will be considered as a “*retaker*” (repeater). If the student doesn’t have an FNA in the subjects where he lost his credits, then he can be accepted in September's season, only to redo the exams.

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- 5.4.1 Student has the right to improve, each academic year 3 (three) grades in the make-up season.

- 5.4.2 This right should be used within the academic year and cannot be used for the next academic years.
- 5.4.3 The student, who requires a grade review, is entitled to the examination of only one evaluation mentioned in the syllabus. The second examination mark is then retained. The revised grade is calculated in the same way, according to the syllabus, by considering the new mark instead of the initial one.
- 5.4.4 Student can improve any grade, except the internship and the thesis diploma, despite of the academic year in which is done the evaluation.

5.5 Request for the Re-evaluation

- 5.5.1 If the student has a complaint about the points he has received in one of the evaluation components (colloquium, intermediate exam, course assignment / practical assignment, final examination), after having exhausted the clarification procedure with the subject lecturer, he can direct to the head of department with a written request to state the reasons on which he based the complaint.
- 5.5.2 By getting the complaint, the Head of Department or Dean, when the instructor is head of the department itself, establishes a committee to review the request and appealed reevaluation component. The Commission's decision, taken by a majority of members, is final and can be the same, higher or lower than the initial estimate appealed.

6. ATTENDANCE

6.1 Attendance of the lesson

- 6.1.1 The program study is full time.
- 6.1.2 Course Attendance (lectures, seminars, lecture/seminar, seminar/labs, labs, exercises, internship) is required 75%.

6.2 Reattendance

A student who exceeds the number of absences allowed, based on the rules of the respective program loses the right to access appropriate final exam and is obligated to retake the course again from the beginning, paying the respective fee, as provided by the contract between the student and CIT.

7. INTERNSHIP

- 7.1 Internship is organized, followed and supervised from the Dean and Head of the respective Department in cooperation with Student Affairs Office or CIRDFaculty Unit.
- 7.2 As a forming activity of the program, (internship) it is obligatory and a necessary condition to finish the studies. Student who does not complete the internship, can not defend the diploma thesis.
- 7.3 Retaking the internship exam in the September season or the next academic year is versus a certain fee.
- 7.4 The development of internship is regulated with a specific regulation.

8. GRADUATION

- 8.1 Graduation is completed with the preparation and defense of a certain study or research topic.
- 8.2 In order to guide students' topics, leading lecturers develop sessions, according to a calendar of meetings.
- 8.3 The criteria for the thesis are defined with a specific regulation.
- 8.4 A student cannot defend the diploma thesis without obtaining the approval of the supervisor as a guarantor of academic quality.
- 8.5 Academic Calendar provides 3 (three) seasons for the thesis defend, which are: (1) 3rd week of January, (2) 3rd week of July, (3) 3rd week of September.
- 8.6 The student who fails in the first season, has the right to redefend it in the next 2 seasons. If he fails again in the next season, he should change the thesis and resubmit a new one.

9. TRANSFERS

- 9.1 CIT, in accordance with the principles of Bologna Charter of Education, accepts student transfers in intermediate years from other universities, which can be from Albania or not and also permit its students to transfer to other universities therefor.
- 9.2 Students enrolled in this study program may be recognized credits earned in other study programs in the same or similar fields, according to the criteria set forth in the respective transfer regulation in the CIT.
- 9.3 In this study program students who want to reorient their studies can also transfer part of other study programs from the first cycle offered by CIT.
- 9.4 Students who have finished their studies in another program (and university), have the right to ask for the credit's recognition to similar or equal subjects.
- 9.5 Students has the right to transfer only the subjects in which he/she has passed. In case of recognition the student carries the grade with which he has been evaluated in the previous study program. From this procedure are excluded CIT students who want to transfer their studies within the institution, who have the right to retake the exam in subject where they failed or in which they are FNA (Fail for Non-Attendance).
- 9.6 Students can be transfer in the second year if he has not less than 30 credits recognized, and in the third year if he has not less than 90 credits recognized.
- 9.7 In each case it is better that the student who transfer the studies from another school in CIT should attend some disciplines where he can win 50% of the credits of the study program, included internship and diploma thesis. Exceptions to this rule are students who are transferred from overseas higher education institutions of the OECD countries which according to European Committee (EC) are known for higher quality education. In each case the students must follow in CIT not less than 25% of the credits, including internship and thesis diploma.
- 9.8 Curriculum evaluation process of subjects is made from Recognition and Equivalence Committee (Curriculum) of the Department.

10. MOBILITY PROGRAM PARTICIPATION

- 10.1 Students announced as winners from the ad-hoc committee prior traveling to the hosting university shall select their pull of courses that they will attend during the Erasmus+ mobility.
- 10.2 Students should confirm their Selection Plan for attending at least 5 courses per semester from the respective Head of Department. In any case the courses selected by the student/s shall not be new courses or courses that are not included in the education plan (their program) at CIT. The student has the right to attend the course in one academic year only once. Student Selection Plan should include courses that are not attended and evaluated with a passing grade at CIT.
- 10.3 In case of unexpected opening/closing of any course at the host university, the student should replace the selected course in student's selection plan with another one by the permission of the head of department at CIT.
- 10.4 Every student who attended an Erasmus+ mobility at the end of the exchange program should submit to the International Office and Registrar the transcript of the courses he/she followed at the host university. Shall no office be responsible for the credit recognition or any delay if the student doesn't submit in time the transcript to the designed offices mentioned above.
- 10.5 Curriculum evaluation process of subjects (curses) is made from the Committee of Recognition and Equivalence of Curricula (CREC) of the Department.
- 10.6 Students that have been part of exchange mobility programs, transfer from the host university not only their evaluation components, but also the attendance. In any case if they are FNA they should reattend the course, otherwise if they are only failing due to

their evaluation, but not for the class attendance, they have the right to enter in the makeup session without repeating the course.

11. DEVELOPMENT, APPROVEMENT AND REVIEWING OF THE STUDY PROGRAM AND ITS REGULATION

- 11.1 This regulation is created by Faculty Department, reviewed by Faculty Council which reviews and approves changes made in this regulation that can be proposed in future and is finally approved by the Academic Senate.
- 11.2 Study Program, Teaching Plan, Teaching Disciplines and forming activities offered in this program and credits for each of them are checked periodically. Changes are proposed from the Department, Curriculum Development Office, Permanent Committee for Programs and Curricula's and another member of the academic staff, consulting with private sector as a response of market requirements.
- 11.3 Rechecking can be done before the start of the academic year and not in the middle of the academic year or after it has started.
- 11.4 The program reviewing may provide subjects union or their division without violating the defined reports for each category of the program disciplines, reviewing of the subject's credits, text or literature that will be used.
- 11.5 In any case, the changes cannot be such as to deviate more than 20% from the required formation in the relevant field of study of the program. Within the deadline announced by the MoES the Faculty and the Academic Senate, after approving the changes in the study program should notify the ministry.

12. STUDY PROGRAM REGULATION ANNOUNCEMENTS OF IT'S IMPLEMENTATION

- 12.1 This regulation has effect at all the students that follow this study program regardless the academic year that they are registered. Problems and ambiguities that can show up with the new clauses ore changes are interpreted and decided upon the Rector Decision.
- 12.2 Regulation and the program study are published in each academic year. After that, the student is responsible for the recognition and respect of the tasks and right that arising from this regulation.
- 12.3 The right of interpretation of this regulation has the Rector.

This regulation takes place immediately.

**APPROVED FROM:
CHAIR OF THE ACADEMIC SENATE**



UNDERGRADUATE STUDIES

"Computer Engineering and Information Technology"

Program Regulation

THE PURPOSE OF THE PROGRAM

The purpose of this study program, BSc in Computer Engineering and Information Technology, is to ensure the preparation of specialists in the field of computer engineering based on the most advanced programs of the time. The degree program has a unique course of study that gives students basic engineering concepts and through knowledge of the main features of the processing of the information systems, both in hardware and in the software. In particular, computer literacy covering the basics of architecture of computers and computer systems, issues related to the project and the integration of hardware and software systems, with in-depth knowledge of operating systems, programming languages, techniques and software engineering methods, principles and technologies for modeling, design and database management.

Target Skills:

Faculty of Engineering expects students who complete this program to be able to:

- apply scientific knowledge of mathematics and engineering;
- design and conduct experiments, analyze and interpret data;
- build a system, component, or process to meet the needs and desires within realistic constraints;
- work in multi-disciplinary teams;
- identify, formulate and solve technical problems;
- understand professional and ethical responsibilities;
- communicate as effectively, orally and in writing;
- have broad education necessary to understand the impact of engineering solutions in a global context, economic, environmental and social;
- have knowledge of contemporary issues;
- use techniques, skills and tools of modern engineering practice.

Some of the typical Career Opportunities:

- System Analyst
- Database Design
- Database Administrator
- Developer
- Database Developer
- Software Developer
- Conceiving and Information Processing Systems

UNDERGRADUTE STUDIES

Program Regulation

1. GENERAL PRINCIPLES

- 1.1 This Regulation of the undergraduate studies is based on Law no.80/2015, dated 22.07.2015 “On Higher Education in the Republic of Albania”, Council of Ministers Decision no. 418, issued on 10.05.2017 and no. 41, date 24.01.2018; the instructions of the Minister of Education and Sport no. 31, dated 29.12.2017; and on the Regulation and Bylaws of Canadian Institute of Technology (CIT).
- 1.2 This regulation is designed in accordance with the respective program objectives, teaching plan and teaching activities.
- 1.3 This regulation determines the organizational aspects of the program in the first cycle of studies. It is conceived by respecting the academic freedom, the rights and the obligations of the academic staff and students.

2. ADMISSIONS OF THE STUDY PROGRAM

- 2.1 To be accepted in this program the student should have completed with success the mandatory exams and those by choice of the State Matura. In addition, he/she must possess:
 - A high school diploma with 3 (three) years duration,
 - A high school diploma under the system 4 (four) years duration,
 - A technical high school diploma with 5 (years) duration.
- 2.2 The candidate may have another diploma from an outside institution which is known and valid in accordance with the Albanian Law.
- 2.3 Foreign citizens must have a residence permit in our country issued from official institutions of Albania.
- 2.4 Furthermore, in CIT we accept students who have received a university diploma from another Higher Education Institution within or outside the country and who seek to follow a second study program. In case when the student requires to transfer the credits, the recognition and evaluation process is done from CIT (as a host unit) in Departmental level from the ad hoc Committee of Recognition and Equivalence of Curricula (CREC).
- 2.5 CIT accepts (registrations) depending on the CIT’s infrastructure and academic capacity, but also according to specific criteria that can be determined in advance by the Faculty Council or Academic Senate. The maximal number of students that can be registered and their selection methods will be public in each academic year before the start of registrations.
- 2.6 Admission documents must be submitted to the Admission Office or Faculty Secretary, which is responsible of the registration process of the student who want to enrol in the university.
- 2.7 Candidates should met the English language criteria according to the CIT institutional standards. The candidate should present a certificate of the English language test done in the recognized institutions which are included in the published list by the MoES, or having a grade not less than 6, from the obligatory test of English language received in State Matura.
- 2.8 The candidate should have an average (of arithmetic) grade none less than 6.5 (six point five), from the High School
- 2.9 In the beginning of the academic year CIT organizes the orientation weeks, holding meetings and seminars to introduce the study system, regulations and the administrative procedures in CIT for new students.

- 2.10 Registration requirements in the First Cycle are approved each year and are published in all possible ways.
- 2.11 The criteria are detailed according to the Albanian Law on Higher Education and Ministry of Education and Sport (MoES) Guidelines.

3. STUDY PROGRAM

3.1 Study Program Structure

- 3.1.1 Educational disciplines and other formative activities offered in this study program are organized into five categories, from A - E. Teaching disciplines offered in category A, B, C, and D are required. In Category A are included general teaching disciplines/based ones, in Category B are included teaching disciplines that characterize the program. In category C are included interdisciplinary subjects and selected disciplines, of which the student must choose one of the courses offered. In the category D are included formative activities for the recognition of foreign languages, computer training and professional practice. During the third year of studies, the student prepares the diploma thesis, the defense of which is a prerequisite for graduation and constitutes an obligation included in the category E.
- 3.1.2 The total number of disciplines (simple or organized in modules) needed to graduate, including also the internship and thesis diploma is 30.
- 3.1.3 The study program and the educational plan are attached as appendix in this regulation and are published in each academic year.
- 3.1.4 In the first year of studies, the study program offers general training disciplines (Category A), form the forming activities.
- 3.1.5 All the required disciplines are mandatory and the student is registered automatically from the secretary. During the second year and third year, the student deepens the knowledges and skills in the field of study, as well as meets his specific interests in B, C and D category.
- 3.1.6 During the academic year, the organization of teaching activities extend to 2 (two) semesters of normal duration 15 weeks.
- 3.1.7 Part of teaching activities in the relevant area is research work, conceptualized to support the program of study. In this case, the student conducts research work with no requirement for any particular originality (independent creative result), as he/she is during the primary development assignments through the preparation of the course and the use of literature.
- 3.1.8 All courses (subjects/syllabuses) are designed according to the proposed format/form in *CIT Documentations* and are approved by the Dean in prior consultation with the responsible of the department.
- 3.1.9 At the beginning of each semester students possess the course programs for each subject that are offered from the university. These programs after approval are available to students, being deposited in the university library, and can be published in CIT brochures or the website. Course programs indicate synthetically what is archived through the subject and the relevant literature.
- 3.1.10 CIT departments organize the tutorial activity and the academic advising for students in accordance with the related regulations at the beginning of academic year.
- 3.1.11 Successful completion of the study program leads the student to the labor market or enables him to continue studies in the second cycle programs of study.

3.2 The duration of studies

- 3.2.1 The normal period to complete the studies is 3 (three) years;
- 3.2.2 The maximal period to complete the studies is 6 (six) years. After this period the relationship between the Institution and the student will be renegotiated.

- 3.2.3 If the student interrupts the studies for a period more than 3 (three) years, the Faculty Council has the right to examine of the student's knowledge. For this purpose, a special Commission (Recognition Commission), is set up to reevaluate the credits obtained by the student.
- 3.2.4 The student, who did not pass any exam for (3) three academic years, loses the right to continue his academic career as a student of CIT.

3.3 Study Program Objectives

- 3.3.1 Undergraduate (Bachelor) program aims to provide the students with:
- a. Basic knowledge and concepts in the field of study;
 - b. Skills towards an occupation or professional license;
 - c. General civic training;
 - d. Basic skills for research work;
 - e. General practical skills, applicable;
 - f. Training for personal promotion;
 - g. Degree without distinct research originality but that proves how understandable is the work of scientific researchers.
- 3.3.2 Graduates of this study program established for occupations/employment opportunities in each sector of the economy, industry, private business and public administration.
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- 5.4.2 This right should be used within the academic year and cannot be used for the next academic years.
- 5.4.3 The student, who requires a grade review, is entitled to the examination of only one evaluation mentioned in the syllabus. The second examination mark is then retained. The revised grade is calculated in the same way, according to the syllabus, by considering the new mark instead of the initial one.
- 5.4.4 Student can improve any grade, except the internship and the thesis diploma, despite of the academic year in which is done the evaluation.

5.5 Request for the Re-evaluation

- 5.5.1 If the student has a complaint about the points he has received in one of the evaluation components (colloquium, intermediate exam, course assignment / practical assignment, final examination), after having exhausted the clarification procedure with the subject lecturer, he can direct to the head of department with a written request to state the reasons on which he based the complaint.
- 5.5.2 By getting the complaint, the Head of Department or Dean, when the instructor is head of the department itself, establishes a committee to review the request and appealed reevaluation component. The Commission's decision, taken by a majority of members, is final and can be the same, higher or lower than the initial estimate appealed.

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6.1 Attendance of the lesson

- 6.1.1 The program study is full time.
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A student who exceeds the number of absences allowed, based on the rules of the respective program loses the right to access appropriate final exam and is obligated to retake the course again from the beginning, paying the respective fee, as provided by the contract between the student and CIT.

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- 8.4 A student cannot defend the diploma thesis without obtaining the approval of the supervisor as a guarantor of academic quality.
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12. STUDY PROGRAM REGULATION ANNOUNCEMENTS OF IT'S IMPLEMENTATION

- 12.1 This regulation has effect at all the students that follow this study program regardless the academic year that they are registered. Problems and ambiguities that can show up with the new clauses ore changes are interpreted and decided upon the Rector Decision.
- 12.2 Regulation and the program study are published in each academic year. After that, the student is responsible for the recognition and respect of the tasks and right that arising from this regulation.
- 12.3 The right of interpretation of this regulation has the Rector.

This regulation takes place immediately.

**APPROVED FROM:
CHAIR OF THE ACADEMIC SENATE**



UNDERGRADUATE STUDIES

"Finance and Accounting" Program Regulation

THE PURPOSE OF THE PROGRAM

The Bachelor Program in Finance and Accounting aims at providing students with fundamental knowledge in the core fields of: Finance, Banking, Accounting and Auditing. This program is designed to prepare students to manage money and finance investment opportunities, achieve financial efficiency, leverage assets, and maximize investments. In addition it provides students the opportunity to develop analytical and quantitative capabilities—equipping them to pursue careers in the field of finance or accounting, focusing on investment analysis and management, banking, auditing, consulting and financial management. Apart from the combination of theoretical and practical disciplines as well as finance and accounting, an additional value of this program of study is providing students with concentrated degrees in finance, banking, accounting and auditing, which makes it possible for a successful career both in finance and banking as well as in the related field of accounting and auditing.

Target Skills

- General and complete knowledge of corporate finance and market organization, structure, instruments, products, services as well as financial and banking institutions, government budget, tax system and public economic policies.
- General and complete knowledge of financial and legal regulations of a business activity: initiation, supervision, risks and risk management.
- General knowledge related to the preparation, analysis and auditing of financial balance sheets as well as accounting information.
- Skills related to calculation and evaluation of securities, risk return, company performance and financial and physical investment.
- Skills of administrative, accounting and financial management for governing any department of an organization, related to various tasks such as: controller, treasury management, risk analysis, generating and closing accounting reports, auditing of accounts internally and externally, advising on investment and finance.
- Very good managerial skills related to firms and banks assets, liabilities, profits, costs and finances as well as specific managerial skills related to investment portfolios.
- Analytical skills related to balance sheet, performance, company budgeting and projects, costs and benefits etc.

Some of the typical Career Opportunities:

- Financial Specialist
- Budget Financial Specialist
- Bank Credit Officer
- Insurance Companies Officer
- Accounting Clerk
- Financial Analyst
- Portfolio Manager
- Internal or External Auditor
- Financial Planner
- Financial Advisor
- Tax Advisor
- Credit Officer

UNDERGRADUTE STUDIES

Program Regulation

1. GENERAL PRINCIPLES

- 1.1 This Regulation of the undergraduate studies is based on Law no.80/2015, dated 22.07.2015 “On Higher Education in the Republic of Albania”, Council of Ministers Decision no. 418, issued on 10.05.2017 and no. 41, date 24.01.2018; the instructions of the Minister of Education and Sport no. 31, dated 29.12.2017; and on the Regulation and Bylaws of Canadian Institute of Technology (CIT).
- 1.2 This regulation is designed in accordance with the respective program objectives, teaching plan and teaching activities.
- 1.3 This regulation determines the organizational aspects of the program in the first cycle of studies. It is conceived by respecting the academic freedom, the rights and the obligations of the academic staff and students.

2. ADMISSIONS OF THE STUDY PROGRAM

- 2.1 To be accepted in this program the student should have completed with success the mandatory exams and those by choice of the State Matura. In addition, he/she must possess:
 - A high school diploma with 3 (three) years duration,
 - A high school diploma under the system 4 (four) years duration,
 - A technical high school diploma with 5 (years) duration.
- 2.2 The candidate may have another diploma from an outside institution which is known and valid in accordance with the Albanian Law.
- 2.3 Foreign citizens must have a residence permit in our country issued from official institutions of Albania.
- 2.4 Furthermore, in CIT we accept students who have received a university diploma from another Higher Education Institution within or outside the country and who seek to follow a second study program. In case when the student requires to transfer the credits, the recognition and evaluation process is done from CIT (as a host unit) in Departmental level from the ad hoc Committee of Recognition and Equivalence of Curricula (CREC).
- 2.5 CIT accepts (registrations) depending on the CIT’s infrastructure and academic capacity, but also according to specific criteria that can be determined in advance by the Faculty Council or Academic Senate. The maximal number of students that can be registered and their selection methods will be public in each academic year before the start of registrations.
- 2.6 Admission documents must be submitted to the Admission Office or Faculty Secretary, which is responsible of the registration process of the student who want to enrol in the university.
- 2.7 Candidates should met the English language criteria according to the CIT institutional standards. The candidate should present a certificate of the English language test done in the recognized institutions which are included in the published list by the MoES, or having a grade not less than 6, from the obligatory test of English language received in State Matura.
- 2.8 The candidate should have an average (of arithmetic) grade none less than 6.5 (six point five), from the High School
- 2.9 In the beginning of the academic year CIT organizes the orientation weeks, holding meetings and seminars to introduce the study system, regulations and the administrative procedures in CIT for new students.

- 2.10 Registration requirements in the First Cycle are approved each year and are published in all possible ways.
- 2.11 The criteria are detailed according to the Albanian Law on Higher Education and Ministry of Education and Sport (MoES) Guidelines.

3. STUDY PROGRAM

3.1 Study Program Structure

- 3.1.1 Educational disciplines and other formative activities offered in this study program are organized into five categories, from A - E. Teaching disciplines offered in category A, B, C, and D are required. In Category A are included general teaching disciplines/based ones, in Category B are included teaching disciplines that characterize the program. In category C are included interdisciplinary subjects and selected disciplines, of which the student must choose one of the courses offered. In the category D are included formative activities for the recognition of foreign languages, computer training and professional practice. During the third year of studies, the student prepares the diploma thesis, the defense of which is a prerequisite for graduation and constitutes an obligation included in the category E.
- 3.1.2 The total number of disciplines (simple or organized in modules) needed to graduate, including also the internship and thesis diploma is 30.
- 3.1.3 The study program and the educational plan are attached as appendix in this regulation and are published in each academic year.
- 3.1.4 In the first year of studies, the study program offers general training disciplines (Category A), form the forming activities.
- 3.1.5 All the required disciplines are mandatory and the student is registered automatically from the secretary. During the second year and third year, the student deepens the knowledges and skills in the field of study, as well as meets his specific interests in B, C and D category.
- 3.1.6 During the academic year, the organization of teaching activities extend to 2 (two) semesters of normal duration 15 weeks.
- 3.1.7 Part of teaching activities in the relevant area is research work, conceptualized to support the program of study. In this case, the student conducts research work with no requirement for any particular originality (independent creative result), as he/she is during the primary development assignments through the preparation of the course and the use of literature.
- 3.1.8 All courses (subjects/syllabuses) are designed according to the proposed format/form in *CIT Documentations* and are approved by the Dean in prior consultation with the responsible of the department.
- 3.1.9 At the beginning of each semester students possess the course programs for each subject that are offered from the university. These programs after approval are available to students, being deposited in the university library, and can be published in CIT brochures or the website. Course programs indicate synthetically what is archived through the subject and the relevant literature.
- 3.1.10 CIT departments organize the tutorial activity and the academic advising for students in accordance with the related regulations at the beginning of academic year.
- 3.1.11 Successful completion of the study program leads the student to the labor market or enables him to continue studies in the second cycle programs of study.

3.2 The duration of studies

- 3.2.1 The normal period to complete the studies is 3 (three) years;
- 3.2.2 The maximal period to complete the studies is 6 (six) years. After this period the relationship between the Institution and the student will be renegotiated.

- 3.2.3 If the student interrupts the studies for a period more than 3 (three) years, the Faculty Council has the right to examine of the student's knowledge. For this purpose, a special Commission (Recognition Commission), is set up to reevaluate the credits obtained by the student.
- 3.2.4 The student, who did not pass any exam for (3) three academic years, loses the right to continue his academic career as a student of CIT.

3.3 Study Program Objectives

- 3.3.1 Undergraduate (Bachelor) program aims to provide the students with:
- a. Basic knowledge and concepts in the field of study;
 - b. Skills towards an occupation or professional license;
 - c. General civic training;
 - d. Basic skills for research work;
 - e. General practical skills, applicable;
 - f. Training for personal promotion;
 - g. Degree without distinct research originality but that proves how understandable is the work of scientific researchers.
- 3.3.2 Graduates of this study program established for occupations/employment opportunities in each sector of the economy, industry, private business and public administration.
- 3.3.3 Graduates of this study program must have worked/handle the list of publications presented individually in the syllabi of the courses offered.

4. PROHIBITIVE CREDITS AND OBLIGATIONS

4.1 Credits

- 4.1.1 Credits of each subject take into account the workload in the classroom as well as the individual work that the student must perform to fulfil all the obligations set forth in the course program.
- 4.1.2 Student who follow this study program must receive at least 180 ECTS.
- 4.1.3 Simple disciplines have 6 credits, thesis diploma has 6 credits.
- 4.1.4 A credit is 25 hours of student learning, composed of learning hours for transmission of knowledge in the auditorium (lectured, seminars, exercises, projects, assignments and other formative activities inside the discipline) and hours pertaining to independent learning outside the university.
- 4.1.5 Credits of a discipline are earned only after the evaluation of the student with a passing grade. In case of disciplines consisting of two modules, the student is evaluated with a final grade and earns the corresponding credits after having received no less than 50 % in each of the modules. If the necessary points were taken in one of the modules, credits of that model are calculated only for the purpose of passing the student in the next year of study.

4.2 Prohibitive Obligations

Prohibitive Obligations (Prerequisites) – are the conditions that must be met by the student before he can pass the exam of a particular subject or discipline which in each case cannot be more than 5 (five).

5. KNOWLEDGE ASSESSMENT ACQUIRED BY STUDENTS

5.1 The assessment system

- 5.1.1 The rate of acquisition of knowledge in written and/or oral is made by points, from 0-100 points and the final result is converted in scale from 0 (zero) to 4 (four) and expressed with letters from F to A+, according to the table below. Grades from 1 (one) to 4 (four) and letters from D to A+ are passing.

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	Good
70-74	B	3.3	
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

5.2 Examinations and knowledge assessment methods

The academic assessment of students is based on the principle of continuous assessment. The syllabus determines the assessment that each lecturer follows. The final grade is the resultant of the combination of the following elements:

- Final Exam (40%);
- Midterm Exam (20-30%);
- Assignment/s, quizzes, essays, individual/group project/s (20-30%);
- Active participation in the learning process (10%).

Student assessment is carried on an ongoing basis from 0-100% according to the Grading Scheme and Grading System.

In respect of academic freedom, there is a trust margin of 10% only for midterm, assignments, projects, quizzes and homework (but no more than that).

5.2.1 The Mid Term Exams and the Final Exams are finished in the timely manner provided in the Academic Calendar of the Academic Year. As a rule, Mid – Term Exam is done in the 7th week or 8th week of the semester with a normal duration, meanwhile the final – exams must be finished in the end of semester.

5.2.2 Exams are conducted with a secretion procedure keeping secret the name of the student in the exam paper to the moment of their opening in the secretary after the professor has correct the exams.

- 5.2.3 The evaluation of the student with his points are recorded in the exam paper, which is signed from the professor who has compiled the exam and also in the summary format of student evaluation. The exam result is finished within 2 weeks from the date of their development. Within those 2 weeks the professor meets the student for the tutorial and the academic advice for everything that the student want to discuss about the exam result. After that period professor can complete the Grade Report in the respective Secretary.
- 5.2.4 The student earns the right to enter in the final exam for a specific subject, only if he has completed all the obligations regarding the participation provided in the educational plan of CIT and the payment obligations based on the Contract signed from the student and the University. Students that have the right to enter in the final exam are registered in the course Attendance Sheet.
- 5.2.5 For the student who does not enter in the final exam of the subject or who withdraw from the exam, the secretary marks in the Grade Report WNP “Withdrawn without Academic Penalty” note.
- 5.2.6 For the student who loses the right to enter in the final exam of a subject according to the absences overpassing, the secretary marks in the Grade Repot FNA “Fail for Non-Attendance” note.

5.3 **Make – Up Exams**

- 5.3.1 Make – Up Season is held in September of each academic year or with a prior decision of the Academic Senate during the year. Student has the right to make up in this season an unlimited number of exams in the case when he is evaluated with a non-passing grade in the midterm exam or final exam evaluation.
- 5.3.2 The student has the right to take the exam of the subject in the September make-up season, at the extent of the mid-term exam and final exam in percentage (%).
- 5.3.3 The exam at the end of the respective semester is free of charge. After those two possibilities, the student has to pay the relevant fee that is assigned in the contract between the student and the University (CIT).
- 5.3.4 In addition to the September season, CIT also provides opportunities for special seasons, which are announced by the Academic Senate at the Faculty's request. The student must be enrolled at least one week before at the Registrar. The organization of these seasons, the procedures, method of calculating the professor's load and the concrete dates are determined by a special Rector's Order.
- 5.3.5 In case of retained exams, student is evaluated based on the subject program of the actual academic year. If the number of credits of the subject has changed, student receives the actual credits of the subject.
- 5.3.6 If the student after the September season is at least with 30 credits, he has the right to continue in the next academic year and to retake the failed exams in progress, respecting the program obligations. The student passes from the second year to the third when he has collected not less than 90 credits (90 in total in both years), but not only with the subjects of the first-year study program. Student can pay also the obligations of the respective academic year.
- 5.3.7 In case that the student, after the make-up season in September, does not obtain the required credits to pass in the next academic year, as per the previous point, he/she will be considered as a “*retaker*” (repeater). If the student doesn’t have an FNA in the subjects where he lost his credits, then he can be accepted in September's season, only to redo the exams.

5.4 **Improvements**

- 5.4.1 Student has the right to improve, each academic year 3 (three) grades in the make-up season.

- 5.4.2 This right should be used within the academic year and cannot be used for the next academic years.
- 5.4.3 The student, who requires a grade review, is entitled to the examination of only one evaluation mentioned in the syllabus. The second examination mark is then retained. The revised grade is calculated in the same way, according to the syllabus, by considering the new mark instead of the initial one.
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- 12.1 This regulation has effect at all the students that follow this study program regardless the academic year that they are registered. Problems and ambiguities that can show up with the new clauses ore changes are interpreted and decided upon the Rector Decision.
- 12.2 Regulation and the program study are published in each academic year. After that, the student is responsible for the recognition and respect of the tasks and right that arising from this regulation.
- 12.3 The right of interpretation of this regulation has the Rector.

This regulation takes place immediately.

**APPROVED FROM:
CHAIR OF THE ACADEMIC SENATE**



UNDERGRADUATE STUDIES

"Software Engineering" Program Regulation

THE PURPOSE OF THE PROGRAM

The Bachelor of Software Engineering has been designed to prepare students for a successful career in the software industry and the information technology sector by teaching them a breadth and depth of knowledge of software engineering that combines theory and practice of Computer Science and Engineering. Students will also acquire communication skills and become proficient in engineering design, particularly as it applies to software development and software systems. The Objectives of this program are to acquire knowledge and skills in the following areas:

Target Skills:

- Ability to understand all aspects of software development process from the early design stages to long-term software maintenance and evolution;
- The ability to construct and evaluate software in the context of physical systems and real-world applications;
- The ability to apply engineering design principles to software development including trade-off analyses;
- The ability to understand criteria of software quality and assurance;
- The ability to plan and manage large software projects;
- The ability to work independently and in team;
- The ability to understand engineering economics and entrepreneurship in software practice;
- The ability to understand the underlying principles on which physical systems and real-world applications are built on;
- The ability to integrate and participate in the design process of these systems and applications;
- The capability to communicate effectively both orally and in writing; and a breadth of knowledge and skills in software engineering, as well as related areas of engineering, computer science, mathematics and complementary studies.

Some of the typical Career Opportunities:

- Design enterprise information systems
- Business Analyst
- Software Architect
- Software Tester
- Software Project Manager
- Information Specialist
- Systems Administrator
- Website Manager
- E-commerce Developer
- Decision Support Systems Developer
- Database Designer and Manager
- Software Developer

UNDERGRADUTE STUDIES

Program Regulation

1. GENERAL PRINCIPLES

- 1.1 This Regulation of the undergraduate studies is based on Law no.80/2015, dated 22.07.2015 “On Higher Education in the Republic of Albania”, Council of Ministers Decision no. 418, issued on 10.05.2017 and no. 41, date 24.01.2018; the instructions of the Minister of Education and Sport no. 31, dated 29.12.2017; and on the Regulation and Bylaws of Canadian Institute of Technology (CIT).
- 1.2 This regulation is designed in accordance with the respective program objectives, teaching plan and teaching activities.
- 1.3 This regulation determines the organizational aspects of the program in the first cycle of studies. It is conceived by respecting the academic freedom, the rights and the obligations of the academic staff and students.

2. ADMISSIONS OF THE STUDY PROGRAM

- 2.1 To be accepted in this program the student should have completed with success the mandatory exams and those by choice of the State Matura. In addition, he/she must possess:
 - A high school diploma with 3 (three) years duration,
 - A high school diploma under the system 4 (four) years duration,
 - A technical high school diploma with 5 (years) duration.
- 2.2 The candidate may have another diploma from an outside institution which is known and valid in accordance with the Albanian Law.
- 2.3 Foreign citizens must have a residence permit in our country issued from official institutions of Albania.
- 2.4 Furthermore, in CIT we accept students who have received a university diploma from another Higher Education Institution within or outside the country and who seek to follow a second study program. In case when the student requires to transfer the credits, the recognition and evaluation process is done from CIT (as a host unit) in Departmental level from the ad hoc Committee of Recognition and Equivalence of Curricula (CREC).
- 2.5 CIT accepts (registrations) depending on the CIT’s infrastructure and academic capacity, but also according to specific criteria that can be determined in advance by the Faculty Council or Academic Senate. The maximal number of students that can be registered and their selection methods will be public in each academic year before the start of registrations.
- 2.6 Admission documents must be submitted to the Admission Office or Faculty Secretary, which is responsible of the registration process of the student who want to enrol in the university.
- 2.7 Candidates should met the English language criteria according to the CIT institutional standards. The candidate should present a certificate of the English language test done in the recognized institutions which are included in the published list by the MoES, or having a grade not less than 6, from the obligatory test of English language received in State Matura.
- 2.8 The candidate should have an average (of arithmetic) grade none less than 6.5 (six point five), from the High School
- 2.9 In the beginning of the academic year CIT organizes the orientation weeks, holding meetings and seminars to introduce the study system, regulations and the administrative procedures in CIT for new students.

- 2.10 Registration requirements in the First Cycle are approved each year and are published in all possible ways.
- 2.11 The criteria are detailed according to the Albanian Law on Higher Education and Ministry of Education and Sport (MoES) Guidelines.

3. STUDY PROGRAM

3.1 Study Program Structure

- 3.1.1 Educational disciplines and other formative activities offered in this study program are organized into five categories, from A - E. Teaching disciplines offered in category A, B, C, and D are required. In Category A are included general teaching disciplines/based ones, in Category B are included teaching disciplines that characterize the program. In category C are included interdisciplinary subjects and selected disciplines, of which the student must choose one of the courses offered. In the category D are included formative activities for the recognition of foreign languages, computer training and professional practice. During the third year of studies, the student prepares the diploma thesis, the defense of which is a prerequisite for graduation and constitutes an obligation included in the category E.
- 3.1.2 The total number of disciplines (simple or organized in modules) needed to graduate, including also the internship and thesis diploma is 30.
- 3.1.3 The study program and the educational plan are attached as appendix in this regulation and are published in each academic year.
- 3.1.4 In the first year of studies, the study program offers general training disciplines (Category A), form the forming activities.
- 3.1.5 All the required disciplines are mandatory and the student is registered automatically from the secretary. During the second year and third year, the student deepens the knowledges and skills in the field of study, as well as meets his specific interests in B, C and D category.
- 3.1.6 During the academic year, the organization of teaching activities extend to 2 (two) semesters of normal duration 15 weeks.
- 3.1.7 Part of teaching activities in the relevant area is research work, conceptualized to support the program of study. In this case, the student conducts research work with no requirement for any particular originality (independent creative result), as he/she is during the primary development assignments through the preparation of the course and the use of literature.
- 3.1.8 All courses (subjects/syllabuses) are designed according to the proposed format/form in *CIT Documentations* and are approved by the Dean in prior consultation with the responsible of the department.
- 3.1.9 At the beginning of each semester students possess the course programs for each subject that are offered from the university. These programs after approval are available to students, being deposited in the university library, and can be published in CIT brochures or the website. Course programs indicate synthetically what is archived through the subject and the relevant literature.
- 3.1.10 CIT departments organize the tutorial activity and the academic advising for students in accordance with the related regulations at the beginning of academic year.
- 3.1.11 Successful completion of the study program leads the student to the labor market or enables him to continue studies in the second cycle programs of study.

3.2 The duration of studies

- 3.2.1 The normal period to complete the studies is 3 (three) years;
- 3.2.2 The maximal period to complete the studies is 6 (six) years. After this period the relationship between the Institution and the student will be renegotiated.

- 3.2.3 If the student interrupts the studies for a period more than 3 (three) years, the Faculty Council has the right to examine of the student's knowledge. For this purpose, a special Commission (Recognition Commission), is set up to reevaluate the credits obtained by the student.
- 3.2.4 The student, who did not pass any exam for (3) three academic years, loses the right to continue his academic career as a student of CIT.

3.3 Study Program Objectives

- 3.3.1 Undergraduate (Bachelor) program aims to provide the students with:
 - a. Basic knowledge and concepts in the field of study;
 - b. Skills towards an occupation or professional license;
 - c. General civic training;
 - d. Basic skills for research work;
 - e. General practical skills, applicable;
 - f. Training for personal promotion;
 - g. Degree without distinct research originality but that proves how understandable is the work of scientific researchers.
- 3.3.2 Graduates of this study program established for occupations/employment opportunities in each sector of the economy, industry, private business and public administration.
- 3.3.3 Graduates of this study program must have worked/handle the list of publications presented individually in the syllabi of the courses offered.

4. PROHIBITIVE CREDITS AND OBLIGATIONS

4.1 Credits

- 4.1.1 Credits of each subject take into account the workload in the classroom as well as the individual work that the student must perform to fulfil all the obligations set forth in the course program.
- 4.1.2 Student who follow this study program must receive at least 180 ECTS.
- 4.1.3 Simple disciplines have 6 credits, thesis diploma has 6 credits.
- 4.1.4 A credit is 25 hours of student learning, composed of learning hours for transmission of knowledge in the auditorium (lectured, seminars, exercises, projects, assignments and other formative activities inside the discipline) and hours pertaining to independent learning outside the university.
- 4.1.5 Credits of a discipline are earned only after the evaluation of the student with a passing grade. In case of disciplines consisting of two modules, the student is evaluated with a final grade and earns the corresponding credits after having received no less than 50 % in each of the modules. If the necessary points were taken in one of the modules, credits of that model are calculated only for the purpose of passing the student in the next year of study.

4.2 Prohibitive Obligations

Prohibitive Obligations (Prerequisites) – are the conditions that must be met by the student before he can pass the exam of a particular subject or discipline which in each case cannot be more than 5 (five).

5. KNOWLEDGE ASSESSMENT ACQUIRED BY STUDENTS

5.1 The assessment system

- 5.1.1 The rate of acquisition of knowledge in written and/or oral is made by points, from 0-100 points and the final result is converted in scale from 0 (zero) to 4 (four) and expressed with letters from F to A+, according to the table below. Grades from 1 (one) to 4 (four) and letters from D to A+ are passing.

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	Good
70-74	B	3.3	
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

5.2 Examinations and knowledge assessment methods

The academic assessment of students is based on the principle of continuous assessment. The syllabus determines the assessment that each lecturer follows. The final grade is the resultant of the combination of the following elements:

- Final Exam (40%);
- Midterm Exam (20-30%);
- Assignment/s, quizzes, essays, individual/group project/s (20-30%);
- Active participation in the learning process (10%).

Student assessment is carried on an ongoing basis from 0-100% according to the Grading Scheme and Grading System.

In respect of academic freedom, there is a trust margin of 10% only for midterm, assignments, projects, quizzes and homework (but no more than that).

5.2.1 The Mid Term Exams and the Final Exams are finished in the timely manner provided in the Academic Calendar of the Academic Year. As a rule, Mid – Term Exam is done in the 7th week or 8th week of the semester with a normal duration, meanwhile the final – exams must be finished in the end of semester.

5.2.2 Exams are conducted with a secretion procedure keeping secret the name of the student in the exam paper to the moment of their opening in the secretary after the professor has correct the exams.

- 5.2.3 The evaluation of the student with his points are recorded in the exam paper, which is signed from the professor who has compiled the exam and also in the summary format of student evaluation. The exam result is finished within 2 weeks from the date of their development. Within those 2 weeks the professor meets the student for the tutorial and the academic advice for everything that the student want to discuss about the exam result. After that period professor can complete the Grade Report in the respective Secretary.
- 5.2.4 The student earns the right to enter in the final exam for a specific subject, only if he has completed all the obligations regarding the participation provided in the educational plan of CIT and the payment obligations based on the Contract signed from the student and the University. Students that have the right to enter in the final exam are registered in the course Attendance Sheet.
- 5.2.5 For the student who does not enter in the final exam of the subject or who withdraw from the exam, the secretary marks in the Grade Report WNP “Withdrawn without Academic Penalty” note.
- 5.2.6 For the student who loses the right to enter in the final exam of a subject according to the absences overpassing, the secretary marks in the Grade Repot FNA “Fail for Non-Attendance” note.

5.3 **Make – Up Exams**

- 5.3.1 Make – Up Season is held in September of each academic year or with a prior decision of the Academic Senate during the year. Student has the right to make up in this season an unlimited number of exams in the case when he is evaluated with a non-passing grade in the midterm exam or final exam evaluation.
- 5.3.2 The student has the right to take the exam of the subject in the September make-up season, at the extent of the mid-term exam and final exam in percentage (%).
- 5.3.3 The exam at the end of the respective semester is free of charge. After those two possibilities, the student has to pay the relevant fee that is assigned in the contract between the student and the University (CIT).
- 5.3.4 In addition to the September season, CIT also provides opportunities for special seasons, which are announced by the Academic Senate at the Faculty's request. The student must be enrolled at least one week before at the Registrar. The organization of these seasons, the procedures, method of calculating the professor's load and the concrete dates are determined by a special Rector's Order.
- 5.3.5 In case of retained exams, student is evaluated based on the subject program of the actual academic year. If the number of credits of the subject has changed, student receives the actual credits of the subject.
- 5.3.6 If the student after the September season is at least with 30 credits, he has the right to continue in the next academic year and to retake the failed exams in progress, respecting the program obligations. The student passes from the second year to the third when he has collected not less than 90 credits (90 in total in both years), but not only with the subjects of the first-year study program. Student can pay also the obligations of the respective academic year.
- 5.3.7 In case that the student, after the make-up season in September, does not obtain the required credits to pass in the next academic year, as per the previous point, he/she will be considered as a “*retaker*” (repeater). If the student doesn’t have an FNA in the subjects where he lost his credits, then he can be accepted in September's season, only to redo the exams.

5.4 **Improvements**

- 5.4.1 Student has the right to improve, each academic year 3 (three) grades in the make-up season.

- 5.4.2 This right should be used within the academic year and cannot be used for the next academic years.
- 5.4.3 The student, who requires a grade review, is entitled to the examination of only one evaluation mentioned in the syllabus. The second examination mark is then retained. The revised grade is calculated in the same way, according to the syllabus, by considering the new mark instead of the initial one.
- 5.4.4 Student can improve any grade, except the internship and the thesis diploma, despite of the academic year in which is done the evaluation.

5.5 Request for the Re-evaluation

- 5.5.1 If the student has a complaint about the points he has received in one of the evaluation components (colloquium, intermediate exam, course assignment / practical assignment, final examination), after having exhausted the clarification procedure with the subject lecturer, he can direct to the head of department with a written request to state the reasons on which he based the complaint.
- 5.5.2 By getting the complaint, the Head of Department or Dean, when the instructor is head of the department itself, establishes a committee to review the request and appealed reevaluation component. The Commission's decision, taken by a majority of members, is final and can be the same, higher or lower than the initial estimate appealed.

6. ATTENDANCE

6.1 Attendance of the lesson

- 6.1.1 The program study is full time.
- 6.1.2 Course Attendance (lectures, seminars, lecture/seminar, seminar/labs, labs, exercises, internship) is required 75%.

6.2 Reattendance

A student who exceeds the number of absences allowed, based on the rules of the respective program loses the right to access appropriate final exam and is obligated to retake the course again from the beginning, paying the respective fee, as provided by the contract between the student and CIT.

7. INTERNSHIP

- 7.1 Internship is organized, followed and supervised from the Dean and Head of the respective Department in cooperation with Student Affairs Office or CIRD Faculty Unit.
- 7.2 As a forming activity of the program, (internship) it is obligatory and a necessary condition to finish the studies. Student who does not complete the internship, can not defend the diploma thesis.
- 7.3 Retaking the internship exam in the September season or the next academic year is versus a certain fee.
- 7.4 The development of internship is regulated with a specific regulation.

8. GRADUATION

- 8.1 Graduation is completed with the preparation and defense of a certain study or research topic.
- 8.2 In order to guide students' topics, leading lecturers develop sessions, according to a calendar of meetings.
- 8.3 The criteria for the thesis are defined with a specific regulation.
- 8.4 A student cannot defend the diploma thesis without obtaining the approval of the supervisor as a guarantor of academic quality.
- 8.5 Academic Calendar provides 3 (three) seasons for the thesis defend, which are: (1) 3rd week of January, (2) 3rd week of July, (3) 3rd week of September.
- 8.6 The student who fails in the first season, has the right to redefend it in the next 2 seasons. If he fails again in the next season, he should change the thesis and resubmit a new one.

9. TRANSFERS

- 9.1 CIT, in accordance with the principles of Bologna Charter of Education, accepts student transfers in intermediate years from other universities, which can be from Albania or not and also permit its students to transfer to other universities therefor.
- 9.2 Students enrolled in this study program may be recognized credits earned in other study programs in the same or similar fields, according to the criteria set forth in the respective transfer regulation in the CIT.
- 9.3 In this study program students who want to reorient their studies can also transfer part of other study programs from the first cycle offered by CIT.
- 9.4 Students who have finished their studies in another program (and university), have the right to ask for the credit's recognition to similar or equal subjects.
- 9.5 Students has the right to transfer only the subjects in which he/she has passed. In case of recognition the student carries the grade with which he has been evaluated in the previous study program. From this procedure are excluded CIT students who want to transfer their studies within the institution, who have the right to retake the exam in subject where they failed or in which they are FNA (Fail for Non-Attendance).
- 9.6 Students can be transfer in the second year if he has not less than 30 credits recognized, and in the third year if he has not less than 90 credits recognized.
- 9.7 In each case it is better that the student who transfer the studies from another school in CIT should attend some disciplines where he can win 50% of the credits of the study program, included internship and diploma thesis. Exceptions to this rule are students who are transferred from overseas higher education institutions of the OECD countries which according to European Committee (EC) are known for higher quality education. In each case the students must follow in CIT not less than 25% of the credits, including internship and thesis diploma.
- 9.8 Curriculum evaluation process of subjects is made from Recognition and Equivalence Committee (Curriculum) of the Department.

10. MOBILITY PROGRAM PARTICIPATION

- 10.1 Students announced as winners from the ad-hoc committee prior traveling to the hosting university shall select their pull of courses that they will attend during the Erasmus+ mobility.
- 10.2 Students should confirm their Selection Plan for attending at least 5 courses per semester from the respective Head of Department. In any case the courses selected by the student/s shall not be new courses or courses that are not included in the education plan (their program) at CIT. The student has the right to attend the course in one academic year only once. Student Selection Plan should include courses that are not attended and evaluated with a passing grade at CIT.
- 10.3 In case of unexpected opening/closing of any course at the host university, the student should replace the selected course in student's selection plan with another one by the permission of the head of department at CIT.
- 10.4 Every student who attended an Erasmus+ mobility at the end of the exchange program should submit to the International Office and Registrar the transcript of the courses he/she followed at the host university. Shall no office be responsible for the credit recognition or any delay if the student doesn't submit in time the transcript to the designed offices mentioned above.
- 10.5 Curriculum evaluation process of subjects (curses) is made from the Committee of Recognition and Equivalence of Curricula (CREC) of the Department.
- 10.6 Students that have been part of exchange mobility programs, transfer from the host university not only their evaluation components, but also the attendance. In any case if they are FNA they should reattend the course, otherwise if they are only failing due to

their evaluation, but not for the class attendance, they have the right to enter in the makeup session without repeating the course.

11. DEVELOPMENT, APPROVEMENT AND REVIEWING OF THE STUDY PROGRAM AND ITS REGULATION

- 11.1 This regulation is created by Faculty Department, reviewed by Faculty Council which reviews and approves changes made in this regulation that can be proposed in future and is finally approved by the Academic Senate.
- 11.2 Study Program, Teaching Plan, Teaching Disciplines and forming activities offered in this program and credits for each of them are checked periodically. Changes are proposed from the Department, Curriculum Development Office, Permanent Committee for Programs and Curricula's and another member of the academic staff, consulting with private sector as a response of market requirements.
- 11.3 Rechecking can be done before the start of the academic year and not in the middle of the academic year or after it has started.
- 11.4 The program reviewing may provide subjects union or their division without violating the defined reports for each category of the program disciplines, reviewing of the subject's credits, text or literature that will be used.
- 11.5 In any case, the changes cannot be such as to deviate more than 20% from the required formation in the relevant field of study of the program. Within the deadline announced by the MoES the Faculty and the Academic Senate, after approving the changes in the study program should notify the ministry.

12. STUDY PROGRAM REGULATION ANNOUNCEMENTS OF IT'S IMPLEMENTATION

- 12.1 This regulation has effect at all the students that follow this study program regardless the academic year that they are registered. Problems and ambiguities that can show up with the new clauses ore changes are interpreted and decided upon the Rector Decision.
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- 12.3 The right of interpretation of this regulation has the Rector.

This regulation takes place immediately.

**APPROVED FROM:
CHAIR OF THE ACADEMIC SENATE**



UNDERGRADUATE STUDIES

"Telecommunication Engineering"

Program Regulation

THE PURPOSE OF THE PROGRAM

Short Description:

The Bachelor of Telecommunication Engineering (Telecom Eng) has been designed to prepare students for a successful career in the industry and the information technology. Telecommunication Engineering is concerned with the design, improvement and installation of integrated system of men, materials and equipment. It draws upon specialized knowledge and skills in the mathematical, physical sciences together with the principles and methods of engineering analysis and design to specify, predict and evaluate the results to be obtained from the integrated system mentioned above. Industrial engineering has provided a systematic approach to streamline and improve productivity and efficiency in the business world.

Target Skills:

- TE's provide a method by which businesses can analyze their processes and try to make improvements to them. Staying focused on optimization - doing more with less - which helps to reduce waste in society.
- TE's can practice engineering successfully either as employees or through self-employment,
- TE's have the required background to pursue post-graduate studies in engineering and related fields
- TE's have the potential to gain leadership positions in all sectors of the profession.
- TE's make the work environment safer, faster, easier, and more rewarding.

Some of the typical Career Opportunities:

- Telecommunications consultant.
- Network administrator
- Network designer
- Systems developer
- Network analyst
- Network engineer for fixed or mobile environment
- Developer of telecommunications hardware and software.
- Network trainer
- Researcher in telecommunications engineering

UNDERGRADUTE STUDIES

Program Regulation

1. GENERAL PRINCIPLES

- 1.1 This Regulation of the undergraduate studies is based on Law no.80/2015, dated 22.07.2015 “On Higher Education in the Republic of Albania”, Council of Ministers Decision no. 418, issued on 10.05.2017 and no. 41, date 24.01.2018; the instructions of the Minister of Education and Sport no. 31, dated 29.12.2017; and on the Regulation and Bylaws of Canadian Institute of Technology (CIT).
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- 2.1 To be accepted in this program the student should have completed with success the mandatory exams and those by choice of the State Matura. In addition, he/she must possess:
 - A high school diploma with 3 (three) years duration,
 - A high school diploma under the system 4 (four) years duration,
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- 2.2 The candidate may have another diploma from an outside institution which is known and valid in accordance with the Albanian Law.
- 2.3 Foreign citizens must have a residence permit in our country issued from official institutions of Albania.
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- 3.2.1 The normal period to complete the studies is 3 (three) years;
- 3.2.2 The maximal period to complete the studies is 6 (six) years. After this period the relationship between the Institution and the student will be renegotiated.

- 3.2.3 If the student interrupts the studies for a period more than 3 (three) years, the Faculty Council has the right to examine of the student's knowledge. For this purpose, a special Commission (Recognition Commission), is set up to reevaluate the credits obtained by the student.
- 3.2.4 The student, who did not pass any exam for (3) three academic years, loses the right to continue his academic career as a student of CIT.

3.3 Study Program Objectives

- 3.3.1 Undergraduate (Bachelor) program aims to provide the students with:
 - a. Basic knowledge and concepts in the field of study;
 - b. Skills towards an occupation or professional license;
 - c. General civic training;
 - d. Basic skills for research work;
 - e. General practical skills, applicable;
 - f. Training for personal promotion;
 - g. Degree without distinct research originality but that proves how understandable is the work of scientific researchers.
- 3.3.2 Graduates of this study program established for occupations/employment opportunities in each sector of the economy, industry, private business and public administration.
- 3.3.3 Graduates of this study program must have worked/handle the list of publications presented individually in the syllabi of the courses offered.

4. PROHIBITIVE CREDITS AND OBLIGATIONS

4.1 Credits

- 4.1.1 Credits of each subject take into account the workload in the classroom as well as the individual work that the student must perform to fulfil all the obligations set forth in the course program.
- 4.1.2 Student who follow this study program must receive at least 180 ECTS.
- 4.1.3 Simple disciplines have 6 credits, thesis diploma has 6 credits.
- 4.1.4 A credit is 25 hours of student learning, composed of learning hours for transmission of knowledge in the auditorium (lectured, seminars, exercises, projects, assignments and other formative activities inside the discipline) and hours pertaining to independent learning outside the university.
- 4.1.5 Credits of a discipline are earned only after the evaluation of the student with a passing grade. In case of disciplines consisting of two modules, the student is evaluated with a final grade and earns the corresponding credits after having received no less than 50 % in each of the modules. If the necessary points were taken in one of the modules, credits of that model are calculated only for the purpose of passing the student in the next year of study.

4.2 Prohibitive Obligations

Prohibitive Obligations (Prerequisites) – are the conditions that must be met by the student before he can pass the exam of a particular subject or discipline which in each case cannot be more than 5 (five).

5. KNOWLEDGE ASSESSMENT ACQUIRED BY STUDENTS

5.1 The assessment system

- 5.1.1 The rate of acquisition of knowledge in written and/or oral is made by points, from 0-100 points and the final result is converted in scale from 0 (zero) to 4 (four) and expressed with letters from F to A+, according to the table below. Grades from 1 (one) to 4 (four) and letters from D to A+ are passing.

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	Good
70-74	B	3.3	
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

5.2 Examinations and knowledge assessment methods

The academic assessment of students is based on the principle of continuous assessment. The syllabus determines the assessment that each lecturer follows. The final grade is the resultant of the combination of the following elements:

- Final Exam (40%);
- Midterm Exam (20-30%);
- Assignment/s, quizzes, essays, individual/group project/s (20-30%);
- Active participation in the learning process (10%).

Student assessment is carried on an ongoing basis from 0-100% according to the Grading Scheme and Grading System.

In respect of academic freedom, there is a trust margin of 10% only for midterm, assignments, projects, quizzes and homework (but no more than that).

5.2.1 The Mid Term Exams and the Final Exams are finished in the timely manner provided in the Academic Calendar of the Academic Year. As a rule, Mid – Term Exam is done in the 7th week or 8th week of the semester with a normal duration, meanwhile the final – exams must be finished in the end of semester.

5.2.2 Exams are conducted with a secretion procedure keeping secret the name of the student in the exam paper to the moment of their opening in the secretary after the professor has correct the exams.

- 5.2.3 The evaluation of the student with his points are recorded in the exam paper, which is signed from the professor who has compiled the exam and also in the summary format of student evaluation. The exam result is finished within 2 weeks from the date of their development. Within those 2 weeks the professor meets the student for the tutorial and the academic advice for everything that the student want to discuss about the exam result. After that period professor can complete the Grade Report in the respective Secretary.
- 5.2.4 The student earns the right to enter in the final exam for a specific subject, only if he has completed all the obligations regarding the participation provided in the educational plan of CIT and the payment obligations based on the Contract signed from the student and the University. Students that have the right to enter in the final exam are registered in the course Attendance Sheet.
- 5.2.5 For the student who does not enter in the final exam of the subject or who withdraw from the exam, the secretary marks in the Grade Report WNP “Withdrawn without Academic Penalty” note.
- 5.2.6 For the student who loses the right to enter in the final exam of a subject according to the absences overpassing, the secretary marks in the Grade Repot FNA “Fail for Non-Attendance” note.

5.3 **Make – Up Exams**

- 5.3.1 Make – Up Season is held in September of each academic year or with a prior decision of the Academic Senate during the year. Student has the right to make up in this season an unlimited number of exams in the case when he is evaluated with a non-passing grade in the midterm exam or final exam evaluation.
- 5.3.2 The student has the right to take the exam of the subject in the September make-up season, at the extent of the mid-term exam and final exam in percentage (%).
- 5.3.3 The exam at the end of the respective semester is free of charge. After those two possibilities, the student has to pay the relevant fee that is assigned in the contract between the student and the University (CIT).
- 5.3.4 In addition to the September season, CIT also provides opportunities for special seasons, which are announced by the Academic Senate at the Faculty's request. The student must be enrolled at least one week before at the Registrar. The organization of these seasons, the procedures, method of calculating the professor's load and the concrete dates are determined by a special Rector's Order.
- 5.3.5 In case of retained exams, student is evaluated based on the subject program of the actual academic year. If the number of credits of the subject has changed, student receives the actual credits of the subject.
- 5.3.6 If the student after the September season is at least with 30 credits, he has the right to continue in the next academic year and to retake the failed exams in progress, respecting the program obligations. The student passes from the second year to the third when he has collected not less than 90 credits (90 in total in both years), but not only with the subjects of the first-year study program. Student can pay also the obligations of the respective academic year.
- 5.3.7 In case that the student, after the make-up season in September, does not obtain the required credits to pass in the next academic year, as per the previous point, he/she will be considered as a “*retaker*” (repeater). If the student doesn’t have an FNA in the subjects where he lost his credits, then he can be accepted in September's season, only to redo the exams.

5.4 **Improvements**

- 5.4.1 Student has the right to improve, each academic year 3 (three) grades in the make-up season.

- 5.4.2 This right should be used within the academic year and cannot be used for the next academic years.
- 5.4.3 The student, who requires a grade review, is entitled to the examination of only one evaluation mentioned in the syllabus. The second examination mark is then retained. The revised grade is calculated in the same way, according to the syllabus, by considering the new mark instead of the initial one.
- 5.4.4 Student can improve any grade, except the internship and the thesis diploma, despite of the academic year in which is done the evaluation.

5.5 Request for the Re-evaluation

- 5.5.1 If the student has a complaint about the points he has received in one of the evaluation components (colloquium, intermediate exam, course assignment / practical assignment, final examination), after having exhausted the clarification procedure with the subject lecturer, he can direct to the head of department with a written request to state the reasons on which he based the complaint.
- 5.5.2 By getting the complaint, the Head of Department or Dean, when the instructor is head of the department itself, establishes a committee to review the request and appealed reevaluation component. The Commission's decision, taken by a majority of members, is final and can be the same, higher or lower than the initial estimate appealed.

6. ATTENDANCE

6.1 Attendance of the lesson

- 6.1.1 The program study is full time.
- 6.1.2 Course Attendance (lectures, seminars, lecture/seminar, seminar/labs, labs, exercises, internship) is required 75%.

6.2 Reattendance

A student who exceeds the number of absences allowed, based on the rules of the respective program loses the right to access appropriate final exam and is obligated to retake the course again from the beginning, paying the respective fee, as provided by the contract between the student and CIT.

7. INTERNSHIP

- 7.1 Internship is organized, followed and supervised from the Dean and Head of the respective Department in cooperation with Student Affairs Office or CIRDFaculty Unit.
- 7.2 As a forming activity of the program, (internship) it is obligatory and a necessary condition to finish the studies. Student who does not complete the internship, can not defend the diploma thesis.
- 7.3 Retaking the internship exam in the September season or the next academic year is versus a certain fee.
- 7.4 The development of internship is regulated with a specific regulation.

8. GRADUATION

- 8.1 Graduation is completed with the preparation and defense of a certain study or research topic.
- 8.2 In order to guide students' topics, leading lecturers develop sessions, according to a calendar of meetings.
- 8.3 The criteria for the thesis are defined with a specific regulation.
- 8.4 A student cannot defend the diploma thesis without obtaining the approval of the supervisor as a guarantor of academic quality.
- 8.5 Academic Calendar provides 3 (three) seasons for the thesis defend, which are: (1) 3rd week of January, (2) 3rd week of July, (3) 3rd week of September.
- 8.6 The student who fails in the first season, has the right to redefend it in the next 2 seasons. If he fails again in the next season, he should change the thesis and resubmit a new one.

9. TRANSFERS

- 9.1 CIT, in accordance with the principles of Bologna Charter of Education, accepts student transfers in intermediate years from other universities, which can be from Albania or not and also permit its students to transfer to other universities therefor.
- 9.2 Students enrolled in this study program may be recognized credits earned in other study programs in the same or similar fields, according to the criteria set forth in the respective transfer regulation in the CIT.
- 9.3 In this study program students who want to reorient their studies can also transfer part of other study programs from the first cycle offered by CIT.
- 9.4 Students who have finished their studies in another program (and university), have the right to ask for the credit's recognition to similar or equal subjects.
- 9.5 Students has the right to transfer only the subjects in which he/she has passed. In case of recognition the student carries the grade with which he has been evaluated in the previous study program. From this procedure are excluded CIT students who want to transfer their studies within the institution, who have the right to retake the exam in subject where they failed or in which they are FNA (Fail for Non-Attendance).
- 9.6 Students can be transfer in the second year if he has not less than 30 credits recognized, and in the third year if he has not less than 90 credits recognized.
- 9.7 In each case it is better that the student who transfer the studies from another school in CIT should attend some disciplines where he can win 50% of the credits of the study program, included internship and diploma thesis. Exceptions to this rule are students who are transferred from overseas higher education institutions of the OECD countries which according to European Committee (EC) are known for higher quality education. In each case the students must follow in CIT not less than 25% of the credits, including internship and thesis diploma.
- 9.8 Curriculum evaluation process of subjects is made from Recognition and Equivalence Committee (Curriculum) of the Department.

10. MOBILITY PROGRAM PARTICIPATION

- 10.1 Students announced as winners from the ad-hoc committee prior traveling to the hosting university shall select their pull of courses that they will attend during the Erasmus+ mobility.
- 10.2 Students should confirm their Selection Plan for attending at least 5 courses per semester from the respective Head of Department. In any case the courses selected by the student/s shall not be new courses or courses that are not included in the education plan (their program) at CIT. The student has the right to attend the course in one academic year only once. Student Selection Plan should include courses that are not attended and evaluated with a passing grade at CIT.
- 10.3 In case of unexpected opening/closing of any course at the host university, the student should replace the selected course in student's selection plan with another one by the permission of the head of department at CIT.
- 10.4 Every student who attended an Erasmus+ mobility at the end of the exchange program should submit to the International Office and Registrar the transcript of the courses he/she followed at the host university. Shall no office be responsible for the credit recognition or any delay if the student doesn't submit in time the transcript to the designed offices mentioned above.
- 10.5 Curriculum evaluation process of subjects (curses) is made from the Committee of Recognition and Equivalence of Curricula (CREC) of the Department.
- 10.6 Students that have been part of exchange mobility programs, transfer from the host university not only their evaluation components, but also the attendance. In any case if they are FNA they should reattend the course, otherwise if they are only failing due to

their evaluation, but not for the class attendance, they have the right to enter in the makeup session without repeating the course.

11. DEVELOPMENT, APPROVEMENT AND REVIEWING OF THE STUDY PROGRAM AND ITS REGULATION

- 11.1 This regulation is created by Faculty Department, reviewed by Faculty Council which reviews and approves changes made in this regulation that can be proposed in future and is finally approved by the Academic Senate.
- 11.2 Study Program, Teaching Plan, Teaching Disciplines and forming activities offered in this program and credits for each of them are checked periodically. Changes are proposed from the Department, Curriculum Development Office, Permanent Committee for Programs and Curricula's and another member of the academic staff, consulting with private sector as a response of market requirements.
- 11.3 Rechecking can be done before the start of the academic year and not in the middle of the academic year or after it has started.
- 11.4 The program reviewing may provide subjects union or their division without violating the defined reports for each category of the program disciplines, reviewing of the subject's credits, text or literature that will be used.
- 11.5 In any case, the changes cannot be such as to deviate more than 20% from the required formation in the relevant field of study of the program. Within the deadline announced by the MoES the Faculty and the Academic Senate, after approving the changes in the study program should notify the ministry.

12. STUDY PROGRAM REGULATION ANNOUNCEMENTS OF IT'S IMPLEMENTATION

- 12.1 This regulation has effect at all the students that follow this study program regardless the academic year that they are registered. Problems and ambiguities that can show up with the new clauses ore changes are interpreted and decided upon the Rector Decision.
- 12.2 Regulation and the program study are published in each academic year. After that, the student is responsible for the recognition and respect of the tasks and right that arising from this regulation.
- 12.3 The right of interpretation of this regulation has the Rector.

This regulation takes place immediately.

**APPROVED FROM:
CHAIR OF THE ACADEMIC SENATE**



GRADUATE STUDIES

“Master of Science in Business Information Technology”

Program Regulation

THE PURPOSE OF THE PROGRAM

Master in Business Information Technology as a study program, emphasizes the implementation of information technology to create impact and value in the business world. Since the beginning of the 21st century when the digital transformation of businesses began and to this day it is noticeable that industries face increased competition in terms of their information technology capabilities.

Firmly based on Canadian Institute of Technology philosophy, this particular program of study aims at specializing potential master students through a theoretical and practical methodology, which focuses on project development and implementation.

The program combines knowledge in the field of programming, network, algorithms, databases with the concepts of entrepreneurship, innovation, accounting, finance, data analysis, statistics and management.

Students holding a Diploma of the first cycle of studies (Bachelor) or an equivalent degree, recognized by the Ministry of Education and Sports. To meet the English Language criteria according to the paragraph 4 of the Article 76 of the Law No. 80/2015 “For the Higher Education and Scientific Research in the Republic of Albania” and the Guideline No. 52 dated 03.12.2015 of the Ministry of Education and Sport.

Target skills

- Aptitude in data analysis
- Problem-solving
- Communication
- Knowledge about SQL
- Industry-specific knowledge

Some of the typical career opportunities

- Database Developer
- Electronic Communications Market Specialist
- Electronic Media Market Specialist
- Project Manager
- Web Developer
- Software Developer
- BI Administrator
- Business Analyst
- Big Data Developer
- Business Intelligence Manager
- Database Applications Developer
- Data Analyst

GRADUATE STUDIES

Program Regulation

1. GENERAL PRINCIPLES

- 1.1 This Regulation of the undergraduate studies is based on Law no.80/2015, dated 22.07.2015 “On Higher Education in the Republic of Albania”, Council of Ministers Decision no. 418, issued on 10.05.2017 and no. 41, date 24.01.2018; the instructions of the Minister of Education and Sport no. 31, dated 29.12.2017; and on the Regulation and Bylaws of Canadian Institute of Technology (CIT).
- 1.2 This regulation is designed in accordance with the respective program objectives, teaching plan and teaching activities.
- 1.3 This regulation determines the organizational aspects of the program in the second cycle of studies. It is conceived by respecting the academic freedom, the rights and the obligations of the academic staff and students.

2. ADMISSION TO THE STUDY PROGRAM

- 2.1. To be admitted to this study program the applicant/student must have successfully completed the first level of studies and possess a university degree from a licensed and accredited program, lasting three years, or under the old system of four years duration.
- 2.2 The candidate may also have any other degree conferred abroad in an institution that is recognized and valid in accordance with the existing Albanian legislation. Foreign nationals must be provided with a residence permit in our country by the relevant official institutions.
- 2.3 Also in this study program are accepted candidates/students who have received a university degree in a higher education institution within or outside the country and seek to follow a second study program.
- 2.4 In case when the student requires to transfer the credits, the recognition and evaluation process is done from CIT (as a host unit) in Departmental level from the *ad-hoc* Committee of Recognition and Equivalence of Curricula (CREC).
- 2.5 CIT accepts (registrations) depending on the CIT’s infrastructure and academic capacity, but also according to specific criteria that can be determined in advance by the Faculty Council or Academic Senate. The maximal number of students that can be registered and their selection methods will be public in each academic year before the start of registrations.
- 2.6 Applicants who apply for enrollment in this study program, should have completed in general the first cycle of studies in the areas of economy, economics, finance, banking, accounting, audit, business, business administration, business administration and information technology, marketing, management, human resource management, natural resource management and environment, project management and operations, IT, or related fields such as those in management engineering sciences, etc.
- 2.7 Mastering of English Language in accordance with the paragraph 3 Instruction no. 52, dated 03.12.2015 changed, of the Ministry of Education and Sports “for determining the levels of foreign languages and international tests for admission to second and third cycle programs...”, changed.
- 2.8 According to this guideline a candidate is accepted when he meet the English language criteria, in range B1-C1, according to international tests cited in the guideline.
- 2.9 The candidate should have an average (of arithmetic) grade GPA preferably no lower than 7.5.

- 2.10 The documents for the enrollment are submitted by the person concerned at the Admissions Office or Faculty Secretary, which in turn follows the procedures for his/her enrollment.
- 2.11 At the beginning of the academic year orientation weeks are organized. Meetings and lectures are being held in order to explain to new students the system of studies, regulations and administrative procedures at CIT.
- 2.12 The enrollment criteria are adopted each year and made public in all possible forms.

3. STUDY PROGRAM

3.1 The structure of the study program

- 3.1.1 Educational disciplines and other formative activities offered in this study program are organized into five categories, from A - E. Teaching disciplines offered in category A, B, C, and D are required. In Category A are included general teaching disciplines/based ones, in Category B are included teaching disciplines that characterize the program. In category C are included interdisciplinary subjects and selected disciplines, of which the student must choose one of the courses offered. In the category D are included formative activities for the recognition of foreign languages, computer training and professional practice. During the last year of studies, the student prepares the diploma thesis, the defense of which is a prerequisite for graduation and constitutes an obligation included in the category E.
- 3.1.2 The total number of disciplines (without counting of modules) needed to graduate, along with internship and thesis is 14.
- 3.1.3 The study program and curriculum are attached as an appendix to this regulation and are announced at the beginning of each academic year.
- 3.1.4 The study program offers general formation disciplines, formative activities, as well as introductory disciplines of the core formation of the study program. All disciplines offered are compulsory and the student is automatically enrolled by the Registrar Office. During the second semester of the first year and almost on the second year of study, students deepen their knowledge and skills in relevant subjects related to their specific domain B category, as well as meets his/her specific study interests through the selection of courses under categories C.
- 3.1.5 During an academic year, the organization of learning activities extends to two (2) semesters with a normal duration of 15 weeks.
- 3.1.6 Part of the learning activities in the relevant field is the research that is designed to support the study program. In this case, the student carries out research with accountability and originality (with independent creative results), equally as he prepares the courses' assignments and the use of literature, as well as along the preparatin of the thesis in the second year.
- 3.1.7 All courses (subjects/syllabuses) are designed according to the propozed format/form in *CIT Documentations* and are approved by the Dean in prior consultation with the responsible of the department.
- 3.1.8 At the beginning of each semester students possess the course programs (syllabi) for each subject that are offered from the university. These programs after approval are available to students, being deposited in the university library, and can be published in CIT brochures or the website. Course programs indicate synthetically what is achieved through the subject and the relevant literature.
- 3.1.9 CIT departments organize the tutorial activity and the academic advising for students in accordance with the related regulations at the beginning of academic year.
- 3.1.10 Successful completion of the study program leads the student to the labor market or enables him to continue studies in the third cycle programs of study.

3.2 Duration of the studies

- 3.2.1 The normal deadline for the completion of studies is 2 (two) years;
- 3.2.2 The maximal period to complete the studies is 4 (four) years. After this period the relationship between the Institution and the student will be renegotiated.
- 3.2.3 If the student interrupts the studies for a period more than 2 (two) years, the Faculty Council has the right to examine of the student's knowledge. For this purpose, a special Commission (Recognition Commission), is set up to reevaluate the credits obtained by the student.

3.3 Objectives of the Study Program

- 3.3.1 The Master of Science study program aims to equip students with:
 - a. Knowledge and basic concepts in related fields of study and in-depth knowledge of the main field of study;
 - b. Skills towards a profession or a professional license;
 - c. Theoretical and practical formation in the chosen field;
 - d. Developed skills for research in the field of study;
 - e. Practical, applicable and research skills;
 - f. Abilities for personal and professional promotion;
 - g. Original worked thesis that demonstrates how the work of other researchers in the relevant field is understood.
- 3.3.2 Graduates from this study program are prepared for careers / employment opportunities in every sector of the economy, industry, private business and public administration.
- 3.3.3 Graduates of this study program must have worked/handle the list of publications presented individually in the syllabi of the courses offered.

4 PROHIBITIVE CREDITS AND OBLIGATIONS

4.1 Credits

- 4.1.1 Credits of each subject take into account the workload in the classroom as well as the individual work that the student must perform to fulfil all the obligations set forth in the course program.
- 4.1.2 Student who follow this study program must receive at least 120 ECTS.
- 4.1.3 Simple disciplines have 6 credits. The dissertation thesis has 18 ECTS and the internship has 12 ECTS.
- 4.1.4 A credit is 25 hours of student learning, composed of learning hours for transmission of knowledge in the auditorium (lectured, seminars, exercises, projects, assignments and other formative activities inside the discipline) and hours pertaining to independent learning outside the university.
- 4.1.5 Credits of a discipline are earned only after the evaluation of the student with a passing grade. In case of disciplines consisting of two modules, the student is evaluated with a final grade and earns the corresponding credits after having received no less than 50 % in each of the modules. If the necessary points were taken in one of the modules, credits of that model are calculated only for the purpose of passing the student in the next year of study.

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Prohibitive Obligations (Prerequisites) – are the conditions that must be met by the student before he can pass the exam of a particular subject or discipline which in each case cannot be more than 3 (three).

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5.1 The assessment system

5.1.1 The assessment of knowledge acquisition in written and / or oral is made by points from 0-100 points and the final result is converted to a grade of 0 (zero) to 4 (four) and expressed in letters from F to A +, according to the following table. Grades from 2 (two) to 4 (four) and letters from C to A + are passing.

Pikët në %	Nota me gërmë	Vlerësimi me notë	Përshkrimi Equivalent
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/Failer
/	FNA	0	Failer 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
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- 5.2.2 Exams are conducted with a secretion procedure keeping secret the name of the student in the exam paper to the moment of their opening in the secretary after the professor has correct the exams.
- 5.2.3 The evaluation of the student with his points are recorded in the exam paper, which is signed from the professor who has compiled the exam and also in the summary format of student evaluation. The exam result is finished within 2 weeks from the date of their development. Within those 2 weeks the professor meets the student for the tutorial and the academic advice for everything that the student want to discuss about the exam result. After that period professor can complete the Grade Report in the respective Secretary.
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5.3 Make – Up Exams

- 5.3.1 Make – Up Season is held in September of each academic year or with a prior decision of the Academic Senate during the year. Student has the right to make up in this season an unlimited number of exams in the case when he is evaluated with a non-passing grade in the final exam evaluation.
- 5.3.2 The student has the right to take the exam of the subject in the September make-up season, at the extent of the mid-term exam and final exam in percentage (%).
- 5.3.3 The exam at the end of the respective semester is free of charge. After those two possibilities, the student has to pay the relevant fee that is assigned in the contract between the student and the University (CIT).
- 5.3.4 In addition to the September season, CIT also provides opportunities for special seasons, which are announced by the Academic Senate at the Faculty's request. The student must be enrolled at least one week before at the Registrar. The organization of these seasons, the procedures, method of calculating the professor's load and the concrete dates are determined by a special Rector's Order.
- 5.3.5 In case of retained exams, student is evaluated based on the subject program of the actual academic year. If the number of credits of the subject has changed, student receives the actual credits of the subject.
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- 5.4.1 Student has the right to improve each academic year 3 (three) grades in the make-up season.

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- 5.5.1 If the student has a complaint about the points he has received in one of the evaluation components (colloquium, intermediate exam, course assignment / practical assignment, final examination), after having exhausted the clarification procedure with the subject lecturer, he can direct to the head of department with a written request to state the reasons on which he based the complaint.
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11.2 Study Program, Teaching Plan, Teaching Disciplines and forming activities offered in this program and credits for each of them are checked periodically. Changes are proposed from the Department, Curriculum Development Office, Permanent Committee for Programs and Curricula's and another member of the academic staff, consulting with private sector as a response of market requirements.

11.3 Rechecking can be done before the start of the academic year and not in the middle of the academic year or after it has started.

11.4 The program reviewing may provide subjects union or their division without violating the defined reports for each category of the program disciplines, reviewing of the subject's credits, text or literature that will be used.

11.5 In any case, the changes cannot be such as to deviate more than 20% from the required formation in the relevant field of study of the program. Within the deadline announced by the MoES the Faculty and the Academic Senate, after approving the changes in the study program should notify the ministry.

12. STUDY PROGRAM REGULATION ANNOUNCEMENTS OF IT'S IMPLEMENTATION

12.1 This regulation has effect at all the students that follow this study program regardless the academic year that they are registered. Problems and ambiguities that can show up with the new clauses or changes are interpreted and decided upon the Rector Decision.

12.2 Regulation and the program study are published in each academic year. After that, the student is responsible for the recognition and respect of the tasks and right that arising from this regulation.

12.3 The right of interpretation of this regulation has the Rector.

This regulation takes place immediately.

**APPROVED FROM:
CHAIR OF THE ACADEMIC SENATE**



GRADUATE STUDIES

“Master of Science in Digital Marketing”

Program Regulation

THE PURPOSE OF THE PROGRAM

Master in Digital Marketing program provides a mix between traditional marketing and digital marketing with a focus on the digital presence of a business and the new technology tools that businesses can use to market themselves. Firmly based on Canadian Institute of Technology philosophy, this particular program of study aims at specializing potential master students through a theoretical and practical methodology, which focuses on project development and implementation. The curriculum includes an in-depth program of marketing study, while at the same time providing a broad range of elective courses that facilitate and support students' success in the workplace. Marketing Core Requirements provide a general marketing context, while Marketing elective offerings provide a more detailed study of specific areas within the marketing discipline.

Students holding a Diploma of the first cycle of studies (Bachelor) or an equivalent degree, recognized by the Ministry of Education and Sports. To meet the English Language criteria according to the paragraph 4 of the Article 76 of the Law No. 80/2015 “For the Higher Education and Scientific Research in the Republic of Albania” and the Guideline No. 52 dated 03.12.2015 of the Ministry of Education and Sport.

Target Skills

- General knowledge on application of electronic and digital marketing principles.
- General knowledge on necessary computer skills with regard to data retrieval and processing.
- General knowledge on business Data processing skills and management of relationships with clients.
- General knowledge of various methods related to data retrieval and processing including data analysis, statistical methods, and various evaluation techniques and models.
- Quantifying skills on defining requirements on the use of IT infrastructure as well as its integration in PR, marketing and inclusion of digital in the main component of institutional strategy.
- Quantifying skills on the main components of consumer behavior.
- Quantifying skills on the awareness and analysis of changes occurring in social and digital media.
- Managerial skills on development of knowledge on concepts, theoretical frameworks and necessary techniques in order to take better strategic decisions.
- Managerial skills on development of knowledge on management and monitoring of projects in various business and economic sector as well as development of marketing in social and digital media

Some of the typical career opportunities

- E-commerce Manager
- Head of Digital Marketing
- Head of Marketing
- SEO Specialist
- Online Community Manager
- Social Media Executive

GRADUATE STUDIES

Program Regulation

1. GENERAL PRINCIPLES

- 1.1 This Regulation of the undergraduate studies is based on Law no.80/2015, dated 22.07.2015 “On Higher Education in the Republic of Albania”, Council of Ministers Decision no. 418, issued on 10.05.2017 and no. 41, date 24.01.2018; the instructions of the Minister of Education and Sport no. 31, dated 29.12.2017; and on the Regulation and Bylaws of Canadian Institute of Technology (CIT).
- 1.2 This regulation is designed in accordance with the respective program objectives, teaching plan and teaching activities.
- 1.3 This regulation determines the organizational aspects of the program in the second cycle of studies. It is conceived by respecting the academic freedom, the rights and the obligations of the academic staff and students.

2. ADMISSION TO THE STUDY PROGRAM

- 2.1. To be admitted to this study program the applicant/student must have successfully completed the first level of studies and possess a university degree from a licensed and accredited program, lasting three years, or under the old system of four years duration.
- 2.2 The candidate may also have any other degree conferred abroad in an institution that is recognized and valid in accordance with the existing Albanian legislation. Foreign nationals must be provided with a residence permit in our country by the relevant official institutions.
- 2.3 Also in this study program are accepted candidates/students who have received a university degree in a higher education institution within or outside the country and seek to follow a second study program.
- 2.4 In case when the student requires to transfer the credits, the recognition and evaluation process is done from CIT (as a host unit) in Departmental level from the *ad-hoc* Committee of Recognition and Equivalence of Curricula (CREC).
- 2.5 CIT accepts (registrations) depending on the CIT’s infrastructure and academic capacity, but also according to specific criteria that can be determined in advance by the Faculty Council or Academic Senate. The maximal number of students that can be registered and their selection methods will be public in each academic year before the start of registrations.
- 2.6 Applicants who apply for enrollment in this study program, should have completed in general the first cycle of studies in the areas of economy, marketing, economics, finance, banking, accounting, audit, business, business administration, business administration and information technology, management, human resource management, environment management, project management and operations, IT, etc.
- 2.7 Mastering of English Language in accordance with the paragraph 3 Instruction no. 52, dated 03.12.2015 changed, of the Ministry of Education and Sports “for determining the levels of foreign languages and international tests for admission to second and third cycle programs...”, changed.
- 2.8 According to this guideline a candidate is accepted when he meet the English language criteria, in range B1-C1, according to international tests cited in the guideline.
- 2.9 The candidate should have an average (of arithmetic) grade GPA preferably no lower than 7.5.
- 2.10 The documents for the enrollment are submitted by the person concerned at the Admissions Office or Faculty Secretary, which in turn follows the procedures for his/her enrollment.

- 2.11 At the beginning of the academic year orientation weeks are organized. Meetings and lectures are being held in order to explain to new students the system of studies, regulations and administrative procedures at CIT.
- 2.12 The enrollment criteria are adopted each year and made public in all possible forms.

3. STUDY PROGRAM

3.1 The structure of the study program

- 3.1.1 Educational disciplines and other formative activities offered in this study program are organized into five categories, from A - E. Teaching disciplines offered in category A, B, C, and D are required. In Category A are included general teaching disciplines/based ones, in Category B are included teaching disciplines that characterize the program. In category C are included interdisciplinary subjects and selected disciplines, of which the student must choose one of the courses offered. In the category D are included formative activities for the recognition of foreign languages, computer training and professional practice. During the last year of studies, the student prepares the diploma thesis, the defense of which is a prerequisite for graduation and constitutes an obligation included in the category E.
- 3.1.2 The total number of disciplines (without counting of modules) needed to graduate, along with internship and thesis is 14.
- 3.1.3 The study program and curriculum are attached as an appendix to this regulation and are announced at the beginning of each academic year.
- 3.1.4 The study program offers general formation disciplines, formative activities, as well as introductory disciplines of the core formation of the study program. All disciplines offered are compulsory and the student is automatically enrolled by the Registrar Office. During the second semester of the first year and almost on the second year of study, students deepen their knowledge and skills in relevant subjects related to their specific domain B category, as well as meets his/her specific study interests through the selection of courses under categories C.
- 3.1.5 During an academic year, the organization of learning activities extends to two (2) semesters with a normal duration of 15 weeks.
- 3.1.6 Part of the learning activities in the relevant field is the research that is designed to support the study program. In this case, the student carries out research with accountability and originality (with independent creative results), equally as he prepares the courses' assignments and the use of literature, as well as along the preparatin of the thesis in the second year.
- 3.1.7 All courses (subjects/syllabuses) are designed according to the propozed format/form in *CIT Documentations* and are approved by the Dean in prior consultation with the responsible of the department.
- 3.1.8 At the beginning of each semester students possess the course programs (syllabi) for each subject that are offered from the university. These programs after approval are available to students, being deposited in the university library, and can be published in CIT brochures or the website. Course programs indicate synthetically what is achieved through the subject and the relevant literature.
- 3.1.9 CIT departments organize the tutorial activity and the academic advising for students in accordance with the related regulations at the beginning of academic year.
- 3.1.10 Successful completion of the study program leads the student to the labor market or enables him to continue studies in the third cycle programs of study.

3.2 Duration of the studies

- 3.2.1 The normal deadline for the completion of studies is 2 (two) years;

- 3.2.2 The maximal period to complete the studies is 4 (four) years. After this period the relationship between the Institution and the student will be renegotiated.
- 3.2.3 If the student interrupts the studies for a period more than 2 (two) years, the Faculty Council has the right to examine of the student's knowledge. For this purpose, a special Commission (Recognition Commission), is set up to reevaluate the credits obtained by the student.

3.3 Objectives of the Study Program

- 3.3.1 The Master of Science study program aims to equip students with:
- a. Knowledge and basic concepts in related fields of study and in-depth knowledge of the main field of study;
 - b. Skills towards a profession or a professional license;
 - c. Theoretical and practical formation in the chosen field;
 - d. Developed skills for research in the field of study;
 - e. Practical, applicable and research skills;
 - f. Abilities for personal and professional promotion;
 - g. Original worked thesis that demonstrates how the work of other researchers in the relevant field is understood.
- 3.3.2 Graduates from this study program are prepared for careers / employment opportunities in every sector of the economy, industry, private business and public administration.
- 3.3.3 Graduates of this study program must have worked/handle the list of publications presented individually in the syllabi of the courses offered.

4 PROHIBITIVE CREDITS AND OBLIGATIONS

4.1 Credits

- 4.1.1 Credits of each subject take into account the workload in the classroom as well as the individual work that the student must perform to fulfil all the obligations set forth in the course program.
- 4.1.2 Student who follow this study program must receive at least 120 ECTS.
- 4.1.3 Simple disciplines have 6 credits. The dissertation thesis has 18 ECTS and the internship has 12 ECTS.
- 4.1.4 A credit is 25 hours of student learning, composed of learning hours for transmission of knowledge in the auditorium (lectured, seminars, exercises, projects, assignments and other formative activities inside the discipline) and hours pertaining to independent learning outside the university.
- 4.1.5 Credits of a discipline are earned only after the evaluation of the student with a passing grade. In case of disciplines consisting of two modules, the student is evaluated with a final grade and earns the corresponding credits after having received no less than 50 % in each of the modules. If the necessary points were taken in one of the modules, credits of that model are calculated only for the purpose of passing the student in the next year of study.

4.2 Prohibitive Obligations

Prohibitive Obligations (Prerequisites) – are the conditions that must be met by the student before he can pass the exam of a particular subject or discipline which in each case cannot be more than 3 (three).

5. KNOWLEDGE ASSESSMENT ACQUIRED BY STUDENTS

5.1 The assessment system

5.1.1 The assessment of knowledge acquisition in written and / or oral is made by points from 0-100 points and the final result is converted to a grade of 0 (zero) to 4 (four) and expressed in letters from F to A +, according to the following table. Grades from 2 (two) to 4 (four) and letters from C to A + are passing.

Pikët në %	Nota me gërmë	Vlerësimi me notë	Përshkrimi Equivalent
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/Failer
/	FNA	0	Failer 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 basen 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

5.2 Examinations and knowledge assessment methods

The academic assessment of students is based on the principle of continuous assessment. The syllabus determines the assessment that each lecturer follows. The final grade is the resultant of the combination of the following elements:

- Final Exam (40%);
- Midterm Exam (20-30%);
- Assignment/s, quizzes, essays, individual/group project/s (20-30%);
- Active participation in the learning process (10%).

Student assessment is carried on an ongoing basis from 0-100% according to the Grading Scheme and Grading System.

In respect of academic freedom, there is a trust margin of 10% only for midterm, assignments, projects, quizzes and homework (but no more than that).

5.2.1 The Mid Term Exams and the Final Exams are finished in the timely manner provided in the Academic Calendar of the Academic Year. As a rule, Mid – Term Exam is done in the 7th week or 8th week of the semester with a normal duration, meanwhile the final – exams must be finished in the end the semester.

- 5.2.2 Exams are conducted with a secretion procedure keeping secret the name of the student in the exam paper to the moment of their opening in the secretary after the professor has correct the exams.
- 5.2.3 The evaluation of the student with his points are recorded in the exam paper, which is signed from the professor who has compiled the exam and also in the summary format of student evaluation. The exam result is finished within 2 weeks from the date of their development. Within those 2 weeks the professor meets the student for the tutorial and the academic advice for everything that the student want to discuss about the exam result. After that period professor can complete the Grade Report in the respective Secretary.
- 5.2.4 The student earns the right to enter in the final exam for a specific subject, only if he has completed all the obligations regarding the participation provided in the educational plan of CIT and the payment obligations based on the Contract signed from the student and the University. Students that have the right to enter in the final exam are registered in the course Attendance Sheet.
- 5.2.5 For the student who does not enter in the final exam of the subject or who withdraw from the exam, the secretary marks in the Grade Report WNP “Withdrawn without Academic Penalty” note.
- 5.2.6 For the student who loses the right to enter in the final exam of a subject according to the absences overpassing, the secretary marks in the Grade Repot FNA “Fail for Non-Attendance” note.

5.3 Make – Up Exams

- 5.3.1 Make – Up Season is held in September of each academic year or with a prior decision of the Academic Senate during the year. Student has the right to make up in this season an unlimited number of exams in the case when he is evaluated with a non-passing grade in the final exam evaluation.
- 5.3.2 The student has the right to take the exam of the subject in the September make-up season, at the extent of the mid-term exam and final exam in percentage (%).
- 5.3.3 The exam at the end of the respective semester is free of charge. After those two possibilities, the student has to pay the relevant fee that is assigned in the contract between the student and the University (CIT).
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12. STUDY PROGRAM REGULATION ANNOUNCEMENTS OF IT'S IMPLEMENTATION

12.1 This regulation has effect at all the students that follow this study program regardless the academic year that they are registered. Problems and ambiguities that can show up with the new clauses ore changes are interpreted and decided upon the Rector Decision.

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This regulation takes place immediately.

**APPROVED FROM:
CHAIR OF THE ACADEMIC SENATE**



GRADUATE STUDIES

“Master of Science in Business Administration”

Program Regulation

THE PURPOSE OF THE PROGRAM

The Master of Science in Business Administration is designed to prepare students for a successful career in Business Management or to assist them in managing their own companies. Conceptually, the program is structured in four main components.

First, a manager needs to know the basic concepts of business management and he/she should be familiar with the business environment. The program includes courses and components that give the students a strong foundation in general management of the business.

Second, the high sophisticated business management decisions and the introduction of complex management techniques, require that managers learn optimization and analysis techniques. The program presents these techniques in subjects and different components and gives to the students the opportunity to practice them as part of the decision-making process.

Third, managers are leaders in their organizations. For this reason, they must have leadership and organizational skills to lead their colleagues and to motivate company employees. They need good communication skills to convey their opinions and to be effective motivators and leaders. Also, they should be models in their organizations for the promotion of responsible and ethical behavior. The program trains students for these skills and provides each student with extensive opportunities to practice them through group work, presentations and case studies.

Fourth, the program compilers were aware of the dynamics of the environment in which business is conducted and the changing political and economic forces that affect the performance. Therefore, managers need to think strategically to anticipate changes and provide the capacities to their enterprises to survive and also to exploit the opportunities that are offered in order to move forward. Specific training program enables giving Management strategic importance. Through case studies students are given the opportunity to develop and practice the structure of their strategic thinking.

Program objectives

The MBA program is designed to prepare skillful students in key areas such as international business management, financial management, or management of information systems. The program is suitable to individuals who plan to work in medium and large corporates, or to entrepreneurs who are interested to develop and run their enterprises. Specifically, the goals of the program focus on developing students' skills in the following areas:

1. Business knowledge basics, which include:
 - Economic Environment
 - Political Environment
 - Legal Environment
 - Accounting
 - Managerial Accounting
 - Financial Management
 - Marketing
 - Operations Management
 - Human resource management
2. Analytical skills as:
 - Optimization models with the computer assistance
 - Analysis of actions
 - Statistical procedures for business decision-making
 - Economic and financial relations
3. Interpersonal and leadership skills, including:
 - Motivation and team building

- Communication skills
- Managing cultural differences
- Ethical decision making

4. Strategic thinking

5. One or more combinations of the following areas of specialization:

A. Management of international enterprises with an emphasis on:

- Economic, political and legal dimensions of international businesses
- Basic knowledge of the business world and its value within and outside the country, mainly those related to the multinational corporations.
- Development of basics and specifications for the establishment of an international business
- Identification of the contemporary challenges facing the international managers

B. Financial Management with a special emphasis on:

- The economic, political and legal dimensions of financial markets, financial management practices and the products of the financial services.
- Fundamental knowledge of the business area for as long as the financial decision making is used.
- The models and strategies that empower graduates to have their say on financial decisions and serve their employers and clients professionally.
- The identification of opportunities and challenges facing financial managers in practice and providing them with the ability to exploit the opportunities and face the challenges.

C. Management of information system with an emphasis on:

- The advantages that businesses can have from designing and adjusting modern systems of information management.
- The basic knowledge of applied business management information systems.
- Developing the use and management of information system successfully.
- Maintaining current systems, performance analysis and giving suggestions on their improvement.

Some of the typical career opportunities

- Entrepreneurship
- General Management
- Credit manager / Lending officer
- Human Resource Manager
- Customer Service Manager
- Financial Analyst
- Property and Real Estate Manager
- Industrial Relations Specialist
- Decision Making Systems
- Credit and Billing Systems
- Database Manager

GRADUATE STUDIES

Program Regulation

1. GENERAL PRINCIPLES

- 1.1 This Regulation of the undergraduate studies is based on Law no.80/2015, dated 22.07.2015 “On Higher Education in the Republic of Albania”, Council of Ministers Decision no. 418, issued on 10.05.2017 and no. 41, date 24.01.2018; the instructions of the Minister of Education and Sport no. 31, dated 29.12.2017; and on the Regulation and Bylaws of Canadian Institute of Technology (CIT).
- 1.2 This regulation is designed in accordance with the respective program objectives, teaching plan and teaching activities.
- 1.3 This regulation determines the organizational aspects of the program in the second cycle of studies. It is conceived by respecting the academic freedom, the rights and the obligations of the academic staff and students.

2. ADMISSION TO THE STUDY PROGRAM

- 2.1. To be admitted to this study program the applicant/student must have successfully completed the first level of studies and possess a university degree from a licensed and accredited program, lasting three years, or under the old system of four years duration.
- 2.2 The candidate may also have any other degree conferred abroad in an institution that is recognized and valid in accordance with the existing Albanian legislation. Foreign nationals must be provided with a residence permit in our country by the relevant official institutions.
- 2.3 Also in this study program are accepted candidates/students who have received a university degree in a higher education institution within or outside the country and seek to follow a second study program.
- 2.4 In case when the student requires to transfer the credits, the recognition and evaluation process is done from CIT (as a host unit) in Departmental level from the *ad-hoc* Committee of Recognition and Equivalence of Curricula (CREC).
- 2.5 CIT accepts (registrations) depending on the CIT’s infrastructure and academic capacity, but also according to specific criteria that can be determined in advance by the Faculty Council or Academic Senate. The maximal number of students that can be registered and their selection methods will be public in each academic year before the start of registrations.
- 2.6 Applicants who apply for enrollment in this study program, should have completed in general the first cycle of studies in the areas of economy, economics, finance, banking, accounting, audit, business, business administration, business administration and information technology, marketing, management, human resource management, natural resource management and environment, project management and operations, hospital management, dental and pharmaceutical or related fields such as those in management engineering sciences, food technology, hotel and tourism, jurisprudence etc.
- 2.7 Mastering of English Language in accordance with the paragraph 3 Instruction no. 52, dated 03.12.2015 changed, of the Ministry of Education and Sports “for determining the levels of foreign languages and international tests for admission to second and third cycle programs...”, changed.
- 2.8 According to this guideline a candidate is accepted when he meet the English language criteria, in range B1-C1, according to international tests cited in the guideline.
- 2.9 The candidate should have an average (of arithmetic) grade GPA preferably no lower than 7.5.

- 2.10 The documents for the enrollment are submitted by the person concerned at the Admissions Office or Faculty Secretary, which in turn follows the procedures for his/her enrollment.
- 2.11 At the beginning of the academic year orientation weeks are organized. Meetings and lectures are being held in order to explain to new students the system of studies, regulations and administrative procedures at CIT.
- 2.12 The enrollment criteria are adopted each year and made public in all possible forms.

3. STUDY PROGRAM

3.1 The structure of the study program

- 3.1.1 Educational disciplines and other formative activities offered in this study program are organized into five categories, from A - E. Teaching disciplines offered in category A, B, C, and D are required. In Category A are included general teaching disciplines/based ones, in Category B are included teaching disciplines that characterize the program. In category C are included interdisciplinary subjects and selected disciplines, of which the student must choose one of the courses offered. In the category D are included formative activities for the recognition of foreign languages, computer training and professional practice. During the last year of studies, the student prepares the diploma thesis, the defense of which is a prerequisite for graduation and constitutes an obligation included in the category E.
- 3.1.2 The total number of disciplines (without counting of modules) needed to graduate, along with internship and thesis is 14.
- 3.1.3 The study program and curriculum are attached as an appendix to this regulation and are announced at the beginning of each academic year.
- 3.1.4 The study program offers general formation disciplines, formative activities, as well as introductory disciplines of the core formation of the study program. All disciplines offered are compulsory and the student is automatically enrolled by the Registrar Office. During the second semester of the first year and almost on the second year of study, students deepen their knowledge and skills in relevant subjects related to their specific domain B category, as well as meets his/her specific study interests through the selection of courses under categories C.
- 3.1.5 During an academic year, the organization of learning activities extends to two (2) semesters with a normal duration of 15 weeks.
- 3.1.6 Part of the learning activities in the relevant field is the research that is designed to support the study program. In this case, the student carries out research with accountability and originality (with independent creative results), equally as he prepares the courses' assignments and the use of literature, as well as along the preparatin of the thesis in the second year.
- 3.1.7 All courses (subjects/syllabuses) are designed according to the proposed format/form in *CIT Documentations* and are approved by the Dean in prior consultation with the responsible of the department.
- 3.1.8 At the beginning of each semester students possess the course programs (syllabi) for each subject that are offered from the university. These programs after approval are available to students, being deposited in the university library, and can be published in CIT brochures or the website. Course programs indicate synthetically what is achieved through the subject and the relevant literature.
- 3.1.9 CIT departments organize the tutorial activity and the academic advising for students in accordance with the related regulations at the beginning of academic year.
- 3.1.10 Successful completion of the study program leads the student to the labor market or enables him to continue studies in the third cycle programs of study.

3.2 Duration of the studies

- 3.2.1 The normal deadline for the completion of studies is 2 (two) years;
- 3.2.2 The maximal period to complete the studies is 4 (four) years. After this period the relationship between the Institution and the student will be renegotiated.
- 3.2.3 If the student interrupts the studies for a period more than 2 (two) years, the Faculty Council has the right to examine of the student's knowledge. For this purpose, a special Commission (Recognition Commission), is set up to reevaluate the credits obtained by the student.

3.3 Objectives of the Study Program

- 3.3.1 The Master of Science study program aims to equip students with:
 - a. Knowledge and basic concepts in related fields of study and in-depth knowledge of the main field of study;
 - b. Skills towards a profession or a professional license;
 - c. Theoretical and practical formation in the chosen field;
 - d. Developed skills for research in the field of study;
 - e. Practical, applicable and research skills;
 - f. Abilities for personal and professional promotion;
 - g. Original worked thesis that demonstrates how the work of other researchers in the relevant field is understood.
- 3.3.2 Graduates from this study program are prepared for careers / employment opportunities in every sector of the economy, industry, private business and public administration.
- 3.3.3 Graduates of this study program must have worked/handle the list of publications presented individually in the syllabi of the courses offered.

4 PROHIBITIVE CREDITS AND OBLIGATIONS

4.1 Credits

- 4.1.1 Credits of each subject take into account the workload in the classroom as well as the individual work that the student must perform to fulfil all the obligations set forth in the course program.
- 4.1.2 Student who follow this study program must receive at least 120 ECTS.
- 4.1.3 Simple disciplines have 6 credits. The dissertation thesis has 18 ECTS and the internship has 12 ECTS.
- 4.1.4 A credit is 25 hours of student learning, composed of learning hours for transmission of knowledge in the auditorium (lectured, seminars, exercises, projects, assignments and other formative activities inside the discipline) and hours pertaining to independent learning outside the university.
- 4.1.5 Credits of a discipline are earned only after the evaluation of the student with a passing grade. In case of disciplines consisting of two modules, the student is evaluated with a final grade and earns the corresponding credits after having received no less than 50 % in each of the modules. If the necessary points were taken in one of the modules, credits of that model are calculated only for the purpose of passing the student in the next year of study.

4.2 Prohibitive Obligations

Prohibitive Obligations (Prerequisites) – are the conditions that must be met by the student before he can pass the exam of a particular subject or discipline which in each case cannot be more than 3 (three).

5. KNOWLEDGE ASSESSMENT ACQUIRED BY STUDENTS

5.1 The assessment system

5.1.1 The assessment of knowledge acquisition in written and / or oral is made by points from 0-100 points and the final result is converted to a grade of 0 (zero) to 4 (four) and expressed in letters from F to A +, according to the following table. Grades from 2 (two) to 4 (four) and letters from C to A + are passing.

Pikët në %	Nota me gërmë	Vlerësimi me notë	Përshkrimi Equivalent
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/Failer
/	FNA	0	Failer 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 basen 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

5.2 Examinations and knowledge assessment methods

The academic assessment of students is based on the principle of continuous assessment. The syllabus determines the assessment that each lecturer follows. The final grade is the resultant of the combination of the following elements:

- Final Exam (40%);
- Midterm Exam (20-30%);
- Assignment/s, quizzes, essays, individual/group project/s (20-30%);
- Active participation in the learning process (10%).

Student assessment is carried on an ongoing basis from 0-100% according to the Grading Scheme and Grading System.

In respect of academic freedom, there is a trust margin of 10% only for midterm, assignments, projects, quizzes and homework (but no more than that).

5.2.1 The Mid Term Exams and the Final Exams are finished in the timely manner provided in the Academic Calendar of the Academic Year. As a rule, Mid – Term Exam is done in the 7th week or 8th week of the semester with a normal duration, meanwhile the final – exams must be finished in the end the semester.

- 5.2.2 Exams are conducted with a seclusion procedure keeping secret the name of the student in the exam paper to the moment of their opening in the secretary after the professor has correct the exams.
- 5.2.3 The evaluation of the student with his points are recorded in the exam paper, which is signed from the professor who has compiled the exam and also in the summary format of student evaluation. The exam result is finished within 2 weeks from the date of their development. Within those 2 weeks the professor meets the student for the tutorial and the academic advice for everything that the student want to discuss about the exam result. After that period professor can complete the Grade Report in the respective Secretary.
- 5.2.4 The student earns the right to enter in the final exam for a specific subject, only if he has completed all the obligations regarding the participation provided in the educational plan of CIT and the payment obligations based on the Contract signed from the student and the University. Students that have the right to enter in the final exam are registered in the course Attendance Sheet.
- 5.2.5 For the student who does not enter in the final exam of the subject or who withdraw from the exam, the secretary marks in the Grade Report WNP “Withdrawn without Academic Penalty” note.
- 5.2.6 For the student who loses the right to enter in the final exam of a subject according to the absences overpassing, the secretary marks in the Grade Repot FNA “Fail for Non-Attendance” note.

5.3 Make – Up Exams

- 5.3.1 Make – Up Season is held in September of each academic year or with a prior decision of the Academic Senate during the year. Student has the right to make up in this season an unlimited number of exams in the case when he is evaluated with a non-passing grade in the final exam evaluation.
- 5.3.2 The student has the right to take the exam of the subject in the September make-up season, at the extent of the mid-term exam and final exam in percentage (%).
- 5.3.3 The exam at the end of the respective semester is free of charge. After those two possibilities, the student has to pay the relevant fee that is assigned in the contract between the student and the University (CIT).
- 5.3.4 In addition to the September season, CIT also provides opportunities for special seasons, which are announced by the Academic Senate at the Faculty's request. The student must be enrolled at least one week before at the Registrar. The organization of these seasons, the procedures, method of calculating the professor's load and the concrete dates are determined by a special Rector's Order.
- 5.3.5 In case of retained exams, student is evaluated based on the subject program of the actual academic year. If the number of credits of the subject has changed, student receives the actual credits of the subject.
- 5.3.6 If the student after the September season is at least with 30 credits, he has the right to continue in the next academic year and to retake the failed exams in progress, respecting the program obligations.
- 5.3.7 In case that the student, after the make-up season in September, does not obtain the required credits to pass in the next academic year, as per the previous point, he/she will be considered as a “*retaker*” (repeater). If the student doesn't have a FNA in the subjects where he lost his credits, then he can be accepted in September's season, only to redo the exams.

5.4 Improvements

- 5.4.1 Student has the right to improve each academic year 3 (three) grades in the make-up season.

- 5.4.2 This right should be used within the academic year and cannot be used for the next academic years.
- 5.4.3 The student, who requires a grade review, is entitled to the examination of only one evaluation mentioned in the syllabus. The second examination mark is then retained. The revised grade is calculated in the same way, according to the syllabus, by considering the new mark instead of the initial one.
- 5.4.4 Student can improve any grade, except the internship and the thesis diploma, despite of the academic year in which is done the evaluation.

5.5 The request for the re-assessment

- 5.5.1 If the student has a complaint about the points he has received in one of the evaluation components (colloquium, intermediate exam, course assignment / practical assignment, final examination), after having exhausted the clarification procedure with the subject lecturer, he can direct to the head of department with a written request to state the reasons on which he based the complaint.
- 5.5.2 By getting the complaint, the Head of Department or Dean, when the instructor is head of the department itself, establishes a committee to review the request and appealed reevaluation component. The Commission's decision, taken by a majority of members, is final and can be the same, higher or lower than the initial estimate appealed.

6. THE ATTENDANCE

6.1 The educational process attendance

- 6.1.1 The study program is full time.
- 6.1.2 Course Attendance (lectures, seminars, lecture/seminar, seminar/labs, labs, exercises, internship) is required 75%.

6.2 Reattendance

A student who exceeds the number of absences allowed, based on the rules of the respective program loses the right to access appropriate final exam and is obligated to retake the course again from the beginning, paying the respective fee, as provided by the contract between the student and CIT.

7. INTERNSHIP

- 7.1 Internship is organized, followed and supervised from the Dean and the Head of the respective Department in cooperation with Student Affairs Office or CIRD Faculty Unit.
- 7.2 As a forming activity of the program, (internship) it is obligatory and a necessary condition to finish the studies. Student who does not complete the internship, can not defend the diploma thesis.
- 7.3 Retaking the internship exam in the September season or the next academic year is versus a certain fee.
- 7.4 The development of internship is regulated with a specific regulation.

8 GRADUATION

- 8.1 Graduation is completed with the preparation and defense of a certain study or research topic.
- 8.2 In order to guide students' topics, leading lecturers develop sessions, according to a calendar of meetings.
- 8.3 The criteria for the thesis are defined with a specific regulation.
- 8.4 A student can not defend the diploma thesis without obtaining the approval of the supervisor as a guarantor of academic quality.
- 8.5 Academic Calendar provides 3 (three) seasons for the thesis defend, which are: (1) 3rd week of January, (2) 3rd week of July, (3) 3rd week of September.

- 8.6 The student who fails in the first season, has the right to defend it in the next 2 seasons. If he fails again in the next seasons, he should change the thesis and resubmit a new one.

9. TRANSFERS

- 9.1 CIT, in accordance with the principles of Bologna Charter of Education, accepts student transfers, which can be from Albania or not and also permit its students to transfer to other universities therefor.
- 9.2 Students enrolled in this study program may be recognized credits earned in other study programs in the same or similar fields, according to the criteria set forth in the respective transfer regulation in the CIT.
- 9.3 In this study program students who want to reorient their studies can also transfer part of other study programs from the second cycle offered by CIT.
- 9.4 Students who have finished their studies in another program (and university), have the right to ask for the credit's recognition to similar or equal subjects.
- 9.5 Students has the right to transfer only the subjects in which he/she has passed. In case of recognition the student carries the grade with which he has been evaluated in the previous study program. From this procedure are excluded CIT students who want to transfer their studies within the institution, who have the right to retake the exam in subject where they failed or in which they are FNA (Fail for Non Attendance).
- 9.6 Students can be transfer in the second year only if he has not less than 30 credits.
- 9.7 In each case it is better that the student who transfer the studies from another school in CIT should attend some disciplines where he can win 50% of the credits of the study program, included internship and diploma thesis. Exceptions to this rule are students who are transferred from overseas higher education institutions of the OECD countries which according to European Committee (EC) are known for higher quality education. In each case the students must follow in CIT not less than 25% of the credits, including internship and thesis diploma.
- 9.8 Evaluation process of subjects is made from Recognition and Equivalence Committee (Curriculum) of the Department.

10. MOBILITY PROGRAM PARTICIPATION

- 10.1 Students announced as winners from the ad-hoc committee prior traveling to the hosting university shall select their pull of courses that they will attend during the Erasmus+ mobility.
- 10.2 Students should confirm their Selection Plan for attending at least 5 courses per semester from the respective Head of Department. In any case the courses selected by the student/s shall not be new courses or courses that are not included in the education plan (their program) at CIT. The student has the right to attend the course in one academic year only once. Student Selection Plan should include courses that are not attended and evaluated with a passing grade at CIT.
- 10.3 In case of unexpected opening/closing of any course at the host university, the student should replace the selected course in student's selection plan with another one by the permission of the head of department at CIT.
- 10.4 Every student who attended an Erasmus+ mobility at the end of the exchange program should submit to the International Office and Registrar the transcript of the courses he/she followed at the host university. Shall no office be responsible for the credit recognition or any delay if the student doesn't submit in time the transcript to the designed offices mentioned above.
- 10.5 Curriculum evaluation process of subjects (curses) is made from the Committee of Recognition and Equivalence of Curricula (CREC) of the Department.

10.6 Students that have been part of exchange mobility programs, transfer from the host university not only their evaluation components, but also the attendance. In any case if they are FNA they should reattend the course, otherwise if they are only failing due to their evaluation, but not for the class attendance, they have the right to enter in the makeup session without repeating the course.

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11.3 Rechecking can be done before the start of the academic year and not in the middle of the academic year or after it has started.

11.4 The program reviewing may provide subjects union or their division without violating the defined reports for each category of the program disciplines, reviewing of the subject's credits, text or literature that will be used.

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**APPROVED FROM:
CHAIR OF THE ACADEMIC SENATE**



GRADUATE STUDIES

“Master of Science in Computer Engineering and Information Technology”

Program Regulation

With three profiles:

- **Big Data**
- **Multimedia-Design**
- **Network and Cyber-Security**

PURPOSE OF PROGRAM

I. Big Data Profile

The profile purpose

The study program Master of Science in “Computer Engineering and Information Technology”, Profile “Computer Engineering and Big Data”, provides graduates with in depth theoretical knowledge, as well as training for scientific research in a particular area. This study program is designed to prepare students in accordance with the technical requirements of the telecommunications industry, financial institutions and post-graduate master studies in Computer Engineering or other related fields. The basis of the program is focused on building critical thinking in order for professionals to take proper decisions.

“Computer Engineering and Big Data” Profile is a very selective program for students with a strong background in mathematics, computer science and applied statistics. The program is focused on new methods of development of the data science as a new discipline to meet the need for professionals. In completing this program, the student should be able to learn the analytical bases and science data flow, develop competence in JAVA language program and collect and have access from different data sources including traditional relational databases, NoSQL database and other web based sources. Potential students also gain basic computer engineering practices and understand how to enable reproductive and scalable data analysis as well as investigate the resources needed for a project of scientific data.

Some of the typical career opportunities

- Data analysis professional / officer
- Information professional / analyst responsible for the statistical analysis
- Web data professional / analyst
- Marketing data professional / analyst
- External consultant
- System developer
- Researcher in Financial Institutions or Operational Researcher

II. Multimedia-Design Profile

The profile purpose

The study program Master of Science in “Computer Engineering and Information Technology”, Profile “Multimedia–Design”, provides graduates with in-depth theoretical knowledge, as well as training for scientific research in this particular area. This study program is designed to prepare students in accordance with the technical requirements of the telecommunications industry, financial institutions and post-graduate master studies in Computer Engineering or related fields. The basis of the program is focused on building critical thinking in order for professionals to take proper decisions.

“Multimedia – Design” Profile, is a program that offers solid computer skills and expands students’ knowledge in interactive communication field using new techniques for the data visualization and computer systems interface creation according to new standards. The objective of this profile is to provide its graduate engineers with the ability to design and develop software interfaces for all mobile platforms, tablets, desktop, televisions and other new equipment that are a new in the market such as intelligent clocks.

Some of the typical career opportunities

- Multimedia Professionals/consultants
- Multimedia Designer

- Animators or audio and video producers
- Information Technology Professional
- IT Professional for government departments and cultural organizations
- NGOs and private sector image creator
- Computer systems designing industry professional
- Software-publishing industry professional
- Advertising industry professional
- Web Marketing and web publishing professional
- TV and creative studios specialist

III. Network and Cyber-Security Profile

The profile purpose

The study program Master of Science in “Computer Engineering and Information Technology”, “Network and Cybersecurity” Profile, provides graduates with in-depth theoretical knowledge, as well as training for scientific research in this particular area. This study program is designed to prepare students in accordance with the technical requirements of the telecommunications industry, financial institutions and post-graduate master studies in Computer Engineering or other related fields. The basis of the program is focused on building critical thinking so that professionals can take proper decisions.

At the end of the study program, students will be prepared on the challenges and safe operating systems, applications, and safe secure networks, the use of cryptography and key management and understand how to develop a security policy as well as governing policies and technological decisions.

Some of the typical career opportunities

- Technical professional to large companies in the field of security
- Information security professional/officer
- Intelligence analyst
- Critical information professional/officer
- Cybersecurity specialist
- Security technology professional
- Information system auditor
- Forensic and ethical hacking professional
- Information security consultant
- Network manager
- IT Administrator
- CIO (Chief Information Officer)
- And other positions related to information security and network management

GRADUATE STUDIES

Program Regulation

1. GENERAL PRINCIPLES

- 1.1 This Regulation of the undergraduate studies is based on Law no.80/2015, dated 22.07.2015 “On Higher Education in the Republic of Albania”, Council of Ministers Decision no. 418, issued on 10.05.2017 and no. 41, date 24.01.2018; the instructions of the Minister of Education and Sport no. 31, dated 29.12.2017; and on the Regulation and Bylaws of Canadian Institute of Technology (CIT).
- 1.2 This regulation is designed in accordance with the respective program objectives, teaching plan and teaching activities.
- 1.3 This regulation determines the organizational aspects of the program in the second cycle of studies. It is conceived by respecting the academic freedom, the rights and the obligations of the academic staff and students.

2. ADMISSION TO THE STUDY PROGRAM

- 2.1. To be admitted to this study program the applicant/student must have successfully completed the first level of studies and possess a university degree from a licensed and accredited program, lasting three years, or under the old system of four years duration.
- 2.2 The candidate may also have any other degree conferred abroad in an institution that is recognized and valid in accordance with the existing Albanian legislation. Foreign nationals must be provided with a residence permit in our country by the relevant official institutions.
- 2.3 Also in this study program are accepted candidates/students who have received a university degree in a higher education institution within or outside the country and seek to follow a second study program.
- 2.4 In case when the student requires to transfer the credits, the recognition and evaluation process is done from CIT (as a host unit) in Departmental level from the *ad-hoc* Committee of Recognition and Equivalence of Curricula (CREC).
- 2.5 CIT accepts (registrations) depending on the CIT’s infrastructure and academic capacity, but also according to specific criteria that can be determined in advance by the Faculty Council or Academic Senate. The maximal number of students that can be registered and their selection methods will be public in each academic year before the start of registrations.
- 2.6 Applicants who apply for enrollment in this study program, should have completed in general the first cycle of studies in the areas of computer engineering, IT, software engineering, telecommunication engineering, natural sciences, or other areas close too engineering.
- 2.7 Mastering of English Language in accordance with the paragraph 3 Instruction no. 52, dated 03.12.2015 changed, of the Ministry of Education and Sports “for determining the levels of foreign languages and international tests for admission to second and third cycle programs...”, changed.
- 2.8 According to this guideline a candidate is accepted when he meet the English language criteria, in range B1-C1, according to international tests cited in the guideline.
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- 2.11 At the beginning of the academic year orientation weeks are organized. Meetings and lectures are being held in order to explain to new students the system of studies, regulations and administrative procedures at CIT.
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3. STUDY PROGRAM

3.1 The structure of the study program

- 3.1.1 Educational disciplines and other formative activities offered in this study program are organized into five categories, from A - E. Teaching disciplines offered in category A, B, C, and D are required. In Category A are included general teaching disciplines/based ones, in Category B are included teaching disciplines that characterize the program. In category C are included interdisciplinary subjects and selected disciplines, of which the student must choose one of the courses offered. In the category D are included formative activities for the recognition of foreign languages, computer training and professional practice. During the last year of studies, the student prepares the diploma thesis, the defense of which is a prerequisite for graduation and constitutes an obligation included in the category E.
- 3.1.2 The total number of disciplines (without counting of modules) needed to graduate, along with internship and thesis is 14.
- 3.1.3 The study program and curriculum are attached as an appendix to this regulation and are announced at the beginning of each academic year.
- 3.1.4 The study program offers general formation disciplines, formative activities, as well as introductory disciplines of the core formation of the study program. All disciplines offered are compulsory and the student is automatically enrolled by the Registrar Office. During the second semester of the first year and almost on the second year of study, students deepen their knowledge and skills in relevant subjects related to their specific domain B category, as well as meets his/her specific study interests through the selection of courses under categories C.
- 3.1.5 During an academic year, the organization of learning activities extends to two (2) semesters with a normal duration of 15 weeks.
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3.2 Duration of the studies

- 3.2.1 The normal deadline for the completion of studies is 2 (two) years;

- 3.2.2 The maximal period to complete the studies is 4 (four) years. After this period the relationship between the Institution and the student will be renegotiated.
- 3.2.3 If the student interrupts the studies for a period more than 2 (two) years, the Faculty Council has the right to examine of the student's knowledge. For this purpose, a special Commission (Recognition Commission), is set up to reevaluate the credits obtained by the student.
- 3.2.4 A student who fails to take any exam within two (2) consecutive academic years, loses the right to continue his studies.

3.3 Objectives of the Study Program

- 3.3.1 The Master of Science study program aims to equip students with:
 - a. Knowledge and basic concepts in related fields of study and in-depth knowledge of the main field of study;
 - b. Skills towards a profession or a professional license;
 - c. Theoretical and practical formation in the chosen field;
 - d. Developed skills for research in the field of study;
 - e. Practical, applicable and research skills;
 - f. Abilities for personal and professional promotion;
 - g. Original worked thesis that demonstrates how the work of other researchers in the relevant field is understood.
- 3.3.2 Graduates from this study program are prepared for careers / employment opportunities in every sector of the economy, industry, private business and public administration.
- 3.3.3 Graduates of this study program must have worked/handle the list of publications presented individually in the syllabi of the courses offered.

4 PROHIBITIVE CREDITS AND OBLIGATIONS

4.1 Credits

- 4.1.1 Credits of each subject take into account the workload in the classroom as well as the individual work that the student must perform to fulfil all the obligations set forth in the course program.
- 4.1.2 Student who follow this study program must receive at least 120 ECTS.
- 4.1.3 Simple disciplines have 6 credits. The dissertation thesis has 18 ECTS and the internship has 12 ECTS.
- 4.1.4 A credit is 25 hours of student learning, composed of learning hours for transmission of knowledge in the auditorium (lectured, seminars, exercises, projects, assignments and other formative activities inside the discipline) and hours pertaining to independent learning outside the university.
- 4.1.5 Credits of a discipline are earned only after the evaluation of the student with a passing grade. In case of disciplines consisting of two modules, the student is evaluated with a final grade and earns the corresponding credits after having received no less than 50 % in each of the modules. If the necessary points were taken in one of the modules, credits of that model are calculated only for the purpose of passing the student in the next year of study.

4.2 Prohibitive Obligations

Prohibitive Obligations (Prerequisites) – are the conditions that must be met by the student before he can pass the exam of a particular subject or discipline which in each case cannot be more than 3 (three).

5. KNOWLEDGE ASSESSMENT ACQUIRED BY STUDENTS

5.1 The assessment system

5.1.1 The assessment of knowledge acquisition in written and / or oral is made by points from 0-100 points and the final result is converted to a grade of 0 (zero) to 4 (four) and expressed in letters from F to A +, according to the following table. Grades from 2 (two) to 4 (four) and letters from C to A + are passing.

Pikët në %	Nota me gërmë	Vlerësimi me notë	Përshkrimi Equivalent
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/Failer
/	FNA	0	Failer 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 basen 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

5.2 Examinations and knowledge assessment methods

The academic assessment of students is based on the principle of continuous assessment. The syllabus determines the assessment that each lecturer follows. The final grade is the resultant of the combination of the following elements:

- Final Exam (40%);
- Midterm Exam (20-30%);
- Assignment/s, quizzes, essays, individual/group project/s (20-30%);
- Active participation in the learning process (10%).

Student assessment is carried on an ongoing basis from 0-100% according to the Grading Scheme and Grading System.

In respect of academic freedom, there is a trust margin of 10% only for midterm, assignments, projects, quizzes and homework (but no more than that).

5.2.1 The Mid Term Exams and the Final Exams are finished in the timely manner provided in the Academic Calendar of the Academic Year. As a rule, Mid – Term Exam is done in the 7th week or 8th week of the semester with a normal duration, meanwhile the final – exams must be finished in the end the semester.

- 5.2.2 Exams are conducted with a secretion procedure keeping secret the name of the student in the exam paper to the moment of their opening in the secretary after the professor has correct the exams.
- 5.2.3 The evaluation of the student with his points are recorded in the exam paper, which is signed from the professor who has compiled the exam and also in the summary format of student evaluation. The exam result is finished within 2 weeks from the date of their development. Within those 2 weeks the professor meets the student for the tutorial and the academic advice for everything that the student want to discuss about the exam result. After that period professor can complete the Grade Report in the respective Secretary.
- 5.2.4 The student earns the right to enter in the final exam for a specific subject, only if he has completed all the obligations regarding the participation provided in the educational plan of CIT and the payment obligations based on the Contract signed from the student and the University. Students that have the right to enter in the final exam are registered in the course Attendance Sheet.
- 5.2.5 For the student who does not enter in the final exam of the subject or who withdraw from the exam, the secretary marks in the Grade Report WNP “Withdrawn without Academic Penalty” note.
- 5.2.6 For the student who loses the right to enter in the final exam of a subject according to the absences overpassing, the secretary marks in the Grade Repot FNA “Fail For Non Attendance” note.

5.3 Re-examination and exam delaying

- 5.3.1 Make – Up Season is held in September of each academic year or with a prior decision of the Academic Senate during the year. Student has the right to make up in this season an unlimited number of exams in the case when he is evaluated with a non-passing grade in the final exam evaluation.
- 5.3.2 The student has the right to take the exam of the subject in the September make-up season, at the extent of the mid-term exam and final exam in percentage (%).
- 5.3.3 The exam at the end of the respective semester is free of charge. After those two possibilities, the student has to pay the relevant fee that is assigned in the contract between the student and the University (CIT).
- 5.3.4 In addition to the September season, CIT also provides opportunities for special seasons, which are announced by the Academic Senate at the Faculty's request. The student must be enrolled at least one week before at the Registrar. The organization of these seasons, the procedures, method of calculating the professor's load and the concrete dates are determined by a special Rector's Order.
- 5.3.5 In case of retained exams, student is evaluated based on the subject program of the actual academic year. If the number of credits of the subject has changed, student receives the actual credits of the subject.
- 5.3.6 If the student after the September season is at least with 30 credits, he has the right to continue in the next academic year and to retake the failed exams in progress, respecting the program obligations.
- 5.3.7 In case that the student, after the make-up season in September, does not obtain the required credits to pass in the next academic year, as per the previous point, he/she will be considered as a “retaker” (repeater). If the student doesn't have a FNA in the subjects where he lost his credits, then he can be accepted in September's season, only to redo the exams.

5.4 Improvements

- 5.4.1 Student has the right to improve each academic year 3 (three) grades in the make-up season, making the required registration in the secretary and paying the relevant fee.

- 5.4.2 This right should be used within the academic year and cannot be used for the next academic years.
- 5.4.3 The student, who requires a grade review, is entitled to the examination of only one evaluation mentioned in the syllabus. The second examination mark is then retained. The revised grade is calculated in the same way, according to the syllabus, by considering the new mark instead of the initial one.
- 5.4.4 Student can improve any grade, except the internship and the thesis diploma, despite of the academic year in which is done the evaluation.

5.5 The request for the re-assessment

- 5.5.1 If the student has a complaint about the points he has received in one of the evaluation components (colloquium, intermediate exam, course assignment / practical assignment, final examination), after having exhausted the clarification procedure with the subject lecturer, he can direct to the head of department with a written request to state the reasons on which he based the complaint.
- 5.5.2 By getting the complaint, the Head of Department or Dean, when the instructor is head of the department itself, establishes a committee to review the request and appealed reevaluation component. The Commission's decision, taken by a majority of members, is final and can be the same, higher or lower than the initial estimate appealed.

6. THE ATTENDANCE

6.1 The educational process attendance

- 6.1.1 The study program is full time.
- 6.1.2 Course Attendance (lectures, seminars, lecture/seminar, seminar/labs, labs, exercises, internship) is required 75%.

6.2 Reattendance

A student who exceeds the number of absences allowed, based on the rules of the respective program loses the right to access appropriate final exam and is obligated to retake the course again from the beginning, paying the respective fee, as provided by the contract between the student and CIT.

7. INTERNSHIP

- 7.1 Internship is organized, followed and supervised from the Dean and the Head of the respective Department in cooperation with Student Affairs Office or CIRD Faculty Unit.
- 7.2 As a forming activity of the program, (internship) it is obligatory and a necessary condition to finish the studies. Student who does not complete the internship, can not defend the diploma thesis.
- 7.3 Retaking the internship exam in the September season or the next academic year is versus a certain fee.
- 7.4 The development of internship is regulated with a specific regulation.

8 GRADUATION

- 8.1 Graduation is completed with the preparation and defense of a certain study or research topic.
- 8.2 In order to guide students' topics, leading lecturers develop sessions, according to a calendar of meetings.
- 8.3 The criteria for the thesis are defined with a specific regulation.
- 8.4 A student can not defend the diploma thesis without obtaining the approval of the supervisor as a guarantor of academic quality.
- 8.5 Academic Calendar provides 3 (three) seasons for the thesis defend, which are: (1) 3rd week of January, (2) 3rd week of July, (3) 3rd week of September.

- 8.6 The student who fails in the first season, has the right to redefend it in the next 2 seasons. If he fails again in the next seasons, he should change the thesis and resubmit a new one.

9. TRANSFERS

- 9.1 CIT, in accordance with the principles of Bologna Charter of Education, accepts student transfers, which can be from Albania or not and also permit its students to transfer to other universities therefor.
- 9.2 Students enrolled in this study program may be recognized credits earned in other study programs in the same or similar fields, according to the criteria set forth in the respective transfer regulation in the CIT.
- 9.3 In this study program students who want to reorient their studies can also transfer part of other study programs from the second cycle offered by CIT.
- 9.4 Students who have finished their studies in another program (and university), have the right to ask for the credit's recognition to similar or equal subjects.
- 9.5 Students has the right to transfer only the subjects in which he/she has passed. In case of recognition the student carries the grade with which he has been evaluated in the previous study program. From this procedure are excluded CIT students who want to transfer their studies within the institution, who have the right to retake the exam in subject where they failed or in which they are FNA (Fail for Non Attendance).
- 9.6 Students can be transfer in the second year only if he has not less than 30 credits.
- 9.7 In each case it is better that the student who transfer the studies from another school in CIT should attend some disciplines where he can win 50% of the credits of the study program, included internship and diploma thesis. Exceptions to this rule are students who are transferred from overseas higher education institutions of the OECD countries which according to European Committee (EC) are known for higher quality education. In each case the students must follow in CIT not less than 25% of the credits, including internship and thesis diploma.
- 9.8 Evaluation process of subjects is made from Recognition and Equivalence Committee (Curriculum) of the Department.

10. MOBILITY PROGRAM PARTICIPATION

- 10.1 Students announced as winners from the ad-hoc committee prior traveling to the hosting university shall select their pull of courses that they will attend during the Erasmus+ mobility.
- 10.2 Students should confirm their Selection Plan for attending at least 5 courses per semester from the respective Head of Department. In any case the courses selected by the student/s shall not be new courses or courses that are not included in the education plan (their program) at CIT. The student has the right to attend the course in one academic year only once. Student Selection Plan should include courses that are not attended and evaluated with a passing grade at CIT.
- 10.3 In case of unexpected opening/closing of any course at the host university, the student should replace the selected course in student's selection plan with another one by the permission of the head of department at CIT.
- 10.4 Every student who attended an Erasmus+ mobility at the end of the exchange program should submit to the International Office and Registrar the transcript of the courses he/she followed at the host university. Shall no office be responsible for the credit recognition or any delay if the student doesn't submit in time the transcript to the designed offices mentioned above.
- 10.5 Curriculum evaluation process of subjects (curses) is made from the Committee of Recognition and Equivalence of Curricula (CREC) of the Department.

10.6 Students that have been part of exchange mobility programs, transfer from the host university not only their evaluation components, but also the attendance. In any case if they are FNA they should reattend the course, otherwise if they are only failing due to their evaluation, but not for the class attendance, they have the right to enter in the makeup session without repeating the course.

11. DEVELOPMENT, APPROVEMENT AND REVIEWING OF THE STUDY PROGRAM AND ITS REGULATION

11.1 This regulation is created by Faculty Department, reviewed by Faculty Council which reviews and approves changes made in this regulation that can be proposed in future and is finally approved by the Academic Senate.

11.2 Study Program, Teaching Plan, Teaching Disciplines and forming activities offered in this program and credits for each of them are checked periodically. Changes are proposed from the Department, Curriculum Development Office, Permanent Committee for Programs and Curricula's and another member of the academic staff, consulting with private sector as a response of market requirements.

11.3 Rechecking can be done before the start of the academic year and not in the middle of the academic year or after it has started.

11.4 The program reviewing may provide subjects union or their division without violating the defined reports for each category of the program disciplines, reviewing of the subject's credits, text or literature that will be used.

11.5 In any case, the changes cannot be such as to deviate more than 20% from the required formation in the relevant field of study of the program. Within the deadline announced by the MoES the Faculty and the Academic Senate, after approving the changes in the study program should notify the ministry.

12. STUDY PROGRAM REGULATION ANNOUNCEMENTS OF IT'S IMPLEMENTATION

12.1 This regulation has effect at all the students that follow this study program regardless the academic year that they are registered. Problems and ambiguities that can show up with the new clauses ore changes are interpreted and decided upon the Rector Decision.

12.2 Regulation and the program study are published in each academic year. After that, the student is responsible for the recognition and respect of the tasks and right that arising from this regulation.

12.3 The right of interpretation of this regulation has the Rector.

This regulation takes place immediately.

**APPROVED FROM:
CHAIR OF THE ACADEMIC SENATE**



GRADUATE STUDIES

“Master of Science in Finance and Accounting”

Program Regulation

With two profiles:

- **Finance and Banking**
- **Accounting and Auditing**

PROGRAM PURPOSE

Master of Science in Finance and Accounting (with two profiles) aims at providing students with a highly specialized degree in the following fields: finance, banking, accounting and auditing.

The master program has been conceptualized as an extension and builds on of the BA program in Finance and Accounting.

Firmly based on Canadian Institute of Technology philosophy, this particular program of study aims at specializing potential master students through a theoretical and practical methodology, which focuses on project development and implementation.

Apart from the combination of theoretical and practical disciplines as well as finance and accounting, an additional value for this program of study is the provision of students with specialized/concentrated degrees in finance, banking, accounting and auditing, which makes it possible for a successful career both in finance and banking as well as in the related field of accounting and auditing.

Upon completion of the Master Program, students have the potential to become successful even in certified professional exams of Certified Accountants (CPA), Financial Analysts (CFA), etc. To this end, the program syllabi include numerous questions and case studies as applied in the afore-mentioned professional exams.

Target skills and knowledge:

- Extensive and complete knowledge of corporate finance and market organization, structure, instruments, products, services as well as financial and banking institutions, governmental budget, tax system and public economic policies.
- Extensive and complete knowledge of financial and legal regulations of a business activity: initiation, supervision, risks and risk management.
- Specific knowledge in the preparation, analysis and auditing of financial balance sheets as well as related accounting information.
- Complete knowledge of calculation and evaluation of securities, risk, return, company performance and financial and physical investments.
- Complete managerial skills related to firms and banks assets, liabilities, profits, costs and finances as well as specific managerial skills related to investment portfolios.
- Deep analytical knowledge related to balance sheet, performance, company budgeting and projects, costs and benefits, etc.

Some of the typical career opportunities

- Financial Specialist
- Budget Financial Specialist
- Banker
- Accounting Specialist
- Portfolio Manager
- Financial Analyst
- Credit Specialist
- Audit Officer
- Financial Planning Specialist
- Tax Advisor
- Project Advisor

- Financial Advisor

GRADUATE STUDIES

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Prohibitive Obligations (Prerequisites) – are the conditions that must be met by the student before he can pass the exam of a particular subject or discipline which in each case cannot be more than 3 (three).

5. KNOWLEDGE ASSESSMENT ACQUIRED BY STUDENTS

5.1 The assessment system

- 5.1.1 The assessment of knowledge acquisition in written and / or oral is made by points from 0-100 points and the final result is converted to a grade of 0 (zero) to 4 (four) and

expressed in letters from F to A +, according to the following table. Grades from 2 (two) to 4 (four) and letters from C to A + are passing.

Pikët në %	Nota me gërmë	Vlerësimi me notë	Përshkrimi Equivalent
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/Failer
/	FNA	0	Failer 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 basen on the grades earned at another university
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/	AUD		Audit status
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The academic assessment of students is based on the principle of continuous assessment. The syllabus determines the assessment that each lecturer follows. The final grade is the resultant of the combination of the following elements:

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- Midterm Exam (20-30%);
- Assignment/s, quizzes, essays, individual/group project/s (20-30%);
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In respect of academic freedom, there is a trust margin of 10% only for midterm, assignments, projects, quizzes and homework (but no more than that).

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- 5.4.4 Student can improve any grade, except the internship and the thesis diploma, despite of the academic year in which is done the evaluation.

5.5 The request for the re-assessment

- 5.5.1 If the student has a complaint about the points he has received in one of the evaluation components (colloquium, intermediate exam, course assignment / practical assignment, final examination), after having exhausted the clarification procedure with the subject lecturer, he can direct to the head of department with a written request to state the reasons on which he based the complaint.
- 5.5.2 By getting the complaint, the Head of Department or Dean, when the instructor is head of the department itself, establishes a committee to review the request and appealed reevaluation component. The Commission's decision, taken by a majority of members, is final and can be the same, higher or lower than the initial estimate appealed.

6. THE ATTENDANCE

6.1 The educational process attendance

- 6.1.1 The study program is full time.
- 6.1.2 Course Attendance (lectures, seminars, lecture/seminar, seminar/labs, labs, exercises, internship) is required 75%.

6.2 Reattendance

A student who exceeds the number of absences allowed, based on the rules of the respective program loses the right to access appropriate final exam and is obligated to retake the course again from the beginning, paying the respective fee, as provided by the contract between the student and CIT.

7. INTERNSHIP

- 7.1 Internship is organized, followed and supervised from the Dean and the Head of the respective Department in cooperation with Student Affairs Office or CIRD Faculty Unit.
- 7.2 As a forming activity of the program, (internship) it is obligatory and a necessary condition to finish the studies. Student who does not complete the internship, can not defend the diploma thesis.
- 7.3 Retaking the internship exam in the September season or the next academic year is versus a certain fee.
- 7.4 The development of internship is regulated with a specific regulation.

8 GRADUATION

- 8.1 Graduation is completed with the preparation and defense of a certain study or research topic.
- 8.2 In order to guide students' topics, leading lecturers develop sessions, according to a calendar of meetings.
- 8.3 The criteria for the thesis are defined with a specific regulation.
- 8.4 A student can not defend the diploma thesis without obtaining the approval of the supervisor as a guarantor of academic quality.
- 8.5 Academic Calendar provides 3 (three) seasons for the thesis defend, which are: (1) 3rd week of January, (2) 3rd week of July, (3) 3rd week of September.
- 8.6 The student who fails in the first season, has the right to redefend it in the next 2 seasons. If he fails again in the next seasons, he should change the thesis and resubmit a new one.

9. TRANSFERS

- 9.1 CIT, in accordance with the principles of Bologna Charter of Education, accepts student transfers, which can be from Albania or not and also permit its students to transfer to other universities therefor.
- 9.2 Students enrolled in this study program may be recognized credits earned in other study programs in the same or similar fields, according to the criteria set forth in the respective transfer regulation in the CIT.
- 9.3 In this study program students who want to reorient their studies can also transfer part of other study programs from the second cycle offered by CIT.
- 9.4 Students who have finished their studies in another program (and university), have the right to ask for the credit's recognition to similar or equal subjects.
- 9.5 Students has the right to transfer only the subjects in which he/she has passed. In case of recognition the student carries the grade with which he has been evaluated in the previous study program. From this procedure are excluded CIT students who want to transfer their studies within the institution, who have the right to retake the exam in subject where they failed or in which they are FNA (Fail for Non Attendance).
- 9.6 Students can be transfer in the second year only if he has not less than 30 credits.
- 9.7 In each case it is better that the student who transfer the studies from another school in CIT should attend some disciplines where he can win 50% of the credits of the study program, included internship and diploma thesis. Exceptions to this rule are students who are transferred from overseas higher education institutions of the OECD countries which according to European Committee (EC) are known for higher quality education. In each case the students must follow in CIT not less than 25% of the credits, including internship and thesis diploma.
- 9.8 Evaluation process of subjects is made from Recognition and Equivalence Committee (Curriculum) of the Department.

10. MOBILITY PROGRAM PARTICIPATION

- 10.1 Students announced as winners from the ad-hoc committee prior traveling to the hosting university shall select their pull of courses that they will attend during the Erasmus+ mobility.
- 10.2 Students should confirm their Selection Plan for attending at least 5 courses per semester from the respective Head of Department. In any case the courses selected by the student/s shall not be new courses or courses that are not included in the education plan (their program) at CIT. The student has the right to attend the course in one academic year only once. Student Selection Plan should include courses that are not attended and evaluated with a passing grade at CIT.
- 10.3 In case of unexpected opening/closing of any course at the host university, the student should replace the selected course in student's selection plan with another one by the permission of the head of department at CIT.
- 10.4 Every student who attended an Erasmus+ mobility at the end of the exchange program should submit to the International Office and Registrar the transcript of the courses he/she followed at the host university. Shall no office be responsible for the credit recognition or any delay if the student doesn't submit in time the transcript to the designed offices mentioned above.
- 10.5 Curriculum evaluation process of subjects (curses) is made from the Committee of Recognition and Equivalence of Curricula (CREC) of the Department.
- 10.6 Students that have been part of exchange mobility programs, transfer from the host university not only their evaluation components, but also the attendance. In any case if

they are FNA they should reattend the course, otherwise if they are only failing due to their evaluation, but not for the class attendance, they have the right to enter in the makeup session without repeating the course.

11. DEVELOPMENT, APPROVEMENT AND REVIEWING OF THE STUDY PROGRAM AND ITS REGULATION

- 11.1 This regulation is created by Faculty Department, reviewed by Faculty Council which reviews and approves changes made in this regulation that can be proposed in future and is finally approved by the Academic Senate.
- 11.2 Study Program, Teaching Plan, Teaching Disciplines and forming activities offered in this program and credits for each of them are checked periodically. Changes are proposed from the Department, Curriculum Development Office, Permanent Committee for Programs and Curricula's and another member of the academic staff, consulting with private sector as a response of market requirements.
- 11.3 Rechecking can be done before the start of the academic year and not in the middle of the academic year or after it has started.
- 11.4 The program reviewing may provide subjects union or their division without violating the defined reports for each category of the program disciplines, reviewing of the subject's credits, text or literature that will be used.
- 11.5 In any case, the changes cannot be such as to deviate more than 20% from the required formation in the relevant field of study of the program. Within the deadline announced by the MoES the Faculty and the Academic Senate, after approving the changes in the study program should notify the ministry.

12. STUDY PROGRAM REGULATION ANNOUNCEMENTS OF IT'S IMPLEMENTATION

- 12.1 This regulation has effect at all the students that follow this study program regardless the academic year that they are registered. Problems and ambiguities that can show up with the new clauses ore changes are interpreted and decided upon the Rector Decision.
- 12.2 Regulation and the program study are published in each academic year. After that, the student is responsible for the recognition and respect of the tasks and right that arising from this regulation.
- 12.3 The right of interpretation of this regulation has the Rector.

This regulation takes place immediately.

**APPROVED FROM:
CHAIR OF THE ACADEMIC SENATE**



GRADUATE STUDIES

“Master of Science in Software Engineering”

Program Regulation

THE PURPOSE OF PROGRAM

The Master of Science in Software Engineering aims to prepare students to become leaders in the field of programming and addressing global needs that require real professionals in solving engineering and software problems, computer science, principles of design, software development or their testing. The essence of the program focuses on the formation of critical thinking of students, the ability to think and act simultaneously as well as to judge specific situations.

This program intends to achieve its goals through a solid theoretical training on the methods, principles and tools as well as on a real examination of issues relating to software development process. It also includes the development of skills in other areas associated significantly with software engineering or related to. Thus, subjects such as project management, quality assurance, and database management systems, help the student to be oriented clearly and correctly in the global market. Real problems and possibilities to analyze them, serve as an efficient methodology for program development. Students are given assistance to materialize theoretical knowledge in to practical experience.

Master students in Software Engineering will work closely with their instructors as well as with other students, to meet the tasks, projects and laboratory work that are necessary to prepare them with the knowledge and skills that will be used when they enter in the labor market.

Program objectives

The program objectives include three general categories: a) technical ones; b) organizational; c) cross-cutting provisions.

Technical Sphere

- The application of software development technologies to build powerful products and applications that enable information services based on oriented services toward architecture.
- The process implementation of the latest software engineering in the field of business applications and the integration of the system is today the standard way of development.

Organizational Sphere

- The development of outside and internal resource management of software projects.
- The contribution to the business processes through an analysing, designing and optimizing process in response to the organizational needs.

Crosscutting Sphere

- Analysis of the external social influences along with similar legal, regulatory, ethical and professional issues.
- Effective communication with technical users and business customers.

Some of the typical career opportunities

- Designer of information systems
- Software Architect
- Software Tester
- Software Project Manager
- Information Specialist
- Management systems
- Business Analyst
- Web Page Manager
- Developer of e-commerce (online trading)
- Developer of the Decision Support System

- Designer and Database Manager
- Software Designer

GRADUATE STUDIES

Program Regulation

1. GENERAL PRINCIPLES

- 1.1 This Regulation of the undergraduate studies is based on Law no.80/2015, dated 22.07.2015 “On Higher Education in the Republic of Albania”, Council of Ministers Decision no. 418, issued on 10.05.2017 and no. 41, date 24.01.2018; the instructions of the Minister of Education and Sport no. 31, dated 29.12.2017; and on the Regulation and Bylaws of Canadian Institute of Technology (CIT).
- 1.2 This regulation is designed in accordance with the respective program objectives, teaching plan and teaching activities.
- 1.3 This regulation determines the organizational aspects of the program in the second cycle of studies. It is conceived by respecting the academic freedom, the rights and the obligations of the academic staff and students.

2. ADMISSION TO THE STUDY PROGRAM

- 2.1. To be admitted to this study program the applicant/student must have successfully completed the first level of studies and possess a university degree from a licensed and accredited program, lasting three years, or under the old system of four years duration.
- 2.2 The candidate may also have any other degree conferred abroad in an institution that is recognized and valid in accordance with the existing Albanian legislation. Foreign nationals must be provided with a residence permit in our country by the relevant official institutions.
- 2.3 Also in this study program are accepted candidates/students who have received a university degree in a higher education institution within or outside the country and seek to follow a second study program.
- 2.4 In case when the student requires to transfer the credits, the recognition and evaluation process is done from CIT (as a host unit) in Departmental level from the *ad-hoc* Committee of Recognition and Equivalence of Curricula (CREC).
- 2.5 CIT accepts (registrations) depending on the CIT’s infrastructure and academic capacity, but also according to specific criteria that can be determined in advance by the Faculty Council or Academic Senate. The maximal number of students that can be registered and their selection methods will be public in each academic year before the start of registrations.
- 2.6 Applicants who apply for enrollment in this study program, should have completed in general the first cycle of studies in the areas of software engineering, computer engineering, IT, telecommunication engineering or other fields close to engineering etc.
- 2.7 Mastering of English Language in accordance with the paragraph 3 Instruction no. 52, dated 03.12.2015 changed, of the Ministry of Education and Sports “for determining the levels of foreign languages and international tests for admission to second and third cycle programs...”, changed.
- 2.8 According to this guideline a candidate is accepted when he meet the English language criteria, in range B1-C1, according to international tests cited in the guideline.
- 2.9 The candidate should have an average (of arithmetic) grade GPA preferably no lower than 7.5.
- 2.10 The documents for the enrollment are submitted by the person concerned at the Admissions Office or Faculty Secretary, which in turn follows the procedures for his/her enrollment.
- 2.11 At the beginning of the academic year orientation weeks are organized. Meetings and lectures are being held in order to explain to new students the system of studies, regulations and administrative procedures at CIT.

2.12 The enrollment criteria are adopted each year and made public in all possible forms.

3. STUDY PROGRAM

3.1 The structure of the study program

- 3.1.1 Educational disciplines and other formative activities offered in this study program are organized into five categories, from A - E. Teaching disciplines offered in category A, B, C, and D are required. In Category A are included general teaching disciplines/based ones, in Category B are included teaching disciplines that characterize the program. In category C are included interdisciplinary subjects and selected disciplines, of which the student must choose one of the courses offered. In the category D are included formative activities for the recognition of foreign languages, computer training and professional practice. During the last year of studies, the student prepares the diploma thesis, the defense of which is a prerequisite for graduation and constitutes an obligation included in the category E.
- 3.1.2 The total number of disciplines (without counting of modules) needed to graduate, along with internship and thesis is 14.
- 3.1.3 The study program and curriculum are attached as an appendix to this regulation and are announced at the beginning of each academic year.
- 3.1.4 The study program offers general formation disciplines, formative activities, as well as introductory disciplines of the core formation of the study program. All disciplines offered are compulsory and the student is automatically enrolled by the Registrar Office. During the second semester of the first year and almost on the second year of study, students deepen their knowledge and skills in relevant subjects related to their specific domain B category, as well as meets his/her specific study interests through the selection of courses under categories C.
- 3.1.5 During an academic year, the organization of learning activities extends to two (2) semesters with a normal duration of 15 weeks.
- 3.1.6 Part of the learning activities in the relevant field is the research that is designed to support the study program. In this case, the student carries out research with accountability and originality (with independent creative results), equally as he prepares the courses' assignments and the use of literature, as well as along the preparatin of the thesis in the second year.
- 3.1.7 All courses (subjects/syllabuses) are designed according to the propozed format/form in *CIT Documentations* and are approved by the Dean in prior consultation with the responsible of the department.
- 3.1.8 At the beginning of each semester students possess the course programs (syllabi) for each subject that are offered from the university. These programs after approval are available to students, being deposited in the university library, and can be published in CIT brochures or the website. Course programs indicate synthetically what is achieved through the subject and the relevant literature.
- 3.1.9 CIT departments organize the tutorial activity and the academic advising for students in accordance with the related regulations at the beginning of academic year.
- 3.1.10 Successful completion of the study program leads the student to the labor market or enables him to continue studies in the third cycle programs of study.

3.2 Duration of the studies

- 3.2.1 The normal deadline for the completion of studies is 2 (two) years;
- 3.2.2 The maximal period to complete the studies is 4 (four) years. After this period the relationship between the Institution and the student will be renegotiated.

3.2.3 If the student interrupts the studies for a period more than 2 (two) years, the Faculty Council has the right to examine of the student's knowledge. For this purpose, a special Commission (Recognition Commission), is set up to reevaluate the credits obtained by the student.

3.3 Objectives of the Study Program

3.3.1 The Master of Science study program aims to equip students with:

- a. Knowledge and basic concepts in related fields of study and in-depth knowledge of the main field of study;
- b. Skills towards a profession or a professional license;
- c. Theoretical and practical formation in the chosen field;
- d. Developed skills for research in the field of study;
- e. Practical, applicable and research skills;
- f. Abilities for personal and professional promotion;
- g. Original worked thesis that demonstrates how the work of other researchers in the relevant field is understood.

3.3.2 Graduates from this study program are prepared for careers / employment opportunities in every sector of the economy, industry, private business and public administration.

3.3.3 Graduates of this study program must have worked/handle the list of publications presented individually in the syllabi of the courses offered.

4 PROHIBITIVE CREDITS AND OBLIGATIONS

4.1 Credits

4.1.1 Credits of each subject take into account the workload in the classroom as well as the individual work that the student must perform to fulfil all the obligations set forth in the course program.

4.1.2 Student who follow this study program must receive at least 120 ECTS.

4.1.3 Simple disciplines have 6 credits. The dissertation thesis has 18 ECTS and the internship has 12 ECTS.

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5.4.4 Student can improve any grade, except the internship and the thesis diploma, despite of the academic year in which is done the evaluation.

5.5 The request for the re-assessment

5.5.1 If the student has a complaint about the points he has received in one of the evaluation components (colloquium, intermediate exam, course assignment / practical assignment, final examination), after having exhausted the clarification procedure with the subject lecturer, he can direct to the head of department with a written request to state the reasons on which he based the complaint.

5.5.2 By getting the complaint, the Head of Department or Dean, when the instructor is head of the department itself, establishes a committee to review the request and appealed reevaluation component. The Commission's decision, taken by a majority of members, is final and can be the same, higher or lower than the initial estimate appealed.

6. THE ATTENDANCE

6.1 The educational process attendance

6.1.1 The study program is full time.

6.1.2 Course Attendance (lectures, seminars, lecture/seminar, seminar/labs, labs, exercises, internship) is required 75%.

6.2 Reattendance

A student who exceeds the number of absences allowed, based on the rules of the respective program loses the right to access appropriate final exam and is obligated to retake the course again from the beginning, paying the respective fee, as provided by the contract between the student and CIT.

7. INTERNSHIP

7.1 Internship is organized, followed and supervised from the Dean and the Head of the respective Department in cooperation with Student Affairs Office or CIRD Faculty Unit.

7.2 As a forming activity of the program, (internship) it is obligatory and a necessary condition to finish the studies. Student who does not complete the internship, can not defend the diploma thesis.

7.3 Retaking the internship exam in the September season or the next academic year is versus a certain fee.

7.4 The development of internship is regulated with a specific regulation.

8 GRADUATION

8.1 Graduation is completed with the preparation and defense of a certain study or research topic.

8.2 In order to guide students' topics, leading lecturers develop sessions, according to a calendar of meetings.

8.3 The criteria for the thesis are defined with a specific regulation.

8.4 A student can not defend the diploma thesis without obtaining the approval of the supervisor as a guarantor of academic quality.

8.5 Academic Calendar provides 3 (three) seasons for the thesis defend, which are: (1) 3rd week of January, (2) 3rd week of July, (3) 3rd week of September.

8.6 The student who fails in the first season, has the right to redefend it in the next 2 seasons. If he fails again in the next seasons, he should change the thesis and resubmit a new one.

9. TRANSFERS

- 9.1 CIT, in accordance with the principles of Bologna Charter of Education, accepts student transfers, which can be from Albania or not and also permit its students to transfer to other universities therefor.
- 9.2 Students enrolled in this study program may be recognized credits earned in other study programs in the same or similar fields, according to the criteria set forth in the respective transfer regulation in the CIT.
- 9.3 In this study program students who want to reorient their studies can also transfer part of other study programs from the second cycle offered by CIT.
- 9.4 Students who have finished their studies in another program (and university), have the right to ask for the credit's recognition to similar or equal subjects.
- 9.5 Students has the right to transfer only the subjects in which he/she has passed. In case of recognition the student carries the grade with which he has been evaluated in the previous study program. From this procedure are excluded CIT students who want to transfer their studies within the institution, who have the right to retake the exam in subject where they failed or in which they are FNA (Fail for Non Attendance).
- 9.6 Students can be transfer in the second year only if he has not less than 30 credits.
- 9.7 In each case it is better that the student who transfer the studies from another school in CIT should attend some disciplines where he can win 50% of the credits of the study program, included internship and diploma thesis. Exceptions to this rule are students who are transferred from overseas higher education institutions of the OECD countries which according to European Committee (EC) are known for higher quality education. In each case the students must follow in CIT not less than 25% of the credits, including internship and thesis diploma.
- 9.8 Evaluation process of subjects is made from Recognition and Equivalence Committee (Curriculum) of the Department.

10. MOBILITY PROGRAM PARTICIPATION

- 10.1 Students announced as winners from the ad-hoc committee prior traveling to the hosting university shall select their pull of courses that they will attend during the Erasmus+ mobility.
- 10.2 Students should confirm their Selection Plan for attending at least 5 courses per semester from the respective Head of Department. In any case the courses selected by the student/s shall not be new courses or courses that are not included in the education plan (their program) at CIT. The student has the right to attend the course in one academic year only once. Student Selection Plan should include courses that are not attended and evaluated with a passing grade at CIT.
- 10.3 In case of unexpected opening/closing of any course at the host university, the student should replace the selected course in student's selection plan with another one by the permission of the head of department at CIT.
- 10.4 Every student who attended an Erasmus+ mobility at the end of the exchange program should submit to the International Office and Registrar the transcript of the courses he/she followed at the host university. Shall no office be responsible for the credit recognition or any delay if the student doesn't submit in time the transcript to the designed offices mentioned above.
- 10.5 Curriculum evaluation process of subjects (curses) is made from the Committee of Recognition and Equivalence of Curricula (CREC) of the Department.
- 10.6 Students that have been part of exchange mobility programs, transfer from the host university not only their evaluation components, but also the attendance. In any case if they are FNA they should reattend the course, otherwise if they are only failing due to

their evaluation, but not for the class attendance, they have the right to enter in the makeup session without repeating the course.

11. DEVELOPMENT, APPROVEMENT AND REVIEWING OF THE STUDY PROGRAM AND ITS REGULATION

- 11.1 This regulation is created by Faculty Department, reviewed by Faculty Council which reviews and approves changes made in this regulation that can be proposed in future and is finally approved by the Academic Senate.
- 11.2 Study Program, Teaching Plan, Teaching Disciplines and forming activities offered in this program and credits for each of them are checked periodically. Changes are proposed from the Department, Curriculum Development Office, Permanent Committee for Programs and Curricula's and another member of the academic staff, consulting with private sector as a response of market requirements.
- 11.3 Rechecking can be done before the start of the academic year and not in the middle of the academic year or after it has started.
- 11.4 The program reviewing may provide subjects union or their division without violating the defined reports for each category of the program disciplines, reviewing of the subject's credits, text or literature that will be used.
- 11.5 In any case, the changes cannot be such as to deviate more than 20% from the required formation in the relevant field of study of the program. Within the deadline announced by the MoES the Faculty and the Academic Senate, after approving the changes in the study program should notify the ministry.

12. STUDY PROGRAM REGULATION ANNOUNCEMENTS OF IT'S IMPLEMENTATION

- 12.1 This regulation has effect at all the students that follow this study program regardless the academic year that they are registered. Problems and ambiguities that can show up with the new clauses ore changes are interpreted and decided upon the Rector Decision.
- 12.2 Regulation and the program study are published in each academic year. After that, the student is responsible for the recognition and respect of the tasks and right that arising from this regulation.
- 12.3 The right of interpretation of this regulation has the Rector.

This regulation takes place immediately.

**APPROVED FROM:
CHAIR OF THE ACADEMIC SENATE**

